



AGENDA

ADMINISTRATIVE AND FINANCE COMMITTEE MEETING Santa Fe Irrigation District

Tuesday, August 6, 2019
8:30 a.m.

Held at Santa Fe Irrigation District
5920 Linea del Cielo, Rancho Santa Fe, California 92067

CALL MEETING TO ORDER

ORAL COMMUNICATIONS

Opportunity for members of the public to address the Committee (Government Code Section 54954.3) Individuals may address the Committee regarding items not appearing on the posted agenda, which are within the subject matter jurisdiction of the Committee, at any time. Comments and inquiries pertaining to items listed on the agenda will be received during the deliberation of the agenda item. Speakers are asked to state their name, address, and topic, and to observe a time limit of three (3) minutes each. Members of the public desiring to address the Committee are asked to complete a speaker's card, available at the table near the entrance and present it to the Board Secretary prior to the start of the meeting.

ACTION AND DISCUSSION ITEMS

1. Approval of July 9, 2019 Minutes (pages 3-4)
2. Directors' and General Manager's Expense/Reimbursement (pages 5-6)
3. Monthly Investment Transaction Report (page 7)

REPORTS

4. Administrative Services Report (verbal)
5. General Manager's Report (verbal)
6. Committee Members' Comments (verbal)

INFORMATION ITEMS - None

ADJOURN

Next Scheduled Administrative and Finance Committee meeting: ***Tuesday, September 10, 2019***
@ 8:30 a.m.

Assistance for the disabled: *If you are disabled in any way and need accommodation to participate in the meeting, please call the Board Secretary at (858) 756-2424 for assistance at least three (3) working days prior to the meeting so the necessary arrangements can be made.*

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

July 9, 2019
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

PRESENT: Chairman Kenneth Dunford, Director David Petree, General Manager Albert C. Lau, Administrative Services Manager Seth Gates, Senior Accountant Melissa Casarez, and Executive Assistant Kim Johnson were present. Also present was Ken Pun, The Pun Group.

CALL MEETING TO ORDER

Chairman Dunford called the meeting to order at 8:32 a.m.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF MAY 8, 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. CONSIDER RESOLUTION ESTABLISHING AN APPROPRIATION LIMIT FOR THE DISTRICT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019

ASM Gates presented the item and responded to questions from the Committee. Following discussion, the Committee requested staff to take this item forward as a Consent item to the Board for adoption of the Resolution at the Special July meeting, establishing the FY 2020 Appropriation limit.

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5. CONSIDER RESOLUTION ADDING UNPAID CHARGES TO THE 2019-20 PROPERTY TAX ROLL AS FIXED CHARGE SPECIAL ASSESSMENTS

ASM Gates presented the item and responded to questions from the Committee. After discussion, the Committee directed staff to take this item forward as a Consent item to the Board for adoption of the Resolution at their Special July meeting, adding unpaid charges to the 2019-20 Assessment of the District.

6. 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 their Special July meeting as a Consent item.

7. REVIEW ANNUAL REPORT OF REIMBURSEMENTS AND COMPENSATION PAID TO DIRECTORS

The Committee reviewed and discussed the report. Following discussion, the Committee concurred with staff recommendation to include the report on the July Special Board meeting agenda to receive and file the annual report as a Consent item.

8. DISCUSSION WITH DISTRICT INDEPENDENT AUDITOR

ASM Gates introduced the new District auditor, Ken Pun, of The Pun Group. Mr. Pun provided a background of the firm and responded to questions of staff and the Committee. There was no action requested or required of the Committee.

REPORTS

9. ADMINISTRATIVE SERVICES REPORT – No further comments

10. GENERAL MANAGER'S REPORT

GM Lau reported he and the District's Water Rate Consultant, Carollo Engineers, recently met with the Rancho Santa Fe Association Manager and their Rate Consultant, Dr. Kees Corrsmit and that the meeting went well. He noted that a summary of the meeting would be provided to the Board soon.

11. COMMITTEE MEMBERS' COMMENTS - None

ADJOURN

Chairman Dunford adjourned the meeting at 9:45 a.m.

Kenneth Dunford, Chairman

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ITEM #2

This report was not available at the time the agenda materials were distributed.

If it is available, it will be distributed at the meeting.

**THERE IS NO CREDIT CARD STATEMENT FOR THE
GENERAL MANAGER FOR JULY 2019.**

**AT THE TIME THE AGENDA WAS PREPARED, THE
STATEMENT HAD NOT BEEN RECEIVED.**

ITEM #3

This report was not available at the time the agenda materials were distributed.

If it is available, it will be distributed at the meeting.