

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
May 25, 2010

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:05 p.m. on the above date at the Company office located at 139 N. Euclid Ave., Upland, California. Committee Members present were Dr. Fred Gattas, Mark Hill, Ken Willis, and Tom Thomas. Assistant Manager of Administration and Finance Teri Layton was also in attendance. Mr. Thomas presided.

1. Recognitions and Presentations: None.
2. Additions / Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes – Dr. Gattas moved and Mr. Hill seconded to approve the meeting minutes of March 30, 2010. Motion carried. Mr. Willis abstained.
5. Administrative and Financial Issues:
Citizens Patrol Request for Contribution – Dr. Gattas suggested keeping the amount contributed to \$1,000. Ms. Layton stated that a representative from the Citizens Patrol was invited to the meeting but did not attend. The Citizens Patrol previously agreed to report leaks or water being wasted but the water company has not received any reports. They were also invited to partner with the San Antonio Canyon Watershed Committee in monitoring issues in the watershed but they have not attended any of those meetings as well. The General Manager recommended in his report for the committee to consider appropriating funds from Operations to either 1) a monetary donation, 2) a monetary contribution with an expectation of monitoring report as previously described, or 3) provide no contribution at this time.

A letter was sent to Richard Trigiani. Dr. Gattas stated that Mr. Trigiani is no longer the commander of the Citizens Patrol. The current commander is Herb Rosenzweig. Mr. Willis suggested sending a letter to the current commander.

Mr. Willis moved to send the letter previously sent to Mr. Trigiani to the current commander and approve the \$1,000 request for contribution from the Citizens Patrol. Mr. Hill seconded the motion. Motion carried.

Consideration for Future Stock Auction – Ms. Layton stated that the Board recently approved the Stock Auction Procedures. At this time the water company has 1 ½ shares that have outstanding charges against them. A spreadsheet detailing the stock information and amounts due was included in the meeting packet.

Mr. Willis moved to begin the stock auction process on the shares listed in the spreadsheet presented and Dr. Gattas seconded. Motion carried.

6. Status report on Staff & Committee items:
History Documentation – Ms. Layton reported that she has received the signed Professional Service Agreement from Rauch Communications. She is still in need of their insurance

paperwork. Mr. Rauch would like to interview Mr. Hill as well as an employee of the water company to obtain additional historical information.

Conservation Update - Ms. Layton reported that as of May 15, 2010 72% of the money allotted by MWD for rebates is still available. Rebates have been available since September 2009 for residential customers. Commercial rebates have been depleted as of this date and are tentatively scheduled to re-open in July of this year.

The water company updated its meters and found that in a few instances meters with datalogger capabilities were sent in error. The dataloggers allow for a report that shows if a minimum of 1 cubic foot (cf) of water ran through the meter for a 24 hour period. Since March 2010, the water company has notified customers if there has been over 18,000 cf of water used in a 2 month period of time. Eleven customers were notified by automated phone reminder. By the next billing cycle, seven of those customers returned back to their normal usage. In May 2010, 18 calls were made and six customers called regarding leaks stating that they would check or that they recently fixed a leak on their property. Four 'repeat' customers were sent letters regarding possible leaks and also offering tips and water audits.

Ms. Layton also reported that Assembly Bill 1881 went into effect on January 1, 2010. It requires that all water agencies adopt a water efficient landscape ordinance that includes a landscape water budget that establishes the maximum amount of water to be applied through the irrigation system based on climate, landscape size, irrigation efficiency, and plant needs for all landscaped properties over 1 acre foot.

Mr. Willis suggested the water company adopt the City of Upland landscape ordinances. Ms. Layton stated that the water company falls under the county of San Bernardino and has to follow their ordinance. The water company itself does not adopt their own landscape ordinance but they do have to adopt a water budget.

San Antonio Canyon Watershed – Clean Up Day – Ms. Layton informed the committee that the Watershed Clean Up Day is scheduled for Saturday, July 10, 2010. The water company will be purchasing the t-shirts for the event this year.

7. Committee Comments and Future Agenda Items: Mr. Hill thanked the water company for the water they contributed to the Rebecca Goss Boo-Yaah Memorial Foundation Car Show which took place May 22, 2010.
8. Adjournment: - The committee determined there was no further business and adjourned the meeting at 3:35 p.m.

Assistant Secretary
Charles Moorrees