

MINUTES
BOARD OF WATER COMMISSIONERS
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING
March 15, 2016
Water Reclamation Plant Conference Room
399 Chandler Place
San Bernardino, California
9:30 a.m.

The Regular Meeting of the Board of Water Commissioners of the City of San Bernardino was called to order by President Callicott at 9:30 a.m. on March 15, 2016 in the Water Reclamation Conference Room, 399 Chandler Place, San Bernardino, California.

ROLL CALL: Roll call was taken by the Secretary with the following being present: President Callicott; Commissioners Valles, Fernández, Hendrix, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Steven Graham, City Attorney's Office; Patrick Sanchez, Sr. Business Systems Analyst; Amy Smith, Executive Secretary.

Members of the Public: James Morales, East Valley Water District
 Eliseo Ochoa, East Valley Water District

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 9:45 a.m., the Regular Meeting of the Board of Water Commissioners was recessed and a Closed Session was called to order in accordance with the following Government Code Sections:

B. Conference with legal counsel – anticipated litigation – significant exposure to litigation – pursuant to Subdivision (b) (1), (2), (3) (A-F) of Government Code Section 54956.9 (one claim). upon motion by Commissioner Valles, duly seconded by Commissioner Hendrix, it was unanimously voted to give authority the General Manager to proceed with litigation discussed in Closed Session.

ROLL CALL: Roll call was taken with the following present: President Callicott; Commissioners Valles, Fernández, Hendrix, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Steven Graham, City Attorney's Office; Amy Smith, Executive Secretary.

ADJOURN CLOSED SESSION: At 10:26 a.m., the Closed Session of the Board of Water Commissioners adjourned to the Regular Meeting of the Board of Water Commissioners in the Water Department Board Room.

ROLL CALL: Roll call was taken by the Secretary with the following being present: President Callicott; Commissioners Valles, Fernández, Hendrix, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Steven Graham, City Attorney's Office; Amy Smith, Executive Secretary.

2. ANNOUNCEMENTS BY MEMBERS OF THE BOARD OF WATER COMMISSIONERS: None

3. CONSENT CALENDAR: Upon motion by Commissioner Valles, duly seconded by Commissioner Hendrix, it was voted to approve the following Consent Calendar, Agenda Items 3A through 3G:

A. WAIVE FULL READING OF RESOLUTIONS: Waive full reading of the resolutions on the regular or supplemental agendas of the Board of Water Commissioners.

B. PAYROLL

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
Claims: 268540-268818			
Accounts Payable	\$1,189,946.06	\$898,746.52	\$2,088,692.58
Gross Payroll: 02/08/16-02/21/2016	<u>247,384.92</u>	<u>183,241.96</u>	<u>430,626.88</u>
TOTALS	<u>\$1,437,330.98</u>	<u>\$1,081,988.48</u>	<u>\$2,519,319.46</u>

Payroll for the pay period February 22, 2016 through March 6, 2016.

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

D. MINUTES: March 1, 2016

E. PERSONNEL ACTIONS

1. APPOINTMENT: Jesse Becerra, Water/Water Reclamation Worker, Section 3021, Range 124, effective March 21, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.
2. APPOINTMENT: Luis Crespo, Water/Water Reclamation Worker, Section 3023, Range 124, effective March 21, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.
3. PROMOTION: Wade Burroughs, Water Quality Control Worker, Range 132, to the position of Water Utility Water Treatment Operator I, Range 139, ratified effective March 7, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

F. RANGE CHANGE FOR ENGINEERING STUDENT INTERN: The Engineering Student Intern job description was originally approved by the Board of Water Commissioners on December 4, 2007, and revised on October 7, 2014. This position performed a variety of Engineering section duties to assist staff with day to day tasks. The assignments also provided a beneficial and rewarding training experience to the incumbent(s) and exposure to the job opportunities and careers that exist within the Water Department.

The Engineering Student Intern position had historically been at the same salary range as the Student Intern, \$10.00 per hour. The Engineering Student Intern

position was distinguished from the Student Intern position by the requirement to have knowledge of the AutoCAD and GIS systems which were essential skills in the Engineering section.

Staff recommended that the Board of Water Commissioners approve the range change for Engineering Student Intern (93100) to \$15.00 per hour.

- G. NOTICE OF COMPLETION – CONTRACT NO. 1581 – SHERIDAN ROAD 8" MAIN REPLACEMENT PROJECT (CO 10652): The final acceptance date of February 23, 2016, staff was directed to file a Notice of Completion, and release the retention in accordance with Contract No. 1581.

END OF CONSENT CALENDAR

4. ADDITIONS TO THE AGENDA: None.
5. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH KLEINFELDER INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE ROOF REPLACEMENT AT THE ELECTRIC AVENUE RESERVOIR AND THE 17TH STREET RESERVOIR PROJECT (SPECIFICATION 1652, CO 10655): The Electric Avenue Reservoir and the 17th Street Reservoir roof structures were at the end of their original design life, and were in need of replacement to improve facility performance and security. The project involved replacement of existing roof structures with new structural steel roofs.

In December 2015, two (2) consulting firms submitted proposals in response to the November 2015 Request for Proposals (RFP) (Specification 1652). As a result of staff review and ranking of proposals, the firm with the highest overall score was Kleinfelder, Inc.

The total cost for engineering design services for the project was \$166,749.00. The Department had sufficient funds budgeted in the FY 2015/16 Capital Improvement Budget (CO 10655) to cover the cost of these services.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Mlynarski, it was unanimously voted to approve an agreement with Kleinfelder Inc. in the amount not-to-exceed \$166,749.00. The President and Secretary were authorized to execute the agreement to provide engineering services for design of the Roof Replacement for the Electric Avenue Reservoir and the 17th Street and Sierra Reservoir project based on Specification 1652.

6. EASEMENT ACQUISITION OVER RODRIGUEZ PROPERTY FOR THE SHANDIN HILLS TRANSMISSION MAIN PROJECT (CO 10673): In February 2013, the Department attempted to contact the property owners located at 3377 Beverly Drive, in San Bernardino, in order to acquire a permanent easement across their property known as APN 0151-031-06. The permanent easement was necessary to install a proposed 8" pipeline, also known as the Shandin Hills Transmission Main Replacement project. During the planning phase of the project, it became apparent that the superior pipeline route was across three (3) privately owned parcels.

After three (3) consecutive attempts to contact the owners with no response, the Department sought the advice of legal counsel from the firm Redwine & Sherrill. In November 2014, a Notice of Decision to Appraise was sent to Mr. and Mrs. Rodriguez, the

owners of record for the property. In January 2015, the Department worked directly with Mr. and Mrs. Rodriguez to obtain the required easement through the property. In February 2016, an acquisition agreement was finalized by staff and legal counsel, and was signed by Mr. and Mrs. Rodriguez.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve the Acquisition Agreement and the compensation value of \$7,700.00 to be paid to Mr. and Mrs. Rodriguez for the relocation costs and permanent easement. The General Manager was authorized to execute said agreement; and

Accept the Grant of Easement from Mr. and Mrs. Rodriguez within the property known as APN 0151-031-06 and as described in the easement document. The Secretary was authorized to submit the easement documents to the City Clerk for signature and recordation.

7. **FEBRUARY 2016 DROUGHT MONITORING REPORT:** This report continued to monitor and track the effects of the ongoing drought by monitoring groundwater levels in select wells located in the Department's service area. This monthly report provided valuable data needed to contemplate important policy decisions related to Water Supply Shortage Stages outlined in Rule and Regulation No. 21. **(INFORMATION ONLY)**
8. REPORTS:
 - A. Report of the President: None
 - B. Report of the Commissioners: None
 - C. Report of the Directors: None
 - D. Report of the General Manager:
 1. General Manager Aldstadt reported that she and Commissioner Hendrix attended a City Charter Review Committee meeting on March 7, 2016.
 2. General Manager Aldstadt reported that the Department issued comments to the Environmental Impact Report that San Bernardino Valley Municipal Water District issued for the Sterling Natural Resource Center which were due on March 15, 2016.
9. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest.
10. ADJOURN MEETING: The meeting adjourned at 10:27 a.m. to the next Regular Meeting to be held on Tuesday, April 5, 2016, at 9:30 a.m. in Margaret H. Chandler Water Reclamation Plant Conference Room, 399 Chandler Place, San Bernardino, California, 92408.

BY: 
TONI CALLICOTT
President

BY: 
ROBIN L. OHAMA
Deputy City Clerk & Ex-Officio Secretary