



SAN ANTONIO WATER COMPANY

SPECIAL BOARD OF DIRECTORS MEETING

Tuesday, August 23, 2022 at 1:00 p.m.

At the Company Office 139 N. Euclid
Avenue, Upland, CA 91786

Also by Virtual/Online or Teleconference

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/725402885>

You can also dial in using your phone.

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 725-402-885

- Call to Order

1. Recognitions and Presentations:

2. Additions-Deletions to the Agenda:

3. Shareholder-Public Testimony:

This is the time for any shareholder or member of the public to address the board 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 board 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. General Manager's Report on Activities

A. Professional Services Contract for GIS Update

Discussion and possible action regarding award of contract to update Company GIS system

5. Closed Session:

- Interviews with potential general Legal Counsel GC § 54957(b)(1)

6. Director's Comments and Future Agenda Items:

Adjournment:

The next regular Board Meeting will be held on Tuesday, September 20, 2022 at 5:00 p.m.

NOTE: All agenda report items and back-up materials are available for review and/or acquisition by calling the Company Office (909) 982-4107 (139 N. Euclid Avenue, Upland, CA) during regular office hours, Monday through Thursday [7:00 am – 11:30 am & 12:30 pm – 5:00 pm] and alternating Fridays [7:00 am – 11:30 am & 12:30 pm – 4:00 pm] and on the company's website www.sawaterco.com. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

POSTING STATEMENT: On August 18, 2022 a true and correct copy of this agenda was posted at the entry of the Company's Office (139 N. Euclid Avenue), 450 No. Euclid Avenue (Upland City Hall), The Upland Public Library, and on the Company's website.

Item Title: Professional Services for GIS Update

Purpose:

To discuss authorizing the General Manager to execute a time and material, not-to-exceed \$11,110 professional services contract to update the Company's GIS maps.

Issues:

Should the Board authorize the General Manager to execute the agreement?

Manager's Recommendation:

Authorize the General Manager to execute the agreement.

Background:

In 2019 the Company hired WSC to create a GIS database using the Company's best available facility information at that time.

Since its creation staff has been utilizing the Company's GIS system and field identifying needed corrections to the Company's infrastructure database (facilities not shown accurately on the Company's GIS).

Staff requested a proposal from WSC Engineering (original GIS consultant) to update the Company's GIS database (proposal attached).

Previous Action:

In October of 2019 the Board authorized a contract with WSC for the creation of the Company's GIS database.

Impact on Budget:

\$11,110

August 11, 2022
Brian Lee
San Antonio Water Company
139 N. Euclid Ave.
Upland, CA 91786

SUBJECT: GIS UPDATES

Dear Mr. Lee,

Water Systems Consulting, Inc. (WSC) is pleased to present this proposal to update San Antonio Water Company (SAWCo)'s GIS system. We are excited for the opportunity to work alongside SAWCo as you continue to 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.

WSC will perform the required GIS updates based on the latest hydraulic model. The GIS updates will be deployed to ArcGIS Online to ensure SAWCo staff can continue to access the latest GIS system on SAWCo iPads while performing field work. 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 SAWCo. If you have any questions on any aspect of this proposal, please feel free to contact WSC's proposed Project Manager, Spencer Waterman, at (408) 705-3213, or swaterman@wsc-inc.com.

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 "Spencer Waterman".

Spencer Waterman
Project Manager

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

Kirsten Plonka, PE
Principal in Charge

SAWCo GIS Updates

TASK 0.0 PROJECT MANAGEMENT

0.1 Project Management and Administration

- Prepare monthly invoices and monthly progress reports describing the work performed during the previous month.

Deliverables: Monthly invoice and progress reports.

0.2 Project Meetings

- As-needed coordination meetings to engage with SAWCo staff, update on progress, and gain input and further understanding.
- Conduct a two-hour GIS Workshop to showcase GIS applications, review tools, and answer questions from SAWCo staff.

0.3 QA/QC

- Provide comprehensive quality control reviews of deliverables by WSC senior technical staff prior to submittal to SAWCo for review.

TASK 1.0 GIS UPDATES

1.1 Extract Model Infrastructure

- Extract the latest GIS information from the hydraulic model used in SAWCo's Water Master Plan. WSC assumes this task will require up to 3 hours provided all data is readily transferrable.

1.2 Extract Existing GIS Markups from Field Staff iPads

- Work with SAWCo staff to troubleshoot field editing capabilities and syncing issues.

1.3 Deploy GIS Infrastructure to ArcGIS Online

- Upload GIS to ArcGIS Online for use by SAWCo.
- Create hosted feature layers and hosted feature layer views for field use. Process for updating will be based on the SAWCo System Mapping and Geographical Information Systems Database Work Plan Memorandum, dated August 26, 2020.
- Create individual IDs for assets to facilitate future model updates.
- Update Collector application and mobile mapping functions.
- WSC assumes this task will require up to 32 hours provided all data is readily transferrable.

Deliverables: updated GIS system loaded to ArcGIS Online; offline maps available for use within the Collector application.

GIS Updates 2022

Task No. Task Description	WSC								ALL FIRMS
	Principal In Charge	Project Manager	Project Engineer	Administrative	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Total Fee
	Kirsten Plonka	Spencer Waterman	Patricia Olivas	Kay Merrill					
<i>Billing rates, \$/hr</i>	\$320	\$230	\$165	\$160					
0 Project Management									
0.1 Project Management and Administration		1		2	3	\$ 550	\$ -	\$ 550	\$ 550
0.2 Project Meetings	1	3	6		10	\$ 2,000	\$ 100	\$ 2,100	\$ 2,100
0.3 QA/QC	1	2			3	\$ 780	\$ -	\$ 780	\$ 780
SUBTOTAL	2	6	6	2	16	\$ 3,330	\$ 100	\$ 3,430	\$ 3,430
1 GIS Updates									
1.1 Extract Model Infrastructure		1	2		3	\$ 560	\$ -	\$ 560	\$ 560
1.2 Perform GIS Updates from Staff Markups		2	4		6	\$ 1,120	\$ -	\$ 1,120	\$ 1,120
1.3 Deploy GIS Infrastructure to ArcGIS Online		8	24		32	\$ 5,800	\$ 200	\$ 6,000	\$ 6,000
SUBTOTAL	0	11	30	0	41	\$ 7,480	\$ 200	\$ 7,680	\$ 7,680
COLUMN TOTALS	2	17	36	2	57	\$ 10,810	\$ 300	\$ 11,110	\$ 11,110

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.