

MINUTES
BOARD OF WATER COMMISSIONERS
OF THE CITY OF SAN BERNARDINO

REGULAR MEETING
November 15, 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 November 15, 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, and Hendrix; staff Aldstadt, Ohama, Claus, Guerrero, and Shepardson; Jason Ewert, City Attorney's Office; Russell Randle, Squire Patton Boggs; Andrew Hitchings, Somach, Simmons & Dunn; Patrick Sanchez, Sr. Business Systems Analyst; Amy Smith, Executive Secretary.

Absent: Commissioner Mlynarski
Director Willoughby

1. CLOSED SESSION: President Callicott adjourned the Regular Meeting of the Board of Water Commissioners to a Closed Session. At 9:52 a.m., the Regular Meeting of the Board of Water Commissioners was recessed and a Closed Session was called to order in accordance with the following Government Code Sections:

- A. Conference with legal counsel – existing litigation – pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9: *In Re City of San Bernardino, California*, United States Bankruptcy Court, Central District of California (Riverside), Case No. 6: 12-bk-28006-MJ. *City of San Bernardino v. San Bernardino Valley Municipal Water District, et al.*, San Bernardino County Superior Court Case No. CIVDS1605532. *City of San Bernardino v. East Valley Water District*, San Bernardino Superior Court Case No. CIVDS 1608620.

No action was taken at this time.

ROLL CALL: President Callicott; Commissioners Valles, Fernández, and Hendrix; staff Aldstadt, Ohama, Claus, Guerrero, and Shepardson; Jason Ewert, City Attorney's Office; Russell Randle, Squire Patton Boggs; Andrew Hitchings, Somach Simmons & Dunn; Amy Smith, Executive Secretary.

Absent: Commissioner Mlynarski
Director Willoughby

ADJOURN CLOSED SESSION: At 11:08 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: President Callicott; Commissioners Valles, Fernández, and Hendrix; staff Aldstadt, Ohama, Claus, Guerrero, and Shepardson; Jason Ewert, City Attorney's Office; Russell Randle, Squire Patton Boggs; Andrew Hitchings, Somach Simmons & Dunn; Amy Smith, Executive Secretary.

Absent: Commissioner Mlynarski
Director Willoughby

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

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

A. WAIVE FULL READING OF RESOLUTIONS: Waive full reading of the resolutions on the regular or supplemental agendas of the Board of Water Commissioners.

B. PAYROLL

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Total</u>
Claims: 274224-274485			
Accounts Payable	\$724,861.21	\$1,607,222.52	\$2,333,083.73
Gross Payroll 10/17/16-10/30/16	<u>244,749.98</u>	<u>190,562.77</u>	<u>435,312.75</u>
TOTALS	<u>\$970,611.19</u>	<u>\$1,797,785.29</u>	<u>\$2,768,396.48</u>

Payroll for the pay period October 31, 2016 through November 13, 2016.

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

D. MINUTES: Minutes for November 1, 2016.

E. 1. PROMOTION: Mark Chavarria, Water Utility Worker I, Range 132, to Water Utility Worker II, Range 138, effective November 14, 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. PROMOTION: Daniel Silva, Water Utility Worker II, Range 138, to Water Utility Worker III, Range 142, effective November 14, 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. NEW JOB DESCRIPTION AND RANGE CHANGE FOR EXECUTIVE ASSISTANT TO THE GENERAL MANAGER AND RECLASSIFICATION OF INCUMBENT; NEW JOB DESCRIPTION FOR SENIOR ADMINISTRATIVE/CONTRACTS ANALYST AND RECLASSIFICATION OF ONE SENIOR ADMINISTRATIVE COORDINATOR POSITION AND INCUMBENT; AND REVISED JOB DESCRIPTION FOR FLEET/WAREHOUSE SUPERVISOR:

The Department retained Rhonda Strout-Garcia of HR Dynamics to update the Executive Secretary and Senior Administrative Coordinator positions in the Administration division as well as the Fleet/Warehouse Supervisor position. The incumbents in these three positions were assigned work outside the scope of their current job descriptions.

Job analysis questionnaires and interviews were conducted and the job descriptions have been revised based upon the increased duties and responsibilities assigned to these positions. Since these new classifications are unique single-class positions, they did not require approval from the Civil Service Board. The job description for Fleet/Warehouse Supervisor has been revised to reflect additional duties currently performed. The minimum qualification, testing standards, and salary range remained the same.

There was no fiscal impact associated with these changes in the 2016/17 budget year. The Management/Confidential Salary Schedule was updated to reflect the above changes.

The Board of Water Commissioners approved the new job description for Executive Assistant to the General Manager and reclassification of the Executive Secretary position and incumbent, Amy Smith, from Executive Secretary, Section 1050, Management/Confidential unit, FLSA Exempt, Range 304 (\$5,121.51/mo. to \$7,155.37/mo.) to Executive Assistant to the General Manager, Section 1050, Management/Confidential unit, FLSA Exempt, Range 306 (\$5,647.47/mo. to \$7,888.80/mo.).

The new job description for Senior Administrative/Contracts Analyst and reclassification of one (1) Senior Administrative Coordinator position and incumbent, Sydney Morrison, from Senior Administrative Coordinator, Section 1055, Management/Confidential unit, FLSA Exempt, Range 302 (\$4,645.36/mo. to \$6,490.14/mo.) to Senior Administrative/Contracts Analyst, Section 1055, Management/Confidential unit, FLSA Exempt, Range 309 (6,326.70/mo. to \$8,839.17/mo.).

The revised job description for Fleet/Warehouse Supervisor.

G. PAY RATE CHANGE FOR STUDENT INTERN DUE TO MINIMUM WAGE INCREASE: On April 4, 2016 Senate Bill No. 3 amending Section 1182.12 of the Labor Code was approved increasing the California minimum wage in increments annually until it reaches \$15 per hour in 2022. The minimum wage increases from \$10 per hour to \$10.50 per hour effective January 1, 2017. Student Interns are the only positions within the Department currently paid at the rate of \$10 per hour. The General, Mid-Management, Part-Time Salary Schedule was revised to reflect this change. This change was included in the 2016/17 budget.

The Board of Water Commissioners approved the pay rate change for the classification of Student Intern (91903) from \$10 to \$10.50 per hour effective January 1, 2017.

END OF CONSENT CALENDAR

4. ADDITIONS TO THE AGENDA: None.

5. APPROVAL OF AGREEMENT WITH PENCE CONSTRUCTION, INC. FOR DESIGN BUILD SERVICES/CUSTOMER SERVICE RELOCATION PROJECT AT 1350 SOUTH "E" STREET: In January 2016, the Department began planning for relocation of its Customer Service, Cashiering and Field and Meter Service sections from City Hall to facilities at 1350 South "E" Street. This process was necessitated by the City's planned seismic retrofit of City Hall, which requires that all personnel relocate to other buildings while the City Hall building undergoes structural modifications.

In October 2016, the Department issued a Request for Proposal (RFP) (Specification 1663) for Design Build Services for the Customer Service Relocation project at 1350 South E Street. Out of the five (5) prequalified contractors, two (2) contractors submitted proposals in response to the RFP. As a result of staff review and ranking of the proposals, the firm with the highest overall score was Pence Construction, Inc. Pence Construction, Inc. has extensive experience with similar projects and demonstrated a thorough understanding of the project requirements in its proposal and the accelerated time schedule for completion.

This project was budgeted in the Fiscal Year 2016/2017 Capital Improvement Budgets for Water and Water Reclamation, contingent on the issuance of revenue bonds, and was included in the Department's revenue bond issuance as presented to the Board on October 4, 2016 (Water Utility) and October 18, 2016 (Water Reclamation Utility).

Upon motion by Commissioner Hendrix, duly seconded by Commissioner Valles, it was unanimously voted approve a design-build agreement with Pence Construction, Inc. with a Guaranteed Maximum Price (GMP) of \$4,239,111.00 for the Customer Service Relocation Project at 1350 South "E" Street. The General Manager was authorized to negotiate final contract terms and conditions upon completion of architectural design and to execute the contract.

6. OCTOBER 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)**

7. 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:

1. General Manager Aldstadt reported that the revised City Charter passed, and the Department will assume responsibility of the City's sewer collection system.
2. General Manager Aldstadt reported that Terri Willoughby, Finance Director, will have information regarding the sale of our water bonds at the next Board meeting.
8. 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.
9. ADJOURN MEETING: The meeting adjourned at 11:09 a.m. to the next Regular Meeting to be held on Tuesday, November 15, 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