



**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 26, 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, July 26, 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:** Commissioner Mlynarski stated that the employee event was a success and was well attended by Department employees.

Commissioner Mlynarski stated that he attended the Sterling Natural Resources Center ribbon cutting on Saturday, July 23, 2022.

- 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:302125-302286				
Accounts Payable	\$1,058,445.21	\$308,076.13	\$133,281.78	\$1,499,803.12
Gross Payroll				
06/20/22-07/03/22	<u>\$320,581.13</u>	<u>\$235,466.27</u>	<u>\$79,782.09</u>	<u>\$635,829.48</u>
TOTALS	<u>\$1,379,026.34</u>	<u>\$543,542.40</u>	<u>\$213,063.87</u>	<u>\$2,135,632.60</u>

Payroll for the pay periods beginning July 18, 2022 through July 31, 2022.

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

C. MINUTES: July 12, 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. QUARTERLY CHANGE ORDER REPORT – QUARTER ENDING ON JUNE 30, 2022: In accordance with Policy 51.020, staff prepared the change order report for the quarter ending June 30, 2022, as submitted.

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

END OF CONSENT CALENDAR

5. **APPROVAL OF A LICENSE AND SERVICE AGREEMENT AND STATEMENT OF WORK WITH NORTHSTAR UTILITES SOLUTIONS FOR A CUSTOMER INFORMATION SYSTEM – REQUEST FOR PROPOSAL NO. 1704:** The Department utilized NaviLine software for Enterprise Resource Planning (ERP) and for the Customer Information System (CIS). The functionality and features in NaviLine were outdated and no longer supported so a Request for Proposal (RFP) process was initiated.

Staff issued Request for Proposal (RFP) No. 1704 through the Department's PlanetBids Portal for application suites for Financial Management, Human Capital Management (HCM), and Customer Information/Utility Billing System (CIS) application needs. The Department received eight (8) responses for a CIS system. Two (2) of the firms met the criteria and requirements as outlined in the RFP.

Based upon software demonstrations, interviews, and further review of the two proposals, Northstar Utilities Solutions (Northstar) received the highest overall ranking. Staff recommended that Northstar be awarded a License and Service Agreement to provide a replacement CIS System.

The funding source for this Agreement was the FY 2022/2023 Budget under Administrative Services (2050).

Commissioner Brickley asked if there would be an annual expense to the agreement.

Deputy General Manager Ohama stated that there would be the one-time expense and an annual cost to the agreement for upgrades and services not provided internally by the Department's Information Technology section.

Director Mouser stated that the annual cost would be an annual maintenance cost.

Commissioner Brickley asked if the agreement covered the first year or was it to purchase the product.

Deputy General Manager stated that the agreement was to purchase the product and the implementation of the product.

Commissioner Hendrix asked if there was an approximate cost for the annual maintenance.

Kristina Hernandez, Administrative Services Manager, stated that the cost for annual software support maintenance was approximately \$55,000.00.

MOTION: Approve the License and Service Agreement and Statement of Work with Northstar Utilities Solutions, for an amount not-to-exceed SIX HUNDRED NINETY-FOUR THOUSAND EIGHT HUNDRED FORTY AND 00/100 DOLLARS (\$694,840.00). The General Manager was authorized to execute the Agreement and Statement of Work.

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

6. **APPROVAL OF PURCHASE –ASTERRA USA SATELLITE LEAK SURVEY:** The Fiscal Year 2022/23 budget included the purchase of a satellite leak survey by ASTERRA USA, which used Utilis-patented technology for infrastructure condition assessment, pipe replacement modeling, and leak detection in urban treated water networks using L-band synthetic aperture radar (SAR) mounted on a satellite.

Staff attended multiple leak detection webinars to discover new leak detection technology and methods and determined that ASTERRA USA satellite leak survey would provide efficiency to the water loss program and the greatest potential to reduce the Department's non-revenue water loss.

The funding source for the survey was the FY 2022/23 Water Loss Management Water Conservation (Account No. 100-3024-530-7160) approved for \$106,000.00 and licensing fees of \$9,000.00.

MOTION: Staff was authorized to issue a purchase order for a satellite leak survey by ASTERRA USA in the amount of \$115,000.00, which includes licensing fees.

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

7. **PROPERTY INSURANCE RENEWAL – FISCAL YEAR (FY) 2022/2023:** On July 31, 2022, the Department would need to renew its property insurance coverage for fiscal year 2022/23 covering approximately \$439,840,015 in water, wastewater treatment, and sewer collection system real and personal property.

The renewal carries an annual premium of \$960,314, which was an increase in total costs of approximately 8.1% over fiscal year 2021/22. Staff anticipated an increase in premiums over fiscal year 2021/22 due to claim exposure, overall property coverage market conditions, and an increase in insurable assets in the amount of \$72,024. Staff budgeted adequately over fiscal year 2021/22 to cover the 8.1% increase.

Funds were budgeted in fiscal year 2022/23 to cover \$400,000,000 in property, and \$30,000,000 in earthquake coverage for fiscal year 2022/23.

Water Department staff continued to work with Marsh Risk & Insurance Services (Marsh) to find the most appropriate insurance coverage for Department property. Marsh requested coverage quotes from insurers based on the Department's overall asset values and claim history.

Commissioner Hendrix asked if the 8.1% increase was anticipated in the FY 2022/23 budget.

Director Shepardson stated that the increase was anticipated and was adequately budgeted in the current budget and an additional 2.5% increase was estimated in value on the Department's total assets.

MOTION: Approve the annual property insurance including earthquake coverage renewal premium in the amount of \$960,314 for fiscal year 2022/23; and

The General Manager was authorized to bind the renewal policies effective July 31, 2022.

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

8. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – Commissioner Johnson stated that his household was personally affected by COVID and that it presented challenges in order to stay healthy and test negative.

Commissioner Johnson thanked General Manager Guerrero for helping with an air release valve issue on a City of Riverside well next to his business.

General Manager Guerrero stated that the Distribution team was going to contact the City of Riverside to address the issue so that it isn't easily accessible to release water.

C. Report of the Directors –

1. Director Stewart stated that a Digester Gas Beneficial Use Program presentation would be presented to the Board at a meeting in August.

General Manager Guerrero stated that an item will be agendaized inviting the Water Board and the public to a tour of the facilities.

2. Deputy General Manager Ohama stated that the Department would be partnering with Claremont McKenna College to introduce a biology class which would undertake genome sequencing of the Department's wastewater.

Deputy General Manager Ohama stated that General Manager Guerrero, Director Shepardson, and Director Stewart were working on the curriculum, which would be a regular class offering in the science department.

D. Report of the General Manager –

1. General Manager Guerrero provided a COVID-19 update to the Water Board. The Department saw a spike in COVID cases with June being the second worst month for COVID cases within the Department, and the current count in July was at 26 cases.
2. General Manager Guerrero stated that the symptoms seem to be a lot milder and the Department is managing it differently than previous years.

General Manager Guerrero stated that employees were able to return to work sooner if a negative test is received sooner than the 10-day restriction.


General Manager Guerrero stated that Deputy General Manager Ohama, Frank Salazar, and Department staff, were continuing to do a great job managing the uptick in employee cases in order to avoid any outbreaks internally.

General Manager Guerrero stated that Frank Salazar was able to obtain thirteen hundred (1,300) COVID rapid tests from San Bernardino County, which would be a helpful tool to have in the Department's possession in anticipation of the next surge, which was expected going into the Fall season.

3. General Manager Guerrero stated that East Valley Water District (EVWD) hosted a Sterling Natural Resources Center ribbon cutting ceremony on Saturday, July 23, 2022, and that a retirement celebration for the EVWD General Manager, John Mura, was being held on Thursday, July 28, 2022.

8. ADJOURNMENT:

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






Minutes 07-26-22

Final Audit Report

2022-08-23

Created:	2022-08-22
By:	Amy Smith (amy.smith@sbmwd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABrFGdVnUFifyWydJGJd9J9ottQkAj0gn

"Minutes 07-26-22" History

-  Document created by Amy Smith (amy.smith@sbmwd.org)
2022-08-22 - 11:40:54 PM GMT- IP address: 64.60.19.66
-  Document emailed to Miguel Guerrero (miguel.guerrero@sbmwd.org) for signature
2022-08-22 - 11:41:13 PM GMT
-  Email viewed by Miguel Guerrero (miguel.guerrero@sbmwd.org)
2022-08-23 - 1:58:54 PM GMT- IP address: 64.60.19.66
-  Document e-signed by Miguel Guerrero (miguel.guerrero@sbmwd.org)
Signature Date: 2022-08-23 - 1:59:29 PM GMT - Time Source: server- IP address: 64.60.19.66
-  Agreement completed.
2022-08-23 - 1:59:29 PM GMT