

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

May 11, 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, Public Communications Officer Teresa Penunuri, and members of the public were present.

**CALL MEETING TO ORDER**

Chairman Creede called the meeting to order at 1:30 p.m.

**ORAL COMMUNICATIONS**

None

**ACTION AND DISCUSSION ITEMS**

1. APPROVAL OF APRIL 6, 2021 MINUTES

Marlene King requested a correction to the minutes, Item 6, District Agricultural Program and Rate, stating she did not say that the District discontinued the program in 2015, but that she became aware of this in 2015. The Committee directed staff to verify the comments and approved the minutes as revised.

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

The Committee reviewed and approved the report as submitted.

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3. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as submitted.

4. REVIEW AND DISCUSS DISTRICT FINAL DRAFT FY22 BUDGET

ASM Gates utilized a PowerPoint presentation to explain the revisions from the prior Budget schedules presented to the Committee in April. He and GM Lau responded to questions from the Committee.

There was no action requested or required of the Committee. The full draft FY22 budget will be considered by the Committee at their May meeting.

5. CONSIDER AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE AMENDMENT NO. 6 TO THE RECYCLED WATER PURCHASE AGREEMENT WITH THE SAN ELIJO JOINT POWERS AUTHORITY

ASM Gates presented the item and responded to questions from the Committee. The Committee discussed the proposed term, and change in the District's "take or pay" amount, and the potential for annual amendments to this 10-year agreement.

After discussion, the Committee agreed with staff's recommendation for approval and directed staff to move the item forward for full Board consideration at their regular May meeting.

6. FY22 RECLAIMED WATER FIXED & VARIABLE RATE ADJUSTMENTS

ASM Gates presented the item and noted it was for the Committee's information only.

There was no action requested or required of the Committee.

7. CREDIT CARD FEE REVIEW

Chairman Creede invited public comment.

Marlene King expressed concern that the District pays credit card fees for customers using those cards to pay their water bills and hoped the District will decide that customers assume those fees.

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

After discussion, the Committee directed staff to develop a policy, effective July 1, 2021, to require customers utilizing a credit card for bill payment to pay a 2.53% fee, and present the policy to the full Board for their consideration.

## REPORTS

### 8. ADMINISTRATIVE SERVICES REPORT

ASM Gates reported on financial impacts related to the COVID-19 pandemic and that the dollar amount of delinquent accounts has reduced from \$40,000 to \$13,000 as a result of staff follow up calls over the past two months.

### 9. PUBLIC COMMUNICATIONS AND OUTREACH REPORT

PCO Penunuri reported on the following:

- Information is being disseminated through the media regarding regional dry year and drought conditions
- The District purchased social media platforms for media/video to enhance outreach efforts
- In our commitment to help customers use water efficiently, the District is working with the San Diego County Water Authority on tailored landscape classes
- The District is closely tracking the drought declarations throughout the State
- A survey is planned for the end of May to ask customers their thoughts on how best to share the District's strategic planning initiatives
- The District will communicate any changes in the payment of credit card fees associated with utility bill payments
- A Request for Proposals has been issued for a new AMI customer portal

### 10. GENERAL MANAGER'S REPORT – GM Lau reported on the following:

- He thanked Director Johnson for her note regarding a future agenda items list
- A Request for Proposals has been issued for District Fees and Charges, working towards implementation of a revised ag water program and anticipates the work being completed within two to three months.

### 11. COMMITTEE MEMBERS' COMMENTS

Director Johnson thanked GM Lau for establishing a future agenda items list to help the Committee stay on track. She added that working with the Farm Bureau has been helpful on developing a new ag program at the District.

Chairman Creede thanked staff their work, especially appreciated their prompt action to address the Committee's concerns on credit card fees.

## ADJOURN

Chair Creede adjourned the meeting at 3:28 p.m.

DocuSigned by:

*Frank Creede*

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Frank Creede, Chairman

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