



**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

OCTOBER 14, 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, October 14, 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 the Golden Agers was hosting a Breast Cancer Awareness Walk at Ann Shirrells Park on Saturday, October 18, 2025.
- 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:3014110- 3014335			
Accounts Payable	\$3,525,641.89	\$1,704,802.97	\$5,230,444.86
Gross Payroll	<u>\$495,116.77</u>	<u>\$452,468.66</u>	<u>\$947,585.43</u>
09/08/25-09/21/25			
TOTALS	<u>\$4,020,758.66</u>	<u>\$2,157,271.63</u>	<u>\$6,178,030.29</u>

Payroll for the pay periods beginning September 22, 2025 through October 5, 2025, and October 6, 2025 through October 19, 2025.

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

C. MINUTES: September 23, 2025.

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 FOR THE COMPREHENSIVE WATER, SEWER TREATMENT, WHOLESALE WATER RATE AND CAPACITY CHARGES STUDY PROJECT– REQUEST FOR PROPOSAL NO. 1870:** The Department required a comprehensive evaluation of its water, sewer treatment, and wholesale water rates, along with capacity charges, to ensure they were financially sustainable, equitable, and aligned with regulatory requirements. Periodic rate and capacity charge studies were necessary to recover the full cost of providing service, support long-term capital and operational needs, and maintain compliance with state law.

Department staff solicited professional consulting services with demonstrated expertise in utility financial planning and rate analysis and issued Request for Proposal (RFP) No. 1870 for a Comprehensive Water, Sewer Treatment, Wholesale Water Rate and Capacity Charges Study. The Department received two (2) responses on September 26, 2025, and completed a thorough review and ranking of each proposal submitted. Staff recommended that Raftelis Financial Consultants, Inc. be awarded a Professional Service Agreement to provide a Comprehensive Water, Sewer Treatment, Wholesale Water Rate and Capacity Charges Study pursuant to RFP No. 1870.

The funding source for this contract was the FY 2025/2026 Water Budget Professional Services (Account Number 101400-5201) which currently had a total of \$238,785.00 in unencumbered funds.

MOTION: Approve the Professional Service Agreement with Raftelis Financial Consultants, Inc., in an amount not to exceed ONE HUNDRED SIXTY-EIGHT THOUSAND SEVEN HUNDRED SIXTY-FOUR AND 00/100 DOLLARS (\$168,764.00) for the Comprehensive Water, Sewer Treatment, Wholesale Water Rate and Capacity Charges Study in accordance with Request for Proposal No. 1870. The General Manager was authorized to execute the Agreement.

RESULT: APPROVED 5-0 BY ROLL CALL VOTE

MOVER: T. Brickley

SECONDER: W. Hendrix

ABSTAINED: N/A

ABSENT: N/A

6. **AUTOMATIC ANNUAL WATER CAPACITY CHARGE INCREASE FOR FISCAL YEAR 2026/2027:** Rule and Regulation No. 5 requires that “On July 1 of each calendar year the acquisition of service charge shall automatically increase in proportion to the published twelve-month increase measured in September each year in the Construction Cost Index. This index is published in “Engineering News Record,” a publication of McGraw-Hill, Inc.

The Board of Water Commissioners may, at its option, determine by resolution adopted prior to November 1, that such an increase shall not be effective for the next succeeding fiscal year (always starting on July 1). In the event the Construction Cost Index has not changed or has decreased, the charge shall not be changed.”

The “Engineering News Record (ENR)” Construction Cost Index showed a 2.2 percent increase for the period of September 2024 through September 2025.

Commissioner Hendrix asked why the Department was not waiting for the rate study to be completed before deciding on the increase before the Water Board.

General Manager Guerrero stated that while the Department could wait on this item, Rule and Regulation No. 5 called for an automatic increase, but there was an option in the Motion to forgo the increase if the Water Board voted to do so through a resolution.

The Water Board discussed both motions and chose to approve the 2.2 percent increase.

MOTION: Allow the automatic ENR increase to 2.2 percent to the water capacity charges in Rule and Regulation No. 5 to become effective July 1, 2026. Staff was directed to provide notification to current and future project holders of the effective date and amount of water capacity charge increases.

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

7. **CONTRACT NO. 1729 – INFRASTRUCTURE ENGINEERING CORPORATION, AN ARDURRA COMPANY – CHANGE ORDER NO. 3 THIRD PARTY CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES PROJECTS (PROJECT NO. C17000194):** On May 12, 2020, the Water Board approved Contract No. 1729 with Infrastructure Engineering Corporation, an Ardurra Company (IEC) to provide Professional Third-Party Construction Management and Inspection Services (CM) for multiple simultaneous projects at the Water Reclamation Plant (WRP). The construction projects encountered various delays ranging from scarcity of material supply, manufacturing design challenges with the flares, and completion of requirements for permitting of the Tertiary Treatment System Project (TTS).

In February 2025, IEC notified the Department that funds under the existing agreement were nearly depleted, though significant work remained. IEC submitted Amendment Request No. 3 for additional Construction Management Services under Contract No. 1729. Change Order No. 3 needed ratification of these services and payment for outstanding invoices already submitted.

The funding source for this project was the FY 2025/2026 Sewer Treatment Fund Capital Improvement Project titled *CWF-Phase 4 Tertiary Treatment Project* (Project No. C1700194) which currently had a total of \$571,880.82 in unencumbered funds.

MOTION: Ratify Change Order No. 3 to Contract No. 1729 with Infrastructure Engineering Corporation, an Ardurra Company in the amount of TWO HUNDRED EIGHTY-NINE EIGHT HUNDRED FORTY-ONE AND 00/100 DOLLARS (\$289,841.00). The General Manager was authorized to execute the change order.

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

8. **TRANSFER OF FUNDS AND APPROVAL OF CHANGE ORDER NO. 4 WITH INFRASTRUCTURE ENGINEERING CORPORATION, AN ARDURRA COMPANY (CONTRACT 1729) FOR THE THIRD-PARTY CONSTRUCTION MANAGEMENT SERVICES OF THE TERTIARY TREATMENT SYSTEM PROJECT (CO 00194):** On May 12, 2020, the Water Board approved Contract No. 1729 with Infrastructure Engineering Corporation, an Ardurra Company (IEC) to provide Professional Third-Party Construction Management and Inspection Services (CM) for multiple simultaneous projects at the Water Reclamation Plant (WRP).

The construction projects encountered various delays ranging from scarcity of material supply, manufacturing design challenges with the flares, and completion of requirements for permitting of the Tertiary Treatment System Project (TTS).

IEC proposed to provide full-time CMS services throughout August 2025, prior to the General Construction Contractor placing the project on suspension pending the delivery of equipment. During this suspension period, certain CMS overhead costs would continue to accrue and/or were necessary. It was anticipated that these part-time costs would persist through the end of November 2025. In December 2025, full-time costs were expected to resume as the General Contractor concluded their contractual obligations.

Change Order No. 4 in the amount of \$215,980.00 had been prepared for the extra work to be performed by IEC under Contract No. 1729 and upon Water Board approval, the revised contract end date would be December 31, 2025.

Staff proposed transferring funds from the project titled *Clean Water Factory – Phase 4 – Tertiary Treatment Design (C.O. 00138)* and requested a budget transfer in the amount of \$250,000.00 from the *Clean Water Factory Project – Phase 2 – Tertiary Treatment Design (C.O. 00138)* to the *Clean Water Factory Project – Phase 4 – Tertiary Treatment Construction (C.O. 00194)*.

MOTION: Approve the transfer of \$250,000.00 from the *Clean Water Factory Project – Phase 2 – Tertiary Treatment Design (C.O. 00138)* to the *Clean Water Factory Project – Phase 4 – Tertiary Treatment Construction (C.O. 00194)*; and

Approve Change Order No. 4 to Infrastructure Engineering Corporation, an Ardurra Company, in the amount of TWO HUNDRED FIFTEEN THOUSAND NINE HUNDRED EIGHTY AND 00/100 DOLLARS (\$215,980.00). The General Manager was authorized to execute the change orders.

RESULT: APPROVED 5-0 BY ROLL CALL VOTE

MOVER: D. Mlynarski

SECONDER: W. Hendrix

ABSTAINED: N/A

ABSENT: N/A

9. **CONTRACT NO. 1723 – MEYERS AND SONS CONSTRUCTION, LLC -CHANGE ORDER NO. 7 – TERTIARY TREATMENT SYSTEM PROJECT (PROJECT NO. C1700194):** On April 25, 2023, the Department entered into Contract No. 1723 with Myers & Sons Construction, LLC (Meyers), for the construction of the Tertiary Treatment System Project. Several change orders between November 2023 and March 2025 were issued and approved by the Water Board for a variety of issues related to Contract No. 1723.

During a field inspection of the new duct bank by Department staff, the need for two (2) additional tracer wires and four (4) additional access points/termination points was confirmed. As such, the Contractor installed the additional tracer wires and access points on the duct bank to facilitate future use and discovery.

Upon the Department's request, the Contractor would also add additional tracer wire, valve cans, and termination points around the Project site. Additional pipe support, deck design, conduit and wiring, concrete removal, local control placement, and trolley door modification work was necessary at this time.

Change Order No. 7 in the amount of \$185,732.16 was prepared for this extra work to be performed by Meyers under Contract No. 1723.

The funding source for this project was the FY 2025/2026 Sewer Treatment Fund Capital Improvement Project titled *CWF-Phase 4 Tertiary Treatment Project* (Project No. C1700194) which currently had a total of \$571,880.82 in unencumbered funds.

MOTION: Approve Change Order No. 7 to Contract No. 1723 with Meyers & Sons, LLC in the amount of ONE HUNDRED EIGHTY-FIVE THOUSAND SEVEN HUNDRED THIRTY-TWO AND 16/100 DOLLARS (\$185,732.16). The General Manager was authorized to execute the change order.

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

10. REPORTS:

A. Report of the President – None.

B. Report of the Commissioners – Commissioner Brickley thanked the Water Board for allowing him to attend Water Board meetings via Zoom on occasion in order to care for his sister.

C. Report of the Directors –

1. Director Shepardson stated that she was waiting on three (3) quotes for general liability, excess, and auto insurance renewals and once those were received, all of the insurance renewals would come before the Water Board for approval.
2. Director Shepardson stated that staff would be participating in the annual SAWPA River Walk on Thursday, October 16, 2025, to measure the Santa Ana River and collect data for compliance.

3. Deputy General Manager Ohama stated that the Water Conservation team would be attending the following events:

- Akoma Unity Center – Susan G Komen Breast Cancer Awareness Walk on Saturday, October 18, 2025 from 10:00 a.m. – 2:00 p.m.
- Parks and Recreation Trick or Treat event on Saturday, October 25, 2025 from 5:00 p.m. – 9:00 p.m.

D. Report of the General Manager –

1. General Manager Guerrero stated that Water Board Commissioners and staff would be attending the State of the City on Tuesday, October 14, 2025 at the California Theatre.
2. General Manager Guerrero stated that Water Conservation was planning an event to celebrate the Tertiary Treatment System and the Department's 120-year anniversary.

11. ADJOURNMENT

The next regular meeting of the Water Board was scheduled for 9:30 a.m., October 28, 2025, at The Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, CA 92408.

By: 

Miguel J. Guerrero
General Manager