



**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 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, March 28, 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 4D:****A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:305132-305219				
Accounts Payable	\$1,015,049.02	\$1,323,988.94	\$8,944.57	\$2,347,982.53
Gross Payroll				
02/27/23-	<u>\$322,028.04</u>	<u>\$241,366.36</u>	<u>\$82,138.23</u>	<u>\$645,532.62</u>
03/12/23				
TOTALS	<u>\$1,337,077.06</u>	<u>\$1,565,355.30</u>	<u>\$91,082.80</u>	<u>\$2,993,515.15</u>

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

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

**C. MINUTES:** March14, 2022.

**D. REVISED JOB DESCRIPTION FOR SENIOR NETWORK AND SYSTEMS ADMINISTRATOR:** The job description for Senior Network and Systems Administrator was updated to reflect changes within the Information Technology section since 2019, including increased support duties for systems and applications.

**MOTION:** Approve the revised job description for Senior Network and Systems Administrator (51847), as submitted.

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

**DISCUSSION ITEMS**

**5. STATE WATER PROJECT PRESENTATION:** Bob Tincher, Chief Water Resources Officer/Deputy General Manager for San Bernardino Valley Municipal Water District, provided project updates to the Water Board with a presentation titled “*Modernizing the State Water Project to Improve Wet Year Deliveries and Protect Against Earthquakes and Climate Change.*” (PRESENTATION ONLY)

President Callicott thanked Mr. Tincher for providing the Water Board with the project updates and asked that any information that Valley District will have to spread the word to the public would be appreciated.

Mr. Tincher stated that he would share information with Department staff so that it would be available to its customers and have the ability to post the information on its social media platforms.

- 6. SALE OF SURPLUS WATER DEPARTMENT PROPERTY LOCATED ON GLEN HELEN ROAD (APN 0349-191-08) TO TDC WALKER LAND LLC – REQUEST FOR BIDS NO. 1787:** The San Bernardino Municipal Water Department (Department) owned a 2.82-acre parcel located on Glen Helen Road, northwest of I-215 North and parallel to the Southern Pacific Railroad, in the Devore area of unincorporated San Bernardino County.

Due to its irregular triangular shape and its location on the west side of the Cajon Wash, it was ruled out as a possible well site and declared surplus by the Water Board and subsequently by the Mayor and City Council in April 2021.

In preparation of establishing a fair market value for any potential sale, a property appraisal was conducted by Steven R. Smith to estimate the value of the property based on current market conditions. The report concluded that the estimated market value of the property as of September 26, 2022, was \$49,150.00 based on six (6) comparable sales in the general area.

Staff issued a Request for Bids (RFB) No. 1787 through its PlanetBids system for surplus property sale for property located on Glen Helen Road (APN 0349-191-08). On January 12, 2023, a response to the RFB was received from TDC Walker Land LLC bidding \$52,000.00 for the property.

The Department would receive \$52,000 for the sale of the Glen Helen Road property.

**MOTION:** Approve a Purchase and Sale Agreement with TDC Walker LLC for the sale of Department surplus property located on Glen Helen Road (APN 0349-191-08) fixing the sale price at \$52,000. The General Manager was authorized to execute the Agreement.

<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. AMENDMENT OF RULE AND REGULATION NO. 5 - NEW SERVICE AND INSTALLATIONS AND WATER CAPACITY CHARGES AND RULE AND REGULATION NO. 25 - CONNECTION WITH SANITARY SEWER COLLECTION SYSTEM AND ASSOCIATED FEES/CHARGES** – This item was pulled from the agenda by staff and would be brought forth at a future Water Board meeting.

8. **AWARD OF CONTRACT – EMERGENCY DRYING BEDS LINING PROJECT – SPECIFICATION NO. 1767:** In April 2021, the Santa Ana Regional Water Quality Control Board (SARWQCB) conducted an inspection of the Department’s Water Reclamation Plant (WRP), including the existing sludge drying beds. The Department was advised by SARWQCB that the use of these drying beds was not in compliance with California Code of Regulations, Title 27, which required a double lined containment system.

Specifications were advertised on January 27, 2023, for Specification No. 1767, to “Furnish all Labor, Equipment, and Materials for the Emergency Drying Beds Lining Project, located in San Bernardino, CA.” Two (2) bids were received and opened on February 27, 2023.

The funding source for this project was the FY 2022/2023 Sewer Treatment Fund Capital Improvement Project titled *Emergency Drying Beds Lining Project* (C.O. 00286) which currently had a total of \$7,500,000.00 in unencumbered funds.

**MOTION:** Accept the bid of Pacific Hydrotech Corporation as the lowest responsive, responsible bidder and award a contract in the amount of SIX MILLION SEVEN HUNDRED SIXTEEN THOUSAND THREE HUNDRED AND 00/100 DOLLARS (\$6,716,300.00) for the EMERGENCY DRYING BEDS LINING PROJECT, retain the bid securities in accordance with Specification No. 1767. The General Manager was authorized to execute the contract and sign and verify a Notice of Completion.

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

9. **REPLACEMENT OF DIGESTERS C & D MIXING PUMPS:** In 1985, a plant expansion known as the Solids Handling Improvements commenced at the Water Reclamation Plant (WRP) which included the installation of two new digesters (Digesters C & D), along with the ancillary equipment to operate the digesters. Each digester had its own mixing equipment which was original to the installation and consists of pumps, conveyance piping, and mixing nozzles. The mixing pumps were now 34 years old and were beyond their useful life and need replacement.

Rockwell Engineering & Equipment Co. was the sole source provider for the State of California for Vaughan Co, Inc. The quoted amount for a complete pump assembly for Digester D and a replacement base assembly for the relocated/rebuilt pump at Digester C totaled \$78,119.31.

The funding source for this project was the FY 2022/2023 Sewer Fund Capital Project titled Annual R/R- Solids Handling System (C.O. 00277), with an approved budget of \$350,000 of which sufficient funds remained for this project.

**MOTION:** Approve the expenditure as outlined in Purchasing Policy 51.030 for the 2023 Replacement of the Digesters C & D Mixing Pumps, for the issuance of a Purchase Order to Rockwell Engineering as outlined above in an amount initially estimated not to exceed SEVENTY-EIGHT THOUSAND ONE HUNDRED NINETEEN AND 31/100 dollars (\$78,119.31).

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

10. **AMENDMENT NO. 1 TO CONTRACT NO. 1669 – BI-ANNUAL CONTRACT FOR BULK LIQUID FERRIC CHLORIDE – KEMIRA WATER SOLUTIONS, INC.:** The Water Reclamation Plant (WRP) used Ferric Chloride (FeCl<sub>3</sub>) to control the production of Hydrogen Sulfide (H<sub>2</sub>S) as part of the wastewater treatment process. The Department utilized approximately 775 dry tons of FeCl<sub>3</sub> each year.

The Water Board entered into a two-year contract, Contract No. 1669, with Kemira Water Solutions, Inc. (Kemira), to furnish and deliver bulk liquid ferric chloride to the Water Reclamation Facility. This contract had a provision for two (2) additional two (2) year extensions. Extension No. 1 was approved by the Water Board on July 23, 2019 and expired on July 31, 2021. Extension No. 2 was approved by the Water Board on September 14, 2021 and was set to expire on July 31, 2023. Extension No. 2 set the cost at \$675.00 per dry ton.

Kemira requested to amend the existing contract from \$675.00 per dry ton to \$1,248.00 per dry ton due to marketplace conditions and extend the contract through July 31, 2024. In recognition of the Department's agreement to this request, Kemira offered to provide the FeCl<sub>3</sub> at the then current rate, capped at \$1,435.20, which was a maximum of 15% (fifteen percent) increase from the current rate. This rate would be provided at the Department's sole option to renew from August 1, 2024 through July 31, 2025.

The funding source for this contract was the FY 2022/2023 Sewer Operations and Maintenance Budget (Account 200-4020-540-6830).

**MOTION:** Approve Amendment No. 1 to Contract No. 1669 with Kemira Water Solutions, Inc. The General Manager was authorized to execute the Amendment.

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

**11. REPORTS:**

- A. Report of the President – None.**
- B. Report of the Commissioners – None.**
- C. Report of the Directors –**

- 1. Deputy General Manager Ohama reported that the Department offered a Low-Income Household Water Assistance Program (LIHWAP) to qualifying customers through the Community Action Partnership of San Bernardino County.


Deputy General Manager Ohama stated that 305 customers had applied and qualified for over \$265,000 in assistance from LIHWAP with past due and current water utility billing.

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

- 1. General Manager Guerrero stated that the audit item was received and filed and the School of Hope item was approved at the March 15, 2023 Mayor & City Council (M&CC) meeting.
- 2. General Manager Guerrero stated that Valley District was hosting a rebranding “Dawn of a New Generation” event at The Grove in Redlands, California, on Wednesday, April 5, 2023.

**12. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., April 11, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

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