

# CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT

## AGENDA REGULAR MEETING BOARD OF WATER COMMISSIONERS Tuesday, November 1, 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 3G 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 October 17, 2016 through October 30, 2016.

C. CONTRACTS AND BILLS

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

D. MINUTES

**MOTION:** Approve the Amended minutes of the meeting of October 4, 2016 and the minutes of the meeting of October 18, 2016 of the Board of Water Commissioners.

E. PERSONNEL ACTIONS

1. APPOINTMENT: Monica Sepulveda, Senior Office Assistant, Section 3020, Range 136, effective November 7, 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: Richard Hyle, Water Utility Worker III, Section 3043, Range 142, effective November 7, 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: Rudy Guzman, Water Reclamation Operations Superintendent, Section 4020, Range 276, effective November 7, 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. APPOINTMENT: Joseph Hanford, Water Reclamation Process Control Supervisor, Section 4020, Range 261, effective November 21, 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. APPOINTMENT: Israel Nuñez, SCADA Analyst, Section 4042, Range 163, effective November 21, 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.
6. PROMOTION: Mark Lemus, Water Reclamation Senior Operator, Range 157, to Water Reclamation Lead Operator, Range 159, effective November 7, 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.

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

- F. NOTICE OF COMPLETION – CONTRACT NO. 1577 – MOUNTAIN ZONE 12” TRANSMISSION MAIN PROJECT (CO 10638): The final acceptance date of October 10, 2016, direct staff to file a Notice of Completion, and release the retention in accordance with Contract No. 1577.

**MOTION:** Approve the Notice of Completion as submitted.

- G. RESOLUTION NO. 901: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING WAYNE FUNN FOR THIRTY-FOUR YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

**MOTION:** That Resolution No. 901 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. REQUEST TO APPROVE REHABILITATION AND RE-EQUIPPING OF RIX WELL XC-32 – WEBER WATER RESOURCES, LLC.: Extraction Well XC-32 is one of thirty-three (33) extraction wells at the Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) Facility, used to immediately extract the wastewater filtered through the RIX percolation basins.

In April 2016, the stainless steel head shaft of Well XC-32 broke (the head shaft had been in service for less than one year). The services of Best Drilling and Pump, Inc. (Best) were used to pull the pump and equipment from the well and perform a thorough inspection. A detailed inspection report was provided by Best for all equipment, but did not suggest a cause for the breakage. The broken shaft was submitted to Atlas Testing Labs for materials testing. The tests showed the shafts were consistent with, and met the specifications for, 416-Stainless Steel (416SST), as previously specified and installed. In the absence of determination or evidence of cause for the premature deterioration, Staff recommended replacement of the 416SST head shaft in kind.

Staff requested proposals from the five prequalified contractors (qualified under Specification No. 1640) to rehabilitate and re-equip RIX Well XC-32. Weber Water Resources, LLC. (Weber) was responsive and provided the lowest quotation in the amount of \$25,676.37. An optional additional cost of \$2,840.00 for additional well brushing, on an as needed basis, was deemed appropriate by Staff. The total recommended cost with the additional optional cost is \$28,516.37.

Project 15-205 “RIX – Wells Repair/Rehabilitation” is included in the approved Fiscal Year 2016/17 RIX Fund Capital Improvement Plan. There are sufficient funds in Construction Order No. 00193 to fund the RIX Well XC-32 re-equipping effort.

**MOTION:** Approve the award of the Rehabilitation and Re-equipping of RIX Well XC-32 to Weber Water Resources, LLC., in the amount of TWENTY EIGHT THOUSAND, FIVE HUNDRED SIXTEEN AND 37/100 DOLLARS (\$28,516.37).

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

6. AWARD OF CONTRACT – UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT – SPECIFICATION NO. 1660: The Department is modifying the Unit 2 activated sludge system at the Water Reclamation Plant in order to improve nitrogen removal. This modification includes incorporating non-aerated (anoxic) zones for denitrification, but mixers are necessary to keep the solids from settling in the anoxic zones. As such, the electrical system within these facilities must be upgraded.

Specifications were provided to contractors through the automated PlanetBids online bidding system. The estimate for this work was \$267,436.00. Three bids were received and opened on September 16, 2016.

The funding source for this project is the FY 2016/2017 Sewer Fund Capital Improvement Project titled Unit 2 Activated Sludge System Upgrade (C.O. 00122), which currently has a total of \$338,849.00 in unencumbered funds. There are insufficient funds available to fund this contract and purchase additional equipment in the near future necessary to complete the modifications. Accordingly, a fund transfer in the amount of \$100,000.00 from Sludge Thickening and Dewatering System Enhancement (C.O. 00188) is requested.

**MOTION:** Authorize a transfer in the amount of \$100,000.00 from Construction Order No. 00188 to Construction Order No. 00122; accept the bid of AToM

Engineering Construction, Inc., as the lowest responsive, responsible bidder and award a contract in the amount of TWO HUNDRED NINETY EIGHT THOUSAND THREE HUNDRED NINETY EIGHT AND 00/100 DOLLARS (\$298,398.00) for the UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT, retain the bid securities in accordance with Specification No. 1660; and authorize the President and Secretary to execute the contract.

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

7. DESIGNATION OF DEPARTMENT AGENT FOR THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA): The Blue Cut Fire started in the Cajon Pass, off of Interstate 15 and Highway 138, north of the City of San Bernardino, on August 15, 2016. It burned approximately 36,274 acres before it was contained on August 22, 2016. As a result of the fire, the Department has incurred approximately \$5,000.00 of emergency response expenses that may qualify for reimbursement by the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (CalEMA). CalEMA requires the Board of Water Commissioners to first designate and approve Department agents, through a resolution, to represent the Department when applying for financial assistance under the Robert T. Stafford Relief and Emergency Assistance Act of 1998 and/or under the State of California's Disaster Assistance.

**MOTION:** Approve a resolution and application assigning the General Manager, Director of Finance, and the Director of Environmental & Regulatory Compliance as authorized agents for the San Bernardino Municipal Water Department when filing reimbursement claims for emergency response expenses with FEMA and CalEMA.

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 *9:30 a.m., November 15, 2016* in the Margaret H. Chandler Water Reclamation Plant Conference Room, 399 Chandler Place, San Bernardino, California, 92408.

AMENDED MINUTES  
BOARD OF WATER COMMISSIONERS  
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING  
October 4, 2016  
Margaret H. Chandler Water Reclamation Plant  
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 October 4, 2016 in the Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, California.

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

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

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 10:31 a.m., the Regular Meeting of the Board of Water Commissioners was recessed and a Closed Session was called to order in accordance with the following Government Code Sections:

B. Conference with legal counsel – anticipated litigation – significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9.

Upon motion by Commissioner Valles, duly seconded by Commissioner Hendrix, it was unanimously voted to authorize the General Manager to retain Russ Randle of Squire Patton Boggs, for anticipated litigation.

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

ADJOURN CLOSED SESSION: At 10:48 a.m., the Closed Session of the Board of Water Commissioners adjourned to the Regular Meeting of the Board of Water Commissioners in the Water Department Board Room.

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

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

3. CONSENT CALENDAR: Upon motion by Commissioner Valles, duly seconded by Commissioner Hendrix, it was unanimously voted to approve the following Consent Calendar, with a correction to Item 3E5, Agenda Items 3A through 3F:

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: 273348-273641			
Accounts Payable	\$861,839.00	\$473,255.80	\$1,335,094.80
Gross Payroll 09/05/16-09/18/16	<u>232,818.90</u>	<u>186,514.44</u>	<u>419,333.34</u>
TOTALS	<u>\$1,094,657.90</u>	<u>\$659,770.24</u>	<u>\$1,754,428.14</u>

Payroll for the pay period September 19, 2016 through October 2, 2016.

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

D. MINUTES: September 20, 2016.

E. PERSONNEL ACTIONS:

1. APPOINTMENT: Allen Harralson, Water Reclamation Senior Operator, Section 4020, Range 157, effective October 3, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.
2. PROMOTION: Nathan Brown, Welder, Range 144, to Water Utility Lead Worker, Section 3043, Range 148, ratify effective September 5, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.
3. PROMOTION: Tyler Buechter, Water Utility Worker III, Range 142, to Water Utility Lead Worker, Section 3021, Range 148, ratify effective September 19, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.
4. PROMOTION: Andre Garnatz, Water Utility Worker II, Range 138, to Water Utility Worker III, Section 3021, Range 142, ratify effective September 19, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

5. PROMOTION: Antonio Dupre, Water Utility Worker I, Range 132, to Water Utility Worker II, Section 3023, Range 138, ratify effective September 19, 2016. This position was in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget.
6. PROMOTION: Richard Flores, Water Utility Worker III, Range 142, to Water Utility Lead Worker, Section 3021, Range 148, ratify effective September 19, 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.

- F. ADOPTION OF POLICY 54.030 - DISCLOSURE POLICY AND PROCEDURE: In order to ensure that the Department was compliant with applicable federal and state securities laws, it was important that policies and procedures be developed to outline the necessary components.

*END OF CONSENT CALENDAR*

4. ADDITIONS TO THE AGENDA: None.
5. ACCEPTANCE OF WATER UTILITY EASEMENT FOR DOWNTOWN SAN BERNARDINO PASSENGER RAIL PROJECT (EPN 2011-009): The San Bernardino County Transportation Commission (SANBAG) was constructing a new Crew House building near the San Bernardino Transit Center to support the Downtown San Bernardino Passenger Rail Project. The Crew House building was located within the property known as APN 0136-111-24, and was land-locked. During the project planning phase, SANBAG staff approached the Department regarding fire, domestic, and landscape water services for the new Crew House building. In order to provide the requested services, SANBAG proposed a main extension to provide service through the parcels known as APNs 0136-111-14 and 0136-111-24, which are also owned by SANBAG.

SANBAG provided the Department with easement documents for execution. Engineering staff reviewed these documents and found them to be acceptable for recordation.

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Hendrix, it was unanimously voted to accept the Grant of Easement from the San Bernardino County Transportation Commission (SANBAG) within the properties known as APNs 0136-111-14 & 0136-111-24 as described in the easement documents. The Secretary was authorized to submit the easement documents to the General Manager for signature and recordation.

6. CONTINGENCY/EMERGENCY WATER SUPPLY SALES AGREEMENT BETWEEN THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT AND THE CITY OF LOMA LINDA: In December 1997, the Water Department (Department) entered into an agreement to provide contingency and emergency water supply to the City of Loma Linda through two water supply inter-ties. This inaugural agreement expired December 2002 and a new agreement was executed in April 2003. The renewed agreement included several requirements for metering/connection upgrades and good faith effort on Loma Linda's part for securing reliable water supply sources, as the Department cannot guarantee consistent, uninterrupted supply. This agreement expired April 2007 and had not been renewed since.

In July 2016, the Water Department was contacted by the City of Loma Linda to discuss and work out a new agreement. The agreement was drafted by the Department and sent to Loma Linda for review and approval. On August 9, 2016, the Loma Linda City Council unanimously approved the agreement.

Upon motion by Commissioner Fernández, duly seconded by Commissioner Hendrix, it was unanimously voted to approve the Contingency/Emergency Water Supply Sales Agreement between the City of San Bernardino Municipal Water Department and the City of Loma Linda. The President and Secretary were authorized to execute the Agreement.

7. REQUEST TO RATIFY THE REMEDIATION OF THREE WELLS FOR THE RIX WELL RETROFIT PROJECT – LAYNE CHRISTENSEN COMPANY: In Consultation with the U. S. Fish and Wildlife Service, the Department was 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.

In order to obtain the information necessary to complete the well retrofit design and expedite the project's completion, Staff requested urgent proposals from the five prequalified contractors (under Specification No. 1640 – Well Rehabilitation Assessment and Repair) to inspect and remediate the three existing wells. Layne Christensen Company (Layne) was responsive and provided the lowest quotation for the Accelerated Project in the amount of \$248,324.00.

The General Manager authorized proceeding with the expedited work pursuant to the Emergency Procedures authority granted in Department Policy 51.030, Item G – Emergency Purchases. Purchase Order No. 031504 issued to Layne in the amount of \$248,324.00.

This project was included in the Fiscal Year 2016/17 RIX CIP budget (Construction Order 00189; Budget ID No. 16-208). Sufficient funds are available to fund the well remediation effort.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Valles, it was unanimously voted to ratify the issuance of a purchase order in the amount of TWO HUNDRED AND FORTY EIGHT THOUSAND THREE HUNDRED AND TWENTY FOUR DOLLARS (\$248,324.00) to Layne Christensen Company for the Remediation of Three RIXES Wells.

8. REQUEST TO APPROVE CHANDLER WELL REMEDIATION – BEST DRILLING AND PUMP, INC.: Due to prolonged drought conditions and increased groundwater pumping within the Bunker Hill Groundwater Basin, the average groundwater surface elevation at the Chandler Well has dropped. In addition to the decline of groundwater surface elevation, continuous use of the Chandler Well to provide Water Reclamation Plant (WRP) process water resulted in reduced transmissivity, due to media and well screen fouling. On August 1, 2016, the Chandler Well (and one other at the WRP) ran dry.

The Department contracted Tri County Pump Company to pull the Chandler Well equipment, assess the equipment and well, and provide recommendations for rehabilitation of the well. Staff requested remediation proposals from prequalified contractors to remediate the Chandler Well. Best Drilling and Pump, Inc. (Best) was responsive and provided the lowest quotation in the amount of \$66,750.00.

On September 6, 2016, the Board of Water Commissioners approved the addition of the WRP Wells Rehabilitation project to the Fiscal Year 2016/17 Sewer Fund Capital Improvement Budget. There were sufficient funds in Construction Order No. 00192 to fund the Chandler Well remediation effort.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve the award of the Remediation of the Chandler Well to Best Drilling and Pump, Inc., in the amount of SIXTY SIX THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$66,750.00).

9. WATER REVENUE BONDS: Staff sought approval from the Board of Water Commissioners to issue the 2016 Water Revenue Bonds in an amount not to exceed \$65,000,000 through the California Municipal Finance Authority to refund existing debt of the Water Fund and provide funding for critical capital projects. The Preliminary Official Statement, which must include all facts that would be material to an investor in the 2016 Bonds, had been reviewed and approved for transmittal to the Board of Water Commissioners by Department staff and its financing team.

The refunding of existing debt would create debt service savings, which would free up net revenue of the water system to be used for ongoing operations and other projects. Funding of the capital projects would ensure that critical projects are completed.

Commissioner Mlynarski would like to see a report on the final amounts (proceeds and cost of issuance) once the bonds close due to the \$10 million difference between the maximum amount authorized and the actual amount issued.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve adopt Resolution No. 900, approving the forms of the Preliminary Official Statement, Installment Purchase Agreement, Indenture of Trust, Bond Purchase Agreement, and Continuing Disclosure Agreement.

10. PRESENTATION OF RESOLUTION NO. 898: Resolution No. 898 was presented to Donald York for more than 36 years of service upon his retirement from the San Bernardino Municipal Water Department.

11. 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

12. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. There being none, the matter was closed.

13. ADJOURN MEETING: The meeting adjourned at 10:51 a.m. to the next Regular Meeting to be held on Tuesday, October 18, 2016, at 9:30 a.m. in the 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

MINUTES  
 BOARD OF WATER COMMISSIONERS  
 OF THE CITY OF SAN BERNARDINO

REGULAR MEETING  
 October 18, 2016  
 Margaret H. Chandler Water Reclamation Plant  
 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 October 18, 2016 in the Margaret H. Chandler Water Reclamation Plant, 399 Chandler Place, San Bernardino, California.

ROLL CALL: Roll call was taken by the Secretary with the following being present: President Callicott; Commissioners Fernández, Hendrix, and Mlynarski; staff Ohama, Claus, Guerrero, Shepardson, and Willoughby; Steven Graham, City Attorney's Office; Amy Smith, Executive Secretary; Victor Hsu-Norton, Rose, Fulbright; Rob Larkins, Raymond James.

Commissioner Valles arrived at 9:39 a.m.

Absent: General Manager Aldstadt

Members of the Public: James Morales, East Valley Water District  
 Kelly Malloy, 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 Mlynarski, duly seconded by Commissioner Hendrix, it was voted to approve the following Consent Calendar, with an amendment to Item 9, 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: 273642-273914			
Accounts Payable	\$1,244,170.87	\$1,361,994.98	\$2,606,165.85
Gross Payroll 09/19/16-10/02/16	<u>234,419.69</u>	<u>192,008.66</u>	<u>426,428.35</u>
<b>TOTALS</b>	<u>\$1,478,590.56</u>	<u>\$1,554,003.64</u>	<u>\$3,032,594.20</u>

Payroll for the pay period October 3, 2016 through October 16, 2016.

- C. CONTRACTS AND BILLS: Contracts and bills presented at this meeting.
- D. MINUTES: October 4, 2016 Minutes would be amended on the next agenda.
- E. PERSONNEL ACTION - APPOINTMENT: Benjamin Conant, Water Utility Supervisor, Section 3021, Range 258, effective October 17, 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.

*END OF CONSENT CALENDAR*

- 4. ADDITIONS TO THE AGENDA: None.
- 5. APPROVAL OF ENGAGEMENT AGREEMENT WITH SQUIRE PATTON BOGGS TO PROVIDE REPRESENTATION OF THE CITY OF SAN BERNARDINO AND JOINT POWERS AUTHORITY IN DEFENSE OF THREATENED LITIGATION UNDER THE FEDERAL ENDANGERED SPECIES ACT: The City of San Bernardino, acting through the Municipal Water Department, and the Colton/San Bernardino Regional Tertiary Treatment and Water Reclamation Authority would like to retain Squire Patton Boggs to provide the Department legal services with respect to the citizen suit notice letter from the Center for Biological Diversity, the Sierra Club, and the San Bernardino Valley Audubon Society. These entities threatened to file suit under the federal Endangered Species Act (ESA) for an unauthorized taking of an endangered species, the Santa Ana Sucker, a small fish found in the Santa Ana River.

The engagement agreement responded to requirements in the rules of professional ethics and was designed to address the responsibilities between both parties. These requirements were set forth in the Standard Terms and Conditions of Engagement.

The Department had sufficient funds budgeted in the FY 2014/15 Operation Budget to cover these legal services (Account No. 100-2510-560-5520).

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted approve the Engagement Agreement with Squire Patton Boggs to provide the City of San Bernardino, acting through the San Bernardino Municipal Water Department and the Colton/San Bernardino Tertiary Treatment and Water Reclamation Authority representation in defense of threatened litigation under the Federal Endangered Species Act. The General Manager was authorized to execute the agreement.

- 6. AUTOMATIC ANNUAL ACQUISITION OF SERVICE CHARGE INCREASE FOR FISCAL YEAR 2017/2018: Rule and Regulation No. 5 requires that “On July 1 of each calendar year the acquisition of service charge shall automatically increase in proportion to the published twelve month increase measured in September each year in the Construction Cost Index. This index is published in “Engineering News Record,” a publication of McGraw-Hill, Inc. The Board of Water Commissioners may, at its option, determine by resolution adopted prior to November 1, that such an increase shall not be effective for the next succeeding fiscal year (always starting on July 1). In the event the Construction Cost Index has not changed or has decreased, the charge shall not be changed.”

The "Engineering News Record (ENR)" Construction Cost Index showed a 3.4 percent increase for the period of September 2015 through September 2016. The Board voted to allow the automatic ENR increases in 2012, 2013, 2014, and 2015.

Commissioner Mlynarski would like a comparison between other neighboring agencies and dialogue with the City to avoid discouraging development.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to allow the automatic ENR increase to 3.4 percent to the Acquisition of Service Charges in Rule and Regulation No. 5 to become effective July 1, 2017. Staff was directed to provide notification to current and future project holders of the effective date and amount of Acquisition of Service Charge Increases.

7. REQUEST TO APPROVE ORANGE SHOW WELL REMEDIATION – BEST DRILLING AND PUMP, INC.: Due to prolonged drought conditions and increased groundwater pumping within the Bunker Hill Groundwater Basin, the average groundwater surface elevation at the Orange Show Well has dropped. In addition to the decline of groundwater surface elevation, continuous use of the Orange Show Well to provide Water Reclamation Plant (WRP) process water resulted in reduced transmissivity, due to media and well screen fouling. On August 1, 2016, the Orange Show Well (and one other at the WRP) ran dry.

The Department contracted Tri County Pump Company to pull the Orange Show Well equipment, assess the equipment and well, and provide recommendations for rehabilitation of the well. Staff requested remediation proposals from prequalified contractors to remediate the Orange Show Well. Best Drilling and Pump, Inc. (Best) was responsive and provided the lowest quotation in the amount of \$71,266.00.

On September 6, 2016, the Board of Water Commissioners approved the addition of the WRP Wells Rehabilitation project to the Fiscal Year 2016/17 Sewer Fund Capital Improvement Budget. There were sufficient funds in Construction Order No. 00192 to fund the Orange Show Well remediation effort.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to approve the award of the Remediation of the Orange Show Well to Best Drilling and Pump, Inc., in the amount of SEVENTY ONE THOUSAND TWO HUNDRED SIXTY SIX AND 00/100 DOLLARS (\$71,266.00).

8. SEWER REVENUE BONDS: Staff recommended approval from the Board of Water Commissioners (Board) to issue the 2016 Sewer Revenue Bonds in an amount not to exceed \$45,000,000 through the California Municipal Finance Authority to provide funding for critical capital projects. The Board was also being asked to approve the submission of the Bond documents to the Mayor and Common Council for their approval, as they were the governing body responsible for the Sewer Treatment system.

Approval of this financing would allow the Department to take advantage of historically low interest rates, expedite funding of critical projects while allocating the cost of these facilities to both current and future ratepayers in a level manner. This even cost allocation would assist the Department in rate stabilization by avoiding the spikes in cost associated with paying projects on a pay-as-you basis.

Commissioner Mlynarski would like to see a report on the final amounts (proceeds and cost of issuance) once the bonds close due to the \$11 million difference between the maximum amount authorized and the actual amount issued.

Commissioner Hendrix would like to see the O & M cost that would come out of revenues.

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, with Commissioner Mlynarski opposing, it was voted 4-1 to Adopt Resolution No. 902 approving the forms of the Preliminary Official Statement, Installment Purchase Agreement, Indenture of Trust, Bond Purchase Agreement, and Continuing Disclosure Agreement; and approve submission of the Bonds to the Mayor and Common Council for their approval to issue the 2016 Sewer Revenue Bonds.

9. ANNUAL INSURANCE POLICIES RENEWAL – FY 2016/2017: Effective October 30, 2016, the Department must renew its annual liability insurance coverage for casualty, excess liability, automobile, employment practices (EPL), and cyber security. The Department's broker, Marsh Risk & Insurance Services (Marsh) marketed the Department's 2016-2017 coverage requirements, negotiated terms, and received proposals on behalf of the Department.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Fernández, it was unanimously voted to approve the annual renewal of the recommended insurance policies. The General Manager was authorized to bind all policies effective October 30, 2016.

10. CLAIMS SETTLEMENTS – QUARTERLY REPORT: In accordance with Policy 20.090 – Claims Handling, the Environmental and Regulatory Compliance Division prepared the Quarterly Claims Settlements Report detailing all claims processed for the period of JULY 2016 through SEPTEMBER 2016. **(INFORMATION ITEM ONLY)**
11. AUGUST/SEPTEMBER 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)**
12. REPORTS:
- A. Report of the President: None
  - B. Report of the Commissioners: None
  - C. Report of the Directors: Director Willoughby reported that the annual audit was completed and the Department should receive the financial statement by the end of November.
  - D. Report of the General Manager: None
13. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. There being none, the matter was closed.

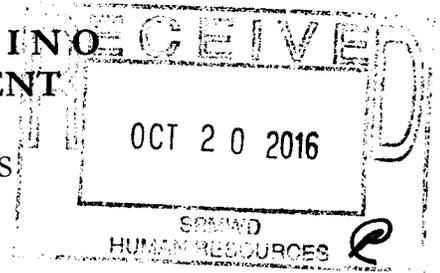
14. ADJOURN MEETING: The meeting adjourned at 10:12 a.m. to the next Regular Meeting to be held on Tuesday, November 1, 2016, at 9:30 a.m. in the Margaret H. Chandler Water Reclamation Plant Conference Room, 399 Chandler Place, San Bernardino, California, 92408.

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 MONICA SEPULVEDA TO SENIOR OFFICE ASSISTANT (SECTION 3020)  
**DATE:** October 19, 2016  
**COPIES:** Tim Connor, Sally Duran, Human Resources

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**BACKGROUND:**

Due to the recent promotion of April Emslie to Technical Assistant, effective August 8, 2016, a vacancy exists for one Senior Office Assistant position in Water Utility Distribution Administration (Section 3020). Selection interviews were conducted on October 5, 2016 by Tim Connor, Sally Duran, and Joni Tingué for the position of Senior Office Assistant. 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 Monica Sepulveda to fill the position.

**RECOMMENDATION:**

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

**Approve the appointment of Monica Sepulveda to the position of Senior Office Assistant, Range 136, effective November 7, 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

OCT 19 2016

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

**FROM:** Miguel J. Guerrero

**SUBJECT:** PERSONNEL ACTION – APPOINTMENT OF RICHARD HYLE TO WATER UTILITY WORKER III (SECTION 3043)

**DATE:** October 12, 2016

**COPIES:** Michael Garland, Sally Duran, Human Resources

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**BACKGROUND:**

A vacancy exists for a Water Utility Worker III in Water Utility Specialty Construction (Section 3043). Selection interviews were conducted on September 15, 2016 by Michael Garland, Robert Chilcote, and Gustavo Saavedra to fill a vacancy for the position of Water Utility Worker III. 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 appointment of Richard Hyle to fill this position.

**RECOMMENDATION:**

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

**Approve the appointment of Richard Hyle to the position of Water Utility Worker III, Range 142, effective November 7, 2016.**

Respectfully submitted,



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

MJG:ms

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

**BOARD OF WATER COMMISSIONERS  
STAFF REPORT**

OCT 19 2016

**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** John A. Claus, Director of Water Reclamation  
**SUBJECT:** **APPOINTMENT – WATER RECLAMATION OPERATIONS  
SUPERINTENDENT– RUDY GUZMAN**  
**DATE:** October 14, 2016  
**CC:** Human Resources, File, Laserfiche

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**BACKGROUND:**

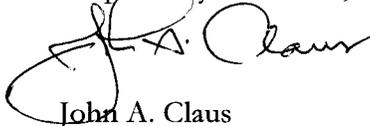
Staff requested Civil Service open appropriate recruitment procedures for the vacancy that exists in the Operations Section (4020) for the position of Water Reclamation (WR) Operations Superintendent. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget. Interviews for this position were conducted on September 14, 2016, with John Claus, Director of Water Reclamation and Jennifer Shepardson, Director of Environmental & Regulatory Compliance. Staff recommends the appointment of Rudy Guzman to the vacant position of WR Operations Superintendent.

**RECOMMENDATION:**

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

Approve the appointment of Rudy Guzman to the position of Water Reclamation Operations Superintendent, Range 276, effective November 7, 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

OCT 28 2016

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

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

**SUBJECT:** APPOINTMENT – WATER RECLAMATION PROCESS CONTROL  
SUPERVISOR – JOSEPH HANFORD

**DATE:** October 25, 2016

**CC:** Human Resources, File, Laserfiche

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**BACKGROUND:**

Staff requested Civil Service open appropriate recruitment procedures for the vacancies that exist in the Operations Section (4020) for the position of Water Reclamation (WR) Process Control Supervisor. These positions are in the budget and based on the needs and staffing for this section, the positions are still justifiable under the budget. Interviews for these positions were conducted on September 12, 2016, with John Claus, Director of Water Reclamation, Francisco Salazar, Safety Manager, and Kevin Stewart, Construction Project Manager. Staff recommends the appointment of Joseph Hanford to the vacant position of WR Process Control Supervisor.

**RECOMMENDATION:**

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

Approve the appointment of Joseph Hanford to the position of Water Reclamation Process Control Supervisor, Range 261, effective November 21, 2016.

Respectfully submitted,



John A. Claus  
Director of Water Reclamation

OCT 28 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:** APPOINTMENT – SCADA ANALYST – ISRAEL NUÑEZ

**DATE:** October 25, 2016

**CC:** Human Resources, File, Laserfiche

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**BACKGROUND:**

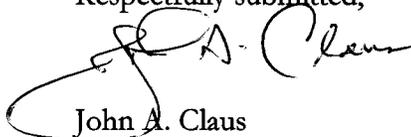
Staff requested Civil Service open appropriate recruitment procedures for the vacancy that exists in the Electrical, Instrumentation and SCADA Section (4042) for the position of SCADA Analyst. The position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget. Interviews for the position were conducted on September 19, 2016, with Chris Phelps, Electrical, Instrumentation and SCADA Superintendent, Patrick Rogers, Information Technology Manager, and Joseph Gisler, SCADA/Instrumentation Supervisor. Staff recommends the appointment of Israel Nuñez to the vacant position of SCADA Analyst.

**RECOMMENDATION:**

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

Approve the appointment of Israel Nuñez to the position of SCADA Analyst, Range 163, effective November 21, 2016.

Respectfully submitted,



John A. Claus  
Director of Water Reclamation

**CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT**

OCT 19 2016

**BOARD OF WATER COMMISSIONERS  
STAFF REPORT**

**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** John A. Claus, Director of Water Reclamation  
**SUBJECT:** **PROMOTIONAL APPOINTMENT – WATER RECLAMATION LEAD OPERATOR– MARK LEMUS**  
**DATE:** October 14, 2016  
**CC:** Human Resources, File, Laserfiche

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**BACKGROUND:**

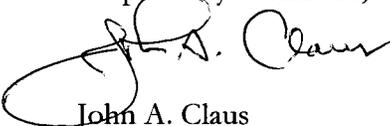
Staff requested Civil Service open appropriate recruitment procedures for the vacancies that exist in the Operations Section (4020) for the position of Water Reclamation (WR) Lead Operator. This position is in the budget and based on the needs and staffing for this section, the position is still justifiable under the budget. Interviews for this position were conducted on September 8, 2016, with John Claus, Director of Water Reclamation, Vince Bibbee, WR RIX Supervisor and Greg Evans WR Mechanical/Maintenance Superintendent. Staff recommends the promotion of Mark Lemus to the vacant position of WR Lead Operator.

**RECOMMENDATION:**

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

Approve the promotion of Mark Lemus from Water Reclamation Senior Operator, Range 157, to the position of Water Reclamation Lead Operator, Range 159, effective November 7, 2016.

Respectfully submitted,

  
John A. Claus  
Director of Water Reclamation

JAC:er

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

OCT 20 2016

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

**TO:** Stacey R. Aldstadt, General Manager  
**FROM:** Robin L. Ohama, Deputy General Manager  
**SUBJECT:** NOTICE OF COMPLETION – CONTRACT NO. 1577  
MOUNTAIN ZONE 12” TRANSMISSION MAIN PROJECT (CO 10638)  
**DATE:** October 20, 2016  
**CC:** M. Guerrero, G. Gage, M. Nevarez, M. Honis,

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**BACKGROUND:**

Staff has completed a final inspection of the contract work performed by C.P. Construction CO, Inc., for the Mountain Zone 12” Transmission Main Project, and recommend acceptance of the project. The project was completed on October 10, 2016.

**RECOMMENDATION:**

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

- Approve the project with a Final Acceptance date of October 10, 2016, direct staff to file a Notice of Completion, and release the retention in accordance with Contract No. 1577.

Respectfully submitted,



Robin L. Ohama  
Deputy General Manager

sdm  
Attachment

FREE RECORDING REQUESTED PURSUANT  
TO GOVERNMENT CODE SECTION 27383

RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:

NAME Robin L. Ohama  
Deputy General Manager  
STREET City of San Bernardino  
ADDRESS Municipal Water Department  
P. O. Box 710  
CITY, STATE & ZIP CODE San Bernardino, CA 92402

SPACE ABOVE THIS LINE FOR RECORDER'S USE

Accessor's Parcel Number: N/A

### NOTICE OF COMPLETION

Notice, pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is City of San Bernardino Municipal Water Department
3. The full address of the owner is 300 North D Street, San Bernardino, California 92402
4. The nature of the interest or estate of the owner is: In fee.

In Fee

(If other than fee, strike "in fee" and insert, for example, "Purchaser under contract of purchase," or "lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES  
N/A

ADDRESSES  
N/A

6. The full names and full addresses of the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES  
N/A

ADDRESSES  
N/A

7. A work of improvement on the property hereinafter described was completed on October 10, 2016. The work done was:

Mountain Zone 12" Transmission Main Project, Specification No. 1577

8. The name of the contractor, if any, for such work of improvement was: C.P. Construction CO, Inc.

June 22, 2016

(if no contractor for work of improvement as a whole, insert "none")

(Date of Contract)

9. The property on which said work of improvement was completed is in the City of San Bernardino

County of San Bernardino, State of CA, and is described as follows:

10. The street address of said property is None

(if no street address has been officially assigned, insert "none")

Dated: \_\_\_\_\_  
(Signature of owner or corporate officer of owner named in paragraph 2 or his agent)  
Stacey R. Aldstadt, General Manager, City of San Bernardino Municipal Water Department

### VERIFICATION

I, the undersigned, say: I am the General Manager, the declarant of the foregoing notice of completion;  
("President of", "Manager of", "Partner of", "Owner of", etc.)

I have read said notice of completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, 2016, at San Bernardino, CA  
(City) (State)

(Personal signature of the individual who is swearing that the contents of the notice of completion are true)  
Stacey R. Aldstadt, General Manager, City of San Bernardino Municipal Water Department

RESOLUTION NO. 901

A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING WAYNE FUNN FOR THIRTY-FOUR YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

OCT 20 6

WHEREAS, Wayne first entered into employment as a Water Reclamation Trainee on July 12, 1982; and

WHEREAS, Wayne achieved many promotions during his tenure: Water Reclamation Operations Assistant, Water Reclamation Operations Technician, Water Reclamation Operations Supervisor, and Water Reclamation Lead Operator; and

WHEREAS, Wayne led by example with a professional, enthusiastic attitude, fostered teamwork and mentored staff; and

WHEREAS, Wayne received several commendations for his ability to communicate effectively; and

WHEREAS, Wayne obtained a Grade III Wastewater Treatment Plant Operation Certificate and received numerous safety and professional training certifications; and

WHEREAS, Wayne has spent countless hours working in his community, with youth mentoring and activism; and

WHEREAS, Wayne formally retired from the City of San Bernardino Municipal Water Department on September 23, 2016.

NOW, THEREFORE, BE IT RESOLVED that the Board of Water Commissioners of the City of San Bernardino Municipal Water Department hereby commends Wayne Funn 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 Wayne Funn.

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 1<sup>st</sup> day of November, 2016.

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

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

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

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

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

OCT 24 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:** **REQUEST TO APPROVE REHABILITATION AND RE-EQUIPPING OF RIX WELL XC-32 – WEBER WATER RESOURCES, LLC.**

**DATE:** October 20, 2016

**Copies:** Greg Evans, Chris Phelps, Kevin Stewart, Michelle Honis, Sydney Morrison, Laserfiche

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**BACKGROUND:**

In 1994, a groundwater extraction well (Well XC-32) was constructed and equipped as one of thirty-three (33) extraction wells at the Regional Tertiary Treatment Rapid Infiltration and Extraction (RIX) Facility, jointly owned by the Cities of San Bernardino and Colton, and operated by the San Bernardino Municipal Water Department (Department). The design intent for the well was to immediately extract infiltrated secondary treated wastewater and transfer the pumped water to the ultraviolet disinfection system prior to being released via an outfall pipeline to the Santa Ana River.

In April 2016, the stainless steel head shaft of Well XC-32 broke (the head shaft had been in service for less than one year). The services of Best Drilling and Pump, Inc. (Best) were used to pull the pump and equipment from the well and perform a thorough inspection. A detailed inspection report was provided by Best for all equipment, but did not suggest a cause for the breakage. The broken shaft was submitted to Atlas Testing Labs for materials testing. The tests showed the shafts were consistent with, and met the specifications for, 416-Stainless Steel (416SST), as previously specified and installed. In the absence of determination or evidence of cause for the premature deterioration, Staff recommended replacement of the 416SST head shaft in kind.

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.

Staff requested proposals from these five prequalified contractors to rehabilitate and re-equip RIX Well XC-32. Weber Water Resources, LLC. (Weber) was responsive and provided the lowest

Stacey R. Aldstadt, General Manager

October 20, 2016

Page 2

SUBJECT: **REQUEST TO APPROVE REHABILITATION AND RE-EQUIPPING OF RIX WELL XC-32 – WEBER WATER RESOURCES, LLC.**

quotation in the amount of \$25,676.37 (a copy of Weber's proposal, along with the Scope of Work, is attached for reference). An optional additional cost of \$2,840.00 for additional well brushing, on an as needed basis, was deemed appropriate by Staff. The total recommended cost with the additional optional cost is \$28,516.37.

**FUNDING SOURCE:**

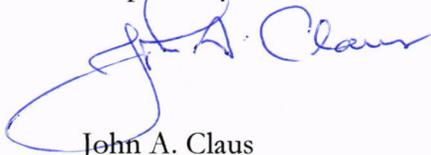
Project 15-205 "RIX – Wells Repair/Rehabilitation" is included in the approved Fiscal Year 2016/17 RIX Fund Capital Improvement Plan. There are sufficient funds in Construction Order No. 00193 to fund the RIX Well XC-32 re-equipping effort.

**RECOMMENDATION:**

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

- Approve the award of the Rehabilitation and Re-equipping of RIX Well XC-32 to Weber Water Resources, LLC., in the amount of TWENTY EIGHT THOUSAND, FIVE HUNDRED SIXTEEN AND 37/100 DOLLARS (\$28,516.37).

Respectfully submitted,



John A. Claus  
Director of Water Reclamation

JAC:KTS

Attachments:

- RIX Well XC-32 – Rehabilitation and Re-equipping Scope of Work – Weber – 09-22-16
- RIX Well XC-32 – Quote – Weber – 10-07-16

# 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"*

September 22, 2016

Mr. Tony McBee  
Senior Project Manager  
Weber Water Resources  
237 W. Orange Show Lane  
San Bernardino, CA 92408

Reference: Informal Request for Quotation  
Rehabilitation and Re-equipping of RIX Well XC-32

Dear Mr. McBee,

Recently, the Department utilized the services of a qualified Contractor to remove and make recommendations on potential rehabilitation and re-equipping of RIX Well XC-32. RIX Well XC-32 is located at:

Regional Infiltration / Extraction (RIX) Facility  
1990 Agua Mansa Rd  
Colton, CA 92324

In December 2014, the Department issued a Request for Qualifications (RFQ) under Specification No. 1640 – Well Rehabilitation Assessment and Repair. As a result, your firm was selected as one of five (5) well rehabilitation contractors that were prequalified to perform well rehabilitation, assessment, and repair. A scope of work is itemized below that defines this type of work for RIX Well XC-32. 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. The quotation may be submitted on the Contractor's own form but shall include a completed "Itemized Proposal Breakdown" form without modification in Excel format.

**Evaluation, Purchase Order, and Payment Process**

All quotations received will be evaluated for responsiveness to all stipulated requirements. The Contractor's evaluated cost will be the sum of all extended line items on the Itemized Proposal Breakdown with the assumed hour quantities shown. Any proposed deviations shall be proposed as a notation on the Contractor's own form and discussed in a scoping meeting prior to the award recommendation that follows. A memorandum shall be made to the Board of Water Commissioners recommending award of a Purchase Order to the lowest responsive, responsible respondent. Payment applications shall be submitted no more frequently than once per calendar month and shall be on a unit price basis based upon the hours completed multiplied by the hourly unit prices identified in the Itemized Proposal Breakdown or the lump sum ("each") items completed. Payment will be made on a Net 30 basis in accordance with Public Contract Code requirements.

**Administrative Requirements:**

1. Schedule and confirm an appropriate period of time to complete the work listed below with the Department's Water Reclamation Maintenance Superintendent.
2. Complete all safety requirements (lock-out, tag-out, block-out, etc.) in accordance with OSHA standards.
3. The Well Completion Report for XC-32 is not available.
4. A Site Walk is not mandatory for this Quotation. A Site Walk, if desired, may be scheduled with the Water Reclamation Maintenance Superintendent. The intent of the site walk is for the Contractor to acquaint themselves with the existing site conditions, including, but not limited to, site access and temporary facility / security constraints.
5. The Contractor alone shall be responsible for the security, safety, efficiency, and adequacy of their equipment, appliances, and methods, and for any damage, which may result from their security efforts, improper construction, maintenance, or operation.
6. All persons involved in the aforementioned work shall adhere to the Department's Standard Security Procedures (Section 013553).
7. All work performed shall be subject to prevailing wage rules.
8. Time is of the essence for this Work.
  - a. The following project durations apply:
    - i. Work shall commence within 3 consecutive calendar days of the Notice to Proceed.
    - ii. The Contractor shall complete all work within 21 consecutive calendar days of the Notice to Proceed.
  - b. Substantial Completion, for the purposes of this Project, shall consist of a fully installed, operational pump and successfully passing an uninterrupted, continuous operational testing period of 24-hours without failure.
  - c. No accelerated project schedule (double shifts, 24/7 work, etc) is requested for this Project.
9. Contractor shall review the listed components herein and as quoted to verify all components are designed to fit and function as one assembly.

**Technical Requirements:**

10. Brush and bail the well from the top of casing to the bottom with a polymer-bristled brush that will not damage the wire-wrapped screen.
11. Perform video inspection of the well to check the structure of the well following the brushing and bailing. Provide digital video file and selected, applicable images from the inspection that accurately represent the condition of the well.

12. Verify or correct all blank and screened casing boundary depths shown on the Well Completion Report, including the true casing bottom.
13. All bailed groundwater shall be discharged into the Magnuson pond as shown on the attached drawing. No additional testing is required, however, no chemicals of any type may be used.
14. Coordinate with Best Drilling and Pump, Inc to collect and transport parts and equipment that are to be rehabilitated and reinstalled.
15. Provide for freight, shipping, and tax for all procurement items below.
16. Repair grout on discharge head base.
17. Sand blast and paint existing mild-steel 10-inch Verti-line discharge head.
18. Sand blast, paint, drill out broken bolts, and re-tap threads on existing base plate.
19. Steam clean rehabilitate and touch-up coating on six (6) 10-foot sections of existing 10-inch column pipe in preparation for reinstallation.
20. Procure two (2) 10-foot sections of 10-inch epoxy lined and coated column pipe.
21. Procure one (1) 5-foot section of 10-inch epoxy lined and coated column pipe.
22. Procure one (1) new 1-1/4" Vertiline packing box.
23. Procure one (1) new 1-1/4" x 114" L 416SST head shaft.
24. Procure eight (8) new 1-1/4" x 10' L 416SST line shafts and 304SST shaft couplings.
25. Procure one (1) new 1-1/4" x 5' L 416SST line shaft and 304SST shaft coupling.
26. Procure nine (9) new 1-1/4" x 10" bronze retainers and rubber bearings.
27. Procure one (1) new stainless steel suction cone strainer.
28. Procure one (1) new Goulds 14RJHC-3 stage bowl assembly suitable for 1,500 US GPM at 100 ft TDH. Provide pump curve with Quotation.
29. Clean and assemble new pump.
30. Install and start up new pump and all rehabilitated and new equipment.
31. Complete uninterrupted, continuous 24-hour testing period.
32. No digitally-prepared written report is required for this Project.
33. No digitally-prepared Daily Report is required for this Project.
34. Contractor shall minimize the work area footprint to the minimum possible space.
35. Temporary Facilities:
  - a. The Contractor shall provide all temporary facilities and utilities required for prosecution of the work, protection of employees and the public, protection of the work from damage by fire, weather or vandalism and such other facilities as may be specified or required by any legally applicable law, ordinance, rule or regulation. No additional temporary facilities or utilities shall be provided for the Department unless listed below.
  - b. **Electricity.** The Contractor shall provide at his own cost all electric power required for construction, testing, general and security lighting, and all other purposes until the substantial completion of the Project.
  - c. **Lighting.** The Contractor shall provide at his own cost all lighting in all work areas sufficient to maintain a lighting level during working hours not less than the lighting level required by California OSHA standards until the substantial completion of the Project
  - d. **Construction Water.** The Contractor shall provide at his own cost all water sources necessary for dust control, construction, testing, general, and all other purposes until the substantial completion of the Project.

- e. **Dust Control.** No dust control is anticipated for this Project, however, no dust is permitted to cause a nuisance or leave the site. Refer to requirements of the South Coast Air Quality Management District for dust control regulations. Use only water to control any dust.
- f. **Fire Danger.** Minimize fire danger in the vicinity of an adjacent to the Work area. Provide equipment necessary to protect the surrounding area from fire damage resulting from construction operations.
- g. **Plant Roads.** The Contractor and his employees will only park adjacent to the well.
- h. **Sanitary Facilities.** Contractor shall furnish temporary sanitary facilities at the Site for the needs of all construction workers and others performing work or furnishing services on the Project. Secondary containment shall be provided at all facilities. No use of Department facilities will be permitted.
- i. **Disposal.** All rubbish produced in course of work or by employees relating to the work shall be collected and legally disposed off-site by the Contractor at his own expense.

The following is a summary of the equipment noted above:

<b>Name of Well:</b>	XC-32				
<b>Latitude:</b>	34.04421111 (34° 02' 39.16"N)				
<b>Longitude:</b>	-117.3590583 (117° 21' 32.61"W)				
<b>State Well ID:</b>	UNK				
<b>Year Drilled:</b>	~1994				
<b>Year Equipped:</b>	~1994				
<b>Boring Depth:</b>	~130 feet				
<b>Completed Well Depth:</b>	~130 feet				
<b>Casing:</b>					
	Depth	Material	Diameter	Thickness	Type
	000 – 037 ft	Mild Steel	17.5 in	UNK	blank casing
	037 – 130 ft	SST	17.5 in	UNK	Wire-wrap
<b>Former Pump:</b>	Vertiline 14RM 2-stage water lube bowl assembly Pump will be replaced				
<b>Pump Discharge Size:</b>	10 in				
<b>Pump Type:</b>	Vertical Turbine				
<b>Design Flow Rate:</b>	UNK GPM				
<b>Total Dynamic Head:</b>	UNK ft				
<b>Stages:</b>	2				
<b>Column Length:</b>	085 ft				
<b>Motor:</b>	050 hp, 3-phase, 460 volt, 060 amp, 1185 RPM, US Motor				
<b>Access Constraints:</b>	None – Site security only.				

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

<b>Reason:</b>	Head shaft broke during operation.
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RIX Well XC-32 Rehabilitation and Re-Equipping

September 22, 2016

Page 5

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Please transmit your quotation to Mr. Greg Evans and Ms. April Emslie at the email addresses noted below by the date noted:

Due Date: Friday, September 30, 2016

Greg Evans, Water Reclamation Maintenance Superintendent

[greg.evans@sbmwd.org](mailto:greg.evans@sbmwd.org)

(909) 522-0940

April Emslie, Technical Assistant

[april.emslie@sbmwd.org](mailto:april.emslie@sbmwd.org)

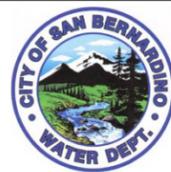


NOTES:

1. CONTRACTOR MAY DISCHARGE BAILING FLUIDS INTO THE MAGNUSON POND WEST OF WELL XC-32. CONTRACTOR MAY TRANSMIT THE WATER FROM WELL XC-32 TO THE DISCHARGE POINT THROUGH ANY REASONABLE MEANS. SUBMIT PROPOSED MEANS FOR DEPARTMENT APPROVAL.
2. PATH SHOWN IN GREEN MEASURES APPROXIMATELY 50 LINEAR FEET ON GOOGLE EARTH. THIS DIMENSION HAS NOT BEEN VERIFIED IN THE FIELD.
3. CONTRACTOR SHALL DETERMINE AND VERIFY ANY SELECTED PROFILE ELEVATIONS NECESSARY TO ACCOMPLISH WORK.
4. IF CONTRACTOR ELECTS TO PROCEED WITH TEMPORARY PIPING, A BARRICADE SHALL BE PROVIDED AT POINT A.

DIAGRAMMATIC - NOT TO SCALE

PREPARED BY: KEVIN STEWART, CONSTRUCTION PROJECT MANAGER  
 PREPARATION DATE: WEDNESDAY, SEPTEMBER 21, 2016



CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT	
RIX WELL XC-32 BAILING FLUID DISCHARGE ROUTING	
SHEET 01 OF 01	



### Pump Inspection Report

Pump Number:	Well XC-32
Well Location:	RIX Plant - 1990 Agua Mansa Road Colton
GPS:	LAT: 34.04421111 LON: -117.3590583

#### Initial Inspection

Date Pump	42559
Adjusting Nut	Yes
Adjusting Nut	8
Stretch Nut	Packing box
Bowl Assembly	Verti-Line
Number of Stages	2
Bowl Serial	4G4-11896
Pump Coupling	
Motor Manufacturer	US
Motor Horsepower	50
Motor RPM	1185
Motor Serial	688092

**Motor Information**

Manufacturer:	US	Serial Number:	688092
HP:	50	Frame Number:	TEFC
RPM:	1185	Driver Bore:	1-1/4"
VOLTS:	460	Bushing:	N/A
AMPS:	60	CD:	30"

**Condition:** Left on-site.

**Discharge Head**

Manufacturer:	Verti-Line	Model:	Fab Steel
Column Flange Diameter:	10"	Base Dimension:	24"
Discharge Flange Diameter:	10"	Driver BD:	
Tension Nut Type:	Packing Box	Height:	33-1/4"

**Condition:** Sand blast and paint.



**Base Plate:**

**Condition:** Sand blast, paint, drill out broken bolts, and re-tap threads.



**Packing Box:** Vertiline 1-1/4"

**Condition:** Replace.



### Head Shaft

Diameter:	1-1/4"
Length:	114"
Thread:	8
Keyway:	3/8"

**Condition:** Replace broken.

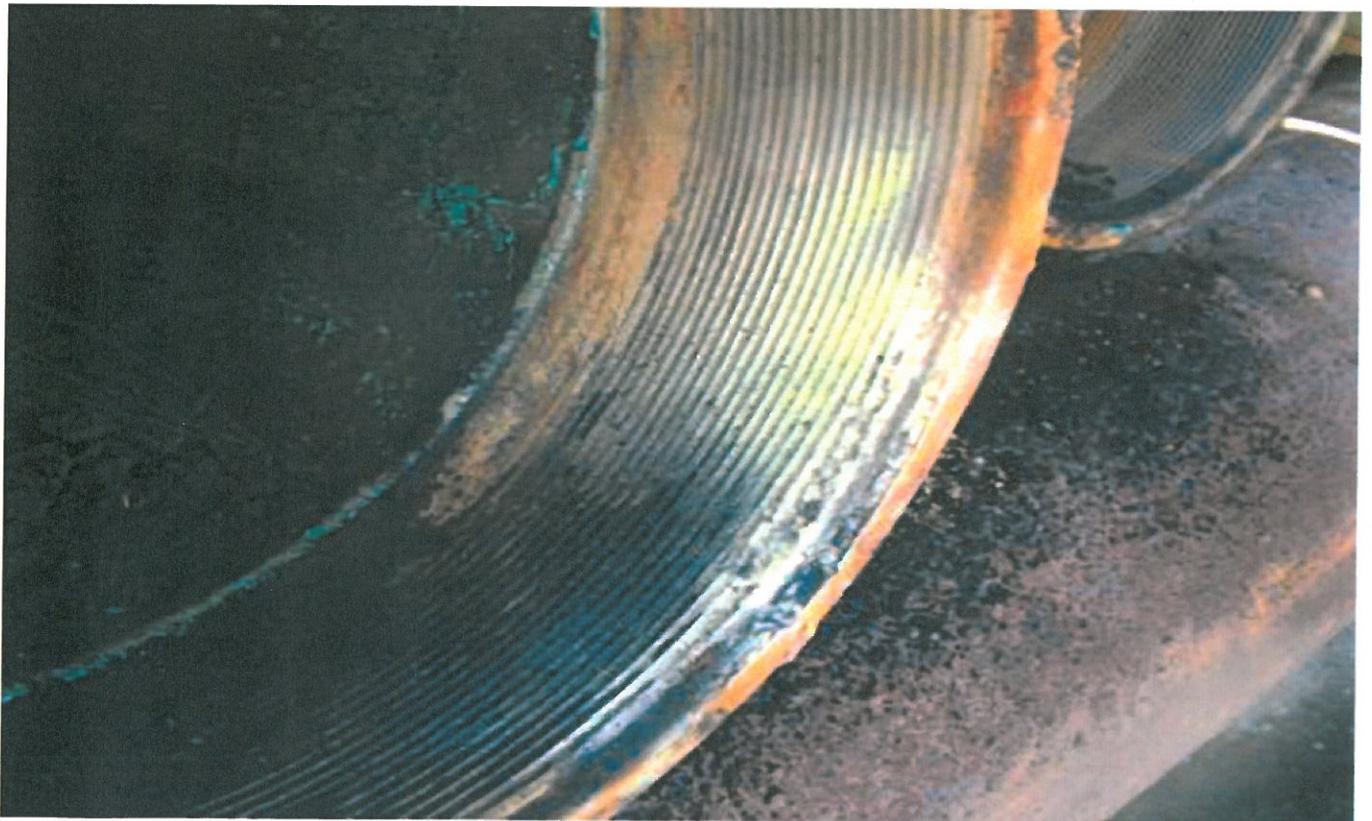
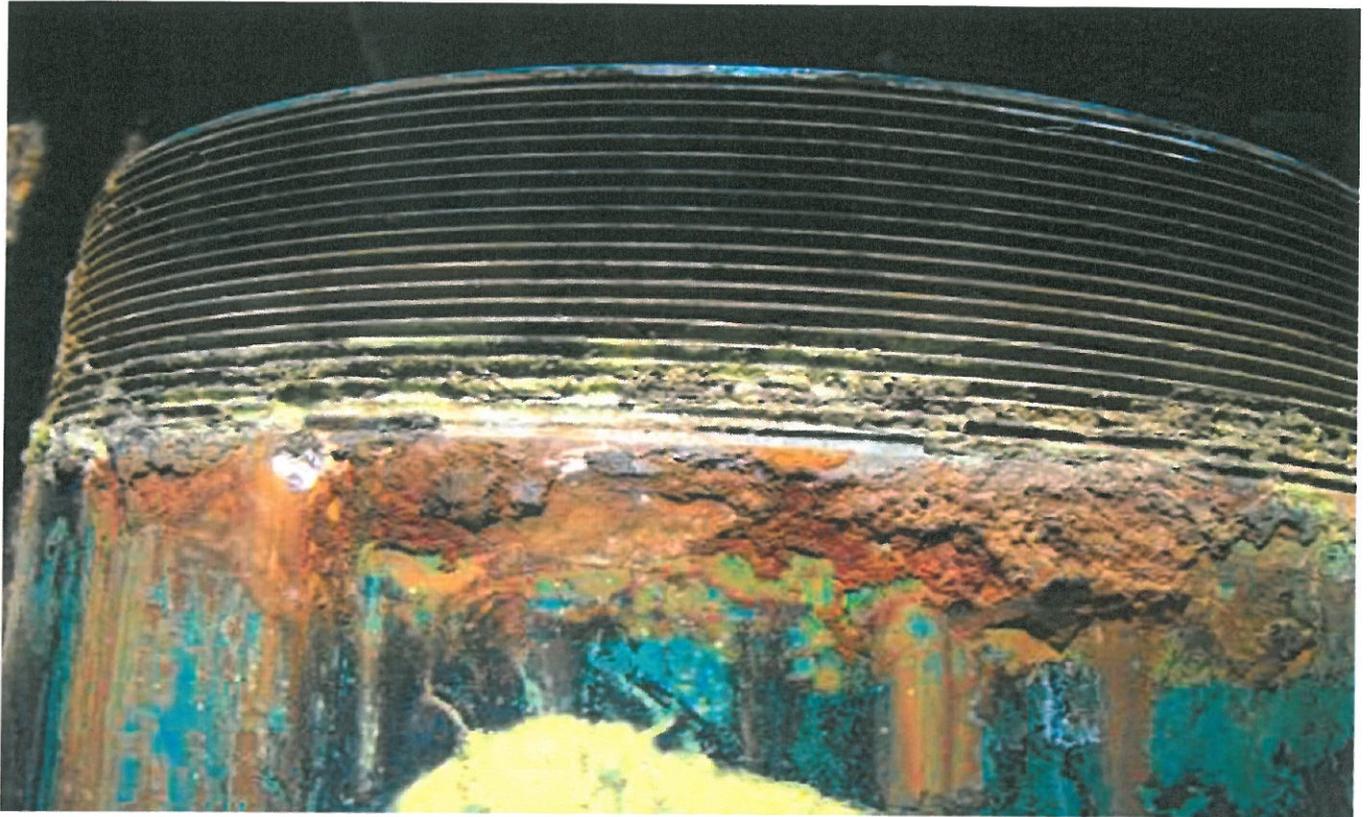


### Column Pipe

Diameter:	10"/10"	Total Quantity:	8/1
Length:	10'/5'	Good:	6-10'
Thread:	Butt	Bad:	1/1

**Condition:** Pressure wash, clean, and touch up six (6) to ten (10) footers, replace two (2) ten (10) footers, and rep one (1) five (5) footer.

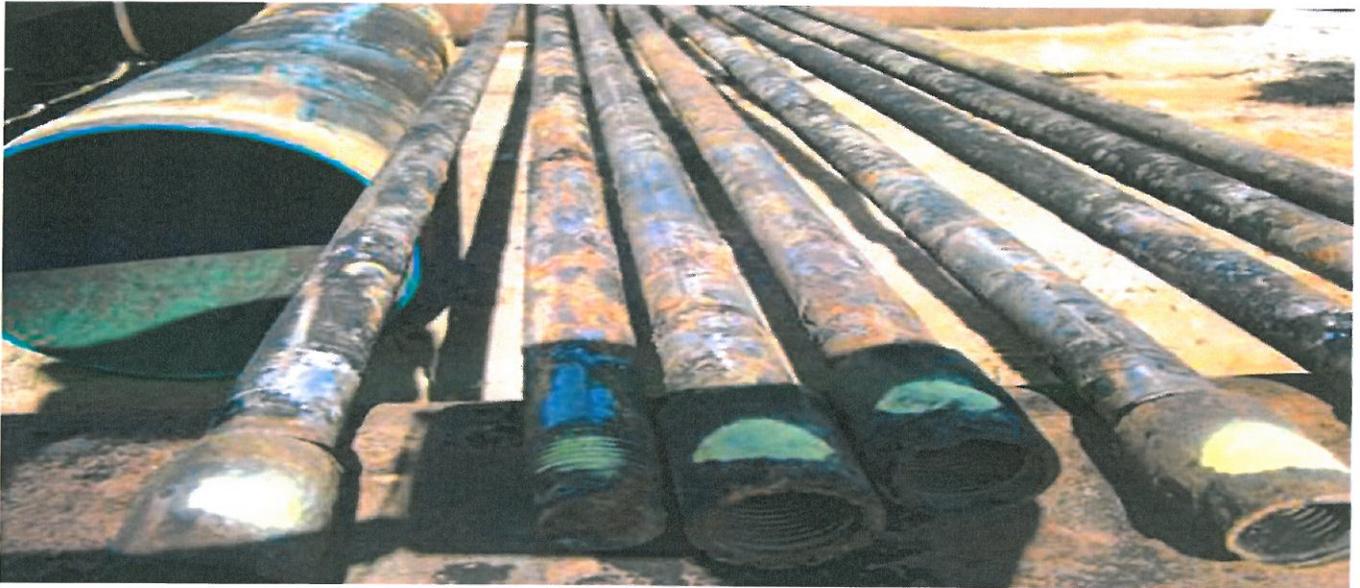




### Line Shafts

Diameter:	1-1/4"	Total Quantity:	8 - 10' & 1 - 5"
Length:	10' and 5'	Good:	None
Thread:	8	Bad:	All

**Condition:** Replace all eight (8) to ten (10) foot line shafts and couplings and replace one (1) five (5) foot shaft and coupling.



**Water Lube Bearings and Retainers:**

**Condition:** Replace all nine (9) and ten (10) inch by one (1) and one quarter (1/4) inch retainers and rubber bearings.



**Bowl Assembly:**

**Condition:** Replace.

Manufacturer:	Verti-Line	Discharge Diameter:	10"
Model:	14RM	Discharge Thread:	Butt
Number of Stages:	2	Suction Diameter:	10"
Serial Number:	4G4-11896	Suction Thread:	NPT

Stage:	Bowl Register Inside Diameter:	Impeller Skirt Outside Diameter:	Actual Clearance:
1	8.103	8.053	.050/.025 Per side
2	8.107	8.053	.054/.027 Per side





**Suction Pipe:**

Diameter:	10"	Thread:	NPT
Length:	8"	Cone Strainer:	Yes

**Condition:** Replace.



## SECTION 013553 SECURITY PROCEDURES – RIX FACILITY

### PART 1.00 - GENERAL

1. Summary: The Rapid Infiltration and Extraction (RIX) Facility is a functioning municipal waste water reclamation plant that operates 24 hours per day, 7 days per week. The Facility contains critical infrastructure for the San Bernardino Municipal Water Department (Department) and the City of Colton. The security of this critical infrastructure is vital to the community and must be maintained at all times, without exception. Department safety protocols mandate that the Operations Center at the Department's Water Reclamation Plant (WRP) be aware of all personnel located on-site at all times. Although there are staff members on-duty at all times, the staff members are fully occupied performing their assigned duties and are not free to assist the Contractor or any persons performing work or deliveries for, or on behalf of, the Contractor.

Every person employed by the Contractor or performing work or deliveries for, or on behalf of, the Contractor under this project will be required to strictly adhere to the following requirements. Failure to adhere to these protocols or to Department safety protocols will result in immediate suspension of access to the RIX or WRP at the discretion of the Department. Suspension will extend for the remainder of the day for the first offense and for the remainder of the project for the second offense.

At no time shall adherence to the aforementioned protocols result in justification for an equitable adjustment of contract cost or time.

2. Access List: A site-security access list is maintained by Department Administration at all times. Addition of names for specific individuals will be granted by the Department's Construction Project Manager on a case-by-case basis. The Contractor shall submit a written request that the specific person be added to the list at least 3 full working days in advance of the access needed. Request for addition of an employer's name with "all employed staff" or similar will not be accepted. Each staff member's name must be accompanied with a driver's license or other government-issued identification card number. This document must be presented for photocopy on their first visit to the RIX Facility and will be retained in a secure location for project records.

Upon addition to the list, the personnel will only remain on the list through the expiration date noted by the Construction Project Manager. At no point shall the duration between date of addition to the list and expiration date exceed six (6) months. Access will only be granted between 7:00 AM PST/PDT and 4:00 PM PST/PDT, Monday through Friday, except Department-recognized holidays unless extenuating circumstances exist and are specifically noted to the Construction Project Manager.

3. Reception Desk: The RIX Facility is not staffed with a full-time receptionist and is only open by prior appointment between the hours of 7:00 AM PST/PDT to 4:00 PM PST/PDT, Monday through Friday, except Department-recognized holidays.
  - a. A Department-designated staff member is responsible for observing the sign-in process and will verify the presence of the personnel on the access list prior to permitting access.
  - b. The Department-designated staff member will not be responsible for contacting any other personnel to discuss the presence or lack thereof on the access list.
  - c. Once permitted, each person signing in will personally and legibly write their own full name on a single line on the sign in sheet. Multiple names per line and persons signing in or out for other personnel will not be permitted.
  - d. Each person shall sign in and sign out each time they utilize the access gate. This includes leaving the site with intent to return shortly thereafter (lunch, etc.).
  - e. No after hour access to the RIX Facility is permitted at any time. Emergency access shall be discussed with the Department's Construction Project Manager.
  - f. Vehicle access pass: Upon signing in, each vehicle may be issued one color-coded, numbered vehicle access pass. If provided, this pass MUST be displayed on the windshield prior to entering the Facility entrance gate. Each pass MUST be returned upon departing and may not be retained for later use (that day or any subsequent days).
  
4. Deliveries: Deliveries, parcels, or other materials will not be accepted by any Department staff. Delivery personnel will not be granted access to the Facility unless previously and specifically authorized. Exceptions for routine deliveries (drinking water delivery, septage pickup, etc.) may be discussed with the Construction Project Manager and permitted at Department's discretion. The Contractor and any person or entity working for, or on behalf of, the Contractor shall make appropriate arrangements to receive deliveries.
  
5. Contractor Escort: Personnel and delivery drivers not present on the access list may be individually escorted on to and off of the Facility property by the Contractor or his authorized representative. Escorting personnel shall remain with the escorted individual(s) at all times. The Contractor shall make all arrangements for the communication between the arriving individual and the Contractor's escort as the Department's Designated-staff member will not be responsible for contacting the Contractor or his personnel.

6. Access Gate: All personnel shall utilize the Agua Mansa gate at all times, without exception. Unless specifically authorized by the Department's Construction Project Manager, the RIXES Gate or the Levee Gate shall not be utilized except in cases of extreme emergency (fire, medical, etc.). All personnel shall wait at the Agua Mansa Gate and utilize the intercom system provided. Use of air horns and other signaling devices will not be permitted as this is disruptive to Department business. Drivers of vehicles with loud engines (diesel engines, etc.) shall turn off their vehicles when using the intercom due to excessive noise at the receiving end of the intercom.
7. Emergency Vehicles, Concrete Trucks, and Critically-Timed Deliveries: Occasionally, it is necessary for emergency personnel, concrete ready-mix truck drivers, or other delivery personnel to access the Facility without expending the time to sign in. In the cases of emergency vehicles, emergency personnel may use the intercom to access the gate. In the cases of concrete trucks and other deliveries, arrangements shall be made in advance with the Construction Project Manager so that documentation of presence on site can be entered by other personnel.
8. Department Employee Parking Area and Designated Work Areas: The Contractor and any persons performing work or deliveries for, or on behalf of, the Contractor shall not utilize, drive through, or access the Department's employee parking area adjacent to the RIX Facility Administration Building. The Contractor and any persons performing work or deliveries for, or on behalf of, the Contractor shall remain in their designated work area(s) and shall not leave these areas except over plant roadways to and from their designated work area(s).
9. Pets: Pets are not permitted on-site at any time.
10. After-Hours Access: No after-hours access will be permitted on-site at any time without the expressed written consent of the Department's Construction Project Manager in advance. This consent is not typically granted. At no time will any person be permitted to remain on-site overnight.
11. Access Badge: The Department may elect to provide all, some, or none of the personnel related to this project with an access badge. If provided, the access badge shall be worn on the external-most layer of clothing above the waist and conspicuously worn. At any time, any Department staff member has the authority to stop any personnel located on-site to verify the staff member's access rights.
12. Report of Damage or Incident: Every person employed by the Contractor or performing work or deliveries for, or on behalf of, the Contractor under this project shall **immediately** report any damage to Department Property, inadvertent release or spill of any fluid or waste, or loss, regardless of the severity, extent, or nature of the issue. Leaving the scene of the incident, failure to report the incident immediately, or returning to work to report the incident at a later or more convenient time are some causes for immediate revocation of access privileges.

Only in cases of a life-threatening emergency that requires constant attention will this notification requirement be relaxed to “as soon as possible.” Notification shall be to the Construction Project Manager for this Project by phone or by requesting the presence of the Project Manager through any Department staff member.

13. Nature of On-Site Security: Contractor is urged to use significant means of securing all tools, materials, and other items as the nature of the project location is not inherently secure. Thefts of tools, materials, and vehicles have occurred on past projects within the Facility boundaries. The Department is not responsible for any reliance on the Department’s security measures as the Contractor’s own measures.

14. Project-Specific Considerations:

- a. Work on the RIXES Property is not considered work on the Facility. No sign-in procedures are necessary when working on the RIXES Property.
- b. All persons performing work on the RIXES Property or RIX Facility shall wear a reflective safety vest or other suitable means of distinguishing themselves from unauthorized persons frequenting the RIXES Property.
- c. Work within the perimeter of the RIX Facility on the discharge piping and discharge point is considered work on the Facility. All sign in procedures shall be strictly followed.
- d. Contractor’s Project Manager or Site Foreman shall notify the Department’s Construction Project Manager at the beginning and conclusion of each working period, regardless of physical location.
- e. Contractor shall be aware of the high frequency of traffic on the RIXES Property by unauthorized persons (transients, off-road enthusiasts, etc).
- f. Contractor shall be aware of the high frequency of theft and vandalism on Department property in the area and take all necessary precautions.

#### PART 2.00 - PRODUCTS

Not used.

#### PART 3.00 - EXECUTION

Not used.

END OF SECTION



## QUOTATION

Customer:	San Bernardino Municipal Water Department	From:	Tony McBee
Attention:	Kevin Stewart	Date:	10/7/2016
Phone:	(909) 454-5651	Phone:	909-519-2579
Fax:	(909) 384-5260	Project:	RIX Well XC-32

Weber Water Resources is pleased to offer the following service for your review and consideration:

QTY.	DESCRIPTION	UNIT PRICE	TOTAL
12.00	RFQ Line Item 1: Wire Brush and Bail Well (Poly Brush)	\$355.00	\$4,260.00
1.00	RFQ Line Item 2: Post Brush and Bail Well Video Survey	\$1,000.00	\$1,000.00
1.00	RFQ Line Item 3: Repair Grout on Discharge Head Base	\$185.30	\$185.30
1.00	RFQ Line Item 4: Sand Blast and Paint Discharge Head	\$1,375.00	\$1,375.00
1.00	RFQ Line Item 5: Sand Blast and Paint, Remove Bolts and Repair Threads on Base Plate	\$475.00	\$475.00
6.00	RFQ Line Item 6: Steam Clean and Touch Up Coating, Six (6) 10-inch x 10-foot Column Sections (Lined and Coated w/ NSF FBE)	\$102.08	\$612.48
1.00	RFQ Line Item 16: Clean and Assemble Pump	\$150.00	\$150.00
1.00	RFQ Line Item 17: Install and Start Up New Pump and All Rehabilitated and New Equipment	\$4,670.00	\$4,670.00
		Subtotal for Labor	<b>\$12,727.78</b>
2.00	RFQ Line Item 7: Procure two (2) 10-inch x 10-foot Water Lube Column Sections T & C NSF Epoxy Lined and Coated. Taxes included in line item (\$151.59 total).	\$972.14	\$1,944.28
1.00	RFQ Line Item 8: Procure One (1) 10-inch x 5-foot Water Lube Column Sections T & C NSF Epoxy Lined and Coated. Taxes included in line item (\$44.86 total).	\$575.35	\$575.35
1.00	RFQ Line Item 9: Procure One (1) New Verti Line Packing Box, 1-1/4 inch Shaft Size. Taxes included in line item (\$77.34 total)	\$1,014.84	\$1,014.84
1.00	RFQ Line Item 10: Procure One (1) New 1-1/4 inch Stainless Steel Head Shaft. Taxes included in line item total for material only (\$10.31 total)	\$285.31	\$285.31
8.00	RFQ Line Item 11: Procure Eight (8) New 1-1/4 x 10-foot Line Shafts, 416 Stainless Steel w/ 304 Stainless Steel Couplings. Taxes included in line item (\$98.18 total)	\$157.39	\$1,259.12
1.00	RFQ Line Item 12: Procure One (1) New 1-1/4 x 5-foot Line Shaft, 416 Stainless Steel w/ 304 Stainless Steel Coupling. Taxes included in line item (\$8.25 total)	\$105.81	\$105.81
9.00	RFQ Line Item 13: Procure Nine (9) New 10 x 1-1/4 Bronze Bearing Retainers with Rubber Bearings. Taxes included in line item (\$102.09 total)	\$145.49	\$1,309.41
1.00	RFQ Line Item 14: Procure One (1) New Stainless Steel Suction Cone Strainer. Taxes included in line item (\$46.92 total)	\$601.80	\$601.80
1.00	RFQ Line Item 15: Procure One (1) New Bowl Assembly Goulds 14RJHC-3 Stage 1500GPM/100-feet TDH 1200 Nominal RPM. Taxes included in line item (\$456.33 total)	\$5,852.67	\$5,852.67
		Subtotal for Material	<b>\$12,948.59</b>



## QUOTATION

	<b>TOTAL AMOUNT</b>	<b>\$25,676.37</b>
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OPTIONAL ITEMS			
QTY.	DESCRIPTION	UNIT PRICE	TOTAL
8.00	Allotted amount for additional well brushing if determined necessary. Note this is an optional item and is <b>NOT INCLUDED</b> in the total quoted amount.	\$355.00	\$2,840.00

TERMS AND CONDITIONS	
PER AGREEMENT WITH CUSTOMER	

Thank you for the opportunity to be of service. Please sign, date and return with P.O. number and we will proceed with project.

Best Regards,

Weber Water Resources  
909-519-2579

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ PO NUMBER: \_\_\_\_\_

COMPANY: San Bernardino Municipal Water Department QUOTE NUMBER: \_\_\_\_\_

## Itemized Proposal Breakdown

**Firm Name:** *Weber Water Resources*  
**Address:** *237 W Orange Show Lane, San Bernardino, CA 92408-2037*

*Questions 001, 002 and 003 received and acknowledged.*  
*Addenda 1 and 2 acknowledged.*  
*Acknowledging prevailing wage rates apply.*

**Project:** RIX Well XC-32 Rehabilitation

Line Item	Description	UOM	Qty	Specified Duration	
				Unit Price	Line Total
1	Poly brush and bail RIX Well XC-32	HR	12	\$ 355.00	\$ 4,260.00
2	Video inspection, post brushing	EA	1	\$ 1,000.00	\$ 1,000.00
3	Repair grout on discharge head base	EA	1	\$ 185.30	\$ 185.30
4	Sand blast and paint existing discharge head	EA	1	\$ 1,375.00	\$ 1,375.00
5	Sand blast, paint, drill out broken bolts, and re-tap threads on existing base plate	EA	1	\$ 475.00	\$ 475.00
6	Steam clean and touch-up coat six (6) 10' sections of 10" column pipe, epoxy-lined and coated	EA	6	\$ 102.08	\$ 612.48
7	Procure two (2) 10' sections of 10" column pipe, epoxy-lined and coated	EA	2	\$ 972.14	\$ 1,944.28
8	Procure one (1) 5' section of 10" column pipe, epoxy-lined and coated	EA	1	\$ 575.35	\$ 575.35
9	Procure one (1) new 1-1/4" Vertiline packing box	EA	1	\$ 1,014.84	\$ 1,014.84
10	Procure one (1) new 1-1/4" x 114"L 416SST head shaft	EA	1	\$ 285.31	\$ 285.31
11	Procure eight (8) new 1-1/4" x 10'L 416SST line shafts and 304SST shaft couplings	EA	8	\$ 157.39	\$ 1,259.12
12	Procure one (1) new 1-1/4" x 5'L 416SST line shafts and 304SST shaft couplings	EA	1	\$ 105.81	\$ 105.81
13	Procure nine (9) new 1-1/4" x 10" bronze retainers and rubber bearings	EA	9	\$ 145.49	\$ 1,309.41
14	Procure one (1) new stainless steel suction cone strainer	EA	1	\$ 601.80	\$ 601.80
15	Procure one (1) new Goulds 14RJHC 3-stage bowl assembly for 1,500 GPM @ 100' TDH	EA	1	\$ 5,852.67	\$ 5,852.67
16	Clean and assemble new pump	EA	1	\$ 150.00	\$ 150.00
17	Install and start up new pump and all rehabilitated and new equipment	EA	1	\$ 4,670.00	\$ 4,670.00
<b>Total Quoted Price</b>					<b>\$ 25,676.37</b>

**Note 1:** Overhead and general conditions, as well as all labor, materials, and equipment necessary to complete the work noted within the Description shall be distributed amongst the applicable line items.

**Note 2:** N/A

**Note 3:** The lowest bid shall be determined as the sum of all extended line items.

CITY OF SAN BERNARDINO  
MUNICIPAL WATER DEPARTMENT

OCT 25 2016

BOARD OF WATER COMMISSIONERS  
STAFF REPORT

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

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

**SUBJECT:** **AWARD OF CONTRACT - UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT - SPECIFICATION NO. 1660**

**DATE:** October 25, 2016

**CC:** K. Stewart, M. Honis, E. Razo, Laserfiche

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**BACKGROUND:**

Specifications were advertised on August 11, 2016, for the UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT, LOCATED IN SAN BERNARDINO, CALIFORNIA.

The Department's Water Reclamation Plant (WRP) operates two activated sludge systems known as Unit No. 1 and Unit No. 2. Unit 2 is comprised of two facilities, Unit 2 North and Unit 2 South. The aeration basins for both of these units provide secondary treatment for a portion of the influent treated at WRP. Several upgrades and modifications were made over the years to improve nitrogen removal, including the addition of floating surface mechanical mixers to provide mixing in non-aerated (anoxic) zones of the activated sludge treatment process. Currently, the Department has a temporary electrical system installed to provide power to the mixers in only the first of ten (10) aeration basins in each facility. This limits the potential configuration of the basins to only one mechanically-mixed treatment zone per facility. As such, the electrical system within these facilities must be upgraded. The Unit 2 Aeration Basin Anoxic Mixers Electrical Upgrade Project consists of providing a source of power to all ten (10) aeration basins in each facility.

In addition, the Department is in the process of purchasing parts to equip six (6) spare mixers as fully functional and plans to purchase additional mixers in the future to match the configuration of the Unit 1 Aeration Basins for each facility.

Specifications were provided to contractors through the Department's automated online bidding system, PlanetBids. The Engineering Estimate for this project was \$267,436.00. The three bids received and opened on September 16, 2016, are as follows:

Stacey R. Aldstadt, General Manager

October 25, 2016

Page 2

**SUBJECT: AWARD OF CONTRACT - UNIT 2 AERATION BASIN ANOXIC MIXERS  
ELECTRICAL UPGRADE PROJECT –  
SPECIFICATION NO. 1660**

<b>BIDDERS NAME</b>	<b>LOCATION</b>	<b>LUMP SUM</b>
ATOM ENGINEERING CONSTRUCTION, INC.	HEMET	\$298,398.00
METRO BUILDERS & ENGINEERS GROUP, LTD.	NEWPORT BEACH	\$308,100.00
CONTROL SYSTEMS ENGINEERING, INC.	MURRIETA	\$371,382.00

All bidders submitted the appropriate bid bond with their proposal.

**FUNDING SOURCE:**

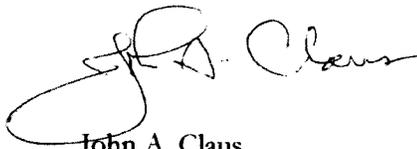
The funding source for this project is the FY 2016/2017 Sewer Fund Capital Improvement Project titled *Unit 2 Activated Sludge System Upgrade* (C.O. 00122), which currently has a total of \$338,849.00 in unencumbered funds. There are insufficient funds available to fund this contract and the purchase of additional equipment in the near future to match the configuration of the Unit 1 Aeration Basin for each facility. Accordingly, a fund transfer in the amount of \$100,000.00 from *Sludge Thickening and Dewatering System Enhancement* (C.O. 00188) is requested.

**RECOMMENDATION:**

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

- Authorize a transfer in the amount of \$100,000.00 from Construction Order No. 00188 to Construction Order No. 00122; and
- Accept the bid of AToM Engineering Construction, Inc., as the lowest responsive, responsible bidder and award a contract in the amount of TWO HUNDRED NINETY EIGHT THOUSAND THREE HUNDRED NINETY EIGHT AND 00/100 DOLLARS (\$298,398.00) for the UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT, retain the bid securities in accordance with Specification No. 1660; and authorize the President and Secretary to execute the contract.

Respectfully submitted,



John A. Claus  
Director of Water Reclamation

Attachments  
sm

**City of San Bernardino Municipal Water Department  
Bid Results Data Sheet**

<b>Chronology</b>			
Project Number	1660		
Procurement Title:	UNIT 2 AERATION BASIN ANOXIC MIXERS ELECTRICAL UPGRADE PROJECT		
Previous BOWC actions/approvals:	Approved in Sewer CIP Budget		
Date Advertised:	August 11, 2016		
Where Advertised (Papers, Plan rooms)	BidsOnline Bid Management (PlanetBids)		
Number of specifications sent out:	131		
Number of Addendums:	1		
Total number of bids received:	3		
Date bids opened: (Electronic Bid)	September 16, 2016		
Engineering Estimate:	\$267,436.00		
Number of responsive bids:	3		
<b>Bidders Name</b>	<b>LUMP SUM BID</b>	<b>LOCATION OF BIDDER</b>	<b>NOTES</b>
ATOM ENGINEERING CONSTRUCTION, INC.	\$298,398.00	HEMET	
METRO BUILDERS & ENGINEERS GROUP, LTD.	\$308,100.00	NEWPORT BEACH	
CONTROL SYSTEMS ENGINEERING, INC.	\$371,382.00	MURRIETA	

SIGNED: Sydney Morrison, Sr. Administrative Coordinator

DATE: September 29, 2016

**CITY OF SAN BERNARDINO**  
**MUNICIPAL WATER DEPARTMENT**  
BOARD OF WATER COMMISSIONERS  
STAFF REPORT

OCT 17 2016

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

**FROM:** Jennifer L. Shepardson, Director of Environmental & Regulatory Compliance

**SUBJECT:** DESIGNATION OF DEPARTMENT AGENT FOR THE CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA)

**DATE:** October 17, 2016

**COPIES:** T. Willoughby, F. Salazar, E. Razo, File

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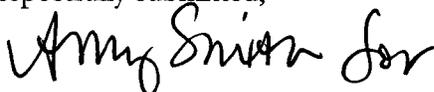
**BACKGROUND:**

The Blue Cut Fire started in the Cajon Pass, off of Interstate – 15 and Highway 138, north of the City of San Bernardino, on August 15, 2016, and burned approximately 36,274 acres before it was contained on August 22, 2016. As a result of this fire, the Department has incurred approximately \$5,000 of emergency response expenses that may qualify for reimbursement by the Federal Emergency Management Agency (FEMA) and/or the California Emergency Management Agency (CalEMA). In order to file a claim for reimbursement, CalEMA requires the Board of Water Commissioners to first designate and approve through Resolution Department agents to represent the Department when applying for financial assistance under the Robert T. Stafford Relief and Emergency Assistance Act of 1998 and/or under the State of California's Disaster Assistance Act. Therefore, staff has drafted a Resolution that designates the General Manager, Director of Finance and Director of Environmental & Regulatory Compliance to act as authorized agents for the San Bernardino Municipal Water Department when filing claims for emergency response reimbursements with CalEMA or FEMA.

**RECOMMENDATION:**

The Department recommends that the Board of Water Commissioners' approve the attached Resolution and application assigning the General Manager, Director of Finance and Director of Environmental & Regulatory Compliance as authorized agents for the San Bernardino Municipal Water Department when filing reimbursement claims for emergency response expenses with FEMA or CalEMA.

Respectfully submitted,



Jennifer L. Shepardson  
Director of Environmental & Regulatory Compliance

1 RESOLUTION NO. \_\_\_\_\_

2 A RESOLUTION OF THE CITY OF SAN BERNARDINO BOARD OF WATER  
3 COMMISSIONERS FOR THE SAN BERNARDINO MUNICIPAL WATER DEPARTMENT  
4 DESIGNATING AUTHORIZED AGENTS TO EXECUTE FOR AND ON BEHALF OF THE  
5 SAN BERNARDINO MUNICIPAL WATER DEPARTMENT FOR FINANCIAL ASSISTANCE  
6 FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) AND THE  
7 CALIFORNIA EMERGENCY MANAGEMENT AGENCY (CALEMA) FOR RECOVERABLE  
8 COSTS ASSOCIATED WITH EMERGENCY RESPONSE.

9 THE BOARD OF WATER COMMISSIONERS FOR THE SAN BERNARDINO  
10 MUNICIPAL WATER DEPARTMENT RESOLVES AS FOLLOWS:

11 SECTION 1. WHEREAS the San Bernardino Municipal Water  
12 Department participates in the cost recovery process of disasters as  
13 administered by the California Emergency Management Agency; and

14 SECTION 2. WHEREAS the California Emergency Management Agency  
15 requires local governmental entities to designate authorized agents.

16 SECTION 3. NOW, THEREFORE BE IT RESOLVED that the San  
17 Bernardino Municipal Water Department designates the General  
18 Manager, Director of Finance and the Director of Environmental &  
19 Regulatory Compliance as authorized agents for the San Bernardino  
20 Municipal Water Department.

21 I HEREBY CERTIFY that the foregoing resolution was duly adopted by  
22 the Board of Water Commissioners of the City of San Bernardino at a  
23 regular meeting thereof, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016  
24 by the following vote to wit:

25 Ayes: \_\_\_\_\_

26 Nays: \_\_\_\_\_

27 Absent: \_\_\_\_\_

28 \_\_\_\_\_  
Robin Ohama  
Deputy City Clerk & Ex-Officio Secretary

(Seal)

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE Board of Water Commissioners OF THE San Bernardino Municipal Water Department  
(Governing Body) (Name of Applicant)

THAT General Manager, OR  
(Title of Authorized Agent)

Director of Finance, OR  
(Title of Authorized Agent)

Director of Environmental & Regulatory Compliance  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the San Bernardino Municipal Water Department, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Emergency Management Agency for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the San Bernardino Municipal Water Department, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the California Emergency Management Agency for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and futures disasters up to three (3) years following the date of approval below.  
 This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this 1st day of November, 2016

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, Toni Callicott, duly appointed and Board of Water Commissioners President of  
(Name) (Title)

San Bernardino Municipal Water Department, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the Board of Water Commissioners of the San Bernardino Municipal Water Department  
(Governing Body) (Name of Applicant)

on the 1st day of November, 2016.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal EMA Form 130**  
**Instructions**

**A new Designation of Applicant's Agent Resolution for Non-State Agencies is required if the previously submitted document is older than three (3) years from the last date of approval.**

When completing the Cal EMA Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the individual or group responsible for appointing and approving the Authorized Agents. Examples include: Board of Directors, City Council, Board of Supervisors, etc.

**Name of Applicant:** This is the official name of the non-profit, agency, city, or county that has applied for the grant. Examples include: Sacramento Public Water Works; City of Sacramento; or Sacramento County.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Emergency Management Agency regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency (e.g.; City Clerk, the Authorized Agent, Secretary to the Director) and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names and titles of the Authorized Agents should be listed. A new Cal EMA Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving board members. Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles cannot be one of the designated Authorized Agents.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval. Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person cannot be one of the designated Authorized Agents to eliminate "Self Certification."