



**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

SEPTEMBER 12, 2023

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, September 12, 2023, in-person and livestream via YouTube.

ROLL CALL

Attendee Name	Title	Status	Arrived
Cecilia "Toni" Callicott	President	Present	9:30 AM
Wayne Hendrix	Vice President	Absent	N/A
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 Johnson stated that there was a Special Meeting of the Mayor & City Council on September 12, 2023, at 5:30 p.m., to discuss the City's five-year Strategic Plan.
- 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 4H:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3004944- 3005210			
Accounts Payable	\$1,286,254.97	\$927,589.53	\$2,213,844.50
Gross Payroll 07/31/23-08/13/23 and 08/14/23- 08/27/23	<u>\$724,733.36</u>	<u>\$675,692.44</u>	<u>\$1,400,425.80</u>
TOTALS	<u>\$2,010,988.33</u>	<u>\$1,603,281.97</u>	<u>\$3,614,270.30</u>

Payroll for the pay period beginning August 28, 2023 through September 10, 2023.

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

C. MINUTES: August 22, 2023.

D. REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING JUNE 30, 2023: The Water Board received and filed the Investment Report for the quarter ending June 30, 2023, as submitted.

E. REVISED JOB DESCRIPTION FOR SENIOR ACCOUNTANT: The Senior Accountant job description was revised to remove duties no longer performed and add additional duties being performed. The minimum qualifications and salary range remained the same.

MOTION: Approve the revised job description for Senior Accountant (51716), as submitted.

F. RECLASSIFICATION OF VACANT SENIOR ELECTRICAL AND INSTRUMENTATION TECHNICIAN POSITION TO SENIOR CONTROL SYSTEMS AND COMMUNICATION TECHNICIAN: The SCADA/Instrumentation group was examined for efficiency in the first quarter of 2020 and new job descriptions were created and approved by the Water Board on June 23, 2020. The reorganization plan for the SCADA and Instrumentation group planned to convert the Water Reclamation SCADA System Operator and two Senior Electrical/Instrumentation Technicians to Control Systems and Communication Technician and Senior Control Systems and Communication Technician, respectively.

The fiscal impact as a result of this change for the 2023/2024 fiscal year was \$8,631. This change would be included in the 2023/2024 budget.

MOTION: Approve reclassification of the vacant Senior Electrical and Instrumentation Technician position (21850), Range 157 (\$43.1472/hour to \$55.2320/hour to the existing classification of Senior Control Systems and Communication Technician (21851), Range 160 (\$46.4648/hour to \$59.4788/hour), as submitted.

G. RESOLUTION NO. 2023-021: A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING ROBERT PARENT FOR MORE THAN NINE YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

MOTION: That Resolution No. 2023-021 be adopted, as submitted.

H. RESOLUTION NO. 2023-022: A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING ROB MORRIS FOR MORE THAN TWENTY-FOUR YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

MOTION: That Resolution No. 2023-022 be adopted, as submitted.

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

DISCUSSION ITEMS

5. APPROVAL OF PURCHASE – FOUR (4) FORD F-550 3.5 YARD DUMP TRUCKS:
 The Water Board authorized the Fiscal Year 2023/24 Budget on June 25, 2023, which encompassed the procurement of four (4) new Ford F-550 3.5 Yard Dump Trucks. These replacements were necessitated by the aging and escalating maintenance costs of the existing trucks within the Water Utility Distribution section.

The funding source for this purchase of \$428,950.32 was the Fiscal Year 2023/2024 Service and Repair Section 103021 *Capital Outlay – Autos and Trucks, Account No. 103021-6009.*

MOTION: Authorize staff to issue a purchase order for four (4) 2024 Ford F-550 3.5 Yard Dump Trucks from Fairview Ford at a total cost of \$428,950.32.

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

6. **CONTRACT NO. 1571 – CANYON SPRINGS ENTERPRISES – CHANGE ORDER NO. 4 – SEISMIC UPGRADES FOR LYTLE CREEK NO. 2 AND PERRIS HILL CONCRETE RESERVOIR PROJECTS (CO 10535):** On June 28, 2022, the Water Board approved Contract No. 1571 with Canyon Springs Enterprises (CSE) for the Seismic Upgrades for Lytle Creek No. 2 and Perris Hill Concrete Reservoirs Project. The project consisted of seismic retrofitting of two (2) of the Department's buried concrete water reservoirs.

The approved plans and specifications for the project called for installing Fiber Reinforced Polymers (FRP) on the interior walls and ceilings of the Perris Hill Reservoir. These FRP required product testing by an independent testing laboratory at the Department's cost.

Change Order No. 4 in the amount of \$4,226.25 was prepared for this extra work to be performed by CSE under Contract No. 1571.

The funding source for this project was the FY 2023/2024 Water Fund Capital Improvement Project titled *Reservoir Seismic Upgrade Project*. (C.O. 10535) which currently had a total of \$17,379,425.42 in unencumbered funds.

MOTION: Approve the Change Order No. 3 to Contract No. 1571 with Canyon Springs Enterprises in the amount of FOUR THOUSAND TWO HUNDRED TWENTY-SIX AND 25/100 DOLLARS (\$4,226.25). The General Manager was authorized to execute the change order.

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

7. **APPROVAL OF GOODS PURCHASE AGREEMENT WITH DXP ENTERPRISES FOR THREE (3) NEW 10" WORTHINGTON PUMPS FOR THE E STREET PUMP STATION:** The Water Reclamation Plant (WRP) owns and operates a pumping station at 1302 S. E Street, constructed in the early 1900s, that handled an average flow of about 5 million gallons daily (MGD). These pumps were past their useful life, and the efficiencies of the pumps dropped below an acceptable level. Although parts were still available for these pumps, the cost of the parts and labor to overhaul them surpass a limit that would be fiscally responsible, and therefore, replacement was recommended.

There was a need to sole source the equipment through DXP Enterprises due to their ability to provide products manufactured by Worthington. This specific equipment was needed in order for the pumps to be a direct replacement and allow for the least amount of station downtime.

The funding source for this agreement was the FY 2023/2024 Budget - Account No. 204090/6150, CO C2400301 Master Plan- E Street Lift Station Pump 1-3 Replacement. There was currently \$1,000,000 of available funds.

MOTION: Approve the Goods Purchase Agreement with DXP Enterprises for Three Hundred Ninety-Eight Thousand, Eight Hundred Forty dollars, and Sixty- Three cents (\$398,840.63) to purchase the three new Worthington pumps.

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

8. **PRESENTATION OF SERVICE AWARDS:** Employee service awards were presented to the following Department employees acknowledging their years of service to the Department:

Manuel Ramirez – 25 Years of Service

Warren Huang – 5 Years of Service

Billy Posey – 5 Years of Service

9. **REPORTS:**

A. **Report of the President** – None.

B. **Report of the Commissioners** – None.

C. **Report of the Directors** – Director Stewart reported on the East Bar Screen Emergency Project.

Director Stewart stated that the largest of three (3) main sewer lines feeding the WRP was inspected after Hurricane Hillary and was found to be deteriorating.

Director Stewart stated that there have not been any spills or failures but the Department had to use caution in order to prevent anything from occurring in the future.

Director Stewart stated that the Water Board would be apprised of any developments and progressions regarding the East Bar Screen Emergency Project through future Board items.

D. Report of the General Manager –

1. General Manager Guerrero reported that the Mayor & City Council approved Premium Pay of \$5000 for all full-time and part-time employees at the September 6, 2023 Regular meeting.

General Manager Guerrero stated that a Premium Pay Board item would be prepared and brought to the Water Board at the next regular meeting, and if approved, all full-time and part-time Water Department employees would receive the one-time \$5000 payment on October 6, 2023.

2. General Manager Guerrero reported that the public meeting for the Newmark Site Proposed Plan for the Northwest area was held on Wednesday, August 23, 2023.


General Manager Guerrero stated that President Callicott was in attendance and Commissioner Johnson, also in attendance, did a great job with public comments.

General Manager Guerrero stated that the Department's verbal comments were received, and written comments would be accepted through October 13, 2023.

President Callicott commended Commissioner Johnson for his outstanding presentation and also stated that Heather Dyer, Valley District General Manager, also did a wonderful presentation at the public meeting.

10. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., September 26, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

By: 
Miguel J. Guerrero, P.E.
General Manager