

# Attachment 1



**City of San Bernardino**  
290 North D Street  
San Bernardino, CA 92401  
<http://www.sbcity.org>

*Chairperson Tawnya Rhoades-Hensley*  
*Vice Chairperson – Anthony R. Aguirre*  
**Commissioners**  
*Steven W. Bielak*  
*Darlene M. Herrera*  
*Michael J. Segura*  
*Lucy J. Sunga*  
*Robert Porter*  
*Alissa Payne*  
*Alfredo Quirarte*

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**MINUTES**  
FOR THE  
ARTS AND HISTORICAL PRESERVATION COMMISSION  
OF THE CITY OF SAN BERNARDINO

**MONDAY, NOVEMBER 21, 2022**  
**BOARD ROOM**

**CALL TO ORDER**

The Regular Meeting of the Arts and Historical Preservation Commission of the City of San Bernardino was called to order by Robert Porter, 7<sup>th</sup> Ward Commissioner at 4:01 pm, November 21, 2022 in the Board Room, 201 North “E” Street, 3<sup>rd</sup> Floor, San Bernardino, CA.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Steven W. Bielak	Commissioner, Ward 1	Present	3:55 pm
Darlene M. Herrera	Commissioner, Ward 2	Present	3:51 pm
Anthony R. Aguirre	Commissioner, Ward 3	Present	4:13 pm
Tawnya D. Rhoades-Hensley	Commissioner, Ward 4	Absent	
Michael J. Segura	Commissioner, Ward 5	Absent	
Lucy J. Sunga	Commissioner, Ward 6	Present	3:43 pm
Robert A. Porter	Commissioner, Ward 7	Present	3:55 pm
Alfredo Quirarte	Commissioner, Mayor's Appointee	Absent	
Alissa Payne	Commissioner, Mayor's Appointee	Present	3:54 pm
Lydie Gutfeld	Staff Liaison	Present	3:57 pm

**PUBLIC COMMENTS FOR ITEMS LISTED AND NOT LISTED ON THE AGENDA**

**CONSENT CALENDAR**

**1. Approval of Draft Minutes**

**Recommendation:** Approve the minutes of the regular meeting of October 17, 2022 and the special meeting of October 31, 2022

<b>RESULT:</b>	<b>ADOPTED (5-0)</b>
<b>MOVER:</b>	Robert Porter
<b>SECONDER:</b>	Alissa Payne
<b>AYES:</b>	Porter, Sunga, Bielak, Herrera, Payne
<b>ABSENT:</b>	Rhoades-Hensley, Quirarte, Segura, Aguirre

**2. Visual, Performing and Literary Grant – Council Request – *Substitute Motion***

**Recommendation:** Motion to remove grant applicants that are not 501©3 excluding The Little Gallery who will receive a grant of \$9,700 and add the balance of \$5,480 to the remaining balance of \$10,120 creating a new scholarship/grant totaling \$15,600

<b>RESULT:</b>	<b>FAILED (1-5)</b>
<b>MOVER:</b>	Lucy Sunga
<b>SECONDER:</b>	Robert Porter
<b>AYES:</b>	Sunga
<b>NAYES:</b>	Aguirre, Porter, Payne, Herrera, Bielak
<b>ABSENT:</b>	Quirarte, Rhoades-Hensley, Segura

**3. Visual, Performing and Literary Grant – Council Request**

**Recommendation:** Motion to remove grant applicants that are not 501©3 and add the \$15,180 of requested funds to the remaining balance of \$10,120 creating a new scholarship/grant totaling \$25,300

<b>RESULT:</b>	<b>ADOPTED (5-1)</b>
<b>MOVER:</b>	Robert Porter
<b>SECONDER:</b>	Alissa Payne
<b>AYES:</b>	Aguirre, Porter, Payne, Herrera, Bielak
<b>NAYES:</b>	Sunga
<b>ABSENT:</b>	Quirarte, Rhoades-Hensley, Segura

**4. Adjournment**

The meeting adjourned at 5:26 pm

The next Regular *Meeting* of the Arts and Historical Preservation Commission will be held on ***Monday, December 19, 2022 at 4:00 pm in the Board Room located at 201 North "E" Street, 3<sup>rd</sup> Floor***, San Bernardino, California 92401.

By: *Lesla Nichols*

Lesla Nichols,  
Administrative  
Assistant/Secretary



## City of San Bernardino

290 North D Street  
San Bernardino, CA 92401  
<http://www.sbcity.org>

*President Carolyn Tillman*  
*Vice President Valerie Lichtman*

### **Board Members**

*Thomas Rennard, DMin*  
*Jennifer Grant*  
**VACANT**

## MINUTES

FOR THE

LIBRARY BOARD OF TRUSTEES OF THE CITY OF SAN BERNARDINO

**November 8, 2022**  
**FELDHEYM CENTRAL LIBRARY**

### CALL TO ORDER

The Regular Meeting of the Library Board of the City of San Bernardino was called to order by Carolyn Tillman at 3:34 PM, Tuesday, November 8, 2022, in Feldheym Central Library Kellogg Room B, 555 West 6<sup>th</sup> Street, San Bernardino, CA.

Library Director led the Pledge of Allegiance.

### ROLL CALL

Attendee Name	Title	Status	Arrived
Carolyn Tillman	President	Present	3:31 PM
Valerie Lichtman	Vice President	Present	3:02 PM
Jennifer Grant	Board Member	Present	3:10 PM
Dr. Thomas Rennard	Board Member	Present	2:59 PM
VACANT	Board Member	-----	-----
Ed Erjavek	Staff Liaison	Present	

### PUBLIC COMMENTS FOR ITEMS LISTED AND NOT LISTED ON THE AGENDA

No public comments.

**CLOSED SESSION****A. PERSONNEL** (Pursuant to *Government Code* Section 54957):**CLOSED SESSION REPORT****CONSENT CALENDAR****1. Approval of Draft Minutes****Approved**

**Motion:** Approve the minutes of the Library Board of Trustees Meeting of May 10, 2022.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Val Lichtman, Vice President
<b>SECONDER:</b>	Jennifer Grant, Member
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**Approval of Draft Minutes****Approved**

**Motion:** Approve the minutes of the Library Board of Trustees Meeting of September 13, 2022.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Jennifer Grant, Member
<b>SECONDER:</b>	Val Lichtman, Member
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**LIBRARY DIRECTOR'S REPORT****2. Month in Review – Oral Report**

City IT staff has worked with Library IT staff to install a new phone system.

A Mystery Author discussion panel is being hosted Saturday, Nov. 19 at Feldheim, thanks to our Library Programming Coordinator Nikki Villalobos.

Visits from Mr. and Mrs. Santa Claus are scheduled for all libraries in December as they will sing songs and perform.

Inghram Library reported more than 100 people attending its programs in October as all Libraries are offering programs that are picking up in attendance post-pandemic.

Staffing: Executive Assistant and Librarian jobs remain open.

Library Board had previously approved closing one day at Library Director's discretion for integrated library system software upgrade so that is tentatively scheduled for Monday, January 23.

### 3. Review of Library Statistics

September and October statistics were reviewed by the Library Board.

### 4. Review of Library Budget

Year-to-date Library and Literacy budget was reviewed by the Board.

## LIBRARY BOARD PRESIDENT'S REPORT – ORAL REPORT

Nothing to report.

## STAFF REPORTS

### 5. Temporary Suspension from Library

#### Approved

Motion: Temporary suspension of six months from all city libraries for unknown patrons for several violations of the Patron Rules of Conduct Policy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Rennard, Member
<b>SECONDER:</b>	Val Lichtman, Vice President
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**6. Temporary Suspension from Library****Approved**

**Motion:** Temporary suspension of six months from all city libraries for Jermaine Wyman for several violations of the Patron Rules of Conduct Policy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Rennard, Member
<b>SECONDER:</b>	Jennifer Grant, Member
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**7. Temporary Suspension from Library****Approved**

**Motion:** Temporary suspension of six months from all city libraries for Dondero R. Stewart for several violations of the Patron Rules of Conduct Policy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Rennard, Member
<b>SECONDER:</b>	Val Lichtman, Vice President
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**8. Temporary Suspension from Library****Approved**

**Motion:** Temporary suspension of six months from all city libraries for unknown patron for several violations of the Patron Rules of Conduct Policy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Thomas Rennard, Member
<b>SECONDER:</b>	Val Lichtman, Vice President
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**9. Temporary Library Closures for Building Renovations****Approved****Motion:**

Authorize Library Director at his discretion to temporarily close Villaseñor and Rowe Branch Libraries to the public for building renovations during dates to be determined likely after the first year of the year.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Val Lichtman, Vice President
<b>SECONDER:</b>	Jennifer Grant, Member
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**10. Library Holiday Schedule for 2023****Approved****Motion:**

Approve the Library holiday schedule for 2023.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Val Lichtman, Vice President
<b>SECONDER:</b>	Jennifer Grant, Member
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman

**11. Library Director's Additional Administrative Leave Request****Approved****Motion:**

Consideration of the Library Director's request as he seeks approval from the SBPL Board of Trustees to receive the maximum 20 extra hours of Administrative Leave available to department directors as part of the City's Memorandum of Understanding (MOU) with the San Bernardino Confidential Management Association (SBCMA).

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Val Lichtman, Vice President
<b>SECONDER:</b>	Jennifer Grant, Member
<b>AYES:</b>	Grant, Lichtman, Rennard, Tillman



**12. Ingram Library Services Books Purchasing****Approved****Motion:**

Receive and file that Amendment No. 1 to an agreement to purchase library books from Inghram Library Services of an amount Not to Exceed \$85,000 in FY 2022/23 was approved by the Mayor and City Council at its October 5, 2022 meeting.

**RESULT: RECEIVED AND FILED REPORT  
(No Action Required)**

**13. Annual Maintenance Agreement with The Library Corporation****Approved****Motion:**

Receive and file Amendment No. 1 to Professional Services Agreement for annual maintenance with The Library Corporation (TLC) for its Integrated Library Solution software and hardware.

**RESULT: RECEIVED AND FILED REPORT  
(No Action Required)**

**14. Literacy Program Grant Funding Awarded****Approved****Motion:**

Receive and file that Library Director received Mayor and City Council approval for accepting grant funding in the amounts of \$141,840 from the California Department of Education; \$67,465 for Adult Literacy Services, \$22,906 for Family Literacy Services and \$53,642 for English as a Second Language from the California State Library for Literacy Program services at its November 2, 2022 meeting. In addition to authorizing the Agency Director of Administrative Services to amend the FY 2022/23 Adopted Budget for the Literacy Program including appropriating \$53,642 in both revenues and expenditures for the new English as a Second Language Program.

**RESULT: RECEIVED AND FILED REPORT  
(No Action Required)**

**ADJOURNMENT**

The meeting adjourned at 3:57 PM

The next *Regular Meeting* of the Library Board will be held on Tuesday, December 13, 2022 at 3:00 PM in the **Feldheym Central Library Kellogg Room B located at 555 West 6<sup>th</sup> Street**, San Bernardino, California 92410.



By: \_\_\_\_\_  
Ed Erjavek, Library Director/Staff Liaison



**City of San Bernardino**  
290 North D Street  
San Bernardino, CA 92401  
<http://www.sbcity.org>

*Chairperson Monique Guerrero*  
*Vice Chairperson Dolores Armstead*  
**Commissioners**  
*Jesus Flores*  
*Ronnie E. Lewis*  
*Amelia Lopez*  
*Harmoni Morales*  
*Larry Quiel*  
*Ivan Garcia*

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**MINUTES**  
FOR THE  
PLANNING COMMISSION  
OF THE CITY OF SAN BERNARDINO

**NOVEMBER 08, 2022**  
**BOARD ROOM, 201 NORTH E STREET, 3<sup>RD</sup> FLOOR**

**CALL TO ORDER**

The Meeting of the Planning Commission of the City of San Bernardino was called to order by Monique Guerrero at 6:05pm November 08, 2022, in the Board Room, 201 North E Street, San Bernardino, CA.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Monique Guerrero	Commissioner, Ward 1	P	X
Amelia S. Lopez	Commissioner, Ward 2	P	X
Ivan Garcia	Commissioner, Ward 3	P	X
Larry Quiel	Commissioner, Ward 4	P	X
Jesus F. Flores	Commissioner, Ward 5	L	X, 6:09p
Dolores Armstead	Commissioner, Ward 6	P	X
Ronnie E. Lewis III	Commissioner, Ward 7	P	X
Vacant	Commissioner, Mayor's Appointee		
Harmoni Morales	Commissioner, Mayor's Appointee	A	
David Murray	Staff Liaison	P	X

**PUBLIC COMMENTS FOR ITEMS LISTED AND NOT LISTED ON THE AGENDA**

Public Speaker:

Treasure Ortiz, RE: Notice of Meetings

Barbara Sky

**CONSENT CALENDAR**

**1. Approval of Draft Minutes**

**Recommendation:** Approve the minutes of the Regular Meeting of October 11, 2022.

<b>RESULT:</b>	<b>APPROVED</b>
<b>MOVER:</b>	Commissioner Lopez
<b>SECONDER:</b>	Commissioner Armstead
<b>ABSTAIN:</b>	None
<b>AYES:</b>	Lopez, Garcia, Quiel, Flores, Guerrero, Armstead, and Lewis
<b>ABSENT:</b>	Morales

**PUBLIC HEARINGS**

**2. Development Code Amendment (Zoning Map Amendment) 21-05 and Subdivision 21-11 (Tentative Tract Map 20421)**

**Subject:** A request to change the Zoning District Classification of a parcel containing a total of 6.10 acres from Residential Low (RL) to Residential Suburban (RS); and, allow the subdivision of the property into twenty-five (25) single-family residential lots ranging in size from 7,372 to 9,700 square feet.

**Address:** Southwest corner of W. Belmont Avenue and N. Olive Avenue

**Zone:** Residential Low (RL)

**Environmental Determination:** Mitigated Negative Declaration, pursuant to §15074 (Adoption of a Mitigated Negative Declaration) of the State CEQA Guidelines

**Owner:** Inland Self Storage Management

**Applicant:** Rene Jacober

**APN:** 0261-151-10

**Ward:** 5

**Recommendation:** Staff recommended that the Planning Commission adopt Resolution No. 2022-048 forwarding a recommendation to the Mayor and City Council recommending adoption of the Mitigated Negative Declaration and Mitigation Monitoring and Reporting Program under the California Environmental Quality Act; and, approval of Development Code Amendment (Zoning Map Amendment) 21-05 and Subdivision 21-11 (Tentative Tract Map 20421), based on the Findings of Fact and subject to the recommended Conditions of Approval.

<b>RESULT:</b>	<b>APPROVED</b>
<b>MOVER:</b>	Commissioner Garcia
<b>SECONDER:</b>	Commissioner Flores
<b>ABSTAIN:</b>	None
<b>AYES:</b>	Lopez, Garcia, Quiel, Flores, Guerrero, Armstead, and Lewis
<b>ABSENT:</b>	Morales

### 3. Development Permit Type-P 22-01

**Subject:** A request to allow the development and establishment of a multiple-tenant retail building with eight (8) tenant spaces containing a total of approximately 6,996 square feet on a project site consisting of two (2) parcels containing a total of approximately 0.52 acres.

Address:	North side of West 16th Street, approximately 200 feet east of N. Mount Vernon Avenue
Zone:	Commercial General (CG-1)
Environmental Determination:	Categorically Exempt, pursuant to §15332 (In-Fill Development Projects) of the State CEQA Guidelines
Owner/ Applicant:	Alex Chernobelsky
APN:	0144-113-32 and 33
Ward:	6

**Recommendation:** Staff recommended that the Planning Commission adopt Resolution No. 2022-049 approving Development Permit Type-P 22-01, based on the Findings of Fact and subject to the recommended Conditions of Approval; and finding the project is subject to a Categorical Exemption under the California Environmental Quality Act.

Public Speaker: Councilman Alexander

<b>RESULT:</b>	<b>APPROVED</b>
<b>MOVER:</b>	Commissioner Quiel
<b>SECONDER:</b>	Commissioner Lopez
<b>ABSTAIN:</b>	None
<b>AYES:</b>	Lopez, Garcia, Quiel, Flores, Guerrero, Armstead, and Lewis
<b>ABSENT:</b>	Morales

4. Development Code Amendment 22-06

**Subject:** A City-initiated amendment to Section 19.70.035 (Development and Operational Standards for Temporary Use Permits) of the City of San Bernardino Development Code (SBMC Title 19) to update standards for Sub-Section (B) - On-Site and Off-Site Contractor’s Construction Yards.

Environmental Determination: Exempt under the California Environmental Quality Act (“CEQA”), pursuant to Section 15061(b)(3) (Review for Exemption) of the State CEQA Guidelines

Ward: All

**Recommendation:** Staff recommended that the Planning Commission adopt Resolution No. 2022-043 approving Development Code Amendment 22-06, based on the Findings of Fact and subject to the recommended Conditions of Approval; and finding the project is subject to a Categorical Exemption under the California Environmental Quality Act.

**Planning Commission’s Recommendation:** Planning Commission motioned to continue the item to a date following the election.

Public Speakers:

Treasure Ortiz

Barbara Sky

Jim Penman

<b>RESULT:</b>	<b>CONTINUED TO AFTER ELECTION</b>
<b>MOVER:</b>	Commissioner Armstead
<b>SECONDER:</b>	Commissioner Lopez
<b>ABSTAIN:</b>	None
<b>AYES:</b>	Lopez, Garcia, Quiel, Flores, Guerrero, Armstead, and Lewis
<b>ABSENT:</b>	Morales

**NON-PUBLIC HEARING**

**PLANNING COMMISSION REPORTS / ANNOUNCEMENTS**

**DIRECTOR’S REPORT**

**ADJOURNMENT**

The meeting adjourned at 7:27 pm.

The next regular meeting of the Planning Commission will be held on **Tuesday, December 13, 2022 at 6:00pm in the Board Room located at 201 North E Street, 3<sup>rd</sup> Floor**, San Bernardino, California 92401.

By:   
\_\_\_\_\_  
Jessica Nametz



## City of San Bernardino

290 North D Street  
San Bernardino, CA 92401  
<http://www.sbcity.org>

Chairperson Terry Elliott  
Vice Chair Savannah J. Taylor

### Commissioners

Jesse J. Carrillo  
Jose D. Guzman  
Sean E. Kelley  
John H. Walters  
Ricardo Tomboc  
Anthony J. Roberson  
Deana Cervantez

## MINUTES

FOR THE

### PUBLIC SAFETY AND HUMAN RELATIONS COMMISSION OF THE CITY OF SAN BERNARDINO

**DECEMBER 12, 2022**  
**BOARD ROOM**

#### CALL TO ORDER

The Regular Meeting of the Public Safety and Human Relations Commission of the City of San Bernardino was called to order by Chairman Terry Elliott at 6:03 PM, Monday, December 12, 2022, in the Board Room, 201 North "E" Street, 3<sup>rd</sup> Floor, San Bernardino, CA.

#### PLEDGE OF ALLEGIANCE

Commissioner Guzman led the Pledge of Allegiance.

#### INVOCATION

Commissioner Tomboc led the invocation.

#### ROLL CALL

<u>Attendee Name</u>	<u>Title</u>	<u>Status</u>	<u>Arrived</u>
Jose D. Guzman	Commissioner, Ward 1	Present	
Sean E. Kelley	Commissioner, Ward 2	Present	
John H. Walters	Commissioner, Ward 3		Absent
Ricardo Tomboc	Commissioner, Ward 4	Present	
Anthony J. Roberson	Commissioner, Ward 5	Present	
Savannah J. Taylor	Commissioner, Ward 6	Present	
Deana Cervantez	Commissioner, Ward 7	Present	
Jesse J. Carrillo	Commissioner, Mayor's Appointee	Present	
Terry Elliott	Commissioner, Mayor's Appointee	Present	
Daniel Hernandez, Director of Public Works	Staff Liaison	Present	
Captain Nelson Carrington, Chief's Designee	Staff Liaison	Present	

Assistant Fire Chief Martin Serna, Deputy Director of Public Works Alex Qishta, and Engineer Azzam Jabsheh were present.

Council member Damon Alexander was present in the audience.

**PUBLIC COMMENTS FOR ITEMS LISTED AND NOT LISTED ON THE AGENDA**

**John Shollenberger**, Arrowview Neighborhood Association, offered thanks for the 28<sup>th</sup> Street safety project and recognized the work of Lieutenant Jose Castro and the Northern District team.

**Fay Aldridge**, Arrowview Neighborhood Association, also thanked the Commission for the 28<sup>th</sup> street project. She said the issue should be resolved, and she expressed appreciation for the efforts of Lieutenant Castro and his team.

**CONSENT CALENDAR**

**1. Approval of Draft Minutes**

**Motion:** Approve the minutes of the November 14, 2022, Public Safety and Human Relations Commission Regular Meeting.

<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Tomboc, Commissioner, Ward 4
<b>SECONDER:</b>	Roberson, Commissioner, Ward 5
<b>AYES:</b>	Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo, Elliott
<b>ABSENT:</b>	Walters

**PRESENTATIONS**

**2. Introduction of District Resource Team members**

Area commanders for the five districts were present – Lieutenants Flores, Castro, Fyvie, Luna, and Oldendorf, along with District Resource Officers Holgate, Lopez, Galarza, and Dominguez. Captain Harris shared district demographics and work done by the teams. He answered questions from the Commission.

**3. Mall Project Oral Update – Daniel Hernandez, Director of Public Works**

Mr. Hernandez provided an update on the actions taken at the December 7<sup>th</sup> Council meeting regarding approval of the Mall demolition contract to Resource Environmental, Inc. He answered questions from the Commission.

**MOTION:** Though the recommendation was for Receive and File, a motion was made for Public Works to provide a progress report on the project every 60 days.



<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Carrillo, Commissioner, Mayor's Appointee
<b>SECONDER:</b>	Tomboc, Commissioner, Ward 4
<b>AYES:</b>	Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo, Elliott
<b>ABSENT:</b>	Walters

## STAFF REPORTS

### 4. Windsor Drive Parking Restrictions – Public Works

Deputy Director Alex Qishta advised of the item before the Commission and deferred to Engineer Azzam Jabsheh to further inform the Commission.

Chairman Elliott shared that the item came to him and Police Department staff as a traffic and public safety concern due to issues created by parking on the median and they are asking Council to approve the installation of no parking tow-away signs all around the median to resolve the issues.

Discussion ensued and questions from the Commission were answered.

**MOTION:** Consider staff report, receive public input, and recommend that the Mayor and City Council authorize the installation of parking restrictions on both sides of the median island along Windsor Drive, between Gilbert Street and Baseline Street.

<b>RESULT:</b>	<b>ADOPTED (7-1)</b>
<b>MOVER:</b>	Tomboc, Commissioner, Ward 4
<b>SECONDER:</b>	Kelley, Commissioner, Ward 2
<b>AYES:</b>	Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo, Elliott
<b>NOES:</b>	Guzman
<b>ABSENT:</b>	Walters

### 5. Oral Report on Call Responses – Captain Nelson Carrington

Relative to a complaint that came before the Commission at the December 12, 2022, meeting regarding Police Dispatch, Captain Carrington researched the call and shared his findings.

Discussion ensued and Captain Carrington answered questions of the Commission.

## ANNOUNCEMENTS/REPORTS/ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS

### 6. Public Safety and Human Relations Commission Announcements/Reports

Chairman Elliott shared a back-up document from the December 7, 2022, Council meeting regarding the newly established Media Relations Administrative Policy that applies to Commission members relative to comments made to the media and the wearing of city uniforms.

Commissioner Kelley attended Coffee with a Cop where she learned that positive comments about the Police Department can be posted on YELP. She encouraged Commission members to share the information.

Commissioner Tomboc shared that the Inland Empire Chapter of the American Red Cross is accepting nominations for their Heroes Awards event in March 2023. In addition, the Chamber of Commerce is working with a local school on a shadowing program for high school kids. Anyone interested in participating can call the Chamber. He stated he would like to see reports given to the Commission printed and bulletized for sharing with the public as talking points.

Vice-Chair Taylor advised that Greater Victory Church, 253 E. Mill St., will have their annual give-away of food, clothing, toys, and household goods on Saturday, December 17, 2022, starting at 9 AM.

Commissioner Roberson attended a skater event on December 6, 2022, at the Feldheim Library. He encouraged commissioners to support Parks & Rec initiatives for youth.

Commissioner Carrillo encouraged all to attend the Northern District Coffee with a Cop next week, which will be combined with the Eastern District, at Two Guys Pasta & Pizza on Highland Avenue. With New Year's Eve coming, he will be thinking of officers and praying for their safety as shots are being fired.

Commissioner Cervantez shared that NENA's 3<sup>rd</sup> Annual Caravan is this Saturday at 6 PM through NENA neighborhoods. The lighting contest continues through January 1<sup>st</sup> and the toy drive through December 21<sup>st</sup>. The Ho Ho Parade was held at Wildwood. NENA, as well as Del Rosa, participated to their provide support to Wildwood.

Chairman Elliott asked Board members to consider attending the NAC Presidents meetings as a commission.

Commissioner Tomboc shared that Stuff the Bearcat is tomorrow from 9 AM to 4 PM and encouraged donating a new, unwrapped toy.

Chairman Elliott reminded everyone about the rave on December 30<sup>th</sup> and 31<sup>st</sup> and said over 140,000 tickets were pre-sold. He added, it's amazing to see the Police Department get 160,000 rave attendees out of the city effectively while containing traffic.

## 7. Items to be Considered for Future Agendas

- Calendar of Events of everything happening in the City, in all departments including Fire, to keep the community informed – Commissioner Tomboc

<b>RESULT:</b>	<b>APPROVED FOR CONSIDERATION AT A FUTURE MEETING (8-0)</b>
<b>MOVER:</b>	Kelley, Commissioner, Ward 2
<b>SECONDER:</b>	Roberson, Commissioner, Ward 5
<b>AYES:</b>	Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo, Elliott
<b>ABSENT:</b>	Walters

- Homeless Encampment statistics, including homeless encampment locations and contact information – Commissioner Roberson

**RESULT:** APPROVED FOR CONSIDERATION AT A FUTURE MEETING (8-0)  
**MOVER:** Roberson, Commissioner, Ward 5  
**SECONDER:** Tomboc, Commissioner, Ward 4  
**AYES:** Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo, Elliott  
**ABSENT:** Walters

- Complete overview of Homeless Program – Commissioner Tomboc

**RESULT:** APPROVED FOR CONSIDERATION AT A FUTURE MEETING (8-0)  
**MOVER:** Tomboc, Commissioner, Ward 4  
**SECONDER:** Guzman, Commissioner, Ward 1  
**AYES:** Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo, Elliott  
**ABSENT:** Walters

**ADJOURNMENT**

8. The meeting adjourned at 8:39 PM.

The next regular meeting of the Public Safety and Human Relations Commission will be held on **Monday, January 9, 2022, at 6:00 PM, in the Board Room located at 201 North "E" Street, 3<sup>rd</sup> Floor, San Bernardino, California 92401.**

By:   
 Susanna Sandoval  
 Recording Secretary



## City of San Bernardino

290 North D Street  
 San Bernardino, CA 92401  
<http://www.sbcity.org>

*Chairperson Savannah J. Taylor*  
*Vice Chair Jesse J. Carrillo*

### Commissioners

*Terry Elliott*  
*Jose D. Guzman*  
*Sean E. Kelley*  
*John H. Walters*  
*Ricardo Tomboc*  
*Anthony J. Roberson*  
*Deana Cervantez*

## MINUTES

FOR THE

### PUBLIC SAFETY AND HUMAN RELATIONS COMMISSION OF THE CITY OF SAN BERNARDINO

**JANUARY 9, 2023**  
**BOARD ROOM**

#### CALL TO ORDER

The Regular Meeting of the Public Safety and Human Relations Commission of the City of San Bernardino was called to order by Vice Chair Savannah Taylor at 6:02 PM, Monday, January 9, 2023, in the Board Room, 201 North "E" Street, 3<sup>rd</sup> Floor, San Bernardino, CA.

#### PLEDGE OF ALLEGIANCE

Commissioner Guzman led the Pledge of Allegiance.

#### INVOCATION

Commissioner Tomboc led the invocation.

#### ROLL CALL

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Jose D. Guzman	Commissioner, Ward 1	Present	
Sean E. Kelley	Commissioner, Ward 2	Present	
John H. Walters	Commissioner, Ward 3	Present	
Ricardo Tomboc	Commissioner, Ward 4	Present	
Anthony J. Roberson	Commissioner, Ward 5	Excused	
Savannah J. Taylor	Commissioner, Ward 6	Present	
Deana Cervantez	Commissioner, Ward 7	Present	
Jesse J. Carrillo	Commissioner, Mayor's Appointee	Present	
Terry Elliott	Commissioner, Mayor's Appointee	Present	
Daniel Hernandez, Director of Public Works	Staff Liaison	Present	6:10 PM
Captain Nelson Carrington, Chief's Designee	Staff Liaison	Present	

Assistant Fire Chief Martin Serna, Engineer Azzam Jabsheh, Executive Assistant Uhura McKenzie, and KOA Corp Consultant Jonathan Raspa were also present.

**PUBLIC COMMENTS FOR ITEMS LISTED AND NOT LISTED ON THE AGENDA - None**

**CONSENT CALENDAR**

**1. Approval of Draft Minutes**

**Motion:** Approve the minutes of the December 12, 2022, Public Safety and Human Relations Commission Regular Meeting.

<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Elliott, Chairman, Mayor's Appointee
<b>SECONDER:</b>	Tomboc, Commissioner, Ward 4
<b>AYES:</b>	Guzman, Kelley, Walters, Tomboc, Taylor, Cervantez, Carrillo, Elliott
<b>ABSENT:</b>	Roberson

**(Item 4, Election of Officers, was conducted before continuing with Item 2)**

**PRESENTATION**

**2. Local Roadway Safety Plan (LRSP) Presentation – KOA Corp Consultant**

Consultant Jonathan Raspa spoke about the work performed by KOA, their approach to the roadway safety plan, the outreach conducted, how they analyzed collisions and developed projects and recommendations for Public Works, as well as applied for a Highway Safety Improvement grant through the State of California.

Mr. Raspa went over the PowerPoint slide printouts, provided comprehensive data, and answered questions from the Commission.

**STAFF REPORTS**

**3. Accept Local Roadway Safety Plan (LRSP) – Public Works**

Azzam Jabsheh, Traffic Engineer, introduced the item and deferred to KOA consultant Jonathan Raspa for the final presentation on the LRSP.

**MOTION:** Consider staff report, receive public input, and recommend that the Mayor and City Council adopt a resolution accepting the Local Roadway Safety Plan (LRSP).

<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Tomboc, Commissioner, Ward 4
<b>SECONDER:</b>	Guzman, Commissioner, Ward 1
<b>AYES:</b>	Guzman, Kelley, Walters, Tomboc, Taylor, Cervantez, Carrillo, Elliott
<b>ABSENT:</b>	Roberson

**NEW BUSINESS (Conducted after Item 1 before proceeding with Item 2)****4. Election of Officers for the positions of Chair and Vice Chair for 2023****Office of Chair**

Chairman Elliott nominated Vice Chair Taylor for the position of Chair. Commissioner Tomboc nominated Commissioner Carrillo for the position of Chair. A vote was taken. Vice Chair Taylor was elected to the Office of Chair.

**Office of Vice Chair**

Chairwoman Taylor nominated Commissioner Elliott for the position of Vice Chair, which he declined. Commissioner Cervantez nominated Commissioner Carrillo for the position of Vice Chair. Commissioner Elliott nominated Commissioner Kelley for the position of Vice Chair. A vote was taken. Commissioner Carrillo was elected to the Office of Vice Chair.

**ANNOUNCEMENTS/REPORTS/ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS****5. Public Safety and Human Relations Commission Announcements/Reports**

Commissioner Elliott inquired about the Black History parade this month. The Martin Luther King Day parade will take place on Monday, January 16, 2023, at 12 PM, traveling west on Baseline (from Graziano Gomez Elementary School) and terminating at Arroyo Valley High School.

Commissioner Kelley reminded all of the Point-in-Time Count of the homeless that takes place on January 26, 2023, at 6 AM, at San Manuel Stadium. Anyone interested in participating can sign up on the City website.

Commissioner Tomboc shared that the American Red Cross is on standby to open shelters during the upcoming rains. To open a shelter, call 1-800-Red-Cross or call Commissioner Tomboc.

Commissioner Tomboc advised he's been asking Public Works for many years to fix the severe disrepair of his street (44<sup>th</sup> Street). Residents previously submitted a signed petition, but nothing was done. He also has issues with Burrtec regarding trash pick-up.

Commissioner Tomboc complained that items he has asked to put on the agenda have not appeared on the agenda, and he would like it addressed. He requested a mechanism for tracking items to be considered for a future agenda.

**6. Items to be Considered for Future Agendas**


Request that reports given to the Commission should be done in writing and bulletized for Board members to use as talking points while sharing information with the public at events or meetings – Commissioner Tomboc

<b>RESULT:</b>	<b>APPROVED FOR CONSIDERATION AT A FUTURE AGENDA (UNANIMOUS)</b>
<b>MOVER:</b>	Elliott, Commissioner, Mayor's Appointee
<b>SECONDER:</b>	Walters, Commissioner, Ward 3
<b>AYES:</b>	Guzman, Kelley, Walters, Tomboc, Taylor, Cervantez, Carrillo, Elliott
<b>ABSENT:</b>	Roberson

### ADJOURNMENT

7. The meeting adjourned at 7:40 PM.

The next regular meeting of the Public Safety and Human Relations Commission will be held on **Monday, February 13, 2023, at 6:00 PM, in the Board Room located at 201 North "E" Street, 3<sup>rd</sup> Floor, San Bernardino, California 92401.**

By:   
Susanna Sandoval  
Recording Secretary



## City of San Bernardino

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**Commissioners**

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## MINUTES

FOR THE

### PUBLIC SAFETY AND HUMAN RELATIONS COMMISSION OF THE CITY OF SAN BERNARDINO

**FEBRUARY 13, 2023  
BOARD ROOM**

#### CALL TO ORDER

The Regular Meeting of the Public Safety and Human Relations Commission of the City of San Bernardino was called to order by Chairperson Savannah Taylor at 6:01 PM, Monday, February 13, 2023, in the Board Room, 201 North "E" Street, 3<sup>rd</sup> Floor, San Bernardino, CA.

#### PLEDGE OF ALLEGIANCE

Commissioner Cervantez led the Pledge of Allegiance.

#### INVOCATION

Commissioner Tomboc led the invocation.

#### ROLL CALL

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Jose D. Guzman	Commissioner, Ward 1	Present	6:12 PM
Sean E. Kelley	Commissioner, Ward 2	Present	
John H. Walters	Commissioner, Ward 3	Absent	
Ricardo Tomboc	Commissioner, Ward 4	Present	
Anthony J. Roberson	Commissioner, Ward 5	Present	
Savannah J. Taylor	Commissioner, Ward 6	Present	
Deana Cervantez	Commissioner, Ward 7	Present	
Jesse J. Carrillo	Commissioner, Mayor's Appointee	Present	
Terry Elliott	Commissioner, Mayor's Appointee	Excused	
Daniel Hernandez, Director of Public Works	Staff Liaison	Absent	
Captain Nelson Carrington, Chief's Designee	Staff Liaison	Present	



Public Works Executive Assistant Uhura McKenzie attended on behalf of Public Works Director Daniel Hernandez. Assistant Fire Chief Martin Serna was present.

**PUBLIC COMMENTS FOR ITEMS LISTED AND NOT LISTED ON THE AGENDA**

**Maija Esteva**, San Bernardino resident, stated that her dad was killed on February 9<sup>th</sup> at 40<sup>th</sup>/Harrison when he was struck by a truck. 40<sup>th</sup> Street is dangerous with no lights or pavement and is used as a raceway. She asked the City to look at 40<sup>th</sup> Street and make changes along the stretch from Valencia to Conejo.

**LaWanda Rangel** – resident of Pepper Tree Ln, asked for better streetlighting on Pepper Tree Ln from 30<sup>th</sup> Street to Marshall and maintenance of trees and brush on Pepper Tree Ln by the golf course. She shared that on June 22, 2022, a 22-year-old woman was shot and killed at Pepper Tree Ln/Marshall and her body could not be seen due to the overgrown trees and brush. She asked for maintenance of trees and brush at this location twice a year or at least once a year. She shared another issue at Pepper Tree Ln/North Rd where the pavement is raised so far up due to a big tree in front of the yard that it is causing people to trip and fall. Elderly people going on walks are falling and getting hurt due to this issue.

**John Shollenberger** – Arrowview Neighborhood Association, shared he was there regarding traffic calming measures on 28<sup>th</sup> Street from H Street to Waterman Avenue. Work has begun but he wants to be able to follow up with someone in Public Works since Alex Qishta is no longer with the City. Ms. McKenzie advised she'd have to check who the project is assigned to but provided him with information for acting Deputy Director Susan Pan.

**CONSENT CALENDAR**

**1. Approval of Draft Minutes**

**Motion:** Approve the minutes of the January 9, 2023, Public Safety and Human Relations Commission Regular Meeting.

<b>RESULT:</b>	<b>ADOPTED (UNANIMOUS)</b>
<b>MOVER:</b>	Tomboc, Commissioner, Ward 4
<b>SECONDER:</b>	Roberson, Commissioner, Ward 5
<b>AYES:</b>	Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo
<b>ABSENT:</b>	Walters, Elliott

**PRESENTATION** - None

**NEW BUSINESS** - None

**STAFF REPORTS** - None

**DISCUSSION**

2. **Discussion regarding request that reports given to the Commission be done in writing and bulletized for Board members to use as talking points while sharing information with the public at events or meetings – Commissioner Tomboc**

Discussion ensued about types of information desired ranging from outlines to highlights to detailed reports to standardized reporting formats. There was consensus that each commissioner needs to decide what is of interest and concern to citizens in their wards and pull what they need from the data provided.

**ANNOUNCEMENTS/REPORTS/ITEMS TO BE CONSIDERED FOR FUTURE AGENDAS**

3. **Public Safety and Human Relations Commission Announcements/Reports**

Vice Chair Carrillo looked at dead trees in his area but understands there is a director vacancy that needs to be worked through. As Mayor's appointee, he is uncertain of his future with the Board but thanked the members for working with him.

Commissioner Tomboc spoke of a future agenda item on hazardous disposal of needles and said a program through Burrtec could be discussed.

Commissioner Roberson shared that Cal State University San Bernardino (CSUSB) is hosting the 10<sup>th</sup> Annual Pioneer Breakfast on February 24<sup>th</sup>. Councilmembers Alexander and Calvin will be honored. The event also serves as a scholarship fundraiser for students. He stated he and Councilmember Reynoso are planning a townhall summit for the 5<sup>th</sup> Ward at CSUSB in April with break-out sessions for community members on 'What do you want to do in the city?' and civic engagement. He will provide the date at the next commission meeting.

Commissioner Kelley commended Officer Dang for his professionalism and patience in responding to a CRM she submitted regarding an issue with a residence. Officer Dang was very helpful, explained what could be done, and offered to come by a couple more times to make sure the residence is secure. She expressed thanks to Officer Dang.

Fire Chief Serna advised that County Fire has partnered with the American Red Cross to install smoke detectors at three locations in the City on February 25<sup>th</sup>. The locations are mobile home parks located at 780 9<sup>th</sup> Street, 760 9<sup>th</sup> Street, and 721 9<sup>th</sup> Street. Anyone willing to volunteer and assist can meet at Lady of Fatima parish, 1000 Valencia, at 7:30 AM. They hope to install 300 to 400 smoke detectors. Some fire engines, Explorers, and Fire Prevention Officers will be assisting. Volunteers can contact Tim English at (909) 501-9692.

Commissioner Tomboc shared he is also assisting the American Red Cross with the above project and was tasked with asking the Police Department for assistance from CERT, Citizen Volunteers, or anyone else willing to assist.

Captain Carrington shared that Business Watch meets tomorrow, February 14<sup>th</sup>, from 10 to 11 AM, at 180 S. Arrowhead, where business owners discuss some of the challenges they face, and the Police Department offers help. On February 15<sup>th</sup>, SBPD's ad-hoc basketball team will be playing Game 2 against Entrepreneur High School, from 4 to 6

PM, at 26655 Highland Ave, which is the old K-Mart building. Last Saturday, the team had a fun game against the IE Hounds, which turned out to be a semi-pro team. On Tuesday, February 21<sup>st</sup>, another game will be played against Entrepreneur High School at the same time and location. This is a way to build support with the community and get out there and have fun with the kids.

Commissioner Roberson inquired about the deadline for submitting items to be considered for future agenda and homeless encampment stats. Items for future agenda consideration should be submitted via email to the Chair and secretary no later than the first Monday of the month. Homeless encampment stats will be shared at the March meeting.

**4. Items to be Considered for Future Agendas**

Create mechanism to track future agenda items – Commissioner Tomboc

<b>RESULT:</b>	<b>APPROVED FOR CONSIDERATION AT A FUTURE AGENDA (UNANIMOUS)</b>
<b>MOVER:</b>	Tomboc, Commissioner, Ward 4
<b>SECONDER:</b>	Guzman, Commissioner, Ward 1
<b>AYES:</b>	Guzman, Kelley, Tomboc, Roberson, Taylor, Cervantez, Carrillo
<b>ABSENT:</b>	Walters, Elliott

**ADJOURNMENT**

5. The meeting adjourned at 7:21 PM.

The next regular meeting of the Public Safety and Human Relations Commission will be held on **Monday, March 13, 2023, at 6:00 PM, in the Board Room located at 201 North "E" Street, 3<sup>rd</sup> Floor, San Bernardino, California 92401.**

By:   
Susanna Sandoval  
Recording Secretary



**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

**DECEMBER 13, 2022**

**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, December 13, 2022, in-person, via web-conference, 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 4N:**

**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:303706-303865				
Accounts Payable	\$1,414,095.75	\$1,464,018.55	\$38,360.28	\$2,916,474.58
Gross Payroll				
11/07/22-11/20/22	<u>\$335,155.59</u>	<u>\$227,397.22</u>	<u>\$76,818.33</u>	<u>\$639,371.13</u>
<b>TOTALS</b>	<u><b>\$1,749,251.34</b></u>	<u><b>\$1,691,415.77</b></u>	<u><b>\$115,178.61</b></u>	<u><b>\$3,555,845.71</b></u>

Payroll for the pay periods beginning November 21, 2022 through December 4, 2022, and December 5, 2022 through December 18, 2022.

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

**C. MINUTES:** November 22, 2022.

**D. EXTENSION OF RESOLUTION NO. 2021-014 - AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS:** On December 14, 2021, the Water Board approved Resolution No. 2021-014, authorizing remote teleconference meetings of the legislative bodies of the San Bernardino Municipal Water Department.

Section 4 states that “the Water Board may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).”

Due to the fluctuation of COVID-19 cases throughout California, it was necessary for the Water Board to continue to meet via teleconference.

**MOTION:** Extend the application of Resolution No. 2021-014, authorizing remote teleconference meetings for an additional thirty (30) days, as submitted.

**E. LEAVE OF ABSENCE FOR SHERRIE VOSS - CUSTOMER SERVICE REPRESENTATIVE II:** Sherrie Voss, Customer Service Representative II, was out due to a serious medical event since September 13, 2022 and expects to return to work on February 9, 2023.

**MOTION:** Ratify a Leave of Absence for Sherrie Voss from December 6, 2022, through February 8, 2023, as submitted.

- F. **MINIMUM WAGE INCREASE EFFECTIVE JANUARY 1, 2023:** In May 2022 Governor Newsom announced that effective January 1, 2023, the minimum wage will increase to \$15.50 per hour.

It was recommended that the hourly rate for the classification of Student Intern be increased to \$15.50 per hour effective January 1, 2023. The General, Mid-Management, and Part-Time Salary Schedule Exhibit was revised to reflect this change.

The fiscal impact for these changes is minimal and would be absorbed by salary savings in the respective Divisions with Student Intern positions.

**MOTION:** Approve the pay rate change for the classification of Student Intern (91903) from \$15 per hour to \$15.50 per hour effective January 1, 2023, as submitted.

- G. **REVISED JOB DESCRIPTION FOR WATER UTILITY OPERATIONS SUPERINTENDENT:** The supervisory experience requirement was being revised from 5 years to 4 years at that time in order to attract a larger pool of qualified candidates, with salary range (271) and job duties remaining the same. Staff recommended that the Board ratify the change in supervisory experience.

**MOTION:** Ratify the revised job description for Water Utility Operations Superintendent (51798) effective October 24, 2022, as submitted.

- H. **REVISED POLICY #32.070 – FAMILY, MEDICAL, AND PREGNANCY DISABILITY LEAVE:** On September 29, 2022, Governor Newsom signed Assembly Bill 1041 (AB 1041) into law with an effective date of January 1, 2023. The policy was revised to incorporate changes specified in AB 1041.

**MOTION:** Approve revised Policy #32.070 Family, Medical, and Pregnancy Disability Leave to incorporate the changes specified in AB 1041, as submitted.

- I. **RESOLUTION APPROVING THE EIGHTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO WATER BOARD AND THE SAN BERNARDINO WATER DEPARTMENT EMPLOYEES' ASSOCIATION DATED JULY 1, 2016, AMENDING ARTICLE V – LEAVE, 5.1 – HOLIDAY LEAVE; 5.2 SICK LEAVE; AND 5.4 BEREAVEMENT LEAVE:** The Memorandum of Understanding between the City of San Bernardino Water Board and the San Bernardino Water Board and the San Bernardino Water Department Employees' Association was amended to reflect the following changes:

- Juneteenth was added to the Department's designated holidays and would be observed beginning June 19, 2023; and

- Assembly Bill 1041 (AB 1041) which would be effective January 1, 2023, expanding leave under the Healthy Families Act of 2014 to permit eligible employees of covered employers to take sick leave to care for individuals who were not family members; and
- Assembly Bill 1949 (AB1949) amended the California Fair Employment and Housing Act (FEHA) to entitle eligible employees to take up to five (5) days of unpaid bereavement leave upon the death of a covered family member.

Specific changes and requirements were outlined in the MOU.

**MOTION:** Adopt Resolution No. 2022-034, approving the eighth amendment to the Memorandum of Understanding Between the City of San Bernardino Water Board and the San Bernardino Water Department Employees' Association dated July 1, 2016, amending Article V – Leave, 5.1 – Holiday Leave; 5.2 Sick Leave; and 5.4 Bereavement Leave, as submitted.

**J. RESOLUTION APPROVING THE SEVENTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO WATER BOARD AND THE SAN BERNARDINO ASSOCIATION OF WATER DEPARTMENT MID-MANAGERS DATED JULY 1, 2018, AMENDING ARTICLE V – LEAVE, 5.1 – HOLIDAY LEAVE; 5.3 SICK LEAVE; AND 5.4 BEREAVEMENT LEAVE:** The Memorandum of Understanding between the City of San Bernardino Water Board and the San Bernardino Water Board and the San Bernardino Association of Water Department Mid-Managers was amended to reflect the following changes:

- Juneteenth was added to the Department's designated holidays and would be observed beginning June 19, 2023; and
- Assembly Bill 1041 (AB 1041) which would be effective January 1, 2023, expanding leave under the Healthy Families Act of 2014 to permit eligible employees of covered employers to take sick leave to care for individuals who were not family members; and
- Assembly Bill 1949 (AB1949) amended the California Fair Employment and Housing Act (FEHA) to entitle eligible employees to take up to five (5) days of unpaid bereavement leave upon the death of a covered family member.

Specific changes and requirements were outlined in the MOU.

**MOTION:** Adopt Resolution No. 2022-035, approving the seventh amendment to the Memorandum of Understanding Between the City of San Bernardino Water Board and the San Bernardino Association of Water Department Mid-Managers dated July 1, 2018, amending Article V – Leave, 5.1 – Holiday Leave; 5.2 Sick Leave; and 5.4 Bereavement Leave, as submitted.

**K. RESOLUTION APPROVING THE EIGHTH AMENDMENT TO RESOLUTION NO. 928 WITH THE WATER DEPARTMENT MANAGEMENT AND CONFIDENTIAL EMPLOYEES DATED JULY 1, 2018, AMENDING SECTION 3 – LEAVE, A – HOLIDAY PROVISION, 6; C – SICK LEAVE AND C7; AND D – BEREAVEMENT LEAVE:** Resolution No. 928 with the Management and Confidential Employees was amended to reflect the following changes:

- Juneteenth was added to the Department's designated holidays and would be observed beginning June 19, 2023; and
- Assembly Bill 1041 (AB 1041) which would be effective January 1, 2023, expanding leave under the Healthy Families Act of 2014 to permit eligible employees of covered employers to take sick leave to care for individuals who were not family members; and
- Assembly Bill 1949 (AB1949) amended the California Fair Employment and Housing Act (FEHA) to entitle eligible employees to take up to five (5) days of unpaid bereavement leave upon the death of a covered family member.

Specific changes and requirements were outlined in the Resolution.

**MOTION:** Adopt Resolution No. 2022-036, approving the eighth amendment to Resolution No. 928 with the Water Department Management and Confidential Employees dated July 1, 2018, amending Section 3 – Leave, A Holiday Provision, 6; C – Sick Leave and C7; and D Bereavement Leave, as submitted.

**L. RESOLUTION APPROVING THE FIFTEENTH AMENDMENT TO RESOLUTION NO. 658 FOR THE WATER DEPARTMENT REGULAR PART-TIME EMPLOYEES COMPENSATION AND BENEFITS PLAN DATED APRIL 1, 2005, AMENDING SECTION 3 – LEAVE, A – SICK LEAVE 1 AND 8; AND ADDING D – BEREAVEMENT LEAVE:** Resolution No. 658 for the Regular Part-Time Employees Compensation and Benefits Plan was amended to reflect the following changes:

- Assembly Bill 1041 (AB 1041) which would be effective January 1, 2023, expanding leave under the Healthy Families Act of 2014 to permit eligible employees of covered employers to take sick leave to care for individuals who were not family members; and
- Assembly Bill 1949 (AB1949) amended the California Fair Employment and Housing Act (FEHA) to entitle eligible employees to take up to five (5) days of unpaid bereavement leave upon the death of a covered family member.

Specific changes and requirements were outlined in the Resolution.



**MOTION:** Adopt Resolution No. 2022-037, approving the fifteenth amendment to Resolution No. 658 with the Water Department Regular Part-Time Employees dated April 1, 2005, amending Section 3 – Leave A – Sick Leave 1 and 8; and adding D – Bereavement Leave, as submitted.

**M. UNCOLLECTIBLE UTILITY CUSTOMER ACCOUNTS:** Under the procedures established under San Bernardino Municipal Water Department Board Policy Number 54.020, "Write-off of Uncollectible Accounts Receivable", the Finance Division compiled a listing of accounts that were determined to be uncollectible according to the criteria outlined in the policy. There were two (2) utility accounts with balances totaling \$3,2627.47 that were deemed uncollectible.

At this time, there was no fiscal impact as this estimated amount was sufficient to cover the amount of proposed uncollectible accounts.

**MOTION:** Approve the list of uncollectible accounts and direct staff to write-off these accounts, as submitted.

**N. REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING SEPTEMBER 30, 2022:** Staff recommended that the Water Board receive and file the Investment Report for the quarter ending September 30, 2022, as submitted.

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

**END OF CONSENT CALENDAR**

**5. MEMORANDUM OF UNDERSTANDING WITH SANTA ANA WATERSHED PROJECT AUTHORITY AND NORTH AMERICAN WEATHER CONSULTANTS, INC. FOR OPERATION OF SILVER IODIDE NUCLEAR GENERATOR:** In 2020, a feasibility study commissioned by Santa Ana Watershed Project Authority (SAWPA) and conducted by the North American Weather Consultants, Inc. (NAWC) indicated that weather modification, also known as cloud seeding, in the Santa Ana River Watershed was technically and economically feasible. The study projected an increase of 7-13% in streamflow runoff or approximately 8,200 acre-feet per year at a cost of approximately \$25 per acre-foot. To ensure validation of the projected increased precipitation and streamflow, a four-year pilot project for the watershed was approved by the SAWPA Commission in July 2022 and it was scheduled to begin operation in November 2023.

SAWPA proposed a partnership that would provide NAWC temporary use of a Department property for placement and operation of a silver iodide nuclear generator which would provide the cloud seeding. The proposed memorandum of understanding was a joint agreement between NAWC, SAWPA, and the Department, and it provided adequate protection to the Department from any risk or liability as a result of the seeding unit operations.

There was no cost to the Water Department. The Department's contribution to SAWPA's cloud seeding effort was in the form of providing an area on Department property at no cost for the placement and operation of a cloud seeding unit.

Mark Norton, SAWPA's Water Resources and Planning Manager, presented background and specific information on the cloud seeding pilot project to the Water Board.

Commissioner Brickley asked Mr. Norton if there was any opposition to this project.

Mr. Norton stated that SAWPA coordinated extensive outreach and made presentations to weather consultants, non-profit organizations, Native American tribes, and institutions and have received support from all of those entities.

Mr. Norton stated that on occasion, individual citizens have done internet research and have spoken on the dangers of silver and particles in the air at SAWPA meetings, but it was very minimal and there has been no major opposition to the project.

Commissioner Hendrix asked if the Department would be responsible to provide security for the equipment being used for this project.

General Manager Guerrero stated that the Department already had security in place within the fenced area where the project would be conducted.

Commissioner Mlynarski asked if the Department had any obligation to enter into any future agreements after this test program was completed or is it under the Department's discretion.

Thomas Rice stated that there was no obligation and the agreement was a five (5) year contract that the Department may terminate at any time, and if it is successful the agreement may be renegotiated with Water Board approval.

Commissioner Mlynarski asked if there were economic benefits to other stakeholders in the area.

Mr. Garrett Cammans stated that there would be additional benefits to other entities, such as ski resorts, reservoirs that are fished, etc., but NAWC focused more on assisting public entities in providing more irrigation and pure water in order to provide more sources of water to customers.

Commissioner Johnson asked what the factors were in determining the area that was selected for this project.

Mr. Cammans stated that there were a lot of factors involved in determining a good target area for ground and/or aerial seeding methods.

Mr. Cammans stated that if implementation of aerial seeding were to be conducted in this SAWPA watershed, the focus would be on the portions of the watershed that had the most potential for additional increased run off from production of rain or snow pack.

General Manager recapped the MOU and stated that it was a four and a half (4 ½) year term for space at no cost to the Department.

**MOTION:** Approve the Memorandum of Understanding (MOU) with the Santa Ana Watershed Project Authority and North American Weather Consultants, Inc. for the operation of a Silver Iodide Nuclear Generator. The General Manager was authorized to execute the MOU.

<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. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND DCSE FOR GEOGRAPHIC INFORMATION SYSTEM (GIS) UTILITY NETWORK MODEL MIGRATION – SPECIFICATION NO. 1781:** SBMWD Enterprise GIS migration with Geometric Network model was completed in 2010 and proved to be a powerful management and technical tool that provided comprehensive GIS solutions.

The ArcGIS Desktop-ArcMap component and the Geometric Network was set to retire soon and would not be supported by Environmental Systems Research Institute (ESRI), resulting in the need for an update to support the new ArcGIS Pro and Utility Network.

Based on staff's review of the RFP responses and fee proposals, staff recommended DCSE, Inc. be awarded a Professional Services Agreement for the *GIS Utility Network Model Migration*.

The funding source for this project was the FY 2022/23 Maintenance and Operation Expense, Section 3060 – Account No. 100-3060-560-5505, with an approved budget of \$200,000.00

**MOTION:** Approve the Professional Services Agreement with DCSE Inc., for the GIS Utility Network Model Migration, for an amount not-to-exceed \$186,026.00. 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

7. **APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 6-INCH FIRE SERVICE AT 258 E. REDLANDS BOULEVARD:** Two bids were received and opened on October 12, 2022, from the Department's on-call contractors to install one (1) 6-inch fire service for GP Builders at 258 E. Redlands Boulevard.

Staff recommended that the Water Board approve the issuance of a Purchase Order in the amount of \$56,000.00 to El-Co Contractors, Inc.

The funding source for this contract was a construction order assigned for FY 2022/23, No. 11088 Fire Services. A series of construction orders were generated each fiscal year to capture costs for the installation of typical service requests, including fire services. Collected installation fees would be deposited into the account for CO No. 11088.

**MOTION:** Approve the purchase order for the installation of one (1) 6-inch fire service by El-Co Contractors, Inc., in the amount of \$56,000.00.

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

8. **GRANT OF EASEMENT TO SOUTHERN CALIFORNIA EDISON FOR ELECTRICAL FACILITIES AT THE 796 EAST 6TH STREET, APN 0278-191-30:** Southern California Edison (SCE) requested to enlarge an existing easement on Department owned land at the northwest corner of the Community Gardens located at 796 E. 6<sup>th</sup> Street.

SCE provided the Department with an easement document for execution and staff found it to be acceptable for recordation. There was no fiscal impact associated with this approval of this easement.

**MOTION:** Approve a Grant of Easement to SCE for undergrounding of the powerlines at the northwest corner of 796 E. 6th Street (APN 0278-191-30) and as described in the easement documents. Staff was authorized to submit the easement documents to the General Manager and County for recordation.

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

9. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND LUDWIG ENGINEERING ASSOCIATES, INC. FOR ENGINEERING SERVICES FOR LOWER ZONE PIPELINE REPLACEMENT PROJECT (CO 11008):** In 2013, design drawings were completed for the Lower Zone Pipeline Replacement Project, which proposed replacement of various water pipelines across the Department's Lower pressure zone.

Updates to the original bid documents were necessary to reflect field changes since 2013, including revised connection details and updates to material standards. In October 2022, the Department requested a proposal for professional engineering services from Ludwig Engineering Associates, Inc., to update the bid documents as the Engineer of Record. The scope of work included development of revised construction documents, bid phase assistance, engineering services during construction (ESDC), and preparation of record drawings.

The funding source for this project was the FY 2022/2023 Water Fund Capital Improvement Project titled Lower Zone – Rialto Ave and K Street Pipeline Replacement (C.O. 11008). This construction order had a total of \$1,580,000.00 in unencumbered funds.

**MOTION:** Approve the Professional Services Agreement with Ludwig Engineering Associates, Inc., for *Engineering Services for Lower Zone Pipeline Replacement Project*, for an amount not-to-exceed SIXTY-FIVE THOUSAND FIVE HUNDRED FORTY DOLLARS (\$65,540.00). 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>	T. Brickley
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

10. **ADOPTION AND APPROVAL BY THE WATER BOARD OF ADDENDUM NO. 1 TO THE PREVIOUSLY ADOPTED MITIGATED NEGATIVE DECLARATION FOR THE VERDEMONT WATER INFRASTRUCTURE PROJECT:** Pursuant to the provisions of California Environmental Quality Act (CEQA) and State and local CEQA Guidelines, the City of San Bernardino Municipal Water Department (Department) was the Lead Agency for the Verdumont Water Infrastructure Project. The Department was required to review and consider the potential environmental effects that could result from modifying the original project relative to the previously approved Initial Study (IS) and corresponding Mitigated Negative Declaration (MND).

The Department utilized Tom Dodson and Associates to compile this Addendum as the basis for making a new CEQA environmental determination for the project based on the changes in environmental circumstances since the 2007 IS/MND was adopted.

There was no fiscal impact associated with this Agenda item.

**MOTION:** Adopt Addendum No. 1 to the Verdemont Water Infrastructure Project Mitigated Negative Declaration SCH No. 2007031079; and

Staff was authorized to file a Notice of Determination with the County of San Bernardino Clerk of the Board of Supervisors within five (5) business days of adoption; and

Staff was authorized to file a Notice of Determination with the State Office of Planning and Research, State Clearinghouse within five (5) business days of adoption.

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

**11. APPROVAL OF EPA WELL NO. 001 WELL REHABILITATION BY GENERAL PUMP COMPANY, INC.:** Extraction well EPA No. 001 operated as part of the Newmark Operable Unit (OU) Remedial Action under the terms negotiated with the United States Environmental Protection Agency (USEPA). In October 2021, the existing pump and motor failed due to motor grounding issues.

In September 2022, staff issued a Request for Qualifications (RFQ) under Specification No. 1751 -Well Rehabilitation Assessment and Repair. Five (5) prequalified well rehabilitation contractors were asked to execute a new slimmer design and installation of new equipment.

Staff recommended approval of this expenditure of \$246,799.00 from existing funds in the 2022/23 Fiscal Year Capital Budget under *Annual R/R - EPA Extraction Wells (CO 11077)*, with available funding of approximately \$400,000.00.

**MOTION:** Approve the rehabilitation of EPA Well No. 001 by General Pump Company, Inc., in the amount of \$246,799.00.

<b>RESULT:</b>	<b>APPROVED 5-0 BY ROLL CALL VOTE</b>
<b>MOVER:</b>	T. Brickley
<b>SECONDER:</b>	W. Hendrix
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

- 12. APPROVAL OF GOODS PURCHASE AGREEMENT WITH WESTECH ENGINEERING, LLC FOR THE REPLACEMENT OF THE DISSOLVED AIR FLOTATION TANK (DAFT) NO. 2 DRIVE MECHANISM - SPECIFICATION NO. 1785:** The Water Reclamation Plant (WRP) houses four (4) Dissolved Air Flotation Tanks (DAFT) utilized as a part of the wastewater treatment process. The clarifier drive mechanism for DAFT No. 2 was in service since construction in 1986 and was now beyond its useful design life and failed, rendering the unit inoperable.

On October 27, 2022, staff issued a request for proposals (RFP) to all firms registered in PlanetBids. One vendor responded to the RFP on November 11, 2022 and staff recommended WesTech Engineering, LLC to replace DAFT No. 2 drive mechanism for the amount not-to-exceed \$146,236.13.

The funding source for this agreement was the FY 2022/2023 budget; Account No. 200-4090-580-8080, CO 00277 Annual R/R- Solids Handling System.

**MOTION:** Approve the Goods Purchase Agreement with WesTech Engineering, LLC, in an amount not-to-exceed ONE HUNDRED FORTY-SIX THOUSAND TWO HUNDRED THIRTY-SIX AND 13/100 DOLLARS (\$146,236.13) to replace the DAFT No. 2 Drive. 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

**13. REPORTS:**

- A. Report of the President – None.**
- B. Report of the Commissioners – None.**
- C. Report of the Directors –**

- 1. Director Miller stated that the Facilities Relocation Project schedule was in place to put the project out to bid in January 2023.

Commissioner Mlynarski stated that it was a pleasure and insightful to work with Commissioner Johnson and staff on the Ad-Hoc Committee and that the end result would free up land downtown for possible City use.

- 2. Director Stewart stated that the Department staff was interviewed for the CWEA Project Achievement Award for the Digester Gas Beneficial Use Program.

3. Deputy General Manager Ohama stated that the Department participated in the 10<sup>th</sup> annual HoHo Parade and thanked Warehouse and Fleet staff for their hard work in decorating the truck for this event.
4. Deputy General Manager Ohama stated that the FMLA policy was revised to reflect the definition of the state mandated expansion of caring for qualifying individuals similar to family members.
5. Deputy General Manager Ohama stated that the Department's bereavement leave was currently three (3) paid days off and an additional two (2) unpaid days off were added and may likely be changed to five (5) paid days during negotiations.
6. Deputy General Manager Ohama stated that the Department added Juneteenth to its holiday schedule to mirror the City's adoption of the holiday.

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

1. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County current case rate as well as the current positivity rate had increased, but that was to be expected due to the colder weather.

General Manager Guerrero stated that there were no changes to daily operations and that the special leave was available through the end of the year.

**14. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., January 10, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408 or via web-conference.

By: 

\_\_\_\_\_  
Miguel J. Guerrero, P.E.  
General Manager





**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

**JANUARY 10, 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 9:33 AM, Tuesday, January 10, 2023, in-person, via web-conference, 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	9:32 AM
Miguel Guerrero	General Manager	Present	9:30 AM

- ANNOUNCEMENTS BY THE BOARD:** President Callicott thanked Mayor Helen Tran for attending the Water Board meeting and congratulated Mayor Tran's appointment on behalf of the Water Board.

Commissioner Johnson announced that he recently visited the City's website and viewed the San Bernardino investment playbook.

Commissioner Johnson encouraged everyone in the community to read it because it was very comprehensive and it was the direction the current City leadership was headed toward with regard to examining multiple funding sources.

Commissioner Johnson commended Mayor Tran and current City Council for researching similar best practice projects throughout the nation.

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>Sewer Collections</u>	<u>Total</u>
Claims:303987-304129				
Accounts Payable	\$2,419,480.23	\$970,167.92	\$101,339.23	\$3,490,987.38
Gross Payroll				
11/21/22-12/04/22 and 12/05/22-12/18/22	<u>\$665,415.72</u>	<u>\$474,857.90</u>	<u>\$162,027.55</u>	<u>\$1,302,301.16</u>
<b>TOTALS</b>	<u><b>\$3,084,895.95</b></u>	<u><b>\$1,445,025.82</b></u>	<u><b>\$263,366.78</b></u>	<u><b>\$4,793,288.54</b></u>

Payroll for the pay periods beginning December 19, 2022 through December January 1, 2023, and January 2, 2023 through January 15, 2023.

- B. CONTRACTS AND BILLS:** Contracts and bills presented at this meeting.
- C. MINUTES:** December 13, 2022.
- D. EXTENSION OF RESOLUTION NO. 2021-014 - AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS:** On December 14, 2021, the Water Board approved Resolution No. 2021-014, authorizing remote teleconference meetings of the legislative bodies of the San Bernardino Municipal Water Department.

Section 4 states that “the Water Board may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).”

Due to the fluctuation of COVID-19 cases throughout California, it was necessary for the Water Board to continue to meet via teleconference.

**MOTION:** Extend the application of Resolution No. 2021-014, authorizing remote teleconference meetings for an additional thirty (30) days, as submitted.

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

## END OF CONSENT CALENDAR

5. **ELECTION OF OFFICERS:** In accordance with the City of San Bernardino Board, Commission, and Citizen Advisory Committee Bylaws (Bylaws), Article I, Section 1, the officers of the Water Board shall include a President and Vice President. In addition, Article I, Section 2, of the Bylaws states that officers shall be elected by a majority of the commissioners present at the first regular meeting in January. The current officers of the Water Board are Toni Callicott, President, and Wayne Hendrix, Vice President.

Commissioner Mlynarski made the motion to reappoint President Callicott and Vice-President Hendrix for another term.

Commissioner Johnson seconded that motion to keep the current structure of the Water Board and its elected officers.

President Toni Callicott accepted the position of Water Board President.

Commissioner Hendrix accepted the position of Water Board Vice-President.

**MOTION:** Toni Callicott and Wayne Hendrix were reappointed as President and Vice-President, respectively, in accordance with the *City of San Bernardino Board, Commission, and Citizen Advisory Committee Bylaws*.

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

6. **RATIFICATION OF ANNUAL EMPLOYMENT PRACTICES LIABILITY INSURANCE RENEWAL:** The Department's Employment Practices Liability (EPL) coverage, from Ironshore, was secured in January 2022 and was now on a separate renewal schedule from all other lines of liability coverage. The current EPL insurance expired on January 10, 2023. Staff requested that the Water Board ratify the renewal and binding of this coverage effective January 10, 2023.

The Department's insurance broker, Marsh Risk & Insurance Services (Marsh), marketed the Department's 2022/2023 EPL coverage requirements, negotiated terms, and received a proposal from the incumbent insurer, Ironshore, on behalf of the Department coverage needs.

Adequate funds were budgeted in fiscal year 2022/2023 to cover the renewal of the annual Employment Practices Liability insurance (\$44,064), as well as all other annual liability insurance coverage approved at the October 25, 2022 and November 8, 2022 Water Board Meetings and the Pollution Legal Liability annual expense.

**MOTION:** Ratify the annual renewal of the recommended Employment Practices Liability insurance policy in the amount of \$44,064. The General Manager was authorized to bind coverage effective January 10, 2023.

<b>RESULT:</b>	<b>APPROVED 5-0 BY ROLL CALL VOTE</b>
<b>MOVER:</b>	T. Brickley
<b>SECONDER:</b>	W. Hendrix
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

## 7. REPORTS:

**A. Report of the President – None.**

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

**C. Report of the Directors –**

1. Director Mouser stated that the Annual Audit Report would be presented at the next Water Board meeting.
2. Director Miller stated that the current water levels from the first week in January raised sixty-five (65) feet in the reservoirs in Northern California and that Southern California benefited from the rain.
3. Director Miller commended Water Utility and WRP staff for their commitment and participation in the new asset management workshops for the new EAM system.

President Callicott stated that it was such a pleasure to see Department employees throughout the City working so hard.

Commissioner Brickley stated that he was also impressed with Department employees and the state of the equipment that was used.

Director Miller stated that he would inform staff on the compliments given by the Water Board.

4. Deputy General Manager Ohama stated that the 2023 Water Department calendars were mailed and featured drawings submitted by a variety of local schools.

Deputy General Manager stated that there were calendars available to the public in the customer service lobby.

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

1. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County current case rate as well as the current positivity rate were slightly on the rise.

General Manager Guerrero stated that there were eight (8) positive cases departmentally, but no changes to daily operations were being made at this time.

2. General Manager Guerrero reported on the former School of Hope site on 6<sup>th</sup> Street. The Department was continuing to work with the City on possibly an exchange, which would be brought forward to the Board at a future meeting.

General Manager Guerrero stated that staff would continue to go on site with Councilmembers and Mayor to visit the property.

3. General Manager Guerrero reported that he met with County Supervisor Joe Baca, Jr., Commissioner Mlynarski, and Valley District representatives, to discuss a pilot project regarding septic to sewer within County areas.

General Manager Guerrero stated that staff would continue to work with Supervisor Baca, Jr. and County Public Works Department on this project and would keep the Board informed as the project developed.

4. General Manager Guerrero reported on the 2300 zone in the Verdemont area. Staff worked with several developers, including GFR Homes (GFR). Over the past year, the Department and GFR were working on a developer agreement where GFR would be committed to the development and construction of infrastructure to develop this new pressure zone.

General Manager Guerrero stated that the Department was currently not able to service anything above the 2100 zone.

General Manager Guerrero stated that GFR was very interested in moving forward ahead of the development agreement so the Department was working with BBK on a preliminary agreement in order to get a commitment from GFR.

General Manager Guerrero stated that there was some movement in the Verdemont area and there may be an agreement coming forward soon.

Commissioner Mlynarski stated that inducing development in this area and completing some infrastructure would be beneficial all the way around.


General Manager Guerrero stated that this agreement would be a good start and the Department was finding a good solution for development in that area.

Mayor Tran thanked the Water Board and Department staff for all of the work it was doing with the City and was looking forward to working together as partners to better serve the community.

President Callicott stated that the Water Board and Department were strong partners with the City and congratulated Mayor Tran on her newly elected position.

**8. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., January 24, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408 or via web-conference.

By:   
\_\_\_\_\_  
Miguel J. Guerrero, P.E.  
General Manager



**City of San Bernardino  
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*President Cecilia "Toni"  
Callicott*

**Commissioners**  
*Wayne Hendrix  
David Mlynarski  
Rikke Johnson  
Thomas Brickley*

**MINUTES**  
FOR THE  
WATER BOARD OF THE CITY OF SAN BERNARDINO

**JANUARY 24, 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, January 24, 2023, in-person, via web-conference, 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	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 4F:**

**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:304242-304395				
Accounts Payable	\$946,798.69	\$865,033.76	\$12,722.13	\$1,824,554.58
Gross Payroll				
12/19/22-01/01/23	<u>\$344,280.22</u>	<u>\$244,535.64</u>	<u>\$86,132.88</u>	<u>\$674,948.73</u>
<b>TOTALS</b>	<u><b>\$1,294,078.91</b></u>	<u><b>\$1,109,569.40</b></u>	<u><b>\$98,855.01</b></u>	<u><b>\$2,499,503.31</b></u>

Payroll for the pay period beginning January 16, 2023 through January 29, 2023.

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

**C. MINUTES:** January 10, 2022.

**D. LEAVE OF ABSENCE FOR DALE GREEN, FIELD AND METER SERVICE REPRESENTATIVE II:** Dale Green, Field Service Representative II, requested a Leave of Absence pursuant to the General Unit Memorandum of Understanding, Section 5.7, Leave of Absence (non-FMLA) beginning January 5, 2023, through April 30, 2023.

**MOTION:** A Leave of Absence for Dale Green was ratified from January 5, 2023, through April 30, 2023, as submitted.

**E. REVISED JOB DESCRIPTION FOR EQUIPMENT MECHANIC I:** The job description for Equipment Mechanic I was revised to change experience in heavy-duty gasoline and diesel-powered equipment from a minimum requirement to preferred.

**MOTION:** Approve the revised job description for Equipment Mechanic I (21784), as submitted.

**F. WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE:** Throughout the year, Finance staff invoiced various customers for a variety of charges and reviewed invoices that remained unpaid through December 2018 and that were determined to be uncollectible. Additionally, staff performed a general review of all delinquent accounts and their status. Staff recommended that these invoices, totaling \$7,792.41, be written off as uncollectible to avoid overstating the Department’s receivable amount.

Under policy 54.020 – *Write-Off of Uncollectible Accounts Receivable*, Water Board approval was needed for any write-off amounts over \$1,000.



**MOTION:** Approve the write-off of the invoices listed on the Accounts Receivable Invoice Analysis, as submitted.

<b>RESULT:</b>	<b>APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT</b>
<b>MOVER:</b>	R. Johnson
<b>SECONDER:</b>	W. Hendrix
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

**END OF CONSENT CALENDAR**

- 5. **PRESENTATION OF THE RESULTS OF THE FISCAL YEAR 2021-22 AUDIT, ANNUAL COMPREHENSIVE FINANCIAL REPORT, SINGLE AUDIT REPORT ON FEDERAL AWARDS:** Ryan Domino, Partner in the firm of Lance Soll & Lunghard LLP (LSL), presented and distributed to the Water Board the Annual Comprehensive Financial Report (ACFR) for the City of San Bernardino Municipal Water Department (the Department) for the fiscal year ended June 30, 2022. The ACFR reflected the Department’s results of financial operations as of June 30, 2022.

There was no fiscal impact associated with this item.

Commissioner Mlynarski asked Director Mouser to explain the gains listed on the presentation in more detail.

Director Mouser stated that they are unrealized gains and losses so Fiscal Year 2022 would be the measurement date for the next audit.

Commissioner Johnson asked to clarify if the San Bernardino City Unified School District was listed under the San Bernardino County Unified School District on the Top 10 Customer list that was in the report.

Director Mouser stated that the report had a typographical error and should state San Bernardino City Unified School District, not San Bernardino County Unified School District.

**MOTION:** Approve the Annual Comprehensive Financial Report for the City of San Bernardino Municipal Water Department for the fiscal year ended June 30, 2022; and

Staff was directed to file the annual audit and Annual Comprehensive Financial Report with the Mayor & City Council.

<b>RESULT:</b>	<b>APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT</b>
<b>MOVER:</b>	D. Mlynarski
<b>SECONDER:</b>	R. Johnson
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	T. Brickley

- 6. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH NATIONAL BUSINESS INVESTIGATIONS DBA MPS SECURITY FOR SECURITY PATROL AND ARMED GUARD SERVICES AT VARIOUS DEPARTMENT SITES – SPECIFICATION NO. 1786:** On November 4, 2022, staff issued Request for Proposals (RFP) No. 1786 for Security Patrol and Armed Guard Services at various Department Facilities to all firms registered in PlanetBids.

On November 21, 2022, nine (9) responses were received and reviewed. Based on staff's review, MPS's proposal received the highest overall ranking and it was recommended that MPS be awarded a Professional Services Agreement.

The funding source for this agreement was the FY 2022/23 Operations and Maintenance budget (Account No. 100-2530-560-6150); a budget increase in the amount of \$100,000 was required in order to fund the contract for the rest of FY 2022/23. The remainder of the contract would be budgeted in the FY 2023/24 Operations and Maintenance Budget.

President Callicott asked if this service was provided 24 hour/7 days a week.

Director Mouser stated that MPS provided around the clock service and armed services during working hours at Customer Service.

**MOTION:** Approve an increase in the amount of \$100,000 to FY 2022/23 Operations and Maintenance budget (Account No. 100-2530-560-6150); and

Approve the Professional Services Agreement with National Business Investigations dba MPS Security in the amount not-to-exceed EIGHT HUNDRED TWO THOUSAND FORTY AND 00/100 DOLLARS (\$802,040.00) to provide security patrol and armed guard services for a two (2) year term with three (3) additional one (1) year options to extend in accordance with Request for Proposal No. 1786. The General Manager was authorized to execute the Agreement.

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

- 7. REPLACEMENT OF THE NITROGEN REMOVAL CAROUSEL WASTE AND RETURN ACTIVATED SLUDGE PUMPS:** Staff issued Request for Proposal (RFP) No. 2022-P1 for Procurement of three (3) return activated sludge and two (2) waste activated sludge pumps and received four (4) responses on January 6, 2023.

Staff completed a thorough review of proposals, with two (2) respondents providing options that met specification requirements and were thus deemed responsive.

The funding source for this project was the FY 2022/2023 Sewer Fund Capital Project titled Annual R/R- WRP Mechanical- Replacement/ Rehabilitation of System Assets (C.O. 00280), with an approved budget of \$470,000 of which sufficient funds remained for this project.

**MOTION:** Approve the expenditure as outlined in Purchasing Policy 51.030 for the 2023 Replacement of the WAS and RAS pumps within the Nitrogen Removal Section of the WRP, for the issuance of a Purchase Order to Rockwell Engineering as outlined above in an amount not to exceed ninety-three thousand, one hundred seventy-one dollars and seventy-five cents (\$93,171.75).

<b>RESULT:</b>	<b>APPROVED 4-0 BY ROLL CALL VOTE WITH 1 ABSENT</b>
<b>MOVER:</b>	R. Johnson
<b>SECONDER:</b>	D. Mlynarski
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	T. Brickley

## 8. REPORTS:

**A. Report of the President – None.**

**B. Report of the Commissioners –**

1. Commissioner Johnson reported that he attended the attended the Department sponsored “Bee-Friendly Plants & Pollinators Workshop” at the Akoma Unity Center on Saturday, January 21, 2023.

Commissioner Johnson stated that the two (2) hour workshop was very informative and shared a lot of information water, plants, birds, and bee facts.

Commissioner Johnson stated that he and the scholars created bee water cycle bracelets.

Commissioner Johnson stated that Devin Arciniega and Lindsey German represented the Department at this event.

2. Commissioner Mlynarski stated that he was unable to attend the Regional Recycled Water Ad-Hoc Committee meeting on Tuesday, January 31, 2023.

General Manager Guerrero stated that he and Commissioner Hendrix would be in attendance and would brief him on the meeting at a later date.

**C. Report of the Directors –**

1. Director Stewart stated that on Monday, January 13, 2023, the local Santa Ana River Basin Section (SARBS) of the California Water Environment Association (CWEA) announced that the Digester Gas Beneficial Use (DGBU) Program was selected for the Gold Level Engineering Achievement Award at the upcoming Annual Awards Banquet coming up in March 2023.

President Callicott congratulated Director Stewart and staff for that outstanding achievement.

Director Stewart stated commended WRP, Engineering, and E&RC staff for all of their hard work.

Deputy General Manager Ohama stated that there would be a press release and social media posting on all of the Department's platforms.

2. Director Miller congratulated staff for their hard work on the Digester Gas Beneficial Use Program.
3. Deputy General Manager Ohama stated that Devin Arciniega would post a message about the "Bee-Friendly Plants & Pollinators Workshop" on all of the Department's social media platforms once a group picture was received.

Deputy General Manager Ohama stated that there would be a press release and social media posting on all of the Department's platforms for the engineering award.

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

1. General Manager Guerrero provided a COVID-19 update to the Water Board. San Bernardino County current case rate as well as the current positivity rate were declining within the last few weeks.

General Manager Guerrero stated that illness was not completely gone, but was a lot more manageable, so no changes to daily operations were being made at this time.

2. General Manager Guerrero thanked Director Mouser and Finance staff on another great audit.

General Manager Guerrero stated that Finance staff would now transition into budget preparation for the next fiscal year.

3. General Manager Guerrero reported that the Groundwater Council was formed approximately four (4) to five (5) years ago, with an initial five (5) year agreement between the Department and its partners in the basin to commit to ensuring all state water project water allocated to the region was utilized in the basin.

General Manager Guerrero stated that the agreement would expire in February 2023 and the Department and its partners in the region were working on a renewal agreement and the finalized agreement would be brought to the Water Board in the near future.

Commissioner Mlynarski asked the status of the Weaver Basin project.

General Manager Guerrero stated that the Weaver Basin project would most likely be completed before or within the same timeframe as the pipeline project, which had a potential completion date of Fall 2023.

**9. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., February 14, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408 or via web-conference.

By:   
Miguel J. Guerrero, P.E.  
General Manager



**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

**FEBRUARY 14, 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, February 14, 2023, in-person, via web-conference, 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	Absent	N/A
David Mlynarski	Board Member	Present	9:30 AM
Rikke Johnson	Board Member	Present	9:30 AM
Thomas Brickley	Board Member	Absent	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 4F:**

**A. PAYROLL:**

	<u>Water Fund</u>	<u>Sewer Treatment</u>	<u>Sewer Collections</u>	<u>Total</u>
Claims:304396-304595				
Accounts Payable	\$1,506,161.49	\$962,947.99	\$38,741.38	\$2,507,850.86
Gross Payroll				
01/02/23-01/15/23 and 01/16/23-01/29/23	<u>\$654,266.04</u>	<u>\$483,437.48</u>	<u>\$165,051.26</u>	<u>\$1,302,754.77</u>
<b>TOTALS</b>	<u><b>\$2,160,427.53</b></u>	<u><b>\$1,446,385.47</b></u>	<u><b>\$203,792.64</b></u>	<u><b>\$3,810,605.63</b></u>

Payroll for the pay period beginning January 30, 2023 through February 12, 2023.

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

**C. MINUTES:** January 24, 2022.

**D. EXTENSION OF RESOLUTION NO. 2021-014 - AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS:** On December 14, 2021, the Water Board approved Resolution No. 2021-014, authorizing remote teleconference meetings of the legislative bodies of the San Bernardino Municipal Water Department.

Section 4 states that “the Water Board may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).”

Due to the fluctuation of COVID-19 cases throughout California, it was necessary for the Water Board to continue to meet via teleconference.

**MOTION:** Extend the application of Resolution No. 2021-014, authorizing remote teleconference meetings for an additional thirty (30) days, as submitted.

**E. CLAIMS SETTLEMENTS – QUARTERLY REPORT:** In accordance with Policy 20.090 – Claims Handling, the Environmental and Regulatory Compliance Division prepared the Quarterly Claims Settlements Report detailing all claims processed for the period of October 2022 through December 2022, as submitted.

- F. REPORT ON WATER DEPARTMENT INVESTMENTS – QUARTER ENDING SEPTEMBER 30, 2022:** Staff recommended that the Water Board receive and file the Investment Report for the quarter ending December 31, 2022, as submitted.

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

## DISCUSSION ITEMS

- 5. RESOLUTION PROCLAIMING AN END TO THE WATER DEPARTMENT COVID-19 STATE OF EMERGENCY:** In March 2020, the City of San Bernardino issued Proclamation No. 2020-01 proclaiming the existence of an emergency across the city. Following the City’s proclamation, the Water Board declared a state of emergency on March 17, 2020.

Nearly three years after the Water Board declared a state of emergency, COVID-19 remained a global concern but was now considered at a “transition point” by experts including the World Health Organization.

The Governor announced that California’s COVID-19 state of emergency would end on February 28, 2023. With the decrease in severity of the virus and with excellent advances in the development of effective vaccines and drug treatments, staff recommended the Water Board end the Department’s COVID-19 state of emergency.

There was no fiscal impact associated with the adoption of this resolution.

**MOTION:** Adopt Resolution No. 2023-001, proclaiming an end to the Water Department’s COVID-19 state of emergency.

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

- 6. MEMORANDUM OF UNDERSTANDING REGARDING LAND DESIGNATION OF 796 E. 6<sup>TH</sup> STREET, 3250 HARRISON STREET, AND GLENDENNING WAY PROPERTIES:** The San Bernardino Municipal Water Department owns the property located at 796 East 6<sup>th</sup> Street in San Bernardino. A 2.48-acre portion of the property was leased to the Association for Retarded Citizens, San Bernardino Area (School of Hope) since 1956. In November 2022, the lease ended at the request of the School of Hope.



Because the Water Department had no use for this site, a sale of the property was initially the most beneficial option until the City expressed interest in the property for a future homelessness navigation center. A recent appraisal valued this property at \$1,062,000 assuming that structures were demolished and the site was essentially moonscaped.

In April 2021, the Water Department kicked off a groundwater well siting study to identify new well locations. The study identified several locations across the Department's service area, two of which were City properties not designated for Water Department use. These two City properties were the Glendenning Way property that was approximately 1.8 acres and the 3250 Harrison Street property that was approximately 3.7 acres. Recent appraisals valued the Glendenning Way and Harrison Street properties at \$75,000 and \$330,000, respectively.

Redesignation of land use of the aforementioned properties was proposed to allow the City to utilize the 6<sup>th</sup> Street property for a homelessness navigation center or other use and to allow the Water Department to utilize the Glendenning Way and Harrison Street properties for groundwater wells.

The fiscal impact to the Water Department was \$30,500. Given the value of the properties and the avoided demolition estimated cost of \$687,500 at the 6<sup>th</sup> Street property, a balance of \$30,500 to the City remained.

Commissioner Brickley asked how much land was needed for a well site, and if the Department would have to make improvements to the properties.

General Manager Guerrero stated that although a well site does not need a significant amount of land, the properties that would be acquired by the Department were parcels, and it was decided not to break those parcels into smaller, oddly shaped pieces of land.

General Manager Guerrero stated that the Department would have to make improvements to the properties, but there was room for the Department to set up a staging area for all equipment, which would be secured by fencing, security cameras, etc.

Commissioner Johnson asked the cost of each of the appraisal reports.

General Manager Guerrero stated that each appraisal report was approximately \$5,000.

Commissioner Mlynarski would like to be informed when this item would be presented to the Mayor & City Council.

General Manager Guerrero stated that it was tentatively agendaized for the Mayor & City Council meeting on March 1, 2023, but would inform the Water Board when this date was confirmed.

**MOTION:** Adopt Resolution No. 2023-002, approving the 796 E. 6th Street, 3250 Harrison Street, and Glendenning Way land designations. The General Manager was authorized to execute the Memorandum of Understanding.

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

**7. APPROVAL OF KENWOOD WELL NO. 1 WELL REHABILITATION BY LEGEND PUMP AND WELL SERVICE, INC.:** Kenwood Well No. 1 experienced a loss of production and efficiency due to what appeared to be equipment wear/failure and needs pumping equipment replacement.

Staff requested rehabilitation proposals for Kenwood Well No. 1 from five (5) prequalified contractors to execute a new slimmer well design and installation new equipment. Three (3) quotations were submitted to SBMWD based on the informal RFP.

Staff recommended approval of this expenditure of \$114,643.00 from existing funds in the 2022/23 Fiscal Year Capital Budget under *Annual R/R - Wells*, with available funding of approximately \$288,000.00.

Commissioner Johnson asked if there would be any other well rehabilitation items in the future.

Director Miller stated that Devil Canyon No. 2 well rehabilitation would be presented at a future Water Board meeting and possibly three (3) more throughout the year.

Director Stewart stated that the WRP division would have RIX facility well rehabilitation items presented to the Water Board in the future.

**MOTION:** Approve the rehabilitation of Kenwood Well No. 1 by Legend Pump and Well Service, Inc., in the amount of \$114,643.00.

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

- 8. **REPLACEMENT OF THE RS-1 WASTE ACTIVATED SLUDGE AND SCUM PUMPS:** The RS-1 Pumping Station was constructed in 1958 and was responsible for processing the waste-activated sludge and return-activated sludge as a part of the Unit 1 primary and secondary treatment processes. The system currently used Allis Chalmers centrifugal pumps to convey the process material.

Due to their age, coupled with the continuous need for repairs, the pumps reached the end of their useful life and need to be replaced with new equipment. These new pumps would increase equipment uptime and require less labor to maintain, and the modern mechanical seals would allow for the elimination of a flush water system, which was another cost savings to the Department.

The funding source for this project was the FY 2022/2023 Sewer Fund Capital Project titled Master Plan- WRP Rehab Project NO. 1 (C.O. 00268) with an approved budget of \$500,000 of which sufficient funds remain for this project.

**MOTION:** Approve the issuance of a Purchase Order to Xylem Water Solutions, USA as outlined above on a sole-source basis in the amount of ninety-seven thousand, five hundred fourteen dollars and ninety-one cents (\$97,514.91) for the purchase of three (3) pumps to replace the RS-1 WAS and Scum pumps.

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

9. **REPORTS:**

A. **Report of the President – None.**

B. **Report of the Commissioners –** Commissioner Johnson thanked all staff that committed to attending the Day of Prayer at 10:30 a.m., on Sunday, February 26, 2023. The service will be held at Ecclesia Christian Fellowship, located at 1314 E. Date Street, San Bernardino, CA.

Commissioner Johnson stated that this service was for all elected and appointed City leaders, and all staff was welcomed to attend.

C. **Report of the Directors –**

1. Director Miller stated that the Consent Decree was reviewed every five (5) years with the U.S. Environmental Protection Agency (EPA) and this review would begin in March 2023.

Commissioner Brickley asked how long the process was for this review.

Director Miller stated that the final review would be submitted in September 2023.

2. Director Miller congratulated staff for their hard work on the Digester Gas Beneficial Use Program.
3. Deputy General Manager Ohama stated that Devin Arciniega would be attending neighborhood association meetings and other community events throughout the City now that COVID-19 restrictions have been lifted.

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

1. General Manager Guerrero stated that the Recycled Water Ad-Hoc Committee (Committee) was comprised of Valley District, East Valley Water District, the Department, and City of Redlands.

General Manager Guerrero stated that at the January 2023 meeting, the Committee discussed recycled water projects and the plan to recharge most of the water into the basin.

General Manager stated that the quality of water was a major issue and the Regional Board wanted to ensure that there would not be any degradation of the basin.

General Manager Guerrero stated that the treatment levels that were being proposed do not remove total dissolved solids (TDS), which may be an issue with the Regional Board.

General Manager Guerrero stated that the Committee was working with the Regional Board on those issues and that all four (4) agencies would have to work together and commit to addressing any water quality issues that may arise in the future.


General Manager Guerrero stated that the Committee developed an MOU to commit to protecting water quality in the basin and a cost-sharing agreement between all four (4) agencies, which would be presented to the Water Board at the February 28, 2023 regular meeting.

2. General Manager Guerrero informed the Water Board that the International Brotherhood of Electrical Workers (IBEW), Local 47, was voted as the new representative of the General Unit on February 6, 2023.

General Manager Guerrero stated that negotiations with all bargaining units would begin in the coming months due to all MOU agreements expiring on June 30, 2023.

**10. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., February 28, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408 and via web-conference.

By:   
\_\_\_\_\_  
Miguel J. Guerrero, P.E.  
General Manager



**City of San Bernardino  
Municipal Water Department**

399 Chandler Place  
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*President Cecilia "Toni"  
Callicott*

**Commissioners**

*Wayne Hendrix  
David Mlynarski  
Rikke Johnson  
Thomas Brickley*

**MINUTES**

FOR THE  
WATER BOARD OF THE CITY OF SAN BERNARDINO

**FEBRUARY 28, 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, February 28, 2023, in-person, via web-conference, 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

- ANNOUNCEMENTS BY THE BOARD:** Commissioner Johnson personally thanked President Callicott, Commissioner Mlynarski, General Manager Guerrero, Deputy General Manager Ohama, and Devin Arciniega for attending the service celebrating local leaders on Sunday, February 26, 2023, at Ecclesia Christian Fellowship.

President Callicott stated that she had a wonderful time and thanked Commissioner Johnson for bringing all local leadership together in fellowship.

Commissioner Mlynarski stated that the pastor was incredible and it was wonderful to be at the service.

- PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:** None.
- 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:304675-304844				
Accounts Payable	\$900,718.61	\$716,290.25	\$6,147.10	\$1,623,155.96
Gross Payroll				
01/30/23-	<u>\$326,183.96</u>	<u>\$236,381.34</u>	<u>\$81,431.15</u>	<u>\$643,996.44</u>
02/12/23				
TOTALS	<u>\$1,226,902.57</u>	<u>\$952,671.59</u>	<u>\$87,578.25</u>	<u>\$2,267,152.40</u>

Payroll for the pay period beginning February 13, 2023 through February 26, 2023.

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

C. MINUTES: February 14, 2022.

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

DISCUSSION ITEMS

5. **MEMORANDUM OF UNDERSTANDING AND COST SHARE AGREEMENT RELATED TO MITIGATION OF SALT LOADING IN BUNKER HILL BASIN-B MANAGEMENT ZONE:** The Water Department had been developing its recycled water project for over a decade which was initially the project referred to as the Clean Water Factory. As the Department’s project developed, East Valley Water District (EVWD) began pursuit of their own recycled water project and at the same time, the region, led by the San Bernardino Valley Municipal Water District (Valley District), developed the Upper Santa Ana River Habitat Conservation Plan (HCP). Both efforts limited the Department’s recycled water potential. The Department’s current recycled project was referred to as the Tertiary Treatment System (TTS) and the potential recycled water was approximately 5 MGD.

The Regional Water Quality Control Board (Regional Board) required evaluation and management of salt and nutrient loading to groundwater based on basin-wide recycled water used for irrigation and/or recharge. The Regional Board’s Recycled Water Policy also required an antidegradation analysis to determine how much assimilative capacity was available for projected salt and nutrient loading.

There were several recycled water projects in the Bunker Hill Groundwater Basin, including the Department's TTS. The cumulative impact of these projects must be considered to satisfy the Regional Board's requirements.

To facilitate the recycled water permitting process with the Regional Board, the Water Department worked collaboratively with Valley District, EVWD and the City of Redlands and developed a Memorandum of Understanding (MOU) with the intent to satisfy permitting requirements and commit to long-term solutions to address groundwater basin water quality issues that may arise from the use of recycled water in the basin. Under the MOU, among other things, the partners agreed to work together in developing a feasibility study with an estimated cost between \$250,000 and \$350,000.

Based on the concept of sharing the costs equally (25% each) for the work associated with developing the feasibility study, facilitation services, and grant application assistance, a Cost Share Agreement was developed. The total fees for these three items were estimated to range from \$400,000 to \$500,000.

Under the Cost Share Agreement, the Department would commit to 25% of the total cost of the Feasibility Study including facilitation and grant support services. There was sufficient budget in account 100-1050-560-5510 for current fiscal year costs. The remaining costs would be budgeted in the FY 2023/2024 budget.

Commissioner Mlynarski asked which entity among these core local agencies would be in the leadership role when communicating with the state agencies.

General Manager Guerrero stated that Valley District would take the lead and administer the contracts for the feasibility study and support services and would take those to their Board of Directors.

Commissioner Mlynarski asked if each agency had staff that would be involved in negotiations and discussions with state agencies.

General Manager Guerrero stated that there would be a committee with representatives from each agency that would be made of up General Managers and staff that would be involved in development and review of a proposal and ultimately make recommendations.

Commissioner Mlynarski asked where the closest desalter facility was located and if any other agencies were utilizing those systems.

General Manager Guerrero stated that Yucaipa and Beaumont were utilizing desalter systems.

Commissioner Mlynarski stated that it was nice to see the City of Redlands involved in this project.

Commissioner Brickley asked for an overview of what is entailed in a feasibility study and what the timeframe would be for completion.



General Manager Guerrero stated that the feasibility study would be completed in approximately twelve (12) months and would analyze and map out potential impact through modeling, developing a mitigation strategy, etc.

**MOTION:** Approve the Memorandum of Understanding and Cost Share Agreement with San Bernardino Valley Municipal Water District, East Valley Water District, and City of Redlands regarding mitigation of salt loading in the Bunker Hill Basin-B Management Zone. The General Manager was authorized to execute the MOU and 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. **FISCAL YEAR 2022-2023 MID-YEAR BUDGET REVIEW:** On June 14, 2022, the Water Board approved the Fiscal Year 2022-23 Operating and Capital Improvement Budget. The budget was prepared based on anticipated workloads, planned capital improvement projects, and history and knowledge of upcoming events that may have budgetary impacts.

In order to keep the Water Board up to date on the San Bernardino Municipal Water Department (Department) fiscal health, staff prepared an analysis of the Department's financial performance through December 2022 which represented the approximately 50% of the fiscal year completed.

Each year, operational changes, unanticipated events, and circumstances beyond staff's control had budgetary consequences. In response, staff identified those areas that require budget adjustments, as well as areas that have experienced savings, in order to meet operational and capital requirements for the balance of the fiscal year.

Commissioner Johnson asked the approximate timeframe the Department was expected to continue treating East Valley Water District's (EVWD) wastewater.

Director Stewart stated that treatment of EVWD's wastewater is currently schedule to end December 2023, when the pipeline from the Sterling Natural Resource Center to the Weaver Basins was expected to be completed.

**MOTION:** Approve adjustments to the Fiscal Year 2022-23 Operating and Capital Improvement Budget as stated in the staff report.

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

- 7. **APPROVAL OF DEVIL CANYON WELL NO. 2 WELL REHABILITATION BY LEGEND PUMP AND WELL SERVICE, INC.:** Devil Canyon Well No. 2 was experiencing a loss of production and efficiency due to what appeared to be equipment wear and needed pumping equipment replacement. Staff requested rehabilitation proposals for Devil Canyon Well No. 2 from five (5) prequalified well rehabilitation contractors and three (3) quotations were submitted to SBMWD based on the informal RFP.

Staff recommended approval of this expenditure of \$143,934.00 from existing funds in the 2022/23 Fiscal Year Capital Budget under *Annual R/R - Wells*, with available funding of approximately \$300,000.00.

Commissioner Mlynarski asked if this well was a part of the 2100 Pressure Zone.

Director Miller stated that it was not a part of the 2100 Pressure Zone and that it was a lower zone.

Commissioner Brickley asked if Legend Pump and Well Service (Legend) was a local company.

Director Miller stated that Legend was local and the Department had used this company in the past.

**MOTION:** Approve the rehabilitation of Devil Canyon Well No. 2 by Legend Pump and Well Service, Inc., in the amount of \$143,934.00.

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

- 8. **APPROVAL OF PROFESSIONAL SERVICE AGREEMENT/STATEMENT OF WORK WITH CAROLLO ENGINEERS, INC. IN RESPONSE TO RFP 1783 – INTERACTIVE O&M MANUAL PROJECT:** The Plant-Wide Operations and Maintenance Manuals (PWOMMs) for the Water Reclamation Plant (WRP) and the Rapid Infiltration and Extraction Facility (RIX) were outdated and were required elements for conformance with State guidelines and compliance with the National Pollutant Discharge Elimination System (NPDES) permits.

During a routine review of the permit, Department staff recognized the need to update the PWOMMs to comply with the State requirements following the upgrades that occurred over the facilities in the past few years. Staff recommended moving forward with an Interactive Operations & Maintenance (IOM) Manual.

At the time of budget creation, staff was unaware of project need. Staff recommended transferring \$1,250,000 from Construction Order (CO) 00254 to fund this project. Sufficient funds were available to cover this project.

Commissioner Brickley asked which project the Department was receiving the funds for this project and the timeframe for project completion.

Director Stewart stated that the Department was using the capital funds from the Digester B project for this item and it should take approximately twelve (12) to eighteen (18) months for completion.

Commissioner Brickley asked how often the PWOMMs should be updated.

Director Stewart stated the PWOMMs should be updated on a continuous basis and there was one component of the scope of work where staff would internally update certain components of the interactive O&M and every five (5) years the Department would seek a consultant for more complex updates.

General Manager Guerrero stated that this was a foundational item and once this was completed the Department would be able to maintain the PWOMMs on a regular basis.

Commissioner Mlynarski asked if project was due in-part to the Department taking over certain systems from the City.

Director Stewart stated that the lift stations were a component and lacked comprehensive O&M plant manuals at each lift station.

Commissioner Mlynarski asked if the Department would be in communication with the state regulatory agencies during this process.

Director Stewart stated that he or Director Shepardson would meet with representatives of state regulatory agencies and share the development of the PWOMMs and once completed, the Department would submit a final copy to the Regional Board.

**MOTION:** Approve the transfer of ONE MILLION TWO HUNDRED FIFTY THOUSAND AND 00/100 DOLLARS (\$1,250,000) from the Digester B replacement project (CO 00254); and

Approve the Professional Service Agreement/Statement of Work with Carollo Engineers, Inc. in response to RFP 1783- Interactive O&M Manual Project for an amount not-to-exceed ONE MILLION ONE HUNDRED TWENTY-SIX THOUSAND FIVE HUNDRED TWENTY-FOUR AND 00/100 DOLLARS (\$1,126,524.00). The General Manager was authorized to execute the Professional Service Agreement/Statement of Work.

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

## 9. REPORTS:

**A. Report of the President** – President Callicott thanked Commissioner Johnson for inviting staff to attend the fellowship along with Mayor Tran and City Councilmembers on Sunday, February 26, 2023.

**B. Report of the Commissioners** – Commissioner Mlynarski asked what the status of the drought was after all of the rainfall.

General Manager Guerrero stated that the area has not recovered from the drought but State Water Project allocation increased to 35%, which was about 35,000 acre feet for the region.

Commissioner Brickley asked if any Department facilities experienced any issues with flooding.

General Manager Guerrero stated that the Department did not experience any issues of flooding that affected operations.

## **C. Report of the Directors** –

1. Director Miller stated that the Department started coordination efforts with County Fire for weed removal in the Shandin Hills area using goats earlier in the year rather than in the summer.

2. Director Miller stated that the snowpack for this time of year was at 200% of what it normally was and would affect the State Water Project allocation.

Director Miller stated that state reservoir levels were higher and reservoirs throughout the central coast area were much fuller.

3. Deputy General Manager Ohama stated that management was meeting with the Mid-Manager Association to begin MOU negotiations Tuesday, February 28, 2023.

Deputy General Manager Ohama stated that management met with the General Unit representatives from IBEW, Local 47 (IBEW) on Monday, February 27, 2023.

Deputy General Manager Ohama stated that IBEW would be conducting General Unit employee meetings the week beginning March 6, 2023.

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

1. General Manager Guerrero stated that the COVID-19 State of Emergency ended on February 28, 2023 for California and the Department.

General Manager Guerrero stated that there would be changes in how governing bodies would meet.

President Callicott stated that it would need to be made clear that everyone should be present at future Water Board meetings.

General Manager Guerrero stated that he would send information out to the Water Board regarding the changes to the conduction of meeting by governing bodies.

General Manager Guerrero stated that the Water Board meetings would continue to be livestreamed on the Department's YouTube channel for the public's benefit and Zoom may be provided as a tool for staff to attend meetings.

2. General Manager stated that the Quarterly Employee Recognition Breakfast Burrito event would be held on Tuesday, March 7, 2023.
3. General Manager Guerrero stated that the 6<sup>th</sup> Street – School of Hope transfer item would be presented at the Mayor & City Council meeting on Wednesday, March 15, 2023, in addition to the Department's audit item.

**10. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., March 14, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

By: 

Miguel J. Guerrero, P.E.  
General Manager



**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

**MARCH 14, 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, March 14, 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: N/A**
- 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>Sewer Collections</u>	<u>Total</u>
Claims:304845-305045				
Accounts Payable	\$1,512,094.02	\$567,188.82	\$17,395.30	\$2,096,678.14
Gross Payroll				
02/13/23-	<u>\$312,466.77</u>	<u>\$232,418.75</u>	<u>\$81,959.20</u>	<u>\$626,844.71</u>
02/26/23				
<b>TOTALS</b>	<u><b>\$1,824,560.79</b></u>	<u><b>\$799,607.57</b></u>	<u><b>\$99,354.50</b></u>	<u><b>\$2,723,522.85</b></u>

Payroll for the pay period beginning February 27, 2023 through March 12, 2023.

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

**C. MINUTES:** February 28, 2022.

**D. REVISED JOB DESCRIPTIONS FOR WATER UTILITY WORKER I, WATER UTILITY WORKER II, WATER UTILITY WORKER III, WATER UTILITY LEAD WORKER, AND WATER UTILITY SUPERVISOR:** The job description for Water Utility Worker I was revised to change experience in a water system from a minimum requirement to highly desirable. The certification requirement remained the same.

Incumbents in the Water Utility Worker I, Water Utility Worker II, Water Utility Worker III, Water Utility Lead Worker, and Water Utility Supervisor classifications were performing installation, testing, and repair of Advanced Meter Infrastructure (AMI) endpoints, therefore, these tasks were added to the job descriptions.

**MOTION:** Approve the revised job descriptions for Water Utility Worker I (21840), Water Utility Worker II (21842), Water Utility Worker III (21844), Water Utility Lead Worker (21846), and Water Utility Supervisor (51762), as submitted.

**E. WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE INVOICES:** Throughout the year, Finance staff invoices various customers for a variety of charges and has reviewed invoices that remain unpaid through January 2022 and that are determined to be uncollectible. Additionally, staff performed a general review of all delinquent accounts and their status. Staff recommends that these invoices, totaling \$7,459.05, be written off as uncollectible to avoid overstating the Department’s receivable amount.

Under policy 54.020 – Write-Off of Uncollectible Accounts Receivable, Water Board approval is needed for any write-off amounts over \$1,000.

**MOTION:** Approve the write-off of the invoices listed on the Accounts Receivable Invoice Analysis, as submitted.

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

## DISCUSSION ITEMS

5. **MODIFICATION TO RESOLUTIONS APPROVING AUTHORIZATION AND REIMBURSEMENT FOR SYSTEMWIDE 2 PIPELINE REPLACEMENT PROJECT FROM THE STATE WATER RESOURCES CONTROL BOARD:** The Water Facilities Master Plan evaluated the existing water distribution system and identified deficiencies in several pipeline segments. In September 2019, the Water Board adopted two resolutions approving the submission of an application for financial assistance and the Department's reimbursement intent for the State Water Resources Control Board's (SWRCB) Drinking Water State Revolving Fund program (DWSRF) to fund pipeline replacement projects. The initial pipeline project application to the DWSRF program included the replacement of approximately 9,800 lineal feet of pipeline totaling \$3,405,990.

Staff submitted the DWSRF application following Water Board approval and worked with SWRCB staff to complete the funding process. Some modifications were required, increasing the estimated construction costs at that time from \$3,405,990 to \$5,738,523. As a result, the Water Board approved modifying the Department's DWSRF pipeline replacement application and reimbursement resolution in 2021 to incorporate the project changes and to increase the funding request to cover the anticipated costs.

In 2022, staff received updated cost estimates which included federal Build American Buy American (BABA) requirements passed in November of 2021 as a part of the Federal Infrastructure Investments and Jobs Act. The new estimates increased substantially from \$5,738,523 to \$11,234,350, which included a 25% increase for BABA costs as well as costs of inflation and updated construction estimates.

There was no fiscal impact at this time associated with this action.

Commissioner Mlynarski asked what the interest rate was for those platforms.

Director Miller stated that the interest rate was 2.1% over twenty (20) years.

General Manager Guerrero stated that the estimated cost was for the application, but the Department could apply for a waiver for BABA requirements.

Commissioner Johnson stated that this was a good opportunity to address the aging infrastructure.



**MOTION:** Adopt Resolution No. 2023-003 and Resolution No. 2023-004, approving modifications to the financial assistance application and reimbursement for the Systemwide 2 Pipeline Replacement Project from the State Water Resources Control Board.

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

6. **APPROVAL OF A MEMORANDUM OF UNDERSTANDING WITH S. VERDEMONT, LLC (GFR) FOR A FAIR SHARE CONTRIBUTION TO BUILD THE VERDEMONT PHASE II WATER INFRASTRUCTURE PROJECT:** Verdemont Phase II (Phase II) outlined the required facilities to convey water from the Meyers Reservoir to the proposed 2300 Pressure Zone. The design was completed in 2009, shortly after the housing bust and economic downturn. Housing construction halted and Phase II was consequently shelved.

Since 2012, the Water Department met with a group of developers (Verdemont Consortium) and the City about once a quarter to discuss development in the Verdemont area, specifically the future 2300 Pressure Zone. The meetings were intended to facilitate planning and financing requirements for water infrastructure to serve the proposed developments.

The Department presented various analyses and updates to the 2300 Pressure Zone design infrastructure from 2015-2021 to the Verdemont Consortium. In late 2021, there was a concept that was presented by the Water Department where one of the Verdemont Consortium developer, GFR, could build a portion of the 2300 Pressure Zone infrastructure equivalent to their fair share of the costs. In January 2022, a Developer Agreement between the Water Department, City, and GFR was started that incorporated this concept as an option for GFR's fair share of Phase II.

GFR requested a separate Memorandum of Understanding (MOU) between the Department and GFR specifically for their entitled tract and their fair share allocation for the 2300 Pressure Zone infrastructure.

Commissioner Brickley asked if the costs are shared for this project if estimates come in higher than expected.

General Manager Guerrero stated that the MOU covered this area regarding estimated costs versus actual costs and that if estimated costs were more than 10% of the estimated cost, staff and GFR would meet and confer before proceeding.

General Manager Guerrero stated that at the end of the project cost would be reconciled with GFR.

Commissioner Mlynarski asked if the City was involved or if the Department was the main party in control of the project.

General Manager Guerrero stated that the Department is in control of the project and the City would have a separate agreement.

President Callicott stated that she believed the development was coming along nicely and stated that she appreciated the support of GFR very much and the support to the community.

Commissioner Johnson stated that he knew GFR for a number of years when he worked at the City and appreciated the partnership that they had with the City and its development.

General Manager Guerrero introduced Felix Robles and Fernando Dutra from GFR to the Water Board.

Mr. Dutra thanked the Water Board for having the item come before them and for the confidence in the area.

Mr. Dutra thanked the Water Board for their professional, highly competent, and courteous staff and appreciated the tenacity of the Water Board throughout the process.

Mr. Robles stated that this was twelve (12) years in the making and it came together and thanked the Water Board and staff for the completion of the MOU.

**MOTION:** Approve the MOU with S. Verdemont LLC (GFR) for fair share contribution to build Verdemont Phase II Water Infrastructure Project. The General Manager was authorized to execute the MOU.

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

- 7. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND MICHAEL BAKER INTERNATIONAL, INC. FOR ENGINEERING DESIGN SERVICES FOR MULTIPLE CIP WATER PIPELINE REPLACEMENT PROJECTS (SPECIFICATION 1777):** On September 19, 2022, Staff issued a public Request for Proposal (RFP) through its PlanetBids system for professional design services for multiple budgeted CIP pipeline replacement projects.

Several of these pipelines were identified for replacement in the Department’s 2015 Water Facilities Master Plan. Staff decided to bundle multiple pipeline designs as one RFP to receive numerous competitive proposals from qualified professional design engineering firms.

On October 21, 2022, ten (10) responses to the RFP were received and as a result of the staff review and ranking of the proposals, the firm with the highest overall score was Michael Baker International. Staff recommended that Michael Baker International be awarded a Professional Services Agreement for the *Engineering Design Services for Multiple CIP Pipeline Replacement Projects*.

The funding source for this project was a combination of eight (8) pipeline projects, each from the FY 2022/2023 Water Fund Capital Improvement Budget. The Construction Orders (COs) had a combined total of \$1,365,000.00 in unencumbered funds to design the pipeline replacement projects.

Commissioner Brickley asked what the linear footage was for this project.

Director Miller stated that it was 21,000 linear feet.

**MOTION:** Approve the Professional Services Agreement with Michael Baker International, Inc. for the Engineering Design Services for Multiple CIP Pipeline Replacement Projects, for an amount not-to-exceed \$999,125.00. 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>	T. Brickley
<b>ABSTAINED:</b>	N/A
<b>ABSENT:</b>	N/A

8. **APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND TKE ENGINEERING, INC. FOR ENGINEERING DESIGN SERVICES FOR SHANDIN HILLS BOOSTER STATION PLANT SITE IMPROVEMENTS (SPECIFICATION 1784):** On October 13, 2022, Staff issued a public Request for Proposal (RFP) through its PlanetBids system for professional design services for the design of site improvements to the Shandin Hills Booster Station Plant Site, located at 3480 North Circle Road, San Bernardino, CA. The project site was subject to localized stormwater flooding during high intensity storms.

On October 31, 2022, a response to the RFP was received from TKE Engineering. Staff recommended that TKE Engineering be awarded a Professional Services Agreement for *Engineering Design Services for Shandin Hills Booster Station Plant Site Improvements*.

The total cost for engineering design services for the project was \$73,900.00. The Department had sufficient funds budgeted in the FY 2022/2023 Water Fund Capital Improvement Project titled *Annual R/R - Plant Site Improvements (C.O. 11072)* to cover the cost of those services.

**MOTION:** Approve the Professional Services Agreement with TKE Engineering, Inc. for *Engineering Design Services for Shandin Hills Booster Station Plant Site Improvements*, for an amount not-to-exceed \$73,900.00. The General Manager was authorized to execute the agreement.

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

9. **APPROVAL OF PURCHASE ORDER FOR THE INSTALLATION OF ONE (1) 6-INCH FIRE HYDRANT AND ONE (1) 1.5-INCH DOMESTIC/IRRIGATION COMBINATION SERVICE AT 776 W. MILL STREET:** Two bids were received and opened on February 23, 2023, from the Department's on-call contractors to install one (1) 6-inch fire hydrant and one (1) 1.5 inch domestic/irrigation combination service for Joseph E. Bonadiman & Associates, Inc. at 776 W. Mill Street.

Staff recommended that the Water Board approve the issuance of a Purchase Order in the amount of \$58,450.00 to Kirtley Construction, Inc. (dba TK Construction).

The funding source for this contract was a construction order assigned for FY 2022/23, No. 11089 Fire Hydrants and No. 11091 Combination Domestic/Irrigation Services. A series of construction orders were generated each fiscal year to capture costs for the installation of typical service requests, including fire hydrants and domestic/irrigation combination services. Collected installation fees would be deposited into the account for COs No. 11089 and No. 11091.

**MOTION:** Approve the purchase order for the installation of one (1) 6-inch fire hydrant and one (1) 1.5 inch domestic/irrigation combination by Kirtley Construction, Inc. (dba TK Construction) in the amount of \$58,450.00.

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

10. **REPORTS:**

- A. **Report of the President** – President Callicott welcomed Susan Longville, San Bernardino Valley Municipal Water District, Board Member, to the Water Board meeting.
- B. **Report of the Commissioners** – None.

**C. Report of the Directors –**

1. Director Stewart stated that the Department was receiving the CWEA Engineering Achievement Award for their participation in the Digester B Beneficial Gas Program at the state level.

Director Stewart stated that Department staff would be accepting that award at a CWEA Annual Conference in April 2023.

General Manager Guerrero stated that a CWEA Board Member would present the award to the Water Board and Mayor & City Council at each entity's meeting in the May 2023.

2. Deputy General Manager Ohama stated that Devin Arciniega attended a variety of community events and local neighborhood association meetings and would continue to be a Department presence in the community.

President Callicott stated that Devin continued to do a wonderful job.

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

1. General Manager Guerrero stated that the School of Hope item and the audit item were both on the Consent Calendar on the March 15, 2023 Mayor & City Council (M&CC) meeting agenda.

General Manager stated that he would be attending the M&CC meeting in the event there were any questions regarding either item.

President Callicott stated that she would be in attendance and encouraged the Water Board's presence.

2. General Manager Guerrero stated that Bob Tincher, Chief Water Resources Officer/Deputy General Manager for San Bernardino Valley Municipal Water District, would be updating the Water Board with a presentation on the Sites Reservoir Project and Delta Conveyance at March 28, 2023 Water Board meeting.

**11. ADJOURNMENT:**

The next regular meeting of the Water Board was scheduled for 9:30 a.m., March 28, 2023 at the Margaret H. Chandler Water Reclamation Plant, located at 399 Chandler Place, San Bernardino, CA, 92408.

By: 

Miguel J. Guerrero, P.E.  
General Manager