

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES

June 25, 2019

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:00 p.m. on the above date at the Company office located at 139 N. Euclid Ave., Upland, California. Committee Members present were Jose Sanchez, Rudy Zuniga, and ex officio Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee and Senior Administrative Specialist Kelly Mitchell. Mr. Sanchez presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: Mr. Lee advised the Committee of faxes received from Dr. Gattas in relation to Agenda Item 5A.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Thomas moved and Mr. Zuniga seconded to approve the meeting minutes of April 23, 2019. Motion carried.

Mr. Sanchez appreciated the thorough meeting minutes.

5. Administrative and Financial Issues:

- A. ***Shareholder Request for Reimbursement*** – Mr. Lee advised the Committee that Dr. Gattas' request for reimbursement had increased to include a refund for the water stock transfer fees he had paid. Though his faxed request listed \$290 as the total requested reimbursement amount, the calculated total equaled \$240.

Mr. Lee then explained his and staff's interactions with Dr. Gattas in regards to the water stock transfers and the need for a lost instrument bond. As such, the Committee discussed the information provided by the shareholder and the Company's water stock transfer procedure.

Mr. Thomas moved and Mr. Zuniga seconded to deny Dr. Gattas' request for a refund of the stock transfer fees as all stock transfers requested were completed and to deny request for reimbursement of the cost of the lost instrument bond as the shareholder was responsible for the whereabouts of the original stock certificate. Motion carried.

The Committee then directed Mr. Lee to respond to Dr. Gattas with the Committee's findings.

- B. ***Goals and Objectives for General Manager*** – Mr. Lee advised the Committee that he would not only be asking them but also the Planning, Resources, and Operations Committee to compile goals and objectives for his position in time for his September annual performance review. Provided to the AFC was Mr. Lee's proposed goals and objectives for 2019-2020.

It was agreed that the original members of the Ad Hoc Personnel Committee for Executive Recruitment would complete the annual performance review of the General Manager. Their recommendations would then be presented to the Board.

Mr. Lee asked that the Ad Hoc Personnel Committee reach out to staff regarding working with him over the past year as well as thoughts on goals and objectives for the future.

At the next AFC meeting the Committee members bring forward their list of goals and objectives whether they be the same as presented today, modified, or entirely different.

The Committee then discussed the items on Mr. Lee's proposed goals and objectives list. Mr. Lee will place an action item on the July Board meeting agenda for development of proposed goals and objectives for 2019-2020.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Mr. Sanchez requested, if completed, the two accounting reports he had been working on with staff to be presented at the next AFC meeting. The Committee agreed that if the reports are completed prior to the July Board meeting they should go directly to the Board for approval.
8. Adjournment: The committee determined there was no further business and adjourned the meeting at 3:34 p.m.

The next regular Administration and Finance Committee meeting is scheduled for August 27, 2019 at 3:00 p.m.

Assistant Secretary
Brian Lee