



MEETING AGENDA
for
PLANNING, RESOURCES AND OPERATIONS
COMMITTEE

September 24, 2019 @ 3 pm
At Company Office 139 N. Euclid Avenue, Upland, CA

▪ **Call to Order**

1. Recognitions and Presentations:

2. Additions-Deletions to the Agenda:

3. Public Comments

This is the time for any shareholder or member of the public to address the committee members on any topic under the jurisdiction of the Company, which is on or not on the agenda. Please note, pursuant to the Brown Act the Committee is prohibited from taking actions on items not listed on the agenda. For any testimony, speakers are requested to keep their comments to no more than four (4) minutes, including the use of any visual aids, and to do so in a focused and orderly manner. Anyone wishing to speak is requested to voluntarily fill out and submit a speaker's form to the manager prior to speaking.

4. Approval of Committee Meeting Minutes

A. Regular Committee Minutes of July 23, 2019

5. Planning and Operational Issues:

A. System Mapping and GIS Database Project Proposals
Review and possible recommendation on received project proposals

6. Planning and Operational Updates:

A. Project Status Report/Project List
Report on on-going projects

7. Basin Issues and Updates:

- San Antonio Canyon Watershed – Verbal report
- Chino Basin - Verbal report
- Six Basins - Verbal report
- Cucamonga Basin – Verbal report

8. Closed Session: None.

9. Committee's Comments and Future Agenda Items:

This is the time for the Committee to comment and consider future agenda items relative to planning, water resources and operations of the company and its shareholders.

Adjournment:

The next regular PROC Meeting is to be determined.

NOTE: All agenda report items and back-up materials are available for review and/or acquisition at the Company Office (139 N. Euclid Avenue, Upland, CA.) during regular office hours, Monday through Thursday [7:00 – 11:30 & 12:30 – 5:00] and alternating Fridays [7:00 – 11:30 & 12:30 – 4:00]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

POSTING STATEMENT: On September 19, 2019 a true and correct copy of this agenda was posted at the entry of the Company Office (139 No. Euclid Avenue), and on the public bulletin board at 450 N. Euclid Avenue (Upland Public Library), and on the Company website.

MINUTES OF THE SAN ANTONIO WATER COMPANY
PLANNING, RESOURCES, and OPERATIONS COMMITTEE
July 23, 2019

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order at 3:01 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 May 28, 2019** – Mr. Filippi moved and Mr. Thomas seconded to approve the meeting minutes of May 28, 2019 as presented. Motion carried.
5. Planning and Operational Issues:
 - A. **Goals and Objectives for General Manager** – Mr. Lee stated he was going to compose a list of goals and objectives for the PROC as he did for the AFC but advised he only came up with one. For his second year as General Manager Mr. Lee would like to complete a Master Plan/Asset Management Program. In the program he would like to develop a five year capital improvement program as well as a ten year capital improvement list. The current Master Plan puts projects into three categories; high priority, medium priority, low priority. Mr. Lee would like to quantify the projects that need to be completed and rank them in order of importance.

Mr. Thomas stated at the AFC they determined that the Ad Hoc Personnel Committee responsible for hiring the new General Manager should pull the information needed to perform the General Manager's review. They would then present their recommendation to the full Board on or after the September Board Meeting.

Mr. Thomas moved and Mr. Filippi seconded to recommend the Ad Hoc Personnel Committee add completing a Master Plan/Asset Management Program with a five year capital improvement program and ten year capital improvement list to the General Manager's goals and objectives for his second year of employment. Motion carried.
 - B. **Request for Proposals – GIS Mapping** – Mr. Lee reported SAWCo's AutoCAD map drawings are not detailed enough to determine the age, material type, and condition of the pipelines. AutoCAD is a complicated program and it is unrealistic to have a staff member learn the program in order to utilize it. Staff is requesting

proposals from firms that can build a geographic information system (GIS) database for SAWCo, maintain it for two years and provide updates and changes quarterly or bi-annually.

Mr. Lee envisions Field staff being trained on the system in order to update the system via tablet in the field. The program will be on SAWCo's server, not in the cloud.

The capabilities and benefits of GIS were discussed. The RFP will be sent to roughly five firms.

Mr. Filippi moved and Mr. Thomas seconded to have Mr. Lee send out the RFP to qualified firms and bring recommendation to the Board. Motion carried.

6. Planning and Operational Update -

A. ***Project Status Report*** –

- ***Reservoir 7*** – Reroofing – Concrete work has been completed. The roof is being constructed off-site and is expected to be delivered towards the end of the year. The coating on the inside panels of the reservoir is not in good shape. Staff has requested a quote to coat those panels. Once received, Mr. Lee will bring the item to the Board. A change order was previously issued to replace soft soil.
- ***Holly Drive Reservoir Phase I*** – The wall construction is nearly complete. The top of the wall was surveyed and found to be four to six inches off from the final height. Additional material was needed in order to reach the proper height.
- ***Holly Drive Reservoir Phase II*** - Sixty-percent drawings for the tank have been received. Staff plans to send the second phase of the project out to bid later this year.
- ***Cucamonga Crosswalls*** – Staff met with the San Bernardino County and GRB about moving forward with clearing out the basins and repairing the crosswalls. GRB will submit a detailed plan of what they will do to repair the breaches. This work will fall under the existing five year permit.
- ***Campus Avenue Waterline*** – The bid opening took place the previous week. Four bids were received. The apparent low bidder was TE Roberts, Inc. at \$404,363. The bid will be brought to the Board for approval.

7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** – The 15th Annual Watershed Cleanup day took place on Saturday, July 13th. Information about the event will be covered in SAWCo's quarterly newsletter.
- ***Chino Basin*** – Mr. Lee attended the peer review of modeling earlier in the day. He advised the Watermaster is connecting Cucamonga Basin and Six Basins to the Chino Basin model to see how they react or impact each other.

Ms. Layton stated SAWCo's Storage Agreement is expected to go through in September. There has been difficulty in receiving good reason as to why the application has had such a delay in being approved.

- ***Six Basins*** – Nothing to report.

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- ***Cucamonga Basin*** – There is one more section of the judgment the three parties need to review. Once that is complete they will 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 3:35 p.m.

Assistant Secretary
Brian Lee