

LEUCADIA WASTEWATER DISTRICT
Minutes of an Investment & Finance Committee Meeting
July 24, 2018

A meeting of the Investment & Finance Committee (IFC) of the Leucadia Wastewater District (LWD) was held Tuesday, July 24, 2018 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, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, and Jennifer Farr of Davis Farr, LLP

3. Public Comment

No public comment was received.

4. New Business

A. Audit Entrance Meeting with Davis Farr, LLP.

ASM Duffey presented the item and introduced CPA Jennifer Farr with Davis Farr, LLP.

Ms. Farr provided an overview of the audit process discussing the timing of the audit and the planned scope. She noted that a letter was sent to the Directors indicating that the audit process has begun, along with the auditor's responsibilities.

Ms. Farr identified the following areas they plan to focus on and test for any potential fraud or errors:

- Implementation of GASB Statement No. 75 for Other Post-Employment Benefits (OPEB);
- Review of Property Tax and Direct Billing;
- Recording of Encina Wastewater Authority transactions;
- Cash and Investment Balances;
- Capital Expenditures;
- Net Pension Liability; and
- Checks and Wire Transfers

Ms. Farr stated that the final phase of the audit will begin September 2018.

The IFC thanked Ms. Farr. No action was taken on this item.

B. Receive and file the review of the Procurement Policy.

ASM Duffey presented the item stating that it is listed as a FY19 tactical goal. ASM Duffey stated that staff has reviewed the policy and is not recommending any changes noting that the policy included several updates last year.

GM Bushee noted that should the IFC agree to receive and file the review of the Procurement Policy, this item will be on the August Board Agenda under Consent Calendar.

Following discussion, the IFC agreed with staff's recommendation to receive and file the annual review of the Procurement Policy.

5. Information Items

None.

6. Directors' Comments

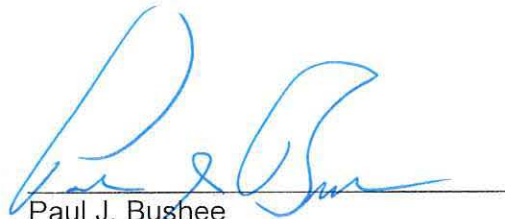
None.

7. General Manager's Comments

None.

8. Adjournment

Chairperson Hanson adjourned the meeting at 9:24 a.m.



Paul J. Bushee
Secretary/General Manager
(Seal)