

SAN ANTONIO WATER COMPANY
MINUTES OF THE SAN ANTONIO WATER COMPANY
Tuesday, February 15, 2022

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:05 p.m. on the above date at the Upland City Hall Council Chambers, 460 North Euclid Avenue, Upland, California. Directors present were Tom Thomas, Will Elliott, Bob Cable, Martha Goss, Rudy Zuniga, Bill Velto, and Kati Parker. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Director Thomas presided.

1. Recognitions and Presentations: Mr. Lee advised he had been out sick and was wearing a KN95 mask to provide comfort to those around him should he cough or sneeze.
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 January 18, 2022.
 - B. Planning, Resources and Operations Committee (PROC) Meeting Minutes
No meeting minutes to report.
 - C. Administration and Finance Committee (AFC) Meeting Minutes
Meeting minutes of November 23, 2021.
 - D. Financial Statement
Income Statement and Balance Sheet for November 30, 2021.
 - E. Investment Activity Report
Monthly Report of Investments Activity.
 - F. Water Production and Consumption
Monthly water production and consumption figures.
 - G. Prominent Issues Update
Status summaries on certain on-going active issues.
 - H. Projects and Operations Update
Status summaries on projects and operations matters.
 - I. Groundwater Level Patterns [Quarterly in January, April, July, and October]
Tracking patterns of groundwater elevations relative to ground surface.
 - J. Conservation Program Update [Quarterly in January, April, July, and October]
Update on SAWCo's existing water conservation programs
 - K. Correspondence of Interest

Director Elliott moved and Director Velto 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 Thomas reported on the PVPA Meeting held February 9th. During the recent windstorm, two Claremont homeowner's trees fell onto PVPA land. One homeowner quickly contacted their insurance company to have the tree removed while the other felt it PVPA's responsibility. After some time, the second homeowner has contacted their insurance company to have the tree removed.

The National Recreation Area bill that includes privately owned PVPA land continues to be at a standstill.

PVPA continues to not act on a weed abatement notice from the Los Angeles County Fire for sage on PVPA land located in an area of habitat. The Fish and Wildlife are advising to not abate. PVPA will await until there is a resolution to the issue.

The annual audit of PVPA financials has been completed and resulted in a perfect review.

- B. Six Basins Representative Report** – Ms. Layton reported the officers for the basin will remain the same as the previous year including Director Thomas as president.

Director Thomas informed the Board of a possible recharge basin. East of Padua Park in Claremont is an area beneficial for recharge of the basin. The watermaster is determining how best to move forward with the project.

- C. Chino Basin Representative Report** – Mr. Lee advised there are no new updates at this time.

- D. Cucamonga Basin Representative Report** – Mr. Lee stated interviews for the two remaining hydrogeologists being considered for the basin took place on February 1st. Both hydrogeologists did phenomenally well which is making it difficult for the parties to choose. Discussions on whom to hire are ongoing.

- E. **Administration and Finance Committee (AFC) Chairman's Report** – Items discussed at the AFC meeting are included in the General Manager's Report on Activities.
- 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. **AFC Schedule for 2022** – Mr. Lee advised these items were brought to the AFC in January. The Committee agreed with the items but asked they be brought to the full Board for discussion.

Staff proposed sending out Requests for Proposals (RFPs) for both general legal services and Information Technology (IT) services. SAWCo has had the same legal counsel for several decades and will need to prepare for his potential retiring. The idea is to have current legal counsel train a local water lawyer to take over general counsel duties with him then moving to the special counsel position. SAWCo has had the same IT consultant for several years as well and would like to check if they are in line with the current industry.

Staff currently utilizes a robust financial and accounting software that is costly and would like to look into something that is more simplified with less cost to maintain.

Payroll is currently done inhouse. As part of the revamping of the Accounting and Personnel Specialist position, staff would like to outsource payroll.

Mr. Lee would also like to bring an end of year budget to the AFC in March, then to the full Board in April.

Director Velto felt it wise for a small company such as SAWCo to go out to bid for consultant work ever so often to see if they are getting the best services for their money.

- B. **Annual Shareholder's Meeting Appointment of Inspectors** – Mr. Lee spoke to the Board about the difficulties of scheduling future meetings with the impending equipment upgrades to the City of Upland Council Chambers. Originally, SAWCo was unable to hold any March or April meetings in the Council Chambers due to these upgrades. However, staff was recently advised the upgrades have been postponed to mid-April therefore the March Board Meeting and the Annual Shareholder's Meeting will be held in-person in the Council Chambers.

Due to the late notice of an in-person Annual Shareholder's Meeting, staff is proposing Mr. Lee and Ms. Layton be designated as Inspectors of Election for the meeting. No elections are being held at the meeting.

Director Velto moved and Director Elliott seconded to appoint General Manager Brian Lee and Assistant General Manager Teri Layton as Inspectors of Election for the 2022 Annual Shareholder's Meeting. Motion carried unanimously.

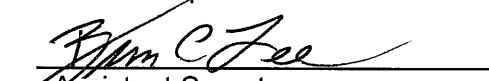
- C. **COVID Response** – Mr. Lee mentioned the indoor mask mandate has ended. Staff continues to monitor and update procedures as information regarding how to handle COVID-19 cases changes.

7. Closed Session: None.

- 8. Director's Comments and Future Agenda Items: Director Goss advised she has received great feedback from San Antonio Heights residents for the field staff's response to the damage caused by the recent high winds. She asked that they be made aware of the positive responses.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:20 p.m.


Assistant Secretary
Brian Lee