



**MEETING AGENDA**  
**for**  
**PLANNING, RESOURCES AND OPERATIONS**  
**COMMITTEE**

April 26, 2022 @ 3 pm  
by Virtual/Online or Teleconference

**Feb PROC Meeting**

Tue, Apr 26, 2022 3:00 PM - 4:00 PM (PDT)

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/271409925>

**You can also dial in using your phone.**

United States: [+1 \(786\) 535-3211](tel:+17865353211)

**Access Code: 271-409-925**

▪ **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 January 25, 2022

5. Planning and Operational Issues:

6. Planning and Operational Updates:

A. Project Status Report/Project List

Report on on-going projects

B. Glendale Drive Pipeline Replacement

Proposed CIP project

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 June 21, 2022 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 Upland Public Library located at 450 N. Euclid Avenue.

**POSTING STATEMENT:** On April 21, 2022 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  
 February 22, 2022

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order virtually at 3:00 p.m. on the above date. Committee members present were Will Elliott, Rudy Zuniga, Kati Parker, and Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. 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 August 24, 2021** – Director Thomas moved, and Director Elliott seconded to approve the meeting minutes of August 24, 2021 as presented. Motion carried unanimously.
5. Planning and Operational Issues:
6. Planning and Operational Updates -
  - A. **Project Status Report/Project List** – Mr. Lee advised that the majority of the capital improvement projects have been completed. Water is being fed to the City of Upland treatment plant but without additional rainfall, SAWCo may not be able to produce enough water to meet full entitlement for municipal shareholders.
  - B. **Discussion and Possible Action Regarding the Paloma Curve Hydraulic Break** – Mr. Lee reminded the Committee of past talks regarding the Paloma Curve Hydraulic Break. A proposal to determine solutions to the hydraulic break noise issue in the amount of \$40,000 was received from WSC Engineering. There is surplus money from previous SAWCo projects WSC has completed that can be applied to this item.

Mr. Lee asked that the Committee recommend the Board approve the proposal from WSC Engineering using the remaining funds from the 2020 Urban Water Management Plan (UWMP) and 2021 America's Water Infrastructure Act (AWIA) contract (roughly \$23,000) with the remainder coming from Capital Reserves.

Director Thomas described in more detail the facility and the issues with the low frequency noise.

Director Parker moved and Director Zuniga seconded to recommend the Board approve the \$40,000 proposal from WSC Engineering for the Paloma Curve Hydraulic Break using remaining funds from the 2020 UWMP and 2021 AWIA

contracts with the remainder coming from Capital Reserves. Motion carried unanimously.

**C. Discussion and Possible Action Regarding Holly Drive Reservoir Phase III –**

Mr. Lee reported this is the third and final phase of the Holly Drive Reservoir Project. There is an abandoned 60,000-gallon tank on the property that will be demolished, and a 120,000-gallon tank will be built in its place. Total storage on the site will be 240,000 gallons. This large amount is primarily for fire service. Phase III is primarily for engineering services totaling \$105,000. There is about \$35,000 saved on the first two phases of this project that will be applied to phase III, bringing the total impact on the budget to around \$70,000.

Director Thomas spoke on the possible building of homes to the west of Holly Drive and wondered if these tanks could be used to supply them water. Mr. Lee advised he is working with SAWCo's Master Plan engineers to determine whether it's possible to bring water to 26<sup>th</sup> Street which would include the possible homes.

Director Parker moved and Director Zuniga seconded to recommend the Board approve the proposal from TKE Engineering for the Holly Drive Reservoir Phase III project. Motion carried unanimously.

**D. Discussion and Possible Action Regarding Holly Drive Booster Station Screening –**

Mr. Lee explained that the Holly Drive Booster Station has had some significant upgrades over the last few years. Originally it was an underground vault-style booster station which then became an above ground building that recently had a back-up generator installed. The neighboring homeowner has expressed concern regarding the visual changes that have recently occurred. Staff has hired Soltis and Company Landscaping to prepare a plan for visually softening and shielding the new station from the homeowner's view.

Mr. Lee provided pictures of what the original booster station looked like and what it currently looks like. He then showed renderings from Soltis and Company on what they propose to shield the area from the homeowner's view.

The Committee discussed additional work that could be done to make the booster station more aesthetically pleasing from the street side. Fencing the area was also discussed.

Director Thomas inquired about whether the homeowner will be responsible for irrigating and maintaining the added foliage. Mr. Lee answered the irrigation for the foliage will be tied into the homeowner's existing irrigation system and will be the responsibility of the homeowners to maintain. Final approval of the proposed landscape plan by the homeowner is pending.

Director Zuniga moved and Director Parker seconded to recommend the Board approve the proposal from Soltis and Company for the landscaping around the Holly Drive Booster Station. Motion carried unanimously.

- E. Discussion and Possible Action Regarding Proposed Well 19** – Mr. Lee advised he has been working with BEEST on development of specifications for a new production Well 19 within the Cucamonga Basin. Originally a test well/pilot hole was proposed for 2022 but as plans continued to progress, the concept of constructing a permanent outer well wall during testing along with striated testing levels within the well has risen as a potential concept. Staff originally budgeted \$175,000 in 2022 for the test well, however, a modified test well that would transition into a permanent well would cost just over an estimated \$1,000,000. Mr. Lee advised he is still exploring the benefits and negatives of moving in this direction and is not yet ready to make a recommendation.

Mr. Lee then reviewed and discussed with the Committee the proposal from BEEST. During discussion Mr. Lee felt there was a possibility of reducing costs by \$30,000 to \$40,000 if the subcontractors were separated out and SAWCo dealt with them directly. He will take that option back to BEEST to see if it is a viable option.

Director Thomas inquired as to whether the well will be located in the city of Upland or Rancho Cucamonga. Mr. Lee advised that the current Well 19 is located in Upland, however, the proposed alternative site is located in Rancho Cucamonga.

Director Thomas questioned if another hole will be drilled if this test well pans out. Mr. Lee advised the same hole will be used for the permanent well.

The proposal from BEEST will be brought to the full Board for discussion and possible action.

7. Basin Issues and Updates

- *San Antonio Canyon Watershed* – No report given.
- *Chino Basin* – No report given.
- *Six Basins* – No report given.
- *Cucamonga Basin* – No report given.

8. Closed session: None.

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

Adjournment: –The meeting adjourned at 3:33 p.m.

---

Assistant Secretary  
Brian Lee

**Agenda Item No. 6A**

Item Title: Projects and Operations Update

Purpose:

To update the PROC on Company capital projects.

Updates:

1507 – Office Relocation

Staff intends to initiate conversations regarding Company plans to either move this project forward or remove it from the books.

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. Predesign meeting being scheduled.

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.

1905 – 2020 Master Plan

Computer Water Model being constructed by consultant. Staff is coordinating with consultant regarding areas of concern in the water model to improve accuracy. Revised schedule is to complete Master Plan by Spring. Staff is currently reviewing draft chapters.

Original Budget .....	\$240,000
Original Contracts .....	\$204,085
Authorized Change Orders .....	NA
Current Contracts .....	\$204,085

2007 Well 19 Long Screen Test Well

Staff is working on a Request for Proposals to construct a test well at Well Site 19. This project was approved at last week's Board Meeting.

Original Budget .....	\$1,131,000
Original Contracts .....	\$1,131,000
Authorized Change Orders .....	NA
Current Contracts .....	\$1,131,000

2103 Booster 19 (Holly Drive) Generator

Purchase Order has been submitted. Generator has been installed.

At the request of property owner Staff is working to hire a landscape architect with the intent to install screening landscaping. Staff has hired Soltis Landscaping to develop a screening plan. Staff and consultant met with homeowner last week to discuss proposed plan. Waiting on homeowners approval before start of construction.

Original Budget .....\$75,000  
Original Contracts .....\$61,366  
Authorized Change Orders ..... NA  
Current Contracts ..... \$61,366

2112 Treatment Plant

Technical memorandum discussing the pros and cons of a company treatment plant. Contract with TKE fully executed. Scheduling pre-design meeting. Pre-design meeting held and data review is ongoing. Consultant conducted a site visit in late February.

Original Budget .....\$27,000  
Original Contracts .....\$24,500  
Authorized Change Orders..... NA  
Current Contracts ..... \$24,500

2201 Paloma Hydraulic Break

Technical study to review available options to modernize the facility and reduce low frequency noise during high waterflow events. Contract has been fully executed. Predesign meeting being scheduled.

Original Budget .....\$40,000  
Original Contracts .....\$39,750  
Authorized Change Orders..... NA  
Current Contracts ..... \$39,750

2202 Glendale Road Pipeline Replacement

Glendale Road is currently supplied water by two pipelines: a 6” diameter pipeline located within the landscaping of homes on the southern side of the street and a 2” diameter pipeline located on the northern edge of the pavement. Both pipelines have reached the end of their service life.

Original Budget .....\$276,000  
Original Contracts ..... NA  
Authorized Change Orders..... NA  
Current Contracts ..... NA

Item Title: Glendale Road

Purpose:

To discuss a pipeline replacement/upgrade project within Glendale Road.

Issues:

Should the PROC forward this project to the full Board for inclusion in this year's budget and authorize staff to issue an RFP for professional engineering services?

Manager's Recommendation:

Recommend including project in this year's budget and authorize staff to issue an RFP

Background:

Glendale Road is currently supplied water by two pipelines: a 6" diameter pipeline located within the landscaping of homes on the southern side of the street and a 2" diameter pipeline located on the northern edge of the pavement. Both pipelines have reached the end of their service life.

Field staff brought this project to my attention for consideration in next year's budget. Upon review I would like the PROC to consider adding the project to this year's budget.

Due to the locations of the existing pipelines, I believe this project warrants a full engineering design.

Previous Action:

None

Impact on Budget:

\$276,000 proposed budget

- \$200,000 construction
- \$40,000 professional services

Project Title: **Glendale Road Pipeline Replacement**

Total Budget: **\$276,000**

**Engineering:** \$46,000

**Construction:** \$230,000

**Schedule:**

Design: June 2022-August 2022

Construction: September 2022 – October 2022

**Location:**

Glendale Road

**Justification:** Glendale Road is currently supplied water by two pipelines: a 6" diameter pipeline located within the landscaping of homes on the southern side of the street and a 2" diameter pipeline located on the northern edge of the pavement. Both pipelines have reached the end of their service life.

The project would install approximately 770 LF of new 8" diameter pipeline within Glendale Road, along with appurtenances (valving, service laterals and hydrants).

