



**Golden State Finance Authority (GSFA)  
Board of Directors Meeting  
Wednesday, January 16, 2019 – 11:00 a.m.  
Capitol Event Center  
1020 11<sup>th</sup> Street, Sacramento, CA 95814**

**AGENDA**

- 1. Call to Order & Determination of Quorum**  
*Chair, Supervisor Kevin Cann, Mariposa County*
- 2. Approval of Minutes – December 5, 2018 Board Meeting** **Page 1**  
*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*
- 3. Member County Concerns**
- 4. Public Testimony**  
*Presentation only of any matters of concern to the general public*
- 5. Appointment of the GSFA 2019 Chair and Vice Chair,  
Appointment of the GSFA Authority Officers,  
Appointment of the GSFA Executive Committee – ACTION** **Page 5**  
*Greg Norton, Executive Director*
- 6. GSFA 2019 Investment Policy Renewal – ACTION** **Page 7**  
*Lisa McCargar, Chief Financial Officer*
- 7. GSFA Resolution 19-01: Board Travel Policy - ACTION** **Page 15**  
*Lisa McCargar*
- 8. GSFA Resolution 19-02: Acceptance of GSFA Associate  
Members - ACTION** **Page 25**  
*Craig Ferguson, Deputy Director*
- 9. Program Updates**  
*Craig Ferguson*
- 10. Economic Development Update**  
*Greg Norton*
- 11. Adjournment**

Meeting facilities are accessible to persons with disabilities. By request, alternative agenda document formats are available to persons with disabilities. To arrange an alternative agenda document format or to arrange aid or services to modify or accommodate persons with a disability to participate in a public meeting, please call Sarah Bolnik at (916) 447-4806 at least 48 hours before the meeting.

Agenda items will be taken as close as possible to the schedule indicated. Any member of the general public may comment on agenda items at the time of discussion. In order to facilitate public comment, please let staff know if you would like to speak on a specific agenda item.



**Golden State Finance Authority  
Board of Directors Meeting  
December 5, 2018  
10:00 a.m.  
1215 K Street, Suite 1650  
Sacramento CA 95814  
916-447-4806**

**MINUTES**

**Call to Order & Determination of Quorum**

Vice Chair, Supervisor Bob Williams, Tehama County, called the meeting to order at 10:31 a.m. A quorum was determined at that time. Those present:

<b><u>Supervisor</u></b>	<b><u>County</u></b>
David Griffith	Alpine
Brian Oneto	Amador
Doug Teeter	Butte
Jack Garamendi	Calaveras
Denise Carter	Colusa
Gerry Hemmingsen	Del Norte
Michael Ranalli	El Dorado
John Viegas	Glenn
Rex Bohn	Humboldt
Michael Kelley	Imperial
Matt Kingsley	Inyo
Jim Steele	Lake
Aaron Albaugh	Lassen
David Rogers	Madera
Miles Menetrey	Mariposa
Carre Brown	Mendocino
Daron McDaniel	Merced
Geri Byrne	Modoc
Stacy Corless	Mono
Diane Dillon	Napa
Dan Miller	Nevada
Anthony Botelho	San Benito
John Peschong	San Luis Obispo
Mary Rickert	Shasta
Lee Adams	Sierra
Michael Kobseff	Siskiyou
Larry Munger	Sutter
Bob Williams	Tehama
John Fenley	Trinity

Kuyler Crocker	Tulare
Randy Hanvelt	Tuolumne
Randy Fletcher	Yuba

**Absent**

Jim Holmes	Placer
Kevin Goss	Plumas
Matt Rexroad	Yolo

**Others in Attendance**

Supervisor Linda Hopkins, Sonoma County  
Supervisor Bobbi Chadwick, Trinity County  
Robert Bendorf, Ygrene Energy Fund  
Ed Horton, Placer County Water Agency  
Arthur Wylene, RCRC General Counsel  
Layne Frederickson, RCRC IT Manager  
Barbara Hayes, RCRC Chief Economic Development Officer  
Maggie Chui, RCRC Governmental Affairs Assistant  
Sarah Bolnik, RCRC Economic Development Specialist  
Staci Heaton, RCRC Regulatory Affairs Advocate  
Mary Pitto, RCRC Regulatory Affairs Advocate  
Justin Caporusso, RCRC Vice President External Affairs  
Paul A. Smith, RCRC Vice President Governmental Affairs  
Terrance Rodgers, RCRC Economic Development Officer  
Mary-Ann Warmerdam, RCRC Senior Legislative Advocate  
Tracy Rhine, RCRC Legislative Advocate

**Authority Officers in Attendance**

Greg Norton, Executive Director  
Lisa McCargar, Chief Financial Officer  
Craig Ferguson, Deputy Director

**Approval of Minutes – September 21, 2018 Board Meeting**

*Board Members absent from the meeting will be recorded as abstained unless the Board Member indicates otherwise*

**Supervisor Randy Hanvelt, Tuolumne County, motioned to approve the minutes of the September 21, 2018 GSFA Board of Directors Meeting. Supervisor David Rogers, Madera County, seconded the motion. Motion unanimously passed.**

***Abstaining:***

***Supervisor Jack Garamendi, Calaveras County; Supervisor John Viegas, Glenn County; Supervisor Geri Byrne, Modoc County; Supervisor Anthony Botelho, San Benito County; Supervisor Michael Kobseff, Siskiyou County; Supervisor Larry Munger, Sutter County***

## **Member County Concerns**

None

## **Public Testimony**

None

## **GSFA Program Investment**

Craig Ferguson, Deputy Director, provided an overview of the program investment and requested that GSFA commit up to \$10MM of resources in order to enhance the GSFA existing down payment assistance program/s. GSFA would be investing resources into program/s that originally generated these resources and the reinvestment of these resources is in line with GSFA's mission and public purpose.

## **Recommendation**

It is recommended the GSFA Board of Directors approve a commitment of up to \$10MM of existing resources to provide DPA in the form of second mortgage loans in conjunction with the existing DPA program/s.

**Supervisor Randy Hanvelt, Tuolumne County, motioned to approve the recommendations above. Supervisor David Rogers, Madera County, seconded the motion. Motion unanimously passed.**

## **GSFA 2019 Proposed Budget**

Lisa McCargar, Chief Financial Officer, provided an overview and summarized highlights of the proposed 2019 GSFA Operating Budget. The proposed Operating budget was reviewed and approved by the GSFA Executive Committee at their November 14, 2018 meeting.

## **Recommendations**

It is recommended that the GSFA Board of Directors approve the following recommendations:

1. Approve the attached proposed 2019 GSFA Operating Budget.
2. Grant the GSFA Executive Director the authority to make necessary business decisions and utilize up to \$500,000 per decision outside of the approved operating budget when necessary. Such decisions will be made in consultation with the GSFA Deputy Director, the GSFA Board Chair and Vice Chair and reported back to the GSFA Board at the next available Board meeting.
3. Grant the GSFA Executive Director the authority to proceed with necessary operating decisions due to changes in opportunities, the market, the economy or changing transactional requirements to provide necessary flexibility to effectively and timely implement programs. Such decisions to be made in consultation with the GSFA Deputy Director, GSFA Chair and GSFA Vice Chair with subsequent ratification by the Board of Directors as necessary.

4. Consider and approve the lump sum contract service fee to RCRC in the amount of \$4,908,000, and estimated performance fee in the amount of \$810,000 which includes a prorated amount of the salaries for RCRC personnel who provide services to the JPA through the contract for services with RCRC, including those of the RCRC President/CEO, RCRC Vice President and RCRC Chief Financial Officer.
5. Approve the lump sum use of resources of \$12,974,000 to cover the excess of GSFA expenditures and program investment over revenues for the 2019 GSFA Budget.

**Supervisor John Viegas, Glenn County, motioned to approve the 2019 GSFA Proposed Budget as presented. Supervisor David Rogers, Madera County, seconded the motion. Motion unanimously passed.**

**GSFA Resolution 2018-07: Mortgage Credit Certificate Policies and Procedures**

Craig Ferguson provided an update on the CDLAC conditions to obtain Mortgage Credit Certificate (MCC) allocation of Volume Cap. CDLAC regulations require all issuers of MCCs to submit the MCC policies to CDLAC for review, together with a resolution of the Board that adopts such policies or delegates authority on such matters to the Executive Director and other applicable staff.

**Recommendation**

It is recommended that the GSFA Board of Directors approve GSFA Resolution 18-07 authorizing and directing the Executive Director, Deputy Director and Director of Operations of GSFA, and any other officers of GSFA to take whatever action relating to the MCC Program policies as each such person may deem reasonable and desirable.

**Supervisor David Rogers, Madera County, motioned to approve the GSFA Resolution 2018-07. Supervisor Michael Kobseff, Siskiyou County, seconded the motion. Motion unanimously passed.**

**Economic Development Updates**

Greg Norton, Executive Director, provided an update on the county wide economic development efforts.

**Adjournment**

Vice Chair, Supervisor Bob Williams, Tehama County, adjourned the meeting of the GSFA Board of Directors at 10:59 a.m.



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**To:** GSFA Board of Directors

**From:** Greg Norton, Executive Director

**Date:** January 8, 2019

**Re:** Appointment of 2019 Chair and Vice Chair, Appointment of the GSFA Authority Officers, Appointment of the GSFA Executive Committee -  
**ACTION**

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**Summary**

**GSFA Chair and Vice Chair:**

Annually, the Chair and Vice Chair of the Golden State Finance Authority (GSFA) are to be elected. The JPA Agreement (Section 9. a.) states that the Board shall elect a Chair and Vice Chair from among the GSFA Delegates. Traditionally, the RCRC Chair nominates or recommends the individuals to serve as the GSFA Chair and Vice Chair. Following the nomination, the GSFA Board then considers approving the nominations by election of those individuals to the Chair and Vice Chair positions.

**GSFA Authority Officers:**

The JPA Agreement (Section 9. b.) further states that the President/CEO of RCRC shall serve *ex officio* as the Executive Director, Secretary, Treasurer, and Auditor of the Authority. Further, the Executive Director may appoint such other officers as may be required for the orderly conduct of the Authority's business and affairs who shall serve at the pleasure of the Executive Director. As Executive Director, I appoint the following additional Authority officers for 2019:

Deputy Director/Assistant Secretary  
Controller/CFO/Assistant Secretary

Craig Ferguson  
Lisa McCargar

**GSFA Executive Committee:**

Lastly, as part of the GSFA JPA Agreement, (Section 10. a.) states that "the Authority shall appoint no fewer than nine (9) and no more than eleven (11) members of its Board to serve on the GSFA Executive Committee. The Chair and Vice Chair of the Authority shall serve on the Executive Committee." It should be noted that GSFA has thirty-five member counties. Sonoma County, although a member of RCRC, is not a member of GSFA. The JPA Agreement calls for the Executive Committee to consist of the 9 member RCRC Executive Committee as well as the GSFA Chair and GSFA Vice Chair in the event that they are not already members of the Executive Committee.

**Recommendations:**

It is recommended that the GSFA Board:

1. Elect the 2019 GSFA Chair and Vice Chair per the nomination of the RCRC Chair;
2. Confirm the appointment of the additional 2019 Authority Officers by the GSFA Executive Director as noted above;
3. Take the steps necessary to confirm the GSFA Executive Committee.





Golden State Finance Authority (GSFA)  
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**To:** GSFA Board of Directors  
**From:** Lisa McCargar, Chief Financial Officer  
**Date:** January 8, 2019  
**Re:** GSFA 2019 Investment Policy Renewal – **ACTION**

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**Summary**

The Investment Committee is responsible for overseeing the investment activity of GSFA and annually presents the Investment Policy to the Board for review and approval.

**Issue**

The Investment Policy was last revised and approved on December 6, 2017. The Investment Committee consisting of the GSFA Executive Director, Chief Financial Officer and Deputy Director has reviewed and is submitting the policy for annual review as required.

The Investment Committee does not have any suggested revisions for 2019 other than applicable dates and revisions to titles.

**Recommendation**

It is recommended that the GSFA Board of Directors review and approve the attached 2019 GSFA Investment Policy.

**Attachment**

- 2019 GSFA Investment Policy



# **GOLDEN STATE FINANCE AUTHORITY**

Subject:	Class:	Number:
<b>INVESTMENT POLICY</b>	<b>ACCOUNTING</b>	<b>A - 03</b>
	( ) Complete Revision (x) Partial Revision ( ) New	Supersedes: Policy dated 12/6/17
	Approved:	Date: 1/16/19

## **INTRODUCTION**

The investment policies and practices of Golden State Finance Authority (GSFA) are based upon state law and provide guidelines for the prudent investment of GSFA's reserve funds as well as temporarily idle cash. The primary goals of these policies are:

1. To safeguard the principal funds.
2. To provide sufficient liquidity to meet normal operating expenditures and expenditures beyond the ordinary budgeted expenses.
3. To generate investment income commensurate with the parameters of prudent risk management and consistent with the above policies.

Investments shall be made with judgment and care – under circumstances then prevailing – in the same manner that prudent investors, using discretion and intelligence, would exercise in the management of their own affairs when doing so for investment and not for speculation, and considering the probable safety of their capital as well as the probable income to be derived. The Investment Committee will use the “prudent investor” standard in managing GSFA's portfolio.

Investment Committee members acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and actions are taken to control adverse developments. Any deviations, once identified, should be documented and reviewed to determine whether replacing the security would be in the best interest of the organization.

## **OBJECTIVES**

GSFA's investment policy shall be managed in a manner that emphasizes the preservation of capital. The long-term goal is to seek competitive returns while minimizing exposure to credit and market risk. The investment portfolio shall remain sufficiently liquid to meet anticipated cash requirements. GSFA's objective is to diversify its portfolio by investing funds among a variety of securities offering independent returns and financial institutions. This can be accomplished through diversity of instruments to include those with active secondary markets, maturities that match expected cash needs, and the Local Agency Investment Fund (LAIF) and CalTrust which includes diverse investment portfolios and immediate withdrawal provisions. The investment objective shall be to achieve a rate of return that is commensurate with safety and liquidity requirements of the organization. Management of the Investment portfolio will be directed by the objectives of Preservation of Capital – understanding that losses may occur on individual securities; Risk Aversion - understanding that risk is present in all types of investment; and Adherence to Investment Discipline, adhering to this policy.

The portfolio's target total return should meet or exceed all of the following over a full market cycle (at least 5 years):

- California's Local Agency Investment Fund (LAIF) rate for the same period.
- The 90 day Treasury Bill rate for the same period.

## GOLDEN STATE FINANCE AUTHORITY

Subject:  <b>INVESTMENT POLICY</b>	Class: <b>ACCOUNTING</b>  <input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New	Number: <b>A - 03</b>  Supersedes: Policy dated 12/6/17  Approved:  Date: 1/16/19
		<b>Page: 2 of 5</b>

### DELEGATION OF AUTHORITY

Authority to manage GSFA's investment program is derived from California Government Code Sections 53601 and 53607 and by annual actions of GSFA's Board of Directors (Board). The Board has delegated management responsibility for the investment program to the Investment Committee consisting of GSFA's Executive Director, Chief Financial Officer (CFO) and Deputy Director. The Investment Committee shall be responsible for all investment transactions undertaken.

### RESPONSIBILITY OF THE INVESTMENT CONSULTANT(S)

In the event the Investment Committee determines to utilize an Investment Consultant, the Investment Consultant's role will be that of a non-discretionary advisor to the Investment Committee. Investment advice concerning the investment management of assets will be offered by the Investment Consultant, and will be consistent with the investment objectives, policies, guidelines and constraints as established in this statement.

### LIQUIDITY

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the Investment Committee will monitor expected net cash flow requirements.

To maintain the ability to deal with unplanned cash requirements that might arise, the Investment Committee will determine the portion of assets that shall be maintained in cash or cash equivalents, including money market funds or short-term U.S. Treasury bills.

### MARKETABILITY OF ASSETS

The Investment Committee requires that all assets be invested in liquid securities, defined as securities that can be transacted quickly and efficiently, with minimal impact on market price.

### AUTHORIZED AND SUITABLE INVESTMENTS

GSFA is empowered to invest in LAIF, CalTRUST and, as provided in Government Code (GC) Section 53601 and 53601.1 to invest in the following types of securities:

- Debt issued by GSFA or other public agencies
- Money market instruments within the limitations provided in GC Section 53601.1
- Debt and/or securities of affiliated companies when that debt or security meets the requirements of any of the securities listed in GC Section 53601.1

## GOLDEN STATE FINANCE AUTHORITY

<b>Subject:</b>  <div style="text-align: center; font-weight: bold; margin-top: 20px;">INVESTMENT POLICY</div>	<b>Class:</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">ACCOUNTING</div>		<b>Number:</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">A – 03</div>
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### Allowable Assets

1. **Cash Equivalents**

- Treasury Bills
- Money Market Funds
- Banker's Acceptances
- Repurchase Agreements
- Certificates of Deposit

2. **Fixed Income Securities**

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Bonds/Securities

3. **Mutual Funds**

- Mutual Funds which invest in securities as allowed in this statement.

### ASSET ALLOCATION

Sections 53601 and 53601.1 of the California Government Code provide legal authorization for investment of funds of local agencies. All investments of GSFA shall conform to the restrictions of those laws and shall be consistent with prudent and conservative investment standards.

1. The Investment Committee will determine the Aggregate Fund Asset Allocation (allocation) giving consideration to resources, operating needs and economic conditions. The Investment Committee will monitor the allocation and take steps to balance the allocation as appropriate.
2. Should an investment percentage-of-portfolio limitation be exceeded due to an incident such as fluctuation in portfolio size, the affected securities may be held to maturity to avoid losses. When no loss is indicated, the Investment Committee shall consider rebalancing the portfolio, basing the decision, in part, on the expected length of time the portfolio will be unbalanced.
3. In order to achieve a prudent level of portfolio diversification, the securities of any one company or government agency or particular industry should not be excessive as determined by the Investment Committee. The total allocation to treasury bonds and notes may represent up to 100% of the aggregate bond position

## GOLDEN STATE FINANCE AUTHORITY

Subject:  <b>INVESTMENT POLICY</b>	Class:  <b>ACCOUNTING</b>	Number:  <b>A – 03</b>
	<input type="checkbox"/> Complete Revision <input checked="" type="checkbox"/> Partial Revision <input type="checkbox"/> New	Supersedes: Policy dated 12/6/17  Approved:  Date: 1/16/19

### ETHICS AND CONFLICTS OF INTEREST

Members of the Investment Committee shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment Committee members shall disclose annually any material financial interests in financial institutions that conduct business with GSFA and they shall further disclose any large personal financial/investment positions that could be related to the performance of GSFA. The annual disclosure on California Fair Political Practices Commission Form 700 will suffice to meet this requirement.

### AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The CFO will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of California. These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State of California laws.

All financial institutions and broker/dealers who desire to be approved for providing investment services must provide the Investment Committee with the following:

- Audited financial statements
- Proof of National Association of Security Dealers certification
- Trading resolution
- Proof of State of California registration
- Certification of having read GSFA's investment policy and depository contracts

An annual review of the financial condition and registrations of approved security broker/dealers utilized by GSFA will be conducted by the Chief Financial Officer.

### INVESTMENT PERFORMANCE REVIEW AND EVALUATION

The Investment Committee shall ensure that performance reports are compiled at least quarterly. The market value of the portfolio shall be calculated and an investment report shall be prepared at least quarterly for presentation to the GSFA Executive Committee. The report shall include the following:

- Listing of individual investments held at the end of the reporting period, showing institution, selling institution, date of maturity, amount of deposit, and current market value
- Realized and unrealized gains or losses resulting from appreciation or depreciation
- Return on investment expressed as an annual percentage rate
- Average weighted yield to maturity of portfolio as compared to applicable benchmarks
- Statement of current allocation of investments

## GOLDEN STATE FINANCE AUTHORITY

<b>Subject:</b>  <b>INVESTMENT POLICY</b>	<b>Class:</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">ACCOUNTING</div>		<b>Number:</b> <div style="text-align: center; font-weight: bold; margin-top: 10px;">A – 03</div>
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The Investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment objectives, goals, and guidelines as set forth in this statement. The Investment Committee intends to evaluate the portfolio(s) over at least a three year period.

### INVESTMENT POLICY REVIEW

The investment policy shall be reviewed and approved annually by the Board of Directors in accordance with Government Code Section 53646. By adoption of this investment policy, the Board of Directors delegates investment authority to the Investment Committee (consisting of the Executive Director, Chief Financial Officer and Deputy Director) in accordance with Government Code Section 53607. Such investment authority shall include authority to invest or to reinvest funds of GSFA and to sell or exchange securities so purchased. All investments require the approval of at least two members of the Investment Committee.







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**To:** GSFA Board of Directors  
**From:** Lisa McCargar, Chief Financial Officer  
**Date:** January 8, 2019  
**Re:** GSFA Resolution 19-01: Board Travel Policy - **ACTION**

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**Background**

The Board Travel Expense Policy was last revised and approved on January 17, 2018. GSFA has prepared the Travel Expense Policy (GSFA Resolution 19-01) for GSFA Delegates.

**Details and Proposed Changes**

There is a proposed change to the attached Resolution. In Section V, "Lodging". The new proposed per-night maximum lodging expense reflects an increase to \$135 per night from \$128 per night. This change is based on the official government per diem rates (Sacramento County) as set by the General Services Administration.

In addition, Section VI, "Meals", contains the following proposed meal allowance changes:

MEAL	OLD RATE	PROPOSED RATE
Breakfast	\$15.00	\$16.00
Lunch	\$15.00	\$17.00
Dinner	\$34.00	\$34.00

The new proposed meal allowance maximum reimbursements are also based on the official government per diem rates (Sacramento County) as set by the General Services Administration.

Each year, the IRS sets a rate for reimbursement of mileage for personally owned vehicles. For 2019, the standard mileage rate has been set at \$.58, up from \$.545 per mile. The policy indicates that reimbursement will be at the prevailing IRS rate.

**Attachment**

- GSFA Resolution 19-01



## **GSFA RESOLUTION 19-01**

### **TRAVEL EXPENSE POLICY FOR THE GOLDEN STATE FINANCE AUTHORITY DELEGATES and ALTERNATES**

WHEREAS, the Golden State Finance Authority Board of Directors needs to establish rules and regulations concerning travel, lodging and meals;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Golden State Finance Authority (GSFA) that unless otherwise provided by law, the following rules and regulations shall govern GSFA business travel by GSFA delegates.

#### **STATEMENT OF GENERAL POLICY**

- A. It is recognized that members of Boards of Supervisors are reimbursed for business expenses by their respective counties. It is the intention of GSFA to encourage involvement in GSFA business by reimbursing GSFA delegates for certain GSFA-related expenses, as described herein. Such a policy is intended to augment county reimbursement, not fully replace it.
- B. Travel is limited to only those purposes which enhance the efficient and effective operation of GSFA.
- C. GSFA Delegates traveling on GSFA-related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus and productive utilization as a secondary consideration. It is also recognized that circumstances such as the distance to be traveled and the time necessary to travel, emergency situations, inclement weather conditions, etc., are all factors which may have significant impact in determining the allowance for the cost of travel.
- D. Authority to travel and reimbursements for customary and reasonable costs incurred for such travel including meals, transportation, registration, lodging, parking and other related costs shall be in accordance with policy and procedures delineated herein.
- E. Only one voting member (either the Delegate or Alternate) representing each County per meeting will be reimbursed for Board Meeting attendance.
- F. All travel reimbursement claims must be submitted utilizing the GSFA Delegate travel claim form.

- G. In no case will a Delegate be reimbursed in an amount greater than provided in this resolution without approval of the Executive Director, Deputy Director or Vice President.
- H. Reimbursement for commercial air travel will be at "coach" class cost.
- I. Reimbursement associated with a GSFA Board Meeting or Executive Committee Meeting, attendance at the full meeting is required in order to be reimbursed.

### **I. TRAVEL DEFINITIONS**

Travel in this policy is defined as travel that is necessary to complete GSFA business required by the organization in the performance of its primary function and/or in the course of the assigned duties. Travel for Delegates consists of roundtrip travel from their place of residence or office to attend such required events/activities.

Such travel events include, but are not limited to:

- Meetings or conferences required in the implementation or administration of new or ongoing GSFA program areas.
- Meetings, appearances or other travel necessary to conduct GSFA business requested by the Board of Directors, Chair of the Board, or GSFA Executive Director, Chief Financial Officer or Deputy Director.

### **II. REIMBURSABLE TRAVEL ACTIVITIES**

GSFA and its Board recognize the importance of GSFA Officers and Delegates actively participating on behalf of GSFA in certain activities on GSFA business.

GSFA will reimburse for travel expenses, including transportation, meals and lodging at the levels approved in this policy, for such activities in the following circumstances:

1. The activity is either a GSFA Board or Executive Committee meeting and the attending person is an official Delegate or designated representative of GSFA.
2. The activity is official GSFA business and participation has been approved by the GSFA Executive Director, Deputy Director or Vice President for legislative or policy meetings with State Legislators, Administration, Committees, and Agencies, members of Congress, federal agencies, or similar governmental bodies. Travel outside of California will require the approval of the GSFA Officers, the GSFA Executive Director, Chief Financial Officer or Deputy Director.

3. The activity is a conference or a necessary meeting in which GSFA has been invited to participate, and relates to subjects of interest to GSFA, as determined by the GSFA Board, the GSFA Executive Director, Chief Financial Officer or Deputy Director and the person designated to attend makes a report to GSFA regarding his or her activities on behalf of GSFA.
4. The participation of the particular GSFA Officers and Delegates is designated as official GSFA business by the GSFA Executive Director, Chief Financial Officer or Deputy Director.
5. The travel, lodging and meal expenses are in connection with the activities described above, and are not for personal or non-official purposes, such as entertainment or tourist related activities organized as part of a conference.

**Reimbursements shall be made only upon supporting invoices, receipts and bills consistent with appropriate GSFA policies.**

Notwithstanding the above, in no event shall GSFA make reimbursement for lavish expenses for travel, lodging or meals; provided, however, that if the prevailing levels of lodging expenses exceed prevailing per diem levels, GSFA may reimburse for such expenses upon a determination of the GSFA Executive Director, Chief Financial Officer or Deputy Director that the location, prevailing costs of lodging, or business necessity required more expensive lodging or meals.

### **III. LICENSE, INSURANCE REQUIREMENTS AND MEANS OF TRAVEL**

**Licenses** - All GSFA Delegates operating any vehicle used in the performance of GSFA-related business must possess a valid driver's license. All GSFA Delegates flying/piloting their own or a rented aircraft in the performance of GSFA-related business must possess a valid and proper license.

**Insurance Requirements** - Any Delegate who uses their personal vehicle, rental vehicle or government vehicle for travel on GSFA-related business shall carry insurance for personal injury or property damage at or above state mandated minimum levels at that time. Delegates not in compliance with these minimum standards shall not be authorized to drive their personal vehicle, rental vehicle or government vehicle on GSFA business. If requested, Delegate is required to provide proof of licensing and insurance.

Any Delegate flying/piloting an aircraft for travel on GSFA-related business shall carry comprehensive liability insurance coverage in the minimum amount of \$1,000,000 prior to their using the aircraft to conduct GSFA business. Delegates not in compliance with these requirements shall not be authorized to fly their own or a rented aircraft on GSFA business. If requested, Delegate is required to

provide proof of licensing and insurance. GSFA's Liability and Excess Liability policies exclude aircraft.

#### **IV. MILEAGE CALCULATION AND REIMBURSEMENT**

**Mileage Calculation**-Roundtrip mileage is to be calculated from the Delegate's principal place of employment or home to the destination. Any special circumstances which inflate the normal mileage should be accompanied by an explanation in the expense claim and are subject to denial.

**Mileage Reimbursement Rate**-Authorized private vehicle usage for GSFA business travel will be reimbursed at the rate allowed under prevailing Internal Revenue Service rules and regulations as maintained by GSFA.

**Aircraft Travel**- GSFA Delegate's use of a private aircraft will be reimbursed at the same rate as that allowed by the Internal Revenue Service for a private automobile as stated under "Mileage Reimbursement Rate" or at the cost of commercial air travel.

**Other Forms of Travel**- GSFA Delegate's choosing to utilize another form of travel, such as train or other transit, shall be reimbursed at the same rate as if travel occurred as addressed in the Statements of General Policy. Item C. states GSFA Delegates traveling on GSFA-related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus and productive utilization as a secondary consideration. Item H states that Reimbursement for commercial air travel will be at "coach" class cost.

#### **V. LODGING**

**Hotel Allowance**-Delegates should seek the lowest cost accommodation reasonably available for the intended travel. For lodging in the Sacramento area, GSFA will reimburse lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$135 per night. In the event that GSFA has arranged a block of rooms for the event and the cost of the room within that block is greater than \$135, GSFA will reimburse the cost of the room at the block rate. Delegates are charged with using reasonable care and judgment in regard to whether overnight accommodations are required for their participation.

Guidelines regarding the need for overnight accommodations are as follows:

- For a two-day meeting/event when one-way travel from place of residence or office to the meeting/event is more than 75 miles or if travel will take more than 1 to 1 ½ hours;
- For a one-day meeting/event when one-way travel from place of residence or office is more than 150 miles or if travel will take longer than 2 hours; or
- In circumstances when the delegate needs to remain in Sacramento to participate at a GSFA associated event that will end later than 6:30 pm or in an early meeting the following morning.

- When participation in GSFA business requires arrival the night before for a meeting in Sacramento that begins at 8:00 am or earlier.

For accommodation reimbursement associated with a GSFA Board Meeting or Executive Committee Meeting, attendance at the full meeting is required in order to be reimbursed.

**Transient Occupancy Tax-** Occupancy tax can sometimes be waived by the motel/hotel dependent upon local regulation. Delegates traveling should always inquire about an exemption when appropriate.

## **VI. MEALS**

**Meal Allowances-** Meal allowances will be reimbursed at the following rate, however, receipts must be provided:

- Breakfast                      \$16.00
- Lunch                              \$17.00
- Dinner                             \$34.00

**Delegates will not be reimbursed for meals if the cost of a meal is included in the conference fee either reimbursed or paid directly by GSFA. Delegates will not be reimbursed for meals that are provided at GSFA events or meetings.**

**Meal Times -** Delegates are charged with using reasonable care and judgment in regard to reimbursements. Reasonable times are generally considered to be departure prior to 7:00 a.m. for breakfast and return to residence after 6:00 p.m. for dinner.

**Meal Limitations -** Reimbursement will not include alcoholic beverages regardless of meal type or captive nature. Gratuities are capped at 15% of the cost of the meal.

**Captive Meal -** Captive refers specifically to those instances where a Delegate must/should participate in a dining event as part of an agenized event. Required group meetings, gatherings or functions for which meal allowances will be claimed for breakfasts, luncheons or dinners and which are of a captive nature shall be reimbursed at actual cost even though it exceeds those amounts set forth under Meal Allowances. Expense claims for meals at such meetings, gatherings or functions (captive meals) will state the captive nature of the meal for which the expense claim is being presented.

**Fixed Prices -** When attendance at official meetings or conventions forces fixed prices, the claimant must list the items separately on the claim form as "Official Banquet" or other such language and the amount thereof. In this event, all such items will be supported by receipts verifying such charges. If supporting

documents are not obtainable, then a statement to this effect will be made by the claimant. The GSFA Executive Director or Deputy Director, reserves the right to deny any undocumented expenses.

#### **VII. EXPENSE DOCUMENTATION**

**Receipt Requirements-**Receipts must be provided for reimbursable expenses including the following:

- All lodging expenses paid at actual cost. There is \$135 per night maximum in the Sacramento area, inclusive of room rate, taxes and fees.
- All meal expenses
- Registration fees (only if not prepaid by GSFA)
- Telephone calls related to GSFA business in excess of \$2.50 per trip
- Fax charges for GSFA related business in excess of \$2.50 per trip
- Taxi/Bus fare in excess of \$5.00 per travel period
- Car Rental
- Air Travel (use ticket stub or electronic itinerary)
- Other common carrier (use ticket stub)
- Commuter bus fare (i.e. Airporter service)
- Toll Charges in excess of \$6.00
- "Captive Meal" and "Fixed Prices" as described in Section VI (a written explanation of circumstances and approval by the GSFA Executive Director, Chief Financial Officer or Deputy Director.)
- Parking, at standard parking rates for City visited

#### **VIII. NON-REIMBURSABLE PERSONAL EXPENSE**

**Personal Expense-** Any and all expenses that are for the direct personal needs of the Delegate, except as otherwise identified as reimbursable under this document, are not reimbursable by GSFA. Examples of such non-reimbursable items are listed below. This is not intended to be an all-inclusive list.

- Personal telephone calls, internet charges and personal fax transmissions
- Alcoholic Beverages (Except as provided in connection with an GSFA business related meeting or event)
- Entertainment (including related transportation costs)
- Violations of legal requirements

#### **IX. CLAIM PROCESS**

**Completed claim forms are to be submitted to GSFA within thirty (30) days after the completion of the trip/expense. Failure to adhere to the filing deadline may result in the denial of the reimbursement claim**



The claim form must include the purpose of the trip/expense, and the inclusive dates. All expenditures must be itemized and all claims will include receipts for expenses as detailed earlier under the section titled **EXPENSE DOCUMENTATION**.

The claim information must include all expenses of the trip whether or not they were paid directly to a vendor. The claim form is intended to be a recap of the complete trip as a reconciliation of all expenses and a central location for all receipts. Those items paid in advance or by credit card should be duly noted.

#### Secretary's Certificate

*I certify that the foregoing is a true and accurate description of action taken at a properly constituted meeting of the Board of Directors of the Golden State Finance Authority on January 16, 2019.*

\_\_\_\_\_  
Secretary's Signature





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**To:** GSFA Board of Directors  
**From:** Craig Ferguson, Deputy Director  
**Date:** January 8, 2019  
**Re:** GSFA Resolution 19-02: Acceptance of GSFA Associate Members -  
**ACTION**

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**Summary**

As required per the Golden State Finance Authority (GSFA) JPA Agreement, GSFA Resolution 19-02 is to approve the acceptance of current associate members.

This resolution ratifies all current GSFA associate members and restates the process by which new GSFA associate members are accepted by the Authority. Resolution 19-02 is presented to the GSFA Board of Directors as part of the annual process regarding associate members of GSFA.

The GSFA Joint Exercise of Powers Agreement (dated as of May 5, 2015) allows associate members to be added to GSFA "pursuant to action by the Board upon such terms and conditions, and with such rights, privileges and responsibilities, as may be established from time to time by the Board." GSFA Resolution 19-02 allows the GSFA Board to fulfill all Board responsibilities of governance required in the Joint Exercise of Powers Agreement by documenting the process by which the Authority accepts associate members.

This resolution also authorizes the Executive Director to approve or deny associate members to join GSFA under additional specific terms and conditions so long as these terms and conditions are not inconsistent with the terms and conditions of the JPA Agreement that allow them to join GSFA.

The current list of GSFA members and associate members (attached) is provided for the Board of Directors' ratification. Currently GSFA membership includes thirty-five regular member counties. Additionally, GSFA membership includes twenty associate member counties, two hundred fifty-six associate member cities and one associate member joint powers authority.

Updates will be provided at future GSFA Board of Directors meetings on the status of membership and associate membership as appropriate.

**Recommendations**

It is recommended that the GSFA Board of Directors:

1. Review, Approve, and Adopt GSFA Resolution 19-02;
2. Ratify the current list of member counties and associate members per the attached list.

**Attachments**

- GSFA Resolution 19-02
- GSFA Member and Associate Member List

## **GSFA RESOLUTION NO. 19-02**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLDEN STATE FINANCE AUTHORITY REGARDING THE ACCEPTANCE OF ASSOCIATE MEMBERS AND APPROVING OTHER RELATED ACTIONS IN CONNECTION THEREWITH**

WHEREAS, counties, cities and other specified entities are permitted to join, for the express purpose of the joint exercise of the powers of said counties, cities and entities, agencies created by a joint powers agreement entered into by pursuant to Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California; and

WHEREAS, Chapters 1-5 of Part 5 of Division 31 of the Health and Safety Code of the State of California (the "Act") authorize joint powers agencies established by cities and counties to incur indebtedness for the purpose of financing activities authorized by the Act, and the Act provides a complete additional and alternative method for doing the things authorized thereby; and

WHEREAS, numerous rural counties in the State of California have agreed, and additional counties, cities and joint powers agencies may agree, pursuant to the provisions of the Government Code referenced above, to cooperate and participate in a financing program and have entered into a Joint Exercise of Power Agreement, dated as of May 5, 2015, as amended ( the "Agreement"), creating the Golden State Finance Authority (the "Authority") and authorizing the Authority to exercise its powers pursuant to the Act for the purpose of authorized financing, as well as participate in other authorized programs; and

WHEREAS, the Agreement provides that Associate Members may be added to the Authority upon the affirmative approval of their respective governing boards and pursuant to action by the Authority's Board upon such terms and conditions, and with such rights, privileges, and responsibilities, as may be established from time to time by the Board; and

WHEREAS, the Authority desires to ratify all current associate members and to clarify the terms by which new associate members may be added.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors the Authority:

Section 1. Recitals. All of the above recitals are true and correct, and the Authority so finds and determines.

Section 2. Acceptance and Ratification of Associate Members. The Authority hereby ratifies the appointment of all of its current associate members, as shown on Exhibit A, which is attached hereto and incorporated herein by this reference.

Section 3. New Associate Members. The Authority authorizes the Executive Director to approve or deny any entity that desires to become an associate member, provided that any condition agreed upon with respect to proposed new associate members is not inconsistent with any other term and condition specified in the Agreement. At the first available Authority Board Meeting and at least annually after an associate member's governing board has taken action to become an associate member, the Executive Director shall notify the Authority of the new associate member.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED APPROVED AND ADOPTED by the Board of the Golden State Finance Authority, the 16th day of January 2019.

GOLDEN STATE FINANCE AUTHORITY

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2019 GSFA Chair of the Board

I certify that the foregoing resolution is a true and accurate copy of GSFA Resolution 19-02 approved by the governing board of the Golden State Finance Authority on January 16, 2019 in Sacramento, California.

Date: 1/16/2019

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Assistant Secretary



Golden State Finance Authority (GSFA)  
1215 K Street, Suite 1650 · Sacramento, California 95814  
Phone: (855) 740-8422 · Fax: (916) 444-3219 · [www.gsfahome.org](http://www.gsfahome.org)

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## MEMBERS

Alpine County	Lassen County	San Luis Obispo County
Amador County	Madera County	Shasta County
Butte County	Mariposa County	Sierra County
Calaveras County	Mendocino County	Siskiyou County
Colusa County	Merced County	Sutter County
Del Norte County	Modoc County	Tehama County
El Dorado County	Mono County	Trinity County
Glenn County	Napa County	Tulare County
Humboldt County	Nevada County	Tuolumne County
Imperial County	Placer County	Yolo County
Inyo County	Plumas County	Yuba County
Lake County	San Benito County	

## ASSOCIATE MEMBERS

Alameda County	Orange County	San Mateo County
Contra Costa County	Riverside County	Santa Cruz County
Fresno County	Sacramento County	Solano County
Kern County	San Bernardino County	Sonoma County
Kings County	San Diego County	Stanislaus County
Marin County	San Francisco County	Ventura County
Monterey County	San Joaquin County	

## ASSOCIATE MEMBER JOINT POWERS AUTHORITY (JPA)

Independent Cities Finance Authority (ICFA)

## ASSOCIATE MEMBER CITIES

Adelanto (San Bernardino County)	Atwater (Merced County)
Aliso Viejo (Orange County)	Avenal (Kings County)
Alturas (Modoc County)	Azusa (Los Angeles County)
American Canyon (Napa County)	Bakersfield (Kern County)
Anaheim (Orange County)	Baldwin Park (Los Angeles County)
Angels Camp (Calaveras County)	Beaumont (Riverside County)
Antioch (Contra Costa County)	Bell (Los Angeles County)
Apple Valley (San Bernardino County)	Bellflower (Los Angeles County)
Arcata (Humboldt County)	Belmont (San Mateo County)

### ASSOCIATE MEMBER CITIES (continued)

Belvedere (Marin County)	El Segundo (Los Angeles County)
Benicia (Solano County)	Elk Grove (Sacramento County)
Berkeley (Alameda County)	Encinitas (San Diego County)
Blue Lake (Humboldt County)	Escondido (San Diego County)
Blythe (Riverside County)	Eureka (Humboldt County)
Brea (Orange County)	Fairfax (Marin County)
Brentwood (Contra Costa County)	Fairfield (Solano County)
Brisbane (San Mateo County)	Farmersville (Tulare County)
Buena Park (Orange County)	Ferndale (Humboldt County)
Burlingame (San Mateo County)	Firebaugh (Fresno County)
Calabasas (Los Angeles County)	Folsom (Sacramento County)
Calexico (Imperial County)	Fontana (San Bernardino County)
Camarillo (Ventura County)	Fort Bragg (Mendocino County)
Campbell (Santa Clara County)	Fortuna (Humboldt County)
Carlsbad (San Diego County)	Foster City (San Mateo County)
Carson (Los Angeles County)	Fountain Valley (Orange County)
Cathedral City (Riverside County)	Fowler (Fresno County)
Ceres (Stanislaus County)	Fremont (Alameda County)
Chico (Butte County)	Fresno (Fresno County)
Chino (San Bernardino County)	Galt (Sacramento County)
Chula Vista (San Diego County)	Garden Grove (Orange County)
Citrus Heights (Sacramento County)	Gardena (Los Angeles County)
Claremont (Los Angeles County)	Gilroy (Santa Clara County)
Clovis (Fresno County)	Glendale (Los Angeles County)
Coachella (Riverside County)	Glendora (Los Angeles County)
Coalinga (Fresno County)	Grover Beach (San Luis Obispo County)
Colma (San Mateo County)	Gustine (Merced County)
Colton (San Bernardino County)	Hanford (Kings County)
Compton (Los Angeles County)	Hawthorne (Los Angeles County)
Concord (Contra Costa County)	Hayward (Alameda County)
Corcoran (Kings County)	Hesperia (San Bernardino County)
Corning (Tehama County)	Highland (San Bernardino County)
Corona (Riverside County)	Hughson (Stanislaus County)
Coronado (San Diego County)	Huntington Beach (Orange County)
Costa Mesa (Orange County)	Huntington Park (Los Angeles County)
Crescent City (Del Norte County)	Huron (Fresno County)
Cudahy (Los Angeles County)	Imperial Beach (San Diego County)
Cupertino (Santa Clara County)	Indian Wells (Riverside County)
Danville (Contra Costa County)	Indio (Riverside County)
Del Mar (San Diego County)	Inglewood (Los Angeles County)
Dinuba (Tulare County)	Ione (Amador County)
Dixon (Solano County)	Irwindale (Los Angeles County)
Dos Palos (Merced County)	Jackson (Amador County)
Duarte (Los Angeles County)	Kingsburg (Fresno County)
Dublin (Alameda County)	La Habra (Orange County)
Dunsmuir (Siskiyou County)	La Mesa (San Diego County)
El Cajon (San Diego County)	La Mirada (Los Angeles County)
El Cerrito (Contra Costa County)	La Puente (Los Angeles County)
El Monte (Los Angeles County)	La Quinta (Riverside County)





### ASSOCIATE MEMBER CITIES (continued)

Lafayette (Contra Costa County)	Petaluma (Sonoma County)
Laguna Beach (Orange County)	Pinole (Contra Costa County)
Lake Forest (Orange County)	Pismo Beach (San Luis Obispo County)
Lakewood (Los Angeles County)	Pittsburg (Contra Costa County)
Lancaster (Los Angeles County)	Placerville (El Dorado County)
Larkspur (Marin County)	Pleasant Hill (Contra Costa County)
Lathrop (San Joaquin County)	Pleasanton (Alameda County)
Lemon Grove (San Diego County)	Plymouth (Amador County)
Lemoore (Kings County)	Point Arena (Mendocino County)
Livingston (Merced County)	Porterville (Tulare County)
Lomita (Los Angeles County)	Poway (San Diego County)
Long Beach (Los Angeles County)	Rancho Cordova (Sacramento County)
Los Angeles (Los Angeles County)	Rancho Cucamonga (San Bernardino County)
Los Banos (Merced County)	Rancho Mirage (Riverside County)
Lynwood (Los Angeles County)	Redding (Shasta County)
Madera (Madera County)	Redondo Beach (Los Angeles County)
Malibu (Los Angeles County)	Redwood City (San Mateo County)
Mammoth Lakes (Mono County)	Reedley (Fresno County)
Manhattan Beach (Los Angeles County)	Rialto (San Bernardino County)
Manteca (San Joaquin County)	Richmond (Contra Costa County)
Martinez (Contra Costa County)	Rio Dell (Humboldt County)
Mill Valley (Marin County)	Riverbank (Stanislaus County)
Milpitas (Santa Clara County)	Riverside (Riverside County)
Mission Viejo (Orange County)	Rolling Hills Estates (Los Angeles County)
Montclair (San Bernardino County)	Sacramento (Sacramento County)
Moorpark (Ventura County)	Salinas (Monterey County)
Moreno Valley (Riverside County)	San Anselmo (Marin County)
Morgan Hill (Santa Clara County)	San Bernardino (San Bernardino County)
Morro Bay (San Luis Obispo County)	San Diego (San Diego County)
Mount Shasta (Siskiyou County)	San Fernando (Los Angeles County)
Napa (Napa County)	San Francisco (San Francisco County)
National City (San Diego County)	San Jacinto (Riverside County)
Nevada (Nevada County)	San Jose (Santa Clara County)
Newark (Alameda County)	San Leandro (Alameda County)
Newport Beach (Orange County)	San Luis Obispo (San Luis Obispo County)
Norwalk (Los Angeles County)	San Marino (Los Angeles County)
Novato (Marin County)	San Mateo (San Mateo County)
Oakland (Alameda County)	San Rafael (Marin County)
Oakley (Contra Costa County)	San Ramon (Contra Costa County)
Oceanside (San Diego County)	Sanger (Fresno County)
Orland (Glenn County)	Santa Ana (Orange County)
Oroville (Butte)	Santa Clara (Santa Clara County)
Oxnard (Ventura County)	Santa Cruz (Santa Cruz County)
Pacifica (San Mateo County)	Santa Fe Springs (Los Angeles County)
Palm Desert (Riverside County)	Santa Monica (Los Angeles County)
Palm Springs (Riverside County)	Santee (San Diego County)
Palmdale (Los Angeles County)	Sausalito (Marin County)
Paradise (Butte County)	Seaside (Monterey County)
Paramount (Los Angeles County)	Sebastopol (Sonoma County)



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### ASSOCIATE MEMBER CITIES (continued)

Selma (Fresno County)  
Shasta Lake (Shasta County)  
Simi Valley (Ventura County)  
Solana Beach (San Diego County)  
South Lake Tahoe (El Dorado County)  
South San Francisco (San Mateo County)  
South Gate (Los Angeles County)  
Stanton (Orange County)  
Stockton (San Joaquin County)  
Suisun City (Solano County)  
Taft (Kern County)  
Tehama (Tehama County)  
Thousand Oaks (Ventura County)  
Tiburon (Marin County)  
Torrance (Los Angeles County)  
Tracy (San Joaquin County)  
Trinidad (Humboldt County)  
Truckee (Nevada County)  
Tustin (Orange County)  
Twentynine Palms (San Bernardino County)  
Ukiah (Mendocino County)

Union City (Alameda County)  
Upland (San Bernardino County)  
Vacaville (Solano County)  
Vallejo (Solano County)  
Ventura (Ventura County)  
Victorville (San Bernardino County)  
Vista (San Diego County)  
Walnut (Los Angeles County)  
Walnut Creek (Contra Costa County)  
Waterford (Stanislaus County)  
Watsonville (Santa Cruz County)  
Weed (Siskiyou County)  
West Covina (Los Angeles County)  
West Hollywood (Los Angeles County)  
Westminster (Orange County)  
Williams (Colusa County)  
Willits (Mendocino County)  
Willows (Glenn County)  
Yreka (Siskiyou County)  
Yucca Valley (San Bernardino County)  
Yucaipa (San Bernardino County)

## Name \_\_\_\_\_

Phone Number

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Provide documentation for expenses as required in the Travel and Expense Policy for Delegates. Mileage expenses may not exceed \$0.58 per mile. For lodging in the Sacramento area, reimbursement will include lodging expense, inclusive of room rate, occupancy tax and other fees, up to a maximum of \$135 per night. Meal allowances may not exceed \$16 for breakfast, \$17 for lunch, and \$34 for dinner without prior approval, except as noted in the Travel and Expense Policy. Receipts for ALL requested reimbursements must be attached to this expense claim.

**Mail Payment To:**

City, Zip:

**Approved By:**

Amount:

