

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

April 12, 2022
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

PRESENT: Chair Dana Frieauf, Vice President Sandra Johnson, General Manager Albert Lau, Board Secretary Kim Johnson, Administrative Services Manager Seth Gates, Engineering Services Manager Marissa Potter; Senior Accountant Robert Masterson; and Public Communications Officer Teresa Penunuri were present.

CALL MEETING TO ORDER

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. MINUTES FROM THE MARCH 7, 2022 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

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 REPORT

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

5. QUARTERLY BOARD EXPENSES REPORT

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

6. REVIEW FY23 PROPOSED BUDGET

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

The Committee discussed impacts of reduced water sales and uses of the Local Water and Rate Stabilization Funds, and the proposed capital budgets.

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

7. RECEIVE AND FILE UPDATED OPEB ACTUARIAL VALUATION REPORT

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

After discussion, the Committee directed staff to move the item forward to the full Board at their regular April meeting as a Consent item.

8. ANNUAL REVIEW OF DISTRICT LEAK CREDIT POLICY

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

Because there were no revisions proposed, the item did not require Board consideration.

9. CONSIDER RESCHEDULING THE MAY 10, 2022 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

GM Lau presented the item, noting the meeting is in conflict with the San Dieguito Water District 100-year anniversary celebration and asked the Committee to consider rescheduling the meeting.

After a brief discussion, the Committee rescheduled the May AFC meeting to Monday, May 9, @ 9:00 a.m.

10. REVIEW AND DISCUSS FUTURE AGENDA ITEMS

The Committee reviewed the list and made no revisions.

REPORTS

11. ADMINISTRATIVE SERVICES REPORT – No further report

12. PUBLIC COMMUNICATIONS AND OUTREACH REPORT- PCO Penunuri reported on the following:

- The “Be Water Wise” poster contest has resumed and the Committee will have the opportunity to judge entries after their May meeting with winners being presented at the May Board meeting.
- The District website redesign continues with an expected launch later in the summer.
- Staff will develop a water bill insert to encourage customers to enroll in the AMI Customer Portal.

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13. GENERAL MANAGER'S REPORT – No further report

14. COMMITTEE MEMBERS' COMMENTS – No further comments

ADJOURN

Chair Frieauf adjourned the meeting at 12:43 p.m.

DocuSigned by:

Dana Frieauf

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Dana Frieauf, Chair