

**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

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**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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