

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

January 23, 2024

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held at the Company office and called to order at 3:05 p.m. on the above date as noticed. Committee Members present were Bill Velto, Becky Miller, and Rudy Zuniga. Also in attendance were SAWCo's General Legal Counsel Derek Hoffman, General Manager Brian Lee, Assistant General Manager Teri Layton, and Administrative Specialist Tiffany Dickinson. Director Velto 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 Miller seconded to approve the meeting minutes of September 26, 2023. Motion carried unanimously.
5. Administrative and Financial Issues:
 - A. ***Discussion and Possible Action on Selection of Chair and Vice-Chair*** – Mr. Lee advised because the AFC has a new committee member and because the Chair that was selected the previous time is no longer on the Board, a Chair and Vice Chair need to be selected for the Committee.

Mr. Lee advised in choosing the Chair and Vice- Chair in that moment even though one Committee member was not present.

Director Velto recommended Director Miller as Vice- Chair and himself as Chair.

Director Zuniga moved and Director Velto seconded to approve the selection of Director Velto as Chair and Director Miller as Vice-Chair for the AFC Committee. Motion carried unanimously.

- B. ***Discussion on 4/10 work schedule*** – Mr. Lee stated changing to a 4/10 work schedule he believes should not create any issues with residents and there will always be somebody available.

Director Velto stated he believed this schedule does increase productivity overall. He did question how much overtime this schedule change will create.

Mr. Lee responded that the intent is to reduce overtime, there will be more time each day to complete tasks or projects. He added there will be an additional 6 hours of overtime on that Friday off for the on-call staff member with an increase of about \$5,600 a year. To compensate, employees will be giving up the Friday after Thanksgiving as a holiday, which in turn almost balances out.

Director Velto questioned if any staff members have inquired on working a Tuesday-Friday shift, and others work a Monday-Thursday shift.

Mr. Lee responded with there were no inquiries and it was not directly asked on the split shift but with only a five-member field crew, they do not have the flexibility to split the crews. Doing a split-week shift would complicate schedules and we are a small, staffed company. He also added most residents know we are currently open every other Friday, but they are not sure which Friday, therefore business is usually slow on Fridays.

Director Miller asked how often the company has a problem where field staff must work overtime and how does that compare in charges with retrospect in staying with the current schedule.

Mr. Lee stated currently the only overtime is when there is a leak after hours and we must bring the rest of the crew in to repair the leak, which would happen regardless of what schedule the company is on. This maybe happens once or twice a month and this would not impact overtime in that regard.

Director Zuniga asked how much was spent on overtime in 2023.

Ms. Layton stated the numbers for 2023 are 626.50 overtime hours and 4 hours of double-time.

Mr. Lee added as far as office staff the only office staff member that really has overtime is on Board Meeting nights and going to the 4/10 schedule would most likely eliminate that overtime.

Mr. Lee added there is always somebody available by phone. They would call in get a live voice and if it was an emergency then the call would be forward to the on-call staff member if it is not an emergency then it could be dealt with on the following Monday with office staff. He also added field staff go to every reservoir, well site every day, even on off days, to do 'rounds' and make sure everything is running smoothly.

Director Miller asked what the cost with the current schedule is compared to the 4/10 schedule.

Mr. Lee responded with the current 9/80 schedule and the proposed 4/10 schedule the difference is an additional \$1,100.00 a year with the additional \$5,600.00 on-call time and \$4,500.00 holiday pay the company will get back from giving up the Friday after Thanksgiving as a holiday.

Mr. Lee advised if the Committee is agreeable to bring this back to the employees and legal counsel, get confirmation from the employees and then bring it back to the full Board. He advised it is an open discussion and the votes are done privately by each employee.

Legal Counsel Derek Hoffman added between now and the March AFC Committee Meeting his office will get an update on the process, prepare the necessary letters to the employees, any amendments to existing policy and prepare the packet of materials.

There was consensus to bring back the discussion and further materials to the March AFC Committee Meeting and then taking it to the full Board Meeting in April.

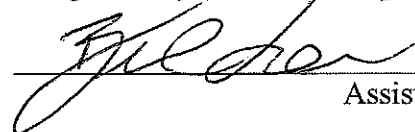
C. Discussion and Possible Action on Uniform Policy – Mr. Lee stated the uniform budget is \$3,500.00 a year at \$600.00 each employee.

Director Miller commented as a resident in the San Antonio Heights it is nice when the field staff is out working and walk up with San Antonio Water Company shirts and their names.

Mr. Lee added the company looked into a laundry service at one point in time but that did not work out well for the field staff or the company.

Director Velto moved and Director Miller seconded to move forward to the Board to approve the uniform policy. Motion carried unanimously.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment: Seeing no further business, the meeting was adjourned at 3:37 p.m.



Assistant Secretary
Brian Lee