

MINUTES OF THE SAN ANTONIO WATER COMPANY  
PLANNING, RESOURCES, and OPERATIONS COMMITTEE  
October 29, 2013

An open meeting of the Planning, Resources, and Operations Committee (PROC) of the San Antonio Water Company (SAWCo) was called to order at 3:00 p.m. on the above date at the company office located at 139 N. Euclid Avenue, Upland, California. Committee members present were Ken Willis, Will Elliott, and John Gerardi. Also in attendance was SAWCo's General Manager Charles Moorrees, Assistant Manager of Administration and Finance Teri Layton and Office Assistant Kelly Mitchell. Mr. Willis presided.

1. Recognitions & Presentations – None.
2. Additions-Deletions to the Agenda – None.
3. Public Comments – None.
4. Approval of Committee Meeting Minutes –
  - A. Regular Committee Minutes of August 27, 2013 - Mr. Elliott moved and Mr. Willis seconded to approve the meeting minutes of August 27, 2013. Motion carried.
5. Planning & Operational Issues:
  - A. ***Tolle Nursery – Ground Lease Extension*** – Mr. Moorrees explained how Tolle Nursery currently leases the Company's 20<sup>th</sup> Street site for temporary staging for nursery operations as previously approved by the Board. This ground lease expires annually at the end of October of each year. Per the agreement, Tolle Nurseries pays an annual rate of \$2,500 for use at 20<sup>th</sup> Street and Campus Avenue. Mr. Tolle has requested continued use of only the 20<sup>th</sup> Street property for another 12 month term.

Mr. Elliott moved and Mr. Willis seconded to recommend the Board approve extending the ground lease for Tolle Nursery at 20<sup>th</sup> Street and Campus Avenue for 12 months. Motion carried.

- B. ***Verizon – Proposal to Lease Space for Communications Facility*** - Mr. Moorrees advised that staff received a request from CORE Development Services to lease a portion of 20<sup>th</sup> Street and Campus Avenue for Verizon's communication facility. The proposal is for a lease area of 30 feet by 30 feet for equipment and antenna placement. This is a portion of the site where Tolle Nursery has their land lease. Mr. Moorrees spoke with Mr. Tolle who had no issues with the lease for a communication facility.

Mr. Elliott felt this was a lease with a very long extension time. He inquired what the average extension times were on other leases the water company had. Mr. Moorrees replied that the lease on Well 26 followed the same time increments.

Mr. Elliott moved and Mr. Willis seconded to recommend the Board approve the proposed lease of 90 square feet of the Water Company's 20<sup>th</sup> Street site subject to legal counsel review. Motion carried.

Mr. John Gerardi entered the meeting at 3:07 p.m.

- C. *Draft CY2014 Project – Asset Management Plan Update*** - Mr. Moorrees stated that this is a draft project budget for 2014. He advised that some items may change by the scheduled Board Budget Workshop in December.

Mr. Moorrees first discussed the six carry-over projects from 2013 and also added the Basin 6 project to the list. He commented that he hoped the Well 25A Site Improvement plans would be approved by the City of Upland Public Works Director this week so that work could begin prior to 2014. The final plans for the Water Facilities Authority (WFA) Pipeline Connection should go to the WFA advisory committee and board in November for approval. The permit from San Bernardino County for the Cucamonga Crosswalls project has been received but because of the time it took to receive the permit SAWCo now needs to go through the whole process again with authorization from various entities such as the Department of Fish and Wildlife (DFW). The Frankish Tunnel project will help enhance and capture flows and the New Billing Software project has already begun with about \$9,000 expensed during the year and the remainder to carry-over into 2014.

Mr. Moorrees then identified the Asset Management Plan projects for 2014. Well 26 and Well 32 are both due for rehabilitation. Well 26 needs a new pump and Well 32 was built in the 1980's and has never been rehabbed. Interior Coating for Reservoir 4 was deferred to 2015. The 2,200 linear feet (LF) of 16" pipeline in Benson Avenue and the replacement of the Holly Drive Boosters will also be deferred.

There was discussion on the Water Company's ability to provide fire protection to domestic customers and what kind of notification, if any, is being given to them. Suggestions for possible notification were given. Mr. Moorrees offered to have legal counsel draft a letter to be included in paperwork mailed during stock transfers and bring it to the Board for approval.

Capital Improvement items included deferring the Cucamonga Valley Water District (CVWD) connection, a study to determine the best way to capture as much water as possible at the Edison Ponds, the replacement of 4 inch waterlines with 6 inch waterlines on Spring Terrace, Primrose Lane, and Wildrose Lane. Other Capital Improvement projects include replacing 900 linear feet (LF) of 4 inch waterline with an 8 inch waterline on Vista Drive, installation of a main line on Mountain Drive from Euclid Crescent East to Kilbourne Drive, building an additional covered parking structure and installing fencing at the company office.

For Maintenance there is only one item; the water quality equipment (chlorine facilities) is scheduled for routine maintenance this year.

Minor Capital items include a welder, a new 4 wheel drive pump truck, an emergency generator for the office, low band radio, and computer tablets for the Board and SAWCo management. Mr. Moorrees agreed to find out whether the tablets could be utilized for just work related functions. Ms. Mitchell was asked to provide information on cost savings by reduced hard copies.

Administration items budgeted were IT remote backup, a compensation and benefit study, carpet replacement for the office, map imaging and a check scanner for bill payments.

**D. Water Conservation – Hillside Landscaping** - Mr. Moorrees provided a copy of a Facebook post regarding water flowing on West 26<sup>th</sup> Street from Holly Drive in the Heights. The water coming from Holly Drive flows down and pools on West 26<sup>th</sup> Street. The Facebook post speaks of a water conservation issue; while water conservation does play a part the water runoff the main concern in the posting is the eroding of 26<sup>th</sup> Street. The street has not be dedicated to the San Bernardino County for maintenance which means that if erosion of the roadway does occur it will be the responsibility of the homeowners to have it repaired.

Staff was advised to make it clear that SAWCo is not responsible for storm water flow and requested to develop a procedure for hillside landscaping. Staff will investigate and provide an appropriate response.

**E. Budget Request to Replace Computer Client/Server-** Mr. Moorrees advised the committee that in 2009, the Water Company purchased their existing client/server which operates on a 2008 operating platform. Computer hardware has a designated asset life of 5 years. Staff anticipated proposing its replacement for CY2014 with a new client/server on a 2012 operating platform. However, the Water Company recently purchased a new billing and software program that is awaiting installation.

Mr. Moorrees requested consideration to purchase the server at this time to facilitate the new software installation and implementation in order to operate parallel with existing programs. The cost for the new computer server is \$35,000.

Mr. Elliott moved and Mr. Gerardi seconded to recommend the Board approve the expenditure of \$35,000 in this calendar year for purchase of a client/server. Motion carried.

6. Planning & Operational Update -

**A. Project Status Report**

- **ADA Ramp -SAWCo Office** – Railing to be installed in less than two weeks. A pedestal sign with SAWCo’s logo and address is proposed and rock will be installed on the side of the ramp.
- **Basin 6 Desilting** – SAWCo does have the conditional permit from San Bernardino County Flood Control District but needs to contact Regional Water Quality Control Board (RWQCB) and the DFW for permitting.

- **City Treatment Plant Surface Water Delivery - Dissolved Air issue** – A meeting is scheduled with the City of Upland to discuss how to handle the issue operationally to avoid any capital expenditures.
- **Well 25A – Site Improvements per City CUP** – Waiting for the City of Upland Public Works Director to sign off on the plans. SAWCo hopes to start on this project by the end of the year.
- **Cucamonga Basin – Desilting project at crosswalls** – Received a CUP from San Bernardino County, but still needs to contact the RWQCB and the DFW.
- **Forebay Improvements** – Pictures of the work being done were circulated. The roof panels should be installed during the week and the project should be completed by the end of the year.
- **System Map Update** – Completed.
- **Water Rights Investigation** – Activity – The City of Pomona will be sending a letter to congresswoman Judy Chu and the State Water Resources Control Board (SWRCB). Staff has not received a reply from SWRCB in response to special counsel Fred Fudacz's letter.
- **WFA Pipeline Connection** – Plans are being submitted this week to go to the WFA advisory committee and board in November.
- **Chino Basin Recharge Pipeline** – This project will carry over into next year.
- **Frankish Tunnel Pipeline** – This project will carry over into next year.

7. Basin Issues & Updates

A. **San Antonio Canyon Watershed** – Mr. Moorrees stated that the San Antonio Canyon Watershed Committee will meet the following Wednesday. Mr. Moorrees would like to put a name change on the agenda, renaming the committee to the San Antonio Creek Watershed Committee. Ms. Layton advised that in doing so the name may need to be changed with the Department of Public Health and with Pomona.

Mr. Gerardi exited the meeting at 4:24 p.m.

B. **Chino Basin** – No updates were given.

C. **Six Basins** – Mr. Moorrees reported that Six Basins had their budget meeting the month previous. It was questioned by the board whether to bring the Salt Nutrient Management Plan to the budget committee to see what the process and the costs are. No one wanted watermaster to take the lead on the project. Operating Safe Yield was renewed at the same rate it has been for the last five years. A \$24 per acre foot (AF) assessment is being considered at in the draft budget and a capital reserve of \$649,347.

8. Committee's Comments and Future Agenda Items – None.

Adjournment – Due to no further business the meeting was adjourned at 4:27 p.m.

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Assistant Secretary  
Charles Moorrees