



**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

FEBRUARY 11, 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, February 11, 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	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:** Councilmember Treasure Ortiz introduced herself and expressed her appreciation for the work the Department does for the community and extended her full support for the Department.
- 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:3011481- 3011640			
Accounts Payable	\$4,140,949.65	\$1,660,800.85	\$5,801,750.50
Gross Payroll	<u>\$458,104.70</u>	<u>\$439,315.54</u>	<u>\$897,420.24</u>
01/13/25-01/26/25			
TOTALS	<u>\$4,599,054.35</u>	<u>\$2,100,116.39</u>	<u>\$6,699,170.74</u>

Payroll for the pay period beginning January 27, 2025 through February 9, 2025.

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

C. MINUTES: January 28, 2024.

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

DISCUSSION ITEMS

- 5. MEMORANDUM OF UNDERSTANDING REGARDING LAND DESIGNATION OF APN 0278-181-20 AND A PORTION OF APN 0278-191-30, ALSO KNOWN AS PALM FIELD AND THE ANTIL PLANT SITE:** The San Bernardino Municipal Water Department owns two properties located on the north side of East 6th Street, west of Pedley Road. The properties consisted of two parcels, 0278-181-20 and a portion of 0278-191-30, also known as Palm Field and the Antil Plant Site, and total approximately 13.8 acres of land (Palm Field Property). The Antil Plant Site included wells, buildings, booster pumps, and multiple water lines.

In the summer of 2024, City staff requested a meeting with the Water Department to discuss acquiring the Palm Field Property for future City use. On September 13, 2024, an independent appraisal of the Palm Field Property was performed by an independent appraiser contracted by the City. The market value was established at \$2,650,000. On December 4, 2024, during a Special Meeting of the Mayor and City Council of the City of San Bernardino, the City Council approved a staff recommendation to allocate \$2,650,000 of ARPA funds towards the redesignation of the Palm Field Property.

Redesignation of Water Department property would result in financial gain for the Water Department. The City would transfer the Palm Field Property appraised value of \$2,650,000 from the ARPA Fund to the Water Fund.

President Callicott asked if this property would be utilized in conjunction with The School of Hope property.

General Manager Guerrero stated that using this property for further development of The School of Hope site was the City's plan to address the homelessness issue.

Commissioner Johnson asked if the field was being utilized for any sports activities.

General Manager Guerrero stated that it did not look like the field was being used for any type of sports activities recently, due to its condition.

MOTION: Adopt Resolution No. 2025-004, approving the land designation of real property owned by the San Bernardino Municipal Water Department, generally located on the north side of East 6th Street, west of Pedley Road (APN 0278-181-20 and a portion of 0278-191-30). The General Manager was authorized to execute the Memorandum of Understanding.

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

6. **FISCAL YEAR 2024-2025 MID-YEAR BUDGET REVIEW:** On June 11, 2024, the Water Board approved the Fiscal Year 2024-25 Operating and Capital Improvement Budget. The budget was prepared based on anticipated workloads, planned capital improvement projects, and history and knowledge of upcoming events that may have budgetary impacts.

To keep the Water Board up to date on the San Bernardino Municipal Water Department (Department) fiscal health, staff prepared an analysis of the Department's financial performance through December 2024, representing approximately 50% of the fiscal year completed.

Each year, operational changes, unanticipated events, and circumstances beyond staff's control would have budgetary consequences. In response, staff identified areas that required budget adjustments and areas that experienced savings to meet operational and capital requirements for the balance of the fiscal year.

MOTION: Approve adjustments to the Fiscal Year 2024-25 Operating and Capital Improvement Budget as stated in the staff report.

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

7. APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND TKE ENGINEERING, INC. FOR ENGINEERING DESIGN SERVICES FOR THE 58TH AND 59TH STREET AREA PIPELINE REPLACEMENT PROJECT

(SPECIFICATION 1848): On August 27, 2024, staff issued a public Request for Proposals (RFPs) through its PlanetBids system for professional design services for Specification 1848, Engineering Design Services for the 58th and 59th Street Area Pipeline Replacement Project.

The scope of work included utility research, development of construction documents, bid phase assistance, and preparation of record drawings. After reviewing and ranking the proposals, staff determined that TKE Engineering, Inc. (TKE) received the highest overall score and recommend awarding TKE a Professional Services Agreement for *Engineering Design Services for the 58th and 59th Street Area Pipeline Replacement Project*.

The funding source for this project was from the FY 2024/2025 Water Fund Capital Improvement Budget. The Construction Order (CO 11164/C2511164) had \$350,000.00 in unencumbered funds to design the pipeline replacement project.

Commissioner Hendrix asked what the amount of hook ups would be for this project.

Director Miller stated there were forty-five (45) services that were a part of this project.

General Manager stated that this project was a major benefit to fire prevention/protection services.

President Callicott asked if the Department was working on other areas that may also benefit and how long it would take to complete all areas.

Director Miller stated that the Department evaluated the high-risk areas and where improvement is needed and would be working to improve those identified areas.

Director Miller stated it would take years to complete every zone, but the Department would work on areas by priority as they are identified.

Commissioner Johnson asked about the longevity of the pipe being used.

Director Miller stated that the longevity of the pipe was approximately sixty (60) plus years and that some existing pipe was approximately one hundred (100) years old.

MOTION: Approve the Professional Services Agreement with TKE Engineering, Inc. for Engineering Design Services for 58th and 59th Street Area Pipeline Replacement Project, for an amount not-to-exceed ONE HUNDRED NINETY-SIX THOUSAND FIVE HUNDRED SEVENTY-SIX DOLLARS AND 00/100 (\$196,576.00). The General Manager was authorized to execute the agreement.

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

8. **CONTRACT NO. 1824 – TKE ENGINEERING, INC. – CHANGE ORDER NO. 3 – PROFESSIONAL INSPECTION SERVICES FOR BNSF TRACK EXPANSION PROJECT (PROJECT NO. D2311050):** The Department entered into a Utility Relocation Agreement with BNSF Railway Company (BNSF) for developer installed water and sewer facility relocations for the BNSF Ono Lead Track Extension Project in 2023. These modifications required that public sewers and water pipelines and appurtenances be relocated along the project route.

The Department entered into a Professional Services Agreement with TKE Engineering, Inc. (TKE), Contract No. 1824, to provide Professional Inspection Services for the BNSF Track Expansion Project on October 18, 2023. The original scope of work for the Contract included 640 hours of field inspection services for the water and sewer line relocations, but due to extensive challenges, BNSF had to redesign portions of the project which extended the construction duration.

Change Order No. 3 in the amount of \$53,200.00 was prepared for this extra work to be performed by TKE under Contract No. 1824. A time extension of seventy (70) calendar days was recommended to be added to the contract time. Upon Water Board approval, the revised contract end date would be August 16, 2025.

In accordance with Rule and Regulation No. 20, *Application for Water and Wastewater Backbone Infrastructure, Reservoirs, Pump Stations, Transmission Mains, New Sources of Supply, and/or Sewers* BNSF prepaid \$274,937.50.00 to the Department in estimated professional inspection services for the project. The funding source for this project was the Utility Relocation Agreement with BNSF titled *BNSF Ono Lead Track Extension Project* (Project No. D2311050), which had sufficient funds to cover the change order. There was no additional fiscal impact on the Department.

MOTION: Approve the Change Order No. 3 to Contract No. 1824 with TKE Engineering, Inc. in the amount of FIFTY-THREE THOUSAND TWO HUNDRED AND 00/100 DOLLARS (\$53,200.00). The General Manager was authorized to execute the change order.

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

9. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – Commissioner Johnson gave an update on the CASA Winter Conference to the Water Board that he attended on January 29 – 31, 2025 (report attached).

Commissioner Johnson stated that he appreciated Director Stewart's assistance with discussion items during the conference.

C. Report of the Directors –

1. Director Stewart stated that AI security was a major topic discussed at the CASA Winter Conference and that the technology was present and the need to get ahead of it was imperative to the industry.

Deputy General Manager Ohama stated that the IT section was researching AI through Microsoft and the section was creating an overall AI Department policy.

2. Deputy General Manager Ohama stated that Water Conservation staff would be attending the Wildwood Neighborhood Association meeting at 6:00 p.m. on Thursday, February 20, 2025.

D. Report of the General Manager –

1. General Manager Guerrero stated that he attended the Mayor & City Council meeting on Wednesday, February 5, 2025, where two (2) Water Department items were approved on the Consent Calendar.
2. General Manager Guerrero stated that he attended the Arrowview Neighborhood Association meeting with Water Conservation staff on Saturday, February 8, 2025, along with County Fire and San Bernardino Police Department staff.

General Manager Guerrero stated that the main topic of discussion was fire safety due to the recent fires in the Los Angeles area.

General Manager Guerrero stated that water conservation was also discussed at the meeting.

10. PUBLIC COMMENT ON CLOSED SESSION ITEMS:

1. Anna Zavala commented on Claim #25-011 and stated the main concern finding housing for her family during this time.
2. Gary Zavala commented on Claim #25-011 and stated that the 1970s home was a legacy due to the amount of children that his family had fostered and he wanted to see the right thing done.

11. 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: Claim #25-011.

Commissioner Brickley left the meeting at 10:35 a.m.

Upon a motion by Commissioner Johnson and seconded by Commissioner Hendrix, by a vote of 4-0, the Water Board unanimously voted to:

1. Deny Claim #25-011 and refer the claim to outside legal counsel.
2. Direct staff to work with claimant to finalize the true cost.
3. Direct staff to address claimant's reasonable housing costs for six (6) months.

12. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., February 25, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

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