

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

February 28, 2017

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:18 p.m. on the above date at the Company office located at 139 N. Euclid Ave., Upland, California. Committee Members present were Sue Sundell, Bob Cable, Glenn Bozar, and Tom Thomas. SAWCo's General Manager Charles Moorrees, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Ms. Sundell presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Bozar moved and Mr. Cable seconded to approve the meeting minutes of October 25, 2016 as presented. Motion carried.

5. Administrative and Financial Issues:

- A. ***Salary Range Adjustment*** - Mr. Moorrees reported an adjustment to the salary ranges based on the Cost of Living Adjustments (COLA) has not been made since the Classification and Compensation Study was completed in 2014. In 2013 the AFC suggested consideration of annual cost of living adjustments for salary range adjustments which would be determined by the Consumer Price Index (CPI) as calculated by the Bureau of Labor Statistics. According to the Bureau, the CPI for Urban Wage Earners and Clerical Workers increased by 2 percent from December of 2015 to December of 2016.

Mr. Moorrees recommended the AFC recommend adjusting the existing job position wage range 2% based on the Bureau of Labor Statistics for the Los Angeles area for December 2016 as presented.

Mr. Bozar moved and Mr. Cable seconded to approve recommending the Board adjust the existing job position wage range by 2%. Motion carried.

- B. ***General Liability Insurance renewal and Cyber Liability*** – Mr. Thomas reported SAWCo switched insurance coverage last year to CalMutuals JPRIMA. If the rates are raised by more than 15% in three years SAWCo has the ability to opt out of the program. The pricing for this year is roughly \$1,000 less than the previous year.

Mr. Moorrees stated SAWCo reduced coverage by removing the rock building and reservoir at the 17th Street and Benson Avenue site as they will be demolished.

Mr. Bozar moved and Mr. Cable seconded to recommend the Board approve renewal of SAWCo's General Liability Insurance through CalMutuals JPRIMA at an annual premium of \$24,746 and Cyber Liability annual premium of \$3,508 as present. Motion carried.

- C. ***Part-Time Administrative Assistant*** – Mr. Moorrees distributed a copy of the draft job description for the proposed part-time Administrative Assistant. He explained the Accounting & Personnel Specialist began working part-time over a year ago. With her

absence on Fridays funds are now available and there is now the need to have an additional worker on that day to cover employee absences/vacations and to fulfill other tasks.

Ms. Layton stated management would advertise to fill the position. Mr. Bozar suggested using a temporary agency. He has used Kelly Services for temporary or part-time workers in the past and has had success with them.

There was consensus on the committee to have staff contact Kelly Services regarding a part-time Administrative Assistant and then bring the item to the Board for approval.

D. *Grant Funding for Capital Improvements* – Mr. Moorrees reported staff met with Merchant McIntyre & Associates to discuss the possibility of utilizing their assistance in obtaining federal grants for capital improvement projects. Merchant McIntyre & Associates provided an action plan for acquiring federal funding. The cost for their assistance in obtaining federal grants is \$8,000 per month on an annual basis; however, they would offer an “audition” rate for three months.

Mr. Moorrees stated this item is for information only but inquired whether or not the committee was receptive to looking into grant funding. The committee agreed it was a good idea to look into grant funding. Staff was encouraged to explore other companies that will provide a contract based on a percentage of the grant amount.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.

Adjournment: The committee determined there was no further business and adjourned the meeting at 3:43 p.m.

Assistant Secretary
Charles Moorrees