

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## AGENDA REGULAR MEETING WATER BOARD Tuesday, October 12, 2021 – 9:30 a.m.

### WEB-CONFERENCE

#### WATER BOARD

TONI CALLICOTT  
President

#### Commissioners

WAYNE HENDRIX, P.E.  
DAVID E. MLYNARSKI  
RIKKE V. JOHNSON  
THOMAS BRICKLEY



MIGUEL J. GUERRERO, P.E.

General Manager  
ROBIN L. OHAMA  
Deputy General Manager  
STEVE R. MILLER  
Director of Water Utility  
KEVIN T. STEWART, P.E.  
Director of Water Reclamation  
CYNTHIA J. MOUSER  
Director of Finance  
JENNIFER L. SHEPARDSON  
Director of Environmental &  
Regulatory Compliance

*“Trusted, Quality Service since 1905”*

#### Welcome to a meeting of the Water Board of the City of San Bernardino

- The City of San Bernardino Municipal Water Department recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the General Manager's Office (909-384-5191) two working days prior to the meeting for any requests for reasonable accommodation, to include interpreters.
- All documents for public review are on file with the Water Department located at 1350 South “E” Street, San Bernardino or may be accessed online at <https://www.sbmwd.org/agendacenter>

### IMPORTANT COVID-19 NOTICE

IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19 (NOVEL CORONAVIRUS) AND TO ENABLE APPROPRIATE SOCIAL DISTANCING, THE WATER BOARD MEETING WILL NOT BE OPEN TO PUBLIC ATTENDANCE.

THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT ENCOURAGES THE PUBLIC TO VIEW THIS WATER BOARD MEETING ONLINE. THE MEETING WILL BE LIVE STREAMED VIA YOUTUBE AT:  
<https://bit.ly/YouTubeSBWater>

MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS BEFORE THE WATER BOARD MAY PARTICIPATE IN THE FOLLOWING WAYS:

1. COMMENTS AND CONTACT INFORMATION MAY BE E-MAILED TO [Comments@sbmwd.org](mailto:Comments@sbmwd.org) BY 8:30 A.M. THE DAY OF THE SCHEDULED MEETING TO BE INCLUDED IN THE WRITTEN RECORD;
2. CALLING 909-453-6340, LEAVING A RECORDED MESSAGE BY 8:30 A.M. THE DAY OF THE SCHEDULED MEETING, NOT TO EXCEED THREE (3) MINUTES, WHICH WILL THEN BE PLAYED DURING THE PUBLIC COMMENT SECTION OF THE AGENDA.

3. A REQUEST TO SPEAK MAY BE E-MAILED TO [Comments@sbmwd.org](mailto:Comments@sbmwd.org) AND, AT THE TIME OF THE REQUESTED AGENDA ITEM, THE WATER BOARD SECRETARY WILL PLACE A PHONE CALL TO THE COMMENTER AND ALLOW THEM TO SPEAK TO THE BOARD VIA SPEAKERPHONE DURING THE LIVE MEETING FOR UP TO THREE (3) MINUTES. PLEASE INDICATE ON WHICH ITEM YOU WISH TO SPEAK.

### CALL TO ORDER

1. ANNOUNCEMENTS BY MEMBERS OF THE WATER BOARD
2. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA: A three-minute limitation shall apply to each member of the public who wishes to address the Water Board of any item not listed on the agenda. There is no limit on the number of items that may be discussed within the three-minute time limit. **To be called by the Water Board President, please see special public comments instructions above.**
3. PUBLIC COMMENTS ON ITEMS LISTED ON THE AGENDA: A three-minute limitation shall apply to each member of the public who wishes to address the Water Board of any item listed on the agenda, excluding public hearings. There is no limit on the number of items that may be discussed within the three-minute time limit. **To be called by the Water Board President, please see special public comment instructions above.**
4. CONSENT CALENDAR

**MOTION:** That the motions indicated by consent calendar items 4A through 4C be adopted, except for \_\_\_\_\_.

MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_

A. PAYROLL

**MOTION:** Approve the payroll for the pay period beginning September 27, 2021 through October 10, 2021.

B. CONTRACTS AND BILLS

**MOTION:** Approve the payment of contracts and bills to be presented at this meeting.

C. MINUTES

**MOTION:** Approve the minutes of September 28, 2021 of the Water Board.

### **END OF CONSENT CALENDAR**

- 5. REQUEST TO APPROVE REHABILITATION AND RE-EQUIPPING OF RIX WELL XR-42– 00273: In 1996, a groundwater extraction relief well (Well XR-42) was constructed and equipped as one of thirty-three (33) extraction wells at the Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) Facility. On January 6, 2021, while performing preventive maintenance on Well XR-42, the RIX maintenance staff noticed a pronounced noise and determined the origin is from the pump at the bottom of the well. Staff performed maintenance troubleshooting to correct the issue. Staff has identified that complete removal of the well equipment, rehabilitation of the well, and re-equipping of the system is necessary to restore proper function to Well XR-42.

The funding source for this is Account 300-5025-580-8400, Construction Order 00273 “RIX – Annual Repair / Rehabilitation Well System” under the RIX Facility Fund. Sufficient unencumbered funds exist to fund this Project.

**MOTION:** Approve the award of the Rehabilitation and re-equipping of RIX Well XR-42 to Best Drilling and Pump Inc., in the amount of FIFTY-FIVE THOUSAND, SEVEN HUNDRED, AND 00/100 DOLLARS (\$55,700.00) to be proposed for ratification at the next RIX JPA quarterly meeting on January 5, 2022.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

- 6. REQUEST TO APPROVE REHABILITATION AND RE-EQUIPPING OF RIX WELL XR-57– 00273: In 1996, a groundwater extraction relief well (Well XR-57) was constructed and equipped as one of thirty-three (33) extraction wells at the Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) Facility. On October 20, 2020, while performing preventive maintenance on Well XR-57, the RIX operations staff noticed a no-flow condition on the SCADA screen and the maintenance staff confirmed the pump shaft was binding and difficult to turn. Staff has identified that complete removal of the well equipment, rehabilitation of the well, and re-equipping of the system is necessary to restore proper function to Well XR-57.

The funding source for this is Account 300-5025-580-8400, Construction Order 00273 “RIX – Annual Repair / Rehabilitation Well System” under the RIX Facility Fund. Sufficient unencumbered funds exist to fund this Project.

**MOTION:** Approve the award of the Rehabilitation and re-equipping of RIX Well XR-57 to Best Drilling and Pump Inc., in the amount of SIXTY-SIX THOUSAND, SEVEN HUNDRED, AND 00/100 DOLLARS (\$66,700.00) to be proposed for ratification at the next RIX JPA quarterly meeting on January 5, 2022.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

- 7. REPORTS:
  - A. Report of the President
  - B. Report of the Commissioners
  - C. Report of the Directors
  - D. Report of the General Manager

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS: A three-minute limitation shall apply to each member of the public who wishes to address the Water Board. No member of the public shall be permitted to “share” his or her three minutes with any other member of the public.

9. CLOSED SESSION:

Pursuant to Government Code Section(s):

A. Conference with Labor Negotiator (Pursuant to Government Code Section 54957.6):

Agency Designated Representative: President Callicott

Unrepresented Employee: General Manager

10. ADJOURNMENT

**NOTE:** The next regular meeting of the Water Board is scheduled for *9:30 a.m., October 26, 2021*, via web-conference.



**City of San Bernardino  
Municipal Water Department**

399 Chandler Place  
San Bernardino, CA 92408  
<http://www.sbcitywater.org>

*President Cecilia "Toni"  
Callicott*

**Commissioners**  
*Wayne Hendrix  
David Mlynarski  
Rikke Johnson  
Thomas Brickley*

**MINUTES**  
FOR THE  
WATER BOARD OF THE CITY OF SAN BERNARDINO

**SEPTEMBER 28, 2021**

**CALL TO ORDER**

The Regular Meeting of the Water Board of the City of San Bernardino was called to order by President Toni Callicott at 9:30 AM, Tuesday, September 28, 2021, via web-conference and livestream via YouTube.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Cecilia "Toni" Callicott	President	Present	9:30 AM
Wayne Hendrix	Vice President	Present	9:30 AM
David Mlynarski	Board Member	Present	9:30 AM
Rikke Johnson	Board Member	Present	9:30 AM
Thomas Brickley	Board Member	Present	9:30 AM
Miguel Guerrero	General Manager	Present	9:30 AM

- 1. ANNOUNCEMENTS BY THE BOARD:** None.
- 2. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:** None.
- 3. PUBLIC COMMENTS ON ITEMS LISTED ON THE AGENDA:** None.

**4. CONSENT CALENDAR – ITEMS 4A THROUGH 4D:****A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:298423-298628				
Accounts Payable	\$372,847.92	\$171,704.71	\$17,167.76	\$561,720.39
Gross Payroll				
08/3021 –	<u>302,435.04</u>	<u>224,149.05</u>	<u>83,185.19</u>	<u>609,769.28</u>
09/12/21				
TOTALS	<u>\$675,282.96</u>	<u>\$395,853.76</u>	<u>\$100,352.95</u>	<u>\$1,171,489.67</u>

Payroll for the pay periods beginning September 13, 2021 through September 26, 2021.

**B. CONTRACTS AND BILLS:** Contracts and bills presented at this meeting.

**C. MINUTES:** September 14, 2021.

**D. REVISION OF EXISTING RESERVE POLICY 54.010:** On February 19, 2013, the Water Board adopted Reserve Policy 54.010 in order to ensure that the Water Department (Department) had sufficient funding available to meet capital, operating and debt service cost obligation. Water Department staff recently reviewed the policy to ensure accountability, effectiveness, and consistency. The updated Reserve Policy would be applicable to all the Department's enterprise funds.

There was no fiscal impact associated with the revision of the existing Reserve Policy 54.010.

**MOTION:** Approve the revision of existing Policy 54.010- Reserve Policy, as submitted.

<b>RESULT:</b>	<b>APPROVED 5-0 BY ROLL CALL VOTE</b>
<b>MOVER:</b>	T. Brickley
<b>SECONDER:</b>	W. Hendrix
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

**END OF CONSENT CALENDAR**

5. **APPOINTMENT OF REPRESENTATIVES TO THE UPPER SANTA ANA RIVER WATERSHED INFRASTRUCTURE FINANCING AUTHORITY:**

The U.S. Environmental Protection Agency (EPA) recently issued a call to water and wastewater agencies to submit Letters of Intent for participation in a financing program pursuant to the Water Infrastructure Finance and Innovation Act (WIFIA). The WIFIA program provided low-interest loans to support financing of water infrastructure and related projects such as habitat preservation.

As WIFIA grants loans only to one organization, a Joint Exercise of Powers Agreement (Agreement) was developed to serve as an intermediary entity for EPA financing and other future funding sources in order to provide multi-year infrastructure funding to public agencies in the Upper Watershed. On August 24, 2021, the Water Board approved the Agreement to join the Upper Santa Ana River Watershed Infrastructure Financing Authority (Authority) and forwarded to the Mayor and City Council for their consideration. On September 15, 2021, the City Council approved the Agreement.

The Agreement provided Authority guidelines, including formation of an Authority "Board of Directors" that would consist of two members from each participating agency. The Water Board needed to designate two representatives which would be a Department employee or Water Board Commissioner to serve as a Director and an alternate.

General Manager Guerrero was designated a Director and President Callicott was designated an alternate.

**MOTION:** Adopt Resolution No. 2021-011, appointing two Water Department representatives to serve as Directors on the Upper Santa Ana River Watershed Infrastructure Financing Authority Board of Directors.

<b>RESULT:</b>	<b>APPROVED 5-0 BY ROLL CALL VOTE</b>
<b>MOVER:</b>	W. Hendrix
<b>SECONDER:</b>	T. Brickley
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

6. **2021 STRATEGIC PLAN UPDATE:** In 2019, the Department embarked in a strategic planning effort with the goal to update its mission statement and key value statements and adopt a strategic plan that represented the Water Board's assessment of the Department's current state and captured the Board's vision of an enhanced Department. On August 13, 2019, the Board adopted the revised Mission and Key Value Statements and the Department's Strategic Plan. The Strategic Plan included 5 Guiding Targets, 14 Goals that fell within the Targets, and an Action Plan with 100 specific actions aimed at meeting the Targets and Goals.

It was best practice to conduct a thorough review and update of a strategic plan every 3-5 years. However, ongoing review/maintenance of an action plan was necessary to ensure it was current and properly executed. On September 22, 2020, the first Strategic Plan update was approved by the Water Board.

This Strategic Plan update again focused on the Action Plan progress, and it included updated action timelines and action revisions and additions. Fourteen (14) new actions were included in the 2021 Strategic Plan Update.

There was no direct fiscal impact. Adopting the updated Strategic Plan update did not commit funds to accomplish the actions or goals that were identified. The Department's typical funding approval practices would apply as the Action Plan was executed.

President Callicott stated that it would be appropriate to conduct a Strategic Plan Workshop next year and thanked General Manager Guerrero and staff for providing the update to the Water Board.

General Manager Guerrero stated that the City was currently working on its Strategic Plan and once the Department's updates were approved, he would work with the City's consultants to incorporate some key actions of the Department's Strategic Plan into the City's plan.

Commissioner Brickley requested an update on the Facilities Relocation project.

General Manager Guerrero stated that staff would continue to work with the Ad-Hoc Committee, which included Commissioner Mlynarski and Commissioner Johnson, to provide information to the Water Board.

General Manager Guerrero stated that the hope was to commence construction within the next six (6) months, and that the Department was going through the process of receiving entitlements from the City before construction would begin.

General Manager Guerrero stated that the Department would issue a Request for Bids and would bring a construction contract to the Water Board for approval.

Commissioner Johnson asked how many stakeholders were involved in the Salt and Nutrient Management Plan.

General Manager Guerrero stated that there were over ten (10) stakeholders involved in the Salt and Nutrient Management Plan.

Commissioner Johnson thanked General Manager Guerrero and staff for the continual update and stated that it was refreshing to see the targets and goals come to fruition.

**MOTION:** Adopt the Water Department's Strategic Plan update as presented in the Strategic Plan 2021 Update Report.



**RESULT:** APPROVED 5-0 BY ROLL CALL VOTE  
**MOVER:** R. Johnson  
**SECONDER:** D. Mlynarski  
**ABSTAINED:** N/A  
**ABSENT:** N/A

7. **AWARD OF CONTRACT – BIENNIAL CONTRACT FOR PAVEMENT REPAIR AND RESURFACING SERVICES PROJECT – SPECIFICATION NO. 1753:**

Specifications were advertised on July 16, 2021 for Specification No. 1753, to “furnish all labor, equipment, and materials for the Biennial Contract for Pavement Repair and Resurfacing Services, located in San Bernardino, California.” Five (5) bids were received and opened on August 17, 2021.

This project consisted of the permanent repair and resurfacing of street cuts. The project would be awarded to a primary contractor for up to 60% of the work and a secondary contractor for up to 40% of the work.

The funding source for this contract was the FY 2020/2021 Water Fund Budget. (Account’s 100-3021-530-6135 and 100-3023-530-6135). There were sufficient funds to cover these contracts.

**MOTION:** Accept the bid of GM Sager Construction Co., Inc., as the lowest responsive, responsible bidder, and award a contract not to exceed ONE HUNDRED NINETY ONE THOUSAND FOUR HUNDRED THIRTY AND 00/100 DOLLARS (\$191,430.00) PER ANNUM for approximately sixty percent (60%) of the work in the bid as the primary contractor; and that the bid of Mike Roquet Construction, Inc., be accepted as the second lowest responsive, responsible bidder and award a contract for an amount not to exceed TWO HUNDRED THIRTY ONE THOUSAND SIX HUNDRED SIXTY AND 50/100 DOLLARS (\$231,660.50) PER ANNUM for approximately forty percent (40%) of the work in the bid as the secondary contractor for the BIENNIAL CONTRACT FOR PAVEMENT REPAIR AND RESURFACING SERVICES PROJECT; and retain the bid securities in accordance with Specification No. 1753. The General Manager was authorized to execute the contracts.

**RESULT:** APPROVED 5-0 BY ROLL CALL VOTE  
**MOVER:** W. Hendrix  
**SECONDER:** R. Johnson  
**ABSTAINED:** N/A  
**ABSENT:** N/A

8. **EXTENSION NO. 1 TO CONTRACT NO. 1685R – PLAN CHECK AND INSPECTION SERVICES – TKE ENGINEERING, INC. CASC ENGINEERING AND CONSULTING, INC. AND MICHAEL BAKER INTERNATIONAL, INC.:** The Department utilized outside consultants to perform plan check services and to inspect infrastructure installed through agreements with developers. Having the three firms for this process had been effective in ensuring timely reviews for design plans and inspections for new infrastructure.

Staff recommended a one (1) year extension of Contract No. 1685R. Extension No. 1 would extend the contract from August 28, 2021 to August 28, 2022. All other terms and conditions remained the same. A final one (1) year extension remained under Contract No. 1685R.

The cost for plan check and inspection services for Developer-Installed Agreements were borne by the project applicant and were collected by the Department in accordance with Rule and Regulation No. 20 prior to initiation of any services. Costs for plan check and inspection services for CIP projects were estimated based on the fixed rate amount included in each Schedule of Fees.

Commissioner Mlynarski asked if the Department tracked the progress in the efficiency of the design engineers that were submitting for plan check or the firms that were performing the plan check.

Director Miller stated that the main issue would be communication between the different groups involved. The Department was developing a Developer's Portal which would be accessed through the Department website and would serve as a tool to track the plan check process.

Director Miller stated that the Engineering section was continually providing tools in order to make the plan check process more efficient.

Commissioner Mlynarski stated that all three (3) firms were qualified and that the Department had a unique talent in being the mediator during the plan check process and this system was important because it continued to drive revenue to the Department and City.

**MOTION:** Approve the Extension No. 1 to Contract No. 1685R1-3 with TKE Engineering, Inc., CASC Engineering and Consulting, Inc., and Michael Baker International, Inc., extending the contracts from August 28, 2021 to August 28, 2022 under the same terms and conditions. The General Manager was authorized to execute the extensions.

<b>RESULT:</b>	<b>APPROVED 5-0 BY ROLL CALL VOTE</b>
<b>MOVER:</b>	D. Mlynarski
<b>SECONDER:</b>	W. Hendrix
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

**9. REPORTS:****A. Report of the President – None.****B. Report of the Commissioners – None.****C. Report of the Directors –**

1. Director Miller stated that Sanitary Survey was received on September 27, 2021 and wanted to commend staff for a job well done.
2. Deputy General Manager Ohama stated that General Manager Guerrero and Devin Arciniega continued to do a great job representing the Department at various neighborhood association meetings and have heard fantastic feedback from the associations.

Deputy General Manager Ohama stated that Devin attended the Del Rosa Neighborhood Association meeting on Saturday, September 18, 2021.

Deputy General Manager Ohama stated that General Manager Guerrero and Devin would be attending the Northpark Neighborhood Association meeting on Thursday, September 30, 2021.

President Callicott thanked General Manager Guerrero and Devin Arciniega for representing the Department so astutely.

**D. Report of the General Manager –**

1. General Manager Guerrero stated that the Sanitary Survey received many compliments and the State appreciated the Department's efforts with regard to operations and water quality.

General Manager Guerrero sent kudos to Director Miller and his team for a job well done on another excellent Sanitary Survey.

2. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County case rates and positivity rates continued to improve. The current case rate per 100,000 was approximately eighteen percent (18%) and the current positivity rate was under five percent (5%).
3. General Manager Guerrero stated that the Department had one positive case since the last Water Board meeting. If the statistics continue decline, the Department would consider holding in-person Water Board meetings once again.

**10. PUBLIC COMMENT ON CLOSED SESSION ITEMS:** None.

**11. CLOSED SESSION:**

**A.** Public Employee Performance Evaluation (Pursuant to Government Code Section 54957(b)(1)): General Manager (per General Manager Employment Agreement).

**B.** Conference with Labor Negotiator (Pursuant to Government Code Section 54957.6):

Agency Designated Representative: President Callicott

Unrepresented Employee: General Manager

**12. ADJOURNMENT**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., September 28, 2021, via web-conference.

By: \_\_\_\_\_  
Miguel J. Guerrero, P.E.  
General Manager