

CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

AGENDA REGULAR MEETING WATER BOARD

Tuesday, January 14, 2025 – 9:30 a.m.

MARGARET H. CHANDLER WATER RECLAMATION PLANT
399 CHANDLER PLACE
San Bernardino, California

WATER BOARD

TONI CALLICOTT
President

Commissioners

WAYNE HENDRIX, P.E.
DAVID E. MLYNARSKI
RIKKE V. JOHNSON
THOMAS BRICKLEY



MIGUEL J. GUERRERO, P.E.

General Manager

ROBIN L. OHAMA

Deputy General Manager

STEVE R. MILLER

Director of Water Utility

KEVIN T. STEWART, P.E.

Director of Water Reclamation

CYNTHIA J. MOUSER

Director of Finance

JENNIFER L. SHEPARDSON

Director of Environmental &
Regulatory Compliance

“Trusted, Quality Service since 1905”

Welcome to a meeting of the Water Board of the City of San Bernardino

- The City of San Bernardino Municipal Water Department recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the General Manager’s Office (909-384-5191) two working days prior to the meeting for any requests for reasonable accommodation, to include interpreters.
- All documents for public review are on file with the Water Department located at 1350 South “E” Street, San Bernardino or may be accessed online at <https://www.sbmwd.org/agendacenter>
- Please turn off or mute your cell phone while the meeting is in session.
- Any member of the public desiring to speak to the Water Board concerning any matter not on the agenda, but which is within the subject matter jurisdiction of the Water Board, may address the body during the period reserved for public comments. Said total period for public comments shall not exceed forty-five (45) minutes unless such time limit is extended by the Water Board. A three-minute limitation shall apply to each member of the public unless such time limit is extended by the Water Board. No member of the public shall be permitted to “share” his/her three minutes with any other member of the public.
- The Water Board may refer any item raised by the public to staff for appropriate action or have the item placed on the next agenda of the Water Board. However, no other action shall be taken nor discussion held by the Water Board on any item which does not appear on the agenda unless the action is otherwise authorized in accordance with the provisions of subdivision (b) of Section 54954.2 of the Government Code.
- Public comments will not be received on any item on the agenda when a public hearing has been conducted and closed.

THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT ENCOURAGES THE PUBLIC TO VIEW THIS WATER BOARD MEETING ONLINE. THE MEETING WILL BE LIVE STREAMED VIA YOUTUBE AT: <https://bit.ly/YouTubeSBWater>

MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS BEFORE THE WATER BOARD MAY PARTICIPATE IN THE FOLLOWING WAYS:

1. IF ATTENDING IN PERSON, MAY PROVIDE COMMENT AT THE APPROPRIATE TIME DICTATED BY THE AGENDA AND WATER BOARD PRESIDENT.
2. COMMENTS AND CONTACT INFORMATION MAY BE E-MAILED TO Comments@sbmwd.org BY 8:30 A.M. THE DAY OF THE SCHEDULED MEETING TO BE INCLUDED IN THE WRITTEN RECORD.

CALL TO ORDER

ROLL CALL

1. ANNOUNCEMENTS BY MEMBERS OF THE WATER BOARD
2. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA: A three-minute limitation shall apply to each member of the public who wishes to address the Water Board of any item not listed on the agenda. There is no limit on the number of items that may be discussed within the three-minute time limit. **To be called by the Water Board President, please see special public comments instructions above.**
3. PUBLIC COMMENTS ON ITEMS LISTED ON THE AGENDA: A three-minute limitation shall apply to each member of the public who wishes to address the Water Board of any item listed on the agenda, excluding public hearings. There is no limit on the number of items that may be discussed within the three-minute time limit. **To be called by the Water Board President, please see special public comment instructions above.**
4. CONSENT CALENDAR

MOTION: That the motions indicated by consent calendar items 4A through 4F be adopted, except for _____.

MOTION: _____ SECONDED: _____

A. PAYROLL

MOTION: Approve the payroll for the pay periods beginning December 16, 2024 through December 29, 2024, and December 30, 2024 through January 12, 2025.

B. CONTRACTS AND BILLS

MOTION: Approve the payment of contracts and bills to be presented at this meeting.

C. MINUTES

MOTION: Approve the minutes of December 10, 2024, of the Water Board.

D. A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING KATHRYN RANDALL FOR MORE THAN TWENTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO AND SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.E. A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING CONSTANTINE ARRIETA FOR MORE THAN THIRTY-FIVE YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.F. A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING JOHNNY GARCIA FOR MORE THAN THIRTY-THREE YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.**DISCUSSION ITEMS**

5. ELECTION OF OFFICERS: In accordance with the City of San Bernardino Board, Commission, and Citizen Advisory Committee Bylaws (Bylaws), Article I, Section 1, the officers of the Water Board shall include a President and Vice President.

In addition, Article I, Section 2, of the Bylaws states that officers shall be elected by a majority of the commissioners present at the first regular meeting in January and shall serve a term of two (2) years.

The current officers of the Water Board are Toni Callicott, President, and Wayne Hendrix, Vice President.

MOTION: Elect Officers in accordance with the *City of San Bernardino Board, Commission, and Citizen Advisory Committee Bylaws*.

MOTION:_____ SECONDED:_____

6. PRESENTATION OF SERVICE AWARDS: Employee service awards will be presented acknowledging employees for their years of service to the Department.

7. REPORTS:

- A. Report of the President
- B. Report of the Commissioners
- C. Report of the Directors
- D. Report of the General Manager

8. PUBLIC COMMENT ON CLOSED SESSION ITEMS: A three-minute limitation shall apply to each member of the public who wishes to address the Water Board. No member of the public shall be permitted to “share” his or her three minutes with any other member of the public.9. CLOSED SESSION:Pursuant to Government Code Section(s):

- A. Conference with legal counsel – anticipated litigation – pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: One case.
- B. Conference with real property negotiators –
Property: 888 East 6th Street (APN 0278-181-20 and portion of APN 0278-191-30)
Agency negotiator: General Manager or designee
Negotiating parties: City of San Bernardino (General Fund)
Under negotiation: Price and terms of payment

10. ADJOURNMENT

The next regular meeting of the Water Board is scheduled for *9:30 a.m., January 28, 2025*, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.



**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

DECEMBER 10, 2024

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, December 10, 2024, 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	Present	9:30 AM
David Mlynarski	Board Member	Absent	N/A
Rikke Johnson	Board Member	Present	9:30 AM
Thomas Brickley	Board Member	Present	9:30 AM
Miguel Guerrero	General Manager	Present	9:30 AM

- ANNOUNCEMENTS BY THE BOARD:** None.
- PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:** Kathy Mallon requested an adjustment for a water leak at her residence. Deputy General Manager Ohama stated that the Customer Service section would contact Ms. Mallon regarding her request.
- 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>Total</u>
Claims:3010890- 3010992			
Accounts Payable	\$666,656.43	\$625,729.69	\$1,292,386.12
Gross Payroll	<u>\$470,288.92</u>	<u>\$452,512.32</u>	<u>\$922,801.24</u>
11/04/24-11/17/24			
TOTALS	<u>\$1,136,945.35</u>	<u>\$1,078,242.01</u>	<u>\$2,215,187.36</u>

Payroll for the pay period beginning December 2, 2024 through December 15, 2024.

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

C. MINUTES: November 26, 2024.

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

DISCUSSION ITEMS

- 5. PRESENTATION OF THE RESULTS OF THE FISCAL YEAR 2023-24 AUDIT, ANNUAL COMPREHENSIVE FINANCIAL REPORT, SINGLE AUDIT REPORT ON FEDERAL AWARDS:** Ryan Domino, Partner in the firm of Lance Soll & Lunghard LLP (LSL), presented and distributed to the Water Board the Annual Comprehensive Financial Report (ACFR) for the City of San Bernardino Municipal Water Department for the fiscal year ended June 30, 2024. The ACFR provided a summary of the Department's financial operations as of June 30, 2024.

There was no fiscal impact associated with this item.

MOTION: Approve the Annual Comprehensive Financial Report for the City of San Bernardino Municipal Water Department for the fiscal year ended June 30, 2024; and

Direct staff to file the annual audit and Annual Comprehensive Financial Report with the Mayor & City Council.

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

6. **AWARD OF CONTRACT – SYSTEMWIDE 2 PIPELINE REPLACEMENT PROJECT – SPECIFICATION NO. 1846:** Each fiscal year, the Department replaces existing aging and undersized water mains throughout our service area. The project consisted of a pressure zone realignment in the Mountain and Mountain Subzone “B” Pressure Zones. The Engineering estimate for this project was \$10,250,000.00.

Specifications were advertised on October 4, 2024, for Specification No. 1846, to “Furnish all Labor, Equipment, and Materials for the Systemwide 2 Pipeline Replacement Project, located in San Bernardino, California.” Three (3) bids were received and opened on November 8, 2024.

The State Revolving Fund Loan (SRF) would be used to fund this project. The funding source for this agreement was the FY 2024/2025 Water Utility Fund Capital Improvement Project titled *Systemwide 2 Pipeline Replacement* (Project No. C2511102), which currently had a total of \$11,200,000.00 in unencumbered funds. As such, a budget transfer of \$1,000,000.00 from Water Utility Fund Capital Project titled *40th Street-Edgerton Dr. Pipeline Replacement* (Project No. C2211010) to the *Systemwide 2 Pipeline Replacement* (Project No. C2511102) was necessary to fund the project.

General Manager Guerrero stated that the motion should read that this was a construction contract instead of a maintenance contract. This change would be made in the Minutes.

Commissioner Brickley asked what the anticipated completion date was for this project and what percentage of the total would be added by future change orders.

Director Miller stated that the project would be completed in approximately eighteen (18) months and approximately ten percent (10%) or below would be a good approximation of future change order amounts.

Director Miller thanked the Distribution, Water Quality, and Engineering sections that supported this contract.

MOTION: Approve a budget transfer from Water Utility Fund Capital Project titled *40th Street-Edgerton Dr. Pipeline Replacement* (Project No. C2211010) to the *Systemwide 2 Pipeline Replacement* (Project No. C2511102) in the amount of \$1,000,000.00; and

Accept the bid of EL-CO CONTRACTORS, INC., as the lowest responsive, responsible bidder and award a construction contract in the amount of ELEVEN MILLION SIX HUNDRED THOUSAND NINE HUNDRED SEVENTY-SIX AND 50/100 DOLLARS (\$11,600,976.50) to FURNISH ALL LABOR, EQUIPMENT, AND MATERIALS FOR THE SYSTEMWIDE 2 PIPELINE REPLACEMENT PROJECT in accordance with Specification No. 1846. The General Manager was authorized to execute the contract and sign and verify a Notice of Completion.

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

7. REPORTS:

A. Report of the President – President Callicott congratulated staff on a successful Employee Appreciation Breakfast and wished everyone happy holidays.

B. Report of the Commissioners – All Water Board Commissioners wished everyone happy holidays.

C. Report of the Directors –

1. Director Miller updated the Board on the State Water Project Allocation and stated that although 2024 was a dry year, the Department was in good shape entering 2025.

2. Deputy General Manager Ohama thanked Water Conservation staff and the Department employees that for donating fifty-seven (57) Thanksgiving Day Baskets to the SoCal Childhood Cancer Association.

Deputy General Manager Ohama stated that staff would be participating in the HO HO Parade on December 11, 2024 and December 12, 2024.

Deputy General Manager stated that Department employees participated in a toy drive and would be donating toys, clothing, blankets, etc., to four (4) local charities this holiday season.

D. Report of the General Manager –

1. General Manager Guerrero thanked Director Mouser and Finance staff for their excellent work on the audit and also thanked all Department employees for their donations with the Thanksgiving baskets and the toy drive.

2. General Manager Guerrero informed the Water Board that staff may schedule a Special Meeting to discuss a land purchase between the City and the Department using ARPA funds.

8. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., January 14, 2025, at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

By: _____
Miguel J. Guerero, P.E.
General Manager

RESOLUTION NO. 2025-001

**A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING
KATHRYN RANDALL FOR MORE THAN TWENTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF
SAN BERNARDINO AND SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.**

WHEREAS, Kathryn first entered into employment with the City of San Bernardino Municipal Water Department on December 30, 2002, as a Records Management Clerk, and was later reclassified as a Technical Assistant and then an Administrative Assistant; and

WHEREAS, Kathryn helped to develop and foster a team environment in the office and was instrumental in training staff and student interns; and

WHEREAS, Kathryn prioritized her work effectively and efficiently, which allowed staff to easily locate forms, files, data, complete work assignments, and have the necessary materials and supplies to perform their tasks; and

WHEREAS, Kathryn completed complex reporting in a timely manner such as the Departments Public Health Goals report that encompassed water quality data over a three-year period, the Consumer Confidence data spreadsheets, EPA report, Gilbert Plan IX Monitoring report, and the Water Quality Sampling Schedule; and

WHEREAS, Kathryn assisted in the administration of the backflow testing program and the cross-connection program; and

WHEREAS, Kathryn assisted the Operations section by performing quality-control checks of water quality data and providing the data both electronically and in PDF hard copy, which allowed for timely reporting to the State Water Board; and

WHEREAS, Kathryn formally retired from the City of San Bernardino Municipal Water Department on August 31, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Water Board of the City of San Bernardino hereby commends Kathryn Randall for her dedicated and loyal service to the City of San Bernardino Municipal Water Department and wishes her a long and pleasurable retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Kathryn Randall.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Water Board of the City of San Bernardino at a regular meeting thereof, held on the 14th day of January 2025.

Toni Callicott, President

Wayne Hendrix, Commissioner

David E. Mlynarski, Commissioner

Thomas Brickley, Commissioner

Rikke V. Johnson, Commissioner

RESOLUTION NO. 2025-002

**A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING
CONSTANTINE ARRIETA FOR MORE THAN THIRTY-FIVE YEARS OF DEDICATED SERVICE TO THE CITY
OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.**

WHEREAS, Constantine first entered into employment with the City of San Bernardino Municipal Water Department on July 31, 1989, as a Water Utility Mechanic I; and

WHEREAS, Constantine achieved numerous promotions during his tenure from Water Utility Mechanic I to Water Utility Mechanic II, Water Quality Control Assistant, Water Quality Control Technician, and lastly Water Utility Quality Supervisor which later received a title change to Water Quality Control Officer; and

WHEREAS, Constantine had extensive knowledge of the Department's water infrastructure, including the geothermal system, and its water quality parameters and enjoyed educating co-workers, students, and the public on the water quality field; and

WHEREAS, Constantine personally responded to water quality and geothermal system-related inquiries, always enjoying conversing with people and assisting them to solve potential water quality problems; and

WHEREAS, Constantine ensured backflow devices in the Department's service area were functioning and regularly tested, which aided in protecting the water system's supply; and

WHEREAS, Constantine provided his expertise for the Department's annual Consumer Confidence Report, the EPA required Unregulated Contaminant Monitoring Rule sampling and reporting requirements, and the Public Health Goals sampling and reporting program; and

WHEREAS, Constantine had extensive knowledge on California Drinking Water regulations and ensured the Department met all water monitoring and reporting requirements; and

WHEREAS, Constantine formally retired from the City of San Bernardino Municipal Water Department on October 31, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Water Board of the City of San Bernardino hereby commends Constantine Arrieta for his dedicated and loyal service to the City of San Bernardino Municipal Water Department and wishes him a long and pleasurable retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Constantine Arrieta.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Water Board of the City of San Bernardino at a regular meeting thereof, held on the 14th day of January 2025.

Toni Callicott, President

Wayne Hendrix, Commissioner

David E. Mlynarski, Commissioner

Thomas Brickley, Commissioner

Rikke V. Johnson, Commissioner

RESOLUTION NO. 2025-003

**A RESOLUTION OF THE WATER BOARD OF THE CITY OF SAN BERNARDINO RECOGNIZING
JOHNNY GARCIA FOR MORE THAN THIRTY-THREE YEARS OF DEDICATED SERVICE TO THE CITY OF
SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.**

WHEREAS, Johnny first entered into employment with the City of San Bernardino Municipal Water Department on October 30, 1990, as a Water Utility Construction Mechanic I; and

WHEREAS, Johnny achieved numerous promotions during his tenure from Water Utility Construction Mechanic I to Field Service Representative I, Field Service Representative II, Field and Meter Services Lead Worker, and lastly Field and Meter Services Supervisor; and

WHEREAS, Johnny had extensive knowledge of meter reading principles, techniques, and practices and was often called by other sections of the Department for assistance in finding services; and

WHEREAS, Johnny always presented a professional attitude and demeanor when interacting with the public, regularly responding to many high inquiry requests from customers and ensuring he answered all questions they had; and

WHEREAS, Johnny always made safety a priority, consistently and quickly responding to incidents in the field including missing lids and damaged meter boxes; and

WHEREAS, Johnny volunteered and participated in section events such as the Children's Cancer Foundation of Southern California holiday craft party, landscape classes, and community meetings to present water rate increases; and

WHEREAS, Johnny formally retired from the City of San Bernardino Municipal Water Department on October 11, 2024.

NOW, THEREFORE, BE IT RESOLVED that the Water Board of the City of San Bernardino hereby commends Johnny Garcia for his dedicated and loyal service to the City of San Bernardino Municipal Water Department and wishes him a long and pleasurable retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Johnny Garcia.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Water Board of the City of San Bernardino at a regular meeting thereof, held on the 14th day of January 2025.

Toni Callicott, President

Wayne Hendrix, Commissioner

David E. Mlynarski, Commissioner

Thomas Brickley, Commissioner

Rikke V. Johnson, Commissioner

**CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT**

Received 01-06-25
SBMWD AS
General Manager

WATER BOARD
STAFF REPORT

TO: Water Board Commissioners
FROM: Miguel J. Guerrero, P.E., General Manager
SUBJECT: ELECTION OF OFFICERS
DATE: January 6, 2025

BACKGROUND:

In accordance with the *City of San Bernardino Board, Commission, and Citizen Advisory Committee Bylaws* (Bylaws), Article I, Section 1, the officers of the Water Board shall include a President and Vice President. In addition, Article I, Sections 2 and 3, of the Bylaws states that officers shall be elected by a majority of the commissioners present at the first regular meeting in January and shall serve a term of two (2) years.

The current officers of the Water Board are Toni Callicott, President, and Wayne Hendrix, Vice President.

RECOMMENDATION:

Staff recommends that the Water Board make the following motion:

Elect Officers in accordance with the *City of San Bernardino Board, Commission, and Citizen Advisory Committee Bylaws*.

Respectfully submitted,



Miguel J. Guerrero, P.E.
General Manager

MJG:as

**CITY OF SAN BERNARDINO
MUNICIPAL WATER DEPARTMENT**

Received 01/06/25
SBMWD AS
General Manager

SERVICE AWARD PRESENTATION

January 14, 2025

(For the Periods of October 1, to December 31, 2024)



5 Year

Steven Dooley
Celia Lemus

11/12/2019
11/12/2019

10 Year

Jeremy Hafer

10/07/2014

15 Year

Diego Ortiz

12/14/2009

20 Year

Tim Potter

12/20/2004