

MINUTES OF THE SPECIAL MEETING OF THE NORTH COUNTY LIBRARY AUTHORITY, HELD ON
MONDAY, APRIL 29, 2019, AT 6:00 PM IN THE LOS ALTOS LIBRARY
13 S. SAN ANTONIO ROAD, LOS ALTOS, CALIFORNIA

ESTABLISHED QUORUM AT 6:08 pm

PRESENT: Vice President Cindy Hill, Neysa Fligor, Suzanne Epstein
GUEST: Monique Spyke, Managing Director, PFM
ABSENT: President Courtenay Corrigan, Secretary Jan Pepper

Pledge of Allegiance

PUBLIC COMMENT

Mr. Eric Steinle spoke about concerns residents have expressed recently at the Los Altos Council meeting regarding the payment of additional taxes. Mr. Steinle recommended emphasizing improvements to public safety in the library redevelopment project. The last time the Los Altos library building was modified was 25 years ago. Building standards have changed, particularly seismic safety. Mr. Steinle was asked, and confirmed, he was speaking as a private citizen, not a Library Commissioner.

ITEMS FOR CONSIDERATION/ACTION

1. Approval of Minutes

This item was moved to later in the meeting in order to begin the presentation on Investment strategy. When considered, Liaison Scott pulled Item 1a – minutes of 2/25/19, to listen to the audio for further clarification.

A motion was made by Board Member Epstein to approve Item 1b Minutes of 3/19/19 meeting. Board Member Fligor seconded. All present approved the motion. AYES: Epstein, Fligor, Hill. NOES: none. ABSENT: Corrigan, Pepper. ABSTAIN: None.

2. Investment Strategy

Presentation by Monique Spyke, Managing Director, PFM

The CAMP program was established in 1989 as a Joint Powers Authority for California public sector. Its initial focus was to hold/manage proceeds of debt issues. Over the years they have expanded to include other funds such as operating funds, capital reserves and cash reserves for local agencies.

Ms. Spyke will send recent history on CAMP fund performance. Board discussion continued.

NCLA recently learned about CAMP as an investment option. In May 2016 NCLA considered investing in the Santa Clara County Fund. In the Santa Clara Pool, public agencies who invest hold

their own account. The Santa Clara County Library District invests funds and also use their banking services.

Chuck Griffen, Financial & Administrative Services Manager at Santa Clara County Library District, indicated their department holds an account in the County Fund and uses their banking services to directly pay vendors electronically.

The Board requested Liaison Scott prepare comparison chart of the investment options. Factors to include: reporting timeframes and process, fees, liquidity, how to deposit, how to withdraw, direct pay to vendors electronically.

A request will be made for a representative from the Santa Clara County investment fund to attend the next NCLA meeting.

3. Agenda Item 3 – Task Force Update

Vice President Hill provided an update. The Task Force has returned to bi-monthly meetings on the 2nd and 4th Tuesday of the month (no longer weekly). The RFQ for consultant services Phase I is in final review process. It will be sent out soon to 3 consulting firms. Marlene Iwamoto, Community Librarian, and other County staff, may suggest other recipients. The RFQ will also be posted online.

The Task Force has revised the budget downwards slightly. They have reduced legal fees and reduced contingency costs in areas except for construction-related expenses. They will ask the new consultant to review the budget.

Task Force members are working on responses to questions from the Los Altos City Council.

4. Agenda Item 4 – Future NCLA Meeting Schedule

The next meeting will be held Monday, May 20th at 6 pm in the Orchard Room. Agenda Items:

- Adoption of NCLA Budget for FY 19-20
- Approval of budget-related memoranda
- Continue review of investment strategy
- Task Force Update

A Board Member asked if the public comment provided by Mr. Steinle had been communicated to the Task Force. The response was affirmative, similar comments were provided to the Task Force.

Meeting adjourned at 7:20 pm.

March 31, 2019



Pool Fact Sheet

CAMP is a California Joint Powers Authority established in 1989 to provide California public agencies with professional investment services.

CASH RESERVE PORTFOLIO (POOL)

A short-term cash reserve portfolio and cash management vehicle permitted as an investment for all local agencies under California Government Code Section 53601(p).

INVESTMENT OBJECTIVE

To earn a high rate of return while preserving principal, providing liquidity and seeking a stable NAV of \$1.00.

INVESTMENT PHILOSOPHY

Through diligent market analysis and careful duration management, we can help public agencies, typically limited to a conservative investment universe, maximize their income potential while maintaining stability of principal and liquidity.

POOL FACTS

As of March 31, 2019

7-Day Net Yield ¹	2.59%
Monthly Distribution Yield ²	2.61%
Weighted Average Maturity ³	47 Days
Fund Rating ⁴	AAAm by Standard and Poor's

SERVICE PROVIDERS

Investment Adviser, Administrator and Transfer Agent:
PFM Asset Management LLC

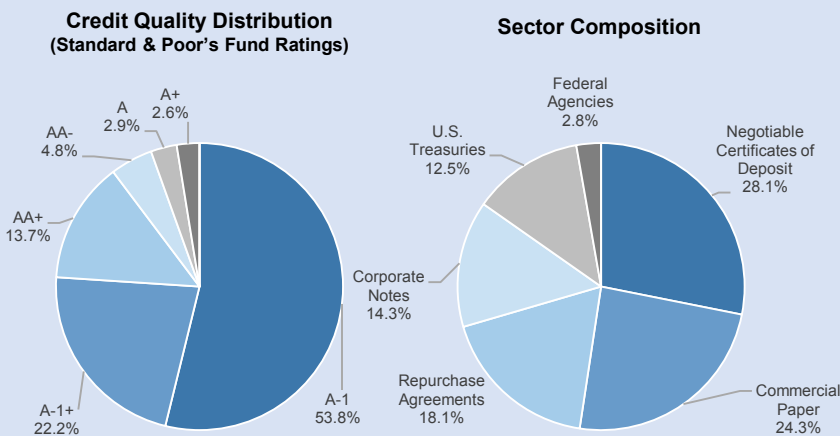
Distributor: PFM Fund Distributors, Inc

Depository and Custodian: U.S. Bank, N.A.

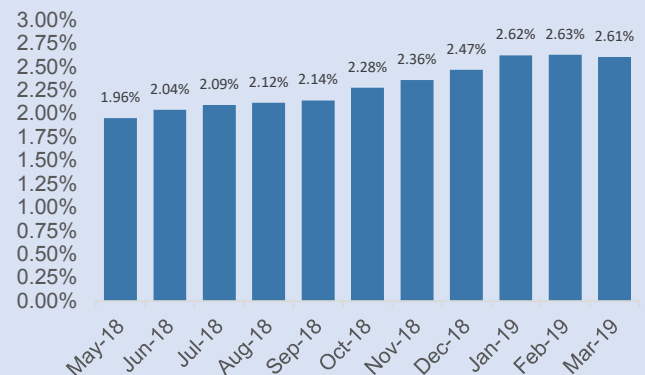
Independent Registered Public Accounting Firm:
Ernst & Young LLC

Counsel:
Nossaman LLP

Fund Diversification as of March 31, 2019



Performance (30-Day Net Yield⁵ %)



¹ 7-day net yield, also known as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7.

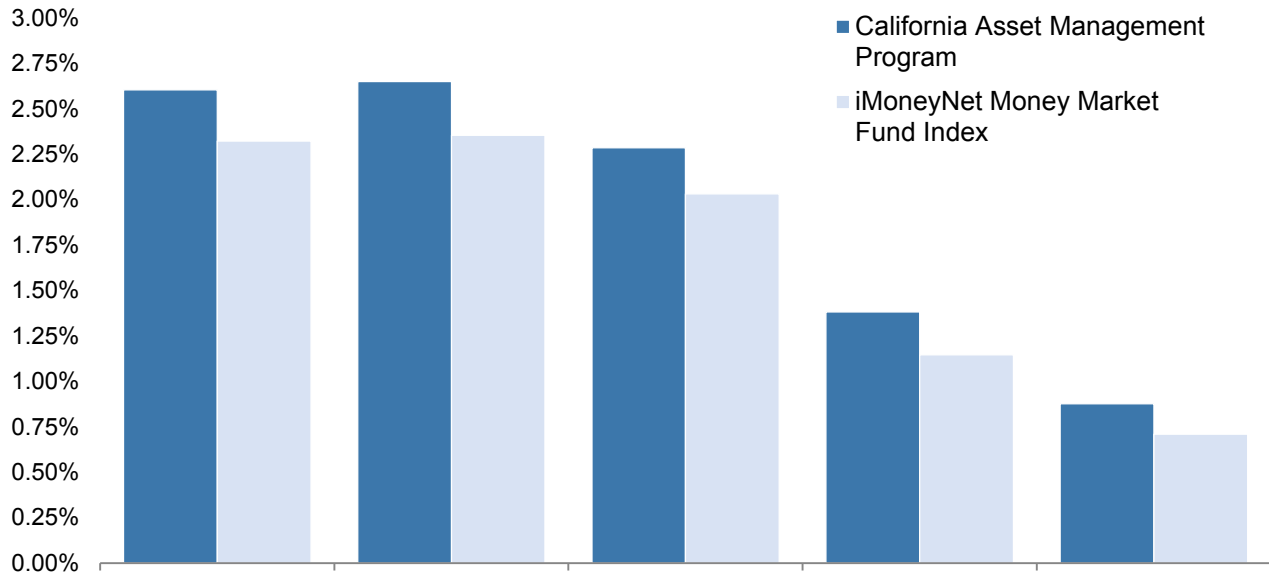
² The monthly distribution yield represents the net change in the value of a hypothetical account with a value of one share (normally \$1.00 per share) resulting from all dividends declared during a month by the Pool expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

³ Weighted Average Maturity: Calculated by the final maturity for a security held in the portfolio and the interest rate reset date. This is a way to measure a fund's sensitivity to potential interest rate changes.

⁴ Standard & Poor's fund ratings are based on analysis of credit quality, market price exposure, and management. According to Standard & Poor's rating criteria, the AAAm rating signifies excellent safety of investment principal and a superior capacity to maintain a \$1.00 per share net asset value. However, it should be understood that the rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology, visit Standard & Poor's website (http://www.standardandpoors.com/ratings/en_US/web/quest/home).

⁵ As of the last day of the month. The 30-day yield represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a thirty-day base period expressed as a percentage of the value of one share at the beginning of the thirty-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 30.

Average Annual Return as of March 31, 2019



	Month	3-Month	1-Year	3-Year	5-Year
California Asset Management Program	2.61%	2.65%	2.29%	1.38%	0.88%
iMoney Market Fund Index	2.32%	2.35%	2.03%	1.15%	0.71%

Must be preceded or accompanied by a Program Guide. For a current Program Guide, which contains more complete information, please visit <http://www.camponline.com/> or call 800-729-7665. Before investing, consider the investment objectives, risks, charges and expenses of the pool carefully. This and other information can be found in the Program Guide. Read the Program Guide carefully before you invest or send money.

¹Source: iMoneyNet First Tier Institutional Money Market Fund Average. This index is comprised of funds rated in the top grade that invest in high-quality financial instruments with dollar-weighted average maturities of less than 60 days. It is not possible to invest directly in such an index.

Past performance is no guarantee of future results. Yields will fluctuate as market conditions change. The current fund performance may be higher or lower than that cited. The yields shown may reflect fee waivers by service providers that subsidize and reduce the total operating expenses of the Pool. Pool yields would be lower if there were no such waivers. Important disclosure information is provided on the following page.

This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Trust's investment objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in the Trust's current Information Statement, which should be read carefully before investing. A copy of the Trust's Information Statement may be obtained by calling 1-800-729-7665 or is available on the Trust's website at www.camponline.com. While the Trust seeks to maintain a stable net asset value of \$1.00 per share, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) (www.finra.org) and Securities Investor Protection Corporation (SIPC) (www.sipc.org). PFM Fund Distributors, Inc. is a wholly owned subsidiary of PFM Asset Management LLC.

**MINUTES OF THE REGULAR MEETING OF THE NORTH COUNTY LIBRARY
AUTHORITY OF THE CITY OF LOS ALTOS, HELD ON MONDAY,
MAY 20, 2019, AT 6:00 P.M. IN THE ORCHARD ROOM
SAN ANTONIO AVE, LOS ALTOS, CALIFORNIA**

ESTABLISHED QUORUM AT 6:05 P.M.

PRESENT: Vice President Cindy Hill, Suzanne Epstein and Neysa Fligor

ABSENT: President Courtenay Corrigan, Jan Pepper

PUBLIC COMMENT

None

Vice-President Hill changed the order of the agenda to begin with the presentation on Investment Strategy.

ITEMS FOR CONSIDERATION/ACTION

1. Review of Investment Strategy

Jacqueline Flippin, Santa Clara County Fixed Income Portfolio Manager, provided information about the Santa Clara County investment fund. Other public agencies outside of the County, such as NCLA, may participate in the investment fund as “voluntary investors”. Ms. Flippin reviewed the Santa Clara County Investment Report dated March 31, 2019 and the Treasury Oversight Committee Meeting packet from March 26, 2019.

Parcel Tax 889 proceeds overseen by NCLA are collected by the County and could be placed in an NCLA account at the County through a fund transfer. The County also provides support for, and with proper authorization, will process payment of NCLA vendors from NCLA’s account at the County.

The consensus of Board Members is to postpone a decision on investment strategy until all Board Members are present.

2. NCLA Task Force Update

The most recent Task Force meeting was cancelled due to a lack of quorum, but progress is continuing on the RFQ for consultant support. Responses are due back the week of May 20th.

3. County Update

The County has released a Patron Survey and is requesting participation to provide input on library services. The survey will close June 15, 2019 and is posted on the Santa Clara County Library District’s website. The survey will also be sent out via email.

The Summer Reading Program is beginning soon.

4. Future Meeting Schedule

No future meetings are scheduled; Liaison Scott will poll Commissioners to find a meeting date in June.

5. NCLA Annual Budget for FY 19-20

Liaison Scott presented the proposed budget for Fiscal Year 2019-2020 and reviewed each line, including several format modifications. The costs associated with the Library Redevelopment Project will be tracked in a new, separate section of the budget. Also it was clarified the election expenses associated with this project are filing fees for a ballot measure, which will be restated as such. A request for clarification on the budget to indicate the current fiscal year numbers are based on data through 4/15/19. The budget document will reflect interest income from the LAIF account only. After the current fiscal year is closed the interest earned in the investment account with the City of Los Altos can be reported. The Board requested to bring back the budget for adoption at the next meeting. The annual adoption of resolutions certifying the parcel tax amount and the Gann limit will be included in the budget agenda item.

6. Approval of Minutes

The Board reviewed the minutes of the February 25, 2019 meeting, which had been pulled from the April Board meeting. An additional sentence will be added in Item 3, NCLA Financial Review, to provide further clarification about payment of the Liaison's time.

Motion made by Board Member Fligor, seconded by Board Member Epstein to approve the minutes of 2/25/19 meeting with amendment. The motion was approved unanimously.

AYES: Epstein, Fligor, Hill. NOES: None. ABSTAIN: None. ABSENT: Corrigan, Pepper

The Board directed Liaison Scott to bring back the minutes from 4/29/19 in a more traditional minute format.

Potential Future Agenda Items: Minutes from 4/29/19 meeting; adoption of the Budget for FY 19/20 and two annual budget-related resolutions; Investment Strategy discussion, and an update from the Task Force.

Commissioners' Reports

Board Secretary Epstein provided an update on challenges faced by Friends of the Library to find work space during the demolition and construction of the new Los Altos Community Center.

Meeting adjourned at 8:26 pm.