

**SAN ANTONIO WATER COMPANY**  
**MINUTES OF THE SAN ANTONIO WATER COMPANY**  
**Tuesday, April 21, 2020**

An open meeting of the Board of Directors of the San Antonio Water Company (SAWCo) was held virtually and called to order at 5:00 p.m. on the above date as noticed. Directors present were Tom Thomas, Jose Sanchez, Will Elliott, Gino Filippi, Rudy Zuniga, Bob Cable, and Martha Goss. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Director Thomas presided.

- Salute to the Flag
- 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 March 17, 2020.
  - B. Planning, Resources and Operations Committee (PROOC) Meeting Minutes  
No meeting minutes to report.
  - C. Administration and Finance Committee (AFC) Meeting Minutes  
No meeting minutes to report.
  - D. Financial Statement  
Income Statement and Balance Sheet for February 29, 2020.
  - E. Investment Activity Report  
Monthly Report of Investments Activity.
  - F. Water Production and Consumption  
Monthly water production and consumption figures.
  - G. Prominent Issues Update  
Status summaries on certain on-going active issues.
  - H. Projects and Operations Update  
Status summaries on projects and operations matters.
  - I. Groundwater Level patterns [Quarterly in January, April, July, and October]  
Tracking patterns of groundwater elevations relative to ground surface.
  - J. Approval of Organizational Meeting Minutes  
Meeting held April 7, 2020.
  - K. Correspondence of Interest

Director Sanchez asked that Item 4F be pulled for discussion.

Director Goss moved and Director Elliott seconded to approve the Consent Calendar sans Item 4F. Motion carried unanimously.

Director Sanchez inquired about data provided on pages 4, 5, and 6 that show the percentage of entitlement going up each month even when the numbers remain the same. Mr. Lee replied the percentage is forecasted usage as noted with the asterisk.

Director Sanchez moved and Director Cable seconded to approve Item 4F. Motion carried unanimously.

- 5. Board Committee – Delegate Report:
  - A. **Pomona Valley Protective Association (PVPA) Representative's Report** – Director Thomas reported on PVPA's most recent meeting which was also held virtually. At the time of the meeting no water had been spread during the calendar year, however, recent rainfall was just enough to allow some spreading.

The proposed kiosk on PVPA land near the recently renamed Marilee K. Scaff Thompson Creek Spreading Grounds is currently being discussed with the City of Claremont. A lease agreement or an easement are being considered.

PVPA is still monitoring what happens with H.R. 116-385. PVPA property is included in the original bill and they are attempting to have it removed as it is private land.

- B. **Six Basins Representative Report** – Ms. Layton reported the Six Basins meeting was held virtually at the end of March. During the meeting the Annual Report was approved as well as the transfer of 643 acre feet (AF) water from SAWCo to the City of Pomona.

No meeting will be held in April.

**C. Chino Basin Representative Report** – Mr. Lee reported work continues on the Storage Management Plan and Optimum Basin Management Program.

The Groundwater Modeling Report from Wildermuth Environmental, Inc. is being reviewed by the parties. A workshop will be held to go over the report which is needed in order to press forward with the Safe Yield Reset.

**D. Cucamonga Basin Representative Report** – Ms. Layton reported the meeting scheduled for early April was cancelled. Steve Ledbetter, legal counsel for West End Consolidated Water Company, is ironing out some items in the terms of reference. The next meeting is scheduled for early May and will be held virtually.

**E. Administration and Finance Committee (AFC) Chairman's Report** – No meeting to report.

Mr. Sanchez commented that the AFC met last on January 28<sup>th</sup> and had four items from that meeting presented at the February Board meeting. He asked staff to take a look at the meeting minute process. He suggested that the approval of Committee meeting minutes not wait until the following Committee meeting since they take place bimonthly and the details of what took place could be forgotten.

Ms. Layton responded that staff had previously been told by legal counsel that Committee meeting minutes are to first be approved by the Committee during a public meeting, then by the Board.

Mr. Sanchez inquired whether or not they can be approved electronically through email.

Mr. Lee responded he would need to check to see if that is in compliance with the Brown Act.

Ms. Layton stated she would check with legal counsel.

Mr. Thomas suggested having a short Committee meeting to approve meeting minutes prior to the Board meeting.

**F. Planning, Resources, and Operations Committee (PROC) Chairman's Report** – No meeting to report.

**G. Office Feasibility Study Ad Hoc Committee** – No meeting to report.

**6. General Manager's Report on Activities:**

**A. Workers Compensation Insurance** – Director Thomas moved and Director Sanchez seconded to approve renewal of the Workers' Compensation Insurance with Cal-Mutual JPRIMA The Zenith, a Fairfax Insurance Company for 5/1/2020 to 5/1/2021 at an annual premium of \$13,297. Motion carried unanimously.

**B. Conservation Program Update** – Mr. Lee stated this item is to update the Board on SAWCo's conservation program.

Director Sanchez questioned whether or not staff will be looking for a replacement company for the leak detection program. Mr. Lee replied, yes.

Mr. Lee inquired whether or not the Conservation Program Update should be placed on the Consent Calendar in the future.

There was consensus on the Board to place the Conservation Program Update on the Consent Calendar for future Board meetings.

**C. Request for Proposals** – Mr. Lee advised a request for proposals (RFP) for Professional Design & Project Management Services for 2020 Capital Improvement Projects was sent to 11 firms in late February. A total of 6 of those firms submitted proposals. Proposed design fees ranged from \$271,835 to \$432,150 with all proposing firms appearing very capable of providing the services required.

Mr. Lee reported the PROC has had an opportunity to review and comment on the received proposals without knowledge of the proposed fees; submitting their top three firms. The one firm that consistently appeared in in the top three was Civiltech.

Civiltech has worked with the Company on prior projects and provided good professional services. Their proposed professional services fee is \$327,000 for all seven projects. Civiltech's proposal separated all projects into their own schedule and costs. Staff would like to negotiate with Civiltech to bring estimated professional service fees down by combining select projects into larger bid packages.

Mr. Lee recommended the Board authorize him to negotiate and execute a contract with Civiltech Engineers for design services for the 2020 CIP Program with Time and Material professional services contract not to exceed \$327,000.

Director Goss moved and Director Cable seconded to approve authorizing the General Manager to negotiate and execute a contract for design services with Civiltech Engineers for the 2020 CIP Program with time and material professional services contract not to exceed \$327,000. Motion carried unanimously.

7. Closed Session: None.

8. Director's Comments and Future Agenda Items: Director Filippi inquired about the authorization letter from the State of California for the MIH biological treatment. Mr. Lee replied he emailed the State of California one month ago to expedite the letter but has yet to receive reply. He stated he would again try to contact the State to move things forward.

Director Sanchez spoke about continuing to discuss financial reporting and determining how to implement the recently approved policies. He felt the cost for the minor changes to the reporting in the Company's billing software was not worth the price.


Director Goss inquired whether there were any suggested alternatives.

Mr. Lee suggested utilizing Excel in house with himself, Ms. Layton, and Salena Holley participating.

It was agreed that Director Sanchez, Director Goss, and Mr. Lee will meet to discuss the best way to move forward with updating the financial reports.

Adjournment:

With no further business to discuss, Director Thomas adjourned the meeting at 5:20 p.m.

  
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Assistant Secretary  
Brian Lee

