

MINUTES OF THE SAN ANTONIO WATER COMPANY
PLANNING, RESOURCES, and OPERATIONS COMMITTEE
April 30, 2013

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 Tom Thomas, Ken Willis, and Will Elliott. Also in attendance were General Manager Charles Moorrees, Assistant Manager of Administration and Finance Teri Layton, and Office Assistant Kelly McGuire. Mr. Willis presided.

1. Recognitions & Presentations –None.
2. Additions-Deletions to the Agenda – Mr. Moorrees added the Lemon Festival as Item 5F, Basin 6 – Cucamonga Basin as Item 5G, and the SAWCo Logo as Item 5H.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes –
 - A. Regular Committee Minutes of February 28, 2013 - Mr. Thomas moved and Mr. Elliott seconded to approve the meeting minutes of February 28, 2013. Motion carried.
5. Planning & Operational Issues:
 - A. System Map- Additional Budget Appropriation – Mr. Moorrees explained that \$5,500 was budgeted this year for system maps. The update so far has exceeded the scope as other changes and revisions have been discovered. Part of the added need was to expand the update to include the gate valve books. The additional work will require \$8,500 in funds.

The general manager recommended the committee recommend the Board approve the additional budget expense of \$8,500 to update the system maps and gate valve books.

Mr. Willis inquired as to why staff was using gate valve books instead of a laptop. Mr. Moorrees replied that there is only one laptop where as multiple gate valve books can be easily printed and carried in each vehicle.

Ms. Layton stated that SAWCo doesn't have a Computer Automated Drafting (CAD) system which is why all revisions are done by an outside engineer. During research of the current maps it was discovered that a lot of the Assessor's Parcel Numbers (APN) were incorrect and will be part of the additional work.

Mr. Thomas moved and Mr. Elliott seconded to recommend the Board approve the additional budget expense of \$8,500 to update the system maps and gate valve books. Motion carried.

- B. Well 18 Site – Temporary Lease Request – Mr. Moorrees stated that Well 18 is on a .60 acre sized lot located at 4th Street just west of San Antonio Avenue in Ontario. In 2009 SAWCo demolished the booster station and reservoir and capped the well as it is now inactive.

Norstar Plumbing and Engineering submitted a request to SAWCo to consider temporary use of this site for approximately 4 to 6 months for construction staging. The anticipated move in date would be in May or June and the cost per month would be \$500.

Mr. Willis moved and Mr. Thomas seconded to recommend to the Board to approve Norstar Plumbing and Engineering leasing the Well 18 site for construction staging for a period of up to 6 months at a cost of \$500 per month. Motion carried.

Mr. Moorrees commented that SAWCo is requiring a certificate of insurance from Norstar Plumbing and Engineering naming SAWCo as an additional insured and listing the property address.

- C. June PROC meeting date – Mr. Moorrees advised the committee that the next PROC meeting is scheduled for Tuesday, June 25th. Mr. Moorrees is scheduled to be out of the office from June 24th through July 5th.

There was consensus on the committee to hold the next PROC meeting on Tuesday, July 9th at 3 p.m.

- D. San Antonio Avenue Casing – Mr. Moorrees advised the committee that he received the signed agreement today for the City of Ontario to purchase SAWCo pipeline casing on San Antonio Avenue. It will go to the City of Ontario Board on May 16th and SAWCo will receive a check for \$50,000 shortly.

- E. City of Ontario Water Service Agreement – Mr. Moorrees reported the City of Ontario Water Service Agreement will go to the City of Ontario Council in May for approval.

- F. Lemon Festival – Mr. Moorrees reported to the committee that SAWCo staff was kicked out of the Lemon Festival over the weekend for not keeping their booth open until the event closed each night.

- G. Basin 6 – Cucamonga Basin – Mr. Moorrees explained that since SAWCo made modifications to Reservoir 4, it eliminated spill over into Basin 6. The basin is not percolating and is in need of desilting. It is not budgeted for desilting this year. CHJ Consultants will provide SAWCo with the appropriate depth of desilt.

Mr. Thomas inquired if August was a good time to desilt the basin. Mr. Moorrees felt it was a good time.

Mr. Elliott inquired about the water levels. Mr. Moorrees responded that water levels are dropping.

Mr. Moorrees stated he would bring the amount needed for Basin 6 desilting at the next Planning, Resources, and Operations Committee (PROC) meeting to ask for funds to have the project completed this year.

H. SAWCo Logo – Mr. Moorrees explained that SAWCo is exploring developing a template to imbed into the new concrete wall at the Forebay site of the water company’s logo. Mr. Moorrees requested Formliners to design a 24 inch logo that will be reusable. The cost is \$5,000 to create the logo and \$1,200 to make a liner.

6. Planning & Operational Update -

A. Project Status Report

- **Tunnel Lining** – Snap Pipe is currently welding each joint of the tunnel.
- **Edison & Tunnel Ponds** – Staff received a proposal from CP Construction to desilt the ponds. A layer of sand and gravel will be added to help filter and slow water flows down but would add to the cost.
- **Well 25A** – Site improvements per City of Upland Conditional Use Permit (CUP) – delayed slightly by a mishap at the engineers office in which the sprinklers went off and considerable water damage delayed working on the project.
- **Cucamonga Basin – Desilting project at crosswalls** – The initial study should be done this month. Staff will take the new planner with the City of Upland on a tour of the property for the proposed project on May 15th to familiarize him with site and the plans for it.
- **Water Rights Investigation-Activity** – Mr. Moorrees received a phone call from Congresswoman Judy Chu’s office stating they had received a letter response from the United States Department of Agriculture (USDA).
- **WFA Pipeline Connection** – Staff received the plan comments from TKE. There may be a need to include a sand separator. SAWCo field staff is testing the wells for sand.
- **Americans with Disabilities Act (ADA) Ramp** – Mr. Moorrees drafted a conceptual drawing for an ADA ramp leading up to the water company’s front door.

7. Basin Issues & Updates

A. *San Antonio Canyon Watershed* – Saturday, July 6th is the 9th Annual San Antonio Canyon Watershed Clean Up Day.

Mr. Thomas asked that a copy of the flier for the event be sent to all Board members and that it be put on the agenda for May’s Board meeting.

B. *Cucamonga Basin* – Nothing was discussed.

C. *Chino Basin* – Mr. Moorrees reported there is a ‘Closed Session’ conference call with legal counsel scheduled for May’s Board meeting regarding the Chino Desalter Authority’s (CDA) request for remediation.

The City of Ontario will make a request for a transfer of their full entitlement of 782 acre feet (AF) to Chino Basin.

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D. *Six Basins* – Mr. Moorrees stated he had received the Annual Report and the total rain fall for 2012 differs from the total SAWCo received. Mr. Moorrees also noticed in the report that \$800,000 was being spent on the groundwater model. He questioned who actually owns the model.

8. Closed Session – The committee went into closed session at 4:01 p.m. for a phone conference with legal counsel regarding potential Chino Basin CDA litigation (§54956.9 (c)). The committee gave direction to legal counsel.
9. Committee’s Comments and Future Agenda Items – None.

Adjournment – Due to no further business the meeting was adjourned at 4:46 p.m.

Assistant Secretary
Charles Moorrees