

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

January 9, 2018  
Santa Fe Irrigation District  
5920 Linea del Cielo  
Rancho Santa Fe, CA 92067

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**CALL MEETING TO ORDER**

Chairperson King called the meeting to order at 8:33 a.m.

**PRESENT:** Chairperson Marlene King, Director David Petree, Administrative Services Manager Jeanne Deaver, and Management Analyst Jessica Parks were present.

*\*General Manager Michael Bardin was not present. He was attending a meeting at the San Diego County Water Authority*

**ORAL COMMUNICATIONS**

None

**ACTION AND DISCUSSION ITEMS**

1. APPROVAL OF MINUTES:
  - SEPTEMBER 12, 2017 MEETING MINUTES
  - DECEMBER 14, 2017 MEETING MINUTES

The September 12, 2017 minutes were approved as presented.

Director King requested the December 14, 2017 minutes, Item 9, reflect the item was considered out of order. The minutes were approved as revised.

2. DIRECTORS' AND GENERAL MANAGER'S EXPENSE/REIMBURSEMENT

The Committee reviewed and approved the report as submitted, and because the General Manager's December credit card statement was not yet available to be included in the agenda packet, the Committee requested a copy be included in the February agenda materials.

3. MONTHLY INVESTMENT TRANSACTION REPORT

Administrative and Finance Committee  
January 9, 2018

The Committee reviewed and approved the monthly investment transaction report as submitted.

Director Petree requested a report be presented at the February Committee meeting on the Property Tax payments received.

4. QUARTERLY TREASURER'S INVESTMENT REPORT

The Committee reviewed and approved as submitted. This quarterly report will be presented to the Board at their regular January meeting.

After further discussion, it was suggested that the District retain an Investment Advisor to assist with securities investments. The Committee requested involvement in the selection of the Investment Advisor.

5. ANNUAL DISTRICT INVESTMENT POLICY REVIEW AND UPDATE

ASM Deaver presented the item and responded to questions from the Committee. Director King requested the District look into Certificates of Deposit options.

**REPORTS**

6. ADMINISTRATIVE SERVICES REPORT - Administrative Services Manager Deaver commented on Director Petree's prior request on how best to manage the District Reserve Funds and suggested presenting the item for Board consideration at an upcoming workshop.
7. GENERAL MANAGER'S REPORT – None
8. COMMITTEE MEMBERS' COMMENTS – None

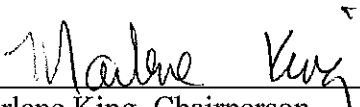
**INFORMATION ITEMS**

9. DISTINGUISHED BUDGET PRESENTATION AWARD, GOVERNMENT FINANCE OFFICERS ASSOCIATION

This item was for the Committee's information only.

**ADJOURN**

Chairperson King adjourned the meeting at 9:17 a.m.

  
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Marlene King, Chairperson