



**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

AUGUST 12, 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, August 12, 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	N/A
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:3013486- 3013608			
Accounts Payable	\$3,061,292.83	\$874,934.76	\$3,936,227.59
Gross Payroll			
06/30/25-07/13/25 & 07/14/25- 07/27/25	<u>\$1,062,784.35</u>	<u>\$956,751.71</u>	<u>\$2,019,546.06</u>
TOTALS	<u>\$4,124,077.18</u>	<u>\$1,831,696.47</u>	<u>\$5,955,773.65</u>

Payroll for the pay period beginning July 28, 2025 through August 10, 2025.

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

C. MINUTES: July 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 June 30, 2025, as submitted.

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

DISCUSSION ITEMS

- 5. APPROVAL OF AGREEMENT WITH GOFORTH & MARTI, INC. FOR THE PROCUREMENT, DELIVERY, AND INSTALLATION OF FURNITURE, FIXTURES, AND EQUIPMENT FOR THE SBMWD ADMINISTRATION FACILITY PROJECT– REQUEST FOR PROPOSAL NO. 1859:** In November 2018, the Water Board approved the final design of the SBMWD Water Facilities Relocation Project. This Project consolidated and co-located numerous Water Department functions to the 397 Chandler Campus. Construction for Phase I was approaching completion with final completion anticipated in the last quarter of 2025.

Staff issued Request for Proposal (RFP) No. 1859 for the procurement, delivery, and installation of furniture, fixtures, and equipment for the new Administration Facility. The Department received three (3) responses on March 7, 2025, from the following firms: Cubicle and Office, Inc., Goforth & Marti, Inc. (GMBI), Office Solutions Business Products & Services, LLC (Bluespace).

During firm site visits, it was determined that the options provided in the proposal of Cubicle and Office, Inc., would not adequately meet the Department's needs for the facility. As such, their proposal was deemed non-responsive.

Based upon review of the proposals, staff recommended that GMBI be awarded a Goods Purchase Agreement to procure, deliver, and install the furniture, fixtures, and equipment for the Administration Facility pursuant to RFP No. 1859.

The funding source for this contract was the FY 2025/2026 Water Utility Fund Capital Improvement Project titled *SBMWD Administration Facility – Chandler Place Project* (Project Number C1410689) which currently had a total of \$352,145 in unencumbered funds and FY 2025/2026 Sewer Treatment Fund Capital Improvement Project titled *SBMWD Administration Building* (Project Number C1700196) which currently had a total of \$ 517,808 in unencumbered funds.

MOTION: Approve the Goods Purchase Agreement with Goforth & Marti, Inc. (GMBI), in an amount not to exceed SIX HUNDRED FIFTY-ONE THOUSAND EIGHT HUNDRED TWELVE AND 57/100 DOLLARS (\$651,812.57) for the procurement, delivery, and installation of furniture, fixtures, and equipment for the Administration Facility Project in accordance with Request for Proposal No. 1859. The General Manager was authorized to negotiate and execute the Agreement.

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

6. **CONTRACT NO. 1835 – PROFESSIONAL METERS INC. – CHANGE ORDER NO. 1 – ADVANCED METER INFRASTRUCTURE (AMI) IMPLEMENTATION PROGRAM PHASE I PROJECT (PROJECT NO. C2211020):** On June 24, 2024, the Water Board entered into Contract No. 1835 with Professional Meters Inc. for the Advanced Meter Infrastructure Implementation Program Phase I.

The delivery of the 500Wc transmitters was delayed due to the time needed to finalize Itron's scope of work and complete the required training and workshops. As a result, the Contractor was unable to begin installation until May 7, 2025. To maintain critical project milestones required under the California Division of Drinking Water (DDW) grant, the Contractor was authorized to perform preparatory hydrovac work on all meter boxes and vaults.

Change Order No. 1 in the amount of \$371,498.89 was prepared for this extra work to be performed by Professional Meters Inc. under Contract No. 1835.

The funding source for this contract was in the Water Utility Fund Capital Improvement Project titled *Advanced Metering Infrastructure (AMI) Project - Phase 1* (Project No. C2211020) which currently had a total of \$2,612,323.57 in unencumbered funds.

Director Miller stated this staff has been preparing for this project for five (5) years and Phase I covered approximately 13,000 meters in the City.

Commissioner Mlynarski asked if the process and the grant funding was only for Phase I and if staff felt that Phase I would be executed with this change order.

Director Miller stated that the grant funding was only for Phase I of the project and that staff did not foresee that there would be any additional issues.

Commissioner Mlynarski asked if the Department would continue to pursue grant funding for this project or would this be incorporated into future budgets.

General Manager Guerrero stated that grant funding would be the main resource for this project.

General Manager Guerrero stated that all of the different components to this project would cost close to \$10 million overall.

MOTION: Approve Change Order No. 1 to Contract No. 1835 with Professional Meters Inc., in the amount of THREE HUNDRED SEVENTY-ONE FOUR HUNDRED NINETY-EIGHT AND 98/100 DOLLARS (\$371,498.89). The General Manager was authorized to execute the change order.

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

7. AMENDMENT NO. 1 TO CONTRACT NO. 1841 –CONTRACT TO FURNISH GRANULAR ACTIVATED CARBON – CARBON ACTIVATED CORPORATION:

The Water Board entered a two-year contract, Contract No. 1841, with Carbon Activated Corporation (CAC), to furnish and deliver, remove, and dispose of spent carbon and install virgin granular activated carbon on July 9, 2024. This contract had a provision for three (3) one (1) year options to extend.

CAC requested to amend the contract due to significant and ongoing impacts from international trade policy changes and global supply chain disruptions. Since the original bid, tariffs on coconut shell-based activated carbon rose from 4.8% to 14.8%, with potential increases up to 58.8%.

Additionally, there was a global shortage of high-grade coconut shell feedstock, driven by weather events and supply chain instability in key producing regions. As a result of the substantial cost increases across the supply chain, a unit price increase from \$1.13 to \$1.61 was requested.

Accepting CAC's proposed amendment would allow the Department to continue operating in compliance with the regulations while maintaining the ability to decline any extension should costs unexpectedly decline.

The funding source for this project was the FY 2025/2026 Operations and Maintenance Budget; there were sufficient funds to cover the contract for the rest of this fiscal year. Carbon change outs were 100 percent reimbursable through the AIG commutation account.

MOTION: Approve Amendment No. 1 to Contract No. 1841 with Carbon Activated Corporation. The General Manager was authorized to execute the Amendment.

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

8. **AWARD OF CONTRACT – SHANDIN HILLS BOOSTER STATION PLANT SITE IMPROVEMENTS PROJECT SPECIFICATION NO. 1868:** The Shandin Hills Booster Pump Station Plant Site experienced recurring issues with localized stormwater flooding during high-intensity rain events. These storm events resulted in stormwater runoff and mudflows extending beyond the project site and impacting adjacent properties. To mitigate these flood risks, critical site improvements within the area known as Circle Road Park were necessary.

Specifications were advertised on June 6, 2025, for Specification No. 1868, to “Furnish all labor, equipment, and materials for the Shandin Hills Booster Station Plant Site Improvements Project, located in San Bernardino, California” and eight (8) bids were received and opened on July 16, 2025.

The funding source for this project was the FY 2025/2026 Water Fund Capital Improvement Project titled *Shandin Hills Booster Station Site* (Project No. C2411135) which currently had a total of \$176,100.00 in unencumbered funds.

MOTION: Accept the bid of Matcon General Engineering, Inc., as the lowest responsive, responsible bidder and award a contract in the amount of ONE HUNDRED ONE THOUSAND FORTY-SIX AND 93/100 DOLLARS (\$101,046.93) for the SHANDIN HILLS BOOSTER STATION PLANT SITE IMPROVEMENTS PROJECT, retain the bid securities in accordance with Specification No. 1868. The General Manager was authorized to execute the contract and sign and verify a Notice of Completion.

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

9. **AMENDMENT NO. 2 TO CONTRACT NO. 1669 – BIENNIAL CONTRACT FOR BULK LIQUID FERRIC CHLORIDE – KEMIRA WATER SOLUTIONS, INC.:** The Water Board entered a two-year contract, Contract No. 1669, with Kemira Water Solutions, Inc. (Kemira), to furnish and deliver bulk liquid ferric chloride to the WRP. This contract had a provision for two (2) additional two (2) year extensions. Extension No. 1 was approved by the Water Board on July 23, 2019, and expired on July 31, 2021. Extension No. 2 was approved by the Water Board on September 14, 2021, and expired on July 31, 2023.

Amendment No. 1 to Contract No. 1669 extended the contract for one (1) year, from August 1, 2023, to August 1, 2024, with a price increase from \$675.00 to \$1,248.00 per dry ton.

In recognition of the Department's agreement with the request, the Amendment also provided an additional one (1) year extension at the Department's discretion, with a variable cost increased capped at \$1,435.20, which was a maximum of 15% increase from the agreed-upon rate.

Amendment No. 2 extended the current contract for one (1) year, from August 1, 2025, to August 1, 2026, with pricing maintained at \$1,357.00 per dry ton. If exercised, Extension No. 1 (August 1, 2026 – July 31, 2027) included a variable cost increase capped at 10% or \$1,492.70 per dry ton. Extension No. 2 (August 1, 2027 – July 31, 2028) included a variable cost increase capped at 15% or \$1,716.60 per dry ton.

The funding source for this contract was the FY 2025/2026 Sewer Operations and Maintenance Budget.

MOTION: Approve Amendment No. 2 to Contract No. 1669 with Kemira Water Solutions, Inc. The General Manager was authorized to execute the Amendment.

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

10. **GRANT OF EASEMENT TO SOUTHERN CALIFORNIA EDISON FOR CHARGE READY PROGRAM ELECTRIC VEHICLE INFRASTRUCTURE INSTALLATION AT THE WATER RECLAMATION PLANT, APNS 0141-291-06, 0141-291-22, and 0141-291-23:** The Department applied for and was accepted into the Southern California Edison (SCE) Charge Ready Program, which supported the deployment of electric vehicle (EV) charging infrastructure by covering some of the costs of installation and associated equipment.

SCE required an easement to place electrical infrastructure on Department-owned property and provided the Department with an easement document for execution. There was no fiscal impact associated with this approval of this easement.

MOTION: Approve a Grant of Easement to SCE for Charge Ready Program Electric Vehicle Infrastructure Installation at the Water Reclamation Plant (APNS 0141-29-06, 0141-291-22 and 0141-291-23) as described in the easement documents. Staff was authorized to submit the easement documents to the General Manager and County for recordation.

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

11. **RS-1 RETURN ACTIVATED SLUDGE (RAS) PUMPS REPLACEMENT – XYLEM WATER SOLUTIONS:** In 1986, a Water Reclamation Plant (WRP) expansion known as the RS-1 Pumping Station was constructed. This section of the plant was responsible for processing the Return Activated Sludge (RAS) as part of the Unit 1 primary and secondary processes. As a part of this treatment process, three (3) RAS pumps were utilized.

The pumps were now 38 years old and due to their age, coupled with the continuous need for repairs, staff recommended the pumps be replaced with new equipment. Flygt AC was the only manufacturer that produced a direct replacement for this application, and Xylem Water Solutions, USA, was the sole provider for Flygt AC in our region.

Staff recommended replacing the three (3) existing Allis-Chalmers pumps on a single-source basis with direct replacement Flygt AC Pumps from Xylem Water Solutions, USA.

The funding source for this project was the FY 2025/2026 Sewer Fund Capital Project titled *Annual R/R- WRP Mechanical* (C.O. M2600345), with an approved budget of \$707,000. There were sufficient funds remaining for this project.

MOTION: Approve the issuance of a Purchase Order to Xylem Water Solutions, USA as outlined in Purchasing Policy 51.030 on a single source basis in the amount of ONE HUNDRED TWENTY THOUSAND, SIX HUNDRED SIXTY-FOUR AND 89/100 DOLLARS (\$126,664.89).

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

12. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – Commissioner Mlynarski stated that he attended the Southern California Water Conference in Ontario, CA. on Friday, August 8, 2025, with Department staff.

Commissioner Mlynarski stated that the topic of hellihydrants was discussed and would like the Department to research the potential of these hellihydrants in the foothill area.

General Manager Guerrero stated that the Department may look at the benefits of hellihydrants in the foothill area in the future.

C. Report of the Directors –

1. Director Stewart stated that the City's Animal Shelter requested to lease space within the WRP to use as a temporary parking area due to a kennel expansion project.

Director Stewart stated that construction began approximately one (1) month ago and a lease agreement between the Department and the City would be presented to the Water Board at a future meeting.

2. Director Miller stated that storm drain construction was being conducted for the new facility in the north parking area.
3. Deputy General Manager Ohama stated that the Department was conducting a brief customer survey in partnership with the California Department of Water Resources to better understand residential water use.

Deputy General Manager Ohama stated that information collected from this survey would be used to better understand impacts from Senate Bill 1157, and that the survey was emailed to customers and was also on the Department website.

4. Deputy General Manager Ohama stated that Department staff and several water retailers in the San Bernardino Valley and IEUA regions would be co-hosting an informational workshop for HOA property managers and maintenance staff.

Deputy General Manager Ohama stated that the free workshop would be held at the Jessie Turner Community Center in Fontana, Ca., on August 28, 2025, from 10:00 a.m. – 12:00 p.m.

5. Deputy General Manager Ohama stated that Water Conservation staff attended National Night Out at Lytle Creek Park on August 5, 2025, and would be attending the Mt. Vernon Bridge Re-Opening on Saturday, August 23, 2025.

D. Report of the General Manager –

1. General Manager Guerrero stated that Strategic Plan pamphlets were distributed to the Water Board, as well as City officials and that Water Conservation staff was working on a Strategic Plan brochures to circulate at various community events.

General Manager Guerrero stated that management received good feedback from employees and that Strategic Plan posters would be produced in the future to be posted in all sections of the Department.

2. General Manager Guerrero stated that Nichole Morgan from the State Water Board would be touring the septic to sewer project at Arrowhead Farms with Supervisor Baca on Thursday, August 14, 2025.

General Manager Guerrero stated that he and Devin Arciniega would be attending the tour.

13. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for *9:30 a.m., August 26, 2025*, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager