

**WATER RESOURCES AND FACILITY  
MANAGEMENT  
COMMITTEE MEETING  
AND  
SPECIAL MEETING OF THE  
BOARD OF DIRECTORS**

**Tuesday, May 26, 2020  
4:00 p.m.**

**Committee Members:**

Charles M. Treviño, Chair  
Alfonso "Al" Contreras, Vice-Chair



602 E. Huntington Drive, Suite B  
Monrovia, CA 91016

(626) 443-2297  
www.upperdistrict.org

**SPECIAL NOTICE - Teleconference Accessibility**

*Pursuant to Executive Order N-29-20 issued by Governor Newsom in response to the COVID-19 outbreak and as a precaution to protect both staff, our constituents, and elected officials, the Upper District will hold its Water Resources and Facility Management Committee meeting and special meeting of the Board of Directors via teleconference or the most rapid means of communication available at the time. Instructions to participate in the teleconference are below:*

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83042649533>**

**Telephone Dial: 1 (669) 900 - 6833**

**Meeting ID: 830 4264 9533**

*Public comments may be made through teleconference when prompted by the Chair during the public comment period. Public comments may also be provided by emailing [Christy@usgvmwd.org](mailto:Christy@usgvmwd.org) in advance of or during the meeting. Please indicate "PUBLIC COMMENT" in the subject line.*

*If you have difficulty connecting to the teleconference line, please call (626) 443-2297 or email [Ruben@usgvmwd.org](mailto:Ruben@usgvmwd.org). It may take a few minutes to join Zoom or connect via telephone so please join early.*

\*The Water Resources and Facility Management Committee meeting is noticed as a joint committee meeting with the Board of Directors for the purpose of compliance with the Brown Act. Members of the Board who are not assigned to the Water Resources and Facility Management Committee may attend and participate as members of the Board, whether or not a quorum of the Board is present. In order to preserve the function of the Committee as advisory to the Board, members of the Board who are not assigned to the Water Resources and Facility Management Committee will not vote on matters before the Committee.

**Communications**

1. Call to Order
2. Public Comment

**Discussion/Action**

3. Award of 2020 Urban Water Management Plan (UWMP). *(Staff Memorandum enclosed)*

**Oral Reports**

4. Upper District New Office Renovation Design Approach.
5. Upper District / MWD 2020 Integrated Resources Plan (IRP) Update.
6. Measure W Update.

**Other Matters**

- 7.

**Adjournment**

**Next Meeting:** Tuesday, June 23, 2020 at 4:00 p.m.



**American Disabilities Act Compliance** *(Government Code Section 54954.2(a))*

To request special assistance to participate in this meeting, please contact the Upper District office at (626) 443-2297 or [valeria@usgvmwd.org](mailto:valeria@usgvmwd.org) at least 24 hours prior to meeting.



# MEMORANDUM



## ITEM 3.

**DATE:** May 26, 2020  
**TO:** Water Resources and Facility Management Committee and Board of Directors  
**FROM:** General Manager  
**SUBJECT:** Preparation of the 2020 Urban Water Management Plan (UWMP)

---

### Recommendation

Staff is requesting that the Board of Directors authorize the General Manager to execute a professional services task order with Stetson Engineers Inc. (Stetson) for the preparation of the District's 2020 Urban Water Management Plan (UWMP), in accordance with UWMP guidelines, in the not-to-exceed amount of \$40,000.

### Background

Pursuant to Section 10621(a) of the California Water Code (the Urban Water Management Planning Act of 1985), the Upper District must update its UWMP every five years. The 2015 UWMP Update was adopted by the Board of Directors at a public hearing held June 7, 2016. Upper District must prepare an updated version of the 2020 UWMP, conduct a public hearing, and adopt the amended plan by July 1, 2021.

Urban Water Management Plans are prepared by California's urban water suppliers to ensure adequate water supplies are available to meet existing and future water demands. Every urban water supplier that either provides over 3,000 acre-feet of water annually or serves more than 3,000 or more connections (either directly or indirectly) is required to assess the reliability of its water sources over a 20-year planning horizon considering normal, dry, and multiple dry years. The UWMP update and adoption is required every five years ending in five and zero (2020).

### Discussion

District staff requested an engineering services proposal from Stetson for the preparation of the 2020 UWMP. Key elements of the plan include the following:

- A description of the service area;
- A description of the existing and planned sources of supply and the reliability of those sources during an average year, a single dry year and multiple dry years;
- A description of existing groundwater management activities;
- A description of opportunities for exchanges or transfers of water;
- A description of historic and projected water use;
- A description of Demand Management Measures;

- A description of all water supply projects and water supply programs that may be undertaken to meet the total projected water use;
- A description of opportunities for development of desalinated water, including ocean water, brackish water, and groundwater, as a long-term supply;
- A discussion of the opportunity to use recycled water; and
- A discussion of the quality of existing sources of water

In preparing the 2020 UWMP for the District, Stetson will ensure all changes to the UWMP Act are incorporated, including California Water Code Sections 10632(a) and 10635(b), pursuant to Assembly Bill 1668 and Senate Bill 606. It noted that the DWR 2020 UWMP Guidebook likely will not be available until September 2020. Stetson will coordinate with the Upper District to address any additions to the UWMP requirements through the draft preparation.

Stetson demonstrated a thorough understanding of the proposed scope of work and has demonstrated extensive experience in the preparation of prior UWMPs, including the preparation of 2015 UWMP for twenty public agencies.

Stetson serves as the engineer for Upper District, and previously prepared Upper District's 2005, 2010, and 2015 UWMPs. In addition, Stetson is preparing the Upper District's Indirect Reuse Program (IRP) 2020 update. Collectively, Stetson has significant knowledge of Upper District's existing facilities and sources of supplies which will be instrumental when preparing the 2020 UWMP.

The District's FY 19/20 and FY 20/21 budget (draft) provides adequate funding for the proposed award.