

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

April 6, 2021
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor's Executive Orders, meetings of the Board and Board Committees will be conducted via Zoom Meeting (webinar/teleconference) and there will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on specific agenda items by following the posted instructions, including how to submit written comments for inclusion, instructions for viewing or listening to the meeting, and how to participate via Zoom. Additionally, these public comment procedures supersede the District's standard public comment policies and procedures to the contrary.

PRESENT: Vice President Frank Creede, Director Sandra Johnson, General Manager Albert Lau, Executive Assistant Kim Johnson, Administrative Services Manager Seth Gates, Public Communications Officer Teresa Penunuri, and members of the public were present.

CALL MEETING TO ORDER

Chairman Creede called the meeting to order at 9:02 a.m.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF MARCH 9, 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

Administrative and Finance Committee
April 6, 2021

The Committee reviewed and approved the report as submitted.

4. QUARTERLY TREASURER'S INVESTMENT REPORT

This report was not available at the time of this meeting. This item will be presented to the full Board at their regular April meeting.

5. REVIEW PROPOSED FY22 BUDGET SCHEDULES

ASM Gates utilized a PowerPoint presentation to share the proposed FY22 District Budget and responded to questions from the Committee.

The Committee expressed concern with the assumptions used and asked the process by which the budget is prepared. The Committee also discussed use of the Local Water Fund to offset imported water costs and staff commented that the Board has the option to revise their adopted policy. The Committee also discussed the San Diego County Water Authority refund from their settlement with Metropolitan Water District and supported returning those funds to customers who bought imported water.

Chairman Creede called for a brief recess at 10:52 a.m.

Chairman Creede reconvened the meeting at 10:56 a.m.

The Committee expressed concern over the \$130,000 in credit card charges the District incurs by permitting customers to use a credit card to pay their bills and requested staff present remedies to the full Board as soon as possible.

There was no action requested or required of the Committee. The full draft FY22 budget will be considered by the Committee at their May meeting.

6. DISTRICT AGRICULTURAL PROGRAM AND RATE

PCO Penunuri discussed the District's current agricultural program and responded to questions from the Committee.

Chairman Creede invited public comment.

Marlene King stated that she became aware that the District dropped out of the Temporary Special Ag Water Rate program in 2015 and faulted prior staff.

Director Johnson requested follow up on the prior ag program and the lack of District participation.

This item was for the Committee's information only. No action was requested or required of the Committee.

REPORTS

7. ADMINISTRATIVE SERVICES REPORT

ASM Gates reported on financial impacts related to the COVID-19 pandemic, that the number of delinquent accounts has remained higher than last year, \$40,000 compared to \$14,000, and staff continues to closely monitoring the situation.

8. PUBLIC COMMUNICATIONS AND OUTREACH REPORT

PCO Penunuri reported on available funding for Low Income Utility customers from San Diego County and future outreach efforts, including a “pop up” canopy in the covenant. Director Johnson asked if the AMI portal participation had increased and Ms. Penunuri responded that while an increase has been noted, it was not dramatic.

Chairman Creede invited public comment.

Marlene King asked how much of the dollars available has been committed in the MWD turf removal program.

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

- He congratulated ASM Gates and staff for the receipt of another Government Finance Officers’ Association budget recognition award. He added that as the GFOA continues to adjust program requirements, a new requirement is Key Performance Indicators (KPI) which must be included in submittals for award consideration.

10. COMMITTEE MEMBERS’ COMMENTS – No further comments

ADJOURN

DocuSigned by:
Chair Creede adjourned the meeting at 11:10 a.m.
Frank Creede
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Frank Creede, Chairman