

**NOTICE OF SPECIAL MEETING
OF THE
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY
FINANCE COMMITTEE**

August 29, 2017

8:30 a.m.

NOTICE IS HEREBY GIVEN that a Special Meeting of the South Orange County Wastewater Authority (SOCWA) Finance Committee has been called by the Chairperson to be held on **August 29, 2017**, at **8:30 a.m.** at the SOCWA Administrative Office located at 34156 Del Obispo Street, Dana Point, California.

THE SOCWA MEETING ROOM IS WHEELCHAIR ACCESSIBLE. IF YOU REQUIRE ANY SPECIAL DISABILITY RELATED ACCOMMODATIONS (I.E., ACCESS TO AN AMPLIFIED SOUND SYSTEM, ETC.) PLEASE CONTACT THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY SECRETARY'S OFFICE AT (949) 234-5421 AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING. THIS AGENDA CAN BE OBTAINED IN ALTERNATE FORMAT UPON WRITTEN REQUEST TO THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY'S SECRETARY AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THE SCHEDULED MEETING.

AGENDA EXHIBITS AND OTHER WRITINGS THAT ARE DISCLOSABLE PUBLIC RECORDS DISTRIBUTED TO ALL, OR A MAJORITY OF, THE MEMBERS OF THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY FINANCE COMMITTEE IN CONNECTION WITH A MATTER SUBJECT TO DISCUSSION OR CONSIDERATION AT AN OPEN MEETING OF THE FINANCE COMMITTEE ARE AVAILABLE FOR PUBLIC INSPECTION IN THE AUTHORITY OFFICE, 34156 DEL OBISPO STREET, DANA POINT, CA ("AUTHORITY OFFICE"). IF SUCH WRITINGS ARE DISTRIBUTED TO MEMBERS OF THE FINANCE COMMITTEE LESS THAN TWENTY-FOUR (24) PRIOR TO THE MEETING, THEY WILL BE AVAILABLE IN THE RECEPTION AREA OF THE AUTHORITY OFFICE AT THE SAME TIME AS THEY ARE DISTRIBUTED TO THE FINANCE COMMITTEE MEMBERS, EXCEPT THAT, IF SUCH WRITINGS ARE DISTRIBUTED IMMEDIATELY PRIOR TO, OR DURING, THE MEETING, THEY WILL BE AVAILABLE IN THE FINANCE COMMITTEE MEETING ROOM.

AGENDA

- 1. Call Meeting to Order**
- 2. Public Comments**

THOSE WISHING TO ADDRESS THE FINANCE COMMITTEE ON ANY ITEM LISTED ON THE AGENDA SHOULD SUBMIT A "REQUEST TO BE HEARD" FORM TO THE CLERK OF THE BOARD BEFORE THE PRESIDING OFFICER ANNOUNCES THAT AGENDA ITEM. YOUR NAME WILL BE CALLED TO SPEAK AT THAT TIME.

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3. Year End June 30, 2017 Financials

A. Staff Recommends the Finance Committee:

1. Ratify Summary of Disbursements in the amount of \$2,223,331 for the period June 1, 2017 through June 30, 2017. (Exhibit A)
2. Receive and file the following as information items:
 - a. June 30, 2017 Financial Reports (Preliminary)
 - Summary of Disbursements (Exhibit A)
 - Schedule of Funds Available for Reinvestment (Exhibit B)
 - Schedule of Cash and Investments (Exhibit C)
 - Capital Expenditures vs. Budget including Chart (Exhibit D)
 - Budget vs. Actual Expenditures by Department (Exhibit E1 to E4)
 - a) O&M including Environmental and Safety
 - b) Engineering
 - c) Administration
 - d) IT

4. Year End June 30, 2017 Financial Auditing Services – Selection of Auditor

Recommendation

- 1) Staff recommends that the Finance Committee select an audit firm for recommendation to the Board of Directors at the September 7, 2017 Board Meeting.
- 2) Staff recommends that the Finance Committee recommend to the Board of Directors a Budget increase to the General Fund/Administration Budget of \$5,000 for additional audit costs.

5. Infrastructure Valuation Services

Recommendation

- 1) Finance Committee to recommend to the Board of Directors selection of Carollo Engineers as the firm to perform the Infrastructure Valuation Services.
- 2) Finance Committee to recommend to the Board of Directors inclusion of \$115,000 in funding as an adjustment to the FY 2017-18 Administration Budget to cover this item.

6. General Fund Policy on Allocation of Costs to General Fund

Recommendation

Committee discussion and recommendation to the Board of Directors

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7. Implementation of Additional Retiree Health Benefits Tier

Recommendation

- A. The Finance Committee to Recommend to the Board of Directors authorization to be given to the General Manager to execute the following:
 - 1) Administrative Services Agreement
 - 2) Resolution for Adoption and Statement of Adoption
 - 3) VantageCare Retirement Health Savings (RHS) Adoption Agreement
 - 4) Declaration of Trust
 - 5) Retiree Welfare Benefits Plan

- B. The Finance Committee recommends to the Board of Directors a budget adjustment to the FY 2017-18 SOCWA Administration Budget to add \$2500 for the funding of the ADP Services Attendant to the Tier I reimbursements.

8. General Manager Report on Open Items

I hereby certify that the foregoing Notice was personally emailed or mailed to each member of the SOCWA Finance Committee at least 24 hours prior to the scheduled time of the Special Meeting referred to above.

I hereby certify that the foregoing Notice was posted at least 24 hours prior to the time of the above-referenced Finance Committee at the usual agenda posting location of the South Orange County Wastewater Authority and at www.socwa.com.

Dated this 24th day of August 2017.



Betty C. Burnett, General Manager/Secretary
SOUTH ORANGE COUNTY WASTEWATER AUTHORITY

MEMORANDUM FOR THE ATTORNEY GENERAL
SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

Attest:

[Illegible text]