

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

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

PRESENT: Chairman Kenneth Dunford, Director David Petree, General Manager Albert C. Lau, Administrative Services Manager Seth Gates, Senior Accountant Melissa Casarez, and Executive Assistant Kim Johnson were present.

CALL MEETING TO ORDER

Chairman Dunford called the meeting to order at 8:31 a.m.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF FEBRUARY 12, 2019 MINUTES

The Committee approved the minutes as presented.

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

The Committee reviewed and approved the reports as submitted.

3. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as submitted.

4. CONSIDER A RESOLUTION AUTHORIZING ALBERT C. LAU AS THE BANKING CONTRACT OFFICER FOR THE DISTRICT

ASM Gates presented the item and responded to questions from the Committee. After discussion, the Committee concurred with staff's recommendation for approval and directed staff to move the item forward for full Board consideration at their regular March meeting as a Consent item.

Administrative and Finance Committee
March 12, 2019

5. CONSIDER CANCELING APRIL, 2019 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

Chairman Dunford presented the item and recommended canceling the April meeting because of lack of a quorum. He requested a staff briefing on financial related items at the same date and time in April.

REPORTS

6. ADMINISTRATIVE SERVICES REPORT – ASM Gates reported that one on one meetings are scheduled with Carollo to discuss issues related to water rates, that FY20 budget development continues with the initial draft being presented to the Board in April, and that the Request for Proposals for Auditing Services was issued with a recommendation to the Board proposed for the regular June meeting.

7. GENERAL MANAGER’S REPORT - GM Lau distributed an annual AFC agenda item look ahead list to the Committee for their information. The Committee suggested additional topics for their consideration including the review of the Reserve Fund Policy and PAYGO versus issuing debt for capital projects.

8. COMMITTEE MEMBERS’ COMMENTS

Director Petree reported he had met again with Greg Gruzdownich to discuss RSFA issues with the proposed rates to gain understanding of their concerns. He stated he felt it was a productive meeting.

ADJOURN

Chairman Dunford adjourned the meeting at 9:11 a.m.



Kenneth Dunford, Chairman