

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

September 27, 2022

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held virtually and called to order at 3:03 p.m. on the above date as noticed. Committee Members present were Martha Goss, Bill Velto, and Rudy Zuniga. Also in attendance were, SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Mr. Lee presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Director Zuniga moved and Director Velto seconded to approve the meeting minutes of July 26, 2022. Motion carried unanimously with Director Bob Cable absent.
5. Administrative and Financial Issues:
  - A. **Board Gift** – Mr. Lee advised this is an annual agenda item brought to the AFC for recommendation to the Board. For the past two years, the Board has provided an end of year bonus of \$1,500 to recognize and say thank you to SAWCo employees for their hard work throughout the year.

Director Velto inquired whether the gift is taxed. Mr. Lee replied the gift is run through payroll and therefore taxed.

Director Velto moved and Director Goss seconded to recommend the Board approve a \$1,500 Board Gift to SAWCo employees with part-time employees and those that have not completed a year of service to be prorated. Motion carried unanimously.

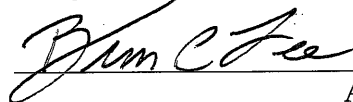
Mr. Lee thanked the Committee for the recommendation.

- B. **Major Activities Calendar 2023** – Mr. Lee presented the proposed schedule for 2023. A couple of areas Mr. Lee noted were the Thanksgiving and Christmas holiday schedules. He explained the holidays fell on either weekends or on a Friday when the company is closed. The adjustments made to accommodate these were explained to the Committee.

Director Zuniga moved and Director Velto seconded to recommend the Board approve the Major Activities Calendar for 2023. Motion carried unanimously.

Director Zuniga requested any luncheons that include both SAWCo staff and Board of Directors be scheduled for Mondays. Should they be scheduled for any other day of the week he will need to know well in advance to be available to attend.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment: Seeing no further business, the meeting was adjourned at 3:10 p.m.



Assistant Secretary  
Brian Lee