

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## AGENDA REGULAR MEETING BOARD OF WATER COMMISSIONERS Tuesday, September 6, 2016 – 9:30 a.m. MARGARET H. CHANDLER WATER RECLAMATION PLANT 399 CHANDLER PLACE San Bernardino, California

BOARD OF WATER COMMISSIONERS

TONI CALLICOTT  
President

Commissioners  
LOUIS A. FERNANDEZ  
WAYNE HENDRIX, P.E.  
JUDITH VALLES  
DAVID E. MLYNARSKI



STACEY R. ALDSTADT  
General Manager  
ROBIN L. OHAMA  
Deputy General Manager  
MIGUEL GUERRERO, P.E.  
Director of Water Utility  
JOHN A. CLAUS  
Director of Water Reclamation  
TERRI WILLOUGHBY  
Director of Finance  
JENNIFER L. SHEPARDSON  
Director of Environmental &  
Regulatory Compliance

*“Trusted, Quality Service since 1905”*

**Welcome to a meeting of the Board of Water Commissioners of the City of San Bernardino.**

- The City of San Bernardino Municipal Water Department recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the General Manager’s Office (909-384-5191) two working days prior to the meeting for any requests for reasonable accommodation, to include interpreters.
- All documents for public review are on file with the Water Department located on the 5th floor of City Hall, 300 North “D” Street, San Bernardino or may be accessed online at [http://www.ci.san-bernardino.ca.us/water/newsalerts/agendas\\_n\\_minutes.asp](http://www.ci.san-bernardino.ca.us/water/newsalerts/agendas_n_minutes.asp)
- Please turn off or mute your cell phone while the meeting is in session.
- Any member of the public desiring to speak to the Board of Water Commissioners concerning any matter not on the agenda, but which is within the subject matter jurisdiction of the Board of Water Commissioners, may address the body at the end of the meeting during the period reserved for public comments. Said total period for public comments shall not exceed forty-five (45) minutes, unless such time limit is extended by the Board of Water Commissioners. A three-minute limitation shall apply to each member of the public, unless such time limit is extended by the Board of Water Commissioners. No member of the public shall be permitted to “share” his/her three minutes with any other member of the public.
- The Board of Water Commissioners may refer any item raised by the public to staff for appropriate action or have the item placed on the next agenda of the Board of Water Commissioners. However, no other action shall be taken nor discussion held by the Board of Water Commissioners on any item which does not appear on the agenda unless the action is otherwise authorized in accordance with the provisions of subdivision (b) of Section 54954.2 of the Government Code.
- Public comments will not be received on any item on the agenda when a public hearing has been conducted and closed.

CALL TO ORDER: \_\_\_\_\_ a.m./p.m.

Attendee Name	Present	Absent	Late	Arrived
President Toni Callicott				
Commissioner Louis Fernández				
Commissioner Wayne Hendrix				
Commissioner Judith Valles				
Commissioner David E. Mlynarski				
General Manager Stacey Aldstadt				
Deputy General Manager Robin Ohama				
Director of WRP John Claus				
Director of WU Miguel Guerrero				
Director of Finance Terri Willoughby				
Director of ERC Jennifer Shepardson				

OTHERS:

1. CLOSED SESSION: \_\_\_\_\_ a.m./p.m.

Pursuant to Government Code Section(s):

- 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. *City of San Bernardino v. East Valley Water District*, San Bernardino Superior Court Case No. CIVDS 1608620.
- B. Conference with legal counsel – anticipated litigation – significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9.
- C. Conference with legal counsel – anticipated litigation – initiation of litigation – pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9.
- D. Public Employment pursuant to Government Code Section 54957.
- E. Consultation with legal counsel and security consultant on matters posing a threat to the security of essential public services, including water, drinking water, and wastewater treatment pursuant to Government Code Section 54957.
- F. Conference with labor negotiator – pursuant to Government Code Section 54957.6.

**END OF CLOSED SESSION  
RECONVENE MEETING**

CALL TO ORDER: \_\_\_\_\_ a.m./p.m.

Attendee Name	Present	Absent	Late	Arrived
President Toni Callicott				
Commissioner Louis Fernández				
Commissioner Wayne Hendrix				
Commissioner Judith Valles				
Commissioner David E. Mlynarski				
General Manager Stacey Aldstadt				
Deputy General Manager Robin Ohama				
Director of WRP John Claus				
Director of WU Miguel Guerrero				
Director of Finance Terri Willoughby				
Director of ERC Jennifer Shepardson				

OTHERS:

2. ANNOUNCEMENTS BY MEMBERS OF THE BOARD OF WATER COMMISSIONERS:
3. CONSENT CALENDAR

**MOTION:** That the motions indicated by consent calendar items 3A through 3I be adopted, except for \_\_\_\_\_.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

A. WAIVE FULL READING OF RESOLUTIONS

**MOTION:** That full reading of the resolutions on the regular or supplemental agendas of the Board of Water Commissioners be waived.

B. PAYROLL

**MOTION:** Approve the payroll for the pay period August 22, 2016 through September 4, 2016.

C. CONTRACTS AND BILLS

**MOTION:** Approve the payment of contracts and bills to be presented at this meeting.

D. MINUTES

**MOTION:** Approve the minutes of the meetings of August 16, 2016 of the Board of Water Commissioners.

E. PERSONNEL ACTIONS:

1. APPOINTMENT: Kevin McCullough, Water Utility Worker I, Section 3024, Range 132, effective September 6, 2016. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.
2. APPOINTMENT: Brian Triana, Electrical Repairperson, Section 4042, Range 139, effective September 6, 2016. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.
3. APPOINTMENT: Brandon Overton, Water/Water Reclamation Worker, Section 3042, Range 124, effective September 6, 2016. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.

4. PROMOTION: Gus Saavedra, Water Utility Lead Worker, Range 148, to Water Utility Supervisor, Section 3042, Range 258, ratify effective August 22, 2016. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.
5. REVISED JOB DESCRIPTION FOR PRINCIPAL ACCOUNTANT: The Board of Water Commissioners originally approved the job description for Principal Accountant on August 9, 2005, and a revision was approved on August 7, 2012. There are currently two positions within this classification and each one has different overall responsibilities. One position has been vacant since December 30, 2014 due to retirement.

The last two recruitments for Principal Accountant in 2015 were unsuccessful, resulting in eligibility lists with only one or two candidates. Staff recommends that the minimum experience qualifications be changed to remove cost accounting. This will result in two positions with comparable levels of education and experience to encourage cross-training, and should provide a larger pool of qualified candidates. Testing standards and range will remain the same.

It is recommended that the Board approves the revised job description for Principal Accountant (51715), Mid-Management unit, FLSA, Exempt, Range 262.

**MOTION:** Approve the Personnel Actions as submitted.

- F. RESOLUTION NO. 895: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING DENNIS DESCOMBES FOR TWELVE YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

**MOTION:** That Resolution No. 895 be adopted as submitted.

- G. RESOLUTION NO. 896: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING KENNETH MACON FOR TWENTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

**MOTION:** That Resolution No. 896 be adopted as submitted.

- H. RESOLUTION NO. 897: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING RAUL SERRATO FOR THIRTY-TWO YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

**MOTION:** That Resolution No. 897 be adopted as submitted.

- I. RESOLUTION NO. 898: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING DONALD YORK FOR THIRTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.  
**MOTION:** That Resolution No. 898 be adopted as submitted.

**END OF CONSENT CALENDAR**

- 4. ADDITIONS TO THE AGENDA: (if any) in accordance with Section 54954.2 (b) (2) of the Government Code (Brown Act), a two-thirds vote (or a unanimous vote if less than two-thirds are present) is required to add an item for action provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.

**MOTION:** Approve an additional item(s) to be added to the agenda in accordance with Government Code Section 54954.2(b) (2).

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

- 5. ADOPTION OF CEQA STATUTORY AND CATEGORICAL EXEMPTION FOR RETROFIT OF RIX EXPANSION PROJECT TEST WELLS (SANTA ANA SUCKER HABITAT MAINTENANCE/RESTORATION PROJECT): In Consultation with the U.S. Fish and Wildlife Service, the Department is implementing various RIX Facility enhancements, including improving existing test wells and converting them to production wells, in order to provide a supplemental water source to the Santa Ana River for protection of fish and their habitat, as needed, during RIX Facility shutdowns.

Tom Dodson & Associates (TDA) has evaluated whether the Department’s proposed Santa Ana Sucker Habitat Maintenance/Restoration Project (Project) qualifies for any exemption category under the California Environmental Quality Act (CEQA) and TDA recommends that the Department finds that the Project is exempt from CEQA through reliance on Statutory Exemption (Section 21080.21) and Categorical Exemptions 1, 2 and 33. Staff is requesting that the notice of exemption be adopted and filing with the California State Clearinghouse and the San Bernardino County Clerk of the Board authorized.

**MOTION:** Adopt a notice of exemption for the Santa Ana Sucker Habitat Maintenance/Restoration Project based upon the Statutory Exemption within Government Code Section 21080.21 and Categorical Exemption within Categories 1, 2, and 33; and authorize the General Manager to file the notice of exemption with the California State Clearinghouse and the San Bernardino County Clerk of the Board.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

6. REQUEST TO AMEND THE SEWER FUND CAPITAL IMPROVEMENT BUDGET AND APPROVE CENTURY WELL REHABILITATION BY BEST DRILLING AND PUMP, INC.: Due to prolonged drought conditions, increased groundwater pumping within the Bunker Hill Groundwater Basin, and continuous use, the three deep agricultural-grade groundwater extraction wells used to provide utility water to the Department's Water Reclamation Plant (WRP) recently ceased to meet the WRP's demand and are in need of rehabilitation. This work was not anticipated during the development of the Fiscal Year (FY) 2016/2017 WRP Capital Improvement Program (CIP) and Sewer Fund Capital Improvement Budget; therefore, staff recommends amending the FY 2016-2017 WRP CIP and the Sewer Fund Capital Improvement Budget, respectively, to include this Project. The total project cost is estimated at \$551,000.00.

The Department contracted Best Drilling and Pump, Inc. (Best) to pull the Century Well equipment, assess the equipment and well, and provide recommendations for rehabilitation of the well. Staff requested rehabilitation proposals from prequalified contractors to rehabilitate the Century Well. Best was responsive and provided the lowest quotation in the amount of \$80,012.00. Staff is recommending this rehabilitation work be awarded to Best; the remaining work (well equipping of the Century Well and the balance of work for the Chandler and Orange Show Wells will be recommended to the Board upon receipt of responsive quotations from the prequalified contractors).

**MOTION:** Approve the addition of the Sewer Fund Capital Improvement Project titled WRP Wells Rehabilitation; approve a Sewer Fund capital budget increase in the amount of \$551,000.00 to the Project; and approve the award of Remediation/Rehabilitation and Test Pumping of the Century Well to Best Drilling and Pump, Inc. in the amount of \$80,012.00.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

7. CONTRACT NO. 1620 – CAROLLO ENGINEERS, INC. – CHANGE ORDER NO. 1 – ENGINEERING DESIGN SERVICES FOR THE PRIMARY INFLUENT FLOW EQUALIZATION PROJECT: In January 2015, the Board of Water Commissioners entered into Contract No. 1620 with Carollo Engineers, Inc. (Carollo) for Engineering Design Services for the Primary Influent Flow Equalization at the Water Reclamation Plant (WRP) Project. This project includes the design of two (2) flow equalization basins to reduce operational costs and increase treatment effectiveness and capacity of the existing Water Reclamation Plant by reducing the diurnal flow fluctuation.

In July 2016, the Department requested that Carollo provide a proposal for additional engineering services to address items which came up during design. Such items include an electrical system study of WRP facilities, ferric chloride piping modifications, and secondary effluent pump station modifications. During the Project's preliminary design phase, it was identified that electrical system studies for the existing electrical equipment were needed in order to quantify arc flash hazards associated with the various electrical equipment.

As part of the electrical system studies task, Carollo will analyze the existing electrical distribution system, model the system and perform preliminary fault current calculations, perform protective device coordination, and complete arc flash incident energy calculations

for the purpose of producing arc flash hazard labels for installation on the existing electrical equipment to warn staff of the hazards and indicate requirements for personal protective equipment.

Carollo will also reroute the ferric chloride piping downstream of the Headworks' Units 1, 2, and 3 splitter boxes. The actual conditions and location of existing items differed from those shown in the plans, so the piping layout had to be revised to eliminate tripping hazards and to provide proper repair to the polyvinyl lining inside each of the splitter boxes affected.

In addition, Carollo will update existing drawings as well as produce new drawings of the secondary effluent pump station modifications as necessary to address comments from the 90 percent design review (the use of the existing secondary effluent pump station was not a part of the original scope of work).

This project was approved as part of the Fiscal Year 2014/2015 Sewer Capital Improvement Budget. Change Order No. 1 in the amount of \$88,929.00 has been prepared for this extra work to be performed by Carollo under Contract No. 1620. The funding source for this Change Order is C.O. 00177 (Budget ID No. 13-213), which currently has an unencumbered balance of \$151,425.00.

**MOTION:** Approve Change Order No. 1 to Contract No. 1620 with Carollo Engineers, Inc., in the amount of \$88,929.00 and authorize the General Manager to execute the Change Order.

MOTION:\_\_\_\_\_ SECONDED:\_\_\_\_\_

8. REPORTS:

A. Report of the President:

B. Report of the Commissioners:

C. Report of the Directors:

D. Report of the General Manager:

9. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:

10. ADJOURNMENT: The meeting adjourned at \_\_\_\_\_ a.m./p.m.

**NOTE:** The next regular meeting of the Board of Water Commissioners is scheduled for *10:00 a.m., September 20, 2016* in the City Hall Council Chambers, 300 N. "D" Street, San Bernardino, CA 92418.

MINUTES  
 BOARD OF WATER COMMISSIONERS  
 OF THE CITY OF SAN BERNARDINO

REGULAR MEETING  
 August 16, 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 August 16, 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, and Hendrix; staff Ohama, Claus, Guerrero, and Willoughby; Steven Graham, City Attorney’s Office; Patrick Rogers, Information Technology Manager; Sydney Morrison, Senior Administrative Coordinator.

Absent: Commissioner Mlynarski  
 General Manager Aldstadt  
 Director Shepardson

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

1. CLOSED SESSION: None.
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 unanimously voted to approve the following Consent Calendar, Agenda Items 3A through 3E:
  - 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: 272430-272697			
Accounts Payable	\$620,023.42	\$1,216,908.88	\$1,836,932.30
Gross Payroll 07/11/16 – 07/24/16	<u>243,002.59</u>	<u>179,858.31</u>	<u>422,860.90</u>
TOTALS	<u>\$863,026.01</u>	<u>\$1,396,767.19</u>	<u>\$2,259,793.20</u>

Payroll for the pay period August 8, 2016 through August 21, 2016

- C. CONTRACTS AND BILLS: Contracts and bills presented at this meeting.
- D. MINUTES: August 2, 2016.
- E. PERSONNEL ACTION: Garrett Van Leuven, Accounting Technician, Section 2010, Range 132, effective August 15, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

*END OF CONSENT CALENDAR*

- 4. ADDITIONS TO THE AGENDA: None.
- 5. REVISED SALARY SCHEDULE EXHIBIT FOR WEBSITE: On June 16, 2016 the Board of Water Commissioners approved CPI range adjustments effective July 1, 2016. The Salary Schedule Exhibit for General, Mid-Management, and Part-Time positions were revised to reflect the approved CPI ranged adjustments.

Upon motion by Commissioner Valles, duly seconded by Commissioner Hendrix, it was unanimously voted to approve the revised SBMWD Salary Schedule dated July 1, 2016 for the Department's Website.

- 6. APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH CAROLLO ENGINEERS, INC. TO PROVIDE ENGINEERING SERVICES: The Department had entered into annual agreements with Carollo Engineers to furnish planning and design services from 1996 until 2009, when the Department's Engineering section started managing the larger Water Reclamation (WR) division projects. Due to the current shortage of managers in WR, the high-priority of select projects, and the specialized knowledge and experience of Carollo's personnel, staff requested that the Board approve a professional services agreement with Carollo Engineers without issuance of a formal request for proposals, in accordance with Purchasing Policy 51.030, Section H, which allows the Board to approve a special purchase provided that staff ascertained that the price is fair and reasonable and in the best interest of the Department.

Task Order No. 1 was prepared and depicted all of the conditions which the Department requested of Carollo Engineers, as well as terms, payment, etc. The RIX-Well Retrofit Project, Nutrient Removal Carousel Rehabilitation, Low Pressure Air Line Rehabilitation, Digester Gas Low Pressure Holding Tank Rehabilitation, Cogeneration Hydrogen Injection Demonstration Project, Brine Pond Report, and General Assistance were some of the items that may be addressed this fiscal year.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve Task Order No. 1 with Carollo Engineers to furnish Fiscal Year 2016-17 Requested Staff Support Services Assistance in an amount not to exceed \$550,000.00. The President and Secretary were authorized to execute the agreement on behalf of the Department.

- 7. APPROVAL OF VENDOR SERVICES AGREEMENT FOR VOICE AND DATA TELECOMMUNICATIONS SERVICES: The Department's current telecommunication needs were currently being met primarily through utilization of the City's telephone system, which was outdated and contributed to significant phone interruption during the year.

In order to alleviate this situation, staff recommended a change in the phone system hardware, which was approved by the Board of Water Commissioners on June 7, 2016.

The Department was provided services by various providers through both direct contacts and service contracts through the City. Staff recommended consolidation of all data, internet, and voice communication services for all Department sites under one contract, which would increase efficiency in contract management. Staff received quotes from Verizon and Telepacific Communications (Telepacific) and based on the quality of service provision and cost, staff recommended that the Department enter into a contract with Telepacific.

Funding was available in the Fiscal Year 2016/17 budget in the Water, Sewer, and RIX funds and was currently allocated proportionately to each division. Approval of this contract would result in an annual savings to the Department of approximately \$66,000.00 per year.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve a Vendor Services Agreement for telecommunications services with Telepacific Communications in the amount of NINETY NINE THOUSAND NINE HUNDRED SIXTY (\$99,960.00) per year for a three-year term, to be billed monthly. The General Manager was authorized to execute this agreement.

8. INFORMATION TECHNOLOGY PROJECT BUDGET CARRYOVER: Several Information Technology projects were approved, either by the Board of Water Commissioners or administratively, at the end of the prior fiscal year and purchase orders were issued based on these approvals. Due to the timing of the projects, they were unable to be completed by the end of Fiscal Year 2015/16 and the purchase orders were carried forward into the new year for completion.

Staff requested approval to carry over the budget amounts associated with the projects from Fiscal Year 2015/16 to Fiscal Year 2016/17. There was no fiscal impact associated with this item.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve the carryover of funds in the amount of \$237,535.28 from Fiscal Year 2015/16 to Fiscal Year 2016/17 for the completion of Information Technology projects.

9. JULY 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)

10. 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: None

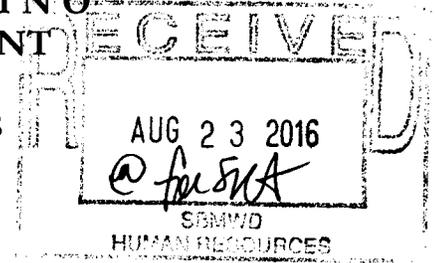
11. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. James Morales, East Valley Water District, stated he was unable to download the agenda from the Department's website.
12. ADJOURN MEETING: The meeting adjourned at 9:40 a.m. to the next Regular Meeting to be held on Tuesday, September 6, 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

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT



**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** Miguel Guerrero, Director, Water Utility  
**SUBJECT:** PERSONNEL ACTION – APPOINTMENT OF KEVIN MCCULLOUGH TO WATER UTILITY WORKER I (SECTION 3024)  
**DATE:** August 18, 2016  
**COPIES:** Tim Connor, Sally Duran, Human Resources

---

**BACKGROUND:**

Selection interviews were conducted on August 4, 2016 by Tim Connor, Tim Potter, and Ralph Ramos to fill one existing vacancy in Water Utility Distribution Water Loss Management (Section 3024) for the position of Water Utility Worker I. The position is in the budget. I have reviewed the needs of and staffing for this section and believe, based on those, that the position is still justifiable under the budget. The panel is recommending the appointment of Kevin McCullough to fill the position.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

**Approve the appointment of Kevin McCullough to the position of Water Utility Worker I, Range 132, effective September 6, 2016.**

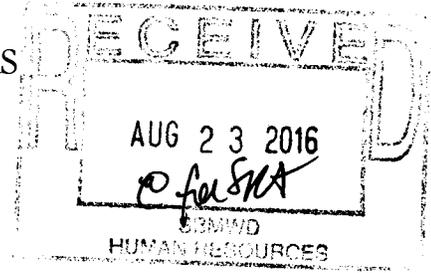
Respectfully submitted,

  
\_\_\_\_\_  
Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:jgt

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

**BOARD OF WATER COMMISSIONERS  
STAFF REPORT**



**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** John A. Claus, Director of Water Reclamation  
**SUBJECT:** APPOINTMENT – ELECTRICAL REPAIRPERSON – BRIAN TRIANA  
**DATE:** August 17, 2016  
**CC:** Human Resources, File, Laserfiche

---

**BACKGROUND:**

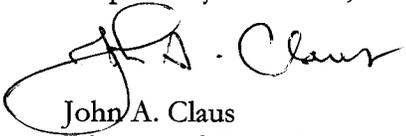
Staff requested Civil Service open appropriate recruitment procedures for the vacant position that exists in Electrical/Instrumentation & SCADA (EI&S) section (4042) for the position of Electrical Repairperson. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget. Interviews were conducted on July 6, 2016, with Chris Phelps, EI&S Superintendent, Paul Morris, Electrical/Instrumentation Supervisor, and Frank Salazar, Safety Manager. Staff recommends the appointment of Brian Triana to the vacant position of Electrical Repairperson.

**RECOMMENDATION:**

Staff recommends the Board of Water Commissioners make the following motion:

Approve the appointment of Brian Triana, to the position of Electrical Repairperson, Range 139, effective September 6, 2016.

Respectfully submitted,

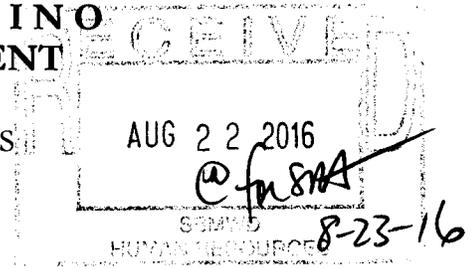


John A. Claus  
Director of Water Reclamation

JAC:er

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT



**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** Miguel Guerrero, Director, Water Utility  
**SUBJECT:** PERSONNEL ACTION – APPOINTMENT OF BRANDON OVERTON TO WATER/WATER RECLAMATION WORKER (SECTION 3042)  
**DATE:** August 15, 2016  
**COPIES:** Mike Garland, Sally Duran, Human Resources

**BACKGROUND:**

Selection interviews were conducted on July 14, 2016 by Bob Chilcote, Mike Garland, and Gus Saavedra to fill one existing vacancy in Water Utility Operations Plant and Facility Maintenance (Section 3042) for the position of Water/Water Reclamation Worker. The position is in the budget. I have reviewed the needs of and staffing for these sections and believe, based on those, that the position is still justifiable under the budget. The panel is recommending the appointment of Brandon Overton to fill the position.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

**Approve the appointment of Brandon Overton to the position of Water/Water Reclamation Worker, Range 124, effective September 6, 2016.**

Respectfully submitted,

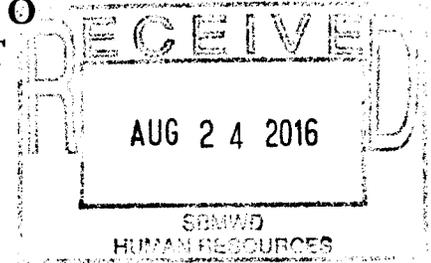
A handwritten signature in black ink, appearing to read "Miguel J. Guerrero".

Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:ll

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT



**TO:** Stacey R. Aldstadt  
**FROM:** Miguel J. Guerrero  
**SUBJECT:** PERSONNEL ACTION – PROMOTION OF GUS SAAVEDRA TO WATER UTILITY SUPERVISOR (SECTION 3042)  
**DATE:** August 22, 2016  
**COPIES:** Mike Garland, Sally Duran, Human Resources

---

**BACKGROUND:**

Due to the recent retirement of Don York effective August 15, 2016, one vacancy exists for a Water Utility Supervisor position in Water Utility Operations Plant and Facility Maintenance (Section 3042). Final selection interviews were conducted on August 18, 2016 by Miguel Guerrero, Tim Connor, Mike Garland, and Tim Potter for the position of Water Utility Supervisor. This position is in the budget. I have reviewed the needs of and staffing for this section and believe, based on those, that the position is still justifiable under the budget. The panel is recommending the promotion of Gus Saavedra to fill this position.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

**Ratify the promotion of Gus Saavedra from Water Utility Lead Worker, Range 148, to the position of Water Utility Supervisor, Range 258, effective August 22, 2016.**

Respectfully submitted,

  
Miguel J. Guerrero, P.E.  
Director, Water Utility

MJG:ll

W:\3010 WU Administration\WUPersonnel\General\JobRecruitments\BoardMemos\Promotion WU Supervisor Gus Saavedra 8-22-16.doc

Agenda Item 3E4

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

AUG 24 2016

@falet

**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** Robin L. Ohama, Deputy General Manager  
**SUBJECT:** REVISED JOB DESCRIPTION FOR PRINCIPAL ACCOUNTANT  
**DATE:** August 16, 2016  
**CC:** Terri Willoughby, Human Resources

---

**BACKGROUND:**

The Board of Water Commissioners originally approved the job description for Principal Accountant on August 9, 2005, and a revision was approved on August 7, 2012. There are currently two positions within this classification and each one has different overall responsibilities. One position has been vacant since December 30, 2014 due to retirement.

The minimum qualifications for Principal Accountant currently include two years of progressively responsible cost accounting experience. The last two recruitments for Principal Accountant in 2015 were unsuccessful, resulting in eligibility lists with only one or two candidates. The Director of Finance became aware that there were a number of applicants with several years of accounting experience, including some applicants that are registered Certified Public Accountants (CPAs), who were screened out by Civil Service because they did not meet the minimum qualification of cost accounting experience. Since cost accounting is only one component of the duties, staff recommends that the minimum experience qualifications be changed to remove cost accounting. Removing cost accounting from the minimum qualifications will result in two positions with comparable levels of education and experience to encourage cross-training, and should provide a larger pool of qualified candidates.

The minimum experience qualifications have been revised to two (2) years of progressively responsible professional accounting experience. Other minor grammatical changes have been made to the job description. The testing standards and Range, 262, remain the same.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- Approve the revised job description for Principal Accountant (51715), Mid-Management unit, FLSA Exempt, Range 262.

Respectfully submitted,



Robin L. Ohama  
Deputy General Manager

3E5

Agenda Item \_\_\_\_\_

Attachments: Principal Accountant job description, redline and final draft versions.

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: PRINCIPAL ACCOUNTANT**

**DATE: 8/7/2012**

**JOB CODE: 51715**

**FLSA STATUS: EXEMPT**

**UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction, to perform a variety of professional accounting duties including planning, preparing, scheduling, monitoring, and analyzing financial information; to supervise, coordinate and monitor staff to maintain financial records according to applicable rules and regulations; to perform technical financial record keeping involved in the maintenance of general ledger records, job cost accounting, grant accounting, bond administration, operating and capital improvement budgets, and other fiscal documents; to prepare required reports relating to these financial transactions; to perform long and short range economic forecasts, analysis and reports on Department's rates, fees, financial and budgetary conditions; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of Principal Accountant is the working supervisory level in the financial record keeping series. Supervision is received from the Director of Finance. Supervision is exercised over an assigned section.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

### **All Positions:**

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Plan, schedule, monitor and supervise the work of staff assigned to the accounting section of the Municipal Water Department; set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Assist the Director of Finance by performing a wide range of professional-level general cost accounting, financial analysis, auditing, and financial reporting work;

- Prepare schedules and financial reports for annual audit; work with auditors, providing requested data, records and explanation of procedures; prepare annual bond disclosure reports;
- Maintain financial records for specially funded projects, accounts for reporting revenues and expenditures, and prepare financial schedules and reports; analyze expenditures to determine eligible expenditures to charge to grant and contract programs;
- Perform a wide variety of job cost accounting related to supply, material, equipment, and labor costs; maintain accounting records;
- Audit accounts receivable and accounts payable documents; reconcile bank and trust statements; prepare accounting-related reports; develop accounting forms; initiate journal entries to record transactions;
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned accounting duties of section; analyze, recommend, and administer policies and procedures to meet governmental and accepted accounting reporting requirements;
- Review and approve payroll related records and reports including employment tax returns and retirement contribution reports;
- Maintain financial records for formal contracts and process invoices for payment;
- Collect and compile information for assigned studies and prepare summaries, reports and recommendations, as appropriate;
- Calculate sewer capacity fees for new sewer connection permits, meet with and provide fee information to contractors, engineers and property owners, processing and collecting fees as appropriate; maintain sewer capacity records;
- Maintain records and agreements for purchase of sewer capacity rights, meet with and assist sewer capacity rights owners;
- Assist in annual inventory of plant facilities, vehicles and equipment;
- Record and account for fixed assets including working with associated schedules of depreciation;
- Coordinate and monitor the installation and modification of software applications, working with software representatives as required;
- Operate personal computer, calculator and other specialized office equipment;
- Establish and monitor procedures and schedules of records retention;
- Prepare correspondence on a broad range of accounting-related subjects;
- Operate Department vehicles as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- General, cost and municipal government accounting principles, practices, and procedures;

- Analytical principles and practices used in evaluating, verifying, interpreting, and forecasting financial data;
- Budgeting procedures and techniques;
- Advanced record keeping procedures;
- Data processing as it applies to accounting work;
- Principles and practices of supervision, training, and personnel management;
- Modern office methods, procedures, and equipment;
- Personal computer operation methods and accounting related software;
- Business math;
- Applicable federal, state and local rules, regulations, and ordinances;
- Basic public relations;
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Plan, organize, schedule, monitor, and supervise work of the accounting section;
- Perform complex financial analysis work;
- Perform responsible professional-level accounting work;
- Operate a personal computer accurately and efficiently; use a variety of computer software programs;
- Operate a calculator by touch; perform mathematical computations quickly and accurately;
- Devise and implement efficient accounting and record keeping procedures;
- Read, understand, interpret, apply, and communicate accounting principles, policies, procedures, contracts, grants, rules, and regulations;
- Prepare, verify, and present concise financial reports and statements;
- Plan and organize work assignments to meet schedules and timelines, set priorities for, train, evaluate, select, and recommend advancement/discipline of subordinates;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of departmental goals;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs:
- Understand and carry out oral and written instructions, communicate clearly and concisely;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, provide quality customer service;
- Operate a vehicle observing legal and defensive driving practices;

- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.
- Work under moderate stress conditions;

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or G.E.D.,

And

Bachelor's degree in accounting, finance, public or business administration, or closely related field with a concentration in accounting,

And

Experience: Two (2) years of progressively responsible professional cost-accounting experience. Certification as a Public Accountant in California may be substituted for the required education.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

### **CAREER LADDER**

**From:** Principal Accountant

**To:** Director of Finance

Job Description:

BOWC Approved: 8/9/2005

Rev: 8/7/2012

Testing Standards: CS App Review/CS Supp App Review  
CSB Approved: 9/8/2015

# SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

**TITLE: PRINCIPAL ACCOUNTANT**

**DATE: JOB CODE: 51715**

**FLSA STATUS: EXEMPT UNIT REPRESENTATION: MID-MGMT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under general direction, to perform a variety of professional accounting duties including planning, preparing, scheduling, monitoring, and analyzing financial information; to supervise, coordinate and monitor staff to maintain financial records according to applicable rules and regulations; to perform technical financial record keeping involved in the maintenance of general ledger records, job cost accounting, grant accounting, bond administration, operating and capital improvement budgets, and other fiscal documents; to prepare required reports relating to these financial transactions; to perform long and short range economic forecasts, analysis and reports on Department's rates, fees, financial and budgetary conditions; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The class of Principal Accountant is the working supervisory level in the financial record keeping series. Supervision is received from the Director of Finance. Supervision is exercised over an assigned section.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

### **All Positions:**

- Provide courteous and expeditious customer service to the general public and City Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Plan, schedule, monitor and supervise the work of staff assigned to the accounting section of the Municipal Water Department; set work priorities, train, evaluate, select and recommend advancement and discipline of subordinates;
- Assist the Director of Finance by performing a wide range of professional-level general cost accounting, financial analysis, auditing, and financial reporting work;

- Prepare schedules and financial reports for annual audit; work with auditors, providing requested data, records and explanation of procedures; prepare annual bond disclosure reports;
- Maintain financial records for specially funded projects, accounts for reporting revenues and expenditures, and prepare financial schedules and reports; analyze expenditures to determine eligible expenditures to charge to grant and contract programs;
- Perform a wide variety of job cost accounting related to supply, material, equipment, and labor costs; maintain accounting records;
- Audit accounts receivable and accounts payable documents; reconcile bank and trust statements; prepare accounting-related reports; develop accounting forms; initiate journal entries to record transactions;
- Participate in the development and implementation of goals, objectives, policies and priorities for assigned accounting duties of section; analyze, recommend, and administer policies and procedures to meet governmental and accepted accounting reporting requirements;
- Review and approve payroll related records and reports including employment tax returns and retirement contribution reports;
- Maintain financial records for formal contracts and process invoices for payment;
- Collect and compile information for assigned studies and prepare summaries, reports and recommendations, as appropriate;
- Calculate sewer capacity fees for new sewer connection permits, meet with and provide fee information to contractors, engineers and property owners, processing and collecting fees as appropriate; maintain sewer capacity records;
- Maintain records and agreements for purchase of sewer capacity rights, meet with and assist sewer capacity rights owners;
- Assist in annual inventory of plant facilities, vehicles and equipment;
- Record and account for fixed assets including working with associated schedules of depreciation;
- Coordinate and monitor the installation and modification of software applications, working with software representatives as required;
- Operate personal computer, calculator and other specialized office equipment;
- Establish and monitor procedures and schedules of records retention;
- Prepare correspondence on a broad range of accounting-related subjects;
- Operate Department vehicles as required.

## **QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- General, cost and municipal government accounting principles, practices, and procedures;

- Analytical principles and practices used in evaluating, verifying, interpreting, and forecasting financial data;
- Budgeting procedures and techniques;
- Advanced record keeping procedures;
- Data processing as it applies to accounting work;
- Principles and practices of supervision, training, and personnel management;
- Modern office methods, procedures, and equipment;
- Personal computer operation methods and accounting related software;
- Business math;
- Applicable federal, state and local rules, regulations, and ordinances;
- Basic public relations;
- English usage, spelling, grammar, and punctuation.

**Ability to:**

- Plan, organize, schedule, monitor, and supervise work of the accounting section;
- Perform complex financial analysis work;
- Perform responsible professional-level accounting work;
- Operate a personal computer accurately and efficiently; use a variety of computer software programs;
- Operate a calculator by touch; perform mathematical computations quickly and accurately;
- Devise and implement efficient accounting and record keeping procedures;
- Read, understand, interpret, apply, and communicate accounting principles, policies, procedures, contracts, grants, rules, and regulations;
- Prepare, verify, and present concise financial reports and statements;
- Plan and organize work assignments to meet schedules and timelines, set priorities for, train, evaluate, select, and recommend advancement/discipline of subordinates;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of departmental goals;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs:
- Understand and carry out oral and written instructions, communicate clearly and concisely;
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work, provide quality customer service;

- Operate a vehicle observing legal and defensive driving practices;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.
- Work under moderate stress conditions;

### **MINIMUM QUALIFICATIONS**

Education: Graduation from high school or G.E.D.,

And

Bachelor's degree in accounting, finance, public or business administration, or closely related field with a concentration in accounting.

And

Experience: Two (2) years of progressively responsible professional accounting experience. Certification as a Public Accountant in California may be substituted for the required education.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California Motor Vehicle Operator's License. For out of state applicants, a valid Driver's License is required and a valid Class "C" California Motor Vehicle Operator's License must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

### **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease. There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Incumbents require sufficient mobility to work in an office and/or field setting and operate office equipment, transport materials and supplies weighing up to 25 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

### **CAREER LADDER**

**From:** Principal Accountant

**To:** Director of Finance

Job Description:

BOWC Approved:

8/9/2005

Rev:

8/7/2012

Testing Standards: CS App Review/CS Supp App Review

CSB Approved:

9/8/2015

RESOLUTION NO. 895

A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING DENNIS DESCOMBES FOR TWELVE YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT. AUG 29 2016

WHEREAS, Dennis first entered into employment as a Water Utility Construction Mechanic III on September 7, 2004 and

WHEREAS, Dennis' title changed to Water Utility Worker III; and

WHEREAS, Dennis received several commendations for his dependability, and his willingness to take on new tasks; and

WHEREAS, Dennis obtained a Grade II Water Distribution Operator certificate and a Class "A" California Driver's License; and

WHEREAS, Dennis formally retired from the City of San Bernardino Municipal Water Department on July 29, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Water Commissioners of the City of San Bernardino Municipal Water Department hereby commends Dennis DesCombes for his dedicated service to the City of San Bernardino Municipal Water Department and wishes him a long and rewarding retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Dennis DesCombes.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Board of Water Commissioners of the City of San Bernardino at a regular meeting thereof, held on the 6 day of September, 2016.

\_\_\_\_\_  
Toni Callicott, President

\_\_\_\_\_  
Judith Valles, Commissioner

\_\_\_\_\_  
Louis A. Fernández, Commissioner

\_\_\_\_\_  
Wayne Hendrix, Commissioner

\_\_\_\_\_  
David Mlynarski, Commissioner

RESOLUTION NO. 896

A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO AUG 29 2016  
RECOGNIZING KENNETH MACON FOR TWENTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT. (2)

WHEREAS, Kenneth first entered into employment as a Water Utility Mechanic I on January 3, 1990; and

WHEREAS, Kenneth held the following positions during his tenure: Water Quality Control Worker and Water/Water Reclamation Worker; and

WHEREAS, Kenneth led by example by approaching tasks with a positive attitude; and

WHEREAS, Kenneth was extremely knowledgeable and received several commendations for his ability to work well with customers and co-workers; and

WHEREAS, Kenneth obtained a Grade I Water Treatment Operator certificate and a Grade II Water Distribution Operator certificate; and

WHEREAS, Kenneth formally retired from the City of San Bernardino Municipal Water Department on June 30, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Water Commissioners of the City of San Bernardino Municipal Water Department hereby commends Kenneth Macon for his dedicated service to the City of San Bernardino Municipal Water Department and wishes him a long and rewarding retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Kenneth Macon.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Board of Water Commissioners of the City of San Bernardino at a regular meeting thereof, held on the 6 day of September, 2016.

\_\_\_\_\_  
Toni Callicott, President

\_\_\_\_\_  
Judith Valles, Commissioner

\_\_\_\_\_  
Louis A. Fernández, Commissioner

\_\_\_\_\_  
Wayne Hendrix, Commissioner

\_\_\_\_\_  
David Mlynarski, Commissioner

RESOLUTION NO. 897

A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING RAUL SERRATO FOR THIRTY-TWO YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT. 2016

WHEREAS, Raul first entered into employment as a Water Utility Technician I on December 17, 1984; and

WHEREAS, Raul promoted to Water Utility Technician II, Title Change to Water Utility Mechanic II, promoted to Water Utility Leadperson, Title Change to Water Utility Lead Worker, and promoted to Water Utility Supervisor; and

WHEREAS, Raul always had a positive and enthusiastic attitude, and fostered teamwork among staff; and

WHEREAS, Raul received several commendations for his ability to support, embrace and implement new technologies; and

WHEREAS, Raul obtained a Grade III Water Distribution Operator Certificate, a Class "A" California Driver's License, and received numerous other safety and professional training certifications; and

WHEREAS, Raul formally retired from the City of San Bernardino Municipal Water Department on August 19, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Water Commissioners of the City of San Bernardino Municipal Water Department hereby commends Raul Serrato for his dedicated service to the City of San Bernardino Municipal Water Department and wishes him a long and rewarding retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Raul Serrato.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Board of Water Commissioners of the City of San Bernardino at a regular meeting thereof, held on the 6 day of September, 2016.

\_\_\_\_\_  
Toni Callicott, President

\_\_\_\_\_  
Judith Valles, Commissioner

\_\_\_\_\_  
Louis A. Fernández, Commissioner

\_\_\_\_\_  
Wayne Hendrix, Commissioner

\_\_\_\_\_  
David Mlynarski, Commissioner

RESOLUTION NO. 898

A RESOLUTION OF THE BOARD OF WATER  
COMMISSIONERS OF THE CITY OF SAN BERNARDINO  
RECOGNIZING DONALD YORK FOR THIRTY-SIX YEARS OF  
DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT.

AUG 29 6

2

WHEREAS, Donald first entered into employment as a Heavy Laborer on May 19, 1980; and

WHEREAS, Donald promoted to Water Utility Maintenance Painter Helper, promoted to Water Utility Maintenance Painter, promoted to Senior Water Utility Maintenance Painter, Title Change to Water Utility Construction Mechanic II, promoted to Water Utility Maintenance Leadperson, promoted to Water Utility Construction Supervisor, Title Change to Water Utility Maintenance Supervisor, and Title Change to Water Utility Supervisor; and

WHEREAS, Donald was instrumental in assisting with the maintenance of a large, complex water system, his years of experience greatly contributed to the overall success of the Operations Section; and

WHEREAS, Donald obtained a Grade II Water Treatment Operator Certificate, a Grade III Water Distribution Operator Certificate, and received numerous other safety and professional training certificates; and

WHEREAS, Donald formally retired from the City of San Bernardino Municipal Water Department on August 15, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Water Commissioners of the City of San Bernardino Municipal Water Department hereby commends Donald York for his dedicated service to the City of San Bernardino Municipal Water Department and wishes him a long and rewarding retirement.

BE IT FURTHER RESOLVED that this Resolution be presented to Donald York.

I HEREBY CERTIFY that the foregoing resolution was duly adopted by the Board of Water Commissioners of the City of San Bernardino at a regular meeting thereof, held on the 6 day of September, 2016.

\_\_\_\_\_  
Toni Callicott, President

\_\_\_\_\_  
Judith Valles, Commissioner

\_\_\_\_\_  
Louis A. Fernández, Commissioner

\_\_\_\_\_  
Wayne Hendrix, Commissioner

\_\_\_\_\_  
David Mlynarski, Commissioner

RECEIVED  
AUG 26 2016

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** John A. Claus, Director of Water Reclamation

**SUBJECT:** **ADOPTION OF CEQA STATUTORY AND CATEGORICAL EXEMPTION FOR RETROFIT OF RIX EXPANSION PROJECT TEST WELLS (SANTA ANA SUCKER HABITAT MAINTENANCE/RESTORATION PROJECT)**

**DATE:** August 23, 2016

**Copies:** Miguel Guerrero, Greg Gage, Sydney Morrison, Kevin Stewart, File

---

**BACKGROUND:**

In 2015, the Department was approached by the U.S. Fish and Wildlife Service (USFWS) regarding the feasibility of including additional engineering controls at the RIX facility to augment flows into the Santa Ana River during scheduled and unscheduled shutdowns of RIX operations. The Service's interest in flow augmentation within the river was intended to benefit the Santa Ana sucker and its habitat near the RIX facility. In response to the Service's inquiry, staff developed three measures to address USFWS concerns and worked with San Bernardino Valley Municipal Water District (SBVMWD) staff to develop a funding plan for the accelerated rehabilitation of the RIX Ultraviolet Disinfection System and to equip three existing test wells for operation during RIX shutdowns. In December, 2015, the Board approved a loan agreement with SBVMWD for funding of the RIX UV Rehabilitation project, and added the Retrofit of the RIX Expansion Project Test Wells into Production Wells project (RIX Well Retrofit project, and referred to as the Santa Ana Sucker Habitat Maintenance/Restoration Project) to the 2015/16 CIP (increased funding was subsequently approved by the adoption of the FY2016/2017 RIX Fund Capital Improvement Plan).

Staff has subsequently completed a Conceptual Design Report for the project, and has retained Wildermuth Environmental, Inc. to perform hydrologic analysis of the three existing test wells and a proposed fourth well, along with associated discharge pipelines that would be constructed within the RIX Expansion parcel in conjunction with the equipping of the existing test wells. At its meeting on August 16, 2016, the Board approved an agreement with Carollo Engineers for program management of the project, including preparation of design-build documents and construction coordination. Additionally, environmental review for compliance with the California Environmental

Stacey R. Aldstadt, General Manager

August 23, 2016

Page 2

**SUBJECT:** ADOPTION OF CEQA STATUTORY AND CATEGORICAL EXEMPTION FOR RETROFIT OF RIX EXPANSION PROJECT TEST WELLS (SANTA ANA SUCKER HABITAT MAINTENANCE/RESTORATION PROJECT)

Quality Act was performed in August, 2016 (a copy of the environmental evaluation prepared for the project is attached).

Based on the environmental evaluation for the RIX Well Retrofit project (Santa Ana Sucker Habitat Maintenance/Restoration Project), staff is recommending that the Board find that the project is statutorily exempt from CEQA pursuant to Public Resources Code Section 21080.21, and also that the project is categorically exempt from CEQA pursuant to Exemption Sections 1, 2, and 33. A copy of the Notice of Exemption is attached, and if adopted, will be filed with the State Clearinghouse and the San Bernardino County Clerk of the Board.

**FUNDING SOURCE:**

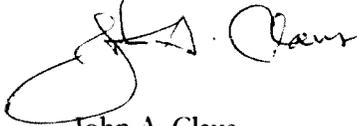
This project is included in the Fiscal Year 2016/17 RIX CIP budget (Construction Order 00189). Sufficient funds are available for filing fees required for filing with the San Bernardino County Clerk of the Board.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- Adopt a notice of exemption for the Santa Ana Sucker Habitat Maintenance/Restoration Project based upon the Statutory Exemption within Government Code Section 21080.21 and Categorical Exemption within Categories 1, 2, and 33; and
- Authorize the General Manager to file the notice of exemption with the California State Clearinghouse and the San Bernardino County Clerk of the Board.

Respectfully submitted,



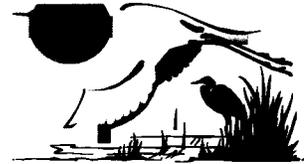
John A. Claus  
Director of Water Reclamation

JAC:GG:

Attachments:

- Environmental Analysis and Categorical Exemption Package for Santa Ana Sucker Habitat Maintenance/Restoration Project prepared by Tom Dodson & Associates
- Notice of Exemption for RIXES Well Rehabilitation / Santa Ana Sucker Habitat Maintenance/Restoration Project

**TOM DODSON & ASSOCIATES**  
2150 N. ARROWHEAD AVENUE  
SAN BERNARDINO, CA 92405  
TEL (909) 882-3612 • FAX (909) 882-7015  
E-MAIL [tda@tdaenv.com](mailto:tda@tdaenv.com)



## MEMORANDUM

August 22, 2016

From: Tom Dodson

To: Greg Gage

Subj: Categorical exemption package for the City of San Bernardino Santa Ana Sucker Habitat Maintenance/Restoration Project

At your request, Tom Dodson & Associates has evaluated whether the City of San Bernardino Municipal Water Department's (Department) proposed Santa Ana Sucker Habitat Maintenance/Restoration Project (Project) qualifies for any exemption category under the California Environmental Quality Act (CEQA). The Project is defined in a "Conceptual Design Report" compiled by the Department in August 2016 (Attachment 1). The Project is defined as follows in that report:

*Since 1996, the discharged treated effluent from RIX augments existing flows in the Santa Ana River (SAR), in turn contributing to suitable habitat for the Santa Ana sucker, listed as a federally and State of California threatened fish species, endemic to a restricted geographical range of Southern California. Currently, the largest population has been identified in the area from Rialto Drain downstream to Mission Boulevard, particularly in the area near Riverside Avenue.*

*Presently, during RIX facility shutdowns, no water is released from RIX, resulting in reduced flows on the Santa Ana River. Most recently due to prolonged drought conditions, increased groundwater pumping within the Santa Ana River Basin, and associated substantial reduction in the river base flow during dry seasons, the periodic RIX shutdown has contributed to discontinuous river flow, which may cause stranding of some Santa Ana suckers and other instream fish species. The City of San Bernardino Municipal Water Department (Department) has committed to various RIX enhancements at the request of the United State Fish and Wildlife Service (USFWS), including retrofitting and expanding its existing test wells to convert them to production wells in order to provide a supplemental water source to the SAR, as needed, during shutdowns.*

*The Project consists of equipping three previously-developed test wells located on the RIX site as production wells and adding a fourth well. The Project will also include installation of connecting piping to the existing outfall diversion structure and connecting the pumps to the RIX Supervisory Control and Data Acquisition (SCADA) system, so that their operation is interlocked with the RIX operations (triggered to start at the initiation of a RIX shutdown). This project will provide part of a long-term solution to the viability of the Santa Ana Sucker, for the benefit of the Upper Santa Ana River Habitat Conservation Plan (Upper SAR HCP).*

*Given the lack of use of these 18-inch wells for production, it is anticipated that the pore spaces in the soil surrounding the well will not be fouled and minimal redevelopment and cleaning work will be necessary. It is anticipated that four new multi-stage vertical turbine pumps with motors rated for 100 hp will be installed on new pump bases to feed the new 14-inch, 20-inch, and 24-inch piping (final motor, pump, and pipe sizes will be determined during the design-build phase of the project). Flow capacities of up to 1,500 GPM have been confirmed, although capacities of 3,000+ GPM are desirable. Total Dynamic Head (TDH) needed is expected to be in the range of 70 to 85 feet. Each well head will be surrounded with security fencing. The center of the four wells will be covered by a canopy with a removable or accessible roof.*

*The new piping will discharge into an existing diversion structure within the RIX Facility leading to the existing outfall piping. Limited demolition and rehabilitation of the diversion structure will be necessary after carefully sequenced shutdowns including placement and removal of temporary pipe plugs. This work is necessary to return the diversion structure to its originally intended purpose. New slide gates and leak protection mechanisms will replace the function of the concrete seal/plug.*

Subsequent discussions with the Department indicate that a back-up generator will also be included as part of the Project to ensure power to the pumps during a power outage at the RIX Facility. A field survey of the all proposed Project locations at RIX has verified that the whole project is located within a man-made, engineered environmental setting that is less than five acres in size (2.5 to 4.5 acres). Construction is anticipated to begin at the end of 2016 or beginning of 2017 and continue for up to six months.

CEQA contains both statutory and categorical exemptions. Projects that would otherwise be subject to CEQA are exempted by the Legislature through so-called statutory exemptions. Other classes of projects have been determined to be exempt by the Secretary of the Natural Resources Agency because the Secretary has found they do not have a significant effect on the environment. These so-called categorical exemptions are identified in Section 15300 of the State CEQA Guidelines. My analysis of the Project's potential to fit within various exemptions follows.

The first step in this exemption process is to determine whether the Project, or portions of it, meets the criteria of one or more exemptions. For categorical exemptions, the Department also must consider whether there is substantial evidence that the Project has the potential to result in significant impacts due to unusual circumstances, in which can use of an exemption is improper. After careful review of the various exemptions, I have concluded and recommend to the City that the Project meets the criteria for several categorical exemptions, including those for Small Habitat Restoration Project (Class 33); Existing Facilities (Class 1); Replacement or Reconstruction (Class 2); Class 4 Minor Alterations to Land; as well as a statutory exemption (short pipeline installation, maintenance and removal) (Public Resources Code Para. 21080.21, CEQA Guidelines Section 15282(k).)

Class 33 exemptions consist of "Small Habitat Restoration Projects," outlined under Section 15333 of the State CEQA Guidelines. Class 33 exemptions consist of "projects not to exceed five acres in size to ensure the maintenance, restoration, enhancement, and protection of habitat for fish, plants, or wildlife provided that:

- (a) *There would be no significant adverse impact on endangered, rare or threatened species or their habitat pursuant to Section 15065;*

The explicit purpose of the proposed action is to provide flows during periods when RIX is not discharging treated effluent in order to maintain downstream flows (essential habitat) in the SAR to support the Santa Ana sucker, a federal and state listed fish species. Maintaining flows during such periods has no potential to adversely impact any other listed species or habitat in the downstream area of potential impact for this project.

(b) *There are no hazardous materials at or around the project site that may be disturbed or removed, and*

The RIX treatment facility may utilize small quantities of hazardous materials, but these materials are handled in accordance with applicable regulations to guard against spills, and the RIX Facility is not listed on any of the lists that identify sites with known contamination. Thus, the minor amount of ground disturbance associated with the Project does not have potential to disturb or remove hazardous materials. The discharge of local groundwater pumped into the SAR to offset RIX treated effluent discharges has no potential to disturb or remove such materials at the project site.

(c) *The project will not result in impacts that are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.*

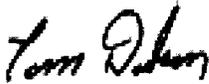
Periodically pumping local groundwater to maintain downstream flows in the SAR at the RIX Facility has no potential to cause adverse environmental effects on any other environmental resources. The pumped water is of sufficient quality to support beneficial uses in the stream for the limited frequency and duration in which it will be discharged and will simply percolate into the SAR floodplain downstream of the RIX Facility. A study by WEI (2016) concluded that Project pumping would have no adverse impact on the groundwater basin or local wells. The benefit of maintaining essential habitat during short-term shutdowns at RIX has no potential to result in adverse environmental effects, let alone any significant environmental effects in the context of historic, current and known prospective projects in the project area of potential impact.

Class 1 exemptions apply to the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use. This exemption applies to "*b) Existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage, or other public utility services;*". The proposed RIX Facility modifications (mechanical equipment and other facility modifications, including associated grading at the RIX Facility) enhance future operations and they do not modify or expand the capacity of the RIX treatment operations.

Class 2 exemptions apply to the replacement or reconstruction of existing structures and facilities where the new structures will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. This exemption applies to "*(d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.*" The modifications to the existing diversion structure and related facilities fall within this exemption because these modifications include only minor changes to these existing facilities to connect to the wells.

The Department will comply with all applicable building codes, construction techniques (including Best Management Practices) to avoid erosion or sedimentation. Also, CEQA Section 21080.21 establishes a Statutory Exemption for pipelines less than one mile in length where the pipeline will be installed within existing disturbed public rights-of-way, i.e., the RIX Facility site. The Project includes approximately 4,800 feet (0.91 miles) of piping which is exempt for further CEQA evaluation under this exemption.

Based on the evaluation presented above, it is my recommendation that the Department finds that the Project is exempt from CEQA through reliance on Statutory Exemption (Section 21080.21) and Categorical Exemptions 1, 2 and 33. Therefore, when the Department is ready to approve this project for implementation (construction contract or budget), I recommend noticing it as Exempt from CEQA for the reasons outlined above and have the Board of Water Commissioners adopt the attached Notice of Exemption and direct staff to file it with the San Bernardino County Clerk of the Board, with subsequent filing with the State Clearinghouse to obtain an "SCH #." This will initiate a 35-day statute of limitations for anyone seeking to challenge the CEQA determination in court. If you have any questions, please do not hesitate to give me a call.

A handwritten signature in black ink, appearing to read "Tom Dodson". The signature is written in a cursive, slightly slanted style.

Tom Dodson

Attachments

## NOTICE OF EXEMPTION

To: San Bernardino County  
Clerk of the Board  
385 North Arrowhead Avenue  
San Bernardino, CA 92415

From: San Bernardino Municipal Water Dept.  
300 North "E" Street  
San Bernardino, CA 92418

Project Title: RIXES Well Rehabilitation / Santa Ana Sucker Habitat Maintenance/Restoration Project

Project Location: The proposed project is located at the Department's Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) facility located in the City of Colton. RIX is located east of Agua Mansa Road and north of the Santa Ana River floodplain, between Riverside Avenue and South Rancho Avenue in the City of Colton.

Project Location - City: Colton

Project Location - County: San Bernardino

Description of Nature, Purpose, and Beneficiaries of the Project: In Consultation with the U. S. Fish and Wildlife Service, the City of San Bernardino Municipal Water Department (SBMWD) is implementing various RIX Facility enhancements, including improving existing test wells and converting them to production wells, in order to provide a supplemental water source to the Santa Ana River for protection of fish and their habitat, as needed, during RIX Facility shutdowns.

Name of Public Agency Approving Project: San Bernardino Municipal Water Department

Name of Person or Agency Carrying Out Project: San Bernardino Municipal Water Department

Exempt Status: (Check One)

- Ministerial (Sections 21080(b)(1); 15268)
- Declared Emergency (Sections 21080(b)(3); 15269(a))
- Emergency Project (Sections 21080(b)(4); 15269)
- Statutory Exemption (Sections 21080.21; 15282(k))
- Categorical Exemptions (Sections 15301, 15302 and 15333(d))

Reasons why project is exempt: CEQA Guidelines Section 15333 exempts project not exceeding five acres in size that assure the maintenance, restoration, enhancement, or protection of habitat for fish, plants, or wildlife, provided (1) there will be no significant adverse impact on endangered, threatened or rare species or their habitat; (2) there are no hazardous materials at or around the project site that may be distributed or removed, and (3) the project will not result in significant impacts. The proposed modifications to maintain discharges into the Santa Ana River during facility shutdowns do not exceed 5 acres in size and will assure the maintenance, restoration, enhancement and protection of habitat for threatened fish and their habitat by ensuring that essential aquatic habitat required to support the Santa Ana Sucker, a listed species, is maintained during these shutdowns. The modifications have been determined not to have a potential to cause significant adverse environmental effects and thus qualify for the Section 15333 Exemption. Other aspects of the project qualify for categorical exemptions related to Existing Facilities (Class 1, para 15301; Replacement or Reconstruction (Class 2, para 15302; as well as a Statutory Exemption (short pipeline installation, maintenance and removal, Public Resources Code para 21089.21, CEQA Guidelines, para 15282(k).

Lead Agency

Contact Person: John A. Claus

Telephone: (909) 384-5502

Signature: \_\_\_\_\_ Title: Director of Water Reclamation Date: \_\_\_\_\_

CITY OF SAN BERNARDINO AUG 26 2016  
MUNICIPAL WATER DEPARTMENT

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** John A. Claus, Director of Water Reclamation

**SUBJECT:** **REQUEST TO AMEND THE SEWER FUND CAPITAL IMPROVEMENT BUDGET AND APPROVE CENTURY WELL REHABILITATION BY BEST DRILLING AND PUMP, INC.**

**DATE:** August 25, 2016

**Copies:** Miguel Guerrero, Terri Willoughby, Greg Evans, Chris Phelps, Kevin Stewart, Michelle Honis, Sydney Morrison, Laserfiche

---

**BACKGROUND:**

In 1993 and 1994, two (2) deep agriculture-grade groundwater extraction wells (Chandler Well [formerly titled the Bloodbank Well] and Century Well) were constructed and equipped at the Water Reclamation Plant (WRP) for the San Bernardino Municipal Water Department (Department). The original design intent for the wells was to reduce the groundwater depth to prevent damage to existing structures at the WRP. The intent of the wells was later revised (prior to equipping) to include use as WRP process water (seal water, cooling water, spray-wash water, irrigation, etc.; due to the proximity to the WRP, these wells could not be used as sources of potable water). In 1999, one (1) additional deep agriculture-grade groundwater extraction well (Orange Show Well) was constructed and equipped at the WRP to replace two existing substandard 1,000 gallon-per-minute (gpm) wells (also for the purpose to dewater the groundwater basin and provide a source of WRP process water). Information on the three wells follows:

Stacey R. Aldstadt, General Manager

August 25, 2016

Page 2

**SUBJECT: REQUEST TO AMEND THE SEWER FUND CAPITAL IMPROVEMENT BUDGET AND APPROVE CENTURY WELL REHABILITATION BY BEST DRILLING AND PUMP, INC.**

Well	Diameter (inches)	Depth <sup>1</sup> (ft)	Screened Area <sup>1</sup>	Pump Depth <sup>1</sup>	Static Water Level <sup>1</sup>	
					(at install)	(current)
Chandler <sup>2</sup>	16	410	260-380	230	50	126
Century <sup>3</sup>	16	400	220-380	235	52	128
Orange Show <sup>4</sup>	15-3/8	410	20-290 & 330-390	200	22	

**Notes:**

1: Depth below ground surface (BGS).

2: Chandler Well estimated yield at construction: 2,400 gpm; 2-stage vertical turbine pump (VTP) rated for 2,000 gpm @ 280' total dynamic head (TDH) installed. The pump is still original equipment; 125 HP high-efficiency motor replaced in 2014.

3: Century Well estimated yield at construction: 1,850 gpm; 4-stage VTP installed (pump replaced in 2012 with a 5-stage VTP rated for 1,500 gpm @ 344' TDH). The original 125 HP high-efficiency motor re-wound in 2009.

4: Orange Show Well estimated yield at construction: 3,480 gpm; 3-stage VTP rated for 3,000 gpm @ 218' TDH installed. The pump and the 200 HP high-efficiency motor are original equipment.

In 2012, reduced rates of flow from the Century Well resulted in Department staff rehabilitating the interior of the well casing by means of brushing and bailing and re-fitting the well with a new 1,500 gpm vertical turbine pump. Staff determined the installed pump was not capable of running at the rated 60 Hz without running dry, due to reduced well yield, so the pump's operation was limited to 55 Hz with a 190-foot pumping water level. This reduced-capacity operating procedure continued through late 2015 until the pump could not operate fully submerged at the lowest setting on the variable frequency drive (VFD). Staff obtained several quotations and issued a Purchase Order to Best Drilling and Pump, Inc. (Best), in July 2016 to pull the Century Well pump and inspect the equipment.

Due to prolonged drought conditions and increased groundwater pumping within the Bunker Hill Groundwater Basin, the average groundwater surface elevation at the Century Well dropped from approximately 52 feet below ground surface (bgs) in 1993, to 107 feet bgs in 2012, and to 128 feet bgs in 2016. In addition to the decline of groundwater surface elevation, continuous use of the Century and Chandler Wells to provide WRP process water is believed to have resulted in reduced transmissivity, due to media and well screen fouling. On August 1, 2016, the Century and Orange Show Wells both ran dry. These wells were shut down and the WRP has been operating on the Department's Potable Water System.

Staff has identified the three (3) tasks that should rehabilitate each of the three wells to return them to service: (1) Removal and Remediation Recommendation; (2) Remediation/Rehabilitation and Test Pumping; and (3) Well Equipping. The first task for each well consists of removing the existing motor and pump, performing a video survey of the well casing condition, and evaluating all existing equipment. Based on the results of a written report (the deliverable for the first task), the second task for each well consists of remediation and redevelopment of the well casing and surrounding filter pack, along with test pumping of the well to determine the most appropriate well yield values

Stacey R. Aldstadt, General Manager

August 25, 2016

Page 3

**SUBJECT: REQUEST TO AMEND THE SEWER FUND CAPITAL IMPROVEMENT BUDGET AND APPROVE CENTURY WELL REHABILITATION BY BEST DRILLING AND PUMP, INC.**

to use in a pump design. The final task for each well's rehabilitation is a pump design by Department Staff, followed by procurement and installation of a new or rehabilitated pump and motor system.

The first task of the Century Well work was completed as part of typical plant maintenance under the normal operating budget, prior to identification as part of a greater need for WRP Wells' rehabilitation. The sum of the tasks for all three wells is referred to as the WRP Wells Rehabilitation Project.

In December 2014, staff issued a Request for Qualifications (RFQ) under Specification No. 1640 – Well Rehabilitation Assessment and Repair. As a result, in February 2015, five (5) well rehabilitation contractors were prequalified based on work experience, minimum insurance requirements, proper contractor's license, bonding capacity, experience level, and adequate staffing.

Following transmittal and review of a Pump Inspection Report and Video Survey Results from Best for the Century Well, Staff requested proposals from these five prequalified contractors to remediate the Century Well. Best was responsive and provided the lowest quotation in the amount of \$75,332.00 (a copy of Best's proposal, along with the Scope of Work is attached for reference). An optional additional cost of \$4,680.00 for additional step drawdown or constant rate testing, on an as-needed basis, was deemed appropriate by Staff. The total recommended cost with the additional optional cost is \$80,012.00.

The WRP Wells Rehabilitation Project was not anticipated during the development of the Fiscal Year (FY) 2016/2017 WRP Capital Improvement Program (CIP) and Sewer Fund Capital Improvement Budget; therefore, staff recommends amending the FY 2016-2017 WRP CIP and the Sewer Fund Capital Improvement Budget, respectively, to include this Project. The total project cost is estimated at \$551,000.00, broken down as follows:

1. Century Well:	\$ 150,000
2. Chandler Well:	\$ 160,000
3. Orange Show Well:	\$ 175,000
4. 7% Contingency	\$ 34,000
5. <u>Staff Labor/Overhead</u>	<u>\$ 32,000</u>
<b>Total</b>	<b>\$ 551,000</b>

**FUNDING SOURCE:**

There is currently no funding for the WRP Wells Rehabilitation Project. Staff is requesting a budget increase in the amount of \$551,000.00 (from the Emergency Replacement Reserve fund per Policy 54.010) to fund the design and construction efforts.

Stacey R. Aldstadt, General Manager

August 25, 2016

Page 4

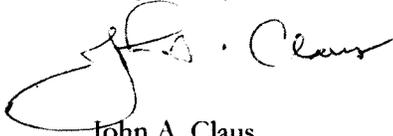
**SUBJECT: REQUEST TO AMEND THE SEWER FUND CAPITAL IMPROVEMENT BUDGET AND APPROVE CENTURY WELL REHABILITATION BY BEST DRILLING AND PUMP, INC.**

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- Approve the addition of the Sewer Fund Capital Improvement Project titled WRP Wells Rehabilitation;
- Approve a Sewer Fund capital budget increase in the amount of \$551,000.00 to the Project; and
- Approve the award of Remediation/Rehabilitation and Test Pumping of the Century Well to Best Drilling and Pump, Inc. in the amount of \$80,012.00.

Respectfully submitted,



John A. Claus  
Director of Water Reclamation

JAC:KTS

Attachments:

- Century – Remediation Scope of Work – Best – 08-10-16
- Century – Quote – Best – 08-19-16

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## BOARD OF WATER COMMISSIONERS

TONI CALLICOTT  
President

Commissioners  
JUDITH VALLES  
LOUIS A. FERNANDEZ  
WAYNE HENDRIX  
DAVID E. MLYNARSKI



STACEY R. ALDSTADT  
General Manager  
ROBIN L. OHAMA  
Deputy General Manager  
MIGUEL GUERRERO, P.E.  
Director of Water Utility  
JOHN A. CLAUS  
Director of Water Reclamation  
JENNIFER SHEPARDSON  
Director of Environmental &  
Regulatory Compliance  
TERRI WILLOUGHBY  
Director of Finance

*"Trusted, Quality Service since 1905"*

August 10, 2016

Dean Garcia  
Pump Division Manager  
Best Drilling and Pump, Inc  
1640 Pellisier Road  
Colton, CA 92324

Reference: Informal Request for Quotation  
Remediation of the Century Well

Dear Mr. Garcia:

Recently, the Department utilized the services of a qualified Contractor to remove and make recommendations on potential rehabilitation of the Century Well. The Century Well is located at:

Water Reclamation Plant (WRP)  
399 Chandler Place  
San Bernardino, CA 92408

If your firm is interested in providing the services listed below, please transmit an itemized quotation to provide all labor, materials, and equipment necessary to complete the Scope of Work listed below.

1. Schedule and confirm an appropriate period of time to complete the work listed below with the Department's Construction Project Manager.
2. Complete all safety requirements (lock-out, tag-out, block-out, etc.) in accordance with OSHA standards.
3. A hole exists in the side wall of the 5/16" thick mild steel casing at 222 feet below the top of casing. Install a patch of mild steel from 220 feet to 224 feet below the top of the casing to cover the existing hole in the casing.
4. Perform video inspection of the well to confirm proper placement of the patch. Provide digital video file and selected, applicable images from the inspection that accurately represent the condition of the well.

300 North "D" Street, San Bernardino, California 92418 P.O. Box 710, 92402 Phone: (909) 384-5141  
FACSIMILE NUMBERS: Administration: (909) 384-5215 Engineering: (909) 384-5532 Customer Service: (909) 384-7211  
Corporate Yards: (909) 384-5260 Water Reclamation Plant: (909) 384-5258

5. Wire brush and bail the Century well from the top of casing to the bottom.
6. Perform video inspection of the well to check the structure of the well following the wire brushing. Provide digital video file and selected, applicable images from the inspection that accurately represent the condition of the well.
7. Verify or correct all blank and screened casing boundary depths shown on the Well Completion Report, including the true casing bottom. The bottom of the screened portion is shown as 358 feet on some documents and 380 feet on others.
8. Perform Sonar-Jet<sup>®</sup> remediation of the gravel pack surrounding the casing from 220 feet to 380 feet below the top of casing (full section of screened casing) to loosen hardened mineral or bacterial deposits and “deep clean” the aquifer immediately surrounding the casing. Discuss and coordinate the detonation “strength” level with the Department in advance of the work, taking into consideration the condition of the existing screen.
9. Perform Dual-Swabbing while airlifting to agitate and redevelop the well by removing dissolved minerals and dislodged formation materials / sediment.
10. Provide suitable temporary storage for containment of swabbing and bailing fluids developed from the Well. Legally dispose of sediment-filled fluids off-site and provide Department with documentation of legal disposal.
11. Provide all hoses, pumps, and other appurtenances / equipment for the work.
12. Furnish, install, and remove a 2,000 gallon-per-minute (GPM) test pump and all necessary appurtenances and equipment.
13. Develop the well with the test pump. A limited source of temporary power can be made available to the Contractor, if desired. Limitations and availability shall be discussed with Department’s Electrical, Instrumentation, and SCADA Section through the Construction Project Manager, if desired. Refer to attached Discharge Routing document and all applicable notes therein for discharge point. Should Contractor elect to discharge testing water into the Unit 1 Secondary Clarifier Effluent, discharge MUST be accurately metered and reported on a daily basis, without exception. Values shall be reported to Designated Operator in Charge or other Department-designated staff member with acknowledgement by the conclusion of each day. The volumetric flow rate and metered discharge must be included in the Department’s mandatory regulatory reporting.
14. Perform a step drawdown test with test pump.
15. Coordinate with the Department’s Construction Project Manager in advance to schedule Department staff to take water quality samples while test pumping is ongoing. Assist Department with all necessary steps to complete proper sampling methods (provide sampling location with minimal discharge pressure, assist with the determination of well flushing rate, etc).
16. Provide a written report (digitally transmitted) that documents the results of all tests performed. Provide the following pieces of information:
  - a. Well Yield
  - b. Specific CapacityInclude in the report any other pertinent findings or recommendations of the Contractor.
17. Department intends to utilize the findings of the remediation and test pumping report in the final design of the well rehabilitation work. A final design shall then be issued as the basis for a third Request for Quotation from the five (5) pre-qualified Contractors to perform the well rehabilitation work.

18. All persons involved in the aforementioned work shall adhere to the Department's Standard Security Procedures (Section 013553).
19. All work performed shall be subject to prevailing wage rules.

The following is a summary of the equipment noted above:

**Name of Well:** Century Well  
**Latitude:** 34.074906 (34° 4' 29.66"N)  
**Longitude:** -117.289525 (117° 17' 22.29"W)  
**State Well ID:** 01S-04W-22C05S  
**Year Drilled:** 1993  
**Year Equipped:** 1994  
**Boring Depth:** 400 feet  
**Completed Well Depth:** 400 feet

**Casing:**

Depth	Material	Diameter	Thickness	Type
000 – 050 ft	Steel	32 in	5/16 in	blank conductor casing
000 – 220 ft	Steel	16 in	5/16 in	blank casing
220 – 380 ft	Steel	16 in	5/16 in	0.090" screen
380 – 400 ft	Steel	16 in	5/16 in	blank casing

**Former Pump:** Goulds 14RJLC – 5-stage water lube bowl assembly  
Installed August 2012 by Tri-County Pump  
Pump will be replaced

**Pump Size:** 10 in  
**Pump Type:** Vertical Turbine  
**Design Flow Rate:** 1,500 GPM  
**Total Dynamic Head:** 344 ft  
**Stages:** 5  
**Column Length:** 235 ft  
**Motor:** 200 hp, 3-phase, 460 volt, UNK amp, US Motor  
**Access Constraints:** None – Site security only.

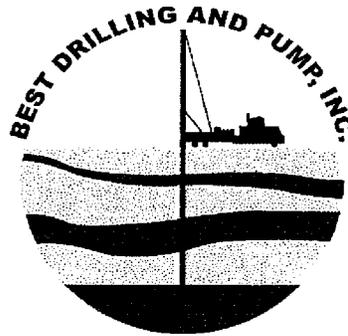
The following is a summary of the suspected reasons for this well rehabilitation effort:

**Reason:** Pump flow rate has decreased over time. It is suspected that the gravel pack surrounding the well casing may have reduced flow as no remediation work was performed in 2012 when the well was brushed / bailed and the pump replaced.

Please transmit your quotation to me at the email address noted below by the date noted:

Due Date: Tuesday, August 16, 2016

Kevin Stewart, Construction Project Manager  
[kevin.stewart@sbmwd.org](mailto:kevin.stewart@sbmwd.org)  
(909) 454-5651



**Quotation Form**

**Customer:** San Bernardino Municipal Water Department

**Proposal No.:** 20885R4

**Contact:** Kevin Stewart

**Date:** 8/19/2016

**Well or Description of Work:** Century Well Rehab Quote

**Terms:** Due Upon Receipt

Quantity	Description	Price	Unit	Total
1	Install patch at 220'-224' to cover existing hole in casing	\$8,450.00	LS.	\$8,450.00
1	Video log well to confirm placement of patch	\$1,200.00	EA.	\$1,200.00
24	Wire brush and bail well to bottom	\$467.00	HR.	\$11,208.00
1	Video log well to check structure of well post wire brush	\$1,200.00	EA.	\$1,200.00
1	Sonar-Jet perforated casing from 224'-380'	\$4,500.00	LS.	\$4,500.00
1	Dual swab & airlift perforated casing to remove sediment	\$13,734.00	LS.	\$13,734.00
1	21,000 gallon containment tank, hoses and pumps	\$5,000.00	EA.	\$5,000.00
1	Furnish, install and remove 2000GPM test pump	\$16,000.00	LS.	\$16,000.00
24	Develop well with test pump	\$390.00	HR.	\$9,360.00
12	Perform a step draw down test with test pump	\$390.00	HR.	\$4,680.00
	<b>Optional</b>			
	12 hour step test or constant rate test at \$390 an hour to total \$4,680.00			
	<b>All onsite labor per prevailing wage rates</b>			
	<b>Best Drilling and Pump has received and reviewed the text sent as Questions and Answer 001 through 004 and addenda 01 and 02. All items therein are fully incorporated within our quotation.</b>			
	<b>Tax and Freight Included</b>	<b>TOTAL</b>		<b>\$75,332.00</b>

Best Drilling and Pump, Inc. does not assume liability for pump/motor suppliers delays in manufacturing, testing or deliveries. Best Drilling and Pump is not responsible for labor or rig cost associated with replacement of manufactures equipment failures or warranty replacement. Best does not take any responsibility for any damage to the well casing, screen, gravel pack, pump equipment, motors, valves, pump house and any other damage arising in the course of any well work including but not limited to: inspection, cleaning, repairing, chemical treatment, brushing, bailing, or replacement of any new or defective parts manufactured or installed by others.

1640 Pellisier Road, Colton, CA 92324

Telephone: (951) 684-1952 Fax: (951) 684-3852 Email: DGarcia@BestDrillingandPump.com

Contractor No.: C-57, 826672 DIR Registration No. 1000001067



*"Our Goal is in Our Name"*

San Bernardino Municipal Water Department  
Century Well Remediation Project

12" Aluminum Discharge Piping

1640 Pellisier, Colton, CA. 92324  
Telephone: 951-684-1952 Fax: 951-684-3852 Email: [DGarcia@BestDrillingandPump.com](mailto:DGarcia@BestDrillingandPump.com)  
Contractor No. C-57, 826672

# Aluminum Pipe

## Grooved End Industrial

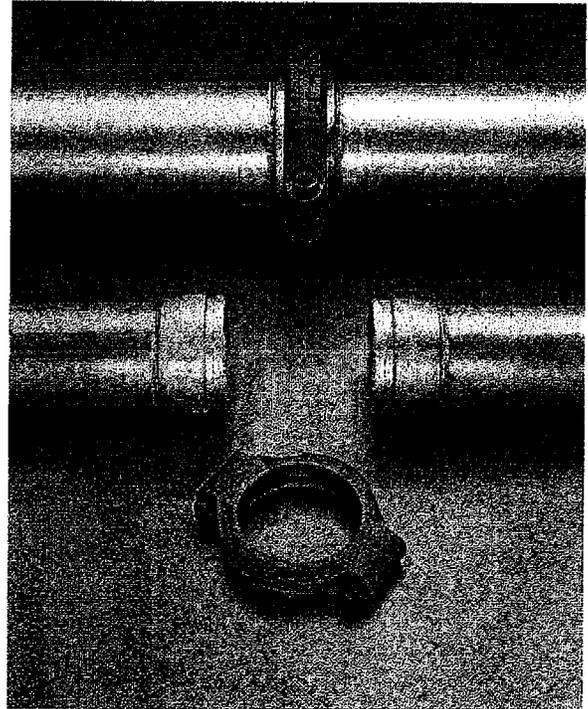
### Overview:

Grooved End Industrial aluminum pipe is the pipe of choice for water, wastewater, construction, mining and a variety of applications when transferring water in a secure and leak resistant way is needed. Compatible with Victaulic style fittings, grooved end couplers make for lightweight, easy to move and easy to install water transfer pipelines.

### Features:

- Pipe constructed with 3004-H26 alloy
- Each joint pressure tested to 300 psi
- Aluminum A-356 welded couplers

Aluminum coupler sizes: 3", 4", 6", 8", 10", 12"



### Pipe Specs:

Diameter	Wall Thickness	Pipe weight (lbs/ft)	Maximum Working PSI
3"	.065	0.72	498
4"	.072	1.06	414
6"	.083	1.84	318
8"	.083	2.45	237
10"	.083	3.07	190
12"	.094	4.17	180





*"Our Goal is in Our Name"*

San Bernardino Municipal Water Department  
Century Well Remediation Project

12" Aluminum Discharge Piping Routing

12" x 16' Road Crossings

12" aluminum Pipe Supports

1640 Pellisier, Colton, CA. 92324  
Telephone: 951-684-1952 Fax: 951-684-3852 Email: DGarcia@BestDrillingandPump.com  
Contractor No. C-57, 826672



Google e

1994

© 2013 Google

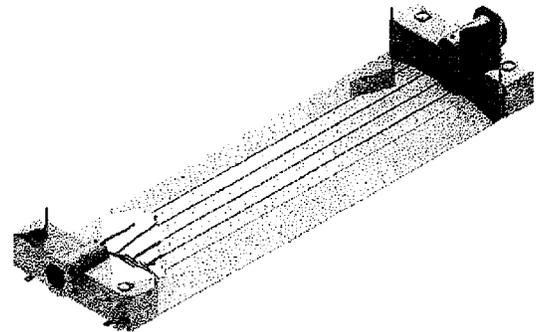
Image/ID: 10/2616... 24°04'00"N 117°51'37"W

# Road Crossing

12" x 16'

## Overview:

Keep pedestrian and vehicle traffic moving during your bypass by using our safety-focused Road Crossing. This galvanized steel is engineered to provide minimal head-loss when using on pumping projects. Each Road Crossing is manufactured to remain in compliance with federal bridge laws of 20,000 lbs. Single Axle.



## Features:

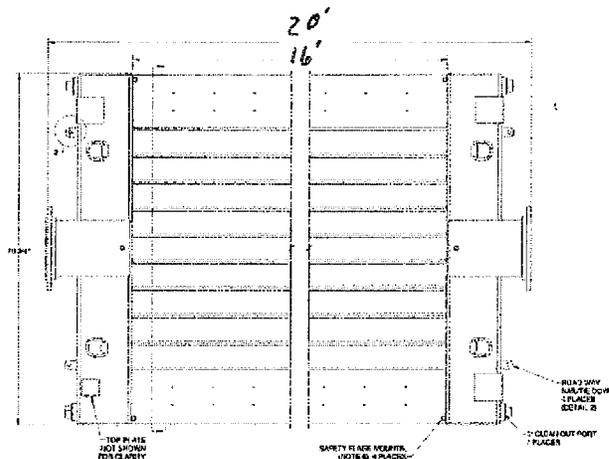
- The Road Crossing requires full ground contact in the tire zone and allows for a working pressure up to 75 PSI.
- Sloped entrance and exit ramps.
- Designed for high flow rates
- 3" cleanouts/drains.

## Specs:

Footprint	78.75" x 181.25"
Dry Weight	3,000 lbs.
Workable PSI	75
Vehicle Width Clearance	12 feet
Connection	12 inch flange

## Accessories:

- Aluminum pipe and fittings
- Pressure gauges
- Wheel Wash system



# PipeStax®

## Modular Pipe Support Blocks

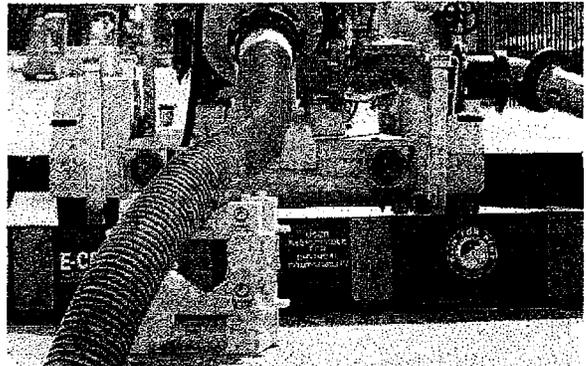
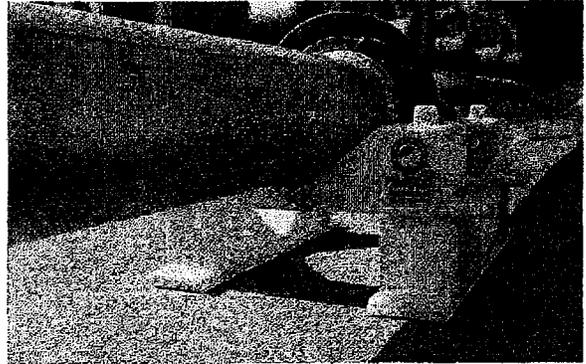
Part of the WORKSAFE™ family of products

### Overview:

Rain for Rent's unique WORKSAFE™ PipeStax® U.S. Patent # 8,807,492 are modular and durable pipe support blocks. By stacking the interlocking PipeStax blocks to your desired elevation, your hose and pipe will be stable and safe. PipeStax can easily be added to your existing cribbing, or eliminate all wooden dunnage entirely. By removing piles of wood from your jobsite, tripping hazards are reduced. PipeStax are reusable, do not splinter and do not absorb liquid like typical wood used for cribbing.

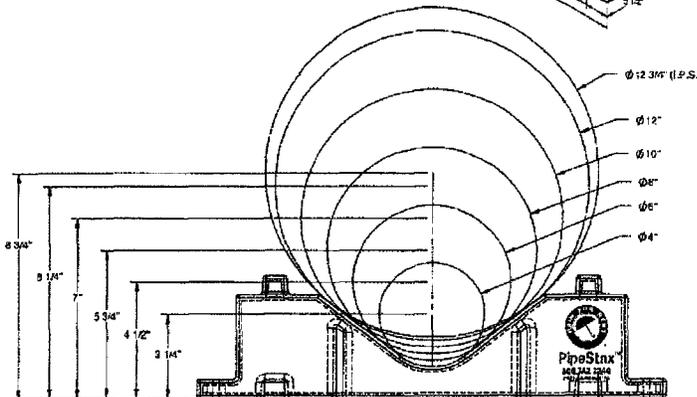
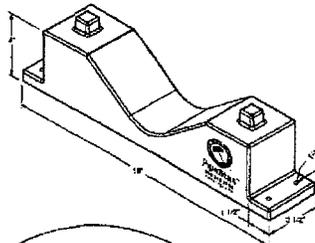
### Features:

- PipeStax cradling design prevents pipe from rolling
- PipeStax will stabilize pipe during fabrication, welding or any temporary application
- PipeStax modular design make them easy and secure to stack and adjustable to your desired elevation
- PipeStax can be anchored to wood cribbing, asphalt or other surfaces
- High visibility color for safety
- Lightweight construction make PipeStax easy to transport
- Prevent pipe or hose from sagging, this relieves stresses that may cause premature failure
- Protect aluminum pipe from corrosive soil by suspending it above the ground using PipeStax.



### Specs:

- Molded UV-stabilized HDPE construction
- 18" long by 3.5" wide by 4" tall
- Supports pipe up to 12"
- Weight per PipeStax: 2 lbs.



### Load Chart:

Temp. F	4" pipe	6" pipe	8" pipe	10" pipe	12" pipe
70°	300 lbs	960 lbs	1200 lbs	1800 lbs	1800 lbs
80°	277 lbs	887 lbs	1109 lbs	1664 lbs	1664 lbs
90°	255 lbs	815 lbs	1018 lbs	1527 lbs	1527 lbs
100°	232 lbs	742 lbs	927 lbs	1391 lbs	1391 lbs
110°	209 lbs	669 lbs	837 lbs	1255 lbs	1255 lbs
120°	186 lbs	597 lbs	746 lbs	1119 lbs	1119 lbs
130°	164 lbs	524 lbs	655 lbs	982 lbs	982 lbs
140°	141 lbs	451 lbs	564 lbs	846 lbs	846 lbs



*"Our Goal is in Our Name"*

San Bernardino Municipal Water Department  
Century Well Remediation Project

10" McCrometer Flow Meter

Best Drilling and Pumps Pump Test Data Form

1640 Pellisier, Colton, CA. 92324  
Telephone: 951-684-1952 Fax: 951-684-3852 Email: DGarcia@BestDrillingandPump.com  
Contractor No. C-57, 826672

### MODEL M0300

#### DESCRIPTION

The M0300 Bolt-On Saddle Flowmeter features a fabricated stainless steel saddle with McCrometer's unique drive and register design. The stainless steel saddle eliminates the fatigue-related breakage common to cast iron and aluminum saddles and provides unsurpassed corrosion protection. Fabricated stainless steel construction offers the additional advantage of being flexible enough to conform to out-of-true pipe. The Model M0300 is manufactured to comply with applicable provisions of American Water Works Association Standard No. C704-02 for propeller-type flowmeters. As with all McCrometer propeller flowmeters, standard features include a magnetically coupled drive, instantaneous flowrate indicator and straight reading, six-digit totalizer.

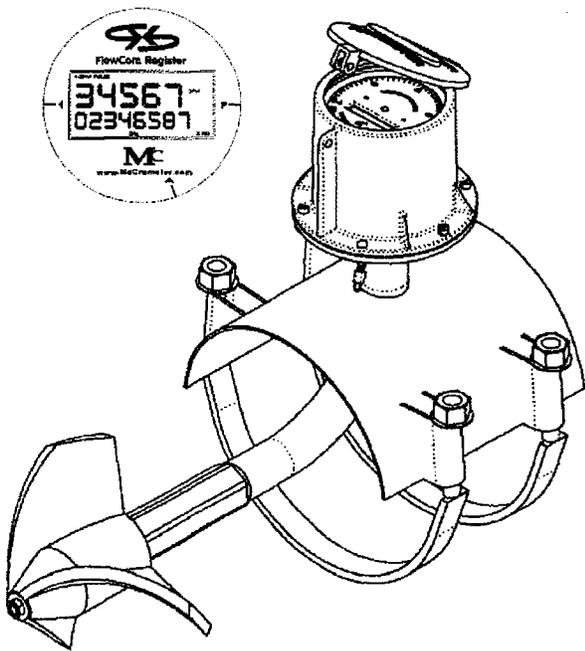
Impellers are manufactured of high-impact plastic, capable of retaining their shape and accuracy over the life of the meter. Each impeller is individually calibrated at the factory to accommodate the use of any standard McCrometer register, and since no change gears are used, the M0300 can be field-serviced without the need for factory recalibration. Factory lubricated, stainless steel bearings are used to support the

impeller shaft. The shielded bearing design limits the entry of materials and fluids into the bearing chamber providing maximum bearing protection.

The instantaneous flowrate indicator is standard and available in gallons per minute, cubic feet per second, liters per second and other units. The register is driven by a flexible steel cable encased within a protective vinyl liner. The register housing protects both the register and cable drive system from moisture while allowing clear reading of the flowrate indicator and totalizer.

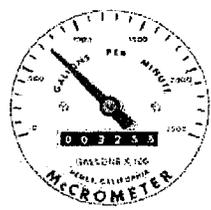
#### INSTALLATION

Standard installation is horizontal mount. If the meter is to be mounted in the vertical position, please advise the factory. A straight run of full pipe the length of ten pipe diameters upstream and two diameters downstream of the meter is recommended for meters without straightening vanes. Meters with optional straightening vanes require at least five pipe diameters upstream and two diameters downstream of the meter.



The McCrometer Propeller flowmeter comes with a standard instantaneous flowrate indicator and straight-reading totalizer. An optional FlowCom register is also available.

*Typical face plates.*



**APPLICATIONS**

- Center pivot systems
- Sprinkler irrigation systems
- Drip irrigation systems
- Golf course and park water management
- Gravity turnouts from underground pipelines
- Commercial nurseries
- Water and wastewater management

# BOLT-ON SADDLE METER M0300

## SPECIFICATIONS

### PERFORMANCE

- ACCURACY/REPEATABILITY:** ±2% of reading guaranteed throughout full range; ±1% over reduced range; Repeatability 0.25% or better
- MAXIMUM TEMPERATURE:** (Standard Construction) 160°F constant
- PRESSURE RATING:** 150 psi

### MATERIALS

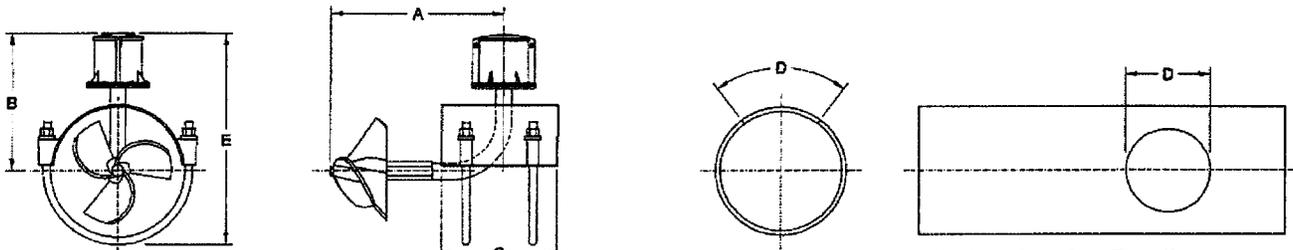
- BEARING ASSEMBLY:** Impeller shaft is 316 stainless steel. Ball bearings are 440C stainless steel.
- MAGNETS:** (Permanent type) Alnico
- BEARING HOUSING:** Brass; Stainless Steel optional
- SADDLE:** 304 stainless steel construction
- REGISTER:** An instantaneous flowrate indicator and six-digit straight-reading totalizer are standard. The register is hermetically sealed within a die cast aluminum case. This protective housing includes a domed acrylic lens and hinged lens cover with locking hasp.

**IMPELLER:** Impellers are manufactured of high-impact

plastic, retaining their shape and accuracy over the life of the meter. High temperature impeller is optional.

### OPTIONS

- Saddle can be constructed to fit any outside diameter pipe dimensions, including metric sizes
- Can be used on a variety of pipe materials such as steel, plastic, cast iron, cement or asbestos cement
- Register extensions
- All stainless steel bearing assembly
- High temperature construction
- "Over-Run" bearing assembly for higher than normal flowrates
- Electronic propeller meter available in all sizes of this model
- A complete line of flow recording / control instrumentation
- Blank repair saddle
- Canopy boot



FLOW →

M0300	DIMENSIONS						
Meter and Nominal Pipe Size	4"	6"	8"	10"	12"	14"	16"
Maximum Flow U.S. GPM	600	1200	1500	1800	2500	3000	4000
Minimum Flow U.S. GPM	50	90	100	125	150	250	275
Approx. Head Loss in Inches at Max. Flow	23.00	17.00	6.75	3.75	2.75	2.00	1.75
Approx. Shipping Weight-lbs.	18	22	26	30	34	38	44
A (inches)	7 5/8	15	15	15	15	15	15
B (inches)	8 1/4	10 3/4	10 3/4	10 3/4	11 3/4	13 3/4	13 3/4
C (inches)	7	8	8	9 1/2	9 1/2	9 1/2	9 1/2
D (inches)	4*	5 1/8*	6*	7*	7 1/4	7 1/4	7 1/4
E (inches)	10 3/4	14	15	17	19	20 5/8	21 5/8

*For larger sizes see Model M1400. McCrometer reserves the right to change design or specification without notice.*  
 \*Standard pipe only. For other than standard pipe, consult factory for cutout dimensions.  
 Please specify the inside diameter of the pipe when ordering.

FOR MORE INFORMATION CONTACT:



www.mccrometer.com

3255 WEST STETSON AVENUE • HEMET, CALIFORNIA 92545 USA

TEL: 951-652-6811 • 800-220-2279 • FAX: 951-652-3078

Printed In The U.S.A

Lit. #24517-00 Rev.2.0/10-12

Copyright © 1999-2012 McCrometer, Inc. All printed material should not be changed or altered without permission of McCrometer. Any published pricing, technical data, and instructions are subject to change without notice. Contact your McCrometer representative for current pricing, technical data, and instructions.





*"Our Goal is in Our Name"*

San Bernardino Municipal Water Department  
Century Well Remediation Project

21,000 Gallon Containment tank

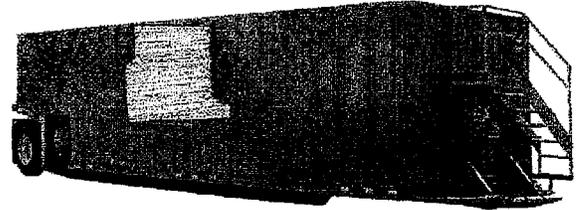
1640 Pellisier, Colton, CA. 92324  
Telephone: 951-684-1952 Fax: 951-684-3852 Email: [DGarcia@BestDrillingandPump.com](mailto:DGarcia@BestDrillingandPump.com)  
Contractor No. C-57, 826672

# Steel Tank

## Flat Top Corrugated Wall Tank

### Overview:

Store liquids with confidence with 21,000-gallon Flat Top Corrugated Wall tank. Permanently attached axles, for maximum maneuverability, allows this tank to be moved with ease on the jobsite. The staircase ensures proper protection for workers on site. The tank also offers optional epoxy coating, which offers chemical resistance and additional cleanliness for sensitive environmental applications.



### Features:

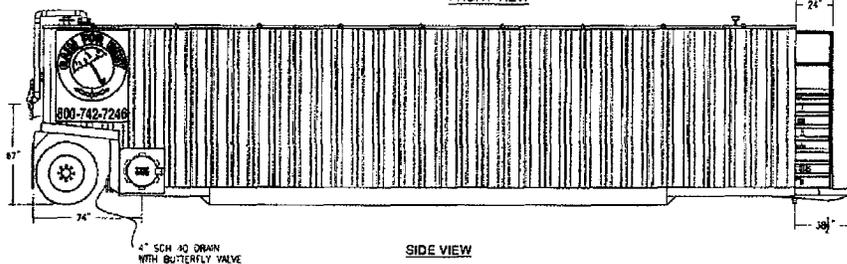
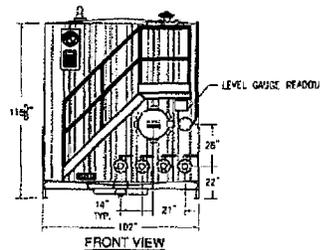
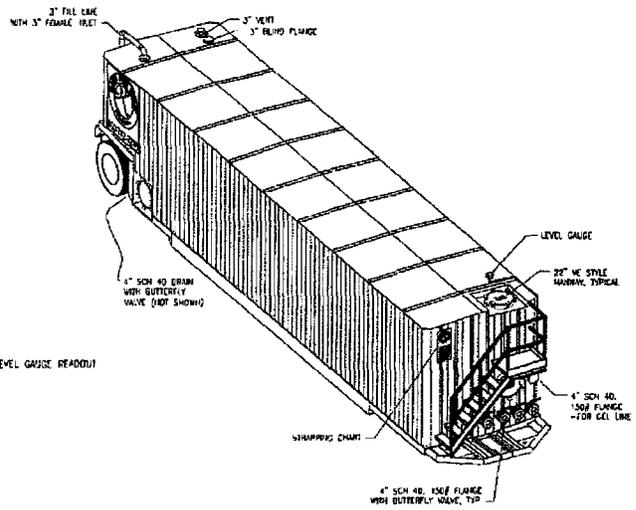
- Vapor Tight Tanks: rated to 16oz/in<sup>2</sup> of pressure and 0.4oz/in<sup>2</sup> of vacuum
- V-drain floor with front and rear 4" 150-lb flanges with valves
- OSHA Compliant Stairway
- 1.5" SCH80 level gauge port
- 8" External manifold or internal manifold
- Rear 3" or 6" SCH40 fill line
- Optional: Epoxy Coating - chemical resistance for a wide variety of chemical compatibility and keeps stored product within the tank cleaner
- Optional: Steam Coils

### Accessories:

- E-CONTAIN® Spillguards
- SolidGround® Traction Mats
- Radar Level Gauge
- Mechanical Level Gauge
- PipeStax®
- HoseTrax®
- Suction and Discharge Hose

### Specs:

Material	Steel, Epoxy Coated (Option)
Capacity	21,000 gallons
Manways	Four 22" hatches
Dry weight	27,000 lbs.
Footprint (LxWxH):	560" x 102" x 120"



**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

AUG 31 2016

**BOARD OF WATER COMMISSIONERS  
STAFF REPORT**

**TO:** Stacey R. Aldstadt, General Manager

**FROM:** John A. Claus, Director of Water Reclamation

**SUBJECT:** **CONTRACT NO. 1620 – CAROLLO ENGINEERS, INC. – CHANGE  
ORDER NO. 1 – ENGINEERING DESIGN SERVICES FOR THE  
PRIMARY INFLUENT FLOW EQUALIZATION PROJECT**

**DATE:** August 30, 2016

**COPIES:** T. Willoughby, G. Gage, F. Jimenez, S. Morrison, M. Honis, E. Razo

---

---

**BACKGROUND:**

In January 2015, the Board of Water Commissioners (Board) entered into Contract No. 1620 with Carollo Engineers, Inc. (Carollo) for Engineering Design Services for the Primary Influent Flow Equalization (EQ) at the Water Reclamation Plant Project. This project includes the design of two (2) flow equalization basins to reduce operational costs and increase treatment effectiveness and capacity of the existing Water Reclamation Plant by reducing the diurnal flow fluctuation.

The diurnal flow pattern has peaks and valleys that contribute to inconsistent process loading at the plant. The addition of the primary influent flow EQ basins will allow for storage of primary influent during daily peak flow periods and a more consistent loading of all downstream processes throughout the day. The basins also improve the Department's ability to provide emergency on-site storage during natural disasters or unplanned power outages. In addition, the basins provide the ability to perform scheduled and unscheduled maintenance with minimal process impact.

During the Project's preliminary design phase, it was identified that electrical system studies for the existing electrical equipment were needed in order to quantify arc flash hazards associated with the various electrical equipment. Arc flashes occur when electric current flows through a medium not intended to handle electricity, resulting in unexpected hazards such as heat, pressure waves, explosive plasma clouds, and toxic gases that could potentially injure staff. As part of the electrical system studies task, Carollo will analyze the existing electrical distribution system, model the system and perform preliminary fault current calculations, protective device coordination, and arc flash incident energy calculations for the purpose of producing arc flash hazard labels for installation on the existing electrical equipment to warn staff of the hazards and indicate requirements for personal protective equipment.

Stacey R. Aldstadt, General Manager

Page 2

August 30, 2016

**SUBJECT: CONTRACT NO. 1620 – CAROLLO ENGINEERS, INC. – CHANGE  
ORDER NO. 1 – ENGINEERING DESIGN SERVICES FOR THE PRIMARY  
INFLUENT FLOW EQUALIZATION PROJECT**

Upon the Department's request, Carollo will also reroute the ferric chloride piping downstream of the Headworks' Units 1, 2, and 3 splitter boxes. The actual conditions and location of existing items differed from those shown in the plans, so the piping layout had to be revised to eliminate tripping hazards and to provide proper repair to the polyvinyl lining inside each of the splitter boxes affected.

In addition, during a site visit to the Secondary Effluent Pump Station, Carollo observed differing site conditions from those shown in the plans. It was apparent that significant mechanical modifications would be required in order to replace aged or non-functioning components. Additionally, the removal of a partially salvaged third pump and a 4-inch engine exhaust pipe would be necessary to clear space for installation of seal water panels for the two proposed pumps.

This project was approved as part of the Fiscal Year 2014/2015 Sewer Capital Improvement Budget. Change Order No. 1 in the amount of \$88,929.00 has been prepared for this extra work to be performed by Carollo under Contract No. 1620. A complete summary of the Change Order items prepared by the Department's Engineering section is attached.

**FUNDING SOURCE:**

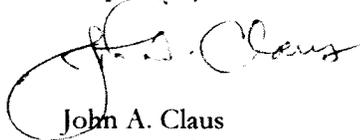
The funding source for this Change Order is C.O. 00177 (Budget ID No. 13-213), which currently has an unencumbered balance of \$151,425.00.

**RECOMMENDATION:**

Staff recommends that the Board of Water Commissioners make the following motion:

- Approve Change Order No. 1 to Contract No. 1620 with Carollo Engineers, Inc., in the amount of \$88,929.00 and authorize the General Manager to execute the Change Order.

Respectfully submitted,



John A. Claus  
Director of Water Reclamation

JC:sm

Attachments

**CONTRACT NO. 1620  
CHANGE ORDER NO. 1**

DATE: August 18, 2016  
OWNER: City of San Bernardino Municipal Water Department  
CONTRACTOR: CAROLLO ENGINEERS, INC.  
PROJECT: PRIMARY INFLUENT FLOW EQUALIZATION PROJECT (CO 00177)

You are hereby requested to make the following described changes and/or additions to the project Plans and Specifications.

<b>Item No.</b>	<b>Description Changes and/or Additions</b>	<b>Decrease Contract Price (Contract Time)</b>	<b>Increase Contract Price (Contract Time)</b>
1	Task 1 - BLM Utility System Electrical Study		\$59,080.00
2	Task 2 - Ferric Chloride Pipe Modifications		\$16,080.00
3	Task 3 - Secondary Effluent Pump Station Modifications		\$13,769.00
<b>TOTAL</b>			<b>\$88,929.00</b>
Original Contract Amount			\$933,233.00
Contract Amount Prior to This Change Order			\$933,233.00
Net Increase Due To This Change Order			\$88,929.00
Net Contract Amount, Including This Change Order			\$1,022,162.00
Net Change in Contract Price			9.5%

The additional work contained with this Change Order can be performed incidental to the prime work and any Change Order work issued to date and is able to be completed concurrently with remaining work to be performed under the items of the Contract, without interference or delay to the Contractor. The work required by the Change Order can be completed within the time allotted for the original Contract plus the extensions to the Contract time made by this and any previously issued Change Orders.

The amounts indicated above shall be compensation in full for the work described including all direct and indirect, incidental or consequential costs or expenses, including but not limited to, extended overhead and other impact costs that have been or will be incurred by the Contractor.

The total Contract performance time remains the same.

Contract No. 1620  
Change Order No. 1  
-----

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
CAROLLO ENGINEERS, INC.

RECOMMENDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
REPRESENTATIVE  
CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

RECOMMENDED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
DIRECTOR OF WATER RECLAMATION  
CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
GENERAL MANAGER  
CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT  
(or)  
PRESIDENT, BOARD OF WATER COMMISSIONERS  
CITY OF SAN BERNARDINO

**CONTRACT NO. 1620  
CHANGE ORDER NO. 1  
ITEM NO. 1 BREAKDOWN**

**Description:** Task 1 - BLM Utility System Electrical Study

**Reason:** During the Project's design review phase, it was identified that electrical system studies for existing electrical equipment at the Water Reclamation Plant (WRP) facilities would be required. These studies are necessary to quantify the arc flash hazards associated with the various electrical equipment and produce arc flash hazard labels. The arc flash hazards need to be properly marked in order to comply with Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA) requirements.

The scope of services for the electrical system study is limited to the "BLM" and the "Hoffman" electrical services. Both the "BLM" and the "Hoffman" electrical services provide power to all of WRP's plant processes, but act as independent sources of power. The "BLM" electrical service will be the future electrical power source for the WRP Primary Influent Flow Equalization Project. The "Hoffman" electrical service serves as the power source to approximately half of WRP's Plant processes. For a complete electrical system study of WRP, both the "BLM" and "Hoffman" electrical services were proposed to be evaluated per Task 1 and Task 4 (Optional), however, staff has elected not to recommend authorization of Task 4 as this work is already underway by Department staff.

**Prior Approval:** Francisco Lopez-Jimenez/John Claus/Stacey Aldstadt

**Contractors**

**Proposed Cost:** \$59,080.00

**Total Cost:** \$59,080.00

**Time Extension:** 0 Calendar Days

**CONTRACT NO. 1620  
CHANGE ORDER NO. 1  
ITEM NO. 2 BREAKDOWN**

**Description:** Task 2 – Ferric Chloride Pipe Modifications

**Reason:** As part of Task No. 2, Carollo will perform design services to address the Department's 90% submittal comments. Carollo will update drawings and specifications to reroute the ferric chloride pipe downstream of the Headwork's Units 1, 2, and 3 splitter boxes. The new pipe routing will be designed to minimize tripping hazards and provide proper finish of PVC T-Lock lining inside each of the splitter boxes affected. The electrical and instrumentation drawings will also be updated to show routing the flow meter signal to the Plant PLC.

**Prior Approval:** Francisco Lopez-Jimenez/John Claus/Stacey Aldstadt

**Contractors**

**Proposed Cost:** \$16,080.00

**Total Cost:** \$16,080.00

**Time Extension:** 0 Calendar Days

**CONTRACT NO. 1620  
CHANGE ORDER NO. 1  
ITEM NO. 3 BREAKDOWN**

**Description:** Task 3 – Secondary Effluent Pump Station Modifications

**Reason:** In response to the Department’s comments of the 90% submittal, Carollo will make mechanical modifications to replace aged or non-functioning facilities, as well as modifications to remove a partially salvaged third pump and a 4-inch engine exhaust pipe. This will allow space for installing seal water panels to the two proposed pumps. Carollo will also update the existing drawings as well as produce new drawings if necessary.

**Prior Approval:** Francisco Lopez-Jimenez/John Claus/Stacey Aldstadt

**Contractors**

**Proposed Cost:** \$13,769.00

**Total Cost:** \$13,769.00

**Time Extension:** 0 Calendar Days