



EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STATEMENT
MEETING DATE – Wednesday, February 27, 2019

SUBJECT: December 31, 2018 Investment Report and Portfolio Review

Prepared by: Deborah Spaulding, Assistant Finance Officer

ATTACHMENTS: A. Investment Balances for Period Ending December 31, 2018
B. PFM Investment Performance Review for the quarter ended December 31, 2018
C. Total Cash & Investments by Type

RECOMMENDATION: Review the December 31, 2018 Investment Report and direct staff to prepare the information for acceptance by the Board of Directors.

DESCRIPTION:

In accordance with Board Operating Guidelines and the Park District's Investment Policy, the attached report has been prepared on the District's cash and investments. The total market value of the Park District's pooled cash and investments as of December 31, 2018 was \$249,696,471. The market value of the District's pension trust fund, project bond funds and debt service funds held by trustees were an additional \$117,169,631. Attachment A provides additional detail regarding these funds.

Liquidity Portfolio

The District's "liquid portfolio" (funds readily usable, convertible to cash with minimal impact to price) was \$121.7 million as of December 31, 2018. This amount is above the balance at the end of the last quarter by \$36.3 million. The increase is primarily due to the timing of receipt of property taxes, the vast majority of which are received in April and December. The Park District's Demand Deposit Accounts show a negative balance, reflecting checks that have been issued, but are not yet cashed. These accounts "roll up" into the Bank of the West Sweep Account, which has sufficient funds to cover all of these pending transactions. The District completed its banking transition from Wells Fargo Bank to Bank of the West earlier this year; for this reason, the balance in the Wells Fargo Sweep account is zero.

Short & Mid-Term Securities

As of December 31st, the total value of the District's short-term and mid-term securities was \$128.0 million, \$2.1 million higher than at September 31, 2018. The District has increased its exposure to AAA-rated Asset Backed Securities (ABS) by almost \$4.4 million from the third quarter. When compared to the prior year, a change in the District's overall investment positioning can also be observed: the District has increased its investment in short-term and mid-term securities – from \$96.2 million in 2017 to \$128.0 million in 2018. This strategy was implemented in an effort to safely increase investment returns in the District's portfolio.

Attachment B, the PFM Investment Performance Report, provides an overview of PFM's strategy for investing District funds.

Bond Funds

Project bond funds of \$96.7 million were available at the end of quarter four, \$7.4 million less than at September 30, 2018. This was primarily related to spending of the 2017 Measure WW bond funds. Mid-term security investments from the Promissory Note are lower. These mid-term investments have been converted to short-term, to ensure that there is sufficient liquidity available for a potential acquisition.

The District's debt service funds totaled \$15.1 million. The funds will be used for debt service payments in March and September 2019. The final debt service payment for the District's Measure AA bonds was made in September 2018. This account will be closed, and the remaining balance transferred to the Measure AA project funds.

The following is a description of the information provided in report Attachments:

- Attachment A provides comparative investment balance information between the current quarter, the prior quarter and the same period one year ago.
- Attachment B provides an Investment Performance Review of all investments managed by PFM. Allison Kaune, Senior Managing Consultant from PFM, will provide a market update and detailed information about District investments during the fourth quarter of 2018.
- Attachment B, page 10 provides information on the managed portfolio maturity and credit quality. The District's cash management program provides sufficient liquidity to meet expenditure requirements for the next six months.
- Attachment B, page 7 shows that the District's invested funds at the end of the fourth quarter were in compliance with the Board approved 2018 Investment Policy.
- Attachment B, beginning on page 22 provides detailed information on all securities held and managed by PFM.
- Attachment C shows all District cash and investments by type (including funds not managed by PFM).

This report is provided to the Board Finance Committee for review and recommendation to the full Board of Directors for acceptance.

RECOMMENDATION:

Staff requests that the Board Finance Committee recommend to the full Board of Directors acceptance of the December 31, 2018 Investment Report.

EAST BAY REGIONAL PARK DISTRICT
INVESTMENT BALANCES

For Period Ending
December 31, 2018

District Cash and Investment Balances	current quarter		prior quarter	prior year
	Market Value	Amortized Cost Basis	Market Value	Market Value
	December 31, 2018	December 31, 2018	September 30, 2018	December 31, 2017
Pooled Investments Held by District				
<u>Liquidity Portfolio</u>				
Demand Deposit Accounts	(1,274,737)	\$ (1,274,737)	\$ (1,130,001)	\$ 79,791
Wells Fargo Sweep	-	-	-	3,666,777
Bank of the West Sweep	6,138,688	6,138,688	6,729,387	4,254,956
LAIF (Local Agency Investment Fund)	3,193,865	3,196,902	26,603,414	64,875,734
CAMP (California Asset Management Program)	113,301,704	113,301,704	52,027,879	57,104,049
First American Government Fund US Bank	317,945	317,945	1,096,086	157,306
Sub-total	121,677,466	121,680,503	85,326,765	130,138,613
<u>Short- and Mid-term Securities</u>				
US Treasuries	45,093,583	45,244,183	45,154,917	39,265,793
Federal Agencies/Instrumentalities	14,859,226	14,971,467	16,458,417	20,294,027
State/Local Agencies	1,624,781	1,630,201	1,619,120	1,373,966.20
Supra-National Agency Bonds/Notes	6,185,528	6,204,513	6,617,058	3,121,510
Asset Backed Securities	16,812,785	16,775,620	12,416,448	-
Corporate Bonds / Notes	28,436,865	28,690,526	28,632,532	19,327,176
Certificate of Deposit	15,006,239	15,042,940	15,001,966	12,800,359
Sub-total	128,019,006	128,559,450	125,900,459	96,182,831
Total Cash/Investments Held by District	249,696,471	250,239,952	211,227,224	226,321,444
Irrevocable Pension Trust Fund				
Cash, Equities & Fixed Income	5,353,955	5,661,308	5,063,014	-
Project Bond Funds				
<u>Short-term Investments</u>				
Measure AA Project Funds	13,194,931	13,194,931	13,273,585	13,339,227
Promissory Note Project Funds	4,322,924	4,322,924	755,264	1,109,641
Measure WW 2013 Project Fund	-	-	-	5,288,650
Measure WW 2017 Project Fund	4,859,715	4,859,715	4,304,223	79,775,191
<u>Mid-term Securities</u>				
Promissory Note Project Funds	17,727,240	18,232,707	21,156,736	20,624,209
Measure WW 2017 Project Funds	56,562,018	56,613,470	64,597,960	-
Total Project Bond Funds	96,666,828	97,223,747	104,087,768	120,136,918
<u>Debt Service Funds</u>				
Measure AA Debt Service Fund	1,031	1,031	425	583,544
Promissory Note Debt Service	26	26	499	140
Measure WW Debt Service Funds	15,147,790	15,147,790	1,154	14,694,614
Total Debt Service Funds	15,148,847	15,148,847	2,078	15,278,298
Total District funds held in trust	117,169,631	118,033,902	109,152,860	135,415,216
Grand Total District Cash/Investments	366,866,102	368,273,855	320,380,084	361,736,659

Investment Earnings (accrual basis):	quarter ended		year-to-date at	
	December 31, 2018	December 31, 2018	December 31, 2018	December 31, 2017
Short-term Investments	\$ 538,069	\$ 2,566,127	\$ 1,592,401	
Mid-term Investments	808,923	2,623,752	1,227,916	
Long-term Investments	-	-	-	
Pension Trust investments (book value)	108,403	173,820	-	
Total Investment Earnings	\$ 1,455,395	\$ 5,363,699	\$ 2,820,317	

Investment Fees:	quarterly	ytd fees
Bank of the West account fees	\$ 4,080	\$ 27,259
US Bank Measure AA custodial fees	\$ 1,905	\$ 7,570
Pension Trust fees - US Bank and PARS	\$ 8,351	\$ 21,952
PFM invest mgt fees & US Bank custodial fees	\$ 37,064	\$ 137,576
Total	\$ 51,400	\$ 194,357

I verify that this report contains the total amounts of cash and investments at December 31, 2018. The investments are in conformity with the Investment Policy as stated in Resolution # 2018-02-016, dated February 6, 2018. The District's cash management program provides sufficient liquidity to meet expenditure requirement for the next six months, in conformity with the Investment Policy.

THIS PAGE LEFT INTENTIONALLY BLANK



Attachment B

EAST BAY REGIONAL PARK DISTRICT

Investment Performance Review For the Quarter Ended December 31, 2018

Client Management Team

Monique Spyke, Managing Director
Allison Kaune, Senior Managing Consultant

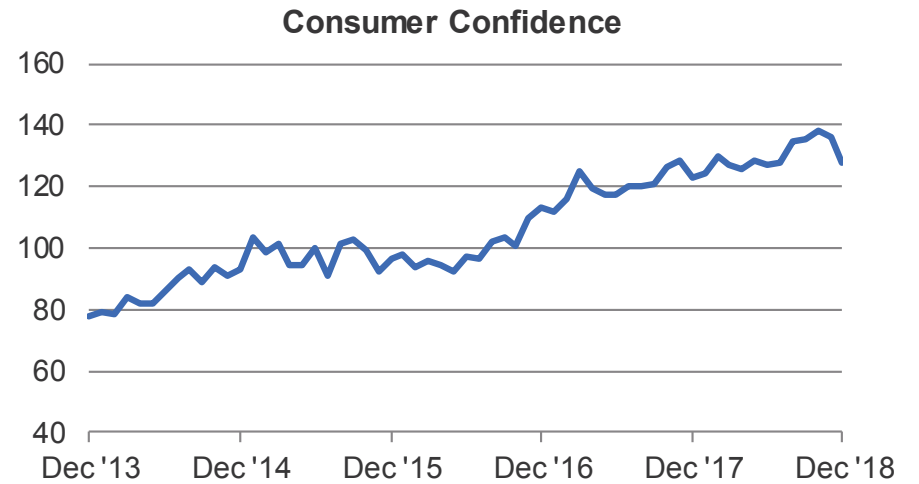
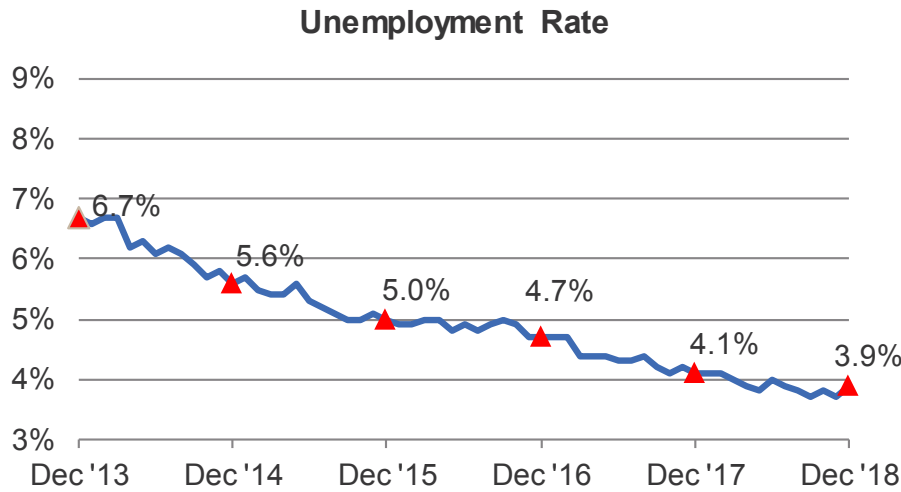
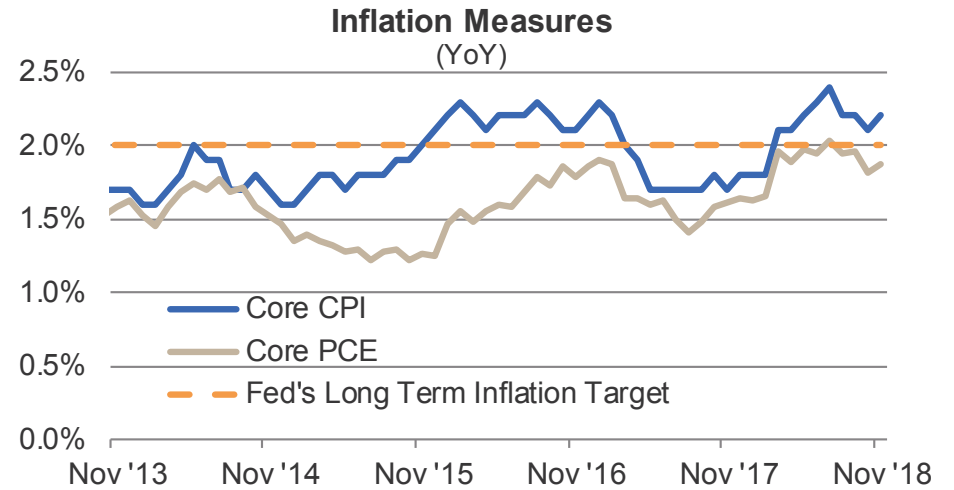
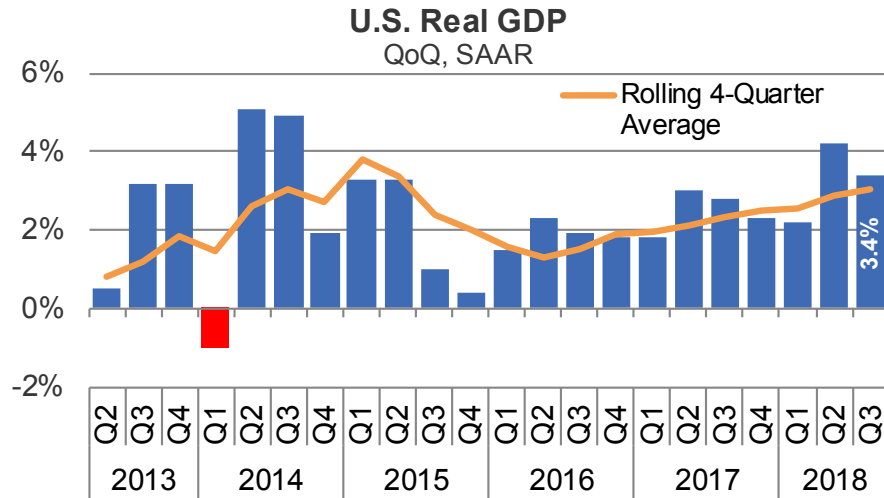
50 California Street, Suite 2300
San Francisco, CA 94111
415-982-5544

PFM Asset Management LLC

213 Market Street
Harrisburg, PA 17101-2141
717-232-2723

Market Update

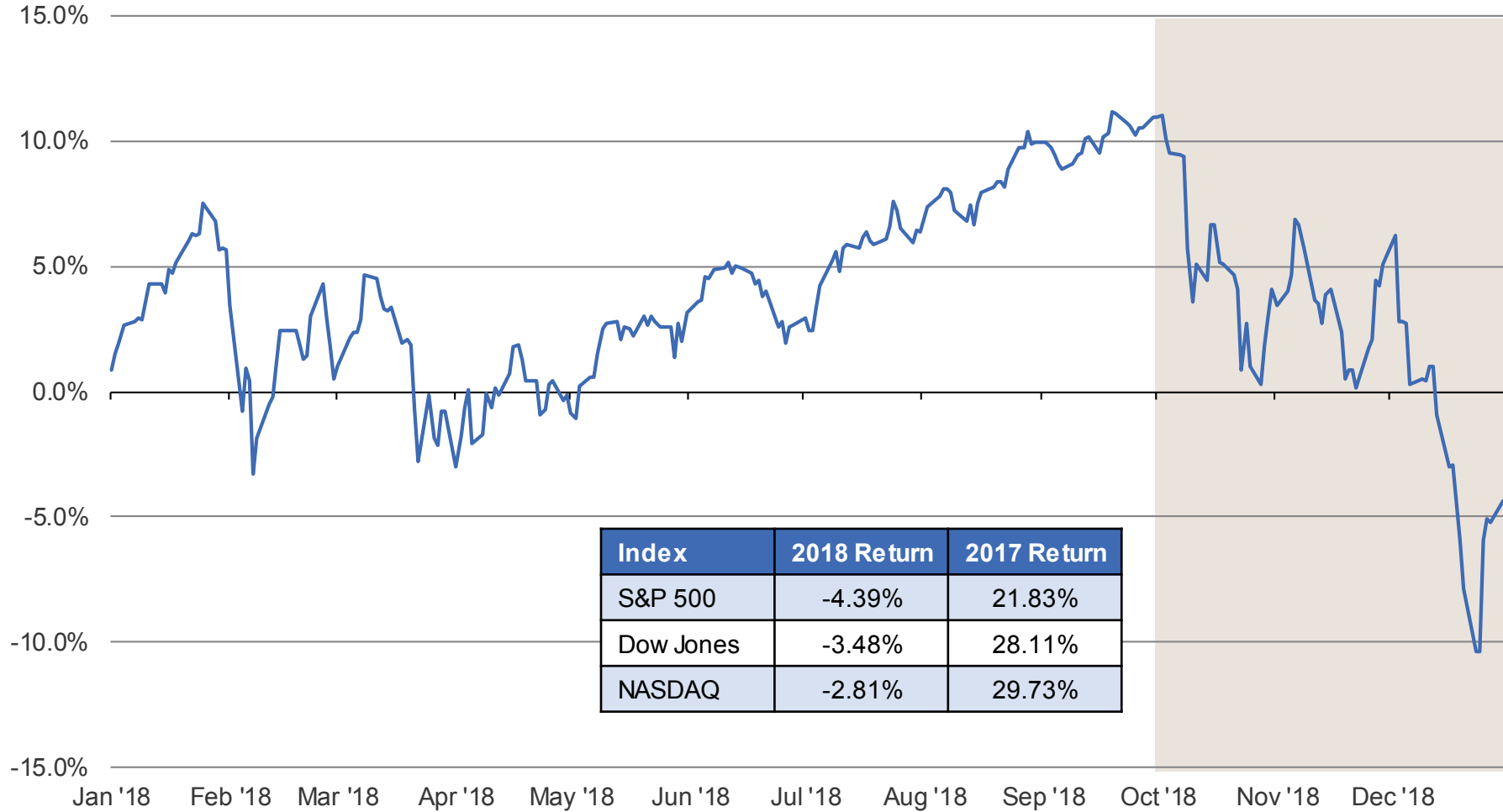
Economic Summary



Source: Bloomberg, latest data available as of 12/31/2018.

Fourth Quarter Stock Sell-Off Erases Year-to-Date Gains

S&P 500 Cumulative Total Return Year-to-Date



Source: Bloomberg, as of 12/31/2018.

Treasury Yields Fall from Recent Highs

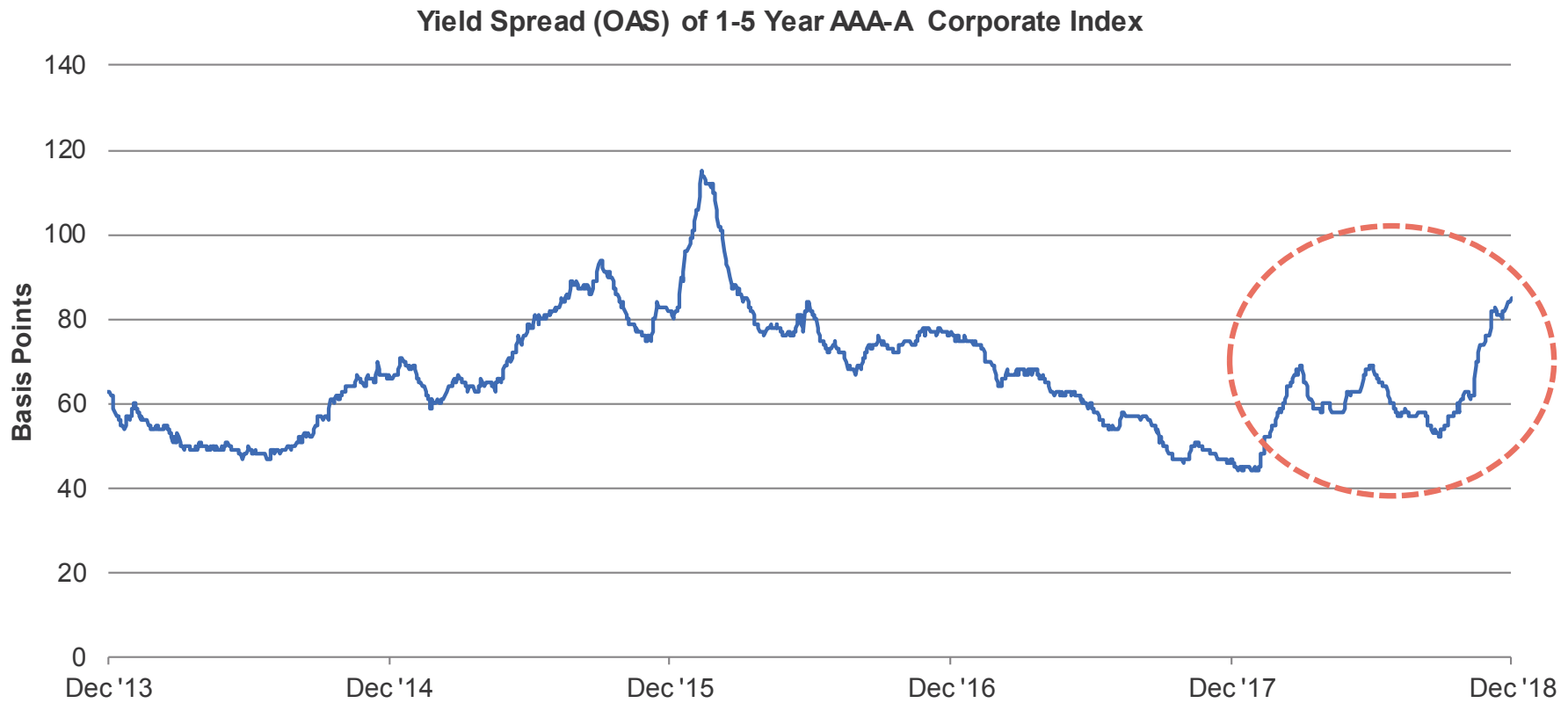
Quarter	Ending Yield	QoQ Change
4Q 2018	2.49%	-0.33%
3Q 2018	2.82%	0.29%
2Q 2018	2.53%	0.26%
1Q 2018	2.27%	0.38%
4Q 2017	1.89%	0.42%
3Q 2017	1.47%	0.09%
2Q 2017	1.38%	0.11%
1Q 2017	1.27%	0.07%
4Q 2016	1.20%	0.56%



Source: Bloomberg, as of 12/31/2018.

Credit Spreads Widen with Market Volatility

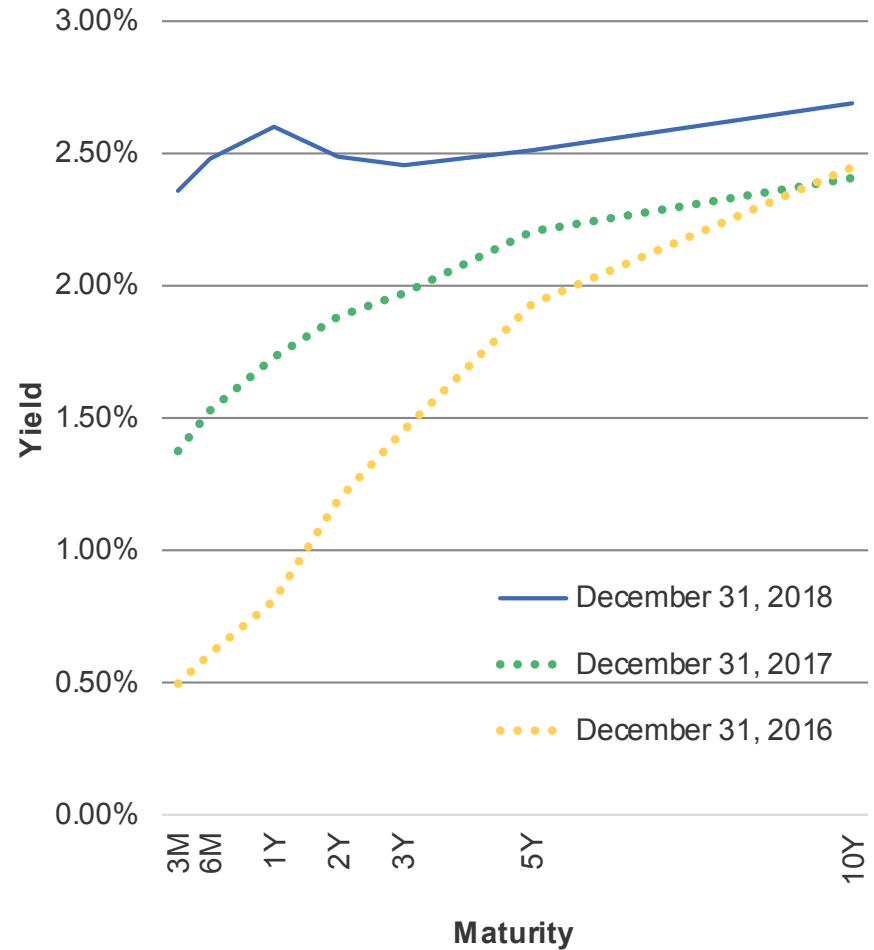
- Volatility in equity markets in the fourth quarter caused an increase in demand for haven assets like Treasury bonds, widening credit spreads further to the highest level since 2016.



Source: ICE BofAML Indices, as of 12/31/2018. OAS is option-adjusted spread versus a comparable maturity Treasury.

U.S. Treasury Curve

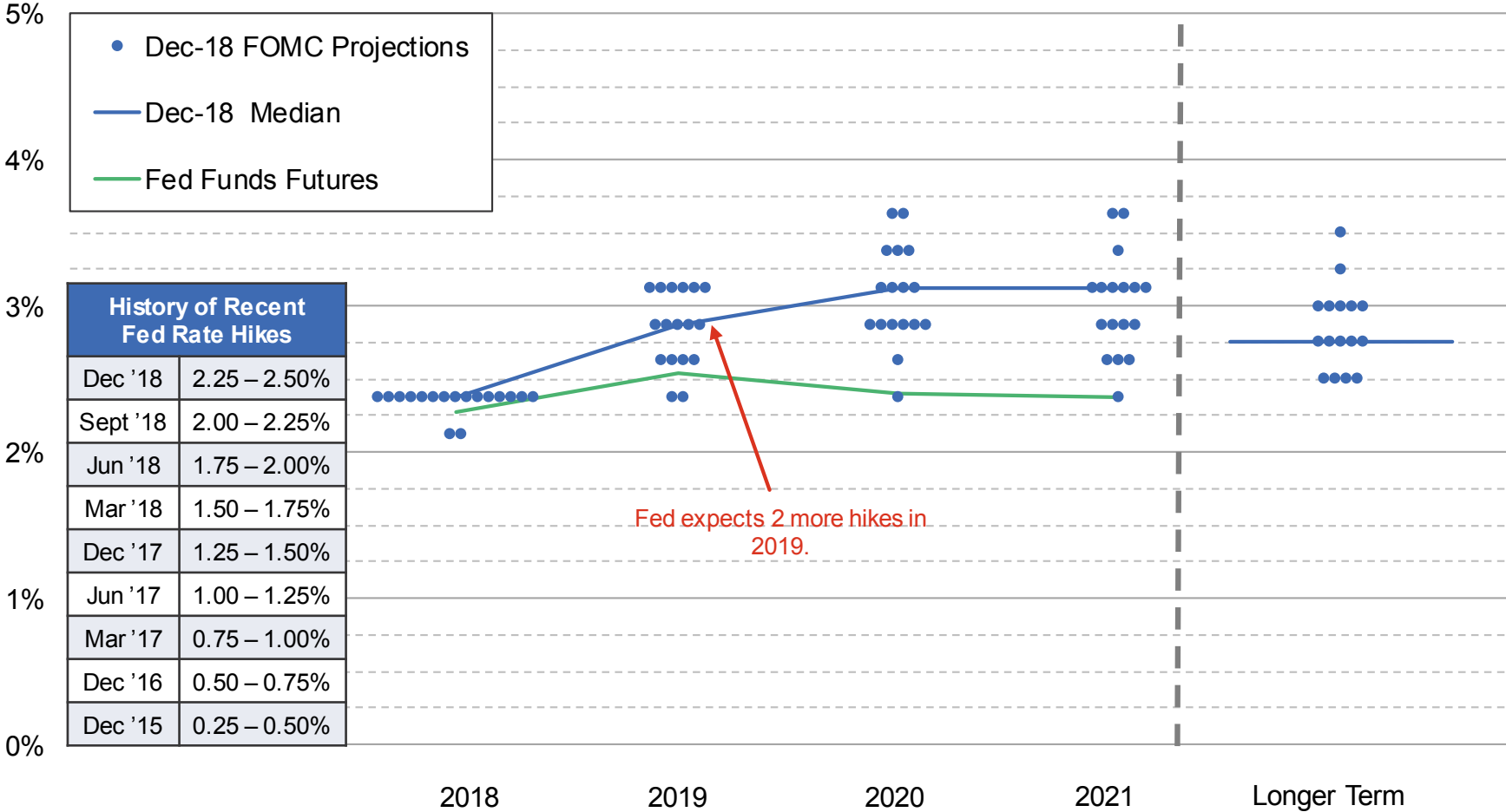
	4Q2018 12/31/18	4Q2017 12/31/17	4Q2016 12/31/16
3-month	2.35%	1.38%	0.50%
6-month	2.48%	1.53%	0.61%
1-year	2.60%	1.73%	0.81%
2-year	2.49%	1.88%	1.19%
3-year	2.46%	1.97%	1.45%
5-year	2.51%	2.21%	1.93%
10-year	2.68%	2.41%	2.44%



Source: Bloomberg, as of 12/31/2018.

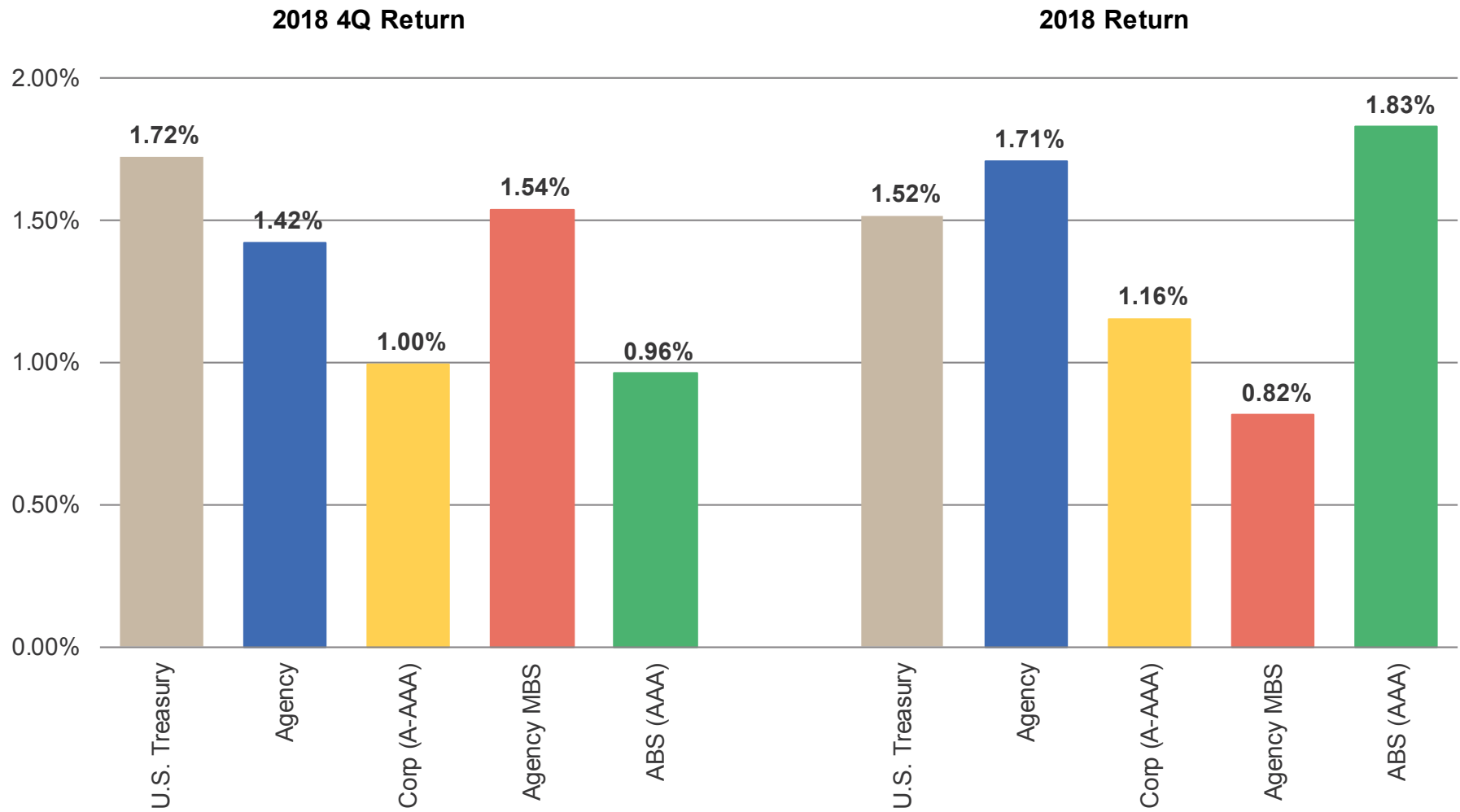
FOMC “Dot Plot” – A Fourth 2018 Rate Hike in December

Fed Participants’ Assessments of “Appropriate” Monetary Policy
December 2018



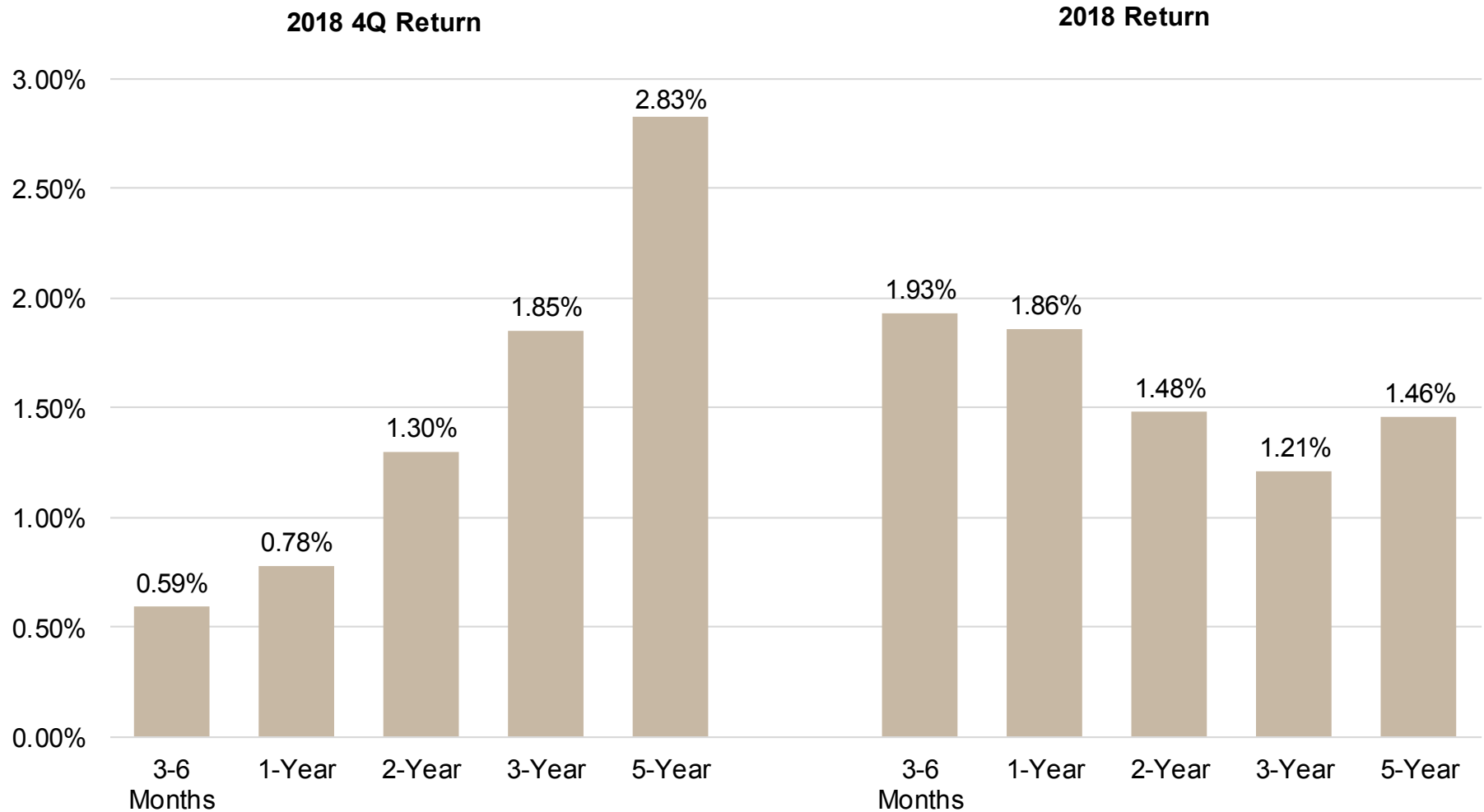
Source: Federal Reserve and Bloomberg. Individual dots represent each Fed members’ judgement of the midpoint of the appropriate target range for the federal funds rate at each year-end. Fed funds futures as of 12/19/2018.

Fixed Income Sector Returns (1-5 Year Indices)



Source: ICE BofAML Indices, as of 12/31/2018.

Fixed Income Maturity Returns (U.S. Treasury Indices)



Source: ICE BofAML Indices, as of 12/31/2018.

Investment Performance Review

Portfolio Recap

- For the past several quarters we have positioned the portfolio with a duration less than that of the benchmark.
 - This benefited the portfolio for most of 2018 as the Federal Reserve raised rates, and yields across the curve increased.
 - However, in the fourth quarter interest rates fell and the shorter duration position negatively impacted portfolio performance versus the benchmark.
 - At the same time, the declines in longer-term yields positively impacted the portfolio's absolute performance.
- Our strategy over the past several quarters has been to increase allocations to U.S. Treasuries. This benefited the portfolio during the fourth quarter as U.S. Treasuries outperformed all other sectors for the quarter.
- The federal agency sector generated positive returns for the fourth quarter, adding to the overall performance of the portfolio, while underperforming comparable U.S. Treasuries.
- Incremental income from supranationals contributed to positive performance for the quarter.
- Corporates felt the pressure of wider spreads across all industries. As a result, the sector underperformed most fixed income alternatives in the quarter. However, wider spreads presented a buying opportunity and we purchased additional high quality corporate notes for the portfolio.
- We purchased additional asset-backed securities (ABS) in the quarter. We continue to view ABS as a favorable sector that offers incremental income and enhanced credit quality.

Sector Allocation and Compliance

- The portfolio is in compliance with the District's Investment Policy and California Government Code

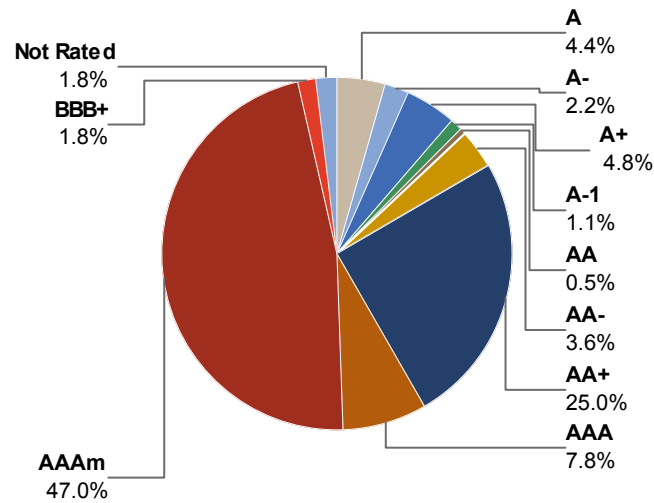
Security Type	Market Value	% of Portfolio	Permitted by Policy	In Compliance
U.S. Treasury	\$45,093,583	18.6%	100%	✓
Federal Agency	\$12,934,490	5.3%	100%	✓
Federal Agency CMOs	\$1,924,736	0.8%	20%	✓
Municipal Obligations	\$1,624,781	0.7%	30%	✓
Supranationals	\$6,185,528	2.6%	30%	✓
Negotiable CDs	\$15,006,239	6.2%	30%	✓
Corporate Notes	\$28,436,865	11.8%	30%	✓
Asset-Backed Securities	\$16,812,785	7.0%	20%	✓
Securities Sub-Total	\$128,019,006	52.9%		
Accrued Interest	\$611,236			
Securities Total	\$128,630,242			
Money Market Fund	\$317,946	0.1%	20%	✓
CAMP Cash Reserve Portfolio	\$113,467,859	46.9%	100%	✓
Total Investments	\$242,416,046	100.0%		

Portfolio Statistics

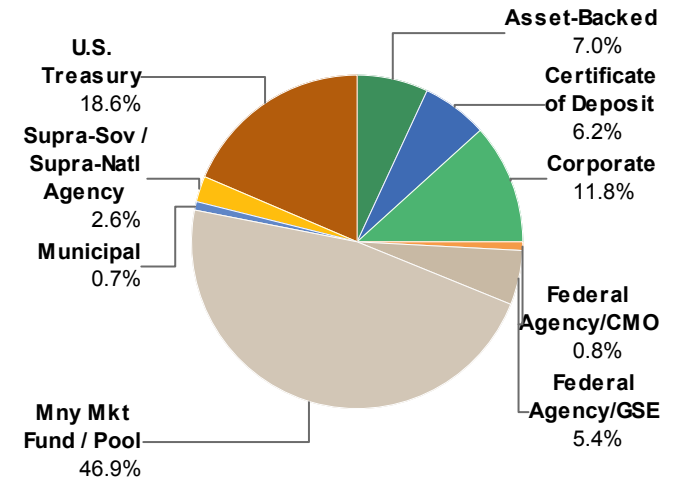
As of December 31, 2018

Par Value:	\$242,302,896
Total Market Value:	\$242,416,046
Security Market Value:	\$128,019,006
Accrued Interest:	\$611,236
Cash:	\$317,946
CAMP	\$113,467,859
Amortized Cost:	\$242,027,308
Yield at Market:	2.78%
Yield at Cost:	2.39%
Effective Duration:	1.63 Years
Duration to Worst:	1.66 Years
Average Maturity:	1.98 Years
Average Credit: *	AA

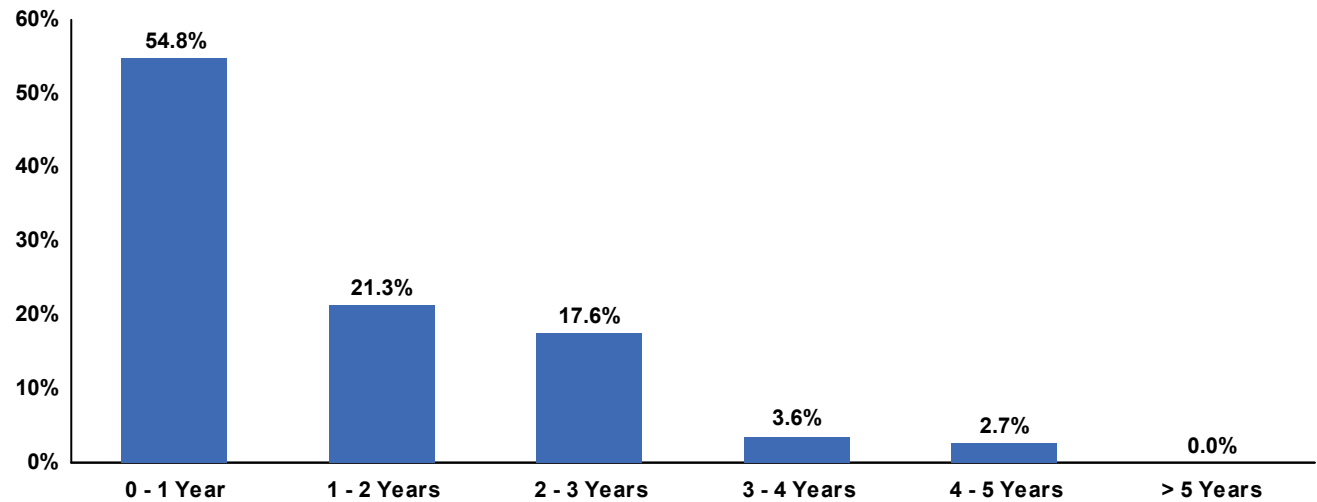
Credit Quality (S&P Ratings)



Sector Allocation



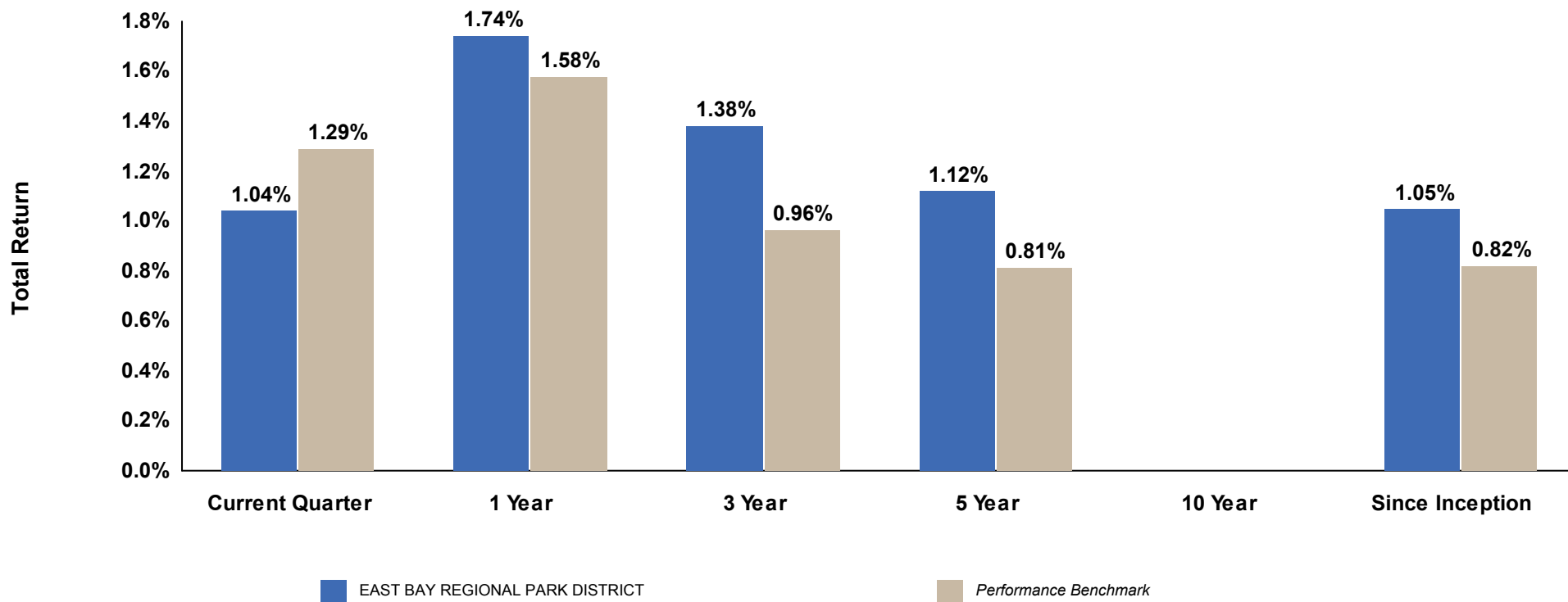
Maturity Distribution



* An average of each security's credit rating assigned a numeric value and adjusted for its relative weighting in the portfolio. Securities held in the District's portfolio are in compliance with California state statutes and the District's investment policy dated February 2018.

Portfolio Performance (Total Return)

Portfolio/Benchmark	Effective Duration	Current Quarter	Annualized Return				Since Inception (06/30/09)
			1 Year	3 Year	5 Year	10 Year	
EAST BAY REGIONAL PARK DISTRICT	1.63	1.04%	1.74%	1.38%	1.12%	-	1.05%
Performance Benchmark*	1.81	1.29%	1.58%	0.96%	0.81%	-	0.82%
Difference		-0.25%	0.16%	0.42%	0.31%	-	0.23%



Portfolio performance is gross of fees unless otherwise indicated.

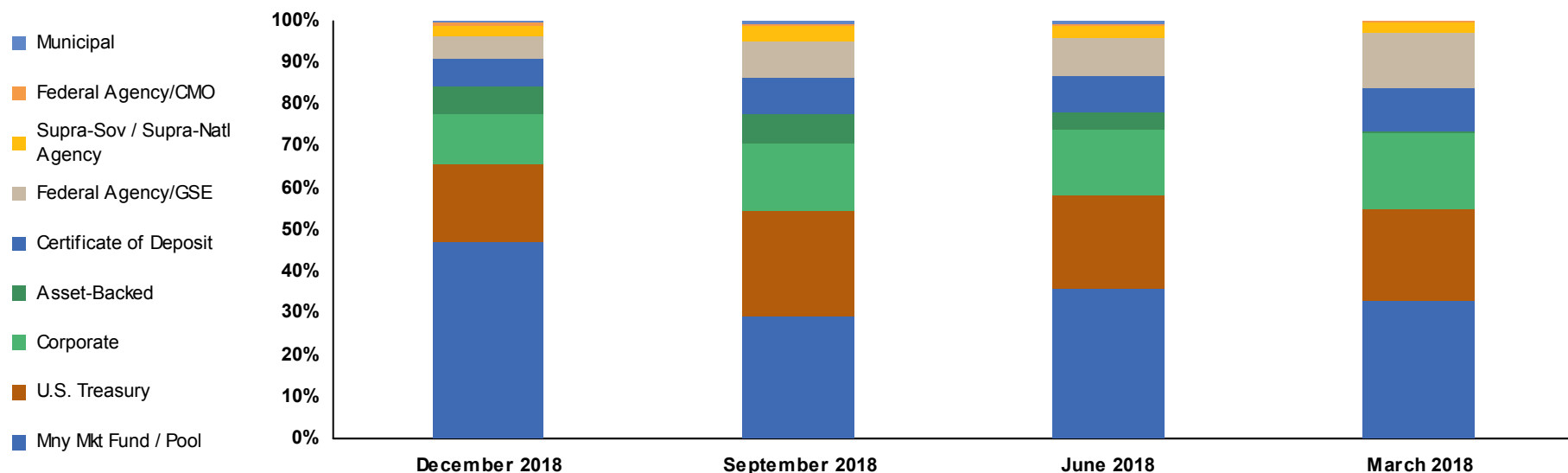
*The District's Index was the Merrill Lynch 1-Year UST Index from 6/30/09 to 3/31/11 and is the Merrill Lynch 1-3 Year UST Index beginning 3/31/11.

Portfolio Earnings*Quarter-Ended December 31, 2018*

	Market Value Basis	Accrual (Amortized Cost) Basis
Beginning Value (09/30/2018)	\$177,928,338.39	\$179,146,633.03
Net Purchases/Sales	\$62,933,660.01	\$62,933,660.01
Change in Value	\$624,866.05	(\$52,984.68)
Ending Value (12/31/2018)	\$241,486,864.45	\$242,027,308.36
Interest Earned	\$1,075,297.19	\$1,075,297.19
Portfolio Earnings	\$1,700,163.24	\$1,022,312.51

Sector Allocation

Sector	December 31, 2018		September 30, 2018		June 30, 2018		March 31, 2018	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
Mny Mkt Fund / Pool	113.5	46.9%	52.0	29.3%	65.6	36.0%	48.3	33.0%
U.S. Treasury	45.1	18.6%	45.2	25.4%	40.7	22.4%	32.0	21.8%
Corporate	28.4	11.8%	28.6	16.1%	28.1	15.4%	26.4	18.1%
Asset-Backed	16.8	7.0%	12.4	7.0%	7.2	4.0%	0.8	0.6%
Certificate of Deposit	15.0	6.2%	15.0	8.4%	16.3	9.0%	15.0	10.3%
Federal Agency/GSE	12.9	5.4%	15.7	8.8%	16.2	8.9%	18.8	12.9%
Supra-Sov / Supra-Natl Agency	6.2	2.6%	6.6	3.7%	5.3	2.9%	4.1	2.8%
Federal Agency/CMO	1.9	0.8%	0.8	0.4%	1.0	0.5%	0.2	0.2%
Municipal	1.6	0.7%	1.6	0.9%	1.6	0.9%	0.4	0.3%
Total	\$241.5	100.0%	\$177.9	100.0%	\$182.1	100.0%	\$146.0	100.0%

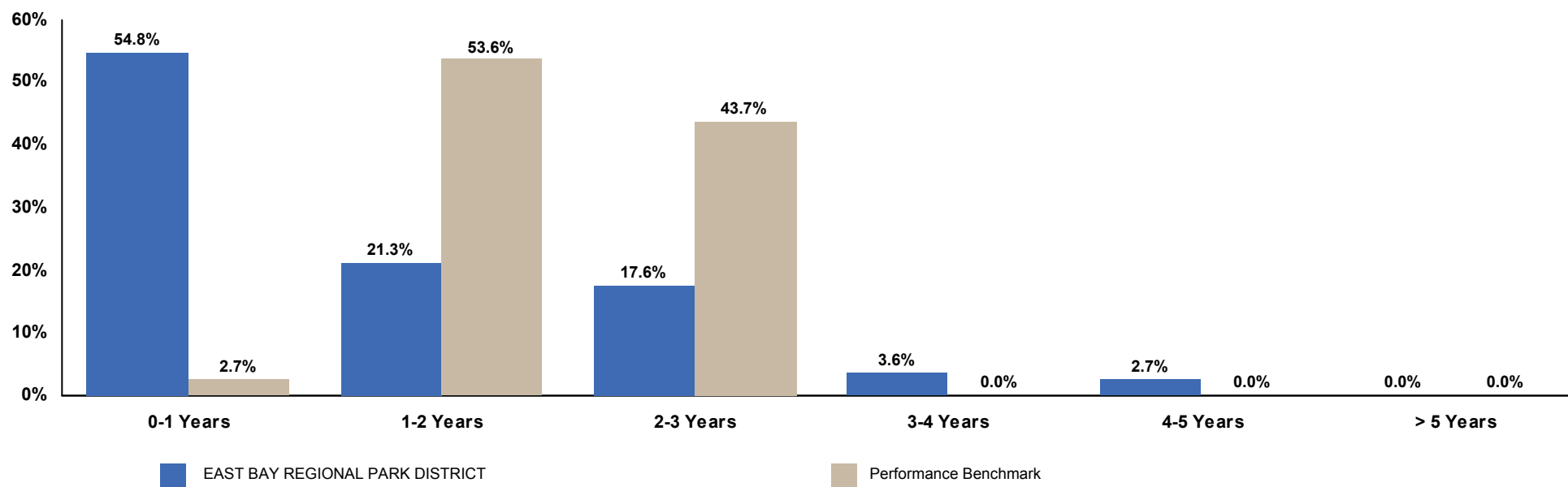


Detail may not add to total due to rounding.

Maturity Distribution

As of December 31, 2018

Portfolio/Benchmark	Yield at Market	Average Maturity	0-1 Years	1-2 Years	2-3 Years	3-4 Years	4-5 Years	>5 Years
EAST BAY REGIONAL PARK DISTRICT	2.78%	1.98 yrs	54.8%	21.3%	17.6%	3.6%	2.7%	0.0%
Performance Benchmark*	2.52%	1.94 yrs	2.7%	53.6%	43.7%	0.0%	0.0%	0.0%



*The District's Index was the Merrill Lynch 1-Year UST Index from 6/30/09 to 3/31/11 and is the Merrill Lynch 1-3 Year UST Index beginning 3/31/11.

Investment Strategy Outlook

- While the path of future Fed rate hikes is less clear than in recent years, we expect future tightening (additional Fed rate hikes) to be modest.
 - As a result, we will seek to increase portfolio duration to be more in line with (neutral to) the benchmark.
- Our outlooks for the major investment-grade fixed income sectors are as follows:
 - Federal agency spreads (incremental yield) remain very narrow as most maturities offer less than five basis points (0.05%) of incremental yield relative to U.S. Treasuries. We will continue our moderate use of agencies where yield differences are narrow, seeking better relative value in either Treasuries or other sectors.
 - Supranational issuance is expected to increase during the first quarter of 2019. We will seek to take advantage of attractively priced new issues through the first several months of the year.
 - The sell-off in the corporate sector (resulting in wider spreads) presents an opportunity to selectively add to the sector.
 - Allocations to AAA-rated asset-backed securities (ABS) will be maintained. The sector continues to offer attractive incremental income compared to government securities while also serving as a lower volatility credit alternative.
 - Short-term money market investors continue to reap the rewards of current monetary policy as the fed funds effective rate now nears two and a half percent. Short-term negotiable bank certificates of deposit and commercial paper have since normalized following very narrow yield differences at year-end, and once again provide an attractive, high-quality source of incremental income.

Portfolio Transactions and Holdings

Quarterly Portfolio Transactions

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
BUY									
10/2/18	10/4/18	900,000	9128284W7	US TREASURY NOTES	2.75%	8/15/21	899,952.61	2.89%	
10/3/18	10/10/18	550,000	02665WCP4	AMERICAN HONDA FINANCE CORP NOTES	3.37%	12/10/21	549,736.00	3.39%	
10/10/18	10/17/18	260,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	259,963.86	3.27%	
10/16/18	10/18/18	1,275,000	86565BPC9	SUMITOMO MITSUI BANK NY CERT DEPOS	3.39%	10/16/20	1,273,266.00	3.46%	
10/16/18	10/24/18	480,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	479,958.05	3.26%	
10/17/18	10/24/18	480,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	479,995.58	3.36%	
10/31/18	11/7/18	510,000	89231PAD0	TOYOTA AUTO RECEIVABLES OWNER	3.18%	3/15/23	509,889.69	3.19%	
11/1/18	11/6/18	425,000	025816BY4	AMERICAN EXPRESS CREDIT CORP NOTES	3.70%	11/5/21	424,906.50	3.71%	
11/15/18	11/20/18	1,210,000	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	1,209,972.90	3.51%	
11/15/18	11/21/18	930,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	929,960.94	3.25%	
11/27/18	12/6/18	370,000	437076BV3	HOME DEPOT INC	3.25%	3/1/22	368,986.20	3.34%	
12/3/18	12/7/18	150,000	14913Q2Q1	CATERPILLAR FINANCIAL SERVICES CORP CORP	3.35%	12/7/20	149,974.50	3.36%	
12/4/18	12/12/18	475,000	44933AAC1	HART 2018-B A3	3.20%	12/15/22	474,994.30	3.48%	
12/7/18	12/14/18	650,000	3137FKK70	FHMS KJ23 A1	3.17%	3/1/22	650,739.81	3.05%	
12/7/18	12/17/18	605,000	3137FKK39	FHMS KP05 A	3.20%	7/1/23	605,859.44	3.11%	
12/11/18	12/12/18	2,400,000	3130AF5B9	FEDERAL HOME LOAN BANKS NOTES	3.00%	10/12/21	2,421,744.00	2.85%	
Total BUY		11,670,000					11,689,900.38		
INTEREST									
10/1/18	10/25/18	61,585	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	84.47		
10/1/18	10/25/18	8,458	3136AQSW1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	13.38		
10/1/18	10/25/18	703,355	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	2,161.90		
10/1/18	10/25/18	10,209	3136ASPX8	FNMA SERIES 2016-M9 ASQ2	1.78%	6/1/19	15.19		
10/1/18	10/1/18	520,000	911312BP0	UNITED PARCEL SERVICE CORPORATE BOND	2.05%	4/1/21	5,330.00		

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
10/1/18	10/1/18	0	MONEY0002	MONEY MARKET FUND			2,552.95		
10/1/18	10/1/18	480,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	5,587.20		
10/1/18	10/1/18	100,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	1,164.00		
10/1/18	10/1/18	1,250,000	13063DGA0	CA ST TXBL GO BONDS	2.80%	4/1/21	15,166.67		
10/1/18	10/1/18	100,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	1,164.00		
10/1/18	10/1/18	250,000	437076BL5	HOME DEPOT INC CORP NOTES	2.00%	4/1/21	2,500.00		
10/1/18	10/1/18	295,000	06051GGS2	BANK OF AMERICA CORP (CALLABLE)	2.32%	10/1/21	3,433.80		
10/8/18	10/8/18	1,000,000	68389XAX3	ORACLE CORP NOTE	2.25%	10/8/19	11,250.00		
10/9/18	10/9/18	405,000	931142DY6	WAL-MART STORES INC CORP NOTE	1.75%	10/9/19	3,543.75		
10/10/18	10/10/18	1,075,000	22532XHT8	CREDIT AGRICOLE CIB NY FLT CERT DEPOS	2.88%	4/10/20	7,696.18		
10/10/18	10/10/18	1,075,000	13606BVF0	CANADIAN IMP BK COMM NY FLT CERT DEPOS	2.81%	4/10/20	7,503.87		
10/13/18	10/13/18	275,000	89236TEU5	TOYOTA MOTOR CREDIT CORP NOTES	2.95%	4/13/21	4,056.25		
10/13/18	10/13/18	775,000	3135G0U27	FANNIE MAE NOTES	2.50%	4/13/21	9,687.50		
10/15/18	10/15/18	770,000	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	1,873.67		
10/15/18	10/15/18	600,000	02007JAC1	ALLYA 2018-3 A3	3.00%	1/15/23	1,500.00		
10/15/18	10/15/18	575,000	05522RCW6	BANK OF AMERICA ABS 2017-A1 A1	1.95%	8/15/22	934.38		
10/15/18	10/15/18	1,075,000	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	2,714.38		
10/15/18	10/15/18	178,000	44931PAE6	HART 2017-A A4	2.09%	4/15/23	310.02		
10/15/18	10/15/18	575,000	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	838.54		
10/15/18	10/15/18	200,000	14314XAB5	CARMX 2018-2 A2	2.73%	8/15/21	455.00		
10/15/18	10/15/18	750,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	1,893.75		
10/15/18	10/15/18	555,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	1,447.62		
10/15/18	10/15/18	275,000	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	387.29		
10/15/18	10/15/18	575,000	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	1,265.00		
10/15/18	10/15/18	825,000	02582JHQ6	AMXCA 2018-1 A	2.67%	10/17/22	1,835.63		
10/15/18	10/15/18	575,000	89231AAD3	TOYOTA ABS 2018-C A3	3.02%	12/15/22	1,447.08		
10/15/18	10/15/18	910,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	2,244.67		
10/15/18	10/15/18	500,000	06406FAA1	BANK OF NEW YORK MELLON CORP (CALLABLE)	2.50%	4/15/21	6,250.00		
10/15/18	10/15/18	700,000	65479GAD1	NAROT 2018-B A3	3.06%	3/15/23	1,785.00		
10/15/18	10/15/18	500,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	1,063.33		

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
10/15/18	10/15/18	345,000	44891KAD7	HART 2018-A A3	2.79%	7/15/22	802.13		
10/16/18	10/16/18	520,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	1,308.67		
10/18/18	10/18/18	370,000	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	928.08		
10/19/18	10/19/18	1,215,000	4581X0DB1	INTER-AMERICAN DEVELOPMENT BANK NOTE	2.62%	4/19/21	15,946.88		
10/20/18	10/20/18	370,000	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	849.77		
10/21/18	10/21/18	600,000	61746BEA0	MORGAN STANLEY CORP NOTES	2.50%	4/21/21	7,500.00		
10/21/18	10/21/18	1,750,000	3130ACM92	FEDERAL HOME LOAN BANK NOTES	1.50%	10/21/19	13,125.00		
10/21/18	10/21/18	555,000	43815HAC1	HONDA AUTO RECEIVABLES OWNER T	2.95%	8/21/22	1,364.37		
10/23/18	10/23/18	100,000	38148LAA4	GOLDMAN SACHS GROUP INC CORP NOTES	2.60%	4/23/20	1,300.00		
10/23/18	10/23/18	130,000	38148LAA4	GOLDMAN SACHS GROUP INC CORP NOTES	2.60%	4/23/20	1,690.00		
10/25/18	10/25/18	300,000	38141GVT8	GOLDMAN SACHS GRP INC CORP NT (CALLABLE)	2.00%	4/25/19	3,000.00		
10/25/18	10/25/18	45,000	38141GVT8	GOLDMAN SACHS GRP INC CORP NT (CALLABLE)	2.00%	4/25/19	450.00		
10/26/18	10/26/18	115,000	172967KB6	CITIGROUP INC CORP NOTES	2.65%	10/26/20	1,523.75		
10/26/18	10/26/18	225,000	172967KB6	CITIGROUP INC CORP NOTES	2.65%	10/26/20	2,981.25		
10/26/18	10/26/18	250,000	172967KB6	CITIGROUP INC CORP NOTES	2.65%	10/26/20	3,312.50		
10/28/18	10/28/18	1,300,000	3133EFKY2	FFCB NOTES (CALLABLE)	1.36%	10/28/19	8,840.00		
10/30/18	10/30/18	300,000	025816BP3	AMERICAN EXPRESS CO CORP (CALLABLE) NOTE	2.20%	10/30/20	3,300.00		
10/30/18	10/30/18	400,000	0258M0EC9	AMERICAN EXPRESS CREDIT (CALLABLE) CORP	1.70%	10/30/19	3,400.00		
10/31/18	10/31/18	375,000	912828K58	US TREASURY NOTES	1.37%	4/30/20	2,578.13		
10/31/18	10/31/18	900,000	912828K58	US TREASURY NOTES	1.37%	4/30/20	6,187.50		
10/31/18	10/31/18	3,750,000	912828K58	US TREASURY NOTES	1.37%	4/30/20	25,781.25		
10/31/18	10/31/18	1,700,000	912828F62	US TREASURY NOTES	1.50%	10/31/19	12,750.00		
11/1/18	11/25/18	8,446	3136AQSW1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	13.36		
11/1/18	11/25/18	671,316	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	2,067.14		
11/1/18	11/25/18	37,205	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	51.03		
11/1/18	11/25/18	8,907	3136ASPX8	FNMA SERIES 2016-M9 ASQ2	1.78%	6/1/19	13.25		
11/2/18	11/2/18	0	MONEY0002	MONEY MARKET FUND			1,215.08		
11/5/18	11/5/18	175,000	904764AV9	UNILEVER CAPITAL CORP BONDS	1.80%	5/5/20	1,575.00		
11/5/18	11/5/18	225,000	86563YVNO	SUMITOMO MITSUI BANK NY CD	2.05%	5/3/19	2,383.13		
11/9/18	11/9/18	770,000	4581X0CD8	INTER-AMERICAN DEVELOPMENT BANK	2.12%	11/9/20	8,181.25		

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
11/10/18	11/10/18	185,000	478160CH5	JOHNSON & JOHNSON CORP NOTE	1.95%	11/10/20	1,803.75		
11/11/18	11/11/18	400,000	037833CS7	APPLE INC BONDS	1.80%	5/11/20	3,600.00		
11/11/18	11/11/18	400,000	458140AZ3	INTEL CORP NOTES	1.85%	5/11/20	3,700.00		
11/11/18	11/11/18	645,000	369550BA5	GENERAL DYNAMICS CORP	2.87%	5/11/20	9,271.88		
11/11/18	11/11/18	250,000	458140AZ3	INTEL CORP NOTES	1.85%	5/11/20	2,312.50		
11/13/18	11/13/18	245,000	69371RN85	PACCAR FINANCIAL CORP NOTES	2.05%	11/13/20	2,511.25		
11/13/18	11/13/18	490,000	458182DX7	INTER-AMERICAN DEVELOPMENT BANK	1.00%	5/13/19	2,450.00		
11/13/18	11/13/18	125,000	037833DJ6	APPLE INC	2.00%	11/13/20	1,250.00		
11/15/18	11/15/18	575,000	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	1,265.00		
11/15/18	11/15/18	345,000	44891KAD7	HART 2018-A A3	2.79%	7/15/22	802.13		
11/15/18	11/15/18	555,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	1,447.62		
11/15/18	11/15/18	770,000	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	1,873.67		
11/15/18	11/15/18	700,000	65479GAD1	NAROT 2018-B A3	3.06%	3/15/23	1,785.00		
11/15/18	11/15/18	405,000	427866BA5	HERSHEY COMPANY CORP NOTES	3.10%	5/15/21	6,451.88		
11/15/18	11/15/18	178,000	44931PAE6	HART 2017-A A4	2.09%	4/15/23	310.02		
11/15/18	11/15/18	480,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	940.80		
11/15/18	11/15/18	910,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	2,244.67		
11/15/18	11/15/18	1,075,000	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	2,714.38		
11/15/18	11/15/18	500,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	1,329.17		
11/15/18	11/15/18	750,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	1,893.75		
11/15/18	11/15/18	575,000	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	838.54		
11/15/18	11/15/18	575,000	89231AAD3	TOYOTA ABS 2018-C A3	3.02%	12/15/22	1,447.08		
11/15/18	11/15/18	600,000	02007JAC1	ALLYA 2018-3 A3	3.00%	1/15/23	1,500.00		
11/15/18	11/15/18	825,000	02582JHQ6	AMXCA 2018-1 A	2.67%	10/17/22	1,835.63		
11/15/18	11/15/18	275,000	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	387.29		
11/15/18	11/15/18	480,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	910.00		
11/15/18	11/15/18	575,000	05522RCW6	BANK OF AMERICA ABS 2017-A1 A1	1.95%	8/15/22	934.38		
11/15/18	11/15/18	200,000	14314XAB5	CARMX 2018-2 A2	2.73%	8/15/21	455.00		
11/15/18	11/15/18	3,000,000	9128284P2	US TREASURY N/B NOTES	2.62%	5/15/21	39,375.00		
11/16/18	11/16/18	520,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	1,308.67		

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
11/16/18	11/16/18	875,000	87019U6D6	SWEDBANK (NEW YORK) CERT DEPOS	2.27%	11/16/20	10,151.94		
11/18/18	11/18/18	370,000	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	928.08		
11/19/18	11/19/18	525,000	857477AV5	STATE STREET CORP NOTES	1.95%	5/19/21	5,118.75		
11/20/18	11/20/18	260,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	776.97		
11/20/18	11/20/18	370,000	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	980.50		
11/21/18	11/21/18	510,000	808513AW5	CHARLES SCHWAB CORP NOTES	3.25%	5/21/21	8,241.46		
11/21/18	11/21/18	555,000	43815HAC1	HONDA AUTO RECEIVABLES OWNER T	2.95%	8/21/22	1,364.37		
11/24/18	11/24/18	1,150,000	3134G9LD7	FHLMC NOTES (CALLABLE)	1.25%	5/24/19	7,187.50		
11/27/18	11/27/18	400,000	459058FS7	INTL BANK OF RECON AND DEV GLOBAL NOTES	1.12%	11/27/19	2,252.00		
11/27/18	11/27/18	375,000	459058FS7	INTL BANK OF RECON AND DEV GLOBAL NOTES	1.12%	11/27/19	2,111.25		
11/30/18	11/30/18	1,800,000	912828G61	US TREASURY NOTES	1.50%	11/30/19	13,500.00		
11/30/18	11/30/18	5,000,000	912828WN6	US TREASURY NOTES	2.00%	5/31/21	50,000.00		
11/30/18	11/30/18	1,000,000	3135G0F73	FNMA BENCHMARK NOTE	1.50%	11/30/20	7,500.00		
11/30/18	11/30/18	2,325,000	912828VF4	US TREASURY NOTES	1.37%	5/31/20	15,984.38		
12/1/18	12/25/18	7,004	3136AQSW1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	11.08		
12/1/18	12/25/18	642,733	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	1,926.23		
12/1/18	12/25/18	23,451	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	32.17		
12/1/18	12/25/18	8,278	3136ASPX8	FNMA SERIES 2016-M9 ASQ2	1.78%	6/1/19	12.31		
12/4/18	12/4/18	0	MONEY0002	MONEY MARKET FUND			357.61		
12/5/18	12/5/18	1,175,000	06417GU22	BANK OF NOVA SCOTIA HOUSTON CD	3.08%	6/5/20	17,893.94		
12/5/18	12/5/18	750,000	25468PDU7	WALT DISNEY COMPANY CORP NOTES	1.80%	6/5/20	6,750.00		
12/5/18	12/5/18	355,000	437076BQ4	HOME DEPOT INC CORP NOTES	1.80%	6/5/20	3,195.00		
12/7/18	12/7/18	1,475,000	78012UEE1	ROYAL BANK OF CANADA NY CD	3.24%	6/7/21	23,762.25		
12/10/18	12/10/18	550,000	02665WCP4	AMERICAN HONDA FINANCE CORP NOTES	3.37%	12/10/21	3,093.75		
12/11/18	12/11/18	800,000	36962G6P4	GENERAL ELEC CAP CORP GLOBAL NOTES	2.10%	12/11/19	8,400.00		
12/13/18	12/13/18	400,000	38145GAJ9	GOLDMAN SACHS GROUP (CALLABLE) INC BONDS	2.30%	12/13/19	4,600.00		
12/14/18	12/14/18	200,000	92826CAB8	VISA INC (CALLABLE) CORP NOTES	2.20%	12/14/20	2,200.00		
12/15/18	12/15/18	825,000	02582JHQ6	AMXCA 2018-1 A	2.67%	10/17/22	1,835.63		
12/15/18	12/15/18	575,000	05522RCW6	BANK OF AMERICA ABS 2017-A1 A1	1.95%	8/15/22	934.38		
12/15/18	12/15/18	480,000	65478BAD3	NISSAN AUTO LEASE TRUST	3.25%	9/15/21	1,300.00		

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
12/15/18	12/15/18	575,000	65478GAD2	NISSAN ABS 2017-B A3	1.75%	10/15/21	838.54		
12/15/18	12/15/18	500,000	34531LAD2	FORDL 2018-B A3	3.19%	12/15/21	1,329.17		
12/15/18	12/15/18	345,000	44891KAD7	HART 2018-A A3	2.79%	7/15/22	802.13		
12/15/18	12/15/18	510,000	89231PAD0	TOYOTA AUTO RECEIVABLES OWNER	3.18%	3/15/23	1,711.90		
12/15/18	12/15/18	480,000	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	1,344.00		
12/15/18	12/15/18	770,000	02004VAC7	ALLYA 2018-2 A3	2.92%	11/15/22	1,873.67		
12/15/18	12/15/18	600,000	02007JAC1	ALLYA 2018-3 A3	3.00%	1/15/23	1,500.00		
12/15/18	12/15/18	700,000	65479GAD1	NAROT 2018-B A3	3.06%	3/15/23	1,785.00		
12/15/18	12/15/18	575,000	89231AAD3	TOYOTA ABS 2018-C A3	3.02%	12/15/22	1,447.08		
12/15/18	12/15/18	555,000	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	1,447.62		
12/15/18	12/15/18	275,000	34531HAD1	FORD ABS 2017-B A3	1.69%	11/15/21	387.29		
12/15/18	12/15/18	575,000	43814UAC3	HAROT 2018-1 A3	2.64%	2/15/22	1,265.00		
12/15/18	12/15/18	200,000	14314XAB5	CARMX 2018-2 A2	2.73%	8/15/21	455.00		
12/15/18	12/15/18	1,075,000	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	2,714.38		
12/15/18	12/15/18	750,000	58772RAD6	MBART 2018-1 A3	3.03%	1/15/23	1,893.75		
12/15/18	12/15/18	178,000	44931PAE6	HART 2017-A A4	2.09%	4/15/23	310.02		
12/15/18	12/15/18	1,210,000	58769LAC6	MBALT 2018-B A3	3.21%	9/15/21	2,697.29		
12/15/18	12/15/18	910,000	89238TAD5	TAOT 2018-B A3	2.96%	9/15/22	2,244.67		
12/16/18	12/16/18	520,000	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	1,308.67		
12/18/18	12/18/18	500,000	46647PAS5	JPMORGAN CHASE & CO CORP NOTES	3.51%	6/18/22	8,785.00		
12/18/18	12/18/18	370,000	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	928.08		
12/20/18	12/20/18	260,000	05586CAC8	BMWLT 2018-1 A3	3.26%	7/20/21	706.33		
12/20/18	12/20/18	370,000	36256GAD1	GMALT 2018-3 A3	3.18%	6/20/21	980.50		
12/20/18	12/20/18	930,000	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	2,434.79		
12/21/18	12/21/18	555,000	43815HAC1	HONDA AUTO RECEIVABLES OWNER T	2.95%	8/21/22	1,364.37		
12/22/18	12/22/18	150,000	24422ETS8	JOHN DEERE CAPITAL CORP NOTES	1.95%	6/22/20	1,462.50		
12/31/18	12/31/18	250,000	912828N48	US TREASURY NOTES	1.75%	12/31/20	2,187.50		
12/31/18	12/31/18	2,000,000	912828XH8	US TREASURY NOTES	1.62%	6/30/20	16,250.00		
12/31/18	12/31/18	3,750,000	912828G95	US TREASURY NOTES	1.62%	12/31/19	30,468.75		
12/31/18	12/31/18	2,500,000	912828N48	US TREASURY NOTES	1.75%	12/31/20	21,875.00		

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
Total INTEREST		100,359,947					661,723.60		
PAYDOWNS									
10/1/18	10/25/18	1,302	3136ASPX8	FNMA SERIES 2016-M9 ASQ2	1.78%	6/1/19	1,301.53		0.00
10/1/18	10/25/18	12	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	12.32		0.00
10/1/18	10/25/18	32,040	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	32,039.58		0.00
10/1/18	10/25/18	24,380	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	24,380.19		0.00
11/1/18	11/25/18	1,442	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	1,442.19		0.00
11/1/18	11/25/18	28,582	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	28,582.28		0.00
11/1/18	11/25/18	629	3136ASPX8	FNMA SERIES 2016-M9 ASQ2	1.78%	6/1/19	628.84		0.00
11/1/18	11/25/18	13,754	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	13,754.11		0.00
12/1/18	12/25/18	2,026	3136AQDQ0	FANNIE MAE SERIES 2015-M13 ASQ2	1.64%	9/1/19	2,025.99		0.00
12/1/18	12/25/18	13,671	3136B1XP4	FNA 2018-M5 A2	3.56%	9/25/21	13,670.95		0.00
12/1/18	12/25/18	3,439	3136AQS1	FNMA SERIES 2015-M15 ASQ2	1.89%	1/1/19	3,438.66		0.00
12/1/18	12/25/18	7,162	3136ASPX8	FNMA SERIES 2016-M9 ASQ2	1.78%	6/1/19	7,162.42		0.00
12/15/18	12/15/18	8,131	14314XAB5	CARMX 2018-2 A2	2.73%	8/15/21	8,131.35		0.00
Total PAYDOWNS		136,570					136,570.41		0.00
SELL									
10/2/18	10/4/18	240,000	438516BQ8	HONEYWELL INTERNATIONAL CORP NOTES	1.80%	10/30/19	239,448.00	2.75%	(2,298.81)
10/2/18	10/4/18	300,000	438516BQ8	HONEYWELL INTERNATIONAL CORP NOTES	1.80%	10/30/19	299,310.00	2.75%	(407.84)
10/2/18	10/4/18	360,000	594918BV5	MICROSOFT CORP NOTES	1.85%	2/6/20	356,627.00	2.80%	(4,336.73)
10/3/18	10/10/18	350,000	02665WBZ3	AMERICAN HONDA FINANCE	2.00%	11/13/19	349,410.83	2.92%	(3,338.97)
10/16/18	10/18/18	1,275,000	86563YVNO	SUMITOMO MITSUI BANK NY CD	2.05%	5/3/19	1,281,775.89	2.74%	(5,421.61)
10/17/18	10/22/18	135,000	172967KS9	CITIGROUP INC CORP NOTES	2.05%	6/7/19	135,308.81	2.93%	(713.98)
10/17/18	10/23/18	175,000	3137EAEB1	FHLMC REFERENCE NOTE	0.87%	7/19/19	173,180.83	2.62%	(2,113.51)

EAST BAY REGIONAL PARK DISTRICT

Portfolio Activity

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
10/30/18	11/6/18	250,000	912828WW6	US TREASURY NOTES	1.62%	7/31/19	249,314.28	2.60%	(2,219.15)
11/1/18	11/5/18	400,000	0258M0EC9	AMERICAN EXPRESS CREDIT (CALLABLE) CORP	1.70%	10/30/19	394,746.44	3.09%	(4,237.18)
11/15/18	11/16/18	450,000	912828WW6	US TREASURY NOTES	1.62%	7/31/19	448,999.58	2.63%	(3,929.35)
11/15/18	11/20/18	125,000	3137EAEB1	FHLMC REFERENCE NOTE	0.87%	7/19/19	123,930.12	2.63%	(1,369.77)
11/15/18	11/20/18	1,000,000	3133ECUV4	FFCB NOTES	2.15%	7/17/19	1,004,205.83	2.63%	(7,601.45)
11/15/18	11/20/18	490,000	458182DX7	INTER-AMERICAN DEVELOPMENT BANK	1.00%	5/13/19	486,395.78	2.59%	(3,467.19)
11/28/18	12/5/18	275,000	3135G0N33	FNMA BENCHMARK NOTE	0.87%	8/2/19	272,607.39	2.68%	(3,112.30)
12/3/18	12/7/18	150,000	3135G0N33	FNMA BENCHMARK NOTE	0.87%	8/2/19	148,727.73	2.67%	(1,672.59)
12/6/18	12/10/18	275,000	912828WW6	US TREASURY NOTES	1.62%	7/31/19	274,884.17	2.61%	(2,153.22)
12/6/18	12/10/18	1,150,000	3134G9LD7	FHLMC NOTES (CALLABLE)	1.25%	5/24/19	1,143,612.39	2.61%	(7,026.50)
12/6/18	12/10/18	1,000,000	3136G3K87	FNMA NOTES (CALLABLE)	1.18%	7/25/19	995,135.00	2.69%	(9,148.49)
12/6/18	12/12/18	150,000	3135G0N33	FNMA BENCHMARK NOTE	0.87%	8/2/19	148,780.46	2.67%	(1,639.26)
12/6/18	12/12/18	325,000	912828WW6	US TREASURY NOTES	1.62%	7/31/19	324,891.81	2.62%	(2,540.39)
12/7/18	12/14/18	375,000	3130A9EP2	FHLB GLOBAL NOTES	1.00%	9/26/19	370,810.00	2.73%	(4,967.63)
12/7/18	12/14/18	600,000	3135G0P49	FNMA NOTES	1.00%	8/28/19	594,626.67	2.71%	(7,051.63)
12/7/18	12/14/18	275,000	3135G0P49	FNMA NOTES	1.00%	8/28/19	272,537.22	2.71%	(3,170.04)
Total SELL		10,125,000					10,089,266.23		-83,937.59

CAMP Pool Transactions

Trade Date	Settle Date	Transaction Description	Dollar Amount	Share or Unit Price	Share Amount
10/31/18	11/01/18	Accrual Income Div Reinvestment - Distributions	\$100,446.37	1.00	100,446.370
11/30/18	12/03/18	Accrual Income Div Reinvestment - Distributions	\$101,045.51	1.00	101,045.510
12/03/18	12/03/18	Redemption - ACH Redemption	\$(3,000,000.00)	1.00	(3,000,000.000)
12/03/18	12/03/18	Transfer to 10-11	\$(143,045.69)	1.00	(143,045.690)
12/11/18	12/11/18	Redemption - ACH Redemption	\$(3,000,000.00)	1.00	(3,000,000.000)
12/14/18	12/14/18	Redemption - ACH Redemption	\$(2,000,000.00)	1.00	(2,000,000.000)
12/17/18	12/17/18	Purchase - ACH Purchase	\$44,000,000.00	1.00	44,000,000.000
12/18/18	12/18/18	Purchase - ACH Purchase	\$32,000,000.00	1.00	32,000,000.000
12/20/18	12/20/18	Transfer to 608-01	\$(9,784,621.35)	1.00	(9,784,621.350)
12/21/18	12/21/18	Redemption - ACH Redemption	\$(2,000,000.00)	1.00	(2,000,000.000)
12/24/18	12/24/18	Purchase - ACH Purchase	\$5,000,000.00	1.00	5,000,000.000
12/31/18	01/02/19	Accrual Income Div Reinvestment - Distributions	\$166,154.31	1.00	166,154.310
TOTALS			\$61,439,979.15		61,439,979.150

Issuer Distribution
As of December 31, 2018

Issuer	Market Value (\$)	% of Portfolio
CAMP POOL	113,467,859	47.0%
UNITED STATES TREASURY	45,093,583	18.7%
FEDERAL HOME LOAN BANKS	5,328,643	2.2%
FANNIE MAE	3,777,071	1.6%
FEDERAL FARM CREDIT BANKS	3,352,197	1.4%
TOYOTA MOTOR CORP	3,263,704	1.4%
INTL BANK OF RECONSTRUCTION AND DEV	3,232,616	1.3%
FREDDIE MAC	2,401,315	1.0%
INTER-AMERICAN DEVELOPMENT BANK	1,979,016	0.8%
AMERICAN EXPRESS CO	1,955,835	0.8%
CITIGROUP INC	1,623,702	0.7%
WELLS FARGO & COMPANY	1,584,491	0.7%
AMERICAN HONDA FINANCE	1,535,584	0.6%
BANK OF AMERICA CO	1,524,106	0.6%
SKANDINAVISKA ENSKILDA BANKEN AB	1,516,480	0.6%
SUMITOMO MITSUI FINANCIAL GROUP INC	1,508,264	0.6%
DEERE & COMPANY	1,503,076	0.6%
HONDA AUTO RECEIVABLES	1,497,297	0.6%

Top 5 = 70.8%

Top 10 = 76.1%

Issuer	Market Value (\$)	% of Portfolio
ROYAL BANK OF CANADA	1,475,150	0.6%
ALLY AUTO RECEIVABLES TRUST	1,368,168	0.6%
WESTPAC BANKING CORP	1,351,417	0.6%
FORD CREDIT AUTO OWNER TRUST	1,347,111	0.6%
NISSAN AUTO RECEIVABLES	1,271,021	0.5%
CATERPILLAR INC	1,269,432	0.5%
CALIFORNIA ST	1,248,900	0.5%
JP MORGAN CHASE & CO	1,243,662	0.5%
CARMAX AUTO OWNER TRUST	1,231,857	0.5%
MERCEDES-BENZ AUTO LEASE TRUST	1,214,970	0.5%
BANK OF NOVA SCOTIA	1,178,436	0.5%
BANK OF MONTREAL	1,173,631	0.5%
UNILEVER PLC	1,167,072	0.5%
BB&T CORPORATION	1,129,511	0.5%
CANADIAN IMPERIAL BANK OF COMMERCE	1,076,997	0.5%
CREDIT AGRICOLE SA	1,075,269	0.5%
HYUNDAI AUTO RECEIVABLES	997,330	0.4%
ORACLE CORP	995,278	0.4%
UBS AG	975,552	0.4%
NORDEA BANK AB	974,407	0.4%
INTERNATIONAL FINANCE CORPORATION	973,895	0.4%

Issuer	Market Value (\$)	% of Portfolio
CREDIT SUISSE GROUP	973,332	0.4%
HOME DEPOT INC	968,822	0.4%
GOLDMAN SACHS GROUP INC	967,478	0.4%
IBM CORP	960,118	0.4%
MORGAN STANLEY	959,463	0.4%
VOLKSWAGEN OF AMERICA	937,704	0.4%
THE BANK OF NEW YORK MELLON CORPORATION	916,047	0.4%
THE WALT DISNEY CORPORATION	882,602	0.4%
MITSUBISHI UFJ FINANCIAL GROUP INC	868,895	0.4%
SWEDBANK AB	858,408	0.4%
GENERAL ELECTRIC CO	786,032	0.3%
MERCEDES-BENZ AUTO RECEIVABLES	751,352	0.3%
PFIZER INC	734,360	0.3%
PACCAR FINANCIAL CORP	731,562	0.3%
GENERAL DYNAMICS CORP	645,443	0.3%
INTEL CORPORATION	642,035	0.3%
NATIONAL RURAL UTILITIES CO FINANCE CORP	552,473	0.2%
GM FINANCIAL SECURITIZED TERM	521,851	0.2%
APPLE INC	518,315	0.2%
CHARLES SCHWAB	512,489	0.2%
UNITED PARCEL SERVICE INC	510,914	0.2%

Issuer	Market Value (\$)	% of Portfolio
STATE STREET CORPORATION	510,260	0.2%
FORD CREDIT AUTO LEASE TRUST	502,067	0.2%
HSBC HOLDINGS PLC	485,053	0.2%
NISSAN AUTO LEASE TRUST	480,569	0.2%
HERSHEY COMPANY	408,585	0.2%
WAL-MART STORES INC	402,157	0.2%
STATE OF CONNECTICUT	375,881	0.2%
GM FINANCIAL AUTO LEASING TRUST	370,529	0.2%
BMW FINANCIAL SERVICES NA LLC	261,229	0.1%
3M COMPANY	226,818	0.1%
VISA INC	197,827	0.1%
JOHNSON & JOHNSON	182,290	0.1%
Grand Total:	241,486,864	100.0%

Sector/Issuer Distribution

As of December 31, 2018

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Asset-Backed			
ALLY AUTO RECEIVABLES TRUST	1,368,168	8.1%	0.6%
AMERICAN EXPRESS CO	821,789	4.9%	0.3%
BANK OF AMERICA CO	568,137	3.4%	0.2%
BMW FINANCIAL SERVICES NA LLC	261,229	1.6%	0.1%
CARMAX AUTO OWNER TRUST	1,231,857	7.3%	0.5%
CITIGROUP INC	669,557	4.0%	0.3%
FORD CREDIT AUTO LEASE TRUST	502,067	3.0%	0.2%
FORD CREDIT AUTO OWNER TRUST	1,347,111	8.0%	0.6%
GM FINANCIAL AUTO LEASING TRUST	370,529	2.2%	0.2%
GM FINANCIAL SECURITIZED TERM	521,851	3.1%	0.2%
HONDA AUTO RECEIVABLES	1,497,297	8.9%	0.6%
HYUNDAI AUTO RECEIVABLES	997,330	5.9%	0.4%
MERCEDES-BENZ AUTO LEASE TRUST	1,214,970	7.2%	0.5%
MERCEDES-BENZ AUTO RECEIVABLES	751,352	4.5%	0.3%
NISSAN AUTO LEASE TRUST	480,569	2.9%	0.2%
NISSAN AUTO RECEIVABLES	1,271,021	7.6%	0.5%
TOYOTA MOTOR CORP	2,000,245	11.9%	0.8%
VOLKSWAGEN OF AMERICA	937,704	5.6%	0.4%
Sector Total	16,812,785	100.0%	7.0%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Certificate of Deposit			
BANK OF MONTREAL	1,173,631	7.8%	0.5%
BANK OF NOVA SCOTIA	1,178,436	7.9%	0.5%
CANADIAN IMPERIAL BANK OF COMMERCE	1,076,997	7.2%	0.4%
CREDIT AGRICOLE SA	1,075,269	7.2%	0.4%
CREDIT SUISSE GROUP	973,332	6.5%	0.4%
MITSUBISHI UFJ FINANCIAL GROUP INC	868,895	5.8%	0.4%
NORDEA BANK AB	974,407	6.5%	0.4%
ROYAL BANK OF CANADA	1,475,150	9.8%	0.6%
SKANDINAVISKA ENSKILDA BANKEN AB	1,516,480	10.1%	0.6%
SUMITOMO MITSUI FINANCIAL GROUP INC	1,508,264	10.1%	0.6%
SWEDBANK AB	858,408	5.7%	0.4%
UBS AG	975,552	6.5%	0.4%
WESTPAC BANKING CORP	1,351,417	9.0%	0.6%
Sector Total	15,006,239	100.0%	6.2%
Corporate			
3M COMPANY	226,818	0.8%	0.1%
AMERICAN EXPRESS CO	1,134,046	4.0%	0.5%
AMERICAN HONDA FINANCE	1,535,584	5.4%	0.6%
APPLE INC	518,315	1.8%	0.2%
BANK OF AMERICA CO	955,969	3.4%	0.4%
BB&T CORPORATION	1,129,511	4.0%	0.5%
CATERPILLAR INC	1,269,432	4.5%	0.5%
CHARLES SCHWAB	512,489	1.8%	0.2%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
CITIGROUP INC	954,145	3.4%	0.4%
DEERE & COMPANY	1,503,076	5.3%	0.6%
GENERAL DYNAMICS CORP	645,443	2.3%	0.3%
GENERAL ELECTRIC CO	786,032	2.8%	0.3%
GOLDMAN SACHS GROUP INC	967,478	3.4%	0.4%
HERSHEY COMPANY	408,585	1.4%	0.2%
HOME DEPOT INC	968,822	3.4%	0.4%
HSBC HOLDINGS PLC	485,053	1.7%	0.2%
IBM CORP	960,118	3.4%	0.4%
INTEL CORPORATION	642,035	2.3%	0.3%
JOHNSON & JOHNSON	182,290	0.6%	0.1%
JP MORGAN CHASE & CO	1,243,662	4.4%	0.5%
MORGAN STANLEY	959,463	3.4%	0.4%
NATIONAL RURAL UTILITIES CO FINANCE CORP	552,473	1.9%	0.2%
ORACLE CORP	995,278	3.5%	0.4%
PACCAR FINANCIAL CORP	731,562	2.6%	0.3%
PFIZER INC	734,360	2.6%	0.3%
STATE STREET CORPORATION	510,260	1.8%	0.2%
THE BANK OF NEW YORK MELLON CORPORATION	916,047	3.2%	0.4%
THE WALT DISNEY CORPORATION	882,602	3.1%	0.4%
TOYOTA MOTOR CORP	1,263,459	4.4%	0.5%
UNILEVER PLC	1,167,072	4.1%	0.5%
UNITED PARCEL SERVICE INC	510,914	1.8%	0.2%
VISA INC	197,827	0.7%	0.1%
WAL-MART STORES INC	402,157	1.4%	0.2%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
WELLS FARGO & COMPANY	1,584,491	5.6%	0.7%
Sector Total	28,436,865	100.0%	11.8%
Federal Agency/CMO			
FANNIE MAE	662,091	34.4%	0.3%
FREDDIE MAC	1,262,645	65.6%	0.5%
Sector Total	1,924,736	100.0%	0.8%
Federal Agency/GSE			
FANNIE MAE	3,114,980	24.1%	1.3%
FEDERAL FARM CREDIT BANKS	3,352,197	25.9%	1.4%
FEDERAL HOME LOAN BANKS	5,328,643	41.2%	2.2%
FREDDIE MAC	1,138,670	8.8%	0.5%
Sector Total	12,934,490	100.0%	5.4%
Mny Mkt Fund / Pool			
CAMP POOL	113,467,859	100.0%	47.0%
Sector Total	113,467,859	100.0%	47.0%
Municipal			
CALIFORNIA ST	1,248,900	76.9%	0.5%
STATE OF CONNECTICUT	375,881	23.1%	0.2%
Sector Total	1,624,781	100.0%	0.7%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
Supra-Sov / Supra-Natl Agency			
INTER-AMERICAN DEVELOPMENT BANK	1,979,016	32.0%	0.8%
INTERNATIONAL FINANCE CORPORATION	973,895	15.7%	0.4%
INTL BANK OF RECONSTRUCTION AND DEV	3,232,616	52.3%	1.3%
Sector Total	6,185,528	100.0%	2.6%
U.S. Treasury			
UNITED STATES TREASURY	45,093,583	100.0%	18.7%
Sector Total	45,093,583	100.0%	18.7%
Portfolio Total	241,486,864	100.0%	100.0%

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 10/31/2014 1.500% 10/31/2019	912828F62	1,700,000.00	AA+	Aaa	10/3/2017	10/3/2017	1,700,000.00	1.50	4,367.40	1,700,000.00	1,684,128.80
US TREASURY NOTES DTD 12/01/2014 1.500% 11/30/2019	912828G61	1,800,000.00	AA+	Aaa	12/1/2016	12/5/2016	1,802,812.50	1.45	2,373.63	1,800,872.05	1,781,438.40
US TREASURY NOTES DTD 12/31/2014 1.625% 12/31/2019	912828G95	3,750,000.00	AA+	Aaa	12/14/2017	12/15/2017	3,734,472.66	1.83	168.34	3,742,355.74	3,712,646.25
US TREASURY NOTES DTD 03/02/2015 1.375% 02/29/2020	912828J50	1,725,000.00	AA+	Aaa	8/31/2017	9/1/2017	1,724,932.62	1.38	8,059.13	1,724,968.52	1,700,877.60
US TREASURY NOTES DTD 03/02/2015 1.375% 02/29/2020	912828J50	275,000.00	AA+	Aaa	3/8/2017	3/13/2017	272,690.43	1.67	1,284.79	274,083.15	271,154.40
US TREASURY NOTES DTD 03/02/2015 1.375% 02/29/2020	912828J50	575,000.00	AA+	Aaa	2/1/2017	2/3/2017	571,518.55	1.58	2,686.38	573,665.30	566,959.20
US TREASURY NOTES DTD 03/31/2015 1.375% 03/31/2020	912828J84	2,500,000.00	AA+	Aaa	10/2/2017	10/2/2017	2,487,890.63	1.57	8,782.62	2,493,902.20	2,463,280.00
US TREASURY NOTES DTD 04/30/2015 1.375% 04/30/2020	912828K58	3,750,000.00	AA+	Aaa	12/14/2017	12/15/2017	3,707,666.02	1.86	8,831.15	3,726,114.79	3,692,283.75
US TREASURY NOTES DTD 04/30/2015 1.375% 04/30/2020	912828K58	900,000.00	AA+	Aaa	4/7/2017	4/10/2017	895,359.38	1.55	2,119.48	897,956.59	886,148.10
US TREASURY NOTES DTD 04/30/2015 1.375% 04/30/2020	912828K58	375,000.00	AA+	Aaa	4/3/2017	4/5/2017	373,315.43	1.53	883.11	374,261.77	369,228.38
US TREASURY NOTES DTD 05/31/2013 1.375% 05/31/2020	912828VF4	2,325,000.00	AA+	Aaa	6/1/2018	6/1/2018	2,274,867.19	2.49	2,810.44	2,289,311.58	2,287,490.78
US TREASURY NOTES DTD 06/30/2015 1.625% 06/30/2020	912828XH8	2,000,000.00	AA+	Aaa	6/26/2017	6/28/2017	2,007,187.50	1.50	89.78	2,003,621.26	1,972,968.00
US TREASURY NOTES DTD 07/31/2015 1.625% 07/31/2020	912828XM7	3,000,000.00	AA+	Aaa	9/26/2018	9/26/2018	2,935,781.25	2.82	20,400.82	2,944,786.29	2,957,460.00
US TREASURY NOTES DTD 07/31/2015 1.625% 07/31/2020	912828XM7	730,000.00	AA+	Aaa	7/5/2017	7/7/2017	730,456.25	1.60	4,964.20	730,239.50	719,648.60
US TREASURY NOTES DTD 09/03/2013 2.125% 08/31/2020	912828VV9	1,250,000.00	AA+	Aaa	4/16/2018	4/16/2018	1,239,843.75	2.48	9,025.38	1,242,843.94	1,241,698.75

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
U.S. Treasury Bond / Note											
US TREASURY NOTES DTD 09/03/2013 2.125% 08/31/2020	912828VV9	2,500,000.00	AA+	Aaa	4/5/2018	4/5/2018	2,483,789.06	2.40	18,050.76	2,488,718.85	2,483,397.50
US TREASURY NOTES DTD 12/31/2015 1.750% 12/31/2020	912828N48	2,500,000.00	AA+	Aaa	12/14/2017	12/15/2017	2,486,132.81	1.94	120.86	2,490,813.93	2,464,355.00
US TREASURY NOTES DTD 12/31/2015 1.750% 12/31/2020	912828N48	250,000.00	AA+	Aaa	12/1/2017	12/5/2017	248,808.60	1.91	12.09	249,218.03	246,435.50
US TREASURY N/B NOTES DTD 05/15/2018 2.625% 05/15/2021	9128284P2	3,000,000.00	AA+	Aaa	9/26/2018	9/26/2018	2,980,078.13	2.89	10,224.45	2,982,074.28	3,009,609.00
US TREASURY NOTES DTD 06/02/2014 2.000% 05/31/2021	912828WN6	5,000,000.00	AA+	Aaa	6/1/2018	6/1/2018	4,910,742.19	2.62	8,791.21	4,927,640.55	4,944,530.00
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	1,700,000.00	AA+	Aaa	9/5/2018	9/7/2018	1,701,394.53	2.72	17,658.29	1,701,260.53	1,711,488.60
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	900,000.00	AA+	Aaa	10/2/2018	10/4/2018	896,589.84	2.89	9,348.51	896,877.80	906,082.20
US TREASURY NOTES DTD 08/15/2018 2.750% 08/15/2021	9128284W7	3,000,000.00	AA+	Aaa	9/26/2018	9/26/2018	2,987,460.94	2.90	31,161.68	2,988,596.49	3,020,274.00
Security Type Sub-Total		45,505,000.00					45,153,790.26	2.18	172,214.50	45,244,183.14	45,093,582.81
Supra-National Agency Bond / Note											
INTL BANK OF RECON AND DEV GLOBAL NOTES DTD 10/27/2016 1.125% 11/27/2019	459058FS7	375,000.00	AAA	Aaa	8/28/2017	8/30/2017	371,718.75	1.52	398.44	373,662.28	370,114.50
INTL BANK OF RECON AND DEV GLOBAL NOTES DTD 10/27/2016 1.125% 11/27/2019	459058FS7	400,000.00	AAA	Aaa	8/28/2017	8/30/2017	396,588.00	1.51	425.00	398,609.08	394,788.80
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 09/19/2017 1.561% 09/12/2020	45905UP32	775,000.00	AAA	Aaa	9/12/2017	9/19/2017	773,140.00	1.64	3,662.93	773,929.52	760,798.90

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Supra-National Agency Bond / Note											
INTER-AMERICAN DEVELOPMENT BANK DTD 11/08/2013 2.125% 11/09/2020	4581X0CD8	770,000.00	AAA	Aaa	10/2/2017	10/10/2017	777,137.21	1.81	2,363.47	774,348.49	762,813.59
INTERNATIONAL FINANCE CORPORATION NOTE DTD 03/16/2018 2.635% 03/09/2021	45950VLQ7	975,000.00	AAA	Aaa	3/9/2018	3/16/2018	974,268.75	2.66	7,992.83	974,455.25	973,895.33
INTER-AMERICAN DEVELOPMENT BANK NOTE DTD 04/19/2018 2.625% 04/19/2021	4581X0DB1	1,215,000.00	AAA	Aaa	4/12/2018	4/19/2018	1,212,327.00	2.70	6,378.75	1,212,932.29	1,216,202.85
INTL BANK OF RECONSTRUCTION AND DEV NOTE DTD 07/25/2018 2.750% 07/23/2021	459058GH0	1,700,000.00	AAA	Aaa	7/18/2018	7/25/2018	1,696,022.00	2.83	20,258.33	1,696,576.30	1,706,913.90
Security Type Sub-Total		6,210,000.00					6,201,201.71	2.35	41,479.75	6,204,513.21	6,185,527.87
Municipal Bond / Note											
CT ST TXBL GO BONDS DTD 08/17/2016 1.300% 08/15/2019	20772J3D2	380,000.00	A	A1	8/3/2016	8/17/2016	380,820.80	1.23	1,866.22	380,172.94	375,880.80
CA ST TXBL GO BONDS DTD 04/25/2018 2.800% 04/01/2021	13063DGA0	1,250,000.00	AA-	Aa3	4/18/2018	4/25/2018	1,250,050.00	2.80	8,750.00	1,250,027.94	1,248,900.00
Security Type Sub-Total		1,630,000.00					1,630,870.80	2.44	10,616.22	1,630,200.88	1,624,780.80
Federal Agency Collateralized Mortgage Obligation											
FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AQSW1	3,564.93	AA+	Aaa	11/6/2015	11/30/2015	3,600.58	1.20	5.64	3,564.93	3,557.48
FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	1,115.97	AA+	Aaa	6/9/2016	6/30/2016	1,127.13	1.05	1.66	1,116.33	1,110.40
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQDQ0	21,424.84	AA+	Aaa	10/7/2015	10/30/2015	21,639.39	1.08	29.39	21,438.77	21,295.03
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/25/2021	3136B1XP4	629,062.54	AA+	Aaa	4/11/2018	4/30/2018	641,575.23	2.27	1,866.22	639,200.80	636,128.11

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Collateralized Mortgage Obligation											
FHMS KJ23 A1 DTD 12/01/2018 3.174% 03/01/2022	3137FKK70	650,000.00	AA+	Aaa	12/7/2018	12/14/2018	649,994.80	3.05	1,719.25	649,994.80	654,052.36
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	605,000.00	AA+	Aaa	12/7/2018	12/17/2018	604,998.19	3.11	1,614.85	605,000.00	608,592.25
Security Type Sub-Total		1,910,168.28					1,922,935.32	2.78	5,237.01	1,920,315.63	1,924,735.63
Federal Agency Bond / Note											
FHLB GLOBAL NOTES DTD 09/09/2016 1.000% 09/26/2019	3130A9EP2	175,000.00	AA+	Aaa	10/3/2016	10/5/2016	174,938.75	1.01	461.81	174,984.71	172,883.90
FHLMC NOTES (EX-CALLABLE) DTD 03/30/2016 1.350% 09/30/2019	3134G8PD5	1,150,000.00	AA+	Aaa	3/21/2016	3/30/2016	1,150,000.00	1.35	3,924.38	1,150,000.00	1,138,670.20
FEDERAL HOME LOAN BANK NOTES DTD 10/13/2017 1.500% 10/21/2019	3130ACM92	1,750,000.00	AA+	Aaa	10/12/2017	10/13/2017	1,746,902.50	1.59	5,104.17	1,748,754.05	1,733,698.75
FFCB NOTES (CALLABLE) DTD 10/28/2015 1.360% 10/28/2019	3133EFKY2	1,300,000.00	AA+	Aaa	10/19/2015	10/28/2015	1,297,959.00	1.40	3,094.00	1,299,569.87	1,285,635.00
FFCB NOTES (CALLABLE) DTD 02/24/2016 1.400% 02/24/2020	3133EFZT7	1,000,000.00	AA+	Aaa	2/11/2016	2/24/2016	1,000,000.00	1.40	4,938.89	1,000,000.00	987,393.00
FNMA NOTES DTD 02/28/2017 1.500% 02/28/2020	3135G0T29	630,000.00	AA+	Aaa	2/24/2017	2/28/2017	629,596.80	1.52	3,228.75	629,842.20	622,829.34
FHLB NOTES DTD 03/02/2012 1.875% 03/13/2020	313378J77	1,000,000.00	AA+	Aaa	5/9/2016	5/10/2016	1,027,970.00	1.13	5,625.00	1,008,866.41	991,446.00
FNMA NOTES DTD 08/01/2017 1.500% 07/30/2020	3135G0T60	750,000.00	AA+	Aaa	8/31/2017	9/1/2017	750,195.00	1.49	4,718.75	750,108.33	737,598.75
FFCB NOTES (CALLABLE) DTD 08/03/2016 1.360% 08/03/2020	3133EGPP4	1,100,000.00	AA+	Aaa	8/4/2016	8/5/2016	1,100,055.00	1.36	6,150.22	1,100,000.00	1,079,169.30
FNMA BENCHMARK NOTE DTD 10/19/2015 1.500% 11/30/2020	3135G0F73	1,000,000.00	AA+	Aaa	9/15/2016	9/16/2016	1,011,560.00	1.22	1,291.67	1,005,335.93	980,184.00
FANNIE MAE NOTES DTD 04/13/2018 2.500% 04/13/2021	3135G0U27	775,000.00	AA+	Aaa	4/12/2018	4/13/2018	773,845.25	2.55	4,197.92	774,113.47	774,367.60

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Federal Agency Bond / Note											
FEDERAL HOME LOAN BANKS NOTES DTD 10/12/2018 3.000% 10/12/2021	3130AF5B9	2,400,000.00	AA+	Aaa	12/11/2018	12/12/2018	2,409,744.00	2.85	15,800.00	2,409,576.79	2,430,614.40
Security Type Sub-Total		13,030,000.00					13,072,766.30	1.73	58,535.56	13,051,151.76	12,934,490.24
Corporate Note											
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	45,000.00	BBB+	A3	4/20/2016	4/25/2016	44,874.90	2.10	165.00	44,986.45	44,843.04
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	300,000.00	BBB+	A3	4/21/2016	4/26/2016	299,808.00	2.02	1,100.00	299,979.21	298,953.60
IBM CREDIT CORP NOTE DTD 09/08/2017 1.625% 09/06/2019	44932HAA1	670,000.00	A	A1	9/5/2017	9/8/2017	669,490.80	1.66	3,477.95	669,824.39	663,491.62
ORACLE CORP NOTE DTD 07/08/2014 2.250% 10/08/2019	68389XAX3	1,000,000.00	AA-	A1	4/14/2016	4/15/2016	1,031,570.00	1.32	5,187.50	1,007,100.62	995,278.00
WAL-MART STORES INC CORP NOTE DTD 10/20/2017 1.750% 10/09/2019	931142DY6	405,000.00	AA	Aa2	10/11/2017	10/20/2017	404,991.90	1.75	1,614.38	404,996.44	402,156.50
GENERAL ELEC CAP CORP GLOBAL NOTES DTD 12/12/2012 2.100% 12/11/2019	36962G6P4	800,000.00	BBB+	A3	8/23/2016	8/26/2016	825,288.00	1.12	933.33	807,351.48	786,032.00
GOLDMAN SACHS GROUP (CALLABLE) INC BONDS DTD 12/13/2016 2.300% 12/13/2019	38145GAJ9	400,000.00	BBB+	A3	12/19/2016	12/22/2016	398,448.00	2.44	460.00	399,492.78	395,930.80
CITIGROUP INC (CALLABLE) CORP NOTE DTD 01/10/2017 2.450% 01/10/2020	172967LF6	375,000.00	BBB+	Baa1	1/4/2017	1/10/2017	374,850.00	2.46	4,364.06	374,947.52	371,988.75
JPMORGAN CHASE & CO (CALLABLE) DTD 01/23/2015 2.250% 01/23/2020	46625HKA7	750,000.00	A-	A2	6/15/2017	6/20/2017	752,827.50	2.10	7,406.25	751,125.79	742,530.00
MORGAN STANLEY CORP BONDS DTD 01/27/2015 2.650% 01/27/2020	61747YDW2	375,000.00	BBB+	A3	1/31/2017	2/3/2017	378,243.75	2.35	4,251.04	376,191.85	372,185.25

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
AMERICAN HONDA FINANCE DTD 02/16/2017 2.000% 02/14/2020	02665WBM2	350,000.00	A+	A2	2/13/2017	2/16/2017	349,503.00	2.05	2,663.89	349,810.64	345,919.35
AMERICAN EXPRESS CREDIT (CALLABLE) NOTE DTD 03/03/2017 2.200% 03/03/2020	0258M0EE5	215,000.00	A-	A2	2/28/2017	3/3/2017	214,776.40	2.24	1,550.39	214,910.90	212,688.54
WALT DISNEY COMPANY CORP NOTES DTD 03/06/2017 1.950% 03/04/2020	25468PDP8	145,000.00	A+	A2	3/1/2017	3/6/2017	144,962.30	1.96	918.94	144,984.92	143,596.11
HSBC USA INC NOTES DTD 03/05/2015 2.350% 03/05/2020	40428HPR7	490,000.00	A	A2	3/27/2018	3/29/2018	483,757.40	3.03	3,710.39	486,159.73	485,052.96
TOYOTA MOTOR CORP NOTES DTD 03/12/2015 2.150% 03/12/2020	89236TCF0	1,000,000.00	AA-	Aa3	7/8/2016	7/13/2016	1,031,540.00	1.27	6,509.72	1,010,466.16	988,418.00
JOHN DEERE CAPITAL CORP NOTES DTD 03/15/2017 2.200% 03/13/2020	24422ETQ2	315,000.00	A	A2	3/10/2017	3/15/2017	314,754.30	2.23	2,079.00	314,899.55	312,094.13
GOLDMAN SACHS GROUP INC CORP NOTES DTD 01/23/2015 2.600% 04/23/2020	38148LAA4	130,000.00	BBB+	A3	11/1/2017	11/3/2017	130,980.20	2.28	638.44	130,526.69	128,728.47
GOLDMAN SACHS GROUP INC CORP NOTES DTD 01/23/2015 2.600% 04/23/2020	38148LAA4	100,000.00	BBB+	A3	3/5/2018	3/7/2018	99,312.00	2.94	491.11	99,572.43	99,021.90
UNILEVER CAPITAL CORP BONDS DTD 05/05/2017 1.800% 05/05/2020	904764AV9	175,000.00	A+	A1	5/2/2017	5/5/2017	174,441.75	1.91	490.00	174,745.98	172,395.65
INTEL CORP NOTES DTD 05/11/2017 1.850% 05/11/2020	458140AZ3	400,000.00	A+	A1	5/8/2017	5/11/2017	399,848.00	1.86	1,027.78	399,930.01	395,098.40
INTEL CORP NOTES DTD 05/11/2017 1.850% 05/11/2020	458140AZ3	250,000.00	A+	A1	3/28/2018	3/29/2018	246,075.00	2.62	642.36	247,454.28	246,936.50
APPLE INC BONDS DTD 05/11/2017 1.800% 05/11/2020	037833CS7	400,000.00	AA+	Aa1	5/4/2017	5/11/2017	399,592.00	1.84	1,000.00	399,812.18	394,961.20
GENERAL DYNAMICS CORP DTD 05/11/2018 2.875% 05/11/2020	369550BA5	645,000.00	A+	A2	5/8/2018	5/11/2018	642,716.70	3.06	2,575.52	643,431.93	645,443.12

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
HOME DEPOT INC CORP NOTES DTD 06/05/2017 1.800% 06/05/2020	437076BQ4	355,000.00	A	A2	5/24/2017	6/5/2017	354,794.10	1.82	461.50	354,900.63	349,920.31
WALT DISNEY COMPANY CORP NOTES DTD 06/06/2017 1.800% 06/05/2020	25468PDU7	750,000.00	A+	A2	6/1/2017	6/6/2017	749,130.00	1.84	975.00	749,579.60	739,005.75
JOHN DEERE CAPITAL CORP NOTES DTD 06/22/2017 1.950% 06/22/2020	24422ETS8	150,000.00	A	A2	6/19/2017	6/22/2017	149,908.50	1.97	73.13	149,954.34	147,660.15
AMERICAN HONDA FINANCE CORP NOTES DTD 07/20/2017 1.950% 07/20/2020	02665WBT7	170,000.00	A+	A2	7/17/2017	7/20/2017	169,828.30	1.98	1,482.54	169,909.87	167,312.81
WELLS FARGO & COMPANY NOTES DTD 07/22/2015 2.600% 07/22/2020	94974BGM6	1,600,000.00	A-	A2	7/8/2016	7/13/2016	1,660,096.00	1.63	18,373.33	1,623,732.94	1,584,491.20
BNY MELLON CORP NOTE (CALLABLE) DTD 08/17/2015 2.600% 08/17/2020	06406HDD8	425,000.00	A	A1	2/16/2018	2/21/2018	422,913.25	2.81	4,113.06	423,620.02	422,203.93
CATERPILLAR FINL SERVICE NOTE DTD 09/07/2017 1.850% 09/04/2020	14913Q2A6	580,000.00	A	A3	9/5/2017	9/7/2017	579,512.80	1.88	3,487.25	579,723.72	568,704.50
AMERICAN EXP (CALLABLE) CREDIT CORP NOTE DTD 09/14/2015 2.600% 09/14/2020	0258M0DX4	200,000.00	A-	A2	3/28/2018	3/29/2018	197,718.00	3.09	1,545.56	198,403.07	197,953.20
CITIGROUP INC CORP NOTES DTD 10/26/2015 2.650% 10/26/2020	172967KB6	115,000.00	BBB+	Baa1	10/31/2017	10/31/2017	116,154.60	2.30	550.24	115,712.75	113,471.08
CITIGROUP INC CORP NOTES DTD 10/26/2015 2.650% 10/26/2020	172967KB6	250,000.00	BBB+	Baa1	9/22/2017	9/26/2017	252,780.00	2.27	1,196.18	251,664.82	246,676.25
CITIGROUP INC CORP NOTES DTD 10/26/2015 2.650% 10/26/2020	172967KB6	225,000.00	BBB+	Baa1	3/28/2018	3/29/2018	222,536.25	3.10	1,076.56	223,242.00	222,008.63
AMERICAN EXPRESS CO CORP (CALLABLE) NOTE DTD 10/30/2017 2.200% 10/30/2020	025816BP3	300,000.00	BBB+	A3	10/23/2017	10/30/2017	299,610.00	2.25	1,118.33	299,759.01	294,585.90
JOHNSON & JOHNSON CORP NOTE DTD 11/10/2017 1.950% 11/10/2020	478160CH5	185,000.00	AAA	Aaa	11/8/2017	11/10/2017	184,802.05	1.99	511.06	184,876.03	182,289.94

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
APPLE INC DTD 11/13/2017 2.000% 11/13/2020	037833DJ6	125,000.00	AA+	Aa1	11/6/2017	11/13/2017	124,895.00	2.03	333.33	124,933.94	123,353.38
PACCAR FINANCIAL CORP NOTES DTD 11/13/2017 2.050% 11/13/2020	69371RN85	245,000.00	A+	A1	11/6/2017	11/13/2017	244,977.95	2.05	669.67	244,986.13	241,045.21
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 12/07/2018 3.350% 12/07/2020	14913Q2Q1	150,000.00	A	A3	12/3/2018	12/7/2018	149,974.50	3.36	335.00	149,975.33	150,616.65
VISA INC (CALLABLE) CORP NOTES DTD 12/14/2015 2.200% 12/14/2020	92826CAB8	200,000.00	AA-	A1	8/25/2017	8/30/2017	202,200.00	1.85	207.78	201,300.62	197,827.40
JOHN DEERE CAPITAL CORP NOTES DTD 01/08/2018 2.350% 01/08/2021	24422ETZ2	350,000.00	A	A2	1/3/2018	1/8/2018	349,818.00	2.37	3,952.57	349,876.09	345,201.85
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	100,000.00	A-	A2	3/5/2018	3/7/2018	97,968.00	2.89	895.83	98,524.50	97,895.60
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	380,000.00	A-	A2	11/16/2017	11/20/2017	378,024.00	2.32	3,404.17	378,694.13	372,003.28
BRANCH BANKING & TRUST (CALLABLE) NOTES DTD 10/26/2017 2.150% 02/01/2021	05531FAZ6	485,000.00	A-	A2	10/23/2017	10/26/2017	484,776.90	2.17	4,344.79	484,851.32	474,793.66
IBM CORP CORP NOTES DTD 02/06/2018 2.650% 02/05/2021	44932HAG8	300,000.00	A	A1	2/1/2018	2/6/2018	299,853.00	2.67	3,224.17	299,895.98	296,625.90
AMERICAN HONDA FINANCE DTD 02/15/2018 2.650% 02/12/2021	02665WCD1	475,000.00	A+	A2	2/12/2018	2/15/2018	474,335.00	2.70	4,860.17	474,524.26	469,649.60
PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021	69371RN93	200,000.00	A+	A1	4/4/2018	4/6/2018	199,570.00	2.88	1,866.67	199,678.16	198,188.80
PACCAR FINANCIAL CORP NOTES DTD 02/27/2018 2.800% 03/01/2021	69371RN93	295,000.00	A+	A1	2/22/2018	2/27/2018	294,855.45	2.82	2,753.33	294,894.35	292,328.48
JOHN DEERE CAPITAL CORP NOTES DTD 03/13/2018 2.875% 03/12/2021	24422EUD9	700,000.00	A	A2	3/8/2018	3/13/2018	699,524.00	2.90	6,093.40	699,646.90	698,119.80

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
CATERPILLAR FINANCIAL SERVICES CORP NOTE DTD 03/15/2018 2.900% 03/15/2021	14913Q2G3	400,000.00	A	A3	3/12/2018	3/15/2018	399,784.00	2.92	3,415.56	399,839.45	399,715.60
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	405,000.00	A	A2	2/21/2018	2/26/2018	404,550.45	2.94	3,458.25	404,668.41	403,156.04
NATIONAL RURAL UTIL COOP DTD 02/26/2018 2.900% 03/15/2021	63743HER9	150,000.00	A	A2	3/28/2018	3/29/2018	149,730.00	2.96	1,280.83	149,797.62	149,317.05
UNILEVER CAPITAL CORP NOTES DTD 03/22/2018 2.750% 03/22/2021	904764AZ0	800,000.00	A+	A1	3/19/2018	3/22/2018	795,912.00	2.93	6,050.00	796,935.34	796,148.80
UNITED PARCEL SERVICE CORPORATE BOND DTD 11/14/2017 2.050% 04/01/2021	911312BP0	520,000.00	A+	A1	11/9/2017	11/14/2017	519,178.40	2.10	2,665.00	519,443.51	510,913.52
HOME DEPOT INC CORP NOTES DTD 02/12/2016 2.000% 04/01/2021	437076BL5	250,000.00	A	A2	4/5/2018	4/9/2018	244,050.00	2.84	1,250.00	245,460.71	245,060.75
TOYOTA MOTOR CREDIT CORP NOTES DTD 04/13/2018 2.950% 04/13/2021	89236TEU5	275,000.00	AA-	Aa3	4/10/2018	4/13/2018	274,890.00	2.96	1,757.71	274,915.43	275,041.25
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 02/19/2016 2.500% 04/15/2021	06406FAA1	500,000.00	A	A1	2/16/2018	2/21/2018	493,505.00	2.93	2,638.89	495,230.59	493,843.00
MORGAN STANLEY CORP NOTES DTD 04/21/2016 2.500% 04/21/2021	61746BEA0	600,000.00	BBB+	A3	2/13/2018	2/15/2018	589,920.00	3.06	2,916.67	592,615.47	587,277.60
HERSHEY COMPANY CORP NOTES DTD 05/10/2018 3.100% 05/15/2021	427866BA5	405,000.00	A	A1	5/3/2018	5/10/2018	404,720.55	3.12	1,604.25	404,779.03	408,585.47
STATE STREET CORP NOTES DTD 05/19/2016 1.950% 05/19/2021	857477AV5	525,000.00	A	A1	4/2/2018	4/4/2018	509,906.25	2.92	1,194.38	513,374.22	510,260.10
CHARLES SCHWAB CORP NOTES DTD 05/22/2018 3.250% 05/21/2021	808513AW5	510,000.00	A	A2	5/17/2018	5/22/2018	509,984.70	3.25	1,841.67	509,987.40	512,488.80
BRANCH BANKING & TRUST CORP NOTES DTD 06/05/2018 3.200% 09/03/2021	05531FBD4	185,000.00	A-	A2	5/31/2018	6/5/2018	184,779.85	3.24	3,387.56	184,827.31	184,818.33

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Corporate Note											
CATERPILLAR FINANCIAL SERVICES CORP CORP DTD 09/07/2018 3.150% 09/07/2021	14913Q2N8	150,000.00	A	A3	9/4/2018	9/7/2018	149,884.50	3.18	1,496.25	149,896.22	150,395.25
3M COMPANY DTD 09/14/2018 3.000% 09/14/2021	88579YBA8	225,000.00	AA-	A1	9/11/2018	9/14/2018	224,538.75	3.07	2,006.25	224,582.72	226,818.45
PFIZER INC CORP NOTE DTD 09/07/2018 3.000% 09/15/2021	717081EM1	730,000.00	AA	A1	9/4/2018	9/7/2018	729,014.50	3.05	6,935.00	729,115.82	734,359.56
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	100,000.00	A-	A3	10/31/2017	10/31/2017	99,802.00	2.38	582.00	99,859.79	98,048.10
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	100,000.00	A-	A3	3/5/2018	3/7/2018	97,669.00	3.02	582.00	98,182.32	98,048.10
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	480,000.00	A-	A3	9/13/2017	9/18/2017	480,000.00	2.33	2,793.60	480,000.00	470,630.88
BANK OF AMERICA CORP (CALLABLE) DTD 09/18/2017 2.328% 10/01/2021	06051GGS2	295,000.00	A-	A3	9/22/2017	9/26/2017	294,528.00	2.37	1,716.90	294,671.58	289,241.90
AMERICAN EXPRESS CREDIT CORP NOTES DTD 11/06/2018 3.700% 11/05/2021	025816BY4	425,000.00	BBB+	A3	11/1/2018	11/6/2018	424,906.50	3.71	2,402.43	424,910.95	428,818.20
AMERICAN HONDA FINANCE CORP NOTES DTD 10/10/2018 3.375% 12/10/2021	02665WCP4	550,000.00	A+	A2	10/3/2018	10/10/2018	549,736.00	3.39	1,082.81	549,750.19	552,702.15
HOME DEPOT INC DTD 12/06/2018 3.250% 03/01/2022	437076BV3	370,000.00	A	A2	11/27/2018	12/6/2018	368,986.20	3.34	835.07	369,003.52	373,840.60
UNILEVER CAPITAL CORP DTD 09/07/2018 3.000% 03/07/2022	904764BF3	200,000.00	A+	A1	9/4/2018	9/7/2018	199,032.00	3.15	1,900.00	199,115.53	198,527.20
JPMORGAN CHASE & CO CORP NOTES DTD 06/18/2018 3.514% 06/18/2022	46647PAS5	500,000.00	A-	A2	6/11/2018	6/18/2018	500,000.00	3.51	634.47	500,000.00	501,131.50
Security Type Sub-Total		28,695,000.00					28,772,216.20	2.40	177,589.22	28,690,525.57	28,436,865.35

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
SUMITOMO MITSUI BANK NY CD DTD 05/04/2017 2.050% 05/03/2019	86563YVNO	225,000.00	A-1	P-1	5/3/2017	5/4/2017	225,000.00	2.05	730.31	225,000.00	224,470.13
SKANDINAV ENSKILDA BANKEN NY CD DTD 08/04/2017 1.840% 08/02/2019	83050FXT3	1,525,000.00	A-1	P-1	8/3/2017	8/4/2017	1,524,405.25	1.85	11,847.56	1,524,825.98	1,516,479.83
MUFG BANK LTD/NY CERT DEPOS DTD 09/27/2017 2.070% 09/25/2019	06539RGM3	875,000.00	A-1	P-1	9/25/2017	9/27/2017	875,000.00	2.07	4,930.63	875,000.00	868,895.13
CREDIT SUISSE NEW YORK CERT DEPOS DTD 02/08/2018 2.670% 02/07/2020	22549LFR1	975,000.00	A	A1	2/7/2018	2/8/2018	975,000.00	2.67	23,356.94	975,000.00	973,331.78
NORDEA BANK AB NY CD DTD 02/22/2018 2.720% 02/20/2020	65590ASN7	975,000.00	AA-	Aa3	2/20/2018	2/22/2018	975,000.00	2.72	9,650.33	975,000.00	974,407.20
UBS AG STAMFORD CT LT CD DTD 03/06/2018 2.900% 03/02/2020	90275DHG8	975,000.00	A+	Aa2	3/2/2018	3/6/2018	975,000.00	2.93	9,346.46	975,000.00	975,551.85
CANADIAN IMP BK COMM NY FLT CERT DEPOS DTD 04/10/2018 2.814% 04/10/2020	13606BVF0	1,075,000.00	A+	Aa2	4/6/2018	4/10/2018	1,075,000.00	2.78	6,975.04	1,075,000.00	1,076,997.35
CREDIT AGRICOLE CIB NY FLT CERT DEPOS DTD 04/10/2018 2.884% 04/10/2020	22532XHT8	1,075,000.00	A+	A1	4/6/2018	4/10/2018	1,075,000.00	2.85	7,148.53	1,075,000.00	1,075,268.75
BANK OF NOVA SCOTIA HOUSTON CD DTD 06/07/2018 3.080% 06/05/2020	06417GU22	1,175,000.00	A+	Aa2	6/5/2018	6/7/2018	1,174,553.50	3.10	2,613.72	1,174,676.60	1,178,435.70
BANK OF MONTREAL CHICAGO CERT DEPOS DTD 08/03/2018 3.190% 08/03/2020	06370REU9	1,175,000.00	A+	Aa2	8/1/2018	8/3/2018	1,175,000.00	3.23	15,721.83	1,175,000.00	1,173,631.13
WESTPAC BANKING CORP NY CD DTD 08/07/2017 2.050% 08/03/2020	96121T4A3	1,370,000.00	AA-	Aa3	8/3/2017	8/7/2017	1,370,000.00	2.05	11,234.00	1,370,000.00	1,351,417.32
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 10/18/2018 3.390% 10/16/2020	86565BPC9	1,275,000.00	A	A1	10/16/2018	10/18/2018	1,273,266.00	3.46	8,764.56	1,273,437.17	1,283,793.68

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Certificate of Deposit											
SWEDBANK (NEW YORK) CERT DEPOS DTD 11/17/2017 2.270% 11/16/2020	87019U6D6	875,000.00	AA-	Aa2	11/16/2017	11/17/2017	875,000.00	2.30	2,537.99	875,000.00	858,408.25
ROYAL BANK OF CANADA NY CD DTD 06/08/2018 3.240% 06/07/2021	78012UEE1	1,475,000.00	AA-	Aa2	6/7/2018	6/8/2018	1,475,000.00	3.24	3,186.00	1,475,000.00	1,475,150.45
Security Type Sub-Total		15,045,000.00					15,042,224.75	2.71	118,043.90	15,042,939.75	15,006,238.55
Asset-Backed Security / Collateralized Mortgage Obligation											
GMALT 2018-3 A3 DTD 09/26/2018 3.180% 06/20/2021	36256GAD1	370,000.00	AAA	Aaa	9/18/2018	9/26/2018	369,970.77	3.19	359.52	369,973.51	370,528.80
BMWLT 2018-1 A3 DTD 10/17/2018 3.260% 07/20/2021	05586CAC8	260,000.00	AAA	Aaa	10/10/2018	10/17/2018	259,963.86	3.27	258.99	259,966.61	261,229.46
CARMX 2018-2 A2 DTD 04/25/2018 2.730% 08/15/2021	14314XAB5	191,868.65	AAA	NR	5/31/2018	6/4/2018	191,891.14	2.72	232.80	191,887.63	191,447.73
MBALT 2018-B A3 DTD 11/20/2018 3.210% 09/15/2021	58769LAC6	1,210,000.00	AAA	NR	11/15/2018	11/20/2018	1,209,972.90	3.51	1,726.27	1,209,972.90	1,214,970.08
NISSAN AUTO LEASE TRUST DTD 10/24/2018 3.250% 09/15/2021	65478BAD3	480,000.00	AAA	Aaa	10/16/2018	10/24/2018	479,958.05	3.26	693.33	479,960.66	480,569.42
NISSAN ABS 2017-B A3 DTD 08/23/2017 1.750% 10/15/2021	65478GAD2	575,000.00	NR	Aaa	6/22/2018	6/26/2018	565,611.33	2.74	447.22	566,940.36	568,319.25
FORD ABS 2017-B A3 DTD 06/27/2017 1.690% 11/15/2021	34531HAD1	275,000.00	AAA	Aaa	5/23/2018	5/24/2018	269,886.72	2.77	206.56	270,707.38	271,610.74
FORDL 2018-B A3 DTD 09/21/2018 3.190% 12/15/2021	34531LAD2	500,000.00	NR	Aaa	9/18/2018	9/21/2018	499,957.75	3.41	708.89	499,961.31	502,067.35
HAROT 2018-1 A3 DTD 02/28/2018 2.640% 02/15/2022	43814UAC3	575,000.00	AAA	Aaa	6/6/2018	6/8/2018	571,922.85	2.94	674.67	572,332.36	571,580.76
HAROT 2018-2 A3 DTD 05/30/2018 3.010% 05/18/2022	43814UAG4	370,000.00	AAA	NR	5/22/2018	5/30/2018	369,991.93	3.01	402.17	369,993.27	370,367.60
HART 2018-A A3 DTD 04/18/2018 2.790% 07/15/2022	44891KAD7	345,000.00	AAA	Aaa	4/10/2018	4/18/2018	344,948.04	2.80	427.80	344,956.33	344,723.93

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
BANK OF AMERICA ABS 2017-A1 A1 DTD 03/30/2017 1.950% 08/15/2022	05522RCW6	575,000.00	NR	Aaa	6/11/2018	6/13/2018	565,880.86	2.73	498.33	566,891.77	568,137.20
HONDA AUTO RECEIVABLES OWNER T DTD 08/28/2018 2.950% 08/21/2022	43815HAC1	555,000.00	NR	Aaa	8/21/2018	8/28/2018	554,923.85	2.96	454.79	554,930.10	555,348.82
TAOT 2018-B A3 DTD 05/16/2018 2.960% 09/15/2022	89238TAD5	910,000.00	AAA	Aaa	5/9/2018	5/16/2018	909,986.44	2.96	1,197.16	909,988.40	910,220.22
AMXCA 2018-1 A DTD 03/21/2018 2.670% 10/17/2022	02582JHQ6	825,000.00	NR	Aaa	3/14/2018	3/21/2018	824,904.22	2.68	979.00	824,919.97	821,788.69
ALLYA 2018-2 A3 DTD 04/30/2018 2.920% 11/15/2022	02004VAC7	770,000.00	NR	Aaa	4/24/2018	4/30/2018	769,860.17	2.93	999.29	769,879.48	768,660.28
FORDO 2018-A A3 DTD 05/22/2018 3.030% 11/15/2022	34528FAD0	1,075,000.00	AAA	NR	5/15/2018	5/22/2018	1,074,826.17	3.04	1,447.67	1,074,848.80	1,075,500.09
TOYOTA ABS 2018-C A3 DTD 08/22/2018 3.020% 12/15/2022	89231AAD3	575,000.00	AAA	Aaa	8/14/2018	8/22/2018	574,897.71	3.03	771.78	574,905.78	575,953.01
HART 2018-B A3 DTD 12/12/2018 3.200% 12/15/2022	44933AAC1	475,000.00	AAA	Aaa	12/4/2018	12/12/2018	474,994.30	3.48	802.22	474,994.46	477,686.60
MBART 2018-1 A3 DTD 07/25/2018 3.030% 01/15/2023	58772RAD6	750,000.00	AAA	Aaa	7/17/2018	7/25/2018	749,971.20	3.03	1,010.00	749,974.22	751,352.33
ALLYA 2018-3 A3 DTD 06/27/2018 3.000% 01/15/2023	02007JAC1	600,000.00	AAA	Aaa	6/19/2018	6/27/2018	599,958.96	3.09	800.00	599,963.55	599,507.64
CCCIT 2018-A1 A1 DTD 01/31/2018 2.490% 01/20/2023	17305EGK5	675,000.00	NR	Aaa	8/21/2018	8/23/2018	667,538.09	2.97	7,516.69	667,965.06	669,556.87
TOYOTA AUTO RECEIVABLES OWNER DTD 11/07/2018 3.180% 03/15/2023	89231PAD0	510,000.00	AAA	Aaa	10/31/2018	11/7/2018	509,889.69	3.19	720.80	509,894.16	514,071.53
NAROT 2018-B A3 DTD 07/25/2018 3.060% 03/15/2023	65479GAD1	700,000.00	AAA	Aaa	7/17/2018	7/25/2018	699,977.32	3.06	952.00	699,979.71	702,701.86
HART 2017-A A4 DTD 03/29/2017 2.090% 04/15/2023	44931PAE6	178,000.00	AAA	NR	5/31/2018	6/4/2018	174,711.17	2.87	165.34	175,053.49	174,919.76
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	930,000.00	AAA	Aaa	11/15/2018	11/21/2018	929,960.94	3.25	923.54	929,961.97	937,704.21

Managed Account Detail of Securities Held

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
Asset-Backed Security / Collateralized Mortgage Obligation											
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	520,000.00	AAA	NR	7/11/2018	7/18/2018	519,878.74	3.03	654.33	519,889.64	521,850.84
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	555,000.00	AAA	NR	7/18/2018	7/25/2018	554,924.35	3.36	772.07	554,930.81	557,121.65
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	480,000.00	AAA	NR	10/17/2018	10/24/2018	479,995.58	3.36	716.80	479,996.11	483,287.86
Security Type Sub-Total		16,809,868.65					16,771,155.10	3.08	27,520.03	16,775,619.80	16,812,784.58
Managed Account Sub Total		128,835,036.93					128,567,160.44	2.39	611,236.19	128,559,449.74	128,019,005.83
Money Market Mutual Fund											
CAMP Pool		113,467,858.62	AAA	NR			113,467,858.62		0.00	113,467,858.62	113,467,858.62
Money Market Sub Total		113,467,858.62					113,467,858.62		0.00	113,467,858.62	113,467,858.62
Securities Sub-Total		\$242,302,895.55					\$242,035,019.06	2.39%	\$611,236.19	\$242,027,308.36	\$241,486,864.45
Accrued Interest											\$611,236.19
Total Investments											\$242,098,100.64

Bolded items are forward settling trades.

IMPORTANT DISCLOSURES

This material is based on information obtained from sources generally believed to be reliable and available to the public; however, PFM Asset Management LLC cannot guarantee its accuracy, completeness or suitability. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation. All statements as to what will or may happen under certain circumstances are based on assumptions, some, but not all of which, are noted in the presentation. Assumptions may or may not be proven correct as actual events occur, and results may depend on events outside of your or our control. Changes in assumptions may have a material effect on results. Past performance does not necessarily reflect and is not a guaranty of future results. The information contained in this presentation is not an offer to purchase or sell any securities.

- Market values that include accrued interest are derived from closing bid prices as of the last business day of the month as supplied by Interactive Data, Bloomberg, or Telerate. Where prices are not available from generally recognized sources, the securities are priced using a yield based matrix system to arrive at an estimated market value.
- In accordance with generally accepted accounting principles, information is presented on a trade date basis; forward settling purchases are included in the monthly balances, and forward settling sales are excluded.
- Performance is presented in accordance with the CFA Institute's Global Investment Performance Standards (GIPS). Unless otherwise noted, performance is shown gross of fees. Quarterly returns are presented on an unannualized basis. Returns for periods greater than one year are presented on an annualized basis. Past performance is not indicative of future returns.
- Bank of America/Merrill Lynch Indices provided by Bloomberg Financial Markets.
- Money market fund/cash balances are included in performance and duration computations.
- Standard & Poor's is the source of the credit ratings. Distribution of credit rating is exclusive of money market fund/LGIP holdings.
- Callable securities in the portfolio are included in the maturity distribution analysis to their stated maturity date, although, they may be called prior to maturity.
- MBS maturities are represented by expected average life.

GLOSSARY

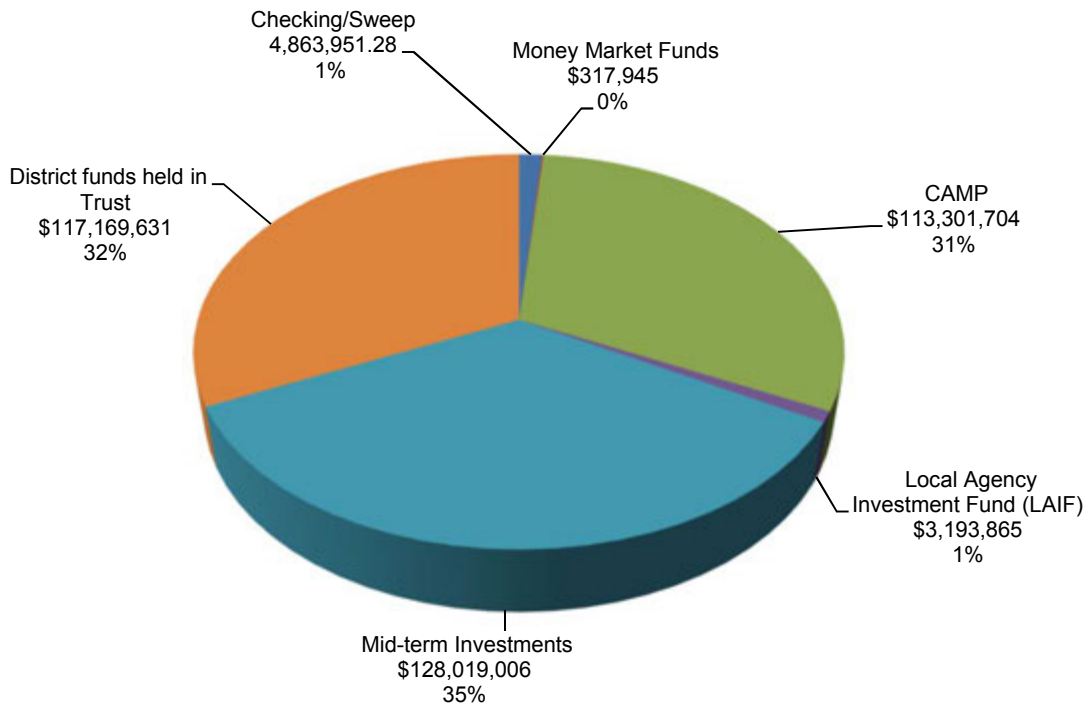
- **ACCRUED INTEREST:** Interest that is due on a bond or other fixed income security since the last interest payment was made.
- **AGENCIES:** Federal agency securities and/or Government-sponsored enterprises.
- **AMORTIZED COST:** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short-term securities (those with less than one year to maturity at time of issuance) is amortized on a straight line basis. Such discount or premium with respect to longer-term securities is amortized using the constant yield basis.
- **BANKERS' ACCEPTANCE:** 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 insurer.
- **COMMERCIAL PAPER:** An unsecured obligation issued by a corporation or bank to finance its short-term credit needs, such as accounts receivable and inventory.
- **CONTRIBUTION TO DURATION:** Represents each sector or maturity range's relative contribution to the overall duration of the portfolio measured as a percentage weighting. Since duration is a key measure of interest rate sensitivity, the contribution to duration measures the relative amount or contribution of that sector or maturity range to the total rate sensitivity of the portfolio.
- **DURATION TO WORST:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years, computed from cash flows to the maturity date or to the put date, whichever results in the highest yield to the investor.
- **EFFECTIVE DURATION:** A measure of the sensitivity of a security's price to a change in interest rates, stated in years.
- **EFFECTIVE YIELD:** The total yield an investor receives in relation to the nominal yield or coupon of a bond. Effective yield takes into account the power of compounding on investment returns, while nominal yield does not.
- **FDIC:** Federal Deposit Insurance Corporation. A federal agency that insures bank deposits to a specified amount.
- **INTEREST RATE:** Interest per year divided by principal amount and expressed as a percentage.
- **MARKET VALUE:** The value that would be received or paid for an investment in an orderly transaction between market participants at the measurement date.
- **MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.
- **NEGOTIABLE CERTIFICATES OF DEPOSIT:** A CD with a very large denomination, usually \$1 million or more, that can be traded in secondary markets.
- **PAR VALUE:** The nominal dollar face amount of a security.

GLOSSARY

- **PASS THROUGH SECURITY:** A security representing pooled debt obligations that passes income from debtors to its shareholders. The most common type is the mortgage-backed security.
- **REPURCHASE AGREEMENTS:** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date.
- **SETTLE DATE:** The date on which the transaction is settled and monies/securities are exchanged. If the settle date of the transaction (i.e., coupon payments and maturity proceeds) occurs on a non-business day, the funds are exchanged on the next business day.
- **TRADE DATE:** The date on which the transaction occurred; however, the final consummation of the security transaction and payment has not yet taken place.
- **UNSETTLED TRADE:** A trade which has been executed; however, the final consummation of the security transaction and payment has not yet taken place.
- **U.S. TREASURY:** The department of the U.S. government that issues Treasury securities.
- **YIELD:** The rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.
- **YTM AT COST:** The yield to maturity at cost is the expected rate of return based on the original cost, the annual interest receipts, maturity value, and the time period from purchase date to maturity, stated as a percentage on an annualized basis.
- **YTM AT MARKET:** The yield to maturity at market is the rate of return based on the current market value, the annual interest receipts, maturity value, and the time period remaining until maturity, stated as a percentage on an annualized basis.

**EAST BAY REGIONAL PARK DISTRICT
INVESTMENT REPORT
For Period Ending
December 31, 2018**

Total Cash/Investments by Type \$366,866,102





EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STATEMENT
MEETING DATE –Wednesday, February 27, 2019

SUBJECT: 2018 Disposal of Fixed Assets

Report Prepared by: Kim Balingit, Accounting Manager

ATTACHMENTS: 2018 Fixed Assets to be Deleted from District Records

RECOMMENDATION: None. This item is for information only.

DESCRIPTION:

The District tracks and depreciates fixed assets using the enterprise resource planning (ERP) system known as One Solution. Annually, the District performs an inventory of assets and records an accounting adjustment to “write-off” the remaining net book value (original cost less accumulated depreciation) of any asset no longer in the District’s possession. The Operations-Fleet Manager reviews and determines the best disposal method for surplus equipment.

Per Section VIII (I) of the Board Operating Guidelines - Financial Controls – Adjustments to Financial Records, items with a book value of over \$25,000 are subject to Board review and action to remove them from the Fixed Assets Inventory. For 2018, no items with a book value over \$25,000 were disposed. The attached list is brought to the Finance Committee for review and information only.

The following is a summary of assets disposed in 2018:

- 46 assets were disposed through Board approved auction process. \$165,252 was received at auction for these items. All but four of the items were fully depreciated.
- 9 assets were determined not to be auction-able and were disposed or recycled. The net book value of these items combined was \$2,247 at the time of disposal.
- 1 asset was listed as missing, which had a net book value of zero. A steerable wagon with a red canopy and yellow wheels used to carry a popcorn machine at Ardenwood Historical Farm.

A detailed listing of all fixed assets disposed of during 2018 is attached.

RECOMMENDATION:

Staff requests that the Board Finance Committee review and accept the entire list of fixed asset disposals, noting that there were no disposals with a book value over \$25,000 in 2018.

**EAST BAY REGIONAL PARK DISTRICT
2018 PHYSICAL FIXED ASSET INVENTORY**

RECOMMENDED EQUIPMENT ASSETS TO BE DELETED FROM DISTRICT RECORDS

NO.	ASSET #	EQUIPMENT DESCRIPTION	NET BOOK VALUE	ORIGINAL AMOUNT	PURCHASE DATE	SOLD FOR
ASSETS SOLD THROUGH BOARD APPROVED AUCTION PROCESS (46 items)						
1	152	2009 FORD CROWN VIC POLICE INTERCEPTOR	0.00	27,457.87	06/30/09	1,203.00
2	18934	184.75 GAL SLIP ON PUMPER UNIT	0.00	5,033.63	04/28/03	184.00
3	19062	2002 TOWOC ICE MAKER	2,215.61	10,427.17	07/23/02	0.00
4	19320	LAZY MAN BAR-B-QUE W/PROPANE	2,475.00	5,500.00	05/08/07	207.00
5	19321	LAZY MAN BAR-B-QUE W/PROPANE	2,475.00	5,500.00	05/05/07	207.00
6	19322	LAZY MAN BAR-B-QUE W/PROPANE	2,475.00	5,500.00	05/08/07	207.00
7	2895	2002 DODGE DAKOTA PICKUP	0.00	14,976.30	07/02/02	2,307.00
8	2938	2003 FORD EXPEDITION UTILITY	0.00	30,189.74	10/21/03	1,755.00
9	2942	2004 DODGE DAKOTA 4WD PICKUP	0.00	18,279.83	04/27/04	467.00
10	2948	2005 DODGE RAM 4WD PICKUP	0.00	17,473.66	03/05/05	2,668.00
11	2950	2004 CHEV 2500 SILVER 4WD PKUP	0.00	21,130.53	05/04/04	2,491.00
12	2951	2005 FORD F150 SUPER CAB UTILITY	0.00	20,548.98	02/25/05	3,227.00
13	2958	2004 CHEVY 1500 SILVERADO PKUP	0.00	14,662.21	04/27/04	2,675.00
14	2965	2004 GMC 4WD SIERRA 1500 PICKUP	0.00	18,983.68	06/15/04	4,285.00
15	3088	2008 FORD F250 4WD PICKUP	0.00	26,382.75	06/18/08	4,500.00
16	3089	2008 FORD ESCAP 4WD UTILITY	0.00	17,084.73	07/19/08	4,975.00
17	477	1991 TRAILMAX T-14 TILT TRAILER	0.00	7,931.62	12/30/91	2,200.00
18	719	2003 TRAILER, BRITE BOX	0.00	15,311.96	07/15/03	3,450.00
19	782	2006 HONDA RANCHER ATV	0.00	5,677.50	12/06/06	2,890.00
20	2751	1997 DODGE RAM 12-PASSENGER VAN	0.00	20,901.03	03/11/97	832.64
21	2756	1997 FORD F350 CAB CHASSIS W/ TIPPER DUMP	0.00	28,861.62	04/08/97	7,043.76
22	2858	2001 DODGE B1500 CARGO VAN	0.00	15,309.80	04/11/01	216.32
23	2921	2003 FORD RANGER PICKUP	0.00	12,237.21	07/01/03	2,147.92
24	2957	2004 FORD RANGER PICKUP	0.00	13,172.89	05/18/04	1,981.00
25	2989	2005 FORD RANGER PICKUP	0.00	13,901.68	06/14/05	2,197.92
26	713	2003 ATV KAWASAKI 3010 MULE	0.00	10,068.33	08/12/03	3,563.20
27	756	2005 HONDA RANCHER ATV	0.00	5,632.50	08/30/05	2,464.24
28	818	2007 KUBOTA ATV RTV900G6-K	0.00	12,890.62	02/13/08	6,144.80
29	836	2008 KAWASAKI 3010 4WD ATV	0.00	11,767.86	06/18/08	3,563.20
30	104	2010 FORD CROWN VICTORIA POLICE INTERCEPTOR	0.00	31,245.25	06/15/10	360.00
31	192	2009 TOYOTA 4DR HYBRID SEDAN	0.00	30,321.57	05/19/09	3,120.00
32	281	2000 MOTORCYCLE, SUZUKI	0.00	5,717.28	07/18/00	1,372.00
33	2848	2000 3000 GAL SAN PUMPER TRK	0.00	142,844.38	08/01/00	34,095.00
34	2981	2005 FORD RANGER PICKUP	0.00	13,444.59	04/26/05	2,660.00
35	3030	2007 CHEVROLET CAB & CHASSIS	0.00	25,629.79	08/30/06	4,960.00
36	18481	JOHN DEERE TRACTOR 970 W 440	0.00	29,844.41	04/18/01	8,105.00
37	2884	2002 10 WHEEL DUMP TRUCK	0.00	102,325.07	03/31/02	10,580.00
38	2974	2004 GMC 1500 4WD PICKUP LONG	0.00	18,062.05	06/22/04	1,389.00
39	2984	2005 JEEP LIBERTY 4WD UTILITY	0.00	17,225.57	05/24/05	3,045.00
40	785	2006 JD MOWER 4WD SIDE DISCHRG	0.00	20,471.16	12/31/06	3,045.00
41	2861	2001 DODGE PICKUP BR2500	0.00	21,680.72	08/21/01	4,220.00
42	2867	2001 DODGE DAKOTA 4WD PICKUP	0.00	16,386.76	04/11/01	3,070.00
43	2896	2002 UTILITY JEEP LIBERTY	0.00	23,517.83	05/22/02	678.00
44	2952	2004 CHEVROLET 2500 SILVERADO	0.00	26,592.83	09/21/04	4,220.00
45	2966	2005 DODGE RAM 4WD PICKUP	0.00	18,515.48	03/08/05	3,990.00
46	3041	2007 CHEVY SILVERADO 4WD 8'BED	0.00	19,420.71	11/14/06	6,290.00
		Total equipment sold at auction	9,640.61	996,041.15		165,252.00
ASSETS DESTROYED AND NOT AUCTIONABLE (4 items)						
1	19192	MICROSOFT CAL LICENSES SOFTWARE	0.00	132,078.86	04/19/05	
2	19263	SERVER MEDIA/LICENSE MAILBOXES	0.00	33,627.43	04/18/06	
3	19341	ARCGIS SERVER SOFTWARE UPGRADE	0.00	29,374.01	12/31/07	
4	19389	NETWORK ANALYST SOFTWARE	0.00	10,875.00	05/28/08	
		Total equip destroyed and not auctionable	0.00	205,955.30		
ASSETS MISSING (1 item)						
1	12532	4 - WHEEL 62" STEERABLE WAGON	0.00	1,206.14	12/23/91	
		Total equip missing	0.00	1,206.14		

NO. ASSET #	EQUIPMENT DESCRIPTION		NET BOOK VALUE	ORIGINAL AMOUNT	PURCHASE DATE	SOLD FOR
ASSETS RECYCLED (5 items)						
1	11611	PLAY STRUCTURE & SWING SET	0.00	13,815.46	07/02/90	
2	19061	GENERAC 6500 WATTS GENERATOR	0.00	1,217.91	04/10/01	
3	19098	ICE-O-MATIC ICE CUBE MACHINE	780.19	4,071.72	10/16/02	
4	19236	VENTEK PAY STATION W/ACCESSORY	1,466.71	10,153.85	03/08/06	
5	2864	2001 DODGE DAKOTA 4WD PICKUP	0.00	16,532.04	04/11/01	
		Total equip recycled	2,246.90	45,790.98		
		Total equipment written off in 2018	11,887.51	1,248,993.57		
ASSETS DESTROYED AND NOT AUCTIONABLE (3 items)						
1	172SC9830001	MULTIPLE TOILET RESTROOM	0.00	28,128.83	12/31/65	damaged from fire
2	175SC9520001	SECURITY RESIDENCE	1,253.04	31,326.00	12/31/70	dilapidated
3	422TC0130001	UNPAVED PARK TRAIL/LEEWARD	0.00	106,706.39	12/31/91	overgrown with vegetation
		Total Infrastructure destroyed and not auctionable	1,253.04	166,161.22		
ASSETS RECYCLED (1 item)						
1	498LC9740001	FISHING WINDSCREENS/PIER	20,680.23	32,312.90	12/31/00	dilapidated
		Total Infrastructure recycled	20,680.23	32,312.90		
		Total Infrastructure written off 2018	21,933.27	198,474.12		
		Total Assets Written off 2018		1,447,467.69		

THIS PAGE LEFT INTENTIONALLY BLANK



EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STATEMENT
MEETING DATE – WEDNESDAY FEBRUARY 27, 2019

SUBJECT: 2019 Internal Audit Work Plan, and Final 2018 Internal Audit Results

Report Prepared by: David Sumner, CIA, CFE, CGFM, Audit Manager

ATTACHMENT: 2019 Internal Audit Work Plan

RECOMMENDATION: Review the information and direct staff to provide the 2019 Internal Audit Work Plan for acceptance by the Board of Directors.

INTRODUCTION:

This is the final year-end 2018 Internal Audit report. It includes both a recap of mid-year update items, as previously presented at the October 24, 2018 Board Finance Committee meeting, and the status of items subsequently completed by year-end. The topics previously presented to the Committee are shown *in italics*, for the Committee's convenience. New material begins on the sixth page of this report. The presentation will also focus on the more recently completed project reports.

DESCRIPTION:

Auditing is defined as the systematic accumulation of evidence about information, to determine and report on the degree of correspondence between the information and established criteria.

The Internal Audit Unit performs an appraisal function that assists management in monitoring whether financial activities are carried out as planned, and whether established internal controls are functioning properly. The audit function alerts management of any potential issues that arise, so that preventive or remedial actions may be taken.

Internal controls represent the policies, procedures, systems, and practices that District management establishes and enforces, to ensure accomplishment of objectives and safeguarding of assets.

Internal audit staff assists management in design, implementation, and modification of internal controls through monitoring and evaluating the District's system of internal control in conjunction with the audit of District activities and related operations. Staff reviews financial transactions, cash handling practices, District-funded grants, concession agreements, contracts,

Request for Proposal's (RFPs), assists with the development of the District's Comprehensive Annual Financial Report (CAFR), and performs other duties as assigned.

Staffing: The Internal Audit Unit is comprised of an Audit Manager and one Accountant. The unit had been fully staffed during 2018.

Projects: During the 2018 fiscal year, Internal Audit Unit staff have reviewed and approved 451 contracts and completed 20 audit projects. A summary of those projects is as follows.

2018 Internal Audit Plan Projects' Results

- 1. Review of Job Order Contracting (JOC) Program:** *The District JOC Program was initiated in November 2015, with the services of the Gordian Group as a third-party administrator to provide JOC Program development, implementation and management services.*

JOC is to be used for routine construction repair and maintenance projects. A group of competitively selected pre-approved contractors provide JOC services for prices established when the master contracts were approved by the Board of Directors. These master contracts are each for a twelve-month period and for a maximum cost. Typically, the District has approved contracts up to \$1 million for each contractor.

Internal Audit staff provided a limited review and examined financial records of the District's JOC Program from inception to October 2, 2017, to assess functionality of internal controls, and propriety of the JOC projects cost reporting and billings.

We concluded that internal controls were generally functional, but they should be further strengthened. We also found that JOC Program costs were properly reported.

We engaged an independent engineering firm to evaluate Price Proposals that the District had received from two JOC contractors, based on the technical aspects of two completed projects that were tested in detail. They identified some quantitative and unit rate/prices variance, as compared to the projects' defining documents, and Construction Task Catalog; however, total variances noted were deemed to be within a reasonable range of acceptance.

We recommended that District staff continue to provide a very detailed project scope for all JOC projects before they finalize the job task agreement with the JOC contractors. Also, District management should define an acceptable range for the variances between Price Proposal and actual unit of materials and labor as reported by JOC contractors, and define how to proceed if actual discrepancies noted exceed the acceptable range.

We reviewed the District's JOC Policy Guidelines and concluded that in its current format it does not clearly delineate certain aspects of the JOC Program activities, and does not appear to adequately address performance of oversight activities that promote safeguarding of assets.

In our opinion the current JOC Policy Guidelines should be amended to include the following:

Simplified and segregated into two separate instruments. Policy (which requires Board approval) and Procedures (which requires General Manager's approval). This would provide the Design and Construction Department staff the ability to modify and update procedures as needed, without having to seek the Board's approval.

Indicate financial criteria for selecting and prioritizing JOC projects.

Mention Departments that are authorized to utilize the JOC Program.

Require a formal preliminary cost estimate prepared by the EBRPD staff, before the project is assigned to a JOC contractor.

Accurately define meaning of Adjustment Factor.

Describe or limit amount and number of non-priced items for each JOC project.

State or limit maximum amount of work that a JOC contractor may subcontract to others.

Define all abbreviations used.

Eliminate contradictions between narratives prepared by the Third-party administrator and the District, regarding approval of proposals.

Specify training requirements for the project managers who will use the JOC Program.

We noted that currently the District has not assigned a reviewer to verify accuracy of the unit prices compiled and used by the third-party administrator for the District's project.

Since project costs and the 5% service fee paid to the JOC Program contractors and the third-party administrator are derived from unit prices that are compiled and determined by the third-party administrator; we recommended that EBRPD staff review and verify accuracy of a sample unit prices used, on an annual basis.

The audit report discussion draft was issued on May 11, 2018. The recommended amendments to the JOC policy have been scheduled for review by the Board Finance Committee in April 2019.

- 2. Review of Ardenwood Concession – Palmdale Estate Events, Inc.:** *On October 4, 2016, Palmdale Estates Events, Inc. was granted a three-year concession to operate the Ardenwood Historic Farm's reserveable picnic and wedding areas. They are required to pay 5% of their gross receipts as concession fee and contribute 10% of their gross receipts to the Ardenwood park maintenance fund. The Concessionaire paid \$22,750.32 in concession fees and contributed \$32,914.98 to the maintenance fund for the year ended December 31, 2017.*

Our objectives were to evaluate functionality of internal controls; verify Concessionaire's compliance with the financial aspects of the concession agreement; assess whether

Concessionaire's gross receipts were properly accounted for, and concession fees and maintenance fund contributions were accurately calculated and timely remitted.

Based on the results of the tests performed, we concluded that the Concessionaire's internal controls were dysfunctional and unreliable; provisions of the Concession Agreement were not fully complied with; and gross receipts were not properly accounted for, and applicable concession fees and maintenance fund contributions were not remitted to the EBRPD timely.

The Concessionaire's records and accounting practices did not meet District's requirements. The Concessionaire had not retained and did not submit for our audit adequate and independently verifiable records that substantiate accuracy of their reported gross receipts, concession fee, and maintenance fund contributions that were remitted to the District.

There was not an all-inclusive and readily traceable calendar of events available for the verification of their reported activities.

Farmyard Café credit card settlement records were not available for our review.

A tally of the Farmyard Café daily cash collections was not available for our review.

A copy of the Concessionaire's 2017 Federal Income Tax Return was not provided for our review.

The Concessionaire's 2017 Quarterly Sales Tax Returns provided for our review were incomplete.

Cash collected at Farmyard Café was neither properly accounted for, nor deposited into the bank intact and in its entirety.

Personal and unrelated businesses funds were deposited into the Concession's bank account.

The Concessionaire's records were not reconciled to the bank statements periodically.

The Ardenwood Event Payment Log for 2017 and 2018, that is used for keeping track of deposits for wedding venue and picnic sites, contained recording errors, transposed amounts and typos.

We recommended that Operations Division staff formally notify the Concessionaire about inadequate compliance with the Concession Agreement requirements; and encourage Concessionaire to improve compliance, implement a reliable of system of internal control that allows for proper accounting and financial reporting, and consider engaging services of a professional bookkeeper.

Internal Audit staff also identified that Concessionaire had underpaid concession fees, by understating gross receipts for a total of \$52,038.68 in 2017. Concessionaire was often late in remitting concession fee and maintenance fund contributions, and did not observe month-end as the cut-off date for reporting of monthly gross receipts during first four months of 2017. Since

there is a 10% late payment penalty for overdue amounts, based on the tabulation of the concessionaire remittances, we have calculated that cumulatively Concessionaire owes \$9,048.33 to District.

The Concessionaire is required to reimburse District for alarm, electric, sewer, and water services. Reportedly, Concessionaire has taken over the Bay Alarm accounts for Café and Beverage Stand. However, there appeared to be no clear understanding as to who is responsible to assess, bill, and collect fees for other utilities; and how applicable amounts payable by Concessionaire are to be determined.

We recommended that Operations Division and Finance Department staff collaborate and find ways for fair and equitable utilities cost recovery from Concessionaire, and make arrangement for timely billing and collection of the amounts due.

The Finance Department Accounts Receivable staff had miscoded two transactions that resulted in overstatement of concession fee by \$4,195.22 and understatement of maintenance fund by same amount. Finance Staff identified and made the correcting adjustment prior to the audit work noted above. We recommended that staff continue to exercise due diligence in classification and recording of the fees paid by Concessionaire.

Since this report was issued, Operations Staff has met with Concessionaire more than four times to review accurate reporting and payment processing requirements. The Concessionaire has paid the outstanding amounts due to the District, including late fees.

The audit report discussion draft was issued on July 13, 2018.

3. **Review of Sunol Regional Wilderness Cash Handling Procedures:** Sunol Regional Wilderness (Park) is open year-round. It has a kiosk that collects parking, dog, horse, and camping fees and is open on weekends and major holidays only; and a visitor center, that sells snacks and booklets about Sunol area flora and fauna. For the year ended December 31, 2017, Park kiosk collected \$153,424 and Visitor Center collected \$2,024 as fees.

Our objectives were to assess functionality of internal controls; verify compliance with the District policies and procedures; and review safeguarding of assets. Based on the results of tests performed, we have concluded that internal controls should be further strengthened; and financial policies and procedures were not fully complied with. Although Visitor Center's cash collections were generally accounted for, their cash handling activities, reporting, and documentation should be improved, and the authorized amount of Visitor Center petty cash amount should be reduced.

The Sunol Visitor Center has a petty cash fund with authorized amount of \$1,100. Current and former fund custodians had not submitted a petty cash replenishment request to the Finance Department for almost three years, which violated the Petty Cash Usage and Reimbursement Procedure requiring the custodian to submit a replenishment request by January 10 of each year, and/or when 75% of petty cash fund was expended.

We recommended that the petty cash custodian promptly submit all unreplenished vouchers to the Finance Department, along with a formal request for the reduction of the petty cash authorized amount to \$300, and reassignment of the petty cash custodial responsibilities to a clerical staff position. Operations Staff has complied with these recommendations.

Cashiering activities at Sunol Visitor Center were performed by part-time Naturalist Student Interpretive Aides. During 2016 and 2017 there were numerous instances of improper handling and reporting of daily cash collections. Although amount of discrepancies was immaterial, they were cause for concern because of inordinate amount of the staff time that had to be spent researching and resolving each incident, to ensure safeguarding of assets.

We recommended that cash handling training be required for applicable staff, cashiering duties at Sunol Visitor Center be supervised more closely or reassigned to a full-time staff member that regularly works at this location, and has time to enforce compliance with the financial policies and procedures and resolve problems that may be encountered.

The Park kiosk is staffed with a part-time gate attendant, who works on weekends and holidays only. When the sole gate attendant takes a break during their daily shift, or has an unplanned absence, the kiosk remains closed, and District incurs a loss of revenue. We also noted that Park Supervisor reviews daily revenue reports within 60 days of their preparation.

We recommended that management consider the cost/benefit of installing a Ventek machine (approximately \$27,000 cost, plus recurring transaction fees of approx. \$500 per year) for fee collection, to enhance amount of revenue earned. We also recommend that the Park Supervisor consider training another staff member to work as substitute kiosk gate attendant whenever circumstances warrant, and review the kiosk's daily revenue reports timely, to ensure safeguarding of assets.

The audit report was issued on December 31, 2018.

4. **Review of Capital Improvement Project No. 539700 Point Pinole – Atlas Road Bridge:** On January 16, 1996, District appropriated \$25,000 from Measure AA for acquisition of shoreline trail -Southern Pacific Rail Road. Subsequently, per Resolution No. 1996-11-305 District entered into a purchase and sales agreement with Point Pinole Properties for the acquisition of a parcel of land adjacent to Point Pinole Regional Shoreline and recognized the City of Richmond as lead agency for Atlas Road and the Atlas Bridge Extension project.

The 1998 Point Pinole Regional Shoreline Land Use Plan Amendment conceptualized the new Point Pinole Regional Shoreline (Park) entry and public access improvement, through extension of Atlas Road over the Union Pacific Railroad right-of-way. This initiated the future construction of the vehicular bridge overcrossing (aka: Atlas Road Bridge).

Since City of Richmond could not bear total cost of this project alone, on June 1, 2004 EBRPD entered into a collaborative funding agreement with the City for this project and received a total of \$1,473,760.04 from City of Richmond. Thereby accepting responsibility to construct and complete the project.

With an \$11,183,467.25 total budget, this project was funded from multiple sources, and was substantially completed by September 30, 2017. The agreement stated that the City of Richmond will be the owner of Atlas Road Bridge upon completion.

We reviewed financial records of this capital project, including Measures AA, CC, WW and grants awarded by outside agencies, from commencement through September 30, 2017. Audit objectives were to report on: functionality of internal controls, compliance with the grants' stipulations and District policies and procedures and administrative requirements, and propriety of accounting and reporting of related transactions.

We concluded that internal controls over this project were overall functional, and grantors' and District administrative requirements were complied with, and accounting and reporting of related transactions were generally proper. However, certain transactions need to be reclassified.

A portion of Atlas Road Bridge expenditures were coded to the wrong location, due to inaccurate project number and location code indicated on the Purchase Order No. P28727 dated February 23, 2015. Later staff corrected the project code, but the location code was left unchanged resulting in \$590,285.11 miscoded expenditures. We recommend that as projects evolve due to refinements of scope, definition, renaming, etc. that necessitates a coding change, staff apply relevant coding changes to all the project transactions since commencement.

Ten employees had miscoded the location code related to their Atlas Road Bridge related worktime. This has caused a total of \$20,061.66 disparity in project related financial data reported in General Ledger versus Job Ledger. The project coding was accurate, however we recommended intense attention to coding and reviewing of the project timecards before transmitting them for payroll processing.

We noted that Finance Department Procedure 15.1 *Timecards and Paychecks* has not been updated since September 2011 although timecard preparation and processing procedures have been drastically changed. We recommended Finance Department staff review, revise and update Procedure 15.1 and all other Financial Policies and Procedures that were rendered obsolete due to technological, regulatory, and/or procedural changes.

We also noted that reversal of \$37,626 accrued Measure CC Parcel Tax revenue that was received in 2008 was miscoded to Assessments revenue in 2009, causing distortion of historic Measure CC parcel tax total revenue reported in 2009. We recommended that Finance Department review proper coding of the transactions and make corrections when possible.

The audit report discussion draft was issued on November 14, 2018.

5. **Review of Crown Beach Cash Handling Procedures:** Robert W. Crown Memorial State Beach (Park) has two kiosk that are operational from Memorial Day in May

through Labor Day in September and collect mostly a \$5 per car parking fee by issuing pre-printed parking permits. Crab Cove Visitor Center is equipped with a Point of Sale cash register and a safe; and has been assigned an \$800 petty cash fund. For the year ended December 31, 2017, Park kiosks collected \$121,803 and Visitor Center collected \$14,143 as fees.

We performed a review of the park cash collection records and safekeeping practices for the period January 1, 2016 through December 31, 2017.

Audit objectives were to report on functionality of internal controls, compliance with the District policies and procedures, and safeguarding of assets. Based on the results of tests performed, we have concluded that internal controls should be further strengthened; and financial policies and procedures were not fully complied with. Crown Beach cash collections were generally accounted for, but cash handling and reporting activities, should be improved to ensure safeguarding of assets. Enhanced compliance with District financial policies and procedures by park staff and writing-off a \$120 starting cash fund shortage were recommended.

We noted gaps in sequential number of parking permits that were issued at Otis Ave. kiosk, without any justification and explanations. In 2017, there were 30 missing/unreported parking permits (total value \$300), plus two undocumented shortages (total value \$50) and a \$45 shortage on June 3, 2017 without documentation explaining why and what was done about it. Review of the McKay Ave. parking lot kiosk daily revenue reports revealed 10 missing/unreported parking permits (total value \$50) during 2017.

Park Supervisor had not reviewed Daily Revenue Reports timely, and deficiencies were not identified and resolved promptly.

We also noted that parking kiosks were being closed at 3:30 PM, while visitors were still coming in to park their cars and enjoy remainder of a summer day at Crown Beach.

We recommended that park staff comply with provisions of Procedure 2.8 Cash Counting and Bank Deposits to ensure safeguarding of assets. Also, if feasible and adequate staffing would be available extend the kiosks' business hours.

On June 13, 2018 we performed an unannounced cash count at Crown Beach park office and noted that starting change fund was \$120 short as compared to the official accountability. Apparently, a formal transfer of accountability did not take place and Petty Cash/ Start-up Cash Custodian Form was not completed when custody of the petty cash and starting change were transitioned from former to the current park supervisor. As such, due to the lack of records it was not feasible to identify when and how \$120 was lost/misappropriated, and to fix responsibility for it.

We recommended that staff enhance their compliance with the District financial policies, and write off the \$120 shortage, and formalize \$450 as park's current starting change fund balance,

We noted that cash collections occasionally were not transported and deposited into the bank as scheduled. This was due to the Public Safety limited staffing and priority of their other duties and emergencies, such as downtown Oakland riots. Since safeguarding of assets may be potentially compromised, when cash remains in the park undeposited to the bank, we suggested devising a *Plan B* for transporting park collections and their timely deposit, when due to circumstances it is not practicable for Public Safety personnel to comply with the pick-up schedule.

The audit report was issued on November 5, 2018

2018 District Grant Audit Results

Review of Measure WW Local Grants: During the year, the following 13 pre-approved projects funded by Measure WW local grants program were reported to have been completed, and the grantee-provided records of those projects were subjected to an audit to ensure compliance with the EBRPD requirements and satisfactory completion of the projects prior to approving their final payment request. Audit staff found that grantees were generally compliant and approved their final payment requests, in accordance with the established procedure.

<u>Grantee</u>	<u>Project # and Title</u>	<u>Total Grant Amount</u>
City of Brentwood	311506 Brentwood Sport Court Lighting Project.	\$93,567.71
City of Brentwood	311507 City-wide Park Shade Improvement Project.	48,865.80
City of Pittsburg	313501 Ambrose Park Phase I Project	1,127,177.00
City of San Ramon	313108 Central Park Soccer Field Renovation Project.	659,999.97
City of Piedmont	310801 Hampton Park Improvement..	507,325.00
City of San Ramon	313114 Bonne Acres Park Playground Renovation.	62,220.88
City of Alameda	310006 Estuary Park Project.	500,000.00
HARD	311225 San Lorenzo Community Park Phase I.	3,792,780.25
City of Union City	311102 Teen Center Remodel.	2,150,761.02
City of Fremont	310512 Central Park Boat House Path Conversion.	144,000.00
City of Fremont	310500 Plaza Park Pathway Conversion.	211,000.00
City of Concord	311724 Meadow Homes Park Playground.	265,000.00
City of Concord	311725 Ellis Lake Park Improvement.	510,000.00

Result of Internal Audit Projects Completed on Request (not included on 2018 Internal Audit Plan)

The following projects were not prescheduled in the 2018 Internal Audit Plan.

- I. **Review of Subscription Expenses:** Total reported subscription expenditures has been steadily increasing in recent years. It went up from \$79,724 in 2015 to \$200,733 in 2017.

To assess propriety of subscription expenses as reported, and functionality of internal controls, we performed a limited review of the recorded transactions and supporting documents retained by Finance Department for the years 2015, 2016 and 2017.

We concluded that increase in reported subscription expenses was not merely consequence of normal growth of the activities; but included a few instances of misclassification of expenditures or input error within the 18 items tested.

Internal Audit staff identified four transactions for a total of \$32,033 that could have been more properly coded to other services- account 6191, or legal services- account 6111.

We recommended that Departments and Accounts Payable staff review their practice of which items are most appropriately coded to subscriptions.

We noted that one of the main reasons for the increase in subscription expenditures was inclusion of subscription fees incurred due to the technological changes in telecommunications and information processing activities.

The audit report discussion draft was issued on February 28, 2018.

- 2. Review of Purchase Card transactions:** The District's purchase card program was initiated in November 2000. Internal Audit has performed detailed review of the entire program twice previously, in 2004 and 2011.

In conjunction with continuous monitoring of the District payment processing practices, we reviewed reported transactions pertaining to purchase cards assigned to Public Affairs Division staff, for the period January 1, 2016 through December 31, 2017. Objectives of our review were to assess functionality of internal controls, identify weakness, and suggest modifications that could enhance safeguarding of assets.

We concluded that internal controls were overall functional; however, certain weaknesses should be rectified to ensure safeguarding of assets.

To safeguard financial resources that are entrusted to cardholders, if a vendor improperly charges a District purchase card, and/or a District cardholder deviates from established policies and uses the District's purchase card for a prohibited or personal expense; the amount of such a transaction is recorded in the Disputed P-Card Charges Account, where it remains until resolution of the disputed charges. Since this is a clearing account (i.e., whatever come into it eventually should go out it) its balance should be zero, or reconcilable to zero, periodically.

Internal Audit staff noted several recorded transactions showing amounts that were owed to the District for vendor overcharges, cardholders' personal expenses, and miscoded transactions, that were not resolved timely. Notables were two vendor overcharges for \$1,700 and \$1,590, one miscoded transaction for \$1,105 and three instances of travel upgrade fees for \$59 each, and one instance of \$57.40 disallowed food and alcoholic beverage charges that had not yet been repaid to the District. Finance Department staff had contacted cardholders involved and attempted to resolve those disputed items, however, they remained outstanding at the time of

the audit. We provided a list of these disputed transactions to the Finance Department and recommended that disputed charges be reviewed on regular periodic intervals and resolved timely. Finance staff have since resolved and settled all the disputed items noted above.

Other matters of concern revealed during the audit were:

In some cases, Approving Official's review of the transactions had not identified non-compliance with the established policies and procedures.

Although Finance Department staff had identified majority of the discretionary personal charges, and had requested reimbursement from non-compliant cardholders, they had not succeeded in collecting timely reimbursement.

Cardholders did not always follow the P-card policies and procedures. We noted two instances of shipment of purchased goods to other-than-District address, which is prohibited. Five instances of using EBRPD purchase cards for personal expenses, which were followed by a subsequent reimbursement to the District.

Non-compliance with the established policy and procedures creates extra work for all the employees who are involved with the purchase cards use, control, transaction review, and payment processing.

We recommended that Approving Officials familiarize themselves with the purchase card program requirements; cardholders exert greater due diligence and use the cards in accordance with the established policies and procedures and for official business and permitted transactions only. The Finance Department has been providing an EBRPD protective sleeve for the EBRPD Purchase Cards when cards are issued to cardholders and to current cardholders, to diminish likelihood of inadvertent use of the District purchase cards for personal purchase.

During review of Public Affairs Division purchase card transactions, we noted 27 internet and out-of-state purchases, where sales/use tax was not properly calculated, withheld and accounted for. The District owed a total \$582.82 for sales/use tax, excluding penalty and accruable interest, for those transactions.

We recommended that Finance Department staff continue to scrutinize every invoice submitted for payment processing, and make sure applicable sales/use tax is accurately recorded along with the transaction into the District's Financial system.

The audit report discussion draft was issued on June 8, 2018.

External Audit Projects Results

Coyote Hills Day Camp Grant Audit: California State Parks staff performed an audit of the EBRPD records, to assess compliance with the provisions of Coyote Hills Day Camp grant

agreement. Audit report was issued February 5, 2018 and District was found to be fully compliant with their requirements.

A Pre-Construction and Mid-Project Review of Trail Construction from Pinole to Bay Front Park: along San Pablo Bay shoreline, was performed by Caltrans Division of Local Assistance, on February 16, 2018. The reviewers did not identify any reportable deficiencies, and made only two minor recommendations:

- 1- Placement of photo picture of federal jobsite in project file.
- 2- Retention of contractor's tester certification for testing methods used in project file.

2019 Internal Audit Work Plan

For 2019, internal audit projects were selected based on level of financial risk, which is defined as a set of circumstances that hinder achievement of objectives. The financial risk assessment was first completed in 2009 and is updated annually for audit planning. A risk-based auditing approach helps define the areas with the greatest financial impact and the greatest financial risk for the District. The risk assessment process involves understanding the entity and its environment including internal controls, performing analytical procedures, observation and inspection, and eventually establishing a risk scoring system that is used for developing the annual internal audit plan.

The top priority of the internal audit function is to examine one high risk revenue area, and one high risk expenditure area, every year. The risk areas are reassessed annually, and projects rotated, so that all are examined on a regular basis. The Board Finance Committee has also asked staff to focus on review of cash collection sites, therefore staff has proposed increasing the number of cash handling procedure audits. 2019 planned audit projects include formal review of a prior year audit project findings and recommendations and assessing their implementation and impact on improving internal controls. If time permits, audit staff will also review personnel's compliance with an established District policy.

The *2019 Internal Audit Plan* is reviewed by the District Assistant General Managers, approved by the General Manager and reviewed with the Board Finance Committee. The results of the audit projects are reviewed with District management and the Board Finance Committee. The desired goal of the internal audit function is to help management effectively discharge their duties by enhancing and maintaining effective controls throughout the District.

RECOMMENDATION

Review the information and direct staff to provide the 2019 Internal Audit Plan for acceptance by the Board of Directors.

EAST BAY REGIONAL PARK DISTRICT
FINANCE DEPARTMENT
2019 INTERNAL AUDIT WORK PLAN
DRAFT

Selected Projects

Review of Anthony Chabot Equestrian Center Concession

Verify concessionaire's compliance with the contract terms.

Review of Tilden Golf Course Concession

Verify concessionaire's compliance with the contract terms.

Review of Park Express Dept. Financial Transactions

Verify propriety of accounting transactions and functionality of internal controls.

Review of Diablo Foothills Cash Handling Procedures

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of Temescal Cash Handling Procedures

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of MAST Fleet Department

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of Shadow Cliffs Cash Handling Procedures

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of Kennedy Grove Cash Handling Procedures

Verify functionality of internal controls, safeguarding of assets, and compliance with administrative requirements.

Review of the District's Financial System (OneSolution) security relating to HR & Payroll *

Review and assess propriety of access controls setup, to ensure safeguarding of assets.

Review of Redwood Valley Railway Corp. Concession *

Verify concessionaire's compliance with the contract terms.

Review of Oakland Strokes, Inc. MLK Jr. Estuary use *

Verify lessee's compliance with financial terms of the lease agreement.

Routine Projects

Review of Contracts and RFPs

Review, revise and refine text of the proposed contracts & RFPs. Perform financial review, protect the District's best interest and assist with vendor selection.

Requested by: Management and staff.

Review of Measure WW Local Grant Projects

Verify propriety of payment requests submitted to the District's Grants Department.

Requested by: Grants Department

* Project field work was partially performed in 2018. Audit report will be issued in 2019.

THIS PAGE LEFT INTENTIONALLY BLANK



EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STATEMENT
MEETING DATE –Wednesday, February 27, 2019

SUBJECT: Update on Selection of District Assessment Engineer and CFD & Assessment District Administration Services

Report Prepared by: Deborah Spaulding, Assistant Finance Officer

RECOMMENDATION: Direct staff to prepare a recommendation for approval by the Board of Directors

DESCRIPTION

The District uses Landscape and Lighting Assessment Districts (LLDs), Community Facilities Districts (CFDs), Zones of Benefit (ZOBs), and a special excise tax to generate revenue for services in specific areas within the two counties. These revenue sources are complex enough to require oversight and administration by a consultant who specializes in assessment district engineering and administration. The current consultant's contract expired in January 2019.

These various taxes and assessments generate over \$8 million annually and include the Alameda/Contra Costa Counties Landscape and Lighting District (Two County LLD); the East Contra Costa County (ECCC LLD), six Zones of Benefit, the Special Park and Operations Maintenance Tax, (Measure CC) as well as two CFDs in the Las Trampas area. In 2020, the new CFD for Measure FF will begin.

Certain services are required annually for administration of these assessments and special taxes: preparation of the statutorily required Engineer's Report, an annual examination of parcel information, and submission of levy information to the counties. These reports are brought forward on an annual basis for review and approval by the Board of Directors.

In January, staff commenced a procurement process by issuing a Request of Proposal (RFP) for these consulting services. Two firms responded to the RFP, including the District's current firm, NBS. The proposals were reviewed by staff from Finance & Management Services. Reference checks were performed on the two firms.

RECOMMENDATION:

Staff will verbally report to the Board Finance Committee regarding the selection process and recommendation for Assessment Engineer, CFD & Assessment District consulting services, and will request the Board Finance Committee to recommend approval of the selected consultant to the full Board of Directors.

THIS PAGE LEFT INTENTIONALLY BLANK



EAST BAY REGIONAL PARK DISTRICT
BOARD FINANCE COMMITTEE
AGENDA STATEMENT
MEETING DATE –Wednesday, February 27, 2019

SUBJECT: Extension of Contract with Milliman Advisors LLC
Report Prepared by: Deborah Spaulding, Assistant Finance Officer

RECOMMENDATION: Direct staff to prepare a recommendation for approval by the Board of Directors

DESCRIPTION

The District has utilized Milliman Advisors LLC to provide investment and consulting services for the East Bay Regional Park District Retirement Plans (EBRPD Plans), also known as the Transamerica Plans, since at least 2006. The current contract with Milliman expired December 31, 2018. Staff recommends extending the contract with Milliman Advisors LLC for one additional year.

Milliman provides quarterly performance evaluation and investment analysis on the EBRPD Plans' investment portfolio. The firm also provides review and advice regarding changes to the EBRPD Plans Investment Policy, and monitors compliance with the Investment Policy. Quarterly reports and consultant services are required for administration of the EBRPD Plans. Annually, Milliman staff attend the Board Finance Committee meeting to provide a report on EBRPD Plan investments. In 2011, Milliman conducted an Asset Liability Modeling study, and recommended investment portfolio restructuring that would be completed as the EBRPD Plans approach the 80% and 90% funded status. According to the most recent actuarial report, as of December 31, 2016 the Miscellaneous Plan was at 71.7% funded status and the Sworn Plan was 69.1% funded.

Staff have begun an internal discussion of issuing a Request for Proposals (RFP) for EBRPD Retirement Plans investment advisory and consulting services, possibly to be combined with administration of the EBRPD Plans. The complexity of the EBRPD Plans structure and the importance of maintaining solid communication with retirees and other plan participants will require excellent communication, and a long lead-time. For this reason, a one-year contract extension with Milliman Advisors LLC is recommended. The cost of services is anticipated to be no more than \$30,000 per year, paid from the EBRPD Retirement Plans' assets. The final cost will be brought to the Board of Directors for approval.

RECOMMENDATION:

Staff requests that the Board Finance Committee recommend to the full Board of Directors a one-year contract extension with Milliman Advisors LLC.