

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