



**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 14, 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, March 14, 2023, in-person 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:** N/A
- 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 4E:**

**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:304845-305045				
Accounts Payable	\$1,512,094.02	\$567,188.82	\$17,395.30	\$2,096,678.14
Gross Payroll				
02/13/23-	<u>\$312,466.77</u>	<u>\$232,418.75</u>	<u>\$81,959.20</u>	<u>\$626,844.71</u>
02/26/23				
<b>TOTALS</b>	<u><b>\$1,824,560.79</b></u>	<u><b>\$799,607.57</b></u>	<u><b>\$99,354.50</b></u>	<u><b>\$2,723,522.85</b></u>

Payroll for the pay period beginning February 27, 2023 through March 12, 2023.

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

**C. MINUTES:** February 28, 2022.

**D. REVISED JOB DESCRIPTIONS FOR WATER UTILITY WORKER I, WATER UTILITY WORKER II, WATER UTILITY WORKER III, WATER UTILITY LEAD WORKER, AND WATER UTILITY SUPERVISOR:** The job description for Water Utility Worker I was revised to change experience in a water system from a minimum requirement to highly desirable. The certification requirement remained the same.

Incumbents in the Water Utility Worker I, Water Utility Worker II, Water Utility Worker III, Water Utility Lead Worker, and Water Utility Supervisor classifications were performing installation, testing, and repair of Advanced Meter Infrastructure (AMI) endpoints, therefore, these tasks were added to the job descriptions.

**MOTION:** Approve the revised job descriptions for Water Utility Worker I (21840), Water Utility Worker II (21842), Water Utility Worker III (21844), Water Utility Lead Worker (21846), and Water Utility Supervisor (51762), as submitted.

**E. WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE INVOICES:** Throughout the year, Finance staff invoices various customers for a variety of charges and has reviewed invoices that remain unpaid through January 2022 and that are determined to be uncollectible. Additionally, staff performed a general review of all delinquent accounts and their status. Staff recommends that these invoices, totaling \$7,459.05, 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 is 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 5-0 BY ROLL CALL VOTE  
**MOVER:** T. Brickley  
**SECONDER:** D. Mlynarski  
**ABSTAINED:** N/A  
**ABSENT:** N/A

## DISCUSSION ITEMS

5. **MODIFICATION TO RESOLUTIONS APPROVING AUTHORIZATION AND REIMBURSEMENT FOR SYSTEMWIDE 2 PIPELINE REPLACEMENT PROJECT FROM THE STATE WATER RESOURCES CONTROL BOARD:** The Water Facilities Master Plan evaluated the existing water distribution system and identified deficiencies in several pipeline segments. In September 2019, the Water Board adopted two resolutions approving the submission of an application for financial assistance and the Department's reimbursement intent for the State Water Resources Control Board's (SWRCB) Drinking Water State Revolving Fund program (DWSRF) to fund pipeline replacement projects. The initial pipeline project application to the DWSRF program included the replacement of approximately 9,800 lineal feet of pipeline totaling \$3,405,990.

Staff submitted the DWSRF application following Water Board approval and worked with SWRCB staff to complete the funding process. Some modifications were required, increasing the estimated construction costs at that time from \$3,405,990 to \$5,738,523. As a result, the Water Board approved modifying the Department's DWSRF pipeline replacement application and reimbursement resolution in 2021 to incorporate the project changes and to increase the funding request to cover the anticipated costs.

In 2022, staff received updated cost estimates which included federal Build American Buy American (BABA) requirements passed in November of 2021 as a part of the Federal Infrastructure Investments and Jobs Act. The new estimates increased substantially from \$5,738,523 to \$11,234,350, which included a 25% increase for BABA costs as well as costs of inflation and updated construction estimates.

There was no fiscal impact at this time associated with this action.

Commissioner Mlynarski asked what the interest rate was for those platforms.

Director Miller stated that the interest rate was 2.1% over twenty (20) years.

General Manager Guerrero stated that the estimated cost was for the application, but the Department could apply for a waiver for BABA requirements.

Commissioner Johnson stated that this was a good opportunity to address the aging infrastructure.

**MOTION:** Adopt Resolution No. 2023-003 and Resolution No. 2023-004, approving modifications to the financial assistance application and reimbursement for the Systemwide 2 Pipeline Replacement Project from the State Water Resources Control Board.

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

- 6. APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH S. VERDEMONT, LLC (GFR) FOR A FAIR SHARE CONTRIBUTION TO BUILD THE VERDEMONT PHASE II WATER INFRASTRUCTURE PROJECT:** Verdemont Phase II (Phase II) outlined the required facilities to convey water from the Meyers Reservoir to the proposed 2300 Pressure Zone. The design was completed in 2009, shortly after the housing bust and economic downturn. Housing construction halted and Phase II was consequently shelved.

Since 2012, the Water Department met with a group of developers (Verdemont Consortium) and the City about once a quarter to discuss development in the Verdemont area, specifically the future 2300 Pressure Zone. The meetings were intended to facilitate planning and financing requirements for water infrastructure to serve the proposed developments.

The Department presented various analyses and updates to the 2300 Pressure Zone design infrastructure from 2015-2021 to the Verdemont Consortium. In late 2021, there was a concept that was presented by the Water Department where one of the Verdemont Consortium developer, GFR, could build a portion of the 2300 Pressure Zone infrastructure equivalent to their fair share of the costs. In January 2022, a Developer Agreement between the Water Department, City, and GFR was started that incorporated this concept as an option for GFR's fair share of Phase II.

GFR requested a separate Memorandum of Understanding (MOU) between the Department and GFR specifically for their entitled tract and their fair share allocation for the 2300 Pressure Zone infrastructure.

Commissioner Brickley asked if the costs are shared for this project if estimates come in higher than expected.

General Manager Guerrero stated that the MOU covered this area regarding estimated costs versus actual costs and that if estimated costs were more than 10% of the estimated cost, staff and GFR would meet and confer before proceeding.

General Manager Guerrero stated that at the end of the project cost would be reconciled with GFR.

Commissioner Mlynarski asked if the City was involved or if the Department was the main party in control of the project.

General Manager Guerrero stated that the Department is in control of the project and the City would have a separate agreement.

President Callicott stated that she believed the development was coming along nicely and stated that she appreciated the support of GFR very much and the support to the community.

Commissioner Johnson stated that he knew GFR for a number of years when he worked at the City and appreciated the partnership that they had with the City and its development.

General Manager Guerrero introduced Felix Robles and Fernando Dutra from GFR to the Water Board.

Mr. Dutra thanked the Water Board for having the item come before them and for the confidence in the area.

Mr. Dutra thanked the Water Board for their professional, highly competent, and courteous staff and appreciated the tenacity of the Water Board throughout the process.

Mr. Robles stated that this was twelve (12) years in the making and it came together and thanked the Water Board and staff for the completion of the MOU.

**MOTION:** Approve the MOU with S. Verdemont LLC (GFR) for fair share contribution to build Verdemont Phase II Water Infrastructure Project. The General Manager was authorized to execute the MOU.

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

7. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND MICHAEL BAKER INTERNATIONAL, INC. FOR ENGINEERING DESIGN SERVICES FOR MULTIPLE CIP WATER PIPELINE REPLACEMENT PROJECTS (SPECIFICATION 1777):** On September 19, 2022, Staff issued a public Request for Proposal (RFP) through its PlanetBids system for professional design services for multiple budgeted CIP pipeline replacement projects.

Several of these pipelines were identified for replacement in the Department's 2015 Water Facilities Master Plan. Staff decided to bundle multiple pipeline designs as one RFP to receive numerous competitive proposals from qualified professional design engineering firms.

On October 21, 2022, ten (10) responses to the RFP were received and as a result of the staff review and ranking of the proposals, the firm with the highest overall score was Michael Baker International. Staff recommended that Michael Baker International be awarded a Professional Services Agreement for the *Engineering Design Services for Multiple CIP Pipeline Replacement Projects*.

The funding source for this project was a combination of eight (8) pipeline projects, each from the FY 2022/2023 Water Fund Capital Improvement Budget. The Construction Orders (COs) had a combined total of \$1,365,000.00 in unencumbered funds to design the pipeline replacement projects.

Commissioner Brickley asked what the linear footage was for this project.

Director Miller stated that it was 21,000 linear feet.

**MOTION:** Approve the Professional Services Agreement with Michael Baker International, Inc. for the Engineering Design Services for Multiple CIP Pipeline Replacement Projects, for an amount not-to-exceed \$999,125.00. The General Manager was authorized to execute the agreement.

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

8. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND TKE ENGINEERING, INC. FOR ENGINEERING DESIGN SERVICES FOR SHANDIN HILLS BOOSTER STATION PLANT SITE IMPROVEMENTS (SPECIFICATION 1784):** On October 13, 2022, Staff issued a public Request for Proposal (RFP) through its PlanetBids system for professional design services for the design of site improvements to the Shandin Hills Booster Station Plant Site, located at 3480 North Circle Road, San Bernardino, CA. The project site was subject to localized stormwater flooding during high intensity storms.

On October 31, 2022, a response to the RFP was received from TKE Engineering. Staff recommended that TKE Engineering be awarded a Professional Services Agreement for *Engineering Design Services for Shandin Hills Booster Station Plant Site Improvements*.

The total cost for engineering design services for the project was \$73,900.00. The Department had sufficient funds budgeted in the FY 2022/2023 Water Fund Capital Improvement Project titled *Annual R/R - Plant Site Improvements (C.O. 11072)* to cover the cost of those services.

**MOTION:** Approve the Professional Services Agreement with TKE Engineering, Inc. for *Engineering Design Services for Shandin Hills Booster Station Plant Site Improvements*, for an amount not-to-exceed \$73,900.00. The General Manager was authorized to execute the agreement.

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

9. **APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 6-INCH FIRE HYDRANT AND ONE (1) 1.5-INCH DOMESTIC/IRRIGATION COMBINATION SERVICE AT 776 W. MILL STREET:** Two bids were received and opened on February 23, 2023, from the Department's on-call contractors to install one (1) 6-inch fire hydrant and one (1) 1.5 inch domestic/irrigation combination service for Joseph E. Bonadiman & Associates, Inc. at 776 W. Mill Street.

Staff recommended that the Water Board approve the issuance of a Purchase Order in the amount of \$58,450.00 to Kirtley Construction, Inc. (dba TK Construction).

The funding source for this contract was a construction order assigned for FY 2022/23, No. 11089 *Fire Hydrants* and No. 11091 *Combination Domestic/Irrigation Services*. A series of construction orders were generated each fiscal year to capture costs for the installation of typical service requests, including fire hydrants and domestic/irrigation combination services. Collected installation fees would be deposited into the account for COs No. 11089 and No. 11091.

**MOTION:** Approve the purchase order for the installation of one (1) 6-inch fire hydrant and one (1) 1.5 inch domestic/irrigation combination by Kirtley Construction, Inc. (dba TK Construction) in the amount of \$58,450.00.

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

10. **REPORTS:**

- A. **Report of the President** – President Callicott welcomed Susan Longville, San Bernardino Valley Municipal Water District, Board Member, to the Water Board meeting.
- B. **Report of the Commissioners** – None.

**C. Report of the Directors –**

1. Director Stewart stated that the Department was receiving the CWEA Engineering Achievement Award for their participation in the Digester B Beneficial Gas Program at the state level.

Director Stewart stated that Department staff would be accepting that award at a CWEA Annual Conference in April 2023.

General Manager Guerrero stated that a CWEA Board Member would present the award to the Water Board and Mayor & City Council at each entity's meeting in the May 2023.

2. Deputy General Manager Ohama stated that Devin Arciniega attended a variety of community events and local neighborhood association meetings and would continue to be a Department presence in the community.

President Callicott stated that Devin continued to do a wonderful job.

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

1. General Manager Guerrero stated that the School of Hope item and the audit item were both on the Consent Calendar on the March 15, 2023 Mayor & City Council (M&CC) meeting agenda.


General Manager stated that he would be attending the M&CC meeting in the event there were any questions regarding either item.

President Callicott stated that she would be in attendance and encouraged the Water Board's presence.

2. General Manager Guerrero stated that Bob Tincher, Chief Water Resources Officer/Deputy General Manager for San Bernardino Valley Municipal Water District, would be updating the Water Board with a presentation on the Sites Reservoir Project and Delta Conveyance at March 28, 2023 Water Board meeting.

**11. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., March 28, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

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