



**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 23, 2025

One member of the Water Board wished to attend the September 23, 2025 meeting pursuant to AB 2449, which creates an exception to the Brown Act that allows legislative body members to appear by teleconference at a meeting due to "just cause" or "emergency circumstance" without complying with the standard teleconferencing requirements that each teleconference location be identified in the notice and the agenda and that each teleconference location be accessible to the public.

Commissioner Brickley stated that he was using the "just cause" exception as he was in the state of Montana providing caregiving services to his sister and was unable to attend in person as a result.

The record reflects that Commissioner Brickley attended this meeting via the "just cause" exception as outlined by AB 2449.

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 23, 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	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:** Commissioner Johnson announced that Congressman Pete Aguilar would be a speaker at the Akoma Unity Center at 2:00 p.m. on Tuesday, September 23, 2025.

Commissioner Johnson stated that Congressman Aguilar would be speaking on the topic of affordable care and Medicare.

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>Total</u>
Claims:3013961-3014109			
Accounts Payable	\$4,045,456.59	\$2,105,966.44	\$6,151,423.03
Gross Payroll	<u>\$494,391.55</u>	<u>\$440,568.35</u>	<u>\$934,959.90</u>
08/25/25-09/07/25			
TOTALS	<u>\$4,539,848.14</u>	<u>\$2,546,534.79</u>	<u>\$7,086,382.93</u>

Payroll for the pay period beginning September 8, 2025 through September 21, 2025.

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

C. MINUTES: September 9, 2025.

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

DISCUSSION ITEMS

5. **SPECIFICATION 1866 – WR DIVISION PROGRAM MANAGEMENT – WATER SYSTEMS CONSULTING, INC (WSC):** The Department owns and operates an extensive array of sewer collections and treatment infrastructure throughout the Service Area. Several Master Plans outlined critically important Capital Improvement Program (CIP) Projects that were recommended for implementation and completion on progressing timelines. Each year, sufficient budget was allocated for these projects. Unfortunately, due to challenges with finding, hiring, and retaining qualified and experienced staff members, the Department was not able to complete or progress on a significant number of these critical CIP Projects.

During an April 2025 internal meeting, staff identified a temporary plan for achieving progress on these projects to keep from falling further behind schedule. This included temporarily bringing a Professional Consultant on to perform “WR Division Program Management” for nine (9) specific projects. This consultant would perform overall management of the listed projects for a period matching the remainder of FY25/26. The consultant would not perform Professional Design or 3rd Party Construction Management services for the listed projects. If the quality of service met the Department’s standard of service, the Department would have the option to extend these services for two (2) additional 1-year terms matching the Department’s fiscal year dates.

In response to a thorough outreach effort and a publicly listed RFP, nine (9) proposals were received. The top four (4) ranked firms were invited to participate in an interview process. Following the interviews, Water Systems Consulting, Inc (WSC) was unanimously viewed as the top-ranked firm based upon a list of factors.

The funding source for this WR Division Program Management FY25/26 was the FY 2025/2026 Operating Fund account 204090-5201 – *Professional Services*. This Project was included in the proposed budget. There were sufficient funds in the account to cover the Agreement.

MOTION: Approve the Professional Service Agreement with Water Systems Consulting, Inc. for Specification Number 1866 in an amount not-to-exceed FOUR HUNDRED TWELVE THOUSAND SIX HUNDRED EIGHTEEN AND 00/100 DOLLARS (\$412,618.00). The General Manager was authorized to execute the Professional Service Agreement.

RESULT:	APPROVED 5-0 BY ROLL CALL VOTE
MOVER:	D. Mlynarski
SECONDER:	T. Brickley
ABSTAINED:	N/A
ABSENT:	N/A

6. APPROVAL OF PURCHASE ORDER FOR SERVICE INSTALLATIONS

AT 701 S. MT. VERNON AVENUE: The Department received a request from San Bernardino Valley College to install and abandon some water service installation services.

The Department utilized an approved list of five (5) construction firms to serve as on-call contractors under Contract No. 1825 – *On-Call Potable Water And Sanitary Sewer Repair Services*. Staff solicited bids from these contractors and four (4) bids were received and opened on August 1, 2025.

Staff recommended that the Water Board approve the issuance of a purchase order in the amount of \$115,000 to Dominguez Engineering, Inc.

The funding source from this contract was Construction Orders assigned for Fiscal Year 2025/26. San Bernardino Valley College would be issued an invoice to cover these installation fees and the water capacity charges established by Rule and Regulation No. 5. The collected installation fees would be deposited into the construction orders listed in the Staff Report.

MOTION: Approve the purchase order for the project installations located at 701 S. Mt. Vernon Avenue by Dominguez Engineering, Inc. in the amount of \$115,000.

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

7. REPORTS:

A. Report of the President – President Callicott thanked the Executive team for the Employee Appreciation Pizza Lunch on September 18, 2025.

B. Report of the Commissioners – None.

C. Report of the Directors –

1. Director Shepardson stated that the commercial, general liability, cyber security, EPL, and other annual insurance renewals would be coming before the Water Board in October for approval.
2. Director Miller stated that the construction in front of the Administration Building should be completed in the next two (2) weeks.
3. Deputy General Manager Ohama stated that the Water Conservation team would be attending the following events:
 - Mountain Park HOA Presentation on October 1, 2025 at 6:00 p.m.– focusing on upcoming State regulations that prohibit watering of non-functional turf on Commercial, Industrial and Institutional properties.
 - Arroyo Valley High School Mentor Night on October 1, 2025.

D. Report of the General Manager – General Manager Guerrero stated that the Mayor & City Council approved the lease agreement between the Department and City for the Animal Shelter expansion.

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): Claim No. 25-011.

No reportable action was taken.

12. **ADJOURNMENT**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., *October 14, 2025*, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager