

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

January 11, 2022
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

PRESENT: Vice President Sandra Johnson, Director Dana Frieauf, General Manager Albert Lau, Executive Assistant Kim Johnson, Administrative Services Manager Seth Gates, and Public Communications Officer Teresa Penunuri were present. Also present was Amit Sharma, Aquatrx, and Rebecca McColloch Cole, NV5.

CALL MEETING TO ORDER

GM Lau called the meeting to order at 9:00 a.m. Mr. Lau informed the Committee that because of change in Committee members, it is appropriate to select a Committee Chair. After discussion, Director Frieauf will serve as Committee Chair.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF DECEMBER 7, 2021 MINUTES

The Committee approved the minutes as presented.

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

The Committee reviewed and approved the report 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.

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5. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE PROFESSIONAL SERVICES CONTRACT FOR AMI CUSTOMER PORTAL (AND CONSULTANT DEMO)

GM Lau introduced the item and PCO Penunuri provided a brief staff report and introduced Amit Sharma, Aquatrax, LLC who utilized a PowerPoint presentation and product demonstration to provide an overview of the customer portal. He and Ms. Penunuri responded to questions from the Committee.

The Committee expressed concern with the lack of customer participation in the current customer portal and questioned how this product would increase participation. The Committee also felt the amount of information provided was “overwhelming” and difficult to understand.

After an extensive discussion, the Committee directed staff to clearly identify customer and District benefits from use of Aquatrax and return to the Committee for continued discussions.

6. REVIEW PROPOSED REVISIONS TO DISTRICT ENGINEERING AND OTHER MISCELLANEOUS CHARGES

ASM Gates presented the item and utilized a PowerPoint presentation to provide an overview of the proposed revisions and the genesis for the increases and responded to questions from the Committee.

The Committee requested the memo presented to the Board clearly identify the reasoning behind each increase.

After discussion, the Committee concurred with staff’s recommendations and directed staff to move the item forward for full Board consideration at their regular January meeting.

7. REVIEW DISTRICT COMMUNICATIONS PLAN

GM Lau introduced the item and PCO Penunuri provided a brief staff report and introducing Rebecca McColloch Cole, NV5, consultant working with the District to develop the Communications Plan. Ms. Cole utilized a PowerPoint presentation to provide an overview of the plan dynamics and she and GM Lau responded to questions from the Committee.

The Committee expressed concern with the volume of material included in the Plan and while they appreciated the information, directed staff to return the Plan grouped by staff priorities with associated costs for Committee discussion.

8. REVIEW AND DISCUSS FUTURE AGENDA ITEMS

The Committee reviewed the list and Vice President Johnson requested items be added to address the additional money in undesignated reserve funds and the solar projects discussed by the Board.

REPORTS

9. ADMINISTRATIVE SERVICES REPORT

ASM Gates reported that the District made the \$2 million contribution CalPERS Additional Discretionary Payment (ADP). In consultation with CalPERS, the consultant assumption that the benefit from the 21.3% return would be able to be incorporated into the FY23 payment was not able to be accommodated and will factored into the District's unfunded liability payment beginning in FY24. The FY23 unfunded liability payment will be approximately \$130,000 higher than estimated during Board presentation. Due to this timing change, District staff recommends to initiate a 14-year "Hard Fresh Start" with CalPERS beginning in FY24 to keep the 15 year amortization per Board direction. The estimated annual unfunded liability payments beginning in FY24 should be approximately at the level previously shared with the Board.

10. PUBLIC COMMUNICATIONS AND OUTREACH REPORT- No report

11. GENERAL MANAGER'S REPORT –GM Lau reported that the District is experiencing some staffing challenges with the increase of COVID cases.

12. COMMITTEE MEMBERS' COMMENTS – No comments

ADJOURN

Chair Friehauf adjourned the meeting at 12:32 p.m,

DocuSigned by:

Dana Friehauf

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Dana Friehauf, Chair