

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

August 27, 2019

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:00 p.m. on the above date at the Company office located at 139 N. Euclid Ave., Upland, California. Committee Members present were Jose Sanchez, Bob Cable, Rudy Zuniga, and ex officio Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Mr. Sanchez presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Zuniga moved and Mr. Cable seconded to approve the meeting minutes of June 25, 2019. Motion carried.
5. Administrative and Financial Issues:
  - A. ***Proposed Policy for On-line Payment Transaction Charge*** – Mr. Lee reported that providing shareholders the option to pay their water bills of up to \$1,500 via credit card or debit card through the SAWCo website costs the Company money in associated fees and charges. Staff determined the cost to the Company averages \$3.37 per transaction. Seeing as this is an average cost per transaction, staff is recommending initiating a per transaction charge of \$3.00.

Director Cable inquired about the difference between the two charges SAWCo incurs. Mr. Lee explained the fixed fee is a cost incurred from the billing software company and the percentage fee is a cost incurred from the online payment processing company.

The Committee discussed the various combinations and amounts the Company could use to recover their costs and public outreach if the transaction charge is approved. Concerns were expressed that some would incur a higher charge using a fixed fee than a percentage fee. For this reason the recommended fixed fee charge is below the average fee incurred by the Company.

Mr. Cable moved and Mr. Zuniga seconded to move the item to the Board for further discussion, recommendation, and possible action. Motion carried.
6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Mr. Sanchez requested the two accounting reports he worked with staff on creating and the fees quoted by the billing software company be included on the next AFC agenda. He also requested the Investment Policy and the Reserve Policy be placed on that agenda along with some financial metrics he will supply staff.
8. Adjournment: The committee determined there was no further business and adjourned the meeting at 3:18 p.m.

August 27, 2019

The next regular Administration and Finance Committee meeting is scheduled for October 22, 2019 at 3:00 p.m.

---

Assistant Secretary  
Brian Lee