



**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 13, 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, September 13, 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 4C:

A. PAYROLL:

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:302630-302782				
Accounts Payable	\$2,971,661.18	\$729,219.03	\$1,425,368.56	\$5,126,248.77
Gross Payroll				
08/01/22-08/14/22 & 08/15/22-08/28/22	<u>\$646,614.76</u>	<u>\$459,624.92</u>	<u>\$153,462.72</u>	<u>\$1,259,702.39</u>
TOTALS	<u>\$3,618,275.94</u>	<u>\$1,188,843.95</u>	<u>\$1,578,831.28</u>	<u>\$6,385,951.16</u>

Payroll for the pay periods beginning August 29, 2022 through September 11, 2022.

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

C. MINUTES: August 23, 2022.

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

END OF CONSENT CALENDAR

5. DESIGNATE THE GENERAL MANAGER AND DIRECTOR OF FINANCE AS AUTHORIZED AGENTS FOR THE CALIFORNIA GOVERNOR’S OFFICE OF EMERGENCY SERVICES GRANT FUNDED PROGRAMS: The Department received Notification of Subapplication Approval from The California Governor’s Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA) for pre-disaster hazard mitigation grants in the amount of \$5,552,952.00 to fund construction activities and \$123,384.28 for subrecipient grant management costs. Under the Hazard Mitigation Grant Program (HMGP) these funds would be utilized for necessary seismic retrofits for SBMWD steel reservoirs including Del Rosa No. 3, Devore, Sycamore No. 1, and Terrace No. 3.

In line with Cal OES requirements and recommendations, staff proposed to designate the General Manager and Director of Finance as “Authorized Agents” to execute applications and grant management activities for and on behalf of the Department.

There was no fiscal impact to the budget. The adoption of this resolution would ensure Department compliance with Cal OES requirements for the HMGP grant funds totaling \$5,676,336.28.

MOTION: Adopt Resolution No. 2022-030, designating the General Manager and Director of Finance as “Authorized Agents” for the California Governor’s Office of Emergency Services grant activities for and on behalf of the City of San Bernardino Municipal Water Department.

RESULT: APPROVED 5-0 BY ROLL CALL VOTE

MOVER: T. Brickley

SECONDER: W. Hendrix

ABSTAINED: N/A

ABSENT: N/A

6. **APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF TWO (2) 10-INCH FIRE SERVICES, ONE (1) COMBINATION 2-INCH DOMESTIC SERVICE BY 2-INCH LANDSCAPE SERVICE, AND ONE (1) 6-INCH FIRE HYDRANT AT VALLEY VIEW AVENUE AND CENTRAL AVENUE:** The Department utilized the services of on-call contractors to augment staff’s ability to provide a timely response to requests for water service installations, supporting proposed development within the Department’s service area.

Staff received a request for installation services from Patriot Development Partners (PDP) at Valley View Avenue and Central Avenue. Two (2) bids were received and opened on July 20, 2022.

Staff recommended that the Water Board approve the issuance of a Purchase Order in the amount of \$69,520.00 to El-Co Contractors, Inc.

The funding source for this contract was Construction Orders assigned for Fiscal Year 2022, No. 11088 Fire Services, No. 11091 Combination Domestic/Landscape Services, and No. 11089 fire hydrants. A series of Construction Orders were generated each fiscal year to capture costs for the installation of typical service requests, including fire services, combination domestic/landscape services, and fire hydrants. Patriot Development Partners would be issued an invoice to capture these installation fees, as well as the water capacity charges established by Rule and Regulation No. 5. The collected installation fees would be deposited into the account for Construction Orders No. 11088, 11091, and 11089.

President Callicott requested a short recess at 9:36 a.m.

President Callicott reconvened the meeting at 9:39 a.m.

MOTION: Approve the purchase order for the installation of two (2) 10-inch fire services, one (1) combination 2-inch domestic service by 2-inch landscape service, and one (1) fire hydrant by El-Co Contractors, Inc. in the amount of \$69,520.00.

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

7. **APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 8-INCH FIRE SERVICE AND ONE (1) COMBINATION 3-INCH DOMESTIC SERVICE BY 2-INCH LANDSCAPE SERVICE AT 1111 E. MILL STREET:** The Department utilized the services of on-call contractors to augment staff's ability to provide a timely response to requests for water service installations, supporting proposed development within the Department's service area.

Staff received a request for installation services from SBD Corporate Center II, LLC at 1111 East Mill Street, Building 2 (fronting Tippecanoe Avenue). Two (2) bids were received and opened on August 16, 2022.

Staff recommended that the Water Board approve the issuance of a Purchase Order in the amount of \$59,000.00 to El-Co Contractors, Inc.

The funding source for this contract was Construction Orders assigned for Fiscal Year 2022, No. 11088 Fire Services and No. 11091 Combination Domestic/Landscape Services. A series of Construction Orders were generated each fiscal year to capture costs for the installation of typical service requests, including fire services and combination domestic/landscape services. SBD Corporate Center II, LLC would be issued an invoice to capture these installation fees, as well as the water capacity charges established by Rule and Regulation No. 5. The collected installation fees would be deposited into the account for Construction Orders No. 11088 and 11091.

MOTION: Approve the purchase order for the installation of one (1) 8-inch fire service and one (1) combination 3-inch domestic service by 2-inch landscape service by El-Co Contractors, Inc. in the amount of \$59,000.00.

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

8. **APPROVE FIRST AMENDMENT TO LEASE AGREEMENT WITH SANTA CLAUS, INC. FOR WATER DEPARTMENT PROPERTY LOCATED AT 824 E. 6TH STREET:** The San Bernardino Municipal Water Department owns the property located at 824 east 6th Street in San Bernardino. This property was leased to Santa Claus, Inc. (SCI) since 1982. The property was utilized by SCI as an office and warehouse space for their community program. The current extension would expire on October 31, 2022.

Since no other party expressed interest in leasing this property, Amendment No. 1 to the Lease Agreement with the SCI was prepared. Amendment No. 1 extended the lease term from October 31, 2022 through October 31, 2027. This was the final extension under the current lease. Any new agreement for the lease of this property would be brought to the Board for consideration at a future date.

There was no fiscal impact associated with this action.

General Manager Guerrero stated that this amendment was required in order to add language and make the lease more robust.

General Manager Guerrero stated that the revisions were reviewed by BB&K and Sydney Morrison, Contracts Administrator, and would be used for any future leases of this type.

Commissioner Johnson asked if this was the only property the Department leased for one dollar per year.

General Manager Guerrero stated that there was at least one other property leased for this amount, but the Department was addressing these types of leases as they expire and bringing the leases to full market value and adding additional language as necessary.

MOTION: Approve the First Amendment to Lease Agreement with Santa Claus, Inc., extending the lease term from October 31, 2022 through October 31, 2027. The General Manager was authorized to execute the Amendment.

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

9. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – None.

C. Report of the Directors –

1. Director Mouser stated that the Finance section received the Certificate of Achievement for Excellence Award from GFOA for its financial statements ending June 30, 2021.

Director Mouser stated that this is the sixth consecutive year that the Department has received this recognition and thanked management and staff for their continued efforts.

General Manager Guerrero stated that a press release was posted on all of the Department's social media platforms and would be sent to the City as a highlight to be announced at a future Mayor & City Council meeting.

President Callicott thanked Director Mouser and the Finance staff for their good work.

2. Director Stewart stated that the Department operated its back-up generators to conduct business during the heat wave and saved up to three quarter (3/4) megawatts per day.

General Manager Guerrero stated that the Department would share this information on its social media platforms.

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 20 per 100,000, and the current positivity rate was approximately 8.4%.

General Manager Guerrero stated that the Department currently had two (2) cases for the month of September, which was a significant decrease from previous months.

General Manager Guerrero stated that the Department was in the process of updating its policy to reflect guideline changes from the Department of Public Health.

General Manager Guerrero stated that the Department was anticipating and preparing for a COVID-19 surge during the holidays, but as of now, current operations would remain in place.

2. General Manager Guerrero informed the Board that a SBMWD history book was currently being written by Mr. Jeff Crider, who had also written history books for different water agencies throughout the region, including Valley District, as well as Arizona water agencies.

10. PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.

11. CLOSED SESSION:


Pursuant to Government Code Section(s):

- A. Conference with legal counsel – anticipated litigation – initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: One case.

No reportable action.

12. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., September 27, 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