

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

June 27, 2017

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was called to order at 3:04 p.m. on the above date at the Company office located at 139 N. Euclid Ave., Upland, California. Committee Members present were Bob Cable and Tom Thomas. SAWCo's General Manager Charles Moorrees, Assistant General Manager Teri Layton, and Administrative/Conservation Specialist Roberta Thomas. 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: Mr. Cable moved and Mr. Thomas seconded to approve the meeting minutes of April 25, 2017 as presented. Motion carried.

5. Administrative and Financial Issues:

- A. ***Conservation – Customer Leak Detection Program*** – Mr. Moorrees reported that since March of 2014 SAWCo has utilized Mitchell's Plumbing to provide leak detection for its Customer Leak Detection Program. The only employee at Mitchell's Plumbing that knew how to use the leak detection equipment is no longer employed at Mitchell's Plumbing. In order to continue the program, SAWCo staff has contacted several surrounding plumbing companies that provide leak detection. Mr. Moorrees expressed the desire to partner with a minimum of three leak detection plumbers so that customers utilizing the Customer Leak Detection Program have options. Currently, J.B. Flood Restoration is the only plumbing company that has agreed to participate in the program. Staff will continue to look for additional qualified plumbers to partner with.

Ms. Thomas explained the Customer Leak Detection Program process to the committee. All attendees felt some additional advertisement for the program is needed.

There was consensus on the committee to take the item to the Board for approval.

6. Closed Session: Ms. Layton and Ms. Thomas exited the meeting at 3:16 p.m. to allow for closed session regarding the General Manager's performance review.

Closed session concluded at 4:16 p.m. The item will be discussed with the full Board at the next Board meeting.

7. Committee Comments and Future Agenda Items: None.

Adjournment: The committee determined there was no further business and adjourned the meeting at 4:17 p.m.

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Assistant Secretary  
Charles Moorrees