



248 E. Foothill Blvd., Suite 200
Monrovia, CA, 91016

P: 626-443-2297

E: info@usgvmwd.org

upperwater.org

Water Resources and Facility Management Committee Meeting and Special Meeting of the Board of Directors

Monday, December 01, 2025
4:30 P.M.

Committee Members:

Charles M. Treviño, Chair
Katarina Garcia, Vice-Chair

*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. Professional Service Contract Amendment for John Robinson Consulting, Inc.
4. Stetson Engineers Task Order Amendment for Golden Mussel
5. Emergency Response Action Plan

Oral Reports

6. Water Supply Update
7. Golden Mussel Update

Other Matters

- 8.

Adjournment

Next Meeting: Monday, February 02, 2025 at 4:30 p.m.



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



To request special assistance to participate in this meeting, please contact the District office at (626) 443-2297

MEMORANDUM

Item 3 ACTION

DATE: December 1, 2025

TO: Water Resources Facility Management Committee and Board of Directors

FROM: General Manager

SUBJECT: Authorize the General Manager to execute a professional services contract amendment with John Robinson Consulting, Inc. (JRC) for as-needed engineering support services.

Recommendation

Authorize the General Manager to execute a professional service contract amendment with JRC for as-needed engineering support services in the amount of \$50,000 for a total contract amount not to exceed \$100,000 through June 30, 2026.

Background

JRC has supported the advancement of multiple recycled water projects and engineering initiatives. The requested increase of \$50,000 (for a new not-to-exceed total of \$100,000) will enable JRC to continue providing professional support to Upper Water through completion of the following activities and other tasks as directed:

1. Completion of the asset management summary for the following recycled water projects:
 - Phase I – Rose Hills Project
 - Phase IIA – Rosemead Pipeline and Pump Station Project
 - Phase IIA – Rosemead Pipeline Expansion Projects 1 and 2
 - Phase IIB – San Gabriel Valley Recycled Water Pipeline and Reservoir Project
2. Development of Operations and Maintenance Standards for the above recycled water projects.
3. Development of a Cross-Connection Control Program for recycled water customers connected to the above projects.
4. Preparation of Technical Memoranda evaluating recycled water expansion and related engineering investigations.
5. Coordination with the Los Angeles County Sanitation Districts, San Gabriel Valley Water District, and Suburban Water Systems.
6. Support to Upper District staff for the Water Reuse Collaborative, Recycled Water System Technical Committee, and related initiatives.
7. Assistance with future engineering projects and assignments as directed by District staff.

Staff is recommending that the Board authorize the amendment with John Robinson Consulting Inc. for a not to exceed amount of \$100,000. JRC has submitted a scope of service which is attached.

ATTACHMENT



November 5, 2025

Mr. Thomas Love
General Manager
Upper San Gabriel Valley Municipal Water District
248 E. Foothill Blvd., Suite 200
Monrovia, CA 91016

Subject: As-Needed Engineering Support Services – Compensation Increase Request

Dear Mr. Love:

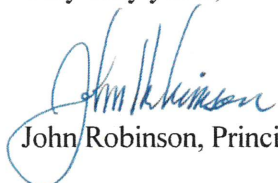
Per our conference call on November 4th, John Robinson Consulting, Inc. (JRC) is submitting this letter to Upper San Gabriel Valley Municipal Water District (Upper District) to request a change in JRC's compensation amount. As discussed, we have reached out contractual not-to-exceed compensation amount of \$50,000 at the end of October 2025 and are requesting an increase of \$50,000 to bring the not-to-exceed amount to \$100,000. Our hourly rates will remain as they were in the original contract from February 2024.

With this increase in the compensation, JRC will be able to continue assisting Upper District with the following scope of service deliverables and others as directed:

1. Complete the asset management summary for the following recycled water projects:
 - a. Phase 1 – Rose Hills project
 - b. Phase IIA – Rosemead pipeline and pump station project
 - c. Phase IIA – Rosemead pipeline expansion projects 1 and 2
 - d. Phase IIB – San Gabriel Valley Recycled Water pipeline and reservoir project
2. Development of Operations and Maintenance Standard(s) for the above recycled water projects.
3. Development of a cross-connection control program for the recycled water customer connected to the above recycled water projects.
4. Development of Technical Memorandums to evaluate recycled water expansion and other engineering investigations.
5. Coordinate with Los Angeles County Sanitation Districts, San Gabriel Valley Water District, Suburban Water System.
6. Support Upper District staff with Water Reuse Collaborative, Recycled Water System Technical Committee and others as directed.
7. Support Upper District staff with future projects to be assigned.

JRC commits to timely, responsive services, and to delivering excellence with all assistance and deliverables provided to Upper District.

Very truly yours,



John Robinson, Principal

c: Patty Cortez and Evelyn Rodriguez, Upper District

MEMORANDUM

Item 4. ACTION

DATE: December 1, 2025

TO: Water Resources Facility Management Committee and Board of Directors

FROM: General Manager

SUBJECT: Authorize the General Manager to execute a professional services task order amendment for \$50,000 with Stetson Engineers, Inc. (Stetson) for engineering support services related to addressing the Golden Mussel issues.

Recommendation

Authorize the General Manager to execute a professional services task order amendment for \$50,000 with Stetson Engineers, Inc. (Stetson) for engineering support services related to preparation of a Golden Mussel prevention and control plan.

Background

Stetson provides general engineering and water resource consulting to Upper Water. Specific work such as District boundary adjustments, preparation of the Emergency Response Action Plan are typically authorized by Task Orders under Stetsons general engineering contract. The discovery of the Golden Mussel, an invasive species, in California last year and the mussels presence in the State Water Project (SWP) necessitates preparation of a mussel control plan to comply with State law. The mussel control plan is also being required by Los Angeles County Flood Control (County) who suspended water deliveries in September.

Upper Water as been coordinating with the San Gabriel Valley water agencies, Watermaster, Three Valleys MWD and San Gabriel Valley MWD (Partnering Agencies) in addressing the impacts related to the mussel. These agencies have agreed to prepare a comprehensive mussel control plan for all SWP delivery locations. In May the General Manager executed a Stetson Task Order for the preparation of this control plan (proposal and scope of work attached). In addition, the Partnering Agencies have entered into a cost sharing agreement for the preparation of the mussel control plan.

As the mussel control plan has been prepared there have been several meetings with the County to review the draft plan and respond to comments and issues raised by the County. Responding to the County's comments and addressing their concerns has required significant additional effort beyond the original Stetson Task Order scope of work. Additional authorization is needed to continue preparation of a final mussel control plan. Future reviews by the County and submittal and review by the California Department of Fish and Wildlife may require additional funding.

In August Upper Water submitted a grant application to the US Bureau of Reclamation for \$500,000 to prepare and implement a Golden Mussel control plan. A decision on award of the grant by

USBR is expected this month. If awarded expenditures incurred prior to the grant award may be reimbursable.

Staff is recommending that the Board authorize the task order amendment with Stetson Engineering, Inc. for task order total not to exceed amount of \$108,000. Under the cost sharing agreement Upper Waters share of this cost is 25% or \$or 25,000.

ATTACHMENTS:

Cost Sharing Agreement

Stetson Task Order Scope of Work

COST-SHARING AGREEMENT GOLDEN MUSSEL CONTROL PLAN

This Cost-Sharing Agreement ("Agreement") is entered into by and between Main San Gabriel Basin Watermaster (Watermaster), San Gabriel Valley Municipal Water District (San Gabriel District), Three Valleys Municipal Water District (Three Valleys) and Upper San Gabriel Valley Municipal Water District (Upper Water), collectively referred as the "Parties".

Background

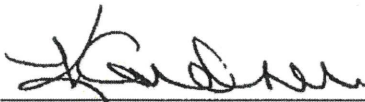
- Golden mussels, a new invasive species first detected in the Sacramento-San Joaquin Delta in October 2024, are spreading rapidly through California's State Water Project (SWP) system and its interconnected reservoirs. The mussels threaten ecological balance and infrastructure by clogging pipelines and filters.
- Golden mussels do not impact the safety of drinking water. However, like quagga mussels, they can adversely impact infrastructure, and raw (untreated) water releases require control measures to limit their spread to other water bodies.
- In response to the spread of golden mussels in the SWP, the Parties are collectively working together with other regional agencies to develop an invasive mussel control plan (Plan).
- The Parties have agreed that Upper Water will serve as the lead agency in the technical development of the Plan and will retain professional consulting services to develop the Plan.
- Through this Agreement, the Parties desire to govern their payment of costs and fees arising from their cooperative efforts and to confirm their common interests in maintaining a joint participation in the Plan.

Terms of the Agreement

1. The Parties will equally contribute to the development of the Plan whose scope and budget is provided in Exhibits A and B attached hereto and incorporated herein. If additional funds are needed, the participating Parties will agree on the amended amount and will prepare an amendment to Exhibits A and B. Upper Water will inform and get concurrence from the Parties of all contractual services for the Plan before proceeding with the work.

Cost Share Agreement
Golden Mussel Control Plan

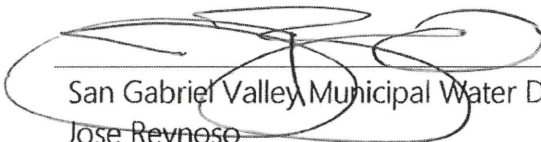
2. Upper Water will pay the professional consulting fees upon receipt of such invoices. Upper Water will then invoice the remainder of the Parties for their cost share contributions.
3. Parties agree to bear their own in-kind costs (internal labor and other costs). In kind costs will not be included in this agreement.
4. The individuals signing this Agreement in a representative capacity warrant that they have the authority to do so on behalf of the entity or entities they represent and further agree that as representatives of the entity or entities that they respectively represent, they themselves are bound by all terms of this Agreement.
5. This Agreement may be executed in counterparts, each of which so executed shall be deemed an original irrespective of the date of the execution, and said counterparts shall together constitute one and the same Agreement. Further electronic signatures or PDF copies of signatures shall be as effective as original signatures for evidencing execution of this Agreement.



Main San Gabriel Basin Watermaster
Kelly Gardner
Executive Officer



Three Valleys Municipal Water District
Matthew Litchfield, P.E.
General Manager/Chief Engineer



San Gabriel Valley Municipal Water District
Jose Reynoso
General Manager



Upper San Gabriel Municipal Water District
Tom Love, P.E.
General Manager

Exhibit A

Professional Services Agreements and Cost Share

Professional Services Consultant	Contract Amount
Stetson Engineers	\$50,000

Agency	Contribution
Main San Gabriel Basin Watermaster	\$12,500
San Gabriel Valley Municipal Water District	\$12,500
Three Valleys Municipal Water District	\$12,500
Upper San Gabriel Valley Municipal Water District	\$12,500
Total Cost	\$50,000

Exhibit B
Scope of Work and Budget
Stetson Engineers



861 Village Oaks Drive, Suite 100 • Covina, California 91724
Phone: (626) 967-6202 • FAX: (626) 331-7065 • Web site: www.stetsonengineers.com

Northern California • Southern California • Arizona • Colorado

July 7, 2025

Mr. Tom Love
General Manager
Upper San Gabriel Valley Municipal Water District
248 E. Foothill Blvd
Monrovia, CA 91016

Subject: Proposal for Preparation of the Golden Mussel Control Plan

Dear Mr. Love:

Stetson Engineers Inc. (Stetson) is pleased to provide this Scope and Budget to Upper San Gabriel Valley Municipal Water District (Upper Water) for the preparation of a for the preparation of a Golden Mussel Control Plan (Plan) for the delivery of imported water from the State Water Project to the Main San Gabriel Groundwater Basin (Main Basin). This Plan will be prepared and implemented in collaboration between Upper Water, Three Valleys Municipal Water District (Three Valleys District), San Gabriel Valley Municipal Water District (San Gabriel District), the Main San Gabriel Basin Watermaster (Watermaster), Metropolitan Water District of Southern California (MWD) and the Los Angeles County Department of Public Works (Public Works). Stetson has extensive experience with Main Basin operations, including the delivery of imported water supplies and developing a control plan for the Quagga Mussel, and is therefore qualified to prepare this Plan.

SCOPE OF SERVICES

Stephen B. Johnson, President, will be assigned as the Project Manager and will act as the primary contact. Stetson will provide the following as part of our Scope of Work:

Task 1 – Project Management and Coordination

Stetson will regularly coordinate with Upper Water, Watermaster, Three Valleys District, MWD, San Gabriel District, and Public Works throughout the development of the Plan to ensure all project objectives are met. Additional coordination with other State agencies may be required after the draft Plan is completed; however, this coordination is outside of this current Scope of Work.

Task 2 – Data Analysis and Evaluation

Stetson will identify and characterize each delivery point for untreated imported water in the Main Basin. This information will be summarized in aerial maps, individual site maps, and table formats. Stetson will research and develop effective golden mussel containment and mitigation measures using existing literature and published reports to develop site specific control strategies for each delivery point. The current Quagga Mussel Control Plan will be used as a reference document. When possible, a “multi-barrier” approach will be implemented to minimize the risk of mussel colonies establishing in water delivery facilities and infrastructure. Regulatory and legal considerations will be reviewed and summarized. A monitoring plan will be developed, and potential treatment and disposable strategies will be considered and proposed should mussels be detected. Descriptions of treatment options will include treatment type, capacity, and cost estimates. Stetson acknowledges using treated imported water to replenish the Main Basin is cost prohibitive and would also have volumetric constraints. If treatment is needed, it would be necessary to occur at the source water at Silverwood Lake. Treatment is included for due diligence and alternatives completeness.

A comprehensive delivery plan matrix will be prepared to provide procedures including timelines, action items, and responsible parties. For “local control”, the Watermaster will coordinate, plan, implement, monitor, mitigate, and document all the SWP deliveries. The draft Plan will include planning coordination for each planned delivery of SWP water, site preparation and verification, coordinated delivery implementation, site monitoring and mitigation, and documentation following each delivery.

Task 3 –Preparation of Draft Report

Based on the information prepared in Task 2 above, Stetson will prepare a draft Plan including relevant figures, tables, and attachments. This draft Plan is intended to document the procedures, operating criteria, monitoring and testing methods to prevent, to the extent practicable, the establishment of any golden mussel population in the San Gabriel Valley imported water delivery facilities and infrastructure. The Plan will incorporate the following items:

- Background
- Current Status
- Control and Monitoring Strategies
- Delivery Coordination and Documentation
- Monitoring Plan
- Treatment and Removal Plan/Mitigation
- Full documentation post delivery
- Regulatory Requirements
- Delivery Plan Matrix

Stetson will provide all parties with an electronic copy (PDF and Word formats) of the draft Plan.

Task 4 – Deliverables

Delivery Point Maps – Stetson will prepare the detailed individual delivery point maps with summarized key information for each delivery point.

Draft Plan – Stetson will prepare a draft Plan, incorporating initial comments received while coordinating with the relevant agencies.

Task 5 – Final Plan (Not Included in this Scope of Work or Budget)

Stetson will continue coordinating with the municipal water districts, Public Works, and appropriate State agencies. The draft Plan will be finalized by incorporating all comments from the participating agencies to finalize the draft Plan.

BUDGET AND SCHEDULE

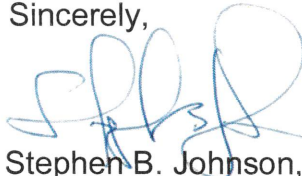
The estimated budget for the preparation of the draft Golden Mussel Control Plan for Upper Water is \$48,000 and will not be exceeded without approval. (Additional budget will likely be needed for additional coordination with the agencies and to address potentially multiple rounds of comments to finalize the draft plan.)

As part of the preliminary project schedule, Stetson has assumed a starting date in July 2025 and that a draft Golden Mussel Control Plan will be provided to Watermaster and Upper Water for review in November 2025.

- | | |
|---|---------------|
| • Notice to Proceed: | July 2025 |
| • Provide Preliminary Maps
and Data Tables of Delivery Points: | August 2025 |
| • Provide Draft Plan: | December 2025 |

Thank you for considering Stetson's Proposal and this opportunity to assist Upper San Gabriel Valley Municipal Water District.

Sincerely,



Stephen B. Johnson, P.E.
President
Stetson Engineers Inc.