



**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

MARCH 11, 2025

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, March 11, 2025, in-person and livestream via YouTube.

ROLL CALL

Attendee Name	Title	Status	Arrived
Cecilia "Toni" Callicott	President	Present	9:30 AM
Wayne Hendrix	Vice President	Absent	N/A
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:**

Valley District Board Member, Susan Longville, invited the Water Board and Department staff to attend the following two (2) events hosted by Valley District:

- Foundations Summit on April 10-11, 2025 at San Bernardino Valley Headquarters.
- State Water Project Tour on June 6-8, 2025 in Northern California.

Anna Zavala submitted a Public Comment via e-mail and was added to the March 11, 2025 Minutes.

3. PUBLIC COMMENTS ON ITEMS LISTED ON THE AGENDA: None.

4. CONSENT CALENDAR – ITEMS 4A THROUGH 4E:

A. PAYROLL:

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3011809- 3011963			
Accounts Payable	\$2,005,087.94	\$2,681,456.09	\$4,686,544.03
Gross Payroll 02/11/25-02/23/25	<u>\$452,867.52</u>	<u>\$437,909.59</u>	<u>\$890,777.11</u>
TOTALS	<u>\$2,457,955.46</u>	<u>\$3,119,365.68</u>	<u>\$5,577,321.14</u>

Payroll for the pay period beginning February 24, 2025 through March 9, 2025.

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

C. MINUTES: February 25, 2025.

D. REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING DECEMBER 31, 2024: Staff recommended that the Water Board receive and file the Investment Report for the quarter ending December 31, 2024, as submitted.

E. APPROVE POLICY 61.060 - SAN BERNARDINO MUNICIPAL WATER DEPARTMENT (SBMWD) GENERATIVE ARTIFICIAL INTELLIGENCE (AI) POLICY: The use of AI in the workplace must align with legal requirements, SBMWD Policies and Procedures as well as ethical considerations including minimizing risks around AI bias, privacy and cybersecurity.

This new policy provided a framework to ensure AI technologies were used safely, transparently, and in compliance with applicable laws, SBMWD Policies and Procedures and public sector best practices.

MOTION: Policy 61.060 - *San Bernardino Municipal Water Department (SBMWD) Generative Artificial Intelligence (AI) Policy* was approved, as submitted.

RESULT: APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER: R. Johnson
SECONDER: D. Mlynarski
ABSTAINED: N/A
ABSENT: W. Hendrix; T. Brickley

DISCUSSION ITEMS

5. **APPROVAL OF MICROSOFT GOVERNMENT COMMUNITY CLOUD (GCC) 3-YEAR RENEWAL AGREEMENT FOR SECURE EMAIL, OFFICE 365, TEAMS, AND COLLABORATION TOOLS:** The San Bernardino Municipal Water Department (SBMWD) currently utilizes Microsoft Government Community Cloud (GCC) services, which provided a comprehensive suite of cloud-based applications essential for daily operations, communication, and collaboration.

The existing agreement was set to expire, and a 3-year renewal was required to ensure uninterrupted access to several Microsoft services. This renewal aligned with SBMWD's operational needs, allowing employees to work efficiently while leveraging Microsoft's cloud infrastructure for secure and scalable enterprise solutions.

The funding source for this renewal was the FY 24/25 Budget - *Software Licensing Account* (Account No. 101040-5601), which had sufficient funds allocated for the continuation of Microsoft GCC services. The total cost for the renewal was \$279,618.45 for a 3-year agreement.

Commissioner Mlynarski asked if this service would come with IT support services.

Reza Hosseini, Information Technology Manager, stated that this agreement would come with IT support.

MOTION: Approve the renewal of the Microsoft GCC service for a 3-year period at a total cost of TWO HUNDRED SEVENTY-NINE THOUSAND SIX HUNDRED EIGHTEEN DOLLARS AND 45/100 (\$279,618.45). The General Manager was authorized to negotiate and execute the necessary agreements with Microsoft.

RESULT: APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER: D. Mlynarski
SECONDER: R. Johnson
ABSTAINED: N/A
ABSENT: W. Hendrix; T. Brickley

6. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH ALLIANT INSURANCE SERVICES CONTRACT NO. 1860:** The San Bernardino Municipal Water Department (SBMWD) utilized Alliant Insurance Services (Alliant) as employee benefits consultants since 2014. Alliant provided excellent support to the Department in an ever-changing benefits landscape and was instrumental in helping SBMWD join the Public Risk Innovation, Solutions and Management (PRISM) risk management pool.

The original agreement provided for a one (1) year term renewable for two (2) one (1) year terms at a cost of \$66,000 per year. Due to administrative oversight from both parties this agreement has remained in place since that time with no price increases.

This Professional Services Agreement updated language to comport with current approved contract standards. The initial one-year term at \$76,000 per year was retroactive to January 1, 2025 ("Effective Date"). The agreement was renewable for no more than three (3) additional one (1) year terms with 2% per year increases if renewed.

The funding source for this renewal was split equally between the FY 2024/25 Budget – *Medical Insurance Administration*, Account No. 103090-5223 and FY 2024/25 Budget – *Medical Insurance Administration*, Account No. 204090-5223. There were sufficient funds allocated for continuation for the remainder of this fiscal year.

MOTION: Approve the renewal of the Alliant Insurance Services agreement at a total cost of SEVENTY-SIX THOUSAND DOLLARS AND 00/100 (\$76,000.00). The General Manager was authorized to execute the agreement with Alliant.

RESULT:	APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER:	R. Johnson
SECONDER:	D. Mlynarski
ABSTAINED:	N/A
ABSENT:	W. Hendrix; T. Brickley

7. **APPROVAL OF EPA 109 WELL REHABILITATION BY BEST DRILLING AND PUMP, INC.:** Extraction well EPA No. 109 was operated as part of the Muscoy Operable Unit (OU) Remedial Action under the terms negotiated with the United Environmental Protection Agency (USEPA). The purpose of EPA 109 was to inhibit further migration of PCE and TCE in the shallow aquifer. As was the case with all Remedial Action wells, proper and consistent operation of EPA No. 109 was critical in maintaining plume capture, and therefore down time should be minimized.

The well was pulled and offline and the work to be completed included replacing the existing vertical turbine pump, the water-lubricated discharge head, columns, shafts, and retainers. In January 2025, staff issued a Request for Qualifications (RFQ) to furnish all labor, equipment, and materials for the Rehabilitation of EPA Well 109.

As a result, four (4) well rehabilitation contractors were prequalified and submitted quotations. Best Drilling was responsive and provided the lowest quotation in the amount of \$185,515.00.

Staff recommended approval of this expenditure of \$185,515.00 from existing funds in the Fiscal Year 2024/2025 Capital Budget under *Annual R/R - Wells*, with available funding of approximately \$384,000.00. This expenditure would be 100 percent reimbursable through the AIG commutation account.

MOTION: Accept the bid of Best Drilling and Pump, Inc., as the lowest, responsive, responsible bidder for the EPA Well 109 Rehabilitation Project and award a Short-Term Construction Agreement in the amount of ONE HUNDRED EIGHTY-FIVE THOUSAND FIVE HUNDRED FIFTEEN AND 00/100 (\$185,515.00). The General Manager was authorized to execute the Agreement.

RESULT:	APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER:	D. Mlynarski
SECONDER:	R. Johnson
ABSTAINED:	N/A
ABSENT:	W. Hendrix; T. Brickley

8. REPORTS:

A. Report of the President –

1. President Callicott commended a work crew that she encountered within the City and stated that Hector Ornelas, Water Utility Lead Worker, was a wonderful representative of the Department.
2. President Callicott thanked Department staff for promoting its Water Board President by supporting her over the last two weeks when she was honored with a “Sheroes Award” from San Bernardino County Supervisor, Joe Baca Jr., and a “Woman of Distinction Award” from California State Senator Eloise Reyes.

B. Report of the Commissioners –

1. Commissioner Mlynarski stated that he attended the 2x2x2 Regional Recycled Water Ad Hoc Committee meeting on March 5, 2025.

Commissioner Mlynarski stated that it was a good chance to meet with other Valley District, Redlands, and East Valley Water District and everyone received a good update from all of the agencies.

General Manager Guerrero stated that the ad hoc committee was in the final stages of completing a feasibility study.

2. Commissioner Johnson reported that he attended the last Mayor & City Council meeting and would like to welcome Interim City Manager, Bill Gallardo, to the City.

Commissioner Johnson stated that Mr. Gallardo posted a survey on the City's website encouraging residents of San Bernardino to give their views on what qualities they would like in a City Manager.

C. Report of the Directors –

1. Deputy General Manager Ohama stated that the Water Conservation section would be attending the following event:

- District 50 Open House, hosted by Assemblymember Robert Garcia, on Friday, March 21, 2025, in Rancho Cucamonga.

D. Report of the General Manager –

1. General Manager Guerrero stated that the Employee Appreciation Breakfast would be on Wednesday, March 12, 2025.
2. General Manager Guerrero stated that staff would be updating the Water Board on the New Facilities Relocation Project at the next meeting, followed by a tour of the facility.

9. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., March 25, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager

Amy Smith

From: Anna <annabebanna@yahoo.com>
Sent: Monday, March 10, 2025 4:54 PM
To: Comments
Subject: Comments for Water Board Meeting 03-11-2025

CAUTION: This message has originated from an External Source. Please, use extra caution when opening attachments, clicking links, or responding to this email.

Warning: Unusual sender <annabebanna@yahoo.com>

You don't usually receive emails from this address.
Make sure you trust this sender before taking any actions.

Hello,

As you know our home was destroyed due to the City Sewer Line. That night it all happened; Ashleigh was there when Rotor Rooter was there saying they can start mitigation process and to email their bill to her which they did. Ashleigh told them and us to do what was needed to make us whole again to get our house back to pre condition. Ashleigh also spoke and emailed with CRDN; the pack out company. We had to sign contracts to allow them into our home to start work.

These companies are now being sent letters that The City is not responsible for payment because they did not sign the contracts but yet had contact with the city of what was being done and how much it would be. We only signed because they had to get into our home and the relationship/communication was built with the city.

These two companies are now sending us to collections and putting a lien on our home. We are begging for payment to be sent to them. How is this even negotiable when these are services that needed to be done?

We are on pins and needles daily.

Our home is just sitting there in limbo. The City keeps trying to push me and these companies to file with my home insurance when I have repeatedly told everyone they do not cover this type of damage.

This has been a nightmare and all we want is our home to be fixed and not in limbo. Can we at least get the portion paid of what work has been completed so these companies will not file a lien on our home? We should not be in this position of being worried sick about all this.

Thank you,
Anna Zavala