

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

October 23, 2018

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 Sue Sundell, Jose Sanchez, and Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Assistant Kelly Mitchell. Ms. Sundell presided.

1. Recognitions and Presentations: Mr. Thomas introduced the Mayor of Mildura, Australia Mr. Mark Eckel and Mildura Upland Sister City Association (MUSCA) president Denis Jewell. Mayor Eckel and Mr. Jewell are in town promoting the Mildura Upland 50-year Golden Jubilee event taking place May 26th to June 1st of 2019 in Mildura, Australia.
2. Additions-Deletions to the Agenda: Mr. Lee advised that although Committee member Mr. Bob Cable was unable to attend today's meeting, he emailed comments to the agenda items and asked they be read and noted in the meeting minutes. As such, Mr. Cable's comments will be read after the discussion of the agenda item, prior to recommendation.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Mr. Sanchez moved and Mr. Thomas seconded to approve the meeting minutes of August 28, 2018. Motion carried.
5. Administrative and Financial Issues:
 - A. **Document Imaging** – Ms. Mitchell led a PowerPoint presentation informing the Committee of SAWCo's current document imaging software and the difficulties staff is having with the system crashing and the need for barcoded coversheets to scan in documents among other issues. Three options for replacement were researched and reviewed for the Committee with staff recommendation to utilize DocStar ECM.

The Committee had no issue replacing the old document imaging software with DocStar ECM.

Mr. Cable's emailed comments advised he also had no issue with the agenda item and would agree with whatever software staff is comfortable with.

Mr. Sanchez moved and Mr. Thomas seconded to recommend the Board approve the purchase, install and use of DocStar document imaging software. Motion carried.

- B. **CY2019 Calendar** – Mr. Sanchez noted the November 2019 Planning, Resources, and Operations Committee (PROC) meeting is scheduled the same week as Thanksgiving. Meetings scheduled the week of Thanksgiving have had problems in the past obtaining a quorum with many members leaving town for the Holiday. When the calendar is brought to the next Board meeting this concern will be addressed to allow for discussion and possible date change.

Emailed comments from Mr. Cable advised he has no issues with the proposed schedule for meetings but noted his schedule is unpredictable.

Mr. Sanchez moved and Mr. Thomas seconded to bring the proposed CY2019 Calendar to the Board for approval with noted November PROC meeting date inquiry. Motion carried.

- C. Board Gift – End of the Year Luncheon** – Mr. Thomas gave a brief history of how the Board Gift came about and the reason for the change in the amount gifted.

Mr. Cable's emailed comments expressed no issue with recommending continuing the current amount for the Board Gift to employees.

Mr. Thomas moved and Mr. Sanchez seconded to recommend the Board approve an end of year Board Gift in the amount of \$1,250. Motion carried.

- D. Consideration for 9/80 Work Schedule** – Mr. Sanchez advised that several years ago he was on a committee that investigated alternative work schedules for Metropolitan Water District (MWD). Various options were looked at and originally a 9/80 work schedule, with half of staff working on one Friday and the other half working the other Friday, was implemented. This made it impossible to schedule meetings on Fridays and staff was often unaware who worked what Friday. These difficulties eventually led to all staff working every other Friday.

Mr. Thomas inquired whether all staff has been informed of the idea of switching to a 9/80 work schedule and are they receptive to the idea.

Mr. Lee advised staff brought the idea to him and after presenting it to all employees he has had no significant pushback. He advised that if the Board approves the change, staff will need to vote whether or not to move to a 9/80 work schedule and two-thirds must agree in order for it to be approved.

Mr. Thomas felt it important that staff get approval from the Board to allow staff to vote on whether or not to change to a 9/80 work schedule. He also suggested a six-month trial period and if there is no significant issues a 9/80 work schedule can be finalized.

Mr. Lee explained there would be a slight impact on the budget involving the non-worked Friday. On Call staff will still need to carry out daily rounds on the non-working Friday which will result in roughly four hours of overtime every-other Friday. The estimated increase would be roughly \$4,680 per year or less than 0.75% of annual labor costs.

The Committee found the increase in annual labor costs to be insignificant.

Mr. Cable's emailed comments expressed opposition to the 9/80 work schedule. He felt it would be less customer friendly and that productivity may decrease. He also pointed out the increase in costs for On Call services. For these reasons he recommended keeping working hours as they currently are until the proposed schedule is considered the norm and not the exception.

Mr. Sanchez provided some clarity on issues involving Holiday pay and the 9/80 work schedule. Though initially MWD continued to pay holidays as if they were 8 hour days and required employees to use 1 hour of vacation pay, they eventually paid the Holiday as by day rather than by hour. The Committee felt Holiday pay should be for the day not by the hour.

October 23, 2018

Mr. Thomas moved and Mr. Sanchez seconded to recommend the Board approve, with a six-month review, SAWCo moving to a 9/80 work schedule. Motion carried.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment: The committee determined there was no further business and adjourned the meeting at 3:45 p.m.

The next regular Administration and Finance Committee meeting is scheduled for February 26, 2019 at 3:00 p.m.

Assistant Secretary
Brian Lee