



**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

**JUNE 22, 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, June 22, 2021, 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	Present	9:30 AM
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 4C:

## A. PAYROLL:

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:297252-297449				
Accounts Payable	\$939,071.50	\$445,052.62	\$83,362.86	\$1,467,486.98
Gross Payroll				
05/24/21 –	<u>312,910.19</u>	<u>214,725.42</u>	<u>72,229.63</u>	<u>599,865.24</u>
06/06/21				
TOTALS	<u>\$1,251,981.69</u>	<u>\$659,778.04</u>	<u>\$155,592.49</u>	<u>\$2,067,352.22</u>

Payroll for the pay period beginning June 7, 2021 through June 20, 2021.

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

C. **MINUTES:** June 8, 2021.

D. **NEW JOB DESCRIPTION FOR WATER CONSERVATION/PUBLIC AFFAIRS SPECIALIST; REINSTATED AND REVISED JOB DESCRIPTIONS FOR WATER RECLAMATION MAINTENANCE PLANNER AND SENIOR ENGINEERING TECHNICIAN JOB DESCRIPTIONS; REVISED JOB DESCRIPTIONS FOR CONSTRUCTION PROJECT MANAGER, DEVELOPMENT SERVICES MANAGER, ENGINEERING MANAGER, ENGINEERING ASSOCIATE, ENGINEER, ENGINEERING TECHNICIAN, GIS/DATABASE ANALYST, WATER UTILITY DISTRIBUTION SUPERINTENDENT, WATER UTILITY OPERATIONS SUPERINTENDENT, WATER UTILITY WORKER I, WATER UTILITY WORKER II, WATER UTILITY WORKER III, WATER UTILITY LEAD WORKER, WATER UTILITY SUPERVISOR; REVISED JOB DESCRIPTIONS INCLUDING TITLE CHANGES FOR PAINTER II WITH TITLE CHANGE TO PAINTER, WATER UTILITY WATER TREATMENT OPERATOR I, II, LEADPERSON, AND SUPERVISOR WITH TITLE CHANGES TO WATER TREATMENT OPERATOR I AND II, WATER TREATMENT LEAD WORKER, AND WATER TREATMENT SUPERVISOR RESPECTIVELY, WATER UTILITY WATER QUALITY CONTROL WORKER, ASSISTANT, AND LEAD WORKER WITH TITLE CHANGES TO WATER QUALITY WORKER I, WATER QUALITY WORKER II, AND WATER QUALITY LEAD WORKER RESEPECTIVELY, WATER UTILITY WATER QUALITY CONTROL OFFICER TO WATER QUALITY CONTROL OFFICER; AND REVISED POLICY #31.160 CLASSIFICATION AND COMPENSATION PLAN MAINTENANCE:** On June 8, 2021, the Water Board approved the Fiscal Year 2021/22 budget including the annual benchmark survey with range and job description changes. These changes included removal of reference to Civil Service for approval of testing standards as applicable per the 2016 Charter revision.

- MOTION:** Approve the new job description for Water Conservation/Public Affairs Specialist (21874), General unit, FLSA Non-Exempt, Range 146 (\$29.8298/hour to \$38.1847/hour); and
- Approve the reinstated/revised job description for Water Reclamation Maintenance Planner (21814); and
- Approve the reinstated/revised job description for Senior Engineering Technician (21761); and
- Approve the revised job description for Construction Project Manager (51767); and
- Approve the revised job description for Development Services Manager (51844); and
- Approve the revised job description for Engineering Manager (51833); and
- Approve the revised job description for Engineering Associate (21762); and
- Approve the revised job description for Engineer (51837); and
- Approve the revised job description for Engineering Technician (21765); and
- Approve the revised job description for GIS/Database Analyst (21870); and
- Approve the revised job description for Water Utility Distribution Superintendent (51768); and
- Approve the revised job description for Water Utility Operations Superintendent (51798); and
- Approve the revised job description for Water Utility Worker I (21840); and
- Approve the revised job description for Water Utility Worker II (21842); and
- Approve the revised job description for Water Utility Worker III (21844); and
- Approve the revised job description for Water Utility Lead Worker (21846); and

Approve the revised job description for Water Utility Supervisor (51762); and

Approve the revised job description for Painter II with a title change to Painter (21759); and

Approve the revised job description for Water Utility Water Treatment Operator I with title change to Water Treatment Operator I (21749); and

Approve the revised job description for Water Utility Water Treatment Operator II with title change to Water Treatment Operator II (21786); and

Approve the revised job description for Water Utility Water Treatment Operator Leadperson with title change to Water Treatment Lead Worker (21793); and

Approve the revised job description for Water Utility Water Treatment Supervisor with title change to Water Treatment Supervisor (51791); and

Approve the revised job description for Water Utility Water Quality Control Worker with title change to Water Quality Worker I (21768); and

Approve the revised job description for Water Utility Water Quality Control Assistant with title change to Water Quality Worker II (21763); and

Approve the revised job description for Water Utility Water Quality Control Lead Worker with title change to Water Quality Lead Worker (21779); and

Approve the revised job description for Water Utility Water Quality Control Officer with title change to Water Quality Control Officer (51780); and

Approve revised policy #31.160 Classification/Compensation Plan Maintenance, as submitted.

**E. RESOLUTION APPROVING THE SIXTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO WATER BOARD AND THE SAN BERNARDINO WATER DEPARTMENT EMPLOYEES' ASSOCIATION DATED JULY 1, 2016, AMENDING ARTICLE III – SALARIES, 3.1 – SALARY SCHEDULE:**

The Memorandum of Understanding (MOU) between the City of San Bernardino Water Board and the San Bernardino Water Department Employees' Association dated July 1, 2016 specified that salary ranges applicable to unit members shall be adjusted effective July 1, 2021 to reflect the Consumer Price Index (CPI) for the prior year (with a minimum of zero and a maximum of 4%). The CPI for the 12 months ending January 2021 was 2.4%.

**MOTION:** Adopt Resolution No. 2021-002, approving the sixth amendment to the MOU between the City of San Bernardino Water Board and the San Bernardino Water Department Employees' Association dated July 1, 2016, amending Article III – Salaries, 3.1 – Salary Schedule effective July 1, 2021 and adding Exhibit “A-6”, as submitted.

**F. RESOLUTION APPROVING THE FIFTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO WATER BOARD AND THE SAN BERNARDINO ASSOCIATION OF WATER DEPARTMENT MID-MANAGERS DATED JULY 1, 2018, AMENDING ARTICLE III – SALARIES, 3.1 - SALARY SCHEDULE:**

The Memorandum of Understanding (MOU) between the City of San Bernardino Water Board and the San Bernardino Association of Water Department Mid-Managers dated July 1, 2018 specified that the salary ranges applicable to unit members shall be adjusted effective July 1, 2021 to reflect the 2020 Consumer Price Index (CPI), minimum adjustment of 0% and maximum adjustment of 4%. The CPI for the 12 months ending January 2021 was 2.4%.

**MOTION:** Adopt Resolution No. 2021-003, approving the fifth amendment to the Memorandum of Understanding Between the City of San Bernardino Water Board and the San Bernardino Association of Water Department Mid-Managers dated July 1, 2018, amending Article III – Salaries, 3.1 – Salary Schedule effective July 1, 2021 and adding Exhibit “B-3”, as submitted.

**G. RESOLUTION APPROVING THE SIXTH AMENDMENT TO RESOLUTION NO. 928 WITH THE WATER DEPARTMENT MANAGEMENT AND CONFIDENTIAL EMPLOYEES DATED JULY 1, 2018, AMENDING SECTION 2 – SALARY SCHEDULES, AND ADDING EXHIBIT 1-F:** Resolution No. 928

establishing a compensation and benefits plan for the Water Department Management/Confidential employees dated July 1, 2018 specified that the salary ranges for confidential employees shall be adjusted, and confidential employees would receive a pay adjustment, effective July 1, 2021 to reflect the 2020 year end Consumer Price Index (CPI), maximum of 4%. The CPI for the 12 months ending January 2021 was 2.4%.

**MOTION:** Adopt Resolution No. 2021-004, approving the sixth amendment to Resolution No. 928 with the Water Department Management and Confidential Employees dated July 1, 2018 amending Section 2 – Salary Schedule, adding Exhibit 1-F, effective July 1, 2021, as submitted.

- H. **RESOLUTION APPROVING THE THIRTEENTH AMENDMENT TO RESOLUTION NO. 658 FOR THE WATER DEPARTMENT REGULAR PART-TIME EMPLOYEES COMPENSATION AND BENEFITS PLAN DATED APRIL 1, 2005, AMENDING SECTION 2 – SALARIES, A – SALARY SCHEDULES AND B – GENERAL PROVISIONS AND ADDING EXHIBIT 16 – HOURLY SALARY SCHEDULE:** Regular part-time employees of the Water Department were provided certain limited benefits pursuant to a Water Board Resolution. Traditionally, regular part-time employees received salary adjustments equivalent to those given to regular full-time employees in the General Unit.

On May 8, 2018 the Board approved the Memorandum of Understanding (MOU) between the City of San Bernardino Water Board and the San Bernardino Water Department Employees' Association effective July 1, 2016 through June 30, 2023. The MOU included a range increase effective July 1, 2021, based on the prior year's Consumer Price Index (CPI). The CPI for the 12 months ending January 2021 was 2.4%.

**MOTION:** Adopt Resolution No. 2021-005, approving the thirteenth amendment to Resolution No. 658 with the Water Department Regular Part-Time Employees dated April 1, 2005 amending Section 2 – Salaries, A – Salary Schedules and B – General Provisions and adding Exhibit 16 – Hourly Salary Schedule effective July 1, 2021, as submitted.

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

## END OF CONSENT CALENDAR

### PUBLIC HEARING

5. **PUBLIC HEARING AND ADOPTION OF THE 2020 INTEGRATED REGIONAL URBAN WATER MANAGEMENT PLAN (IRUWMP) AND WATER SHORTAGE CONTINGENCY PLAN (WSCP):** As directed by the Board, this was the time and place designed for a public hearing at 9:30 a.m. to review and receive comments concerning the 2020 Integrated Regional Urban Water Management Plan (IRUWMP) and the Water Shortage Contingency Plan (WSCP).

RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO, CALIFORNIA, ADOPTING THE 2020 UPPER SANTA ANA RIVER WATERSHED INTEGRATED REGIONAL URBAN WATER MANAGEMENT PLAN; and

RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO, CALIFORNIA, ADOPTING THE WATER SHORTAGE CONTINGENCY PLAN

President Callicott opened the public hearing at 9:35 a.m.

A brief presentation was given by Director Miller and Laine Carlson, WSC.

Commissioner Mlynarski asked if there was any discussion between conservation efforts that has affected both public and private spaces (e.g., parks, private property, etc.), causing blighted properties throughout the City.

Commissioner Mlynarski stated that those properties would affect values, which affect tax bases that were sources for public safety and other services.

Laine Carlson stated that those issues were not in the IRUWMP or WSCP, but that the data showed that conservation had continued after the previous drought restrictions were lifted in 2016.

Commissioner Mlynarski asked if there was any discussion on redundancies regarding support of mutual water districts that were provided by some of the larger agencies in the region. The mutual water districts tend to be reluctant to raise rates and spend money because that was how some of the Board members got re-elected.

Commissioner Mlynarski stated that agencies such as the Department were providing some of those redundancies by commitment of water supplies in emergency situations.

General Manager Guerrero stated that the Department does not have a situation with mutual water districts that commits Department supplies, as described by Commissioner Mlynarski.

General Manager Guerrero stated that some of the neighboring agencies deal with mutual water districts and commit supply to ensure quality and reliability, but the Department had not committed any service supply to any of those districts.

Commissioner Mlynarski asked if the annual assessment could be done by Department staff.

Laine Carlson stated that WSC anticipated that the annual assessment could be completed by Department staff due to it being straightforward information.

Commissioner Mlynarski asked if the IRUWMP discuss the Tertiary Treatment System Project or the Sterling Natural Resources Center and how would the Delta Project impact a study like this Plan.

General Manager Guerrero stated that recycled water was covered in the IRUWMP.

Laine Carlson stated that water supply reliability was an important pillar of the IRUWMP and that state water supply reliability was an important resource to the region to recharge the groundwater.

Laine Carlson stated that the projections that were included in the IRUWMP were based on DWR's Delivery Capability Report from 2019 and that the IRUWMP showed approximately fifty-eight percent (58%) reliability. We anticipate an increase in reliability as the Delta and Sites projects develop. Future plans would capture this increase.

Commissioner Johnson asked if the relationships between all of the agencies within the IRUWMP help the Department with grant opportunities in the future.

General Manager Guerrero stated that WSC was currently helping in a regional effort to receive federal funding through the WIFIA program.

General Manager Guerrero stated that several stakeholders in the region were applying for federal funding to support the Upper Santa Ana River Watershed water supply reliability projects.

There were no public comments concerning the 2020 Integrated Regional Urban Water Management Plan (IRUWMP) and the Water Shortage Contingency Plan (WSCP).

Thomas Rice, Best Best & Krieger, closed the public hearing at 10:03 a.m.

**MOTION:** That a public hearing be opened to receive and respond to any comments; close the public hearing; adopt Resolution No. 2021-006, approving the 2020 Integrated Regional Urban Water Management Plan Part 1, Part 2 Chapter 8, Part 3 and Part 4 Appendix H; and submit the approved Plan and Resolution to the State of California Department of Water Resources; and

That a public hearing be opened to receive and respond to any comments; close the public hearing; adopt Resolution No. 2021-007, approving the updated Water Shortage Contingency Plan; and submit the approved Plan and Resolution to the State of California Department of Water Resources.



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

6. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH STANTEC CONSULTING SERVICES, INC. FOR CONSENT DECREE IMPLEMENTATION SUPPORT FOR FISCAL YEAR 2021/22:** The San Bernardino Municipal Water Department (Department) utilized the services of Mark Eisen with Stantec Consulting Services, Inc. (Stantec) for Consent Decree related support services. The Department desired to execute a new Professional Services Agreement with Stantec to provide services from July 1, 2021 through June 30, 2022.

The total estimated cost for the support services Task Orders 1 and 2 was \$197,663.00. The Department had sufficient funds budgeted in the Fiscal Year 2021/22 Operation Budget to cover these professional services (Account No. 100-3010-560-5525). Task Orders 1 and 2 were 100 percent reimbursable through the AIG commutation account.

Commissioner Johnson stated the correct amount of the agreement should read \$197,663.00.

Director Miller read out the Motion with the correct amount of the agreement for the Water Board approval.

**MOTION:** Approve the professional services agreement with Stantec Consulting Services, Inc. in the amount of \$197,663.00 to provide ongoing Consent Decree support services, effective July 1, 2021 through June 30, 2022. The General Manager was authorized to execute the agreement.

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

7. **CONTRACT 1711 – PCL CONSTRUCTION, INC. – CHANGE ORDER NO. 7 – CONSTRUCTION OF NEW 0.06 LBS NO<sub>x</sub>/MMBTU FLARE PROJECT (CO 00199):** On November 12, 2019, the Water Board entered into Contract No. 1711 with PCL Construction, Inc. (PCL) for Construction of New 0.06 LBS NO<sub>x</sub>/MMBTU Flare Project in order to replace the existing system with a low-emission waste gas burner system with complete flare stack and associated appurtenances.

During construction, the Contractor encountered underground utility conflicts within the proposed alignment path of the 14-inch Low Pressure Digester Gas (LDG) pipeline.

The Contractor had to reroute the pipeline above ground as a temporary highline which would be permanently rerouted above ground in a future Capital Improvement Project.

The Contractor requested Substantial Completion be granted as a significant portion of the contractual work for the project has been completed. The two (2) remaining items, material procurement and Southern California Air Quality Management District (SCAQMD) emission testing, were delayed as a result of the COVID-19 pandemic. The Department and Contractor agreed to a non-compensatory time extension to complete these items. A time extension of one hundred sixty-eight (168) calendar days was recommended to be added to the contract time. Upon Water Board approval, the revised contract end date would be June 30, 2021.

The funding source for this Change Order was C.O. 00199, *0.06 Flare Replacement Project* which had sufficient funds available for this change.

Commissioner Mlynarski asked if the project was completed, what was the final cost of this project, and what the original bids were for this project.

Director Stewart stated that there was a ninety (90) day window for AQMD to review and approve emissions protocols, which was exhausted and was now in the back-up protocol phase where the Department may proceed with approval. There were additional steps AQMD would have to complete so there was not a definite completion date.

Commissioner Hendrix asked where the Department stood in relation to this project and the original budget amount.

Director Stewart stated he believed the Department was well within the original budgeted amount for this project and stated he would send the actual cost to the Commissioners requesting the information.

**MOTION:** Approve Change Order No. 7 to Contract No. 1711 with PCL Construction, Inc., in the amount of EIGHTY-FOUR THOUSAND ONE HUNDRED EIGHTEEN AND 67/100 DOLLARS (\$84,118.67). The General Manager was authorized to execute the change order.

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

8. **WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE:** Throughout the year, Finance staff invoices various customers for a variety of charges and reviewed invoices that remain unpaid through May 2021 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 \$54,567.19, 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*.

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

9. **REPORTS:**

- A. Report of the President** – President Callicott thanked Director Miller and team for their notable work on the IRUWMP and WSCP.
- B. Report of the Commissioners** – Commissioner Mlynarski stated it was nice to see Francisco Jimenez and Devin Arciniega on the web-conference portal for the Water Board meeting.
- C. Report of the Directors**
- Director Miller thanked Warren Huang, Francisco Jimenez, and Devin Arciniega for their work on the IRUWMP and WSCP.
- Director Miller reported that he and General Manager Guerrero visited the Waterman Hydroelectric Turnout Project in May 2021.
- Deputy General Manager Ohama thanked the Human Resources staff for their hard work on the benchmark survey.
- D. Report of the General Manager:**
- General Manager Guerrero provided a COVID-19 update to the Water Board. The Department has not seen any positive cases since March 2021 and approximately thirty-seven percent (37%) of employees have been vaccinated.

General Manager Guerrero stated that CalOSHA released revised workplace guidelines, which the Management was currently working on implementing Department-wide. Changes would include physical distancing or masks being recommended but not required outdoors, fully vaccinated employees no longer required to wear masks indoors, and unvaccinated employees would be required to wear a mask indoors.

General Manager Guerrero stated that an unvaccinated employee may request an N95 respirator, which are more effective than a typical face covering and would require some training.

General Manager Guerrero stated that the Department was working on a process for implementation and management of the workplace guidelines, which would be in line with the state reopening on June 15, 2021.


General Manager Guerrero stated that the first in-person Water Board meeting would be on Tuesday, July 13, 2021 and that staff was looking into the logistics for the Board Room. The meeting may consist of the Water Board and some staff meeting in person and others via Zoom.

The public would be able to attend Water Board meetings in person or view through live streaming. The Department will insure all of the safety measures were in place before the first in-person meeting.

2. General Manager Guerrero thanked Warren Huang, Francisco Lopez-Jimenez, and Devin Arciniega for collaborating on the IRUWMP and WSCP and producing a nice document.

## 10. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 13, 2021, at 399 Chandler Place, San Bernardino, CA 92408 and via web-conference.

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