



SAN ANTONIO WATER COMPANY

BOARD OF DIRECTORS MEETING

Tuesday, April 16, 2024 at
5:00 p.m.

In the Upland City Hall Council Chambers 460 N.
Euclid Avenue, Upland, CA 91786
And Virtual/Online or Teleconference

Members of the public may join the meeting by computer, tablet or smartphone.

<https://meet.goto.com/932542429>

You can also dial in using your phone.

Access Code: 932-542-429

United States: [+1 \(224\) 501-3412](tel:+12245013412)

- Call to Order
- Salute to the Flag

1. Recognitions and Presentations:
2. Additions-Deletions to the Agenda:
3. Shareholder-Public Testimony:

This is the time for any shareholder or member of the public to address the board 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 board 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. Consent Calendar Items:

All items listed hereunder are considered to be routine and there will be no separate discussion of these items unless members of the board request specific items to be removed from the consent calendar for separate action. All items listed or remaining will be voted upon in a single action.

- A. Approval of Board Meeting Minutes
Regular Meeting Minutes of March 19, 2024
- B. Planning, Resources, and Operations Committee (PROC) Meeting Minutes
No meeting minutes to approve.
- C. Administration and Finance Committee (AFC) Meeting Minutes
Approve meeting minutes of January 23, 2024.
- D. AdHoc Committee for Office Feasibility Study
No meeting minutes to approve.
- E. Financial Statement
Income Statement and Balance Sheet for January 31, 2023.
- F. Investment Activity Report
Monthly Report of Investments Activity.
- G. Water Production and Consumption
Monthly water production and consumption figures.
- H. Prominent Issues Update
Status summaries on certain on-going active issues.
- I. Projects and Operations Update
Status summaries on projects and operations matters.
- J. Groundwater Level Patterns [Quarterly in January, April, July, and October]
Tracking patterns of groundwater elevations relative to ground surface.
- K. Conservation Program Update [Quarterly in January, April, July, and October]
Update on SAWCo's existing water conservation programs.
- L. Correspondence of Interest

5. Board Committee – Delegate Report:

- A. PVPA Representative Report
Verbal report by representative.

- B. Six Basins Representative Report
Verbal report by representative.
- C. Chino Basin Representative Report
Verbal report by representative.
- D. Cucamonga Basin Representative Report
Verbal update by representative.
- E. Administration and Finance Committee (AFC) Chairman's Report
Verbal report on March 26, 2024 meeting.
- F. Planning, Resources, and Operations Committee (PROC) Chairman's Report
No meeting to report.
- G. Office & Yard Feasibility Study Ad Hoc Committee
No meeting to report.

6. Consideration for 4/10 Work Schedule

Discussion and possible action regarding consideration for 4/10 work schedule

7. Salary Table Adjustment

Discussion and possible action regarding adjustment of employee salary tables to match local inflation

8. Change Order to Architectural Contract for New Office and Operations Yard Facilities Project

Discussion and possible action regarding proposed Change Order #1 adding CEQA, civil engineering, geotechnical and surveying services

9. Closed Session:

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case

10. Director's Comments and Future Agenda Items:

Adjournment:

The next regular Board Meeting will be held on Tuesday, May 21, 2024 at 5:00 p.m.

NOTE: All agenda report items and back-up materials are available for review and/or acquisition from the Company Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [8:00a – 11:30a and 12:30p – 4:00p] and alternating Fridays [8:00a – 11:30a and 12:30p – 3:00p] and on the Company's website www.sawaterco.com. The agenda is also available for review and copying at the Upland Public Library located at 460 N. Euclid Avenue.

POSTING STATEMENT: On April 11, 2024, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), on the City of Upland public bulletin board (450 N. Euclid Ave.), Public Library (460 N. Euclid Ave.), and on the Water Company's website.

SAN ANTONIO WATER COMPANY
MINUTES OF THE SAN ANTONIO WATER COMPANY
Tuesday, March 19, 2024

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was called to order at 5:02 p.m. on the above date at the City of Upland Council Chambers, 460 N. Euclid Ave., Upland, California. Directors present were Rudy Zuniga, Will Elliott, Bill Velto, Bob Bowcock, Kati Parker, Bob Cable, and Becky Miller. Also in attendance were SAWCo's General Manager Brian Lee, General Legal Counsel Derek Hoffman, and Administrative Specialist Tiffany Dickinson. President Zuniga presided.

Director Velto led all in attendance in the flag salute.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Shareholder-Public Testimony: None.
4. Consent Calendar Items:
 - A. Approval of Board Meeting Minutes
Regular Meeting Minutes of February 20, 2024.
 - B. Planning, Resources and Operations Committee (PROC) Meeting Minutes
Approve meeting minutes of October 24, 2023.
 - C. Administration and Finance Committee (AFC) Meeting Minutes
No meeting minutes to approve.
 - D. AdHoc Committee for Office Feasibility Study
No meeting minutes to approve.
 - E. Financial Statement
Income Statement and Balance Sheet for January 31, 2023.
 - F. Investment Activity Report
Monthly Report of Investments Activity.
 - G. Water Production and Consumption
Monthly water production and consumption figures.
 - H. Prominent Issues Update
Status summaries on certain on-going active issues.
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 - J. Groundwater Level Patterns [Quarterly in January, April, July, and October]
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 - K. Conservation Program Update [Quarterly in January, April, July, and October]
Update on SAWCo's existing water conservation programs.
 - L. Correspondence of Interest

Director Parker stated she would like to make an amendment to pull item 4A and make a change to the Regular Board Meeting Minutes.

Director Elliott moved and Director Parker seconded to approve the Consent Calendar items 4B-4I. Motion carried unanimously.

Director Parker stated under Item 4A Regular Board Meeting Minutes, Item 6 Development of 1295 W. 25th St. the minutes currently state "Director Parker asked if this item could be taken to the PROC Committee". She requested to change the verbiage to, "Director Parker asked if this item could be taken to the PROC Committee to revisit the policy and consider other alternatives like, taking each incident on a case-by-case basis."

Director Parker moved and Director Elliott seconded to approve the change in language on Item 4A, Regular Board Meeting Minutes. Motion carried unanimously.

5. Board Committee – Delegate Report:
 - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Parker stated there was no meeting held this month, therefore there is nothing to report.
 - B. **Six Basins Representative Report** – Mr. Lee stated there is no update to report.
 - C. **Chino Basin Representative Report** – Mr. Lee stated he is happy to report that Chino Basin Watermaster has a new general manager.

Director Velto reported Chino Basin Watermaster has hired Todd Corbin from Riverside, and they are excited to have him on board.
 - D. **Cucamonga Basin Representative Report** – Mr. Lee stated there is no update to report.
 - E. **Administration and Finance Committee (AFC) Chairman's Report** – No meeting to report.

- F. **Planning, Resources, and Operations Committee (PROC) Chairman’s Report** – Director Elliott stated the committee met and the updates on prominent issues are included in the packet.
- G. **Office Feasibility Study Ad Hoc Committee** – Mr. Lee stated the committee met on March 13, 2024. The packet for that meeting is included in the board packet under Item 4I, Projects and Operations Update. Staff is meeting with the architect tomorrow in preparation for submitting a package to the City of Upland for amendments to the zoning and CEQA process that will be necessary. SAWCo staff will be bringing CEQA contractor proposals to the board next month and an engineering geologist proposal to complete site and geotechnical work that will be required for the project.

Director Parker added the Upland Heritage received a phone call from a person in Temecula that has a lot of smudge pots that were made in Upland. She suggested it would be neat to have a couple of smudge pots in the citrus grove at the new main office site. This individual is looking to downsize and is excited to be able to donate back to the Upland community.

- 6. Property, Casualty, Workers Comp and Cybersecurity Insurance Renewal: Mr. Lee stated this item comes up every year, with this year being a renewal. He stated premiums are jumping in double digits, 15% this year, significantly less than the 37% increase from last year, but comparable to the 17% and 18% increase from the previous two years. The main increase is because SAWCo now has a full field staff. The other uncontrollable increase is related to property insurance and the risk of wildfire. The control that staff has is removing some SAWCo property from its insurance carriers. Mr. Lee stated the main question is does the Company really need to insure a steel tank for wildfires. Mr. Lee suggested the need for SAWCo staff to poll other agencies in similar situations and see what they do. He added the company will not remove liability just property insurance for replacement cost.

Mr. Lee added if the company does remove property during the year we will get a rebate back on those premiums.

Mr. Lee added another issue is IT insurance or cybersecurity insurance in which we have coverage in the packet, but we plan on enhancing that coverage when we complete with Inland Productivity a review of our cybersecurity protections and what is required.

Director Velto asked if a separate firm will investigate cybersecurity versus the ones that just provide technical support. He encouraged staff to reach out to other water agencies and find out what they have because as an independent small agency and not having other support, it would make sense to have a third party look at the cybersecurity from a larger firm.

Mr. Lee responded we were not planning to go to that depth at this point in time, it is more trying to fill out the form and do everything we can such as dual authentication, firewalls and having gateways in place, it is just a review of our system.

Director Elliott moved and Director Miller seconded to renew the property, casualty, workers comp and cybersecurity insurance policy. Motion carried unanimously.

- 7. Uniform Policy and Annual Clothing Allotment: Mr. Lee stated a revised uniform policy and clothing allotment was brought to the AFC Committee in January and was reviewed and recommended to bring to the full board for approval.

Mr. Lee recommended the approval of the revised uniform policy which primarily deals with field staff and their shirts and pants and how we get those replaced and how they maintain those policies.

Director Velto moved and Director Cable seconded the approval of the uniform policy and the annual clothing allotment. Motion carried unanimously.

- 8. Closed Session:
The Board went into closed session at 5:19 PM. Upon return from the closed session at 5:40 PM, Mr. Hoffman stated there was no reportable action.

Director’s Comments and Future Agenda Items: None.

Adjournment:

With no further business to discuss the meeting was adjourned at 5:41 p.m.

Assistant Secretary
Brian Lee

SAN ANTONIO WATER COMPANY
ADMINISTRATION and FINANCE COMMITTEE (AFC)
MINUTES

January 23, 2024

An open meeting of the Administration and Finance Committee (AFC) of the San Antonio Water Company (SAWCo) was held at the Company office and called to order at 3:05 p.m. on the above date as noticed. Committee Members present were Bill Velto, Becky Miller, and Rudy Zuniga. Also in attendance were SAWCo's General Legal Counsel Derek Hoffman, General Manager Brian Lee, Assistant General Manager Teri Layton, and Administrative Specialist Tiffany Dickinson. Director Velto presided.

1. Recognitions and Presentations: None.
2. Additions-Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes: Director Zuniga moved and Director Miller seconded to approve the meeting minutes of September 26, 2023. Motion carried unanimously.
5. Administrative and Financial Issues:
 - A. ***Discussion and Possible Action on Selection of Chair and Vice-Chair*** – Mr. Lee advised because the AFC has a new committee member and because the Chair that was selected the previous time is no longer on the Board, a Chair and Vice Chair need to be selected for the Committee.

Mr. Lee advised in choosing the Chair and Vice- Chair in that moment even though one Committee member was not present.

Director Velto recommended Director Miller as Vice- Chair and himself as Chair.

Director Zuniga moved and Director Velto seconded to approve the selection of Director Velto as Chair and Director Miller as Vice-Chair for the AFC Committee. Motion carried unanimously.

- B. ***Discussion on 4/10 work schedule*** – Mr. Lee stated changing to a 4/10 work schedule he believes should not create any issues with residents and there will always be somebody available.

Director Velto stated he believed this schedule does increase productivity overall. He did question how much overtime this schedule change will create.

Mr. Lee responded that the intent is to reduce overtime, there will be more time each day to complete tasks or projects. He added there will be an additional 6 hours of overtime on that Friday off for the on-call staff member with an increase of about \$5,600 a year. To compensate, employees will be giving up the Friday after Thanksgiving as a holiday, which in turn almost balances out.

Director Velto questioned if any staff members have inquired on working a Tuesday-Friday shift, and others work a Monday-Thursday shift.

Mr. Lee responded with there were no inquiries and it was not directly asked on the split shift but with only a five-member field crew, they do not have the flexibility to split the crews. Doing a split-week shift would complicate schedules and we are a small, staffed company. He also added most residents know we are currently open every other Friday, but they are not sure which Friday, therefore business is usually slow on Fridays.

Director Miller asked how often the company has a problem where field staff must work overtime and how does that compare in charges with retrospect in staying with the current schedule.

Mr. Lee stated currently the only overtime is when there is a leak after hours and we must bring the rest of the crew in to repair the leak, which would happen regardless of what schedule the company is on. This maybe happens once or twice a month and this would not impact overtime in that regard.

Director Zuniga asked how much was spent on overtime in 2023.

Ms. Layton stated the numbers for 2023 are 626.50 overtime hours and 4 hours of double-time.

Mr. Lee added as far as office staff the only office staff member that really has overtime is on Board Meeting nights and going to the 4/10 schedule would most likely eliminate that overtime.

Mr. Lee added there is always somebody available by phone. They would call in get a live voice and if it was an emergency then the call would be forward to the on-call staff member if it is not an emergency then it could be dealt with on the following Monday with office staff. He also added field staff go to every reservoir, well site every day, even on off days, to do 'rounds' and make sure everything is running smoothly.

Director Miller asked what the cost with the current schedule is compared to the 4/10 schedule.

Mr. Lee responded with the current 9/80 schedule and the proposed 4/10 schedule the difference is an additional \$1,100.00 a year with the additional \$5,600.00 on-call time and \$4,500.00 holiday pay the company will get back from giving up the Friday after Thanksgiving as a holiday.

Mr. Lee advised if the Committee is agreeable to bring this back to the employees and legal counsel, get confirmation from the employees and then bring it back to the full Board. He advised it is an open discussion and the votes are done privately by each employee.

Legal Counsel Derek Hoffman added between now and the March AFC Committee Meeting his office will get an update on the process, prepare the necessary letters to the employees, any amendments to existing policy and prepare the packet of materials.

There was consensus to bring back the discussion and further materials to the March AFC Committee Meeting and then taking it to the full Board Meeting in April.

- C. ***Discussion and Possible Action on Uniform Policy*** – Mr. Lee stated the uniform budget is \$3,500.00 a year at \$600.00 each employee.

Director Miller commented as a resident in the San Antonio Heights it is nice when the field staff is out working and walk up with San Antonio Water Company shirts and their names.

Mr. Lee added the company looked into a laundry service at one point in time but that did not work out well for the field staff or the company.

Director Velto moved and Director Miller seconded to move forward to the Board to approve the uniform policy. Motion carried unanimously.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment: Seeing no further business, the meeting was adjourned at 3:37 p.m.

Assistant Secretary
Brian Lee

2024 Production

CHINO BASIN	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Yearly Production Rights = 1232	0.22%	0.28%	0.28%	0.33%	0.36%	0.40%	-	-	-	-	-	-	-
Well #12 - inactive	-	-	-	-	-	-	-	-	-	-	-	-	-
Well #15 - Domestic	0.05	-	-	-	-	-	-	-	-	-	-	-	0.05
Well #16 - Domestic	0.19	0.83	-	-	-	-	-	-	-	-	-	-	1.01
Well#18 - inactive	-	-	-	-	-	-	-	-	-	-	-	-	-
Subtotal	0.23	0.83	-	-	-	-	-	-	-	-	-	-	1.06
CUCAMONGA BASIN	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Yearly Production Rights = 5637 (1137 10-yr Average Spread)	2.92%	6.01%	8.71%	11.65%	14.55%	17.46%	20.24%	23.17%	25.96%	28.88%	31.67%	34.58%	-
Well #2	108.71	106.00	105.14	-	-	-	-	-	-	-	-	-	319.85
Well #3	0.24	-	-	-	-	-	-	-	-	-	-	-	0.24
Well#19 - inactive	-	-	-	-	-	-	-	-	-	-	-	-	-
Well #22	4.21	1.30	6.17	-	-	-	-	-	-	-	-	-	11.68
Well #24	0.61	-	-	-	-	-	-	-	-	-	-	-	0.61
Well #31	0.48	-	-	-	-	-	-	-	-	-	-	-	0.48
Well #32 - Domestic	-	-	-	-	-	-	-	-	-	-	-	-	-
Upl. # 15 (SAWCo's Rts)	50.06	67.43	40.33	-	-	-	-	-	-	-	-	-	157.82
Subtotal	164.32	174.73	151.64	-	-	-	-	-	-	-	-	-	490.69
Upl. # 15 (WECWCo's Rts) Memo Only	-	-	-	-	-	-	-	-	-	-	-	-	-
SIX BASINS	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Yearly Production Rights = 932	7.58%	15.95%	30.05%	40.54%	51.73%	62.72%	75.65%	86.43%	99.12%	109.95%	122.63%	133.73%	-
Well #25-A	-	-	-	-	-	-	-	-	-	-	-	-	-
Well #26	0.19	3.22	54.64	-	-	-	-	-	-	-	-	-	58.04
Well 27-A	70.47	74.80	76.77	-	-	-	-	-	-	-	-	-	222.05
Subtotal	70.66	78.02	131.41	-	-	-	-	-	-	-	-	-	280.09
TOTAL PUMPED	235.22	253.57	283.05	-	-	-	-	-	-	-	-	-	771.84
GRAVITY FLOW	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
V screen	510.78	581.62	982.80	-	-	-	-	-	-	-	-	-	2,075.19
backwash from city treatment plant	0.96	0.18	1.75	-	-	-	-	-	-	-	-	-	2.90
San Antonio Tunnel (forebay)	200.81	226.66	239.26	-	-	-	-	-	-	-	-	-	666.73
Frankish & Stamm Tunnel 8" PRODUCTION	26.39	85.95	125.18	-	-	-	-	-	-	-	-	-	237.52
San Ant. Tunnel Connect to City	-	-	-	-	-	-	-	-	-	-	-	-	-
Discharge to waste	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL GRAVITY	738.94	894.41	1,349.00	-	-	-	-	-	-	-	-	-	2,982.34
Monthly													
San Antonio Tunnel	200.81	226.66	239.26	-	-	-	-	-	-	-	-	-	666.73
V Screen, Frankish & Stamm Tunnel and TP Backwash	538.13	667.75	1,109.73	-	-	-	-	-	-	-	-	-	2,315.61
Gravity Production	738.94	894.41	1,349.00	-	-	-	-	-	-	-	-	-	2,982.34
Cumulative													
San Antonio Tunnel	200.81	427.47	666.73	-	-	-	-	-	-	-	-	-	666.73
V Screen, Frankish & Stamm Tunnel and TP Backwash	538.13	1,205.88	2,315.61	-	-	-	-	-	-	-	-	-	2,315.61
Gravity Production	738.94	1,633.35	2,982.34	-	-	-	-	-	-	-	-	-	-
Purchased Water - Upl. City to Dom. Sys.	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Production	974.16	1,147.98	1,632.05	-	-	-	-	-	-	-	-	-	3,754.18
Total Cumulative Production	974.16	2,122.14	3,754.18	-	-	-	-	-	-	-	-	-	-
Domestic Production	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Domestic Production	201.05	227.49	239.26	-	-	-	-	-	-	-	-	-	667.79
Irrigation Production	773.11	920.50	1,392.78	-	-	-	-	-	-	-	-	-	3,086.39
RainFall (Inches)	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	
RainFall (Inches)	-	-	-	-	-	-	-	-	-	-	-	-	-
Cumulative (Inches)	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	
Cumulative (Inches)	-	-	-	-	-	-	-	-	-	-	-	-	-

2024 Consumption

DOMESTIC	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Dom. Sys. - Base	45.61	23.31	17.09	-	-	-	-	-	-	-	-	-	86.01
Dom. Sys. - Supplemental	6.60	12.14	1.20	-	-	-	-	-	-	-	-	-	19.94
Dom Sys - Tier 3	4.02	15.88	0.37	-	-	-	-	-	-	-	-	-	20.27
Dom. Sys. - Del. to Upland(24th/Campus)	39.88	36.96	55.00	-	-	-	-	-	-	-	-	-	131.84
Dom. Sys. -Del. To Upland (Well 16/15)	-	-	-	-	-	-	-	-	-	-	-	-	-
Dom. Sys. - Del. to Upland(24th/Mtn)-installed 4/2/19	0.11	0.01	0.27	-	-	-	-	-	-	-	-	-	0.39
Tunnel meter to the Upland	-	-	-	-	-	-	-	-	-	-	-	-	-
Discharge to waste	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	96.22	88.30	73.93	-	-	-	-	-	-	-	-	-	258.45

Truck Loads - note only crosswall projects	-	-	-	-	-	-	-	-	-	-	-	-	-
Well 32 Hydrant Mtr. - note only(started 8/6/18)Crosswalls	0.02	0.02	0.04	-	-	-	-	-	-	-	-	-	0.08

Irr. Note only Del. to MVWD(wheeled through Upland)	38.39	-	-	-	-	-	-	-	-	-	-	-	38.39
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IRRIGATION	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Irrig. Sys.-Upland(Pump & Rec'd) (City W#15)	50.06	67.43	40.33	-	-	-	-	-	-	-	-	-	157.82
Irrig. Sys. - Upl. City - Tier 1	435.80	175.31	386.45	-	-	-	-	-	-	-	-	-	997.56
Irrig. Sys. - Upl. City - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Monte Vista - Tier 1	38.10	37.20	45.70	-	-	-	-	-	-	-	-	-	121.00
Irrig. Sys. - Monte Vista - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Ont. City - Tier 1	33.80	33.00	40.50	-	-	-	-	-	-	-	-	-	107.30
Irrig. Sys. - Ont. City - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Cucamonga Valley - Tier 1	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Cucamonga Valley - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Holiday Rock Co - Tier 1	14.52	6.22	10.28	-	-	-	-	-	-	-	-	-	31.02
Irrig. Sys. - Holiday Rock Co - Tier 2	0.12	-	-	-	-	-	-	-	-	-	-	-	0.12
Irrig. Sys. - Holiday Rock Co - Tier 3	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Red Hill Golf Course - Tier 1	4.03	1.24	5.91	-	-	-	-	-	-	-	-	-	11.18
Irrig. Sys. - Red Hill Golf Course - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Red Hill Golf Course - Tier 3	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Red Hills HOA - Tier 1	0.03	0.03	0.10	-	-	-	-	-	-	-	-	-	0.16
Irrig. Sys. - Red Hills HOA - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Red Hills HOA - Tier 3	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Minor Irrigators - Tier 1	1.04	0.11	0.13	-	-	-	-	-	-	-	-	-	1.28
Irrig. Sys. - Minor Irrigators - Tier 2	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrig. Sys. - Minor irrigators - Tier 3	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL	577.50	320.54	529.40	-	-	-	-	-	-	-	-	-	1,427.44

COMPANY TOTALS	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
San Antonio Heights	56.23	51.33	18.66	-	-	-	-	-	-	-	-	-	126.22
City of Upland	525.85	279.72	482.05	-	-	-	-	-	-	-	-	-	1,287.61
Monte Vista Water District	38.10	37.20	45.70	-	-	-	-	-	-	-	-	-	121.00
City of Ontario	33.80	33.00	40.50	-	-	-	-	-	-	-	-	-	107.30
Cucamonga Valley Water District	-	-	-	-	-	-	-	-	-	-	-	-	-
Holiday Rock Company	14.64	6.22	10.28	-	-	-	-	-	-	-	-	-	31.14
Red Hills Golf Course	4.03	1.24	5.91	-	-	-	-	-	-	-	-	-	11.18
Red Hill HOA	0.03	0.03	0.10	-	-	-	-	-	-	-	-	-	0.16
Minor Irrigators	1.04	0.11	0.13	-	-	-	-	-	-	-	-	-	1.28
TOTAL	673.72	408.84	603.33	-	-	-	-	-	-	-	-	-	1,685.89

IRRIGATORS	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Irrigator Emberton	0.12	0.09	0.11	-	-	-	-	-	-	-	-	-	0.32
Irrigator McMurray - now Dicarlo 7/23	0.00	-	0.02	-	-	-	-	-	-	-	-	-	0.02
Irrigator Mistretta	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigator Nisbit	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigator Scheu	0.79	-	-	-	-	-	-	-	-	-	-	-	0.79
Irrigator Pfister	0.13	0.01	-	-	-	-	-	-	-	-	-	-	0.14

2024 Spread and Storage

Cucamonga Basin	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
23rd St. (Meter) - Basin 6 - A	0.08	65.79	205.56	-	-	-	-	-	-	-	-	-	271.43
15th Street Basin	-	-	-	-	-	-	-	-	-	-	-	-	-
Basin 3 meter (23rd street Clock)	156.69	178.49	236.03	-	-	-	-	-	-	-	-	-	571.21
Frankish & Stamm Tunnel to Basin 3	26.39	85.95	125.18	-	-	-	-	-	-	-	-	-	237.52
Vscreen via Frankish & Stamm Meter to Basin 3	47.08	68.23	70.57	-	-	-	-	-	-	-	-	-	185.89
PRV Station (res 1)(basin 6)	2.61	-	73.29	-	-	-	-	-	-	-	-	-	75.90
Monthly Spread	232.85	398.46	710.64	-	-	-	-	-	-	-	-	-	1,341.95
Cumulative Spread	232.85	631.31	1,341.95	-	-	-	-	-	-	-	-	-	

Six Basins

Note: City of Upland Well Exercising may contribute to spread

Monthly Spread	61.44	324.45	61.92	-	-	-	-	-	-	-	-	-	447.81
Cumulative Spread	61.44	385.89	447.81	-	-	-	-	-	-	-	-	-	

Note: Maximum end of year storage limit: 2,000 AF

Previous Storage	2,247.00	2,315.44	2,639.89	2,701.81	2,701.81	2,701.81	2,701.81	2,701.81	2,701.81	2,701.81	2,701.81	2,701.81	-
Spread	61.44	324.45	61.92	-	-	-	-	-	-	-	-	-	-
Unused Monthly OSY	7.00	-	-	-	-	-	-	-	-	-	-	-	-
Current Storage Estimate	2,315	2,640	2,702	2,702	2,702	2,702	2,702	2,702	2,702	2,702	2,702	2,702	-

932 yearly OSY = 77.67 monthly OSY

Chino Basin

Monthly Spread	-	-	270.69	-	-	-	-	-	-	-	-	-	270.69
Cumulative Spread	-	-	270.69	-	-	-	-	-	-	-	-	-	

Local Supplemental Account (Spreading)*	3,923.25	3,923.25	3,923.25	-	-	-	-	-	-	-	-	-	-
Carry Over Account	1,232.00	1,232.00	1,232.00	-	-	-	-	-	-	-	-	-	-
Excess Carry Over Account*	2,104.00	2,206.43	2,308.27	-	-	-	-	-	-	-	-	-	-
Preemptive Replenishment Account	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Storage	7,259.25	7,361.68	7,463.52	-	-	-	-	-	-	-	-	-	-
Spread	-	-	270.69	-	-	-	-	-	-	-	-	-	-
Unused Monthly OSY	102.43	101.84	102.67	-	-	-	-	-	-	-	-	-	-
Current Storage Estimate*	7,362	7,464	7,837	-	-	-	-	-	-	-	-	-	-

1,232 yearly OSY = 102.67 monthly OSY

* Does not include yearly storage losses calc of 0.07%

Company Wide

Monthly Spread	294.30	722.91	1,043.25	-	-	-	-	-	-	-	-	-	2,060.45
Cumulative Spread	294.30	1,017.20	2,060.45	-	-	-	-	-	-	-	-	-	
Total Current Storage Estimate	9,677	10,103	10,539	2,702	2,702	2,702	2,702	2,702	2,702	2,702	2,702	2,702	-

Meter to spread ponds (NOTE ONLY)	0.18	-	-	-	-	-	-	-	-	-	-	-	0.18
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2024 GW Production Rights

Yearly %	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%

Cucamonga Basin Production

Yearly Production Rights = 5637 (4,500AF + 1137AF 10-yr Average Spread)

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Production	164.32	174.73	151.64	-	-	-	-	-	-	-	-	-	-
Cumulative Production	164.32	339.05	490.69	-	-	-	-	-	-	-	-	-	490.69
Cumulative Production Rights	469.72	939.45	1,409.17	-	-	-	-	-	-	-	-	-	5,637
% of Production Rights*	2.92%	6.01%	8.71%	11.65%	14.55%	17.46%	20.24%	23.17%	25.96%	28.88%	31.67%	34.58%	8.7%

Six Basins Production

Yearly Production Rights = 932AF

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Production	70.66	78.02	131.41	-	-	-	-	-	-	-	-	-	-
Cumulative Production	70.66	148.68	280.09	-	-	-	-	-	-	-	-	-	280.09
Cumulative Production Rights	77.68	155.35	233.03	-	-	-	-	-	-	-	-	-	932
% of Production Rights*	7.58%	15.95%	30.05%	40.54%	51.73%	62.72%	75.65%	86.43%	99.12%	109.95%	122.63%	133.73%	30.0%

Chino Basin Production

Note: Chino Basin production rights are calculated from July through June.

Yearly Production Rights = 1232AF

	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Production		0.23	0.83	-	-	-	-	-	-	-	-	-	-	1.06
Cumulative Production for 2023	2.43	0.23	1.06	1.06	-	-	-	-	-	-	-	-	-	-
Water Year 23-24														
Cumulative Production	2.43	2.66	3.49	3.49	-	-	-							3.49
Cumulative Rights	616.00	718.67	821.33	924.00	1,026.67	1,129.33	1,232.00							1,232.00
% of Production Rights 22-23*		0.22%	0.28%	0.28%	0.33%	0.36%	0.40%							
Water Year 24-25														
Cumulative Production														-
Cumulative Rights														102.67
% of Production Rights 22-23*														-

* - Out months are Exponential Smoothing (ETS) forecasts based on basin production to date

Chino Basin	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	WY19-20
Water Year 19-20													
Cumulative Production	5.24	110.22	227.03	351.18	470.30	470.30	470.53	470.80	470.80	471.09	486.34	614.43	
Cumulative Rights	102.67	205.33	308.00	410.67	513.33	616.00	718.67	821.33	924.00	1,026.67	1,129.33	1,232.00	1,232.00
% of Production Rights 19-20	5.10%	53.68%	73.71%	85.51%	91.62%	76.35%	65.47%	57.32%	50.95%	45.89%	43.06%	49.87%	

2024 Production v Consumption

Yearly %	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%

Consumption versus Entitlement, Company Wide **Active Shares**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	673.72	408.84	603.33	-	-	-	-	-	-	-	-	-	-
Cumulative Consumption	673.72	1,082.56	1,685.89	-	-	-	-	-	-	-	-	-	1,685.89
<i>Cumulative Entitlement (straight line)</i>	<i>1,048.70</i>	<i>2,097.40</i>	<i>3,146.10</i>	-	-	-	-	-	-	-	-	-	12,584
% of Entitlement*	5.35%	8.60%	13.40%	17.22%	21.23%	25.18%	29.66%	33.56%	37.97%	41.89%	46.30%	50.29%	13.4%

Consumption versus Entitlement, Company Wide **Total Shares**

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	673.72	408.84	603.33	-	-	-	-	-	-	-	-	-	-
Cumulative Consumption	673.72	1,082.56	1,685.89	-	-	-	-	-	-	-	-	-	1,685.89
<i>Cumulative Entitlement (straight line)</i>	<i>1,083.33</i>	<i>2,166.67</i>	<i>3,250.00</i>	-	-	-	-	-	-	-	-	-	13,000
% of Entitlement*	5.18%	8.33%	12.97%	16.67%	20.55%	24.38%	28.71%	32.49%	36.76%	40.55%	44.82%	48.68%	13.0%

Production versus Consumption, Company Wide

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Production	974.16	1,147.98	1,632.05	-	-	-	-	-	-	-	-	-	3,754.18
Consumption	673.72	408.84	603.33	-	-	-	-	-	-	-	-	-	1,685.89
Spread	294.30	722.91	1,043.25	-	-	-	-	-	-	-	-	-	2,060.45
Total Consumption	968.01	1,131.75	1,646.57	-	-	-	-	-	-	-	-	-	3,746.34
Difference	6.14	16.23	(14.53)	-	-	-	-	-	-	-	-	-	7.85
% of Production	0.6%	1.4%	-0.9%	0.0%	0.0%	0.0%	0.00%	0.0%	0.0%	0.0%	0.0%	0.0%	0.2%

Production versus Consumption, Domestic System

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Production	201.05	227.49	239.26	-	-	-	-	-	-	-	-	-	667.79
Consumption	96.22	88.30	73.93	-	-	-	-	-	-	-	-	-	258.45
Monthly Difference	104.83	139.18	165.34	-	-	-	-	-	-	-	-	-	409.35
% difference	108.95%	157.62%	223.65%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	158.4%

Production versus Consumption, Irrigation System

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Production	773.11	920.50	1,392.78	-	-	-	-	-	-	-	-	-	3,086.39
<i>Addition from Domestic</i>	<i>104.83</i>	<i>139.18</i>	<i>165.34</i>	-	-	-	-	-	-	-	-	-	409.35
Total Production	877.94	1,059.68	1,558.12	-	-	-	-	-	-	-	-	-	3,495.73
Consumption	871.80	1,043.45	1,572.65	-	-	-	-	-	-	-	-	-	3,487.89
Monthly Difference	6.14	16.23	(14.53)	-	-	-	-	-	-	-	-	-	7.85
% difference	0.70%	1.56%	-0.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.2%

* - Out months are Exponential Smoothing (ETS) forecasts based on consumption to date

2024 Consumption Analysis

Yearly %	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%

COMPANY TOTALS

Active Shares

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	673.72	408.84	603.33	-	-	-	-	-	-	-	-	-	
Cumulative Consumption	673.72	1,082.56	1,685.89	-	-	-	-	-	-	-	-	-	1,685.89
Cumulative Entitlement	984.72	1,969.45	2,970.88	-	-	-	-	-	-	-	-	-	12,584.40
% of Yearly Entitlement*	5.35%	8.60%	13.40%	17.22%	21.23%	25.18%	29.66%	33.56%	37.97%	41.89%	46.30%	50.29%	13.40%

Shares	6,185
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COMPANY TOTALS

All Shares

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	673.72	408.84	603.33	-	-	-	-	-	-	-	-	-	
Cumulative Consumption	673.72	1,082.56	1,685.89	-	-	-	-	-	-	-	-	-	1,685.89
Cumulative Entitlement	1,083.33	2,166.67	3,250.00	-	-	-	-	-	-	-	-	-	13,000.00
% of Yearly Entitlement*	5.18%	8.33%	12.97%	16.67%	20.55%	24.38%	28.71%	32.49%	36.76%	40.55%	44.82%	48.68%	12.97%

Shares	6,389
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San Antonio Heights

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	56.23	51.33	18.66	-	-	-	-	-	-	-	-	-	
Cumulative Consumption	56.23	107.56	126.22	-	-	-	-	-	-	-	-	-	126.22
Cumulative Entitlement	70.95	141.89	223.31	-	-	-	-	-	-	-	-	-	1,314.45
% of Yearly Entitlement*	4.28%	8.18%	9.60%	12.59%	15.27%	18.04%	19.96%	22.82%	24.85%	27.69%	29.73%	32.45%	9.60%

Shares	646
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City of Upland

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	525.85	279.72	482.05	-	-	-	-	-	-	-	-	-	
Cumulative Consumption	525.85	805.56	1,287.61	-	-	-	-	-	-	-	-	-	1,287.61
Cumulative Entitlement	764.98	1,529.96	2,294.94	-	-	-	-	-	-	-	-	-	9,179.76
% of Yearly Entitlement*	5.73%	8.78%	14.03%	17.89%	22.02%	26.08%	30.88%	34.85%	39.56%	43.56%	48.26%	52.36%	14.03%

Shares	4,511.50
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Monte Vista Water District

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	38.10	37.20	45.70	-	-	-	-	-	-	-	-	-	
Cumulative Consumption	38.10	75.30	121.00	-	-	-	-	-	-	-	-	-	121.00
Cumulative Entitlement	56.42	112.84	169.27	-	-	-	-	-	-	-	-	-	677.06
% of Yearly Entitlement*	5.63%	11.12%	17.87%	23.83%	29.94%	36.01%	42.51%	48.53%	54.97%	61.00%	67.44%	73.53%	17.87%

Shares	333
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City of Ontario

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR
Consumption	33.80	33.00	40.50	-	-	-	-	-	-	-	-	-	
Cumulative Consumption	33.80	66.80	107.30	-	-	-	-	-	-	-	-	-	107.30
Cumulative Entitlement	50.06	100.13	150.19	-	-	-	-	-	-	-	-	-	600.76
% of Yearly Entitlement*	5.63%	11.12%	17.86%	23.82%	29.92%	35.99%	42.47%	48.49%	54.93%	60.96%	67.39%	73.48%	17.86%

Shares	295
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* - Out months are Exponential Smoothing (ETS) forecasts based on consumption to date

2024 Consumption Analysis

Yearly %	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%

Cucamonga Valley Water District

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR	Shares	4
Consumption	-	-	-	-	-	-	-	-	-	-	-	-			
Cumulative Consumption	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cumulative Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	8.14		
% of Yearly Entitlement*															

Holiday Rock Company

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR	Shares	132
Consumption	14.64	6.22	10.28	-	-	-	-	-	-	-	-	-			
Cumulative Consumption	14.64	20.86	31.14	-	-	-	-	-	-	-	-	-	31.14		
Cumulative Entitlement	14.52	29.05	45.72	-	-	-	-	-	-	-	-	-	269.10		
% of Yearly Entitlement*	5.44%	7.75%	11.57%	14.44%	17.50%	20.50%	24.01%	26.96%	30.41%	33.37%	36.81%	39.84%	11.57%		

Red Hills Golf Course

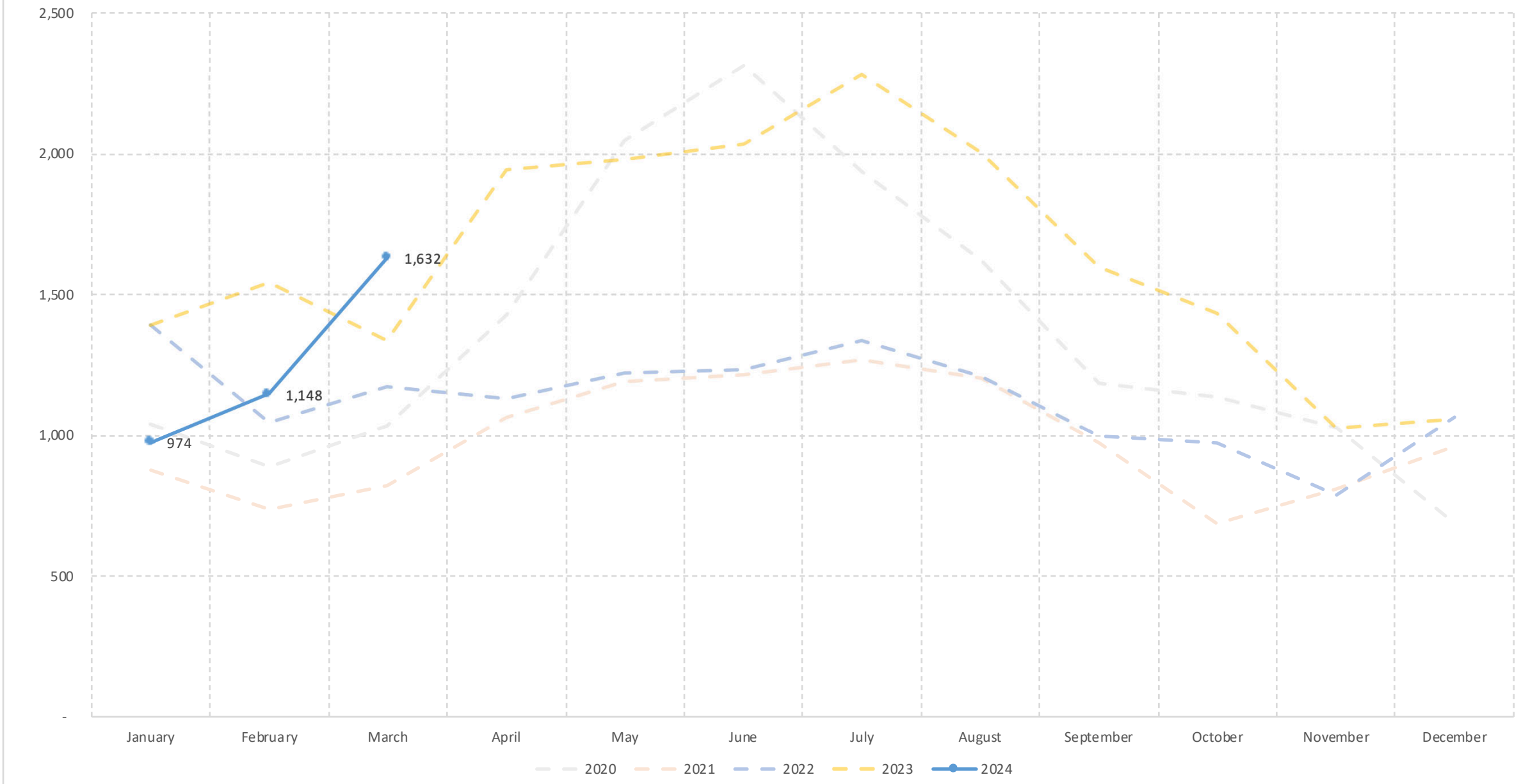
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR	Shares	198
Consumption	4.03	1.24	5.91	-	-	-	-	-	-	-	-	-			
Cumulative Consumption	4.03	5.27	11.18	-	-	-	-	-	-	-	-	-	11.18		
Cumulative Entitlement	21.72	43.44	68.36	-	-	-	-	-	-	-	-	-	402.37		
% of Yearly Entitlement*	1.00%	1.31%	2.78%	3.52%	4.40%	5.24%	6.47%	7.26%	8.45%	9.25%	10.43%	11.30%	2.78%		

Minor Irrigators

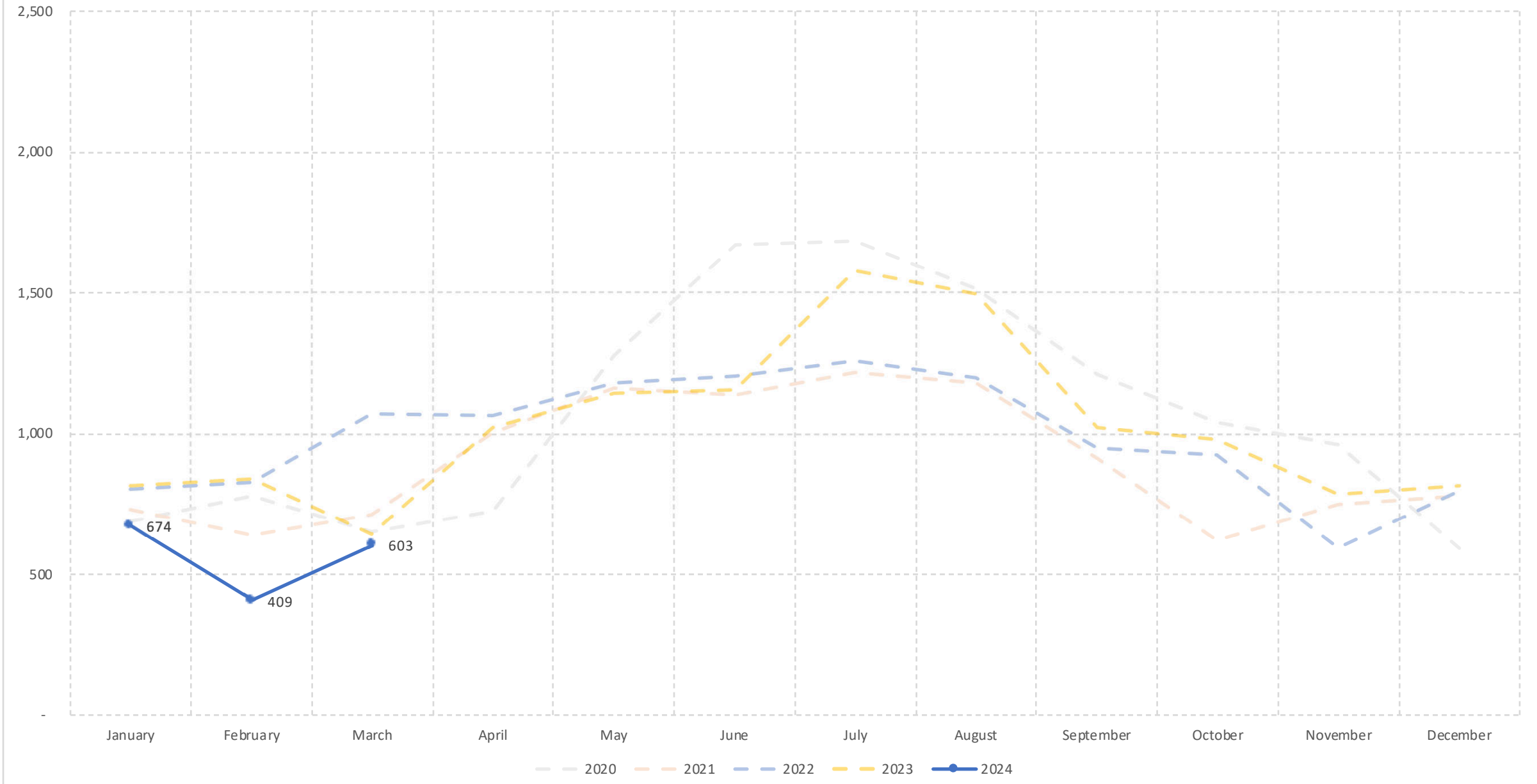
	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	THIS YEAR	Shares	55
Consumption	1.04	0.11	0.13	-	-	-	-	-	-	-	-	-			
Cumulative Consumption	1.04	1.15	1.28	-	-	-	-	-	-	-	-	-	1.28		
Cumulative Entitlement	6.07	12.14	19.10	-	-	-	-	-	-	-	-	-	112.42		
% of Yearly Entitlement*	0.92%	1.02%	1.14%	1.24%	1.35%	1.45%	1.57%	1.67%	1.78%	1.89%	2.00%	2.11%	1.14%		

* - Out months are Exponential Smoothing (ETS) forecasts based on consumption to date

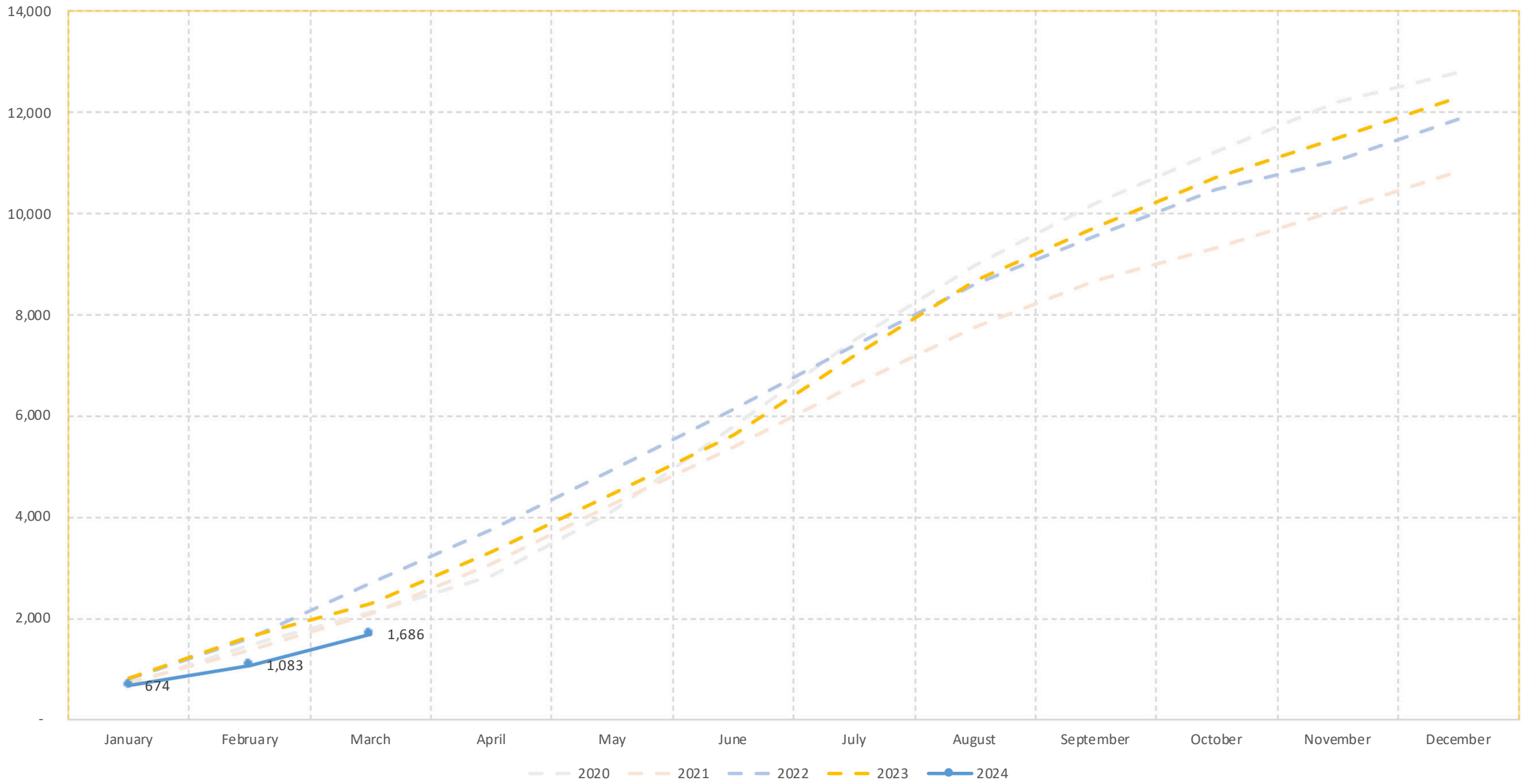
5 Year Production (AF)



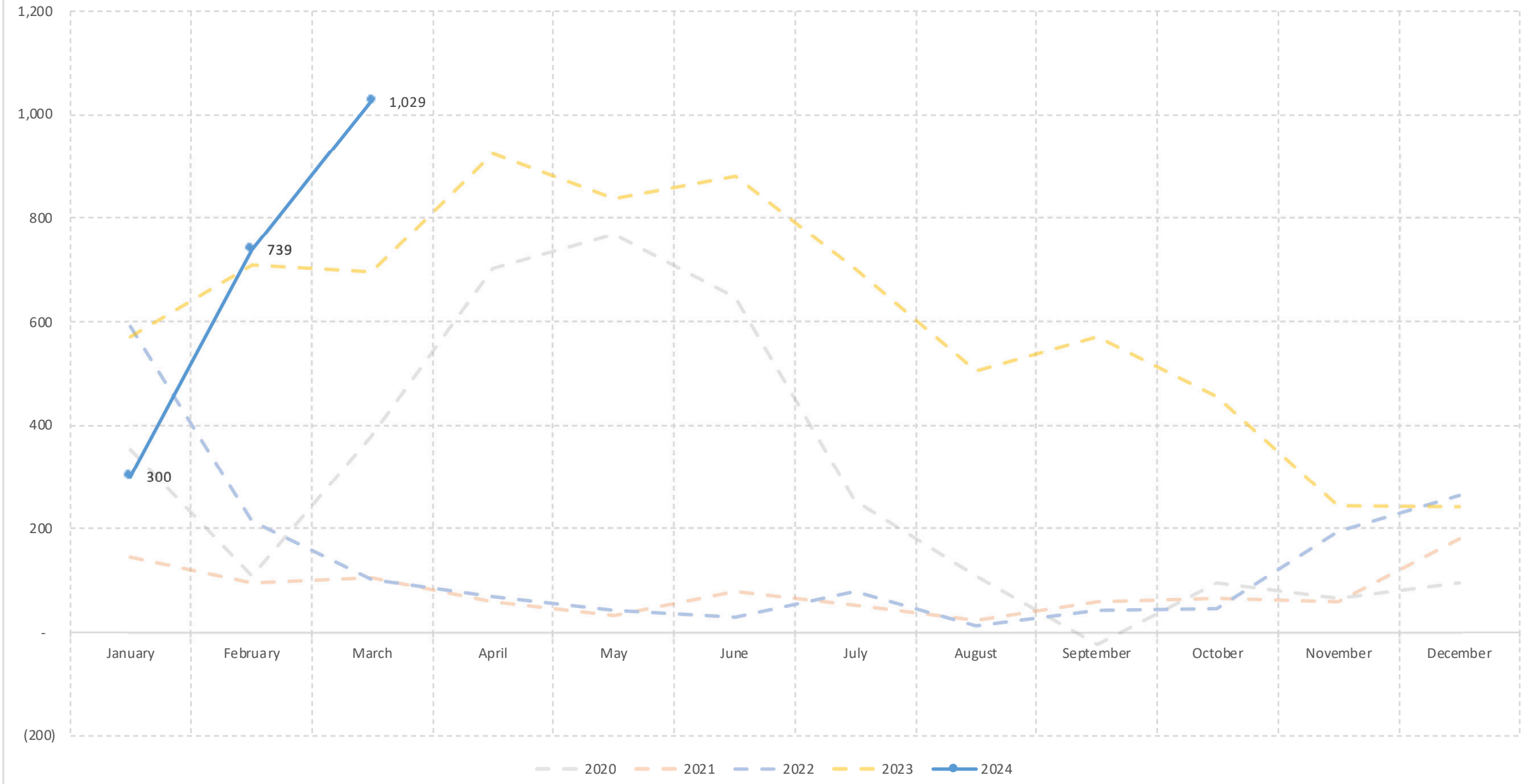
5 Year Consumption (AF)



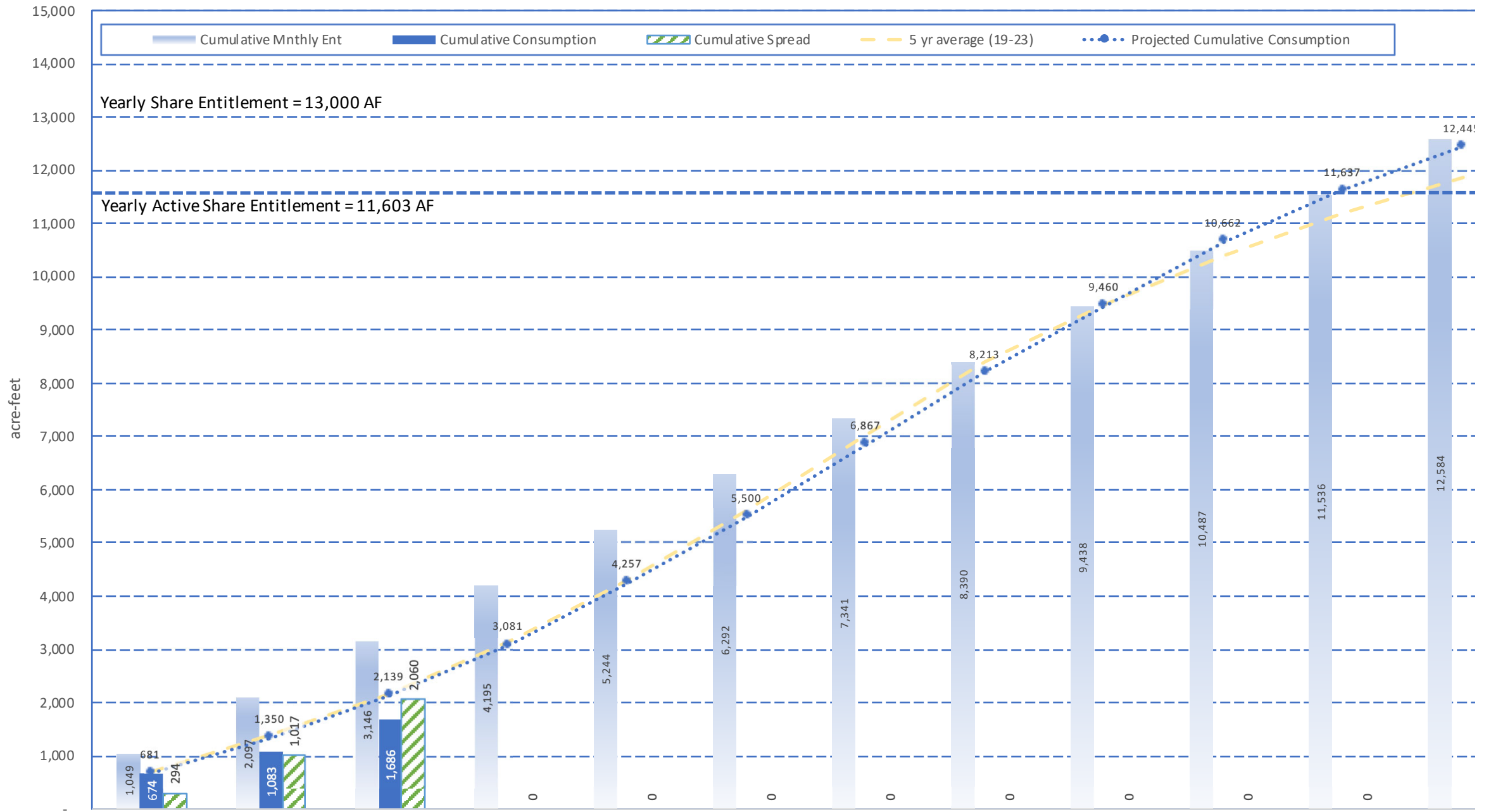
Cumulative Consumption (AF)



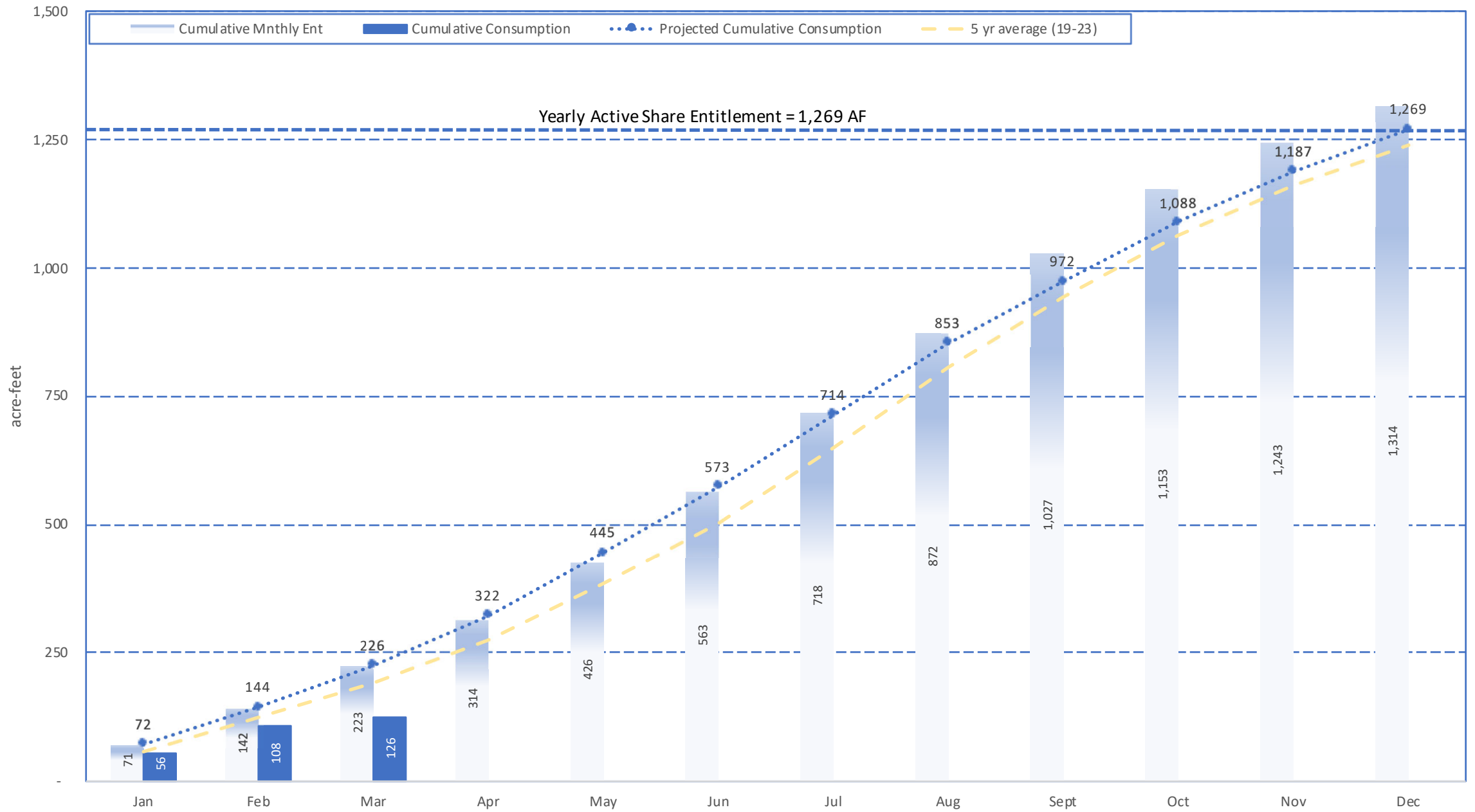
Production minus Consumption (AF)



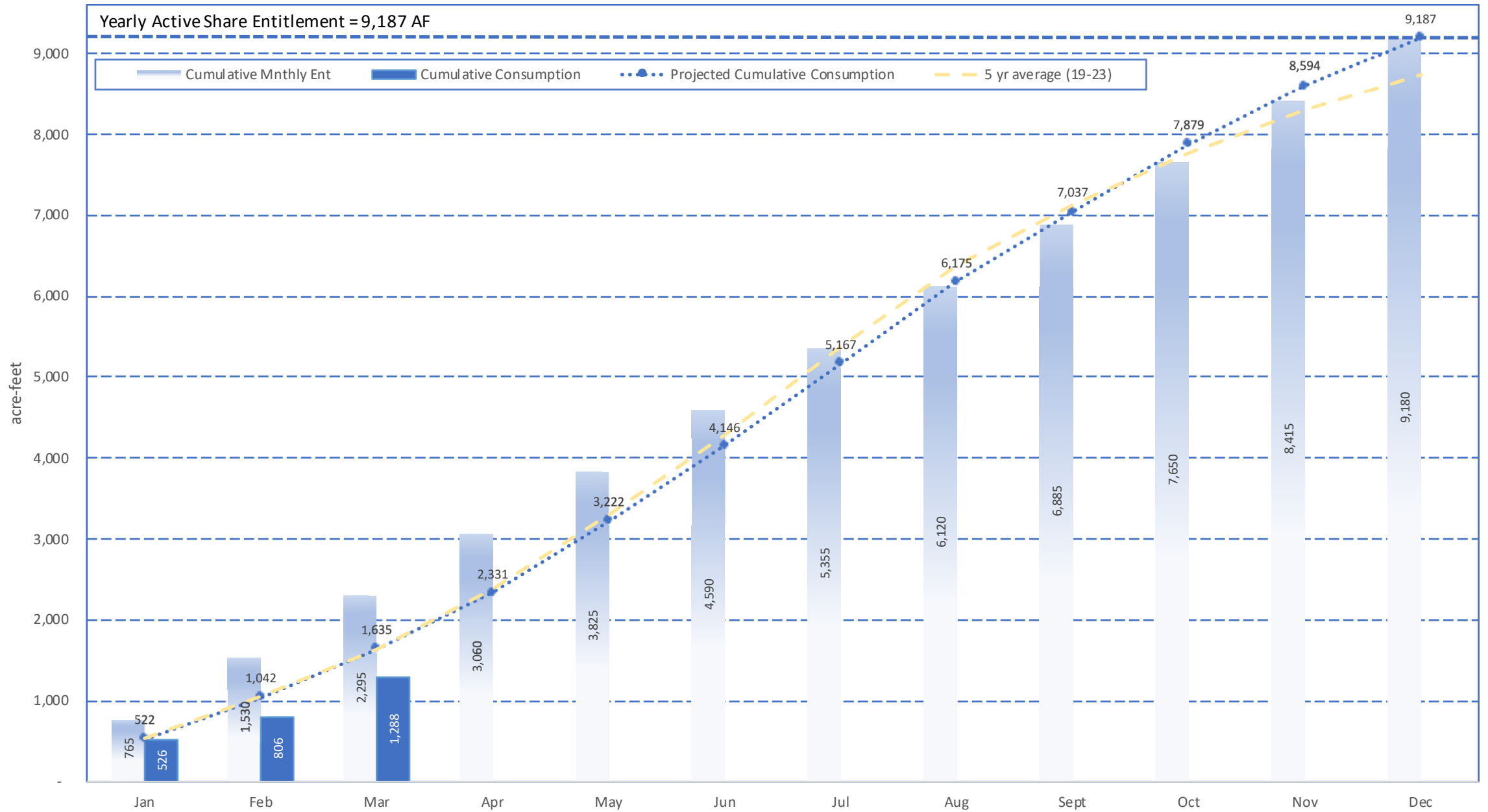
2024 Consumption Chart



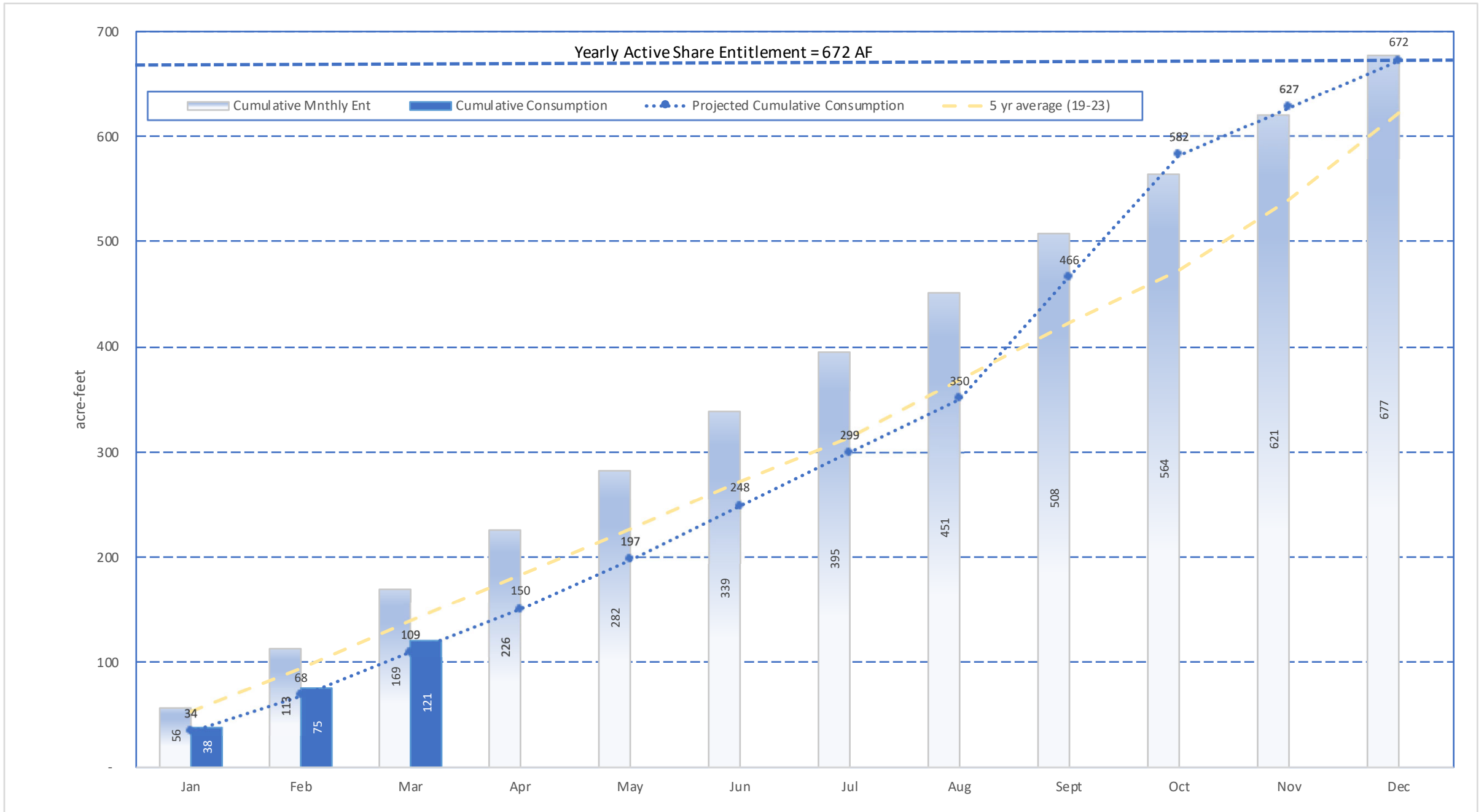
2024 Domestic Consumption



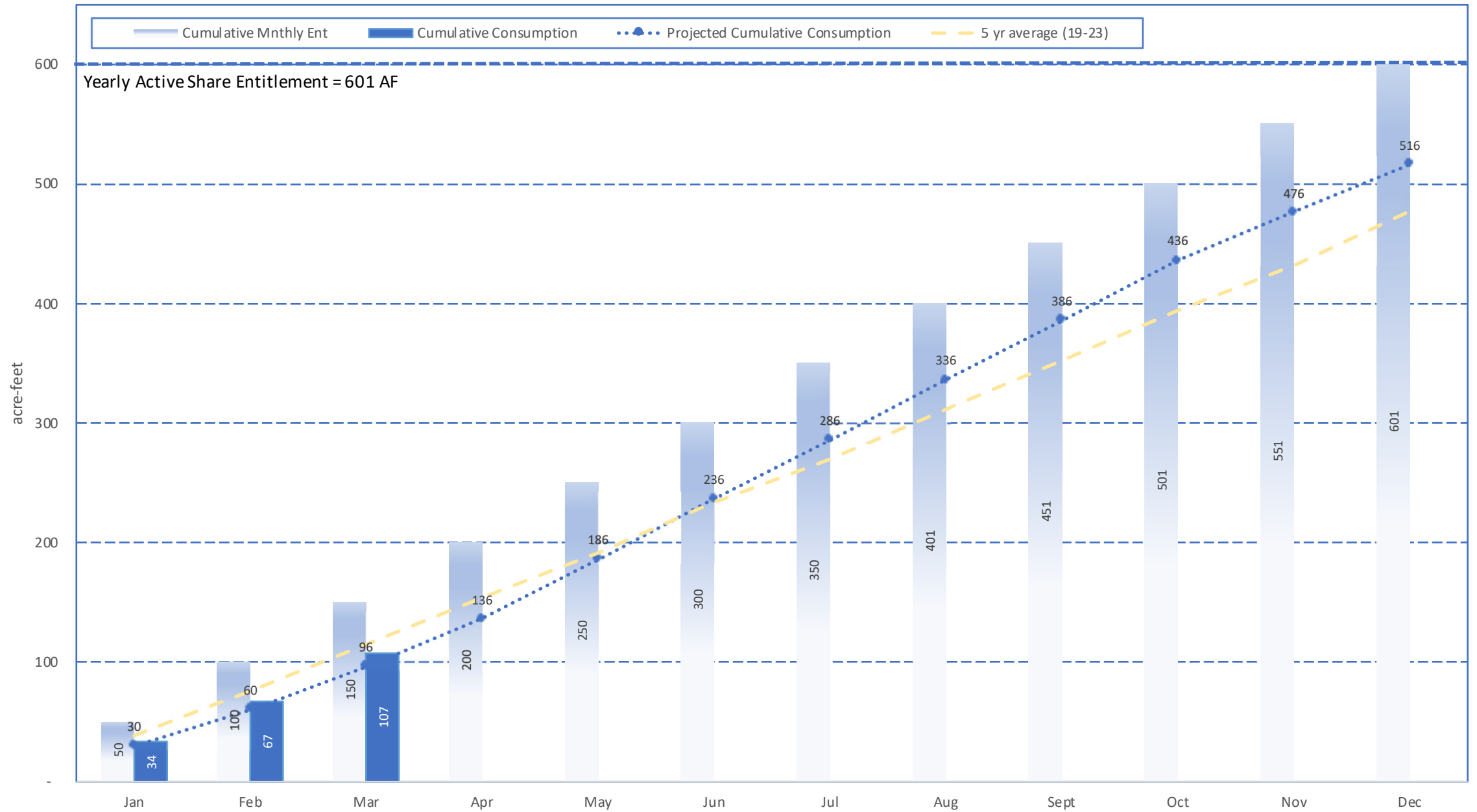
2024 Upland Consumption



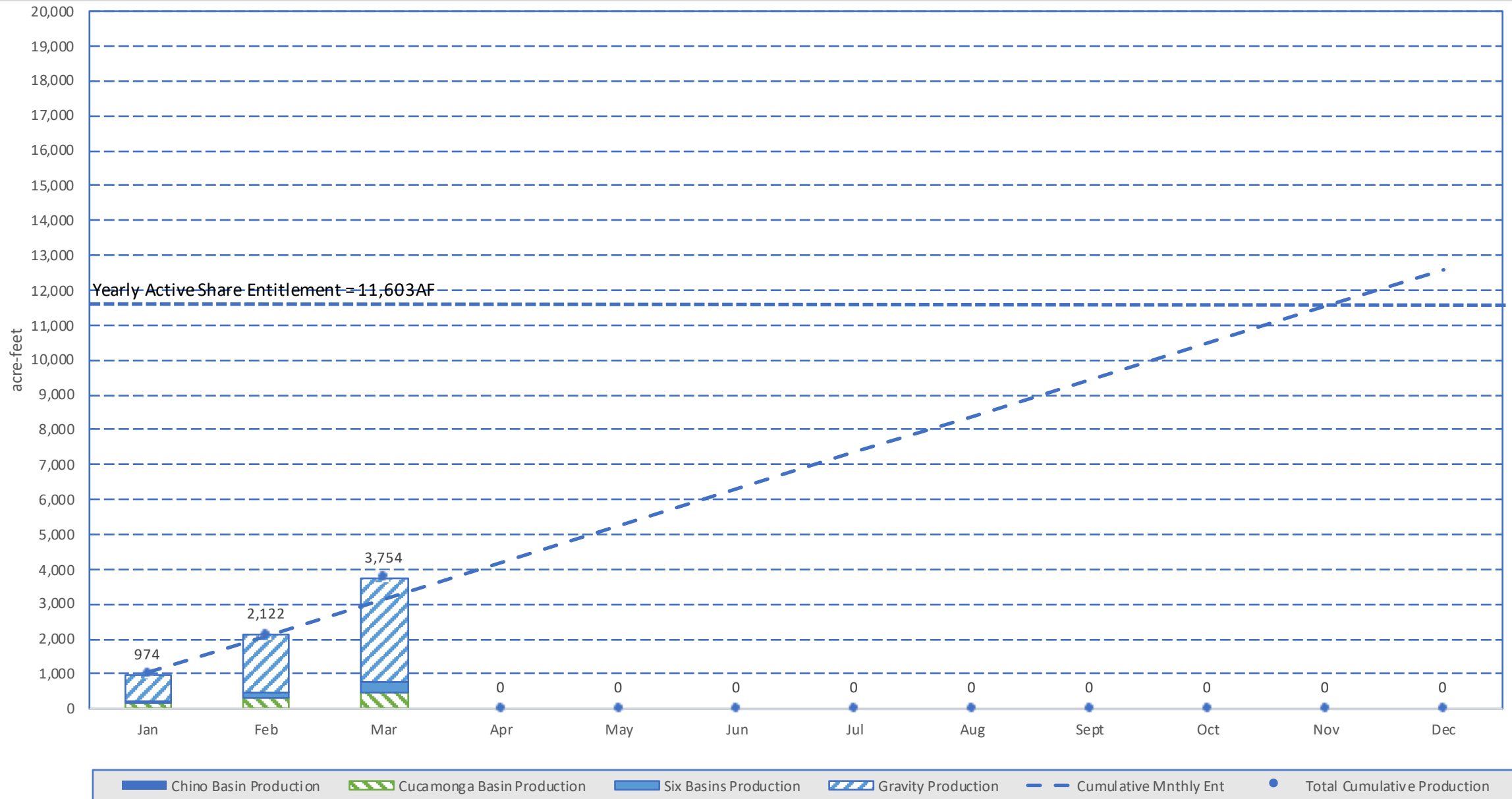
2024 Monte Vista Consumption



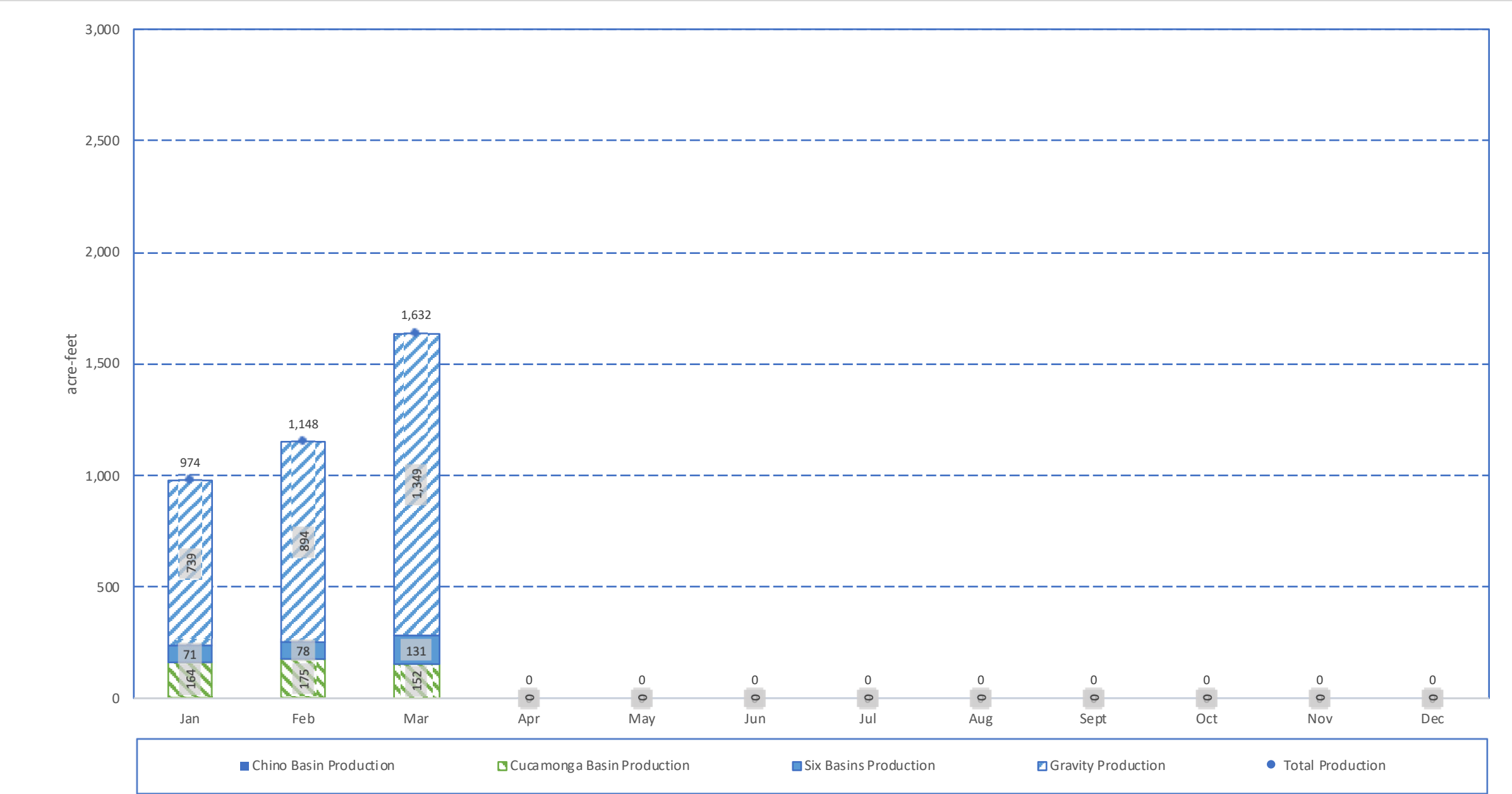
2024 Ontario Consumption



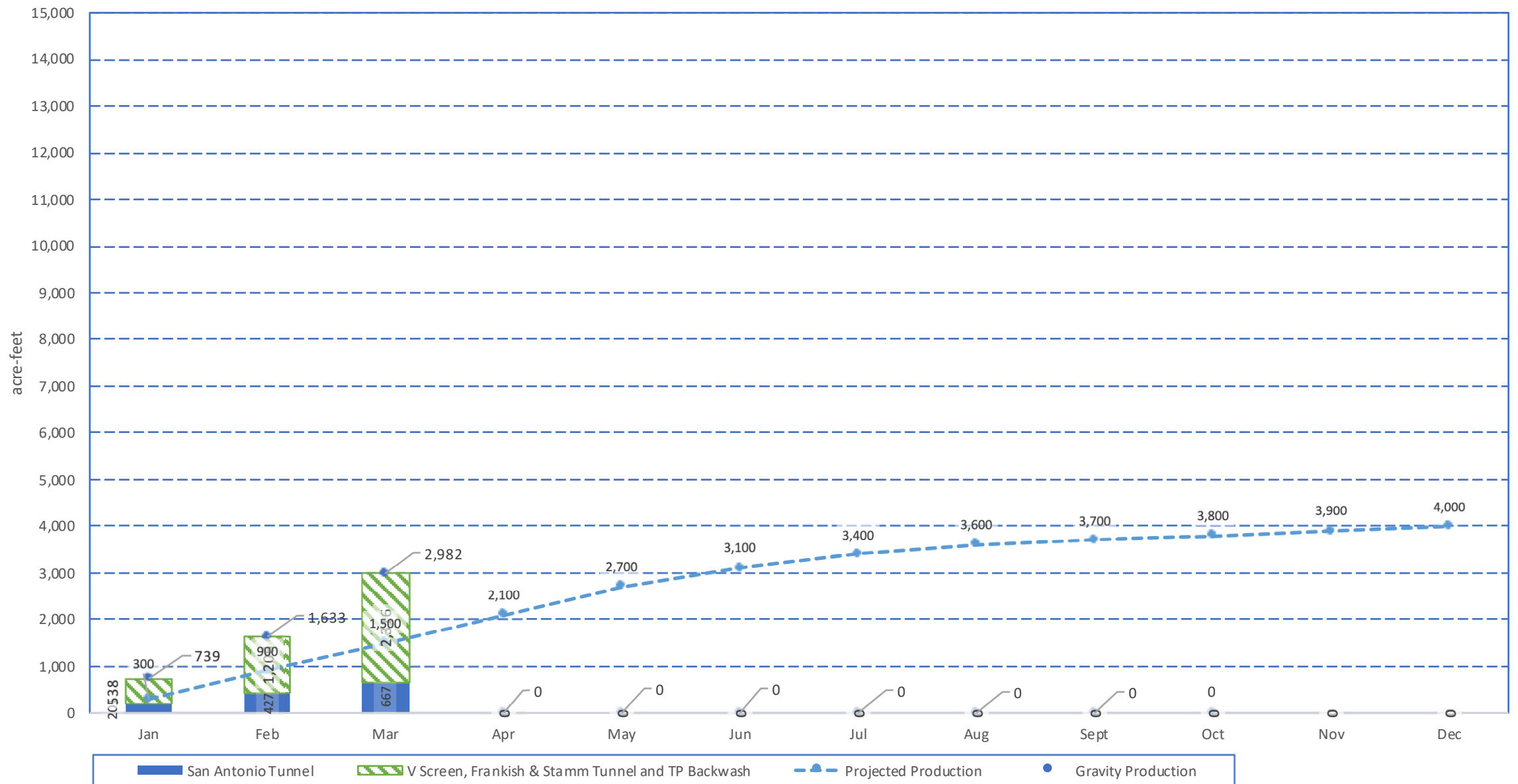
2024 Total Yearly Production



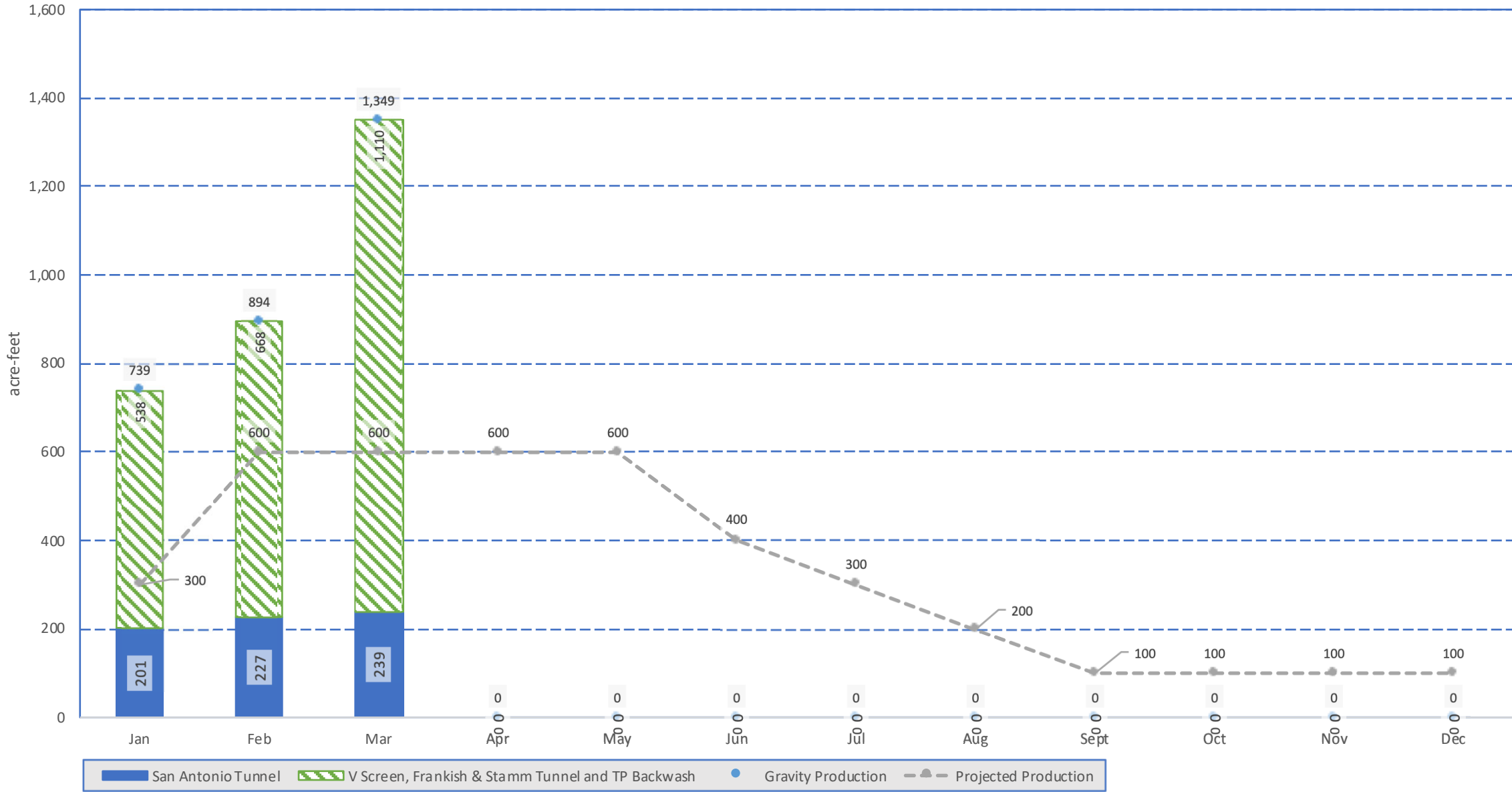
2024 Monthly Production



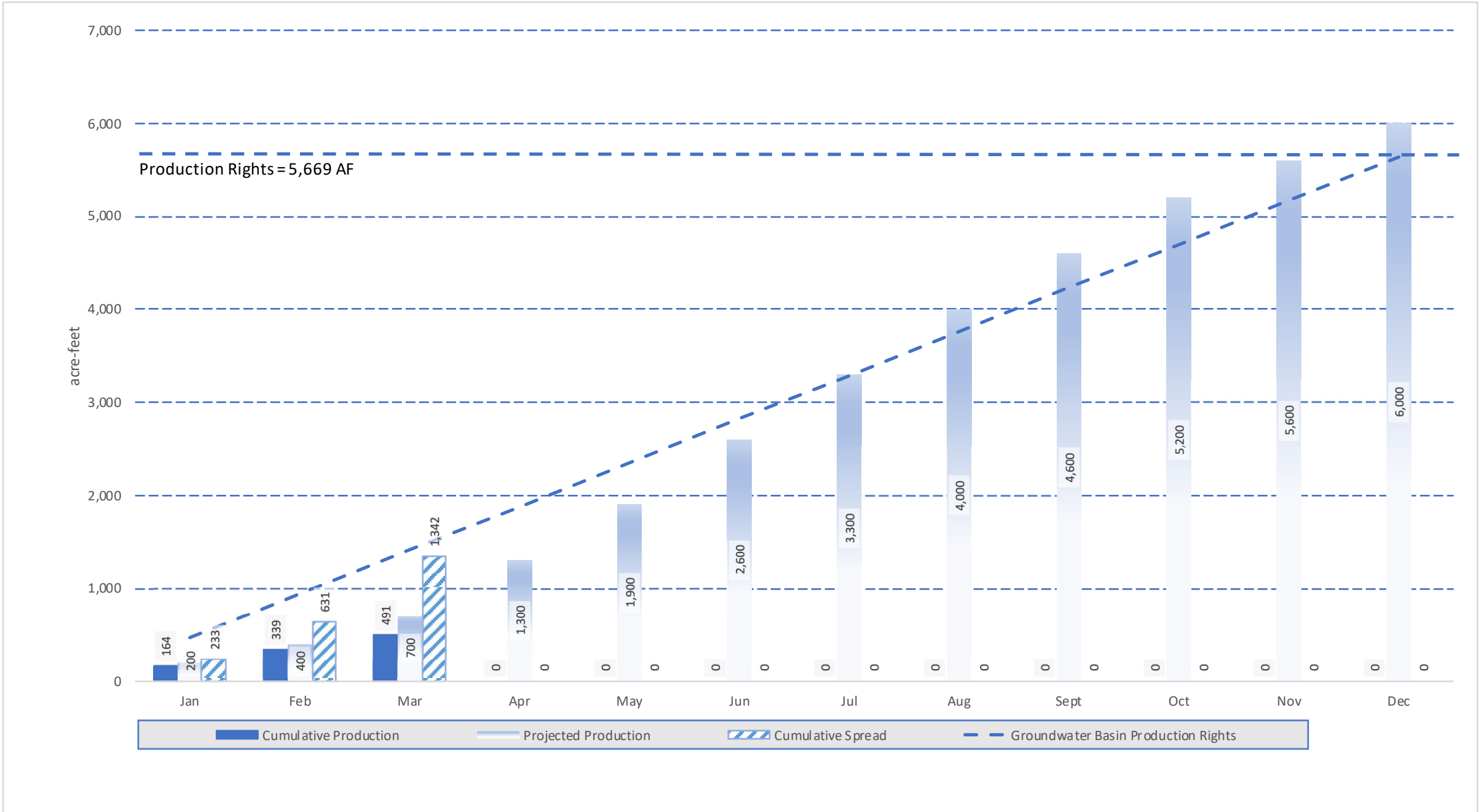
2024 Gravity Cumulative



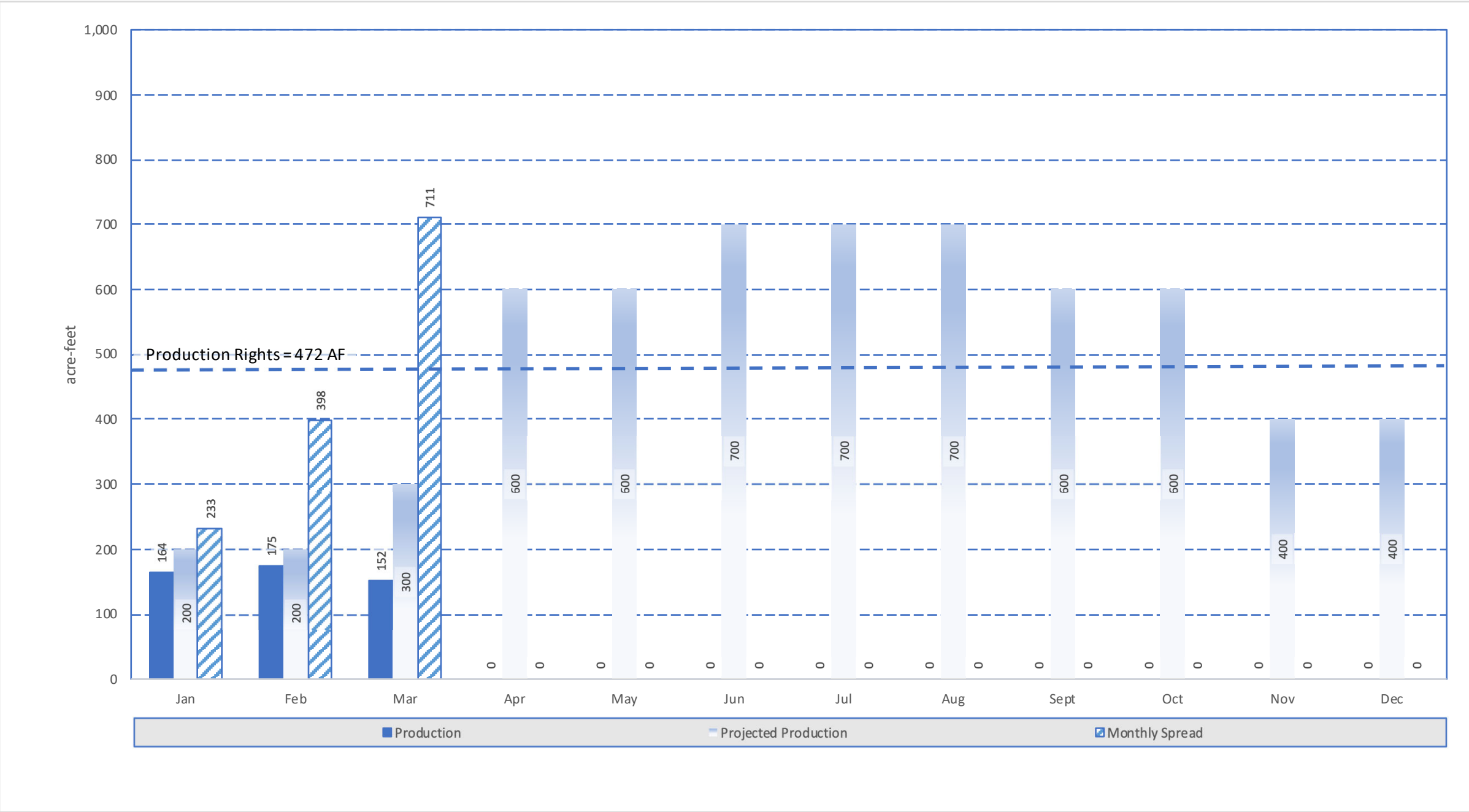
2024 Gravity Monthly



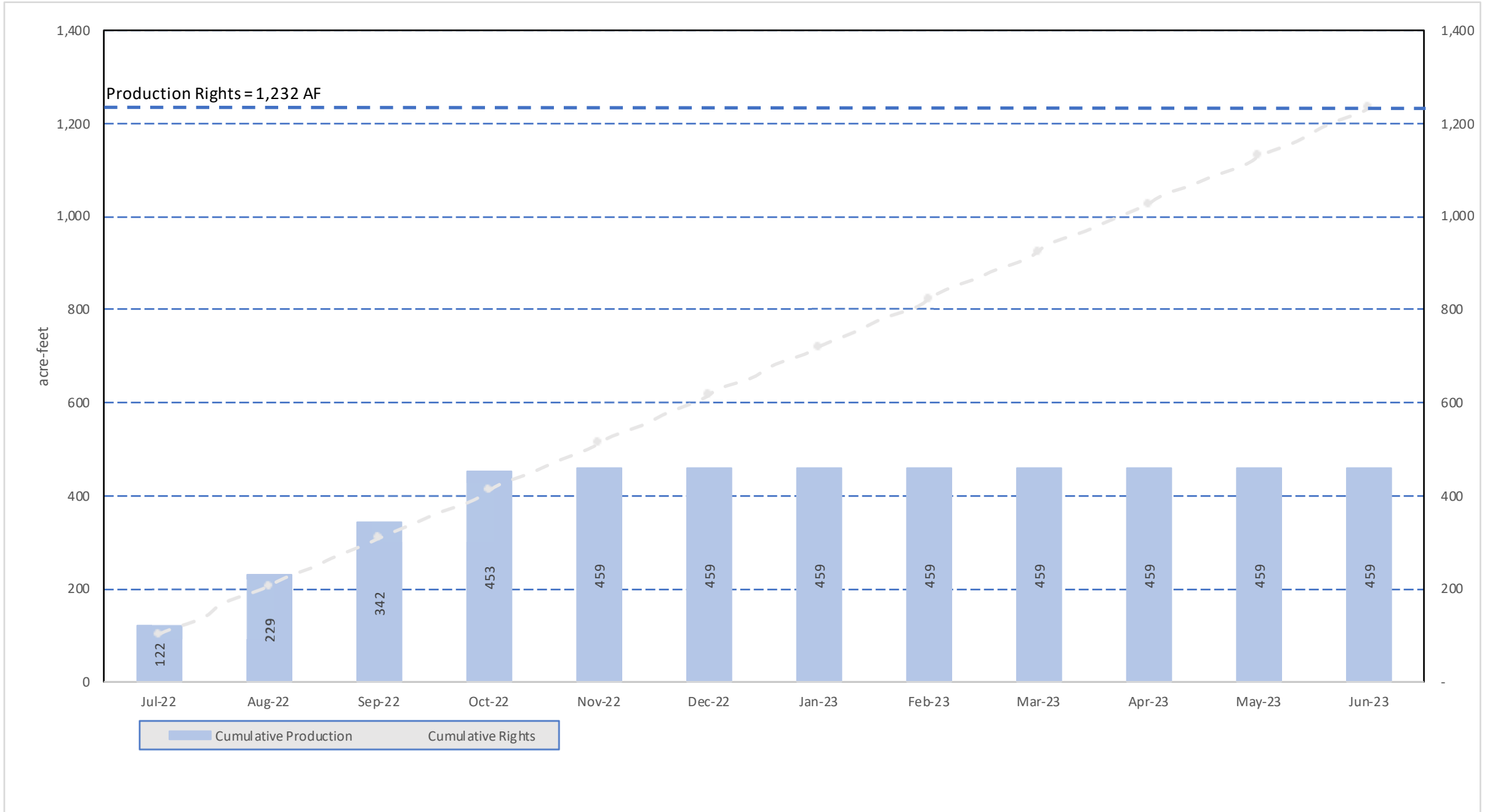
2024 Cucamonga Basin Cumulative



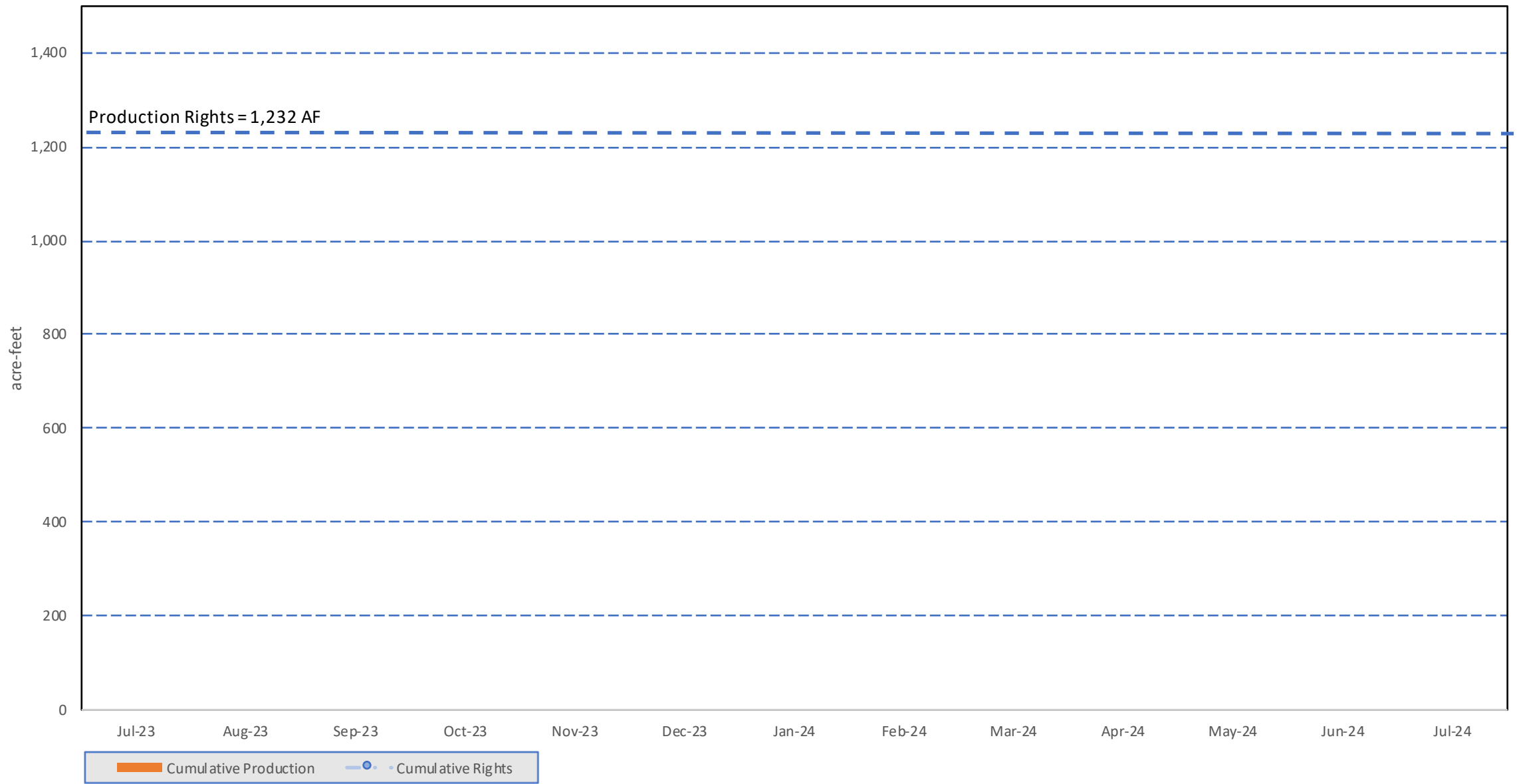
2024 Cucamonga Basin Monthly



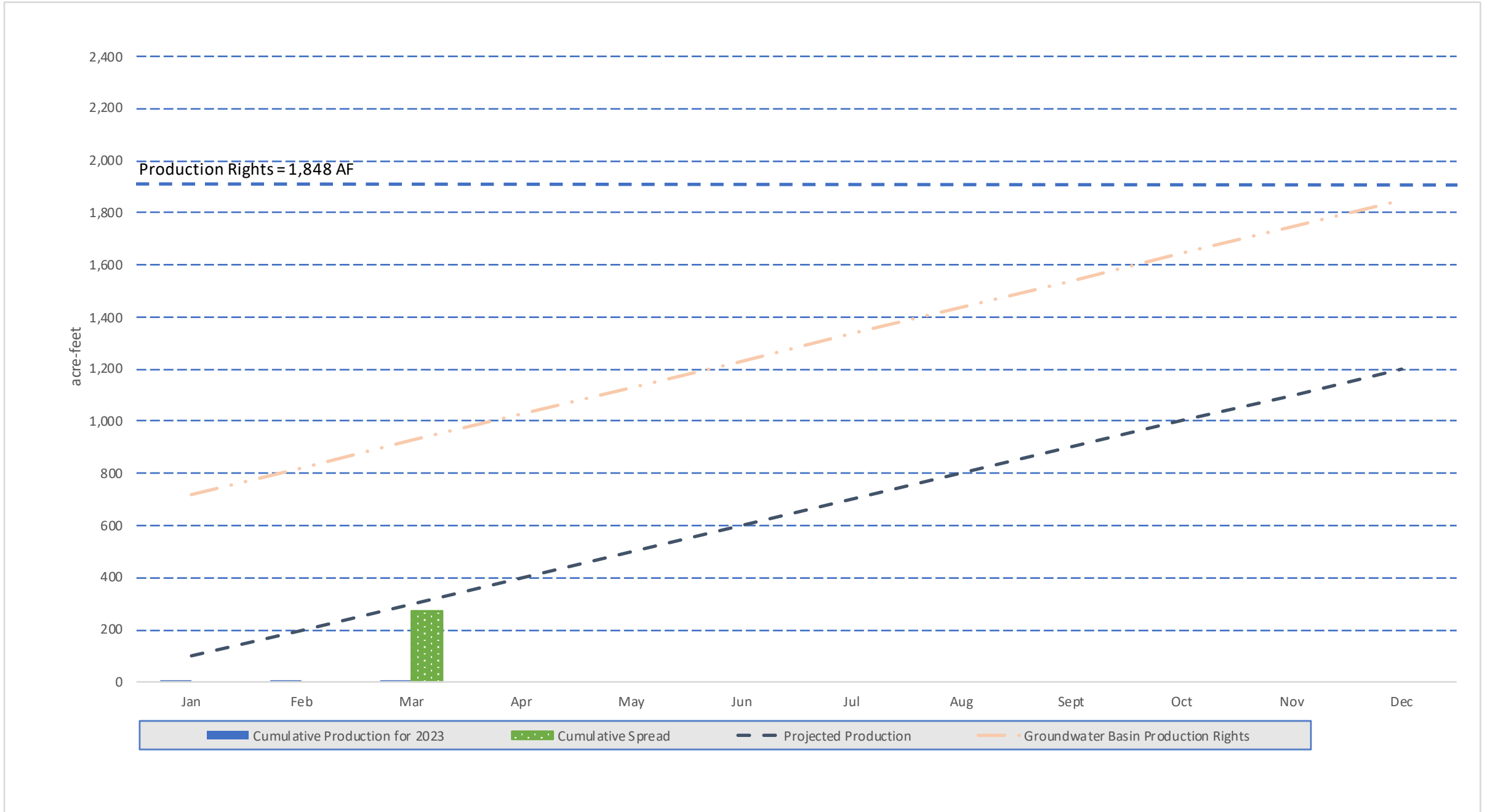
23-24 Chino Basin Cumulative



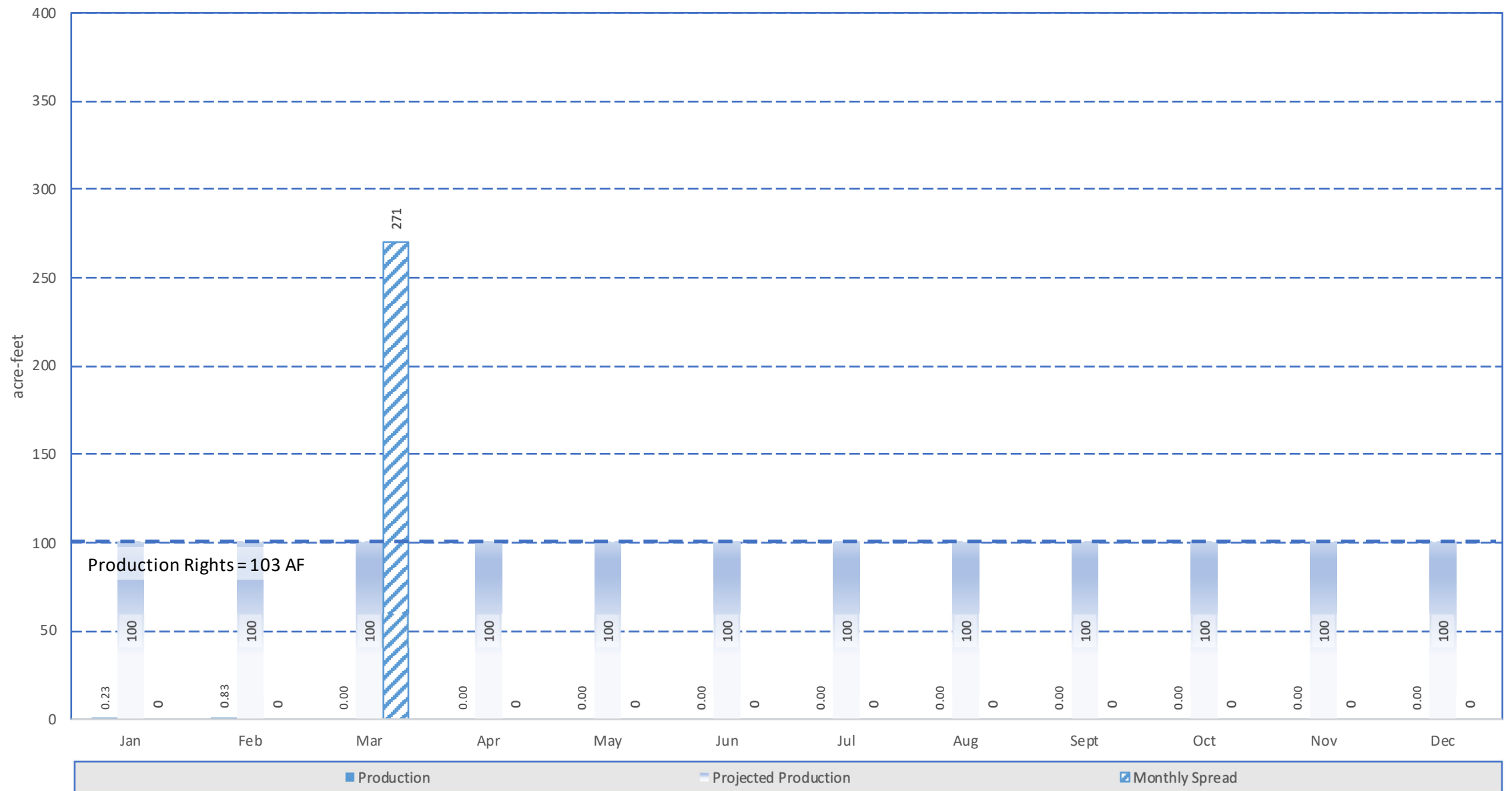
24-25 Chino Basin Cumulative



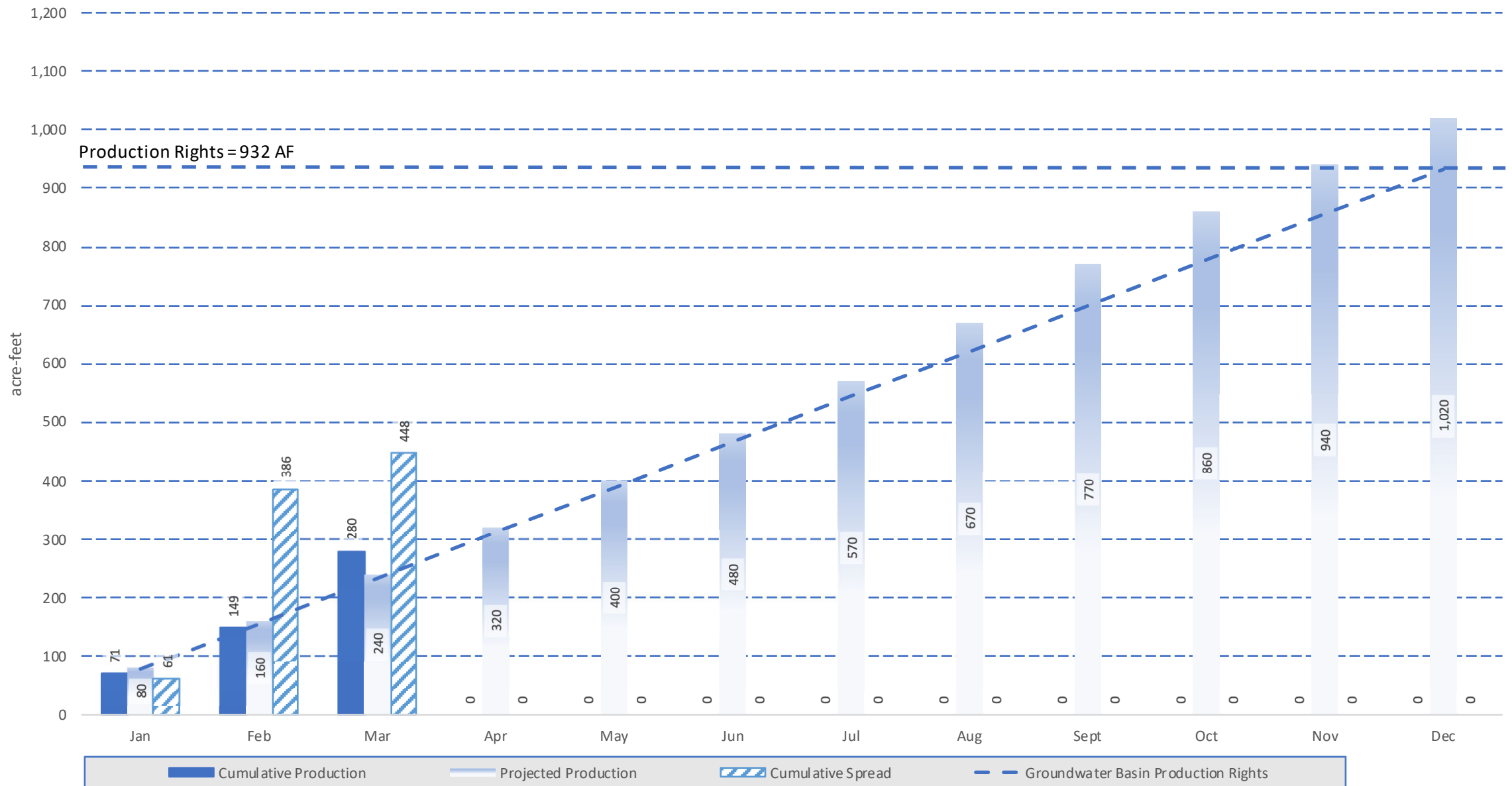
2024 Chino Basin Cumulative



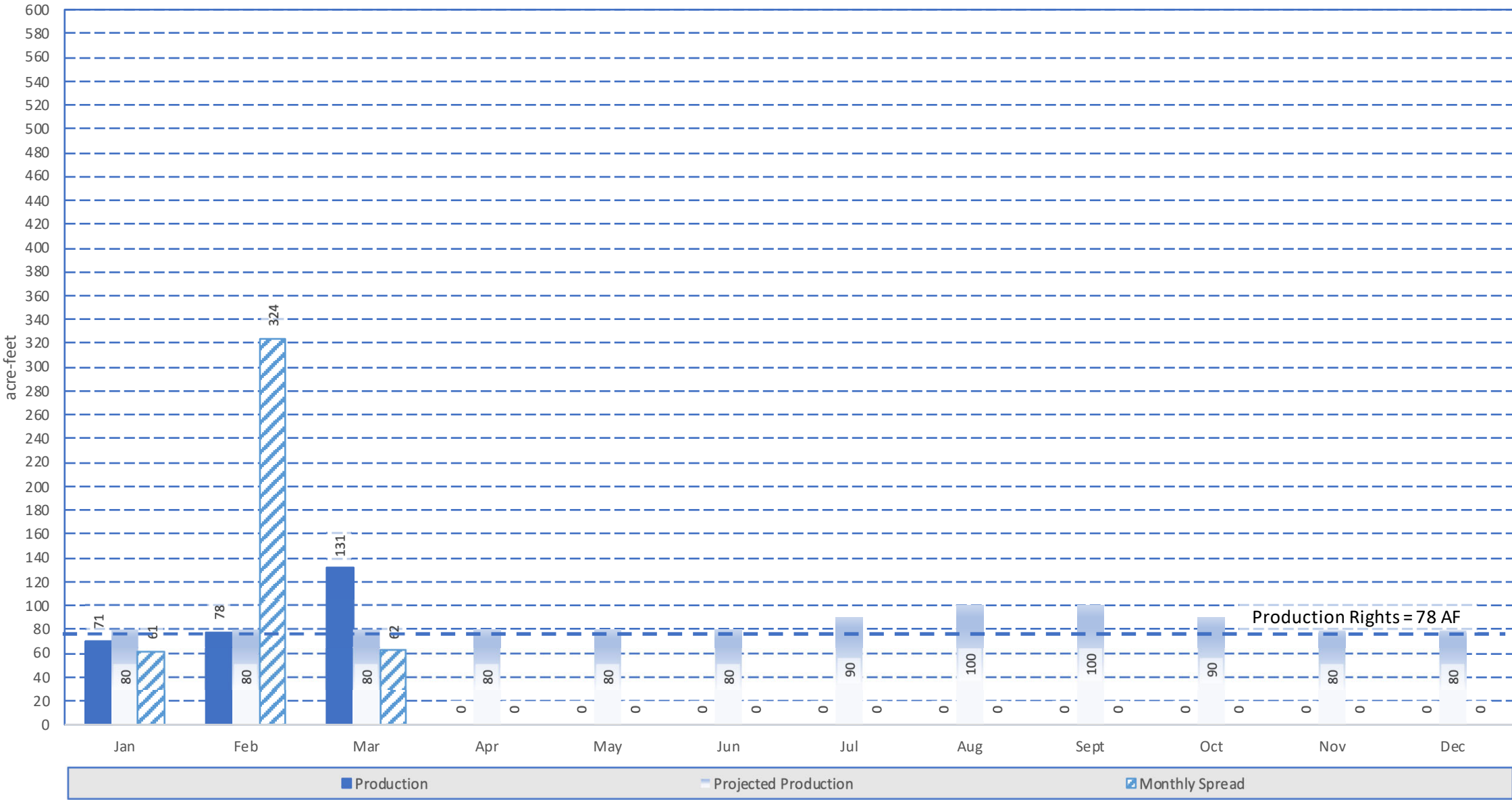
2024 Chino Basin Monthly



2024 Six Basins Cumulative



2024 Six Basins Monthly



A. Water Supply through March 2024

- Annual entitlement for CY2024 is 13,000 AF
 - Cumulative yearly production is 3,754 AF
 - Cumulative yearly consumption was 1,686 AF
 - Cumulative yearly spread was 2,060 AF
 - Cumulative unaccounted water was 8 AF

Six Basins Production for 2024

- Annual production right is 932 AF.
- Cumulative production is 280 AF.
Production is sent to the WFA treatment facility to meet City of Ontario and MVWD entitlement.
- The Company spread a total of 448 AF.

Cucamonga Basin Production for 2024

- Annual production right is 5,669 AF.
- Cumulative production was 491 AF.
- The Company spread a total of 1,342 AF.

Chino Basin Production for 2024

- Annual production right is 1,232 AF.
- Cumulative production was 1 AF.
- The Company spread a total of 271 AF.

Surface Water (San Antonio Creek) flow for 2024

Total flow was 2,075 AF.

Tunnel flow for 2024

San Antonio Tunnel flow was 667 AF.
Frankish and Stamm Tunnel flow was 238 AF.

B. Company Stock

Six (6) shares of water stock moved from active to dormant this transfer period.
One-quarter (1/4) shares of water stock moved from dormant to active this transfer period.

C. Communication and Information Activities

Quarterly Spring Newsletter was mailed via email to approximately 550 shareholders.

D. Administration Matters

Meetings of interest:

- none

E. Groundwater Basin Matters

Chino Basin -

Safe Yield – CBWM has begun discussions on the court mandated 2025 safe yield reset.

Spread Water from SAWCo - Application to spread 2,500 AF per year for years 21/22 through 25/26 was approved by WM Board in July, 22. We started spreading water in January 2023.

Legal Issues-

There are currently multiple appeals in the works:

1. Ontario, Monte Vista and City of Chino have appealed the ruling that AP works under 'majority rule'. A final ruling has been issued by the appeals court stating that

'majority rule' has been the historical norm and they aren't willing to change it.

2. Ontario has appealed the ruling that the current Dry Year Yield (DYY) program is operating under a legal contract.

Six Basins –

There was a meeting held on March 27, 2024. No update to report.

The next meeting will be April 24, 2024.

Cucamonga Basin –

There was a meeting held on April 2, 2024. No update to report.

The next meeting will be April 30, 2024.

Agenda Item No. 4I

Item Title: Projects and Operations Update

Purpose:

To update the Board and Shareholders on Company capital projects.

Updates:

1507 – Office Relocation

The Board approved a design and construction management contract at its March 2023 regular meeting. Contract has been executed and Architect is currently working on preliminary plans. Initial comments have been received from the City. CEQA will be required, primarily due to traffic concerns. Geotech engineer will also be required to confirm structural integrity of site soils. Consultant is seeking proposals for both CEQA work and Geotech work. Consultant has started discussions with Edison regarding eastern easement onto property. Ad Hoc Committee met on Wednesday, March 13 to discuss progress. ~~Current plans and renderings are attached.~~

Original Budget	\$4,000,000
Original Contracts	\$283,550
Authorized Change Orders	NA
Current Contracts	\$283,550

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. Contract has been executed. Coating has been completed. Permit amendment has been submitted to the State. Contractor waiting on final delivery of internal plumbing. Project nearing completion. State inspection occurred last week. Waiting on State Permit. Tank has been permitted by the State and is in service. ~~Contractor has some minor site clean-up to accomplish prior to closing-out project. Project is completed and in the process of close-out.~~

Original Budget	\$985,260
Original Contracts	\$985,260
Authorized Change Orders	NA
Current Contracts	\$985,260

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.

2303 Well 19 Production Well

Project approved at September 2023 Board Meeting. Production Well drilling was completed on Nov 8 and casing/screen installation has been completed. Drilling and installation has completed. Flushing and testing is completed. Full 24-hr flush test is completed. Initial testing indicates near 2,000 gpm of good quality water. Contractor

has demobilized from site. Engineer working to finalize project.

Original Budget	\$1,600,880
Original Contracts	\$1,600,880
Authorized Change Orders	\$0
Current Contracts	\$1,600,880

2201 Paloma Hydraulic Break

Predesign meeting was held in June and consultant is working on a predesign report. Survey has been completed and predesign work is ongoing. Engineer is currently reviewing elevations and flow to determine best solution. Predesign meeting held to discuss difficulty in controlling flow at such high static head. Options were discussed and engineer is reviewing.

Original Predesign Budget	\$40,000
Original Design/Const. Budget	\$1,080,000
Original Contracts	\$39,750
Authorized Change Orders	NA
Current Contracts	\$39,750

2203 Well 31 Pipeline

Project budgeted in the 2022 year. Replace approximately 1,400 linear feet of 14” pipeline from Well 31 delivering water to facilities at Golf Club Drive along backside of homes and within Upland Hills Country Club waterline easement. Abandon aged pipeline. The current steel pipeline was installed before 1976 and has exceeded its useful life. Identified by staff as a high maintenance pipeline. Design contract has been awarded and predesign meeting has occurred. Base maps are completed and alignment is being discussed between engineer and staff. Staff met with design engineers to finalize alignment. Engineers are currently working on 60% bid package. Staff anticipates bidding project in early Summer.

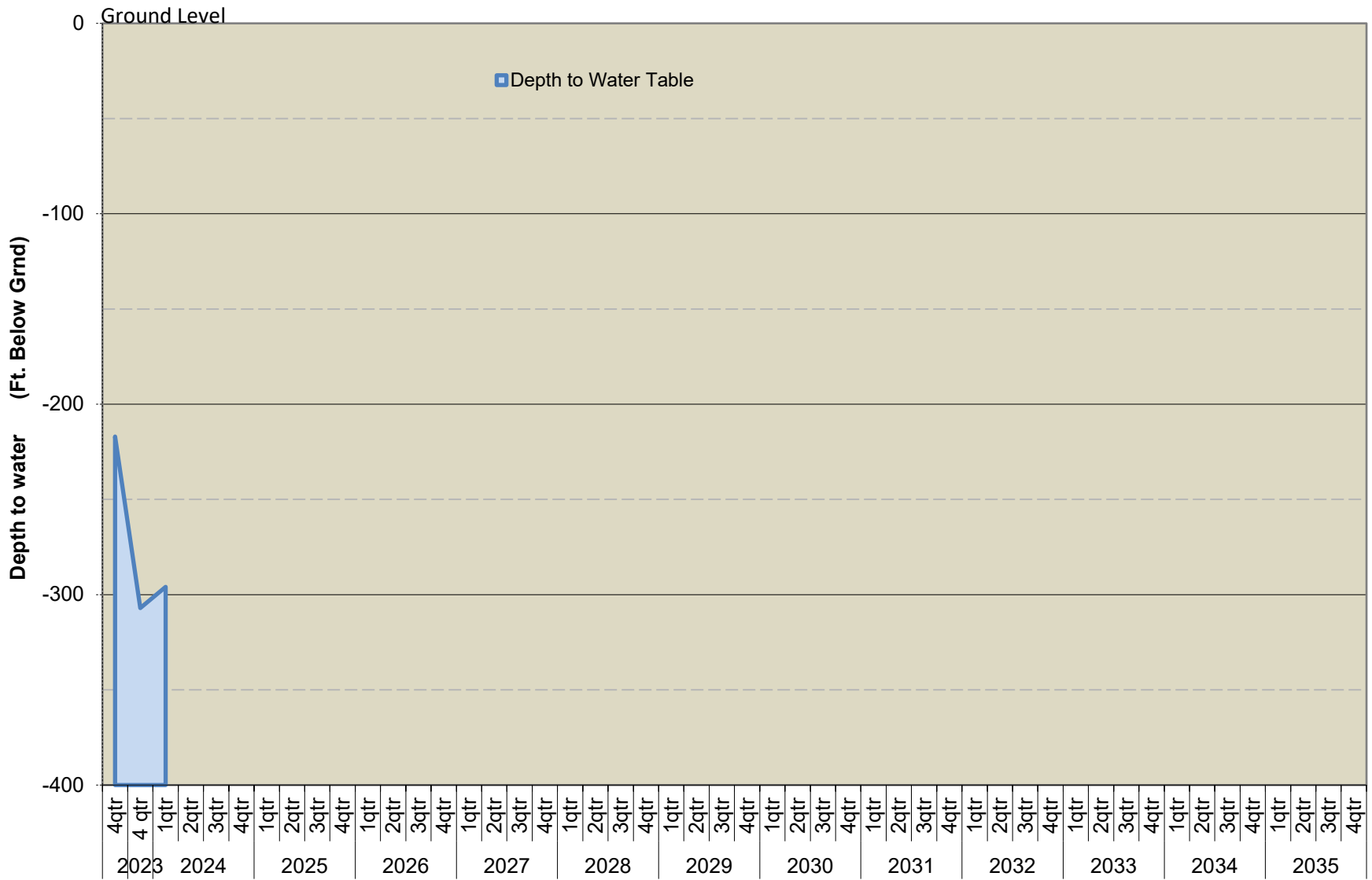
Original Budget	\$420,000
Original Contracts	\$0
Authorized Change Orders.....	NA
Current Contracts	NA

2204 GIS Update

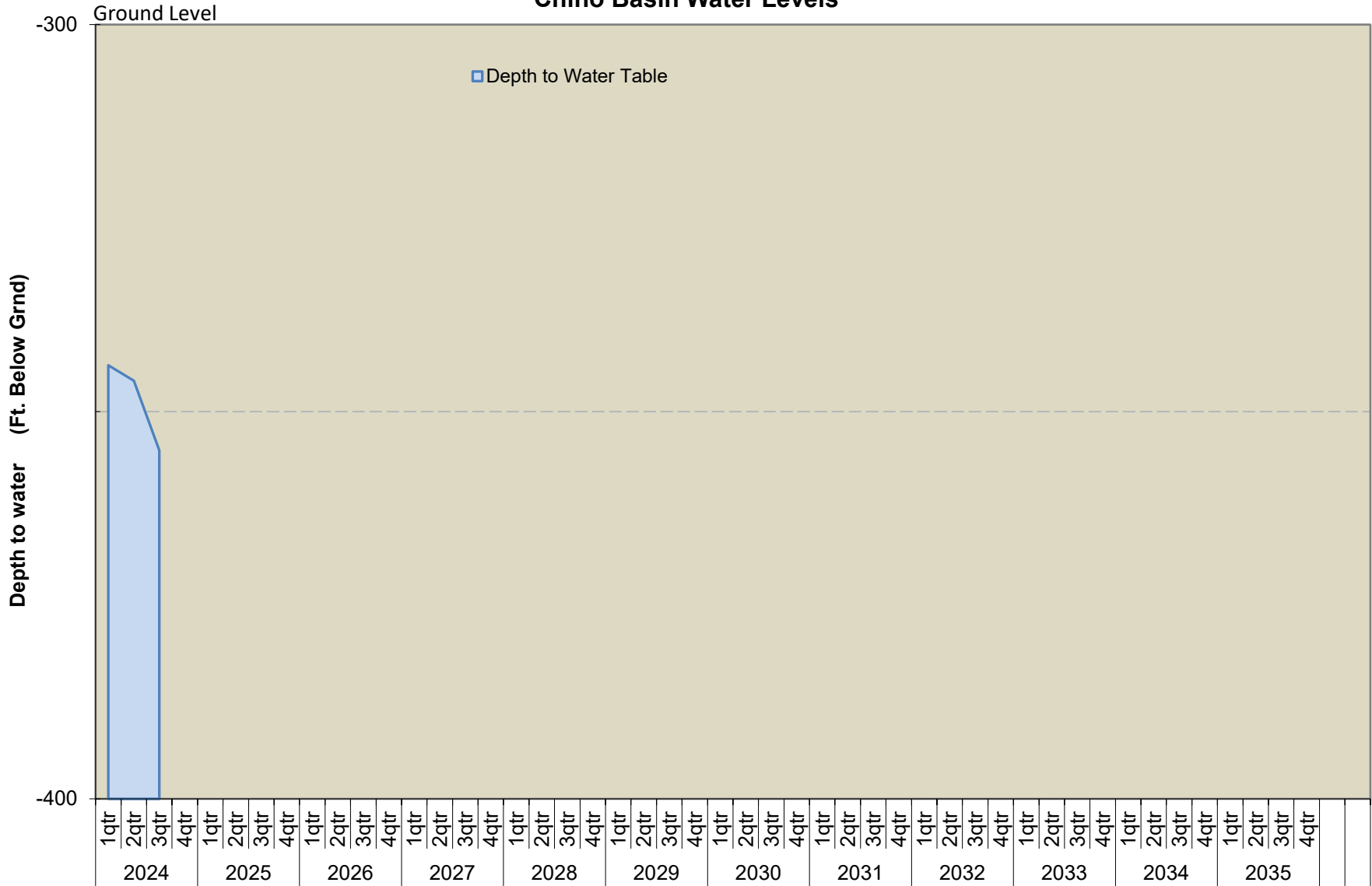
At the August Special Meeting, the Board authorized a contract with WSC to update the Company’s GIS maps. Contract has been executed. Consultant working on updates. WSC conducted training and system review with staff in May. Staff is providing field updates into the GIS system for consultant to correct on a quarterly/half year basis.

Original Budget	\$11,110
Original Contracts	\$11,110
Authorized Change Orders.....	NA
Current Contracts	\$11,110

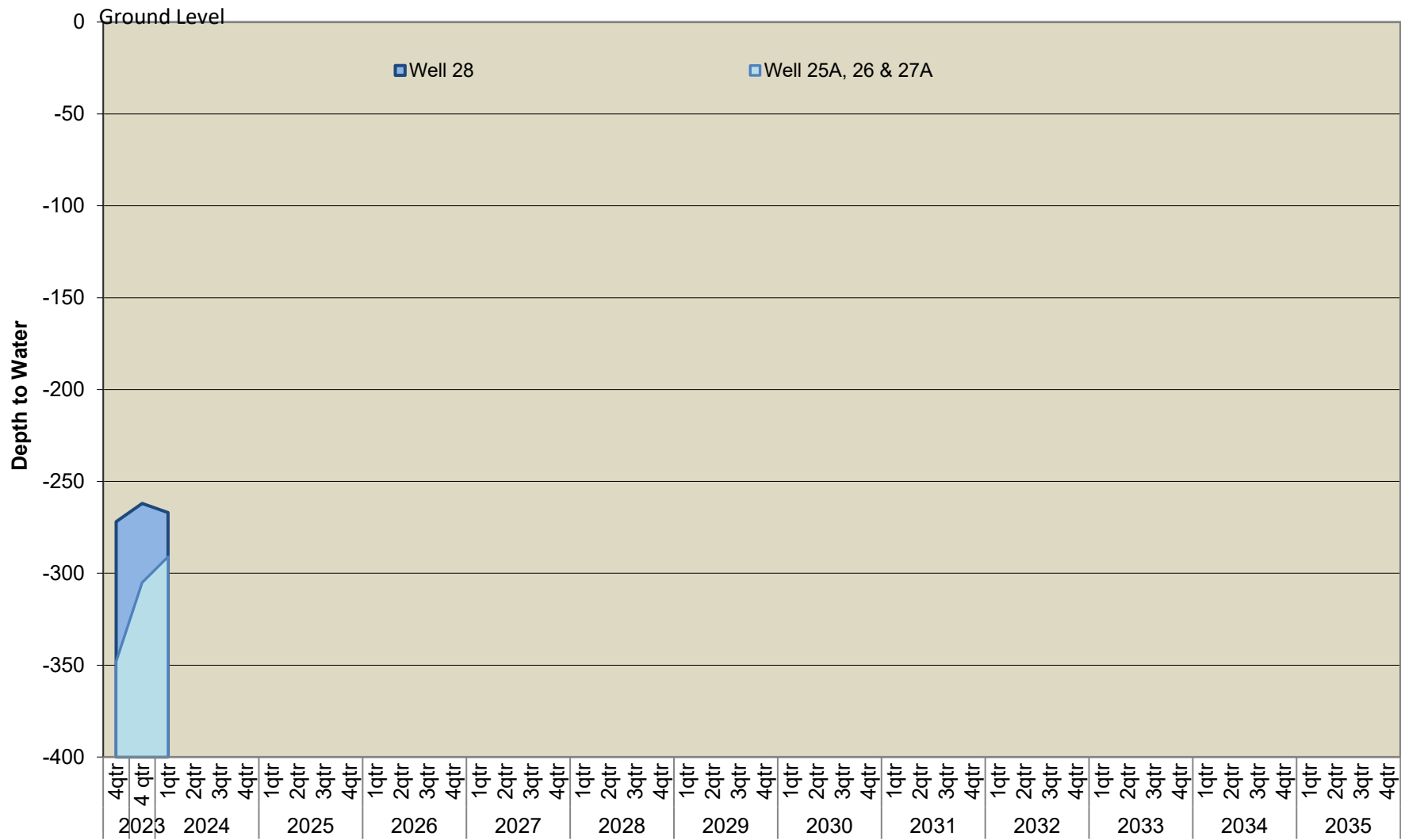
Cucamonga Basin Water Levels



Chino Basin Water Levels



Six Basins



Item Title: Conservation Programs Update

Purpose:

Update on the Company’s existing water conservation programs

I. Local Assistance in meeting Best Management Practices

Conservation rebates thru 12/31/2023

Residential Rebate Programs- (Fiscal year) thru Metropolitan Water Dist.	Devices/ Rebates	Est. gallons saved/ device/year	Total est. gallons saved per year*
High Efficiency Clothes Washers	3	11,243	33,729
Rotating Nozzles	0		
Weather Based Irrigation Controllers	2	105,917	211,834
High Efficiency Toilets (premium)	2	13,851	27,702
Rain Barrels	2	619	1,238
Turf Removal	0		
Residential Program thru Chino Basin Water Conservation District			
Landscape Audit		3485	
Total Savings for calendar year			274,503

Funding is limited and rebates issued on first come, first served basis.

II. SAWCo Efforts in meeting Demand Mgmt. Measures (DMM’s) thru 12/31/2023

SAWCo Programs- (2023)	Total Budget: \$14,000	Devices/Rebates	Est. gallons saved per device per year	Total est. gallons saved per year
Toilet Direct Installation for SAWCO customers	\$2,000 Cost to date: \$447.00	2	15,600	31,200
SAWCo Wholesale Agencies Assistance- Toilet Direct installation	\$12,000 Cost to date: \$5364.00	15	15,600	234,000
TOTAL	\$5,811.00	17		265,200

	2023	2022	2021	2020	2019	2018
SAWCo Financial Assistance	\$1042.07	\$662.70	\$ 4,551.00	\$9,198.53	\$31,782.54	\$8,474.70

Financial Assistance Program – Adjustments made when customer has requested in writing a reprieve on their bill after repairing leak(s).

Agenda Item No. 6

Item Title: Consideration for 4/10 Work Schedule

Purpose:

To consider a change in Company standard operating hours, shifting to a 4/10 work schedule no sooner than July 1st, 2024.

Issue:

Consider shifting to a 4/10 work schedule no sooner than July 1st, 2024

Manager’s Recommendation:

Approve change to the Company’s standard operating hours.

Background:

At the employee’s request staff has been discussing with the AFC about switching to a 4/10 work schedule. As proposed the employees would work a full 40-hour week work schedule with a 10-hour work day four days a week.

Staff has reviewed multiple Human Resource(HR) articles supporting that a 4/10 work schedule increases productivity, reduces absenteeism, improves employee morale and job satisfaction, and provides better work-life balance. In effect, a 4/10 schedule improves employee enticement and retention.

There is an efficiency benefit to a 4/10 work schedule whereby the field crews gain an additional hour each work day to complete tasks and reduce set-up/break-down time over the course of the work week. Balancing this benefit is an increase of 4 hours standby time (overtime at time-and-a-half) on the proposed Friday off, increasing labor costs about \$267 per 2-week pay period (\$6,933 / year).

To offset the additional cost, staff proposes eliminating the Friday after Thanksgiving as an official company holiday, thereby reducing the number of company holidays by one (9 to 8). This reduction saves the company about \$4,500 per year.

The City of Upland, the City of Pomona and Cucamonga Valley Water District work a 4/10 schedule. Monte Vista Water District is currently adopting a 4/10 schedule.

The proposed hours of operation are as follows:

<u>Office</u>		<u>Field</u>	
M through Th	6:45 a.m. to 5:30 p.m.	M through Th	6:00 a.m. to 4:30 p.m.
45 minute lunch		30 minute lunch	
Fri	Closed	Fri	Closed

With the AFC’s approval staff distributed to Company employees the attached internal memo describing the proposed change and legal requirements. Employees were provided time between receipt of the memo and a companywide vote to change the schedule. A vote was taken on April 9th and the results were unanimous agreement to switch to a 4/10 schedule.

The AFC approved bringing the vote results to the regularly scheduled April Board Meeting for consideration. This final decision rests with the full Board. If the Board authorizes a change in operating hours to a 4/10 schedule staff will begin preparing to start a 4/10 schedule no sooner

than July 1st. There are logistical details that need to be worked through between the Board's acceptance of switching to a 4/10 schedule and actual implementation.

The current schedule (subject to change) is as follows:

- Tonight the Board votes to authorize changing operating hours to a 4/10 schedule
- Staff sends letter to the State Department of Industrial Relations notifying of the affirmative employee vote and a change in schedule
- Staff notifies shareholders of change in schedule on May, June and July billings
- Staff posts notice of revised hours on website
- Staff includes notice of revised hours in Summer newsletter
- Staff brings a revised employee manual to the AFC in May 2024, including changes to address a 4/10 schedule
- AFC moves to bring the revised employee manual to the full Board for consideration and approval at the regular June 2024 Board Meeting
- Monday July 1st, 2024 the Company shifts to new operating hours (subject to shift further into the year pending administrative preparation)

Previous Action:

None.

Impact on Budget:

Yearly labor increase of \$2,433

- Increase of \$6,933 for Standby
- Decrease of \$4,500 for elimination of Friday after Thanksgiving Holiday

SAN ANTONIO WATER COMPANY

ALTERNATIVE WORK SCHEDULE PROPOSAL

Date: March 19, 2024
To: All Fulltime Employees
Re: Proposed Alternative Work Schedule

1. Proposed Work Schedule. San Antonio Water Company (“SAWCO”) proposes the following regular straight-time work schedule for full-time employees in SAWCO’s Office located at 139 N. Euclid Avenue, Upland, California, 91786 and 172 1st Street, Upland, California 91786 to be effective July 1, 2024:

- 4 workdays per workweek of 10 hours per workday

The four 10-hour workdays will be Monday through Thursday

2. The Workdays and Workweek. For overtime pay calculation purposes, the established workday is from 12:00 a.m. to 11:59 p.m. When the proposed alternative work schedule take affect, the workweek will change and begin at 12:00 a.m. on Monday and end at 11:59 p.m. on the following Sunday.

3. Proposed Schedule Example. The proposed work schedule is set forth below:

Day:	Su	M	Tu	W	Th	Fri	Sa
Hours:	0	10	10	10	10	0	0

4. Weekly Schedule. Employees will have three consecutive days off. Reasonable accommodations will be explored to accommodate employees with religious beliefs and/or observances which conflict with the proposed schedule. Field crew will start at 6:00 a.m. and office crew will start at 6:45 a.m.

5. On-Call Schedule. The On-Call Schedule is as follows:

- On-call schedule will start on Monday at 6:00 a.m.
- The on-call person working through a Friday will perform rounds (4 hours) on that Friday at Overtime Rates of Pay.

6. Regular Rates of Pay. There will be no change in the current regular hourly rates of pay for employees because of the proposed schedule.

7. Overtime Rates of Pay. The alternative work schedules proposed entitle an employee to premium pay of one and one-half times his or her regular straight time rate of pay for all hours worked in any workday in excess of the regularly scheduled straight-time hours for that day up to twelve (12) hours in a workday, and for hours worked (up to eight) on any workday after the scheduled days in the above described workweek or for all hours worked over forty (40) in any one workweek. The proposed work schedule also entitles an employee to premium pay at the rate of twice his or her regular straight time rate for all hours of work in excess of twelve (12) hours per workday and for all hours of work in excess of eight (8) hours on any day worked after the number of regularly scheduled workdays in any one workweek.

8. Benefits. For employees working the alternative workweek, paid time off will be based on a 10-hour workday. Accordingly, employees will need to have 10 hours of accrued paid sick leave or vacation time to cover a full day absence. Similarly, employees will be paid for 10 hours on paid holidays.

9. Meal and Rest Periods. Employees will be scheduled for an unpaid meal period of not less than 30 minutes after not more than five hours of work. A second meal period of not less than 30 minutes will be scheduled if an employee works between 10 and 12 hours in a workday, unless it is waived by mutual written consent of an employee and the Company. Employees are authorized and permitted a ten-minute rest period at or about the mid-point of each four hours of work or major fraction thereof.

10. Discussion Meeting(s). This proposal will be discussed and explained at a employee meeting on March 19, 2024 at 8:00 a.m. in the Company Office Meeting Room. Please inform your supervisor immediately if you will be unable to attend the meeting so that special arrangements can be made.

11. Employee Election Agreement. Unless the Company withdraws its proposal, there will be a secret ballot election held on April 9, 2024. Each fulltime employee will be asked to vote for or against the proposed work schedule. If at least two-thirds of the fulltime employees vote for the proposal and sign a written agreement, the schedule will become effective at 12:00 am on July 1, 2024.

12. Cancellation/Revocation. Employees may repeal the schedule as permitted by law. The Company reserves the right to cancel the schedule at any time.

Agenda Item No. 7

Item Title: Salary Table Adjustment

Purpose:

To consider adjusting employee salary tables to match local inflation.

Issue:

Does the Board wish to adjust the Company salary tables to match inflation?

Manager's Recommendation:

Adjust the Company's salary tables 3.05% upward based on the Riverside / San Bernardino / Ontario 'Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)' change from January 2023 to January 2024.

Background:

A Consumer Price Index (CPI) measures changes in the price of consumer goods and services purchased by households. The Federal Bureau of Labor Statistics (BLS) tracks CPI for geographical areas in the States (www.bls.gov).

Based on changes in the CPI tables, companies may adjust wages to ensure employee's 'cost of living' is not impacted negatively by inflation. Adjustment to salary tables based on CPI are called, "Cost of Living Adjustments (COLA)".

Yearly, the Company considers adjustments to its salary tables based on published federal changes to a CPI index.

The CPI numbers and respective yearly change are shown below for the Riverside / San Bernardino / Ontario 'Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W)':

Geographic Area	Jan 2023	Jan 2024	Change	% Change
Riverside, et al.	127.936	131.840	3.904	3.05

The COLA adjustment only shifts the salary tables. It does not have an immediate impact on an employee's rate-of-pay. Individual employee's rate-of-pay are only adjusted once per year, during each employee's annual review. The adjustment in individual employee's rate-of-pay are strictly performance based. The company follows a fixed percentage raise-in-pay formula based on an employee's performance and

where the employee is currently located on their pay scale (see salary performance rating system box on attachment).

The AFC considered this item at its regularly scheduled March 26, 2024 meeting and unanimously recommended adjusting the Company's salary tables 3.05%

Impact on the Budget:

Implementing a COLA increases salary ranges only. It does not adjust current salary rates, except in one instances for 2024 The recommended COLA adjustment would place one employee below the salary range for their position. The Company would adjust this employee's salary upward to bring this employee back into the newly adjusted range (full year cost increase would be \$1,851). All other employees would be eligible for performance-based salary adjustments at the time of their annual review.

Previous Actions:

None.

2023 Salary rate				
	Low	Midpoint	Control Point	High
General Manager	\$ 228,238	\$ 271,003	\$ 285,272	\$ 313,830
Assistant General Manager	\$ 176,405	\$ 209,498	\$ 220,522	\$ 242,549
Water Utility Superintendent	\$ 107,120	\$ 127,192	\$ 133,869	\$ 147,264
Administrative Specialist	\$ 54,954	\$ 65,270	\$ 68,702	\$ 75,587
Senior Administrative Specialist	\$ 66,498	\$ 78,957	\$ 83,117	\$ 91,458
Accounting/Personnel Specialist	\$ 66,498	\$ 78,957	\$ 83,117	\$ 91,458
Admin/Conservation Specialist	\$ 54,954	\$ 65,270	\$ 68,702	\$ 75,587
Water Utility Worker 1	\$ 60,445	\$ 71,802	\$ 75,587	\$ 83,117
Water Utility Worker 2	\$ 73,133	\$ 86,861	\$ 91,437	\$ 100,568
Water Utility Worker 3	\$ 80,475	\$ 95,576	\$ 100,568	\$ 110,635

2024 COLA 3.05%

Proposed 2024 Salary rate				
	Low	Midpoint	Control Point	High
General Manager	\$ 235,206	\$ 279,261	\$ 293,966	\$ 323,398
Assistant General Manager	\$ 181,792	\$ 215,883	\$ 227,240	\$ 249,954
Water Utility Superintendent	\$ 110,386	\$ 131,082	\$ 137,946	\$ 151,757
Administrative Specialist	\$ 56,638	\$ 67,267	\$ 70,803	\$ 77,896
Senior Administrative Specialist	\$ 68,536	\$ 81,370	\$ 85,654	\$ 94,245
Accounting/Personnel Specialist	\$ 68,536	\$ 81,370	\$ 85,654	\$ 94,245
Admin/Conservation Specialist	\$ 56,638	\$ 67,267	\$ 70,803	\$ 77,896
Water Utility Worker 1	\$ 62,296	\$ 73,986	\$ 77,896	\$ 85,654
Water Utility Worker 2	\$ 75,358	\$ 89,502	\$ 94,224	\$ 103,626
Water Utility Worker 3	\$ 82,930	\$ 98,488	\$ 103,626	\$ 114,005

2023 hourly rate				
	Low	Midpoint	Control Point	High
General Manager	\$ 109.73	\$ 130.29	\$ 137.15	\$ 150.88
Assistant General Manager	\$ 84.81	\$ 100.72	\$ 106.02	\$ 116.61
Water Utility Superintendent	\$ 51.50	\$ 61.15	\$ 64.36	\$ 70.80
Administrative Specialist	\$ 26.42	\$ 31.38	\$ 33.03	\$ 36.34
Senior Administrative Specialist	\$ 31.97	\$ 37.96	\$ 39.96	\$ 43.97
Accounting/Personnel Specialist	\$ 31.97	\$ 37.96	\$ 39.96	\$ 43.97
Admin/Conservation Specialist	\$ 26.42	\$ 31.38	\$ 33.03	\$ 36.34
Water Utility Worker 1	\$ 29.06	\$ 34.52	\$ 36.34	\$ 39.96
Water Utility Worker 2	\$ 35.16	\$ 41.76	\$ 43.96	\$ 48.35
Water Utility Worker 3	\$ 38.69	\$ 45.95	\$ 48.35	\$ 53.19

Proposed 2024 hourly rate				
	Low	Midpoint	Control Point	High
General Manager	\$ 113.08	\$ 134.26	\$ 141.33	\$ 155.48
Assistant General Manager	\$ 87.40	\$ 103.79	\$ 109.25	\$ 120.17
Water Utility Superintendent	\$ 53.07	\$ 63.02	\$ 66.32	\$ 72.96
Administrative Specialist	\$ 27.23	\$ 32.34	\$ 34.04	\$ 37.45
Senior Administrative Specialist	\$ 32.95	\$ 39.12	\$ 41.18	\$ 45.31
Accounting/Personnel Specialist	\$ 32.95	\$ 39.12	\$ 41.18	\$ 45.31
Admin/Conservation Specialist	\$ 27.23	\$ 32.34	\$ 34.04	\$ 37.45
Water Utility Worker 1	\$ 29.95	\$ 35.57	\$ 37.45	\$ 41.18
Water Utility Worker 2	\$ 36.23	\$ 43.03	\$ 45.30	\$ 49.82
Water Utility Worker 3	\$ 39.87	\$ 47.35	\$ 49.82	\$ 54.81

Salary Performance Rating System			
Performance Rating	Bottom Third	Middle Third	Top Third
Outstanding	9.5%	9%	8%
Exceeds Expectations	8.0%	7%	6%
Meets Expectations	6.0%	5%	4%
Fails to Meet Expectations	0 to 2%	0%	0%

Item Title: Change Order #1 request for Company Administration and Operation Facilities

Purpose:

Discussion and Possible Action regarding Change Order #1 for Civil Engineering, CEQA, Surveying and Geotechnical of the Administration and Operation Facility at 20th Street property.

Issues:

Should the Company award a not-to-exceed \$163,550 Change Order #1 to the contract with CEDG Architects to design and manage the construction of facilities at the 20th Street property?

Manager's Recommendation:

Authorize staff to execute contract Change Order #1 with CEDG Architects for a not-to-exceed amount of \$163,550

Background:

In March of 2023 the Company authorize a professional services contract with CEDG to design a new campus facility. The architectural services contract was for \$283,550 for architectural design and project management through construction.

After a pre-submittal review by the City (attached), CEDG solicited additional necessary services to complete design of the site. Those services include Civil Engineering, CEQA, Surveying and Geotechnical efforts. Those proposals are attached for review.

At this time staff is requesting that the Board authorize Change Order #1 for a not-to-exceed amount of \$163,550.

The current full budget for the project is proposed to be \$4M, including a contingency of \$700k. This proposed design and project management contract represents 7% of the proposed budget.

Staff anticipated completion of design by the end of summer. During that time staff will reach out to the local residents and begin discussions of what our plans are and are not. Staff will also submit plans to the City, which will begin the zoning amendment process, which will also engage the local citizens around the property. Should all go well we could tentatively begin construction in early 2025.

Previous Action:

In March of 2023 the Company authorize a professional services contract with CEDG to design a new campus facility.

Impact on Budget:

Staff does not have a construction estimate for the current plan. The buildings have changed significantly (smaller admin and larger ops building) and the construction market costs have risen

Agenda Date: April 16, 2024

due to inflation. Staff proposes a budget of \$4 million, which includes a sizable contingency of \$700k due to unknowns.

The cost of construction and relocation is planned to come from the sale of property. Specifically the Admin Building, the Operations Building and the remaining North Benson Ave Property. Dependent on market conditions staff estimates property sale revenue of approximately \$4.4M.

Previous Sale of Benson South Property to City of Upland	\$ 1,720,000
Sale of Administration Office	\$ 500,000
Sale of Operations Property	\$ 500,000
Sale of Benson North Property	\$ 1,720,000
	<u>\$ 4,440,000</u>

The construction funds would be drawn from the Company's Depreciation and Obsolescence (D&O) fund. Revenue from the sale of property would backfill the D&O funds.

Given the above, this project should be expense-neutral at worst. It may actually provide a slight one-time increase in D&O funds once complete. This project will not impact current rates and charges.



DEVELOPMENT SERVICES DEPARTMENT
Telephone (909) 931-4130
Facsimile (909) 931-4321

November 20, 2023

Erik Peterson
401 E. Columbia Ave.
Pomona, CA 91767

SUBJECT: REVIEW OF PRELIMINARY REVIEW APPLICATION NO. 23-0003 FOR PROPOSED SAN ANTONIO WATER HEADQUARTERS LOCATED AT THE SE CORNER OF E. 20TH STREET AND FLOWER COURT (APN:1044-091-22)

Dear Mr. Peterson,

The purpose of this correspondence for your Preliminary Review Application is to provide you with general information on the regulations with which your project must comply, determine which planning entitlement permits must be obtained, describe the review process that applies to the proposed development, and to provide you with interpretations on how the City of Upland will apply code provisions to the proposed development.

As part of the review of your application, the City's Technical Review Committee met to discuss and review your proposed project. The City's Technical Review Committee is comprised of staff from the City's Planning Division, Public Works Department, Building Division and Police Department. Their comments/conditions are contained herein.

Submittal requirements and Processing:

1. The proposed project will require submittal of the following Planning Division Entitlement Applications (Attached):
 - a. General Plan Amendment (GPA)
 - b. Zone Change (ZC)
 - c. Development Plan Review (DPR)
 - d. Environmental Assessment Review (CEQA)

2. The following filing requirements shall be included with the official submittal:
 - a. Project plans including Site Plan, Floor Plan, elevations, grading and drainage, landscaping, walls and fences, lighting and photometric – 8 Sets
 - b. Elevations – at least 1 colored set
 - c. Preliminary WQMP – 3 Sets
 - d. Color Material Sample Board – 1 set

November 20, 2023

- e. Fire Master Plan, clearly and accurately dimensioned, at a scale of 1 inch = 20 feet depicting turning radius (inside radius of 20-feet and outside radius of 45-feet), drive isle lengths, fire lanes, hydrants, etc. – 1 Sets
- f. A written narrative of the proposed use and/or project.
- g. Two (2) copies of the TITLE REPORT showing legal vesting, lot description, easements and map of the property.
- h. Property ownership list and radius map as follows:
 - i. Two (2) sets of typed, gummed labels listing the names, addresses, and the Tax Assessor's Parcel Number of all property owners within 300 ft. of the exterior boundaries of the subject property; Notification shall be extended when less than ten properties are within 300 feet to include ten properties
 - ii. The list shall be obtained from the latest Equalized Assessment Rolls issued by the San Bernardino County Tax Assessor;
 - iii. Assessor's maps showing the subject site and all properties within 300 ft. of the exterior boundaries of the project site. The Assessor's pages shall be 11" x 17" with the appropriate radius clearly indicated in red;
 - iv. The completed Mailing List Certification Form.
- i. A notarized letter of authorization from the property owner(s) is required if the application is not being made by the property owner(s).
- j. Color photographs of the site.
- k. Digital copies of all above items on a flash drive.

3. Fees:

Review Process

- 4. Currently the project site has a Single-Family Residential Low (SFR-L) General Plan designation and is within the Single-Family Residential 76,500 (RS-7.5) zone. The proposed use is not currently permitted at the site, therefore, a General Plan amendment and Zone Change are required for the project.
- 5. The review process for the project is a City Council - Legislative Action process. Once the application is received, the Planning Manager will assign the project to the case planner. The planner will then route the plans to the "Technical Review Committee" (TRC) members. The TRC meeting will result in comments/corrections from Planning, Building and Safety, Public Works, Police and Fire, which will be provided to the applicant in the form of a completeness letter within 30 days of submittal. When the applicant revises the plans and resubmits, the planner will again route to TRC for review, with completeness/ comments being provided within 30 days. This process will be followed until the application is deemed complete. Once complete, the planner will begin the process for a Public Hearing with the Planning Commission. Planning Commission meetings occur the 4th Wednesday of every month. The Planning Commission will make a recommendation to the City Council, after which a public hearing with the City Council will be made. City Council meeting Occur Every 2nd and 4th Monday of the month. The City Council is the approval authority for this project.

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6. Please note that the applicant must submit entitlement plans directly to the San Bernardino County Fire Department for review, approval and Conditions of Approval. Please find the attached fire submittal handout. All submittals are made online at <https://ezop.sbcounty.gov/>

Planning Division

The comments below indicate where some non-compliance may exist. This list is not comprehensive, but addresses the primary code requirements, and code sections that the projects plans may not comply with.

Site Plan Comments

Development Standard Compliance Table – After Zone Change

UMC Section	Development Standard	Project Provided	Compliance Yes/No	Comment/Remedy
17.08.030 B Table 17.08-2	Floor Area Ratio Max: 0.5	.07	Yes	
17.08.030 B Table 17.08-3	Front yard setback 15 ft.	152-feet	Yes	
17.08.030 B Table 17.08-3	Street Side yard setback 5-feet. Interior Side: No Requirement	300+ feet	Yes	
17.08.030 Table 17.08-3	Rear yard setback is 20 ft.	35-feet	No	Plans show 9 ft 10 in. Please revise.
17.08.030 B Table 17.08-3	Structure Height 45 ft. (max.)	Conceptual plans propose 30 ft.	Yes	Please provided actual elevation height at the time of submittal.
17.12	A landscape plan shall be provided that shows compliance with the City's landscape ordinance Upland Municipal Code.	Preliminary landscape plan shows the potential for compliance with the UMC. Please review UMC 17.12 to confirm compliance.	--	A landscape plan shall be provided that shows compliance with the City's landscape ordinance Upland Municipal Code. As well as design standards identified in 17.11.
17.11.030	On-Site Vehicle Parking Requirements Office: 1 per 400	18 Spaces Required – 36 Provided.	Yes	Please clarify will building be retail or restaurant drive- through?

	square feet plus 1 per 500 square feet of industrial space.			
17.11.040	The minimum number of motorcycle parking areas shall be provided as shown in Table 17.11-2 (Motorcycle Parking Requirements). One motorcycle parking area may count towards fulfilling the requirement for one automobile parking space.	Not provided	No	Parking for Motorcycles: two motorcycle parking spaces required
17.11.060 A	For the following uses, the number of short-term bicycle parking spaces shall be at least 10 percent of the number of required automobile parking space.	Not provided	No	Bicycle parking shall be outside of the public right-of-way and pedestrian walkways, in highly visible locations, and within 50 feet of a main entrance to the building it serves. See Figure 17.11-1. Provided short-term parking
17.11.060 B	Any establishment with 25 or more full-time equivalent employees shall provide long-term bicycle parking at a minimum ratio of one space per 20 vehicle spaces.	Not provided	No	Identify number of full time employees.

17.16.030	Outdoor Storage Maintenance C 6 A-J Non-Residential Lots/Parcels.	Not provided	No	Please identify proposed trash enclosures on site. See UMC Section: 17.16.030 C A-J. Plan submittal shall comply with 17.16.030 C A-J. Trash and storage enclosures for the warehouse buildings should be architecturally compatible with the project design. Landscaping should be used to screen and deter graffiti.
17.11.100 A.	Standard open parking stall spaces shall be 9 feet wide by 19 feet long.	Parking spaces are shown at 9-feet by 19-feet.	No	
17.11.100 (I)(4)(b)	Landscape islands shall be provided within each row of parking spaces so as to prevent more than ten vehicles from being parked side-by-side in an abutting configuration.	Landscape fingers/islands are required.	No	Add landscape fingers to the public parking lot.
17.11.100 (I)(6)(a)	Shade trees shall be provided within parking lots so that within 10 years of planting 50 percent of the parking area is shaded at the summer solstice (June 21).	Unknown	No	Provide exhibit showing shading.

Additional Site Plan Comments

7. Is the driveway closest to 20th street dead end necessary? Please clarify the use of this driveway. This driveway should be closed to allow room for additional grove area, and prevent traffic on 20th Street.
8. The proposed driveway from the intersection of Campus Avenue and 20th street will result in a 4-way intersection as another project is currently being constructed at this intersection. As a part of the traffic analysis, please provide a safety analysis of the intersection to determine if any stops signs are required.
9. Consider orienting the citrus grove to be 90 degrees from 20th street to mimic the orientation of the original citrus groves in the area.
10. The solar cover over the proposed employee parking shall be architecturally compatible with the proposed building (e.g. decorative columns or other features). The submittal shall include elevations of the proposed carports.
11. Identify the location of the trash enclosure on-site.
12. A vehicle gate shall be provided 40-feet from Campus Ave to prevent access. Signage shall also be included indicating "Employee Access Only" or similar language.

Design Comments

These comments are general, as the proposed design was preliminary.

13. The proposed carports shall be architecturally compatible with the proposed buildings. Provide elevations of the proposed carports.
14. The building design should incorporate architecture that utilizes changes in wall planes or varying height, changes in building materials and colors, a defined building façade that delineates the base, middle, and top of the building, defined entry to the building among other techniques to create visual appeal.
15. The building facades should include architectural features such as reveals, windows and openings, changes in parapet heights, color, texture, and material to add interest to the building elevation and reduce its visual mass.
16. The primary building entries should be readily identifiable and well defined through the use of projections, recesses, columns, roof structures, or other design elements.

CEQA

November 20, 2023

17. Upon review of the plans, the project appears to require the preparation of an Initial Study and Mitigated Negative Declaration (IS/MND). The following technical studies/analysis are required for the IS/MND:
- a. Air Quality Analysis.
 - b. Greenhouse Gas Analysis.
 - c. Biological Resources Analysis/Assessment.
 - d. Geotechnical Report
 - e. Hydrology Calculations
 - f. Water Quality Management Plan.
 - g. Traffic Analysis. Prior to preparation of the analysis, the traffic engineer should submit a scope of work for review by the Development Services Department and Public Works Department.
 - h. Additional studies determined to be necessary by the Development Services Director.
18. Please the attached environmental consultant list for consultants approved by the City. If another consultant is desired, the City may require a statement of qualifications to ensure the consultant meets the City's standards.

The items listed below shall be included on the plans referenced.

19. Site Plan

- a. Legal description of the property;
- b. Assessor Parcel Number;
- c. Adjacent streets and alleys by name;
- d. The location and dimension of all proposed parking areas and spaces;
- e. Any legal easements that cross the property or other pertinent legal features;
- f. Property lines and dimensions;
- g. Location of improvements within 100 feet of the site boundaries;
- h. Square footages and percentages of the project area for landscaping, paved areas, coverage by the building(s), floor area ratio, etc.;
- i. All building setbacks from all property lines;
- j. Street dedications and improvements;
- k. Existing or proposed medians within 100 ft. of site;
- l. Fire truck turning templates at driveways on site and the tracking of front and rear tires for the appropriate size truck for use or standard fire truck, (whichever is larger). Indicate design vehicle used for template;
- m. All existing and proposed utilities (i.e. boxes, backflow preventer, etc.) and fire hydrants; and
- n. All proposed gate locations onsite.

20. Landscaping Plan

- a. A landscaping plan which shows the proposed landscaping (trees, shrubs, and groundcover) with building footprints and parking areas shown as well;
- b. The location of the planting area;
- c. Number and general types of plants to be used;
- d. AB325 State water calculations & valve scheduling charts;
- e. Agronomic soils report with recommendations;
- f. Include the MAWA for the plans, including the calculations used to determine the MAWA and consistent with the Water Efficient Landscape Worksheet submitted for the project;
- g. Include the ETWU for the plans, including, the calculations used to determine the ETWU and consistent with the Water Efficient Landscape Worksheet submitted for the project;
- h. A compliance statement signed by the person who prepared the plans is provided on the title sheet for each set of the plans as follows:

“I am familiar with the requirements for landscape and irrigation plans contained in the City of Upland Water Efficient Landscape Regulations. I have prepared this plan in compliance with those regulations and the Landscape Design Manual. I certify that the plan implements those regulations to provide efficient use of water. Under penalty of perjury, I affirm that the foregoing is true and correct.”

21. Floor Plans

- a. Interior layout and dimensions of all floors;
- b. Finished floor elevations of ground floors;
- c. Show all rooms and their use;
- d. Provide exiting analysis to show compliance with California Building Code requirements;
- e. Building cross sections with vertical floor-to-floor/floor-to-roof dimensions.

22. Roof Plans

- a. Direction and pitch of all roof elements;
- b. Roofing material;
- c. Location and dimensions of all roof mounted equipment and required screening;
- d. Height analysis.

23. Elevations

- a. Detailed plans illustrating all proposed exterior features;
- b. Label the type of construction materials for each architectural feature;
- c. Label colors for each architectural feature;
- d. Label screening materials for roof mounted equipment including HVAC;
- e. All exterior elevations including those surrounding courts and patios;
- f. Indicate all architectural features. Indicate all features to be removed as dashed lines;
- g. Specify all materials to be used;

- h. Indicate the height of the highest wall and/or roof element, the height of any architectural features such as towers or cupolas, and the maximum height of freestanding walls or fences.

24. Section Details

- a. Cross sections of the building shall include existing and proposed grades from property line to property line;
- b. Longitudinal section of the building or buildings;
- c. Typical details of any architectural feature such as cornice bands, wall caps, railing including wrought iron, chimney detailing, wall detailing, fascias, and any decorative detailing.

25. Grading Plans

- a. Existing and proposed contours on- and off-site for 15 feet (2 feet interval may be required);
- b. Existing and proposed flow lines;
- c. All existing and proposed retaining walls with detailed information including top of wall and finished surface/grade on both sides of the wall;
- d. All top and tow of existing and proposed slopes;
- e. All existing and proposed terrace and down drains;
- f. All cross sections of manufactured cut and fill areas;
- g. All existing and proposed pad elevations;
- h. Cross sections from side property line to side property line and center line of street to rear property plus any impacted features on adjacent properties showing existing conditions and improvements;
- i. Clearly identify all ADA/Title 24 accessible paths of travel (private and public property) throughout the project on a preliminary grading/site plan;
- j. Existing improvements and trees shown in existing locations and note whether they are to remain, be relocated or removed.

Note: If required, rough grading plans shall be prepared and signed by a civil engineer registered in the State of California. Applicants must provide a soils and geology report prepared by a soils engineer and geologist registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

26. Drainage Plans

- a. Flow lines;
- b. Retaining structures;
- c. Drainage facilities and structures;
- d. Hydrology and hydraulic calculations;
- e. Indicate whether the drainage facilities are to be publicly or privately owned and maintained.

Note: Drainage plans shall be prepared and signed by a civil engineer registered in the State of California. Grading and drainage plans may be combined on one sheet provided the information remains clear.

Additional Information

27. The applications must be typed or printed and filled in completely.
28. If the applicant is not the property owner, the property owner shall designate the applicant as the authorized agent to act on his/her behalf and both shall sign this application.
29. Proof of property ownership, e.g., deed, title insurance policy.
30. Chain of title indicating prior ownership and date of lot creation, Certificate of Compliance, or copy of recorded map.
31. A written narrative of the proposed use or project. The narrative shall contain the following minimum information: (a) Description of project and services, including proposed use, square footage, hours and days of operation, number of employees, and other information as appropriate. (b) Reasons for initiating this application. (c) Description of surrounding uses to the north, south, east and west. (d) Description of population served by the proposed use or project.
32. Include a development standard conformance matrix on the cover sheet of the site plan. The matrix shall include information on how the project complies with all aspects of the Zoning Code regarding setbacks, building height, site coverage, parking, landscaping, etc.
33. An electronic version (PDF) of the plans is required.

Public Works Department – Alan French, Principal Engineer 909-931-4235

34. Please show utility service connections.
35. Please show spot elevations.
36. Please see attached submittal preparation checklist for Public Works minimum guidelines.

Building Division – Tom Campbell Interim Building Official/Contract Plans Examiner, 909-931-4115

37. The applicant must show compliance with the 2022 Model Codes at the time of building permit submittal.

38. The applicant must submit a soils report at the time of building permit submittal.
39. Site ADA inspection report (CASp) will be required prior to final inspection.

-----End of Comments-----

We look forward to the full submittal of your project. If you have any questions or need any assistance, or would like to schedule a predevelopment meeting, please contact me by email at jwinter@uplandca.gov or by phone at (909) 931-4143.

Sincerely,

Joshua Winter

Joshua Winter
Senior Planner



March 28, 2024

Erik Peterson, Architect
CEDG
401 E. Columbia Avenue
Pomona, CA 91767

Subject: Proposal to Prepare California Environmental Quality Act Documentation and Technical Studies for the Proposed San Antonio Water Headquarters at the Southeast Corner of East 20th Street and Flower Court (LSA Proposal No. 20240954.P000)

Dear Mr. Peterson:

LSA is pleased to submit this proposal to prepare California Environmental Quality Act (CEQA) documentation for the proposed San Antonio Water Headquarters at the southeast corner of East 20th Street and Flower Court Project (Project) in Upland, California.

Based on LSA’s understanding of the Project and familiarity with the surrounding area, LSA believes that an Initial Study/Mitigated Negative Declaration (IS/MND), supported by technical analyses, will be the appropriate environmental document to satisfy the requirements of CEQA for the proposed project. The proposed scope of work and budget, which is detailed below, reflects this level of effort. This scope of work is based on the assumption that the project will not result in significant unavoidable environmental impacts and that additional environmental analysis and documentation (beyond an IS/MND) will not be required. Should additional analysis be necessary, LSA will immediately coordinate with CEDG and San Antonio Water Company to determine the next steps.

During direct communication with you and the requirements outlined in the *Review of Preliminary Review Application No. 23-0003* letter dated November 20, 2023, provided by the City of Upland (City), LSA proposes to prepare the following technical studies to support the analysis of the Project pursuant to current *State CEQA Guidelines*: an Air Quality and Greenhouse Gas Technical Memorandum, a Biological Resources Technical Memorandum, a Cultural Resources Assessment, and a Noise and Vibration Technical Memorandum. A Traffic Analysis will also be provided to support the traffic engineer, design, and CEQA analysis. This proposal assumes that the City will serve as the CEQA lead agency.

Preparation of the IS/MND will be staffed by **Amanda Durgen, Principal**, who will oversee the proposed project and provide quality assurance for all work undertaken, and **Dena Giacomini, Senior Environmental Planner**, will serve as the Project Manager. Ms. Durgen and Ms. Giacomini will be supported by LSA staff technical specialists. LSA can provide a statement of qualifications to ensure compliance with the City’s standards upon request.

PROJECT UNDERSTANDING

We understand that you are working with the owner, San Antonio Water Co. (SAWCO) to develop an existing undeveloped portion of land into the new SAWCO headquarters at the southeast corner

of 20th Street and Flower Court (Assessor's Parcel Number 1044-091-22). The architect has received a comment letter from the City of Upland's Development Services Department (dated November 20, 2023) that requires, among other things, preliminary site grading and drainage design to support the CEQA findings.

The overall proposed project includes two new buildings, a driveway from the intersection of Campus Avenue and 20th Street resulting in a four-way intersection, a vehicle gate, a solar cover over the employee parking area, an associated visitor parking area, and landscaping.

To comply with the City's General Plan and zoning regulations, the project will require a General Plan amendment and a zone change. Currently, the project site has a Single-Family Residential Low (SFR-L) General Plan designation and is within the Single-Family Residential 76,500 (RS-7.5) zone. The proposed use is not currently permitted at the site. LSA assumes that the City will address the updates to the General Plan and zoning regulations with the support from the CEQA document and technical studies outlined below.

SCOPE OF WORK

LSA proposes to complete the following scope of work for CEQA compliance and preparation of an IS/MND, as discussed below.

Task 1.0: Project Initiation

Task 1.1: Project Kickoff Meeting

LSA will participate in a kickoff meeting via teleconference to initiate the project. The kickoff meeting will:

- Establish protocols for product review, communication, and coordination with all participants.
- Confirm the City's preferred format and structure for the IS/MND.
- Establish a mutual understanding of the environmental documentation objectives and key issues and explore community and City concerns regarding the project.
- Obtain relevant and available project description information.

Task 1.2: Project Description

LSA will prepare a project description for use in the technical analyses and IS/MND, which will include the location and characteristics of the project site, the project background, proposed project components, and required City approvals. LSA will prepare a location map and graphics illustrating the project site, based on provided materials. LSA will provide an electronic copy of the draft project description to the team for review and comment. Following receipt of one set of consolidated nonconflicting comments, LSA will prepare a final project description for distribution to the technical specialists prior to beginning their analyses. The overall schedule and budget are based on the

assumption that the project description will be finalized during the project initiation task and that substantive changes to the project description will not be made later in the process.

Deliverable

- Draft and Final Project Description

Task 2.0: Technical Analyses

LSA will prepare the following technical analyses to support the proposed environmental documentation, engineering and design, and the City's compliance requirements.

Task 2.1: Air Quality and Greenhouse Gas Technical Memorandum

The following scope of services identifies the tasks LSA will undertake to prepare an Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum for the proposed project. The proposed project would generate construction emissions and potentially would generate long-term operational emissions in the project vicinity. This increase could contribute to existing air pollution and has the potential to exceed regional air emission thresholds established by the City of Upland and the South Coast Air Quality Management District (SCAQMD). Construction activities associated with development could increase concentrations of particulate matter and toxic air contaminants. Construction of the proposed project would also generate greenhouse gas (GHG) emissions. Typically, an individual project does not generate sufficient GHG emissions to influence global climate change significantly on its own; therefore, the issue of global climate change is cumulative in nature. The proposed project would generate GHG emissions that would cumulatively contribute to global climate change.

Following SCAQMD's CEQA guidelines, LSA will prepare a draft Air Quality and Greenhouse Gas Technical Report Memorandum to identify existing air quality conditions and potential impacts resulting from the proposed project, by undertaking the following subtasks.

- **Describe Existing Environmental Setting:** LSA will provide a brief summary of information related to air quality and global climate change along with the climate/meteorological conditions in the project vicinity.
- **Describe the Existing Regulatory Framework:** The existing regulatory framework for air quality and global climate change will identify applicable federal, State, and City of Upland policies, regulations, and programs.
- **Determine the Project's Consistency with Adopted Plans.** LSA will review adopted plans related to clean air and the reduction of GHG emissions in California, the SCAQMD, and Upland, and determine the project's consistency with these plans.
- **Assess Project Construction Emissions.** Construction activities associated with the proposed project would generate increased particulate emissions associated with demolition, site preparation, grading, soil hauling, and other construction activities on the project site.

Construction equipment exhaust would also be a source of air pollution. LSA will calculate the regional construction emissions using the California Emissions Estimator Model version 2022.1 (CalEEMod).

- **Assess Project Operation-Period Air Quality Impacts.** The project may generate minimal new vehicular trips within the region. As applicable, regional emissions of criteria air pollutants associated with any new operations from vehicle trips will be calculated with CalEEMod. In addition, emissions associated with stationary sources, such as on-site energy consumption and landscaping equipment, will be estimated.
- **Conduct a Construction Health Risk Assessment:** Based on the anticipated construction activity and the proximity of nearby residential receptors, LSA will prepare a construction health risk assessment (HRA) that will summarize cancer risk, non-cancer risk (chronic and acute), and fine particulate matter (PM_{2.5}) concentrations and will compare the results of the HRA with the SCAQMD's recommended thresholds.
- **Assess Project Greenhouse Gas Emissions.** Using CalEEMod, LSA will provide a quantitative assessment of GHG emissions associated with all relevant sources related to the project, including construction activities, any new vehicle trips, energy consumption, water usage, and solid waste generation and disposal.
- **Identify Mitigation Measures.** LSA will identify, where necessary, practical mitigation measures to address any significant project or cumulative impacts. Mitigation measures designed to reduce the project's short-term construction and long-term air quality impacts to the extent feasible will be identified. LSA will provide both an evaluation of the potential mitigation measures and a discussion of their effectiveness.
- **Prepare the Memorandum.** LSA will submit one digital copy of the draft Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum to the project team for review. Based on one set of consolidated City and client comments, LSA will prepare a final Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum. The document will be submitted to the client as a PDF file.

Deliverable

- Draft and Final Air Quality and Greenhouse Gas Emissions Impact Technical Memorandum

Task 2.2: Biological Resources Assessment

The following details the scope of work required to conduct a Biological Resources Assessment (BRA). The analysis will address potential biological constraints to on-site development relative to the requirements of CEQA, federal and California Endangered Species acts, and the potential existence of wetlands or other jurisdictional waters on the site.

Literature Review. LSA will conduct a literature review to identify sensitive species known or reported to occur within the project area. The literature review will include the California Natural Diversity Database, the United States Fish and Wildlife Service Information for Planning and Consultation, and the California Native Plant Society's Electronic Inventory. The review will also include Google Earth aerial imagery.

Biological Resource Survey. An LSA biologist familiar with the habitats and sensitive resources of the region will conduct a general on-site field survey.

Documentation. LSA will prepare a BRA report including a summary of the results of the literature review, biological resources survey, and an assessment of whether focused surveys are needed. The following details the scope of work.

- A summary of survey methodology and results
- Representative site photographs
- A list of species observed during the site visit
- A discussion of plant communities and mapped soils

The BRA will include an assessment of the potential habitat value for any threatened or endangered species, and identification of any focused species surveys that may be necessary (this scope of services does not include focused species surveys); a discussion of areas that may potentially be considered jurisdictional wetlands, waters of the United States, or streambeds, as defined by the United States Army Corps of Engineers, the Regional Water Quality Control Board, and the California Department of Fish and Wildlife, respectively; a discussion of direct, indirect, and cumulative impacts of the proposed project to sensitive biological resources; and graphics and maps as needed to show the project location and vicinity and locations of any biological resources or habitat areas on the site that may require additional study or review for CEQA compliance.

This scope and cost estimate anticipates up to one round of review/revisions on the report. The report will be provided as an electronic draft in PDF. The PDF will include all text, graphics, and supporting appendices. If additional rounds of comments and/or additional coordination with the client are required, a budget augment will be necessary to complete the additional work.

This scope does not include the completion of any focused species survey, arborist evaluation, or jurisdictional delineation. If requested, LSA will provide a contract amendment to complete any such documentation.

Deliverable

- Draft and Final Biological Resources Assessment Report

Task 2.3: Cultural Resources Assessment

Record Search. LSA will conduct a cultural resources record search at the South Central Coastal Information Center at California State University, Fullerton and a pedestrian archaeological survey

for the project area. The estimate for this task is predicated on anticipated negative findings for archaeological resources. If archaeological resources are identified, LSA will advise the client and prepare a budget augment request. Preliminary research indicates there is one historic-period (50 years of age or older) structure (a water tank) within the project area. An LSA architectural historian will conduct archival research to determine the structure's dates of construction and alterations, identify people and events associated with the structure, and develop relevant historic contexts for the property.

Field Survey. LSA will complete an intensive-level field survey of the historic-period structure. It will include photographing the structure and related features and making detailed notations regarding the historic-period structure's character-defining features, integrity, and condition. Safe access to the property may be required. The historic-period structure will be documented and evaluated for historical significance on State Department of Parks and Recreation (DPR) 523 forms using the California Register of Historical Resources criteria and the criteria listed in the City's Historic Preservation ordinance (Chapter 17.26). LSA stipulates that a maximum of one historic-period resource (the water tank) will be evaluated. In the event additional resources require evaluation, LSA will advise the client and prepare a contract amendment. LSA will also conduct an archaeological field survey to identify and document previously unrecorded resources and to update records of known resources in accordance with guidelines established by the State of California Office of Historic Preservation.

Assembly Bill 52 Letters. At the City's direction, LSA will provide assistance with Assembly Bill (AB) 52 consultation: obtain the results of a Sacred Lands File search and list of Native American tribes and representatives designated for consultation from the Native American Heritage Commission, either send notification letters on the City's behalf to each designated tribe/representative regarding the project, or provide the letters in draft form for the City's use, and compile an administrative record of the results of initial notification. **Please note:** LSA stipulates that (with the exception of the initial contact letters) the government-to-government consultation with the tribes/Native American representatives regarding cultural resources, tribal cultural resources, Traditional Cultural Properties or any project-related tribal cultural heritage concerns will be conducted entirely by the City (unassisted).

Documentation. LSA will prepare a combined report for archaeological and built environment resources. The report will include research and field methods and results, prehistoric and historic contexts, a significance evaluation, and conclusions and recommendations. The DPR forms will be attached to the report. If the historic-period resource is evaluated as historically significant, an impacts assessment may be required. In that event, a separate scope, budget, and schedule will be required. This scope includes budget for one round of minor (8 hours or less to address) comments from the client/reviewing agency (this does not include third-party review).

Deliverables

- Draft and Final Cultural Report
- Draft and Final AB 52 Letters

Task 2.4: Noise and Vibration Impact Analysis

LSA will prepare a Noise and Vibration Impact Analysis that quantifies existing ambient noise levels in the area, summarizes applicable regulatory criteria, assesses the potential for future noise impacts, and identifies noise reduction measures to avoid or minimize noise impacts. The Noise Impact Analysis will be completed by undertaking the following subtasks.

- **Describe the existing regulatory framework.** LSA will identify applicable State and City noise criteria for the project area and will discuss General Plan noise policies and Noise Ordinances. LSA will also provide a summary of the fundamentals of noise and vibration. Noise level standards for the proposed land uses will be identified.
- **Characterize existing noise environment.** Based on the project location, the dominant noise sources in the project area are traffic noise on the Foothill Freeway and operations at the concrete manufacturing site to the northeast. LSA will conduct up to two long-term noise measurements with a minimum duration of 24 hours at the project site and within the surrounding area. These measurements will help identify the existing noise levels and help to calibrate the modeling of future noise level impacts.
- **Assess short-term construction noise impacts.** Noise levels generated from project construction will be evaluated based on the equipment expected to be used, its distance to existing adjacent off-site uses, the length of a specific construction task, the equipment power type (gasoline or diesel engine), the load factor, and the percentage of time in use. LSA will use the Federal Highway Administration (FHWA) recommended equipment noise emission levels to describe construction noise levels in terms of maximum instantaneous noise levels (L_{max}) and hourly equivalent continuous sound levels (L_{eq}). Potential construction noise impacts will be assessed based on the City's Municipal Code.
- **Assess short-term construction vibration impacts.** Vibration levels generated from project construction will be evaluated based on the equipment expected to be used and its distance to existing adjacent off-site structures. Federal Transportation Administration (FTA) recommended equipment vibration levels will be used to describe construction vibration levels in terms of the peak particle velocity (PPV, measured in inches per second [in/sec]) for potential building damage and vibration velocity decibels (VdB) for potential human annoyance. Potential construction vibration impacts will be assessed based on the sensitivity of the area directly adjacent to the project site and the FTA recommendations.
- **Calculate project and cumulative noise impacts.** Based on the estimated increase in vehicle trips, LSA will evaluate noise impacts from project-related and cumulative vehicular trips using the FHWA noise modeling program. Model input data will include average daily traffic levels, day/night percentages of automobiles, medium and heavy trucks, vehicle speeds, ground attenuation factors, and roadway widths. Projected future noise levels along selected roadway and highway segments will be provided in a table format to show the relationship between vehicle-related noise and distance from the roadway.

- **Assess long-term operational noise impacts.** In addition to analyzing project-related traffic noise impacts, LSA will qualitatively assess noise impacts associated with project-related stationary source noise, such as parking lot activities and heating, ventilation, and air conditioning (HVAC) equipment.
- **Identify noise reduction measures.** If necessary, LSA will identify practical measures to address any potential project-level or cumulative-level noise impacts. Any measures necessary to reduce the project’s short-term construction and/or long-term impacts to acceptable noise levels will also be identified. Both an evaluation of the potential measures and a discussion of their effectiveness will be provided.

LSA will submit one digital copy of the Noise and Vibration Impact Analysis to the project team for review. Based on one set of comments, LSA will prepare a final Noise and Vibration Impact Analysis.

Deliverable

- Draft and Final Noise and Vibration Impact Analysis

Task 2.6: Traffic Analysis

Level Of Service Analysis For General Plan Consistency. The scope of work has been prepared based on LSA’s recent experience of working on transportation studies in Upland, and the City’s comment letter pertaining to CEQA studies requirements for the project. As such, the scope has been prepared per the City of Upland Traffic Impact Analysis Guidelines (TIA Guidelines), dated July 2020. Based on LSA’s understanding of the project and the requirements of the City, the TIA would include two components: (1) a Level of Service (LOS) Analysis for General Plan consistency purposes and to determine the effect of the proposed driveway at the intersection of Campus Avenue/20th Street, and (2) a Vehicle Miles Traveled (VMT) Screening Analysis and an Active Transportation and Public Transit Analysis for CEQA requirements.

The LOS analysis will include a detailed analysis of traffic operational issues related to the project. Based on the City’s TIA Guidelines, an LOS analysis is required for projects forecast to generate 100 or more peak-hour trips without consideration of pass-by trips. Based on the project description and preliminary trip generation, it is LSA’s understanding that the project is not anticipated to generate 100 or more gross peak-hour trips. However, based on comments provided by City staff, a LOS analysis will need to be prepared to determine the potential operational issues concerning the project driveways, including the driveway connecting at the intersection of Campus Avenue/20th Street. The primary objective of the analysis will be to study and determine potential traffic operational issues within the project vicinity and at the project driveways.

The LOS analysis will address existing traffic conditions, future traffic forecasts, traffic operational issues, and improvements, and will be prepared for submittal to the City. The analysis will be prepared per the City’s TIA Guidelines and based on discussion with City staff. Per the City’s TIA Guidelines, the LOS analysis will address traffic conditions under the following scenarios:

- Existing conditions
- Project opening year without project conditions
- Project opening year plus project conditions
- Horizon year without project conditions
- Horizon year plus project conditions

Traffic conditions in the TIA will be examined for the weekday daily as well as a.m. and p.m. peak-hour conditions. The a.m. peak hour is defined as the 1 hour of highest traffic volumes occurring between 7:00 and 9:00 a.m. The p.m. peak hour is the 1 hour of highest traffic volumes occurring between 4:00 and 6:00 p.m.

Coordination with City Staff. Prior to preparation of the TIA, LSA will prepare a scoping agreement letter for submittal to the City’s Traffic Engineer to:

- Verify study area boundaries, analysis intersections, and roadway segments.
- Determine the appropriate project opening year and cumulative projects to be examined in the TIA, specifically the project south of Campus Avenue/20th Street.
- Verify the acceptability of traffic analysis assumptions, such as the a.m. and p.m. peak hours, project trip generation, and trip distribution patterns.
- Identify any other traffic issues that the study will need to address.

LSA anticipates that the TIA will examine the intersections of Campus Avenue/20th Street and Winston Court/20th Street, and no roadway segments. Additionally, LSA assumes that the analysis will need to include up to 10 approved and pending development projects. LSA will obtain information regarding cumulative projects from City staff and adjacent jurisdictions. If City staff requires additional intersections, roadway segments, cumulative projects, or operational issues that are not covered in this scope, it may be necessary to adjust the scope of work and budget.

Data Collection and Site Visit. LSA requires the following data to prepare the traffic analysis for the proposed project:

- **Site Visit:** LSA staff will visit the project site and gather information about lane geometrics, roadway widths, etc.
- **Intersection and Roadway Segment Traffic Counts:** LSA will obtain existing peak-hour intersection turning movement counts for study intersections and roadway segments.

- **Improvement Plans for Area Roadways:** LSA will obtain available plans for the improvement of study area roadways from the City's Engineering Division.
- **Information on Cumulative Projects:** LSA will contact City staff and adjacent jurisdictions (if required) to obtain information regarding approved and pending projects in the project vicinity so that traffic generated by those projects may be incorporated into the TIA.

Existing Traffic Conditions. Existing a.m. and p.m. peak-hour traffic conditions and LOS will be assessed for study area intersections. LSA will calculate intersection LOS using the appropriate Highway Capacity Manual 7th Edition analysis methodologies as recommended in the TIA Guidelines. Intersection LOS analysis will be performed using the Synchro 12 software.

Project Opening Year Traffic Conditions. Traffic volumes for project opening year without project traffic conditions will be developed by applying an ambient growth rate to existing traffic volumes and by adding traffic volumes from approved and pending projects in the vicinity of the proposed project. The growth rate will be determined based on consultation with City staff. Information regarding cumulative projects will be obtained from City staff and adjacent jurisdictions. For the purposes of this scope, LSA anticipates that the analysis will need to include up to 10 approved and pending projects. LSA will calculate the resulting intersection LOS using the previously discussed methodologies.

Horizon Year Traffic Conditions. Traffic volumes for horizon year without project traffic conditions will be developed using the San Bernardino Transportation Analysis Model. LSA has this model in-house and will run it to obtain the required model plots. The methodology to develop horizon year without project traffic volumes at study intersections and roadway segments will be consistent with the San Bernardino County Transportation Authority (SBCTA) procedures for post-processing of modeled traffic volumes. The resulting intersection LOS will be calculated using the previously discussed methodologies.

Project Trip Characteristics and Changes to Traffic Patterns. LSA will develop weekday project a.m. and p.m. peak-hour trip generations using rates from the Institute of Transportation Engineers (ITE) Trip Generation Manual (11th Edition) or other approved sources. As a conservative approach, trip credits will not be considered for the existing on-site uses. Project trips will be distributed based on regional roadway network, location of residential, commercial, and other land uses in relation of the proposed project, and in consultation with City staff. The project distribution at each study intersection and roadway segment will be applied to the trip generation to obtain the corresponding project trip assignment.

Plus Project Traffic Conditions. Effects of project traffic will be evaluated by adding the project trip assignment to the project opening year and horizon year without project traffic volumes. The resulting intersection LOS will be calculated using the previously discussed methodologies.

Safety and Operational Improvements Analysis. LSA will compare intersection LOS without the project to the intersection and roadway segment LOS with the project for each of the analysis scenarios to determine potential project operational issues and deficiencies. Determination of the

project operational issues/deficiencies will be made based on the operational deficiency criteria stated in the City's TIA Guidelines and the SBCTA Congestion Management Plan (CMP). Operational improvement measures will be identified to offset project operational deficiencies. Improvement measures may include intersection turn lanes, signage, or signalization. The LOS with recommended improvements will be calculated and summarized, along with a comparison of the LOS without improvements.

AWSC and Signal Warrant Analysis. LSA will conduct peak-hour all-way stop control (AWSC) and signal warrant analysis for the study intersections to determine if either would be recommended as an improvement. Hourly daily traffic volumes approach volumes for the study intersection will be examined to determine whether an AWSC may be warranted per the criteria defined in the latest California supplement of the Manual on Uniform Traffic Control Devices (CA-MUTCD). Peak-hour approach volumes for the study intersection will be examined to determine whether signalization may be warranted per the criteria defined in the latest CA-MUTCD.

Fee Plans/Fair-Share Contributions. A fair share percentage will be calculated for intersection improvements recommended in the TIA that are not included in the City's Development Impact Fee program or the SBCTA Nexus Study Fee program. The percentage of fair share for the project will be calculated at each location using the total trips generated by the project divided by the total "new" traffic, which is the net increase in traffic volumes from existing to horizon year conditions.

Fair-Share Cost Calculations (if Required). LSA will calculate the cost of improvements using verifiable cost estimates from reliable and recognized sources, such as the CMP guidelines. The fair-share cost of improvements for study intersections and roadway segments will be calculated by multiplying the total estimated cost of improvements with the respective fair-share percentages.

Project VMT Screening Analysis. Senate Bill 743 required changes to CEQA regulations introducing VMT as the new metric for determining project traffic impacts. Per the City's TIA Guidelines, the project may be screened out because it is anticipated to generate fewer than 250 daily vehicle trips. LSA will submit a budget augment if the City requires a detailed VMT analysis.

Active Transportation and Public Transit Analysis. The TIA will include an analysis of potential project impacts on public transit, bicycle, and pedestrian facilities. Significant impacts would be determined based on whether the project conflicts with adopted policies, plans, or programs for these facilities, or whether the project decreases the performance or safety of these facilities.

Deliverables

- Draft and Final Traffic Analysis Report

Task 3.0: Initial Study/Mitigated Negative Declaration

Task 3.1: Administrative Draft Initial Study

LSA will prepare a comprehensive IS consistent with the current *State CEQA Guidelines*, using the checklist provided in Appendix G. LSA will prepare the IS using the project description prepared

under Task 1.2, above, and based on the findings of the Design Plans, Geotechnical Study, LSA-prepared technical studies (Task 2.0, above), and independent analysis. Standard conditions and regulations will be applied wherever possible to reduce impacts to a level of less than significant, and comprehensive mitigation measures will be identified as necessary.

LSA will prepare an Administrative Draft IS/MND and submit it as an electronic copy for review and comment. LSA's budget assumes one set of consolidated, noncontradictory comments from the City. LSA will work proactively to identify and address project concerns during the preparation of the Administrative Draft IS/MND to minimize the need for future revisions. This scope and budget does not include review of the IS or technical studies by attorneys or third-party reviewers.

LSA anticipates that mitigation measures may be required; however, an Environmental Impact Report (EIR) would be required if the IS and supporting technical studies identify environmental impacts that cannot be mitigated to levels below thresholds of significance pursuant to CEQA. If an EIR is required, LSA would immediately notify the team to review the circumstances and investigate potential scenarios, including possible redesign of project components, to proceed with the environmental review. To proceed with preparation of an EIR, LSA would request an amendment to this scope and budget to account for the additional environmental services necessary to comply with CEQA. The IS would be used to screen out the environmental factors determined not to require mitigation, and LSA would prepare a focused EIR that would address only those environmental factors determined to require mitigation, including the factors that cannot be mitigated to levels below significance thresholds, pursuant to a contract amendment.

Task 3.2: Draft Initial Study/Mitigated Negative Declaration

LSA will make any minor necessary revisions to the Administrative Draft and Draft IS/MND for approval by the City. LSA will make any minor necessary revisions to the Draft IS/MND to prepare the Public Review Draft IS/MND. LSA will prepare all the necessary forms for circulating the IS/MND to the public and resource agencies. LSA will use standard forms or those provided by the City, whichever is preferred.

The IS/MND would circulate for the full 30-day public review period. As part of this task, LSA will prepare a Notice of Intent (NOI) to Adopt the Mitigated Negative Declaration, Notice of Completion (NOC), and State Clearinghouse Summary Form and submit these materials along with the IS/MND to the State Clearinghouse in electronic format. This scope and cost estimate assumes the City will be responsible for generating the distribution list, for publishing the NOI in local newspaper(s), and/or noticing adjacent/nearby property owners. If requested, LSA will file the NOI with the San Bernadino County Clerk-Recorder. LSA will distribute the IS/MND, NOI, NOC, and Summary Form to the State Clearinghouse electronically and to agencies/organizations on the City provided distribution list via certified mail (return receipt). LSA will provide the City evidence of all mailings and postings related to the distribution of the IS/MND.

To minimize print and distribution costs, to the extent feasible, distribution pursuant to the City's mailing list will consist of the NOI containing a weblink that would direct reviewing parties to the Draft IS/MND and all supporting technical studies on the City's website.

Task 3.3: Public Review/Response to Comments

Upon closing of the public review period, LSA will prepare responses to public and agency comments received regarding the Public Review Draft IS/MND. Once draft responses to comments have been completed, they will be submitted to the City for review and approval. As it is not possible to predict the number and/or extent of public comments that an IS/MND could receive, this scope/budget assumes a modest number of comments and will provide responses to 3 comment letters. In the event a large volume of comment letters are received, or if additional technical work is required, additional time and budget may be required. The response to comment document will be included as an appendix to the Final IS/MND.

Task 3.4: Mitigation Monitoring and Reporting Program

If mitigation measures are identified, LSA will also prepare a Mitigation Monitoring and Reporting Program (MMRP) in accordance with *State CEQA Guidelines* Section 15097 for use in ensuring implementation of the mitigation measures for the project. The mitigation measures will be included in a matrix checklist format for ease in tracking and will be included as an appendix to the Final IS/MND.

Task 3.5: Final Initial Study/Mitigated Negative Declaration

Based on a single set of consolidated and noncontradictory comments from the City on the Administrative Final IS/MND, LSA will prepare a Final IS/MND. As noted above, the Final IS/MND will include the response to comments and the MMRP as appendices.

Following approval of the project and adoption of the MMRP, LSA will prepare the required Notice of Determination (NOD) within 5 days of City approval/adoption and filed electronically with the State Clearinghouse. LSA assumes that the City will be responsible for filing the NOD with the San Bernardino County Clerk-Recorder and will provide payment for the Environmental Filing Fee to the California Department of Fish and Wildlife, as well as any filing fees at the time the NOD is filed.

Deliverables

- Administrative Draft IS/MND
- Public Review Draft IS/MND
- Draft and Final MMRP
- Final IS/MND
- NOI, NOC, and NOD Documents

Task 4.0: Project Management And Meetings

Task 4.1: Project Management

LSA will undertake a variety of general project management tasks throughout the IS/MND and environmental analysis preparation period and will coordinate with the CEDG Inc., San Antonio Water Company, and the City as needed. LSA Project Manager **Dena Giacomini** will be the primary contact and will coordinate the day-to-day activities associated with the project. Principal in Charge

Amanda Durgen will ensure quality control for all work undertaken and will review all prepared text, tables, and graphics before these materials are presented to the City. Project management tasks include regular client contact; contract management; oversight of project team members; monitoring the scope, budget, and schedule; and development of products.

Task 4.2: Project Coordination Meetings

Dena Giacomini will be available throughout the environmental review process to meet with the project team to gather information, review progress, review preliminary findings, discuss City staff comments, offer input into discussions on project modifications, and consult on CEQA procedural matters. In addition to the initial kickoff teleconference (included in Task 1.0), this scope also assumes up to eight teleconferences approximately 1 hour in duration each. This scope of work does not include participation in public meetings, public hearings, or public workshops. However, if authorized, LSA can participate in project-related public meetings and/or public workshops on a time-and-materials basis.

SCHEDULE

LSA is available to commence work immediately upon receipt of a Notice to Proceed. LSA anticipates that the overall schedule will be agreed upon during the initial kickoff meeting and will be adhered to throughout the duration of the project.

COST ESTIMATE

LSA proposes to complete the scope of work as outlined in Tasks 1.0 through 4.0 based on the following cost estimate (Table A). LSA would not exceed this budget without prior authorization by the client.

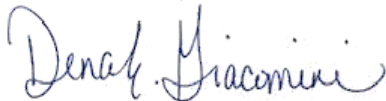
Table A: Cost Estimate

Tasks	Cost Estimate – Time and Materials Not to Exceed
Task 1.0: Project Initiation	
1.1: Project Kickoff Meeting	\$1,000
1.2: Project Description	\$3,000
Task 2.0: Technical Analyses	
2.1: Air Quality and Greenhouse Gas Technical Memorandum	\$9,700
2.2: Biological Resources Assessment	\$7,700
2.3: Cultural Resources Assessment	\$23,000
2.4: Noise and Vibration Impact Analysis	\$7,100
2.5: Traffic Analysis	\$14,500
Task 3.0: Initial Study/ Mitigated Negative Declaration	
3.1: Administrative Draft IS/MND and Screencheck	\$21,000
3.2: Draft IS/MND	\$7,250
3.3: Public Review/Respond to Comments	\$3,000
3.4: Mitigation Monitoring and Reporting Plan	\$800
3.5: Final IS/MND	\$3,000
Task 4.0: Project Management and Meetings	
4.1: Project Management	\$6,500
4.2 Project Coordination Meetings	\$3,200
TOTAL COST	\$110,750

As is always the case, we welcome the opportunity to discuss this proposal and determine if any changes need to be made to better meet your needs. We look forward to working with you. If you have any questions regarding this proposal, please contact me at (805) 316-7550 or at Dena.Giacomini@lsa.net.

Sincerely,

LSA Associates, Inc.



Dena Giacomini
Project Manager



SOILS SOUTHWEST, INC.

SOILS, MATERIALS AND ENVIRONMENTAL ENGINEERING CONSULTANTS

897 VIA LATA, SUITE N • COLTON, CA 92324 • (909) 370-0474 • (909) 370-0481 • FAX (909) 370-3156

April 10, 2024

Geotechnical Proposal-F/BMP

CEDG, Inc.
c/o Mr. Erik Peterson
401 E. Columbia Ave.
Pomona, CA 91767

Subject: Proposal for Professional Services
Report of **(i) Geotechnical Investigation, (ii) Soils Infiltration Testing for WQMP-BMP Design**
Proposed San Antonio Water District Headquarters
Planned Main Building, Maintenance Storage Building & Covered Truck Parking
400 E. 20th Street, Upland, California
APN: 1044-091-22

Gentlemen:

Submitted herewith is the proposal for conducting Geotechnical Investigations and preparation of **(i) Report of Soils and Foundation Evaluations, (ii) Soil Infiltration Testing for WQMP-BMP Design** for the site of the planned San Antonio Water District Headquarters to be located at 400 E. 20th Street City of Upland, California. The proposal prepared is based on site plan supplied, along with our experience from projects completed and undergoing within the City of Upland, along with our familiarity with the geotechnical requirements as of the local planning and building officials. Accordingly, we provide the following scope of services for review and approval.

Scope of Services

(i) For Geotechnical Evaluations we propose five (5) to six (6) exploratory test boring by using an 8-inch diameter Hollow-Stem-Auger (HAS) drilling rig equipped for undisturbed soil sampling and Standard Penetration Testing (SPT), advanced to refusal depth or to about 50 feet, whichever is shallower. During explorations, the soil encountered will be continuously logged and bulk and undisturbed soil samples will be procured. The soil samples procured will be sent to our laboratory for necessary laboratory testing. At least two days of notification will be required for Dig Alert for underground utility clearance prior to excavation equipment scheduling. Laboratory testing, among others, will typically include the following:

1. Determinations of Moisture-Density (ASTM D 2937),
2. Maximum Dry Density-Optimum Moisture Content (ASTM D 1557),
3. Direct Shear (ASTM D 3080),
4. Consolidation (ASTM D 2935),
5. Soil Sand Equivalent, SE, (ASTM D 2419),
6. Expansion Index, EI, (ASTM D 4928),
7. Corrosion Series (pH, Resistivity, Sulfate & Corrosivity),
8. Soil Gradation and Sieve Analysis. (ASTM D422), and
9. Soil R-value determinations for on-site paving design.

Based on field explorations, laboratory testing and subsequent engineering analysis, necessary geotechnical recommendations will be supplied in the form of a report for necessary submittals and/or for distribution.

The Geotechnical Report prepared will include, but not be limited to, the following:

1. Plot plan with test exploration locations,

2. Seismic Design Parameters as per the current 2022 CBC,
3. Opinion Pertaining soil Liquefaction Susceptibility,
4. Estimated soil shrinkage and subsidence,
5. Recommendations for paving/parking,
6. General load-bearing Foundation recommendations,
7. Recommendations for concrete slab-on-grade,
8. Lateral Soil Earth Pressures-Passive and Active,
9. Recommendations for cut-fill transition, if applicable.
10. Recommendations for Expansive soils, if any,
11. Recommendations for site preparations and grading, and
12. Recommendations for Inspection and Testing during Construction.

For **Paving Design**, we propose four (4) shallow depth soil samples for laboratory testing. Testing to include the following:

1. Determine Soil Sand Equivalent, SE, (ASTM D2419) and,
2. Soil R-value testing, (ASTM D2944).

Based on field and laboratory test results, pavement recommendations will be supplied in the form of a report for your use and distribution.

Compensation: Fees for the scope of services described, including outside excavating contractor are **\$6,000.00 (six thousand dollars)**, payable during report submittal.

(ii) For **BMP design**, we propose four (4) exploratory borings using an 8” in diameter hollow-stem drilling rig advanced to a depth of three (3) to four (4) ft & eight (8) ft. as supplied by the project Civil Engineer, one location will have two borings that will be tested at 3 - 4 ft and the remaining two borings will be tested at 8 ft. in depth. Borings will be fitted with 4” diameter perforated pvc pipes. The four (4) locations will be tested using Falling Head Porchet Method. Based on field percolation testing, a report will be supplied with recommended percolation rate in form of “minute/inch” for WQMP-BMP Infiltration system design. Water required for testing will be supplied using a portable water tank.

Compensation: Fees for Soils Infiltration BMP soils percolation testing including drill rig, water, field testing, analysis and design report preparation are **\$5,000.0 (five thousand dollars)**, payable during report submittal.

Time Schedule: When authorized, following underground Dig-Alert site clearance and equipment scheduling, the report of (i) Soils and Foundation Evaluations and (ii) BMP Percolation Testing will be supplied within 14-21 workdays.

Thank you for the opportunity to submit this proposal. If agreeable with the Scope of Services described and the fees quoted, please send a copy of this proposal signifying your authorization to proceed.

Authorization:

Respectfully Submitted,
Soils Southwest, Inc.



Marco Cantu
Senior Project Manager

AGREED TO AND ACCEPTED:

CLIENT NAME (IN PRINT)

SIGNITURE AND TITLE

DATE



2/22/2024

Erik Peterson
CEDG Inc.

RE: APN# 144-091-22 20th Street, Upland, CA

Dear Erik,

T&M Surveying (TMS) is pleased to offer our proposal to provide Surveying Services as requested by Erik Peterson of CEDG Inc. for the APN# 144-091-22 20th St. project.

We would like to express our sincere enthusiasm over the prospect of working with CEDG, Inc on this assignment with you. Copies of the Project Understanding, Scope of Services and Fee Schedule are attached.

We hope that the services described within this proposal meets with your requirements and expectations. As such, we may add or delete items as requested by CEDG Inc.

If the following scope of services meets with your approval, sign in the designated area below for authorization to proceed and email to our office. An email signature may be used for all purposes as an original. This written contract shall be executed by TMS and CEDG Inc., or CEDG Inc.'s representative, prior to TMS commencing work, unless CEDG Inc. states in writing that work may be commenced before this contract is executed.

Thank you,



Ty Thomas, Owner
P.L.S. 9309

Authorization to Proceed
Agent for CEDG, Inc.

EXHIBIT A

PROJECT UNDERSTANDING

It is our understanding that (CEDG, Inc.) is moving forward with Surveying Services to support the project site located at APN# 144-091-022 20th St. in the City of Upland, California.

The scope of work described herein is based on emails.

SCOPE OF SERVICES

Task 1. Topographic Survey

- Provide miscellaneous supplemental field survey related to the proposed improvements.
- Plot existing building corners, parking stalls, flatwork, etc.
- Plot existing above ground utilities based on Field Survey.

Task 2. Boundary Survey

- TMS will provide a Boundary survey of the subject property. TMS survey will locate the necessary existing boundary monuments for the resolution of the project boundary. If sufficient monumentation is not recovered during the field survey and monuments are required to be set, a record of survey may be required. (Not included in this scope)
- Plot existing easements of record per current title report.
- CEDG, Inc. to furnish current title report and all supporting documents (including deeds and schedule B documents).
- Site access must be provided.

Task 3. Topo 20th Street from East Property line to Campus Ave

Task 4. Prepare Legal & Exhibit for access easement

EXHIBIT B

FIXED FEE SCHEDULE

	Description of Task	Fee
1&2	Boundary/Topo	2500.00
3	Topo 20th Street from East Property line to Campus Ave	1200.00
4	Prepare Legal & Exhibit for access easement	1200.00
	Proposal Total	\$ 4900.00

EXHIBIT C

TERMS AND CONDITIONS

TERMS & CONDITIONS OF PROPOSAL This Proposal For Surveying Services made by and between TMS and the Client ("Parties") is subject to these Terms and Conditions.

FIXED FEE METHODS For services rendered under this method, Client agrees to pay TMS the fixed fee amount as specified on Exhibit B.

TIMES OF PAYMENTS Services will be invoiced on or about the tenth day of each month for the portion of un-billed services actually completed. Client agrees to pay the invoiced amounts within 30 days of the date on the invoice. Any payment not received by TMS within said 30 days shall be considered delinquent. In the event any payment due TMS under the terms of this Agreement is delinquent, TMS may suspend all services until all payment delinquencies have been remedied. In the event that payment is delinquent more than 60 days, Client shall be considered in breach of this Agreement and TMS may terminate this Agreement after 14 days written notice to Client.

LAWS NOW IN EFFECT TMS has based the schedule, fees, estimates of costs for services furnished by others, and costs of materials and equipment on the laws, rules and regulations now in effect. Any change of relevant laws, rules or regulations, including laws relating to taxes or fees enacted after this contract is executed may affect the final cost, schedule or feasibility of the Project. TMS shall be entitled to reasonable adjustment of the Project schedule, and additional compensation for costs and fees as necessary to comply with the change of relevant laws, rules or regulations.

CHANGES IN SCOPE OF SERVICES In the event changes in the Scope of Services are needed, Client and TMS shall, upon mutual agreement, execute an amendment to this Task Order. Said amendment shall identify the changes to the Scope of Services and any change in fee amount resulting therefrom. TMS shall not be required to implement said changes in scope until the amendment is fully executed. Neither TMS nor Client shall unreasonably withhold its execution of any proposed contract amendment.

DISPUTES This Proposal is the sole agreement between the Parties. No other representations, agreements or promises define the scope and responsibility of the Parties. Client agrees to defend and indemnify TMS against any claims arising from the negligence of the installing contractor or subcontractors. Client agrees to limit any and all liability, claim for damages, cost of defense, or expenses to be levied against TMS on account of design defect, error, omission, or professional negligence to a sum not to exceed TMS' fee. Other than for collection of our fees, to which prevailing party's fees applies, each Party to a dispute waives prevailing party's attorney fees, costs, etc., and agrees to work diligently to bring any dispute to resolution.

TERMINATION OF AGREEMENT This agreement may be terminated by either party upon forty eight (48) hours written notice should the other party fail substantially to perform in accordance with its terms through no fault of the termination party. If the project is entirely abandoned or suspended in whole or in part, or if this agreement is terminated, Client agrees to pay TMS in accordance with work completed up to the date of notification of termination, abandonment or suspension.

SIGNATURES The individual or individuals signing this Agreement warrant that they are duly authorized agents of Client.