



SAN ANTONIO WATER COMPANY MEETING AGENDA

For

ADMINISTRATIVE & FINANCE COMMITTEE

May 26, 2026 @ 4:00 pm

At Company Office 139 N. Euclid Ave., Upland, CA 91786 with
option of Virtual/Online or Teleconference

Members of the public may join the meeting by computer, tablet or smartphone.

<https://meet.goto.com/949989445>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 949-989-445

Call to Order

1. Recognitions and Presentations

2. Additions-Deletions to the Agenda

3. Public Comment

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

Committee Minutes of January 27, 2026 and March 24, 2026.

5. Administrative and Financial Issues

A. Salary Table Adjustment

Recommend adjusting employee salary tables to match local inflation.

B. Update on Appraisal of Surplus Property (verbal only. No written report)

C. Update on Funding for Construction of New Campus Project Property (verbal only. No written report)

6. Committee Comments and Future Agenda Items

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

7. Adjournment

The next regular Administration and Finance Committee meeting will be held on July 28, 2026 at 4:00pm

NOTE: All agenda report items and back-up materials are available for review and/or acquisition from SAWCo's Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [7:30a – 11:30a and 12:30p – 5:00p] and on SAWCo's website www.sawaterco.com. The agenda is also available for review and copying at the Upland Public Library [450 N. Euclid Ave] and Upland City Hall [460 N. Euclid Ave.].

POSTING STATEMENT: On May 21, 2026, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), the Upland City Hall at 460 N. Euclid Ave., the Upland Public Library at 450 N. Euclid Ave., and on SAWCo's website.

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
January 27, 2026

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held at the Company office and called to order at 4:00 p.m. on the above date as noticed. Committee Members present were Bill Velto, Becky Miller, and Rudy Zuniga. Also in attendance were SAWCo's General Manager Brian Lee, General Legal Counsel Derek Hoffman, and Senior Administrative Specialist Tiffany Dickinson. Director Velto presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Director Zuniga moved and Director Miller seconded to approve the meeting minutes of October 7, 2025. Motion carried unanimously.
5. Administrative and Financial Issues: Mr. Lee gave an update on several administrative and financial issues. The first update was regarding staffing; the new auditor has started their work and working with staff in preparation for the Annual Shareholder's Meeting in April. He also added the Company now has a full staff, with 10 employees, for the first time in several years. There was discussion on potential for the local agencies forming an internship program to find opportunities to tap into talent and educational pipelines to both, advertise opportunities at the Company and have more of a presence in that field, in the community.

An update was given on the Company's 401K and the issues staff are having with their 3rd Party Advisor (TPA) and the potential for a new TPA.

Staff stated the new rates went into effect January 1, 2026, and will first be seen in the municipal billing in February. Staff are expecting some feedback from shareholders when residential billing goes out in March. Staff emphasized that the Company operates at cost and how the cost is allocated and distributed.

It was reported the SCADA system is 8 years old and the system has now reached the end of its design life, and they do not make upgrades anymore, therefore a whole new system is needed. The whole new system and upgrading each site will be an expensive project but needed. Two firms are being brought in for the server bid, which an RFP will be released soon.

Staff added an Ad Hoc Meeting will be called soon to discuss how to bid for the new campus/yard project, how to pay for the project, and what the long-term plans are, to keep costs under control.

Last item of discussion was staff requested for the Prominent Issues report to be removed from the Consent Calendar and made into its' own agenda item or as suggested, General Manager's Report.

6. Committee Comments and Future Agenda Items: None.
7. Adjournment: Seeing no further business, the meeting was adjourned at 4:53 p.m.

Assistant Secretary
Brian Lee

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SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
March 24, 2026

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held at the Company office and called to order at 4:02 p.m. on the above date as noticed. Committee Members present were Bob Cable and Becky Miller. Also in attendance were SAWCo's General Manager Brian Lee and Senior Administrative Specialist Tiffany Dickinson. General Legal Counsel Derek Hoffman and Directors Rudy Zuniga and Bill Velto were present via remote live videoconferencing. Mr. Lee presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: Mr. Lee stated staff received Company insurance premiums for the 2026 year, due by April 1st after the agenda packet had been posted and distributed. Staff sent the necessary documents to the Committee members prior to meeting start time to review. Staff asked if the committee had any objections to the General Manager executing the insurance premium policies, and with no objections made, staff will bring this item to the full Board in April for ratification of staff's action.

Director Velto moved and Director Miller seconded to add this item to the agenda to approve the General Manager signing the insurance premium documents for 2026 year and asking for ratification at the April Board meeting. Motion carried unanimously.

3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Meeting minutes of January 27, 2026 were not approved.
5. Administrative and Financial Issues:
 - A. Internship Program- Mr. Lee stated with time constraints, this agenda item will be discussed at a later date.
6. Committee Comments and Future Agenda Items: None.
7. Adjournment: Seeing no further business, the meeting was adjourned at 4:07 p.m.

Assistant Secretary
Brian Lee

Agenda Item No. 5A

Item Title: Salary Table Adjustment

Purpose:

To consider recommending to the full Board adjusting employee salary tables to match local inflation.

Issue:

Does the AFC wish to recommend to the full Board an adjustment to the Company salary tables to match inflation?

Manager's Recommendation:

Adjust the Company's salary tables 3.44% upward based on the Riverside / San Bernardino / Ontario 'Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)' change from January 2025 to January 2026.

Background:

A Consumer Price Index (CPI) measures changes in the price of consumer goods and services purchased by households. The Federal Bureau of Labor Statistics (BLS) tracks CPI for geographical areas in the States (www.bls.gov).

Based on changes in the CPI tables, companies may adjust wages to ensure employee's 'cost of living' is not impacted negatively by inflation. Adjustment to salary tables based on CPI are called, "Cost of Living Adjustments (COLA)".

Yearly, the Company considers adjustments to its salary tables based on published federal changes to a CPI index.

The CPI numbers and respective yearly change are shown below for the Riverside / San Bernardino / Ontario 'Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)':

Geographic Area	Jan 2024	Jan 2025	Change	% Change
Riverside, et al.	135.718	140.384	4.666	3.44

The COLA adjustment only shifts the salary tables. It does not have an immediate impact on an employee's rate-of-pay. Individual employees' rate-of-pay is only adjusted once per year, during the individual employee's annual review. The adjustment in individual employee's rate-of-pay are strictly performance based. The company follows a fixed percentage raise-in-pay formula based on an employee's performance and where the employee is currently located on their pay scale (see salary performance rating system box on attachment).

Impact on the Budget:

Implementing a COLA increases salary ranges only. It does not adjust current salary rates, except in two instances for 2026. The recommended COLA adjustment would place two employees below the salary range for their position. The Company would adjust these employee's salary upward to bring these employees back into the newly adjusted range (full year cost increase would be \$3,619). All other employees would be eligible for performance-based salary adjustments at the time of their annual review.

Previous Actions:

None.

		2025 Salary rate			
		Low	Midpoint	Control Point	High
Grade 30	General Manager	\$ 242,080	\$287,470	\$302,600	\$ 332,860
26	Eng/Ops Manager	\$ 112,644	\$133,765	\$140,806	\$ 154,886
25	Administrative Services Manager	\$ 100,128	\$118,903	\$125,161	\$ 137,677
25	Water Utility Crew Chief	\$ 100,128	\$118,903	\$125,161	\$ 137,677
24	Water Utility Worker 3	\$ 91,026	\$108,094	\$113,782	\$ 125,161
23	Administrative Analyst	\$ 82,751	\$ 98,267	\$103,438	\$ 113,782
23	Water Utility Worker 2	\$ 82,751	\$ 98,267	\$103,438	\$ 113,782
21	Cust Svc & Billing Specialist	\$ 71,607	\$ 85,034	\$ 89,509	\$ 98,460
21	Accounting & Payroll Specialist	\$ 71,607	\$ 85,034	\$ 89,509	\$ 98,460
20	Senior Administrative Specialist	\$ 66,611	\$ 79,101	\$ 83,264	\$ 91,590
20	Water Utility Worker 1	\$ 66,611	\$ 79,101	\$ 83,264	\$ 91,590
17	Water Utility Trainee	\$ 53,619	\$ 63,673	\$ 67,024	\$ 73,727

		2025 hourly rate			
		Low	Midpoint	Control Point	High
Grade 30	General Manager	\$ 116.38	\$ 138.21	\$ 145.48	\$ 160.03
26	Eng/Ops Manager	\$ 54.16	\$ 64.31	\$ 67.70	\$ 74.46
25	Administrative Services Manager	\$ 48.14	\$ 57.16	\$ 60.17	\$ 66.19
25	Water Utility Crew Chief	\$ 48.14	\$ 57.16	\$ 60.17	\$ 66.19
24	Water Utility Worker 3	\$ 43.76	\$ 51.97	\$ 54.70	\$ 60.17
23	Administrative Analyst	\$ 39.78	\$ 47.24	\$ 49.73	\$ 54.70
23	Water Utility Worker 2	\$ 39.78	\$ 47.24	\$ 49.73	\$ 54.70
21	Cust Svc & Billing Specialist	\$ 34.43	\$ 40.88	\$ 43.03	\$ 47.34
21	Accounting & Payroll Specialist	\$ 34.43	\$ 40.88	\$ 43.03	\$ 47.34
20	Senior Administrative Specialist	\$ 32.02	\$ 38.03	\$ 40.03	\$ 44.03
20	Water Utility Worker 1	\$ 32.02	\$ 38.03	\$ 40.03	\$ 44.03
17	Water Utility Trainee	\$ 25.78	\$ 30.61	\$ 32.22	\$ 35.45

2026 COLA 3.44%

		2026 Salary rate			
		Low	Midpoint	Control Point	High
Grade 30	General Manager	\$ 250,408	\$297,359	\$313,009	\$ 344,310
26	Eng/Ops Manager	\$ 116,519	\$138,367	\$145,650	\$ 160,214
25	Administrative Services Manager	\$ 103,572	\$122,993	\$129,467	\$ 142,413
25	Water Utility Crew Chief	\$ 103,572	\$122,993	\$129,467	\$ 142,413
24	Water Utility Worker 3	\$ 94,157	\$111,812	\$117,696	\$ 129,467
23	Administrative Analyst	\$ 85,598	\$101,647	\$106,997	\$ 117,696
23	Water Utility Worker 2	\$ 85,598	\$101,647	\$106,997	\$ 117,696
21	Cust Svc & Billing Specialist	\$ 74,070	\$ 87,959	\$ 92,588	\$ 101,847
21	Accounting & Payroll Specialist	\$ 74,070	\$ 87,959	\$ 92,588	\$ 101,847
20	Senior Administrative Specialist	\$ 68,902	\$ 81,822	\$ 86,128	\$ 94,741
20	Water Utility Worker 1	\$ 68,902	\$ 81,822	\$ 86,128	\$ 94,741
17	Water Utility Trainee	\$ 55,463	\$ 65,863	\$ 69,330	\$ 76,263

		2026 hourly rate			
		Low	Midpoint	Control Point	High
Grade 30	General Manager	\$ 120.39	\$ 142.96	\$ 150.49	\$ 165.53
26	Eng/Ops Manager	\$ 56.02	\$ 66.52	\$ 70.02	\$ 77.03
25	Administrative Services Manager	\$ 49.79	\$ 59.13	\$ 62.24	\$ 68.47
25	Water Utility Crew Chief	\$ 49.79	\$ 59.13	\$ 62.24	\$ 68.47
24	Water Utility Worker 3	\$ 45.27	\$ 53.76	\$ 56.58	\$ 62.24
23	Administrative Analyst	\$ 41.15	\$ 48.87	\$ 51.44	\$ 56.58
23	Water Utility Worker 2	\$ 41.15	\$ 48.87	\$ 51.44	\$ 56.58
21	Cust Svc & Billing Specialist	\$ 35.61	\$ 42.29	\$ 44.51	\$ 48.96
21	Accounting & Payroll Specialist	\$ 35.61	\$ 42.29	\$ 44.51	\$ 48.96
20	Senior Administrative Specialist	\$ 33.13	\$ 39.34	\$ 41.41	\$ 45.55
20	Water Utility Worker 1	\$ 33.13	\$ 39.34	\$ 41.41	\$ 45.55
17	Water Utility Trainee	\$ 26.67	\$ 31.67	\$ 33.33	\$ 36.67

Salary Performance Rating System			
Performance Rating	Bottom Third	Middle Third	Top Third
Outstanding	9.5%	9%	8%
Exceeds Expectations	8.0%	7%	6%
Meets Expectations	6.0%	5%	4%
Fails to Meet Expectations	0 to 2%	0%	0%