

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

June 24, 2014

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 Glenn Bozar. Also in attendance were SAWCo's General Manager Charles Moorrees, Assistant Manager of Accounting and Finance Teri Layton, and Office Assistant Kelly Mitchell. Ms. Sundell presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: Mr. Moorrees added the Classification and Compensation Study as Item 5C on the agenda.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Bozar moved and Mr. Cable seconded to approve the meeting minutes of April 29, 2014 as presented. Motion carried.

Mr. Moorrees advised the committee of the California Rural Water Association (CRWA) educational seminars. Ms. Layton clarified that these are online classes and any committee member wishing to participate should let her know and she will sign them up. Subject matter included ethics, Safe Drinking Water Act, financial management, and capital improvement plan.

It was agreed that management would scan and email the list of classes to the committee.

5. Administrative and Financial Issues:

- A. ***Company History Facility Video*** – Mr. Moorrees reported that at the last AFC meeting, the Committee clarified the purpose of the video for the benefit of the Board members and staff and suggested preparing a more detailed Request for Proposal (RFP) for review and comments at this meeting.

A draft of the RFP was included in the Committee packet for review. It included an option for a video for customers and a separate more detailed video for SAWCo staff and board.

Ms. Sundell stated the desire for more specifics of what the final product would be; how many copies and in what format. Mr. Moorrees stated an amount can and will be added to the RFP for clarification. Mr. Cable advised receiving it in digital format as well and also mentioned posting the completed video on the Water Company's website.

There was consensus on the committee to bring the item to the Board with recommended changes.

- B. ***Personnel Update*** – Mr. Moorrees reported that when he reviews with the AFC his goals for the year in closed session, he can present to them his proposal for workforce planning and succession planning.
- C. ***Classification and Compensation Study*** – Mr. Moorrees reviewed the job description for the general manager as compiled by legal counsel. It is believed there was no job description

for the general manager due to the fact that in the company bylaws the president of the board was considered responsible for many of the roles now performed by the general manager. The bylaws have recently been updated to establish the role of the general manager. The general manager job description mentioned a Strategic Plan of which there is no current one in place. Mr. Moorrees felt when the Master Plan is updated the following year, a Strategic Plan could be produced.

Mr. Bozar felt the company would benefit from a Disaster Recovery Plan or contingency planning to maintain operations during or after a major event. Mr. Moorrees replied that SAWCo does have an Emergency Planning Committee and is involved in the Emergency Response Network of the Inland Empire (ERNIE) but does not have a Disaster Recovery Plan.

Mr. Cable stated that something with an in-house chain of command and how to continue serving quality water to shareholders during a disaster.

Ms. Layton reported she sent the RFP's for the Classification and Compensation Study to 11 different companies. The job descriptions SAWCo currently has for all positions will be given to the chosen consultant as a starting point for them to bring up to date.

Mr. Moorrees clarified staff would update the current job description of general manager to include risk management associated with the Master Plan, disaster recovery, strategic planning, supervision of staff and communication with other agencies.

The committee agreed with the additions to the general manager's job description.

6. Closed Session: The committee moved to a closed session for the General Manager's Performance Review [subdivision 9b) of Section 54957, CGC] at 3:22 p.m.
7. Committee Comments and Future Agenda Items: None.

Adjournment: The committee determined there was no further business and adjourned the meeting at 3:59 p.m.

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Assistant Secretary  
Charles Moorrees