

# **MEDINA COUNTY INVESTMENT POLICY**

**OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

## **I. INVESTMENT AUTHORITY AND SCOPE OF POLICY**

### **General Statement**

This investment policy serves to satisfy the statutory requirements of Local Government Code 16.112 and Government Code Subchapter A, Chapter 2256 of the Public Funds Investment Act (“PFIA”) to define and adopt a formal investment policy. This policy will be reviewed and adopted by the Medina County Commissioners’ Court at least annually in accordance with Government Code Section, 2256.005 (e).

### **Funds Included**

This investment policy applies to all financial assets of all funds of the County of Medina, Texas at the present time, any funds to be created in the future, any other funds held in custody by the County Treasurer, unless expressly prohibited by law or unless it is in contravention of any depository contract between Medina County and any depository bank.

### **County Investment Officer**

In accordance with Section 116.112 (a), Local Government Code and /or Government Code Chapter 2256, Section 2256.005 (f) and (g), the County Treasurer, under the direction of the Medina County Commissioners’ Court, may invest County funds that are not immediately required to pay obligations of the County. The Commissioners’ Court shall designate by resolution one or more officers or employees as Investment Officer(s).

If the Investment Officer has a personal business relationship as defined by the PFIA with Medina County, or is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the County, the Investment Officer must file a statement disclosing that personal business interest, or relationship, with the Texas Ethics Commission and the Medina County Commissioners’ Court in accordance with Government Code 2256.005 (I) (1-3).

### **Medina County’s Investment Advisory Committee**

It shall be the responsibility of the Investment Advisory Committee to act as a consultant to the Investment Officer. The members of the committee will be approved annually by the Commissioners’ Court. The County Treasurer/Investment Officer is the presiding officer of the committee and shall be present at all gatherings concerning investments for Medina County.

All committee members are expected to offer their advice to the committee on a voluntary basis for the period of one year. If for any reason an individual is unable to complete a full term, the standing committee members may select someone to fill the vacancy.

Committee members and their affiliates may in no way benefit financially from their service on the committee during their membership term. Members shall refrain from undertaking any investment transactions with Medina County until their term on the committee has expired.

The Investment Advisory Committee derives its authority and responsibility from the Medina County Commissioners' Court. It will be the responsibility of the committee to oversee the investments of the County's funds and the fiduciary funds that Medina County has the responsibility and authority to invest.

The Investment Advisory Committee shall meet annually or more frequently if needed to review the County's investment policy, investment strategies, and investment performances. The Advisory members may formally communicate through teleconference, email or by physical meetings. The Investment Officer may call for an official consultation at any time. Meetings may be called, as deemed necessary, by any Investment Advisory member.

The members of the Medina County Investment Advisory Committee shall make prudent and intelligent suggestions. The members shall keep the best interests of Medina County in mind while setting aside personal gain.

## II. INVESTMENT OBJECTIVES

### **General Statement**

Funds of the County will be invested in accordance with federal and state laws and within the boundaries of this investment policy. Investments shall be made with judgment and care - under circumstances then prevailing - which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The first and foremost consideration of all Medina County investment transactions is the suitability of the investment to the financial requirements of the County. The County will invest according to investment strategies for each fund as they are adopted by Commissioners' Court resolution in accordance with the PFIA, Chapter 2256 of the Texas Government Code.

### **Safety of Principal**

Medina County is concerned about the return of its principal; therefore, **safety of principal is a primary objective in any investment transaction.** To attain this objective, diversification will be required in order to reduce risk resulting from over concentration of assets in a specific security or maturity.

### **Liquidity**

The Medina County investment portfolio will remain sufficiently liquid to enable Medina County to meet all of the operating requirements that might be reasonably anticipated. In the consideration of liquidity is the marketability of the investment if the need arises to liquidate the investment before maturity.

### **Diversification**

It will be the policy of Medina County to diversify its portfolio to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of Medina County shall always be selected that provide for safety of principal, stability of income and reasonable liquidity prior to maturity. Medina County will diversify its investments by security type and institution with the exception of U.S. Treasury securities, authorized pools and depository bank. The County's investment portfolio shall be diversified to reduce the risk of loss resulting from the concentration of assets in a specific maturity, a specific issuer, or a specific class of investments.

### **Yield**

It will be the objective of Medina County to earn the maximum rate of return allowed on its investments within the policies imposed by its safety and liquidity objectives and investment strategies for each fund, and state and federal law governing investment of public funds.

### **Maturity**

Portfolio maturities will be structured to meet the obligations of Medina County first and then to achieve the highest return of interest. When the County has funds that will not be needed to meet current year obligations, maturity restraints will be imposed based upon the investment strategy for each fund. The maximum allowable stated maturity of any individual investment owned by the County may be invested up to thirty-six (36) months.

### **Quality and Capability of Investment Management**

It is Medina County's policy to provide training as required by the Public Funds Investment Act, Sec. 2256.008 and periodic training in investments for the County Treasurer, who is also named County Investment Officer, through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the County's Investment Officer in making investment decisions.

The County Investment Officer is required to obtain at least 10 hours of training related to the County Investment Officer responsibilities within twelve months (12) of assuming these duties. The County Investment Officer is also required to attend 10 hours of investment training every two years. The training must include education in investment controls, security risks, strategy risks, market risks, diversification of investment portfolio and compliance with the Public Funds Investment Act (PFIA).

### **Investment Strategy**

In accordance with the Public Funds Investment Act, Section 2256.005 (d), a separate written investment strategy will be developed for each of the funds under Medina County's control. Each investment strategy must describe the investment objectives for the particular fund using the following priorities of importance:

- A. understanding of the suitability of the investment to the financial requirements of the County;
- B. preservation and safety of principal;
- C. liquidity;

- D. marketability of the investment if the need arises to liquidate the investment before maturity;
- E. diversification of the investment portfolio; and
- F. yield;
- G. maturity restrictions; and
- H. procedures to monitor rating changes.

Each fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. All funds will be pooled for investment purposes.

**Medina County Pooled Funds:**

- A. General Operating Funds
- B. Special Revenue Funds
- C. Capital Projects Fund
- D. Debt Service Funds

*Pooled funds* mean an internally created fund of an investing entity in which one or more institutional accounts of the investing entity are invested.

All funds of Medina County that are invested will be invested by matching the maturity of investments with liabilities. Investments are made with the intention of holding to maturity, but with the ability to liquidate should funds be needed at any time.

This strategy is achieved by utilizing highly liquid short term Treasury Bills, Agency Discount Notes, Certificates of Deposit with a stated average maturity of thirty-six (36) months or less and pooled funds in LOGIC, Texas Class, and TexPool/TexPool Prime. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each security.

*Investment Strategies for all funds is attached. In accordance with the Public Funds Investment Act, Section 2256.005 (e), investment strategies will be reviewed and adopted by resolution at least annually.*

**III. INVESTMENT RESPONSIBILITY AND CONTROLS**

**Investment Institutions Defined**

The Medina County Investment Officer shall invest County funds with any or all of the following institutions or groups consistent with federal and state law and the current Depository Bank contract:

- A. depository bank;
- B. other state or national banks, credit unions, or branches thereof domiciled in the State of Texas and insured by the FDIC, NCUSIF, or their successors;
- C. public funds investment pools; or

- D. government securities brokers and dealers that has its main office or a branch office in this state.

**Qualifications for Approval of Broker/Dealers**

In accordance with Section 2256.005 (k-1), a written copy of this investment policy shall be presented to any person seeking to sell to the County an authorized investment. The qualified representative of the business organizations seeking to sell an authorized investment shall execute a written instrument substantially to the effect that the qualified representative has:

- A. received and thoroughly reviewed the investment policy of the County; and
- B. acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the County and the organization.
- C. In Accordance with Section 2256.025, the broker must be deemed by the Medina County Investment Advisory Committee as qualified and authorized to engage in investment transactions with Medina County; and
- D. the Broker/Dealer list must be reviewed and approved at least annually by the Investment Advisory Committee.

A list of no more than four (4) authorized broker/dealers will be established and maintained.

The following criteria must be met by those firms on the list:

- A. proof of certification by the Financial Industry Regulatory Authority (FINRA),
- B. proof of current registration with the State Securities Commission, and
- C. completion of a County Broker/Dealer questionnaire.

The Investment Officer may not buy any securities from a person who has not delivered to the County an instrument in substantially the form provided above according to Section 2256.005.

**Standards of Operation**

The County Treasurer / Investment Officer shall develop and maintain written administrative procedures for the operation of the investment program, consistent with this investment policy. It shall be the responsibility of the County Treasurer / Investment Officer to:

- A. determine the amount of funds which are available for investment;
- B. determine the specific investment which will yield maximum income for a particular fund;
- C. determine the length of time for which investments shall be made;
- D. insure that sufficient funds are available to meet immediate and short-term needs for the operation of the County;
- E. make recommendations to the Commissioners' Court and Investment Advisory Committee concerning new types of investment instruments which may require approval from the Court;
- F. provide the Commissioners' Court with a monthly report of all investment transactions; and
- G. receive and provide for the safekeeping of all pledged securities as collateral for invested funds.

### **Delivery vs. Payment**

In accordance with Government Code Section 2256.005(b) (4) (e), it will be the policy of Medina County that all Treasury Bills, Notes and Bonds and Government Agencies' securities shall be purchased using the "Delivery vs. Payment" (DVP) method through the Federal Reserve System. By so doing, County funds are not released until the County has received, through the Federal reserve wire, the securities purchased.

### **Audit Controls**

The County Investment Officer will establish a liaison with the Medina County Auditor in preparing investment forms to assist the County Auditor for accounting and auditing control. The County Investment Officer is subject to audit by the Medina County Auditor. In addition, the Medina County Commissioners' Court, at a minimum, will have an annual financial audit of all County funds by an independent auditing firm, as well as a compliance audit of management controls on investments and adherence to the County's established investment policies in accordance with PFIA Section 2256.005(m). The quarterly report, in conjunction with the annual financial audit shall be reviewed by the external auditor at least annually in accordance with PFIA, Section 2256.023 (d). The independent auditor will report to the Medina County Commissioners' Court after completion of the audit.

### **Standard of Care**

In accordance with PFIA, Section 2256.006 (a-b), investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. Investment of funds shall be governed by the following investment objectives, in order of priority: preservation and safety of principal, liquidity, and yield.

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- A. the investment of all funds, or funds under the County's control, over which the office had responsibility rather than a consideration as to the prudence of a single investment; and
- B. whether the investment decision was consistent with the written investment policy of Medina County.

### **Competitive Bids**

The Investment Officer shall obtain competitive bids from at least three brokers or financial institutions on all purchases and sales of investment instruments transacted on the secondary market.

#### **IV. INVESTMENT COLLATERAL AND SAFEKEEPING**

##### **Collateral or Insurance**

The Medina County Investment Officer shall insure that all County funds are fully collateralized or insured consistent with federal and state laws and the current Bank Depository Contract in one or more of the following manners:

- A. FDIC insurance coverage;
- B. obligations of the United States or its agencies and instrumentalities;
- C. direct obligations of the State of Texas or its agencies;
- D. any instrument that has been approved in this policy and that Medina County would be permitted to hold by state and federal law; and
- E. any other manner allowed by the Government Code Chapter 2257 (Public Funds Collateral Act).

The Investment Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the County and retained. The Investment Officer or designee will approve and release all pledged collateral. Collateral will be monitored at least monthly to assure the market value of the pledged securities exceeds investments and/or the related bank balances.

##### **Safekeeping**

- A. All purchased securities shall be held in safekeeping by the County, or a County account in a third party financial institution, or with the Federal Reserve Bank.
- B. All certificates of deposit, insured by the FDIC, purchased outside the Depositor Bank shall be held in safekeeping by either the County or a County account in a third party financial institution.
- C. All pledged securities by the Depository Bank shall be held in safekeeping by the County, or a County account in a third party financial institution, or with a Federal Reserve Bank.

##### **Collateral Reporting**

The Medina County Investment Officer shall report to the Medina County Commissioners' Court with his or her valuation of all collateral compared to all County deposits not less than quarterly. Collateral deficiencies should be identified and immediately corrected through additional collateral deposited or reductions in the volume of deposited funds.

#### **V. ETHICS AND CONFLICTS OF INTEREST**

##### **General Statement**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and

investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of their County.

## **VI. INVESTMENT REPORTING AND PERFORMANCE EVALUATION**

### **Quarterly Reporting**

In accordance with PFIA, Section 2256.023, not less than quarterly, the Investment Officer shall prepare and submit to the Commissioners' Court a written report of investment transactions for all funds for the preceding reporting period within a reasonable time after the end of the period.

The report must:

- A. describe in detail the investment position of the County on the date of the report;
- B. be prepared jointly by all Investment Officers of the County;
- C. be signed by the Investment Officers of the County;
- D. contain a summary statement of each pooled fund group that states the:
  - 1) beginning market value for the reporting period;
  - 2) additions and changes to the investments during the period;
  - 3) ending market value for the period; and
  - 4) fully accrued interest for the reporting period;
- E. state the book value and market value of each separately issued asset at the end of the reporting period by the type of asset and fund type invested;
- F. state the yield and maturity date of each separately invested asset that has a maturity date;
- G. state the account or fund or pooled group fund in the County for which each individual investment was acquired; and
- H. state the compliance of the investment portfolio of the County as it relates to:
  - 1) the investment strategy expressed in the County's investment policy; and
  - 2) relevant provisions of the PFIA.

### **Methods to Monitor Market Value**

The Medina County Investment Officer shall monitor the market value of each security held in all portfolios at least on a monthly basis. On a monthly basis the collateral pledged to Medina County for bank deposits shall be valued from recognized market pricing sources.

Medina County shall take all prudent measures that are consistent with this policy to liquidate any investment that does not have the minimum rating.

### **Notification of Investment Changes**

It shall be the duty of the County Investment Officer of Medina County to notify the Medina County Commissioners' Court of any significant changes in current investment methods and procedures prior to their implementation, regardless of whether they are authorized by this policy or not.



## VII. INVESTMENT TYPES

### **Authorized Investments**

The Medina County Investment Officer shall use any or all of the following authorized investment instruments consistent with governing laws and PFIA contained in Texas Government Code, Section 2256:

- A. obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks
- B. direct obligations of this state or its agencies and instrumentalities, including obligations that are fully guaranteed or insured by the FDIC or by the explicit full faith and credit of the United States;
- C. other obligations, the principal and interest which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this state or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States;
- D. obligations of states, agencies, counties, cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than "A" or its equivalent; and
- E. Certificates of Deposit and Share Certificates if issued by a depository institution that has its main office or a branch office and in Texas and is:
  - 1) Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor; or
  - 2) the National Credit Union Share Insurance Fund or its successor; or
  - 3) secured in any other manner and amount provided by law for deposits of the County.

**Certificates of Deposit** are an authorized investment if the certificate is issued by a depository institution that has its main office or a branch office in this state and is:

- A. guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
- B. secured by obligations that are described by Section 2256.009(a) of the Public Funds Investment Act, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009(b) of the Public Funds Investment Act; or
- C. secured in accordance with Chapter 2257 or in any other manner and amount provided by law for deposits of the County.

In addition to the authority to invest funds in certificates of deposit under Subsection (A), an investment in certificates of deposit made in accordance with the following conditions is an authorized investment if the funds are invested by the County through:

- A. a broker that has its main office or a branch office in this state and is selected from a list adopted by the investing entity as required by Section 2256.025: or
- B. the funds are invested by the County through a depository institution that has its main office or a branch office in this state and that is selected by the County:
- C. the broker or the depository institution selected by the County under Subdivision
- D. arranges for the deposit of the funds in certificates of deposit in one or more federally insured depository institutions, wherever located, for the account of the County:
- E. the full amount of the principal and accrued interest of each of the certificates of deposit is insured by the United States or an instrumentality of the United States; and
- F. the County appoints the depository institution selected by the investing entity under Subdivision (1), an entity described by Section 2257.041 (d), or a clearing broker dealer registered with the Securities and Exchange Commission and operating pursuant to Securities and Exchange Commission Rule 15c3-3 (17 C. F. R. Section 240.15c3-3) as custodian for the investing entity with respect to the certificates of deposit issued for the account of the County.

Bids for Certificates of Deposit may be solicited orally, in writing, electronically, or in any combination of these methods.

**Letters of Credit**, as allowed by Government Code Sec. 2256.009(a)(1), issued by a bank organized or existing under the laws of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks, if FDIC approved and domiciled in this state, issued as collateral for public deposits in lieu of pledging securities.

**Eligible investment pools** (as discussed in the Public Funds Investment Act, Section 2256.016-2256.019) If the Commissioners' Court, by rule, order, ordinance, or resolution, as appropriate, authorizes investment in the particular pool. An investment pool shall invest the funds it receives from the County in authorized investments permitted by the Public Funds Investment Act. The pool must maintain a rating of no less than AAA or AAA-m and have a weighted average maturity no greater than 90 days. An investment pool may invest its funds in money market mutual funds to the extent permitted by and consistent with this subchapter and the investment policies and objectives adopted by the investment pool.

- A. To be eligible to receive funds from and invest funds on behalf of the County, an investment pool must furnish to the Investment Officer or other authorized representative of the County, the following information;
  - 1) the types of investments in which money is allowed to be invested;
  - 2) the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool;
  - 3) the maximum stated maturity date any investment security within the portfolio has;
  - 4) the objectives of the pool;
  - 5) the size of the pool;
  - 6) the names of the members of the advisory board of the pool and the dates their terms expire;

- 7) the custodian bank that will safe keep the pool's assets;
- 8) whether the intent of the pool is to maintain a net assets value of one dollar and the risk of market price fluctuation;
- 9) whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment;
- 10) the name and address of the independent auditor of the pool;
- 11) the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool;
- 12) the performance history of the pool, including yield, average dollar-weighted maturities, and expense ratios; and
- 13) the pool's policy regarding holding deposits in cash.

B. To maintain eligibility to receive funds from and invest funds on behalf of the County, an Investment pool must furnish to the Medina County Investment Officer or other authorized representatives of the County, the following information:

- 1) investment transaction confirmations; and
- 2) monthly report that contains, at a minimum, the following information:
  - a) the types and percentage breakdown of securities in which the pool is invested;
  - b) the current average dollar-weighted maturity, based on the stated maturity date, of the pool;
  - c) the current percentage of the pool's portfolio in investments that have stated maturities of more than one year;
  - d) the book value versus the market value of the pool's portfolio, using amortized cost valuation;
  - e) the size of the pool;
  - f) the number of participants in the pool;
  - g) the custodian bank that is safekeeping the assets of the pool;
  - h) a listing of daily transaction activity of the entity participating in the pool;
  - i) the yield and expense ration of the pool including a statement regarding how yield is calculated;
  - j) the portfolio managers of the pool; and
  - k) any changes or addenda to the offering circular the County by contract may delegate to an investment pool the authority to hold legal title as custodian of investments purchased with its local funds.
- 3) In this section, "yield" shall be calculated in accordance with regulations governing the registration of open-end management investment companies under the Investment Company Act of 1940, as promulgated from time to time by the Federal Securities and Exchange Commission.
- 4) To be eligible to receive funds from and invest funds on behalf of Medina County under this chapter, a public funds investment pool that uses amortized cost or fair value accounting must mark its portfolio to market daily, and, to the extent reasonably possible, stabilize at a \$1.00 net asset value, when rounded and

expressed to two decimal places. If the ratio of the market value of the portfolio divided by the book value of the portfolio is less than 0.995 or greater than 1.005, the governing body of the public funds investment pool shall take action as the body determines necessary to eliminate or reduce to the extent reasonably practicable any dilution or unfair result to existing participants, including a sale of portfolio holdings to attempt to maintain the ratio between 0.995 and 1.005. In addition to the requirements of its investment policy and any other forms of reporting, a public funds investment pool that uses amortized cost shall report yield to its investors in accordance with regulations if the federal Securities and Exchange Commission applicable to reporting by money market funds.

- 5) If the investment pool operates an Internet website, the information in a disclosure instrument or report described in Subsections (a), (b) (2), and (f) must be posted on the website.
- 6) To maintain eligibility to receive funds from and invest funds on behalf of an entity under this chapter, an investment pool must make available to the entity an annual audited financial statement of the investment pool in which the entity has funds invested.
- 7) If an investment pool offers fee breakpoints based on fund balances invested, the investment pool in advertising investment rates must include either all levels of return based on the breakpoints provided or state the lowest possible level of return based on the smallest level of funds invested.
- 8) An Investment Pool must have an Advisory Board as set out in 2256.018 of the Government Code.

In addition to investment in obligations, certificates, letters of credit or investment pools, bond proceeds of a County may be invested in common trust funds or comparable investment devices owned or administered by banks domiciled in Texas and whose assets consist exclusively of all or a combination of the obligations described above. Common trust funds of banks domiciled in this state may be used if they:

- A. are available;
- B. comply with the provisions of the Tax Reform Act of 1986 and applicable federal regulations governing the investment of bond proceeds; and
- C. meet the cash flow requirements and the investment needs of the political subdivision or institution.

If going outside of the depository contract, competitive bids must be solicited from at least three Medina County banks for common trust fund investments. If there are not three banks available for the investments within Medina County, the County may solicit bids from any bank within the state in addition to those banks, if any, that are located within the boundaries of the County. Bids may be solicited orally.

#### **Exemption for Existing Investments**

Medina County is not required to liquidate investments that were authorized investments at the time of purchase.

### **Ratings of Certain Investment Pools**

A public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

### **Authorized Investment Pools**

Authorized investment pools are LOGIC, Texas CLASS, and TexPool/TexPool Prime.

### **Prohibited Investments**

The Medina County Investment Officer is prohibited from purchasing any of the following investment instruments:

- A. obligations whose payment represent the coupon payments on the outstanding principle balance of the underlying mortgage-backed security collateral and pays no principal;
- B. obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- C. collateralized mortgage obligations of any type;
- D. repurchase agreements;
- E. banker's acceptances;
- F. commercial paper;
- G. money market mutual funds and other mutual funds.

### **Effect of Loss Required Rating**

Medina County shall take all prudent measures that are consistent with this policy to liquidate any investment that falls below accepted standards.

# **ATTACHMENT A**

## **Fund Investment Strategies**

It is the policy of Medina County that, giving due regard to the safety and risk of investment, all available funds shall be invested in conformance with State and Federal Regulations, Public Funds Investment Act, adopted Investment Policy and adopted Investment Strategy.

In accordance with the Public Funds Investment Act, Medina County Investment Strategies shall address the following priorities (in order of importance):

- Understanding of the suitability of the investment to the financial requirements of the County;
- Preservation and safety of principal;
- Liquidity;
- Marketability of the investment if the need arises to liquidate the investment before maturity;
- Diversification of the investment portfolio; and
- Yield

Each major fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. County funds shall be analyzed and invested according to the following major fund types.

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund type are as follows:

- A. General Operating Funds
- B. Capital Projects Funds
- C. Debt Service Funds
- D. Special Revenue Funds

Our strategy is as follows:

- A. Safety of principal is the foremost objective of the County, followed by liquidity and yield. Each investment transactions shall seek to first ensure that capital losses are avoided; whether they are from securities defaults or erosion of market value.
- B. Investment decisions should not incur unreasonable investment risks in order to obtain current investment income.
- C. The County's investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements which might be reasonably anticipated. This strategy is achieved by utilizing highly liquid short term Treasury Bills, Agency Discount Notes, Certificate of Deposit with a stated maturity of thirty-six (36) months or less, and pooled funds in LOGIC, Texas CLASS, and TexPool/TexPool Prime. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each security.

- D. The investment portfolio shall be designed to attain a market-average rate of return throughout budgeting and economic cycles, taking into account the County's investment risk constraints, the cash flow characteristics of the portfolio, and state law that restricts the replacement of the County funds.
- E. The County will attempt to diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific types or individual financial institutions.
- F. The County will not make investments for the purpose of trading or speculation as the dominant criteria, such as anticipating an appreciation of capital through changes in market interest rate.
- G. The County adheres to the guidance provided by the "prudent person rule", which obligates a fiduciary to ensure that "... investments shall be made with exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived."
- H. In managing its investment portfolio, the County will specifically avoid any purchase of investments, or any investment practice or procedures not specifically authorized by the investment policy as approved by Commissioners Court.
- I. All participants in the investment process shall seek to act responsibly as custodian of the public trust. Investment officials shall avoid any transaction that might impair public confidence in the County's ability to govern effectively. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

Each fund type has varying cash flow requirements and liquidity needs. Therefore, specific strategies shall be implemented considering the fund's unique requirements. All funds will be pooled for investment purposes.

**Pooled fund** mean an internally created fund of an investing entity in which one or more institutional accounts of the investing entity are invested.

All funds of Medina County that are invested are invested by matching the maturity of investments with liabilities. Investments are made with the intention of holding to maturity, but with the ability to liquidate should funds be needed at any time.

This strategy is achieved by utilizing highly liquid short term Treasury Bills, Agency Discount Notes, Certificates of Deposit with a stated maturity of thirty-six (36) months or less and pooled funds in LOGIC, Texas CLASS, and TexPool/TexPool Prime. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each security.

Submitted by:

Debbie Southwell  
Medina County Treasurer  
Chairman, Investment Advisory Committee

Terry Beck  
Medina County Assistant Treasurer

## **Specific strategies:**

### **Funds Eligible for Investment**

Elected Official Escrow Fund  
County Clerk Preservation/Restoration Fund  
District Clerk Records Management Fund  
Justice Court Security Fund  
Medina County Records Management Fund  
Medina County Courthouse Security Fund  
Medina County General Fund  
County Clerk Records Management Fund  
Precinct Road and Bridge Funds  
Medina County Debt Sinking Funds  
Tobacco Funds  
Justice Court Technology Fund  
Capital Project Funds  
Medina Co. 38<sup>th</sup> Judicial D.A. Seizure Fund  
Medina County Sheriff Forfeiture Fund  
Constable Forfeiture Funds  
Medina County Employee Trust Fund  
Juvenile Probation IV-E Fund  
Medina County State Fees  
TAN 2016-2017  
TAN 2018  
Certificate of Obligation 2019

### **Investment Strategy**

Investment pool when appropriate.  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool for liquidity  
Investment pool for liquidity  
Investment pool for liquidity  
Investment pool or CDs for longer term  
Investment pool or CDs for longer term  
Investment pool for liquidity  
Investment pool for liquidity  
Investment pool for liquidity  
Investment pool or CDs for longer term



# **ATTACHMENT B**

## **Appointment to Medina County Investment Advisory Committee FY 2019-2020**

Debbie Southwell, County Treasurer  
Chairman, Investment Advisory Committee  
1508 Avenue M  
Hondo, TX 78155

Chris Schuchart, County Judge  
1502 Avenue K, Room 201  
Hondo, TX 78861

Jerry Beck, Commissioner Pct. 4  
317 Hwy. 132 N  
Devine, TX 78016

Eduardo Lopez, County Auditor  
1616 Avenue M, Suite 100  
Hondo, TX 78861

# **ATTACHMENT C**

## **Approved Broker/Dealers and Acknowledgement & Certification Form**

# **LIST OF APPROVED BROKER/DEALERS**

## **FY 2019-2020**

Financial Northeastern Securities  
Samuel E. Vaughan, Vice President  
8717 Ken Aaron Court  
Austin, TX 78717  
NASD #17007

**ATTACHMENT C:**

**SECURITIES BROKER/DEALER  
ACKNOWLEDGMENT & CERTIFICATION**

I hereby certify that I have received and thoroughly reviewed the current investment policy of Medina County. I have implemented reasonable procedures and controls designed to preclude imprudent investment activities arising out of investment transactions conducted between the firm and Medina County. Further, transactions between this firm and Medina County will be directed toward protecting Medina County from credit and market risk, in accordance with the Medina County Investment Policy.

All sales personnel of this firm dealing with the Medina County account have been informed and will be routinely informed of Medina County's investment horizons, limitations, strategies, and risk constraints, whenever we are so informed.

This firm pledges due diligence in informing Medina County of foreseeable risks associated with financial transactions connected to this firm, and that it is authorized to engage in investment transactions in the state of Texas.

Financial Northwestern Securities  
Firm

Samuel Vaughan  
Name

Vice President  
Title

  
Signature of Registered Principal

7/29/19  
Date

17007  
National Assn of Securities Dealers (NASD) Number

# BROKER/DEALER ACKNOWLEDGMENT & CERTIFICATION

I hereby certify that I have received and thoroughly reviewed the current investment policy of Medina County. I have implemented reasonable procedures and controls designed to preclude imprudent investment activities arising out of investment transactions conducted between the firm and Medina County. Further, transactions between this firm and Medina County will be directed toward protecting Medina County from credit and market risk, in accordance with the Medina County Investment Policy.

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\_\_\_\_\_  
Firm

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Registered Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Industry Regulatory Agency (FINRA) Number

# Broker/Dealer Questionnaire

1. Name of Firm: \_\_\_\_\_

2. Address: \_\_\_\_\_

\_\_\_\_\_ (Local) \_\_\_\_\_ (National)

Telephone: \_\_\_\_\_

3. Primary Representative:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

4. Registered Principal:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

5. Are you a primary dealer in U.S. government securities? ( ) Yes ( ) No

6. What was your firm's total volume in U.S. government and agency securities last year?

Firm: \_\_\_\_\_

Local Office: \_\_\_\_\_

7. Identify which of the following instruments are offered by your local desk:

\_\_\_\_\_ T-Bills \_\_\_\_\_ Agencies (specify below)

\_\_\_\_\_ Treasury Notes/Bonds \_\_\_\_\_

\_\_\_\_\_ Bank CD's \_\_\_\_\_

\_\_\_\_\_ S&L CD's \_\_\_\_\_

\_\_\_\_\_ Others (specify) \_\_\_\_\_

8. Is your firm FINRA certified? ( ) Yes ( ) No

Is your firm registered with the Texas Securities Commission? ( ) Yes ( ) No

9. Does your firm come under SEC regulations and their Uniform Net Capital Rule (Rule 15c301)? ( ) Yes ( ) No

10. Identify all personnel who will be trading with or quoting securities to our employees:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

11. Have all the above-listed people received our County's investment policies/strategies and the Public Funds Investment Act of Texas, and have they signed the County-provided statement that certifies they read the above information and will abide by the laws and policies regulating our County. This must be accomplished before our County can do business with them. ( ) Yes ( ) No

12. Please indicate which agents of your firm's local offices currently are licensed, certified, or registered and by whom:

<u>Name:</u>	<u>Licensed or registered by</u>
_____	
_____	
_____	
_____	

13. Please identify your public-sector clients in our geographical area who are most comparable to our County.

<u>Entity</u>	<u>Contact</u>	<u>Phone</u>	<u>Client Since</u>
_____			
_____			
_____			
_____			

14. Have any of your public-sector clients ever sustained a loss on a securities transaction arising from a misunderstanding or misrepresentations of the risk characteristics of the instruments? ( ) Yes ( ) No (If yes, attach an explanation with client and contact person.)

15. Has a public-sector client ever claimed in writing that your firm was responsible for investment losses? ( ) Yes ( ) No (If yes, attach an explanation with client and contact person.)

16. Has your firm or any of your employees ever been subjected to a regulatory or state/federal agency investigation for alleged improper, fraudulent, disreputable or unfair activities related to the sale of securities? ( ) Yes ( ) No (If yes, attach explanation with name of agency.)
  
17. How many and what percentage of your transactions failed last month? Last year? What were the reasons for failure? Please provide name, contact person and telephone number of client involved in the failure
  
18. Please explain your normal custody and delivery process. Who audits these fiduciary systems?
  
19. What reports, transaction confirmations and paper trails will we receive?
  
20. Please include samples of research reports that your firm regularly provides to public-sector clients.
  
21. What portfolio information do you require from your clients?
  
22. Describe the precautions taken by your firm to protect the interest of the public when dealing with governmental agencies as investors.
  
23. Please provide certified financial statements and other indicators regarding your firm's capitalization.
  
24. Describe the capital line and trading limits that support/limit the office that would conduct business with our County.
  
25. Does your firm consistently comply with the Federal Reserve Bank's capital adequacy guidelines? ( ) Yes ( ) No
  
26. By what factor (1.5X, 2X, etc.) does your firm presently exceed the capital adequacy guidelines? Include certified documentation of your capital adequacy as measured by the Federal Reserve standards.



27. Do you participate in the SIPC Insurance program? ( ) Yes ( ) No  
If no, attach explanation.

28. Please enclose a complete schedule of fees and charges for various transactions.

29. Do you clear through another firm? ( ) Yes ( ) No If so, what firm?

---

30. Please provide your delivery instructions:

Wireables:

Physicals:

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31. If you offer a Money Market or Pool Fund, please answer the questions below:

- a) Name of the fund: \_\_\_\_\_
- b) Who regulates the Pool/Fund? Are regulations and findings available for public access?  
( ) Yes ( ) No If so, how?
- c) How are the Pools insured?
- d) What guarantees the County that you are only using government-backed securities as collateralization on our funds?
- e) Who would we report/complain to if we experience a loss with our funds in your Pool?
- f) Can you provide a copy of your most recent annual report? ( ) Yes ( ) No  
**Note:** An external audit report is necessary in order to have credibility.

## **ATTACHMENT D**

**Resolution to adopt Medina County  
Investment Policy & Strategies, Investment  
Advisor Committee and Investment Officer**

THE STATE OF TEXAS  
COUNTY OF MEDINA

}  
}  
}

COMMISSIONERS COURT  
MEDINA COUNTY, TEXAS

**MEDINA COUNTY RESOLUTION**

**ADOPTION OF THE FY 2019-2020 MEDINA COUNTY INVESTMENT POLICY & STRATEGIES, INVESTMENT COMMITTEE, AND APPOINTMENT OF INVESTMENT OFFICER**

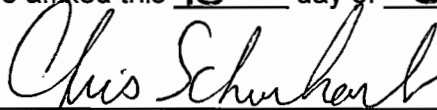
**WHEREAS**, the Texas Legislature set forth the Public Funds Investment Act in Government Code Section 2256, and

**WHEREAS**, compliance with the Public Funds Investment Act requires that each County adopt by resolution a County Investment Policy & Investment Strategies and appoint a County Investment Officer.

**WHEREAS**, compliance with Medina County Investment Policy requires that the Commissioners Court approves annually the Investment Advisory Committee.

**NOW, THEREFORE, BE IT RESOLVED**, the Commissioners Court of Medina County, in a regular meeting duly convened and acting in its capacity as the governing body of Medina County, hereby affirms the attached FY 2019-2020 Medina County Investment Policy, setting forth its investment strategies by fund and designating the Medina County Investment Advisory Committee, and hereby appointing the Medina County Treasurer, Debbie Southwell, and Assistant Treasurer, Terry Beck, as the Medina County Investment Officers to implement and carry out the stated investment policy.

**IN WITNESS WHEREOF**, we have hereunto set our hands and caused the great seal of Medina County to be affixed this 10<sup>th</sup> day of October, 2019.



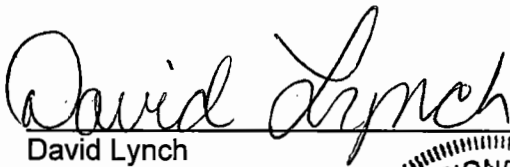
Chris Schuchart, County Judge

Absent

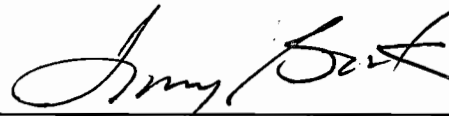
Tim Neumann  
Commissioner, Pct. 1

Absent

Larry Sittre  
Commissioners, Pct. 2



David Lynch  
Commissioner, Pct. 3



Jerry Beck  
Commissioners, Pct. 4



# **ATTACHMENT E**

(Included with original policy  
in Treasurer's Office)

## **Government Code Title 10, Chapter 2256 Public Funds Investment Act**

# **ATTACHMENT F**

(Included with original policy  
in Treasurer's Office)

## **Government Code Title 10, Chapter 2257 Public Funds Investment Act**