



MEETING AGENDA for PLANNING, RESOURCES AND OPERATIONS COMMITTEE

November 26, 2019 @ 3 pm
At Company Office 139 N. Euclid Avenue, Upland, CA

▪ 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 September 24, 2019

5. Planning and Operational Issues:

A. Request for Proposals – Comprehensive System Master Plan and Asset Management Program

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: 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 February 25, 2019 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 [7:00 – 11:30 & 12:30 – 5:00] and alternating Fridays [7:00 – 11:30 & 12:30 – 4:00]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

POSTING STATEMENT: On November 21, 2019 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
 September 24, 2019

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order at 3:02 p.m. on the above date at the company office located at 139 N. Euclid Avenue, Upland, California. Committee members present were Will Elliott, Gino Filippi, and Tom Thomas. Also in attendance were 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 July 23, 2019*** – Mr. Filippi moved and Mr. Thomas seconded to approve the meeting minutes of July 23, 2019 as presented. Motion carried.
5. Planning and Operational Issues:
 - A. ***System Mapping and GIS Database Project Proposals*** – Mr. Elliott inquired as to what staff's recommendation was for the project. Mr. Lee responded staff is recommending WSC Consulting for the project. Prior to discussion by the Committee, Mr. Lee advised he has previously contracted with WSC Consulting and is friends with the senior executive of the company.

Mr. Lee disbursed the cost proposals submitted by both firms. Though Mr. Lee thought either firm could perform the project well, he felt it came down to the method each firm used in presenting their proposal. PACE provided SAWCo with all of the features their firm could offer with a total cost of \$300,000. WSC Consulting contacted staff and inquired as to what the budget for the project was and worked around it. Mr. Lee stated this as his main reasoning for recommending WSC Consulting.

Mr. Filippi inquired as to whether Mr. Lee or Ms. Layton had ever worked with either firm in the past. Mr. Lee replied he had not worked with PACE previously but had worked with WSC Consulting. Ms. Layton replied she had not worked with either firm.

Mr. Thomas felt that though both firms seemed to do great work, SAWCo needs to stay within budget.

Mr. Lee advised he attempted to remove some of PACE's line items in order to compare the two firms costs more evenly, however, PACE's costs were still double that of WSC Consulting.

Mr. Lee explained this is simply the first round of the GIS project. During this portion of the project a GIS application will be put on tablets, laptops, or desktops to look up information. After that, it will be connected with scanned as-built drawings, easement information, etc. Hardware and software will need to be compatible and the costs for that are not included in this portion of the project. There is hopes that it will eventually connect with SAWCo's billing software.

Mr. Filippi felt the discussion to determine which firm to proceed with should include the full Board of Directors.

Mr. Filippi moved and Mr. Thomas seconded to bring the entire item to the Board for discussion and recommendation. Motion carried.

6. Planning and Operational Update -

A. ***Project Status Report*** –

- ***Reservoir 7*** – Reroofing – The change order was signed the previous day. Additional work will add 120 days to the project.
- ***Holly Drive Reservoir Phase II*** – Design plans are nearly complete.
- ***Cucamonga Crosswalls*** – Repair of the damage from last year's rainy season has begun.
- ***Campus Avenue Waterline*** – The project is currently in the submittal phase. Construction should begin shortly.

7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** – Ms. Layton reported staff member Debra Osgood attended the most recent meeting held September 11th. The Committee is in the process of obtaining a consultant to perform an update of the Water Sanitary Survey. Costs are shared with the City of Upland and the City of Pomona.

Ms. Osgood will contact the United States Forest Service to determine when the Forestry performs local cleanup in order to better coordinate the dates for watershed cleanup days. Ms. Osgood will also help create a quarterly report for spills in the Canyon and look for permits for septic systems as well as any septic failures that may have occurred in the area.

Mr. Thomas mentioned the potential of a bill expanding or creating a National Recreation Area that may infringe upon the watershed. He expressed some concern about how it may affect SAWCo's ability to capture water.

- ***Chino Basin*** – Ms. Layton stated that according to the Restated Judgment there are limits to the amount of compensation a committee member can receive each year. There are some disagreements as to the amount of the limit or whether or not there should be one.

A letter from Monte Vista Water District and the City of Ontario regarding the Optimum Basin Management Program (OBMP) Update is being circulated for signature. SAWCo plans to sign the letter.

September 24, 2019

The City of Ontario has expressed some concerns about the Rules and Regulations. SAWCo agrees with some of those concerns.

There is talk about setting term limits for the Board representatives. Representatives on the Appropriative Pool rotate out but other Pools have representatives that do not.

Due to agencies putting a lot of water in the basin for storage, a Storage Management Plan is being recommended to clarify what is to be done when storage limits are exceeded.

- ***Six Basins*** – Recent discussions have been focused on Municipal storm water. The next meeting is scheduled for September 25th.
- ***Cucamonga Basin*** – Staff will meet at Cucamonga Valley Water District on October 1st. The judgment has been reviewed in its entirety. Staff will now consolidate all the comments and begin working on the details to modernize the judgment.

8. Closed session: None.

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

Adjournment: –The meeting adjourned at 3:26 p.m.

Assistant Secretary
Brian Lee



San Antonio Water Company

Incorporated October 25, 1882
Serving the original Ontario Colony lands

A REQUEST FOR PROPOSALS

TO PROVIDE CONSULTING SERVICES TO THE SAN ANTONIO WATER COMPANY

PROJECT TITLE:

COMPREHENSIVE SYSTEM MASTER PLAN AND ASSET MANAGEMENT PROGRAM

RESPONSE DUE BEFORE 3:00 PM

On January 14th, 2020

Introduction

The San Antonio Water Company is soliciting proposals from qualified firms to assist in developing a Master Plan / Asset Management Program for the Company's domestic and irrigation water systems.

The intent of the Comprehensive System Master Plan and Asset Management Program is to:

- Conduct a detailed study of systems and recommend Capital Improvements,
- Prepare a detailed prioritization of Capital Replacements,
- Develop a comprehensive Capital Master Plan / Asset Management Program based on the findings of the Improvement and Replacement reviews, and
- Develop high-level review concerning loss-risk of water sources and possible alternatives to water supply in consideration of current sources (e.g. 100+ year-old tunnel) and projected regional environmental changes (i.e. global warming) or events (e.g. earthquakes / wildfires).

General Information

In 1882 Canadians George and William Chaffey purchased 8,000-acres of the Cucamonga Rancho, including the water rights, and established an irrigation colony which they named Ontario, in honor of their homeland. On October 25, 1882 they also established the San Antonio Water Company under the General Corporation Laws of the United States. Rancheria water rights established back in the 1700's were transferred to the Company to support the newly established irrigation colony. The brother's vision was to develop a Mutual Water Company whose members shared equally in the locally available water supply.

The brothers sold irrigation colony land in 10-acre blocks, primarily intended for the booming citrus industry. Along with the land, the brothers sold shares in the Company, one share for each purchased acre. Each shareholder was entitled to a portion of available local water, distributed equally by the company amongst all the shareholders. The Company was responsible for distributing water on a non-profit basis to the shareholders.

Since 1882 the San Antonio Water Company has consistently provided water service to its shareholders. Although the local citrus industry has largely disappeared, the Company maintains delivery to current shareholders utilizing the same successful 'per share' distribution plan established over 135 years ago.

The Company does not import any water. Instead we are dependent on our local San Antonio Canyon and Cucamonga Canyon watersheds and downstream groundwater basins.

Currently, our shareholders include most residents of the unincorporated area of San Antonio Heights, the Cities of Upland and Ontario, the Monte Vista Water District, local quarries and the proud heritage of remaining grove irrigators.

Annual shareholder water entitlements are established based on projected availability. For 2018, full water entitlement was established at 12,000 Acre Feet (AF). The table below shows how that 12,000 AF was divided among current shareholders, along with actual water delivered in 2018.

Shareholders	Shares	Annual Entitlement, Acre Feet per Year (AFY)	Delivered (AFY)
City of Upland	4,338.75	8,150	7,544
City of Ontario	295.25	555	359
Monte Vista Water District	329.75	619	405
Domestic Customers	625.25	1,174	1,259
Rock Company	36.25	68	384
Golf Courses	116.75	219	366
Grove Irrigators	87.25	164	53.32
Inactive Shares	559.75	1,051	0
Total shares	6,389	12,001	10,369

The Company provides water through two separate systems; domestic and irrigation.

The domestic system receives the majority of its water through the San Antonio tunnel. The tunnel is built into the head of the San Antonio Canyon about 90 feet below the ground surface. The tunnel consists of 5,400 feet of 36" concrete pipe and 600 feet of a six-foot square shaft built into the bedrock below the alluvium. Portions of the shaft are supported by redwood beams. There are ten access hatches spaced about 600 feet apart; three access hatches for the tunnel and six for the pipeline. Groundwater percolating through the alluvium collects in the tunnel and, after chlorination provides 4-log inactivation, is channeled into the Company's potable water system. Two wells supply the remainder of our domestic supply. Domestic water is distributed by six booster pump stations through 25 miles of pipeline to five reservoirs.

The domestic water system provides service to the San Antonio Heights, also known as our Basic Service Area. Consisting primarily of large residential lots, the Heights is an unincorporated area of San Bernardino County approximately 2.6 square miles in size located immediately north of the City of Upland. The Company provides water to individual residential lots through 1,200 domestic meters.

The irrigation system primarily receives water from surface water diversions in the San Antonio Canyon. Additional irrigation water is supplied through seven wells located in three groundwater basins; Cucamonga Basin, Six Basins and Chino Basin. Irrigation water is distributed by two booster pump stations through 21 miles of pipeline to three reservoirs.

The irrigation system provides service to the Company's 'extended' service area. Shareholders in the extended service area include municipal and private companies. A majority of the distributed

irrigation water is treated by municipal shareholders and then delivered to their customers as domestic water. The remaining irrigation water is used for farming, landscaping and commercial use (quarry).

The Company's most recent Master Plan was developed in 2017, along with the most recent hydraulic model of the domestic water system.

Project Scope of Services

Task 1 – Project Management

Provide overall project management services including:

- Quality assurance/ quality control
- Teleconferences and meetings at appropriate intervals to keep Company staff updated on progress and address any needed management level decisions.

Task 2 – Data Gathering and System Evaluation Criteria

The Company recognizes that a major upfront component of this project involves discovery tasks that will assist in developing a remaining scope of work. Consultant shall propose a mechanism to collaboratively work with staff to review, prioritize, sequence and implement dependent tasks.

Task 3 – Capital Improvement Program

Domestic Hydraulic Model

1. Review and modernize existing domestic hydraulic model.
2. Conduct flow tests within and throughout domestic system. Verify the hydraulic model adequately represents real-world operating conditions of the domestic system.

Irrigation Hydraulic Model

3. Develop an irrigation system hydraulic model based on existing facility map book information.
4. Conduct flow tests within and throughout irrigation system. Verify the hydraulic model adequately represents real-world operating conditions of the irrigation system.

Capital Improvement Projects Based on Modeling Results

5. Using the modernized and calibrated hydraulic models, identify weaknesses in the existing domestic and Irrigation systems in regard to flow (fire and peak day demand), pressure and/or storage. Determine what improvements could be made to increase/improve service. Company expects consultant to use two separate models, one for each system.
6. Develop an Engineer's Opinion of Probable Construction Cost, in 2020 dollars, for each facility/project proposed for improvement in subtasks 5.

Task 4 – Capital Replacement Program

1. Refine a comprehensive database of Company facilities and their metadata (e.g. age, material, size) from the Company's GIS system.
2. Aggregate existing facilities into groups based on location and similarity. The intent of this task is to develop a list of replacement projects that represents all Company assets.
3. Develop an Engineer's Opinion of Probable Replacement Cost, in 2020 dollars, for each facility/project identified in subtask 2.

Task 5 – Master Plan and Facility Asset Management Program

1. Using costs developed in tasks one and two and an 'industry standard estimated service life' for facilities, develop a theoretical yearly asset management budget that would ensure timely system improvements and that all facilities are replaced in a timely manner.
2. Review Company's revenue and operating expenses and develop a best-fit yearly total spending limit devoted to Capital replacement, in 2020 dollars.
3. Reconcile the difference between the spending limit in subtask 1 with the spending requirement in subtask 2.
4. Develop a review and ranking process whereby each facility can be assessed compared to like facilities. The intent of this task is to develop a replacement/improvement priority list that contains all Company facilities.
5. Using all of the information developed above, prepare a 10-year Capital Replacement Prioritization List and a 5-year Capital Replacement Program.

Task 6 – Source Water Loss-Risk Review

1. Provide a review of projected environmental changes (e.g. rainfall and temperature patterns) in the local area that are predicted to occur over the next twenty years. What is the future local water source outlook for the Company?
2. Provide a review of catastrophic failures that could potentially impact the Company's source water (e.g. wildfire, earthquake). Of particular concern is the Company's domestic source - the San Antonio Tunnel.
3. In consideration of the findings in subtask 1 and 2, develop alternative scenarios in which the Company can continue providing full yearly entitlement to shareholders. Alternatives to consider include:
 - a. Staying-the-course. No change in operation.
 - b. Developing a conjunctive use program in one or more groundwater basins.
 - c. Develop alternative water sources (e.g. Increase yield in local watersheds and/or connection to Metropolitan Water District)
 - d. Consultant developed alternatives.

How can the Company prepare for catastrophic impacts to source water and systems?

4. Develop high-level project scope and costs for each alternative considered in subtask 3.

Schedule

The Company anticipates the following timeline and key milestones for award of the project:

Proposal Due Date	January 14, 2020
Planning, Resource and Operations Committee (PROC) Review	January 28 th , 2020
Interview	TBD – If necessary
Board of Director’s Approval	February 18 ,2020
Consultant’s Notification	February 20, 2020

Proposal Requirements

The proposal shall not exceed 19 pages excluding resumes, cover letter, dividers, front and back covers. No other documents will be reviewed. Please do not submit additional material. Responses to this RFP shall be in the following order and shall include:

Executive Summary (2 pages maximum)

Summarize the contents of your firm’s proposal in a clear and concise manner.

Firm Background and Experience (4 pages maximum)

Brief description of the firm and subconsultants, if any, including the size of the organization, location of offices and relevant capabilities and resources in relation to the project. This section should include:

- I. Experience with developing master plans and asset management programs
- II. Experience in water system planning.
- III. Similar projects with other water companies or districts
- IV. Firm’s local experience
- V. Procedures and/or policies associated with or related to work quality and cost control
- VI. Management and organizational capabilities
- VII. Verification of professional liability insurance for coverage of not less than \$1,000,000.

Project Organization and Experience of the Project Team (2 pages maximum, not including resumes)

Proposing firm shall identify the team to be assigned to the project, by name, including at a minimum the principal, project manager, key staff and any subconsultants. Proposing firm shall describe the project team’s qualifications and experience on projects related to this specific project. Proposing firm shall explain the project team’s experience regarding all tasks associated with the scope of work. This section should include:

- I. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one- page resumes.
- II. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- III. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the Company, and lines of communication necessary to maintain project on schedule.

Project Understanding and Approach (8 pages maximum)

Proposer shall demonstrate its preliminary understanding of the project by providing a clear and concise description of the project and major issues, based on the information provided in this RFP.

Proposer shall clearly define the tasks and activities necessary to meet the objectives outlined in the scope of work. This section should include:

- I. Description of the tasks and activities, the methodology that will be used to accomplish them.
- II. Description of the products that would result from each task and activity.
- III. Identification of points of input and review with Company staff.
- IV. Proposed project schedule identifying key tasks, their expected duration, and milestone dates.
- V. Proposers are invited to suggest additional (optional) work tasks that could be performed in conjunction with or subsequent to the scope of work. Any such tasks are to be described as optional and the benefits of performing such tasks shall be described.

Past Projects (3 pages maximum)

Proposer shall provide project descriptions of up to three similar projects. Include the following information:

- I. Owner contact name and phone number
- II. Project team members
- III. Project size and description

Proposed Total Professional Fee and Fee Schedule Submitted Under Separate Sealed Cover

Proposed fee shall not be the sole basis of award but will be used to evaluate the Consultant's understanding of the Scope of Work.

Include the hourly rates of all staff that will charge to the project.

Company expects to award a 'time and material, not to exceed' contract for Implementation.

Exceptions to this RFP

The Consultant shall certify that it takes no exceptions to this RFP including, but not limited to, the Professional Service Agreement (attached).

Evaluation Criteria

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

- a) 30% Understanding and approach to the work to be done
- b) 20% Experience of firm with similar kinds of work
- c) 30% Experience of staff for work to be done
- d) 10% Overall clarity and presentation of Proposal
- e) 5% Firm's Local Experience
- f) 5% Proposed Project Fee

Selection Process and Schedule

Key senior staff and select Company Directors will independently review and rank each proposal. Based on an aggregate of those reviews, the Company will likely enter into negotiations with the top ranked firm. If there is no clear 'top ranked' firm, interviews may be scheduled.

At this time, the Company contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover scope of work, contract terms and conditions, attendance requirements, and appropriateness of the proposed fee.

After negotiating a proposed agreement that is fair and reasonable the General Manager will present the contract to the Company's Board for authorization to execute a contract with the most responsive firm.

Related Documents

- Company standard Professional Service Agreement (attached)

Link for downloading available upon request

- Company GIS database
- 2017 Company Water Master Plan
- 2017 InfoWater Hydraulic Model

Interested proposers should immediately contact the Company to register for inclusion on the project distribution list. Revisions or supplemental information to this RFP will be issued through addenda by email and posted on the Company's website. Proposers are responsible for receipt of any and all addenda.

Submittal Requirements

One (1) executed original marked "ORIGINAL" in red ink and 6 copies of the Proposal shall be delivered, along with one electronic copy in PDF format on thumb drive. One single sealed

Proposed Fee Estimate marked “FEE ESTIMATE – 2020 Master Plan” in red ink shall be submitted separate from the proposal. Proposals will not be accepted in any other format. Proposals will not be accepted by email, fax or verbally. The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.

The Response Proposal must be received no later than **3:00 p.m.** local time, on or before **January 14th, 2020** at the office of:

PROPOSAL – 2020 Master Plan
San Antonio Canyon Water Company
139 North Euclid Avenue
Upland, CA 91786
Attn: Brian Lee

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to blee@sawaterco.com.