



**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

**JULY 11, 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, July 11, 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 4C:**

**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:306322-306478				
Accounts Payable	\$801,443.49	\$1,257,513.00	\$43,654.91	\$2,102,611.40
Gross Payroll				
06/05/23-	<u>\$342,719.92</u>	<u>\$319,344.40</u>	<u>\$0</u>	<u>\$662,064.31</u>
06/18/23				
<b>TOTALS</b>	<u><b>\$1,144,163.41</b></u>	<u><b>\$1,576,857.40</b></u>	<u><b>\$43,654.91</b></u>	<u><b>\$2,764,675.71</b></u>

Payroll for the pay period beginning July 3, 2023 through July 16, 2023.

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

**C. MINUTES:** June 27, 2023.

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

**DISCUSSION ITEMS**

**5. APPROVAL OF AGREEMENT WITH ITRON FOR THE ADVANCE METER INFRASTRUCTURE (AMI) PROJECT– REQUEST FOR PROPOSAL NO. 1792:** Advanced Metering Infrastructure (AMI) was an integrated system of equipment, communications, and information management that collected metering information throughout the utility’s service area via a two-way communications channel and a data repository. Thus, improving a utility’s ability to collect frequent and accurate water usage data to improve billing, leak detection, and water resource management.

A Request for Proposal (RFP) No. 1792 was issued for a new Advanced Metering Infrastructure System. The Department received four (4) responses on April 10, 2023 and based upon staff’s review of the proposals, Itron received the highest overall ranking at the best value for the Department.

Staff recommended that Itron be awarded a Goods Purchase Agreement to furnish Water AMI Communications and Network, Hardware, Head-End Software, and professional services pursuant to RFP No. 1792.

The funding source for this contract was the FY 2023/2024 Water Utility Fund Capital Improvement Project titled *Advanced Metering Infrastructure (AMI) Project Phase 1* (C.O. 11020) which currently had a total of \$4,000,000.00 in unencumbered funds.

Commissioner Brickley asked if Department staff would do the installation on this project.

Director Miller stated that due to the quantity of meters, the project was too big and the Department did not have staff resources to complete the project.

Commissioner Mlynarski asked if a customer had two (2) meters on their property, but one (1) was inactive, would both meters be replaced.

Director Miller stated that only active meters would be replaced.

Commissioner Johnson asked what steps the Department was taking in order to educate the public.

Director Miller stated that the Department would conduct workshops and would work with Devin Arciniega and Customer Service staff who would have information if customers asked any questions.

General Manager Guerrero stated that the new technology and app would help with water loss by alerting customers about any irregular use or water leaks.

Commissioner Brickley asked the cost per unit of the meters.

Director Miller stated it was approximately ninety dollars (\$90.00) per unit.

**MOTION:** Approve the Goods Purchase Agreement with Itron, in an amount not to exceed ONE MILLION TWO HUNDRED EIGHTY-NINE THOUSAND THREE HUNDRED SIXTY-THREE AND 00/100 DOLLARS (\$1,289,363.00) for the Advanced Metering Infrastructure System in accordance with Request for Proposal No. 1792. The General Manager was authorized to execute the Agreement.

<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

6. **CONTRACT NO. 1691 – ALBERT A. WEBB & ASSOCIATES – CHANGE ORDER NO. 2 – VERDEMONT EAST 2300 PRESSURE ZONE WATER SYSTEM DESIGN UPDATES PROJECT (CO 10828):** On July 17, 2018, the Water Board approved Contract No. 1691 with Albert A. Webb & Associates to provide Design Services for the Verdemont East 2300 Pressure Zone Water System Design Updated Project.

In early 2019, at the request of the Verdemont Consortium, the Department changed the design scope of the project with Albert A. Webb & Associates to accommodate the installation of a reservoir after a portion of the planned homes were sold. However, in late 2019, the Verdemont Consortium realized that this would ultimately lead to greater out-of-pocket expenses, so they again asked the Department to pursue the original design.

Significant changes to the scope of work resulted in considerable additional work for Albert A. Webb & Associates. A time extension of eight hundred twenty-three (823) calendar days was recommended to be added to the contract time, and the revised contract end date will be August 1, 2023.

Change Order No. 2 in the amount of \$69,546.00 was prepared for this extra work to be performed by Albert A. Webb & Associates under Contract No. 1691. The funding source for this Change Order was the Fiscal Year 2023/2024 Water Fund Capital Improvement Plan, which currently had a total of \$9,500,000.00 in unencumbered funds.

**MOTION:** Approve the Change Order No. 2 to Contract No. 1691 with Albert A. Webb & Associates, in the amount of SIXTY-NINE THOUSAND FIVE HUNDRED FORTY-SIX AND 00/100 DOLLARS (\$69,546.00.00). The General Manager was authorized to execute the change order.

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

## 7. REPORTS:

**A. Report of the President –** President Callicott thanked staff for their responsiveness with acquiring information regarding an article in the newspaper.

**B. Report of the Commissioners –** None.

**C. Report of the Directors –**

1. Director Shepardson reported that she would be bringing forward an item for the Department's Property Insurance Renewal at the next Water Board meeting.
2. Director Stewart stated that the commencement date for the Sterling Natural Resources Center transition would be in September 2023.

Director Mouser stated that the revenue for the transition was budgeted through December 2023, but there would be a clearer picture as we move forward.

3. Director Mouser stated that the RIX budget was approved by the Joint Powers Authority on July 5, 2023.
4. Deputy General Manager Ohama thanked Director Shepardson and the Water Quality section for their work on the 2022 Consumer Confidence Report (CCR).

General Manager Guerrero stated that the Department supplied the CCR information through billing inserts and that staff went above and beyond by producing a CCR flyer that customers could pick up in the Customer Service lobby.

5. Deputy General Manager Ohama stated that the City Parks and Recreation Department was hosting a Dream Park Donation Bins & Popsicle Social on Wednesday, July 19, 2023, and would be collecting school supplies to fill 800 bag packs that would be distributed throughout the San Bernardino Unified School District on Saturday, July 22, 2023.

Deputy General Manager stated that bins were at various Department facilities for employee donations and that the Department donated 800 reusable water bottles for the back-to-school drive.

6. Deputy General Manager Ohama stated that the San Bernardino Police Department would be hosting a National Night Out on Tuesday, August 1, 2023, from 5:00 p.m. – 8:00 p.m., at the Rudy Hernandez Community Center. This event would promote police-community partnerships and neighborhood camaraderie.


Deputy General Manager Ohama stated that Devin Arciniega would be representing the Department at the event.

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

1. General Manager Guerrero reported that staff would be joining County Fire at the Verdemont Community meeting on Wednesday, July 12, 2023, to discuss fire safety and water facilities in the Verdemont area.
2. General Manager Guerrero reported that he would be meeting with San Bernadino County Supervisor Joe Baca, Jr. to further discuss septic to sewer conversion in County areas.
3. General Manager Guerrero reported that the next Employee Appreciation Lunch would be held on Thursday, August 3, 2023 for all Water Department employees.

8. ADJOURNMENT:

The next regular meeting of the Water Board was scheduled for 9:30 a.m., July 25, 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