



**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

JANUARY 24, 2023

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, January 24, 2023, in-person, via web-conference, and livestream via YouTube.

ROLL CALL

Attendee Name	Title	Status	Arrived
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	Absent	N/A
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 4F:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:304242- 304395				
Accounts Payable	\$946,798.69	\$865,033.76	\$12,722.13	\$1,824,554.58
Gross Payroll				
12/19/22- 01/01/23	<u>\$344,280.22</u>	<u>\$244,535.64</u>	<u>\$86,132.88</u>	<u>\$674,948.73</u>
TOTALS	<u>\$1,294,078.91</u>	<u>\$1,109,569.40</u>	<u>\$98,855.01</u>	<u>\$2,499,503.31</u>

Payroll for the pay period beginning January 16, 2023 through January 29, 2023.

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

C. MINUTES: January 10, 2022.

D. LEAVE OF ABSENCE FOR DALE GREEN, FIELD AND METER SERVICE REPRESENTATIVE II: Dale Green, Field Service Representative II, requested a Leave of Absence pursuant to the General Unit Memorandum of Understanding, Section 5.7, Leave of Absence (non-FMLA) beginning January 5, 2023, through April 30, 2023.

MOTION: A Leave of Absence for Dale Green was ratified from January 5, 2023, through April 30, 2023, as submitted.

E. REVISED JOB DESCRIPTION FOR EQUIPMENT MECHANIC I: The job description for Equipment Mechanic I was revised to change experience in heavy-duty gasoline and diesel-powered equipment from a minimum requirement to preferred.

MOTION: Approve the revised job description for Equipment Mechanic I (21784), as submitted.

F. WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE: Throughout the year, Finance staff invoiced various customers for a variety of charges and reviewed invoices that remained unpaid through December 2018 and that were determined to be uncollectible. Additionally, staff performed a general review of all delinquent accounts and their status. Staff recommended that these invoices, totaling \$7,792.41, be written off as uncollectible to avoid overstating the Department's receivable amount.

Under policy 54.020 – *Write-Off of Uncollectible Accounts Receivable*, Water Board approval was needed for any write-off amounts over \$1,000.

MOTION: Approve the write-off of the invoices listed on the Accounts Receivable Invoice Analysis, as submitted.

RESULT: APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT
MOVER: R. Johnson
SECONDER: W. Hendrix
ABSTAINED: N/A
ABSENT: N/A

END OF CONSENT CALENDAR

5. **PRESENTATION OF THE RESULTS OF THE FISCAL YEAR 2021-22 AUDIT, ANNUAL COMPREHENSIVE FINANCIAL REPORT, SINGLE AUDIT REPORT ON FEDERAL AWARDS:** Ryan Domino, Partner in the firm of Lance Soll & Lunghard LLP (LSL), presented and distributed to the Water Board the Annual Comprehensive Financial Report (ACFR) for the City of San Bernardino Municipal Water Department (the Department) for the fiscal year ended June 30, 2022. The ACFR reflected the Department's results of financial operations as of June 30, 2022.

There was no fiscal impact associated with this item.

Commissioner Mlynarski asked Director Mouser to explain the gains listed on the presentation in more detail.

Director Mouser stated that they are unrealized gains and losses so Fiscal Year 2022 would be the measurement date for the next audit.

Commissioner Johnson asked to clarify if the San Bernardino City Unified School District was listed under the San Bernardino County Unified School District on the Top 10 Customer list that was in the report.

Director Mouser stated that the report had a typographical error and should state San Bernardino City Unified School District, not San Bernardino County Unified School District.

MOTION: Approve the Annual Comprehensive Financial Report for the City of San Bernardino Municipal Water Department for the fiscal year ended June 30, 2022; and

Staff was directed to file the annual audit and Annual Comprehensive Financial Report with the Mayor & City Council.

RESULT: APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT
MOVER: D. Mlynarski
SECONDER: R. Johnson
ABSTAINED: N/A
ABSENT: T. Brickley

6. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH NATIONAL BUSINESS INVESTIGATIONS DBA MPS SECURITY FOR SECURITY PATROL AND ARMED GUARD SERVICES AT VARIOUS DEPARTMENT SITES – SPECIFICATION NO. 1786:** On November 4, 2022, staff issued Request for Proposals (RFP) No. 1786 for Security Patrol and Armed Guard Services at various Department Facilities to all firms registered in PlanetBids.

On November 21, 2022, nine (9) responses were received and reviewed. Based on staff's review, MPS's proposal received the highest overall ranking and it was recommended that MPS be awarded a Professional Services Agreement.

The funding source for this agreement was the FY 2022/23 Operations and Maintenance budget (Account No. 100-2530-560-6150); a budget increase in the amount of \$100,000 was required in order to fund the contract for the rest of FY 2022/23. The remainder of the contract would be budgeted in the FY 2023/24 Operations and Maintenance Budget.

President Callicott asked if this service was provided 24 hour/7 days a week.

Director Mouser stated that MPS provided around the clock service and armed services during working hours at Customer Service.

MOTION: Approve an increase in the amount of \$100,000 to FY 2022/23 Operations and Maintenance budget (Account No. 100-2530-560-6150); and

Approve the Professional Services Agreement with National Business Investigations dba MPS Security in the amount not-to-exceed EIGHT HUNDRED TWO THOUSAND FORTY AND 00/100 DOLLARS (\$802,040.00) to provide security patrol and armed guard services for a two (2) year term with three (3) additional one (1) year options to extend in accordance with Request for Proposal No. 1786. The General Manager was authorized to execute the Agreement.

RESULT:	APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT
MOVER:	D. Mlynarski
SECONDER:	W. Hendrix
ABSTAINED:	N/A
ABSENT:	T. Brickley

7. **REPLACEMENT OF THE NITROGEN REMOVAL CAROUSEL WASTE AND RETURN ACTIVATED SLUDGE PUMPS:** Staff issued Request for Proposal (RFP) No. 2022-P1 for Procurement of three (3) return activated sludge and two (2) waste activated sludge pumps and received four (4) responses on January 6, 2023.

Staff completed a thorough review of proposals, with two (2) respondents providing options that met specification requirements and were thus deemed responsive.

The funding source for this project was the FY 2022/2023 Sewer Fund Capital Project titled Annual R/R- WRP Mechanical- Replacement/ Rehabilitation of System Assets (C.O. 00280), with an approved budget of \$470,000 of which sufficient funds remained for this project.

MOTION: Approve the expenditure as outlined in Purchasing Policy 51.030 for the 2023 Replacement of the WAS and RAS pumps within the Nitrogen Removal Section of the WRP, for the issuance of a Purchase Order to Rockwell Engineering as outlined above in an amount not to exceed ninety-three thousand, one hundred seventy-one dollars and seventy-five cents (\$93,171.75).

RESULT:	APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT
MOVER:	R. Johnson
SECONDER:	D. Mlynarski
ABSTAINED:	N/A
ABSENT:	T. Brickley

8. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners –

1. Commissioner Johnson reported that he attended the attended the Department sponsored “Bee-Friendly Plants & Pollinators Workshop” at the Akoma Unity Center on Saturday, January 21, 2023.

Commissioner Johnson stated that the two (2) hour workshop was very informative and shared a lot of information water, plants, birds, and bee facts.

Commissioner Johnson stated that he and the scholars created bee water cycle bracelets.

Commissioner Johnson stated that Devin Arciniega and Lindsey German represented the Department at this event.

2. Commissioner Mlynarski stated that he was unable to attend the Regional Recycled Water Ad-Hoc Committee meeting on Tuesday, January 31, 2023.

General Manager Guerrero stated that he and Commissioner Hendrix would be in attendance and would brief him on the meeting at a later date.

C. Report of the Directors –

1. Director Stewart stated that on Monday, January 13, 2023, the local Santa Ana River Basin Section (SARBS) of the California Water Environment Association (CWEA) announced that the Digester Gas Beneficial Use (DGBU) Program was selected for the Gold Level Engineering Achievement Award at the upcoming Annual Awards Banquet coming up in March 2023.

President Callicott congratulated Director Stewart and staff for that outstanding achievement.

Director Stewart stated commended WRP, Engineering, and E&RC staff for all of their hard work.

Deputy General Manager Ohama stated that there would be a press release and social media posting on all of the Department's platforms.

2. Director Miller congratulated staff for their hard work on the Digester Gas Beneficial Use Program.
3. Deputy General Manager Ohama stated that Devin Arciniega would post a message about the "Bee-Friendly Plants & Pollinators Workshop" on all of the Department's social media platforms once a group picture was received.

Deputy General Manager Ohama stated that there would be a press release and social media posting on all of the Department's platforms for the engineering award.

D. Report of the General Manager –

1. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County current case rate as well as the current positivity rate were declining within the last few weeks.

General Manager Guerrero stated that illness was not completely gone, but was a lot more manageable, so no changes to daily operations were being made at this time.

2. General Manager Guerrero thanked Director Mouser and Finance staff on another great audit.

General Manager Guerrero stated that Finance staff would now transition into budget preparation for the next fiscal year.

3. General Manager Guerrero reported that the Groundwater Council was formed approximately four (4) to five (5) years ago, with an initial five (5) year agreement between the Department and its partners in the basin to commit to ensuring all state water project water allocated to the region was utilized in the basin.


General Manager Guerrero stated that the agreement would expire in February 2023 and the Department and its partners in the region were working on a renewal agreement and the finalized agreement would be brought to the Water Board in the near future.

Commissioner Mlynarski asked the status of the Weaver Basin project.

General Manager Guerrero stated that the Weaver Basin project would most likely be completed before or within the same timeframe as the pipeline project, which had a potential completion date of Fall 2023.

9. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., February 14, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408 or via web-conference.

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