



**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 10, 2022

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 10, 2022, in-person, 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	Absent	N/A
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:** Commissioner Johnson thanked the Mayor and City Council on his reappointment to the Water Board at the Regular Meeting of the Mayor and City Council on May 4, 2022 and stated that he was looking forward to working with the Water Board, Thomas Rice, and staff for another term.
- 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:301147-301352				
Accounts Payable	\$358,338.37	\$352,093.48	\$57,570.76	\$768,002.61
Gross Payroll				
04/11/22-04/24/22	<u>\$311,135.94</u>	<u>\$223,831.17</u>	<u>\$75,744.30</u>	<u>\$610,711.41</u>
TOTALS	<u>\$669,474.31</u>	<u>\$575,924.65</u>	<u>\$133,315.06</u>	<u>\$1,378,714.02</u>

Payroll for the pay period beginning April 25, 2022 through May 8, 2022.

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

C. MINUTES: April 26, 2022.

D. REVISION OF EXISTING PURCHASING POLICY 51.030: Water Department staff recently reviewed *Policy 51.030 - Purchasing*, and in order to ensure accountability and effectiveness, an updated dollar amount threshold was modified and additional guidelines were added on how to purchase goods less than the threshold amount currently indicated.

MOTION: Approve the revision of existing Policy 51.030 – *Purchasing*, as submitted.

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

END OF CONSENT CALENDAR

5. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MARSH RISK & INSURANCE SERVICES FOR RISK MANAGEMENT ADVISING AND INSURANCE BROKER SERVICES: The Department utilized a consultant to provide risk management, advising and insurance broker services. The current Agreement with Marsh Risk & Insurance Services (Marsh) expired on May 16, 2022.

Marsh offered the Department a three (3) year Professional Services Agreement at a cost of \$120,510 per year. Purchasing Policy – 51.030, Part (V)(E)(1), *Exceptions*, allowed for deviations from routine bidding procedures in special circumstances when such deviations were in the best interest of the Department. Staff recommended approval of this Agreement based on the excellent customer service Marsh continued to deliver by providing guidance on premium budget forecasting, industry benchmarks, contract coverage reviews, and claims support.

Director Shepardson stated that in 2017, the Department and Marsh negotiated a flat fee for budgeting purposes due to outside stressors as well as internal claims.

Director Shepardson stated that Marsh agreed to keeping the rate the same as the last five (5) years.

Director Shepardson stated that the Department saved approximately \$330,000 by going to a flat fee.

Director Shepardson stated that Marsh understood the Department's infrastructure needs as well as the Consent Decree insurance requirements.

Director Shepardson stated that the renewal aligned with Target #5 – *Fiscal Responsibility*, and the Key Values of providing responsible stewardship Department resources and the environment, listed on the Strategic Plan.

MOTION: Approve the Professional Services Agreement with Marsh Risk & Insurance Services for a three (3) year period from May 16, 2022 to May 16, 2025, with an annual fee of \$120,510. The General Manager was authorized to negotiate and execute the agreement.

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

- 6. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR AS NEEDED GRANT ASSISTANCE SUPPORT SERVICES:** The Department contracted with Engineering Solutions Services (ESS) for as needed grant services including assistance with grant applications, coordinating meetings with grant funding authorities and identifying/securing alternative project funding sources.

To maintain availability of as-needed grant support services, staff recommended entering into a three-year agreement with ESS including a provision for two one-year extensions which would continue the Department's proactive grant-seeking efforts.

The funding source for this agreement would be the Operations and Maintenance Budget for Fiscal Years 2022-2025. Costs would be shared by the Water Utility and Water Reclamation sections from each of the respective Professional Service Accounts.

Deputy General Manager Ohama stated that ESS and Devin Arciniega worked together to identify grant opportunities and find Department projects that qualify.

Deputy General Manager Ohama thanked Devin Arciniega and staff from Water Utility, Water Reclamation, and Field and Meter for their participation and work with putting the grant application packets together.

General Manager Guerrero stated that historically the Department would apply for grants sporadically with nothing being formally established.

General Manager Guerrero stated that the Department began working steadily with Sudi Shoja and the ESS team, with Devin Arciniega taking the lead internally.

General Manager Guerrero stated that the Department was unofficially informed that it was receiving a \$5.5 million grant for its seismic project, with official notification coming soon.

General Manager Guerrero stated that the Department received approximately \$8 million in grants over the last couple of years as well as low interest loans.

General Manager Guerrero stated that the partnership with ESS was really beneficial to the Department.

Commissioner Brickley asked how their fees were determined.

General Manager Guerrero stated that fees were based on hourly rates and time worked.

Commissioner Mlynarski stated that in order to receive grants an entity must be invested in the process and have a team in place to do all of the research and preparation of the application on a consistent basis.

Commissioner Johnson stated that when he sat on the City Council he encouraged employing an internal grant writer for the City.

Commissioner Johnson stated that the San Bernardino Police Department had a grant writer which benefited that section of the City.

Commissioner Johnson commended ESS and Devin Arciniega for a great job.

MOTION: The General Manager was authorized to execute a three-year Professional Services Agreement with Engineering Solutions Services for an amount not-to-exceed One Hundred Thousand and 00/100 Dollars (\$100,000.00) per annum for three (3) years with a provision of two (2) one-year extensions.

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

7. **APPROVAL TO QUITCLAIM AN EXISTING TEMPORARY CONSTRUCTION EASEMENT THROUGH THE PROPERTY LOCATED AT 1795 WEST HIGHLAND AVENUE, APN 0143-191-59 (EPN 2022-004):** In January 2005, the Mayor and City Council approved a 20-foot wide Temporary Construction Easement, Document No. 2005-0032185, for water pipelines and appurtenances across at the south-westerly portion of the property located at 1795 West Highland Avenue, APN 0143-191-59. In December 2021, PI Properties, LLC (Developer) requested that the temporary construction easement be removed. Staff determined that the temporary construction easement was no longer required, allowing for release of the remaining temporary construction easement area.

The Developer provided the Department with the Quitclaim Deed documents for execution. Staff reviewed these documents and found them to be acceptable for recordation.

Commissioner Johnson stated that he had seen the proposed development plans and believed it would be a boon to the Sixth Ward residents and community.

MOTION: Approve the request from PI Properties, LLC to have the Department's reserved construction easement Quitclaimed within APN 0143-191-59; The Secretary was authorized to submit the Quitclaim of Easement Deed to the City of San Bernardino for execution and recordation.

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

8. **REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING MARCH 31, 2022:** Staff recommended that the Water Board receive and file the Investment Report for the quarter ending March 31, 2022. (INFORMATION ITEM ONLY)

9. REPORTS:**A. Report of the President – None.****B. Report of the Commissioners –** Commissioner Brickley would like to set up a facilities tour of the Department for the Water Board in the future.

General Manager Guerrero stated that he would coordinate the tour and have it agendized on a future Water Board Regular Meeting agenda.

C. Report of the Directors:

1. Director Stewart stated that Miler High School was touring the WRP facility on May 10, 2022 in order to encourage students to consider trade programs and show great career opportunities.

2. Director Shepardson stated that the AQMD conducted the Diesel Replacement Program status hearing on May 5, 2022.

Director Shepardson informed the Water Board that the Department made it on the Consent Calendar and the hearing board applauded the Water Board and Department staff for their efforts for compliance.

Director Shepardson stated that the Department would complete its commitment to replacement program once the last vehicle was ordered in July 2022.

3. Director Shepardson stated that the property insurance renewal would be coming before the Water Board in July 2022.

D. Report of the General Manager –

1. General Manager Guerrero congratulated Commissioner Johnson on his reappointment to the Water Board and stated that Department and community were fortunate to have him on the Water Board for another six (6) years.


2. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County current case rate was 7.6% per 100,000, which was slightly higher than the last update.

General Manager Guerrero stated that there weren't any changes to Departmental operations.

3. General Manager Guerrero stated that due to COVID-19 the Department employee recognition events were on hiatus, but that staff was preparing to re-establish the events beginning in July 2022.

10. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., May 24, 2022, at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408 or via web-conference.

By: 

Miguel J. Guerrero, P.E.
General Manager