

SAN ANTONIO WATER COMPANY  
ADMINISTRATION and FINANCE COMMITTEE (AFC)  
MINUTES

January 25, 2022

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held virtually and called to order at 3:04 p.m. on the above date as noticed. Committee Members present were Bob Cable and Tom Thomas. Also in attendance were, SAWCo's General Manager Brian Lee and Senior Administrative Specialist Kelly Mitchell.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Director Thomas moved and Director Cable seconded to approve the meeting minutes of November 23, 2021. Motion carried unanimously with Directors Bill Velto and Martha Goss absent.

Director Bill Velto entered the meeting at 3:05 p.m.

5. Administrative and Financial Issues:

- A. ***AFC Schedule for 2022*** – Mr. Lee presented seven items staff would like to accomplish in 2022. The items are up for discussion by the Committee to provide feedback and direction.

In 2022 staff will send a Request for Proposals (RFPs) for general legal services as well as IT services. Mr. Lee felt it important to review contracts every few years to determine whether SAWCo is getting the best value for their money.

Director Thomas felt the entire Board should discuss these items at the next Board meeting to determine whether there are any objections.

Director Cable stated it made good business sense to review contracts every few years.

SAWCo's accounting and financial software package, Tyler Incode, is a large and complicated package often used by municipalities and cities. Staff feels a smaller package would be more suitable and, as such, would like to search for an alternative to what they are currently using.

Staff would also like to look at outsourcing payroll and along with that, redefine the Accounting and Personnel Specialist position to make it more of a clerical position rather than have it deal in personnel matters.

Mr. Lee would like to create an end-of-year 2021 budget review for the March AFC meeting that would then be taken to the Board in April. In accordance with that, Mr. Lee would like to create a midyear 2022 budget review for August.

Director Thomas stated he likes the idea of a midyear budget review as it helps to determine if too much or too little is being spent in specific areas and can help address new areas of need.

There was consensus on the Committee to move forward with the items presented. The items will be brought to the full Board for any additional comments or suggestions.

- B. ***COVID Response*** – Mr. Lee advised staff continues to monitor the response to COVID mandates from San Bernardino County as well as the City of Upland.

Director Velto inquired whether SAWCo has any rapid COVID test kits available for staff. Mr. Lee advised two boxes with a total of four test kits were purchased. Some have been used by staff. Director Velto advised of how SAWCo can come into additional test kits through the City of Upland and then offered to drop some off at the SAWCo office.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment: Seeing no further business, the meeting was adjourned at 3:16 p.m.

January 25, 2022

A handwritten signature in black ink, appearing to read "Brian Lee", written over a horizontal line.

Assistant Secretary  
Brian Lee