

**Finance Committee Meeting Minutes  
San Juan Water District  
March 19, 2024  
4:00 p.m.**

**Committee Members:** Pam Tobin, Director (Chair)  
Ken Miller, Director (Member)

**District Staff:** Paul Helliker, General Manager  
Donna Silva, Finance Director  
Teri Grant, Board Secretary/Administrative Assistant

**Members of the Public:** Attendee

**1. Review General Manager Reimbursements (W & R)**

The committee reviewed the January credit card charges for the General Manager and found them to be in order and there was no reimbursement request from the General Manager.

**2. Review Check Register from February 2024 (W & R)**

The committee reviewed the February 2024 check register and found it to be in order.

**3. Investment Policy FIN-5.6 Revision (W & R)**

Ms. Silva provided a staff report which will be included in the Board packet. She explained that staff, and the District's Investment Advisors at PFM Asset Management, Inc. reviewed the Investment Policy and are recommending changes to the policy as indicated in the staff report.

Ms. Silva pointed out that there will be a correction made to the staff report for the Board packet in the Additional Recommendation section.

*The Finance Committee recommends consideration of a motion to approve amendments to the Investment Policy FIN-5.6 for the San Juan Water District.*

**4. Other Finance Matters (W & R)**

In response to Director Miller's question, Ms. Silva reviewed the process for issuing District credit cards for employees, and she explained the benefit and efficiency of providing credit cards for District use. In addition, she assured the committee that there are ample accounting controls in place regarding the use and approval process for the District credit cards.

**5. Public Comment**

There were no public comments.

The meeting was adjourned at 4:27 p.m.