

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
January 31, 2022

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A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Monday, January 31, 2022 at 11:00 a.m. via video conference.

**1. Call to Order**

Chairperson Brown called the meeting to order at 11:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Brown and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Director of Finance and Administration Ryan Green, and Administrative Services Supervisor Trisha Hill

**3. Public Comment**

No public comment was received.

**4. New Business**

**B. Annual Review of LWD Reserve Fund Policy.**

GM Bushee presented the recommendation indicating the purpose of the policy. He noted that the policy calls for annual review of the level of reserve funds by the Board of Directors. GM Bushee noted that staff had reviewed the Reserve Policy and is not recommending changes to the policy. He then introduced DFA Green.

DFA Green stated that the Reserve Fund Policy was last reviewed in February 2021 and last revised in February 2020. DFA Green then provided an overview of the FY2021 reserve activity.

Director Omsted asked when the next Financial Plan Tracking Update will be. GM Bushee answered in the next month or two. He stated that DFA Green will be working with Lauren Hoodenpyle from Clifton Larson Allen (CLA) to provide an update.

Director Omsted suggested that the policy clarify the allowable types of uses of the District's restricted reserve at Encina Wastewater Authority (EWA). GM Bushee and DFA Green stated they could make the clarification.

Chairperson Brown asked about the Capital Improvement Reserve and if it is necessary to show a Reserve with a zero balance. DFA Green stated that if the Reserve has a zero balance it will not be shown in the next years financial statements.

Chairperson Brown stated that in the future LWD may want to consider an analysis and potential increase to the Operating Reserve. GM Bushee and DFA Green agreed with Chairperson Brown.

Following discussion, the IFC concurred with staff to recommend that the Board of Directors adopt a Revised Reserve Fund Policy.

**5. Information Items**

None.

**6. Directors' Comments**

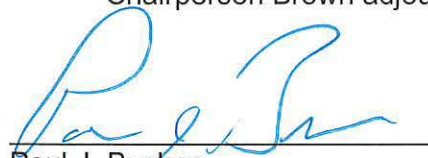
None.

**7. General Manager's Comments**

None.

**8. Adjournment**

Chairperson Brown adjourned the meeting at 11:38 a.m.



Paul J. Bushee

Secretary/General Manager

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