



**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

JULY 12, 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

- 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 4D:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:301959-302124				
Accounts Payable	\$1,031,893.81	\$206,208.65	\$170,684.71	\$1,408,787.17
Gross Payroll				
06/06/22-06/19/22	<u>\$309,232.99</u>	<u>\$218,758.46</u>	<u>\$76,319.37</u>	<u>\$604,310.81</u>
TOTALS	<u>\$1,341,126.80</u>	<u>\$424,967.11</u>	<u>\$247,004.08</u>	<u>\$2,013,097.98</u>

Payroll for the pay periods beginning July 4, 2022 through July 17, 2022.

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

C. MINUTES: June 28, 2022.

D. RESOLUTION NO. 2022-028: A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING GUILLERMO APOLLO FOR MORE THAN SEVENTEEN YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

MOTION: That Resolution No. 2022-028 was adopted as submitted.

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

END OF CONSENT CALENDAR

5. PRESENTATION OF RESOLUTION NO. 2022-017 TO THE FAMILY OF MICHAEL HOLT: Resolution No. 2022-017 was presented to the family of Michael Holt, recognizing him for more than thirty-seven years of dedicated service to the City of San Bernardino and the City of San Bernardino Municipal Water Department. (PRESENTATION ONLY)

6. UNCOLLECTIBLE UTILITY CUSTOMER ACCOUNTS: Under the procedures established under San Bernardino Municipal Water Department Board Policy Number 54.020, "Write-off of Uncollectible Accounts Receivable", the Finance Division compiled a listing of accounts that were determined to be uncollectible according to the criteria outlined in the policy.

Per the Policy, any uncollectible accounts with balances over \$1,000 required approval of the Water Board. At this time, there were three (3) utility accounts with balances totaling \$5,787.93 that were deemed uncollectible.

As part of the normal accounting processes for each fiscal year, the Finance Division estimated the amount of uncollectible accounts and recorded an entry to account for these amounts so that the Department's receivable balances were properly reflected and not overstated. At this time, there was no fiscal impact as this estimated amount was sufficient to cover the amount of proposed uncollectible accounts.

MOTION: Approve the list of uncollectible accounts and direct staff to write-off these accounts.

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

7. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – None.

C. Report of the Directors –

1. Director Miller updated the Water Board on the Facilities Relocation Project.

Director Miller stated that the Department's final environmental clearance through the City was accepted by the Environmental and Development Review Committee on June 8, 2022.

Director Miller stated that the Department received the conditions of approval on July 11, 2022.

Director Miller stated that the Department's construction management firm, Ardurra, completed a draft market analysis which the Department was reviewing in order to finalize a timeline for project bidding.

General Manager Guerrero stated that the Facilities Relocation Ad-Hoc Committee would be meeting in the next couple of months to review the conditions of approval and the draft market analysis.

2. Director Shepardson stated that the Department filed a report for the WRP waste discharge permit which was expiring in December 2022.

Director Shepardson stated that the Department received the geothermal draft and were reviewing and would provide comments to the regional board.

3. Director Stewart stated that an update on the Digester Gas Beneficial Use Program would be presented to the Water Board at an upcoming meeting in August.
4. Deputy General Manager Ohama stated that Devin Arciniega presented on drought conditions and conservation efforts at a Northwest PAC meeting on July 11, 2022.

Deputy General Manager Ohama stated that Devin continued to maintain a healthy presence at all neighborhood associations on behalf of the Department.

President Callicott thanked Devin and stated that she appreciated the continued visibility throughout the community.


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 39 per 100,000, and the current positivity rate was approximately 18%, which were slightly higher than the last update.
2. General Manager Guerrero stated that Deputy General Manager Ohama, Frank Salazar, and Department staff, were doing a great job managing the uptick in employee cases in order to avoid any outbreaks internally.

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.

8. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 26, 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