

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

November 13, 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, Bob Cable, and Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee and Assistant General Manager Teri Layton.

1. Recognitions and Presentations: Mr. Lee thanked the Committee for their willingness to schedule an additional meeting in order to review and discuss items needing to be addressed prior to year-end.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: No minutes to approve.

5. Administrative and Financial Issues:

- A. Board Gift – End of Year Luncheon** – Mr. Thomas recommended looking into increasing the amount of the gift in the future to account for inflation.

Mr. Cable moved and Mr. Thomas seconded to approve providing a Board Gift to employees in the amount of \$1,250, prorated for part-time employees, at the End of Year Luncheon. Motion carried unanimously.

Mr. Sanchez reiterated looking into the amount of the board gift. He suggested discussing the item at an AFC meeting earlier in the calendar year.

There was consensus on the Committee to review the amount of the board gift earlier in the year in 2020 to allow for any necessary changes to the budget.

- B. Annual Review of Employee Health Benefits** – The Committee agreed the slight increase in the cost to renew the health benefits was worth the coverage received over the alternative plans presented.

Mr. Cable moved and Mr. Thomas seconded to recommend the Board approve maintaining SAWCo's current employee health and welfare benefits package. Motion carried unanimously.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Mr. Sanchez requested financial policies and ratios be placed on the January AFC meeting agenda.
8. Adjournment: The committee determined there was no further business and adjourned the meeting at 3:09 p.m.



Assistant Secretary
Brian Lee