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PLEASE USE THIS LINK TO PARTICIPATE IN THIS MEETING.**



COACHELLA VALLEY CONSERVATION COMMISSION FINANCE COMMITTEE AGENDA

**TUESDAY, JUNE 1, 2021
11:30 AM**

*Pursuant to Governor Newsom's Executive Order N-29-20
(March 18, 2020), the Finance Committee meeting will only
be conducted via video/teleconferencing.*

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting:

<https://us02web.zoom.us/j/89629689671?pwd=QytnRTBndzFFckNoeHN2VFhaT2ZGUT09>

Meeting ID: 896 2968 9671

Password: 539760

One tap mobile

+16699009128,,89629689671# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 896 2968 9671

**THIS MEETING IS HANDICAPPED ACCESSIBLE.
ACTION MAY RESULT ON ANY ITEMS ON THIS AGENDA.**

1. **CALL TO ORDER / ROLL CALL**

A. Member Roster

P3

2. **PUBLIC COMMENTS ON AGENDA ITEMS**

This is the time and place for members of the public to address the Finance Committee on agenda items. At the discretion of the Chair, comments may be taken at the time items are presented. Please limit comments to three (3) minutes.

3. **CONSENT CALENDAR**

A. Approve February 26, 2021 CVCC Finance Committee Meeting Minutes

P4

4. **DISCUSSION /ACTION**

A. Fiscal Year 2021/2022 Agency-Wide, Programs, and Individual Funds Budget – Claude T. Kilgore

P6

Recommendation: Review the preliminary budget, make any comments for inclusion and recommend the Commission approve the budget, pending the inclusion of any Committee feedback

B. Annual Review of CVCC's Investment Policy – Claude T. Kilgore

P29

Recommendation: Approve CVCC's existing Investment Policy as CVCC Policy 21-02

5. **INFORMATION**

A. Selection of Independent Auditor for CVAG, CVCC and DCE

P34

6. **PUBLIC COMMENTS ON NON AGENDA ITEMS**

This is the time and place for members of the public to address the Finance Committee on items of general interest within the purview of this committee. Please limit comments to two (2) minutes.

7. **ANNOUNCEMENTS**

Upcoming Zoom Meetings:

Coachella Valley Conservation Commission – June 10, 2021 at 10:30 a.m.

8. **ADJOURNMENT**

Item 1A

**Coachella Valley Conservation Commission
FINANCE COMMITTEE
Member Roster**



City of Coachella	Mayor Steven Hernandez , <i>CVCC Vice Chair</i>
City of Desert Hot Springs	Councilmember Gary Gardner
City of Indian Wells	Finance Director Kevin McCarthy
City of La Quinta	Mayor Linda Evans , <i>CVCC Chair</i>

Staff
Tom Kirk, Executive Director
Claude Kilgore, CVCC Auditor
Katie Barrows, Director of Energy & Environmental Resources
Trisha Stull, Program Assistant II

ITEM 3A

**Coachella Valley Conservation Commission
Finance Committee Meeting Minutes
February 26, 2021**



- 1. CALL TO ORDER / ROLL CALL** – The meeting was called to order by Chair Linda Evans at 3:04 p.m. via Zoom, pursuant to Gov. Newsom’s executive order governing how public meetings are held during the COVID-19 pandemic.

ROLL CALL – Roll call was taken and it was determined that a quorum was present.

Members Present

Councilmember Gary Gardner
Finance Director Kevin McCarthy
Mayor Linda Evans, Chair

Agency

City of Desert Hot Springs
City of Indian Wells
City of La Quinta

Others Present

Tom Kirk
Katie Barrows
Claude Kilgore
Trisha Stull
Ryan Domino

CVAG
CVAG
CVAG
CVAG
LSL

Members Not Present

Mayor Steven Hernandez, Vice Chair

Agency

City of Coachella

2. PUBLIC COMMENTS ON AGENDA ITEMS

None

3. DISCUSSION / ACTION

A. Final Comprehensive Audited Financial Report and Statement on Auditing Standards (SAS) 114 Letter for Fiscal Year 2019/20

Claude Kilgore introduced the annual financial report and Ryan Domino, auditor from Lance, Soll & Lunghard, LLP (LSL). Mr. Domino outlined the audit process with the committee and the results. LSL issued an unmodified opinion. Member discussion ensued.

IT WAS MOVED BY COUNCILMEMBER GARDNER AND SECONDED BY FINANCE DIRECTOR MCCARTHY TO RECOMMEND THE COMMISSION RECEIVE AND FILE THE REPORTS FOR FISCAL YEAR 2019/20.

THE MOTION CARRIED WITH 3 AYES AND 1 ABSENT.

**Mayor Steven Hernandez
Councilmember Gary Gardner
Finance Director Kevin McCarthy
Mayor Linda Evans**

**Absent
Aye
Aye
Aye**

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

5. ANNOUNCEMENTS

Upcoming Zoom Meetings:

- Coachella Valley Conservation Commission – March 11, 2021 at 10:30 a.m.

6. ADJOURN

The meeting was adjourned at 3:24 p.m.

Respectfully submitted,

Trisha Stull

ITEM 4A

Coachella Valley Conservation Commission Finance Committee June 01, 2021



Staff Report

Subject: Fiscal Year 2021/2022 Agency-Wide, Programs, and Individual Funds Budget

Contact: Claude T. Kilgore, CVCC Auditor (ckilgore@cvag.org)

Recommendation: Review the preliminary budget, make any comments for inclusion and recommend the Commission approve the budget, pending the inclusion of any Committee feedback

Background: The CVCC Finance Committee has historically met to review the preliminary budget and provide feedback and comments that staff can include as the budget is finalized. Upon the Finance Committee's recommendation, the annual budget is then presented to the Commission for review and approval.

At the June 1 meeting, staff will present the CVCC's preliminary budget for the Fiscal Year 2021/22. Staff will also provide the Finance Committee with insightful statistics and comparisons for the upcoming fiscal year. Based on the feedback and direction, staff will finalize the budget and present it for adoption at the CVCC meeting on June 10, 2021. The budget covers the period July 1, 2021 through June 30, 2022.

Staff would like to thank the Committee for its review and input on this year's budget. Staff is evaluating better ways to present budgetary line-items to provide additional detail and clarity. These potential changes will be incorporated into next year's budget; the Committee is encouraged to provide suggestions.

Fiscal Analysis: The fiscal analysis is included within the budget itself.

Attachment: CVCC Preliminary FY 21/22 Budget

05/27/21

DRAFT



COACHELLA VALLEY CONSERVATION COMMISSION

**FISCAL YEAR
2021 / 2022
BUDGET**

JUNE 10, 2021

MEMBER JURISDICTIONS

City of Cathedral City
City of Coachella
City of Desert Hot Springs
City of Indian Wells
City of Indio
City of La Quinta
City of Palm Desert
City of Palm Springs
City of Rancho Mirage
County of Riverside
Coachella Valley Water District
Imperial Irrigation District
Mission Springs Water District

COACHELLA VALLEY CONSERVATION COMMISSION

73-710 Fred Waring Drive, Suite 200

Palm Desert, CA 92260

Phone: (760) 346-1127

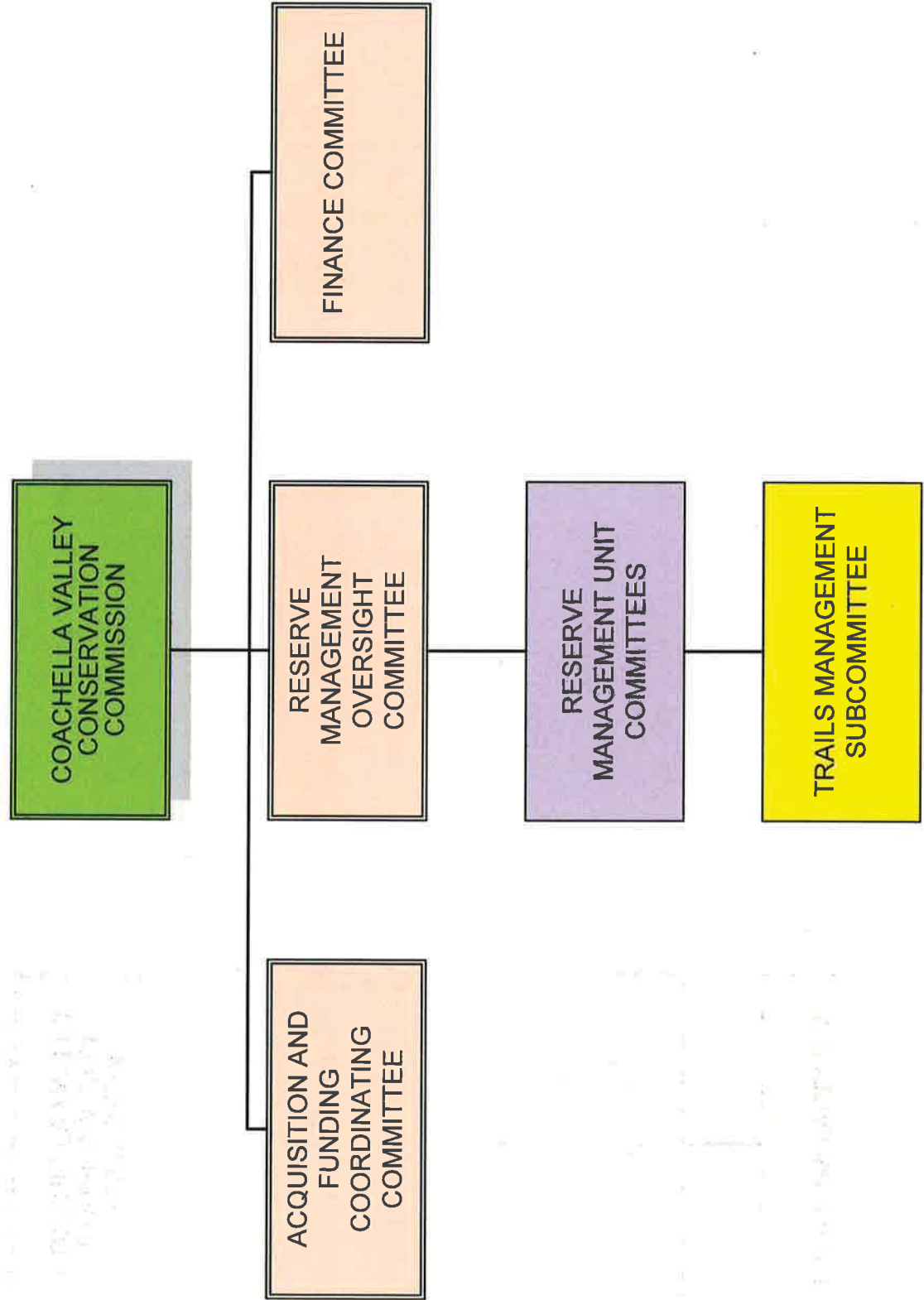
Fax: (760) 340-5949

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COACHELLA VALLEY CONSERVATION COMMISSION

COMMITTEE STRUCTURE CHART
FISCAL YEAR 2019/2020



FISCAL OVERVIEW

This section of the document presents the financial overview of CVCC's proposed Operating Budgets. It compares expenditures with available resources.

FUND SUMMARY

The Fund Summary Report provides an overview of the financial activities anticipated in each fund through the proposed fiscal year.

OVERALL AGENCYWIDE SUMMARY

The Overall Agencywide Summary Report provides a summary of the FY 2021/22 proposed budget. In addition, the Report compares the proposed budget with the year-end revenue and expenditure estimates for FY 2020/21, and the adopted budget for FY 2020/21 and the audited financial statements for FY 2019/20.

BUDGET BY PROGRAMS

The Budget By Programs Report provides an overview of the financial activities anticipated in each program for FY 2021/22.

COACHELLA VALLEY CONSERVATION COMMISSION
FUND SUMMARY – FY 2021/2022
DESCRIPTION OF FUNDS

MANAGEMENT AND MONITORING FUND

The Management and Monitoring Fund includes income and expenses associated with implementation of the land management program and the biological monitoring program for the CVMSHCP. These programs are supported by funds provided by local development mitigation fees and by various agencies (CVAG, CVWD, IID, MSWD, Caltrans) to support implementation and the endowment. Grants and other funding supplement these contributions when available.

The management and monitoring programs are staffed through a combination of CVAG staff and consultants. Coordination of the biological monitoring and land management programs is handled by the Conservation Program Manager with support from the Director of Environmental Resources and other staff. The Program Manager supports the management and monitoring activities of the CVCC and works closely with our partner agencies. Other monitoring and management tasks are completed through contracts with consultants from research institutions including the UC Riverside Center for Conservation Biology, US Geological Survey, and the San Diego Natural History Museum. Genetic studies of desert tortoise and yellow bat monitoring are planned for 2021/2022. An agreement with the City of Desert Hot Springs to provide law enforcement for up to \$30,000 will support the Land Management Program. CVCC staff expects to negotiate a similar agreement with the County Sheriff's Department, with potential funding of \$30,000 included in the 2021/2022 budget.

As the number of acres owned by the CVCC continues to grow, the staff time and expenses necessary to ensure effective management of these lands to achieve conservation goals increases. To address this need, the recommended Fiscal Year 2021/2022 budget includes a new staff position, a land management assistant/coordinator. This additional staff member will focus on completing land management tasks including installation and maintenance of fences and gates, assisting with the new land management database, working with volunteers to track land management needs, and other related tasks as needed. This new staff position would be dedicated 100% to the CVMSHCP. As the CVCC continues to acquire property for habitat and conservation, staff anticipate additional resources, and higher management costs, will need to be included in future budgets.

GENERAL ADMINISTRATION FUND

The General Administration Fund includes the expenses related to administration of the CVMSHCP. The primary source of revenue for this fund is fees on the importation of waste into landfills in Riverside County or "tipping fees." CVAG provides administrative staff through a contract with CVCC. This fund supports the cost of the CVAG contract; reference to consultants in the budget is the cost for CVAG staff. Other expenses supported

by this fund include insurance, per diem payments for CVCC members, and legal costs for a contract with Best Best and Krieger for CVMSHCP related legal expenses. An amendment to the CVAG-CVCC agreement for administration of the CVMSHCP was approved by the CVCC in May 2021 and will be considered by the CVAG Executive Committee in June 2021. This amendment will increase the maximum amount that CVAG can bill CVCC from \$750,000 to \$850,000.

LAND ACQUISITION FUND

The Land Acquisition Fund supports the acquisition of lands by the CVCC on behalf of the Local Permittees to meet the goals of the CVMSHCP. Land acquisition expenses include the purchase price of property acquired from willing sellers and costs associated with acquisition (appraisals, title, closing costs), land improvement costs (fencing, clean-up), as well as administrative costs for the land acquisition program. The land acquisition program is mainly supported by the Local Development Mitigation Fee and regional infrastructure mitigation contributions.

The CVCC continues to contract with the Coachella Valley Mountains Conservancy to manage land acquisitions. A portion of the Land Acquisition Fund is used for CVCC staff costs and administrative expenses related to land acquisition. The budget also includes a contribution to the California Habitat Conservation Planning Coalition for their assistance with MSHCP funding and implementation issues.

MSHCP ENDOWMENT

An endowment has been established to fund the Biological Monitoring Program and the Land Management Program, including adaptive management, in perpetuity. This endowment is created through contributions from various agencies related to mitigation of covered activities. For five years beginning with permit issuance, CVWD contributed \$3,583,400 and IID contributed \$525,000 to the Endowment Fund for a total of \$4,108,400. CVWD and IID completed their mitigation contributions in FY2012/13. MSWD completed their mitigation contribution of \$350,000 in September 2020. CVAG will contribute \$8.181 million over time to the MSHCP Endowment as part of the mitigation for regional road projects. Caltrans will contribute \$7.6 million to the Endowment Fund for mitigation for their covered road projects; Caltrans has begun making some contributions. Caltrans and/or CVAG will contribute an additional \$1,077,000 to the Endowment Fund as part of the mitigation for the covered road projects.

COACHELLA VALLEY FRINGE-TOED LIZARD ENDOWMENT

The CVMSHCP calls for CVCC to assume responsibility for the Coachella Valley Fringe-toed Lizard (CVFTL) endowment, “. . . which will be incorporated into the MSHCP endowment and earmarked to ensure funding for the Monitoring and Management of the CVFTL and its associated habitat in perpetuity.” The Center for Natural Lands Management has been responsible for management of the CVFTL Endowment under the CVFTL Habitat Conservation Plan since The Nature Conservancy transferred that

responsibility to them in January 2000. The CVFTL Habitat Conservation Plan was subsumed into the CVMSHCP in October 2008. In May 2009 CNLM informed CVCC of their intent to retain the CVFTL endowment.

MANAGEMENT CONTINGENCY FUND

Section 8.2.4.2 of the CVMSHCP identifies that CVCC will establish a \$5-million-dollar management contingency fund as a subset of the Monitoring and Management Program budgets. The purpose of this fund is to provide the ability to address immediate and/or large-scale Monitoring and Management Program needs on Permittee lands. The process for determining how funds will be used is described in Section 8.2.4.2. The Management Contingency Fund has been included in the Operating Fund budget as a separate line item.

TRAVERTINE POINT MONITORING FUND

Travertine Point is a proposed project located near the Riverside-Imperial County line that is planned for future development. Through an agreement between CVCC and the Sierra Club, a fund has been established for CVCC to develop and administer an ongoing monitoring program related to protection of cultural resources and other sensitive resources on parcels adjacent to the Travertine Point project. The project developers are required to construct a barrier to protect these resources when the project goes forward. This Fund is to be used by CVCC to develop and administer an ongoing monitoring program to ensure the barrier is properly maintained. The Fund includes an initial \$500,000 from the project developer, which was used to establish the Travertine Point Monitoring Fund. All returns on investment are to be retained in the Fund.

IN-LIEU FEE PROGRAM

CVCC is the Program Sponsor for United States Army Corps of Engineers (USACE) In-Lieu Fee Program (ILFP) that allows organizations that need to mitigate for unavoidable impacts to Waters of the U.S. resulting from activities authorized under the Clean Water Act to do so by paying a fee to CVCC. Using these fees, CVCC will implement habitat restoration projects that are pre-approved as mitigation by USACE. A development plan for a restoration project to enhance habitat in the Coachella Valley Stormwater Channel and Delta Conservation Area is in progress. The cost of these projects, including endowment, contingency, planning and staff time are paid from the In-Lieu Fee Program. Through this program CVCC is providing an efficient means for a project developer to meet mitigation requirements determined by the Army Corps. The habitat restoration and enhancement projects implemented under the ILFP are being closely coordinated to support the goals of the Coachella Valley Multiple Species Habitat Conservation Plan. CVCC has received Advance Credits that are being sold to project applicants before a habitat project is approved. The receipts from sale of these credits are held in an ILFP fund. Federal Policy requires that the ILFP funds be kept in a separate account.

COACHELLA VALLEY CONSERVATION COMMISSION

FY2021/22 BUDGET OVERVIEW

REVENUES

GENERAL ADMINISTRATION FUND

Tipping fee

Approximately \$440,000 is again projected to be received from the County of Riverside. Pursuant to the agreement executed on May 24, 2005, the County will pay \$1 per ton of the tipping fees generated by Coachella Valley waste received at the County's landfills.

LAND ACQUISITION FUND

Development mitigation fees

Overall development in the Coachella Valley is expected to either remain static or slightly contract. Many development projects in the area are closing out, and the lag between project initiation and project construction can often take multiple years. Numerous supply side issues, including a shortage in both materials and labor, as well as insufficient shipping capacity, have made starting new construction difficult. An anticipated rise in interest rates may also cool the development market. Therefore, development mitigation fees are conservatively projected at \$1,694,380 which represents a 10% decrease as compared to the FY2020/21 estimated revenues.

Grants

CVCC is not expecting any federal or state grants for land acquisition in FY2021/22.

Agency mitigation fees

CVCC is budgeting \$2,600,000 from Caltrans for land acquisition.

ENDOWMENT FUND

Agency mitigation fees

When the Plan was drafted, it was determined that the Coachella Valley Association of Governments (CVAG), would contribute funds toward the Plan. Of the CVAG's \$30 million contribution, \$21,819,000 will be for land purchase and \$8,181,000 will be to the endowment. CVAG will continue to contribute \$500,000 to the Endowment Fund in FY21/22. Again, CVCC is budgeting \$900,000 from Caltrans for contributions to the endowment fund.

MANAGEMENT AND MONITORING FUND

Development mitigation fees

Overall development in the Coachella Valley is expected to either remain static or slightly contract. Many development projects in the area are closing out, and the lag between project initiation and project construction can often take multiple years. Numerous supply side issues, including a shortage in both materials and labor, as well as insufficient shipping capacity, have made starting new construction difficult. An anticipated rise in interest rates may also cool the development market. Therefore, development mitigation fees are projected at \$347,042 which represents a 10% decrease as compared to the FY2020/21 estimated revenues.

Grants

CVCC is expecting to receive grants totaling \$248,522 from various agencies to assist in the Management and Monitoring portion of the plan.

EXPENDITURES

ALL FUNDS

Consultants

Total expenditure is projected at \$1,689,526. Breakdown of the amount is as follows:

- Administration & Land Management contract with CVAG	\$ 845,780
- Land acquisitions contract with Coachella Valley Mountains Conservancy Approx. Expenditure	\$ 70,000
- Contracts for law enforcement, fee automation, Market study, Nexus study, biological and species monitoring (funded by regular funds)	\$ 525,224
- Contracts for biological monitoring (funded by grant funds)	\$ 248,522

The amount for the administration contract with CVAG is derived from projected staffing salaries, benefits, and administrative overhead as developed for CVAG's FY 2021/22 budgeted figures. The amount also includes an additional staff who will work primarily on Management & Monitoring activities. An amendment to the administration agreement with CVAG for an increase in the annual maximum amount of \$850,000 was approved by the Commission at its May 13, 2021 meeting. The costs per program are broken out as follows: \$211,445 of the cost is projected for the Land Acquisition Fund, \$283,336 is reported in the General Administration Fund, \$338,312 is reported in the Management and Monitoring Fund and the balance of \$12,687 is reported in the In-Lieu Fee Fund.

Land Improvements

\$125,000 has been budgeted for newly acquired property cleanup, fencing work and signage while \$50,000 has been budgeted for maintenance of current fencing and signage. An expenditure of \$1,812,400 is budgeted for the Peninsular Bighorn Sheep fence barrier as the Commission moves to construction and installation phases in FY 2021/2022 as required by the CVMSHCP.

TRANSFERS IN / OUT

Offsetting the Operating Transfers In of \$2,086,731 in the Management and Monitoring Fund are Operating Transfers Out of \$1,812,400 in the Management Contingency Fund and \$274,331 in the Endowment Fund. The Endowment Fund as well as the Management Contingency Fund are being used to pay for the unfunded expenditures incurred in the Management and Monitoring Fund.

* * * * *

ADDITIONAL COMMENTS

CVCC's budget is unlike most agencies' budgets mainly because CVCC does not have employees and an office space, where fixed costs are present. With no employees or office space of its own, CVCC's budget will not show any Personnel expenditures (e.g. salaries and benefits) nor will it show overhead expenditures (e.g. office space). The administration of the Commission is provided via contract by CVAG as identified above. The Management and Monitoring program is funded in part by 17% of the LDMF fees with the remainder of funding and the funding of the General Administration program fully or partially funded by the Endowment in FY 2021/22 and all future years.

FUND SUMMARY - FY 2021/2022

Fund	Beginning Fund Balance	Estimated Revenues	Estimated Expenditures	Transfer Out	Transfer In	Est. End. Fund Bal.
Management and Monitoring	\$ 510,736	\$ 609,896	\$ (2,953,204)	\$ -	\$ 2,086,731	\$ 254,158
General Administration	661,299	445,447	(365,433)	-	-	741,313
Land Acquisition	9,498,756	4,416,792	(8,190,073)	-	-	5,725,475
Endowment	10,071,742	1,515,114	-	(274,331)	-	11,312,526
Lizard Endowment	330,931	3,299	-	-	-	334,230
Traverine Monitoring	540,450	5,384	-	-	-	545,834
Management Contingency	4,629,278	50,252	-	(1,812,400)	-	2,867,130
In-Lieu Fee	1,943,646	250,100	(64,411)	-	-	2,129,335
Total	\$ 28,186,838	\$ 7,296,284	\$ (11,573,122)	\$ (2,086,731)	\$ 2,086,731	\$ 23,910,000

OVERALL AGENCYWIDE SUMMARY - FY 2021/2022

	FY2019/2020 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
	\$	\$	\$	\$
BEGINNING FUND BALANCE	23,526,762	24,458,944	26,285,245	28,186,838
REVENUES:				
Development Mitigation Fees	2,691,023	1,491,770	2,268,246	2,041,421
Agencies Mitigation Fees	2,167,770	2,500,000	3,071,045	4,304,090
Tipping Fees	451,626	440,000	429,044	440,223
Contributions	-	-	-	-
Grants	231,861	240,407	197,770	248,522
Other Revenue	219,765	7,500	-	7,500
Investment Income	386,095	233,105	127,306	254,527
Total Revenues	6,148,139	4,912,782	6,093,411	7,296,284
EXPENDITURES:				
Administrative Fees	25,534	14,918	22,682	20,414
Accounting /Bank Service Charges	5,008	6,090	5,656	5,346
Comprehensive Insurance	9,295	13,442	13,442	16,408
Meeting Attendance Stipends	4,275	10,200	5,850	11,900
Taxes - Meeting Attendance Stipends	463	882	506	1,093
Office Supplies	192	2,000	455	1,500
Printing	-	2,000	-	1,500
Land Improvements	239,011	2,603,816	443,489	1,937,400
Legal Services	25,549	32,000	29,533	32,000
Professional Services	57,180	184,200	55,367	187,054
Consultants (Regular funds)	1,143,714	1,487,421	1,298,765	1,486,004
Consultants (Grant funds)	-	240,407	197,770	248,522
Miscellaneous	584	2,400	350	1,100
Land Acquisitions	1,854,485	8,500,000	2,096,588	7,598,881
Furniture and Equipment	8,987	-	1,000	3,000
Utilities	12,778	15,000	17,464	15,000
Sub-Total Expenditures	3,389,655	13,117,776	4,191,818	11,573,122
OTHER				
Operating Transfers Out	5,293	2,403,830	409,429	2,086,731
Operating Transfers In	(5,293)	(2,403,830)	(409,429)	(2,086,731)
Sub-Total Other	-	-	-	-
Total Expenditures and Other	3,389,655	13,117,776	4,191,818	11,573,122
Net Excess (Deficit)	2,758,484	(8,204,994)	1,901,592	(4,276,837)
ENDING FUND BALANCE	26,285,245	16,253,950	28,186,838	23,910,000

BUDGET BY PROGRAMS - FY 2021/2022

	MANAGEMENT AND MONITORING	GENERAL ADMINISTRATION	LAND ACQUISITION	ENDOWMENT	LIZARD ENDOWMENT	TRAVERTINE MANAGEMENT	MANAGEMENT CONTINGENCY	IN-LIEU FEE	TOTAL
BEGINNING FUND BALANCE	\$ 510,736	\$ 661,299	\$ 9,498,756	\$ 10,071,742	\$ 330,931	\$ 540,450	\$ 4,629,278	\$ 1,943,646	\$ 28,186,838
REVENUES:									
Development Mitigation Fees	\$ 347,042	\$ -	\$ 1,694,380	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,041,421
Agencies Mitigation Fees	-	-	2,634,212	1,419,878	-	-	-	250,000	4,304,090
Tipping Fees	-	440,223	-	-	-	-	-	-	440,223
Contributions	-	-	-	-	-	-	-	-	-
Grants	248,522	-	-	-	-	-	-	-	248,522
Other Revenue	7,500	-	-	-	-	-	-	-	7,500
Investment Income	6,832	5,224	88,200	95,236	3,299	5,384	50,252	100	254,527
Gain (Loss) in Investments	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 609,896	\$ 445,447	\$ 4,416,792	\$ 1,515,114	\$ 3,299	\$ 5,384	\$ 50,252	\$ 250,100	\$ 7,296,284
EXPENDITURES:									
Administrative Fees	\$ 3,470	\$ -	\$ 16,944	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,414
Accounting / Bank Service Charges	-	3,846	-	-	-	-	-	1,500	5,346
Comprehensive Insurance	-	16,408	-	-	-	-	-	-	16,408
Per Diem Payments	-	11,900	-	-	-	-	-	-	11,900
Computer Software	6,000	-	-	-	-	-	-	-	6,000
Per Diem Taxes	-	1,093	-	-	-	-	-	-	1,093
Office Supplies	-	1,500	-	-	-	-	-	-	1,500
Printing	-	1,500	-	-	-	-	-	-	1,500
Land Improvements	1,812,400	-	125,000	-	-	-	-	-	1,937,400
Legal Services	2,000	30,000	-	-	-	-	-	-	32,000
Professional Services	64,000	15,750	107,304	-	-	-	-	-	187,054
Consultants (Regular funds)	798,312	283,336	341,445	-	-	-	-	62,911	1,486,004
Consultants (Grant funds)	248,522	-	-	-	-	-	-	-	248,522
Interest	-	-	-	-	-	-	-	-	-
Miscellaneous	500	100	500	-	-	-	-	-	1,100
Land Acquisitions	-	-	7,598,881	-	-	-	-	-	7,598,881
Furniture and Equipment	3,000	-	-	-	-	-	-	-	3,000
Utilities	15,000	-	-	-	-	-	-	-	15,000
Payroll Taxes	-	-	-	-	-	-	-	-	-
Sub-Total Expenditures	\$ 2,953,204	\$ 365,433	\$ 8,190,073	\$ -	\$ -	\$ -	\$ -	\$ 64,411	\$ 11,573,122
OTHER									
Operating Transfers Out	\$ -	\$ -	\$ -	\$ 274,331	\$ -	\$ -	\$ 1,812,400	\$ -	\$ 2,086,731
Operating Transfers In	(2,086,731)	-	-	-	-	-	-	-	(2,086,731)
Sub-Total Other	\$ (2,086,731)	\$ -	\$ -	\$ 274,331	\$ -	\$ -	\$ 1,812,400	\$ -	\$ -
Total Expenditures and Other	\$ 866,473	\$ 365,433	\$ 8,190,073	\$ 274,331	\$ -	\$ -	\$ 1,812,400	\$ 64,411	\$ 11,573,122
Net Excess (Deficit)	\$ (256,577)	\$ 80,014	\$ (3,773,282)	\$ 1,240,783	\$ 3,299	\$ 5,384	\$ (1,762,148)	\$ 185,689	\$ (4,276,837)
ENDING FUND BALANCE	\$ 254,158	\$ 741,313	\$ 5,725,475	\$ 11,312,526	\$ 334,230	\$ 545,834	\$ 2,867,130	\$ 2,129,335	\$ 23,910,000

FUND DETAIL

This section of the document presents the financial overview of each fund. Each report compares the proposed FY 2021/22 budget with the year-end revenue and expenditure estimates for FY 2020/21, and the FY 2020/21 adopted budget and the audited financial figures for FY 2019/20.

MANAGEMENT AND MONITORING FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 767,654	\$ 527,590	\$ 675,563	\$ 510,736
<u>REVENUES:</u>				
Development Mitigation Fees	\$ 457,474	\$ 253,601	\$ 385,602	\$ 347,042
Agencies Mitigation Fees	17,841	-	-	-
Tipping Fees	-	-	-	-
Contributions	-	-	-	-
Grants	38,192	240,407	197,770	248,522
Other Revenue	-	7,500	-	7,500
Investment Income	14,301	8,450	3,416	6,832
Total Revenues	\$ 527,808	\$ 509,958	\$ 586,788	\$ 609,896
<u>EXPENDITURES:</u>				
Administrative Fees	\$ 4,575	\$ 2,536	\$ 3,856	\$ 3,470
Accounting / Bank Service Charges	-	-	-	-
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Computer Software	2,600	3,000	2,900	6,000
Taxes - Meeting Attendance Stipends	-	-	-	-
Computer Software	-	-	-	-
Printing	-	-	-	-
Land Improvements	5,293	2,103,816	409,429	1,812,400
Legal Services	2,453	2,000	1,200	2,000
Professional Services	5,400	4,000	3,200	64,000
Consultants (Regular funds)	582,582	818,854	523,950	798,312
Consultants (Grant funds)	-	240,407	197,770	248,522
Interest	-	-	-	-
Miscellaneous	525	700	275	500
Land Acquisitions	-	-	-	-
Furniture and Equipment	8,987	-	1,000	3,000
Utilities	12,778	15,000	17,464	15,000
Sub-Total Expenditures	\$ 625,192	\$ 3,190,313	\$ 1,161,044	\$ 2,953,204
<u>OTHER</u>				
Operating Transfers Out	\$ -	\$ -	\$ -	\$ -
Operating Transfers In	(5,293)	(2,403,830)	(409,429)	(2,086,731)
Sub-Total Other	\$ (5,293)	\$ (2,403,830)	\$ (409,429)	\$ (2,086,731)
Total Expenditures and Other	\$ 619,899	\$ 786,483	\$ 751,615	\$ 866,473
Net Excess (Deficit)	\$ (92,091)	\$ (276,525)	\$ (164,827)	\$ (256,577)
ENDING FUND BALANCE	\$ 675,563	\$ 251,065	\$ 510,736	\$ 254,158

GENERAL ADMINISTRATION FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 502,394	\$ 697,323	\$ 694,977	\$ 661,299
<u>REVENUES:</u>				
Development Mitigation Fees		\$ -	\$ -	\$ -
Agencies Mitigation Fees		-	-	-
Tipping Fees	451,626	440,000	429,044	440,223
Contributions		-	-	-
Grants		-	-	-
Other Revenue		-	-	-
Investment Income	7,637	3,850	2,612	5,224
Gain (Loss) in Investments		-	-	-
Total Revenues	\$ 459,263	\$ 443,850	\$ 431,656	\$ 445,447
<u>EXPENDITURES:</u>				
Administrative Fees	\$ -	\$ -	\$ -	\$ -
Accounting / Bank Service Charges	3,693	4,305	3,663	3,846
Comprehensive Insurance	9,295	13,442	13,442	16,408
Meeting Attendance Stipends	4,275	10,200	5,850	11,900
Computer Software	-	-	-	-
Taxes - Meeting Attendance Stipends	463	882	506	1,093
Office Supplies	192	2,000	455	1,500
Printing	-	2,000	-	1,500
Land Improvements		-	-	-
Legal Services	21,647	30,000	28,333	30,000
Professional Services	9,630	10,200	7,560	15,750
Consultants (Regular funds)	217,426	262,506	405,450	283,336
Consultants (Grant funds)		-	-	-
Interest		-	-	-
Miscellaneous	58	1,000	75	100
Land Acquisitions		-	-	-
Furniture and Equipment		-	-	-
Utilities		-	-	-
Payroll Taxes				-
Sub-Total Expenditures	\$ 266,680	\$ 336,535	\$ 465,334	\$ 365,433
<u>OTHER:</u>				
Operating Transfers Out	\$ -	\$ -	\$ -	\$ -
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Other	\$ 266,680	\$ 336,535	\$ 465,334	\$ 365,433
Net Excess (Deficit)	\$ 192,583	\$ 107,315	\$ (33,678)	\$ 80,014
ENDING FUND BALANCE	\$ 694,977	\$ 804,638	\$ 661,299	\$ 741,313

LAND ACQUISITION FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 8,518,867	\$ 7,931,378	\$ 8,772,068	\$ 9,498,756
<u>REVENUES:</u>				
Development Mitigation Fees	\$ 2,233,549	\$ 1,238,169	\$ 1,882,644	\$ 1,694,380
Agencies Mitigation Fees	87,106	1,500,000	1,317,106	2,634,212
Grants	193,669	-	-	-
Investment Income	134,503	82,615	44,100	88,200
Gain (Loss) in Investments	-	-	-	-
	-	-	-	-
Total Revenues	\$ 2,648,826	\$ 2,820,784	\$ 3,243,850	\$ 4,416,792
<u>EXPENDITURES:</u>				
Administrative Fees	\$ 20,960	\$ 12,382	\$ 18,826	\$ 16,944
Accounting / Bank Service Charges	-	-	-	-
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Computer Software	-	-	-	-
Taxes - Meeting Attendance Stipends	-	-	-	-
Office Supplies	-	-	-	-
Printing	-	-	-	-
Land Improvements	233,718	500,000	34,060	125,000
Legal Services	1,450	-	-	-
Professional Services	42,150	170,000	44,607	107,304
Consultants (Regular funds)	242,863	351,897	323,080	341,445
Consultants (Grant funds)	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	500	-	500
Land Acquisitions	1,854,485	8,500,000	2,096,588	7,598,881
Furniture and Equipment	-	-	-	-
Utilities	-	-	-	-
Sub-Total Expenditures	\$ 2,395,626	\$ 9,534,779	\$ 2,517,162	\$ 8,190,073
<u>OTHER:</u>				
Operating Transfers Out	\$ -	\$ -	\$ -	\$ -
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Other	\$ 2,395,626	\$ 9,534,779	\$ 2,517,162	\$ 8,190,073
Net Excess (Deficit)	\$ 253,201	\$ (6,713,995)	\$ 726,688	\$ (3,773,282)
ENDING FUND BALANCE	\$ 8,772,068	\$ 1,217,383	\$ 9,498,756	\$ 5,725,475

ENDOWMENT FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 7,924,617	\$ 8,563,068	\$ 9,064,185	\$ 10,071,742
<u>REVENUES:</u>				
Development Mitigation Fees		\$ -	\$ -	\$ -
Agencies Mitigation Fees	1,005,500	1,000,000	959,939	1,419,878
Tipping Fees		-	-	-
Contributions		-	-	-
Grants		-	-	-
Other Revenue		-	-	-
Investment Income	134,068	79,125	47,618	95,236
Gain (Loss) in Investments	-	-	-	-
Total Revenues	\$ 1,139,568	\$ 1,079,125	\$ 1,007,557	\$ 1,515,114
<u>EXPENDITURES:</u>				
Administrative Fees	\$ -	\$ -	\$ -	\$ -
Accounting / Bank Service Charges	-	-	-	-
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Computer Software	-	-	-	-
Taxes - Meeting Attendance Stipends	-	-	-	-
Office Supplies	-	-	-	-
Printing	-	-	-	-
Land Improvements	-	-	-	-
Legal Services	-	-	-	-
Professional Services	-	-	-	-
Consultants (Regular funds)	-	-	-	-
Consultants (Grant funds)	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Land Acquisitions	-	-	-	-
Furniture and Equipment	-	-	-	-
Utilities	-	-	-	-
Sub-Total Expenditures	\$ -	\$ -	\$ -	\$ -
<u>OTHER:</u>				
Operating Transfers Out	\$ -	\$ 300,014	\$ -	\$ 274,331
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ -	\$ 300,014	\$ -	\$ 274,331
Total Expenditures and Other	\$ -	\$ 300,014	\$ -	\$ 274,331
Net Excess (Deficit)	\$ 1,139,568	\$ 779,111	\$ 1,007,557	\$ 1,240,783
ENDING FUND BALANCE	\$ 9,064,185	\$ 9,342,179	\$ 10,071,742	\$ 11,312,526

LIZARD ENDOWMENT FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 323,936	\$ 329,705	\$ 329,281	\$ 330,931
<u>REVENUES:</u>				
Development Mitigation Fees	\$ -	\$ -	\$ -	\$ -
Agencies Mitigation Fees	-	-	-	-
Tipping Fees	-	-	-	-
Contributions	-	-	-	-
Grants	-	-	-	-
Other Revenue	-	-	-	-
Investment Income	5,345	3,300	1,650	3,299
Gain (Loss) in Investments	-	-	-	-
Total Revenues	\$ 5,345	\$ 3,300	\$ 1,650	\$ 3,299
<u>EXPENDITURES:</u>				
Administrative Fees	\$ -	\$ -	\$ -	\$ -
Accounting / Bank Service Charges	-	-	-	-
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Taxes - Meeting Attendance Stipends	-	-	-	-
Office Supplies	-	-	-	-
Printing	-	-	-	-
Land Improvements	-	-	-	-
Legal Services	-	-	-	-
Professional Services	-	-	-	-
Consultants (Regular funds)	-	-	-	-
Consultants (Grant funds)	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Land Acquisitions	-	-	-	-
Furniture and Equipment	-	-	-	-
Utilities	-	-	-	-
Sub-Total Expenditures	\$ -	\$ -	\$ -	\$ -
<u>OTHER:</u>				
Lizard Fee Refund	\$ -	\$ -	\$ -	\$ -
Operating Transfers Out	-	-	-	-
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Other	\$ -	\$ -	\$ -	\$ -
Net Excess (Deficit)	\$ 5,345	\$ 3,300	\$ 1,650	\$ 3,299
ENDING FUND BALANCE	\$ 329,281	\$ 333,005	\$ 330,931	\$ 334,230

TRAVERTINE MONITORING FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 529,029	\$ 538,459	\$ 537,758	\$ 540,450
<u>REVENUES:</u>				
Development Mitigation Fees	\$ -	\$ -	\$ -	\$ -
Agencies Mitigation Fees	-	-	-	-
Tipping Fees	-	-	-	-
Contributions	-	-	-	-
Grants	-	-	-	-
Other Revenue	-	-	-	-
Investment Income	8,729	5,390	2,692	5,384
Gain (Loss) in Investments	-	-	-	-
	-	-	-	-
Total Revenues	\$ 8,729	\$ 5,390	\$ 2,692	\$ 5,384
<u>EXPENDITURES:</u>				
Administrative Fees	\$ -	\$ -	\$ -	\$ -
Accounting / Bank Service Charges	-	-	-	-
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Taxes - Meeting Attendance Stipends	-	-	-	-
Office Supplies	-	-	-	-
Printing	-	-	-	-
Land Improvements	-	-	-	-
Legal Services	-	-	-	-
Professional Services	-	-	-	-
Consultants (Regular funds)	-	-	-	-
Consultants (Grant funds)	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Land Acquisitions	-	-	-	-
Furniture and Equipment	-	-	-	-
Utilities	-	-	-	-
Sub-Total Expenditures	\$ -	\$ -	\$ -	\$ -
<u>OTHER:</u>				
Operating Transfers Out	\$ -	\$ -	\$ -	\$ -
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Other	\$ -	\$ -	\$ -	\$ -
Net Excess (Deficit)	\$ 8,729	\$ 5,390	\$ 2,692	\$ 5,384
ENDING FUND BALANCE	\$ 537,758	\$ 543,849	\$ 540,450	\$ 545,834

MANAGEMENT CONTINGENCY FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 4,937,425	\$ 4,869,759	\$ 5,013,581	\$ 4,629,278
<u>REVENUES:</u>				
Development Mitigation Fees	\$ -	\$ -	\$ -	\$ -
Agencies Mitigation Fees	-	-	-	-
Tipping Fees	-	-	-	-
Contributions	-	-	-	-
Grants	-	-	-	-
Other Revenue	-	-	-	-
Investment Income	81,450	50,275	25,126	50,252
Gain (Loss) in Investments	-	-	-	-
	-	-	-	-
Total Revenues	\$ 81,450	\$ 50,275	\$ 25,126	\$ 50,252
<u>EXPENDITURES:</u>				
Administrative Fees	\$ -	\$ -	\$ -	\$ -
Accounting / Bank Service Charges	-	-	-	-
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Taxes - Meeting Attendance Stipends	-	-	-	-
Office Supplies	-	-	-	-
Printing	-	-	-	-
Land Improvements	-	-	-	-
Legal Services	-	-	-	-
Professional Services	-	-	-	-
Consultants (Regular funds)	-	-	-	-
Consultants (Grant funds)	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	-	-	-
Land Acquisitions	-	-	-	-
Furniture and Equipment	-	-	-	-
Sub-Total Expenditures	\$ -	\$ -	\$ -	\$ -
<u>OTHER:</u>				
Operating Transfers Out	\$ 5,293	\$ 2,103,816	\$ 409,429	\$ 1,812,400
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ 5,293	\$ 2,103,816	\$ 409,429	\$ 1,812,400
Total Expenditures and Other	\$ 5,293	\$ 2,103,816	\$ 409,429	\$ 1,812,400
Net Excess (Deficit)	\$ 76,157	\$ (2,053,541)	\$ (384,303)	\$ (1,762,148)
ENDING FUND BALANCE	\$ 5,013,581	\$ 2,816,218	\$ 4,629,278	\$ 2,867,130

IN-LIEU FEE FUND

	FY2019/20 Actual	FY2020/21 Budget	FY2020/21 Yr. End Est.	FY2021/22 Budget
BEGINNING FUND BALANCE	\$ 22,840	\$ 1,001,662	\$ 1,197,833	\$ 1,943,646
<u>REVENUES:</u>				
Development Mitigation Fees	\$ -	\$ -	\$ -	\$ -
Agencies Mitigation Fees	1,057,324	-	794,000	250,000
Tipping Fees	-	-	-	-
Contributions	-	-	-	-
Grants	-	-	-	-
Other Revenue	219,765	-	-	-
Investment Income	62	100	92	100
Total Revenues	\$ 1,277,151	\$ 100	\$ 794,092	\$ 250,100
<u>EXPENDITURES:</u>				
Administrative Fees	\$ -	\$ -	\$ -	\$ -
Accounting / Bank Service Charges	1,314	1,785	1,993	1,500
Comprehensive Insurance	-	-	-	-
Meeting Attendance Stipends	-	-	-	-
Taxes - Meeting Attendance Stipends	-	-	-	-
Office Supplies	-	-	-	-
Printing	-	-	-	-
Land Improvements	-	-	-	-
Legal Services	-	-	-	-
Professional Services	-	-	-	-
Consultants (Regular funds)	100,844	54,164	46,285	62,911
Consultants (Grant funds)	-	-	-	-
Interest	-	-	-	-
Miscellaneous	-	200	-	-
Land Acquisitions	-	-	-	-
Furniture and Equipment	-	-	-	-
Sub-Total Expenditures	\$ 102,158	\$ 56,149	\$ 48,278	\$ 64,411
<u>OTHER:</u>				
Operating Transfers Out	\$ -	\$ -	\$ -	\$ -
Operating Transfers In	-	-	-	-
Sub-Total Other	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Other	\$ 102,158	\$ 56,149	\$ 48,278	\$ 64,411
Net Excess (Deficit)	\$ 1,174,993	\$ (56,049)	\$ 745,813	\$ 185,689
ENDING FUND BALANCE	\$ 1,197,833	\$ 945,613	\$ 1,943,646	\$ 2,129,335

ITEM 4B

**Coachella Valley Conservation Commission
Finance Committee
June 1, 2021**



Staff Report

Subject: Annual Review of CVCC's Investment Policy

Contact: Claude T. Kilgore, CVCC Auditor (ckilgore@cvag.org)

Recommendation: Approve CVCC's existing Investment Policy as CVCC Policy 21-02

Background: Pursuant to California Government Code Section 53646(a)(2), local agencies (other than counties) "may annually render to his/her legislative body and any oversight committee an investment policy". While not explicitly required by statute, CVCC staff has long maintained that an investment policy should always be in place and provided to the Commission for annual review.

This review is a continuation of CVCC's commitment to uphold the best interest of its members and to ensure shared fiduciary responsibility, increased authority and legitimacy of the investment policy, as well as transparency and disclosure to CVCC members.

CVCC staff has reviewed the existing investment policy and finds that it is sufficient. Staff recommends that the policy be approved as CVCC 21-02.

Fiscal Analysis: There is no fiscal cost to passing the resolution.

Attachment: CVCC Policy 21-02

CVCC POLICY NUMBER: 21-02

COACHELLA VALLEY CONSERVATION COMMISSION (CVCC) INVESTMENT POLICY FOR CVCC FUNDS

It is the policy of Coachella Valley Conservation Commission (CVCC) to invest public funds in accordance with the requirements of State law to achieve a market rate of return while minimizing the potential for losses, to meet daily cash flow needs of CVCC and to comply with all laws of the State of California regarding the investment of public funds. The ultimate goal is to enhance CVCC's financial condition while protecting its financial assets.

This investment policy is intended to provide guidelines for the prudent investment of CVCC's temporarily idle cash and to identify CVCC's policies regarding the investment process. Investments of public funds shall be made in accordance with the following policy.

1. Investment Objectives:
 - Safety – preservation of the public's funds so that necessary public projects and programs can be constructed and managed;
 - Liquidity – assurance of liquidity to meet daily cash flow needs; and
 - Yield – obtaining the maximum investment yield consistent with the above.
2. Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for the herein defined individual security's credit risk or market price changes, provided deviations from expectations are reported in the herein defined timely fashion and appropriate action is taken to control adverse developments.

3. The CVCC Secretary, and designee, the CVCC Auditor, are responsible for establishing and maintaining an internal control structure designed to ensure the safety of the assets of CVCC and that CVCC assets are protected from loss, theft or misuse. The internal control structure is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that (a) the cost of a control should not exceed the benefits likely to be derived; and, (b) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the CVCC

Secretary, and designee, the CVCC Auditor, shall maintain an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

4. All security transactions entered into by the Coachella Valley Conservation Commission shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the CVCC Auditor and evidenced by safekeeping receipts. Funds invested with the Riverside County Pooled Investment Fund are exempt from this paragraph.
5. Pursuant to CVCC's policies and prior direction, the CVCC Secretary and designee, the CVCC Auditor, are hereby delegated the authority to implement the investment policy set forth herein.
6. Except for those funds necessary to assure maintenance of ongoing CVCC operations, CVCC investment may include:
 - United States Treasury Bonds, Treasury Notes or Treasury Bills
 - Certificates of Deposit, placed with commercial banks and savings and loan companies (not to exceed the FDIC guarantee of \$250,000 per financial institution unless collateralized per Section 7)
 - State of California Local Agency Investment Fund (LAIF)
 - AAA-rated Money Market Funds investing in US Treasury investments
 - Riverside County Pooled Investment Fund

The County of Riverside (County) serves as CVCC's treasurer. The County's Pool is professionally managed and maintains liquidity and diversification so as to minimize risk to the public agencies whose funds are held by the Pool. CVCC Staff reviews the County Treasurer's Investment Portfolio monthly, as well as providing a quarterly investment report to CVCC's Executive Committee (see section 13).

7. Collateralization will be required on demand deposits, certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, a minimum collateralization level is required.

Surplus funds can only be deposited in state or federal commercial banks and savings associations, state or federal credit unions, State of California Local Agency Investment Fund (LAIF) or the Riverside County Pooled Investment Fund within the State of California. The deposits cannot exceed the amount of the bank's or savings and loan's paid-up capital and surplus. The bank or savings and loan must secure public funds deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits.

The CVCC Secretary or CVCC Auditor may waive security for that portion of a deposit which is insured pursuant to Federal law. Currently, the first \$250,000 of a deposit is federally insured. Deposits in excess of \$250,000 are required to be collateralized as previously indicated.

8. CVCC, to ensure the safety of its investment portfolio, will diversify its investments by security type and institution. No more than 55% of CVCC's total investment portfolio shall be placed with any single financial institution, with the exception of LAIF, whereby CVCC has the option of investing up to the maximum allowable by LAIF.
9. The CVCC Auditor shall develop and maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness, who maintain an office in the State of California. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

No public deposit shall be made except in a qualified public depository as established by state laws. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the CVCC Auditor with the following: audited financial statements, proof of National Association of Security Dealers' certification, and proof of State of California registration. A current (for the fiscal year most recently ended) audited financial statement is required to be on file for each financial institution and broker/dealer in which CVCC invests.

10. The list of permissible investments in Section 6 is intentionally more limited than those set forth in California Government Code Sections 53601 and 53635.
11. Unless further restricted by state law, all investments hereunder shall be limited to a maximum maturity date of three years from date of purchase. A minimum of fifty percent (50%) of CVCC's invested funds must be invested in securities with maturities of one year or less. A minimum of seventy five percent (75%) of CVCC's invested funds must be invested in securities with maturities of two years or less.
12. Excluded from this resolution are investments of employee deferred compensation, employee cafeteria plan and retirement plan funds.
13. This investment policy shall be reviewed at least annually by the Executive Committee and CVCC Secretary in accordance with California Government Code Section 53646 requirements.
14. Under provisions of the California Government Code Section 53646, there shall be a report, at least quarterly, to the Executive Committee on the status of all CVCC investments. This quarterly report will include the following information: Amount on Deposit, Market Value, Source for Market Values, Yield (rate of interest), Type of Investment and Institution. In addition, quarterly report shall:
 1. State compliance of the portfolio to CVCC's investment policy or manner in which the portfolio is not in compliance; and
 2. Include a statement denoting the ability of CVCC to meet its expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

15. The CVCC Secretary, or designee, shall suggest such amendments to this policy as he or she, from time to time, deems necessary or prudent.

ADOPTED this 10th day of June 2021.

Linda Evans, Chair
Coachella Valley Conservation Commission

ATTEST:

Tom Kirk
CVCC Executive Director/ Secretary

ITEM 5A

Coachella Valley Conservation Commission Finance Committee June 1, 2021



Staff Report

Subject: Selection of Independent Auditor for CVAG, CVCC and DCE

Contact: Claude T. Kilgore, CVCC Auditor (ckilgore@cvag.org)

Recommendation: Information

Background: The CVCC has engaged the Coachella Valley Association of Governments (CVAG) to provide staffing and other administrative tasks under its Agreement for Administration of the Coachella Valley Multiple Species Habitat Conservation Plan.

CVAG's Financial Statements Audit Procurement Policy, adopted on June 3, 2002, requires CVAG to obtain from qualified auditing firms, proposals to perform CVAG's annual financial audit every five years. CVAG's current auditor is Lance, Soll & Lunghard, LLP. In June 2020, the CVAG Executive Committee, at the recommendation of the Finance Committee, approved a one-year extension with LSL for the auditing services. This allowed CVAG to have one auditing firm for the three JPAs — CVAG, the CVCC and Desert Community Energy (DCE). Having one auditing firm is an efficient way to conduct the audit, especially since there are some financial interactions between the agencies.

On March 12, 2021, CVAG issued a request for proposals to select an independent auditor for CVAG, CVCC and DCE for Fiscal Year 2020/21 through Fiscal year 2024/25. The deadline for submissions was April 9, 2021, and six highly qualified proposals were received. CVAG staff within the finance department reviewed the initial proposals and sought input from CVCC Finance Committee Member Kevin McCarthy, who is the Finance Director at the City of Indian Wells. This informal working group unanimously agreed on three firms to invite for interviews. CVAG staff then convened an interview panel with Kofi Antobam, who as Rancho Mirage's Director of Administrative Services served as an alternate for City Manager Isaiah Hagerman, who sits on the CVAG Finance Committee.

Interviews were held via Zoom videoconference on May 5. Upon completion of the interview, the interview panel unanimously recommended the audit firm of Davis Farr LLP for engagement as CVAG/CVCC/DCE independent auditor for the next five fiscal years. The firm has an impressive history of professional work in the Coachella Valley. The firm also demonstrated advanced technical ingenuity as it pertains to councils of governments as well as Community Choice Aggregation programs like DCE. Davis Farr representatives also displayed a keenness for innovation in audit technology, and staff believes was the best fit for CVAG, CVCC and DCE. Additionally, Davis Farr LLP Partner Jennifer Davis was previously employed at an independent audit firm that formerly audited CVAG and CVCC. Ms. Davis was, at the time, instrumental in establishing the first accounting funds under the CVMSHCP.

The CVAG Finance Committee met on May 25, 2021 and recommended to approve the selection of Davis Farr, which will be presented to the CVAG Executive Committee for approval in June 2021.

Fiscal Analysis: The proposed audit services were competitive with other bids. Over each of the next five years, it has an average cost to CVCC of \$7,513. This cost will be incorporated into the CVCC budget.