

MINUTES
ADMINISTRATIVE AND FINANCE COMMITTEE MEETING
Santa Fe Irrigation District

October 10, 2023
Santa Fe Irrigation District
5920 Linea del Cielo
Rancho Santa Fe, CA 92067

PRESENT: Chair Sandra Johnson, Vice President Frieauf, General Manager Al Lau, Board Secretary Celina McDowell, Public Communications Officer Teresa Penunuri and Director of Administrative Services Seth Gates were present.

CALL MEETING TO ORDER

Chair Johnson called the meeting to order at 9:00 a.m.

ITEMS TO BE ADDED TO THE AGENDA – None

ORAL COMMUNICATIONS – None

ACTION AND DISCUSSION ITEMS

1. MINUTES FROM THE SEPTEMBER 12, 2023 ADMINISTRATIVE AND FINANCE COMMITTEE MEETING

The Committee reviewed and approved the minutes with revisions on Item Nos. 3 and 4.

2. DIRECTORS' AND GENERAL MANAGER'S EXPENSES

The Committee reviewed and approved the report as presented.

3. MONTHLY INVESTMENT TRANSACTION REPORT

The Committee reviewed and approved the report as presented.

4. QUARTERLY TREASURER'S REPORT

The Committee reviewed and approved the report as presented.

5. QUARTERLY BOARD EXPENSES REPORT

The Committee reviewed and approved the report as presented.

6. CUSTOMER BILLING AND NOTIFICATION

GM Lau informed the Committee that this is an update from the previous Board of Directors' meeting.

Vice President Frieauf agreed with the current notification process and appreciated the timeline provided by DAS Gates.

7. REVIEW SURVEY FOR AMI CUSTOMER PORTAL

PCO Penunuri shared the online survey with the Committee. She informed the Committee that the 5-minute survey would be provided for the customers in three different ways:

- Send via email to 1,000 customers with email addresses that are currently signed up to the portal.
- Post the survey on the front page of our website which will take them to the AMI Survey.
- A link will be posted on the "View My Water Use" web page which will lead them to the AMI Survey.

PCO Penunuri responded to questions from the Committee and informed them that this survey is being presented at the Committee level for now.

PCO Penunuri will refine the questions based on the feedback from the Committee and will notify the Board when the survey is sent out.

8. REVIEW AND DISCUSS FUTURE AGENDA ITEMS

The Committee reviewed and approved the report as presented.

REPORTS

9. ADMINISTRATIVE SERVICES REPORT

DAS Gates reported that the significant water usage reduction trend continues due to the weather and will continue to monitor the associated fiscal impact.

10. PUBLIC COMMUNICATIONS AND OUTREACH REPORT

PCO Penunuri reported that there are a few events that are being coordinated at this time, which consist of a landscape class with San Dieguito Water District, Olivenhain Municipal Water District and City of Carlsbad, an invitation from Rancho Santa Fe Historical Society to their Centennial Celebration on Saturday, October 14, 2023, an invitation from the City

Beach and La Colonia Community Foundation celebration Dia de los Muertos on Sunday, October 23, 2023, and a couple more events in December.

11. GENERAL MANAGER'S REPORT

GM Lau reminded the Committee about the Association of California Water Agencies (ACWA) Conference in November and Colorado River Water Users Association (CRWUA) Conference in December and staff will take care of the registration for anyone interested in attending.

12. COMMITTEE MEMBERS' COMMENTS – No further comments

ADJOURN

Chair Johnson adjourned the meeting at 10:18 a.m.



Sandra Johnson, Chairman