



MEETING AGENDA
for
PLANNING, RESOURCES AND OPERATIONS
COMMITTEE

July 23, 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 May 28, 2019

5. Planning and Operational Issues:

A. Goals and Objectives for General Manager

Possible goals and objectives for next year

B. Request for Proposals – GIS Mapping

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 Committee Meeting will be on September 24, 2019 at 3pm unless otherwise noted.

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 July 17, 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
May 28, 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 Martha Goss. Also in attendance were Steve Corrington for MIH, SAWCo's General Manager Brian Lee, and Assistant General Manager Teri Layton. Mr. Elliott presided.

1. Recognitions and Presentations – The Committee recognized Steve Corrington representing MIH.
2. Additions-Deletions to the Agenda – None.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes:
 - A. ***Regular Committee Minutes of March 26, 2019*** – Mr. Filippi moved and Ms. Goss seconded to approve the meeting minutes of March 26, 2019 as presented. Motion carried.
5. Planning and Operational Issues:
 - A. ***Development of Five-Year Capital Improvement Program*** – Mr. Lee reviewed and explained the information provided in the supporting documents of the agenda item. Estimated replacement costs per year for domestic and irrigation facilities were given as well as proposed Capital Improvement Programs for 2020.
 - B. ***Nuisance Vector Control at Spreading Basins*** – Mr. Lee reported SAWCo was contacted by West Valley Vector Control regarding midge fly complaints at Cucamonga Basin 6 and Basin 15. Midge flies do not bite or sting and they do not carry infectious diseases. They are simply a nuisance vector.

Health and Safety Code Article 5 Section 2060 (b) places the responsibility to abate with the agency claiming ownership or control of the water bringing in the nuisance. Treatment would cost roughly \$3,000 to \$4,000 per treatment with an estimated treatment every 4 to 6 weeks during the current season.

SAWCo has been asked to enter into a Memorandum of Understanding (MOU) with West Valley Vector Control to allow them to treat the midge fly problem. Mr. Lee will present the MOU to the Board once received.

- C. ***Automatic Meter Reading (AMR)*** – Mr. Lee advised staff has received pricing on an AMR system. He then explained all of the components of the install cost. This included the hardware costs and subscription costs as well as the amount SAWCo currently spends on meters and meter readings. Total additional costs for switching to AMRs was estimated at nearly \$10,000. If SAWCo removes water bill adjustments for leaks due to the AMR notifying the customer in good time of

a leak, total additional net costs for switching to AMRs would drop to roughly \$5,000.

Additional companies who offer similar services will be contacted for quotes. The item may go out to bid if needed.

D. Nitrate Study – Mr. Lee brought the committee’s attention to the letter SAWCo sent to the California Water Resources Control Board regarding the demonstration pilot study report for the proposed MIH biological nitrate removal process which was performed at SAWCo’s Well 31. Staff hopes the results of the pilot study will aid in getting the type of treatment approved by the State.

Once approved by the State, SAWCo would like to look at using biological treatment on Chino Basin wells if feasible. There are currently two opportunities to utilize state funds for such a project as well as opportunities for grants.

Staff will review well sites to determine what wells, if any, are good candidates for biological treatment. MIH will develop cost proposals for those wells.

Mr. Lee will present the pilot study report at the June Board meeting and provide possible well sites for biological treatment. He may seek recommendation from the Board to move forward with determining feasibility of a particular well or wells at that time.

E. Ad hoc Office Relocation Committee – Mr. Lee advised of the need to appoint a member of the PROC as a representative to the Ad Hoc Office Relocation Committee as well as an alternate.

There was consensus on the committee that Ms. Goss would represent the PROC on the Ad Hoc Office Relocation Committee and Mr. Elliott would serve as the alternate.

6. Planning and Operational Update -

A. Project Status Report –

- **Reservoir 7** – Reroofing – Framing for the foundation of the roof has begun. The roof is being constructed off-site and is expected to be delivered towards the end of the year.
- **Holly Drive Reservoir Phase I** – The foundations for the retaining wall are being staked and set. Damage was done to the HOA gate; the contractor is the process of getting it repaired.
- **Cucamonga Crosswalls** – Two quotes for five years of mitigating the invasive species at the site were received. The quotes covered a larger area than expected. Staff is working with the environmental firm for a better understanding of the mitigation requirement.

Staff is requesting a plan from the contractor to repair the breaches in the crosswalls with added structural repairs. Additional silt will be removed for percolation.

- ***Mountain Avenue Irrigation Line*** – leaking occurred on the grouted seems on the concrete rings of a vault bringing up pavement on Mountain Avenue. A pipeline with gate valve will be installed in place of the vault.

7. Basin Issues and Updates

- ***San Antonio Canyon Watershed*** – A committee meeting is scheduled for the following week. The 15th Annual Watershed Cleanup day is taking place on Saturday, July 13th.
- ***Chino Basin*** – Ms. Layton is awaiting additional information regarding the revised assessment packages to determine the amount of desalter replenishment water SAWCo is obligated to contribute to the basin.
- ***Six Basins*** – Nothing to report.
- ***Cucamonga Basin*** – No meeting was held in May. A meeting with Cucamonga Valley Water District, West End Consolidated Water Company, and SAWCo to discuss modernizing the judgment is scheduled for June 4th.

8. Closed session: – None.

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

Adjournment: –The meeting adjourned at 3:45 p.m.

Assistant Secretary
Brian Lee

Item Title: General Manager's Goals and Objectives

Purpose:

To Provide General Manager Goals and Objectives for the upcoming yearly performance review.

Issue:

What Goals and Objectives should the General Manger focus on for the upcoming performance review period of Sept 2019 through Sept 2020?

Manager's Recommendation:

Recommend Planning and Operations related Goals and Objectives for consideration by the Board during the General Mangers yearly performance review.

Background:

The General Manager's performance review should occur yearly in September near the anniversary of his hire date. As a part of the review it is appropriate to set goals and objectives for the upcoming year. I am requesting that the PROC consider and forward appropriate goals and objectives to the Board prior to September.

Impact on the Budget:

None

Previous Actions:

None

Item Title: Request for Proposals, GIS Services

Purpose:

To review Request for Proposals (RFP) for GIS services prior to release.

Issue:

Staff would like to hire a consulting firm to modernize the Company's asset managing abilities.

Manager's Recommendation:

That the PROC approve the RFP for GIS Services to move forward with modernizing the Company's asset managing abilities.

Background:

The Company System maps are outdated and currently in AutoCAD DWG format. Building a Geographical Information System (GIS) database that would provide:

- foundation for Company system maps
- database of 'as-builts' graphically 'linked' to their respective facilities
- database of field information; leaks, valve turns, material condition, photos
- database of Company easements, shown graphically
- 'link' between meters and parcels, allowing spatial analysis of water consumption
- hydraulic model for analysis of current and projected pressure and system flow
- Ability to generate Company specific maps scaled specific to purpose

Impact on the Budget:

Budgetary estimate is \$30,000 for initial project. Project total is estimated at \$80,000, including annual support for initial two years of implementation.

Previous Actions:

Approved 2019 Budget included \$30,000 in outside services for map update.



San Antonio Water Company

Incorporated October 25, 1882
Serving the original Ontario Colony lands

A REQUEST FOR PROPOSALS

TO PROVIDE CONSULTING SERVICES TO THE SAN ANTONIO WATER COMPANY

PROJECT TITLE:

SYSTEM MAPPING AND GIS DATABASE

RESPONSE DUE BEFORE 3:00 PM

ON AUGUST 22, 2019

Introduction

The San Antonio Water Company is soliciting proposals from qualified firms to assist in conversion of the Company's current system maps (DWG and paper) and associated data to a Geographical Information System (GIS) database.

The Company does not currently utilize GIS software. For day-to-day functions we currently rely on DWG map files, paper records, SENSUS handheld meter technology and Tyler Incode Accounting software. The Company does have a hydraulic model of our water system developed during our 2017 Master Plan Updated using InfoWater by InnoVyze.

We require an easy to use, mobile friendly platform that can be provided at a low annual cost. After completion of the initial GIS database, Company is anticipating an annual support need of approximately 16 hours per quarter, four times per year.

Implementation, training and support must be included as part of the proposal. The Company anticipates at least eight hours of training for field personnel and four hours for office staff.

It is anticipated that software and hardware will not be included as a part of the proposal. Instead, the Company expects to purchase consultant recommended software and hardware under direct contract with appropriate vendors.

The intent of the new GIS database is to:

- Aggregate pertinent information of Company facilities into a database that can be readily queried. (location, size, material, year constructed, as-builts, photos, etc.)
- Aggregate known Company easements into geospatial database.
- Incorporate appropriate external geospatial information including photogrammetry imagery and County parcel information.
- Create a facility records database with a graphic front-end that is readily accessible in the field (tablet enabled 'system map').
- Develop a facility records database that is flexible and easily updated.
- Include meters with appropriate information including GPS location, size, identifying number and customer account records.
- Link the new GIS database to Company finance and billing database to provide the ability to query billing records and present results in a graphical environment (e.g. monthly consumption by parcel, color-coded by amount consumed). This feature does not necessarily have to be in 'real-time'. But the links need to be established for at least monthly updates.
- Link the new GIS database elements to Company asset management records/ depreciating assets database.
- The data should be compatible with modeling software for future Company needs.

Lacking needed staff expertise, the Company does not intend to maintain the GIS database in-house. Instead, we expect to utilize a maintenance contract with a local GIS capable firm. As a

part of the proposal, consultant shall commit to providing two-years of support under an as-needed contract. Staff should not have direct access to modify the database. Utilizing appropriate software, staff should be able to identify and document needed changes or additions that will be periodically relayed to the maintenance consultant for correction or inclusion into the main GIS database.

General Information

In 1882 Canadians George and William Chaffey purchased 8,000-acres of the Cucamonga Rancho, including the water rights, and established an irrigation colony which they named Ontario, in honor of their homeland. On October 25, 1882 they also established the San Antonio Water Company under the General Corporation Laws of the United States. Rancheria water rights established way back in the 1700's were transferred to the Company to support the newly established irrigation colony. The brother's vision was to develop a Mutual Water Company whose members shared equally in the locally available water supply.

The brothers sold irrigation colony land in 10-acre blocks, primarily intended for the booming citrus industry. Along with the land, the brothers sold shares in the Company, one share for each purchased acre. Each shareholder was entitled to a portion of available local water, distributed equally by the company amongst all the shareholders. The Company was responsible for distributing water on a non-profit basis to the shareholders.

Since 1882 the San Antonio Water Company has consistently provided water service to its shareholders. Although the local citrus industry has largely disappeared, the Company maintains delivery to current shareholders utilizing the same successful 'per share' distribution plan established over 135 years ago.

The Company does not import any water. Instead we are dependent on our local San Antonio Canyon and Cucamonga Canyon watersheds and downstream groundwater basins.

Currently, our shareholders include most residents of the unincorporated area of San Antonio Heights, the Cities of Upland and Ontario, the Monte Vista Water District, local quarries and the proud heritage of remaining grove irrigators.

Annual shareholder water entitlements are established based on projected availability. For 2018, full water entitlement was established at 12,000 Acre Feet (AF). The table below shows how that 12,000 AF was divided among current shareholders, along with actual water delivered in 2018.

Shareholders	Shares	Annual Entitlement, Acre Feet per Year (AFY)	Delivered (AFY)
City of Upland	4,338.75	8,150	7,544
City of Ontario	295.25	555	359
Monte Vista Water District	329.75	619	405

Domestic Customers	625.25	1,174	1,259
Rock Company	36.25	68	384
Golf Courses	116.75	219	366
Grove Irrigators	87.25	164	53.32
Inactive Shares	559.75	1,051	0
Total shares	6,389	12,001	10,369

The Company provides water through two separate systems; domestic and irrigation.

The domestic system receives the majority of its water through the San Antonio tunnel. The tunnel is built into the head of the San Antonio Canyon about 90 feet below the ground surface. The tunnel consists of 5,400 feet of 36" concrete pipe and 600 feet of six-foot square shaft built into the bedrock below the alluvium. Portions of the shaft are supported by redwood beams. There are ten access hatches spaced about 600 feet apart. Groundwater percolating through the alluvium collects in the tunnel and, after chlorination, is channeled into the Company's potable water system. Two wells supply the remainder of our domestic supply. Domestic water is distributed by six booster pump stations through 25 miles of pipeline to five reservoirs.

The domestic water system provides service to the San Antonio Heights, also known as our Basic Service Area. Consisting primarily of large residential lots, the Heights is an unincorporated area of San Bernardino County approximately 2.6 square miles in size located immediately north of the City of Upland. The Company provides water to individual residential lots through 1,200 domestic meters.

The irrigation system primarily receives water from surface water diversions in the San Antonio Canyon. Additional irrigation water is supplied through seven wells located in three groundwater basins; Cucamonga Basin, Six Basins and Chino Basin. Irrigation water is distributed by three booster pump stations through 21 miles of pipeline to four reservoirs.

The irrigation system provides service to the Company's 'extended' service area. Shareholders in the extended service area include municipal and private companies. A majority of the distributed irrigation water is treated by municipal shareholders and then delivered to their customers as domestic water. The remaining irrigation water is used for farming, landscaping and commercial use (quarry).

The Company's current map book was created using AutoCAD DWG files. As a part of its 2017 Master Plan (attached), the Company created a hydraulic model of both the domestic and irrigation water systems.

Project Scope of Services

Task 1 – Project Management

Provide overall project management services including:

- Quality assurance/ quality control
- Teleconferences and meetings at appropriate intervals to keep Company staff updated on progress and address any needed management level decisions.
- Present recommendations for Company selection regarding software, hardware and database organization.
- Develop appropriate documentation regarding data standards, operation, maintenance and upkeep of GIS system.

Task 2 – Data Gathering and System Evaluation Criteria

The Company recognizes that a major upfront component of this project involves discovery tasks that will assist in developing a remaining scope of work. Consultant shall propose a mechanism to collaboratively work with staff to review, prioritize, sequence and implement dependent tasks.

As a minimum the Consultant shall:

- Conduct a technical audit of the Company’s existing hard-copy and digital data that can be converted to GIS data.
- Conduct a technical needs assessment to determine optimal data conversion methodologies and techniques and well as general data format and structure specifications.
- Develop a detailed, prioritized implementation work plan for development of Company geospatial database.

Task 3 – Database Creation

- Utilizing information from Task 1 and Task 2, develop Company geospatial database.
- Convert data from various sources into a standard GIS format.
- Spatially reference geographic data from multiple sources to the same spatial reference specification.

Task 4 – Implementation

- Install GIS Server and computer/tablet software in coordination with Company staff and Company IT Consultant.
- Configure server, desktop, laptop and handheld software
- Conduct training to field and office staff

Task 5 – Maintenance

For a two-year period after implementation, Consultant shall provide maintenance services, including as-needed software support and quarterly database updates.

Schedule

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

Proposal Due Date	August 9, 2019
Interview	TBD – If necessary
Board of Director’s Approval	September 17, 2019
Consultant’s Notification	September 20, 2019

Proposal Requirements

The proposal shall not exceed 19 pages excluding resumes, cover letter, dividers, front and back covers. No other documents will be reviewed. Please do not submit additional material. Responses to this RFP shall be in the following order and shall include:

Executive Summary (2 pages maximum)

Summarize the contents of your firm’s proposal in a clear and concise manner.

Firm Background and Experience (4 pages maximum)

Brief description of the firm and subconsultants, if any, including the size of the organization, location of offices and relevant capabilities and resources in relation to the project. This section should include:

- I. Experience with developing and maintaining a GIS database
- II. Experience developing policies and procedures related to creation and maintenance of a GIS database.
- III. Experience in water system planning.
- IV. Similar projects with other water companies or districts
- V. Firm’s local experience
- VI. Procedures and/or policies associated with or related to work quality and cost control
- VII. Management and organizational capabilities
- VIII. Verification of professional liability insurance for coverage of not less than \$1,000,000.

Project Organization and Experience of the Project Team (2 pages maximum, not including resumes)

Proposing firm shall identify the team to be assigned to the project, by name, including at a minimum the principal, project manager, key staff and any subconsultants. Proposing firm shall describe the project team’s qualifications and experience on projects related to this specific project. Proposing firm shall explain the project team’s experience regarding all tasks associated with the scope of work. This section should include:

- I. Describe proposed project organization, including identification and responsibilities of key personnel, including sub-consultants. Include only one- page resumes.
- II. Describe the experience of the Project Manager and the experience that the proposed personnel have working on past projects as a team.
- III. Describe project management approach to the work effort, locations where work will be done, responsibilities for coordination with the Company, and lines of communication necessary to maintain project on schedule.

Project Understanding and Approach (8 pages maximum)

Proposer shall demonstrate its preliminary understanding of the project by providing a clear and concise description of the project and major issues, based on the information provided in this RFP.

Proposer shall clearly define the tasks and activities necessary to meet the objectives outlined in the scope of work of Task III. This section should include:

- I. Description of the tasks and activities, the methodology that will be used to accomplish them.
- II. Description of the products that would result from each task and activity.
- III. Identification of points of input and review with District staff.
- IV. Proposed project schedule identifying key tasks, their expected duration, and milestone dates.
- V. Proposers are invited to suggest additional (optional) work tasks that could be performed in conjunction with or subsequent to the scope of work in Section III. Any such tasks are to be described as optional and the benefits of performing such tasks shall be described.

Past Projects (3 pages maximum)

Proposer shall provide project descriptions of up to three similar projects. Include the following information:

- I. Owner contact name and phone number
- II. Project team members
- III. Project size and description

Proposed Total Professional Fee and Fee Schedule Submitted Under Separate Sealed Cover

Proposed fee shall not be the sole basis of award but will be used to evaluate the Consultant's understanding of the Scope of Work.

Include the hourly rates of all staff that will charge to the project.

Fee schedule shall be clearly separated into two parts; implementation (Tasks 1-4) and maintenance (Task 5). Company expects to award a 'time and material, not to exceed' contract for Implementation and an 'on-call, as-needed' contract for maintenance.

Exceptions to this RFP

The Consultant shall certify that it takes no exceptions to this RFP including, but not limited to, the Consultant Services Agreement (attached).

Evaluation Criteria

The evaluation criteria and the respective weights that will be given to each criterion are as follows:

- a) 30% Understanding and approach to the work to be done

- b) 10% Experience of firm with similar kinds of work
- c) 30% Experience of staff for work to be done
- d) 10% Overall clarity and presentation of Proposal
- e) 5% Firm's Local Experience
- f) 7.5% Proposed Project Fee
- g) 7.5% Proposed Annual Maintenance Fee

Selection Process and Schedule

The Company will enter into negotiations with the top ranked firm. At this time, the Company contemplates the use of a Time and Material Not to Exceed contract for the services requested. Negotiations will cover scope of work, contract terms and conditions, attendance requirements, and appropriateness of the proposed fee.

After negotiating a proposed agreement that is fair and reasonable the General Manager will present the contract to the Company's Board for authorization to execute a contract with the most responsive firm.

Related Documents (attached)

- 2017 Company Water Master Plan
- Most Recent Company Facilities Atlas
- 2017 InfoWater Computer Simulation Model
- Company standard Professional Service Agreement

Submittal Requirements

One (1) executed original marked "ORIGINAL" in red ink and 6 copies of the Proposal shall be submitted. One single sealed Proposed Fee Estimate marked "FEE ESTIMATE – 2019 WMP" in red ink shall be submitted separate from the proposal. Emailed proposals will not be accepted. Submit one electronic copy of the proposal in PDF format. The Response shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the Firm.

The Response Proposal must be received no later than **3:00 p.m.** local time, on or before **August 22nd, 2019** at the office of:

PROPOSAL – 2019 Mapping and GIS
San Antonio Canyon Water Company
139 North Euclid Avenue
Upland, CA 91786
Attn: Brian Lee

Failure to comply with the requirements of this RFP may result in disqualification. Questions regarding this RFP shall be submitted in writing to blee@sawaterco.com.