

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

February 25, 2020

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order at 3:00 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, Martha Goss, and Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee and Senior Administrative Specialist Kelly Mitchell. Mr. Elliott presided.

1. Recognitions and Presentations – Mr. Lee recognized Mr. Steve Nix, City of Upland Interim Public Works Director.
2. Additions-Deletions to the Agenda – None.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes:
  - A. **Regular Committee Minutes of November 26, 2019** – Ms. Goss moved and Mr. Filippi seconded to approve the meeting minutes of November 26, 2019 as presented. Motion carried unanimously.
5. Planning and Operational Issues:
  - A. **Statement of Proposal** – Mr. Lee stated the proposals received for the Comprehensive System Master Plan and Asset Management Program were to be reviewed and rated by all Committee members. Seven firms were contacted to submit proposals yet only two, Carollo Engineers and Water Systems Consulting (WSC), responded.

Mr. Thomas advised he did not place a numerical score for either proposal but commented Carollo Engineers proposal seemed standard with more information about the company than the project whereas WSC's proposal was more in depth. He felt WSC was more interested in the project and for Carollo Engineers the project was just another one in the many they work on.

Ms. Goss agreed with Mr. Thomas that there was more substance to the WSC proposal than the Carollo Engineers proposal.

Mr. Elliott inquired whether or not the experience Carollo Engineers have in Chino Basin was of importance.

Mr. Filippi felt experience in Cucamonga Basin, Pomona, Inland Empire Utilities Agency, and City of Upland was a positive and because of that fact, ranked Carollo Engineers higher than WSC.

Mr. Lee stated that experience is important to a degree however, SAWCo is looking specifically at its own infrastructure and resiliency. Knowledge of those agencies helps but any firm with experience in master planning should be able to do the job.

Mr. Filippi credited Carollo Engineers for their in depth reporting on their staff's qualifications and their focus on the supply issue with mention of hydrology. He felt they placed focus on the Tunnel and found that valuable. Those he spoke with about Carollo Engineers say they are highly reputable.

Mr. Elliott believes that as far as water loss risk, both firms are capable of handling that aspect of the project.

Mr. Lee then reviewed with the Committee the proposed fees from both firms. Carollo Engineers proposed \$216,783 which falls below the budget of \$240,000. WSC proposed \$204,000 and provided the option of adding on a System Risk Review at a cost of \$114,000 if it is performed with the originally proposed project and \$133,000 if it is performed outside of the proposed project.

Mr. Lee felt Carollo Engineers was a bit too Tunnel specific where WSC took a higher altitude, alternative water sources approach. He stated SAWCo could benefit from both approaches.

Mr. Thomas inquired as to whether staff would desire Carollo Engineers to provide a proposal on a System Risk Review. Mr. Lee advised a System Risk Review is not in the budget for 2020 and he'd prefer the firm chosen to focus on the Master Plan.

The Committee members discussed what they felt were the strengths of each firm.

Mr. Nix stated he has worked with both firms and felt either could handle the job. WSC may not have as much experience in the local area and Carollo Engineers is top heavy on people and involve too many people in a project. He stated with WSC handling the GIS project for SAWCo they already have knowledge of the infrastructure that Carollo Engineers does not have. He advised the price for the proposal can often be adjusted and reiterated he felt both firms could handle the job.

The Committee recommended bringing the item to the Board for their review and possible recommendation. Mr. Thomas asked that a summary of the pluses and minuses of both firm's proposal be provided to the Board.

Mr. Elliott moved and Ms. Goss seconded to bring the item to the Board for discussion and possible recommendation. Motion carried unanimously.

- B. Request for Proposals** – Mr. Lee advised he would like to release the presented Request for Proposal (RFP) for Professional Design and Project Management Services for Multiple Capital Facility Projects the following day. The items in the RFP are budgeted for 2020. In order to get the process moving more quickly, Mr. Lee proposed an additional meeting of the Board of Directors at the end of March to review and award the projects. This process would bypass review by the PROC and go directly to the full Board.

There was consensus on the Committee to release the RFP and hold a special meeting of the Board of Directors at the end of March.

6. Planning and Operational Update -

**A. Project Status Report/Project List**

- **Reservoir 7** – Reroofing – The Notice of Completion will be issued shortly. The reservoir is operational.
- **Campus Avenue Waterline** – The Notice of Completion will be issued shortly.
- **Holly Drive Reservoir Phase II** – Awaiting final design from TKE Engineering to allow the project to be put out to bid. This project is scheduled to go to bid and be constructed this year.
- **SCADA** – Service is not consistent. Staff may be looking at utilizing a different SCADA consultant in the near future.
- **AMR/AMI** – Proposals have been received from two firms. Costs are higher than expected. Staff is looking at additional firms for quotes.

7. Basin Issues and Updates

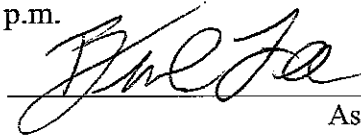
- **San Antonio Canyon Watershed** – Nothing to report.
- **Chino Basin** – Nothing to report.
- **Six Basins** – Mr. Thomas reported Six Basins meets the following day. An item being brought to the Board is the mining pits that could be used for water recharge. It was discovered the natural water flow is southeast and would eventually leave the basin if not captured. A 50-acre recharge basin located further north in the basin could be used to capture more water. A local rock company can dig the basin for free with royalty revenue paid to the Pomona Valley Protection Agency and the City of Claremont for gravel extraction and sales tax.

- **Cucamonga Basin** – The parties are making headway in getting new language written for the Judgment.

8. Closed session: None.

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

Adjournment: –The meeting adjourned at 3:42 p.m.



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Assistant Secretary  
Brian Lee

