

***MINUTES OF THE ADJOURNED REGULAR MEETING
OF THE COLTON/SAN BERNARDINO REGIONAL TERTIARY
TREATMENT AND WATER RECLAMATION AUTHORITY
BOARD OF DIRECTORS***

July 5, 2023

The Adjourned Regular meeting of the Colton/San Bernardino Regional Tertiary Treatment and Water Reclamation Authority Board of Directors was called to order on Wednesday, April 5, 2023, at 3:04 p.m. by President Guerrero.

1. **ROLL CALL:** Roll call was taken by Recording Secretary Amy Smith with the following being present: Miguel Guerrero, President; Wayne Hendrix; Director; and Dr. Luis Gonzalez, Alternate Director for the City of Colton.

Director Dickinson and Director Chastain were absent.

2. **PUBLIC COMMENTS:** President Guerrero invited members of the public to address the Board on matters within its jurisdiction. There were no public comments.
3. **ADDITIONS TO THE AGENDA:** President asked if there were any additions to the agenda. There being none, the matter was closed.
4. **APPROVAL OF THE MINUTES:** The minutes of the Regular Meeting of October 5, 2022 and April 5, 2023 were presented for approval.

The following motion was made by Director Hendrix and seconded by President Guerrero:

MOVED to approve the minutes of the Regular Meetings of October 5, 2022 and April 5, 2023, as typewritten.

Motion passed.

5. **ELECTION OF OFFICERS:** In accordance with the Joint Exercise of Powers Agreement between the City of Colton and the City of San Bernardino, Article VI – Officers; *Duties; Bonds*, Section 6.6, it was required that the Board of Directors appoint a President and Vice-President, and Secretary-Treasurer to the Board for a two-year term.

The last election of officers occurred on January 6, 2021. The current roster of officers was:

Miguel Guerrero, President
Ernest Cisneros, Vice-President
Wayne Hendrix, Secretary-Treasurer

At the City of Colton Council meeting on January 17, 2023, Councilmember Kelly Chastain was appointed to replace Vice-President Cisneros on the RIX/JPA Board of Directors and Dr. Luis Gonzalez was appointed as an Alternate Director.

MOTION: Elect a President, Vice-President and Secretary-Treasurer to the Board of Directors in accordance with the Joint Exercise of Powers Agreement.

Director Hendrix requested to move Item 5 to the next Adjourned Regular Meeting on October 4, 2023.

President Guerrero approved the request.

6. **RIX OPERATIONAL/MAINTENANCE REPORT MARCH 16, 2023 TO JUNE 15, 2023** (INFORMATION ITEM – RECEIVE AND FILE).
7. **EXPENDITURES REPORT – THROUGH JUNE 18, 2023** (INFORMATION ITEM – RECEIVE AND FILE).
8. **MONTHLY COMPLIANCE REPORT – MARCH 1, 2023 – APRIL 30, 2023** (INFORMATION ITEM – RECEIVE AND FILE).
9. **REQUEST TO RATIFY RIX PORTION OF PROFESSIONAL SERVICE AGREEMENT/STATEMENT OF WORK WITH CAROLLO ENGINEERS, INC. IN RESPONSE TO RFP 1783 – INTERACTIVE O&M MANUAL PROJECT:** The Plant-Wide Operations and Maintenance Manuals (PWOMMs) for the Rapid Infiltration and Extraction Facility (RIX) was a required element for conformance with State guidelines and compliance with the National Pollutant Discharge Elimination System (NPDES) permits. They were scanned and were available on the Department’s secure internal network for review at any time, such that the Department was compliant with regulatory requirements.

The purpose of the Project was to provide personnel with the proper understanding, techniques, and references necessary to efficiently operate the facilities. The objective of the interactive element was to optimize the quality and utilization of the PWOMM giving staff quick and easy access to the new IOM. Staff foresaw this being a likely future requirement for the NPDES permit.

In late 2022, the Department invited 8 consultants to present to staff potential IOM configurations. Four (4) consultants elected to present their information. Staff conducted comprehensive reviews of each proposal utilizing the following criteria and a best value approach and unanimously scored Carollo Engineers, INC as the higher-ranked consultant, inclusive of cost and content. The Professional Services Agreement was approved by the Water Board and the General Manager executed the Agreement on February 28, 2023.

The portion of the proposed fee applicable to the RIX Facility is \$241,499.00. The funding source for this project was account 300-5025-540-5540 Engineering Services which had sufficient funds available in FY 2022/2023 to cover the portion that would be billed in FY 2022/2023. Funding for the remainder of the project was included in the FY 2023/2024 Budget.

The following motion was made by Director Hendrix and seconded by Alternate Director Gonzalez:

MOTION: Ratify the acceptance of the Professional Service Agreement/Statement of Work with Carollo Engineers, Inc. in response to RFP 1783- Interactive O&M Manual Project for and ratify the issuance of purchase order not-to-exceed TWO HUNDRED FORTY-ONE THOUSAND FOUR HUNDRED NINETY NINE AND 00/100 DOLLARS (\$241,499.00).

MOVED to ratify the acceptance of the Professional Service Agreement/ Statement of Work with Carollo Engineers, Inc. in response to RFP 1783- Interactive O&M Manual Project for and ratify the issuance of purchase order not-to-exceed TWO HUNDRED FORTY-ONE THOUSAND FOUR HUNDRED NINETY NINE AND 00/100 DOLLARS (\$241,499.00).

Motion carried by a vote of 3-0 with 1 absent.

10. **BUDGET WORKSHOP AND ADOPTION OF RIX OPERATIONS AND MAINTENANCE BUDGET AND CAPITAL IMPROVEMENT PLAN BUDGET FOR FISCAL YEAR 2023-24:** In accordance with Article VIII (General Administrative Budget) of the Joint Powers Agreement, dated August 2, 1994, the Operations and Maintenance Budget was to be adopted by the Board of Directors annually in the month of April. The Budget was taken to the RIX Board in July due to the City of Colton and San Bernardino Municipal Water Department adopting their respective budget after April.

Staff prepared and proposed the Operations and Maintenance Budget and Capital Improvement Plan Budget for FY 2023-24. This budget was approved by the Department's Water Board on June 13, 2023.

Funding for the RIX budget was shared between the San Bernardino Municipal Water Department and the City of Colton in terms outlined in the JPA.

The following motion was made by Director Hendrix and seconded by Alternate Director Gonzalez:


MOTION: It is recommended that the Board of Directors approve and deviate from the JPA conditions of Article VIII, conduct a workshop on the July 5, 2023, to review the proposed 2023-24 combined budgets, and adopt the proposed budget.

MOVED to approve and deviate from the JPA conditions of Article VIII, conduct a workshop on the July 5, 2023, to review the proposed 2023-24 combined budgets, and adopt the proposed budget.

Motion carried by a vote of 3-0 with 1 absent.

11. **REPORTS:** None.

12. **ADJOURNMENT:** The meeting adjourned at 3:37 p.m. until Wednesday, October 4, 2023 at 3:00 p.m. at the San Bernardino Water Reclamation Plant or via a teleconference meeting.

APPROVED:  _____ DATE: Oct 5, 2023
Miguel Guerrero, President