

**SAN ANTONIO WATER COMPANY**  
**MINUTES OF THE SAN ANTONIO WATER COMPANY**  
**Tuesday, December 17, 2024**

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:04 p.m. on the above date at the City of Upland Council Chambers, 460 N. Euclid Ave., Upland, California. Directors present were Rudy Zuniga, Will Elliott, Bill Velto, Kati Parker, Bob Cable, Becky Miller and Bob Bowcock. Also in attendance were SAWCo's General Manager Brian Lee, General Legal Counsel Derek Hoffman, and Senior Administrative Specialist Tiffany Dickinson. President Zuniga presided.

Director Miller led all in attendance in the flag salute.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Shareholder-Public Testimony: None.
4. Consent Calendar Items:
  - A. Approval of Board Budget Workshop Meeting Minutes  
Regular Meeting Minutes of December 11, 2024
  - B. Approval of Board Meeting Minutes  
Regular Meeting Minutes of November 19, 2024
  - C. Planning, Resources and Operations Committee (PROC) Meeting Minutes  
No meeting minutes to approve.
  - D. Administration and Finance Committee (AFC) Meeting Minutes  
No meeting minutes to approve.
  - E. AdHoc Committee for Office Feasibility Study  
No meeting minutes to approve.
  - F. Financial Statement  
Income Statement and Balance Sheet for October 31, 2024.
  - G. Investment Activity Report  
Monthly Report of Investments Activity.
  - H. Water Production and Consumption  
Monthly water production and consumption figures.
  - I. Prominent Issues Update  
Status summaries on certain on-going active issues.
  - J. Projects and Operations Update  
Status summaries on projects and operations matters.
  - K. Groundwater Level Patterns [Quarterly in January, April, July, and October]  
Tracking patterns of groundwater elevations relative to ground surface.
  - L. Conservation Program Update [Quarterly in January, April, July, and October]  
Update on SAWCo's existing water conservation programs.
  - M. Correspondence of Interest

Director Velto moved and Director Elliott seconded to approve the Consent Calendar as presented. Motion carried unanimously.

5. Board Committee – Delegate Report:
  - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Parker stated PVPA went dark in December therefore there is no update to report.
  - B. **Six Basins Representative Report** – Mr. Lee stated there is no update to report.
  - C. **Chino Basin Representative Report** – Mr. Lee stated there is no update to report.
  - D. **Cucamonga Basin Representative Report** – Mr. Lee stated there is no update to report.
  - E. **Administration and Finance Committee (AFC) Chairman's Report** –No meeting to report.
  - F. **Planning, Resources, and Operations Committee (PROC) Chairman's Report** – No meeting to report.
  - G. **Office Feasibility Study Ad Hoc Committee** – No meeting to report.
6. Review of Calendar Year 2025 Budget: Mr. Lee reported staff received no feedback that required changes in the budget that was presented at the Budget Workshop the previous week. He added if the board would like to make any additional comments, requests, or inquiries now is the time to do so.

With no discussion from the Board, Director Elliott moved and Director Parker seconded to approve the Calendar Year 2025 Budget as presented. Motion carried unanimously.

- 7. Review of Payroll Outsourcing: Mr. Lee stated staff has discussed the idea of outsourcing payroll with the AFC and has since released RFPs to four (4) payroll services, and of the 4 companies, 3 returned proposals. Of the 3 proposals staff is recommending Paylocity, which is the most expensive payroll firm, however they were the most willing to work with the company and brought more to the table beyond just payroll including HR services. Overall, it seemed better value for the company, and the cost will be offset by the labor savings.

Director Velto questioned if staff had received a proposal response from ADP.

Mr. Lee responded staff did receive a proposal from ADP, which was the lowest costing company, but also the least flexible company.

Director Cable added at the AFC Meeting the committee left it up to staff and what would work best for them and the company.

Director Cable moved and Director Miller seconded to approve staff to outsource payroll services and award contract to Paylocity. Motion carried unanimously.

- 8. Closed Session:

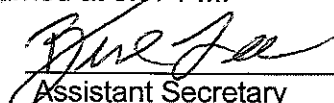
A. CONFERENCE WITH LEGAL COUNSEL- EXISTING LITIGATION [Gov't Code § 54956.9(d)(1)]  
Name of Case: Aqueous Film-Forming Foams Product Liability Litigation, Master Docket No. 2:18-mn-2873-RMG

The Board went into closed session at 5:11 PM. Upon return from the closed session at 5:36 PM, Mr. Hoffman stated the Board met in closed session on the item listed on the agenda and there is no reportable action.

- 9. Director's Comments and Future Agenda Items: Director Velto wished everyone a happy holiday and happy new year.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:37 PM.

  
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Assistant Secretary  
Brian Lee