



**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

MAY 9, 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, May 9, 2023, 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:** 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>Sewer Collections</u> | <u>Total</u> |
|----------------------|------------------------------|------------------------------|---------------------------|------------------------------|
| Claims:305553-305735 | | | | |
| Accounts Payable | \$1,022,562.22 | \$904,906.92 | \$57,033.58 | \$1,984,502.72 |
| Gross Payroll | | | | |
| 04/10/23- | <u>\$323,147.10</u> | <u>\$315,154.00</u> | <u>\$64.71</u> | <u>\$638,365.80</u> |
| 04/23/23 | | | | |
| TOTALS | <u>\$1,345,709.32</u> | <u>\$1,220,060.92</u> | <u>\$57,098.29</u> | <u>\$2,622,868.52</u> |

Payroll for the pay period beginning April 24, 2023 through May 7, 2023.

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

C. MINUTES: April 25, 2022.

D. RETIREMENT RESOLUTION NOS. 2023-006 – 2023-013: The Water Board approved the following retirement resolutions from July 2022-April 2023:

- 2023-006 – Mark Rodriguez
- 2023-007 – Michael D’Alessandro
- 2023-008 – Joni Tingue
- 2023-009 – Michael Garland
- 2023-010 – Dwight Witt
- 2023-011 – Maria Herrera-Posada
- 2023-012 – Phillip Rivas
- 2023-013 – Denzil Fernandes

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 PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 6-INCH FIRE HYDRANT AND ONE (1) 1.5-INCH DOMESTIC/IRRIGATION COMBINATION SERVICE AT 1388 S. E STREET: Two (2) bids were received and opened on April 24, 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 WattEV SB 1, Inc., at 1388 S. “E” Street.

Staff recommended that the Water Board approve the issuance of a Purchase Order in the amount of \$86,020.00 to El-Co Contractors, Inc.

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 El-Co Contractors, Inc. in the amount of \$86,020.00.

| | |
|-------------------|---|
| 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. CONTINGENCY/EMERGENCY WATER SUPPLY SALES AGREEMENT BETWEEN THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND THE CITY OF LOMA LINDA:** Providing water supply interties were a prudent measure and supported the Water Department's efforts to assist neighboring communities in times of emergency. In December 1997, the Water Department entered into an agreement to provide contingency and emergency water supply to the City of Loma Linda through two (2) water supply interties.

A new agreement was executed in April 2003, which included several requirements for metering/connection upgrades and good faith effort on Loma Linda's part for securing reliable water supply sources, as the Department could not guarantee consistent, uninterrupted supply. This agreement expired in April 2007 and was renewed in September 2016. The latest agreement expired in October 2020 and had not been renewed since.

In February 2023, the Water Department was contacted by the City of Loma Linda to discuss and develop a new agreement. The Loma Linda City Council unanimously approved the agreement on April 11, 2023. There was no fiscal impact associated with approving the agreement.

Commissioner Mlynarski requested information on the state of water among smaller water utility entities and what the Department's next steps would be regarding the findings.

General Manager Guerrero stated that staff would prepare an informational item and present it to the Water Board at a future meeting.

MOTION: Approve the Contingency/Emergency Water Supply Sales Agreement between the City of San Bernardino Municipal Water Department and the City of Loma Linda. 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

7. WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE INVOICES:

Throughout the year, Finance staff invoiced various customers for a variety of charges and reviewed invoices that remained unpaid through February 2022 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 \$12,235.02, 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.

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

8. UNCOLLECTIBLE UTILITY CUSTOMER ACCOUNTS: Under the procedures established under San Bernardino Municipal Water Department Board Policy Number 54.020, "Write-off of Uncollectible Accounts Receivable", the Finance Division compiled a listing of accounts that were determined to be uncollectible according to the criteria outlined in the policy. There were three (3) utility accounts with balances totaling \$5,336.93 that were deemed uncollectible.

At this time, there was no fiscal impact as this estimated amount is sufficient to cover the amount of proposed uncollectible accounts.

MOTION: Approve the list of uncollectible accounts and direct staff to write-off these accounts.

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

9. REPORTS:

- A. Report of the President –** President Callicott stated she encountered a Department employee over the weekend and commended him for his courteous and professional manner.

President Callicott stated that the Water Board was fortunate to work with Department management and staff who display this type of professionalism throughout the City.

- B. Report of the Commissioners –** Commissioner Johnson stated that Akoma Unity Center held a Job Resource Center event on Saturday, April 29, 2023, and the City was well represented by the Police, Fire, and Water departments.

Commissioner Johnson thanked the Water Department for its participation.

Commissioner Mlynarski stated that he would like to have a discussion at a future meeting to discuss developing a closer sense of appreciation and acknowledgement for some of the Department's outside vendors and partners that work on its programs and projects. He would like to see the Department more engaged and provide more recognition to our partners.

C. Report of the Directors –

1. Director Miller reported that the Perris Hill Reservoir was halfway filled with water and was undergoing water quality testing.
2. Director Mouser reported that the first of two (2) Fiscal Year 2023/24 budget workshops would begin at the next Water Board meeting, with the final budget adoption to be presented in June 2023.

D. Report of the General Manager –

1. General Manager Guerrero stated that he and Devin Arciniega attended the Wildwood Neighborhood Association meeting on Thursday, May 4, 2023, and provided its members with information on the drought, conservation, and the Department's incentive program.

10. **PUBLIC COMMENT ON CLOSED SESSION ITEMS:** None.

11. **CLOSED SESSION:**

Pursuant to Government Code Section(s):

A. Conference with labor negotiator - pursuant to Government Code Section 54957.6:

Agency Designated Representative: General Manager

Employee Organization: IBEW, Local 47

B. Conference with labor negotiator - pursuant to Government Code Section 54957.6:

Agency Designated Representative: General Manager

Employee Organization: Mid-Manager's Association

C. Conference with labor negotiator - pursuant to Government Code Section 54957.6:


Agency Designated Representative: General Manager

Employee Organization: Management & Confidential Unit

No reportable action was taken.

12. **ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., May 23, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

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