



**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 13, 2021

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, July 13, 2021, 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:297450-297628				
Accounts Payable	\$2,392,265.84	\$923,465.20	\$1,205,526.78	\$4,521,257.82
Gross Payroll				
06/07/21 –	<u>299,078.50</u>	<u>213,266.37</u>	<u>72,536.07</u>	<u>584,880.94</u>
06/20/21				
TOTALS	<u>\$2,691,344.34</u>	<u>\$1,136,731.57</u>	<u>\$1,278,062.85</u>	<u>\$5,106,138.76</u>

Payroll for the pay periods beginning June 21, 2021 through July 4, 2021 and July 5, 2021 through July 18, 2021.

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

C. **MINUTES:** June 22, 2021.

D. **REORGANIZATION OF THE INFORMATION TECHNOLOGY AND FLEET SECTIONS; REVISED JOB DESCRIPTIONS FOR ADMINISTRATIVE SERVICES MANAGER, FLEET SUPERVISOR, AND INFORMATION TECHNOLOGY MANAGER:** As part of a review process within the Administrative Services and Fleet sections, it was recommended that the lines of direct supervision be revised with the IT Manager reporting directly to the Deputy General Manager. It was also recommended that the Fleet Supervisor report directly to the Administrative Services Manager. As such, the job descriptions for Information Technology Manager, Administrative Services Manager, and Fleet/Warehouse Supervisor were updated to reflect necessary changes and removal of reference to Civil Service for approval of testing standards as applicable per the 2016 Charter revision.

MOTION: Approve the revised job description for Information Technology Manager (51840) and range change from 268 to 272 effective July 19, 2021; and

Approve the revised job description for Administrative Services Manager (51720) and range change from 278 to 272 effective July 19, 2021; and

Approve the revised job description for Fleet Supervisor (51782) effective July 19, 2021, 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. **CONTRACT 1728R – BLACK AND VEATCH CORPORATION – CHANGE ORDER NO. 1 – ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES FOR DIGESTER “B” REPLACEMENT PROJECT (CO 00254):** On November 24, 2020, the Water Board entered into Contract No. 1728R with Black and Veatch Corporation (BV) for Design and Construction Support Services for the Digester “B” Replacement Project.

On April 5, 2021, the Santa Ana Regional Water Quality Control Board (SARWQCB) visited WRP to observe operations. The Department was advised by SARWQCB staff that the use of sludge drying beds was not compliant with California Code of Regulations, Title 27, which required a double lined containment system, like what was required of landfills. Due to the nexus of the drying beds to the existing Digester B Project, staff requested BV provide a revised Scope of Work and fee schedule for this additional design work.

The funding source for this Change Order was C.O. 00254, Digester B Replacement Project which had sufficient funds available for this change.

Commissioner Brickley asked Director Stewart to explain the cost for the design of a drying bed.

Director Stewart stated that it would take a lot of work to demolish the existing bed and design a new piping system to ensure proper drainage.

Commissioner Mlynarski asked if the other four (4) beds would be decommissioned.

Director Stewart stated that the other four (4) beds were used to temporarily store decommissioned items and parts.

Commissioner Mlynarski asked where the funds for construction would come from for this project once the design is completed.

Director Stewart stated that the Department would look at other projects that could be postponed in order to fund the construction portion of this project.

General Manager Guerrero stated that the Department could also time the project to begin in Fiscal Year 2022/23 if needed.

Commissioner Mlynarski stated that it was important to show other agencies that the Water Board was taking action in completing the project while being fiscally responsible.

Commissioner Johnson asked if the Regional Board came out to do a general inspection or was there particular items the inspection was geared toward.

Director Stewart stated that the inspections were normally general inspections done once or twice a year and were typically very positive.

MOTION: Approve Change Order No. 1 to Contract No. 1728R with Black and Veatch Corporation, in the amount of THREE HUNDRED TEN THOUSAND FOUR HUNDRED NINETY-FIVE AND 00/100 DOLLARS (\$310,495.00). The General Manager was authorized to execute the change order.

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

6. **EXTENSION NO. 2 TO CONTRACT NO. 1672 – BI-ANNUAL CONTRACT FOR FIRE HYDRANT MAINTENANCE – US NATIONAL CORPORATION:** The Water Board entered into a two-year contract, Contract No. 1672, with US National Corporation for fire hydrant maintenance services. This contract had a provision for two (2) additional two (2) year extensions. Extension No. 1 would be expiring on September 5, 2021. Extension No. 2 was prepared and would be the final extension under Contract No. 1672.

The funding source for this contract was the FY 2021/22 Water Fund Budget (Account No. 100-3023-530-6140). There was no impact to this fiscal year's budget, as there was no increase to the contract price.

Commissioner Brickley asked the cost of the contract.

General Manager Guerrero stated that it was \$65 per fire hydrant and \$7.00 per blue dot which indicates where the fire hydrant was located.

General Manager Guerrero stated that approximately 750 fire hydrants were maintained throughout a fiscal year.

Director Miller stated that there was no additional cost for the extension and the Department budgeted \$150,000 for this service.

The Motion on the agenda was incorrect and was amended to state that the extension was for two (2) years, ending on September 5, 2023.

MOTION: Approve Extension No. 2 to Contract No. 1672 with US National Corporation, extending the contract from September 5, 2021 to September 5, 2023, under the same terms and conditions. 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

7. **EXTENSION NO. 2 TO CONTRACT NO. 1666 – BI-ANNUAL CONTRACT FOR RENTAL UNIFORMS AND DUST CONTROL ITEMS – UNIFIRST CORPORATION:**

The Water Board entered into a two-year contract, Contract No. 1666, with Unifirst Corporation (Unifirst), to furnish and deliver rental uniforms and dust control items. This contract had a provision for two (2) additional two (2) year extensions.

Extension No. 1 expired on May 5, 2021. Extension No. 2 was prepared and would be the final extension under Contract No. 1666.

During negotiation of Extension No. 2, staff discovered a pricing discrepancy in unit costs. Unifirst agreed to credit the Department for the pricing discrepancy.

The funding source for this contract was the FY 2020/21 Operations and Maintenance Budget. There was no impact to this fiscal year's budget, as there was no increase to the contract price. The remainder of the contract was budgeted in the FY 2021/22 Operations and Maintenance Budget.

MOTION: Approve Extension No. 2 to Contract No. 1666 with Unifirst Corporation, extending the contract from June 7, 2021 to June 7, 2022, under the same terms and conditions. The General Manager was authorized to execute the extension.

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

8. **AWARD OF CONTRACT – JANITORIAL SERVICES AT THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT FACILITIES –**

SPECIFICATION NO. 1744: Four bids were received and opened on April 23, 2021 for Specification 1744, "to provide janitorial services at the San Bernardino Municipal Water Department facilities, located in San Bernardino, CA."

On May 27, 2021, the Department received an e-mail from Base Hill, Inc. dba Janpoint (Base Hill), advising that they had neglected to include service at the WRP in calculation of their bid price. Due to this material error, staff recommended the Board deem Base Hill's bid non-responsive. Avalon Maintenance of the Inland Empire was the next lowest responsive, responsible bidder and was recommended.

The funding source for this project was the FY 2021/22 Operations and Maintenance Budget. The sites were charged monthly maintenance to their individual operations and maintenance accounts.

MOTION: Deem the bid of Base Hill, Inc. dba Janpoint as non-responsive and accept the bid of Avalon Maintenance of the Inland Empire, as the lowest responsive, responsible bidder and award a contract in the amount of ONE HUNDRED THIRTY-FOUR THOUSAND SIX HUNDRED SIXTY-FOUR AND 48/100 DOLLARS (\$134,664.48) PER ANNUM, to provide janitorial services for a two (2) year term with two (2) one (1) year options to renew in accordance with Specification No. 1744. The General Manager was authorized to execute the contract.

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

9. REPORTS:

A. Report of the President – President Callicott thanked Department staff for rising to the occasion and doing a great job over the past year.

President Callicott stated that it was nice to back in person for the Water Board meetings and stated how appreciative the Water Board was for all of the help staff provided during the pandemic.

B. Report of the Commissioners – Commissioner Mlynarski stated that there was an item on an upcoming Mayor & City Council agenda regarding City-wide graffiti and asked that the Department support the efforts of the City as it tackles the graffiti issue.

General Manager Guerrero stated that he continued to discuss the issue with the City Manager and the Department would continue to help by maintaining its facilities and providing community outreach by using the Department's social media platforms and billing inserts to bring awareness to this issue.

C. Report of the Directors

1. Director Miller stated that the Quarterly Conservation Report would be provided to the Water Board in August and would have more regulatory updates due to the Executive Order that was signed by Governor Newsom on July 8, 2021.
2. Director Mouser stated that the Finance section received the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting.

Director Mouser stated the award was for the June 2020 Annual Financial Report and was the fifth year that the section had received recognition from GFOA.

Director Mouser stated that the report took a fair amount of time to complete and thanked Finance staff for all of the hard work.

The Water Board congratulated Director Mouser and the Finance section for receiving the award.

President Callicott asked if the Mayor & City Council were aware that the Department received the GFOA award.

General Manager Guerrero stated that the City Manager gave regular updates for all City departments at each Mayor & City Council (MCC) meeting and he would send the City Manager the GFOA information for a future MCC meeting.

Commissioner Mlynarski stated that the award information would fit nicely into the Department's quarterly newsletter.

General Manager Guerrero stated that there was a press release as well as postings on all of the Department's social media outlets.

3. Deputy General Manager Ohama stated that Devin Arciniega would be attending the Cimmaron Ranch Neighborhood Association meeting on Saturday, July 17, 2021.

Deputy General Manager Ohama stated that General Manager Guerrero and Devin Arciniega would be attending the Hudson Neighborhood Association meeting on Thursday, July 22, 2021.

D. Report of the General Manager:

1. General Manager Guerrero provided a COVID-19 update to the Water Board. The Department had not seen any positive cases since March 2021 and approximately forty-five percent (45%) of employees were vaccinated.


General Manager Guerrero stated that San Bernardino County reported approximately thirty-nine percent (39%) of its population being vaccinated and California reported approximately sixty percent (60%) of its population was vaccinated.

2. General Manager Guerrero stated that the Department put the revised Cal OSHA workplace guidelines into effect on Monday, July 12, 2021, which allowed fully vaccinated employees who showed proof of vaccination to go about without a mask. Unvaccinated employees were required to wear a mask indoors. Outdoor mask wearing and social distancing were recommended outdoors but not required.

General Manager Guerrero stated that COVID-19 cases and positivity rates were on the rise due to the new Delta variant as well as lower vaccination rates in certain areas, but the Department was keeping a close eye on the numbers and would implement additional measures or guidelines, if necessary.

10. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 27, 2021, at 399 Chandler Place, San Bernardino, CA 92408 and via web-conference.

By: 

Miguel J. Guerrero, P.E.
General Manager