

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

May 8, 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, Information Technology Supervisor Jeff Ehrman, and Executive Assistant Kim Johnson were present.

CALL MEETING TO ORDER

Chairman Dunford called the meeting to order at 8:17 a.m.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF MARCH 12, 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 AUTHORIZING THE GENERAL MANAGER TO EXECUTE PURCHASE CONTRACT FOR NETWORKING EQUIPMENT

ASM Gates presented the item and introduced ITS Ehrman who responded to questions from the Committee. After discussion, the Committee concurred with staff's recommendation for approval and directed staff to move the item forward for full Board consideration at their regular May meeting as a Consent item.

Administrative and Finance Committee
May 8, 2019

5. CONSIDER AWARD OF A PRINTER LEASE AND SERVICE AGREEMENT FOR THE DISTRICT AND JOINT FACILITIES OFFICES

ASM Gates presented the item and introduced ITS Ehrman who responded to questions from the Committee. After discussion, the Committee concurred with staff's recommendation for approval and directed staff to move the item forward for full Board consideration at their regular May meeting as a Consent item

6. REVIEW FINAL DRAFT FY20 BUDGET

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

After a lengthy discussion involving revenue, expenses, and reserves, the Committee supported staff's recommendations to forward the item for full Board discussion at their regular May meeting.

7. CONSIDER CANCELING JUNE 11, 2019 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

Chairman Dunford presented the item and recommended canceling the June meeting because of lack of a quorum. The committee agreed to cancel the June meeting.

REPORTS

- 8. ADMINISTRATIVE SERVICES REPORT – None
- 9. GENERAL MANAGER'S REPORT -None
- 10. COMMITTEE MEMBERS' COMMENTS - None

ADJOURN

Chairman Dunford adjourned the meeting at 11:14 a.m.


Kenneth Dunford, Chairman

Administrative and Finance Committee
May 8, 2019