

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
July 28, 2020

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 Jose Sanchez, Bob Cable, Rudy Zuniga, and Tom Thomas. Also in attendance were Monte Vista Water District General Manager Justin Scott-Coe, and 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: Mr. Cable moved and Mr. Zuniga seconded to approve the meeting minutes of May 26, 2020. Motion carried unanimously.
5. Administrative and Financial Issues:
 - A. ***Identity Theft Prevention Program*** – Mr. Lee stated this item is an update for a program already in place.

Ms. Layton advised the policy is verbatim what was previously approved by the Board in 2008. The updates have been made to the names of the Directors, General Manager, dates, and the like. If there are any changes needed, the Committee can recommend those at this time.

Mr. Lee then stated any updates and/or changes approved would be made, then presented to and signed by staff.

Mr. Sanchez asked if there were any comments or questions from the Committee. He then brought attention to line item number 33 regarding staff being alerted to phone phishing. He felt email phishing was much more likely to take place and asked that it be included on the list.

Mr. Cable moved and Mr. Zuniga seconded to recommend the Board approve the program updates as presented with the addition of email phishing. Motion carried unanimously.

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- B. ***Travel Policy*** – Mr. Lee explained SAWCo does not currently have an approved travel policy for when staff or directors travel on company business. Ms. Layton has put together a policy for review, comment, and recommendation.

Mr. Thomas made mention there has been very little travel done by the Board of Directors in the time he has served.

Mr. Cable moved and Mr. Sanchez seconded to recommend the Board approve the Travel Policy as amended. Motion carried unanimously.

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- C. ***Employee Handbook Revisions*** – Mr. Lee thanked Ms. Layton for spearheading this item. Staff reviewed the entire handbook and has run revisions through the human resource consultant on two occasions.

Mr. Cable inquired about the ability of field staff to wear shorts. Mr. Lee replied field staff does not wear shorts as they perform a lot of construction type work and need full length protection for their legs.

Mr. Sanchez provided a few corrections and some suggested additions to the handbook. The Committee members discussed the possible changes which included adding "at any time with due notice" in the third paragraph of page four, replacing the use of pregnancy disability leave with maternity leave, replacing the use of illegal drugs with controlled substances, preventing the use of social media during office hours, and adding "but is not limited to" regarding the description of inappropriate social media postings.

Mr. Sanchez moved and Mr. Cable seconded to recommend the Board approve the employee handbook with agreed upon revisions. Motion carried unanimously.

- D. *Benefit and Compensation Proposals*** – Mr. Lee advised staff received three proposals for the Benefit and Compensation Study. Staff has reviewed all proposals and asks that the Committee recommend the Board approve Reward Strategy Group (RSG) with a not to exceed budget of \$18,700.

Mr. Thomas felt it evident RSG has more knowledge of the Company. Mr. Cable commented their references and past jobs prove they are the most qualified to perform the study.

Mr. Sanchez mentioned DeLoach & Associates proposal as having some interesting measures.

Mr. Zuniga moved and Mr. Cable seconded to recommend the Board award the contract for the Benefit and Compensation Study to RSG.

- E. *Financial Discussion*** – Mr. Lee advised this item is for discussion. He is looking at scheduling a time to meet with both Mr. Sanchez and Ms. Martha Goss. Staff is researching quarterly and yearly reporting and an RFP for a financial advisor has been prepared.

Mr. Sanchez responded that he agreed with the list Mr. Lee had compiled. Investments and reserves had already been discussed. He felt organizing the list in order of importance would help keep them on track. He felt reporting was the most important and wished to begin discussion with that as the focus.

Mr. Thomas inquired as to whether or not staff can simply alter the current program to provide the type of reporting needed or would it require upgrading the software. Mr. Lee responded staff looked into having the current system altered and the costs involved were exorbitant. It was suggested that reports could be imported into Excel or another software such as Quickbooks could be utilized.

Ms. Layton advised she will be looking into a new billing software and possibly requesting it budgeted for the next year. Mr. Zuniga suggested asking the City of Upland, as they have billing software from the same company, for assistance in reporting. Mr. Lee replied he would have SAWCo contact the City of Upland if they have not already done so.

- F. *COVID Response*** – Mr. Lee advised that he will have this item on the agenda for the AFC and Board meetings so long as the recommendations and orders continue to be updated. He reported there is a glimmer of hope as most recent reports indicate a plateau in the number of positive cases in the State.

Office staff numbers have been reduced to no more than three at any given time. Field staff does come in and out throughout the day.

Mr. Sanchez requested rewording of the verbiage in the agenda item prior to the next update.

- G. *Goals and Objectives for General Manager*** – Mr. Lee inquired as to what the AFC would like him as General Manager to achieve over the next year.

Mr. Thomas asked that Mr. Lee generate a list with more items than possible to complete for the Committee to choose from and prioritize.

Mr. Sanchez asked that Mr. Lee list any forthcoming issues he sees so that the Committee can aid in selecting goals for their resolution. The question was asked when the Business Continuity Plan was last updated. Mr. Lee replied he would look into it. Mr. Sanchez asked that it be put on the General Manager's Goals and Objectives list.

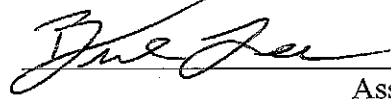
Mr. Lee will put together a list of possible Goals and Objectives, including what issue brought about the need for the goal, and will email them to the Committee for review and revising. He will do the same for the Planning, Resources, and Operations Committee and will then compile a complete list to present to the Board.

6. Closed Session: None.

7. Committee Comments and Future Agenda Items: None.

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8. Adjournment: Seeing no further business, Mr. Zuniga moved and Mr. Cable seconded to adjourn the meeting at 3:54 p.m. The motion carried unanimously.



Assistant Secretary
Brian Lee

