



**SAN ANTONIO WATER COMPANY**  
**MEETING AGENDA**  
**for**  
**ADMINISTRATIVE & FINANCE COMMITTEE**  
July 28, 2020 @ 3pm  
By Virtual/Online or Teleconference Only

Please join the meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/421789165>

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- Call to Order

1. Recognitions and Presentations:

2. Additions-Deletions to the Agenda:

3. Public Comments

This is the time for any shareholder or member of the public to address the committee members on any topic under the jurisdiction of the Company, which is on or not on the agenda. Please note, pursuant to the Brown Act the Committee is prohibited from taking actions on items not listed on the agenda. For any testimony, speakers are requested to keep their comments to no more than four (4) minutes, including the use of any visual aids, and to do so in a focused and orderly manner. Anyone wishing to speak is requested to voluntarily fill out and submit a speaker's form to the manager prior to speaking.

4. Approval of Committee Meeting Minutes

Regular Committee Minutes of May 26, 2020.

5. Administrative and Financial Issues:

- A. Identity Theft Prevention Program  
Discuss process and update program
- B. Travel Policy  
Review draft travel policy and make recommendations
- C. Employee Handbook Revisions  
Review and discuss revisions to the employee handbook
- D. Benefit and Compensation Proposals  
Review and recommend selection of consultant
- E. Financial Discussion  
Verbal discussion on process of improvement
- F. COVID Response  
Verbal update
- G. Goals and Objectives for General Manager  
Propose goals and objectives for next year

6. Closed Session: None

7. Committee Comments and Future Agenda Items:

- o This is the time for committee's comments and consideration on future agenda items relative to the interests and business of the company and its shareholders.

8. Adjournment:

*The next regular Administration and Finance Committee meeting will be held on September 22, 2020 at 3:00pm*

**NOTE:** All agenda report items and back-up materials are available for review and/or acquisition at the Company Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [8:00 – 11:30 and 12:30 – 4:00] and alternating Fridays [8:00 – 11:30 and 12:30 – 3:00]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

**POSTING STATEMENT:** On July 23, 2020, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), 460 N. Euclid Avenue (Upland City Hall), and on the Water Company's website.