



**MEETING AGENDA**  
**for**  
**AD HOC COMMITTEE FOR OFFICE FEASIBILITY**  
**STUDY**

November 5, 2019 @ 3:00pm  
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

Regular Committee Minutes of September 26, 2019

5. Administrative Issues:

A. Scope of Services and Expectations for Architectural Consulting Services

Review and discuss proposed scope of services and expectations for office/yard relocation project

6. Closed Session:

None.

7. Committee Comments and Future Agenda Items:

- This is the time for committee's comments and consideration on future agenda items relative to the interests and business of the company and its shareholders.

8. Adjournment:

*The next AdHoc Committee 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 Friday [7:30 – 11:30 and 12:30 – 4:30]. The agenda is also available for review and copying at the Upland Public Library located at 450 N. Euclid Avenue.

**POSTING STATEMENT:** On October 31, 2019, a true and correct copy of this agenda was posted at the entry of the Water Company's office (139 N. Euclid Avenue), on the public bulletin boards at 450 N. Euclid Avenue (Upland Public Library) and 460 N. Euclid Avenue (Upland City Hall), and on the Water Company's website.



SAN ANTONIO WATER COMPANY  
AD-HOC MEETING  
MINUTES  
September 26, 2019

An open meeting of the office relocation feasibility Ad-Hoc Committee for the San Antonio Water Company (SAWCo) was called to order at 3:01 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, Bob Cable, Brian Lee, Teri Layton, and Tommy Hudspeth. Also in attendance was SAWCo's Senior Administrative Specialist Kelly Mitchell. Mr. Thomas presided.

1. Recognitions and Presentations: None.
2. Additions – Deletions to the Agenda: None.
3. Public Comments: None.
4. Approval of Committee Meeting Minutes:  
Mr. Cable moved and Mr. Lee seconded to approve the meeting minutes of July 10, 2019. Motion carried.
5. Administrative Issues:
  - A. ***Architect Statement of Qualifications (SOQ)*** – Mr. Lee advised the Committee that he had reached out to five architectural firms and also placed the Request for Qualifications (RFQ) on SAWCo's website. SOQs were accepted through August 29<sup>th</sup>. Of the five architects, only BCA Architects and Claremont Environmental Design Group (CEDG) submitted SOQs.  
  
Mr. Thomas commented BCA's proposal mentioned the yard facilities being additional to the square footage of the office building. There was concern as to whether or not BCA fully understood the scope of the project.  
  
Mr. Cable was concerned about the hourly charges and the estimate of hard costs presented by BCA.  
  
Mr. Lee read comments from the Administration and Finance Committee alternate, Jose Sanchez. Mr. Sanchez felt both firms were qualified but noted BCA's experience was mainly in designing schools whereas Claremont Environmental Design Group (CEDG) had experience in projects more in line with what SAWCo is proposing. The costs associated with BCA appear to have the potential of being double that of CEDG.  
  
Mr. Cable moved and Mr. Lee seconded to continue the design process for the proposed Office and Yard Relocation Project with CEDG. Motion carried.  
  
Mr. Lee advised his next step is to take the item to the Board to recommend they award the contract to CEDG. It will be a time and material contract with a not to exceed amount. He proposes CEDG do a high level assessment of SAWCo's current office and yard facilities, list the deficiencies, and provide a budgetary number of what it will cost to repair or replace those deficiencies.  
  
Mr. Lee then provided an idea he had for the floorplan for both the office and yard buildings. He will be giving it to the architect to use as a starting point for ideas for the project.  
  
Mr. Thomas requested a kick off meeting to be held after the October Board Meeting with all Committee members including alternates and the architect.
6. Closed Session: None.

7. Committee Comments and Future Agenda Items: None.
8. Adjournment:  
There being no further business the meeting ended at 3:38 p.m.

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Assistant Secretary  
Brian Lee



# San Antonio Water Company

Incorporated October 25, 1882  
Serving the original Ontario Colony lands

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## SCOPE OF SERVICES

TO PROVIDE ARCHITECTURAL CONSULTING SERVICES TO THE SAN ANTONIO WATER COMPANY

PROJECT TITLE:

**OFFICE AND OPERATION YARD FACILITIES**

OCTOBER 16, 2019

## Scope

The Company is seeking a location to house office and maintenance space in a single building or possibly two buildings and an associated facility and storage yard.

Working in coordination with the Ad Hoc Committee, consultant shall:

- Obtain current real estate appraisals of existing properties.
- Catalogue and quantify the Company's square footage needs for office and site elements, including those identified below, in detail, for both interior and exterior spaces.
- Conduct a review of currently owned and abutting parcels to determine if there is adequate space available for Company needs.
- Review available building and land stock in City of Upland and surrounding area for possible suitable parcels. Identify no less than four parcels/buildings that most closely meet Company needs.
- Review Company owned parcel at Benson Avenue and 17<sup>th</sup> Street.
- For each parcel/building identified above, provide budgetary opinion of probable construction cost to modify each parcel for Company needs.
- Catalogue positives and negatives of proposed efforts for each parcel identified above.
- Assist Ad Hoc Committee in ranking each site for best value to Company.
- Assist Ad Hoc Committee in creating a schedule for development of highest ranked site that includes project revenue and expenses. Schedule must show project revenue is derived from sources other than water sales and rates.

## Expectations for Company Facility

The Company desires an office and yard facility that provides modern conveniences while remaining flexible for future needs.

Office elements should include:

- A flexible 60-person Board Room that can also be used for other events or meetings,
- Lobby and front counter for customer service,
- 4 to 5 offices, two sized to include meeting tables,
- 5 to 6 cubicles for office staff,
- A 'quiet room' that allows for individual privacy when needed (e.g. nursing mothers),
- Elements typical of a business environment (record storage, computer server and associated space for printers and IT support, janitorial storage),
- A kitchen and break area,
- Appropriate number of bathrooms,
- Maintenance office (three desks located in a common area)
- Shower/locker area for field staff,
- Small parts storage and motor repair space.

Site elements include:

- Covered parking for staff,
- Secure parking for Company vehicles,
- Parking for visitors/customers,
- Storage of large material commonly used in the water industry,
- Landscaping that reflects the local history and environment, including recognition of the contribution citrus groves provided to the local economy. Xeriscaping is desired.