



**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

JUNE 24, 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, June 24, 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	Absent	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:** General Manager Guerrero introduced the graduating seniors from Arroyo Valley High School who were interning with the Department as part of a program that introduces young men and women to various job opportunities throughout the Department.

General Manager Guerrero stated that this was the second annual summer internship that the Department has hosted and the goal was to create additional opportunities and partnerships with other local high schools in San Bernardino.

3. **PUBLIC COMMENTS ON ITEMS LISTED ON THE AGENDA:** None.

4. **CONSENT CALENDAR – ITEMS 4A THROUGH 4H:**

A. **PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3012996-3013146			
Accounts Payable	\$4,212,455.45	\$1,786,034.55	\$5,998,490.00
Gross Payroll	<u>\$479,934.02</u>	<u>\$447,303.28</u>	<u>\$927,237.30</u>
05/19/25-06/01/25			
TOTALS	<u>\$4,692,389.47</u>	<u>\$2,233,337.83</u>	<u>\$6,925,727.30</u>

Payroll for the pay period beginning June 16, 2025 through June 29, 2025.

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

C. **MINUTES:** June 10, 2025.

D. **RESOLUTION APPROVING THE SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO WATER BOARD AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS LOCAL #47 DATED JULY 1, 2023, AMENDING ARTICLE III – SALARIES, 3.1 – SALARY SCHEDULE:**
The Memorandum of Understanding (MOU) between the City of San Bernardino Water Board and the International Brotherhood of Electrical Workers Local #47 dated July 1, 2023, specified that salary ranges applicable to unit members shall be adjusted effective July 1, 2025 to reflect the year ending January 2025 Consumer Price Index (CPI), minimum adjustment of 2.5% and maximum adjustment of 4%.

The salary schedule, Exhibit “A-2”, was adjusted by 2.9%.

MOTION: Adopt Resolution No. 2025-008, approving the second amendment to the Memorandum of Understanding Between the City of San Bernardino Water Board and the International Brotherhood of Electrical Workers Local #47 dated July 1, 2023, amending Article III – Salaries, 3.1 – Salary Schedule effective July 1, 2025, and adding Exhibit “A-2”, as submitted.

E. **RESOLUTION APPROVING THE SECOND AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO WATER BOARD AND THE SAN BERNARDINO ASSOCIATION OF WATER DEPARTMENT MID-MANAGERS DATED JULY 1, 2023, AMENDING ARTICLE III – SALARIES, 3.1 - SALARY SCHEDULE:**
The Memorandum of Understanding (MOU) between the City of San Bernardino Water Board and the San Bernardino Association of Water

Department Mid-Managers dated July 1, 2023 specified that the salary ranges applicable to unit members shall be adjusted effective July 1, 2025 to reflect the year ending January 2024 Consumer Price Index (CPI), minimum adjustment of 2.5% and maximum adjustment of 4%.

The salary schedule, Exhibit “B-2”, was adjusted by 2.9%.

MOTION: Adopt Resolution No. 2025-009, approving the second amendment to the Memorandum of Understanding Between the City of San Bernardino Water Board and the San Bernardino Association of Water Department Mid-Managers dated July 1, 2023, amending Article III – Salaries, 3.1 – Salary Schedule effective July 1, 2025, and adding Exhibit “B-2”, as submitted.

- F. RESOLUTION APPROVING THE SECOND AMENDMENT TO RESOLUTION NO. 2023-016 WITH THE WATER DEPARTMENT CONFIDENTIAL EMPLOYEES DATED JULY 1, 2023, AMENDING SECTION 2 – SALARY SCHEDULES, AND ADDING EXHIBIT 1-B:** Resolution No. 2023-016 establishing a compensation and benefits plan for the Water Department Confidential employees dated July 1, 2023 specified that the salary ranges for Confidential employees shall be adjusted, and Confidential employees would receive a pay adjustment, effective July 1, 2025 to reflect the year ending January 2025 Consumer Price Index (CPI), minimum adjustment of 2.5% and maximum adjustment of 4%.

The salary schedule, Exhibit “1-B”, was adjusted by 2.9% for Confidential employees.

MOTION: Adopt Resolution No. 2025-010, approving the first amendment to Resolution No. 2023-016 with the Water Department Confidential Employees dated July 1, 2023, amending Section 2 – Salary Schedules, adding Exhibit 1-B, effective July 1, 2025, as submitted.

- G. RESOLUTION APPROVING THE SECOND AMENDMENT TO RESOLUTION NO. 2023-018 FOR THE WATER DEPARTMENT REGULAR PART-TIME EMPLOYEES COMPENSATION AND BENEFITS PLAN DATED JULY 1, 2023, AMENDING SECTION 2 – SALARIES, A – SALARY SCHEDULES AND B – GENERAL PROVISIONS AND ADDING EXHIBIT 1-B – HOURLY SALARY SCHEDULE:** Regular part-time employees of the Water Department were provided certain limited benefits pursuant to a Water Board Resolution. Traditionally, regular part-time employees received salary adjustments equivalent to those given to regular full-time employees in the General Unit.

On May 8, 2018, the Board approved the Memorandum of Understanding (MOU) Between the City of San Bernardino Water Board and the International Brotherhood of Electrical Workers Local #47 effective July 1, 2023, through June 30, 2028. The MOU included a range increase effective July 1, 2025, based on the Consumer Price Index (CPI) for the 12 months ending January

2025 with a minimum of 2.5% and maximum of 4%. The attached Resolution would amend Resolution No. 2023-018 by providing a salary increase of 2.9% effective July 1, 2025.

MOTION: Adopt Resolution No. 2025-011, approving the second amendment to Resolution No. 2023-018 with the Water Department Regular Part-Time Employees dated July 1, 2023, amending Section 2 – Salaries, A - Salary Schedules and B – General Provisions and adding Exhibit 1-B, effective July 1, 2025, as submitted.

- H. NEW JOB DESCRIPTIONS FOR WELDER II AND INFORMATION SECURITY ANALYST; REACTIVATION OF THE WATER RECLAMATION FACILITIES MAINTENANCE SUPERVISOR JOB DESCRIPTION; REVISED JOB DESCRIPTION FOR WELDER/PIPEFITTER WITH TITLE CHANGE TO WELDER I AND RECLASSIFICATION OF INCUMBENT; REVISED JOB DESCRIPTION FOR GIS MANAGER WITH TITLE CHANGE TO EGIS MANAGER WITH RANGE CHANGE; REVISED JOB DESCRIPTION FOR PAYROLL SPECIALIST WITH RANGE CHANGE; REVISED JOB DESCRIPTIONS FOR WATER QUALITY CONTROL SPECIALIST, WATER QUALITY LEAD WORKER, AND WATER QUALITY CONTROL OFFICER; RECLASSIFICATION OF ONE VACANT OFFICE ASSISTANT POSITION TO SENIOR OFFICE ASSISTANT; RECLASSIFICATION OF ONE ACCOUNTING TECHNICIAN I POSITION AND INCUMBENT TO ACCOUNTING TECHNICIAN II:** On June 10, 2025, the Water Board approved the 2025/2026 fiscal year budget including the classification/job description changes listed in the motion.

Human Resources conducted studies and recommended the classifications, job descriptions, and/or salary range changes to become effective July 1, 2025.

The Salary Schedule Exhibit was updated to reflect the appropriate changes.

The changes were included in the approved 2025/2026 fiscal year budget.

MOTION: Approve the new job description for Welder II (1291), Section 3043, General unit, FLSA Non-Exempt, Range 152 (\$40.4582/hour to \$51.7900/hour); and

Approve the new job description for Information Security Analyst (2109), Section 1040, Mid-Management unit, FLSA Exempt, Range 262 (\$55.3752/hour to \$70.6744/hour); and

Approve the reactivated job description for Water Reclamation Facilities Maintenance Supervisor (2174), Section 4060, Mid-Management unit, FLSA Exempt, Range 256 (\$47.7499/hour to \$60.9243/hour); and

Approve the revised job description Welder I (1290) with title change from Welder/Pipefitter, Section 3023, and reclassification of current incumbent with no change in salary range (148); and

Approve the revised job description for Enterprise Geographic Information Systems (EGIS) Manager (2100) with title change from GIS Manager, Section 3060, and Range change from 263 (\$56.7596/hour to \$72.4412/hour) to 265 (\$59.6331/hour to \$76.1085/hour) and reclassification of one incumbent; and

Approve the revised job description for Payroll Specialist (1200), Section 1400, with Range change from 144 (\$33.2060/hour to \$42.5064/hour) to 147 (\$35.7592/hour to \$45.7748/hour); and

Approve the revised job description for Water Quality Specialist (1252), Section 2063; and

Approve the revised job description for Water Quality Lead Worker (1250), Section 2063; and

Approve the revised job description for Water Quality Control Officer (2160), Section 2063, as submitted.

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

DISCUSSION ITEMS

5. PUBLIC HEARING

PUBLIC HEARING TO RECEIVE COMMENTS ON DEPARTMENT 2025 PUBLIC HEALTH GOALS REPORT IN COMPLIANCE WITH SECTION 116470 OF THE HEALTH AND SAFETY CODE: The purpose of the 2025 Water Quality Public Health Goals (PHG) Public Hearing was to accept and respond to public comments from water consumers about the PHG Report.

As indicated in the “Report on Water Quality Relative to Public Health Goals,” the drinking water served to the City of San Bernardino residents by the Water Department met all state and federal drinking water standards set to protect public health.

The Water Board President opened the public hearing at 9:36 a.m.

Director Shepardson gave a summary of the “Report on Water Quality Relative to Public Health Goals.”

Receiving no public comment on the matter, President Callicott closed the public hearing at 9:47 a.m.

MOTION: A Public Hearing was opened and, receiving no comments on the Public Health Goals concerning the City's water system, the hearing was closed, and the staff report was accepted with no action at this time.

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

6. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND CAROLLO ENGINEERS, INC FOR ENGINEERING SERVICES FOR MERIDIAN SEWER LIFT STATION RELOCATION AND REPLACEMENT PROJECT (SPECIFICATION NO. 1857):** The Meridian Lift Station (LS) was constructed in 1983 and was in poor condition, had no source of backup power, and in addition to the minimally sized wet well, most components for the LS have exceeded their expected design life.

Immediately after taking over responsibility for the Sewer Collection System, staff began working on a backup power system for the Meridian LS. The Meridian LS Project was addressed from 2018 through 2020 in the Sewer Collections Master Plan. That Master Plan included a recommendation not just for a backup power source but for a full replacement of the Meridian LS.

In September 2021, a Professional Services Agreement (PSA) was awarded to a second engineering firm, who worked on design development of the full replacement project, and in January 2024, staff performed a comprehensive review of the project to date. After extensive partnership efforts with the consultant to successfully resolve all of the outstanding issues, the second engineering consultant was released from their PSA in September 2024.

The Department met with three (3) qualified consulting firms and released a Request for Proposal to these firms by invitation only, and on March 14, 2025, one (1) proposal was submitted.

The funding source for this project was the FY 2025/2026 Sewer Fund Capital Project titled *Meridian Lift Station Project* (C.O. C1850012), which, upon approval of the FY25/26 Budget, would have sufficient funds to award the PSA after July 1, 2025.

MOTION: Approve the Professional Services Agreement with Carollo Engineers, Inc. for an amount not-to-exceed ONE MILLION ONE HUNDRED NINE THOUSAND SIXTY-THREE AND 00/100 DOLLARS (\$1,109,063.00). The General Manager was authorized to execute the Agreement.

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

7. REPORTS:

- A. Report of the President – None.**
- B. Report of the Commissioners – None.**
- C. Report of the Directors –** Deputy General Manager Ohama stated that Darian Brown attended the Wildwood Park Neighborhood Association Pancake Breakfast Fundraiser on Saturday, June 14, 2025.
- D. Report of the General Manager –** General Manager Guerrero stated that the City of San Bernardino Chamber of Commerce Leadership Cohort, led by Judy Penman, toured the Water Reclamation Plant on Friday, June 20, 2025.

8. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 8, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 
Miguel J. Guerrero
General Manager