

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

February 8, 2022
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

Due to the COVID-19 State of Emergency and pursuant waivers to certain Brown Act provisions under the Governor's Executive Orders, meetings of the Board and Board Committees will be conducted via Zoom Meeting (webinar/teleconference) and there will be no physical location from which members of the public may participate. Instead, the public may listen and/or view the meeting proceedings and provide public comment and comments on specific agenda items by following the posted instructions, including how to submit written comments for inclusion, instructions for viewing or listening to the meeting, and how to participate via Zoom. Additionally, these public comment procedures supersede the District's standard public comment policies and procedures to the contrary.

PRESENT: Chair Dana Frieauf, Vice President Sandra Johnson, General Manager Albert Lau, Board Secretary Kim Johnson, Administrative Services Manager Seth Gates, and Public Communications Officer Teresa Penunuri were present.

CALL MEETING TO ORDER

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. MINUTES FROM THE JANUARY 11, 2022 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

The Committee approved the minutes as presented.

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

The Committee reviewed and approved the report as submitted.

3. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as submitted.

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4. REVIEW FY22 MID-YEAR BUDGET PROJECTIONS

ASM Gates presented the item, utilizing a PowerPoint presentation to provide an overview of the mid-year budget projections and reported the District is currently in the beginning of the FY23 budget process. The presentation provided information to the Committee about how the budget is developed. He and GM Lau responded to questions from the Committee.

After a lengthy discussion, the Committee concurred with staff's recommendations and directed staff to move the item forward for full Board consideration at their regular February meeting.

Chair Friehauf called for a recess at 11:00 a.m.

Chair Friehauf reconvened the meeting at 11:06 a.m.

5. DISCUSS AMI CUSTOMER PORTAL

PCO Penunuri utilized a PowerPoint presentation to provide an overview of the District requirements and customer interface specifics and responded to questions from the Committee.

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

6. QUARTERLY COMMUNICATIONS UPDATE

PCO Penunuri provided a communications update utilizing a PowerPoint presentation to highlight messaging, planned activities and tactics for several areas including rates and cost of service study and redistricting. Ms. Penunuri and GM Lau responded to questions from the Committee.

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

7. CONSIDER CANCELING THE MARCH ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

The Committee considered the item and requested staff reschedule the meeting to March 7, 2022 @ 9:00 a.m.

8. REVIEW AND DISCUSS FUTURE AGENDA ITEMS

The Committee reviewed the list and made no revisions or requests.

Because of the length of the meeting, the Committee deferred the verbal reports.

REPORTS

9. ADMINISTRATIVE SERVICES REPORT – No report
10. PUBLIC COMMUNICATIONS AND OUTREACH REPORT- No report
11. GENERAL MANAGER’S REPORT –No report
12. COMMITTEE MEMBERS’ COMMENTS – No comments

ADJOURN

Chair Friehauf adjourned the meeting at 11:58 a.m.

DocuSigned by:

Dana Friehauf

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Dana Friehauf, Chair