



**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 22, 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, April 22, 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	Present	9:30 AM
David Mlynarski	Board Member	Absent	N/A
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>Total</u>
Claims:3012224- 30122406			
Accounts Payable	\$2,096,185.62	\$2,614,946.39	\$4,711,129.01
Gross Payroll	<u>\$489,915.72</u>	<u>\$452,598.44</u>	<u>\$942,514.16</u>
03/24/25-04/05/25			
TOTALS	<u>\$2,586,098.34</u>	<u>\$3,067,544.83</u>	<u>\$5,653,643.17</u>

Payroll for the pay period beginning April 7, 2025 through April 20, 2025.

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

C. MINUTES: April 8, 2025.

D. CLAIMS SETTLEMENTS – QUARTERLY REPORT: In accordance with Policy 20.090 – Claims Handling, the Environmental and Regulatory Compliance Division prepared the Quarterly Claims Settlements Report detailing all claims processed for the period of January 2025 through March 2025.

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

DISCUSSION ITEMS

5. PRESENTATION OF SERVICE AWARDS: Employee service awards were presented acknowledging the following employees for their years of service to the Department:

Moise Jacques	10 Years of Service
Dave Morris	15 Years of Service
Rodrigo Contreras	15 Years of Service

6. AWARD OF CONTRACT – WATER FACILITIES RELOCATIONS STATE ROUTE 66 PROJECT SPECIFICATION NO. 1861: In preparation for Caltrans Project, State Route 66 Roadway Improvements, the Department identified the need to install vertical offsets on existing water mains along State Route 66. Specifications were advertised on February 27, 2025, for Specification No. 1861, “Furnish all labor, equipment, and materials for the Water Facilities Relocations State Route 66 Project, located in San Bernardino, California.”

Specifications were provided to the Department's five (5) prequalified on-call contractors through the Department's automated online bidding system and three (3) bids were received and opened on March 28, 2025.

The funding source for this project was the FY 2024/2025 Water Fund Capital Improvement Project titled *Route 66 Water Facilities Relocation* (Project No. C2511156) which currently had a total of \$1,500,000.00 in unencumbered funds.

MOTION: Accept the bid of Dominguez General Engineering, Inc., as the lowest responsive, responsible bidder and award a contract in the amount of SEVEN HUNDRED TWELVE THOUSAND AND 00/100 DOLLARS (\$712,000.00) for the WATER FACILITIES RELOCATIONS STATE ROUTE 66 PROJECT and retain the bid securities in accordance with Specification No. 1861. The General Manager was authorized to execute the contract and sign and verify a Notice of Completion.

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

7. **RECOMMENDATION TO ADOPT A RESOLUTION APPROVING THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT 2024 HAZARD MITIGATION PLAN UPDATE:** The City of San Bernardino Water Department (SBMWD) maintained a strong commitment to preparedness by regularly developing a hazard mitigation plan, which served to identify potential vulnerabilities and risks associated with uncontrollable disasters within our service area.

A Hazard Mitigation Plan (HMP) approved by the Department of Homeland Security through the Federal Emergency Management Agency (FEMA) remained a prerequisite for accessing federal funding through programs like the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation (PDM) program.

SBMWD's safety staff had undertaken an update to ensure the Department remained eligible for potential future federal grant opportunities and the update was submitted to FEMA for review and final approval, pending adoption by the Water Board.

MOTION: Adopt Resolution No. 2025-007, approving the San Bernardino Municipal Water Department 2024 Hazard Mitigation Plan (HMP). Staff was directed to submit Resolution 2025-007 to FEMA for final approval.

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

8. **AWARD OF PROFESSIONAL SERVICES AGREEMENT – SPEC 1844 REGIONAL BIOSOLIDS PROGRAM FEASIBILITY STUDY (PHASE I) – CAROLLO ENGINEERS, INC.:** Biosolids were produced at the Water Reclamation Plant as part of the wastewater treatment process. For many years, the Department successfully used a private entity to haul and further treat the biosolids to compost standards, where the material could be beneficially used as a soil amendment and fertilizer. Although a Biosolids Strategic Plan (BSP) was recommended in 2021 to continue with the single contractor, an extensive set of challenges through 2022 and the first part of 2023 threatened the Department's ability to carry out its responsibilities. A consultant reevaluated the BSP in 2023 and recommended a need to restore resiliency through a detailed investigation of a regional, publicly owned and operated biosolids facility.

Department staff met with an extensive list of similarly situated agencies that were interested in this type of facility. The Department developed a Scope of Work for a Feasibility Study for such a facility and executed a Cooperative Agreement (and further amendments) to partner with fourteen (14) additional agencies in an equal sharing of cost and in a phased approach with limited commitment. Following a public Request for Proposals, two (2) proposals were received, and six (6) of the participating agencies, including the Department, participated in an in-person interview of the two (2) teams. Carollo Engineers (Carollo) was unanimously ranked as the team offering the best value to the participating agencies. Negotiations with Carollo were held, resulting in a nearly 10% reduction in cost.

The funding source for this project was the FY 2024/2025 Operating Fund account 204090-5203 – *Engineering Services*, where \$75,000 was allotted in the approved budget for the Department's portion of this effort. Sufficient funds existed in the account to temporarily cover the remaining costs while awaiting reimbursement from the Partnering Agencies.

Commissioner Brickley asked if East Valley Water District was involved in this project.

Director Stewart stated that EVWD was one of the partnering agencies.

Commissioner Hendrix asked if the cost of the feasibility study (Phase I) would be evenly distributed amongst the partnering agencies.

Director Stewart stated that the cost was evenly shared amongst the agencies involved in the feasibility study.

Director Stewart stated that the individual cost was approximately \$39,999 each and that the Department's share was budgeted in the fiscal year.

Commissioner Johnson asked if there was any interest from other agencies in joining this program.

Director Stewart that he had received interest from at least four (4) agencies who wanted to wait until the completion of Phase I before making any decision to join.

Director Stewart stated that one (1) agency's approval time to participate was a year and a half which was not feasible with the project's timeline.

Director Stewart stated that although he was in a leadership role, he was receiving assistance with this program from consultants.

MOTION: On behalf of Partnering Agencies under the COOPERATIVE AGREEMENT AMONG THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND THE PARTNERING AGENCIES REGARDING THE REGIONAL BIOSOLIDS PROGRAM FEASIBILITY STUDY (PHASE I) PROJECT dated December 4, 2024, approve the Professional Service Agreement with Carollo Engineers, Inc. in response to RFP 1844 REGIONAL BIOSOLIDS PROGRAM FEASIBILITY STUDY (PHASE I) in an amount not-to-exceed FIVE HUNDRED NINETY NINE THOUSAND NINE HUNDRED SEVENTY FIVE AND 00/100 DOLLARS (\$599,975.00). The General Manager was authorized to finalize negotiations to the Scope of Work and execute the Professional Service Agreement.

RESULT: APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT

MOVER: T. Brickley

SECONDER: W. Hendrix

ABSTAINED: N/A

ABSENT: D. Mlynarski

9. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – None.

C. Report of the Directors –

1. Director Miller stated that the Electronic Annual Report was approved for 2024.
2. Deputy General Manager Ohama stated that Water Conservation staff attended or would be attending the following events throughout the City:
 - Career Day at Hillside Elementary School – Monday, April 21, 2025.
 - City of San Bernardino Parks & Recreation Arbor and Earth Day at Wildwood Park – Saturday, April 26, 2025.
 - National Prescription Drug Take Back Day hosted by DEA at Cal State San Bernardino – Saturday, April 26, 2025.

- The SoCal STEAM Challenge (formerly Inland Solar Challenge) at Yucaipa Regional Park– Friday, May 2, 2025 through Sunday, May 4, 2025.

D. Report of the General Manager – General Manager Guerrero stated that President Callicott, Commissioner Johnson, and staff were recognized and received a proclamation announcing the month of April as Water Conservation Month by Mayor Tran at the Mayor & City Council meeting on Wednesday, April 16, 2025.

10. PUBLIC COMMENT ON CLOSED SESSION ITEMS: Ana Zavala commented on her housing situation related to Claim #25-011.

11. CLOSED SESSION:

Pursuant to Government Code Section(s):

A. Conference with legal counsel – anticipated litigation – pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: Claim #25-011.

There was no reportable action.

12. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for *9:30 a.m., May 13, 2025*, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By 

Miguel J. Guerrero
General Manager