



**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

SEPTEMBER 9, 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, September 9, 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	Absent	N/A
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 4E:**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Total</u>
Claims:3013832- 3013892			
Accounts Payable	\$1,621,273.37	\$1,301,152.40	\$2,922,425.77
Gross Payroll	<u>\$497,972.67</u>	<u>\$448,164.90</u>	<u>\$946,137.57</u>
08/11/25-08/24/25			
TOTALS	<u>\$2,119,246.04</u>	<u>\$1,749,317.30</u>	<u>\$3,868,563.34</u>

Payroll for the pay period beginning August 25, 2025 through September 7, 2025.

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

C. MINUTES: August 26, 2025.

D. REVISED JOB DESCRIPTION FOR PRINCIPAL ENGINEER (2120):

Because of difficulties filling the Construction Services Manager position, staff requested to inactivate this position, change the job description for Principal Engineer to allow incumbents to handle either planning and design or construction management, and add a Principal Engineer position that would be added to the Engineering budget. This change would provide the necessary flexibility to handle the needs of the Department.

The Construction Project Manager is Range 268 and the Principal Engineer was Range 270 resulting in a minor increase of approximately 5% or \$9,000 difference for the fiscal year which was covered by salary savings due to vacancies.

MOTION: Approve the revised job description for Principal Engineer (2120); and

Inactivate the Construction Services Manager job description and position in the FY 25/26 budget; and

Add one Principal Engineer position to the fiscal year 25/26 budget, as submitted.

RESULT: APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER: R. Johnson
SECONDER: D. Mlynarski
ABSTAINED: N/A
ABSENT: W. Hendrix, T. Brickley

E. ANNUAL POLICY REVIEW – NEW, DELETED, AND REVISED POLICIES:

A comprehensive yearly review of existing policies and procedures was conducted per Policy 10.020 – *Review of Policies and Procedures*.

New and existing policies with either legislatively mandated or substantive content changes were approved by the Water Board. Existing policies and procedures with minor editorial changes were approved by the General Manager. All employees must review the policies and procedures after each yearly review and sign an acknowledgement form.

There were no fiscal impact as a result of these changes.

MOTION: Approve revised Policy No. 51.030 Purchasing; and

Approve revised Policy No. 31.050 Return to Work/Modified Duty Policy; and

Approve revised Policy No. 33.035 Drug, Alcohol and Substance Use, as submitted.

DISCUSSION ITEMS

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

Kevin Stewart	10 Years of Service
Francisco Lopez	15 Years of Service

- 6. APPROVE MEMORANDUM OF UNDERSTANDING WITH CITY OF SAN BERNARDINO FOR WATER DEPARTMENT PROPERTY LOCATED ON THE WATER RECLAMATION PLANT (APN 0141-291-23) FOR USE AS A TEMPORARY PARKING FACILITY:** Recently, the City of San Bernardino Animal Shelter expanded its operations and constructed structures and facilities on all available land within their property boundaries. In May 2024, City staff requested a meeting with the Department to discuss potential use of a portion of the Department's Water Reclamation Plant (WRP) for use as a temporary staff parking facility until a permanent solution could be established. The City and the Department evaluated land on the WRP that would be suitable for a temporary parking facility.

City and Department Staff identified an approximately 27,790 square foot area of the WRP (the "Property") located south of the existing animal shelter property located at 333 Chandler Place, north of West Century Avenue, and east of the Durham School Services ("bus yard") property that would serve the City's needs for the temporary parking facility. It was the practice of the City and Department to document transfers between City funds, such as the General Fund, Water Fund, and Sewer Fund with Memorandums of Understanding between the City Council and the Water Board.

On July 29, 2025, an appraisal of the Property was performed by an independent appraiser contracted by the Department. The fair market rental value was established at \$0.20 per square foot per month on a triple net basis. The Property was not necessary for use in the immediate future by the Department.

Lease of the Water Department property would result in financial gain for the Water Department. The City would approve annual transfers from the General Fund to the Sewer Fund in the amount of \$66,696.00 (the "Annual Rent"), subject to annual escalation as provided for in the MOU.

Commissioner Johnson asked where the access point of the parking area would be located.

General Manager Guerrero stated that access would be gained off of W. Century Avenue.

MOTION: Adopt Resolution 2025-012, approving the Lease Agreement for real property owned by the San Bernardino Municipal Water Department, generally located on the Water Reclamation Plant south of the existing animal shelter located at 333 Chandler Place, east of the Durham School Services property located at 1355 South E Street, and north of West Century Avenue (APN 0141-291-23). The General Manager was authorized to execute the Memorandum of Understanding.

RESULT:	APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER:	R. Johnson
SECONDER:	D. Mlynarski
ABSTAINED:	N/A
ABSENT:	W. Hendrix, T. Brickley

7. **APPROVAL OF PURCHASE – TWO (2) JOHN DEERE 35G MINI EXCAVATORS – ONE (1) DITCH WITCH HX40G – TWO (2) PRES TECH PT26-G VALVE EXERCISE MACHINES:** On June 24, 2025, the Water Board approved the Fiscal Year (FY) 2025/2026 Budget, which included funding for critical equipment purchases to support the operational needs of the Water Utility Distribution Section.

These equipment acquisitions were critical for maintaining service reliability and improving crew efficiency, while also reducing manual labor demands in field operations, directly lowering the risk of work-related injuries. Considering the benefits, staff proposed purchasing new John Deere 35G Mini Excavators and Ditch Witch HX40G Vacuum Excavator equipment to support the Department's operations.

Purchasing Policy 51.030, Part V (E), *Exceptions*, allowed for deviations from routine purchasing procedures in special circumstances when such deviations were in the Department's best interest. Sourcewell, formerly known as the National Joint Powers Alliance (NJPA), had cooperative contracts in place that allow governmental agencies to procure goods, services, and equipment that had been nationally bid.

The funding sources for the following equipment were as follows:

- The funding source for two (2) 2025 John Deere 35G mini excavators for \$121,254.58 was the Fiscal Year 2025/2025 Service and Repair Section 3021 *Capital Outlay 103021-6008*; and
- The funding source for one (1) Ditch Witch HX40G for \$87,276.84 was the Fiscal Year 2025/2026 Distribution Maintenance 3023 *Capital Outlay 6008*; and
- The funding source for two (2) Pres Tech PT-26G Valve Exercisers for \$200,936.67 was the Fiscal Year 2025/2026 Distribution Maintenance 3023 *Capital Outlay 6008*.

MOTION: Staff was authorized to issue a purchase order for two (2) 2023 John Deere 35G mini excavators at \$121,254.58; and

Staff was authorized to issue a purchase order for one (1) Ditch Witch HX40G Vacuum Excavator at \$87,276.84; and

Staff was authorized to issue a purchase order for two (2) Pres Tech Valve PT26-G Valve Exerciser at \$200,936.67.

RESULT:	APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER:	D. Mlynarski
SECONDER:	R. Johnson
ABSTAINED:	N/A
ABSENT:	W. Hendrix, T. Brickley

8. **2025-P2: E STREET VALVE REPLACEMENT PROJECT:** One (1) of the three (3) primary sources of flow to the Water Reclamation Plant (WRP) would come from the E Street Lift Station located at 1302 S. E Street. As a part of the pumping system, seven (7) 18" plug valves, and three (3) 18" check valves were installed. The purpose of these valves was to allow for isolation and maintenance of the three (3) centrifugal pumps that pump raw sewage to the WRP.

Throughout the years of operating this system, it became a challenge to maintain the pumps due to the failure of the valves. The valves were now 25 years old and exceeded their useful design life, and staff recommended these be replaced with new equipment.

A Request for Quote (RFQ) No. 2025-P2 for Procurement of 18" Valves for E Street replacement project was issued and staff received seven (7) responses on August 8, 2025. Staff reviewed the submitted quotation and recommended the issuance of a Purchase Order to CS-AMSCO to replace all 7 plug valves and all 3 check valves.

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, of which sufficient funds remain for this project.

MOTION: Approve the issuance of a Purchase Order to CS Associated Municipal Sales Company in the amount of ONE HUNDRED TWO THOUSAND FOUR HUNDRED EIGHTEEN AND 59/100 (\$102,418.59) for the purchase of the equipment for the E Street Valve Replacement Project.

RESULT: APPROVED 3-0 BY ROLL CALL VOTE W/ 2 ABSENT
MOVER: D. Mlynarski
SECONDER: R. Johnson
ABSTAINED: N/A
ABSENT: W. Hendrix, T. Brickley

9. REPORTS:

- A. Report of the President – None.**
- B. Report of the Commissioners – None.**
- C. Report of the Directors – None.**
- D. Report of the General Manager –** General Manager Guerrero stated that Deputy General Ohama attended a CMUA press conference on Monday, September 8, 2025 at the State Capitol.

General Manager Guerrero stated that the press conference was in support of Senate Bill 72 which would revise the California Water Plan to address water supply issues across California.

10. PUBLIC COMMENT ON CLOSED SESSION ITEMS: None.

11. CLOSED SESSION:

Pursuant to Government Code Section(s):

- A. Conference with legal counsel – existing litigation – pursuant to Government Code Section 54956.9 (a) and (d)(1):** *San Bernardino Municipal Water Department v. USA*, United States District Court - Civil Docket Case No. 2:96-cv-08867-MRP-JG.

No reportable action was taken.

12. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., September 23, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager