

SAN ANTONIO WATER COMPANY
MINUTES OF THE SAN ANTONIO WATER COMPANY
Tuesday, August 17, 2021

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 Upland City Hall Council Chambers, 460 North Euclid Avenue, Upland, California. Directors present were Tom Thomas, Will Elliott, Martha Goss, Rudy Zuniga, Bill Velto, and Kati Parker. Also in attendance were, SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Director Thomas presided.

Director Elliott led all in attendance in the flag salute.

1. Recognitions and Presentations: Mr. Lee advised of two field staff resignations and long-time employee Scott Weiland's plans to retire at the end of 2022. SAWCo will be hiring to fill three Water Utility Worker I positions from its recent job interviews, bringing the total number of field staff to 6 until the end of 2022.

At the previous Board meeting, there was a request for an iPad from one of the Directors. Mr. Lee extended the offer of an iPad to all Directors. He asked interested Directors to email him.

Mr. Lee reminded the Board of the IEUA Regional Plant 5 Tour on Tuesday, September 7th beginning at 8:30 a.m. Staff is organizing a carpool from the office.

The Board member tour of SAWCo facilities is scheduled for the morning of Wednesday, September 8th with Scott Weiland's 45th Employment Anniversary Luncheon directly following.

Mr. Lee stated there are some Directors that have yet to receive SAWCo polo shirts. He asked those interested to please email him with their shirt size request.

2. Additions-Deletions to the Agenda: None.

3. Shareholder-Public Testimony: None.

4. Consent Calendar Items:

- A. Approval of Board Meeting Minutes

Regular Meeting Minutes of July 20, 2021

- B. Planning, Resources and Operations Committee (PROOC) Meeting Minutes

No meeting minutes to report.

- C. Administration and Finance committee (AFC) Meeting Minutes

Meeting minutes of May 25, 2021.

- D. Financial Statement

Income Statement and Balance Sheet for June 30, 2021

- 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 in 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 Cable absent.

5. Board Committee – Delegate Report:

- A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Thomas reported on the PVPA meeting held the previous week. Again this month, there is practically no water being spread. After describing the locations of PVPA property, Director Thomas advised weed abatement is taken care of by the City of Pomona at this time every year.

PVPA continues to monitor the National Recreation Area bill as their privately owned land has been included. The bill is currently at a standstill.

PVPA land that Holliday Rock mines has had a significant increase in property taxes. Holliday Rock has advised they are okay with paying the additional amount.

A weed abatement notice was received for PVPA land that has never been abated. It is an area of habitat and PVPA is currently in the middle of a Programmatic Environmental Impact Report. They are in talks with the county about whether they should be abating this area that is native shrub.

The Budget Committee meeting will take place in September.

- B. Six Basins Representative Report** – Ms. Layton stated the Watermaster Board agreed to prepare a work plan to characterize high ground water conditions in the two basins. This was part of the strategic planning. Since experience does not warrant this effort, the consultant was directed to discontinue if research continues to support the experience of the various water entities.

The Board met in closed session to review the two proposals received for legal counsel representation for Six Basins Watermaster as the current legal counsel is retiring. After discussion, it was reported in open session that the Board decided to hire Richards, Watson, & Gurshon.

The next scheduled Six Basins meeting will take place on August 25th.

- C. Chino Basin Representative Report** – Mr. Lee reported the Appropriative Pool (AP) continues to work with the Agricultural Pool (Ag) to reach a settlement agreement after the judge ruled in favor of the AP. The Ag Pool filed a lawsuit against the AP attempting to recover nearly \$500,000 worth of legal fees. The court date is scheduled for October 9th. In the meantime, the two Pools continue to try to work towards an agreement. The AP has received redacted legal invoices from Ag which do not provide enough information. A letter requesting additional information on the invoices will be sent.

- D. Cucamonga Basin Representative Report** – Ms. Layton stated the working group met virtually on August 3rd. The Term of Reference document is still awaiting signature from Cucamonga Valley Water District's (CVWD) general manager.

The Request for Proposal (RFP) was discussed and minor changes are anticipated.

It was announced by CVWD that West Yost Associates will charge \$18,000 to obtain the prior model for the basin. CVWD was going to attempt to negotiate with West Yost Associates. The desire is to have the new consultant review the model for accuracy.

Discussion took place about a possible development near the Sycamore Inn. The measuring device described in the judgment is believed to be involved. A copy of the technical memo performed by West Yost Associates was requested and received.

The next scheduled meeting is September 7th.

- E. Administration and Finance Committee (AFC) Chairman's Report** – Director Thomas advised items discussed at 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. Water Stock Transfer Policy** – Mr. Lee advised staff had updated information on San Antonio Water Company stock certificates to include the requirement of notarized signatures. However, approved policy did not identify this long-practiced requirement.

Mr. Lee recommended the Board ratify and approve the revised water stock transfer policy to include notarized signature(s) requirement.

Director Velto moved and Director Elliott seconded to ratify and approve the revised water stock transfer policy to include notarized signature(s) requirement. Motion carried unanimously with Director Cable absent.

- B. Update to Records Retention Guide** – Mr. Lee explained this is a review of SAWCo's Records Retention Guide with the intent of updating and modernizing. Staff focused on digital records and the attempt to go more paperless.

Mr. Lee recommended the Board agree with the AFC's recommendation to approve the changes and updates to the records retention guide as presented.

Director Velto moved and Director Goss seconded to approve the changes and updates to the records retention guide as presented. Motion carried unanimously with Director Cable absent.

- C. Update to Records Management Policy** – Mr. Lee clarified this item is to update the entire Records Management Policy as opposed to the previous agenda item which updated just the records retention guide.

Mr. Lee recommended the Board agree with the AFC's recommendation to approve the changes and updates to the records management policy as presented.

Director Velto moved and Director Parker seconded to approve the changes and updates to the records management policy as presented. Motion carried unanimously with Director Cable absent.

- D. Employee Scott Weiland's 45th Employment Anniversary** – Mr. Lee explained SAWCo policy does not give specifics for the recognition of employees beyond their 30th work anniversary but instead leaves it for the Board to decide. Staff put together a recommendation and presented it to the AFC.

The recommendation from staff is to acknowledge Mr. Weiland by providing an extra \$450 in his paycheck, a day off coupon, luncheon, and other form of acknowledgement not to exceed \$825 in gifts.

Director Elliott moved and Director Goss seconded to approve the acknowledgment of Scott Weiland's 45th Employment Anniversary with SAWCo by providing him an extra \$450 in his paycheck, a day off coupon, luncheon, and other form of acknowledgement not to exceed \$825 in gifts. Motion carried unanimously with Director Cable absent.

- E. General Manager's Goals and Objectives** – Mr. Lee provided the list of agreed upon 2020 Goals and Objectives for his position as well as proposed Goals and Objectives for 2021. He then reviewed each goal and objective for 2020 and advised of his progress. Previously, each Director provided comments individually regarding the Goals and Objectives for the General Manager and those comments were aggregated into one document for review and finalizing.

There was consensus that each Director would provide comments to be aggregated into one document for final review. A closed session will be scheduled for September's Board Meeting for the General Manager's personnel review.

- F. COVID Response** – Mr. Lee reported at this time, San Bernardino County has not implemented any new mandates.

Director Thomas inquired whether visitors must wear a mask when at the company office. Mr. Lee advised there is no such policy in the office. Director Thomas questioned whether SAWCo could post a sign much like that at the local grocery stores that advise if you are unvaccinated you must wear a mask to enter the building. Mr. Lee agreed to post a sign with said information.

7. Closed Session:

Personnel Investigation [subdivision 9(b) of Section 54957, CGC]

The Board, Mr. Lee, and Ms. Layton exited the meeting into closed session at 5:35 p.m.


All parties returned from closed session at 6:00 p.m.

8. Director's Comments and Future Agenda Items: Director Thomas announced the closed session was informational only; no action was taken.

The next Board meeting is scheduled for Tuesday, September 21st at 5 p.m.

Adjournment:

With no further business to discuss the meeting was adjourned at 6:01 p.m.


Assistant Secretary
Brian Lee

