

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

May 14, 2013

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:02 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. Also in attendance were SAWCo's General Manager Charles Moorrees, Assistant Manager of Administration and Finance Teri Layton, and Office Assistant Kelly McGuire. 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 March 26, 2013 as presented. Motion carried.
5. Administrative and Financial Issues:
 - A. ***Citizens Patrol Contribution*** – Mr. Moorrees explained that the Citizen's Patrol has been good about providing reports for the San Antonio Canyon Watershed when requested.

Mr. Cable questioned whether a standard form for the Citizens Patrol to fill out would be beneficial or not. Ms. Layton stated that Sheila Stinnett is in charge of typing up the reports. Mr. Cable stated that he will see Bob Stinnett, Sheila's spouse, the following day and will inquire with him directly.

Ms. Layton gave a brief history in that SAWCo started with donations by providing uniforms for the Citizens Patrol. SAWCo also supplies them with bottled water for their Annual Pancake Breakfast.

Mr. Cable moved and Mr. Bozar seconded to bring to the Board for approval a contribution of \$1,000 to the Citizens Patrol. Motion carried.

- B. ***Annual Disposal of Records*** – Mr. Moorrees stated that the Board approved the Record Management Policy that included the policy on record destruction in June of 2012. This is the first annual disposal pursuant to the policy. Ms. McGuire identified the records that had met their holding requirements, recorded them and set them aside for destruction. The approximate cost for proper disposal is \$250.

Mr. Moorrees recommended the committee recommend the Board approve the annual disposal of files presented pursuant to the adopted retention schedule and Record Management Policy.

Mr. Bozar questioned whether the retention schedule was based on governmental retention requirements. Mr. Moorrees replied they follow accepted guidelines.

Mr. Bozar moved and Mr. Cable seconded to recommend the Board approve the annual disposal of the files presented pursuant to the adopted retention schedule and Record Management Policy. Motion carried.

- C. **General Manager's Review** – Ms. Sundell commented that the review needed to be conducted no later than July 1st.

Mr. Moorrees stated that he had spoken with Robert DeLoach, former General Manager for Cucamonga Valley Water District (CVWD), who allowed him to use a form he utilized for his general manager reviews. Mr. Moorrees provided the AFC with a copy of that form as well as the list of the goals and status of the objectives that were set forth the previous year.

Ms. Sundell commented that the AFC had suggested that Mr. Moorrees develop some goals and objectives for himself for the committee measure him against. She inquired as to whether a closed session date to evaluate Mr. Moorrees' performance was needed.

Mr. Thomas stated that previously an ad-hoc committee would meet with Mr. Moorrees in closed session to discuss the evaluation and then a closed session would be held at the following Board Meeting.

Ms. Sundell inquired as to whom would make up the ad-hoc committee. It was agreed to include one representative from the Planning, Resources, and Operations Committee (PROC). It was decided that Sue Sundell, Bob Cable, and Will Elliott (PROC) would make up the ad-hoc committee for the General Manager's review.

Mr. Thomas commented that the Board should approve the ad-hoc committee at the Board meeting in May. The ad-hoc meeting could take place prior to the June Board meeting and at the June Board Meeting a closed session could be held for the official review.

Ms. Sundell suggested a copy of the goals and the evaluation form be given to all Board members in the event they'd like to comment to the ad-hoc committee.

Mr. Moorrees stated the item will be on the next Board Meeting's agenda.

- D. **General Liability Insurance Renewal Proposal & Cyber Liability** – Mr. Moorrees advised that the figures for Workers Compensation have yet to be received. Ms. Layton will try to get the information from SAWCo's insurance company prior to the June Board Meeting.

Mr. Moorrees noted that SAWCo's current provider's quote is slightly higher than the other quotes but provides more insurance limits and more coverage.

Mr. Moorrees recommended the AFC recommend Arch Insurance Company's proposal for General Liability at an annual premium of \$43,570 and a separate proposal from Philadelphia Insurance Company for Cyber Liability at an annual premium of \$3,411 as presented for Board approval.

May 14, 2013

Mr. Cable moved and Mr. Bozar seconded to approve the General Manager's recommendation.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Mr. Thomas suggested an email be sent to the Board with the General Manager's review information. Mr. Moorrees stated he would send the information to Ms. Sundell and cc the entire Board. Ms. Sundell advised Mr. Moorrees to describe the review process in the email.

Adjournment: The committee determined there was no further business and adjourned the meeting at 3:27 p.m.

Assistant Secretary
Charles Moorrees