

**Finance Committee Meeting Minutes**  
**San Juan Water District**  
**March 10, 2026**  
**1:00 p.m.**

**Committee Members:** Pam Tobin, Director (Chair)  
Mike McRae, Director (Member)

**District Staff:** Adam Larsen, General Manager  
Donna Silva, Director of Finance & Human Resources  
Entela Fallstead, Senior Accountant  
Teri Grant, Clerk of the Board/Executive Assistant

**Members of the Public:** User 1

**1. ADM-3.6 Records Management Policy Update – Records Retention Revisions (W & R)**

Ms. Silva reported that the Board referred this item to the Finance Committee for review. She noted that the Legal Affairs Committee had already reviewed the proposed policy updates and recommended them for Board approval. Director McRae referenced the February Board draft meeting minutes and requested that the District maintain a historical record of all employees, including dates of hire, separation dates, and job titles.

Ms. Silva informed the Committee that she had recently consulted with a CalPERS actuary regarding the financial implications of retaining employee information permanently. She explained the potential financial liability of retaining data beyond required timelines. The Committee discussed the topic, and Ms. Silva will revise the staff report and the retention schedule to incorporate maintaining a list of employees that includes name, date of hire, separation date, and job title.

*The Finance Committee recommends a Board motion to adopt Resolution 26-04 revising Board Policy ADM-3.6, Records Management Policy.*

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

There were no reimbursement requests submitted by the General Manager.

**3. Review Check Register from January 2026 (W & R)**

Director Tobin corrected the agenda item title to reflect that the February check register was being reviewed. The Committee reviewed the February 2026 check register and found it to be in order.

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

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

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

In response to Director Tobin's question, Ms. Silva reported that there is no outstanding compensation due to the former general manager.

**6. Public Comment**

There were no public comments.

The meeting was adjourned at 1:20 p.m.



# San Juan Water District

## Analysis of Legal Bills by Category, Month and Fiscal Year

Jarvis Fay LLP Fiscal Year 2025-2026		
Retail Rate Structure Analysis	Total Hours	\$/Hour
July	-	\$ -
August	7.70	\$ 405.00
September	-	\$ -
October	-	\$ -
November	-	\$ -
December	-	\$ -
January	-	\$ -
February	-	\$ -
March	-	\$ -
April	-	\$ -
May	-	\$ -
June	-	\$ -
<b>Total</b>	<b>\$ 7.70</b>	<b>\$ 405.00</b>

STOEL RIVES, LLP Fiscal Year 2025-2026													
	EDWA Water Reliability	Water Transfer	SWRCB Flow & WQCP	Biological Opinion Litigation	Water Rights	CVP Contract Litigation	General Services*	General American River	Formation of Sacramento Regional Water Bank	Warren Act Contract Negotiation	Total Invoice	Total Hours	\$/Hour
July	-	-	1,316.00	-	-	94.00	1,927.00	-	1,927.00	-	\$ 5,264.00	11.20	\$ 470.00
August	-	-	5,029.00	846.00	-	200.00	10,293.00	-	752.00	-	\$ 17,120.00	36.50	\$ 469.04
September	-	-	1,551.00	94.00	-	-	862.00	-	-	-	\$ 2,507.00	5.50	\$ 455.82
October	-	-	235.00	564.00	-	846.00	3,243.00	-	-	-	\$ 4,888.00	10.40	\$ 470.00
November	-	-	1,598.00	470.00	-	470.00	5,395.00	-	47.00	611.00	\$ 8,591.00	18.80	\$ 456.97
December	-	-	2,887.50	525.00	-	-	5,565.00	-	-	4,410.00	\$ 13,387.50	25.50	\$ 525.00
January	-	-	-	-	-	-	-	-	-	-	\$ -	0.00	#DIV/0!
February	-	-	-	-	-	-	-	-	-	-	\$ -	0.00	#DIV/0!
March	-	-	-	-	-	-	-	-	-	-	\$ -	0.00	#DIV/0!
April	-	-	-	-	-	-	-	-	-	-	\$ -	0.00	#DIV/0!
May	-	-	-	-	-	-	-	-	-	-	\$ -	0.00	#DIV/0!
June	-	-	-	-	-	-	-	-	-	-	\$ -	0.00	#DIV/0!
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,616.50</b>	<b>\$ 2,499.00</b>	<b>\$ -</b>	<b>\$ 1,610.00</b>	<b>\$ 27,285.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,021.00</b>	<b>\$ 51,757.50</b>	<b>107.90</b>	<b>\$ 479.68</b>

Jones & Mayer Fiscal Year 2025-2026										
	Biological Opinion Litigation	CVP	COVID Related	Labor	CHWD/FOWD Wholesale Rate Litigation	Conservation Regulation Litigation	General Services	Total Invoice	Total Hours	\$/Hour
July	-	-	-	1,021.99	3,626.94	521.52	11,639.27	16,809.72	73.40	\$ 229.02
August	-	-	-	-	6,234.51	6,163.33	8,273.15	20,670.99	87.20	\$ 237.05
September	-	-	-	1,664.69	1,090.45	1,493.42	2,373.17	6,621.73	22.50	\$ 294.30
October	-	-	-	6,400.35	7,564.06	2,915.71	5,049.13	21,929.25	99.30	\$ 220.84
November	-	-	-	(1,285.41)	5,546.89	3,010.54	1,561.88	8,833.90	45.50	\$ 194.15
December	-	-	-	-	1,280.06	5,333.46	-	6,613.52	27.90	\$ 237.04
January	-	-	-	-	-	-	-	-	0.00	#DIV/0!
February	-	-	-	-	-	-	-	-	0.00	#DIV/0!
March	-	-	-	-	-	-	-	-	0.00	#DIV/0!
April	-	-	-	-	-	-	-	-	0.00	#DIV/0!
May	-	-	-	-	-	-	-	-	0.00	#DIV/0!
June	-	-	-	-	-	-	-	-	0.00	#DIV/0!
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,801.62</b>	<b>\$ 25,342.91</b>	<b>\$ 28,896.60</b>	<b>\$ 81,479.11</b>	<b>\$ 355.80</b>	<b>\$ 229.00</b>	

Combined Total		
Total Legal Expenses	Total Hours	\$/Hour
\$ 22,073.72	84.60	\$ 260.92
\$ 40,909.49	131.40	\$ 311.34
\$ 9,128.73	28.00	\$ 326.03
\$ 26,817.25	109.70	\$ 244.46
\$ 17,424.90	64.30	\$ 270.99
\$ 20,001.02	53.40	\$ 374.55
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
\$ -	0.00	#DIV/0!
<b>\$ 136,355.11</b>	<b>463.70</b>	<b>\$ 294.06</b>