

Finance Committee Meeting Minutes
San Juan Water District
October 7, 2025
1:00 p.m.

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

District Staff: Adam Larsen, General Manager
Donna Silva, Director of Finance & Human Resources
Tony Barela, Director of Operations
Andrew Pierson, Director of Engineering
Daniel Griego, Field Services Manager
Teri Grant, Board Secretary/Administrative Assistant

Members of the Public: Adam Vasquez
Meera Deshmane

1. Review General Manager Reimbursements (W & R)

The Committee reviewed the August credit card charges for the former General Manager and found them to be in order and there was no reimbursement request from the General Manager. Ms. Silva explained that charges for the Urban Water conference, which the former General Manager did not attend, were fully reimbursed between credits for the registration, flight credits and a reimbursement check from the former General Manager.

2. Review Check Register from September 2025 (W & R)

The Committee reviewed the September 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 for July and August for Stoel Rives. Ms. Silva explained that the July and August invoices for Jones Mayer are in the process of being coded and will be available at the next Committee meeting.

4. Other Finance Matters (W & R)

In response to Ms. Deshmane's question, Director McRae requested that the Retail Rate review be on the October 22nd Board meeting agenda. GM Larsen informed the Committee that he planned to discuss this at the Board meeting to possibly schedule a workshop to discuss the roadmap and scope of work.

Ms. Silva informed the Committee that the auditors will be starting work on October 20th. In addition, she plans to review the FY 2024-25 Budget to Actuals with the Board in November.

5. Public Comment

Ms. Deshmane voiced concern about possible double dipping expenses in the user fees. Ms. Silva offered to meet with her after this meeting to discuss her concerns and show her the information that she had mentioned at the last Board meeting. In addition, Ms. Silva explained that the financial plans are a reasonable estimate of costs based on budget and projections, and the actual numbers will vary. Ms. Silva stated that the study is only updated every five years.

The meeting was adjourned at 1:35 p.m.