

**AGENDA**

**INVESTMENT AND FINANCE COMMITTEE MEETING  
LEUCADIA WASTEWATER DISTRICT**

Thursday, January 4, 2018 – 9:00 a.m.  
1960 La Costa Avenue, Carlsbad, CA 92009

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1. **Call to Order**
2. **Roll Call**
3. **Public Comment**
4. **New Business**
  - A. Recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update. (Pages 2-3)
5. **Information Items**

None.
6. **Directors' Comments**
7. **General Manager's Comments**
8. **Adjournment**

MEMORANDUM

DATE: December 28, 2017  
TO: Investment and Finance Committee (IFC)  
FROM: Paul J. Bushee, General Manager  
SUBJECT: 2018 Financial Plan Update



**RECOMMENDATION:**

Staff requests that the Investment & Finance Committee (IFC) recommend that the Board of Directors:

1. Authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. in an amount not to exceed \$49,867 for the 2018 Financial Plan Update.
2. Discuss and take other action, as appropriate.

**DISCUSSION:**

**Tactical Goal: Financial / Comprehensive Financial Plan Update**

The Leucadia Wastewater District (LWD) uses a detailed Financial Plan to monitor and evaluate its current and future revenue and expense streams. LWD updates its financial plan every five years and uses the plan as a primary guide to evaluate the LWD's ability to meet operational and capital expenditures. Since the last financial plan update was adopted in FY 2013, a financial plan update was included in the FY 2018 tactical goals. The purpose of this goal is to re-evaluate LWD's ability to meet projected future financial obligations and make recommendations as necessary.

In accordance with LWD's Procurement Policy, staff requested proposals from qualified firms to develop an update to the Financial Plan during October 2017. The request was advertised in the San Diego Tribune newspaper, California Society of Municipal Finance Officers' website, the District's website, and individual letters were sent to eight (8) firms specializing in public agency financial planning. The following six firms submitted responses:

**Name of Firm**

- Raftelis Financial Consultants, Inc.
- NBS
- Lechowicz & Tseng Municipal Consultants
- Fieldman, Rolapp, & Associates
- Vavrinek, Trine, Day & Co., LLP
- RSG, Inc.

During the week of December 11, 2017, a committee of five staff members reviewed and ranked the proposals. The committee ranked each proposal based on the company's experience, project approach, proposed project team and the company's overall qualifications and strengths. Based on overall scores, the top four companies were selected for follow-up interviews.

On December 19, 2017, staff members, GM Bushee, ASM Duffey and ASsup Hill interviewed the following four agencies:

1. Raftelis Financial Consultants
2. NBS
3. Lechowicz & Tseng Municipal Consultants
4. Fieldman, Rolapp & Associates

Following the interviews, the committee selected Raftelis Financial Consultants, Inc. (Raftelis) as the most qualified firm. Raftelis was selected because of the thoroughness of its presentation and submission, its experience and familiarity with local wastewater/water agencies, including, Encina Wastewater Authority and the City of Vista, and its proposed financial model.

**FISCAL IMPACT:**

The Fiscal Year 2018 Operating Budget includes \$50,000 for the 2018 Financial Plan Update. Therefore, sufficient funds are available to cover the proposed fee of \$49,867.

Staff therefore requests that the IFC recommend that the Board of Directors authorize the General Manager to execute a Professional Services Agreement with Raftelis Financial Consultants, Inc. for the 2018 Financial Plan update in an amount not to exceed \$49,867.

th:PJB