

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

ADMINISTRATIVE COMMITTEE MEETING
AGENDA

January 15, 2014 –1:30 P.M.

Location--1630 West Redlands Boulevard, Suite A, Redlands, California

Note: Copies of staff reports not attached to this agenda or other documents relating to the items on this agenda are on file at the District offices and are available for public review during normal District business hours.

1. PUBLIC PARTICIPATION

Members of the public may address the Board of Directors on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) Section 54954.2 of the Government Code.

2. ADDITIONS/DELETIONS TO AGENDA

Section 54954.2 provides that a legislative body may take action on items of business not appearing on the posted agenda under the following conditions: (1) an emergency situation exists, as defined in Section 54956.5; (2) a need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted; and (3) the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

3. APPROVAL OF MEETING MINUTES FROM OCTOBER 14, 2013

4. SECOND QUARTER FINANCIALS REVIEW FOR FY 2013-2014

5. BOARD POLICY MANUAL REVIEW

- a. 1050 Copying of Public Documents
- b. 4060 Committees of the Board of Directors

6. PER DIEM ORDINANCE AND RESOLUTION REVIEW/RECOMMENDATION

7. RECORDS RETENTION AND DESTRUCTION POLICY

8. PERSONAL USE OF DISTRICT VEHICLE POLICY

9. ADJOURN

Committee Members:
Melody McDonald, Chair
David Raley

Alternate:
John Longville

It is the intention of the San Bernardino Valley Water Conservation District to comply with the American With Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS**

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

October 14, 2013
1:00 P.M.

Chairperson McDonald called the Administrative Committee Meeting to order at 1:00 p.m.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Melody McDonald, Chairperson
David Raley, Director (1:10 p.m. arrival)
Clare Henry Day, Director

ADMINISTRATIVE COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Daniel Cozad, General Manager
Athena Medina, Administrative Services Specialist

GUEST PRESENT:

None

1. PUBLIC PARTICIPATION

Chairperson McDonald announced this as the time for any persons present, who so desire, to make an oral petition to the Administrative Committee. Hearing none, the meeting proceeded with the published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVAL OF MINUTES FROM THE AUGUST 26, 2013, MEETING

It was moved by Director Day and seconded by Chairperson McDonald to approve the minutes of the August 26, 2013. The motion carried 2-0 with Director Raley noted absent from the vote.

4. 1ST QUARTER FINANCIALS REVIEW FOR FY 2013-2014

Mr. Cozad presented a written policy for the calculation of overhead. This policy was approved at the October 9th Board Meeting and will correspond with the budget amendment. Originally overhead was calculated at approximately 30% but Director Raley pointed out with salary **and** benefits, it is 22%. Mr. Cozad stated this change has been made and we will review again with the budget amendment. The budget to actual spreadsheet presented in today's packet will be the new amendment. Mr. Cozad pointed out the Wash Plan Enterprise has been added to the budget spreadsheet noting items from Land Resources Enterprise were moved to the Wash Plan Enterprise. No net change occurred from these moves. New columns were added to the report: expended/received to date, expected remaining costs and projected annual costs with changes/modifications noted in yellow. Groundwater income is higher than expected. Redlands Plaza expense is higher because we plan to charge the District rent which is noted in the spreadsheet. Mr. Cozad stated this is purely an accounting activity to keep more accurate totals for Redlands Plaza. He reported the lease agreement with SBVMWD is higher because Staff added in COLA when we billed them but this took place after the budget. The Regional HCP contribution contract that was Board approved has been added to the budget. Wash Plan District contribution is now separated out into its own general ledger (GL) line. Mr. Cozad is forecasting legal expenses to be lower and the office lease payment of \$59,724 is broken up amongst the different enterprises costing approximately \$5,000 per month.

Mr. Cozad continued with explaining the projected GL's that are over or under budget such as the increased educational reimbursement for staff due to more interest/use than in the past. He noted some benefits increased and one decreased due to better allocation with medical insurance and workers compensation being a little higher than expected. The Document Imaging intern budget increased to continue making steady progress with District archives. Director Raley inquired about the format the District is using to maintain these documents. Mr. Cozad and Ms. Medina explained the benefits and formatting of Laserfiche. Mr. Cozad mentioned some additional adjustments: general liability has been paid and was lower than budgeted; the \$100,000 budgeted for elections were not expensed. Mr. Cozad attended the CSDA conference and will attend the ACWA conference therefore administrative costs will be slightly higher.

Mr. Cozad stated GL 7150 Mill Creek maintenance permitting is new. This item is not currently in the Wash Plan but may be included at a later time. Director Raley stated it should be under capital and Mr. Cozad confirmed that it is. The District will now need permits from FWS to maintain the basins for divergence of the river that were not previously required for incidental take of wildlife. Director Day asked if the permits will be needed from federal or state and Mr. Cozad stated from both. Discussion ensued. Mr. Cozad stated GL 7230 Field Equipment/Vehicles was increased to purchase a new tractor loader. The Resources Committee has agreed it is needed this fiscal year. The District has the majority of funds needed to purchase the tractor but it will be amortized. Director Raley inquired about the current tractor. Mr. Cozad explained that it has been fully depreciated. Director Day and Director Raley recommended the new tractor have a bucket with teeth.

Mr. Cozad continued his review stating the projected over/under budget column shows about \$84,000 under budget mostly due to the unused \$100,000 for election fees and additional revenue of about \$132,000; \$60,000 coming from District rent. Some funds are just being moved between enterprises; however the financial situation is better. The District is spending \$538,000 in General Fund and receiving \$377,000 in revenue. Overhead has been increased to allow addition funding for the General Fund enterprise from the other enterprises. Contributions from reserves may be used since there is still a small negative in General Fund. The District will be using \$95,000 in capital for equipment. Mr. Cozad stated we had a balanced budget when it was approved and it is now a little better than balanced due to Director Election expenses being zero. Chairperson McDonald asked about the reserve for General fund. Mr. Cozad explained we took from the existing reserves because we had over allocated to Land Resources and not enough in General fund. Director Day asked if overhead has a specific direction in which it will be calculated. Mr. Cozad stated it will be reconciled and calculated before the end of the year. We are considering calculating overhead on a quarterly basis. Director Day believes once a year is sufficient but to understand that overhead is a variable, not a fixed number. Discussion ensued. Mr. Cozad stated from the direction of the Admin Committee, he has written up the policy for overhead and it will be proposed in the next budget. Director Raley suggested that a summary of each item discussed should be explained in a memo to present to the Board. Mr. Cozad confirmed we will present committee's recommendations and put the policy with it as part of the budget. Director Raley asked about the number of logoed apparel each member is allocated per year. Mr. Cozad stated about 1-2 items a year is what we suggest but there is not an actual policy since no one has taken advantage of it. Discussion ensued. It was the consensus of the Committee to present the Quarterly Financials to the Board of Directors at the next scheduled Board meeting.

5. BOARD POLICY HANDBOOK

Mr. Cozad provided a clarified copy of section 4025 1.1D under mileage which states "the District will pay the lesser cost of mileage reimbursement described above or the lowest reasonable airfare to the travel location". Director Raley stated he thought the airfare should include associated costs such as the trip into town if a rental car is needed. Mr. Cozad stated "reasonable" gives us room for those additional costs. Director Day stated that in the 18 years that he has been with the District directors have not taken advantage of travel expenses. Chairperson McDonald asked if doing travel cost comparisons for the Directors is too time consuming for staff and staff stated it is not. Mr. Cozad mentioned he learned of Cal Travel at the CSDA conference and that Staff will look into their rates to see if they can offer any cost savings to the District. Discussion ensued.

Mr. Cozad presented Item E-Board Meeting Reports. The policy states Directors must submit a written report from the listed meetings in order to receive compensation for that meeting. Directors may submit their reports with their expenditure sheets or they may present them at the Board meeting. Some exceptions do apply to allow for verbal reports. Appendix C shows a list of meetings that will require reports based on what he thought seemed appropriate and on some of President Corneille's recommendations. This list is up for discussion. Director Day believes both ACWA and JPIA meetings should be included in the required written report list. Chairperson McDonald stated the District does not pay for JPIA meetings because JPIA pays her

for being on their Executive Committee. Discussion ensued. Chairperson McDonald wanted clarity on being paid for meetings that do not require a written report. Mr. Cozad and Director Raley explained that Directors will be compensated for meetings that do not require a written report with their expense report even if an oral report has not been made yet. Staff will not keep track of oral reports, only required written reports. It is the responsibility of the Director to make any oral reports. Director Raley requested Chairperson McDonald to voluntarily write a report for JPIA meetings that she attends. Director Day inquired about payment on special presentations. Mr. Cozad clarified Directors are only paid for one special presentation per month. Discussion ensued. Mr. Cozad stated he will clarify payments for reporting in the Board Policy Manual.

Mr. Cozad next presented item F-Service Day which states “A director may claim and be paid a per diem one travel day to or from a District requested multi-day meeting or event which requires travel 200 miles or more from the District office or as approved by the Board”. Director Day stated that if it takes more than four hours to reach the meeting destination then that should be considered a full day’s pay. Chairperson McDonald stated she does not feel it should be determined by distance or the amount of hours it takes to get there. Discussion ensued. Chairperson McDonald believes the policy should state “... meeting or event with where an overnight stay is required...”should pay a per diem considered as one day of travel. Director Raley agreed and asked about local mileage reimbursement. Chairperson McDonald stated mileage is not paid within District boundaries. Discussion ensued. It was determined that mileage is paid to some meetings within District boundaries. Director Raley suggested there should be a definitive policy whether this mileage is paid or not. All members agreed the policy should state that mileage is not paid within District boundaries. It was the consensus of the Committee to present their Board Policy Manual suggested changes to the Board of Directors at the next scheduled Board meeting.

6. ADJOURN

It was moved by Director Day and seconded by Director Raley to adjourn. The motion carried unanimously.

There being no further business, the meeting adjourned at 2:47 p.m.

San Bernardino Valley Water Conservation District Enterprise Budget to Actual Report

GL ACCT:	GL DESCRIPTION:	Amended 2013-2014 Budget	Expended/Received to Date as of 12/31/2013	Expected Remaining Costs/Revenue	Projected Annual Costs (7/1/13-6/30/14)	Projected Over/Under Budget	Notes	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY-MENTONE HOUSE			LAND RESOURCE (MINING)			WASH PLAN		
								2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:
INCOME:																						
4012	INTEREST INCOME-LAIF	1,800.00	257.14	1,542.86	1,800.00	-		1,800.00	100.00%		0.00		0.00			0.00			0.00			
4013	INTEREST INCOME-CALTRUST	60,000.00	40,845.44	19,154.56	60,000.00	-		60,000.00	100.00%		0.00		0.00			0.00			0.00			
4021	GROUNDWATER CHARGE-AG	43,357.64	23,226.17	20,000.00	43,357.64	-	Based on rate and prior over accrual in Prior FY	0.00			43,357.64	100.00%	No Rate increase			0.00			0.00			
4023	GROUNDWATER CHARGE-NON AG	792,252.81	419,116.75	373,136.06	792,252.81	-	Based on estimate of previous time period	0.00			792,252.81	100.00%	No Rate Increase			0.00			0.00			
4031	PLANT SITE CEMEX	48,000.00	24,000.00	24,000.00	48,000.00	-		0.00			0.00					48,000.00	100.00%	PER LEASE MIN			0.00	
4032	CEMEX - ROYALTY/LEASE	308,333.33	133,333.32	175,000.01	308,333.33	-		0.00			0.00					308,333.33	100.00%	Per Lease Agreement			0.00	
4034	REDLANDS AGGREGATE 5% ROYALTY	36,000.00	18,000.00	18,000.00	36,000.00	-		0.00			0.00					36,000.00	100.00%	PER CONTRACT			0.00	
4036	AGGREGATE MAINTENANCE	23,500.00	17,916.16	5,583.84	23,500.00	-		0.00			0.00					23,500.00	100.00%	EST FROM 2010			0.00	
4040	MISCELLANEOUS INCOME	25,000.00	114,717.03	20,282.97	135,000.00	110,000.00	Insurance payments	18,750.00	75.00%	ESTIMATE	0.00					6,250.00	25.00%	ESTIMATE			0.00	
4050	PROPERTY TAX	76,000.00	35,086.83	40,913.17	76,000.00	-		76,000.00	100.00%	Assessor \$70K plus \$6K RDA	0.00					0.00			0.00		0.00	
4055	SBVMWD LEASE AGREEMENT	354,550.00	354,550.00	0.00	354,550.00	-		212,730.00	60.00%	General and Reserve	117,001.50	33.00%	Allocation to Cost			0.00			24,818.50	7.00%	Land Lease Cost	0.00
4062	MENTONE PROPERTY INCOME	18,900.00	7,875.00	11,025.00	18,900.00	-		0.00		Lower rental value	0.00					18,900.00	100.00%	PER LEASE			0.00	
4065	REDLANDS PLAZA	139,063.00	71,872.83	67,190.17	139,063.00	-	Lease Agreements with no new tenants	0.00			0.00					139,063.00	100.00%	Estimated via revised leases			0.00	
4066	REDLANDS PLAZA CAM	31,198.00	15,074.38	16,123.62	31,198.00	-		0.00			0.00					31,198.00	100.00%	Estimated via revised leases			0.00	
4080	EXCHANGE PLAN	30,000.00	-	30,000.00	30,000.00	-		0.00			30,000.00	100.00%	HISTORIC			0.00			0.00		0.00	
4025	WASH PLAN REVENUE	415,800.00	382,844.00	21,456.00	415,800.00	-	3% reduction proposed from County	0.00		Per Wash Plan Budget	0.00					0.00			0.00		415,800.00	
4086	PLUNGE CREEK IRWMP	190,000.00	-	90,000.00	90,000.00	(100,000.00)	Uncertain due to Grant Award	8,550.00	4.50%		0.00					180,500.00	95.00%				0.00	
	TOTAL INCOME:	2,593,754.78	1,658,715.05	933,408.26	2,603,754.78	10,000.00		377,830.00			982,611.95			189,161.00		627,401.83			415,800.00			
EXPENSES:																						
5080	LAFCO CONTRIBUTION/FEES	9,345.83	327.07	9,018.76	9,345.83	-	May be high, due to accrual for prior FY	9,345.83	100.00%		0.00					0.00			0.00		0.00	
5081	WASH PLAN	-	27.54	(27.54)	-	-		0.00			0.00					0.00			0.00		0.00	
5082	PLUNGE CREEK LABOR EXPENSE	8,617.03	-	8,617.03	8,617.03	-		0.00	0.00%		0.00					8,617.03	100.00%				0.00	
5083	REPAYMENT OF WASH PLAN ADVANCE	188,365.40	188,365.40	0.00	188,365.40	-	Paid by SBVMWD	0.00	0.00%		0.00					0.00			188,365.40	100%		
5120	MISC. PROFESSIONAL SERVICES	120,000.00	7,556.52	112,443.48	120,000.00	-		120,000.00	100.00%	Accounting/Sub.	0.00	0.00%				0.00	0.00%		0.00		0.00	
5122	WASH PLAN PROFESSIONAL SERVICES	100,000.00	7,926.76	92,073.24	100,000.00	-		0.00		Per Wash Plan Budget	0.00					0.00			0.00		100,000.00	
5124	PLUNGE CREEK PROFESSIONAL SERVICES	179,510.00	2,375.00	177,135.00	179,510.00	(100,000.00)	Uncertain due to Grant Award	0.00			17,951.00	10.00%				161,559.00	90.00%				0.00	
5125	ENGINEERING SERVICES	15,000.00	1,490.21	13,509.79	15,000.00	-		0.00			15,000.00	100.00%	GENERAL ENG./GIS			0.00			0.00		0.00	
5130	AERIAL PHOTO/SURVEYING/MARKET	1,000.00	-	1,000.00	1,000.00	-		0.00		Complete 2013	0.00					1,000.00	100.00%				0.00	
5133	Regional River HCP Contribution	20,000.00	20,000.00	0.00	20,000.00	-		0.00			0.00					20,000.00	100.00%				0.00	
5143	Wash Plan District Contribution	78,176.00	78,176.00	0.00	78,176.00	-		0.00			0.00					78,176.00	100.00%				0.00	
5145	ENVIRONMENTAL SERVICES (WASH PLAN)	250,000.00	-	213,000.00	213,000.00	(37,000.00)		0.00		Per Wash Plan Budget	0.00					0.00			0.00		213,000.00	
5160	IT SUPPORT	7,500.00	1,935.00	5,565.00	7,500.00	-		2,750.00	36.67%		4,000.00	53.33%	% OF 2010			750.00	10.00%				0.00	
5170	AUDIT	19,000.00	18,550.00	450.00	19,000.00	-		1,900.00	10.00%		10,640.00	56.00%	ON REVENUE	2,850.00	15.00%	ON REVENUE	3,610.00	19.00%	ON REVENUE			0.00
5175	LEGAL-WASH PLAN	42,000.00	6,990.70	35,009.30	42,000.00	-		0.00		Per Wash Plan Budget	0.00					0.00			0.00		42,000.00	
5180	LEGAL	100,227.77	28,215.75	72,012.02	100,227.77	-	Less Requested Work and lawsuits	30,068.33	30.00%		50,113.89	50.00%	Collaborative Agreement Etc.	10,022.78	10.00%	REV/NO WASH PLAN	10,022.78	10.00%				0.00
FIELD OPERATIONS:																						
5123	TEMP FIELD LABOR	0.00	-	0.00	0.00	-	Not expected	0.00			0.00	100.00%				0.00			0.00		0.00	
5210	EQUIPMENT MAINTENANCE	8,000.00	1,147.59	6,852.41	8,000.00	-		0.00			8,000.00	100.00%	EST. FROM 2010			0.00			0.00		0.00	
5215	PROPERTY MAINTENANCE	7,500.00	2,221.25	5,278.75	7,500.00	-		0.00			7,500.00	100.00%	EST. FROM 2010			0.00			0.00		0.00	
VEHICLE OPERATIONS:																						
5310	VEHICLE MAINTENANCE	15,000.00	4,229.20	10,770.80	15,000.00	-	Expected Costs for Maintenance	0.00			15,000.00	100.00%	EST. FROM 2010 BASE			0.00			0.00		0.00	
5320	FUEL	16,500.00	4,183.71	11,000.00	15,183.71	(1,000.00)	Reduced fuel costs	0.00			16,500.00	100.00%	EST. PLUS FUEL COST			0.00			0.00		0.00	
UTILITIES:																						
5410	ALARM SERVICE	3,000.00	1,543.86	1,456.14	3,000.00	-		1,500.00	50.00%		1,500.00	50.00%				0.00			0.00		0.00	
5420	ELECTRICITY	14,000.00	4,584.77	9,415.23	14,000.00	-		3,920.00	28.00%		2,800.00	20.00%	% OF 2010	7,280.00	52.00%				0.00		0.00	
5430	MOBILE PHONES	1,000.00	796.25	800.00	1,596.25	596.25		26.67	2.67%		973.33	97.33%	% OF 2010	0.00		0.00			0.00		0.00	
5440	TELEPHONE	7,400.00	2,637.41	4,762.59	7,400.00	-		5,180.00	70.00%		2,220.00	30.00%	% OF 2010	0.00		0.00			0.00		0.00	
5450	NATURAL GAS	1,500.00	143.34	1,000.00	1,143.34	(356.66)	Mild Winter	900.00	60.00%		600.00	40.00%	% OF 2010	0.00		0.00			0.00		0.00	
5460	WATER / TRASH / SEWER	11,660.00	878.14	900.00	1,778.14	(9,881.86)	Redlands Municipal expenses moved to CAM	5,830.00	50.00%		4,664.00	40.00%	% OF 2010	0.00		1,166.00	10.00%				0.00	
5470	INTERNET SERVICES	7,500.00	3,243.84	4,256.16	7,500.00	-		3,750.00	50.00%		2,250.00	30.00%		375.00	5.00%				1,125.00	15.00%	0.00	
GENERAL ADMINISTRATION:																						
6001	GENERAL ADMIN-OTHER	7,500.00	540.80	6,959.20	7,500.00	-		3,750.00	50.00%		3,750.00	50.00%				0.00			0.00		0.00	
6002	WEBSITE ADMINISTRATION	3,100.00	172.50	2,927.50	3,100.00	-		3,100.00	100.00%		0.00					0.00			0.00		0.00	
6003	PROPERTY TAX	2,170.00	-	2,170.00	2,170.00	-	Most now in Redlands Plaza	2,170.00	100.00%		0.00					0.00			0.00		0.00	
6004	MEETING EXPENSES	5,200.00	351.21	4,848.79	5,200.00	-		3,900.00	75.00%		0.00					1,300.00	25.00%				0.00	
6006	PERMITS	1,648.00	50.00	1,598.00	1,648.00	-		824.00	50.00%		824.00	50.00%	% OF 2010	0.00		0.00			0.00		0.00	
6007	INTER DISTRICT COSTS	10,000.00	-	10,000.00	10,000.00	-		1,000.00	10.00%		3,750.00	37.50%				5,250.00	52.50%				0.00	
6009	LICENSES	1,300.00	850.14	449.86	1,300.00	-		260.00	20.00%		1,040.00	80.00%	% OF 2010	0.00		0.00			0.00		0.00	
6010	SURETY BOND	2,000.00	-	2,000.00	2,000.00	-		0.00	0.00%		0.00					2,000.00	100.00%				0.00	
6012	OFFICE MAINTENANCE	3,000.00	2,701.13	298.87	3,000.00	-		1,200.00	40.00%		0.00			1,800.00	60.00%	upkeep			0.00			

San Bernardino Valley Water Conservation District

POLICY HANDBOOK

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

1050.1 Individuals requesting copies of public documents shall be charged a reasonable fee based upon the cost to produce the copy to defray expenses associated with the copying process.

1050.2 Copies of agendas and other writings (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings.

1050.3 Staff will provide and post annually the current rate for copying public documents.

San Bernardino Valley Water Conservation District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 Role of Committees.

(a) In order to assist in its background investigations or preliminary discussions, the Board of Directors has formed, and may form additional, committees to assist it. Unless specifically delegated by the Board, committees shall have no authority to bind the District to any position, contract, or course of action; the sole function of committees is to assist the Board in the fact finding and other tasks necessary for legislative action. Furthermore, no vote, statement, or position taken by any Director at a committee meeting shall be binding on that Director, if and when the matter comes before the full Board. All final approval of any action taken on behalf of the District rests with the full Board, unless the Board specifically delegates otherwise. The Board may at any time create or dissolve a committee, as it may from time to time deem necessary. There are two types of advisory committees of the Board: Standing and Ad Hoc Committees. Appendix "B" provides a list of current Committees.

(b) Standing Committees. All Standing Committees are created by formal action of the Board (approved by the Board and so recorded in the minutes). Such action may take the form of an amendment to this Board Policy Manual. The meetings of the Standing Committees shall be governed by, and conducted pursuant to, the provisions of the Ralph M. Brown Act in the same manner as the meetings of the Board of Directors. Any member of the Board may attend any meeting of any Standing Committee but may not participate in the vote on any question before the Committee. Minutes of the proceedings of all Standing Committees shall be kept by the Board Secretary, and shall be available to other Board members, or members of the public upon request. Standing Committees shall meet on a regular basis, as determined by the Board of Directors, currently not less than once every six months.

(c) Ad Hoc Committees. Ad Hoc Committees are informal, temporarily formed advisory committees to investigate or address situation-specific occurrences, and are created and filled by appointment of the President of the Board of Directors. Ad Hoc Committees shall have no delegated authority from the Board, and shall be dissolved by the President of the Board when the situation or occurrence leading to their formation is resolved, or when the President otherwise considers such dissolution appropriate. Ad Hoc Committees shall have no continuing subject matter jurisdiction. Only Directors appointed to an Ad Hoc Committee shall attend or otherwise participate in its meetings.

(d) Membership of Committees. No Committee shall consist of more than three members of the Board. Each Committee shall elect its own Chairperson. The membership of all committees shall be reviewed by the Board annually at its regular meeting in December, at which time any changes or modifications to the appointments shall be made for the upcoming year.

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. President may make changes to those appointments at any time with concurrence from existing appointee being considered to be moved, switched, or requesting to be removed. President may also make appointments at any time to fill a vacancy if applicable.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified in Appendix "B" below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

RESOLUTION NO. 457

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT IMPLEMENTING VARIOUS POLICIES SET BY ORDINANCE NO. 2010-1 RELATING TO COMPENSATION TO DISTRICT DIRECTORS FOR SERVICES ON BEHALF OF THE DISTRICT

WHEREAS, the Board of Directors of San Bernardino Valley Water Conservation District has published notice of a public hearing for consideration of Ordinance No. 2010-1, relating to compensation to District directors and staff for services rendered on behalf of the District; and

WHEREAS, that Ordinance, if passed, authorizes the Board of the San Bernardino Valley Water Conservation District to establish certain policies and practices relative to compensation for services performed by District directors and staff on behalf of the District; and

WHEREAS, the Board of Directors of the San Bernardino Valley Water Conservation District now wishes to establish, by resolution, and consistent with authorization to be provided by Ordinance 2010-1, regarding the five percent (5%) increase in compensation authorized under California Water Code sections 20201 et seq., and the number of meetings per month that the members of the Board of Directors will be eligible to receive compensation for, for services rendered on behalf of the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

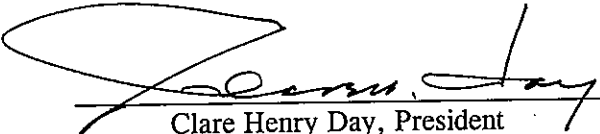
Section 1. For the remainder of the calendar year 2010, and pursuant to Section 1, Subsection (d) of Ordinance 2010-1; the Board of Directors elects to forego the five percent (5%) increase in the per-meeting rate of compensation to be paid to Directors for services rendered on behalf of the District. The rate of compensation to be paid to Directors shall therefore remain fixed for the remainder of calendar year 2010 at the amount of One Hundred Ninety-Seven Dollars (\$197.00) per meeting.

Section 2. Pursuant to authority granted in Section 3 of Ordinance No. 2010-1, the Board hereby sets the maximum number of meetings that any one Director can be compensated for in any given month at nine (9) meetings. This nine (9) meeting per month limit shall remain in effect until otherwise modified by resolution of the Board.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 14th day of April 2010, by the following roll-call vote:

YES:	DIRECTORS: Day, Wright, Longville, Raley, McDonald, Aranda
NO:	DIRECTORS:
ABSTAIN:	DIRECTORS:
ABSENT:	DIRECTORS: Corneille

ATTEST:


Clare Henry Day, President


R. Robert Neufeld, Secretary

ORDINANCE NO. 2010-1

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
AMENDING DISTRICT POLICY
REGARDING COMPENSATION TO DISTRICT DIRECTORS AND
STAFF FOR SERVICES ON BEHALF OF THE DISTRICT**

WHEREAS, California Water Code Sections 74208 *et seq.* provide that each director of the San Bernardino Valley Water Conservation District (“District”) may receive compensation for each day’s attendance at meetings of the Board or for each day’s service rendered as a director by request of the Board, as authorized or permitted by law, together with allowed expenses incurred in the performance of his or her duties required or authorized by the Board; and

WHEREAS, California Water Code Sections 20201 *et seq.* authorize a water district to provide, by ordinance, that the number of days for which each director may receive compensation may be set to a number not to exceed 10 days per month; and

WHEREAS, the District’s Board of Directors previously passed Ordinance 95-1 relating to policies of compensation to Directors for attendance at Board meetings, and reimbursement of expenses; and

WHEREAS, that Ordinance fixed compensation for Directors at one hundred five dollars (\$105.00) per meeting, and provided for an automatic yearly increase in such amount, as authorized by California Water Code sections 20201 *et seq.*; and

WHEREAS, given such annual increases since Ordinance 95-1 was passed, that amount is now one hundred ninety-seven dollars (\$197.00); and

WHEREAS, the District’s Board of Directors now wishes to modify those policies; and

WHEREAS, after notice published pursuant to Government Code section 6066, the District’s Board of Directors held a public hearing to consider adoption of this Ordinance; and to hear and consider public comment thereon;

NOW, THEREFORE, the Board of Directors of the San Bernardino Valley Water Conservation District does hereby ordain as follows:

Section 1: The following compensation shall be paid to each director for attendance at meetings of or at the request of the Board of Directors:

- a) Each director shall receive compensation in an amount of one hundred ninety-seven dollars (\$197.00) per day for attendance at each regular, adjourned or special meeting of the Board of Directors.
- b) Each director shall receive compensation in an amount of one hundred ninety-seven dollars (\$197.00) per day for attendance at each authorized meeting of a committee of the Board of Directors, conference, or other authorized meeting.
- c) The designation of the meetings for which attendance is reimbursable shall be set forth in the Board Policy Manual, which may be amended by resolution of the Board.
- d) The amount of compensation stated in Sections 1(a) and 1(b) above shall be automatically increased each year by five percent (5%) of the rate for the immediately preceding year, effective January 1. Notwithstanding such automatic increase, the Board shall, each year following the effective date of this Ordinance, no later than at its regular meeting in December, place on the agenda for open session a consideration of whether to receive the five percent (5%) increase for that year, accept a lesser amount of increase, or forego receipt of the increase. Such determination shall be made by resolution of the Board, which must be adopted by no less than a

majority of the then-sitting members of the Board. In the event such resolution is passed to forego the increase, the compensation for the ensuing year shall be paid at the rate specified in the resolution, which shall be no greater than the amount of the automatic increase. No such resolution shall be binding for more than one year, nor shall it affect the amount of the automatic increases, year to year.

- e) In order to receive payment for meetings authorized under Subsections 1 a) and 1 b) above, each director shall submit a written report listing the date of attendance, type of meeting attended, and expenses incurred, consistent with procedures set out on the Board Policy Manual, which may be amended by resolution of the Board.

Section 2: The following compensation and expense reimbursement policies shall apply to each Director and authorized staff member attending authorized conferences, seminars and other meetings as a director or representative of the District at the request of the Board of Directors:

- a) Each director and authorized staff member shall receive reimbursement for actual expenses incurred for lodging and meals in connection with attendance at such conferences, seminars or meetings together with registration fees.
- b) Each director and authorized staff member shall receive reimbursement for transportation to and from such conference, seminar or meeting, as actually incurred by each director and authorized staff member. Where travel is by personal automobile, the director or authorized staff member shall be reimbursed for miles driven in their personal automobile at the then current rate set by the Internal Revenue Service. In the event that two or more directors and/or staff members travel in the same automobile, only the director or staff member providing the automobile shall receive mileage reimbursement. In no event shall reimbursement for travel expenses exceed the cost of standard round-trip coach airfare from Ontario, California to the location of the conference, seminar or meeting, plus round-trip ground transportation between the airport and the actual site of the conference, seminar or meeting.
- c) Each director or authorized staff member shall receive reimbursement for the actual cost incurred in connection with rental car transportation or other ground transportation at the location of the conference, seminar or meeting if needed.
- d) In order to receive reimbursement as outlined in subdivisions 2 a) through 2 c) above, each director or authorized staff member shall submit to the Board of Directors a written expense report consistent with the policies stated in the Board Policy Manual. Such expense report shall explain in detail the reimbursement sought, the reason for incurring the expense(s), and contain relevant bills and/or receipts documenting the expenses(s). Any request for reimbursement of gratuities shall not exceed fifteen percent (15%).
- e) In the event that a director or authorized staff member of the District is an employee or board member of another public agency and attends a conference or meeting at the request of both the Board of Directors of the San Bernardino Valley Water Conservation District and the other public agency, the District shall reimburse costs for travel, lodging, and other approved expenses, and pay director's fees at the rate of fifty percent (50%) of the compensation authorized hereinabove.

Section 3: Notwithstanding the provisions of Sections 1 and 2 above, compensation for each person can be earned for only one (1) meeting per calendar day, or one conference per calendar day. No director shall be authorized to receive compensation for attendance or services rendered for more than a total of ten (10) days in any calendar

month. Notwithstanding the foregoing, the District's Board of Directors may, by resolution, from time to time, establish the total days per month eligible for compensation at a number less than ten (10) days. Any such resolution must be adopted by a vote of not less than a majority of then-sitting Directors.

Section 4: Payment of compensation for attendance at the approved meetings or conferences will be processed pursuant to procedures specified in the Board Policy Manual, which may be amended by resolution of the Board.

Section 5: This Ordinance supersedes and rescinds all previously adopted resolutions and ordinances or promulgated by the Board of Directors regarding compensation, reimbursement, or per diem payment to directors and authorized staff members in connection with attendance at meetings of the Board of Directors or its committees, or conferences, seminars or other approved meetings attended at the request or authorization of the Board of Directors.

Section 6: This Ordinance shall become effective 60 days after its date of passage. The Board Secretary is authorized and directed to publish notice of adoption of this Ordinance in the manner prescribed by Water Code Section 20201 and 74651 and as otherwise required by law.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 14th day of April, 2010, by the following roll-call vote:

YES: DIRECTORS: Day, Wright, Longville, Raley

NO: DIRECTORS: McDonald, Aranda

ABSTAIN: DIRECTORS:

ABSENT: DIRECTORS: Corneille

Clare Henry Day, President

ATTEST:

R. Robert Neufeld
Board Secretary

DRAFT ORDINANCE NO. 20102014-01

**ORDINANCE OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
AMENDING DISTRICT POLICY
REGARDING COMPENSATION TO DISTRICT DIRECTORS AND
STAFF FOR SERVICES ON BEHALF OF THE DISTRICT**

WHEREAS, California Water Code Sections 74208 *et seq.* provide that each director of the San Bernardino Valley Water Conservation District (“District”) may receive compensation for each day’s attendance at meetings of the Board or for each day’s service rendered as a director by request of the Board, as authorized or permitted by law, together with allowed expenses incurred in the performance of his or her duties required or authorized by the Board; and

WHEREAS, California Water Code Sections 20201 *et seq.* authorize a water district to provide, by ordinance, that the number of days for which each director may receive compensation may be set to a number not to exceed 10 days per month; and

WHEREAS, the District’s Board of Directors previously passed Ordinance 95-1 relating to policies of compensation to Directors for attendance at Board meetings, and reimbursement of expenses; and

WHEREAS, that Ordinance fixed compensation for Directors at one hundred five dollars (\$105.00) per meeting, and provided for an automatic yearly increase in such amount, as authorized by California Water Code sections 20201 *et seq.*; and

WHEREAS, given such annual increases since Ordinance 95-1 was passed, that amount is now one hundred ninety-seven dollars (\$197.00); and

WHEREAS, the District’s Board of Directors now wishes to modify those policies; and

WHEREAS, after notice published pursuant to Government Code section 6066, the District’s Board of Directors held a public hearing to consider adoption of this Ordinance; and to hear and consider public comment thereon;

NOW, THEREFORE, the Board of Directors of the San Bernardino Valley Water Conservation District does hereby ordain as follows:

Section 1: The following compensation shall be paid to each director for attendance at meetings of or at the request of the Board of Directors:

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- c) The designation of the meetings for which attendance is reimbursable shall be set forth in the Board Policy Manual, which may be amended by resolution of the Board.
- d) ~~The amount of compensation stated in Sections 1(a) and 1(b) above shall be automatically increased each year by five percent (5%) of the rate for the immediately preceding year, effective January 1. Notwithstanding such automatic increase,~~ The Board shall, each year following the effective date of this Ordinance, no later than at its regular meeting in December, place on the agenda for open session a consideration of whether to ~~receive the~~ implement a five percent (5%) increase for that year, ~~implement~~ accept a lesser amount of increase, or forego receipt of ~~an~~ the increase. Such determination shall be made by resolution of the Board,

which must be adopted by no less than a majority of the then-sitting members of the Board. In the event such resolution is passed ~~to forego the increase,~~ the compensation for the ensuing year shall be paid at the rate specified in the resolution. If no resolution is passed the compensation for the ensuing year shall be the same as the prior year, which shall be no greater than the amount of the automatic increase. ~~No such resolution shall be binding for more than one year, nor shall it affect the amount of the automatic increases, year to year.~~

- e) In order to receive payment for meetings authorized under Subsections 1 a) and 1 b) above, each director shall submit a written report listing the date of attendance, type of meeting attended, and expenses incurred, consistent with procedures set out on the Board Policy Manual, which may be amended by resolution of the Board.

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- a) Each director and authorized staff member shall receive reimbursement for actual expenses incurred for lodging and meals in connection with authorized attendance at such conferences, seminars or meetings together with registration fees.
- b) Each director and authorized staff member shall receive reimbursement for transportation to and from such conference, seminar or meeting, as actually incurred by each director and authorized staff member. Where travel is by personal automobile, the director or authorized staff member shall be reimbursed for miles driven in their personal automobile at the then current rate set by the Internal Revenue Service. In the event that two or more directors and/or staff members travel in the same automobile, only the director or staff member providing the automobile shall receive mileage reimbursement. In no event shall reimbursement for travel expenses exceed the cost of standard round-trip coach airfare from Ontario, California to the location of the conference, seminar or meeting, plus round-trip ground transportation between the airport and the actual site of the conference, seminar or meeting.
- c) Each director or authorized staff member shall receive reimbursement for the actual cost incurred in connection with rental car transportation or other ground transportation at the location of the conference, seminar or meeting if needed.
- d) In order to receive reimbursement as outlined in subdivisions 2 a) through 2 c) above, each director or authorized staff member shall submit to the Board of Directors a written expense report consistent with the policies stated in the Board Policy Manual. Such expense report shall explain in detail the reimbursement sought, the reason for incurring the expense(s), and contain relevant bills and/or itemized receipts documenting the expenses(s). Any request for reimbursement of gratuities shall not exceed fifteen percent (15%).
- e) In the event that a director or authorized staff member of the District is an employee or board member of another public agency and attends a conference or meeting at the request of both the Board of Directors of the San Bernardino Valley Water Conservation District and the other public agency, the District shall reimburse costs for travel, lodging, and other approved expenses, and pay director's fees at the rate of no more than fifty percent (50%) of the compensation authorized hereinabove.

Section 3: Notwithstanding the provisions of Sections 1 and 2 above, compensation for each person can be earned for only one (1) meeting per calendar day, or one

conference per calendar day. No director shall be authorized to receive compensation for attendance or services rendered for more than a total of ten (10) days in any calendar month. Notwithstanding the foregoing, the District's Board of Directors may, by resolution, from time to time, establish the total days per month eligible for compensation at a number less than ten (10) days. Any such resolution must be adopted by a vote of not less than a majority of then-sitting Directors.

Section 4: Payment of compensation for attendance at the approved meetings or conferences will be processed pursuant to procedures specified in the Board Policy Manual, which may be amended by resolution of the Board.

Section 5: This Ordinance supersedes and rescinds all previously adopted resolutions and ordinances or promulgated by the Board of Directors regarding compensation, reimbursement, or per diem payment to directors and authorized staff members in connection with attendance at meetings of the Board of Directors or its committees, or conferences, seminars or other approved meetings attended at the request or authorization of the Board of Directors.

Section 6: This Ordinance shall become effective 60 days after its date of passage. The Board Secretary is authorized and directed to publish notice of adoption of this Ordinance in the manner prescribed by Water Code Section 20201 and 74651 and as otherwise required by law.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 14th day of April, 2010, by the following roll-call vote:

YES: DIRECTORS: ~~Day, Wright, Longville, Raley~~

NO: DIRECTORS: ~~McDonald, Aranda~~

ABSTAIN: DIRECTORS:

ABSENT: DIRECTORS: ~~Corneille~~

~~Clare Henry Day~~Richard Corneille, President

ATTEST:

~~R. Robert Neufeld~~Daniel B. Cozad
Board Secretary

San Bernardino Valley Water Conservation District Policy

Policy Number 0003

Date: Revised 01/15/2014

Policy Name: Records Retention and Destruction Policy
History: **Adopted** 1/1999, Proposed Revision 1/15/14
Application: All SBVWCD Employees and Board Members

GENERAL POLICY:

SBVWCD desires to better document and communicate its Records Retention and Destruction Policy to staff and directors and bring it up to date.

Additionally the District needs to: 1) identify specific records both electronic and hard copy that are required to be retained and the specific period in which they are required for retention; 2) document the method in which records are destroyed without Board Approval. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified in Retention Schedule and this policy.

SCOPE:

The purpose of this policy is to provide guidelines to staff regarding the retention and destruction of District records in accordance with state and federal requirements.

This policy will provide direction to staff for the following areas:

- What defines a record
- Legislative Requirements of the District
- Record Retention Terms
- Requirements for the destruction of obsolete records

SPECIFIC PROVISIONS:

A. Legal Requirements

The District will manage all records to ensure its compliance with Government Code §60200-60204 which provides specific requirements for retention and destruction of records of special districts. It will also strictly adhere to provisions of California Water Code §21403.

B. Definitions

Records – Any writing containing information relating to the conduct of SBVWCD’s business prepared, owned, used or retained by SBVWCD, regardless of physical form or characteristics. For purposes of this definition of “record”, a “writing” means any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letter, words, pictures, sounds, symbols or combinations thereof, regardless of the manner in which the record has been stored. Records include for example, letters, memos, emails, technical reports, PowerPoint presentations, design drawings, accounting documents, audio and video recordings, photographs and contracts etc.

Original Record – A hard copy that is handwritten or drawn or that includes official signatures, stamps, or seals. Originals are not automatically considered to be the primary record. Original records that are more than two years old that were prepared or received in any manner other than

San Bernardino Valley Water Conservation District Policy

pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.

Vital Record – Are permanent loss of which would be a substantial detriment to the District and its abilities to conduct business.

Historical Record – Any record that is deemed to have historical value or significance to the formation or long-term operations of the District.

Confidential Record – Records exempt from public disclosure, pursuant to California Government Code §6254.

C. Electronic Records are the Official Records

The District will maintain and manage District records in an electronic format. Once records are converted into a fully-legible electronic format, the electronic record becomes the District's official record and hard copies need not be retained unless the hard copy or original has been designated in the retention schedules as a permanent document.

D. Retention Schedule

Attachment A identifies the retention term for the District's records by categories. Records shall be destroyed at the end of the retention term. The Retention Schedule will be adopted by Board approval and reflected in the meeting minutes.

E. Backups

Staff will take reasonable and prudent measures to ensure that disaster recovery backups are made of all electronic records by backing them up externally on a weekly basis. However, backup copies of email and information management system files will be kept for no more than four (4) weeks. These backups are for system restoration and disaster recovery purposes, and are not designed to facilitate retrieval of deleted messages. In addition to the backup of electronic records, hard copy vital records shall be protected from destruction in case of possible disasters, through storage in fire-proof cabinets.

F. Working Materials

There is no requirement for retention of working materials that occur as duplicates, cover copies, drafts, preliminary and interim versions or other working materials needed by staff to perform their day-to-day job functions, but of only transitory significance. These materials may be destroyed as deemed appropriate by staff and should not be retained when not in active use. If any working materials take on significance for District business because of important annotations, they shall be scanned or converted to electronic format for appropriate filing and retention.

G. Email Policy

An email message created or received is a record. However, most email is primarily for routine communication or information exchange and does not have lasting relevance. Messages of this type should be deleted by the user as soon as no longer being used. The District is configured to treat all email in individual accounts as having 12 month retention, after which it should be deleted by individual user.

Role and Responsibilities – Senior staff are responsible for providing records retention guidance to new staff in accordance with this policy and Retention Schedule. Email users are responsible for

San Bernardino Valley Water Conservation District Policy

appropriately identifying and retaining messages with more than transitory value in accordance with this policy and Retention Schedule. Staff may seek assistance to senior staff when unsure about how to categorize specific types of messages and staff who have been notified by management of a litigation hold are responsible for preserving all messages, records and information that fall within the scope of the hold that they have downloaded and/or stored locally.

H. Document Destruction

The destruction of certain records is authorized and directed after such records have been retained for the minimum term as set forth in the Records Retention Schedule. Destruction of any hard copy record not expressly required by law to be filed and preserved for a specific period of time is hereby authorized to be destroyed after it is imaged in conformance with the requirements of Government Code §60203 by using the "Authorization for Destruction of Obsolete Records" form, Attachment B. These approved request forms shall be maintained by District staff and kept on file permanently. Certain records are to be kept in hard copy format permanently because either the law requires it or the record has historical or vital value. All other records will be destroyed at the end of their retention term once approved using Attachment B unless the destruction date is postponed by the General Manager or Board. No hard copy of any record shall be destroyed before the end of its retention term if any page cannot be captured electronically with full legibility. After a fully executed "Authorization for Destruction of Obsolete Records" form is received records may be destroyed by shredding.

I. Litigation Hold Directive

When the District becomes involved in litigation or reasonably expects that it will become involved in litigation, a litigation hold will be placed on records related to the litigation. The litigation hold overrides normal destruction practices described in this policy until the litigation hold is removed. The litigation hold applies to all records including all electronically stored information. While a litigation hold is in effect, no employee may alter or delete an electronic record that falls within the scope of that hold. Those employees are required to provide access to or copies of any electronic records that they have downloaded and saved, or moved to some other storage account or device.

J. Managing Exempt and Confidential Records

The District is responsible for ensuring that exempt and confidential records are properly safeguarded. Electronic recordkeeping systems must have appropriate security in place to protect information that is confidential or exempt from disclosure. When providing access to or destroying electronic records containing confidential or exempt information, the District must take steps to prevent unauthorized access to or use of the exempt information.

K. Public Information Requests

Addressed in separate policy.

L. Long-Term Storage

All vital and historical hard copy records and records required by law to be maintained as hard copies will be maintained on site with historical documents being placed in fire-resistant file cabinets.

M. "Records Retention and Destruction Policy" Review

Staff shall review this policy at least every three years to determine if updates are necessary.

San Bernardino Valley Water Conservation District Policy

Attachment A



RECORDS RETENTION SCHEDULE

Accounting/Finance	Retention Period	Retention Begins
AR Invoices	7 years	At end of fiscal year
Audit Reports	Permanent	
Audit Work Papers	7 years	At end of fiscal year
Balance Sheets	Permanent	
Bank Deposits	Permanent	
Bank Reconciliations	7 years	At end of fiscal year
Bank Statements	10 years	At end of fiscal year
Budgets (Adopted)	Permanent	
Cash Receipts (checks)	10 years	At end of fiscal year
Cash Transaction Reports	Permanent	
Chart of Accounts	Permanent	
Check Registers	10 years	At end of fiscal year
Deposits	Permanent	
Expenditures Processed	7 years	At end of fiscal year
Financial Statements	Permanent	
General Ledger	Permanent	
Journal Entries	Permanent	
Reserve and Investment Reports	Permanent	

Administration	Retention Period	Retention Begins
Correspondence (Routine)	2 years	After document is imaged
Correspondence and Email (Letters pertaining to a specific category identified herein are to be kept in accordance with retention schedules of the associated record.)		
Emails	1 year	
Public Outreach (press releases, events etc.)	4 years	
Annexations	Permanent	
Elections	7 years	Conclusion of election
Formation	Permanent	
Policy Statement	7 years	When superseded

San Bernardino Valley Water Conservation District Policy

Big Bear Watermaster	Retention Period	Retention Begins
Appointments	5 years	When court ceases supervision
Correspondence	5 years	When court ceases supervision
Minutes/ Meeting Materials	5 years	When court ceases supervision

Board	Retention Period	Retention Begins
Campaign Statements	Permanent	
Committee Minutes	Permanent	
Board Minutes	Permanent	
Committee and Board Packets	Permanent	
Recordings	18 months	Upon the approval of the written minutes
Board Member Meeting Reports	4 years	
Ordinances	Permanent	
Resolutions	Permanent	
FPPC Filings	7 years	

Contract Administration	Retention Period	Retention Begins
Professional Services	7 years	After contract is completed
Change Orders	10 years	After completion
Construction/Field Maintenance Contracts	10 years	After completion
General Services Agreements	7 years	After completion
Memorandum of Understanding	4 years	After completion
RFP/Bid Documents (awarded)	4 years	After completion
RFP/Bid Documents (unawarded)	2 years	

Correspondence	Retention Period	Retention Begins
Agendas	6 months	
Minutes	2 years	
Correspondence (routine info received by outside agencies)	1 year	

Data	Retention Period	Retention Begins
Daily Flow Data (hard copy or electronic)	Permanent	
Engineering Investigation Data	1 year	After publication of the EI Report
Water Orders	Permanent	

San Bernardino Valley Water Conservation District Policy

Water Quality Data	Permanent	
Monitoring Well Level Readings	Permanent	

Engineering	Retention period	Retention Begins
Field Reports	4 years	After completion
Final Shop Drawings	4 years	After completion
NEPA/CEQA Documents	4 years	After completion
Notices (determination, intent, exemption, proceed, stop, preliminary, completion etc.)	4 years	After completion of the covered activity
Operation and Maintenance Manual	Until Superseded	
Maps/Drawings	4 years	After completion
Construction Permits	Permanent	
Plan and Specifications	4 years	After completion
Project Correspondence	10 years	After completion
Project Schedules	4 years	After completion
Construction photos	4 years	After completion
Requests for Information	10 years	After completion
Technical Reference papers/Studies/Reports	Permanent	

Human Resources	Retention Period	Retention Begins
Applications/Resumes (Solicited)	6 months	
Applications/Resumes (Unsolicited)	1 year	
Correspondence	4 years	
EEO Reports	3 years	
Employee Handbook	Until Superseded	
Employee Personnel File	7 years	After termination
Health Benefits (Medical/Dental/Vision)	Until Superseded	
Injury and Illness Prevention Safety Plan	Until Superseded	
Job Descriptions	Until Superseded	
OSHA	5 years	
Payroll Reports	10 years	
PERS-Employee Benefits	Permanent	
Timesheets	6 years	After audit
Workers' Compensation Reports	10 years	

Information Technology	Retention Period	Retention Begins
Aerial Photos (hard copy and electronic)	5 years	When superseded
Software Licenses and Manuals	Until superseded	
Hardware Inventory	Until superseded	

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Hardware Warranty Information	Until superseded	
GIS Map/Drawings	10 years	
GIS Storage Files	5 years	
GIS Spatial Data	5 years	
Photo Gallery	4 years	
Workplans	4 years	

Insurance	Retention Period	Retention Begins
Accident Reports	11 years	
Appraisals	Permanent	
Claims-Auto	10 years	
Claims-Group Life	4 years	
Claims-Hospital	7 years	
Claims -loss/damage	7 years	
Claims-Worker's Comp	10 years	
Expired Policies (fire/life/etc)	10 years	
Expired Policies (surety)	30 years	
Certificates of Insurance	5 years	

Legal	Retention Period	Retention Begins
Affidavits	10 years	
Claims and Litigation	Permanent	
Court Orders	Permanent	
Depositions	Permanent	
Legal Correspondence	10 years	
Releases/Settlements	25 years	
Subpoenas	Permanent	

Purchasing	Retention Period	Retention Begins
Bid, Awarded	7 years	
Bid, Unawarded	2 years	
Bid, Rejected	2 years	
Purchase Orders/Requisitions/Work Orders	4 years	
Purchase Orders	3 years	
Quotes	3 years	
Work Orders	4 years	
Correspondence	2 years	

Real Property	Retention Period	Retention Begins
Land	7 years	After property is sold
Mentone	7 years	After property is sold

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Equipment	2 years	After disposal/sale
Appraisals	Permanent	
Damage Reports	7 years	
Depreciation Schedules	3 years	
Grand Deeds, Easements, Leases	Permanent	
Office Inventory Records	6 years	
Maintenance and Repairs	10 years	

