

**Finance Committee Meeting Minutes**  
**San Juan Water District**  
**May 13, 2025**  
**1:00 p.m.**

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

**District Staff:** Donna Silva, Director of Finance & Human Resources  
Greg Turner, Water Treatment Plant Manager  
Devon Barrett, Customer Services Manager  
Adam Larsen, Field Services Manager  
Teri Grant, Board Secretary/Administrative Assistant

**1. Review of Finance Related Policies**

**1.1 Reserve Policy (W & R)**

Ms. Silva reviewed the Reserve Policy and answered questions from the committee members

**1.2 Financial Audit Policy (W & R)**

Ms. Silva reviewed the Financial Audit Policy and answered questions from the committee members.

**2. Treasurer's Report – Quarter Ending March 31, 2025 (W & R)**

Ms. Silva provided a staff report which will be included in the Board packet. She informed the committee that the overall portfolio increased by \$2,012,709.60 for an ending balance of \$60.85 million as of March 31, 2025.

**3. Residential Meter Replacement Plan – Meter Purchase FY 2025-26 (R)**

Mr. Adam Larsen provided a staff report which will be included in the Board packet. He informed the committee that staff are attempting to purchase meters in advance of anticipated price increases. The Committee discussed the request and agreed with the recommendation from staff.

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

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

**5. Review Check Register from April 2025 (W & R)**

The Committee reviewed the April 2025 check register and found it to be in order.

**6. Review of Legal Bills (W & R)**

The Committee reviewed the legal bills and found them to be in order.

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

There were no other matters discussed.

**8. Public Comment**

There were no public comments.

The meeting was adjourned at 2:00 p.m.