

**California Debt and Investment Advisory Commission**

**Debt 3:**

**DEBT ADMINISTRATION**

**October 24, 2013  
Oakland Marriott City Center  
Oakland, CA**

**Agenda**

**8:00 AM Registration**

**8:30 AM Welcome and Opening Remarks**

*Mark Campbell, Executive Director, CDIAC*

**8:35 AM Introduction: Finance Officers in Today's Market**

Recent actions by the Securities and Exchange Commission (SEC) have reinforced the fact that the responsibility for disclosing financial information that does not mislead an investor lies with the public agency not only at the time of issuance of debt, but also through the life of a bond. It is imperative that information be accurately and timely disseminated to the market. This session addresses responsibilities of the finance officer in meeting the expectations of the market, regulators, and the communities they represent.

*Joseph T. Yew, Senior Vice President, First Southwest*

**Session One**

**8:50 AM Roles and Responsibilities of the Issuer and Trustee**

The responsibilities of the issuer and the trustee continue after issuance. This session covers the post-issuance activities performed daily, monthly, and annually by the issuer and the trustee – specifically, management of bond funds and accounts, bond payments, records management, reporting requirements, and other fiduciary tasks. Speakers discuss the keys to an effective trustee-issuer relationship.

*Dennis Coleman, Treasurer and Finance Director, Elk Grove Water District  
Josephine Libunao, Managing Director, Bank of New York Mellon Trust Company*

**9:45 AM**      **Break**

### **Session Two**

**10:00 AM**      **Bond Documents and Debt Service**

This session focuses on the documents and procedures that govern debt service and repayment. Speakers will discuss the importance of reviewing and approving these documents prior to bond closing.

*Richard Morales, Debt Manager, San Francisco Public Utilities Commission  
Sean Tierney, Partner, Hawkins Delafield and Wood LLP*

### **Session Three**

**11:00 AM**      **Understanding Arbitrage**

The practice of taking advantage of a price difference between two or more markets is known as arbitrage. Issuers who benefit from this price difference may be required to make payments to the federal government. This session focuses on the Internal Revenue Service (IRS) requirements with regard to arbitrage, including issuer liability, rebate calculations; the rebate process, IRS audits, and options to manage arbitrage allowances.

*Katia Frock, Senior Managing Consultant and Senior Manager of Arbitrage Rebate Practice, PFM Asset Management LLC*

**12:00 PM**      **Luncheon**

### **Session Four**

**1:00 PM**      **Investing Bond Proceeds**

This session covers the instruments in which bond proceeds may be invested and offers guidance on selecting appropriate investments given the characteristics of the issue, the financing plan, and arbitrage restrictions. In addition, the session addresses documents and other considerations that should be addressed before, during, and after a bond sale with regard to investing bond proceeds.

*Glenn Casterline, Managing Director, BLX Group*

**2:00 PM**      **Break**

## Session Five

- 2:15 PM**      **Refunding Your Agency's Debt Obligations**  
Finance managers should be open to opportunities to refinance debt obligations when market conditions are favorable. This session focuses on evaluating the costs and benefits of refunding existing debt, as well as refinancing options. Speakers will also address strategies for minimizing the impact of debt on an agency's balance sheet and the current challenges faced by redevelopment successor agencies.
- Sarah Hollenbeck, Senior Managing Consultant, PFM Group*  
*Bryon Rockwell, Managing Director, Bank of America Merrill Lynch*

- 3:45 PM**      **Break**

## Session Six

- 4:00 PM**      **Continuing Disclosure Responsibilities**  
As part of the bond documents, issuers agree to provide information to the market during the life of bonds. This session will address the current requirements for continuing disclosure and will provide an overview of the new SEC amendments applicable to ensuring improved transparency in the market. Speakers will discuss the use of the MSRB's Electronic Municipal Market Access System (EMMA) for disclosing information to the market.
- Justin Pica, Director of Product Management, Market Transparency, Municipal Securities Rulemaking Board*  
*Timothy J. Reimers, Principal, Polsinelli LLP*

- 5:00 PM**      **Seminar Closing**