

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
August 5, 2021

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Thursday, August 5, 2021 at 2:30 pm. via video conference.

1. Call to Order

Chairperson Hanson called the meeting to order at 2:33 p.m.

2. Roll Call

DIRECTORS PRESENT: Hanson and Brown

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Accounting Technician Kelly Gil, and Lauren Hoodenpyle with Clifton Larson Allen, LLC

3. Public Comment

No public comment was received.

4. New Business

A. Revised Procurement Policy - Adopt Resolution No. 2338 approving LWD's revised Procurement Policy.

ASM Duffey presented an overview of the Procurement Policy. He reviewed the policy coverage types, procurement category guidelines, and the procurement summary guidelines. He stated that staff has reviewed the policy and is not recommending any changes noting that the policy was most recently updated in 2020.

Director Brown asked if cellular services are considered Goods or Other Services. ASM Duffey answered that cellular is considered Goods. Director Brown asked if the language in Section 4.1 can be changed from telephone to telecommunications since that includes both landline and cellular. GM Bushee replied that staff will update Section 4.1 to reflect telecommunications.

Director Brown asked if Section 3.8 included all the protected classes. GM Bushee stated he would have GC Brechtel verify what the appropriate language should be to include all the protected classes and would update the policy accordingly. GM Bushee noted that he would email the committee the updated language once it was confirmed by GC Brechtel.

Director Brown asked if Section 12.4, Continuing Services, could be removed noting that is out of place in that section and it is already partially addressed in Section 11.1. GM Bushee stated that Continuing Services could be removed from Section 12.4 and elaborated more in Section 11.1.

Director Brown asked if the verbiage in Section 11.1 B can be updated since it is confusing. GM Bushee stated he would clarify this section to state that sole source procurements over \$35,000 require justification to the Board.

Following discussion, staff stated that they would make the suggested changes to the Procurement Policy and bring the revised Procurement Policy to the August Board Meeting for approval.

5. Information Items

None.

6. Directors' Comments

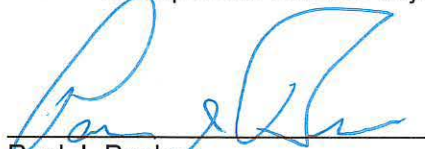
None.

7. General Manager's Comments

GM Bushee thanked the committee for their input and comments on the Policy.

8. Adjournment

Chairperson Hanson adjourned the meeting at 3:00 p.m.



Paul J. Bushee
Secretary/General Manager
(Seal)