



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

April 27, 2021 @ 3 pm  
by Virtual/Online or Teleconference

Please join the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/305391045>

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**Access Code:** **305-391-045**

▪ **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 February 23, 2021

5. Planning and Operational Issues:

6. Planning and Operational Updates:

A. Project Status Report/Project List

Report on on-going projects

B. Abandonment of Surplus Property

Discussion and Possible Action regarding two surplus properties

C. System Map for Directors

Discussion regarding attached Company Facilities Map

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 June 22, 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 April 22, 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  
 February 23, 2021

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 Heather Freed and Kirsten Plonka of Water Systems Consulting (WSC), Peter Kavounas of Chino Basin Watermaster, and SAWCo's General Manager Brian Lee and Assistant General Manager Teri Layton. Mr. Elliott presided.

1. Recognitions and Presentations – Mr. Lee announced Mr. Kaounas attendance at the meeting and introduced Ms. Freed and Ms. Plonka of WSC. Ms. Freed will be presenting later in the meeting.
2. Additions-Deletions to the Agenda – None.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes:
  - A. ***Regular Committee Minutes of October 27, 2020*** – Director Elliott moved and Director Goss seconded to approve the meeting minutes of October 27, 2020 as presented. Motion carried unanimously.
5. Planning and Operational Issues:
6. Planning and Operational Updates -
  - A. ***Project Status Report/Project List***
    - ***Office and Yard Relocation*** – This project has been placed on hold for the time being.
    - ***Holly Drive Reservoir, Phase II*** – The three rings of the tanks have been constructed and work will soon begin on the roof. A proposal is expected in the next couple of weeks from C.P. Construction to provide the civil portion of the work needed. Pictures of the work done thus far where shown.
    - ***AMR*** – The Board ratified Mr. Lee's request in February to hire C.P. Construction to complete the meter installation portion of the project. Staff is receiving calls verifying the work but not complaining about how the work is being done.
    - ***Cucamonga Crosswalls Mitigation*** – Weed abatement will begin again in the springtime. This is the third year in the five year agreement SAWCo has to mitigate the area.
    - ***GIS*** – The system is complete. Staff will provide a graphical update to the Board in the near future.
    - ***Comprehensive System Master Plan and Asset Management Program*** – Ms. Freed with WSC presented to the Committee a supply risk and resiliency analysis. The presentation included an analysis overview, analysis goals, the top risks, historic and projected supply and demand, and gap analysis. Preliminary conclusions show there is no gap in supply and demand under

baseline supply, however, under pre-drought demand conditions there will be a moderate supply/demand gap. No gap is anticipated due to climate change impacts or slight reduction in groundwater yield. A roughly 1,900 acre foot per year (AFY) supply gap is predicted if surface water supplies are reduced due to a mega-drought which may be mitigated through enacting the moderate shortage stage of the water shortage contingency plan. If the San Antonio Tunnel is lost a roughly 1,200 AFY supply gap is projected predominately in the domestic system. Reinforcement of the Tunnel and an emergency connection to a local city treatment plant or Metropolitan Water District is recommended to provide resilience. The next steps are for the suggested recommendations to be evaluated.

Director Thomas suggested and it was agreed that ways to divert flows prior to the point of a tunnel collapse be added to the list of next steps to achieve resilience.

Mr. Kavounes commented on SAWCo's diverse and robust water system and commended staff for continuing to look for ways to protect supply. He noted that the Water Use Efficiency rule making that is currently taking place will have an effect on demand. Lower water demand is expected across southern California.

Mr. Lee thanked both Ms. Freed and Ms. Plonka from WSC for their work and advised he would put the reported information on SAWCo's website.

Ms. Freed, Ms. Plonka, and Mr. Kavounes exited the meeting.

- **Reservoir 9 Pipeline** – Changes in construction inspection, surveying, soil testing and design changes are needed due to conditions in the field. Soil conditions are proving problematic as is placement of existing pipelines. Due to this it is estimated the project will go about \$60,000 over the budgeted amount. There is roughly \$45,000 from the other small pipeline replacement projects that can be reallocated to this project. Change orders are expected from the contractor in addition to the engineer.
- **Frankish Tunnel Improvements** – The project has been completed.
- **Glendale Road, Cliff Road, Primrose Lane, and Linda Lane Pipelines** – These small pipeline replacements are about 80% complete with expected completion taking place by end of March.
- **Well 19** – A Request for Proposals (RFP) is expected sometime this year.
- **Booster 17 – V-Screen** – A back-up generator has been purchased but is not expected to be received for up to 6 months.
- **Shaft 6** – A back-up generator has been purchased but is not expected to be received for up to 6 months.
- **Booster 19** – An additional quote for a generator at this site has been obtained. It was for a diesel instead of a natural gas generator. The first option quoted was comparable to the previous quote received and the second option was \$20,000 higher. With the Board's authorization, staff purchased the generator from the first quote for a natural gas generator for a total of \$61,366.

**B. 2020 Urban Water Management Plan and American Water Infrastructure Act Reporting** – Mr. Lee reported the company must produce an Urban Water Management Plan (UWMP) every five years. The 2020 UWMP is due by July 2021 and, as such, staff has budgeted \$75,000 to complete it this year. WSC was asked to provide a proposal as they are already providing SAWCo's Water Master

Plan. In a cost saving effort earlier this year, there was discussion about joining a consortium of local water agencies to create a mass UWMP with a single company. Time constraints and the uniqueness of SAWCo's system prevented staff from pursuing the option but it will be looked at in the future.

Mr. Lee asked the PROC to recommend the Board approve utilizing WSC to generate the UWMP for 2020 in the amount of \$48,720 and a portion of the AWIA report in the amount of \$29,075 for a total of \$77,795.

Director Filippi asked that Mr. Lee share with the Committee his email from earlier in the day. Mr. Lee informed the Committee that a requirement of the UWMP is to inform surrounding agencies or interested organizations. SAWCo will be accomplishing this requirement the following week.

Director Filippi inquired if the cost for the UWMP is considered reasonable. Mr. Lee replied the previous UWMP completed five years ago had a cost of around \$35,000 to \$40,000. With this UWMP there are more requirements to be met.

There was consensus on the Committee to recommend the Board approve utilizing WSC to generate the UWMP for 2020 in the amount of \$48,720 and a portion of the AWIA report in the amount of \$29,075 for a total of \$77,795.

Mr. Lee advised he will be giving WSC the approval to start as there are time constraints with the project being due in July.

**C. Engineering and Construction Contract for Reservoir 9 Pipeline** – Mr. Lee reminded the Committee of the information he provided on this project earlier on in the meeting. There is \$45,000 remaining from the small pipeline projects that he will be using to cover the majority of the cost overages. A \$15,000 change order is needed to cover the remaining overage for engineering services. Mr. Lee will authorize the additional amount and have the Board ratify the extra spending at the March Board meeting. The contractor's change orders will be coming at a later date. There is hopes they will arrive just prior to the March Board meeting for faster approval time.

7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** – Ms. Layton reported the consultant is currently working on the Watershed Sanitary Survey. All data has been gathered for the survey and a watershed and facility walk through has been completed. A meeting with the United States Forestry took place in January which allowed the consultant to collect information on the cabins and septic systems. A draft to the survey is expected soon.
- ***Chino Basin*** – Mr. Lee stated at this time no water is being diverted to the Chino Basin for storage. Mediation is scheduled for March 22<sup>nd</sup> concerning the Agricultural Pool and Appropriative Pool disagreement regarding payment responsibility of the Agricultural Pool's legal bills.
- ***Six Basins*** – Ms. Layton advised SAWCo wishes to increase their storage account in the basin and has sent message to the engineer to understand how the

current cap in the storage amount was determined. The next meeting will take place the following day.

- ***Cucamonga Basin*** – Ms. Layton reported feedback was submitted to Cucamonga Valley Water District (CVWD) regarding the request for qualifications (RFQ) for a new engineer for the basin. The working group will meet the following Tuesday.

8. Closed session: None.

9. Committee's Comments and Future Agenda Items: Director Goss inquired whether SAWCo would be involved in the process of the election of its Board members in response to the recent City of Upland Council Meeting decision. Mr. Lee advised he would reach out to the City of Upland to see if there is any way SAWCo can assist in the process. Director Thomas explained the process the council came up with to handle nominating persons to SAWCo Board.

Adjournment: –The meeting adjourned at 3:52 p.m.

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Assistant Secretary  
Brian Lee

**Agenda Item No. 6A**

Item Title: Projects and Operations Update

Purpose:

To update the Committee and Shareholders on Company capital projects.

Updates:

1507 – Office Relocation

Presentation to City of Upland originally scheduled for late September has been deferred until early 2021 at City Manager’s request.

1602 – Holly Drive Reservoir, Phase 2

A modified and reduced project was awarded to Paso Robles Tanks on September 15. Contract has been fully executed. Preconstruction meeting held. Material submittal process initiated.

The remaining civil portion of the contract was awarded at the March Board Meeting. Civil work was completed in March/April.

Tank contractor is scheduled to return to the project in late April, finalize tank coating and complete the project.

Original Budget .....	\$477,000
Original Contracts .....	\$862,130
Civil Contract .....	\$149,985
Authorized Change Orders .....	\$389,096
Current Contract w/ Civil .....	\$1,172,611

1901 – Automated Meter Reading (AMR)

Contracts has been fully executed for \$738,870 for supply and installation of all domestic and production meters. Supplier working to integrate meters with our accounting software. Domestic meter installation started December 8. Meter installation was halted due to QA/QC issues. Meter installation was started again on January 12, 2021. Company attempted a one-to-one communication effort with each meter account prior to installation, but that proved unsuccessful. Company has asked SAHA to spread the word about meter installations. Contractor is going door-to-door just prior to installation and distributing a Company letter discussing the process and providing contact information.

Company forces continue to assist in the project and will also be installing the larger flanged meters.

January effort installed about 200 more meters. Unnecessary customer service problems still occurred during the January install. Staff has negotiated a \$125 per meter install price from CP Construction. Staff has asked Metron Fairner to halt all meter installations.

At its regular February meeting the Board authorized CP Construction to complete the meter installations. CP Construction has installed about 670 meters. We have about 30 meters remaining to be installed. All meters originally ordered have been installed and staff has ordered the remaining meters from Metron Fairner. Staff will install the remaining 30 meters once they arrive.

Staff is working on rolling out private digital access to their meter for each shareholder starting in the summer.

Original Budget .....	\$770,000
Original Contracts .....	\$731,220
Authorized Change Orders .....	8,000
Current Contracts.....	\$739,220

1902 – Cucamonga Crosswalls Mitigation

First of five years of mitigation occurred in April.  
Check-up mitigation occurred in the first week in August 2020.

1905 – 2020 Master Plan

Computer Water Model being constructed by consultant. Hydrant flow testing occurred Nov 11<sup>th</sup>. Computer modeling being calibrated. Data gathering is an ongoing process. Company has purchased three data loggers and a pitot tube flow diffuser.

Consultant presented a Water Supply Resiliency presentation to the PRC in February.

Original Budget .....	\$240,000
Original Contracts .....	\$204,085
Authorized Change Orders .....	NA
Current Contracts.....	\$204,085

2001 Reservoir 9 Pipeline

Pipeline installation is completed. Contractor has completed contract paving. Additional paving work was authorized at the regular April 20, 2021 Board meeting.

Original Budget .....	\$408,000
Original Contracts .....	\$807,090
Authorized Change Orders .....	\$192,367
Current Contracts.....	\$999,458

2002 Frankish Tunnel Improvements

Bid opening occurred on December 4<sup>th</sup>. Project was awarded to CP Construction on December 15, 2020. Project is complete. Consultant is finalizing paperwork.

Original Budget .....	\$50,000
Original Contracts .....	\$126,485
Authorized Change Orders .....	NA
FINAL project cost .....	\$126,485

2003 Small Pipelines Project

Bid opening occurred on December 4<sup>th</sup>. Project was awarded to CP Construction on December 15, 2020. Project is complete. Consultant is finalizing paperwork.

Original Budget .....	\$519,000
Original Contracts .....	\$738,290
Authorized Change Orders .....	NA
Current Contracts.....	\$738,290

2007 Well 19

Staff is working on a Request for Proposals to construct a new Well 19. RFP should be released next year for consideration by the Board.

2101 Booster 17 (V Screen) Generator

Purchase Order has been submitted. Waiting on delivery.

Original Budget .....	\$18,000
Original Contracts .....	\$14,510
Authorized Change Orders .....	NA
Current Contracts.....	\$14,510

2102 Shaft 6 Generator

Purchase Order has been submitted. Waiting on delivery.

Original Budget .....	\$8,000
Original Contracts .....	\$6,436
Authorized Change Orders .....	NA
Current Contracts.....	\$6,436

2103 Booster 19 (Holly Drive) Generator

Purchase Order has been submitted. Waiting on delivery.

Original Budget .....	\$75,000
Original Contracts .....	\$61,366
Authorized Change Orders .....	NA
Current Contracts.....	\$61,366

2105 Urban Water Management Plan

Contract was awarded at the March 2021 Board Meeting. Staff and consultant are exchanging and reviewing data.

Original Budget .....	\$60,000
Original Contracts .....	\$48,780
Authorized Change Orders .....	NA
Current Contracts.....	\$48,780

2106 American Water Infrastructure Act Risk and Resiliency Assessment

Contract was awarded at the March 2021 Board Meeting. Staff and consultant are exchanging and reviewing data.

Original Budget .....	\$40,000
Original Contracts .....	\$29,075
Authorized Change Orders .....	NA
Current Contracts.....	\$48,780



Item Title: Abandonment of Surplus Property

Purpose:

To discuss and possibly recommend to the full Board abandonment of two surplus properties.

Issues:

Should the Company pay to clean and abandon two surplus properties?

Manager's Recommendation:

Recommend to the full Board that the Company clean up and abandon two surplus properties.

Background:

The Company owns facilities that have been abandoned over the course of our 140-year history. Some of those facilities have simply been abandoned in place with no demolition. Two such facilities are located on San Antonio Blvd and 15<sup>th</sup> Street (see attached maps). These two booster stations were once used to move water northward from Well 18 (decommissioned). Freeway construction was the catalyst that encouraged the Company to abandon the use of those facilities.

Staff is proposing that the Company 'clean up' both properties by demolishing all facilities and leaving each site clean-to-ground. Additionally, staff has reached out to the City of Upland about quitclaiming the 15<sup>th</sup> Street property to the City for additional green space in Magnolia Park. Staff has asked the City to consider the property quitclaim in exchange for demolition permit costs.

Upon approval, staff will also reach out to the individual property owners along the backside of San Antonio Avenue to see if they would be interested in a quitclaim of that property.

Previous Action:

None

Impact on Budget:

To be developed.

Three quotes are currently being obtained to demo existing abandoned facilities on both properties. Construction permit costs are being negotiated with the City.



0 50 100 ft

Pearl St

Pearl St

Pearl St

S San Antonio Ave

Mercer Way

W Sheridan St

W Sheridan St

S San Antonio Ave

S Vallejo Way

S Uklah Way

Opal Ct

S Uklah Way

W Eighth St

W Eighth St

W Eighth St

W Eighth St

W Eighth St

61° AQI 55





W 15th St

N San Antonio Ave

Cameo Ct

N Victoria Ave

N Ukiah Way

Agenda Date: April 27, 2021

Agenda Item No. 6C

Item Title: Company Facilities

Purpose:

To introduce a Company facilities Map to the Board.

Issues:

It is important to easily reference Company facilities for Board discussions

Manager's Recommendation:

Review and provide feedback.

Background:

Staff is preparing a facilities tour for the new Directors elected in April. While preparing for the tour, staff received an inquiry about a map showing Company facilities. This is a high level map intended to give Directors a rough understanding of where Company facilities are located.

Previous Action:

None

Impact on Budget:

None

