

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

February 9, 2021  
Santa Fe Irrigation District  
5920 Linea del Cielo  
Rancho Santa Fe, CA 92067

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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:** Vice President Frank Creede, Director Sandra Johnson, General Manager Albert Lau, Executive Assistant Kim Johnson, Administrative Services Manager Seth Gates, Distribution System Manager Chris Bozir, Engineering Services Manager Rania Amen, Water Treatment Plant Manager Tim Bailey, and Public Communications Officer Teresa Penunuri were present.

**CALL MEETING TO ORDER**

Vice President Creede called the meeting to order at 9:07 a.m.

**ORAL COMMUNICATIONS**

None

**ACTION AND DISCUSSION ITEMS**

1. APPOINTMENT OF COMMITTEE CHAIR

Director Johnson nominated Vice President Creede to serve as Chair, and he accepted.

2. APPROVAL OF NOVEMBER 10, 2020 MINUTES

The Committee approved the minutes as presented.

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

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The Committee reviewed and approved the report as submitted.

4. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as submitted.

5. REVIEW AND DISCUSS ADMINISTRATIVE AND FINANCE COMMITTEE CHARTER AND 2021 MAJOR ACTIVITIES

GM Lau presented the item and responded to questions from the Committee. This item was for the Committee's information only. No action was requested or required of the Committee.

6. SFID BUDGET AND ORGANIZATION OVERVIEW

ASM Gates presented the item and responded to questions from the Committee. He noted the item was for the Committee's information as neither Director was serving on the Board during the last District budget cycle.

7. FY21 MID-YEAR BUDGET PROJECTIONS

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

After discussion, the Committee directed staff to move the item forward for full Board consideration at their regular February meeting.

8. REVIEW OF DISTRICT LEAK POLICY AND PROPOSED MODIFICATIONS

ASM Gates presented the item and responded to questions from the Committee. He noted the proposed modifications are a result of the Board-requested review after the policy had been in place after one year. Mr. Gates reported the two recommended revisions noted below:

- The first is to modify the requirement that a leak only have occurred due to "broken irrigation lines and / or valves", and include "customer service lines". The original intent was to provide a possible credit from buried infrastructure that can cause a leak due to their inaccessibility; where failure of other items that are able to be readily accessed are able to receive regular maintenance and / or inspection would not qualify. The overwhelming majority of leak applications received over the past year were due to broken irrigation lines, but a number of applications also included customer service lines that were buried or under a raised foundation; and
- The second proposed modification is to adjust the requirement of leak size (as measured against the average use of the three years prior comparable periods) dependent on meter size. Instead of the requirement that all customers have double their historical use, this amount would be adjusted downward as the meter size increases.

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

9. REVIEW AND DISCUSS AUTOMATED METERING INFRASTRUCTURE (AMI) CUSTOMER PORTAL OPTIONS

PCO Penunuri presented the item and responded to questions from the Committee. She reported that the Board has expressed interest in initiatives that can increase customers' engagement in the AMI portal to promote water-use efficiency, and allow the customers more information on how they can better manage their water usage. The Committee supported staff's recommendations on evaluating selected vendors to report back to the Board on options to be included in budget development for FY22.

**REPORTS**

10. ADMINISTRATIVE SERVICES REPORT

ASM Gates reported on financial impacts related to the COVID-19 pandemic, that the number of delinquent accounts has increased, and staff is closely monitoring the situation.

11. PUBLIC COMMUNICATIONS AND OUTREACH REPORT

PCO Penunuri reported that the District's webpage is eligible for an upgrade which will be evaluated, and she is working on resumption of a District "e-newsletter" to be sent to customers.


12. GENERAL MANAGER'S REPORT – No further report

13. COMMITTEE MEMBERS' COMMENTS

Director Johnson thanked staff noting they were well prepared and provided thorough information while responding to her questions.

Chair Creede welcomed Director Johnson to the Board, and thanked her for her questions.

**ADJOURN**

DocuSigned by:  
 adjourned the meeting at 12:23 p.m.  
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Frank Creede, Chairman

Administrative and Finance Committee  
February 9, 2021

