



**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 11, 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, May 11, 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	9:38 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>Sewer Collections</u>	<u>Total</u>
Claims:296711-296893				
Accounts Payable	\$1,012,709.00	\$1,571,492.24	\$24,565.26	\$2,608,766.50
Gross Payroll				
04/12/21-	<u>296,464.22</u>	<u>220,560.59</u>	<u>70,170.66</u>	<u>587,195.47</u>
04/25/21				
TOTALS	<u>\$1,309,173.22</u>	<u>\$1,792,052.83</u>	<u>\$94,735.92</u>	<u>\$3,195,961.97</u>

Payroll for the pay period beginning April 26, 2021 through May 9, 2021.

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

C. MINUTES: April 27, 2021.

D. NOTICE OF COMPLETION – CONTRACT NO. 1719 SYSTEM WIDE 2 WATER PIPELINE REPLACEMENT PROJECT (CO 10885): Staff completed a final inspection of the contract work performed by MCC Pipeline, Inc. for the System Wide 2 Water Pipeline Replacement Project and recommended acceptance of the project.

MOTION: Approve the project with a Final Acceptance date of April 9, 2021, directed staff to file a Notice of Completion, and release the retention in accordance with Contract No. 1719, as submitted.

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

END OF CONSENT CALENDAR

5. CONTRACT 1716 – BIG BEN, INC. – CHANGE ORDER NO. 5 – RIALTO AVENUE AND “J” STREET SEWER MAIN REPLACEMENT AND HIGHLAND AVENUE AND CEDAR STREET SEWER AND MAINTENANCE HOLE REHABILITATION PROJECT (CO 50018, CO 50019): On December 30, 2019, the Water Board entered into Contract No. 1716 with Big Ben Engineering, Inc. (Big Ben) for Rialto Avenue and “J” Street Sewer Main Replacement and Highland Avenue and Cedar Street Sewer and Maintenance Hole Rehabilitation Project in order to correct ongoing issues.

During construction of the Cedar and Highland project, in March 2020, a conflict between a buried underground electrical utility owned by Southern California Edison (SCE) was discovered. The Contractor stored their equipment at a nearby storage yard for four (4) months while the conflict was addressed. During construction of the Rialto and J project, the Contractor excavated the street to locate sewer laterals. The Department and Contractor agreed to a combined cost of \$36,500.00 and a time extension of 207 calendar days to close out the Contractor's requested adjustment of cost and time for the additional costs that they incurred. Upon Water Board approval, the revised contract end date would be May 11, 2021.

The funding sources for this Change Order were C.O. 50019, *Highland Avenue and Cedar Street Sewer and Maintenance Hole Rehabilitation Project* and C.O. 50018, *Rialto and "J" Street Sewer Main Replacement Project* which had sufficient funds available for this change.

President Callicott stated that the project began in March 2020 and inquired about the length of time it took to complete the project.

Director Stewart stated that negotiations and finalizing the contractor's administrative requirements took an extensive period of time.

Director Stewart stated that the Department's Engineering section did a great job managing issues that arose during the project.

MOTION: Approve Change Order No. 5 to Contract No. 1716 with Big Ben, Inc., in the amount of THIRTY-SIX THOUSAND ONE HUNDRED EIGHTY-SEVEN AND 59/100 DOLLARS (\$36,500.00). The General Manager was authorized to execute the change order.

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

- 6. WATER SUPPLY ASSESSMENT – THE LANDING BY SAN MANUEL (EPN 2021-014):** Water Supply Assessments (WSA) must be furnished to local governments for inclusion in any environmental documentation for certain types of projects, pursuant to Water Code §10912(a), and subject to the California Environmental Quality Act (CEQA). The Water Board approved the 2015 UWMP in June 2016, which was the primary source document for WSAs.

On March 24, 2021, a letter was received requesting that the Department prepare a WSA pursuant to the provisions of the Water Code §10910 et seq. for The Landing by San Manuel. The project applicant, San Manuel Band of Mission Indians, submitted the project for proposed development to the City of San Bernardino Community Development Department.

The WSA was completed timely and it concluded that the projected water demands of the Project were included in the total water demand projections of the 2015 UWMP.

Commissioner Brickley arrived at 9:38 a.m.

Commissioner Hendrix asked if this was coming from the Del Rosa Reservoir.

Director Miller stated this was tied to the 24" line from the Perris Hill Reservoir in preparation for future development such as The Landing by San Manuel.

General Manager Guerrero stated that this was an area of the system that was inherited from the Inland Valley Development Agency (IVDA) which included a couple of elevated tanks.

General Manager Guerrero stated that a couple of years ago the connection was terminated from the elevated tanks and connected to the Perris Hill Reservoir.

General Manager Guerrero stated that The Landing project was going to relocate the elevated tank and make it a showpiece at the entryway on Victoria Avenue.

MOTION: Approve Resolution No. 2021-001 adopting the Water Supply Assessment (WSA) for The Landing by San Manuel.

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

7. **EXTENSION NO. 1 TO CONTRACT NO. 1709 – CONTRACT TO FURNISH GRANULAR ACTIVATED CARBON – CARBON ACTIVATED CORPORATION:**
The Water Board entered into a two-year contract, Contract No. 1709, with Carbon Activated Corporation (Carbon Activated), to Furnish, Deliver, Remove, and Dispose of Spent Carbon and Install Virgin Granular Activated Carbon (GAC). This contract had a provision for three (3) additional one (1) year extensions. Extension No. 1 was prepared which would extend the contract from July 1, 2021 to July 1, 2022.

The funding source for this contract was the FY 2021/2022 Operations and Maintenance budget; sufficient funds would be budgeted to cover the contract extension. Carbon change outs were 100 percent reimbursable through the AIG commutation account.

MOTION: Approve Extension No. 1 to Contract No. 1709 with Carbon Activated Corporation, extending the contract from July 1, 2021 to July 1, 2022, under the same terms and conditions. The General Manager was authorized to execute the Extension.

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

8. **RENEWAL OF CLIENT SERVICES AGREEMENT – MARSH RISK & INSURANCE SERVICES – MAY 16, 2021 TO MAY 16, 2022:** At their regular meeting on May 16, 2017, the Water Board approved a triennial Client Services Agreement with Marsh Risk & Insurance Services (Marsh) to market and manage the Water Department's liability and property insurance programs. Marsh offered the Department an amendment to this agreement that changes the triennial term to a one-year renewal term, at the Department's request. Marsh again amended this Agreement for Fiscal Year 2021/22. Marsh continued to deliver excellent customer service to Department staff by providing guidance on premium budget forecasting, industry benchmarks, contract coverage reviews and claims support.

Marsh offered this annual Client Services Agreement at a cost of \$120,510. This was the same fee charged to the Department during Fiscal Years 2019/20 and 2020/21.

Funds would be budgeted for Fiscal Year 2021/22 to cover the cost of the proposed Client Services Agreement.

Commissioner Johnson stated that it was really nice to see that the Department was accomplishing its goals and objectives due to the savings from the past two (2) years the Department would be able to pay for the cost of this fiscal year.

MOTION: Approve Amended Client Services Agreement with Marsh Risk & Insurance Services for the period May 16, 2021 to May 15, 2022 at an annual fee of \$120,510. 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. **REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING MARCH 31, 2021:** The Water Board received and filed the Investment Report for the quarter ending March 31, 2021. **(INFORMATION ITEM ONLY)**

10. REPORTS:**A. Report of the President – None.****B. Report of the Commissioners –** Commissioner Brickley stated he was very impressed with the detail that was provided in the Staff Reports and the back-up data that was provided at each Water Board meeting and thanked the Department Directors and General Manager for their efforts.

Commissioner Brickley asked if we can start planning dates for Water Board commissioner to tour water and wastewater facilities.

General Manager Guerrero responded that we can absolutely do that.

C. Report of the Directors

1. Director Miller reported that Department would be submitting the Annual Electronic Report to the state on May 15, 2021.

2. Director Shepardson stated that the AQMD Hearing on the Diesel Replacement Plan was held on May 5, 2021 went well. There were no additional requirements placed upon the Department with regard to this program.

Director Shepardson stated the AQMD Board congratulated the Department for being in compliance with the Diesel Replacement Plan.

Commissioner Brickley asked if the AQMD meetings were held via Zoom.

Director Shepardson stated that the AQMD meetings were held via Zoom and that the Board was given the agenda in advance and if there were questions, the Department would receive them in advance of the meeting.

3. Deputy General Manager Ohama reported that the Customer Service and Engineering lobbies opened to the public with all of the necessary precautions on Tuesday, May 11, 2021.

D. Report of the General Manager:

1. General Manager Guerrero stated that the Customer Service and Engineering lobbies were open to the public initially between 9:00 a.m. to 3:00 p.m. but will gradually get back to normal working hours. The Department was currently in line with the City's public counter working hours.

General Manager Guerrero stated that over the last year, the public had embraced online payment options that the Department and other entities provided, so the hope was that the in-person traffic would be reduced, with a possible gradual increase as other establishments open to the public.

General Manager Guerrero stated that the Department had zero (0) positive cases in the last two (2) months. The San Bernardino County reported that the COVID-19 case rate per 100,000 population was currently at 2.5% and the positivity rate was currently at 1.3%. Both of those rates were lower than last reported to the Water Board.

General Manager Guerrero stated that other neighboring counties were doing just as well as San Bernardino County and should be reaching the yellow tier in the near future.

2. General Manager Guerrero stated that the proposed first in-person meeting Water Board meeting would tentatively be scheduled on July 13, 2021.
3. General Manager Guerrero congratulated Commissioner Hendrix on his reappointment to the Water Board at the May 5, 2021 Mayor & City Council Meeting.

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

12. **CLOSED SESSION:**


Pursuant to Government Code Section(s):

- A. **Conference with legal counsel – existing litigation – pursuant to Government Code Section 54956.9 (a) and (d)(1):** *Berkley National Insurance Company v. City of San Bernardino, Et Al., Case No. EDCV 19-02189 DDP (SPx).*

No reportable action was taken at this time.

13. **ADJOURNMENT**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., May 25, 2021, via web-conference and livestreaming on YouTube.

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