

SAN ANTONIO WATER COMPANY
AD-HOC MEETING
MINUTES
July 10, 2019

An open meeting of the office relocation feasibility Ad-Hoc Committee for the San Antonio Water Company (SAWCo) was called to order at 3:00 p.m. on the above date at SAWCo's Company Office located at 139 N. Euclid Avenue in Upland, California. Committee Members present were Tom Thomas, Martha Goss, Teri Layton, Tommy Hudspeth, and alternate Jose Sanchez. Also in attendance were SAWCo's General Manager Brian Lee, and Senior Administrative Specialist Kelly Mitchell. Mr. Thomas presided.

1. Recognitions and Presentations: None.
2. Additions – Deletions to the Agenda: Mr. Lee included dispersed handouts and a letter received from the City of Upland regarding building a new office and yard facilities location as attachments to the agenda.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes:
Mr. Sanchez moved and Ms. Goss seconded to approve the meeting minutes of June 12, 2019. Motion carried.
5. Administrative Issues:
 - A. ***Draft Request for Qualifications (RFQ)*** – Mr. Thomas commented that the response time requested on the RFQ is under 30 days. Mr. Lee advised to ignore the dates as they will be adjusted to allow ample time for responses.

Mr. Sanchez noted the use of RFP in a couple of locations that would need to be corrected to read RFQ. Mr. Lee replied he would update the information.

Mr. Lee spoke about possibly updating the RFQ to include an upfront needs assessment. One was completed internally with the previous architect's assistance, however, it may be beneficial to have an independent party provide one in response to items mentioned in the letter received from the City of Upland.

Mr. Thomas commented that SAWCo is consolidating assets for better efficiency. Multiple facilities are being brought to one location which will put office staff and field staff closer together, as well as closer to the Company's water facilities and other water agencies, and to their residential customers.

Mr. Lee then reviewed the handouts with the Committee. The draft 5 year plan includes the Master Plan Asset Management Schedule which addresses the concerns in the City of Upland letter. Current rates cover current needs for capital facilities with a small surplus.

Mr. Thomas mentioned that if the costs of relocating exceed the total amount received from the sale of the three properties the Company has significant reserves or can borrow funds.

Mr. Goss encouraged staff to respond to the City of Upland letter with bullet points to ensure each concern they raised is addressed.

Mr. Sanchez echoed the sentiment and advised to make it known that if SAWCo was not receiving this one time revenue stream it would not be looking into the move at this time.

Mr. Lee advised there is still \$30,000 left in the public outreach budget for the year. This may be a good time to gain public momentum on the topic. Newly elected City of Upland officials may not be aware of the project and apprising them may help more people understand what is actually happening.

Mr. Thomas suggested a newspaper article and developing a PowerPoint to present at the City of Upland Council Meeting.

Mr. Lee will draft a response letter, email Committee members individually for their thoughts, make revisions, and present it to the Board of Directors at the August Board Meeting.

The Committee will attempt a meeting prior to the August Board Meeting if needed.

Mr. Lee advised he would send out the RFQ with recommended revisions and mention a feasibility study with a four to six week turn around and will also place it on the Company website.

The Committee discussed and agreed to increase the square footage of the maintenance building.

Including information on the history of SAWCo water rates in the letter response was also discussed.

6. Closed Session: None.
7. Committee Comments and Future Agenda Items: None.
8. Adjournment:
There being no further business the meeting ended at 3:29 p.m.

Assistant Secretary
Brian Lee