

SAN ANTONIO WATER COMPANY
MINUTES OF THE SAN ANTONIO WATER COMPANY
Tuesday, January 17, 2023

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:00 p.m. on the above date at the City of Upland Council Chambers, 460 N. Euclid Ave., Upland, California. Directors present were Rudy Zuniga, Will Elliott, Bob Cable, Martha Goss, Bill Velto, and Kati Parker. Director Bob Bowcock was absent. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, General Legal Counsel Derek Hoffman, and Senior Administrative Specialist Kelly Mitchell. President Zuniga presided.

Director Velto led all in attendance in the flag salute.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Shareholder-Public Testimony: None.
4. Consent Calendar Items:
 - A. **Approval of Board Meeting Minutes**
Regular Meeting Minutes of December 20, 2022.
 - B. **Planning, Resources and Operations Committee (PROC) Meeting Minutes**
No meeting minutes to approve.
 - C. **Administration and Finance Committee (AFC) Meeting Minutes**
No meeting minutes to approve.
 - D. **Financial Statement**
Income Statement and Balance Sheet for November 30, 2022.
 - E. **Investment Activity Report**
Monthly Report of Investments Activity.
 - F. **Water Production and Consumption**
Monthly water production and consumption figures.
 - G. **Prominent Issues Update**
Status summaries on certain on-going active issues.
 - H. **Projects and Operations Update**
Status summaries on projects and operations matters.
 - I. **Groundwater Level Patterns [Quarterly in January, April, July, and October]**
Tracking patterns of groundwater elevations relative to ground surface.
 - J. **Conservation Program Update [Quarterly in January, April, July, and October]**
Update on SAWCo's existing water conservation programs
 - K. **Correspondence of Interest**

Director Velto moved and Director Elliott seconded to approve the Consent Calendar as presented. Motion carried unanimously.

Unknown caller logged in at 5:02 p.m.

5. Board Committee – Delegate Report:
 - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Parker reported PVPA met on Wednesday, January 11th for routine business. One item of note was the supplemental escrow instructions for entitlement and marketing agreement with Lewis Homes was extended to January 7, 2024.
 - B. **Six Basins Representative Report** – Ms. Layton reported there was no meeting held in December. Staff sold stored water in Six Basins to Three Valleys Municipal Water District for \$250,000.
 - C. **Chino Basin Representative Report** – Mr. Lee advised that for the past several years SAWCo and Monte Vista Water District (MVWD) have served as the two minor representatives on the advisory committee for the Appropriative Pool (AP) in Chino Basin. At last week's AP meeting, West End Consolidated Water Company and Nicholson Family Trust were appointed as the new minor representatives.
 - D. **Cucamonga Basin Representative Report** – Mr. Lee reported the parties met virtually along with the engineering firm providing the groundwater model. They are moving forward with the Sustainable Groundwater Management Act (SGMA) reporting which is an annual groundwater reporting required of all basins. Mr. Lee pointed out that although Cucamonga Basin is an adjudicated basin and is not required to report, the parties felt to do it was in good form.
 - E. **Administration and Finance Committee (AFC) Chairman's Report** – No meeting to report.
 - F. **Planning, Resources, and Operations Committee (PROC) Chairman's Report** – No meeting to report.

G. Office Feasibility Study Ad Hoc Committee – No meeting to report.

6. General Manager’s Report on Activities:

A. **San Antonio Heights Association Citizen’s on Patrol Donation** – Mr. Lee reminded the Board of the events, such as the Pancake Breakfast, the San Antonio Heights Citizen’s on Patrol have hosted for the Heights residents. Leaks and water waste in the Heights are also reported to SAWCo staff by the Citizen’s on Patrol. SAWCo traditionally donates \$1,000 every year to aid them in their efforts.

Director Elliott moved and Director Goss seconded to approve the donation of \$1,000 to the San Antonio Heights Citizen’s on Patrol. Motion carried unanimously.

B. **Annual Shareholder’s Meeting Location and Appointment of Inspectors of Election** – Mr. Lee advised staff is recommending the Annual Shareholder’s Meeting be held in-person at the Upland Council Chambers rather than virtually.

Regarding the Inspectors of Election, in the past staff as well as shareholders in the Heights have performed the duties of Inspectors of Election. Staff is recommending the duties be performed by staff for this year’s Annual Shareholder’s Meeting.

Director Velto moved and Director Elliott seconded to both hold this year’s Annual Shareholder’s Meeting in-person in the Upland Council Chambers and have SAWCo staff perform the duties of the Inspectors of Election.

C. **Request for Noninterference Letter** – Mr. Lee advised SAWCo received a request from a development company for a noninterference letter regarding an easement SAWCo has on a property they wish to develop. SAWCo does not have any facilities on this property, nor do they plan to build any in the future. Mr. Lee recommends approval to have SAWCo’s legal counsel execute a quitclaim deed for the easement rights on the property. A \$1,500 quitclaim fee will be paid to SAWCo by the development company.

There was question about whether a grant deed or a quitclaim deed was needed. Mr. Hoffman described the difference between the two and explained why the quitclaim was preferred. He also advised language will be added to secure SAWCo’s water rights and right of way.

Director Elliott moved and Director Cable seconded to have staff, via legal counsel, prepare a quitclaim deed and necessary documents to transfer the easement on the subject project. Motion carried unanimously.

7. Closed Session: None.

8. Director’s Comments and Future Agenda Items: Director Parker commended staff on quickly finding a way to provide on their website both audio and video recordings of SAWCo meetings.

Director Zuniga acknowledged and thanked City of Upland Councilmember James Brightly for attending the meeting.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:13 p.m.


Assistant Secretary
Brian Lee