



**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

**APRIL 13, 2021
WEB-CONFERENCE**

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, April 13, 2021, 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	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 4C:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:296154-296362				
Accounts Payable	\$1,596,998.74	\$3,121,388.02	\$75,769.88	\$4,794,156.64
Gross Payroll				
03/01/21-				
03/14/21 and	<u>586,385.96</u>	<u>427,250.01</u>	<u>139,485.55</u>	<u>1,153,121.49</u>
03/15/21-				
03/28/21				
TOTALS	<u>\$2,183,384.67</u>	<u>\$3,548,638.03</u>	<u>\$215,255.43</u>	<u>\$5,947,278.13</u>

Payroll for the pay period beginning March 29, 2021 through April 11, 2021.

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

C. MINUTES: March 23, 2021.

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

END OF CONSENT CALENDAR

- 5. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND STANTEC CONSULTING SERVICES, INC. FOR THE SBMWD WELL SITING STUDY:** The San Bernardino Municipal Water Department relies solely upon the Bunker Hill Groundwater Basin to supply water for the City of San Bernardino and other local users. Water is distributed through a system of pipelines, storage reservoirs, and pumping stations.

In order to continue supplying water to the system, new locations needed to be identified and assessed for viability of prospective future well sites within the Department's service area.

On December 3, 2019, Water Utility requested assistance in seeking a price quote and proposed scope for a well siting study for seven (7) potential groundwater well locations.

Three (3) proposals were received, and staff recommended that Stantec Consulting Services, Inc. be awarded the Professional Services Agreement for the well siting study.

The funding source for this agreement was the FY 2020/21 Water Utility Maintenance Operations Budget. Account number 100-3060-560-5540 had a current balance of \$299,736.50. There were sufficient funds to cover the well siting study.

General Manager Guerrero added that the Department operated the Newmark Superfund site and anticipated that at one point this site would expand. A pump station was built to move excess water to cities to the west valley. The expansion did not happen and additional wells were not drilled in that area.

The Department was now in a position to look at different areas in its system, higher up in elevation for possible well sites in order to alleviate pumping water up to the north end of the City.

This study would be looking mainly at the foothills for ideal well sites. Of the fifty-one (51) wells in the City, a number of them were not a part of the Newmark Superfund site, were due for replacement, and were not in ideal locations. The new wells would potentially add water supply and also replace inefficient water supply as well.

Commissioner Brickley asked if the Department was aiming at drilling one well or multiple wells at the seven (7) sites that were being studied.

Director Miller stated that if there was capacity to put multiple wells on a single site that would be a possibility, depending on the property and the ability to support and/or a need for multiple wells on a single site.

MOTION: Approve the Professional Services Agreement with Stantec Consulting Services Inc., for an amount not-to-exceed FIFTY-NINE THOUSAND NINE-HUNDRED AND ELEVEN DOLLARS (\$59,911.00). The General Manager was authorized to execute the agreement.

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

6. **QUARTERLY CONSERVATION MONITORING REPORT – JANUARY/FEBRUARY/MARCH 2021:** This report continues to monitor and track the effects of the prolonged drought by monitoring groundwater levels in select wells located in the Department’s service area. The quarterly report will provide valuable data needed to contemplate important policy decisions related to Water Supply Shortage Stages outlined in Rule and Regulation No. 21. (INFORMATION ITEM ONLY)

7. REPORTS:**A. Report of the President – None.****B. Report of the Commissioners –** Commissioner Mlynarski suggested that Department staff consider speaking with City staff and the developers regarding the Department's role in supplying water for a major water element to the proposed redevelopment in downtown area.

Commissioner Mlynarski would like the Department and its partner organizations in the east valley to relay information regarding the Bunker Hill Basin (Basin) and the Department should be heavily involved early conversations regarding the development of possible canals, lakes, etc. in the downtown area.

General Manager Guerrero stated that water features in the downtown area had been an ongoing topic of discussion in previous years and had been in discussion with the current City Manager and Development Services Director for some time.

General Manager Guerrero stated that his first question was always where the water would be coming from for the water features due to the fact that the drought is an ongoing issue, and those conditions would not allow for any extra water. In any given year, even a wet year, the Department would want to store any excess water and keep it in the Basin. A water feature might be tough but not impossible and that the City Manager was aware that Valley District would have to be part of the discussion because their role as a state water project contractor.

C. Report of the Directors

1. Director Miller reported that Department participated in a sanitary inspection meeting with the State Water Resources Control Board on April 6, 2021. The records review portion of the sanitary inspection of the clean water system was completed at the meeting and the physical site inspection would typically take three (3) days to inspect all of the sites.

Director Miller reported that the Department was continuing its work on the Integrated Urban Water Management Plan (IUWMP) with other agencies in the region. The sixth workshop was conducted on April 12, 2021 and it was anticipated that the IUWMP would go before the Water Board for adoption in late June 2021.

General Manager Guerrero stated that the Urban Water Management Plan (UWMP) and the Integrated Regional Water Plan (IRWP) were to separate plans that were required by the state for each water supplier to conduct both studies to ensure there are adequate supplies for the future.

General Manager Guerrero stated that the Department partnered with Valley District and other basin stakeholders to do a combined UWMP for the last couple of cycles, which happened every five (5) years.

This year, the Department, Valley District and other stakeholders were combining the IRWP and the UWMP into the IUWMP for the first time in the state and is getting a lot of praise from the state for this endeavor.

2. Director Stewart prepared a presentation on the Digester D cleaning project (supporting back-up and photos attached). Digester D was producing a lot more digester gas due to the increased restoration of that digester volume.

President Callicott asked if there was a preventative maintenance program for digesters.

Director Stewart stated that digesters were typically supposed to be cleaned every seven (7) to ten (10) years. The Department incorporated the Digester D cleaning into the master plan in order to get it back in production as quickly as possible.

Commissioner Hendrix asked the cost for the Digester D cleaning.

Director Stewart stated that the price of a full cleaning was approximately \$1.6 million, but the cleaning conducted on Digester D was \$275,000.

3. Director Mouser updated the Water Board on the rate study and stated that Rafetlis was in the process of preparing financial models for each of enterprises. Once this was completed, the Water Board would be presented with the financial plan and inform the Water Board with any revenue requirements that may come from the financial plan.
4. Director Shepardson reported that the annual Diesel Replacement Plan status hearing in front of AQMD is coming up and the Department received approval from AQMD Board stating that our item would be placed on the AQMD Consent Calendar in May.

Director Shepardson stated that the Department was in compliance with its plan and thanked the Fleet Supervisor for working with the compliance section. There were only two vehicles left to purchase by 2023, which would both be CNG vehicles.

5. Deputy General Manager Ohama that the Department was supporting Mayor Valdivia in the Wyland National Mayor's Challenge for Water Conservation. Devin Arciniega, Water Conservation/Public Affairs Coordinator, did an outstanding job with posting information on all Department social media outlets and that as of today the City is ranked No. 10 in cities of its size.

D. Report of the General Manager:

1. General Manager Guerrero presented an extended COVID-19 update to the Board. The Department had a total of forty (40) positive case since the beginning of the pandemic, most of which came in December 2020 and January 2021. The situation had improved tremendously after January, with one (1) positive case in February, one (1) positive case in March, and currently there have not been any positive cases reported in April.

General Manager Guerrero stated that the County of San Bernardino (County) entered the orange tier that allowed certain retail, restaurants, schools, etc. to open at an established capacity based on case numbers and positivity rates were trending in the counties. The County was on its way to reaching the lowest level in the tier system, the yellow tier, fairly soon.

General Manager stated that Governor Newsom announced he would be eliminating the entire tier system and reopening California completely, with mask requirements, on June 15, 2021. This change was largely due to vaccinations in California and the rest of the country. A report stated that forty-seven percent (47%) of the population across the state had received at least the first dose of the vaccine. The County opened up eligibility to provide a vaccine to anyone sixteen (16) years and over and reported that forty-one percent (41%) had at least received the first dose of the vaccine.

General Manager stated that currently over twenty-five percent (25%) of staff reported at least making an appointment to receive the vaccine. Staff believed that number did not reflect the employees that already received the vaccine earlier in the year or that did not inform the Department of vaccination due to privacy issues. This was an important factor for the Department in its preparation to reopen to the public.

General Manager Guerrero stated that the Customer Service and Engineering lobbies had been closed since March 2020 due to the pandemic. The Customer Service section did an amazing job with its level of excellent customer service and to date there haven't been any customer complaints regarding the lobby being closed to the public. This was largely due to the Department implementing several online payment options for its residents and an online developer portal in the Engineering section.

General Manager Guerrero stated that due to the decline in positive cases and the County's current tier level, the Department was targeting opening both lobbies to the public in mid-May 2021. The same level of public traffic was not anticipated due to the online alternatives that were currently in place due to the pandemic. There were several COVID-19 preventative measures taken in both lobbies, such as mask requirements, plexiglass dividers for customers and staff, as well as only allowing a certain number of people in the lobby at a given time to maintain proper social distancing.

2. General Manager Guerrero stated that in-person meetings, including Water Board meetings, were not approved yet because there were still factors involved with gathering a larger number of people in one room. Once the state opened on June 15, 2021, the Department would be allowed to conduct in-person meetings and allow public attendance. The Department was working with the City in order to maintain consistency with Mayor and City Council meetings. The Safety Supervisor was in contact with the County to provide guidelines regarding in-person meetings.

Commissioner Brickley asked if the Department would still conduct board meetings through a hybrid system past June, where employees and the Water Board had the ability to participate from home or in person.


General Manager Guerrero stated he could see a hybrid system working for staff but would have to defer to counsel regarding Water Board commissioners participating remotely.

Thomas Rice, City Attorney's Office, stated that at present this was committed by the Governor's Executive Order that was issued in March 2020. The Executive Order was not a permanent order and there was some potential that meetings would return to in-person. The Brown Act permitted teleconference locations, but there were a lot of strict rules surrounding that. At present, the Executive Order still applied and web-conference meetings were still permitted.

General Manager Guerrero stated that livestreaming the Water Board meetings would continue in order for the public to view the meetings remotely.

8. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., April 27, 2021, via web-conference and livestreaming on YouTube.

By: 

Miguel J. Guerrero, P.E.
General Manager