



**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

APRIL 8, 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, April 8, 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	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 4E:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3012092-3012223			
Accounts Payable	\$2,227,917.69	\$1,096,202.66	\$3,324,120.35
Gross Payroll	<u>\$471,116.82</u>	<u>\$445,696.76</u>	<u>\$916,813.58</u>
03/10/25-03/23/25			
TOTALS	<u>\$2,699,034.51</u>	<u>\$1,541,899.42</u>	<u>\$4,240,933.93</u>

Payroll for the pay period beginning March 24, 2025 through April 6, 2025.

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

C. MINUTES: March 25, 2025.

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

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) utilized 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 were 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 recommended 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 was from Construction Orders assigned for Fiscal Year 2024/2025, No. 11088 *Fire Services* and No. 11091 *Combination Domestic/Irrigation Services*. A series of Construction Orders were generated each fiscal year to capture costs for installing typical service requests, including fire services and domestic/irrigation combination services. TEC Equipment would 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 would 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.

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

6. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – Commissioner Mlynarski stated that he may be absent for the Water Board Regular Meeting on Tuesday, April 22, 2025.

C. Report of the Directors –

1. Director Miller stated that the Department was supplying water for the goats that County Fire was utilizing for fire prevention on hills by Little Mountain Road.
2. Director Miller stated that the DWR allocation for the State Water Resources Board went from 35% to 40%.
3. Deputy General Manager Ohama stated that Water Conservation staff would be attending the following events throughout the City:
 - National Mayor's Challenge for Water Conservation - The campaign runs from Tuesday, April 1, 2025 through Wednesday, April 30, 2025, encouraging participants to commit to taking steps to use water efficiently by making a pledge at mywaterpledge.com.

The City of San Bernardino and the Department were participating in the challenge and information was posted on both websites and all Department social media platforms.

- Career Day presentations to Urbita Elementary on Wednesday, April 9, 2025, and to Anton Elementary on Friday, April 18, 2025.
- Newmark Elementary Water Education presentations on Friday, April 11, 2025, and Tuesday, April 22, 2025.
- Earth Day Event at Akoma Unity Center on Saturday, April 19, 2025.

D. Report of the General Manager –

1. General Manager Guerrero stated that a proclamation announcing the month of April as Water Conservation Month would be presented by Mayor Tran at the Mayor & City Council meeting on Wednesday, April 16, 2025.
2. General Manager Guerrero stated that he attended the Mayor & City Council meeting on Wednesday, April 2, 2025, and that a discussion regarding Boards, Commissions, and Citizen Advisory Committees (BCCAC) meeting dates and times resulted in the decision that all BCCAC entities would decide the dates and times of their meetings.

General Manager Guerrero announced that Commissioner Johnson was reappointed to the City's Charter Review Committee.

3. General Manager Guerrero stated that staff conducted a tour of the WRP for Councilmembers Shorett, Sanchez, and Ibarra, on Thursday, April 3, 2025.

7. PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.

8. CLOSED SESSION:

Pursuant to Government Code Section(s):

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

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| 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. |

There was no reportable action.

9. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 *a.m.*, April 22, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager