



**MEETING AGENDA**  
**for**  
**PLANNING, RESOURCES AND OPERATIONS**  
**COMMITTEE**

February 23, 2021 @ 3 pm  
by Virtual/Online or Teleconference

Please join the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/729442901>

You can also dial in using your phone. **United States:** [+1 \(669\) 224-3412](tel:+16692243412)  
**Access Code:** [729-442-901](tel:+16692243412)

▪ **Call to Order**

1. Recognitions and Presentations:

2. Additions-Deletions to the Agenda:

3. Public Comments

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

A. Regular Committee Minutes of October 27, 2020

5. Planning and Operational Issues:

6. Planning and Operational Updates:

A. Project Status Report/Project List

Report on on-going projects

B. 2020 Urban Water Management Plan and American Water Infrastructure Act Reporting

Discussion and Possible Action to consider proposal from WSC to complete UWMP and AWIA

C. Engineering and Construction Contract for Reservoir 9 Pipeline

Discussion and Possible Action regarding staff's recommendations for increases in engineering scope and fee, and Construction Change Orders

7. Basin Issues and Updates:

○ San Antonio Canyon Watershed – Verbal report

○ Chino Basin - Verbal report

○ Six Basins - Verbal report

○ Cucamonga Basin – Verbal report

8. Closed Session: None.

9. Committee's Comments and Future Agenda Items:

This is the time for the Committee to comment and consider future agenda items relative to planning, water resources and operations of the company and its shareholders.

Adjournment:

*The next regular PROC Meeting will be held on April 27, 2021 at 3:00 p.m.*

**NOTE:** All agenda report items and back-up materials are available for review and/or acquisition at the Company Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [8:00 – 11:30 & 12:30 – 4:00] and alternating Fridays [8:00 – 11:30 & 12:30 – 3:00]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

**POSTING STATEMENT:** On February 18, 2021 a true and correct copy of this agenda was posted at the entry of the Company Office (139 No. Euclid Avenue), and on the public bulletin board at 450 N. Euclid Avenue (Upland Public Library), and on the Company website.

MINUTES OF THE SAN ANTONIO WATER COMPANY  
PLANNING, RESOURCES, and OPERATIONS COMMITTEE  
October 27, 2020

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order virtually at 3:00 p.m. on the above date. Committee members present were Will Elliott, Gino Filippi, Martha Goss, and Tom Thomas. Also in attendance were City of Upland Interim Public Works Director Steve Nix, SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Mr. Elliott presided.

1. Recognitions and Presentations – None.
2. Additions-Deletions to the Agenda – None.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes:
  - A. **Regular Committee Minutes of August 25, 2020** – Ms. Goss moved and Mr. Filippi seconded to approve the meeting minutes of August 25, 2020 as presented. Motion carried unanimously.
5. Planning and Operational Issues:
6. Planning and Operational Updates -
  - A. **Project Status Report/Project List**
    - o Network and SCADA Issues – Mr. Lee explained to the Committee the issues staff faced beginning Thursday, October 22<sup>nd</sup> beginning with an outlet in the computer server room arcing causing full network outage including office and SCADA servers. Call out alarms for SCADA did not work over the weekend however field staff was able to login on regular intervals to verify how the system was running. On Monday, Southern California Edison shut off power to key facilities due to high winds. Staff discovered the power loss quickly and was able to secure two generators. Electricity is scheduled to be restore by the end of the day. The reason for the loss of SCADA alarms was attributed to TESCO updating the password but failing to update the auto login credentials which after the power outage prevented logging back into the system.
    - o **Holly Drive Reservoir Phase II** – The preconstruction meeting was held on October 22<sup>nd</sup> with the notice to proceed issued on October 26<sup>th</sup>. Official start date has not been determined as some materials needed for the project are taking longer to procure.
    - o **AMR** – The project was awarded at the September 2020 Board meeting. A purchase order has been issued. Meter install is scheduled for November. Once staff has verified the meters are properly functioning and staff is trained, notification will be sent out in phases to customers advising of their new meter's functions.
    - o **Cucamonga Crosswalls Mitigation** – No abatement is scheduled for the remainder of the year. Weed abatement will begin again in 2021.

- **GIS** – The system is fully implemented in the field. Management will revisit how things are going on a quarterly basis.
- **Comprehensive System Master Plan and Asset Management Program** – Fireflow testing is scheduled for the week of November 9<sup>th</sup>. Data loggers and a pitot tube flow diffuser were purchased in order to complete the testing.
- **Reservoir 9 Pipeline** – The plans have been completed. The bid opening is scheduled for November 10<sup>th</sup>.
- **Frankish Tunnel Improvements** – Staff has received and is reviewing the final bids set. Bidding on the project is anticipated in November or December.
- **Glendale Road, Cliff Road, Primrose Lane, and Linda Lane Pipelines** - Staff has received and is reviewing the final bids set. Bidding on the project is anticipated in November or December.
- **Well 19** – Staff is still looking a putting out a Request for Proposals (RFP) by the end of the year.
- **Well 16 Detention Box** – The detention box was coated in 2018 but has begun spalling. The installer has been contacted and it is hoped that the work is still under warrantee.

7. Basin Issues and Updates

- **San Antonio Canyon Watershed** – Ms. Layton reported the Committee met the previous day. The Annual Clean-Up Day was cancelled for 2020. The Committee is hopeful a 2021 Annual Clean-Up Day will take place. The Committee is currently working with a consultant on the 2021 Watershed Sanitary Survey. Additional data is still needed from the City of Upland and City of Pomona. The consultant will be reaching out to the Department of Drinking Water for a possible extension due to setbacks from COVID-19.
- **Chino Basin** – Mr. Lee stated the Chino Basin Watermaster successfully filed an Ex Parte Communication with the court regarding the Agricultural Pool and Appropriative Pool disagreement regarding payment responsibility of the Agricultural Pool’s legal bills. Paperwork is expected today and the Appropriative Pool expects to respond within 4 to 5 days of receipt. The court hearing is scheduled for November.
- **Six Basins** – Ms. Layton advised the Six Basins meeting is scheduled to take place the following day. Mr. Thomas commented the five year extension for services from Wildermuth Environmental, Inc. (WEI) is up for renewal in November. Also in November is the approval of the Safe Yield and Annual Budget.
- **Cucamonga Basin** – Ms. Layton reported the working group will meet the following week.

8. Closed session: None.

9. Committee’s Comments and Future Agenda Items: None.

Adjournment: –The meeting adjourned at 3:20 p.m.

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Assistant Secretary  
Brian Lee

February 17, 2021  
Brian Lee  
San Antonio water Company  
139 N. Euclid Ave.  
Upland, CA 91786

**SUBJECT: PROPOSAL TO PERFORM AN URBAN WATER MANAGEMENT PLAN**

Dear Mr. Lee,

The San Antonio Water Company (SAWCo), through the development of the 2020 Urban Water Management Plan (UWMP), has the opportunity to create a compliant UWMP document that also clearly establishes and communicates progress toward a sustainable and resilient water future. Water Systems Consulting (WSC) is excited to have the opportunity to provide this proposal to deliver a compliant and value-added UWMP for the District.

WSC is participating in the California Department of Water Resources (DWR) UWMP Guidebook Workgroup to help develop the 2020 UWMP Guidebook. We understand the new requirements because we are helping to create them. Using this expertise, we will guide you through new DWR requirements and help you achieve your objectives and DWR compliance as we update demand, supply, 5-year Drought Risk Assessment (DRA), and Water Shortage Contingency Plans (WSCP) analyses.

SAWCo's 2015 UWMP provides a basis to enhance the 2020 UWMP with new information and new legislated requirements and DWR guidance. WSC has completed over 50 UWMP's to date and can provide a clear path for compliance with the new requirements.

We hope this proposal demonstrates our interest and commitment to the District. If you have any questions on any aspect of this proposal, please feel free to contact WSC's proposed Project Manager, Kirsten Plonka, at (619) 961-0929, or [kponka@wsc-inc.com](mailto:kponka@wsc-inc.com), or Principal in Charge, Laine Carlson, at (661) 904-1870, or [lcarlson@wsc-inc.com](mailto:lcarlson@wsc-inc.com). Both Kirsten and Laine are authorized to represent WSC in negotiations, and sign contracts and agreements. Thank you again for your consideration, and we look forward to your response.

Sincerely,

Water Systems Consulting, Inc.



Kirsten Plonka, PE  
Project Manager



Laine Carlson, PE  
Principal in Charge

## 2020 UWMP SCOPE

### TASK 0.0 PROJECT MANAGEMENT

#### 0.1 Project Administration

- Provide project administration and perform quality control reviews of all deliverables. Prepare project schedule and update as-required based upon actual progress and SAWCo's direction. Prepare monthly progress reports to be submitted with each monthly invoice.

#### 0.2 Agency Coordination

- Coordinate communication with SAWCo and DWR including telephone calls, emails, letters, and other correspondence.

#### 0.3 Data Request and Review

- Prepare and update a data request for required information to support the UWMP update, including production, consumption and customer data.

### TASK 1.0 MEETINGS

Due to ongoing COVID19 restrictions, it is assumed that all meetings will be held virtually via Microsoft Teams or Zoom, with the exception of the Board Meeting Presentation, which can be attended in person if requested by SAWCo.

#### 1.1 Kickoff Meeting

- WSC will plan, organize, and conduct one kickoff meeting for SAWCo. The purpose of the Kickoff Meeting will be to: (1) establish roles and responsibilities; (2) review scope, schedule and deliverables; (3) review available data and establish data needs; (4) review UWMP requirements and methodology; (5) discuss agency coordination; and (6) review public outreach plan. Draft agendas, a data request log, a work plan for the project, a project contact list, and a project schedule with milestones will be provided at least two days before the meeting. Meeting notes including action item assignments will be provided within one week following the meeting.

#### 1.2 Progress Meetings

- Attend up to eight (8) half-hour progress meetings with SAWCo to discuss project coordination needs and review preliminary population and demand projections as well as report on general project progress.

### **1.3 Administrative Draft Review Meeting**

- WSC will plan, organize, and conduct one Administrative Draft Review Meeting for SAWCo. The purpose of the meeting will be to: (1) review schedule and deliverables; (2) review outstanding data requests; (3) review SAWCo comments on the administrative draft; and (4) establish action items and next steps. Draft agendas including an updated data request log and project schedule will be provided at least two days before the meeting. Meeting notes will be provided within one week following the meeting.

### **1.4 Draft Review Meeting**

- WSC will plan, organize, and conduct one Draft Review Meeting for SAWCo. The purpose of the meeting will be to: (1) review SAWCo comments on the draft and (2) establish action items and next steps. Draft agendas including an updated data request log and project schedule will be provided at least two days before the meeting. Meeting notes will be provided within one week following the meeting.

### **1.5 Final Draft Hearing and Presentation to SAWCo Board of Directors.**

- WSC will attend one SAWCo Board meeting. The purpose of the meeting will be to: (1) present and discuss the Final Draft; (2) receive SAWCo Board comments on the draft; and (3) receive public comments on the draft. WSC will provide electronic copies of handouts/PowerPoint prior to the Board meeting presentation.

## **TASK 2.0 2020 UWMP SECTION DEVELOPMENT**

### **2.1 Plan Preparation**

- Describe the purpose and background of the UWMP; coordination with other agencies and public outreach efforts; and plan adoption and submittal required by the UWMP Act.

### **2.2 System Description**

- Describe SAWCo's water distribution system, service area, population and demographics, climate, government structure, and known development projects.

### **2.3 System Demands**

- Update historical water demands based on customer consumption and total production data from 2016 through 2020.
- Incorporate the results of the AWWA Water Audit software distribution system water loss audit prepared by SAWCo. *It is assumed SAWCo has prepared audits since 2015 per Senate Bill 555.*
- Develop updated water demand projections through 2045 including SBX7-7 targets and lower income household requirements.
- WSC will develop population projections for SAWCo using published data from regional planning agencies.

## **2.4 System Supplies**

- Describe water supply sources, existing and projected supply volumes, potential future water supply options, and future water supply projects.
- If required, coordinate with neighboring agencies for consistency on how regional groundwater is characterized.

## **2.5 Supply Reliability**

- Update and describe factors affecting supply reliability. Address new 2020 UWMP requirements, such as:
  - ✓ Assess Potential Climate Change Impacts on Demands and Supplies.
  - ✓ Prepare Drought Risk Assessment.

## **2.6 Water Shortage Contingency Plan**

- Prepare SAWCo's Water Shortage Contingency Plan (WSCP) integrating components from the 2015 UWMP and the new State requirements to produce a stand-alone WSCP to be adopted by SAWCo. Development of the WSCP will provide a response framework and action plan for emergency and other shortage conditions, including drought. The WSCP also provides the basis for the Water Shortage Assessment Report, due annually beginning on June 1, 2022.

The WSCP is generally expected to contain the following information:

- ✓ Annual Water Budget Forecast Procedures – Define the process, data inputs, and water year schedule used to develop the Annual Water Budget.
- ✓ Annual Water Budget Assessment Methodology – Define the methodology necessary to conduct an Annual Water Budget Forecast assessing shortage risks.
- ✓ Annual Water Budget Evaluation Criteria – Define a set of evaluation criteria that will be used to conduct the Water Budget Forecast.
- ✓ Shortage Levels – Include six standard shortage levels, representing the actual shortage, or predicted shortage determined by the Annual Water Budget Forecast.
- ✓ Shortage Response Actions (SRA) – Define locally appropriate short-term water efficiency and/or demand reduction actions, supply augmentation, and/or operational changes necessary to respond to actual or predicted shortage conditions.
- ✓ Communication Plan – Describe planned communication strategies and actions intended to quickly inform customers, the public, and regional and State interests, about current shortages or predicted shortages.
- ✓ Customer Compliance, Enforcement, and Appeal/Exemption Procedures – Describe methods and procedures in place to gain customer compliance, enable enforcement to gain compliance, and enable customer appeal process for unique circumstances.
- ✓ Implementation Authorities – Demonstrate specific ordinances, resolutions, or other authorities are in place to quickly implement SRAs.

- ✓ Financial Plan for Drought Conditions – Describe the management of revenue and expense variances when SRAs are triggered, including but not limited to, customer rate adjustments, or use of financial reserves.
- ✓ Monitoring and Reporting Requirements and Procedures – Outline internal and external monitoring and reporting procedures to assure appropriate data are being collected, tracked, and analyzed for purposes of monitoring customer compliance, and to meet DWR reporting requirements.
- ✓ Re-evaluation and Improvement Process – Identify procedures for monitoring and evaluating the functionality of the WSCP.

### **2.7 Demand Management Measures (DMM)**

- Update and provide a narrative description of the DMMs implemented by SAWCo based on any changes to DMM implementation since the 2015 UWMP and revised DWR requirements.

### **2.8 UWMP Checklist**

- Update DWR's UWMP checklist with relevant sections of the UWMP.

### **2.9 DWR Standardized Reporting Forms and Electronic Submittal**

- Report on progress towards meeting water conservation targets specified by SB7 in the standardized water use reporting form established by DWR.
- Prepare and submit an electronic copy of the UWMP to DWR, including any standardized forms, tables, or displays specified by DWR.

## **TASK 3.0 2020 UWMP DOCUMENT PREPARATION**

### **3.1 Administrative Draft**

- Prepare the Administrative Draft UWMP and compile all appendices into an electronic file in PDF format.

***Deliverable: One (1) electronic copy of the Administrative Draft UWMP***

### **3.2 Draft**

- Incorporate comments and direction from the Administrative Draft review Meeting. Prepare the Draft UWMP and compile all appendices into an electronic file in PDF format.

***Deliverable: One (1) electronic copy of the Draft UWMP***

### **3.3 Final Draft**

- Incorporate comments and direction from the Draft Meeting. Prepare the Final Draft UWMP and compile all appendices into an electronic file in PDF format.

***Deliverable: One (1) electronic copy of the Final Draft UWMP***



### **3.4 Final**

- Incorporate minor comments from the Final Draft Hearing, including the public and SAWCo Board. Insert SAWCo Board's letter of adoption of the UWMP. Prepare the Final UWMP and compile all appendices into an electronic file in PDF format.

*Deliverable: One (1) electronic copy of the Final UWMP to SAWCo, County, surrounding agencies, wholesale suppliers, DWR, and the California State Library*

### **3.5 Prepare SAWCo Board Presentation and Materials**

- Prepare a PowerPoint presentation to present to SAWCo Board to provide an overview of the requirements, approach and results of the 2020 UWMP.
- Prepare a draft staff report writeup for the Final Draft Hearing SAWCo Board packet for staff to include in the final meeting materials.



Task No.	Task Description	WSC									
		Principal in Charge	Project Manager	Contributing Author	Graphics Support	Lead Author	Admin/ Clerical	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee
		Laine Carlson	Kirsten Plonka	Antonia Estevez-Olea	Sarah Walker	Lizzie Wiley	Kay Merrill				
	<i>Billing rates, \$/hr</i>	\$255	\$255	\$180	\$230	\$140	\$145				
<b>0</b>	<b>Project Management</b>										
0.1	Project Administration	6	6			8	8	28	\$ 5,340	\$ -	\$ 5,340
0.2	Agency Coordination		6			6		12	\$ 2,370	\$ -	\$ 2,370
0.3	Data Request		1	4		1		6	\$ 1,115	\$ -	\$ 1,115
	<b>SUBTOTAL</b>	<b>6</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>15</b>	<b>8</b>	<b>46</b>	<b>\$ 8,825</b>	<b>\$ -</b>	<b>\$ 8,825</b>
<b>1</b>	<b>Meetings</b>										
1.1	Kickoff Meeting		4	1		5		10	\$ 1,900	\$ -	\$ 1,900
1.2	Progress Meetings		8	2		8		18	\$ 3,520	\$ -	\$ 3,520
1.3	Admin Draft Review Meeting		4			5		9	\$ 1,720	\$ -	\$ 1,720
1.4	Draft Review Meeting		4			5		9	\$ 1,720	\$ -	\$ 1,720
1.5	Final Draft Hearing and Presentation to Board of Directors		6					6	\$ 1,530	\$ 60	\$ 1,590
	<b>SUBTOTAL</b>	<b>0</b>	<b>26</b>	<b>3</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>52</b>	<b>\$ 10,390</b>	<b>\$ 60</b>	<b>\$ 10,450</b>
<b>2</b>	<b>2020 UWMP Sections Development</b>										
2.1	Plan Preparation		2	4		1		7	\$ 1,370	\$ -	\$ 1,370
2.2	System Description		4			4		8	\$ 1,580	\$ -	\$ 1,580
2.3	System Demands		4	4		16		24	\$ 3,980	\$ -	\$ 3,980
2.4	System Supplies		1	2		1		4	\$ 755	\$ -	\$ 755
2.5	Supply Reliability		2	8		4		14	\$ 2,510	\$ -	\$ 2,510
2.6	Water Shortage Contingency Plan		4	2		24		30	\$ 4,740	\$ -	\$ 4,740
2.7	Demand Management Measures (DMM)			2		4		6	\$ 920	\$ -	\$ 920
2.8	UWMP Checklist			2		4		6	\$ 920	\$ -	\$ 920
2.9	DWR Standardized Reporting Forms and Electronic Submittal			2		8		10	\$ 1,480	\$ -	\$ 1,480
	<b>SUBTOTAL</b>	<b>0</b>	<b>17</b>	<b>26</b>	<b>0</b>	<b>66</b>	<b>0</b>	<b>109</b>	<b>\$ 18,255</b>	<b>\$ -</b>	<b>\$ 18,255</b>
<b>3</b>	<b>2020 UWMP Document Preparation</b>										
3.1	Admin Draft		4	2	4	16		26	\$ 4,540	\$ -	\$ 4,540
3.2	Draft		4	2		12		18	\$ 3,060	\$ -	\$ 3,060
3.3	Final Draft		4	2		6		12	\$ 2,220	\$ -	\$ 2,220
3.4	Final		2	2		4		8	\$ 1,430	\$ -	\$ 1,430
3.5	Prepare Board Meeting Presentation and Materials							0	\$ -	\$ -	\$ -
	<b>SUBTOTAL</b>	<b>0</b>	<b>14</b>	<b>8</b>	<b>4</b>	<b>38</b>	<b>0</b>	<b>64</b>	<b>\$ 11,250</b>	<b>\$ -</b>	<b>\$ 11,250</b>
	<b>COLUMN TOTALS</b>	<b>6</b>	<b>70</b>	<b>41</b>	<b>4</b>	<b>142</b>	<b>8</b>	<b>271</b>	<b>\$ 48,720</b>	<b>\$ 60</b>	<b>\$ 48,780</b>
	<b>Grand Total</b>	<b>6</b>	<b>70</b>	<b>41</b>	<b>4</b>	<b>142</b>	<b>8</b>	<b>271</b>	<b>\$ 48,720</b>	<b>\$ 60</b>	<b>\$ 48,780</b>



February 17, 2021  
Brian Lee  
San Antonio water Company  
139 N. Euclid Ave.  
Upland, CA 91786

**SUBJECT: PROPOSAL TO PERFORM AN AMERICA'S WATER INFRASTRUCTURE ACT RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN**

Dear Mr. Lee,

Water Systems Consulting, Inc. (WSC) is pleased to present this proposal to perform an America's Water Infrastructure Act (AWIA) Risk & Resilience Assessment (RRA) and Emergency Response Plan (ERP) for San Antonio Water Company (SAWCo). We are excited for the opportunity to work alongside SAWCo as you deliver long-term solutions, value, and leadership to the community that you serve. Our hope is that our proposal demonstrates the commitment to quality that we will bring to your team.

Through close coordination with SAWCo, WSC will perform a detailed analysis of your infrastructure to perform an RRA and develop the ERP utilizing existing documentation when possible to minimize cost and improve flexibility. WSC will use a proven quality assurance/quality control (QA/QC) program to make sure deliverables meet our high standards and your expectations.

We hope this proposal demonstrates our interest and commitment to the District. If you have any questions on any aspect of this proposal, please feel free to contact WSC's proposed Project Manager, Kirsten Plonka, at (619) 961-0929, or [kponka@wsc-inc.com](mailto:kponka@wsc-inc.com), or Principal in Charge, Laine Carlson, at (661) 904-1870, or [lcarlson@wsc-inc.com](mailto:lcarlson@wsc-inc.com). Both Kirsten and Laine are authorized to represent WSC in negotiations, and sign contracts and agreements. Thank you again for your consideration, and we look forward to your response.

Sincerely,

Water Systems Consulting, Inc.

A handwritten signature in black ink that reads "Kirsten Plonka".

Kirsten Plonka, PE  
Project Manager

A handwritten signature in black ink that reads "Laine Carlson".

Laine Carlson, PE  
Principal in Charge

# AWIA RRA AND SEISMIC ERP SCOPE

The following outlines the Scope of Work for the project. The “Scope of Work” is the general format of the project. If the District feels an alternative or creative approach is called for in completing the Risk and Resilience Assessment (RRA) or Emergency Response Plan (ERP), WSC can assist the District in making those adjustments.

## Task 0.0 Project Management

### 0.1 Project Administration

- Provide project administration and management, including invoicing and preparation of monthly progress reports. The progress report should summarize the work performed during the period, potential project issues, and the status of the project, including budget.
- Coordinate with the District as needed throughout the duration of the project via email, phone and conference call. The purpose of this discussion will be to provide regular updates on work performed to date, discuss potential concerns for future work to be performed, review outstanding needs, and discuss action items.

### 0.2 QA/QC

- Perform comprehensive quality control reviews of all deliverables.

<b>DELIVERABLES:</b> Project Schedule, Monthly Progress Reports.
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## Task 1.0 Compliance Study

### 1.1 Project Kickoff

- Plan, organize, and conduct one (1) meeting for project kickoff.
  - (1) Objectives:**
    - (a) Introduce core team members.
    - (b) Define roles and responsibilities.
    - (c) Present strategy and standards to be utilized.
    - (d) Review recommended tool for risk and resilience assessment.
    - (e) Review stakeholder engagement.
    - (f) Review updated schedule.

<b>DELIVERABLES:</b> Meeting Agenda and Minutes.
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<b>MEETINGS:</b> One (1) Meeting for Project Kickoff. Time: 1 hour.
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### 1.2 Compliance Study

- Coordinate with the District to obtain relevant project information, data, and supporting documents.

- Identify compliance gaps, if any, and prepare a crosswalk matrix that displays any potential gaps in completing the AWIA RRA.
- Plan, organize, and conduct one (1) meeting for gap assessment.

**(1) Objectives:**

- (a) Review background information about the utility.
- (b) Walk through the utility resilience index.
- (c) Walk through the crosswalk matrix.

**DELIVERABLES:** Gap Assessment. Meeting Agenda and Minutes.

**MEETINGS:** One (1) Meeting for Gap Assessment. Time: 1 hour.

## Task 2.0 Risk and Resilience Assessment

### 2.1 Analyze

- Incorporate the requirements of Section 2013 of the AWIA and any other subsequent updated requirements or guidance that the USEPA shall provide for conducting this assessment:
  - (1) Risk to the system from seismic event;
  - (2) Resilience of the pipes and constructed conveyances, physical barriers, source water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
  - (3) Monitoring practices of the system;
  - (4) Financial infrastructure of the system;
  - (5) Use, storage, or handling of various chemicals by the system; and
  - (6) Operation and maintenance of the system.
- Plan, organize, and conduct four (4) work sessions with stakeholders for risk and resilience assessment.

**(1) Objectives:**

- (a) Define assets, categories, and values
- (b) Assign malevolent acts, natural hazards, and dependencies
- (c) Conduct a preliminary screening to achieve consensus on pairs
- (d) Estimate the public health and economic consequences
- (e) Estimate the likelihood of vulnerability
- (f) Estimate the probability of threat
- (g) Assess how current capabilities may decrease or increase the threat
- (h) Estimate if the organization has existing measures in place to prevent threats

**DELIVERABLES:** Work Session Agenda and Minutes.

**MEETINGS:** Four (4) Work Sessions for Risk and Resilience Assessment. Time: 2 hours each.

## 2.2 Calculate

- Calculate risk based upon the data collected during the work sessions. Upon completion of the risk calculation, prepare a draft and final RRA report. Use existing agency documentation, approved tools and methods, and AWIA requirements to complete a draft RRA report. The District will review and provide written comments for the draft RRA report. These comments shall be incorporated into the final RRA report.
- Plan, organize, and conduct one (1) meeting for draft report review.

**(1) Objectives:**

- (a) Review draft RRA comments

**DELIVERABLES:** Meeting Agenda and Minutes.

**MEETINGS:** One (1) Meeting for Draft Review. Time: 1 hours each.

**ASSUMPTIONS:** Assess up to 100 asset-threat pairs.

## Task 3.0 Emergency Response Plan (Seismic Portion)

### 3.1 Strategize & Plan

- Develop a plan for responding a seismic event.
- Review mitigation actions and detection strategies in place at the District.
- Plan, organize, and conduct one (1) meeting for Seismic ERP requirements.

**(1) Objectives:**

- (a) Review requirements for the emergency response plan.
- (b) Develop response procedures.
- (c) Review mitigation actions.
- (d) Discuss detection strategies.

**DELIVERABLES:** Meeting Agenda and Minutes.

**MEETINGS:** One (1) Meeting for ERP Requirements and Preparedness Measures. Time: 2 hours.

### 3.2 Develop

- Prepare a draft and final ERP document section for responding to a seismic event using the existing agency documents, approved tools and methods, and AWIA requirements. The District will review and provide written comments for the draft ERP document. These comments shall be incorporated into the final ERP document.
- Create a draft Emergency Response Plan Section for Seismic Events based on existing materials and the RRA. The new ERP Section should meet the AWIA requirements by addressing:
  - (1) Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a seismic event that threatens the ability of the water system to deliver safe drinking water;

- (2) Actions, procedures and equipment which can obviate or significantly lessen the impact of a seismic event on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and
  - (3) Strategies that can be used to aid in the detection of a seismic event that threaten the security or resilience of the system.
- Plan, organize, and conduct one (1) meeting for draft plan review.
- (1) Objectives:**
- (a) Review draft ERP comments

**DELIVERABLES:** Draft and Final ERP Document.

**MEETINGS:** One (1) Meeting for Draft Plan Review. Time: 1 hour.





Task No.	Task Description	WSC								ALL FIRMS	
		Principal	QA/QC	Project Manager	Data Analyst	Admin	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Total Fee
		Joshua Reynolds	Jeroen Olthof	Kirsten Plonka	Lizzie Wiley	Kay Merrill					
	<i>Billing rates, \$/hr</i>	\$285	\$285	\$255	\$140	\$145					
<b>0</b>	<b>Project Management</b>										
0.1	Project Administration	1		6		6	13	\$ 2,685	\$ 100	\$ 2,785	\$ 2,785
0.2	QA/QC		4				4	\$ 1,140	\$ -	\$ 1,140	\$ 1,140
	<b>SUBTOTAL</b>	<b>1</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>17</b>	<b>\$ 3,825</b>	<b>\$ 100</b>	<b>\$ 3,925</b>	<b>\$ 3,925</b>
<b>1</b>	<b>Compliance Study</b>										
1.1	Project Kickoff			2	4		6	\$ 1,070	\$ -	\$ 1,070	\$ 1,070
1.2	Compliance Study			4	20		24	\$ 3,820	\$ 200	\$ 4,020	\$ 4,020
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>24</b>	<b>0</b>	<b>30</b>	<b>\$ 4,890</b>	<b>\$ 200</b>	<b>\$ 5,090</b>	<b>\$ 5,090</b>
<b>2</b>	<b>Risk &amp; Resilience Assessment</b>										
2.1	Analyze			16	24		40	\$ 7,440	\$ 300	\$ 7,740	\$ 7,740
2.2	Calculate			12	28		40	\$ 6,980	\$ 300	\$ 7,280	\$ 7,280
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>52</b>	<b>0</b>	<b>80</b>	<b>\$ 14,420</b>	<b>\$ 600</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>
<b>3</b>	<b>Emergency Response Plan (Seismic Only)</b>										
3.1	Strategize & Plan			4	4		8	\$ 1,580	\$ 100	\$ 1,680	\$ 1,680
3.2	Develop			4	16		20	\$ 3,260	\$ 100	\$ 3,360	\$ 3,360
	<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>20</b>	<b>0</b>	<b>28</b>	<b>\$ 4,840</b>	<b>\$ 200</b>	<b>\$ 5,040</b>	<b>\$ 5,040</b>
	<b>COLUMN TOTALS</b>	<b>1</b>	<b>4</b>	<b>48</b>	<b>96</b>	<b>6</b>	<b>155</b>	<b>\$ 27,975</b>	<b>\$ 1,100</b>	<b>\$ 29,075</b>	<b>\$ 29,075</b>

10% mark-up on direct expenses; 15% mark-up for sub-contracted services  
 Standard mileage rate \$0.57 per mile (or current Federal Mileage Reimbursement Rate)  
 Rates are subject to revision as of January 1 each year.