

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
May 26, 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 Interim Public Works Director Steve Nix, and SAWCo's General Manager Brian Lee 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. Zuniga moved and Mr. Cable seconded to approve the meeting minutes of January 28, 2020. Motion carried unanimously.

5. Administrative and Financial Issues:

- A. *Compensation & Benefit Study*** – Mr. Lee advised this item is budgeted for 2020. The study is needed in order to make certain the company is in alignment with existing companies and agencies in surrounding areas. Mr. Lee has noticed that some of the current positions SAWCo has may be a little out of alignment.

Mr. Sanchez noted SAWCo's previous compensation and benefit studies took place in 2005 and 2014. He questioned why staff wouldn't wait another couple of years to have another study performed.

Mr. Lee replied in his roughly year and a half with the company he has noticed some job descriptions aren't well aligned with the actual job.

Mr. Thomas offered that if after receiving RFPs, if the total cost is more than the company wishes to spend, the project can be postponed for a time.

Mr. Sanchez advised of a typographical error on page one and suggested changing comparing monthly maximum base salary to comparing monthly base salary ranges.

Mr. Lee advised SAWCo has salary ranges but it over complicates things when ranges are compared rather than a fixed number. Salaries can start lower or higher than other agencies but it would not be good to end too far from the maximum of other agencies.

Mr. Sanchez questioned whether it would be valuable to have the consultant assess the organizational structure as well. Does SAWCo have the right classifications and are they structured appropriately?

Mr. Lee felt an assessment of the organizational structure was a bit too in depth and not necessary at this time. He felt SAWCo currently has the right amount of staffing.

Mr. Thomas questioned whether to include an assessment of the organizational structure in the RFP. Staff could then decide whether or not to have the assessment performed based on the bid amount.

Mr. Sanchez clarified one option is to release the RFP as presented. The other option is to amend the RFP to include an assessment or review of the organizational structure.

Mr. Cable moved and Mr. Zuniga seconded to release the RFP as presented. Motion carried unanimously.

- B. *Salary Range Adjustment*** – Mr. Lee explained a Consumer Price Index (CPI) increase of 3.4% from January 2019 to January 2020 has been calculated for Urban Wage Earners and Clerical Workers in the Riverside-San Bernardino-Ontario geographic area. Based on this change in the CPI, Mr. Lee recommends adjusting the company's salary tables 3.4% upward.

Mr. Zuniga inquired if the budget could handle the increase. Mr. Lee advised SAWCo is doing fairly well with water sales and is expected to meet entitlement for the year.

Mr. Cable moved and Mr. Sanchez seconded. Motion carried unanimously.

- C. *Company Response to COVID-19*** – 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.

Mr. Lee reported staff is now working half of their scheduled hours in the office and the other half at home. Office shifts are being staggered.

Mr. Zuniga inquired as to whether or not any clear partitions have been set up in the office for safety during the COVID-19 pandemic.

Mr. Lee responded no dividers or partitions have been placed in the office. Face masks have been provided to all staff members and disposable masks have been purchased for those that enter the office with no mask.

Mr. Zuniga asked if adding partitions is being looked at.

Mr. Lee responded signs are in place requesting those that enter the building wear masks. Staff is currently satisfied with the protections put in place. Should staff express a concern and a desire to have a barrier installed management will move forward with doing so.

Mr. Thomas suggested if SAWCo were to install a partition he suggested it be a more permanent, security type.

- D. *Stock Auction – August 2020*** – Mr. Cable asked if SAWCo would be in violation of any of the restrictions or emergency orders the governor has enacted during the pandemic by auctioning water stock.

Mr. Lee stated he would run the possibility of an auction taking place this year by legal counsel and advise.

Mr. Zuniga moved and Mr. Cable seconded to recommend the Board approve the stock auction timeline with the caveat that legal counsel assures the auction is not in violation of the emergency orders set by the governor during the COVID-19 pandemic. Motion carried unanimously.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment: Seeing no further business, Mr. Zuniga moved and Mr. Cable seconded to adjourn the meeting at 3:18 p.m. The motion carried unanimously.



Assistant Secretary
Brian Lee