

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

March 7, 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 FEBRUARY 8, 2022 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

Chair Frieauf requested the minutes reflect the Committee's recommendation that the Board approve staff's recommendations regarding Item 4 - Review FY22 Mid-Year Budget Projections. Staff will make the revision; the Committee approved the minutes as revised.

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

The Committee reviewed and approved the report as submitted.

3. MONTHLY INVESTMENT TRANSACTION REPORT

Administrative and Finance Committee
March 7, 2022

The Committee reviewed and approved the report as submitted.

4. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE AN AMENDMENT TO EXTEND THE EXISTING AUDIT SERVICES AGREEMENT WITH THE PUN GROUP, LLP FOR TWO ADDITIONAL FISCAL YEARS (FY22 / FY23)

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

The Committee supported staff's recommendation and directed staff to move the item forward for full Board consideration at their regular March meeting as a Consent item.

5. REVIEW AND DISCUSS FUTURE AGENDA ITEMS

Chair Friehauf asked if the Communications Plan would be returning on a future agenda for Committee discussion. GM Lau explained that the Plan is a staff working document; however, a quarterly Communications Update, based upon activities in the Plan, will be presented to the Committee. The Committee reviewed the list and made no revisions or further requests.

REPORTS

6. ADMINISTRATIVE SERVICES REPORT – ASM Gates reported on the following:
 - The Special Board Workshop on March 30, 2022 will feature cost of service, budget development, and financial outlook; an in-depth discussion on local water and rate stabilization fund impacts will be included.
 - Staff is working on a revised Credit Card Policy taking into account the challenges presented by the financial software.
7. PUBLIC COMMUNICATIONS AND OUTREACH REPORT- PCO Penunuri reported on the following:
 - The recent appointment of a District Director has been covered well by the local media, as well as inclusion in the ACWA News;
 - A tour is being arranged for Karen Billings, journalist for the Rancho Santa Fe Review;
 - The District website will be undergoing a “refresh,” included in the contract with CivicPlus and should be completed by late summer;
 - Educational displays are being developed for the lobby at the R. E. Badger Filtration Plant utilizing grant funding and must be completed by June 30, 2022;
 - The District again joined the North County Water Agencies and launched the poster contest for local fourth graders with the District winners being recognized at the May Board meeting;
 - The District is a sponsor of the Women In Water Event at Cuyamaca College on March 30, 2022;
 - Rates, conservation, and drought messaging will be featured on the District webpage and in social media to encourage the public.
8. GENERAL MANAGER'S REPORT – GM Lau reported on the following:

- The District is experiencing escalating fuel prices but receive a wholesale rate in the partnership with the Rancho Santa Fe Fire Protection District;
- The District will submit comments to Metropolitan Water District regarding their proposed rates (increasing 8-9% for the next two years), appealing to MWD to mitigate these rate increases. A copy of the letter will be included in the March Board agenda materials as an Informational item.

9. COMMITTEE MEMBERS' COMMENTS – No further comments

ADJOURN

Chair Friehauf adjourned the meeting at 9:53 a.m.

DocuSigned by:

Dana Friehauf

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Dana Friehauf, Chair