



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

August 24, 2021 @ 3 pm  
by Virtual/Online or Teleconference

Please join the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/485409821>

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**Access Code:** **485-409-821**

▪ **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 June 22, 2021

5. Planning and Operational Issues:

6. Planning and Operational Updates:

A. Project Status Report/Project List

Report on on-going projects

B. Paloma Curve Hydraulic Break

Discussion of Options and Possible Action for modernizing the Paloma Curve Hydraulic Break

C. Company Treatment Plant

Discussion and Possible Action Regarding the Building of a Company Water Treatment Plant

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 October 26, 2021 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 August 19, 2021 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  
June 22, 2021

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, and Tom Thomas. Also in attendance were, City of Upland Utility Manager David Commons, and 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 April 27, 2021*** – Director Thomas moved, and Director Zuniga seconded to approve the meeting minutes of April 27, 2021 as presented. Motion carried unanimously.
5. Planning and Operational Issues:
6. Planning and Operational Updates -
  - A. ***Project Status Report/Project List***
    - Holly Drive Reservoir – The generator has been delivered. A gas line connection and concrete pad will need to be completed prior to generator install.
    - AMR – All domestic meters have been installed. Staff is working on rolling out private digital access to their meter for each shareholder starting in the summer.
    - Cucamonga Crosswalls Mitigation – staff is contacting the environmental contractor to conduct assessment and site clean-up.
    - Reservoir 9 Pipeline – Final paving occurred on May 12<sup>th</sup> with final slurry seal scheduled for June 24<sup>th</sup>.
    - Well 19 – staff is working on a Request for Proposals to construct a new well. RFP should be released next year for consideration by the Board.
    - Shaft 6 Generator – waiting on delivery.
    - Booster 17 (V-screen) Generator – waiting on delivery.
    - Urban Water Management Plan – staff and consultant are exchanging and reviewing data.
    - American Water Infrastructure Act Risk and Resiliency Assessment – staff and consultant are exchanging and reviewing data. Assessment will be certified by end of June.
    - Risk and Resiliency Assessment of SCADA system – a detailed study to find and eliminate openings in the SCADA system to reduce risk of outside attack has been contracted.

- Demolition of abandoned booster stations 5 and 15 – CP Construction was awarded the contract in May. The City of Upland has tentatively agreed to waive permit fees in exchange for quitclaim of park land.

**B. Alarm Upgrade and Proposals** – Mr. Lee informed the Committee that there are currently two different alarm company’s monitoring SAWCo’s facilities, office and yard buildings. Due to aging technology, Baker systems would like to upgrade the panel at one of the facilities it monitors for SAWCo. Before approving the \$1,200 upgrade cost, staff conducted research on alarm companies to address issues currently affecting both alarm systems. Some of the issues experienced include lack of prior notification for system changes that result in invoices for work performed and consistent false alarms. Staff believes it wise to incorporate one company for all alarm monitoring and would also like to add an alarm to an additional facility. As such, staff solicited bids from four known monitoring and alarm companies; Mijac, Baker, Bay Alarm, and ADT. Baker did not provide a proposal.

Staff provided a breakdown of the cost of installation, yearly monitoring plus yearly monitoring over a seven-year period and the average yearly cost over seven years for each alarm company proposal. Based on the technology, features provided and cost, staff recommended utilizing ADT.

The Committee, being familiar with local company Mijac, recommended staff gather more information from each alarm company that provided proposals and bring the item to the full Board for discussion and possible action.

**C. Paloma Hydraulic Break** – Mr. Lee explained the facilities at the Paloma Hydraulic Break cannot be abandoned and the sounds coming from it cannot be fully eliminated.

Director Elliott requested staff obtain costs on what SAWCo can reasonably do to reduce the noise at this location.

Director Thomas asked staff to inquire with the City of Upland about removing the building on site. Director Elliott recommended SAWCo get their plan together for reducing the noise at the location and then involve the City of Upland regarding options for the building.

There was consensus on the Committee to have staff obtain the costs for reducing the noise at this location and bring the item back to the Committee for discussion and possible action.

## 7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** – Mr. Lee stated there is decent water flow but not enough for the City of Upland to run their treatment plant. Ms. Layton advised of the continued work on the Watershed Sanitary Survey and the possibility of an October 2<sup>nd</sup> Water Shed Clean Up Day. The next meeting is scheduled for July 14<sup>th</sup>.

June 22, 2021

- ***Chino Basin*** – Mr. Lee stated there is no update on this item since the recent Board meeting.
- ***Six Basins*** – Ms. Layton advised of the efforts in the search to replace retiring legal counsel. The next meeting is scheduled for the following day.
- ***Cucamonga Basin*** – Ms. Layton stated there is no update on this item since the recent Board meeting.

8. Closed session: None.

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

Adjournment: –The meeting adjourned at 3:39 p.m.

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Assistant Secretary  
Brian Lee

**Agenda Item No. 6A**

Item Title: Projects and Operations Update

Purpose:

To update the Board and Shareholders on Company capital projects.

Updates:

1507 – Office Relocation

Presentation to City of Upland originally scheduled for late September has been deferred at City Manager’s request.

1602 – Holly Drive Reservoir, Phase 2

A modified and reduced project was awarded to Paso Robles Tanks on September 15. Contract has been fully executed. Preconstruction meeting held. Material submittal process initiated. Construction of the tank has been completed. ~~Mixing pipe was installed and disinfection is expected to occur in July.~~

The remaining civil portion of the contract was awarded at the March Board Meeting. Civil work was completed in March/April.

Disinfection completed. State permit granted. Tank is now in service. Project is complete except for the final paperwork.

|                                 |             |
|---------------------------------|-------------|
| Original Budget .....           | \$477,000   |
| Original Contracts .....        | \$862,130   |
| Civil Contract .....            | \$149,985   |
| Authorized Change Orders .....  | \$389,096   |
| Current Contract w/ Civil ..... | \$1,172,611 |

1901 – Automated Meter Reading (AMR)

All domestic meters have been installed. Field staff has verified each meter installation and is working to fix minor leaks at some meter threads. ~~Data is being presented tonight.~~

Residential meters have been installed. Not unexpected, but about 80 meters are having cellular connection issues. We are working to improve reception by coordinating with cellular carrier, alternate meter antennas or switching cellular carriers.

|                                |           |
|--------------------------------|-----------|
| Original Budget .....          | \$770,000 |
| Original Contracts .....       | \$731,220 |
| Authorized Change Orders ..... | 8,000     |
| Current Contracts.....         | \$739,220 |

1902 – Cucamonga Crosswalls Mitigation

~~Staff is contacting our environmental contractor to conduct the 2021 Spring Assessment and site clean-up.~~

County has retained GRB, our contractor for the crosswall work, to process spoils behind the Cucamonga Dam. The state Division of Safety of Dams has requested that the County ‘muck out’ behind the dam to regain lost storage. Staff has asked GRB to assist in site clean-up while they have the equipment in operation.

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 end of the year. Hydrant flow testing occurred Nov 11<sup>th</sup>. Computer modeling being calibrated. Data gathering is an ongoing process. Company has purchased three data loggers and a pitot tube flow diffuser.~~

~~Consultant presented a Water Supply Resiliency presentation to the PRC in February.~~

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

2001 Reservoir 9 Pipeline

~~Bid opening occurred on Nov 10. Project was awarded to Downing Construction on November 17. Contract has been fully executed.~~

~~Project construction is complete. Final slurry was completed on June 24<sup>th</sup>.~~

|                                |           |
|--------------------------------|-----------|
| Original Budget .....          | \$408,000 |
| Original Contracts .....       | \$807,090 |
| Authorized Change Orders ..... | \$92,204  |
| Current Contracts.....         | \$899,295 |
| Proposed Change Order .....    | \$100,163 |
| Proposed Contract .....        | \$999,458 |

2002 Frankish Tunnel Improvements

~~Bid opening occurred on December 4<sup>th</sup>. Project was awarded to CP Construction on December 15, 2020. Project is complete. Consultant is finalizing paperwork.~~

|                                |           |
|--------------------------------|-----------|
| Original Budget .....          | \$50,000  |
| Original Contracts .....       | \$126,485 |
| Authorized Change Orders ..... | NA        |
| FINAL project cost .....       | \$126,485 |

2003 Small Pipelines Project

~~Bid opening occurred on December 4<sup>th</sup>. Project was awarded to CP Construction on December 15, 2020. Project is complete. Consultant is finalizing paperwork.~~

|                                |           |
|--------------------------------|-----------|
| Original Budget .....          | \$519,000 |
| Original Contracts .....       | \$738,290 |
| Authorized Change Orders ..... | NA        |
| Current Contracts.....         | \$738,290 |

2007 Well 19

Staff is working on a Request for Proposals to construct a new Well 19. RFP should be released next year for consideration by the Board.

2101 Booster 17 (V Screen) Generator

Purchase Order has been submitted. Waiting on delivery.

|                       |          |
|-----------------------|----------|
| Original Budget ..... | \$18,000 |
|-----------------------|----------|

Original Contracts ..... \$14,510  
Authorized Change Orders ..... NA  
Current Contracts..... \$14,510

2102 Shaft 6 Generator

Purchase Order has been submitted. Waiting on delivery.

Original Budget ..... \$8,000  
Original Contracts ..... \$6,436  
Authorized Change Orders ..... NA  
Current Contracts..... \$6,436

2103 Booster 19 (Holly Drive) Generator

Purchase Order has been submitted. Generator has been delivered. Contractor is currently working on concrete pad for generator installation. Natural gas line and service is currently being installed. Staff is working to secure county permit for gas lateral installation.

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

2105 Urban Water Management Plan

Contract was awarded at the March 2021 Board Meeting. Staff and consultant are exchanging and reviewing data. Draft UWMP scheduled for delivery next week. Aiming for a public hearing at the September Board Meeting.

Original Budget ..... \$60,000  
Original Contracts ..... \$48,780  
Authorized Change Orders ..... NA  
Current Contracts..... \$48,780

2106 American Water Infrastructure Act Risk and Resiliency Assessment

~~Contract was awarded at the March 2021 Board Meeting. Project is complete. Risk and Resiliency Assessment was certified on June 30<sup>th</sup>.~~

~~Original Budget ..... \$40,000  
Original Contracts ..... \$29,075  
Authorized Change Orders ..... NA  
Current Contracts..... \$29,075~~

2107 Risk and Resiliency Assessment of SCADA system

Company has contracted a detailed study to find and eliminate openings in our SCADA system to reduce risk of outside attacks.

Original Budget ..... \$15,000  
Original Contracts ..... \$12,000  
Authorized Change Orders ..... NA  
Current Contracts..... \$12,000

2108 Demolition of abandoned booster stations 5 and 15

Contract with CP Construction was awarded at the May Board Meeting. City has tentatively agreed to waive permit fees in exchange for quit claim of park land.

Both facilities have been demolished. Staff is cleaning up remainder fencing and debris at Station 15. Staff to start work on quitclaim of park property to the City.

|                                |           |
|--------------------------------|-----------|
| Original Budget .....          | \$100,000 |
| Original Contracts .....       | \$80,000  |
| Authorized Change Orders ..... | NA        |
| Current Contracts.....         | \$80,000  |

2111 AWIA Emergency Response Plan

Federal Government mandated report. Contract with WSC was awarded at the July Board Meeting. Deadline to submit ERP is December 31, 2021.

|                                |          |
|--------------------------------|----------|
| Original Budget .....          | \$36,000 |
| Original Contracts .....       | \$33,530 |
| Authorized Change Orders ..... | NA       |
| Current Contracts.....         | \$33,530 |



Item Title: Paloma Curve Hydraulic Break

Purpose:

To discuss current condition and available options available for modernizing the Paloma Curve Hydraulic Break.

Issues:

Options to consider regarding the modernization of the Paloma Curve Hydraulic Break?

Manager's Recommendation:

None currently.

Background:

The Paloma Curve Hydraulic Break consists of a hydrogenator plant owned by the City of Upland and a concrete Hydraulic Break owned by the Company. The facility is designed to convert hydraulic energy into electrical energy and remove any remaining hydraulic energy prior to discharge at the Company's Reservoir Number Four.

During periods of high-water flow (sustained average-or-higher rainfall events) the amount of water flowing through the facility can create significant low frequency vibrations. These events occur only periodically (once every couple of years). The current property owner has requested that the Company eliminate the noise and/or abandon the facility.

Last month staff started reviewing the Paloma Hydraulic Break, including discussions with the current homeowner. The following solutions are currently being considered:

- Replace metal roof with concrete and install low frequency dampening devices within chamber. Unfortunately, low frequency noise is the hardest to dampen and significant (expensive) sound proofing would not be completely effective.
- Replace hydraulic break with a connector pipeline on current site. Probably the least expensive option but requires maintaining facilities on private property w/ easement.
- Replace entire facility with a pipeline within Paloma Drive. Probably the most expensive option but removes all Company facilities from private property. Would need to coordinate with City to see if they would be willing to abandon their building.

The concrete roof solution requires structural and sound engineering. The two solutions that involve eliminating the Paloma hydraulic break need detailed engineering analysis to ensure continued functioning of the pipeline and reservoir.

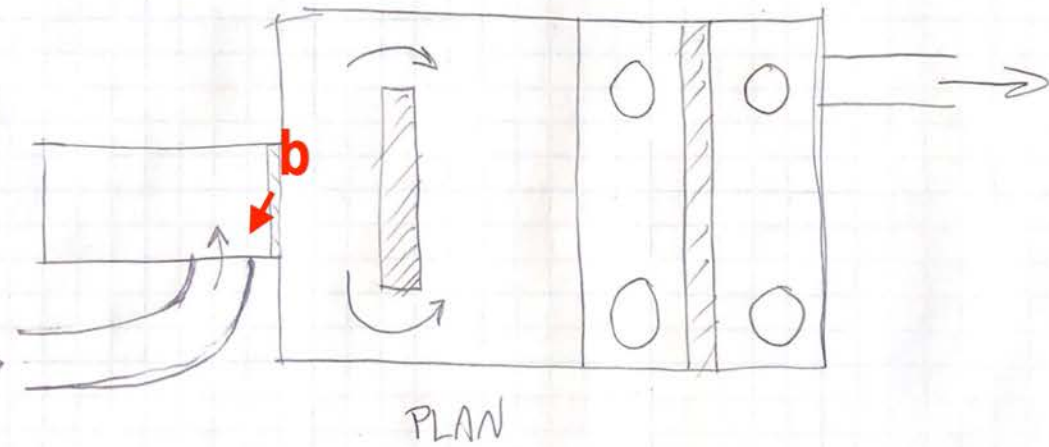
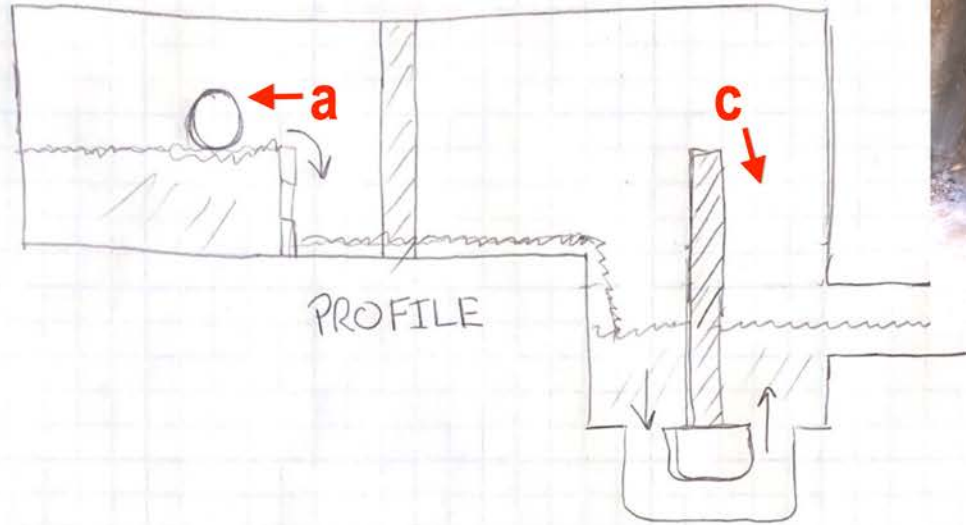
Staff is working with our consultants to develop budgetary costs for all three solutions. A recommendation will be brought to the committee soon.

Previous Action:

None

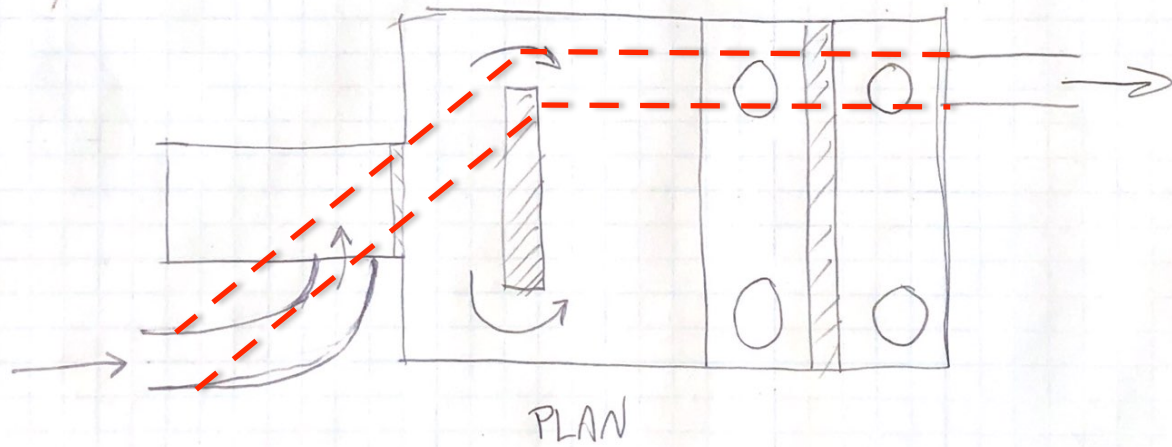
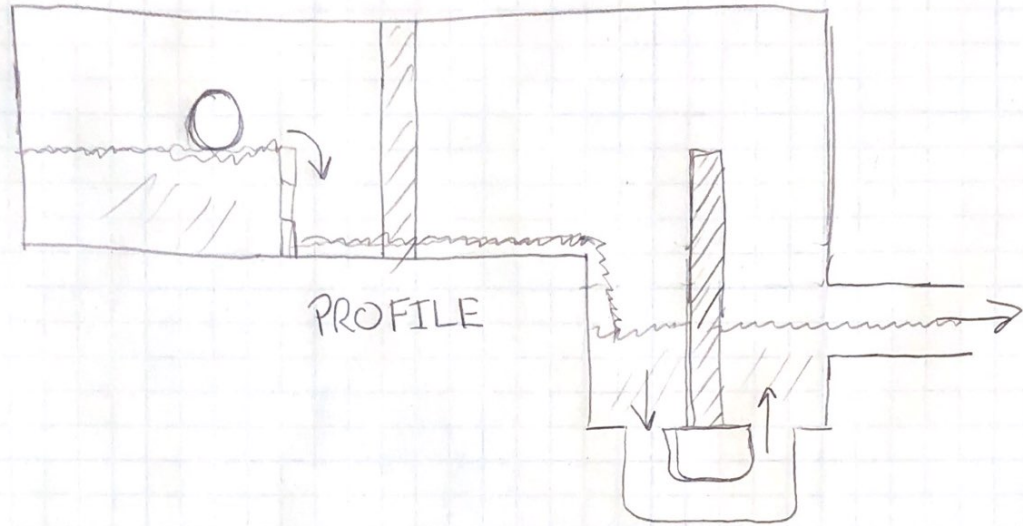
Impact on Budget:

Being developed



PALOMA HYDRAULIC BREAK (NTS)

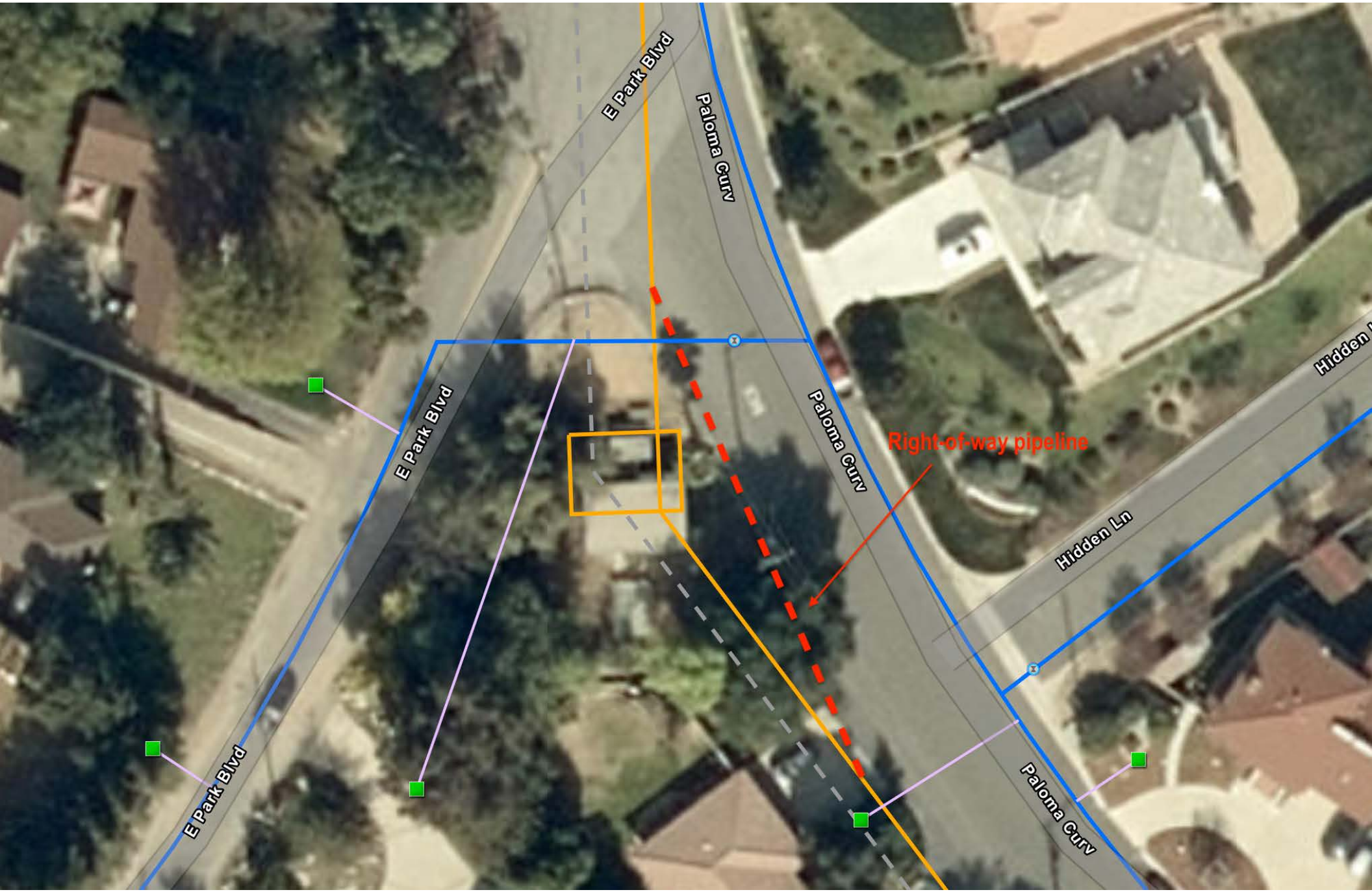
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PALOMA HYDRAULIC BREAK (NTS)

8/19/21





E Park Blvd

E Park Blvd

E Park Blvd

Paloma Curv

Paloma Curv

Paloma Curv

Hidden Ln

Hidden Ln

Right-of-way pipeline







Item Title: Company Treatment Plant

Purpose:

To conduct a budgetary review of a company treatment plant.

Issues:

Should the Company consider building a water treatment plant?

Manager's Recommendation:

Review proposals and select a preferred consultant.

Background:

The Company's main irrigation system primarily receives water from surface water diversions in the San Antonio Canyon. Most of the irrigation water is provided to the City of Upland's treatment plant located just below the San Antonio Canyon dam. The city's treatment plant has a minimum operating limit of 1.0 MGD. This restriction makes it difficult for the City to receive their full entitlement of SAWCO water when canyon flows seasonally dip and in extended periods of drought.

Staff has invited three firms to provide a short-form proposal to review budgetary-level issues regarding the construction of a facility capable of treating water up to 1 MGD. The intent of such a facility would be to capture and treat canyon surface water that bypasses the City's treatment plant.

The proposals are due on Friday, August 20<sup>th</sup>. Staff will forward those proposals to the Committee for review by close of business Friday.

Previous Action:

None

Impact on Budget:

To be developed



San Antonio Water Company

October 25, 1882

Original Ontario Colony lands

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# A REQUEST FOR PROPOSALS

TO PROVIDE CONSULTING SERVICES TO THE SAN ANTONIO WATER COMPANY

PROJECT TITLE:

Budgetary Study of a 1.0 MGD Treatment System

RESPONSE DUE BEFORE 3:00 PM

On August 20, 2021

## Introduction

The San Antonio Water Company is soliciting proposals from select invited firms to prepare a Technical Memorandum discussing pros and cons of constructing a 1 MGD treatment system.

## General Information

Since 1882 the San Antonio Water Company has consistently provided water service to its shareholders. 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.

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. 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 through the Company's Forebay facility.

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 main irrigation system primarily receives water from surface water diversions in the San Antonio Canyon and provides service to the Company's 'extended' service area. Shareholders in the extended service area include municipal and private companies. Most of the distributed irrigation water is provided to the City of Upland's treatment plant located just below the San Antonio Canyon dam. The city's treatment plant has a minimum operating limit of 1.0 MGD. This restriction makes it difficult for the City to receive their full entitlement of SAWCO water when canyon flows seasonally dip and in extended periods of drought. Water that bypasses the city's treatment plant is typically sent to the Company's Forebay facility where it is diverted to groundwater settling basins, assuming there are no irrigation or rock quarry needs.

A separate Company irrigation system currently provides groundwater from three wells to the Water Facilities Authority (WFA) for treatment and distribution to shareholders who also participate in the WFA (Monte Vista Water District and City of Ontario). The City of Upland also participates in WFA but does not currently receive any Company water through the WFA. The Company's irrigation system delivering water from San Antonio Canyon runs up to the Company owned property on Benson Avenue just south of the WFA facility.

## 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

Consultant shall propose a mechanism to collaboratively work with staff to review, prioritize, sequence and implement dependent tasks.

### Task 3 – Technical Memorandum

Develop Technical Memorandum including but not limited to discussions of the following:

- Consider how often the treatment plant would operate based on historical canyon flows. It should be assumed that canyon flows between 1 MGD and 2 MGD would be wholly delivered to the City’s treatment plant. Below 1 MGD would be fully treatable by SAWCo. Flows above 2 MGD would be split, depending on seasonality and City demand.
- Rank potential locations for system installation to maximize value to the largest number of shareholders with discussion regarding pros and cons of each:
  - Company’s Forebay facility where the domestic and irrigation systems both exist
  - Company’s Benson Avenue property just south of Water Facility Association treatment plant where multiple municipal shareholders already connect to the Water Facilities Authority (WFA).
- Rank available treatment options with discussion regarding pros and cons of each.
- For the highest ranked treatment option at the highest ranked location:
  - Provide budgetary numbers for construction and operation of plant, any associated facilities and pipelines.
  - Discuss how the treatment plant would deliver water to shareholders
  - List permitting and operational requirements.
  - Provide budgetary schedule for construction.

## Schedule

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

|                           |                 |
|---------------------------|-----------------|
| Proposal Due Date         | August 20, 2021 |
| Consultant’s Notification | August 25, 2021 |

## Proposal Requirements

The Company expects a short-form proposal not to exceed 4 pages, excluding resumes, proposed schedule and fee schedule. 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:

### Project Understanding and Approach

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:

- 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.

### Proposed Total Professional Fee and Fee Schedule

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.

### Selection Process and Schedule

Key senior staff will independently review and rank each proposal. Based on an aggregate of those reviews, the Company will likely enter negotiations with the top ranked firm.

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 execute a contract with the most responsive firm.

### Submittal Requirements

The proposal shall be signed (digital signature is acceptable) by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.

The Response Proposal, including fee estimate must be emailed to [blee@sawaterco.com](mailto:blee@sawaterco.com) no later than 3:00 p.m. local time, on or before August 20, 2021.