



**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 27, 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, June 27, 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	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	9:30 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:306183- 306321 Accounts Payable	\$980,562.45	\$231,373.13	\$1,101.71	\$1,213,037.29
Gross Payroll 05/22/23- 06/04/23 and WB Payroll	<u>\$333,809.70</u>	<u>\$309,655.48</u>	<u>\$0</u>	<u>\$643,465.17</u>
01/01/23- 06/30/23 TOTALS	<u>\$1,314,372.15</u>	<u>\$541,028.61</u>	<u>\$1,101.71</u>	<u>\$1,856,502.46</u>

Payroll for the pay period beginning June 19, 2023 through July 2, 2023.

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

C. MINUTES: June 13, 2023.

D. LEAVE OF ABSENCE FOR JAMIE LAUREANO – ADMINISTRATIVE COORDINATOR: Jamie Laureano, Administrative Coordinator, had been off due to non-industrial issues since June 6, 2023, and was expected to return to work on July 17, 2023.

MOTION: Ratify a Leave of Absence for Jamie Laureano from June 6, 2023, through July 14, 2023, as submitted.

E. REVISED POLICIES #32.025 TRANSFER OF BENEFIT HOURS, #31.160 CLASSIFICATION/COMPENSATION PLAN MAINTENANCE, #32.070 FAMILY, MEDICAL, AND PREGNANCY DISABILITY LEAVE, #31.050 RETURN TO WORK/MODIFIED DUTY, #31.130 HIGHER ACTING CLASSIFICATION, AND POLICY INTRODUCTION: On June 13, 2023, the Water Board approved the new Memoranda of Understanding (MOUs) with The International Brotherhood of Electrical Workers Local #47 (IBEW) and The San Bernardino Association of Water Department Mid-Managers, Resolution No. 2023-016 – Compensation and Benefits Plan for the Water Department Confidential Employees, and Resolution No. 2023-017 – Compensation and Benefits Plan for the Water Department Executive Employees.

As a result of negotiated changes to these MOUs/Resolutions, certain policies were revised, effective July 1, 2023.

There was no fiscal impact as a result of these changes.

MOTION: Approve the following revised policies, effective July 1, 2023: Policy #32.025 *Transfer of Benefit Hours*, Policy #31.160 *Classification/Compensation Plan Maintenance*, Policy #32.070 *Family, Medical, and Pregnancy Disability Leave*, Policy #31.050 *Return to Work/Modified Duty*, Policy #31.130 *Higher Acting Classification*, and *Policy Introduction*, as submitted.

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

DISCUSSION ITEMS

5. **AUTHORIZE GENERAL MANAGER TO EXECUTE INSTALLMENT SALE AGREEMENT FOR DRINKING WATER STATE REVOLVING FUND LOAN FOR SYSTEMWIDE 2 PIPELINE REPLACEMENT PROJECT:** In March 2023, the Water Board adopted two resolutions authorizing the submission of an application for financial assistance and the Department's reimbursement intent for the State Water Resource Control Board (SWRCB) Drinking Water State Revolving Fund program (DWSRF) to fund pipeline replacement projects.

SBMWD staff worked closely with the SWRCB to successfully complete and submit the primary components of the DWSRF packet and was now ready to complete the agreement process for the program. As outlined within the SWRCB's Policy to Implement the Drinking Water State Revolving Fund, an adopted resolution authorizing execution and delivery of the Financing Agreement at closing was a requirement for all State Revolving Fund participants.

There was no fiscal impact associated with this action at this time.

MOTION: Adopt Resolution No. 2023-019, authorizing the General Manager to execute an Installment Sale Agreement for Drinking Water State Revolving Fund loan for the Systemwide 2 Pipeline Replacement Project from the State Water Resources Control Board.

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

6. **RESOLUTION AUTHORIZING A FINANCIAL ASSISTANCE APPLICATION FOR THE ARROWHEAD FARMS / NEWMARK NEIGHBORHOOD SEPTIC TO SEWER CONVERSION PROJECT FROM THE STATE WATER RESOURCES CONTROL BOARD:** San Bernardino relied on groundwater supplies from the Bunker Hill Groundwater Basin which could be threatened by failing domestic septic systems degrading water quality by leaching contaminants such as nitrates. This was exacerbated by several years of drought and further affected by occasional flooding.

Since 2020 Department staff collaborated with regional partners including neighboring water providers, local legislators, and county officials on efforts to promote awareness around the potential adverse impacts to water quality resulting from failing private septic systems.

At the request of County Supervisor Joe Baca Jr.'s office, multiple meetings were held in 2022 and early 2023 to discuss septic to sewer conversions in county areas within and near the Department's service area. In fall of 2022, Department staff became aware of a grant opportunity to fund wastewater infrastructure projects through the State Water Resources Control Board (SWRCB) Clean Water State Revolving Fund program (CWSRF).

Staff identified the Arrowhead Farms/Newmark area as a candidate for the Department's proposed grant application. The proposed Arrowhead Farms/Newmark Neighborhood Septic to Sewer Project involved the conversion of approximately 257 residential parcels from septic wastewater systems to municipal sewer services.

Staff worked closely with the staff at SWRCB Division of Funding Assistance to submit a completed application for this funding opportunity. If awarded, funding from the CWSRF Wastewater Construction Grant would cover the costs of design, administration, public outreach, construction work, all associated fees, abandonment of the private septic tanks, and restoration of the project area parcels, estimated at \$12,327,882.

There was no fiscal impact associated with this action at this time.

MOTION: Adopt Resolution No. 2023-020, authorizing a financial assistance application for the Arrowhead Farms/Newmark Neighborhoods Septic to Sewer Conversion Project from the State Water Resources Control Board Clean Water State Revolving Fund Wastewater Infrastructure Grant.

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

7. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND BLACK & VEATCH CORPORATION FOR THE BIOSOLIDS STRATEGIC PLAN 2023 UPDATE:

Digested biosolids were treated through chemical addition and dewatering equipment to meet Environmental Protection Act (EPA) Part 503 requirements for Class B Biosolids before being hauled off-site for further treatment to Class A Biosolids standards through a contract with a private company. This arrangement was the Department's sole means of disposing of biosolids.

On November 24, 2020, the Department's Water Board approved a Professional Service Agreement (PSA) with Black and Veatch Corporation (BV), with the primary task being to perform preliminary and final design services for the replacement of Digester B. Preceding this preliminary design was preparation of a Biosolids Strategic Plan (BSP), which was a thorough review of the Department's biosolids efforts. The final BSP was issued on November 17, 2021.

Since the time of publication of the BSP, the Department encountered issues that directly impacted and/or threatened the ability of the Department to carry out its responsibility to properly handle and dispose of biosolids from the WRP. Staff was interested in revisiting and reevaluating the BSP and potentially resetting the road map included therein to reprioritize or accelerate certain activities. Staff recommended that Black & Veatch be awarded a Professional Services Agreement for the Biosolids Strategic Plan 2023 Update.

The funding source for this project was the FY 2023/2024 Sewer Fund operating fund account 200-4090-560-5540 Engineering Services which had sufficient funds available to fund this contract.

MOTION: Approve the Professional Services Agreement with Black & Veatch Cooperation, for an amount not-to-exceed EIGHTY-THREE THOUSAND ONE HUNDRED SEVENTY-SIX AND 00/100 DOLLARS (\$83,176.00). The General Manager was authorized to execute the Agreement.

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

8. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH STANTEC CONSULTING SERVICES, INC. FOR CONSENT DECREE IMPLEMENTATION SUPPORT FOR FISCAL YEAR 2023/24: 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, 2023 through June 30, 2024.

The total estimated cost for the support services Task Orders 1 and 2 was \$223,246.00. The Department had sufficient funds budgeted in the Fiscal Year 2023/24 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.

MOTION: Approve the professional services agreement with Stantec Consulting Services, Inc. in the amount of \$223,246.00, to provide ongoing Consent Decree support services, effective July 1, 2023 through June 30, 2024. 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. **CONTRACT 1645 – MCC EQUIPMENT RENTALS, INC.– CHANGE ORDER NO. 5 – MOUNTAIN PRESSURE ZONE MAIN REPLACEMENTS PHASE II PROJECT (CO 10733):** On October 25, 2022, the Water Board entered into Contract No. 1645 with MCC Equipment Rentals, Inc. (MCC) for the Mountain Pressure Zone Main Replacements. This project consisted of replacement of existing 4” and 6” cast iron and steel water mains with 8” diameter ductile iron mains.

Change Order No. 5 to Contract No. 1645 in the amount of \$124,699.16 was prepared for approval. A complete summary of the change order items was attached.

MOTION: Approve Change Order No. 5 to Contract No. 1645 with MCC Equipment Rentals, Inc., in the amount of ONE HUNDRED TWENTY-FOUR THOUSAND SIX HUNDRED NINETY-NINE AND 16/100 DOLLARS (\$124,699.16). The General Manager was authorized to execute the change order.

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

10. **EXTENSION NO. 1 TO PROFESSIONAL SERVICES AGREEMENT TO FURNISH LABORATORY ANALYTICAL SERVICES RELATED TO PUBLIC WATER SUPPLY AND WATER RECLAMATION WITH BABCOCK LABORATORIES:** The Water Board entered into the current Professional Services Agreement (Agreement) with Babcock Laboratories, Inc. (Babcock) to "Furnish Analytical Services Related to Public Water Supply and Water Reclamation" on July 1, 2020. This Agreement had a term of three (3) years with two (2) renewable two (2) year extensions. This Agreement would expire July 1, 2023.

Babcock agreed to renew the current contract under the first two (2) year extension term beginning July 1, 2023. Babcock requested an increase of 5% to unit pricing in accordance with the Schedule of Charges set forth in Exhibit "A" of the contract. The pricing increase would be effective July 1, 2023, and would remain in effect for the duration of the extension term.

Analytical services were budgeted for fiscal year 2023/2024 to cover the Department's required sampling and laboratory analyses needs.

MOTION: Approve the request to exercise Extension No. 1 to Professional Services Agreement to furnish laboratory analytical services related to public water supply and water reclamation with Babcock Laboratories, Inc. The General Manager was authorized to execute the first two (2) year contract extension.

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

11. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – None.

C. Report of the Directors –

Director Miller reported that the Department wells such as Kenwood, Lytle Creek, and EPA Well No. 1 were all coming online as the Department entered into the hotter part of summer.


D. Report of the General Manager –

General Manager Guerrero reported that the LIHWAP program, which was run by Community Action Partnership (CAP), has helped customers with their accounts and the Department has recovered nearly \$500,000 total from the LIHWAP program.

CAP would continue to hold on-site events and would continue to enroll customers that qualify in the program. This program would stay active through September 2023.

12. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 11, 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