



SAN ANTONIO WATER COMPANY

MEETING AGENDA

for

ADMINISTRATIVE & FINANCE COMMITTEE

September 22, 2020 @ 3pm

By Virtual/Online or Teleconference Only

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/835338549>

You can also dial in using your phone. United States: [+1 \(571\) 317-3112](tel:+15713173112) Access Code: 835-338-549

- Call to Order

1. Recognitions and Presentations:

2. Additions-Deletions to the Agenda:

3. Public Comments

This is the time for any shareholder or member of the public to address the committee members on any topic under the jurisdiction of the Company, which is on or not on the agenda. Please note, pursuant to the Brown Act the Committee is prohibited from taking actions on items not listed on the agenda. For any testimony, speakers are requested to keep their comments to no more than four (4) minutes, including the use of any visual aids, and to do so in a focused and orderly manner. Anyone wishing to speak is requested to voluntarily fill out and submit a speaker's form to the manager prior to speaking.

4. Approval of Committee Meeting Minutes

Regular Committee Minutes of July 28, 2020.

5. Administrative and Financial Issues:

A. Inventory Policy

Review and provide feedback on policy for recommended approval to Board

B. Disposal of Records

Recommend approval of record disposal based on adopted retention schedule

C. Draft Request for Qualifications (RFQ) for Investment Advisor

Review RFQ and provide feedback

D. Rental Agreements

Review current process and discuss provided alternatives

E. Board Gift

Review past practices and provide direction for 2020 and budget submittal for 2021

F. Financial Reporting

Verbal discussion on process of improvement

G. COVID Response

Verbal update

6. Closed Session: None

7. Committee Comments and Future Agenda Items:

- o This is the time for committee's comments and consideration on future agenda items relative to the interests and business of the company and its shareholders.

8. Adjournment:

The next regular Administration and Finance Committee meeting will be held on November 24, 2020 at 3:00pm

NOTE: All agenda report items and back-up materials are available for review and/or acquisition at the Company Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [8:00 – 11:30 and 12:30 – 4:00] and alternating Fridays [8:00 – 11:30 and 12:30 – 3:00]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

POSTING STATEMENT: On September 17, 2020, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), 460 N. Euclid Avenue (Upland City Hall), and on the Water Company's website.