

MINUTES OF THE SAN ANTONIO WATER COMPANY  
PLANNING, RESOURCES, and OPERATIONS COMMITTEE  
September 24, 2019

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order at 3:02 p.m. on the above date at the company office located at 139 N. Euclid Avenue, Upland, California. Committee members present were Will Elliott, Gino Filippi, and Tom Thomas. Also in attendance were SAWCo's General Manager Brian Lee, Assistant General Manager Teri Layton, and Senior Administrative Specialist Kelly Mitchell. Mr. Elliott presided.

1. Recognitions and Presentations – None.
2. Additions-Deletions to the Agenda – None.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes:
  - A. ***Regular Committee Minutes of July 23, 2019*** – Mr. Filippi moved and Mr. Thomas seconded to approve the meeting minutes of July 23, 2019 as presented. Motion carried.
5. Planning and Operational Issues:
  - A. ***System Mapping and GIS Database Project Proposals*** – Mr. Elliott inquired as to what staff's recommendation was for the project. Mr. Lee responded staff is recommending WSC Consulting for the project. Prior to discussion by the Committee, Mr. Lee advised he has previously contracted with WSC Consulting and is friends with the senior executive of the company.

Mr. Lee disbursed the cost proposals submitted by both firms. Though Mr. Lee thought either firm could perform the project well, he felt it came down to the method each firm used in presenting their proposal. PACE provided SAWCo with all of the features their firm could offer with a total cost of \$300,000. WSC Consulting contacted staff and inquired as to what the budget for the project was and worked around it. Mr. Lee stated this as his main reasoning for recommending WSC Consulting.

Mr. Filippi inquired as to whether Mr. Lee or Ms. Layton had ever worked with either firm in the past. Mr. Lee replied he had not worked with PACE previously but had worked with WSC Consulting. Ms. Layton replied she had not worked with either firm.

Mr. Thomas felt that though both firms seemed to do great work, SAWCo needs to stay within budget.

Mr. Lee advised he attempted to remove some of PACE's line items in order to compare the two firms costs more evenly, however, PACE's costs were still double that of WSC Consulting.

Mr. Lee explained this is simply the first round of the GIS project. During this portion of the project a GIS application will be put on tablets, laptops, or desktops to look up information. After that, it will be connected with scanned as-built drawings, easement information, etc. Hardware and software will need to be compatible and the costs for that are not included in this portion of the project. There is hopes that it will eventually connect with SAWCo's billing software.

Mr. Filippi felt the discussion to determine which firm to proceed with should include the full Board of Directors.

Mr. Filippi moved and Mr. Thomas seconded to bring the entire item to the Board for discussion and recommendation. Motion carried.

6. Planning and Operational Update -

A. ***Project Status Report*** -

- ***Reservoir 7*** - Reroofing - The change order was signed the previous day. Additional work will add 120 days to the project.
- ***Holly Drive Reservoir Phase II*** - Design plans are nearly complete.
- ***Cucamonga Crosswalls*** - Repair of the damage from last year's rainy season has begun.
- ***Campus Avenue Waterline*** - The project is currently in the submittal phase. Construction should begin shortly.

7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** - Ms. Layton reported staff member Debra Osgood attended the most recent meeting held September 11<sup>th</sup>. The Committee is in the process of obtaining a consultant to perform an update of the Water Sanitary Survey. Costs are shared with the City of Upland and the City of Pomona.

Ms. Osgood will contact the United States Forest Service to determine when the Forestry performs local cleanup in order to better coordinate the dates for watershed cleanup days. Ms. Osgood will also help create a quarterly report for spills in the Canyon and look for permits for septic systems as well as any septic failures that may have occurred in the area.

Mr. Thomas mentioned the potential of a bill expanding or creating a National Recreation Area that may infringe upon the watershed. He expressed some concern about how it may affect SAWCo's ability to capture water.

- ***Chino Basin*** - Ms. Layton stated that according to the Restated Judgment there are limits to the amount of compensation a committee member can receive each year. There are some disagreements as to the amount of the limit or whether or not there should be one.

A letter from Monte Vista Water District and the City of Ontario regarding the Optimum Basin Management Program (OBMP) Update is being circulated for signature. SAWCo plans to sign the letter.

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The City of Ontario has expressed some concerns about the Rules and Regulations. SAWCo agrees with some of those concerns.

There is talk about setting term limits for the Board representatives. Representatives on the Appropriative Pool rotate out but other Pools have representatives that do not.

Due to agencies putting a lot of water in the basin for storage, a Storage Management Plan is being recommended to clarify what is to be done when storage limits are exceeded.

- ***Six Basins*** – Recent discussions have been focused on Municipal storm water. The next meeting is scheduled for September 25<sup>th</sup>.
- ***Cucamonga Basin*** – Staff will meet at Cucamonga Valley Water District on October 1<sup>st</sup>. The judgment has been reviewed in its entirety. Staff will now consolidate all the comments and begin working on the details to modernize the judgment.

8. Closed session: None.

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

Adjournment: –The meeting adjourned at 3:26 p.m.

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Assistant Secretary  
Brian Lee