

SAN ANTONIO WATER COMPANY  
AD-HOC MEETING  
MINUTES  
June 12, 2019

An open meeting of the office relocation feasibility Ad-Hoc Committee for the San Antonio Water Company (SAWCo) was called to order at 3:02 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, Martha Goss, Teri Layton, Tommy Hudspeth, and alternate Jose Sanchez. Also in attendance were SAWCo's General Manager Brian Lee, and 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. Thomas moved and Ms. Layton seconded to approve the meeting minutes of July 10, 2017. Motion carried.
5. Administrative Issues:
  - A. ***Update on Status of Consolidating Company Office and Yard Facilities*** – Mr. Lee recapped what the Committee had previously accomplished. The best location for the new office and yard buildings was determined to be on SAWCo owned property at 17<sup>th</sup> Street and Benson Avenue. Concept drawings of the buildings were drafted.

Mr. Lee then reaffirmed the two main purposes of the Committee are to determine the office layout, such as structure and feel of office, and how to fund the project. Most of the funding will come from the sale of the southern portion of the property and the sale of the current office and yard facility. SAWCo has been in their current office for 90 years and have outgrown it. Mr. Lee would like to build facilities to last the next century.

The timing of the sale of SAWCo's current office and yard facility and the building of the new facility was discussed along with possible financing.

The Committee reviewed previous concept plans for the site and determined new plans should be drawn up. As such, a Request for Qualifications (RFQ) will be sent out to the architect responsible for drawing up the previous plans as well as several other local architects.

Mr. Lee stated he would schedule a July Ad Hoc Office and Yard Relocation meeting and in the meantime compile an RFQ with a list of architects and inquire with staff on thoughts for the new facility.

Mr. Hudspeth exited the meeting at 3:49 p.m.

Staff is aiming to secure an architect in 2019 and develop the site plan, floor plan, and conceptual renderings by early 2020. Plans for construction are projected to be completed by late 2020 with bidding and construction projected to take place in late 2021 or early 2022.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: The committee will meet in one month.
8. Adjournment:

June 12, 2019

There being no further business the meeting ended at 3:53 p.m.

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Assistant Secretary  
Brian Lee