

TREASURY OVERSIGHT COMMITTEE MEETING

August 15, 2017

MINUTES

Members Present: Donald Bouchet, Bill Clark, Julie Bautista, Stanley Caldwell, Edgar Grubb, Jerome Hatfield and Dan Heinrich.

Also Present: Russell V. Watts, Treasurer-Tax Collector, Brice Bins, Deputy Treasurer-Tax Collector, Belinda Zhu, Assistant County Treasurer, and Ronda Boler, Executive Secretary.

Donald Bouchet called the Treasury Oversight Committee meeting to order at 3:00 p.m.

PUBLIC COMMENT

None.

ACTION ITEMS

1. APPROVE NOVEMBER 15, 2016 TREASURY OVERSIGHT COMMITTEE MEETING MINUTES

Mr. Bouchet called a motion for approval of the minutes. Mr. Grubb moved, seconded by Mr. Hatfield to approve the November 15, 2016 Treasury Oversight Committee meeting minutes. The motion passed unanimously with ayes from Mr. Bouchet, Mr. Clark, Ms. Bautista, Mr. Caldwell, Mr. Grubb, Mr. Hatfield, and Mr. Heinrich.

2. APPROVE FEBRUARY 21, 2017 TREASURY OVERSIGHT COMMITTEE MEETING MINUTES

Mr. Bouchet called a motion for approval of the minutes. Mr. Grubb moved, seconded by Mr. Hatfield to approve the February 21, 2017 Treasury Oversight Committee meeting minutes. The motion passed unanimously with ayes from Mr. Bouchet, Mr. Clark, Ms. Bautista, Mr. Caldwell, Mr. Grubb, Mr. Hatfield, and Mr. Heinrich.

3. APPROVE MAY 16, 2017 TREASURY OVERSIGHT COMMITTEE MEETING MINUTES

Mr. Bouchet called a motion for approval of the minutes. Mr. Grubb moved, seconded by Mr. Hatfield to approve the May 16, 2017 Treasury Oversight Committee meeting

minutes. The motion passed unanimously with ayes from Mr. Bouchet, Mr. Clark, Ms. Bautista, Mr. Caldwell, Mr. Grubb, Mr. Hatfield, and Mr. Heinrich.

4. APPROVE JUNE 30, 2017 QUARTERLY INVESTMENT REPORT

Ms. Zhu presented June 30, 2017 Quarterly Investment Report (the Report) to the Committee. The Treasurer's investment portfolio is in compliance with Government Code 53600 et. seq. The Treasurer's investment portfolio is in compliance with the Treasurer's current investment policy. The Treasurer's investment portfolio has no securities lending, reverse repurchase agreements, or derivatives.

As of June 30, 2017, the total par value of the investment pool was \$3,690,689,759.27. The total cost was \$3,684,129,816.47. The market value was \$3,685,457,162.73 which was 100.04% of the cost. More than \$3.00 billion representing about 81% of the portfolio will mature in less than a year. The weighted yield to maturity was 1.22% with the weighted average days to maturity of 205 days.

Historical activities combined with future cash flow projections indicate that the County is able to meet its cash flow needs for the next six months.

Ms. Zhu presented Contra Costa County Investment Pool summary report as of June 30, 2017. The market value of the investment pool was up by \$86.1 million compared to the previous quarter end, and was up by \$360.7 million compared to the same quarter end of the previous year. Approximately 91.3% of the portfolio was managed by the Treasurer's Office while the remaining portion was managed by the external managers.

For the benefit of two new Committee members, Ms. Zhu reviewed each Exhibit to the Report. No exception was noted.

Mr. Bouchet called a motion for approval of the Report. Mr. Hatfield moved, seconded by Mr. Grubb to approve June 30, 2017 Quarterly Investment Report. The motion passed unanimously with ayes from Mr. Bouchet, Mr. Clark, Ms. Bautista, Mr. Caldwell, Mr. Grubb, Mr. Hatfield, and Mr. Heinrich.

5. APPROVE CONTRA COSTA COUNTY TREASURY OVERSIGHT COMMITTEE BYLAWS

Mr. Watts informed the Committee that the Committee Bylaws were reviewed and edited to add three Alternate Committee members with one Alternate to the Appointed officials in Category 1 and two Alternates to the Elected members in Category 2. A quorum will still consist of four out of seven members.

Mr. Hatfield recommended the word "other" be removed in line 4 from the bottom of the second paragraph of Section VII, Attendance and Alternates on page 5 of the

Bylaws. Additionally, “may” should be replaced with “is encouraged to” in the same line. Mr. Watts agreed.

Mr. Bouchet called a motion for approval of the bylaws. Mr. Caldwell moved, seconded by Mr. Heinrich to approve Contra Costa County Treasury Oversight Committee Bylaws. The motion passed unanimously with ayes from Mr. Bouchet, Mr. Clark, Ms. Bautista, Mr. Caldwell, Mr. Grubb, Mr. Hatfield, and Mr. Heinrich.

INFORMATION ITEMS

None

MISCELLANEOUS

1. Staff Report

None.

2. Committee Member Comments

TOC Member Training should be completed within 90 days of appointment. All members must certify completion of both 1) Brown Act and Better Government Ordinance Training Video and 2) Ethics Training. It is recommended the trainings be completed at two year intervals.

Mr. Hatfield requested a clean hard copy of the most current Investment Policy. An e-copy will be distributed to the rest of the TOC members.

ESTABLISHMENT OF NEXT MEETING DATE:

Tuesday, November 21, 2017.

Donald Bouchet adjourned the meeting at 4:05 p.m.

Respectfully submitted,

Ronda Boler
Executive Secretary

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