

**MINUTES  
ADMINISTRATIVE AND FINANCE  
COMMITTEE MEETING  
Santa Fe Irrigation District**

February 12, 2019  
Santa Fe Irrigation District  
5920 Linea del Cielo  
Rancho Santa Fe, CA 92067

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**PRESENT:** Vice President Kenneth Dunford, Director David Petree, Interim General Manager William Hunter, Administrative Services Manager Seth Gates, Senior Accountant Melissa Casarez, and Executive Assistant Kim Johnson were present.

**CALL MEETING TO ORDER**

IGM Hunter called the meeting to order at 8:31 a.m.

**ORAL COMMUNICATIONS**

None

**ACTION AND DISCUSSION ITEMS**

1. APPOINTMENT OF COMMITTEE CHAIR

Vice President Dunford nominated Director Petree to serve as Committee Chair. Director Petree declined and requested Vice President Dunford serve as Committee Chair; Vice President Dunford accepted.

2. APPROVAL OF SEPTEMBER 11, 2018 MEETING MINUTES

The Committee approved the minutes as presented.

3. DIRECTORS' AND GENERAL MANAGER'S EXPENSE/REIMBURSEMENT

The Committee reviewed and approved the reports as submitted.

4. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as submitted.

5. FY19 MID-YEAR BUDGET REPORT

ASM Gates presented the item and he and IGM Hunter responded to questions from the Committee.


After discussion, the Committee directed staff to move the item forward for full Board consideration at the regular February Board meeting.

**REPORTS**

6. ADMINISTRATIVE SERVICES REPORT – ASM Gates reported that FY20 budget development has begun and the initial draft will be presented to the Committee in April.
7. GENERAL MANAGER’S REPORT – No report
8. COMMITTEE MEMBERS’ COMMENTS – No comments

**ADJOURN**

Chairman Dunford adjourned the meeting at 11:02 a.m.

  
Kenneth Dunford, Chairman