



MEETING AGENDA
for
PLANNING, RESOURCES AND OPERATIONS
COMMITTEE

February 27, 2024 @ 3:00 pm
At Company Office 139 N. Euclid Ave., Upland, CA 91786 with
option of Virtual/Online or Teleconference

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

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▪ **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 24, 2023

5. Planning and Operational Issues:

6. Planning and Operational Updates:

A. Project Status Report/Project List
Report on on-going projects

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:

- CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Govt. Code section 54956.8)
- Property: Portion of 1813 W. 17th Street, Upland, CA 91784
- Company negotiator: Brian Lee, General Manager
- Negotiating parties: San Antonio Water Company and STC One LLC
- Under negotiation: price and terms of cell tower site lease amendment

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 23, 2024 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 City of Upland at 460 N. Euclid Avenue and Upland Public Library located at 450 N. Euclid Avenue.

POSTING STATEMENT: On February 22, 2024 a true and correct copy of this agenda was posted at the entry of the Company Office (139 No. Euclid Avenue), at the City of Upland at 460 N. Euclid Avenue, 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 24, 2023

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order at 3:01 p.m. on the above date. Committee members present were Will Elliott, Bob Bowcock, Kati Parker, and Rudy Zuniga. Also in attendance were SAWCo's legal counsel Derek Hoffman of Fennemore, General Manager Brian Lee, Senior Administrative Specialist Kelly Mitchell, and Administrative Specialist Tiffany Dickinson. Director 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 June 27, 2023** – Director Parker moved, and Director Bowcock seconded to approve the meeting minutes of June 27, 2023 as presented. Motion carried unanimously.
5. Planning and Operational Issues:
6. Planning and Operational Updates -
 - A. **Project Status Report/Project List** – Mr. Lee provided an update regarding the SAWCo office relocation. He stated we have submitted preliminary plans to the City of Upland for permitting and zoning purposes. The City of Upland then will pass out the plans to the appropriate departments who in turn provide comments on those plans and submit them back to the company to incorporate those comments for final submittal.

Mr. Lee stated as soon as we have a full AFC Committee and AFC Chair, the AFC Chair will serve on the Ad Hoc Committee and the PROC Chair will serve on the Ad Hoc Committee for the building. He stated we will be developing pictures to share with the neighborhood and to get support.

Mr. Lee commented we did have theft a few weeks ago on the 20th St. property. Security cameras and other miscellaneous items were damaged and stolen, an old trailer was stolen, and our newer trailer was damaged. He mentioned the stolen trailer has been recovered and we have filed an insurance claim and a police report. He also added the hope is there will be an employee entrance off Campus Ave. to not disrupt the residents on 20th St. and with the company presence it will deter thieves.

Director Parker emphasized the importance of public relations and to reach out to the neighbors, residents of 20th St., to let them know what is going on and take in any concerns they may have and to have goodwill with the residents.

Mr. Lee reported on Holly Drive Reservoir Phase 3 stating the tank is built and coated, and piping is being completed. It is currently going through the permitting process through the state so that it can get disinfected, filled, and active.

Mr. Lee stated the next phase of that project will be to build a bypass at Holly Dr. booster station to deliver water from those tanks down into the upper zone, along with extending the Holly Dr. pressure zone out along 26th St.

Mr. Lee updated that they are actively working on the Cucamonga Crosswalls repairing the gabion baskets and getting them installed into the breaches of the crosswalls that occurred last year. They are also grading and getting rid of debris that got into the basins last year preparing for next year's storm.

Mr. Lee reported on Well 19 stating we are at about 480 feet with a 28-inch drill bit with about another 600 feet to go and casing will be installed soon after.

The next phase is going to be to install the pipeline to deliver water to the Heights. This project will be a multimillion-dollar project. The well will deliver approximately 1,500 gallons a minute and will help to rest other wells that are still in operation after being constructed in the 1930's.

Mr. Lee reported on the Paloma Hydraulic Break and Well 31 Pipeline stating they are both in predesign stages. We are waiting on TKE for the Well 31 Pipeline predesign report and Civiltech for the Paloma Hydraulic Break predesign report.

Director Elliott questioned if we will then abandon all rights to the property on Paloma Curve.

Mr. Lee responded saying yes that is the plan, and the City of Upland has expressed interest in abandoning their building to the property owner and the property owner has initially expressed interest in taking the building but is now having second thoughts.

Mr. Lee updated on the GIS system stating our young operators have been actively out in the field with their I-pads marking on the map what is wrong, what is incorrect and what is correct and uploading directly to our consultant who in turn is making those changes on the GIS system.

Mr. Lee commented on next year's budget proposal stating Well 19 will take most of the CIP budget funds.

7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** – Mr. Lee stated we are cranking out water and that should carry out through the end of the year. He stated City of Upland should meet their entitlement by early November. He commented we have a gentleman's agreement with City of Upland that they will proportionally share that water with Monte Vista Water District and any other shareholders that want to pay a wheeling charge through Upland's system.

- **Chino Basin** – Mr. Lee reported they had an assessment package meeting that same day to discuss the budget package.
- **Six Basins** – A meeting is scheduled for Wednesday, October 25, 2023.
- **Cucamonga Basin** – Mr. Lee reported we are continually working with our two partners to develop the hydrogeologic model. Provst and Prichard has provided information in a preliminary model report. Sometime in the near future, both boards, Cucamonga Valley Water District and SAWCo, will be brought together to discuss the results and how to move forward.

Mr. Lee added when we originally set out to repair the Cucamonga Crosswalls approximately 15 years ago, we had a gentleman's agreement with Cucamonga Valley Water District to share the costs. Throughout the years the agreement has carried over but SAWCo ended up paying the whole cost. There was an agreement CVWD would reimburse SAWCo for that payment and Mr. Lee confirmed we received that check payment this month.

8. Closed session: None.
9. Committee's Comments and Future Agenda Items: None.

Adjournment: –The meeting adjourned at 3:25 p.m.

Assistant Secretary
Brian Lee

Item Title: Projects and Operations Update

Purpose:

To update the Board and Shareholders on Company capital projects.

Updates:

1507 – Office Relocation

The Board approved a design and construction management contract at its March 2023 regular meeting. Contract has been executed and Architect is currently working on preliminary plans. Initial comments have been received from the City. CEQA will be required, primarily due to traffic concerns. Geotech engineer will also be required to confirm structural integrity of site soils. Consultant is seeking proposals for both CEQA work and Geotech work. Consultant has started discussions with Edison regarding eastern easement onto property.

Original Budget	\$4,000,000
Original Contracts	\$283,550
Authorized Change Orders	NA
Current Contracts	\$283,550

1602 – Holly Drive Reservoir, Phase 3

Proposed construction of a second 120,000-gallon tank at the Holly Drive Tank site. Professional services agreement has been fully executed. Contract has been executed. Coating has been completed. Permit amendment has been submitted to the State. Contractor waiting on final delivery of internal plumbing. Project nearing completion. State inspection occurred last week. Waiting on State Permit. ~~Contractor scheduled to clean and disinfect system on Jan 13th.~~ New tank has been cleaned and disinfected. State permit is taking some time to obtain. Will need to disinfect again, once permit is ready. Expect new tank to be on-line by end of February/early March.

Original Budget	\$985,260
Original Contracts	\$985,260
Authorized Change Orders	NA
Current Contracts	\$985,260

1902 – Cucamonga Crosswalls Mitigation

TKE Engineering is working with staff to close out certain State and Federal Permits. Staff is also looking into long-term maintenance permits that will allow the Company yearly access to the site for clearing and grubbing.

2303 Well 19 Production Well

Project approved at September 2023 Board Meeting. Production Well drilling was completed on Nov 8 and casing/screen installation has ~~begun~~ been completed. Drilling and installation has completed. Flushing and testing is ~~ongoing~~ completed. Full 24-hr flush test ~~scheduled for Tuesday, January 16th~~ is completed. Initial testing indicates near 2,000 gpm of good quality water. Contractor has demobilized from site.

Engineer working to finalize project.

Original Budget.....	\$1,600,880
Original Contracts	\$1,600,880
Authorized Change Orders	\$0
Current Contracts	\$1,600,880

2201 Paloma Hydraulic Break

Predesign meeting was held in June and consultant is working on a predesign report. Survey has been completed and predesign work is ongoing. Engineer is currently reviewing elevations and flow to determine best solution. Predesign meeting held to discuss difficulty in controlling flow at such high static head. Options were discussed and engineer is reviewing.

Original Predesign Budget	\$40,000
Original Design/Const. Budget	\$1,080,000
Original Contracts	\$39,750
Authorized Change Orders	NA
Current Contracts	\$39,750

2203 Well 31 Pipeline

Project budgeted in the 2022 year. Replace approximately 1,400 linear feet of 14” pipeline from Well 31 delivering water to facilities at Golf Club Drive along backside of homes and within Upland Hills Country Club waterline easement. Abandon aged pipeline. The current steel pipeline was installed before 1976 and has exceeded its useful life. Identified by staff as a high maintenance pipeline. Design contract has been awarded and predesign meeting has occurred. Base maps are completed and alignment is being discussed between engineer and staff.

Original Budget.....	\$420,000
Original Contracts	\$0
Authorized Change Orders.....	NA
Current Contracts	NA

2204 GIS Update

At the August Special Meeting, the Board authorized a contract with WSC to update the Company’s GIS maps. Contract has been executed. Consultant working on updates. WSC conducted training and system review with staff in May. Staff is providing field updates into the GIS system for consultant to correct on a quarterly/half year basis.

Original Budget.....	\$11,110
Original Contracts	\$11,110
Authorized Change Orders.....	NA
Current Contracts	\$11,110