

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES
July 30, 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, 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 May 14, 2013 as presented. Motion carried.

5. Administrative and Financial Issues:

A. Policy Change – Uniform Steel-Toed Boots – Mr. Moorrees explained that the Board adopted the current policy in 2007. Field staff has concern while wearing steel-toed work boots there is a possibility of greater injury from the steel in the boot severing digits. As such, staff requested management to revise the Company uniform policy to allow PVC or composite reinforced-toed boots as well.

Mr. Moorrees advised the Committee to recommend the Board approve a change in uniform policy allowing alternatives to steel-toed boots. Mr. Bozar stated that the boots needed to be American National Standards Institute (ANSI) or American Society for Testing and Materials (ASTM) approved.

Mr. Cable moved and Mr. Bozar seconded to bring to the Board for approval a Uniform Policy Change allowing ANSI and ASTM approved alternatives to steel-toed work boots. Motion carried.

B. Company History and Facility Video – Mr. Moorrees stated that in the past staff had considered recording a video summarizing the history of SAWCo and the facilities the Company operates. There has been interest from other water companies and private individuals for tours of SAWCo's facilities but there is concern about security and liability for a tour given to outside persons.

Staff looked into the cost of creating a 20-30 minute video and received an estimate ranging from \$7,000 to \$27,000. With aerial views the cost would increase by \$6,400.

Ms. Sundell stated that the video needed to be of a quality that can be used on local television.

Mr. Moorrees considered also including a link on the company website for customers to be able to view.

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Mr. Cable stated that it is not difficult to make two edits of the video; one for the public and one for private use. He suggested checking with the Claremont McKenna College. He has had numerous short videos filmed by them and they have been of professional quality at no cost.

Ms. Sundell also mentioned that California Polytechnic of Pomona also has a program.

Mr. Thomas felt that there is no substitute for going out and seeing the sites first hand and felt that the actual tour should not be fully abandoned.

Mr. Bozar suggested using PowerPoint along with the video. There is a lot of history in picture form in the office.

Ms. Sundell committed to getting a name and contact information for Chaffey College to Mr. Moorrees.

There was consensus on the Committee to move forward with putting together a video summarizing the history of SAWCo and the facilities the company operates.

C. *Disposal of Records* – Mr. Moorrees advised the Committee that there were additional items that needed approval for disposal as well as items that needed to be ratified.

Mr. Cable moved to ratify the disposal of records from series #32 from 9/2003 thru 10/2005 for domestic, irrigation and miscellaneous paystubs and the records from series #57 for Water Utility Worker I Application Tests for 2005 thru 2008 as well as approve the disposal of second page of previously destroyed Box#1 containing water quality samples more than 10 years old. There was consensus on the Committee to dispose and to ratify the disposal of the records.

6. Closed Session: None.

7. Committee Comments and Future Agenda Items: Mr. Bozar questioned whether the Board members will receive a SAWCo baseball hat. After brief discussion it was agreed that SAWCo Board members would receive a blue baseball hat with 'director' embroidered on the back.

Mr. Moorrees advised the Committee that at the September meeting the mid-year budget review will be discussed.

Adjournment: The committee determined there was no further business and adjourned the meeting at 3:26 p.m.

Assistant Secretary
Charles Moorrees