

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

October 8, 2019
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

PRESENT: Chairman Kenneth Dunford, Director David Petree, General Manager Albert Lau, Executive Assistant Kim Johnson, Administrative Services Manager Seth Gates, Public Communications Officer Mary Montgomery, and Information Technology Supervisor Jeff Ehrman were present

CALL MEETING TO ORDER

Chairman Dunford called the meeting to order at 8:30 a.m.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF SEPTEMBER 9, 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. QUARTERLY TREASURER'S INVESTMENT REPORT

ASM Gates presented the item and responded to questions from the Committee. Following discussion, the Committee directed staff to move the item forward for full Board consideration at the regular October meeting as a Consent item.

5. REVIEW AND DISCUSS PROPOSED DISTRICT CUSTOMER LEAK CREDIT POLICY

Administrative and Finance Committee
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ASM Gates presented the item and responded to questions from the Committee. The Committee felt what specifically qualifies as a “leak” should be noted. After discussion, the Committee directed staff to prepare a draft policy including components as discussed and present the draft policy to the full Board for consideration at a future meeting.

6. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE PURCHASE CONTRACT FOR SCADA SERVER REPLACEMENT

ASM Gates presented the item and he and ITS Ehrman responded to questions from the Committee. After brief discussion, the Committee agreed with staff’s recommendation for approval and directed staff to move the item forward for full Board consideration at their regular October meeting as a Consent item.

REPORTS

7. ADMINISTRATIVE SERVICES REPORT – No report

8. GENERAL MANAGER’S REPORT – GM Lau reported on the following:

- PCO Montgomery will coordinate with Directors for a District facilities’ tour.
- The District received official notification of the award of a Federal grant for \$2.68M for seismic improvements at the R. E. Badger Filtration Plant.
- Staff will bring current District Reserve Fund Policies to the Committee for review at a future meeting.

9. COMMITTEE MEMBERS’ COMMENTS - None

ADJOURN

Chairman Dunford adjourned the meeting at 9:12 a.m.


Kenneth Dunford, Chairman