

**SAN ANTONIO WATER COMPANY**  
**MINUTES OF THE SAN ANTONIO WATER COMPANY**  
**Tuesday, July 20, 2021**

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:10 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, Bob Cable, Martha Goss, 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 Parker led all in attendance in the flag salute.

1. Recognitions and Presentations: None.
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 June 15, 2021
  - B. Planning, Resources and Operations Committee (PROC) Meeting Minutes  
Meeting minutes of April 27, 2021.
  - C. Administration and Finance committee (AFD) Meeting Minutes  
No meeting minutes to report
  - D. Financial Statement  
Income Statement and Balance Sheet for May 31, 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 of 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 Goss seconded to approve the Consent Calendar as presented. Motion carried unanimously with Director Zuniga and Director Velto absent.

5. Board Committee – Delegate Report:
  - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Thomas reported on the PVPA meeting held July 14<sup>th</sup>. Practically no water is being spread. A verbal update was given at the meeting regarding the National Recreation Area bill. The bill is currently at a standstill.  
  
The updated PVPA website allows for public inquiries which has garnered requests for tours of the Association's land.  
  
PVPA land that Holliday Rock mines has had a significant increase in property taxes. Both Holliday Rock and PVPA have been in contact with the County regarding the increase.
  - B. **Six Basins Representative Report** – Ms. Layton stated the Salt and Nutrient Management Plan for the Six Basins was discussed, however, because there is no recycled water being spread the suggestion was a little premature and the item was postponed.  
  
Also discussed was selecting new legal counsel as current legal counsel for the basin has announced his retirement. Two proposals have been received and will be discussed at the upcoming Six Basins meeting scheduled for July 28<sup>th</sup>.
  - C. **Chino Basin Representative Report** – Mr. Lee reported the Appropriative Pool (AP) is meeting with the Agricultural Pool (Ag) to reach a settlement agreement after the judge ruled in favor of the AP.  
  
SAWCo has applied for a 5-year, 2,500 acre per year water spreading agreement in the basin. In previous years, agreements were approved for only 1-year periods. The item has made it through the advisory committee and should go to the board either this month or September for approval.

**D. Cucamonga Basin Representative Report** – Ms. Layton stated the working group met virtually on July 6<sup>th</sup>. The Term of Reference document is still awaiting signature from Cucamonga Valley Water District's (CVWD) general manager.

The Request for Proposal (RFP) has been drafted and was recently submitted to the watermaster parties for review and comments. The three consultants not chosen were notified and offered a meeting of understanding as requested.

The next scheduled meeting is August 3<sup>rd</sup>.

**E. Administration and Finance Committee (AFC) Chairman's Report** – No meeting to report.

**F. Planning, Resources, and Operations Committee (PROC) Chairman's Report** – Director Elliott advised the project status report given at the Committee meeting is covered under Item 4H of the agenda. Other items covered during the PROC meeting that are on tonight's agenda are the alarm proposals and cell tower land lease opportunity.

**G. Office Feasibility Study Ad Hoc Committee** – No meeting to report.

6. General Manager's Report on Activities:

**A. Alarm Upgrade and Proposals** – Mr. Lee reported staff spoke again with the companies that provided proposals in order to make certain all proposals provided the same requested information. As such, the previous apparent lowest proposal amount increased moving Mijac Alarms to the second highest annual cost over a seven-year period. ADT now has the lowest proposal amount of the three proposals and staff recommends the Board approve utilizing their equipment and services for facility monitoring and alarm notifications for the office, yard, forebay, reservoir 1, and booster station.

Mr. Lee advised of an error in the amount listed for Bay Alarms; the amount of \$2,545 is the monthly cost and should be multiplied by 12 for an accurate comparison.

Director Elliott moved and Director Cable seconded to approve ADT for facility monitoring and alarm notification for the office, yard, forebay, reservoir 1, and booster station. Motion carried unanimously with Director Zuniga and Director Velto absent.

**B. Cell Tower Lease on Well 19 Property** – Mr. Lee reminded the Board of the previous monthly dollar amount offered by New Cingular Wireless to lease land for a cell tower at the Well 19 property. The Board advised staff to renegotiate the price for the lease and return to the Board for approval if an offer under the amount of \$5,000 per month was offered. Mr. Lee advised the original counteroffer was \$2,800 per month, however, further research shows the State of California classifies the proposed facility as an "Urban Macrocell" based on the footprint with an Annual Base Fee of \$42,876 or \$3,573 per month. After receiving this information, the carrier agreed to the \$3,573 per month land lease price.

Mr. Lee recommended the Board authorize him to sign the land lease agreement for \$3,573 per month with New Cingular Wireless.

Director Goss moved and Director Parker seconded to authorize the General Manager to sign the land lease agreement for \$3,573 per month with New Cingular Wireless. Motion carried unanimously with Director Zuniga and Director Velto absent.

**C. American Water Infrastructure Act Emergency Response Plan** – Mr. Lee advised this plan is federally mandated and is the follow up to the American Water Infrastructure Act Resource and Resiliency Study that SAWCo recently completed. The approval of this contract with WSC Engineering and their completion of the contracted work satisfies the current round of federal mandates.

Director Elliott moved and Director Cable seconded to award the professional services contract to WSC Engineering to complete the 2021 AWIA Emergency Response Plan for a time and material, not-to-exceed price of \$33,530. Motion carried unanimously with Director Zuniga and Director Velto absent.

**D. Waterscope Consumption Data** – Mr. Lee explained that in the future he will place this information in the Consent Calendar portion of the agenda. As this is the first time the Board is receiving the information, he placed the item under the General Manager's Report on Activities to review the data and answer any questions.

June consumption as well as daily usage during the month was provided. Mr. Lee also explained the leak detection portion of the reports. Roughly 135,000 gallons is lost per day due to leaks in the domestic system. About 30% of customers have what appear to be leaks in their system. Most of the domestic leaks are relatively small, however, about 97 customers have what is known as a threshold leak which is significant. Effort is made by SAWCo staff to reach out to the customers with threshold

leaks notifying them of the problem. Information was also placed in SAWCo's newsletter on how shareholders can register their meters online to have access to the same data as staff.

- E. Water Shortage Contingency Plan** – Though at the current time there is no threat to shareholder water delivery, present canyon flows are such that they may or may not be high enough to deliver to the City of Upland treatment plant. The City of Upland treatment plant requires water deliveries to be at 1,000,000 gallons per minute or more, however, current canyon flow is fluctuating at or below 1,000,000 gallons per minute depending on the time of day.

Given California's announcement of a statewide drought and local agency struggles with obtaining import water, staff believes it necessary to implement all measures detailed in SAWCo's Water Shortage Contingency Plan for the "Moderate Shortage Stage". The most notable change from the current water shortage stage is the required odd or even irrigation days based on address number. Mr. Lee noted the ability of Waterscope to notify customers of what days they can irrigate based on their address.

Director Goss moved and Director Elliott seconded to approve implementing the Water Shortage Contingency Plan for a "Moderate Shortage Stage". Motion carried unanimously with Director Zuniga and Director Velto absent.

- F. COVID Response** – Mr. Lee reported a neighboring county has mandated mask wearing indoors regardless of vaccination status. At this time, San Bernardino County has not implemented a mask mandate. The company office is still open to the public with modified hours and one employee working remotely each day.

Director Thomas inquired if all staff has been vaccinated. Mr. Lee advised he does not require staff to inform him of vaccination status. Given the availability of the vaccine, staff that desire to be vaccinated has been and those that for health or personal reasons have decided not to are willingly taking the risk. Director Thomas had concerns due to the small size of the office and knows of other companies making vaccination a requirement.

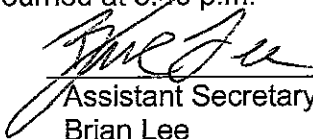
7. Closed Session: None

- 8. Director's Comments and Future Agenda Items: Mr. Lee advised SAWCo recently had a member of field staff resign. The vacated position has been advertised and applications are currently being accepted. During this time another field staff member has resigned to move out of state. Staff will conduct interviews to fill both positions from the same original advertised vacancy.

The next Board meeting is scheduled for Tuesday, August 17<sup>th</sup> at 5 p.m.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:40 p.m.

  
 Assistant Secretary  
 Brian Lee

