

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

April 25, 2017

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 Sue Sundell, Bob Cable, and Tom Thomas. SAWCo's General Manager Charles Moorrees, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Ms. Sundell presided and asked that Teri Layton and Kelly Mitchell exit the room for discussion. Ms. Layton and Ms. Mitchell reentered the meeting at 3:09 p.m.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Cable moved and Mr. Thomas seconded to approve the meeting minutes of February 28, 2017 as presented. Motion carried.
5. Administrative and Financial Issues:
  - A. **Workforce Planning** - Mr. Moorrees reported that a component of the Water Master Plan is to develop a workforce plan and succession plan. One of the strategic planning goals was to develop the workforce of the future. Staff designed six objectives to meet this goal and then developed some ideas to address three of the six objectives. This became known as a draft Employee Transition Program. The Employee Transition Program has yet to be accepted by the AFC. The Committee previously requested a Succession Plan which will be discussed during Item 5B.

The draft Water Master Plan will be presented to the PROC in May with a recommendation for a Board workshop. Mr. Moorrees asked to receive and file this information provide any comments.

- B. **Employee Succession Plan** – Mr. Moorrees reported that one of the biggest challenges for SAWCo is the aging workforce. Staff proposed an Employee Succession Plan for those employees reaching retirement age in 3 to 5 years. This plan identifies current employees with the potential to fill key business leadership positions in the company and lists development needed in order for them to assume the retiring employee's job duties.

Ms. Sundell had some suggestions to clarify that the succession plan presented was a potential plan and not necessarily the only feasible plan. She also confirmed that not all employees listed in the plan needed to move in the direction being presented.

Mr. Moorrees advised he would put this portion of the Water Master plan as part of the Strategic Plan so that when the Water Master Plan is adopted the guidelines for the workforce planning will also be adopted.

- C. **Citizens Patrol Contribution** – Mr. Moorrees reported that SAWCo has contributed to the San Antonio Heights Citizen's Patrol since 2006. From 2008 to present the contribution has been \$1,000. In addition to monitoring daily activity in the San Antonio Heights, the Citizen's Patrol also agreed to assist SAWCo in reporting water leaks and water waste.

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Because their patrols include the Mt. Baldy area, they also partner with the San Antonio Canyon Watershed Committee in monitoring issues affecting water quality within the watershed area and provide quarterly reports.

Mr. Moorrees asked that the committee recommend the Board provide a \$1,000 monetary contribution to the San Antonio Heights Citizen's Patrol.

There was consensus on the committee to recommend the Board approve a \$1,000 monetary contribution to the San Antonio Heights Citizen's Patrol.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Mr. Moorrees reminded the committee that a Board Workshop on the Water Master Plan will be scheduled shortly for June or July.

Mr. Cable spoke about Local Agency Formation Commission (LAFCO) 3216 and how it changes some of the requirements for the fire department for water connections.

Adjournment: The committee determined there was no further business and adjourned the meeting at 3:32 p.m.

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Assistant Secretary  
Charles Moorrees