

MINUTES
ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
Santa Fe Irrigation District

April 11, 2023
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

PRESENT: Chair Sandra Johnson, Vice President Friehauf, General Manager Al Lau, Board Secretary Celina McDowell, Administrative Services Manager Seth Gates, Public Communications Officer Teresa Penunuri, and Water Treatment Plant Manager Tim Bailey were present.

CALL MEETING TO ORDER

Chair Johnson called the meeting to order at 9:01 a.m.

ORAL COMMUNICATIONS

None

ACTION AND DISCUSSION ITEMS

1. APPROVAL OF FEBRUARY 7, 2023 MINUTES

The Committee approved the minutes as presented.

2. DIRECTORS' AND GENERAL MANAGER'S EXPENSES

Chair Johnson inquired about a transaction listed on the General Manager's expense report. GM Lau provided clarification and the Committee approved the report.

3. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as submitted.

4. REVIEW FY24 PROPOSED BUDGET

ASM Gates introduced the item and utilized a PowerPoint presentation to provide a detailed overview of the projected budget and responded to questions from the Committee.

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After discussion, the Committee directed staff to forward the item to the full Board for review and discussion at their regular April meeting.

Chair Johnson called for a recess at 10:01 a.m.

Chair Johnson reconvened the meeting at 10:03 a.m.

5. AUTHORIZE THE GENERAL MANAGER TO EXECUTE A PURCHASE ORDER WITH AMERICAN SECURITY GROUP FOR THE PURCHASE AND INSTALLATION OF ELECTRONIC ACCESS CONTROLS FOR THE JOINT FACILITIES.

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

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

6. REVIEW AND DISCUSS FUTURE AGENDA ITEMS

Item was not discussed.

7. QUARTERLY TREASURER'S REPORT

The Committee reviewed and approved the report as submitted.

8. QUARTERLY BOARD EXPENSES REPORT

The Committee reviewed and approved the report as submitted.

REPORTS

9. ANNUAL REVIEW OF DISTRICT LEAK CREDIT POLICY

ASM Gates presented the item and informed the Committee that the policy appears to be working as it is intended and there are no proposed revisions to the policy.

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

Vice President Frieauf excused herself from the meeting; therefore, the meeting was adjourned due to lack of a quorum at 10:49 a.m.

10. ADMINISTRATIVE SERVICES REPORT – None

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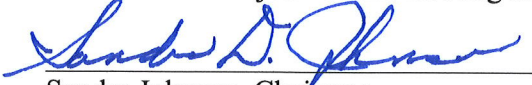
11. PUBLIC COMMUNICATIONS AND OUTREACH REPORT – None

12. GENERAL MANAGER’S REPORT – None

13. COMMITTEE MEMBERS’ COMMENTS – None

ADJOURN

Chair Johnson adjourned the meeting at 10:49 a.m.



Sandra Johnson, Chairman

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