

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
July 27, 2021

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 3:00 p.m. on the above date as noticed. Committee Members present were Bob Cable, Bill Velto, and Tom Thomas. Also in attendance were, SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, 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 Velto seconded to approve the meeting minutes of May 25, 2021. Motion carried unanimously.
5. Administrative and Financial Issues:
 - A. ***Water Stock Transfer Policy*** – Mr. Lee reported staff is requesting to clarify that the notarized signature of the shareholders is required for water stock transfers. Requiring notarized signatures is a long-standing practice that is noted in the stock transfer instructions and on new water stock certificates however is not specified in the current policy. Staff would like to have the policy reflect this practice.

Director Thomas moved and Director Velto seconded to recommend the Board ratify and approve the revised water stock transfer policy to include the long-standing practice of requiring notarized signatures. Motion carried unanimously.
 - B. ***Update to Records Retention Guide*** – Mr. Lee advised the current records retention schedule was developed in 2010 and is based on filing system requirements that are no longer administered. Staff has condensed the records retention schedule to those items that are generally used in company business and separated the listing based on job functions for ease of usability and now ask the AFC to recommend the Board approve the revised records retention schedule.

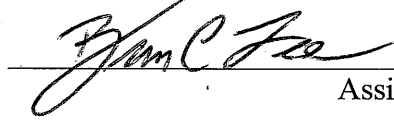
Director Velto moved and Director Thomas seconded to recommend the Board approve the proposed updates to the Records Retention Guide. Motion carried unanimously.
 - C. ***Update to Records Management Policy*** – Mr. Lee explained this policy is more of an internal document on how staff handles company records and is being updated like the retention guide as the previous requirements are no longer administered.

Director Velto moved and Director Thomas seconded to recommend the Board approve the proposed update to the Records Management Policy. Motion carried unanimously.
 - D. ***Employee Scott Weiland's 45th Employment Anniversary*** – Mr. Lee informed the Committee that shortly, Scott Weiland will reach his 45th anniversary of employment with the SAWCo. Staff is requesting the Committee recommend the Board approve acknowledging Mr. Weiland with \$450 extra in his paycheck, a day off coupon, luncheon, and another form of acknowledgment to be determined with a not-to-exceed amount of \$825.

Director Thomas moved and Director Velto seconded to recommend the Board acknowledge employee Scott Weiland by providing \$450 extra in his paycheck, a day off coupon, luncheon, and other form of acknowledgment not to exceed \$825 in gifts. Motion carried unanimously.
 - E. ***COVID Response*** – Mr. Lee stated staff is tracking the State of California and San Bernardino County directives for businesses regarding COVID and the Delta variant. Currently there are no changes.
6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.

July 27, 2021

8. Adjournment: Seeing no further business, the meeting was adjourned at 3:13 p.m.



Assistant Secretary
Brian Lee