

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of an Investment & Finance Committee Meeting  
August 8, 2017

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, August 8, 2017 at 9:00 a.m. at the District Administration Office at 1960 La Costa Avenue, Carlsbad, California.

**1. Call to Order**

Chairperson Hanson called the meeting to order at 9:00 a.m.

**2. Roll Call**

DIRECTORS PRESENT: Hanson and Omsted

DIRECTORS ABSENT: None

OTHERS PRESENT: General Manager Paul Bushee, Administrative Services Manager Richard Duffey, Accounting Technician Maggie McEniry, and Executive Assistant Tianne Baity

**3. Public Comment**

None.

**4. New Business**

**A. General Manager's Purchasing Authority**

Adopt Resolution No. 2289 authorizing the General Manager to purchase on behalf of LWD, goods, materials, supplies, and services not to exceed \$35,000 at any one time.

ASM Duffey presented the subject recommendation indicating that it has been 17 years since Resolution No. 2095 set the General Manager's purchasing authority at \$25,000. ASM Duffey stated that staff recently conducted a survey of local agencies and their purchasing authority limits requiring Board approval and based on the survey the average spending authority limit was \$71,481.

Based on the above information and to adjust for inflation after 17 years, staff is recommending increasing the General Manager's spending authority from \$25,000 to \$35,000.

Chairperson Hanson asked how long the \$25,000 purchasing authority limit has been an issue. GM Bushee answered over the past 5 years he's noticed even the smaller contracts and projects are over \$25,000.

Director Omsted asked if the auditors review the Procurement Policy. ASM Duffey answered affirmatively.

Following discussion, the IFC concurred with staff to recommend that the Board adopt Resolution No. 2289.

GM Bushee noted that this item would be included in the September 13<sup>th</sup> Board Agenda.

**B. Revised Procurement Policy**

Adopt Resolution No. 2290 approving LWD's revised Procurement Policy.

ASM Duffey presented the subject recommendation indicating that staff recently conducted a review of the existing policy. Based on this review, staff is recommending the following changes:

- increasing the threshold amounts to reflect inflation; and
- making some clarification changes that make the policy flow and read better.

Chairperson Hanson asked why were the thresholds increased. ASM Duffey answered to keep up with inflation and also based on the GM purchasing authority limits survey that was conducted by staff.

Following discussion, the IFC agreed with staff to recommend that the Board adopt Resolution No. 2290 to update the Procurement Policy.

GM Bushee noted that this item would be included in the September 13<sup>th</sup> Board Agenda.

**5. Information Items**

None.

**6. Directors' Comments**

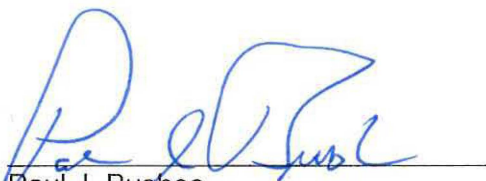
None.

**7. General Manager's Comments**

GM Bushee stated that staff will be conducting a tour of the facilities for the Solana Beach Eco-Rotary at 5pm today.

**8. Adjournment**

Chairperson Hanson adjourned the meeting at 9:30 a.m.



Paul J. Bushee  
Secretary/General Manager  
(Seal)