



AGENDA

ADMINISTRATIVE AND FINANCE COMMITTEE MEETING Santa Fe Irrigation District

**Tuesday, September 11, 2018
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 August 7, 2018 Meeting Minutes (pages 3-5)
2. Directors' and General Manager's Expense/Reimbursement (pages 6-7)
3. Monthly Investment Transaction Report (page 8)

REPORTS

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

INFORMATION ITEMS - None

ADJOURN

Next scheduled Administration and Finance Committee meeting: ***Tuesday, October 9, 2018 @ 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**

August 7, 2018
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

CALL MEETING TO ORDER

Chairperson King called the meeting to order at 8:32 a.m.

PRESENT: Chairperson Marlene King, Director David Petree, General Manager Michael Bardin, Administrative Services Manager Seth Gates, and Executive Assistant Kim Johnson were present.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF JULY 10, 2018 MEETING 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 (DISTRIBUTED AT MEETING)

The Transaction Report was distributed at the meeting. The Committee reviewed and approved the report as submitted.

4. DISCUSSION OF EARLY PAYOFF (RETIREMENT) OF THE OUTSTANDING 2007 BONDS

GM Bardin presented the item and he and ASM Gates responded to questions from the Committee. After a lengthy discussion, the Committee directed staff to forward the item to the full Board for their consideration at the regular August Board meeting.

Administrative and Finance Committee
August 7, 2018

5. REVIEW AND DISCUSS LAIF / RESERVE FUND HISTORICAL BALANCES

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

The Committee requested staff research to determine if other local agencies utilize the CAMP Individual Portfolio option and report back to the Committee.

6. REVIEW PROPOSED REVISIONS OF DISTRICT CAPACITY FEES AND MISCELLANEOUS FEES AND CHARGES

GM Bardin presented the item and he and ASM Gates responded to questions from the Committee. Chairperson King expressed concern that the District has excess capacity due to conservation efforts and did not support the proposed increase. She added she felt the review of these fees should occur when the water rate cost of service study is prepared. Director Petree discussed how assets were actually valued and supported a discounted rate.

After a lengthy discussion, the Committee concurred with staff's recommendation regarding Miscellaneous Fees and Charges. However, the Committee requested staff prepare a three year and five year phasing schedule for increasing Capacity Fees for full Board consideration at the regular August meeting.

REPORTS

- 7. ADMINISTRATIVE SERVICES REPORT – ASM Gates reported that the work on the Cost of Service Study continues.
- 8. GENERAL MANAGER'S REPORT – None
- 9. COMMITTEE MEMBERS' COMMENTS - None

INFORMATION ITEMS

- 10. STATUS REPORT ON HAZARD MITIGATION GRANT PROGRAM FUNDING OPPORTUNITY

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

CLOSED SESSION

- 11. THREAT TO PUBLIC SERVICES OR FACILITIES
PURSUANT TO GOVERNMENT CODE 54957
CONSULTATION WITH GENERAL COUNSEL

Chairperson King adjourned into Closed Session at 10:02 a.m. Chairperson King reconvened into Open Session at 10:09 a.m. and reported no reportable actions were taken in Closed Session.

ADJOURN

Chairperson King adjourned the meeting at 10:09 a.m.

Marlene King, Chairperson

Santa Fe Irrigation District
Board of Directors and General Manager Expenses
Paid During the Month of August 2018 and Fiscal Year-to-Date

	Paid During the Month				For July 1st to Present	Compensated Days of Service *				
	Per Diem Payments	Mileage & Parking	Travel & Meetings	Total		Paid During the Month				For July 1st to Present
						Board	Committee	Other	Total	
Dunford	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
Hogan	0.00	0.00	0.00	0.00	621.80	0	0	0	0	4
King	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
Menshek	0.00	0.00	0.00	0.00	450.00	0	0	0	0	3
Petree	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
Bardin	0.00	0.00	228.29	228.29	228.29					
	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 228.29</u>	<u>\$ 228.29</u>	<u>\$ 1,300.09</u>					

* Compensated days of service may represent multiple meetings per day.



U.S. BANCORP SERVICE CENTER
 P. O. Box 6343
 Fargo, ND 58125-6343



SANTA FE IRRIGATION DISTRICT

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 08-22-18
TOTAL ACTIVITY \$ 87.08

"MEMO STATEMENT ONLY"
 DO NOT REMIT PAYMENT

000016481 01 SP 0.510 106481701224103 P

MICHAEL J BARDIN
 SANTA FE IRRIG DIST
 PO BOX 409
 5920 LINEA DEL CIELO
 RANCHO SANTA FE CA 92067-0409

We certify that all purchases listed on this statement, unless annotated to the contrary, are true, correct and for official business only. Payment is authorized.

Cardholder Michael J Bardin Date 9/16/18 Approver _____ Date _____

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
08-03	08-01	THE FISH MARKET DM SOLANA BEACH CA	24431068214207187800189	5812	87.08 ✓

1-10-150-5335

RECEIVED FROM
 AUG 22 2018

BY: _____

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY	
	STATEMENT DATE	DISPUTED AMOUNT	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	08-22-18	\$.00	PURCHASES & OTHER CHARGES	\$87.08
	AMOUNT DUE		CASH ADVANCES	\$.00
	\$ 0.00		CASH ADVANCE FEE	\$.00
	DO NOT REMIT		CREDITS	\$.00
		TOTAL ACTIVITY	\$87.08	

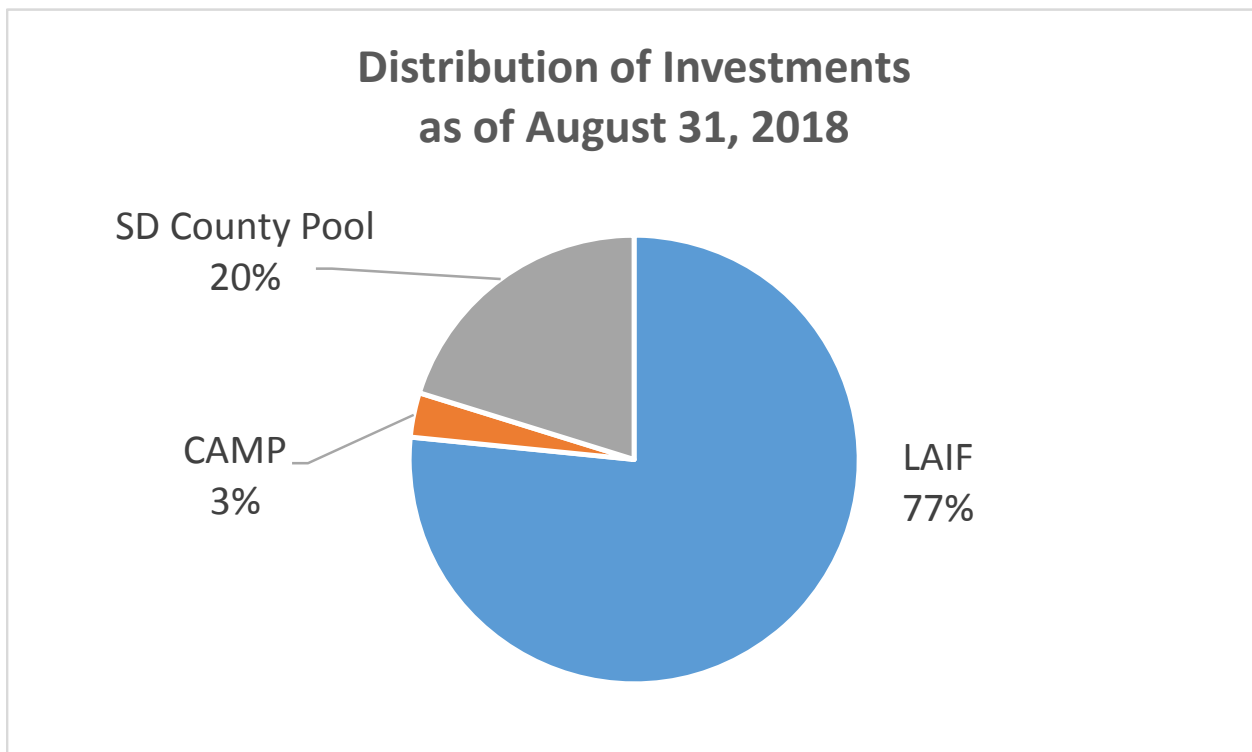
Investment Transaction Report for August 2018

The following is a list of the month's investment activity

Security/Investment Pool	Settlement Date	Activity	Yield to Maturity	Maturity Date	Principal Amount
LAIF	8/1/2018				(\$500,000)
LAIF	8/31/2018				(\$500,000)
Net Activity					(\$1,000,000)

Investment Funds*

	<u>As of 7/31/18</u>	<u>As of 8/31/18</u>
Local Agency Investment Fund	17,288,126	16,288,126
San Diego County Treasurer's Pool	4,294,752	4,294,752
<u>California Asset Management Program</u>	<u>682,087</u>	<u>683,315</u>
Total	\$22,264,965	\$21,266,193



*May include accrued interest not available currently for withdrawal