

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## AGENDA REGULAR MEETING WATER BOARD

Tuesday, April 8, 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](mailto: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 4C be adopted, except for \_\_\_\_\_.

MOTION: \_\_\_\_\_ SECONDED: \_\_\_\_\_

#### A. PAYROLL

**MOTION:** Approve the payroll for the pay period beginning March 24, 2025 through April 6, 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 March 25, 2025, of the Water Board.

**DISCUSSION ITEMS**

5. APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 10-INCH FIRE SERVICE AND ONE (1) 2-INCH DOMESTIC/ 1-INCH IRRIGATION COMBINATION SERVICE AT 776 W. MILL STREET: The San Bernardino Municipal Water Department (Department) utilizes 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. Bids are solicited from this list of preapproved on-call contractors for specific water service installation requests over the course of the following fiscal year.

The Department's Engineering section received a request from TEC Equipment at 776 W. Mill Street to install one (1) 10-inch fire service and one (1) 2-inch domestic/ 1-inch irrigation combination service. Three (3) bids were received and opened on April 2, 2025 and staff recommends that the Water Board approve the issuance of a purchase order in the amount of \$114,900.00 to Kirtley Construction, Inc. (dba TK Construction).

The funding source for this contract is Construction Orders assigned for Fiscal Year 2024/2025, No. 11088 Fire Services and No. 11091 Combination Domestic/Irrigation Services. A series of Construction Orders are generated each fiscal year to capture costs for installing typical service requests, including fire services and domestic/irrigation combination services. TEC Equipment will be issued an invoice to capture these installation fees and the water capacity charges established by Rule and Regulation No. 5. The collected installation fees will be deposited into the account for Construction Orders No. 11088 and No. 11091.

**MOTION:** Approve the purchase order for the installation of one (1) 10-inch fire service and one (1) 2-inch domestic/1-inch irrigation combination service by Kirtley Construction, Inc. (dba TK Construction) in the amount of \$114,900.00.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

6. REPORTS:

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

7. 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.

8. CLOSED SESSION:

Pursuant to Government Code Section(s):

- A. Conference with real property negotiator – pursuant to Government Code Section 54956.8.

- |    |                             |                                                                                                                                                |
|----|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | <u>Property:</u>            | APN 0141-311-07, Portion of APN 0141-311-06                                                                                                    |
|    | <u>Negotiating Parties:</u> | Miguel J. Guerrero, P.E., General Manager, on behalf of the City of San Bernardino Municipal Water Department, and San Bernardino County Fire. |
|    | <u>Under Negotiation:</u>   | Purchase price, terms, and conditions.                                                                                                         |

9. ADJOURNMENT

The next regular meeting is scheduled for *9:30 a.m., April 22, 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

**MARCH 25, 2025**

**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, March 25, 2025, 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    | Present | 9:30 AM |
| Rikke Johnson            | Board Member    | Present | 9:30 AM |
| Thomas Brickley          | Board Member    | Absent  | N/A     |
| 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.

4C

**4. CONSENT CALENDAR – ITEMS 4A THROUGH 4E:****A. PAYROLL:**

|                            | <u>Water Fund</u>     | <u>Sewer<br/>Treatment</u> | <u>Total</u>          |
|----------------------------|-----------------------|----------------------------|-----------------------|
| Claims:3011964-<br>3012091 |                       |                            |                       |
| Accounts Payable           | \$2,393,259.85        | \$2,791,414.18             | \$5,184,774.03        |
| Gross Payroll              | <u>\$474,915.72</u>   | <u>\$459,005.56</u>        | <u>\$927,921.28</u>   |
| 02/24/25-03/09/25          |                       |                            |                       |
| TOTALS                     | <u>\$2,868,275.57</u> | <u>\$3,244,419.74</u>      | <u>\$6,112,695.31</u> |

Payroll for the pay period beginning March 10, 2025 through March 23, 2025.

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

**C. MINUTES:** March 11, 2025.

**D. APPROVAL OF REVISION TO EXISTING POLICY NO. 51.020 - MODIFICATIONS TO PROFESSIONAL SERVICES AND COMPETITIVELY BID CONTRACTS:** Policy 51.020 - Modifications to Professional Services and Competitively Bid Contracts, was revised to reflect updated procedures to contracts greater than \$250,000. The threshold for General Manager approval to change orders for these contracts was updated to \$100,000 or 5% of the original contract cost, whichever was greater. Change orders in excess of these amounts would require Water Board approval.

There was no fiscal impact associated with this revision.

**MOTION:** Approve revision of Policy No. 51.020 – Modifications to Professional Services and Competitively Bid Contracts, as submitted.

**E. WELL MONITORING FOR PER AND POLYFLUOROALKYL SUBSTANCES (PFAS) – NOTIFICATION LEVEL EXCEEDANCES:** The California Water Resources Control Board's Division of Drinking Water Order DW 2024-002-DDW required the Department to monitor for PFAS analytes in their public drinking water system.

Under Health and Safety Code section 116455, as a retail water agency, the Department must inform its governing body and the governing body of any local agency whose jurisdiction included areas supplied with drinking water by the Department within 30 days after the Department was first informed by its analytical laboratory of an exceedance.

Samples were collected on January 23, 2025 and January 28, 2025. Three (3) samples were analyzed by the laboratory on January 23, 2025, and showed the presence of Perfluorohexanesulfonic Acid (PFHxS), a PFAS analyte, above the notification level of 3.0 nanograms per liter (ng/L). Two (2) samples collected showed the presence of Perfluorooctanoic acid (PFOA) above the notification level of 4.0 nanograms per liter (ng/L).

Two samples collected on January 28, 2025, showed the presence of PFHxS above its notification level.

The Department was meeting Order DW 2024-002-DDW's requirement of informing the governing Body (Water Board) and the City of San Bernardino by posting this report for the March 25, 2025, City of San Bernardino Water Board Meeting. (INFORMATION ITEM ONLY)

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

## DISCUSSION ITEMS

5. **PRESENTATION OF RESOLUTION NO. 2025-003:** Resolution No. 2025-003, was presented to Johnny Garcia for more than thirty-three years of dedicated service to the City of San Bernardino Municipal Water Department. (PRESENTATION ONLY)

6. **WATER FACILITIES RELOCATION PROJECT UPDATE:** Steve Miller, Director of Water Utility, presented an update to the Water Board on the Water Facilities Relocation Project. (PRESENTATION ONLY)

7. **REPORTS:**

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

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

C. **Report of the Directors** – None.

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

1. General Manager Guerrero stated that he and Director Miller were renewing current emergency intertie agreements with the Department's neighboring agencies and also developing a wholesale rate.

General Manager Guerrero stated that the agreements and a wholesale rate would be coming before the Board in the future.

8. **WATER FACILITIES RELOCATION PROJECT SITE VISIT:** Staff conducted a guided tour of the Water Facilities Relocation site for the Water Board and anyone from the public who wished to attend.

The public was encouraged to attend the Water Board meeting located at the Margaret H. Chandler Water Reclamation Plant – 399 Chandler Place, San Bernardino, CA., at 9:30 a.m. The site visit commenced at the end of the meeting at 397 Chandler Place, San Bernardino, CA.

9. **ADJOURNMENT**

The meeting was adjourned at 11:01 a.m. at the conclusion of the project site visit.

The next regular meeting of the Water Board was scheduled for 9:30 a.m., April 8, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: \_\_\_\_\_  
Miguel J. Guerrero  
General Manager



**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT  
WATER BOARD  
STAFF REPORT**

Received 04-02-25  
SBMWD AS  
General Manager

**TO:** Miguel J. Guerrero, P.E., General Manager 

**FROM:** Steve R. Miller, Director of Water Utility

**SUBJECT:** **APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 10-INCH FIRE SERVICE AND ONE (1) 2-INCH DOMESTIC/ 1-INCH IRRIGATION COMBINATION SERVICE AT 776 W. MILL STREET**

**DATE:** April 2, 2025

**CC:** Cindy Mouser (w/attach), Tim Potter (w/attach), Warren Huang (w/attach), Aaron Winchester (w/attach), Ted Brunson (w/attach)

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**BACKGROUND:**

The San Bernardino Municipal Water Department (Department) utilizes 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. Pipeline contractors are invited annually to submit their construction firms for consideration through PlanetBids. The submitted contractor qualification summaries are reviewed, and the Department approved a list of five (5) construction firms to serve as on-call contractors under Contract No. 1856 On-Call Potable Water Repair Services. Bids are solicited from this list of preapproved on-call contractors for specific water service installation requests over the course of the following fiscal year.

The Department's Engineering section received a request from TEC Equipment at 776 W. Mill Street to install one (1) 10-inch fire service and one (1) 2-inch domestic/ 1-inch irrigation combination service. Staff has elected for these requested water service installations to be performed by one of the Department's on-call contractors. Staff solicited bids from the Department's on-call contractors to perform this work. Three bids received and opened on April 2, 2025, are as follows:

| <b><u>BIDDERS NAME</u></b> | <b><u>PRICE</u></b> | <b><u>LOCATION OF BIDDER</u></b> |
|----------------------------|---------------------|----------------------------------|
| KIRTLEY CONSTRUCTION, INC. | \$114,900.00        | SAN BERNARDINO, CA               |
| EL-CO CONTRACTORS, INC.    | \$121,500.00        | SAN BERNARDINO, CA               |
| T.E. ROBERT'S INC.         | \$268,260.00        | IRVINE, CA                       |

Staff recommends that the Water Board approve the issuance of a Purchase Order in the amount of \$114,900.00 to Kirtley Construction, Inc. (dba TK Construction).

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

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April 2, 2025

**SUBJECT: APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF (1) 10-INCH FIRE SERVICE AND ONE (1) 2-INCH DOMESTIC/ 1-INCH IRRIGATION COMBINATION SERVICE AT 776 W. MILL STREET**

**GOALS AND OBJECTIVES:**

This project aligns with the Department's Strategic Plan under Target 3: Customer Service/Public Relations, Goal 8: Meet and exceed internal and external customer expectations, including responsiveness and timeliness. This supports the specific goal of improving and maintaining infrastructure to best serve ratepayers.

**FISCAL IMPACT:**

The funding source for this contract is Construction Orders assigned for Fiscal Year 2024/2025, *No. 11088 Fire Services and No. 11091 Combination Domestic/Irrigation Services*. A series of Construction Orders are generated each fiscal year to capture costs for installing typical service requests, including fire services and domestic/irrigation combination services. TEC Equipment will be issued an invoice to capture these installation fees and the water capacity charges established by Rule and Regulation No. 5. The collected installation fees will be deposited into the account for Construction Orders No. 11088 and No. 11091.

**RECOMMENDATION:**

It is recommended that the Water Board make the following motion:

- **Approve the purchase order for the installation of one (1) 10-inch fire service and one (1) 2-inch domestic/1-inch irrigation combination service by Kirtley Construction, Inc. (dba TK Construction) in the amount of \$114,900.00.**

Respectfully submitted,

  
Steve Miller (Apr 2, 2025 11:22 PDT)

Steve R. Miller  
Director of Water Utility

SRM:ms

Attachment: TK Construction, Inc. Proposal

# TK CONSTRUCTION

P.O. BOX 9608, SAN BERNARDINO, CA 92427

(909)473-8739

Fax (909) 473-3067

License #811801

## PROPOSAL

|                        |                            |                    |                             |    |   |
|------------------------|----------------------------|--------------------|-----------------------------|----|---|
| PROPOSAL SUBMITTED TO: |                            | Page No.           | 1                           | of | 2 |
|                        |                            |                    |                             |    |   |
| Company Name:          | SBMWD                      | Date:              | Monday, March 31, 2025      |    |   |
| Attention of:          | Aaron Winchester           |                    |                             |    |   |
| Address:               | 397 Chandler Pl            | Project Name:      | 776 W. Mill Street Services |    |   |
| City / State / Zip     | San Bernardino, CA 92408   | Project Number:    | BN 250331                   |    |   |
|                        |                            | Project Address:   | 776 W. Mill Street          |    |   |
| Phone #:               | 909-379-2487               | City / State / Zip | San Bernardino, CA 92410    |    |   |
| Fax #:                 |                            |                    |                             |    |   |
| Email:                 | Aaron.Winchester@sbmwd.org | Estimator:         | Trevor Doyle                |    |   |

This Proposal is based on: State Prevailing Wages

We hereby submit an estimate for:

| Item                               | Project Description                                                                                                                                               | Sub-Total    |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <b><u>Proposal to Include:</u></b> |                                                                                                                                                                   |              |
| <b><u>776 W. Mill St.</u></b>      |                                                                                                                                                                   |              |
| 1-LS                               | Mobilization                                                                                                                                                      |              |
| 1-LS                               | Traffic Control Plans per CAMUTCD 2019                                                                                                                            |              |
| 60-LF                              | Provide all labor, equipment and material to perform 1-ea, 10" hot tap and install 1-ea 10-in fire service per SBMWD standard W2.2.                               | \$ 60,900.00 |
| 60-LF                              | Provide all labor, equipment and material to perform 1-ea, 2"- hot tap and install 1-ea 2"- combination domestic by 1" landscape service per SBMWD standard W1.8. | \$ 54,000.00 |
| 1-EA                               | Backfill and compact with 1-ea test per SBMWD standard W1.14.                                                                                                     |              |
| 1-LS                               | Provide all labor, equipment and material to base pave trenchlines. (grind and cap by others)                                                                     |              |
| 1-LS                               | Provide all labor, equipment and material to repair concrete sidewalk in kind per 200,202.                                                                        |              |
| 1-LS                               | Cleanup and demobilize                                                                                                                                            |              |
| <b><u>NOTES:</u></b>               |                                                                                                                                                                   |              |
| *                                  | SBMWD to provide all required permits.                                                                                                                            |              |
| *                                  | SBMWD to supply meters, meter boxes and valve caps.                                                                                                               |              |
| *                                  | No traffic loop restoration.                                                                                                                                      |              |
| *                                  | No striping restoration.                                                                                                                                          |              |

Proposal Total:

\$114,900.00

