

MINUTES  
BOARD OF WATER COMMISSIONERS  
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING  
June 7, 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 June 7, 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 Fernández, Hendrix, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Steven Graham, City Attorney's Office; Patrick Sanchez, Sr. Business Systems Analyst; Susan Justice, Principal Accountant; Patrick Rogers, Information Technology Manager; Amy Smith, Executive Secretary.

Absent: Commissioner Valles

Members of the Public: Jose Martinez, East Valley Water District

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 10:02 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:

- A. Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9: *In Re City of San Bernardino, California*, United States Bankruptcy Court, Central District of California (Riverside), Case No. 6: 12-bk-28006-MJ. *City of San Bernardino v. San Bernardino Valley Municipal Water District, et al.*, San Bernardino County Superior Court Case No. CIVDS1605532.

Steven Graham, City Attorney's Office, announced an addition to Item 1(A) – *City of San Bernardino v. East Valley Water District*, San Bernardino County Superior Court Case No. CIVDS1608620. No action was taken at this time.

*Cynthia Gray* - CSBY-9008, CSBY-9681, CSBY-9686, CSBY-10020 – Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to authorize settlement authority.

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

Absent: Commissioner Valles

Commissioner Hendrix left the meeting at 10:32 a.m.

ADJOURN CLOSED SESSION: At 10:36 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 Fernández, Hendrix, and Mlynarski; staff Aldstadt, Ohama, Claus, Guerrero, Shepardson, and Willoughby; Steven Graham, City Attorney's Office; Amy Smith, Executive Secretary.

Absent: Commissioner Valles  
Commissioner Hendrix

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

3. CONSENT CALENDAR: Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was voted to pull Item 3D from the agenda and 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: 270524-270874			
Accounts Payable	\$1,201,406.04	\$299,276.31	\$1,500,682.35
Gross Payroll: 05/02/16 – 05/15/16	<u>249,798.88</u>	<u>180,676.18</u>	<u>430,475.06</u>
TOTALS	<u>\$1,451,204.92</u>	<u>\$479,952.49</u>	<u>\$1,931,157.41</u>

Payroll for the pay period May 16, 2016 through May 23, 2016.

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

D. MINUTES: May 17, 2016 - pulled from agenda.

E. PERSONNEL ACTIONS

1. APPOINTMENT: Jeremy Hall, Water Utility Water Quality Control Worker, Section 3063, Range 132, effective June 6, 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: Joseph Carrillo, Engineering Technician, Section 3060, Range 147, effective June 6, 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. APPOINTMENT: Justine Yglesias, Student Intern, Range 100T, effective June 6, 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. NOTICE OF COMPLETION – CONTRACT NO. 1641 – WATER RECLAMATION PLANT FACILITIES ASPHALT REHABILITATION PROJECT (CO 00181): The final acceptance date of April 15, 2016, directed staff to file a Notice of Completion, and release the retention in accordance with Contract No. 1641.

G. NOTICE OF COMPLETION – CONTRACT NO. 1646 – EPA 109S SITE DEMOLITION, GRADING, AND WALL CONSTRUCTION PROJECT (CO 10690): The final acceptance date of May 25, 2016, directed staff to file a Notice of Completion, and release the retention in accordance with Contract No. 1646.

*END OF CONSENT CALENDAR*

4. ADDITIONS TO THE AGENDA: None.

5. RATIFICATION OF CONTRACT WITH GREYCOMM, LLC: At the Board's direction, staff obtained recommendations for skilled public relation firms to assist staff with various briefings and press releases related to the litigation that we were forced to bring against East Valley Water District and San Bernardino Valley Municipal Water District. We obtained some recommendations and interviewed one of the recommended individuals, Steve Greyshock.

Mr. Greyshock provided an estimate to work that would take us through the first sixty (60) days of the public relations cycle/need. It became apparent that the scope of work is much larger than what was assumed. Therefore, Mr. Greyshock was asked to prepare an expanded scope, to take us through a year of work.

The estimate for this professional service stated \$89,500.00, but because it was an estimate, staff requested to limit the contract to a slightly higher amount of \$95,000.00. There were sufficient funds in this year's budget and next year's budget to pay the contract amount.

Upon motion by Commissioner Fernández, duly seconded by Commissioner Mlynarski, it was unanimously voted to ratify the professional services contract with Greycomm, LLC in an amount not to exceed \$95,000.00. The General Manager was authorized to execute the contract.

6. PUBLIC HEARING AND ADOPTION OF THE 2015 REGIONAL URBAN WATER MANAGEMENT PLAN: As directed by the Board, this was the time and place designed for a public hearing at 9:30 a.m. to review and receive comments concerning the 2015 Regional Urban Water Management Plan.

A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO ADOPTING THE 2015 SAN BERNARDINO VALLEY REGIONAL URBAN WATER MANAGEMENT PLAN.

President Callicott opened the public hearing meeting for public comment.

There being no public comments, President Callicott closed the public hearing meeting.

AYES: Commissioners Callicott, Hendrix, Fernández, Mlynarski

NAYES: \_\_\_\_\_

ABSENT: Commissioner Valles

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to adopt the resolution approving the 2015 Regional Urban Management Plan and submit the approved Plan and Resolution to the State of California Department of Water Resources.

7. CONTRACT NO. 1641 – HILLCREST CONTRACTING, INC. – CHANGE ORDER NO. 1 – WATER RECLAMATION PLANT FACILITIES ASPHALT REHABILITATION PROJECT: In October 2015, the Board of Water Commissioners entered into Contract No. 1641 with Hillcrest Contracting, Inc. (Hillcrest) for the Water Reclamation Plant Facilities Asphalt Rehabilitation Project. This project included widening of the existing driveway at the northwest parking lot of the Water Reclamation Plant (WRP) and constructing a new roadway to reduce the septic, brine, and ferric chloride truck traffic through the plant. Along with pavement rehabilitation and striping of three on-site parking lots, the project also included rehabilitation of the two main roadways entering the plant (Chandler Place and West Century Avenue), the addition of asphalt near the brine ponds, repair and replacement of the roadway north and south of the facility's biosolids truck loading bins, and rehabilitation of other areas where damaged pavement existed at the facility.

Since the underlying asphalt and base could not be seen prior to the completion of the project's grinding, the actual pavement conditions were not fully known, but additional work on the project was anticipated.

This project was approved as part of the 2015/2016 Capital Improvements Budget. Change Order No. 1 in the amount of \$68,021.77 was prepared for extra work to be performed by Hillcrest under Contract No. 1641. The funding source for this Change Order was C.O. 00181 (Budget ID No. 14-208), which currently has an unencumbered balance of \$71,767.88.

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Hendrix, it was unanimously voted to approve Change Order No. 1 to Contract No. 1641 with Hillcrest Contracting, Inc., in the amount of \$68,021.77. The General Manager was authorized to execute the change order.

8. AWARD OF CONTRACT – MOUNTAIN ZONE 12" TRANSMISSION PIPELINE PROJECT – SPECIFICATION NO. 1577: In accordance with the advertised Notice to Bidders and Specification No. 1577, eight (8) bids were received and opened on April 8, 2016, for Specification 1577, to "furnish all labor, equipment, and materials for the Mountain Zone 12" Transmission Pipeline Project, located in San Bernardino, CA." The following bids were received:

<u>BIDDER</u>	<u>LUMP SUM BID</u>
CP Construction Co., Inc.	\$496,150.00
TBU, Inc.	\$514,073.00
WEKA, Inc.	\$514,289.00
El-Co Contractors, Inc.	\$518,605.00
TE Roberts	\$523,000.00
GWINCO Incorporated	\$597,056.00
Kirtley Construction, Inc.	\$615,000.00
Fischer	\$670,155.00

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Hendrix, it was unanimously voted to accept the bid of CP Construction Co., Inc., as the lowest responsive, responsible bidder, and award a contract to “furnish all labor, equipment, and materials for the Mountain Zone 12” Transmission Pipeline Project, located in San Bernardino, CA.” in accordance with the following prices, terms and/or conditions as set forth within the bid:

CP Construction Co., Inc.

LUMP SUM:           \$496,150.00

FOUR HUNDRED NINETY SIX THOUSAND ONE HUNDRED FIFTY AND 00/100 DOLLARS

The President and Secretary were authorized to execute the contracts. The bid securities will be retained in accordance with the specification.

9. RESOLUTION APPROVING THE SEVENTH AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SAN BERNARDINO BOARD OF WATER COMMISSIONERS AND THE SAN BERNARDINO ASSOCIATION OF WATER DEPARTMENT MID-MANAGERS DATED APRIL 1, 2010, AMENDING ARTICLE III, 3.1 – SALARY SCHEDULE: On May 17, 2016, the Board of Water Commissioners approved a range change for the difficult to recruit/retain position of Water Reclamation Operations Superintendent from Range 270 to Range 276 based upon salary surveys. The range change was pending Mid-Manager Association approval since the current Mid-Manager salary schedule ends at Range 274. Association representatives agreed upon the addition of Ranges 275 and 276 to the Mid-Manager salary schedule.

Upon motion by Commissioner Fernández, duly seconded by Commissioner Hendrix, it was unanimously voted to adopt Resolution No. 883 approving the Seventh Amendment to the Memorandum of Understanding between the San Bernardino Board of Water Commissioners and the San Bernardino Association of Water Department Mid-Managers dated April 1, 2010, amending Article III, 3.1 – Salary Schedule, effective May 17, 2016 and adding Exhibit “B-6”.

10. REVISED SALARY SCHEDULE EXHIBIT FOR WEBSITE: On December 1, 2015, the Board of Water Commissioners approved the San Bernardino Municipal Water Department (SBMWD) Salary Schedule Exhibit with an effective date of November 3, 2015. The Salary Schedule was revised due to updated range changes, a new job description, and a new classification.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to approve the revised San Bernardino Municipal Water Department (SBMWD) Salary Schedule dated May 17, 2016.

11. APPROVAL OF PURCHASE OF TIME & ATTENDANCE SYSTEM: The Department used a paper time sheet system to manage and record work activity for approximately 250 employees, with employees completing time sheets, timekeeping staff entering the data, and payroll staff reviewing data entry. The selected software, Executime, would interface with the Department's financial system, streamline the payroll process and add functionality to both personnel scheduling and job costing.

Finance and Information Technology staff worked together to find a solution that provided the following capabilities and would interface with the existing financial system, Sungard Public Sector Naviline. The primary benefits of the proposed time keeping system were the automation of the time sheet process as well as the ability to easily track staff time spent on specific projects. It would also provide supervisors with a calendar to see all of their employees' schedules and time-off requests.

Funding was available in the Information Technology Capital Outlay budget for Fiscal Year 2015/16 (Account # 100-2030-580-8030).

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Hendrix, it was unanimously voted to approve the purchase of the Time & Attendance module utilizing the Executime model from Sungard Public Sector in the amount of \$44,604.00.

12. APPROVAL OF PURCHASE OF VOICE OVER INTERNET PROTOCOL TELEPHONE SYSTEM (VOIP): The Department's current telecommunication needs were met by utilizing the City's Telephone Switch system. In March 2014, the equipment manufacturer, NEC Corporation, declared that this system had reached the end of its life cycle. As a result of the outdated system, the Department experiences various phone interruptions throughout the year. Due to the system's age and condition, there were no upgrades available that would allow it to support the planned relocation of the Customer Service and Cashiering relocation. As such, staff explored options to replace the aged infrastructure with one that would meet the Department's communication needs.

Staff worked with three vendors to examine how various systems would meet the Department's needs. A Voice Over Internet Protocol (VOIP) system was determined to be the only one that would meet the Department's needs within the project budget of \$200,000. The total contract amount was \$146,899.43 which included support and maintenance of all departmental sites. Funding was available in the Fiscal Year 2015-16 Information Technology Capital Outlay budget.

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Hendrix, it was unanimously voted to approve the purchase of the Shoretel Phone System from Business Telecommunications Systems, Inc. at a cost of \$146,899.43.

13. WATER RATE ADJUSTMENT PRESENTATION: This item was continued to the next Board of Water Commissioners Regular Meeting on June 21, 2016.

14. OPERATING AND CAPITAL IMPROVEMENT BUDGET – FISCAL YEAR 2016-17:  
This item was continued to the next Board of Water Commissioners Regular Meeting on June 21, 2016.

15. REPORTS:

- A. Report of the President: President Callicott would like to add the evaluation of the General Manager on the July 5, 2016 agenda under Closed Session Item 1(D).
- B. Report of the Commissioners: None
- C. Report of the Directors: None
- D. Report of the General Manager: None

16. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. John Hillman, North End Neighborhood Association, stated he wanted to attend a meeting of the Board of Water Commissioners.

17. ADJOURN MEETING: The meeting adjourned at 10:45 a.m. to the next Regular Meeting to be held on Tuesday, June 21, 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