



**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

MAY 13, 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, May 13, 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 4D:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3012407- 3012555			
Accounts Payable	\$5,912,828.19	\$1,692,429.34	\$7,605,257.53
Gross Payroll	<u>\$479,335.09</u>	<u>\$433,847.60</u>	<u>\$913,182.69</u>
04/07/25-04/20/25			
TOTALS	<u>\$6,392,163.28</u>	<u>\$2,126,276.94</u>	<u>\$8,518,440.22</u>

Payroll for the pay periods beginning April 21, 2025 through May 4, 2025, and May 5, 2025 through May 18, 2025.

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

C. MINUTES: April 22, 2025.

D. REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING MARCH 31, 2025: The Water Board received and filed the Investment Report for the quarter ending March 31, 2025, as submitted.

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

DISCUSSION ITEMS

5. PRESENTATION OF SERVICE AWARDS: Employee service awards were presented acknowledging the following employees for their years of service to the Department:

Lizet Contreras	5 Years of Service
Jennifer Shepardson	20 Years of Service
Ted Brunson	20 Years of Service

PUBLIC HEARING

6. **PUBLIC HEARING ON WATER DEPARTMENT VACANCIES AND RECRUITMENT AND RETENTION EFFORTS PER ASSEMBLY BILL 2561/GOVERNMENT CODE SECTION 3502.3; APPROVAL OF POLICY AND PROCEDURE 10.030:** As directed by the Board, this was the time and place designated for a public hearing at 9:30 a.m. for review and comments concerning Assembly Bill 2561 (AB 2561), which required public agencies to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts.

Policy # 10.030 (Policy) established the framework for holding public hearings to comply with AB 2561 (Gov. Code § 3502.3) and set forth the requirements regarding the information that the Department would provide concerning vacancies at the Department, the Department's recruitment and retention efforts, and the identification of changes to the policies and procedures in recruitment activities.

President Callicott opened the meeting at 9:51 a.m.

Janice Reins, Human Resources Manager, conducted a presentation on the Department's vacancies and recruitment/retention efforts.

Commissioner Johnson asked what the probationary period was for newly hired employees.

Ms. Reins stated that the probationary period for all probationary employees was twelve (12) months.

Ms. Reins stated that Mid-Management employees who received a promotion were given a twelve (12) month probationary period, while General unit employees that were promoted within the unit were given a six (6) month probationary period.

General Manager Guerrero stated that approximately five (5) years ago the Department's Human Resources section acquired all of the recruitment processes from the City, which helped accelerate the hiring process and kept the vacancy rates down and within compliance.

There were no public comments received and the public hearing was closed at 10:12 a.m. by President Callicott.

MOTION: Open a public hearing to receive and respond to any comments from the public and/or recognized employee bargaining organizations; close the public hearing; accept the vacancies, recruitment and retention report from Human Resources; and

Approve Policy 10.030 – Reporting On Department Vacancies, Recruitment and Retention Efforts.

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

7. **ADOPTION OF 2024 WATER MASTER PLAN – SPECIFICATION NO. 1743:** In March 2022, the Department retained Hazen and Sawyer to complete the 2024 Water Master Plan (Master Plan). The Master Plan would serve as a roadmap for the implementation of short-term and long-term projects through the year 2040. It also would provide the Department with an accurate and complete detailed plan based on an analytical approach for optimizing needed improvements in the Water Utility system that would guide future capital improvement and maintenance programs.

Recommendations were organized by project, priority, and year for a 20-year period and beyond. The total recommended CIP cost in the 20-year period was estimated at approximately \$238 million, with an average system reinvestment rate of about \$11 million per year to match the average annual CIP budget projected in the 2022 Rate Study. Staff concurred with the Water Master Plan recommended CIP projects and studies to improve the water utility system in a systematic, prioritized, and fiscally responsible way.

The recommended activities listed in the CIP provided in SBMWD's 2024 Water Master Plan would be proposed to the Water Board in future budgets for the Water Fund.

A presentation on the 2024 Water Master Plan was presented to the Water Board by Francisco Lopez, Principal Engineer.

Commissioner Brickley asked when the Water Master Plan would go into effect.

Mr. Lopez stated that the current CIP already had projects that were already aligned in the next couple of years, so the 2024 Water Master Plan would most likely become effective in three (3) to four (4) years.

Commissioner Brickley asked if Hazen and Sawyer completed the previous Water Master Plan,

Mr. Lopez stated that Kennedy Jenks completed the previous Water Master Plan.

General Manager Guerrero stated that Kennedy Jenks and Hazen and Sawyer were both great firms and both did an excellent job.

Commissioner Brickley asked how often the Water Master Plan would be updated.

Mr. Lopez stated that the approximate amount of time that the Water Master Plan should be updated was between five (5) to seven (7) years.

Commissioner Mlynarski asked if there were any environmental documents that coincide with the Water Master Plan.

General Manager Guerrero stated that environmental documents were done on a project-by-project basis.

Director Miller thanked Mr. Lopez and staff for their hard work on the Water Master Plan process.

MOTION: Adopt the 2024 Water Master Plan and direct staff to post on the SBMWD website as a public document.

RESULT: APPROVED 5-0 BY ROLL CALL VOTE

MOVER: W. Hendrix

SECONDER: T. Brickley

ABSTAINED: N/A

ABSENT: N/A

8. REPORTS:

A. Report of the President – President Callicott reported that she was reappointed to the Water Board for six (6) year term at the Mayor & City Council meeting on Wednesday, May 7, 2025.

B. Report of the Commissioners – None.

C. Report of the Directors – None.

D. Report of the General Manager –

1. General Manager Guerrero congratulated President Callicott on her reappointment to the Water Board.

2. General Manager Guerrero stated that he met with Councilmember Flores to discuss water and wastewater operations and toured the Water Reclamation Plant on Friday, May 9, 2025.

General Manager Guerrero stated that Councilmember Flores was impressed with the Department and would like additional visits.

9. PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.

10. 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 #25-030.

Upon a motion by Commissioner Johnson and seconded by Commissioner Mlynarski, by a vote of 4-0 with Commissioner Hendrix absent, the Water Board voted to deny claim #25-030 and refer the claim to outside legal counsel.

11. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 *a.m.*, May 27, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager