

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

September 8, 2020  
Santa Fe Irrigation District  
5920 Linea del Cielo  
Rancho Santa Fe, CA 92067

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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:** Chairman David Petree, Director Frank Creede, General Manager Albert Lau, Executive Assistant Kim Johnson, Administrative Services Manager Seth Gates, and Public Communications Officer Teresa Penunuri were present.

**CALL MEETING TO ORDER**

Chairman Petree called the meeting to order at 9:00 a.m.

**ORAL COMMUNICATIONS**

None

**ACTION AND DISCUSSION ITEMS**

1. APPROVAL OF AUGUST 11, 2020 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. Director Creede requested that the amount the District pays for health care costs for Directors be included on this monthly report as he felt it could be an important election issue.

3. MONTHLY INVESTMENT TRANSACTION REPORT

Administrative and Finance Committee  
September 8, 2020

The Committee reviewed and approved the report as submitted.

Director Creede requested the Committee have the opportunity to discuss paying down debt, i.e., CalPERS with a proposed 7% return at no risk, rather than leaving excess in other funds. ASM Gates commented that during the Board discussions while revisiting the Reserve Policy, options may be recognized for better ways to maintain cash flow.

4. REVIEW PROPOSED UPDATES TO SANTA FE IRRIGATION DISTRICT RESERVE POLICY AND RESERVE LEVELS AND RECOMMEND BOARD APPROVAL

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

The Committee discussed clarifying the proposed Local Water Reserve Fund and how to identify the recipients of the funds. Chairman Petree noted that he is aware that “dividends” cannot be returned to “shareholders”; however, felt staff’s recommendation of applying the savings generated by excess local water to reduce the costs of imported water is fair, and requested that allocation to Tiers 3, 4, and 5 be done as soon as practical. The Committee also requested language be added for guidelines to mitigate unforeseen emergencies “worst case scenario,” i.e., wildfires, etc.

Director Creede expressed his concern over the risks of unallocated funds being confiscated by the State and requested legal review to ensure the policy sufficiently protects District’s assets.

After a lengthy discussion, the Committee directed staff to move the item forward for full Board consideration at their regular September meeting.

5. REVIEW AND DISCUSS PROPOSED COMMUNICATION AND OUTREACH TO AMI CUSTOMERS

PCO Penunuri presented the item and responded to questions from the Committee. She described the proposed activities targeting increased AMI Portal enrollment while detailing the benefits derived from participation; first and foremost, eliminating water waste.

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

6. REVIEW AND DISCUSS REVISING ADMINISTRATIVE AND FINANCE COMMITTEE MEETING TIME

GM Lau noted that Director Creede requested the modified start time because he has a long-standing meeting which conflicts with the current Committee meeting start time.

The Committee agreed to modify the Committee meeting start time to 9:00 a.m.

7. CONSIDER CANCELING OCTOBER ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

Chairman Petree noted he is not available for the October AFC meeting; therefore, the Committee agreed to cancel the October meeting.

**REPORTS**

8. ADMINISTRATIVE SERVICES REPORT – No report

9. PUBLIC COMMUNICATIONS AND OUTREACH REPORT

PCO Penunuri reported she is developing an extensive outreach plan to promote the upcoming Special Board Meetings to update the District’s Strategic Plan.

10. GENERAL MANAGER’S REPORT

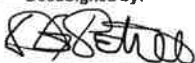
GM Lau congratulated ASM Gates and his team for being awarded the Government Finance Officers’ Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for FY19. This is the 14<sup>th</sup> consecutive year the District has been recognized.

11. COMMITTEE MEMBERS’ COMMENTS - None

**ADJOURN**

Chairman Petree adjourned the meeting at 11:04 a.m.

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David Petree, Chairman