



**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 26, 2023**

One member of the Water Board wished to attend the September 26, 2023 meeting pursuant to AB 2449, which creates an exception to the Brown Act that allows legislative body members to appear by teleconference at a meeting due to "just cause" or "emergency circumstance" without complying with the standard teleconferencing requirements that each teleconference location be identified in the notice and the agenda and that each teleconference location be accessible to the public.

President Callicott stated that she was using the "emergency circumstance" exception as she was dealing with a physical medical emergency and was unable to attend in person due to current physical limitations.

Pursuant to AB 2449, utilizing the "emergency circumstances" exception required a formal vote of the Board to approve.

Commissioner Hendrix motioned and Commissioner Johnson seconded, and with a vote of 4-0, President Callicott's attendance of this meeting pursuant to the "emergency circumstances" exception of AB 2449 was approved.

**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 26, 2023, in-person and livestream via YouTube.

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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 4H:**

**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3005211- 3005388			
Accounts Payable	\$2,081,536.34	\$864,029.17	\$2,945,565.51
Gross Payroll 08/28/23-09/10/23	<u>\$362,609.38</u>	<u>\$334,647.43</u>	<u>\$697,256.81</u>
<b>TOTALS</b>	<u><b>\$2,444,145.72</b></u>	<u><b>\$1,198,676.60</b></u>	<u><b>\$3,642,822.32</b></u>

Payroll for the pay period beginning September 11, 2023 through September 24, 2023.

- B. **CONTRACTS AND BILLS:** Contracts and bills presented at this meeting.
- C. **MINUTES:** September 12, 2023.

**DISCUSSION ITEMS**

5. **RESOLUTION APPROVING SIDE LETTER AGREEMENTS WITH BARGAINING GROUPS REGARDING PREMIUM PAY FOR WATER DEPARTMENT EMPLOYEES:** The City of San Bernardino was awarded \$77,656,407 under the American Rescue Plan Act (ARPA), which established the Coronavirus State and Local Fiscal Recovery Funds to provide an infusion of resources to help address economic struggles in responding to the impact of COVID-19. The City Council allocated portions of these funds to various initiatives and programs, including broad categories consisting of Small Business and Non-Profit Assistance, Parks and Recreation Rehabilitation, City Services, and Homeless Initiative.

On July 19, 2023, City staff presented additional spending plan options that included premium payments to employees who were required to continue providing essential services to the public during the pandemic.

On September 6, 2023, the City Council approved premium pay in the amount of \$5,000 for all full- and part-time eligible City and Water Department employees. Employees must have been employed at any time during March 13, 2020, through May 5, 2023 and must be employed on the date payment is disbursed. As such, the Water Department since met and conferred in good faith with the San Bernardino Association of Water Department Mid-Managers and the International Brotherhood of Electrical Workers (IBEW) Local #47.

The issuance of such payment was subject to approval of the attached Side Letter Agreements to the various Memoranda of Understanding and Compensation Plans with the employee bargaining groups.

The total amount of premium payment for Water Department employees was \$1,250,000, which was transferred from the City. Premium payment would be issued as a supplemental check on the first pay date following adoption of the Resolution.

There was no fiscal impact to the Department as funding comes from City ARPA funds.

Commissioner Johnson asked if the premium pay amount was taxable.

General Manager Guerrero stated that they funds fell under the same rules as bonuses, which were taxable.

**MOTION:** Adopt Resolution No. 2023-23, authorizing the General Manager to execute Side Letter Agreements with the Department's bargaining groups regarding premium pay and authorizing premium pay for eligible unrepresented Student Interns.

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

- 6. APPROVAL OF AGREEMENT WITH INTELESYS AND RINGCENTRAL IN RESPONSE TO RFP 1806 – HOSTED VOIP PHONE SYSTEM REPLACEMENT:**  
In 2016, the San Bernardino Municipal Water Department (Department) began utilizing its current phone system, Mitel. This system reached the end of its useful life and the Department was seeking a cloud hosted Voice over Internet Protocol (VoIP) phone system that would increase service uptime and provide additional functionality.

Beginning in March 2023, the Department engaged the services of a third-party consultant, Client First Communications, to perform a needs assessment and assist with the development of the Request for Proposal (RFP). RFP 1806 – *Hosted VoIP Phone System Replacement* was created and twenty-three (23) of the most qualified vendors submitted proposals. Staff conducted comprehensive reviews of each proposal, short-listed the three firms with the highest scores, and held in-person or virtual product demonstrations from these vendors.

Based on all of the proposal reviews, demonstrations, and negotiations, staff recommended that Intelesys and RingCentral be awarded a five-year agreement to provide a hosted VoIP system that would increase service availability and improve customer service offerings.

The funding source for this purchase was the FY 2023/2024 budget (Account 101040-6008). There were sufficient funds to cover this purchase.

Commissioner Brickley asked if this system would stay updated and relevant after five (5) years.

Frank Rich, Information Technology Manager, stated that this system used cloud infrastructure which has countless servers and any hardware or new features were included in the package, which would be updated as needed.

Commissioner Brickley asked if the Department received proposals from the other vendors.

Mr. Rich stated that the Department received proposals from all twenty-three (23) vendors, with one of the proposals being approximately two (2) million dollars.

Mr. Rich stated that the other vendors would have provided the Department with basic phone system needs, RingCentral's contact center was a very mature product and provided the customer service capabilities the Department required.

Commissioner Johnson asked if the Department received any references from other clients that were using RingCentral.

Mr. Rich stated that RingCentral's implementation company was Intelesys and they currently support the Department's phone system.

Mr. Rich stated that the City of La Verne was utilizing the same system and the Department received very good references for RingCentral from them.

**MOTION:** Approve the five-year agreement with Intelesys and RingCentral in response to RFP 1806 – Hosted VoIP Phone System Replacement for an amount not-to-exceed FOUR HUNDRED THIRTY-EIGHT THOUSAND NINE HUNDRED FORTY-SIX AND 50/100 DOLLARS (\$438,946.50).

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

**7. REPORTS:****A. Report of the President – None.****B. Report of the Commissioners –** Commissioner Johnson reported that the \$5.7 million Strategic Initiative Plan for the City was passed at the September 12, 2023 Mayor & City Council special meeting, which would benefit City employees and residents.**C. Report of the Directors –**

1. Director Stewart stated that the Emergency East Effluent Siphon Project was progressing and extended thanks to staff for their hard work.
2. Director Miller announced that the Department closed out a Groundwater model grant in support of the Consent Decree after over a decade on September 19, 2023.
3. Deputy General Manager Ohama reported that Open Enrollment would begin on October 9, 2023.

**D. Report of the General Manager –**

1. General Manager Guerrero reported that the Recycled Water Ad Hoc, which consisted of the City of Redlands, Valley District, East Valley Water District, and the Department, was reconvening to address a couple of amendments to recent agreements from the recycled water coalition, including the feasibility study.

General Manager Guerrero stated that the current representatives for the Department were Commissioner Hendrix, Commissioner Mlynarski, and General Manager Guerrero.

**8. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., October 10, 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