

**Finance Committee Meeting Minutes**  
**San Juan Water District**  
**January 13, 2026**  
**1:00 p.m.**

**Committee Members:** Mike McRae, Director (Chair) via teleconference  
Manuel Zamorano, Director (Member)

**District Staff:** Adam Larsen, General Manager  
Donna Silva, Director of Finance & Human Resources  
Tony Barela, Director of Operations  
Devon Barrett, Customer Service Manager  
Teri Grant, Clerk of the Board/Executive Assistant

**Members of the Public:** User 01  
Jennifer Farr, DavisFarr, Certified Public Accountants  
Pam Tobin, SJWD Board Director  
Meera Deshmane, SJWD Retail Customer

Director McRae requested that Director Zamorano chair the meeting since he was participating remotely.

- 1. Review General Manager Reimbursements (W & R)**  
The Committee reviewed the credit card charges of the General Manager and found them to be in order. There were no reimbursement requests from the General Manager.
- 2. Review Check Register from December 2025 (W & R)**  
The Committee reviewed the December 2025 check register and found it to be in order.
- 3. Review of Legal Bills (W & R)**  
The Committee reviewed the legal bills and found them to be in order.
- 4. Other Finance Matters (W & R)**  
Ms. Silva informed the Committee that staff is working on an announcement to be sent via eblast and social media outreach regarding the cancellation of the January 1, 2026, retail rate increase. In response to Director McRae's question, Ms. Silva informed the Committee that public outreach such as this has not been reviewed by the Public Information Committee. Director McRae commented that it is good practice to inform and possibly seek approval from the Board about public notices prior to them being distributed. GM Larsen will place an item on the Board agenda for discussion.
- 5. Public Comment**  
There were no public comments.

The meeting was adjourned at 1:12 p.m.