

SAN ANTONIO WATER COMPANY  
AD-HOC MEETING  
MINUTES  
September 26, 2019

An open meeting of the office relocation feasibility Ad-Hoc Committee for the San Antonio Water Company (SAWCo) was called to order at 3:01 p.m. on the above date at SAWCo's Company Office located at 139 N. Euclid Avenue in Upland, California. Committee Members present were Tom Thomas, Bob Cable, Brian Lee, Teri Layton, and Tommy Hudspeth. Also in attendance was SAWCo's Senior Administrative Specialist Kelly Mitchell. Mr. Thomas presided.

1. Recognitions and Presentations: None.
2. Additions – Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes:  
Mr. Cable moved and Mr. Lee seconded to approve the meeting minutes of July 10, 2019. Motion carried.
5. Administrative Issues:
  - A. ***Architect Statement of Qualifications (SOQ)*** – Mr. Lee advised the Committee that he had reached out to five architectural firms and also placed the Request for Qualifications (RFQ) on SAWCo's website. SOQs were accepted through August 29<sup>th</sup>. Of the five architects, only BCA Architects and Claremont Environmental Design Group (CEDG) submitted SOQs.  
  
Mr. Thomas commented BCA's proposal mentioned the yard facilities being additional to the square footage of the office building. There was concern as to whether or not BCA fully understood the scope of the project.  
  
Mr. Cable was concerned about the hourly charges and the estimate of hard costs presented by BCA.  
  
Mr. Lee read comments from the Administration and Finance Committee alternate, Jose Sanchez. Mr. Sanchez felt both firms were qualified but noted BCA's experience was mainly in designing schools whereas Claremont Environmental Design Group (CEDG) had experience in projects more in line with what SAWCo is proposing. The costs associated with BCA appear to have the potential of being double that of CEDG.  
  
Mr. Cable moved and Mr. Lee seconded to continue the design process for the proposed Office and Yard Relocation Project with CEDG. Motion carried.  
  
Mr. Lee advised his next step is to take the item to the Board to recommend they award the contract to CEDG. It will be a time and material contract with a not to exceed amount. He proposes CEDG do a high level assessment of SAWCo's current office and yard facilities, list the deficiencies, and provide a budgetary number of what it will cost to repair or replace those deficiencies.  
  
Mr. Lee then provided an idea he had for the floorplan for both the office and yard buildings. He will be giving it to the architect to use as a starting point for ideas for the project.  
  
Mr. Thomas requested a kick off meeting to be held after the October Board Meeting with all Committee members including alternates and the architect.
6. Closed Session: None.

7. Committee Comments and Future Agenda Items: None.
8. Adjournment:  
There being no further business the meeting ended at 3:38 p.m.

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Assistant Secretary  
Brian Lee