



SAN ANTONIO WATER COMPANY

MEETING AGENDA

for

ADMINISTRATIVE & FINANCE COMMITTEE

September 24, 2024 @ 4:00 pm

At Company Office 139 N. Euclid Ave., Upland, CA 91786 with
option of Virtual/Online or Teleconference

Members of the public may join the meeting by computer, tablet or smartphone.

<https://meet.goto.com/608181301>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3122](tel:+15713173122)

Access Code: 608-181-301

Call to Order

1. Recognitions and Presentations

2. Additions-Deletions to the Agenda

3. Public Comment

This is the time for any shareholder or member of the public to address the committee members on any topic under the jurisdiction of the Company, which is on or not on the agenda. Please note, pursuant to the Brown Act the Committee is prohibited from taking actions on items not listed on the agenda. For any testimony, speakers are requested to keep their comments to no more than four (4) minutes, including the use of any visual aids, and to do so in a focused and orderly manner. Anyone wishing to speak is requested to voluntarily fill out and submit a speaker's form to the manager prior to speaking.

4. Approval of Committee Meeting Minutes

Regular Committee Minutes of July 23, 2024.

5. Administrative and Financial Issues

A. Employee Year End Gift.

Discussion and possible action regarding Board's Year End Gift to Employees.

B. Major Activities Calendar 2025

Review, comment, and possibly approve the major activities calendar for 2025.

C. Workplace Violence Prevention Plan

Recommend approving a workplace violence prevention plan.

D. Outside Payroll Services RFP

Discussion regarding Outside Payroll Services Request for Proposal (RFP).

E. Rate Study Proposal

Consider a proposal to conduct a Rate Study

6. Closed Session

General Manager's Annual Review, Goals and Objectives [Government Code § 54957 subdivision 9(b)]:
Discussion and Possible Action regarding General Manager's Performance and Goals

7. General Manager

Discussion and Possible Action Related to Annual Performance Evaluation/Compensation Adjustment Pursuant to Employment Contract

8. Committee Comments and Future Agenda Items

This is the time for committees' comments and consideration on future agenda items relative to the interests and business of the company and its shareholders.

9. Adjournment

The next regular Administration and Finance Committee meeting will be held on November 26, 2024 at 4:00pm

NOTE: All agenda report items and back-up materials are available for review and/or acquisition from SAWCo's Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [7:30a – 11:30a and 12:30p – 5:00p] and on SAWCo's website www.sawaterco.com. The agenda is also available for review and copying at the Upland Public Library [450 N. Euclid Ave] and Upland City Hall [460 N. Euclid Ave.].

POSTING STATEMENT: On September 19, 2024, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), the Upland City Hall at 460 N. Euclid Ave., the Upland Public Library at 450 N. Euclid Ave., and on SAWCo's website.