



**OJAI VALLEY SANITARY DISTRICT**

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

**MEETING OF THE  
FINANCE COMMITTEE**

Date & Time:  
April 5, 2018  
Thursday, 3:30 p.m.

Members:

Location:  
OVSD Board Room

John R. (Randy) Burg  
John R. (Jack) Curtis  
Peter M. Kaiser, Chairman

**A G E N D A**

1. **Public Comment - (Items not on the agenda - 3 minute limit)**

**FOR DISCUSSION & RECOMMENDATION**

2. **Investment Management Request For Qualifications (RFQ)**

**FOR DISCUSSION & REVIEW**

3. **General Discussion**
  - a. Committee Members pursuant to Government Code §54954.2
  - b. General Manager on District Activities related to this Board Committee.

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours. Copies of individual reports may be requested from Brenda Krout (646-5548).

**ATTEST TO POSTING:**

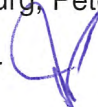
**Brenda Krout – Clerk of the Board**

**April 2, 2018 @ 11:30 a.m.**  
**Date & Time Posted At District Office**

Memorandum

**Ojai Valley Sanitary District**

April 2, 2018

To: Finance Committee – Randy Burg, Peter Kaiser & Jack Curtis  
From: Jeff Palmer – General Manager   
Subject: Investment Management Request For Qualifications (RFQ)

Investment management of the District's funds has not been evaluated since 2006 when the Board authorized the investment firm Morgan Stanley to manage the District's investments; that has now been 12 years.

Recently, there has been discussion that it is time to consider and reevaluate what the best management options are for the District. If the Committee feels it is time to conduct such a reevaluation, then sending out a Request For Qualifications (RFQ) to local investment management firms would be appropriate.

Attached is a draft RFQ for your review and consideration.

If you have any questions or need additional information please call me at 646-5548.



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April ??, 2018

**DRAFT**

Distribution List

### REQUEST FOR QUALIFICATIONS – INVESTMENT MANAGEMENT

The Ojai Valley Sanitary District is requesting qualifications from investment management firms interested in managing the District's investments.

The District is a public agency and is bound by State laws that address the investment of public funds. The District's Board of Directors adopts a formal Investment Policy each year in January; this policy is consistent with the applicable State laws. Copy of the Investment Policy adopted in January 2018 is attached.

The Board's position is that the most essential points when considering the investment of the District's funds are:

- Safety
- Liquidity
- Yield

Please submit qualifications to the District office at the above address, on or before Friday ????????. Please call me if you have any questions.

The selected firms will be asked to present an overview of their qualifications to the Board's Finance Committee, at a meeting date as yet to be determined.

Jeff Palmer  
General Manager

**DRAFT**