

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD MEETING

MINUTES OF JANUARY 9, 2013  
1:30 P.M.

President Corneille called the Board Meeting of the Board of Directors to order at 1:30 p.m. All present stood for the pledge of allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President  
Melody McDonald, Vice President  
Bob Glaubig, Director  
David E. Raley, Director  
Manuel Aranda, Director  
Clare Henry Day, Director  
John Longville, Director (1:42 p.m.)

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager  
Athena Medina, Administrative Services Specialist

GUESTS PRESENT:

Charles Roberts, Highland Community News  
Don Lee, Tetra Tech  
Paul Williams, IERCD  
Mandy Parkes, IERCD

## 1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desire, to make an oral presentation to the Board of Directors. Hearing none, the meeting continued with published agenda items.

## 2. ADDITIONS/DELETIONS TO AGENDA

Director McDonald requested the Board add, "ACWA\JPIA Election Committee Nomination" to the agenda. Director McDonald stated the information had been sent via email late Friday after the posting of the meeting agenda and requires action prior to the next regular Board meeting. This would allow for timely follow up once the resolution is passed.

**It was moved by Director Aranda and seconded by Director Day to add "Nomination of Director McDonald for Reelection to the Executive Committee for ACWA\JPIA" to the agenda as Action Item E. The motion carried 6-0 with Director Longville noted absent from the vote.**

## 3. CONSENT CALENDAR

Approval of the Board Minutes from December 12, 2012

**It was moved by Director Aranda and seconded by Director McDonald to approve the minutes from December 12, 2012. The motion carried 6-0. Director Longville was noted absent from the vote.**

Approval of Unaudited Financials and Check Register, December 2012

Director Raley inquired on the purchase of the new server from Netsteller. Mr. Cozad explained the server had been obtained at the same cost as retail and would be installed by Netsteller, as they currently handle the District's IT support.

President Corneille noted this is the end of the second quarter and asked when the Administrative Committee would meet to review the District's financials. Director McDonald stated the Administrative Committee would meet quarterly to review financials and that the next committee meeting is scheduled for January 14, 2013.

**It was moved by Director Day and seconded by Director Aranda to approve the Unaudited Financials and Check Register for December 2012. The motion carried 6-0 with Director Longville noted absent from the vote.**

4. ACTION ITEMS, NEW BUSINESS

A. COMMUNITY STRATEGIC PLAN DEVELOPMENT

Mr. Cozad presented a PowerPoint presentation summarizing the Strategic Plan Framework revisions, including the Board's recommended changes to the November 2012 draft Board presentation. The short term and annual priority lists have been moved to the District Priorities list for annual review in January of each year.

Mr. Cozad led a discussion regarding the following long term goals:

1. Continue Securing Organizational Foundation is an ongoing task.
2. Water Resource Conservation & Management remains the core mission of the District. President Corneille confirmed that this category takes into account other opportunities for groundwater recharge, storm water projects and enhanced recharge facilities.
3. Environmental Conservation & Sustainability has been broadened to include language related to effective stewardship, including our focus on the Wash Plan.
4. Water Use Conservation: the Outreach Committee and Staff are working to develop an Outreach Plan. President Corneille reiterated the importance of educating landscape contractors on water use mentioned at a previous meeting by Director Longville and to confirm that this element was captured under Water Use Conservation. Director Longville thanked President Corneille for noting this and expressed his belief that the District can have maximum impact at a moderate expense on water users. He stated conservation efforts are typically geared to the mass market rather than the individual or small business owner. Director McDonald announced the Basin Technical Advisory Committee's (BTAC) Water Conservation Subcommittee going national and may be a collaborative opportunity.
5. The Community Recreation Resources activities are being held for the time being until financially viable, as recommended by the Board.
6. President Corneille suggested the addition of the District's mission statement to the Strategic Plan.
7. The Phased Approach for the District's chosen strategic direction includes generating short term revenues and building reserves. President Corneille noted a few edits to this slide. Director Raley requested acronyms to be spelled out in an index for the public. Mr. Cozad continued with slides on the Wash Plan which outlined the tools needed to implement this project.

8. Organizational Chart: the 2013-2014 version includes five full time employees, one additional part time field staff, interns, General Manager and District Counsel. He said engineering services will continue to be contracted as needed as well as oversight Controller\Accounting functions. Most of the Controller\Accounting work is being accomplished in house by Administrative Services Specialists primarily. Mr. Cozad added a position for Land and Resources Manager & Wash Plan. President Corneille stated the District is currently outsourcing part of this task. Director Raley indicated he is in favor of adding such a position if it increases the speed and likelihood of the Wash Plan completion. Discussion ensued. Director Longville thanked Mr. Cozad for utilizing current staff in an effective manner.

Mr. Cozad outlined the next steps in the District's strategic planning process. He will prepare a narrative draft Strategic Plan including brief background and history which outlines: the core mission activities, land management, compatible activities, future projects and grants and strategic revenue items and plan. The Draft Plan is to be brought back at the February Board Meeting. It will then be presented to our groundwater partners and the community. President Corneille requested that when a presentation is made to other Agency Boards that a Conservation District Board member(s) be present, and that a schedule of all presentations be provided to the Board. It is anticipated that the Board will formally adopt the Strategic Plan in May once the public and partners have reviewed and commented on it. Director Raley stated that there should be an addendum or brief summary of Wash Plan included in Strategic Plan as well for those who are not familiar with it.

## B. DISTRICT BOARD PRIORITIES FOR 2013

President Corneille and Director McDonald met with Mr. Cozad to review District Priorities prior to the Board meeting to provide feedback which is included in the package. Mr. Cozad gave a brief overview of District priorities shown on Board package page 55. Package page 56 shows a preliminary draft of 2013 District Priorities for comparison and review. The priorities were rearranged and additional ones were identified. President Corneille stated that one of the items removed was the groundwater budget and rate settings since these are annual tasks rather than special projects. Therefore, the District Priorities list includes a list of projects and special tasks rather than routine efforts.

The Preliminary SBWWCD 2013 Priorities were reviewed in detail. The second item on the list, Wash Plan Phase I, requires the District obtain approval on conservation strategy map prior to proceeding with Phase II which consists of a number of tasks. The Strategic Plan has a May 2013 target date for completion. Mr. Cozad stated the District has until March 2013 to submit the Plunge Creek grant application and letter of intent. Mr. Cozad noted Athena Medina, Administrative Services Specialist, has updated the District's website

to reflect the changes in Divisions and uploaded the new Division boundaries map. The Board Policy Manual will be reviewed and revised at the January 14<sup>th</sup> Administrative Committee meeting. This will include changes resulting from the reduction in Board size. A draft will be presented at the February 13<sup>th</sup> Board meeting. The EBX II Contractor has begun cleaning and grubbing in preparation to begin construction and the District has received a schedule for the pipeline work. The Enhanced Recharge Project support and cooperation with SBVMWD and WMWD is ongoing. Discussion ensued. Support Outreach/Conservation is a new item that has been added. President Corneille stated that he would move item 16 Cooperative Joint Projects up in Board priority from a three to a two.

**It was moved by Director Day to approve the Preliminary SBVWCD Board Priorities 2013 list as amended. Director Longville seconded motion. The motion carried unanimously.**

#### C. DISTRICT STANDING COMMITTEE APPOINTMENTS

President Corneille introduced this item for discussion. He noted that Director Glaubig is not on any of the Board Committees in Appendix "B" and after speaking with Director Aranda; requested that Director Glaubig be added to the Resources Committee with Director Aranda as alternate. Director McDonald noted that there is no alternate on Outreach Committee. President Corneille suggested Director Glaubig be added as the alternate for Outreach Committee; Director Glaubig and the Board concurred.

President Corneille referred to Appendix "C" Roster of Organizations and Committees with Assigned Representatives and asked if any Board Members would like to be considered for addition to an organization or committee. He asked if the Board would remove the General Manager as a primary or alternate on the list because he will have the option of attending any meeting. Director McDonald noted that this item will also be discussed at the Administrative Committee meeting on January 14<sup>th</sup>. Director Aranda expressed his interest in being a primary or alternate on the BTAC Committee. President Corneille reviewed the policy for Board member meeting reimbursement in Appendix "C". Discussion ensued. Director Aranda stated that ACWA Committees are selected every two years and that any Director can submit their name to be considered on a committee. President Corneille would like to be considered as an alternate on the SBVMWD Board Meetings.

**Action on this item was deferred to the Administrative Committee meeting to be held on January 14, 2013 including the suggestions noted.**

#### D. WATERSHED CONFERENCE SPONSORSHIP

Mr. Cozad introduced this item with a brief summary. He stated that this is not in the budget. Director Glaubig stated there will be 4 tickets included with sponsorship and an option for a 10 x 10 space to set up an information booth. He said that this may be a partnership opportunity with IERCD.

**It was moved by Director McDonald to approve the \$1,000 Sponsorship for the Santa Ana River Watershed Conference. Director Aranda seconded motion. The motion carried unanimously.**

E. NOMINATION OF DIRECTOR MCDONALD FOR REELECTION ON EXECUTIVE COMMITTEE FOR ACWA\JPIA

This item was added to the agenda as an urgency item.

Director McDonald stated that ACWA\JPIA has revamped the committees from 2 year to 4 year terms. She stated she would need a letter from the Board to obtain concurring nominations from other agencies. Director McDonald stated that her seat on the Executive Committee is up for reelection.

**It was moved by Director Aranda to nominate Director McDonald to the Executive Committee of ACWA\JPIA and direct Staff to prepare the appropriate resolution to be signed by the Board President. Director Longville seconded motion. The motion carried unanimously.**

5. INFORMATION ITEMS:

A. Outreach Committee Report and Possible Action

Director Aranda referred to the handout which shows the District involvement in previous years. He noted the reason the District halted involvement was due to staffing and budgetary constraints. Director Aranda reviewed previous outreach program elements such as booths, water, and tours. Director Aranda has continued to perform outreach on water. He stated the need to develop an outreach program and budget. President Corneille stated that a PowerPoint presentation on the District has been prepared by Mr. Cozad which he believes can be used as a template and presented by any Director. President Corneille said he added a few slides and used it at a recent public meeting in Mentone. He stated that instead of general water programs, the District needs to show the public a specific program which describes what the District does and what the District has accomplished. Discussion ensued. Mr. Cozad said that the District needs to use care when spending outreach money and be able to show the public why we spent the money. President Corneille asked the Outreach

Committee to critique the presentation and a copy of the presentation was handed-out to each Board member. The Outreach Committee will meet again and make a report at the regular Board meeting in February.

#### B. IERCD Water Education Program Presentation

This item was taken out of order after the Consent Items.

President Corneille introduced Mandy Parkes, District Manager, and Board President Paul Williams with Inland Empire Resource Conservation District (IERCD). Mrs. Parkes handed out packages with a draft flyer on the school water education program funded by the District, which will be on their website once finalized. It included a lesson plan on water use efficiency and today's PowerPoint presentation. She stated that IERCD has been making educational presentations since 2007 and currently has two educators on Staff to perform these. The presentations are consistent with Science Content Standards for California Public Schools based on grade. It is also interactive. Mrs. Parkes reviewed in detail the outreach program which is presented to grades K-12. President Corneille stated it is important to emphasize the District's recharge of local surface water as well as State Project Water (SPW). Mrs. Parkes stated she has great visuals of surface water that she will include in presentations. Also, she stated that she will soon have a running calendar of presentations and she offered for any of the Board members to come to their presentations. The Board expressed interest in attending. Once the presentations begin, it is \$100 per presentation. The Board thanked Mrs. Parkes and President Williams for their presentation. President Corneille noted that the District is looking for other opportunities to partner with IERCD in addition to outreach.

#### C. General Manager's Report

Mr. Cozad stated that he attended the kickoff meeting for SAWPA OWOW funding and that they will have weekly meetings to put together all the materials for SAWPA grant. He also started working with Spanello, the construction contractor for EBX II, out in the field to begin pipeline construction. Randy Carlisle has not been utilized yet, but possibly when construction starts he will be.

#### D. Monthly Recharge Report

Director Raley asked how much SPW our principal users take each year including Redlands, EVWD, and San Bernardino over the past three years. President Corneille clarified that Director Raley is requesting direct delivery information. Brief discussion ensued.

E. Future Agenda Items & Staff task Requests from Directors

President Corneille requested the Board move the May Board meeting to May 15<sup>th</sup> because it falls at same time as ACWA Conference. Mr. Cosgrove has a conflict, but will send someone from his office.

6. MONTHLY BOARD MEMBER COMMITTEE ACTIVITY REPORTS, AND /OR COMMENTS BY BOARD MEMBERS

Directors Day and Glaubig made no report.

Director Longville attended SBVMWD swearing in and a SANBAG presentation on Regional County Wide Planning. In addition, he attended the Outreach Committee meeting.

Director McDonald attended the BTAC meeting; the current SPW allocation is at 40%. There is going to be a meeting on January 16<sup>th</sup> for the Project Implementation Group where Mr. Cozad will be making a presentation on the Plunge Creek Habitat and Water Conservation Project. Director McDonald also attended the SBVMWD swearing in.

Director Raley attended the Outreach Committee meeting and SBVMWD swearing in. He stated SBVMWD has now banked 28,000 acre feet in Big Bear raising the lake level one foot. Additionally, he attended a Sub-committee meeting at SBVMWD of the Financing Corporation.

Director Aranda chaired the Outreach Committee meeting and attended the SBACC meeting.

President Corneille met with the General Manager and Vice President to discuss goals. Also, he made a presentation for the Mentone Chamber of Commerce. The Advisory Commission on Water will be held January 17<sup>th</sup> at 7:00 pm which he will chair.

The Association of San Bernardino County Special Districts Dinner has been moved to January 28<sup>th</sup>.

7. UPCOMING MEETINGS

None discussed.

8. CLOSED SESSION

**It was moved by Director Longville to adjourn to Closed Session; it was seconded by Director Day. The motion carried 7-0.**

General Counsel announced that the meeting will adjourn to closed session under all of the items listed on the posted agenda.

At 4:20 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted while in Closed Session under Government Code section 54957.1 there was no reportable action taken.

9. ADJOURN MEETING

**It was moved by Director Day and seconded by Director Longville to adjourn to the next scheduled meeting. The motion carried 7-0.**

At 4:21 p.m. the meeting adjourned to the Regular Board of Directors Meeting on February 13, 2013 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.



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Daniel B. Cozad  
General Manager