

SAN ANTONIO WATER COMPANY
MINUTES OF THE SAN ANTONIO WATER COMPANY
Tuesday, October 18, 2022

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:00 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, Bob Cable, Bill Velto, Kati Parker, and Bob Bowcock. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. President Zuniga presided.

Director Elliott led all in attendance in the flag salute.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: Mr. Lee requested adding the Pomona Valley Protective Association (PVPA) Proxy for their upcoming annual meeting to the agenda. The item was added to the agenda as Item 6C.
3. Shareholder-Public Testimony: None.
4. Consent Calendar Items:
 - A. Approval of Board Meeting Minutes
Regular Meeting Minutes of September 20, 2022.
 - B. Planning, Resources and Operations Committee (PROC) Meeting Minutes
No meeting minutes to report.
 - C. Administration and Finance Committee (AFC) Meeting Minutes
Approve meeting minutes of July 26, 2022.
 - D. Financial Statement
Income Statement and Balance Sheet for July 31, 2022, and August 31, 2022.
 - E. Investment Activity Report
Monthly Report of Investments Activity.
 - F. Water Production and Consumption
Monthly water production and consumption figures.
 - G. Prominent Issues Update
Status summaries on certain on-going active issues.
 - H. Projects and Operations Update
Status summaries on projects and operations matters.
 - I. Groundwater Level Patterns [Quarterly in January, April, July, and October]
Tracking patterns of groundwater elevations relative to ground surface.
 - J. Conservation Program Update [Quarterly in January, April, July, and October]
Update on SAWCo's existing water conservation programs
 - K. Correspondence of Interest

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

5. Board Committee – Delegate Report:
 - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Parker reported on the October 12th PVPA meeting where, along with other routine business, the Six Basins Watermaster invoice for \$150,000 for spreading ground improvements was approved.
 - B. **Six Basins Representative Report** – Ms. Layton advised a virtual meeting was held at the end of September. The feasibility study for the San Antonio Spreading Grounds is due for completion by the end of October. Six Basins Watermaster's consultant will be looking at storage grants.

The next meeting is scheduled for October 26th.
 - C. **Chino Basin Representative Report** – Mr. Lee called attention to a regional water supplier's workshop being held on December 5th at the Cucamonga Valley Water District Frontier building. SAWCo's Board of Directors is encouraged to attend. Mr. Lee will send out details, such as the exact time of the workshop, once made available.
 - D. **Cucamonga Basin Representative Report** – Mr. Lee reported a virtual meeting for team building, brain storming, and information sharing led by the geotechnical consultant was held a couple of weeks ago. Staff then had a one on one with the geotechnical consultant regarding available data and data being sought.
 - E. **Administration and Finance Committee (AFC) Chairman's Report** – Mr. Lee advised the agenda items of the most recent AFC meeting are included in the General Manager's Report on Activities.
 - 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. General Manager's Report on Activities:

A. **Major Activities Calendar 2023** – Mr. Lee presented the proposed Major Activities Calendar for 2023 and recommended it for approval by the Board.

Director Elliott moved and Director Bowcock seconded to approve the 2023 Major Activities Calendar as presented. Motion carried unanimously.

B. **Board Gift** – Mr. Lee explained this is an annual recognition for SAWCo employees. In the past, the Board has presented a monetary gift to employees at the end of the year celebratory luncheon. The gift is considered a “thank you” for service to SAWCo and is not based on merit. From 2007 to 2019 a \$1,250 Board gift was given to all SAWCo employees; prorated for part-time and employees with less than 1 year of employment. In 2020 the Board increased the gift to \$1,500.

The item was taken to the AFC in September, and they have recommended the Board approve a \$1,500 Board Gift to full time SAWCo employees; prorated for part-time employees and employees with less than one year of employment.

Director Velto moved and Director Bowcock seconded to approve providing a \$1,500 Board Gift to full time SAWCo employees; prorated for part-time employees and employees with less than one year of employment. Motion carried unanimously.

C. **PVPA Proxy** - Mr. Lee advised SAWCo typically nominates SAWCo's PVPA Board representative as proxy for the PVPA annual meeting. He recommends the Board approve Director Parker as proxy for SAWCo's vote at this year's PVPA annual meeting.

Director Velto moved and Director Bowcock seconded to approve Director Parker as proxy for SAWCo's vote at the PVPA annual meeting. Motion carried unanimously.

7. Closed Session: The Board, Mr. Lee, and Ms. Layton went into closed session for discussion and possible action regarding selection of new legal services consultant [CGC§ 549557(b)(1)] at 5:09 p.m. and returned to open session at 5:25 p.m.

Director Zuniga reported the approval of the engagement letter for general legal counsel services with Fennemore.


8. Director's Comments and Future Agenda Items: Director Velto asked that an update on the campus feasibility study on the 20th Street property be placed on November's Board meeting agenda. Mr. Lee replied that as more information is received, he will add to the Projects and Operations Update in the Consent Calendar Items. Mr. Lee also advised Item 5G on the agenda is a place holder for an Ad HOC committee for the Office and Yard Feasibility Study. He stated he will place the item on next month's Board agenda so that Ad HOC committee members can be chosen.

Director Parker requested a resolution from SAWCo to present to Margaret Hamilton, a board member from Chino Basin Water Conservation District, who will be retiring.

Mr. Lee announced a correction to the location of the End of Year Luncheon. Lunch will be served at the Sycamore Inn on December 6th.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:29 p.m.



Assistant Secretary
Brian Lee