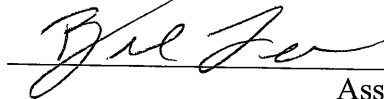


SAN ANTONIO WATER COMPANY  
ADMINISTRATION and FINANCE COMMITTEE (AFC)  
MINUTES

November 22, 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 3:03 p.m. on the above date as noticed. Committee Members present were Bill Velto and Rudy Zuniga. Directors Martha Goss and Bob Cable were absent. Also in attendance were, SAWCo's General Legal counsel Derek Hoffman, General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Mr. Lee presided.

1. Recognitions and Presentations: None.
  2. Additions-Deletions to the Agenda: None.
  3. Public Comments: None.
  4. Approval of Committee Meeting Minutes: Director Zuniga moved and Director Velto seconded to approve the meeting minutes of September 27, 2022. Motion carried unanimously.
  5. Administrative and Financial Issues:
    - A. **Information Technology Request For Proposal (RFP)** – Mr. Lee explained he previously issued an Information Technology (IT) RFP for a time and material contract. The RFP was sent to six local IT firms yet only one submitted a proposal. The one proposal received was not for time and materials but for a monthly retainer and is therefore considered a non-responsive bid. Mr. Lee would like to alter the original RFP from a time and materials contract to a monthly retainer.
- Director Bob Cable entered the meeting at 3:05 p.m.
- Director Cable inquired whether the contract SAWCo currently has with Inland Productivity Solutions, Inc. is a monthly retainer type. Mr. Lee replied that it is a monthly retainer contract.
- Director Velto suggested staff reach out to the City of Upland to see if they can submit a proposal. Director Cable questioned whether that would be a conflict of interest. Staff was directed to look into whether the City of Upland could submit a proposal.
- Director Velto moved and Director Cable seconded to recommend the Board authorize the General Manager to alter the IT RFP to request monthly retainer proposals instead of a time and materials contract and release. Motion carried.
6. Closed Session: None.
  7. Committee Comments and Future Agenda Items: Director Cable wished everyone a Happy Thanksgiving.
  8. Adjournment: Seeing no further business, the meeting was adjourned at 3:11 p.m.



Assistant Secretary  
Brian Lee