City of San Bernardino
Municipal Water Department
399 Chandler Place
San Bernardino, CA 92408
http://www.sbcitywater.org

MINUTES

FOR THE
WATER BOARD OF THE CITY OF SAN BERNARDINO

JULY 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, July 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	Absent	N/A
Thomas Brickley	Board Member	Present	9:30 AM
Miguel Guerrero	General Manager	Present	9:30 AM

1. **ANNOUNCEMENTS BY THE BOARD:** President Callicott welcomed San Bernardino City Councilmember Mario Flores to the Water Board meeting and thanked him for his attendance.

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 4C:

A. PAYROLL:

	Water Fund	Sewer Treatment	Total
Claims:3013193-3013335			
Accounts Payable	$3,549,829.71	$1,107,139.80	$4,656,969.51
Gross Payroll 05/19/25-06/01/25	$471,282.54	$438,766.91	$910,049.45
TOTALS	$4,021,112.25	$1,545,906.71	$5,567,018.96

Payroll for the pay period beginning June 30, 2025 through July 13, 2025.

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

C. MINUTES: June 24, 2025.

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

DISCUSSION ITEMS

5. APPROVAL OF SOFTWARE AS A SERVICE AGREEMENT WITH TYLER TECHNOLOGIES, INC. FOR ENTERPRISE RESOURCE PLANNING SYSTEMS CLOUD HOSTED SERVICES: The City of San Bernardino Municipal Water Department (Department) has utilized Tyler Technologies, Inc. (Tyler) on premise software as the Department's Enterprise Resource Planning (ERP) system. This software encompassed financial management, purchasing, accounts payable, and people management (Human Resources and Payroll). Continuous updates to hardware, database licensing, and operating systems were essential to keep the system functioning properly.

Tyler recently provided the Department with a quote to transition the ERP applications to a cloud hosted Software as a Service environment. The transition from on-premise to a cloud environment would allow Tyler to manage our application data, free up Department server space, and replace recurring maintenance fees. The goal of the transition was to manage the system while taking advantage of newer technology and reduce manual processes while increasing productivity.

The funding source for this Agreement was the FY 2025/2026 budget in Section 1040 – Information Technology, Account No. 101040-5602 - *Software Maintenance*, which had a total of $1.2 million in unencumbered funds. There were sufficient funds available to fund this Agreement.

Commissioner Brickley asked if this amount was a one-time fee for this upgrade.

Director Mouser stated that this amount is for one (1) year and would replace the maintenance fee.

Director Mouser stated the upgrade would be charged annually, but that this would benefit the Department and our Information Technology section because it would make it easier to troubleshoot issues quicker than how it is set up currently.

Commissioner Brickley asked what the length of the contract was for this agreement.

Director Mouser stated that the Department would contract with Tyler annually, as long as the Department owned the software.

MOTION: Approve the License and Service Agreement and Statement of Work with Tyler Technologies, Inc., for an amount not-to-exceed TWO HUNDRED TWENTY-TWO THOUSAND EIGHT HUNDRED SEVENTEEN AND 00/100 DOLLARS ($222,817.00). The General Manager was to negotiate and execute the Agreement.

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

6. **2025 STRATEGIC PLAN UPDATE:** In 2019, the Department embarked in a strategic planning effort with the goal to update its mission statement and key value statements and adopt a strategic plan that represented the Water Board's vision for the Department's future direction. On August 13, 2019, the Board adopted the revised Mission and Key Value Statements and the Department's Strategic Plan. The Strategic Plan included 5 Guiding Targets, 14 Goals that fell within the Targets, and an Action Plan with 100 specific actions aimed at meeting the Targets and Goals.

It has been best practice to conduct a thorough review and update of a strategic plan every 3-5 years. However, ongoing review/maintenance of an action plan was necessary to ensure it was current and properly executed. On September 22, 2020, the first Strategic Plan update was approved by the Water Board. The focus was on the Action Plan, which resulted in a net 77 actions completed and 6 new actions.

Staff again worked diligently and at the 2021 Strategic Plan update there were 17 actions completed, 12 actions remaining on schedule and 35 "ongoing" actions with meaningful progress made as time progressed. All actions were eventually completed leaving only "ongoing" actions such as continuing recruitment and retention efforts through outreach or ongoing capital project completions.

The foundation had been laid and executed from 2019 through 2024, and the Strategic Plan now needed to reflect a broader perspective to guide policy, set objectives and prioritize investments to ensure efficient operations, ongoing community engagement and integration of sustainable water management practices.

There was no direct fiscal impact. The Department's typical funding approval practices would apply as necessary.

General Manager Guerrero gave a presentation on the Strategic Plan Update to the Water Board.

President Callicott asked when the first Strategic Plan was approved.

General Manager Guerrero stated that the Strategic Plan was approved in August 2019.

Commissioner Brickley asked where the goals and action plans for the individual sections in the Department were listed in the new Strategic Plan Update.

General Manager Guerrero stated that the Department was going to approach goals and action plans differently by focusing on the goals and accomplishments through the budget process.

Commissioner Hendrix asked if the Department would highlight the goals and accomplishments in the newsletter.

General Manager Guerrero stated that the Strategic Plan would be highlighted in the newsletter, at community meetings, and to the Mayor and City Council through a Strategic Plan pamphlet.

Commissioner Mlynarski asked Amy Stevens, WSC consultant, what her impression was regarding working with staff and receiving the survey responses.

Amy Stevens stated that this was one of the easiest strategic plans that she has completed and Department staff was very helpful.

Amy Stevens stated that the foundation was solid which made it easy to update the Department's Strategic Plan.

MOTION: Adopt the Water Department's Strategic Plan update as presented.

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

7. REPORTS:

A. Report of the President – President Callicott stated that the Employee Recognition lunch was very well organized and she was happy she saw how the staff was treated and recognized for their efforts.

B. Report of the Commissioners – None.

C. Report of the Directors –

1. Director Shepardson informed the Water Board that the property insurance renewal item would be presented at the next Board meeting.

2. Deputy General Manager Ohama stated that the 2024 Consumer Confidence Report was issued and a copy of the report is posted on the Department website.

   Deputy General Manager Ohama stated that the City's water exceeded state and federal standards and thanked the Water Quality and Water Conservation sections for their hard work.

D. Report of the General Manager –

1. General Manager Guerrero stated that he would be attending the Northwest Project Action Committee Meeting on Monday, July 14, 2025, and would be presenting an update on water conservation and the strategic plan.

2. General Manager Guerrero gave an update on the New Facilities Relocation Project.

   General Manager Guerrero stated that the new administration building should be completed by late September to mid-October 2025, due to issues with some electrical components, but that the project was moving along nicely.

8. ADJOURNMENT

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

By: ____________________________
Miguel J. Guerrero
General Manager