

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

May 28, 2024

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held at the Company office and called to order at 3:02 p.m. on the above date as noticed. Committee Members present were Bill Velto, Becky Miller, and Rudy Zuniga. Also in attendance were SAWCo's General Legal Counsel Derek Hoffman, General Manager Brian Lee, Assistant General Manager Teri Layton, and Administrative Specialist Tiffany Dickinson. Director Velto presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: Director Miller recognized and thanked Director Velto for stepping up and holding the position of Chairman of the committee.
4. Approval of Committee Meeting Minutes: Director Zuniga moved and Director Miller seconded to approve the meeting minutes of March 26, 2023. Motion carried unanimously.
5. Administrative and Financial Issues:
  - A. **Updated Employee Manual – Legal Counsel update of the employee handbook**- Mr. Lee stated for the purpose of switching to a 4/10 schedule, there were a number of edits that were required to the current employee handbook. Staff used this opportunity to present the whole employee handbook to legal counsel and have them update the manual. He added the redline form and a completed final form are presented to the committee in the packet. If questions arise that cannot be answered now, the lawyer can attend the June Board Meeting to answer any questions or concerns.

Director Velto asked if after review of the current employee handbook did legal counsel find anything out of line or of concern.

Mr. Hoffman responded there were no concerns to the current employee handbook. He added there are new employment laws almost every year. He also added he involves his partner, who specializes in employment law, June Monroe, who worked closely with Mr. Lee and Ms. Layton to get the manual up to date.

Mr. Hoffman added in response to Director Velto's previous concern regarding breaks and lunch times, Mr. Hoffman stated his team did specifically research that issue and we are consistent with what was originally found, which was no deviation with what was originally proposed.

Director Miller questioned if employees have to take their meal break at a specific hour if it is more impromptu because of their line of work.

Mr. Lee responded the company requires staff take their meal breaks at a specific time of day, office staff at 11:30 AM and field staff at 11:00 AM. He added field have a flexibility in that if there is an unforeseen event they have the flexibility to take that meal break at a later time. He also added California law states after so many hours of work, an employee must take a break and the company does incorporate this law.

Director Zuniga asked if the employees have had a chance to review the amended employee handbook and if any concerns were brought up.

Mr. Lee responded no concerns have been brought up aside from what has already been administered to and included in the redline copy including the day after Thanksgiving and office start times.

Director Velto inquired if staff requires or has an acknowledgement for staff to sign acknowledging they have received the updated employee handbook and comprehend the material.

Mr. Lee responded that the acknowledgment of receipt is about the most staff can provide for employees to sign acknowledging they have received the handbook and understand the manual.

May 28, 2024

Mr. Lee concluded staff recommends taking the update employee handbook to the full board at the June 18, 2024, Board Meeting and added staff is on track to start the 4/10 schedule on July 15, 2024, with the approval from the full board.

Directo Zuniga moved and Director Miller seconded to approve the updated employee handbook and take to the full board at the June 18, 2024 Board Meeting. Motion carried unanimously.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: Director Velto requested to look into whether there is a policy or if there is a possibility of discussion of changing the start times of the committee meetings to a later time such as 4:00 PM.
8. Adjournment: Seeing no further business, the meeting was adjourned at 3:10 p.m.



Assistant Secretary  
Brian Lee