



**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 28, 2023

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 28, 2023, 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

- ANNOUNCEMENTS BY THE BOARD:** Commissioner Johnson personally thanked President Callicott, Commissioner Mlynarski, General Manager Guerrero, Deputy General Manager Ohama, and Devin Arciniega for attending the service celebrating local leaders on Sunday, February 26, 2023, at Ecclesia Christian Fellowship.

President Callicott stated that she had a wonderful time and thanked Commissioner Johnson for bringing all local leadership together in fellowship.

Commissioner Mlynarski stated that the pastor was incredible and it was wonderful to be at the service.

- PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:** None.
- 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:304675-304844				
Accounts Payable	\$900,718.61	\$716,290.25	\$6,147.10	\$1,623,155.96
Gross Payroll				
01/30/23-	<u>\$326,183.96</u>	<u>\$236,381.34</u>	<u>\$81,431.15</u>	<u>\$643,996.44</u>
02/12/23				
TOTALS	<u>\$1,226,902.57</u>	<u>\$952,671.59</u>	<u>\$87,578.25</u>	<u>\$2,267,152.40</u>

Payroll for the pay period beginning February 13, 2023 through February 26, 2023.

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

C. MINUTES: February 14, 2022.

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

DISCUSSION ITEMS

5. MEMORANDUM OF UNDERSTANDING AND COST SHARE AGREEMENT RELATED TO MITIGATION OF SALT LOADING IN BUNKER HILL BASIN-B MANAGEMENT ZONE: The Water Department had been developing its recycled water project for over a decade which was initially the project referred to as the Clean Water Factory. As the Department’s project developed, East Valley Water District (EVWD) began pursuit of their own recycled water project and at the same time, the region, led by the San Bernardino Valley Municipal Water District (Valley District), developed the Upper Santa Ana River Habitat Conservation Plan (HCP). Both efforts limited the Department’s recycled water potential. The Department’s current recycled project was referred to as the Tertiary Treatment System (TTS) and the potential recycled water was approximately 5 MGD.

The Regional Water Quality Control Board (Regional Board) required evaluation and management of salt and nutrient loading to groundwater based on basin-wide recycled water used for irrigation and/or recharge. The Regional Board’s Recycled Water Policy also required an antidegradation analysis to determine how much assimilative capacity was available for projected salt and nutrient loading.

There were several recycled water projects in the Bunker Hill Groundwater Basin, including the Department's TTS. The cumulative impact of these projects must be considered to satisfy the Regional Board's requirements.

To facilitate the recycled water permitting process with the Regional Board, the Water Department worked collaboratively with Valley District, EVWD and the City of Redlands and developed a Memorandum of Understanding (MOU) with the intent to satisfy permitting requirements and commit to long-term solutions to address groundwater basin water quality issues that may arise from the use of recycled water in the basin. Under the MOU, among other things, the partners agreed to work together in developing a feasibility study with an estimated cost between \$250,000 and \$350,000.

Based on the concept of sharing the costs equally (25% each) for the work associated with developing the feasibility study, facilitation services, and grant application assistance, a Cost Share Agreement was developed. The total fees for these three items were estimated to range from \$400,000 to \$500,000.

Under the Cost Share Agreement, the Department would commit to 25% of the total cost of the Feasibility Study including facilitation and grant support services. There was sufficient budget in account 100-1050-560-5510 for current fiscal year costs. The remaining costs would be budgeted in the FY 2023/2024 budget.

Commissioner Mlynarski asked which entity among these core local agencies would be in the leadership role when communicating with the state agencies.

General Manager Guerrero stated that Valley District would take the lead and administer the contracts for the feasibility study and support services and would take those to their Board of Directors.

Commissioner Mlynarski asked if each agency had staff that would be involved in negotiations and discussions with state agencies.

General Manager Guerrero stated that there would be a committee with representatives from each agency that would be made of up General Managers and staff that would be involved in development and review of a proposal and ultimately make recommendations.

Commissioner Mlynarski asked where the closest desalter facility was located and if any other agencies were utilizing those systems.

General Manager Guerrero stated that Yucaipa and Beaumont were utilizing desalter systems.

Commissioner Mlynarski stated that it was nice to see the City of Redlands involved in this project.

Commissioner Brickley asked for an overview of what is entailed in a feasibility study and what the timeframe would be for completion.

General Manager Guerrero stated that the feasibility study would be completed in approximately twelve (12) months and would analyze and map out potential impact through modeling, developing a mitigation strategy, etc.

MOTION: Approve the Memorandum of Understanding and Cost Share Agreement with San Bernardino Valley Municipal Water District, East Valley Water District, and City of Redlands regarding mitigation of salt loading in the Bunker Hill Basin-B Management Zone. The General Manager was authorized to execute the MOU and Agreement.

RESULT: APPROVED 5-0 BY ROLL CALL VOTE

MOVER: D. Mlynarski

SECONDER: W. Hendrix

ABSTAINED: N/A

ABSENT: N/A

6. **FISCAL YEAR 2022-2023 MID-YEAR BUDGET REVIEW:** On June 14, 2022, the Water Board approved the Fiscal Year 2022-23 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.

In order 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 2022 which represented the approximately 50% of the fiscal year completed.

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

Commissioner Johnson asked the approximate timeframe the Department was expected to continue treating East Valley Water District's (EVWD) wastewater.

Director Stewart stated that treatment of EVWD's wastewater is currently schedule to end December 2023, when the pipeline from the Sterling Natural Resource Center to the Weaver Basins was expected to be completed.

MOTION: Approve adjustments to the Fiscal Year 2022-23 Operating and Capital Improvement Budget as stated in the staff report.

RESULT: APPROVED 5-0 BY ROLL CALL VOTE

MOVER: R. Johnson

SECONDER: T. Brickley

ABSTAINED: N/A

ABSENT: N/A

7. **APPROVAL OF DEVIL CANYON WELL NO. 2 WELL REHABILITATION BY LEGEND PUMP AND WELL SERVICE, INC.:** Devil Canyon Well No. 2 was experiencing a loss of production and efficiency due to what appeared to be equipment wear and needed pumping equipment replacement. Staff requested rehabilitation proposals for Devil Canyon Well No. 2 from five (5) prequalified well rehabilitation contractors and three (3) quotations were submitted to SBMWD based on the informal RFP.

Staff recommended approval of this expenditure of \$143,934.00 from existing funds in the 2022/23 Fiscal Year Capital Budget under *Annual R/R - Wells*, with available funding of approximately \$300,000.00.

Commissioner Mlynarski asked if this well was a part of the 2100 Pressure Zone.

Director Miller stated that it was not a part of the 2100 Pressure Zone and that it was a lower zone.

Commissioner Brickley asked if Legend Pump and Well Service (Legend) was a local company.

Director Miller stated that Legend was local and the Department had used this company in the past.

MOTION: Approve the rehabilitation of Devil Canyon Well No. 2 by Legend Pump and Well Service, Inc., in the amount of \$143,934.00.

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

8. **APPROVAL OF PROFESSIONAL SERVICE AGREEMENT/STATEMENT OF WORK WITH CAROLLO ENGINEERS, INC. IN RESPONSE TO RFP 1783 – INTERACTIVE O&M MANUAL PROJECT:** The Plant-Wide Operations and Maintenance Manuals (PWOMMs) for the Water Reclamation Plant (WRP) and the Rapid Infiltration and Extraction Facility (RIX) were outdated and were required elements for conformance with State guidelines and compliance with the National Pollutant Discharge Elimination System (NPDES) permits.

During a routine review of the permit, Department staff recognized the need to update the PWOMMs to comply with the State requirements following the upgrades that occurred over the facilities in the past few years. Staff recommended moving forward with an Interactive Operations & Maintenance (IOM) Manual.

At the time of budget creation, staff was unaware of project need. Staff recommended transferring \$1,250,000 from Construction Order (CO) 00254 to fund this project. Sufficient funds were available to cover this project.

Commissioner Brickley asked which project the Department was receiving the funds for this project and the timeframe for project completion.

Director Stewart stated that the Department was using the capital funds from the Digester B project for this item and it should take approximately twelve (12) to eighteen (18) months for completion.

Commissioner Brickley asked how often the PWOMMs should be updated.

Director Stewart stated the PWOMMs should be updated on a continuous basis and there was one component of the scope of work where staff would internally update certain components of the interactive O&M and every five (5) years the Department would seek a consultant for more complex updates.

General Manager Guerrero stated that this was a foundational item and once this was completed the Department would be able to maintain the PWOMMs on a regular basis.

Commissioner Mlynarski asked if project was due in-part to the Department taking over certain systems from the City.

Director Stewart stated that the lift stations were a component and lacked comprehensive O&M plant manuals at each lift station.

Commissioner Mlynarski asked if the Department would be in communication with the state regulatory agencies during this process.

Director Stewart stated that he or Director Shepardson would meet with representatives of state regulatory agencies and share the development of the PWOMMs and once completed, the Department would submit a final copy to the Regional Board.

MOTION: Approve the transfer of ONE MILLION TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$1,250,000) from the Digester B replacement project (CO 00254); and

Approve the Professional Service Agreement/Statement of Work with Carollo Engineers, Inc. in response to RFP 1783- Interactive O&M Manual Project for an amount not-to-exceed ONE MILLION ONE HUNDRED TWENTY-SIX THOUSAND FIVE HUNDRED TWENTY-FOUR AND 00/100 DOLLARS (\$1,126,524.00). The General Manager was authorized to execute the Professional Service Agreement/Statement of Work.

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

9. REPORTS:

A. Report of the President – President Callicott thanked Commissioner Johnson for inviting staff to attend the fellowship along with Mayor Tran and City Councilmembers on Sunday, February 26, 2023.

B. Report of the Commissioners – Commissioner Mlynarski asked what the status of the drought was after all of the rainfall.

General Manager Guerrero stated that the area has not recovered from the drought but State Water Project allocation increased to 35%, which was about 35,000 acre feet for the region.

Commissioner Brickley asked if any Department facilities experienced any issues with flooding.

General Manager Guerrero stated that the Department did not experience any issues of flooding that affected operations.

C. Report of the Directors –

1. Director Miller stated that the Department started coordination efforts with County Fire for weed removal in the Shandin Hills area using goats earlier in the year rather than in the summer.

2. Director Miller stated that the snowpack for this time of year was at 200% of what it normally was and would affect the State Water Project allocation.

Director Miller stated that state reservoir levels were higher and reservoirs throughout the central coast area were much fuller.

3. Deputy General Manager Ohama stated that management was meeting with the Mid-Manager Association to begin MOU negotiations Tuesday, February 28, 2023.

Deputy General Manager Ohama stated that management met with the General Unit representatives from IBEW, Local 47 (IBEW) on Monday, February 27, 2023.

Deputy General Manager Ohama stated that IBEW would be conducting General Unit employee meetings the week beginning March 6, 2023.

D. Report of the General Manager –

1. General Manager Guerrero stated that the COVID-19 State of Emergency ended on February 28, 2023 for California and the Department.

General Manager Guerrero stated that there would be changes in how governing bodies would meet.

President Callicott stated that it would need to be made clear that everyone should be present at future Water Board meetings.


General Manager Guerrero stated that he would send information out to the Water Board regarding the changes to the conduction of meeting by governing bodies.

General Manager Guerrero stated that the Water Board meetings would continue to be livestreamed on the Department's YouTube channel for the public's benefit and Zoom may be provided as a tool for staff to attend meetings.

2. General Manager stated that the Quarterly Employee Recognition Breakfast Burrito event would be held on Tuesday, March 7, 2023.
3. General Manager Guerrero stated that the 6th Street – School of Hope transfer item would be presented at the Mayor & City Council meeting on Wednesday, March 15, 2023, in addition to the Department's audit item.

10. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., March 14, 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