

# Staff Report

for the Regular Meeting of the Board of Directors for December 13, 2017

**TO:** Board of Directors  
**FROM:** Marvin Davis, MBA, CPA, Finance Manager/Treasurer  
**DATE:** December 6, 2017  
**SUBJECT:** Investment Policy 3035 (Consent)

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***FINANCE***

**RECOMMENDATION:**

Adopt Resolution 2017-35 in accordance with Investment Policy 3035.18

**BACKGROUND:**

The District's investment policy requires annual review and adoption by resolution. The Treasurer manages the District's portfolio consisting of short and long-term investments through cash forecasting, actual vs budget monthly reporting and appropriate budget amendments (Policy 3100) to ensure compliance with the policy.

Presently, the Treasurer recommends no changes to the policy.

**BUDGETARY IMPACT:**

N/A

MD

Attachment:

- Exhibit A: Policy 3035
- Resolution 2017-35



**RESOLUTION No.** 2017-35

OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT  
**ADOPTING INVESTMENT POLICY**

**BE IT RESOLVED** by the Board of Directors of Nevada Irrigation District that the attached Exhibit A is the policy and guidelines for investment.

**PURPOSE:** This policy is intended to provide a guideline for the investment of District monies not required for immediate expenditure in compliance with governing provisions of law (Government Code Sections 53600 et. seq.) and this policy. The District will maintain adequate cash availability and maximum yield on invested funds while insuring that principal invested is protected from loss. Investments will be made in a range of instruments to insure diversification of the District's portfolio and liquidity of assets in an emergency situation. The prudent person policy of safety, liquidity, and yield will prevail at all times.

**DEFINITION AND PROVISION OF THE GOVERNMENT CODE:** In accordance with Government Code Sections, collateral established as security for District funds will be those securities specified by law as eligible for collateral for deposits for local public agencies. Investments of District monies not required for immediate expenditure will be made in securities or other certificates of indebtedness as provided by law for the investment of public funds. Investments will be made in accordance with this policy.

**AMOUNT TO BE INVESTED:** The District will maintain a cash flow analysis for projection of needed funds. All funds not required for immediate use will be invested.

**BE IT FURTHER RESOLVED** that authority to manage the investment program is granted to:

Marvin Davis  
Remleh Scherzinger  
Greg Jones

Treasurer  
Deputy Treasurer  
Deputy Treasurer

**BE IT FURTHER RESOLVED** that the Treasurer shall furnish the Board of Directors a detailed listing that is in compliance with Government Code Section 53646.

**ADOPTED** by the Board of Directors of the Nevada irrigation District at a regular meeting of said Board held on the 13<sup>th</sup> day of December 2017 by the following vote of said Board:

AYES: Directors:

NOES: Directors:

ABSENT: Directors:

ABSTAINING: Directors:

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Board Secretary

## Exhibit A

Nevada Irrigation District  
Investment Policy  
December 13, 2017

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Investments  
POLICY NUMBER: 3035

**3035.1** It is the policy of the Nevada Irrigation District to invest public funds in a manner which will provide the highest investment return consistent with preserving the maximum security while meeting the daily cash flow demands of the District and conforming to state and local statutes governing investment of public funds.

**3035.2** **Scope**

This investment policy applies to all moneys (surplus financial assets) of the District. These moneys are accounted in the monthly financial reports and the comprehensive annual financial report of District financial activities.

**3035.2.1** **Exceptions**

Three exceptions exist regarding investment of: bond reserve funds, grant funds. Bond reserve and grant funds will be invested in accordance with the statutory provisions governing the issuance of the bond(s) or grant(s), or the actual bond or grant documents, as applicable. Investment of District pension trust funds is governed by California Government Code 53125 – 53224. Investment of post-employment health benefit trust funds are governed by California Government code 53620 – 53622.

**3035.2.2** **Pooling of Funds**

With the exception of cash in restricted and special funds, the District will consolidate cash balances from all funds to the extent practicable in order to maximize investment earnings and minimize fees.

**3035.3** **Prudence**

The standard of prudence to be used by the Board of Directors, Treasurer, and all those engaged in the management of District moneys shall be the Prudent Investor Standard (California Government Code 53600.3) which shall be applied in the context of managing all

## **Exhibit A**

### **Nevada Irrigation District Investment Policy December 13, 2017**

aspects of the overall portfolio. Investments shall be made with the care, skill, prudence and diligence, under circumstances then prevailing, including the general economic conditions and the anticipated needs of the District, which persons of prudence, discretion and intelligence acting in a like capacity and familiarity with those matters would use in the investment of moneys of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

It is the District's intent, at the time of purchase, to hold all investments until maturity. However, investments may be sold prior to maturity for cash flow purposes or to take advantage of principal appreciation.

#### **3035.4 Objectives**

The primary objectives, listed in order of priority, of the investment activities are:

##### **3035.4.1 Safety**

Safety of principal is the foremost objective of the District's investment program. Investments will be executed in a manner that seeks to ensure preservation of capital in the overall portfolio. In attaining this objective, the District will strive to mitigate credit risk and interest rate risk.

##### **3035.4.1.1 Credit Risk**

The District will minimize credit risk, the risk of loss due to the failure of the security issuer/backer, by: (a) limiting investments to the safest types of securities; (b) pre-qualifying financial institutions, broker/dealers, intermediaries and advisors; and (c) diversifying the investment portfolio by a variety of securities offering independent returns and financial institutions.

##### **3035.4.1.2 Interest Rate Risk**

The District will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by: structuring the investment portfolio so that securities meet the cash flow requirements thereby avoiding, to the extent possible, the need to sell securities on the open market prior to maturity; and investing operating funds in shorter-term securities.

##### **3035.4.2 Liquidity**

The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

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### **Nevada Irrigation District Investment Policy December 13, 2017**

#### **3035.4.3 Return on Investment**

The investment portfolio will be designed to attain an acceptable rate of return, taking into account the investment risk constraints and cash flow requirements.

#### **3035.5 Delegation of Authority**

Authority to manage the District's investment program is derived from the California Government Code, commencing with Section 53600. Management responsibility for the investment program is hereby delegated, pursuant to Section 53607 of the Government Code, to the District Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy. This responsibility includes authority to select Brokers, establish safekeeping accounts, enter into wire transfer agreements, banking service contracts, and collateral/depository agreements that are consistent with and subject to this Policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. This delegation shall be subject to annual renewal in accordance with Section 53607.

#### **3035.6 Investment Procedures**

The Treasurer will establish written investment procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the established procedures.

#### **3035.7 Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investment decisions. The Treasurer and Deputy Treasurer(s) must file applicable annual financial disclosures as required by the Fair Political Practices Commission (FPPC) and/or the District's Conflict of Interest Code.

#### **3035.8 Authorized Financial Dealers and Institutions**

The District shall transact business only with banks, associations, and with broker/dealers licensed by the State of California. The broker/dealers should be primary government dealers regularly reporting to the New York Federal Reserve Bank. Exceptions will be made only upon written authorization by the Treasurer. Investment staff shall investigate dealers who wish to do business with the District to determine if they are adequately capitalized, have pending legal action against the firm or the individual broker and make markets in the securities appropriate to the District's needs. The District's Treasurer, in his/her discretion,

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### Nevada Irrigation District Investment Policy December 13, 2017

may require that any broker/dealer complete and file an annual financial disclosure form consistent with the District's conflict of interest policy.

The District Treasurer shall annually send a copy of the current investment policy to all broker/dealers approved to do business with the District. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the District's investment policies and intends to sell the District only appropriate investments authorized by this investment policy.

#### 3035.9 **Authorized and Suitable Investments**

Investment of District funds is governed by the California Government Code Sections commencing with 53600 in which the following investments are authorized:

Investment Type	Percentage or Amount	Maximum Maturity
U.S. Treasury Bonds/Notes/Bills	0 to 100%	5 Years
U.S. Government Agency Securities and Instrumentality's of Government-Sponsored Corporations	0 to 100%	5 Years
Bankers' Acceptances	0 to 40%	180 Days
Commercial Paper must be rated P-1 (Moody's, A-1 (Standard & Poor's)	0 to 25%	270 Days
Negotiable Certificates of Deposit	0 to 30%	5 Years
Local Agency Investment Fund (LAIF)	\$0 to \$50,000,000	Upon Demand
Public Funds Checking or Savings Account	0 to 100%	Upon Demand
State of California Bonds/Notes	0 to 30%	5 Years
California Local Agency Bonds/Notes	0 to 30%	5 Years
Outside California Local Agency Bonds/Notes	0 to 30%	5 Years
Medium Term Corporate Notes	0 to 30%	5 Years
Mutual Funds/Money Market Funds	0 to 15%	Upon Demand
Mortgage/Pass-Through Security	0 to 20%	5 Years

#### 3035.10 **Prohibited Investments**

In accordance with the provisions of California Government Code Sections 53601.6 and 53631.5, the District shall not invest in inverse floaters, range notes, mortgage-derived interest only strips, or any security that could result in zero interest accrual.

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Any State of California legislative action that further restricts allowable maturities, investment types or percentage allocations will be effective upon enactment and deemed incorporated into the District's Investment Policy and supersedes any and all previous applicable language. If the District is holding an investment that is subsequently prohibited by a legislative change, and provided such action is allowable under the applicable legislation, the District may hold that investment if it is deemed prudent by the Treasurer until the maturity date to avoid an unnecessary loss.

#### **3035.11 Diversification and Maximum Maturities**

The District will diversify its investments by security type and institution. With the exception of U. S. Treasury securities, U. S. Agency Obligations and authorized pools (e.g. LAIF), no more than 50% of the District's total investment portfolio will be invested in a single security type or with a single financial institution. The diversification of the portfolio will be dependent upon current and future cash flow requirements.

To the extent possible, the District will strive to match its investment maturities with anticipated cash flow requirements. The District will not directly invest in securities with a maturity greater than 5 years unless pursuant to 3077.2.1 Exceptions.

#### **3035.12 Investment Pools/Mutual Funds**

The Treasurer shall have a thorough understanding of the operational areas listed below for each pool and/or fund prior to investing and on a regular basis:

- Authorized investments
- Interest calculations/distribution
- Fee schedule, when/how assessed
- Frequency of statements
- Safeguarding of investments
- Deposit/withdrawal limitations
- Investment Policy and objectives
- Investment limitations
- Eligibility for holding bond proceeds
- Treatment of gains and losses
- Settlement process
- Utilization of reserves by fund

#### **3035.13 Collateralization**

Collateral is required for investments in certificates of deposit, repurchase agreements and reverse repurchase agreements. In order to reduce market risk, the collateral level will be at least 102% of market value of principal and accrued interest.

The only securities acceptable as collateral shall be direct obligations which are fully guaranteed as to principal and interest by the United States Government or any agency or government sponsored enterprise of the United States.

#### **3035.14 Safekeeping and Custody**

To protect against fraud or embezzlement or losses caused by collapse of an individual securities dealer, all securities owned by the District shall be held in safekeeping by a third



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party custodian, acting as agent for the District under the terms of a trust or custody agreement executed by the Treasurer. All security transactions will settle delivery vs. payment (DVP) through the District's safekeeping agent. Securities purchased from brokers/dealers shall be held in third party safekeeping by the trust department of the District's main bank, or by another third party trustee designated by the Treasurer. Securities held in custody for the District shall be independently audited annually to verify investment holdings.

#### **3035.15 Investment Earnings Allocation and Marking to Market**

Investment earnings that are collected from investments authorized in this policy will be allocated monthly to the various program areas based upon their respective participation and in accordance with generally accepted accounting principles.

The market value of the portfolio will be calculated at least quarterly, with a statement of market value issued. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-To-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

#### **3035.16 Reporting and Internal Control**

In accordance with California Government Code Section 53646(b), the Treasurer will issue a quarterly report within 30 days following the end of the quarter to the General Manager and Board of Directors showing the type of investment, issuer and/or institution, date of maturity, amount of investment, current market value for all securities, rate of interest, and other relevant data that may be required. The quarterly report shall list any contract authorized by the Treasurer under the authority delegated under Section 3035.5 of the Investment Policy. The quarterly report shall certify compliance of the investment portfolio with the Investment Policy and shall include a statement denoting the ability of the District to meet its pool expenditure requirements for the next six months. The quarterly report shall further report any instance where the Treasurer determined any investment of the investment portfolio might have deviated from the District's Investment Policy and the actions taken by the Treasurer as a result of such determination.

The Treasurer shall also, in accordance with Government Code 53607, issue a monthly report of transactions to invest or to reinvest funds of the District, and to sell or exchange securities so purchased.

The annual audit will include an independent review by the external auditor to confirm proper internal controls exist. The District's CAFR will report, on an annual basis, those components that demonstrate compliance with the Investment Policy.

#### **3035.17 Performance Standards**

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Investment performance is continually monitored and evaluated by the Treasurer. The performance of the investment portfolio shall be measured against a market-average rate of return of the U.S. Constant Maturity Treasury (CMT) which is the closest to the weighted average maturity of the District's portfolio and to the earnings on the LAIF Pooled Investment Fund.

#### **3035.18 Investment Policy Adoption, Revision and Legislative Changes**

The Investment Policy will be adopted by resolution of the District's Board of Directors. The policy will be reviewed and updated as needed for BOD approval when economic conditions warrant or legislative changes necessitate.

#### **3035.19 Glossary of Cash Management Terms**

Accrued Interest: Interest earned but not yet received.

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Asked: The price at which securities are offered.

Banker's Acceptance (BA): A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Bid: The price offered by a buyer of securities.

Bond: A financial obligation for which the issuer promises to pay the bondholder a specified stream of future cash flows, including periodic interest payments and a principal repayment.

Broker: A person assisting in the buying and selling of investments for a commission.

Corporate Notes- Medium Term Notes: Debt instrument issued by a private corporation, as distinct from one issued by a government agency or a municipality.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate; large-denomination CD's are typically negotiable.

Commercial Paper: Short term obligations with maturities ranging from 2 to 270 days that are issued by banks, corporations and other borrowers to investors with temporarily idle cash.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also securities pledged by a bank to secure public money deposits.

Comprehensive Annual Financial Report (CAFR): The official annual report for the District which includes statements prepared in conformity with Generally Accepted Accounting Principles (GAAP). It also includes supporting schedules necessary to demonstrate

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compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

**Coupon:** The annual rate of interest on a debt security that a bond issuer promises to pay the bondholder on the bond's face (or par) value.

**Dealer:** A person or firm acting as a principal in a securities transaction, buying and selling for his own account.

**Discount:** The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

**Diversification:** Dividing investment funds among a variety of securities offering independent returns.

**Federal Agency Securities:** Securities issued by agencies of the Federal Government such as Federal Farm Credit Bank (FFCB) and the Tennessee Valley Authority (TVA), Federal National Mortgage Association (FNMA) that are not general obligations of the U.S. treasury but are sponsored by the government and therefore have high safety ratings.

**Liquidity:** The ability to buy or sell an asset quickly and in large volume without substantially affecting the asset's price.

**Local Agency Investment Fund (LAIF):** The California pool of local agency assets, which is managed by the State Treasurer. Limits apply to each agency's deposit of general fund reserves; however no limits on amount of deposit apply to bond proceeds. Funds in this pool are considered very liquid.

**Market Value:** Current market price of a security- as indicated by the latest trade recorded.

**Mark to the Market:** The adjustment of the valuation of a security or portfolio to reflect current market values.

**Maturity:** The date upon which the principal or stated value of an investment becomes due and payable.

**Money Market:** The market in which short term debt instruments (bills, commercial paper, bankers' acceptances) are issued and traded.

**Mortgage Pass-Through Obligations:** a government guaranteed security that represents pooled debt obligations repackaged as shares, that passes income from homeowners principal and interest payments through a government agency or bank to investors.

**Negotiable Certificates of Deposit:** A large denomination time deposit with a specific maturity evidenced by a certificate. These are traded like other fixed income securities.

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Portfolio: A collection of securities held by an investor.

Premium: The amount by which a bond sells above its face (par) value.

Repurchase Agreements: Agreement between a seller and a buyer, usually of government securities, whereby the seller agrees to repurchase the securities at an agreed upon price and at a stated time. The security buyer in effect lends cash money to the security seller for the period of the agreement and the terms of the agreement are structured to compensate the security buyer for this transaction. Similarly, reverse repurchase agreements are an agreement where a dealer agrees to buy the securities and the investor agrees to buy them back on a specific date.

Safekeeping: A service rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

Secondary Market: Exchanges and over-the-counter markets where securities are bought and sold subsequent to original issuance, which took place in the primary market. Proceeds of secondary market sales accrue to the selling dealers and investors, not to the companies that originally issued the securities.

Securities and Exchange Commission (SEC): The Federal Agency created by Congress to protect investors in security transactions by administering securities legislation.

Settlement Date: The date by which an executed order must be settled, either by a buyer paying for the securities with cash or by a seller delivering the securities and receiving the proceeds of the sale for them.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance national debt. Most bills are issued to mature in three (3), six (6), or twelve (12) months.

Treasury Bonds: Medium-term interest bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two (2) to ten (10) years.

Yield: The rate of return on an investment expressed as a percentage that takes into account the total of annual interest payments, the purchase price, the redemption value and the amount of time remaining until maturity.