



**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 28, 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, June 28, 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	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

- ANNOUNCEMENTS BY THE BOARD:** Commissioner Johnson stated that Akoma Unity Center partnered with the California Department of Water Resources and with the Department to host a Save Our Water Garden Workday event at on June 25, 2022 and stressed that Akoma Unity Center is a prime location to continually inform residents and scholars regarding the need for water conservation.

Commissioner Johnson stated that during the event succulent plants, aprons, and reusable water bottles were given to the community.

Commissioner Johnson stated that Devin Arciniega represented the Department by sharing information on water conservation rebate programs and distributed showerheads.

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 4M:**
 - A. **PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:301795-301956				
Accounts Payable	\$606,603.65	\$958,052.82	\$28,474.50	\$1,593,130.97
Gross Payroll				
05/23/22-06/05/22	<u>\$316,291.24</u>	<u>\$225,507.35</u>	<u>\$75,710.57</u>	<u>\$617,509.15</u>
TOTALS	<u>\$922,894.89</u>	<u>\$1,183,560.17</u>	<u>\$104,185.07</u>	<u>\$2,210,640.12</u>

Payroll for the pay periods beginning June 20, 2022 through July 3, 2022.

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

- C. **MINUTES:** June 14, 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. **RATIFICATION LEAVE OF ABSENCE FOR ROB MORRIS, SENIOR ELECTRICAL AND INSTRUMENTATION TECHNICIAN:** Rob Morris, Senior Electrical and Instrumentation Technician had been out due to a serious medical event since March 23, 2022. Mr. Morris exhausted his Family Medical Leave Act (FMLA) leave on June 14, 2022.

Mr. Morris requested a Leave of Absence pursuant to the General Unit Memorandum of Understanding, Section 5.7, Leave of Absence (non-FMLA) beginning June 15, 2022 (the first day he was no longer covered by FMLA) through August 1, 2022.

MOTION: Ratify a Leave of Absence for Rob Morris from June 15, 2022, through August 1, 2022, as submitted.

F. NOTICE OF COMPLETION – CONTRACT NO. 1711 - FURNISH MATERIAL, LABOR AND EQUIPMENT TO CONSTRUCT NEW 0.06 LBS NOX/MMBTU FLARE PROJECT - PCL CONSTRUCTION, INC.:

Staff completed a final inspection of the contract work performed by PCL Construction, Inc. for the 0.06lbs NOx/MMBTU Flare Project and recommended acceptance of the project. The project was completed on January 21, 2022.

MOTION: Approve the project with a Final Acceptance date of January 21, 2022, direct staff to file a Notice of Completion, as submitted.

G. NOTICE OF COMPLETION – CONTRACT NO. 1724 -

WRP ELECTRICAL INFRASTRUCTURE IMPROVEMENTS PROJECT: Staff completed a final inspection of the contract work performed by Hot Line Construction, Inc. for the WRP Electrical Infrastructure Improvements Project and recommended acceptance of the project. The project was completed on April 7, 2022.

MOTION: Approve the project with a Final Acceptance date of April 7, 2022, direct staff to file a Notice of Completion, as submitted.

H. QUARTERLY CHANGE ORDER REPORT – QUARTER ENDING ON JANUARY 31, 2022: In accordance with Policy 51.020, staff prepared the change order report for the quarter ending January 31, 2022, as submitted.

I. NEW JOB DESCRIPTION FOR WAREHOUSE WORKER AND RECLASSIFICATION OF 2 WATER AND WATER RECLAMATION WORKER POSITIONS 1 VACANT AND ONE INCUMBENT; NEW JOB DESCRIPTION FOR SENIOR PROGRAMMING ANALYST AND RECLASSIFICATION OF 1 SENIOR BUSINESS SYSTEMS ANALYST INCUMBENT; REVISED JOB DESCRIPTIONS FOR ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE COORDINATOR, BILINGUAL CUSTOMER SERVICE REPRESENTATIVES I AND II, BILLING AND COLLECTION SUPERVISOR, BUYER, CONSTRUCTION PROJECT MANAGER, CONTRACTS ADMINISTRATOR, CUSTOMER SERVICE SUPERVISOR, CUSTOMER SERVICE REPRESENTATIVES I AND II, ENVIRONMENTAL CONTROL OFFICER, EQUIPMENT MECHANICS I AND II, EQUIPMENT MECHANIC LEAD WORKER, FIELD SERVICE REPRESENTATIVES I AND II, FIELD AND METER SERVICES LEAD WORKER, FIELD AND METER SERVICES SUPERVISOR, HUMAN RESOURCES ANALYST, HUMAN RESOURCES SPECIALIST, METER READERS I AND II, OFFICE

ASSISTANT, PART-TIME BILINGUAL CUSTOMER SERVICE REPRESENTATIVE I, PART-TIME CUSTOMER SERVICE REPRESENTATIVE I, SENIOR OFFICE ASSISTANT, SENIOR ACCOUNTANT, SENIOR ACCOUNTING TECHNICIAN, SENIOR BUSINESS SYSTEMS ANALYST, WAREHOUSE LEAD WORKER, WATER CONSERVATION/PUBLIC AFFAIRS SPECIALIST, WATER AND WATER RECLAMATION WORKER; REVISED JOB DESCRIPTIONS INCLUDING TITLE CHANGES FROM CUSTOMER SERVICE REPRESENTATIVE III TO CUSTOMER SERVICE LEAD REPRESENTATIVE, FROM ENVIRONMENTAL CONTROL ASSISTANT TO ENVIRONMENTAL COMPLIANCE INSPECTOR, FROM ENVIRONMENTAL CONTROL TECHNICIAN TO ENVIRONMENTAL COMPLIANCE LEAD INSPECTOR, HUMAN RESOURCES COORDINATOR TO HUMAN RESOURCES MANAGER, FROM PURCHASING SUPERVISOR TO PURCHASING MANAGER, AND FROM WATER CONSERVATION/PUBLIC AFFAIRS COORDINATOR TO WATER CONSERVATION/PUBLIC AFFAIRS MANAGER: On June 14, 2022, the Water Board approved the Fiscal Year 2022/23 budget including the annual benchmark survey results.

Policy 31.160 Classification/Compensation Plan Maintenance provided that job description reviews for benchmark and related classes would be conducted as part of the annual benchmark survey cycle.

MOTION: Approve the new job description for Warehouse Worker (21741), Section 2040, General unit, FLSA Non-Exempt, Range 133 (\$22.5047/hour to \$28.80798/hour) and reclassification of two positions, one vacant and one incumbent; and

Approve the new job description for Senior Programming Analyst (51849), Section 2030, Mid-Management unit, FLSA Exempt, Range 262 (\$49.2420/hour to \$62.8466/hour) and the reclassification of one Senior Business Systems Analyst position and incumbent; and

Approve the revised job description for Administrative Assistant (21834); and

Approve the revised job description for Administrative Coordinator (31706); and

Approve the revised job description for Bilingual Customer Service Representative I (21737); and

Approve the revised job description for Bilingual Customer Service Representative II (21738); and

Approve the revised job description for Billing and Collection Supervisor (51722); and

Approve the revised job description for Buyer (21752); and

Approve the revised job description for Construction Project Manager (51767); and

Approve the revised job description for Contracts Administrator (51848); and

Approve the revised job description for Customer Service Supervisor (51723); and

Approve the revised job description for Customer Service Representative I (21732); and

Approve the revised job description for Customer Service Representative II (21734); and

Approve the revised job description for Environmental Control Officer (51817); and

Approve the revised job description for Equipment Mechanic I (21784); and

Approve the revised job description for Equipment Mechanic II (21783); and

Approve the revised job description for Equipment Mechanic Lead Worker (21781); and

Approve the revised job description for Field Service Representative I (21740); and

Approve the revised job description for Field Service Representative II (21746); and

Approve the revised job description for Field and Meter Services Lead Worker (21744); and

Approve the revised job description for Field and Meter Services Supervisor (51743); and

Approve the revised job description for Human Resources Analyst (51842); and

Approve the revised job description for Human Resources Specialist (21836); and

Approve the revised job description for Meter Reader I (21750);
and

Approve the revised job description for Meter Reader II (21739);
and

Approve the revised job description for Office Assistant (21830);
and

Approve the revised job description for Part-Time Bilingual
Customer Service Representative I (91902); and

Approve revised job description for Part-Time Customer Service
Representative I (91901); and

Approve the revised job description for Senior Office Assistant
(21832); and

Approve the revised job description for Senior Accountant
(51716); and

Approve the revised job description for Senior Accounting
Technician (21720); and

Approve the revised job description for Senior Business Systems
Analyst (51839); and

Approve the revised job description for Warehouse Lead Worker
(21742); and

Approve the revised job description for Water
Conservation/Public Affairs Specialist (21874); and

Approve the revised job description for Water and Water
Reclamation Worker (21798); and

Approve the revised job description for Customer Service
Representative III with title change to Customer Service Lead
Representative (21736); and

Approve the revised job description for Environmental Control
Assistant with title change to Environmental Compliance
Inspector (21818); and

Approve the revised job description for Environmental Control
Technician with title change to Environmental Compliance Lead
Inspector (21825); and

Approve the revised job description for Human Resources Coordinator with title change to Human Resources Manager (31710); and

Approve the revised job description for Purchasing Supervisor with title change to Purchasing Manager (51841); and

Approve the revised job description for Water Conservation/Public Affairs Coordinator with title change to Water Conservation/Public Affairs Manager (51726), as submitted.

- J. RESOLUTION APPROVING THE SEVENTH 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, 2022 to reflect the Consumer Price Index (CPI) for the prior year (with a minimum of zero and a maximum of 4%). The salary schedule, Exhibit "A-7", was adjusted by 4.0%.

MOTION: Adopt Resolution No. 2022-023, approving the seventh 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, 2022, and adding Exhibit "A-7", as submitted.

- K. RESOLUTION APPROVING THE SIXTH 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, 2022 to reflect the 2021 Consumer Price Index (CPI), minimum adjustment of 0% and maximum adjustment of 4%. The salary schedule, Exhibit "B-4", was adjusted by 4.0%.

MOTION: Adopt Resolution No. 2022-024, approving the sixth 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, 2022, and adding Exhibit "B-4", as submitted.

L. RESOLUTION APPROVING THE SEVENTH 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-H:

Resolution No. 928 establishing a compensation and benefits plan for the Water Department Management/Confidential employees dated July 1, 2018 specifies that the salary ranges for confidential employees shall be adjusted, and confidential employees would receive a pay adjustment, effective July 1, 2022 to reflect the 2021 year end Consumer Price Index (CPI), maximum of 4%. The salary schedule, Exhibit “1-H”, was adjusted by 4.0% for confidential employees.

MOTION: Adopt Resolution No. 2022-025, approving the seventh 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-H, effective July 1, 2022, as submitted.

M. RESOLUTION APPROVING THE FOURTEENTH 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 17 – 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, 2022, based on the prior year’s Consumer Price Index (CPI). The attached Resolution amended Resolution No. 658 by providing a salary increase of 4.0%, effective July 1, 2022.

MOTION: Adopt Resolution No. 2022-026, approving the fourteenth 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 17 – Hourly Salary Schedule effective July 1, 2022, as submitted.

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

END OF CONSENT CALENDAR

5. **PRESENTATION OF RESOLUTION NO. 2022-007:** Resolution No. 2022-007 was presented to Ronald Alvarez, recognizing Mr. Alvarez for more than thirty-three years of dedicated service to the City of San Bernardino Municipal Water Department. (PRESENTATION ONLY)
6. **PRESENTATION OF RESOLUTION NO. 2022-010:** Resolution No. 2022-010 was presented to Carl Jones, recognizing Mr. Jones for more than twenty-nine years of dedicated service to the City of San Bernardino Municipal Water Department. (PRESENTATION ONLY)
7. **PRESENTATION OF RESOLUTION NO. 2022-011:** Nancy Van Rossum was not in attendance to receive Resolution No. 2022-011.
8. **TRANSFER OF FUNDS FOR WATER DEPARTMENT PORTION OF CITY GENERAL LEGAL SERVICES RETAINER:** Since August 1, 2018, the City of San Bernardino had contracted with Best Best and Krieger LLP (BBK) for municipal legal services and city attorney services. These services included support of the Water Department and its Water Board Commissioners.

Based on a good faith estimate from the City Attorney's Office (CAO), the Water Department's legal services as a percentage of the City's overall monthly retainer has, on average, equated to approximately 6.67 percent of the monthly retainer.

The total funds to be transferred for four fiscal years was \$236,259. Sufficient funds were available in the Fiscal Year 2021/2022 Operating Capital Budget (Legal Services - 100-1050-560-5520).

MOTION: Adopt Resolution No. 2022-027, authorizing the transfer of funds to the City of San Bernardino's general fund to pay a percentage of the City of San Bernardino's general retainer legal fees related to legal services provided to the Water Department in the amounts of \$55,028 for FY 2018/19, \$60,030 for FY 2019/20, \$60,030 for FY 2020/21, and \$61,171 for FY 2021/22.

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

9. **AWARD OF CONTRACT- BILL PRINTING AND MAILING, CREDIT AND DEBIT CARD AND E-CHECK PAYMENT PROCESSING, AND ELECTRONIC UTILITY BILL PRESENTMENT SERVICES:** Infosend, Inc.(Infosend) provided the Department a variety of essential professional services since 2017 and was also a designated United States Postal Service Detached Mail Unit (DMU), so customer bills were inspected by postal employees on site expediting mail turnaround and delivery times.

The Infosend contract expired in June 2022, and service had been excellent. Yuba City recently contracted with Infosend following an extensive RFP process. Staff thoroughly reviewed that process and contract and determined it was in the best interests of the Department to piggyback the Yuba City contract under the provisions of Purchasing Policy 51.030 -*Purchasing Part V (E)*. Terms of the contract included an initial one-year agreement with the option of four (4) one-year extensions.

The funding source for this project was in FY 2022/2023 Operating Account No. 100-2070-550-5420 - *Printed Materials and Printing*, and Operating Account No. 100-2070-550.54-50 - *Postage -Express Delivery*.

Commissioner Hendrix asked what percentage of customers utilized online payment options.

Deputy General Manager Ohama stated that approximately one-third (1/3) of the Department's customers have migrated to online billing.

MOTION: Approve the Professional Services Agreement with Infosend Inc., for an amount not-to-exceed FOUR HUNDRED TWENTY-FIVE THOUSAND AND 00/100 DOLLARS (\$425,000.00); and authorize the General Manager to execute the Agreement.

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

10. **AWARD OF CONTRACT – SEISMIC UPGRADES FOR LYTLE CREEK NO. 2 AND PERRIS HILL CONCRETE RESERVOIRS PROJECT – SPECIFICATION NO. 1571:** Three (3) bids were received and opened on April 29, 2022 for Specification 1571, “to furnish all labor, equipment, and materials for the Seismic Upgrades for Lytle Creek No. 2 and Perris Hill Concrete Reservoirs Project,” located in San Bernardino, CA.”

All bidders submitted the appropriate bid bond with their proposal. Slater Waterproofing, Inc. (Slater) did not include the required experience pursuant to the specifications, and when contacted to clarify the bid irregularity, Slater was unable to provide clarification.

The funding source for this project was the FY 2021/22 Water Fund Capital Improvement Project titled *Reservoir Seismic Upgrade Project (CO 10535)*, which currently had a total of \$6,662,916.38 in unencumbered funds.

Commissioner Mlynarski asked if Slater added any additional comments when contacted by staff for clarification of their bid.

Director Miller stated that there was no protest to the bid.

MOTION: Declare the bid of Slater Waterproofing, Inc. as non-responsive due to bid irregularity; and accept the bid of Canyon Springs Enterprises, as the lowest responsive, responsible bidder and award a contract in the amount of THREE MILLION SEVEN HUNDRED NINETY-NINE THOUSAND SIX HUNDRED SEVENTY-FIVE AND 00/100 DOLLARS (\$3,799,675.00) for the SEISMIC UPGRADES FOR LYTLE CREEK NO. 2 AND PERRIS HILL CONCRETE RESERVOIRS PROJECT, retain the bid securities in accordance with Specification No. 1571. The General Manager was authorized to execute the contract and sign and verify a Notice of Completion.

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

11. **AWARD OF CONTRACT – 1350 SOUTH E STREET PARKING LOT EXPANSION PROJECT – SPECIFICATION NO. 1741:** Five (5) bids were received and opened on April 22, 2022 for Specification 1741, “to furnish all labor, equipment, and materials for the 1350 South E Street Parking Lot Expansion Project,” located in San Bernardino, CA.” All bidders submitted the appropriate bid bond with their proposal.

The funding source for this project was the FY 2022/23 Water Fund Capital Improvement Project titled 1350 S. E Street Parking Lot Expansion Project (CO 10980) which currently had a total of \$243,000.00 in unencumbered funds.

Commissioner Hendrix asked if the Department had worked with AToM Engineering Construction, Inc. (AToM) on other projects.

Director Miller stated that AToM had completed projects for WRP and did good work for them.

Commissioner Mlynarski asked why there was a need for more parking.

General Manager Guerrero stated that the additional parking was necessary to provide more parking spaces near Building B on the premises and that the project also included landscaping, lighting, hardscape, security, as well as the pavement.

MOTION: Accept the bid of AToM Engineering Construction, Inc., as the lowest responsive, responsible bidder and award a contract in the amount of TWO HUNDRED TWENTY-TWO THOUSAND SEVEN HUNDRED SEVENTY-SEVEN AND 00/100 DOLLARS (\$222,777.00) for the 1350 SOUTH E STREET PARKING LOT EXPANSION PROJECT, retain the bid securities in accordance with Specification No. 1741. The General Manager was authorized to execute the contract and sign and verify a Notice of Completion.

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

- 12. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH STANTEC CONSULTING SERVICES, INC. FOR CONSENT DECREE IMPLEMENTATION SUPPORT FOR FISCAL YEAR 2022/23:** 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, 2022 through June 30, 2023.

The total estimated cost for the support services Task Orders 1 and 2 was \$206,747.00. The Department had sufficient funds budgeted in the Fiscal Year 2022/23 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 \$206,747.00 to provide ongoing Consent Decree support services, effective July 1, 2022 through June 30, 2023. The General Manager was authorized to execute the agreement.

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

- 13. EXTENSION NO. 3 TO CONTRACT NO. 1695 – FURNISH, DELIVER, SETUP, LEASE, MAINTAIN, BREAKDOWN, AND REMOVE MODULAR OFFICE SPACE AT 397 CHANDLER PLACE FACILITY – MOBILE MODULAR (FORMERLY DESIGN SPACE MODULAR):** In anticipation of design and construction of the Water Facilities Relocation Project – Phase 1, the Water Board entered into a two-year contract, Contract No. 1695, with Design Space Modular Buildings, Inc., now named Mobile Modular, to furnish and deliver setup, lease, maintain, breakdown, and remove modular office space at 397 Chandler Place.

Until the project was completed, the Department would continue to require the occupancy of the modular office currently housing Finance and Purchasing staff.

The current and final twelve (12) month term under this contract was set to expire on October 30, 2022. Staff negotiated a twenty-four (24) month term extension to continue to occupy the modular office through October 30, 2024. The total cost for the extended term was \$115,347.84.

The funding source for this contract was the FY 2022/23 Operations and Maintenance Budget. There were sufficient funds to execute the extension. The remainder of the contract would be budgeted in FY 2023/24 Operation and Maintenance Budget.

Commissioner Brickley asked if the Department planned on keeping the modular permanently.

Director Mouser stated that the sections currently in the modular would relocate upon completion of the new building.

MOTION: Approve Extension No. 3 to Contract No. 1695 with Mobile Modular, extending the contract from October 30, 2022 to October 30, 2024, with a monthly rental increase from \$4,365.33 to \$4,806.16 (inclusive of tax and personal property expense) with all other terms and conditions to remain the same. The General Manager was authorized to execute the extension.

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

14. REPORTS:

A. Report of the President – President Callicott applauded all Department employees for continually providing great customer service, especially employees that work out in the field.

B. Report of the Commissioners – None.

C. Report of the Directors –

1. Director Stewart thanked WRP employees and Frank Salazar, Safety Manager, for their hard work on security issues at the plant.

2. Deputy General Manager Ohama stated that while Devin Arciniega was at the event at the Akoma Unity Center, she received a large amount of art submissions for the 2023 Department calendar from local children at the event.

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 28 per 100,000, and the current positivity rate was approximately 12.6%, which were slightly higher than the last update.
2. General Manager Guerrero stated that the Department had seen an uptick in COVID-19 cases and that the month of June had the second highest cases since the beginning of the pandemic.

General Manager Guerrero stated that the Department was monitoring and tracking cases, but there were no operational changes or changes in services provided to residents.

15. PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.**16. CLOSED SESSION:**

- A. Conference with legal counsel – anticipated litigation – significant exposure to litigation pursuant to Government Code Section 54956.9 (d) (2): One case – *Dupre, Antonio*, Case No. ADJ14277428.

By motion of Commissioner Johnson, and seconded by Commissioner Hendrix, legal counsel reported that the Board unanimously authorized settlement of the matter listed.

17. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 12, 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