



**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 24, 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 24, 2022, in-person, via web-conference, and livestream via YouTube.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Cecilia "Toni" Callicott	President	Present	9:30 AM
Wayne Hendrix	Vice President	Absent	N/A
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 4E:****A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:301355-301551				
Accounts Payable	\$554,108.70	\$706,143.79	\$45,832.14	\$1,306,084.63
Gross Payroll				
04/25/22-05/08/22	<u>\$305,866.20</u>	<u>\$217,249.19</u>	<u>\$73,607.83</u>	<u>\$596,723.22</u>
TOTALS	<u>\$859,974.90</u>	<u>\$923,392.98</u>	<u>\$119,439.97</u>	<u>\$1,902,807.85</u>

Payroll for the pay period beginning May 9, 2022 through May 22, 2022.

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

**C. MINUTES:** May 10, 2022.

**D. EXTENSION OF RESOLUTION NO. 2021-014 - AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS:** On December 14, 2021, the Water Board approved Resolution No. 2021-014, authorizing remote teleconference meetings of the legislative bodies of the San Bernardino Municipal Water Department.

Section 4 states that “the Water Board may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).”

Due to the fluctuation of COVID-19 cases throughout California, it was necessary for the Water Board to continue to meet via teleconference.

**MOTION:** Extend the application of Resolution No. 2021-014, authorizing remote teleconference meetings for an additional thirty (30) days, as submitted.

**E. LEAVE OF ABSENCE FOR PHILLIP RIVAS, WATER RECLAMATION OPERATOR:** Phillip Rivas, Water Reclamation Operator, had been out since March 30, 2022, due to an industrial injury and permanent work restrictions that cannot be reasonably accommodated.

Mr. Rivas requested a Leave of Absence pursuant to the General Unit Memorandum of Understanding, Section 5.7 – *Leave of Absence (non-FMLA)*, beginning June 14, 2022 through September 12, 2022.

**MOTION:** Approve a leave of absence for Phillip Rivas from June 14, 2022, through September 12, 2022, as submitted.

<b>RESULT:</b>	<b>APPROVED 3-0 BY ROLL CALL VOTE WITH 2 ABSENT</b>
<b>MOVER:</b>	R. Johnson
<b>SECONDER:</b>	T. Brickley
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	W. Hendrix, D. Mlynarski

## END OF CONSENT CALENDAR

5. **RATIFICATION OF EXPENDITURE FOR NORTH SIERRA AND 4TH STREET, 18” MAIN SEWER REPAIR:** In August 2019, through a closed-circuit television (CCTV) inspection, it was discovered that approximately 250 linear feet of 18-inch sewer mainline in the intersection of Sierra Way and 4th Street was in the initial stages of failure. Two bids were received, and the low bidder was presented to the Water Board on November 12, 2019.

It was discovered an approximately 70-foot section of the pipeline was composed of varying pipeline materials not commonly used or adequate for sewer pipeline applications. The CIPP rehabilitation was deemed inappropriate until the 70-foot section of pipeline was replaced with appropriate pipeline materials.

On May 4, 2022, a video inspection showed the condition of the pipeline to have worsened and needs to be rehabilitated. The City of San Bernardino began a street rehabilitation project on North Sierra Way. Following placement, a 5-year pavement-cutting moratorium will be in place. The Water Board’s ratification of this project in advance of the paving work would allow for a structurally sound sewer mainline without violating the pavement moratorium

The General Manager authorized the work per Purchasing Policy 51.030 (Part V) (Section F) - *Emergency Purchases*. Seven (7) bids were submitted, and staff requested the Water Board ratify the award of the emergency project to Prich and Sons.

The funding source for this project was the FY 2021/2022 Sewer Collections Fund Capital Project titled *Annual R/R – Sectional Main Repairs* (C.O. 50016) with an approved budget of \$1,000,000. Sufficient funding remained available in this Construction Order for this work.

Commissioner Brickley asked if the Department was paying for any of the paving.

Director Stewart stated that the Department would pay for the paving of the patch of asphalt that was being trenched because the paving project through the City would pay for edge to edge paving.

Commissioner Johnson stated that the roads were blocked off for this project and wanted to clarify that the road blockage was due to the five (5) year moratorium on paving.

Director Stewart confirmed that was the reason for the road blockage while work was being performed.

**MOTION:** Ratify the emergency expenditure as outlined in Purchasing Policy 51.030 for the amount of \$88,500 for the North Sierra and 4th Street 18-inch sewer mainline removal and replacement work.

<b>RESULT:</b>	<b>APPROVED 3-0 BY ROLL CALL VOTE WITH 2 ABSENT</b>
<b>MOVER:</b>	T. Brickley
<b>SECONDER:</b>	R. Johnson
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	W. Hendrix, D. Mlynarski

**6. EXTENSION NO. 2 TO CONTRACT NO. 1708 – CONTRACT FOR MAINTENANCE, BEAUTIFICATION, AND REPAIR ASSOCIATED WITH THE LANDSCAPING OF THE SBMWD PROPERTIES - Z & T VENTURES, INC., DBA SERVICE SCAPE:**

The Water Board entered into a two-year contract, Contract No. 1708, with Z&T Ventures, Inc., dba Service Scape (Service Scape), to Furnish Maintenance, Beautification, and Repair Services Associated with the Landscaping of the SBMWD Properties. This contract had a provision for three (3) additional one (1) year extensions, with Extension No. 1 expiring on June 1, 2022.

Service Scape agreed to extend the contract for one (1) year and requested an increase of 8.5% to their annual cost. Staff conducted Consumer Price Index (CPI) research for the years subsequent to contract execution and as a result, recommended approval of Service Scape's cost increase of \$11,301.44 for the year.

The funding source for this contract was the FY 2021/2022 Operations and Maintenance budget; the sites individually charge monthly maintenance to their operations and maintenance accounts. There were sufficient funds to cover the contract extension including the increase for the rest of this fiscal year. The remainder of the contract would be budgeted in the Fiscal Year 2022/2023 Operations and Maintenance budget.

Director Mouser stated that Service Scape's cost increase in the Staff Report was incorrect. The cost increase was \$5,650.72 for the year, which would be amended and changed in the motion.

**MOTION:** Approve Extension No. 2 to Contract No. 1708 with Z&T Ventures, Inc., dba Service Scape, extending the contract from June 1, 2022 to June 1, 2023, with a cost increase of \$5,650.72 for the year with all other terms and conditions remaining the same. The General Manager was authorized to execute the Extension.

**RESULT: APPROVED 3-0 BY ROLL CALL VOTE WITH 2 ABSENT**  
**MOVER:** R. Johnson  
**SECONDER:** T. Brickley  
**ABSTAINED:** N/A  
**ABSENT:** W. Hendrix, D. Mlynarski

7. **OPERATING AND CAPITAL IMPROVEMENT BUDGET WORKSHOP: FISCAL YEAR 2022/23:** Presentations on the proposed budget for Fiscal Year 2022/23 was presented to the Water Board by the Administrative Services, Finance/Purchasing & Non-Departmental, and Water Utility Divisions. In addition, a presentation on the Department's overall budget assumption and major items was presented. (PRESENTATION ONLY)

Commissioner Brickley asked the process of the resale of Department vehicles.

Deputy General Manager Ohama stated that vehicles that were no longer in the Department's fleet were auctioned at a local auction, Richie Brothers, and funds go back into the general fund.

Commissioner Johnson asked if job analyses every ten (10) years.

Deputy General Manager Ohama stated that job descriptions were looked at every ten (10) years, but every three (3) years, all job descriptions would be reviewed within the benchmark classes currently in cycle, and identify and update any job descriptions that haven't been reviewed in ten (10) years.

Commissioner Brickley asked what the total budget increase was for the Administration section.

Director Mouser stated that Administration budget increased by approximately \$1.5 million.

Director Mouser stated that the second budget workshop would be presented to the Water Board on June 14, 2022.

President Callicott, Commissioner Johnson, and Commissioner Brickley commended and thanked staff for an informative presentation.

8. **REPORTS:**

A. **Report of the President – None.**

B. **Report of the Commissioners –** Commissioner Brickley stated that he attended the San Bernardino Valley Water Conservation District 90<sup>th</sup> Gala and retirement party for Daniel Cozad on May 11, 2022, with President Callicott, Commissioner Mlynarski, and General Manager Guerrero.

President Callicott and Commissioner Brickley stated that it was a very nice event and thanked SBVWCD for a wonderful event.

**C. Report of the Directors:**

1. Director Miller stated that the Department was coordinating with San Bernardino County Fire to supply water beginning June 1, 2022, who were using goats for weed abatement around the Shandin Hills area.
2. Deputy General Manager Ohama stated that Devin Arciniega was the Chair of the Inland Solar Cup Challenge at Yucaipa Regional Park, after a two-year hiatus due to the pandemic.

Deputy General Manager Ohama stated that due to a water quality issue at the lake, the event was held on land with a fewer number of participating high schools, but that next year's event should be back on the water with even more participation.


**D. Report of the General Manager –**

1. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County current case rate was 12.0 per 100,000, and the current positivity rate was approximately 7%, which were slightly higher than the last update.

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

**9. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., June 14, 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