

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

February 26, 2019

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:03 p.m. on the above date at the Company office located at 139 N. Euclid Ave., Upland, California. Committee Members present were Bob Cable, Jose Sanchez, and Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Assistant Kelly Mitchell. Ms. Sundell presided.

Mr. Thomas designated Mr. Sanchez to Chair the meeting due to the recent resignation of the previous Chair, Ms. Sue Sundell.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Thomas moved and Mr. Cable seconded to approve the meeting minutes of October 23, 2018. Motion carried.
5. Administrative and Financial Issues:
 - A. **Stock Auction – May 2019** – Mr. Lee stated the item is straight forward and follows the process SAWCo has been using.

The committee then briefly discussed the process which has been in place since 2009.

There was consensus on the Committee to recommend the Board approve the proposed stock auction and timeline presented.

- B. General Liability Insurance and Cyber Liability Renewal** – Mr. Thomas advised of the benefits of this policy such as coverage and pricing as well as the benefits experienced by having multiple insurance types with the same carrier.

Mr. Thomas moved and Mr. Cable seconded to recommend the Board approve the premium update and Cyber Insurance with JPRIMA for the General Liability renewal as presented by EPIC at the annual premium of \$28,891. Motion carried.

- C. Salary Range Adjustment** – Mr. Lee advised there are two questions before the Committee regarding the salary range adjustment. First is which Consumer Price Index to utilize for the adjustment; Los Angeles-Long Beach-Anaheim or Riverside/San Bernardino/Ontario? Second, does the Committee wish to recommend adjusting the Company salary tables to match inflation?

Staff asked the Committee to recommend the Board adjust the Company's salary tables 3.0% upward based on the Riverside/San Bernardino/Ontario Consumer Price Index for Urban Wage Earners and Clerical Workers change from January 2018 to January 2019.

There was consensus on the Committee to recommend the Board adjust the Company's salary tables 3.0% upward based on the Riverside/San Bernardino/Ontario 'Consumer Price

Index for Urban Wage Earners and Clerical Workers' change from January 2018 to January 2019.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Mr. Lee stated he will bring to the Committee the Company's public relations efforts regarding water rights in San Antonio Canyon.

Mr. Cable proposed a future agenda item regarding a lease option for the portion of the 17th and Benson Avenue site the City of Upland intends to purchase.

Mr. Lee advised the agreement for the purchase of a portion of the 17th and Benson Avenue property is scheduled to be included on the City of Upland Council Meeting agenda in early March.

8. Adjournment: The committee determined there was no further business and adjourned the meeting at 3:22 p.m.

The next regular Administration and Finance Committee meeting is scheduled for April 23, 2019 at 3:00 p.m.

Assistant Secretary
Brian Lee