

MINUTES
BOARD OF WATER COMMISSIONERS
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING
September 6, 2016
Water Reclamation Plant Conference Room
399 Chandler Place
San Bernardino, California
9:30 a.m.

The Regular Meeting of the Board of Water Commissioners of the City of San Bernardino was called to order by President Callicott at 9:30 a.m. on September 6, 2016 in the Water Reclamation Conference Room, 399 Chandler Place, San Bernardino, California.

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

Absent: General Manager Aldstadt

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

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 9:49 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.

Steven Graham, Deputy City Attorney, announced an addition to Item 1(B) of one (1) item.

After closed session Steven Graham, Deputy City Attorney, announced in relation to the one (1) item under 1(B) that no action was taken at this time.

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

Absent: General Manager Aldstadt

ADJOURN CLOSED SESSION: At 9:56 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.

4. PROMOTION: Gus Saavedra, Water Utility Lead Worker, Range 148, to Water Utility Supervisor, Section 3042, Range 258, ratified effective August 22, 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. REVISED JOB DESCRIPTION FOR PRINCIPAL ACCOUNTANT: The Board of Water Commissioners originally approved the job description for Principal Accountant on August 9, 2005, and a revision was approved on August 7, 2012. There were currently two positions within this classification and each one had different overall responsibilities. One position had been vacant since December 30, 2014 due to retirement.

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

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

- F. RESOLUTION NO. 895: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING DENNIS DESCOMBES FOR TWELVE YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.
- G. RESOLUTION NO. 896: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING KENNETH MACON FOR TWENTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.
- H. RESOLUTION NO. 897: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING RAUL SERRATO FOR THIRTY-TWO YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.
- I. RESOLUTION NO. 898: A RESOLUTION OF THE BOARD OF WATER COMMISSIONERS OF THE CITY OF SAN BERNARDINO RECOGNIZING DONALD YORK FOR THIRTY-SIX YEARS OF DEDICATED SERVICE TO THE CITY OF SAN BERNARDINO MUNICIPAL WATER DEPARTMENT.

END OF CONSENT CALENDAR

- 4. ADDITIONS TO THE AGENDA: None.

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

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

As part of the electrical system studies task, Carollo would analyze the existing electrical distribution system, model the system and perform preliminary fault current calculations, perform protective device coordination, and complete arc flash incident energy calculations for the purpose of producing arc flash hazard labels for installation on the existing electrical equipment to warn staff of the hazards and indicate requirements for personal protective equipment.

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

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

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

Upon motion by Commissioner Mlynarski, duly seconded by Commissioner Hendrix, it was unanimously voted to approve Change Order No. 1 to Contract No. 1620 with Carollo Engineers, Inc., in the amount of \$88,929.00. The General Manager was authorized to execute the Change Order.

8. REPORTS:

- A. Report of the President: None

- B. Report of the Commissioners: None

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

Absent: General Manager Aldstadt

2. ANNOUNCEMENTS BY MEMBERS OF THE BOARD OF WATER

COMMISSIONERS: Commissioner Valles stated that staff did an outstanding job at the community outreach meeting at the Arrowhead Country Club.

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

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: 272698-272948 | | | |
| Accounts Payable | \$1,408,156.26 | \$993,245.59 | \$2,401,401.85 |
| Gross Payroll 07/25/16 – 08/07/16 | <u>533,934.71</u> | <u>378,203.52</u> | <u>912,138.23</u> |
| TOTALS | <u>\$1,942,090.97</u> | <u>\$1,371,449.11</u> | <u>\$3,313,540.08</u> |

Payroll for the pay period August 22, 2016 through September 4, 2016.

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

D. MINUTES: August 16, 2016.

E. PERSONNEL ACTIONS:

1. APPOINTMENT: Kevin McCullough, Water Utility Worker I, Section 3024, Range 132, effective September 6, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

2. APPOINTMENT: Brian Triana, Electrical Repairperson, Section 4042, Range 139, effective September 6, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

3. APPOINTMENT: Brandon Overton, Water/Water Reclamation Worker, Section 3042, Range 124, effective September 6, 2016. This position was in the budget and based on the needs and staffing for this section, the position was justifiable under the budget.

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

Tom Dodson & Associates (TDA) evaluated whether the Department's proposed Santa Ana Sucker Habitat Maintenance/Restoration Project (Project) qualified for any exemption category under the California Environmental Quality Act (CEQA) and TDA recommended that the Department found that the Project was exempt from CEQA through reliance on Statutory Exemption (Section 21080.21) and Categorical Exemptions 1, 2 and 33.

Staff requested that the notice of exemption be adopted and filing with the California State Clearinghouse and the San Bernardino County Clerk of the Board authorized.

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Valles, it was unanimously voted to adopt a notice of exemption for the Santa Ana Sucker Habitat Maintenance/Restoration Project based upon the Statutory Exemption within Government Code Section 21080.21 and Categorical Exemption within Categories 1, 2, and 33. The General Manager was authorized to file the notice of exemption with the California State Clearinghouse and the San Bernardino County Clerk of the Board.

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

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

Upon motion by Commissioner Valles, duly seconded by Commissioner Fernández, it was unanimously voted to approve the addition of the Sewer Fund Capital Improvement Project titled WRP Wells Rehabilitation; approve a Sewer Fund capital budget increase in the amount of \$551,000.00 to the Project; and approve the award of Remediation/Rehabilitation and Test Pumping of the Century Well to Best Drilling and Pump, Inc. in the amount of \$80,012.00.

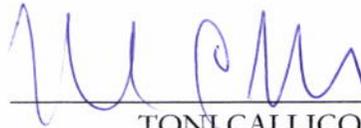
C. Report of the Directors:

1. Deputy General Manager Ohama reported that the Water Rate Hearing will be held on September 20, 2016.
2. Director Willoughby reported there is the community presentation "Understanding Proposed Rate Changes" on our website.
3. Director Guerrero reported that there were a lot of good questions from the public at the water rate community outreach meetings.

D. Report of the General Manager: None

11. PUBLIC COMMENTS: This is the time specified for public comments concerning specific items not on the agenda or matters of general interest. James Morales, East Valley Water District, requested a paper copy of the community presentation "Understanding Proposed Rate Changes". Director Willoughby gave him a copy at the meeting.
12. ADJOURN MEETING: The meeting adjourned at 9:57 a.m. to the next Regular Meeting to be held on Tuesday, September 20, 2016, at 10:00 a.m. in the City Hall Council Chambers, 300 N. "D" Street, San Bernardino, CA 92418.

BY:



TONI CALLICOTT
President

BY:



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