

**SAN ANTONIO WATER COMPANY**  
**MINUTES OF THE SAN ANTONIO WATER COMPANY**  
**Tuesday, April 18, 2023**

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:03 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, Bill Velto, Kati Parker, and Bob Bowcock. 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 Bowcock 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 March 21, 2023.
  - B. Planning, Resources and Operations Committee (PROC) Meeting Minutes
    - No Meeting Minutes to Approve.
  - C. Administration and Finance Committee (AFC) Meeting Minutes
    - Approve Meeting Minutes of November 22, 2022.
  - D. AdHoc Committee for Office Feasibility Study
    - No meeting minutes to approve.
  - E. Financial Statement
    - Income Statement and Balance Sheet for February 28, 2023.
  - F. Investment Activity Report
    - Monthly Report of Investments Activity.
  - G. Water Production and Consumption
    - Monthly water production and consumption figures.
  - H. Prominent Issues Update
    - Status summaries on certain on-going active issues.
  - I. Projects and Operations Update
    - Status summaries on projects and operations matters.
  - J. Groundwater Level Patterns [Quarterly in January, April, July, and October]
    - Tracking patterns of groundwater elevations relative to ground surface.
  - K. Conservation Program Update [Quarterly in January, April, July, and October]
    - Update on SAWCo's existing water conservation programs.
  - L. Correspondence of Interest

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

5. Board Committee – Delegate Report:
  - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Parker reported PVPA discussed the Stone Canyon neighborhood in Claremont which is experiencing high groundwater. A joint statement between PVPA and Six Basins Watermaster will be forwarded to all Board members. Ms. Parker mentioned an article in the Claremont Courier written by a professor of environmental analysis and history from KECK at Pomona College that explains very well what is happening in the Stone Canyon neighborhood. She noted that if the area had been kept agriculture land the groundwater rising would be considered a good thing. PVPA has spreading grounds just below the affected area and has ceased all spreading for the time being. Also discussed during the PVPA meeting was the fact that for over a decade PVPA has had their legal counsel look into the selling of land to a homebuilder and its effect on PVPA's nonprofit status. The members of the PVPA board may be bringing in each of their respective legal counsels in the next few months to assist.
  - B. **Six Basins Representative Report** – Ms. Layton reported a meeting was held on March 22<sup>nd</sup>. Legal counsel reviewed the Brown Act rules including the change regarding virtual meetings and whether Six Basins is affected, as they are not elected officials, was discussed. Members were encouraged to adhere to the new Brown Act rules. The annual report was approved at the meeting.

The Strategic Planning Workshop followed the regular meeting. West Yost provided and update of the monitoring that is happening in the San Antonio Spreading Grounds including a soon to be implemented drone. The loss of water in previous years was discussed and determined to be because of a berm being lost causing rising groundwater leading to the curtailment of spreading. The Board was asked if they were still interested in a conjunctive use program to which the board requested time to consider.

There is no meeting scheduled for the month of April.

- C. Chino Basin Representative Report** – Mr. Lee reported that a number of weeks prior, the storm channel south, or downstream, of SAWCo’s spreading grounds for Chino Basin experienced a collapse of one of the side walls. As such, SAWCo was unable to spread water in the basin until the repair of the side wall was complete. As of this morning, SAWCo is now able to spread water again in Chino Basin.
- D. Cucamonga Basin Representative Report** – Mr. Lee stated the parties met in March and discussed the water model. The hydrogeologist continues to tighten up the model to meet real world conditions.
- E. Administration and Finance Committee (AFC) Chairman’s Report** – Mr. Lee reported the AFC met in March to discuss items that are included in the General Manager’s Report on Activities. Two items not included in the General Manager’s Report were two requests for proposals (RFPs). The proposals will be brought back to the AFC for review and possible recommendation to the Board.
- 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. Salary Range Adjustment**– Mr. Lee stated that every year SAWCo looks at the cost of living based on the Consumer Price Index (CPI) for Riverside/San Bernardino/Ontario region Urban Wage Earners and Clerical Workers. This year the index rose 7%, down from last year’s more than 9% increase. The item was brought to the AFC which recommended the Board approve shifting the salary ranges up by 7%. Mr. Lee reminded the Board that the increase is not automatically given to employees. It would simply shift the pay ranges up 7% allowing employees to earn higher pay at their annual review. SAWCo does have a newer employee working at the base end of their pay scale that will need to be adjusted to reflect the 7% shift.

Mr. Lee recommended the Board approve adjusting the salary ranges to reflect the 7% cost of living increase determined by the CPI for the Riverside/San Bernardino/Ontario Urban Wage Earners and Clerical Workers and allow for the pay increase of the one newer employee to place their pay rate in the newly adjusted pay range.

Director Cable moved and Director Velto seconded to approve adjusting the Company’s salary ranges 7.0% upward based on the Riverside/San Bernardino/Ontario ‘Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)’ change from January 2022 to January 2023 and allow for the pay increase of the one newer employee to place their pay rate in the newly adjusted pay range. Motion carried unanimously.

- B. Clothing Allotment** – Mr. Lee presented the request for an increase in the dollar amount for field staff’s clothing allotment. Currently, the clothing allotment for one calendar year is \$330 originally set in 2014. This amount is meant to cover steel-toed boots and blue jeans for field staff. Staff is requesting the allotment be raised to \$600 annually due to the rise in costs. Expected cost for SAWCo is upwards to \$1,350 annually.

Director Velto moved and Director Cable seconded to approve the recommendation to increase the field staff clothing allotment from \$330 annually to \$600 annually. Motion carried unanimously.

- C. Condolence Policy Update** – Mr. Lee presented the proposed revisions to SAWCo’s Condolence Policy. Staff is seeking to increase the dollar amount from \$100 to \$200 for plant or flower arrangement to or charitable donation on behalf of company staff and board, and a card for member agencies. A language change is also requested in order to include staff and board/council members of SAWCo’s affiliated agencies.

Director Parker moved and Director Velto seconded to approve the proposed revisions to SAWCo’s Condolence Policy increasing the dollar amount to \$200 to send arrangements to, or charitable donations on behalf of, company staff and board, and a card for member agencies as well as a language change to include staff and board/council members of SAWCo’s affiliated agencies. Motion carried unanimously.

- D. Property and Casualty Insurance Renewal** – Mr. Lee presented for ratification SAWCo’s property and casualty insurance renewal. The item was brought to and approved by the AFC in March due to time sensitivity. Staff did not receive the renewal information until late March however, the renewal date was April 1<sup>st</sup>. To avoid a lapse in coverage, the AFC approved the renewal with the caveat it would be brought before the Board for ratification. This year staff also requested and received approval from the AFC to send out a request for proposals (RFP) for property and casualty insurance brokers due to the significant increase in the premium over the past three years (18%, 17.5%, and 37% respectively).

Director Elliott moved and Director Velto seconded to ratify renewal of SAWCo's property and casualty insurance as presented. Motion carried unanimously.

- E. **Board Compensation for Chino Basin Watermaster Board Meeting Attendance** – Mr. Lee stated this item originated as a request from Director Parker regarding a stipend for Chino Basin Watermaster Board meeting attendance. Staff expanded on the original request and are recommending the Board appoint a Board member to be the standing advocate for SAWCo at the Chino Basin Watermaster Board meetings. A resolution to the effect was generated and included in the Board meeting agenda packet. If the Board approves the resolution, staff also recommends approving Director Parker as this year's attendee at Chino Basin Watermaster Board meetings. Director Parker is currently the alternate to the Minor Appropriators. Should she have to fill in for the Minor Appropriators, she is given a stipend of \$125 from Chino Basin Watermaster, SAWCo's stipend is \$250. The resolution as presented states if the standing advocate receives a stipend from another entity for the meeting, SAWCo will not provide one, however, other agencies will typically cover the difference. Should the Board wish to cover the difference, the resolution will be updated to reflect that.

Director Velto moved and Director Elliott seconded to approve Resolution 2023-04-01 and to approve Director Parker as attendee at the Chino Basin Watermaster Board meetings.

Director Bowcock recommended amending the resolution to include covering the difference in the amount of stipend the designated attendee for SAWCo is paid by the host organization and SAWCo's stipend amount.

Director Velto and Director Elliott approved the recommended amendment made by Director Bowcock. Motion carried unanimously.

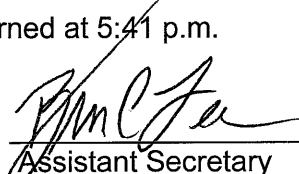
7. Closed Session:

- A. **General Manager's Annual Review, Goals, and Objectives [CGC §54957 subdivision 9(b)]** – The Board, Mr. Lee, and Mr. Hoffman went into closed session at 5:27 p.m. Upon return from closed session at 5:37 p.m., Mr. Hoffman stated there was no reportable action.

- 8. Director's Comments and Future Agenda Items: Director Parker thanked Mr. Lee for opening SAWCo's office on Sunday for the Upland Heritage Home Tour. Roughly 60 volunteers helped with the tour and 271 individuals with purchased tickets and approximately 50 comped tickets attended the tour.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:41 p.m.

  
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Assistant Secretary  
Brian Lee

