



**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water

BOARD OF DIRECTORS MEETING AGENDA
Wednesday, September 19, 2018 – 1:30 p.m.

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

Note: Copies of staff reports and other documents relating to the items on this agenda are on file at the District office and are available for public review during normal District business hours. New information relating to agenda topics listed, received, or generated by the District after the posting of this agenda, but before the meeting, will be made available upon request at the District office and in the Agenda Package on the Districts website. It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans 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 at (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.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

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. CONSENT CALENDAR

A. Approval of Board Minutes, August 8, 2018	5
B. Approval of Expenditure Report, August 2018.....	12
C. Approval of Resolution No. 560	21
D. Top Five Groundwater Producers List for GWA #50	22

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BOARD OF DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville
Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

4. COMMITTEE REPORTS /ACTION ITEMS

Committee Reports

A. 2018 ANNUAL DISTRICT AUDIT- 15 minutes (M#1596)23

Presenter: Ad Hoc Audit Committee Chair, David E. Raley and Scott Manno (RAMS)

Recommendation: The Ad Hoc Audit Committee recommends the Board review and accept the 2018 Audit Report as presented by Rogers Anderson Malody and Scott (RAMS) and direct the General Manager to file the Audit with the County Clerk.

B. OPERATIONS COMMITTEE VERBAL UPDATE - 10 minutes

Presenter: Chair of Operations Committee, Richard Corneille

Recommendation: The Operations Committee Chair will provide a verbal update on the September 18 Operations Committee meeting.

Action Items

C. UNAUDITED FINANCIAL REPORTS, AUGUST 2018 – 5 minutes (M#1597)24

Presenter: Daniel Cozad

Recommendation: Review and approve the unaudited financials for August 2018.

D. GROUNDWATER LATE PAYER AND NON-RESPONDENTS AND INVESTIGATION LIST FOR GWA #50 – 5 minutes (M#1598)30

Presenter: Daniel Cozad

Recommendation: Review, discuss and direct staff to investigate late payers and non-respondents for period of January 1, 2018-June 30, 2018.

E. CSDA COMMITTEE AND EXPERT FEEDBACK TEAM APPOINTMENTS – 15 minutes (M#1599)32

Presenter: Daniel Cozad

Recommendation: Review and consider appointment of directors to committees in accordance with their requests for the period from January 1, 2019 to December 31, 2019.

F. APPENDIX C REVISIONS – 15 minutes (M#1600).....37

Presenter: Daniel Cozad

Recommendation: Consider approval of Director Longville’s request to be appointed as District representative for the Local Government Committee.

G. CLASSIFICATION AND COMPENSATION STUDY - 10 minutes (M#1601).....39

Presenter: Daniel Cozad

Recommendation: Review, and consider approval Classification and Compensation Study under standard agreement terms with Koff and Associates for an amount not to exceed \$29,885.

H. DISTRICT APPROACH TO HOMELESSNESS AND PLANNING - 10 minutes (M#1602)70

Presenter: Daniel Cozad

Recommendation: Staff requests the Board provide feedback on the Draft Approach to addressing Homelessness and planning for District land management.

5. **INFORMATION ITEMS:**

- A. Wash Plan Verbal Update – 5 Minutes
- B. General Manager’s Report and Monthly Recharge Report – 5 Minutes73
- C. Future Agenda Items & Staff Tasks

6. **MONTHLY BOARD MEMBER MEETING REPORTS, AND/OR BOARD MEMBER COMMENTS**

- A. Board Member Meeting Reports – 15 minutes
- B. CSDA Annual Conference78
- C. ACWA Fall Conference Travel Requests79

7. **UPCOMING MEETINGS:**

- A. September 24-27, 2018 CSDA Annual Conference, Indian Wells, CA
(Board Approval Required)
- B. September 28, 2018 San Bernardino Valley Conservation Trust, 2:00 p.m. at
District Office
- C. October 2, 2018 San Bernardino Valley Municipal Water District Board
Meeting, 2:30 p.m. at Valley Municipal
- D. October 10, 2018 Board of Directors Meeting, 1:30 p.m. at Conservation
District
- E. October 11, 2018 Advisory Commission on Water Policy, 6:30 p.m. at
Valley Municipal
- F. October 15, 2018 Association of San Bernardino County Special Districts,
6:00 p.m. (TBD)
- G. October 16, 2018 San Bernardino Valley Municipal Water District Board
Meeting, 2:30 p.m. at Valley Municipal
- H. November 27-30, 2018 ACWA Fall Conference, San Diego, CA
(Board Approval Required)

8. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.
2. The Board may convene in Closed Session for Conference to discuss Real Property Negotiations pursuant to Government Code Section 54956.8; Owner: SP Deerfield LLC for property located on Greenspot Road in Highland, Negotiator: Daniel Cozad and Owner: 7W Enterprises for property located at 1500 Crafton Ave in Redlands, APN 0168237109, 016837106 and 016838103 Negotiator: Daniel Cozad. Owner: SBVMWD for land located within Section 12 of San Bernardino Baseline, Highland, APN 01681106, 029705102, 029701107, 029707113, 029707108, 029707103, 029707116, 029707110, 029705106, 029707102, 029705105, and 029705101 Negotiator: Daniel Cozad.
3. The Board will meet in closed session under authority of Government Code §54956.8 regarding the potential renewal of lease of various properties located within section 11 and 12 more specifically

described in “Mineral Lease for Extraction of Sand and Gravel Materials” dated November 1, 2011. The discussion will concern the price and terms of a potential renewal of the lease. The District’s negotiators are Daniel Cozad and David Cosgrove. The party with whom the District will negotiate is Cemex Materials Pacific, LLC, and its negotiators are Brian Forgey and Christine Jones.

9. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on October 10, 2018 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF August 8, 2018
1:30 p.m.

President Corneille called the meeting of the Board of Directors to order at 1:34 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
David E. Raley, Director (Departure 3:59 p.m.)
T. Milford Harrison, Director
John Longville, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager
Jeff Beehler, Land Resources Manager
Athena Monge, Administrative Services Specialist

GUESTS PRESENT:

David Smith, East Valley Water District
Michelle Diamond, Tetra Tech

1. PUBLIC PARTICIPATION

President Corneille announced that any persons present, who so desired, may make an oral presentation to the Board of Directors. Hearing none, the meeting continued with published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were none added.

3. CONSENT CALENDAR

It was moved by Director Raley and seconded by Vice President McDonald to approve the Consent Calendar: Item A: Board Minutes, July 11, 2018; Item B: Expenditure Report, July 2018; and Item C: Groundwater Assessment #50 Report. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes**

4. COMMITTEE REPORTS/ACTION ITEMS

A. FOURTH QUARTER ANNUAL UNAUDITED FINANCIALS REVIEW 2017-2018

Mr. Cozad reviewed the Fourth Quarter Unaudited Financials for 2017-2018 beginning on package page 33. The Finance & Administration Committee considered this item at the July 25 Committee meeting. Field maintenance costs were lower than anticipated because the District did not have to perform as much cleaning as estimated. Mr. Cozad noted that on package page 35 the rolled up version of the financials is listed. He said that one change staff made this year is that rather than report at the aggregate level, revenue and expenses have been segregated into the various enterprises where actual costs were incurred showing the profit per enterprise. Mr. Cozad reviewed the Quarterly Investment Report on package page 37. President Corneille asked for GL 7100 Capital Repairs to be considered at the Operations Committee meeting. This item was received and filed.

It was moved by Director Raley and seconded by Vice President McDonald to approve the Fourth Quarter Annual Unaudited Financial Review 2017-2018. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes**

B. DISTRICT PROCUREMENT AND PURCHASING POLICY

This item was included on package pages 39 to 43 for review and approval. The Finance & Administration Committee reviewed this item at the July 25 meeting and recommend approval. Director Harrison noted a minor revision that needed to be made.

It was moved by Director Harrison and seconded by President Corneille to approve the District Procurement and Purchasing Policy with non-substantive changes. The motion carried 5-0 with all Directors present voting in the affirmative.

President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes

C. BOARD POLICY MANUAL REVISIONS

Mr. Cozad reviewed this item and noted that the Finance & Administration Committee considered this item. He indicated the Board Policy Manual Revisions on package page 44 to 52. The revisions are included in redline. Director Harrison requested that the two committees he is currently seated on be added to Appendix C: CSDA Professional Development Committee and CSDA Member Services Committee. Director Longville asked that he be appointed as the District representative for the Local Government Commission. Discussion ensued. Mr. Cosgrove recommended that the appointment to Local Government Commission be brought back to a future Board meeting with more information including expected costs.

It was moved by Vice President McDonald and seconded by Director Raley to approve the Board Policy Manual revisions with the addition of the CSDA Professional Development Committee and CSDA Member Services Committee. The motion carried 5-0 with all Directors present voting in the affirmative.

President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes

D. UNAUDITED FINANCIAL REPORTS, JULY 2018

Mr. Cozad noted that the Groundwater Council payments and Groundwater Charge payments would be segregated in future editions of the report.

It was moved by Director Raley and seconded by Vice President McDonald to approve the Unaudited Financial Reports, July 2018. The motion carried 5-0 with all Directors present voting in the affirmative.

President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes

E. HABITAT SURVEY/ASSESSMENT FOR AREA OF MILL CREEK

Mr. Beehler said that staff is requesting the Board's approval to enter into an agreement with Mikael Romich for an amount not to exceed \$40,000 for a Habitat Quality Assessment in Mill Creek. A Request for Proposal was posted and sent to seven qualified firms. Five proposals were received and are listed on package page 61. Staff selected the recommended firm based on the selection criteria in accordance with the procurement policy.

It was moved by Director Harrison and seconded by Vice President McDonald to authorize staff to enter into an agreement with Mikael Romich in an amount not to exceed \$40,000. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes**

F. DISTRICT ACCESS PERMIT POLICY REVISIONS FOR ABANDONED PROPERTY

Mr. Cozad introduced this item for discussion, noting the policy's inclusion in the Board package on pages 62 to 66. Staff has discovered illegal dumping and abandoned property on District property in several instances. Mr. Cozad worked with legal counsel to update the District Access Permit Policy to address the various land-related issues. Any discarded possessions found on District property will be noticed and held for 30 days to allow for retrieval unless it is trash. Property currently found on District property includes a boat and a car. Mr. Cosgrove said that this policy helps differentiate between corporate and personal property. Discussion ensued. There will be other policies developed to address homeless issues. Mr. Cozad stated that as we acquire lands, we want to be thoughtful and legal on how we address this issue. Director Harrison suggested obtaining a storage container for found property rather than use the Mentone Shop.

It was moved by President Corneille and seconded by Vice President McDonald to approve the revisions to the District Access Permit Policy as presented. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes**

5. INFORMATION ITEMS

A. WASH PLAN UPDATE

Mr. Beehler provided a verbal update on the Wash Plan. The date for publication in the Federal Register has been delayed to November. In late April, The Department of Interior (Interior)

issued a secretarial order to simplify federal actions undertaken by Interior Staff. This limited NEPA documents to 150 pages and 300 pages for the complex project. The Wash Plan is a complex project and has an 850-page EIR/EIS. The U.S. Fish & Wildlife Service (FWS) and the Bureau of Land Management (BLM) applied for a blanket waiver, but it was denied. FWS asked for a project specific waiver; the Interior has 20 days to respond. Staff is working on reducing the EIR/EIS. The bike trail and SAR trail continue to move forward. This item was received and filed.

B. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Mr. Cozad indicated that the written General Manager's Report was included in the Board Package on pages 67 to 78. The Monthly Recharge Report was included on page 79. He provided a PowerPoint presentation on field operations and fire support. Fire helicopters often use the District basins to draw water from to put out fires. Mr. Cozad provided a handout of the new logo with the color pallet. He also noted that a copy of the District's Santa Ana River Wash Plan Land Exchange Act bill is included on package page 71. The District sent a comment letter on the San Bernardino County Master Storm Water System Maintenance Program which is included on package page 77. President Corneille asked about the appraisal that the House of Representative Report refers to. Mr. Cosgrove indicated that the life of the appraisal is only six months and that it will need to be redone once the Wash Plan is approved. This item was received and filed.

C. FUTURE AGENDA ITEMS AND STAFF TASKS

Director Longville will bring back a request for ACWA Fall Conference travel at the September Board meeting along with his request for Local Government Agency appointment.

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

President Corneille attended the Valley Municipal Board Meeting on July 17 to present on the Advisory Commission recommendations.

Director Harrison attended the Countywide Oversight Board Meeting on July 12, Association of San Bernardino County Special Districts Meeting (ASBCSD) on July 16, Valley Municipal Board Meeting and Colton City Council meeting on July 17. He attended the California Special Districts Association Sexual Harassment Prevention Training on July 18, Highland Area Chamber of Commerce (HACC) Luncheon on July 24, Association of California Water Agencies Water Legislative webinar on July 25, and Loma Linda Chamber of Commerce meeting on August 1. Director Harrison attended the Basin Technical Advisory Commission (BTAC) on August 6, Colton Chamber of Commerce and Valley Municipal Board Meeting on August 7.

Vice President McDonald attended BTAC on August 6, Valley Municipal Board meeting on August 7 and San Bernardino Chamber of Commerce meeting on July 26. She chaired the Finance & Administration Committee on July 25, attended the HACC luncheon on July 24, ASBCSD dinner meeting on July 16 and Valley Municipal Board Meeting on July 17.

Director Raley attended the Valley Municipal Board Meeting on July 17 and Water Use Efficiency Committee Workshop on July 18. He also attended the Finance & Administration Committee meeting on July 25 and East Valley Water District Board meeting on July 19.

Director Longville attended the CSDA Sexual Harassment Prevention Training on July 18, and he will be meeting with Supervisor James Ramos on Saturday and Supervisor Janice Rutherford on Monday regarding District activities.

It was moved by Director Raley and seconded by Vice President McDonald to approve the travel request from Director Harrison in the amount of \$3,045 and President Corneille in the amount of \$2,576 for the ACWA Fall Conference. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes**

7. UPCOMING MEETINGS

There were none discussed.

8. CLOSED SESSION

It was moved by Director Raley and seconded by Director Longville to adjourn to Closed Session. The motion carried 5-0 with all Directors present voting in the affirmative.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: Yes
Director Harrison: Yes**

General Counsel announced that the meeting would adjourn to closed session under the posted agenda items.

At 4:40 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

9. ADJOURN MEETING

It was moved by President Corneille and seconded by Director Harrison to adjourn. The motion carried 4-0 with all Directors present voting in the affirmative and Director Raley noted absent from the vote.

**President Corneille: Yes
Vice President McDonald: Yes**

Director Longville: Yes
Director Raley: Absent
Director Harrison: Yes

At 4:40 p.m., the meeting was adjourned to the Board of Directors Meeting scheduled for 1:30 p.m. September 19, 2018, at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District
Expenditure Report
August 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
	08/13/2018	Year End Adjustments	1012 - Citizens Busine...		0.00
TOTAL					0.00
	08/13/2018	Year End Adjustments	1012 - Citizens Busine...		0.00
AJE#21	06/30/2018	Year End Adjustments	2000 - Accounts Payable	4-General Fund Ent.	-41,734.15
TOTAL					-41,734.15
PC 08.01.18	08/01/2018	Paychex	1012 - Citizens Busine...		-84.68
			6042 - Payroll Processing	4-General Fund Ent.	84.68
TOTAL					84.68
PC 8.15.18	08/15/2018	Paychex	1012 - Citizens Busine...		-84.68
			6042 - Payroll Processing	4-General Fund Ent.	84.68
TOTAL					84.68
PC 8.29.19	08/29/2018	Paychex	1012 - Citizens Busine...		-82.67
			6042 - Payroll Processing	4-General Fund Ent.	82.67
TOTAL					82.67
ACH0155	08/13/2018	T. Milford Harrison	1012 - Citizens Busine...		-37.06
			6410 - Mileage	4-General Fund Ent.	37.06
TOTAL					37.06
ACH0156	08/03/2018	T. Milford Harrison	1012 - Citizens Busine...		-98.64
			6410 - Mileage	4-General Fund Ent.	98.64
TOTAL					98.64
ACH0157	08/03/2018	Melody McDonald	1012 - Citizens Busine...		-63.78
			6410 - Mileage	4-General Fund Ent.	63.78
TOTAL					63.78
ACH0158	08/27/2018	T. Milford Harrison	1012 - Citizens Busine...		-46.87
			6410 - Mileage	4-General Fund Ent.	46.87
TOTAL					46.87

San Bernardino Valley Water Conservation District
Expenditure Report
August 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
21340	08/07/2018	ACWA/JPIA-Health	1012 · Citizens Busine...		-13,657.84
	08/03/2018		6110 · Vision Insurance	4-General Fund Ent.	26.60
			6110 · Vision Insurance	1-Groundwater Ent.	84.25
			6110 · Vision Insurance	2-Redlands Plaza/...	8.45
			6110 · Vision Insurance	3-Land Resources	27.99
			6110 · Vision Insurance	5-Wash Plan	18.33
			6130 · Dental Insurance	4-General Fund Ent.	112.73
			6130 · Dental Insurance	1-Groundwater Ent.	357.07
			6130 · Dental Insurance	2-Redlands Plaza/...	35.80
			6130 · Dental Insurance	3-Land Resources	118.62
			6130 · Dental Insurance	5-Wash Plan	77.70
			6150 · Medical Insurance	4-General Fund Ent.	2,054.12
			6150 · Medical Insurance	1-Groundwater Ent.	6,506.42
			6150 · Medical Insurance	2-Redlands Plaza/...	652.31
			6150 · Medical Insurance	3-Land Resources	2,161.56
			6150 · Medical Insurance	5-Wash Plan	1,415.89
TOTAL					13,657.84
21341	08/07/2018	American Power Security	1012 · Citizens Busine...		-520.00
	08/01/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	520.00
TOTAL					520.00
21342	08/07/2018	Assoc. San Bernardino...	1012 · Citizens Busine...		-32.00
	08/07/2018		6425 · Meals	4-General Fund Ent.	32.00
TOTAL					32.00
21343	08/07/2018	Athena Monge	1012 · Citizens Busine...		-26.52
	08/07/2018		6510 · Mileage	4-General Fund Ent.	11.55
			6004 · Meeting Expenses	4-General Fund Ent.	14.97
TOTAL					26.52
21344	08/07/2018	Burgeson's Heating & ...	1012 · Citizens Busine...		-9,785.00
	07/28/2018		1235 · HVAC Receivable	2-Redlands Plaza/...	9,785.00
TOTAL					9,785.00
21345	08/07/2018	Castro Landscaping Se...	1012 · Citizens Busine...		-575.00
	07/30/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
			6026 · Redlands Plaza ...	2-Redlands Plaza/...	325.00
TOTAL					575.00
21346	08/07/2018	Day Lite Maintenance, I...	1012 · Citizens Busine...		-176.23
	07/24/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	176.23
TOTAL					176.23

San Bernardino Valley Water Conservation District
Expenditure Report
August 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
21347	08/07/2018	Echelon Chem, Inc.	1012 · Citizens Busine...		-385.04
	08/03/2018		5215 · Property Mainten...	1-Groundwater Ent.	308.03
			5215 · Property Mainten...	3-Land Resources	77.01
TOTAL					385.04
21348	08/07/2018	Edison - 8812	1012 · Citizens Busine...		-298.18
	08/01/2018		5420 · Electricity	4-General Fund Ent.	83.49
			5420 · Electricity	1-Groundwater Ent.	59.64
			5420 · Electricity	2-Redlands Plaza/...	155.05
TOTAL					298.18
21349	08/07/2018	Edison - Redlands Plaza	1012 · Citizens Busine...		-236.05
	08/01/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	236.05
TOTAL					236.05
21350	08/07/2018	ELMT Consulting, Inc.	1012 · Citizens Busine...		-6,400.00
	07/26/2018		5120 · Misc. Profession...	4-General Fund Ent.	1,920.00
			5120 · Misc. Profession...	1-Groundwater Ent.	1,344.00
			5120 · Misc. Profession...	3-Land Resources	3,136.00
TOTAL					6,400.00
21351	08/07/2018	Frontier-4860	1012 · Citizens Busine...		-486.95
	07/28/2018		5440 · Telephone	4-General Fund Ent.	239.37
			5440 · Telephone	1-Groundwater Ent.	102.59
			5470 · Internet Services	4-General Fund Ent.	72.50
			5470 · Internet Services	1-Groundwater Ent.	43.50
			5470 · Internet Services	2-Redlands Plaza/...	7.25
			5470 · Internet Services	3-Land Resources	21.74
TOTAL					486.95
21352	08/07/2018	Home Depot Credit Ser...	1012 · Citizens Busine...		-52.14
	07/27/2018		5210 · Equipment Maint...	1-Groundwater Ent.	33.85
			6019 · Janitorial Supplies	4-General Fund Ent.	10.97
			6019 · Janitorial Supplies	1-Groundwater Ent.	7.32
TOTAL					52.14
21353	08/07/2018	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-618.00
	08/01/2018		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
21354	08/07/2018	Lowe's Companies, Inc.	1012 · Citizens Busine...		-59.50
	07/25/2018		5210 · Equipment Maint...	1-Groundwater Ent.	59.50
TOTAL					59.50

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
21355	08/07/2018	Netsteller	1012 · Citizens Busine...		-495.00
	08/01/2018		5160 · IT Support	4-General Fund Ent.	198.00
			5160 · IT Support	1-Groundwater Ent.	247.50
			5160 · IT Support	3-Land Resources	49.50
TOTAL					495.00
21356	08/07/2018	Quill Corporation	1012 · Citizens Busine...		-94.66
	07/23/2018		6030 · Office Supplies	4-General Fund Ent.	64.27
			6030 · Office Supplies	1-Groundwater Ent.	4.02
			6030 · Office Supplies	2-Redlands Plaza/...	8.03
			6030 · Office Supplies	3-Land Resources	4.02
			5215 · Property Mainten...	1-Groundwater Ent.	11.46
			5215 · Property Mainten...	3-Land Resources	2.86
TOTAL					94.66
21357	08/07/2018	ReadyRefresh by Nestle	1012 · Citizens Busine...		-42.17
	07/24/2018		5460 · Water / Trash / S...	4-General Fund Ent.	21.08
			5460 · Water / Trash / S...	1-Groundwater Ent.	16.87
			5460 · Water / Trash / S...	3-Land Resources	4.22
TOTAL					42.17
21358	08/07/2018	Terminix	1012 · Citizens Busine...		-69.00
	07/24/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	69.00
TOTAL					69.00
21359	08/07/2018	Valero Marketing & Sup...	1012 · Citizens Busine...		-705.00
	07/30/2018		5320 · Fuel	1-Groundwater Ent.	705.00
TOTAL					705.00
21360	08/07/2018	Year End Adjustments	1012 · Citizens Busine...		0.00
TOTAL					0.00
21361	08/22/2018	Assoc. San Bernardino...	1012 · Citizens Busine...		-175.00
	08/22/2018		6425 · Meals	4-General Fund Ent.	105.00
			6525 · Meals	4-General Fund Ent.	31.50
			6525 · Meals	1-Groundwater Ent.	24.50
			6525 · Meals	3-Land Resources	14.00
TOTAL					175.00
21362	08/22/2018	Burgeson's Heating & ...	1012 · Citizens Busine...		-671.00
	08/07/2018		6015 · Mentone House ...	2-Redlands Plaza/...	671.00
TOTAL					671.00

San Bernardino Valley Water Conservation District
Expenditure Report
August 2018

09/05/18

Num	Date	Name	Account	Class	Original Amount
21363	08/22/2018	California Special Distri...	1012 · Citizens Busine...		-48.00
	07/19/2018		6435 · Conf/Seminar R...	4-General Fund Ent.	48.00
TOTAL					48.00
21364	08/22/2018	Citizens Business Bank	1012 · Citizens Busine...		-3,370.96
	08/14/2018		5215 · Property Mainten...	1-Groundwater Ent.	165.55
			5215 · Property Mainten...	3-Land Resources	41.39
			6002 · Website Adminis...	4-General Fund Ent.	225.00
			6004 · Meeting Expenses	4-General Fund Ent.	24.52
			6004 · Meeting Expenses	3-Land Resources	24.53
			6435 · Conf/Seminar R...	4-General Fund Ent.	1,423.00
			6515 · Air Fare	4-General Fund Ent.	102.59
			6515 · Air Fare	1-Groundwater Ent.	56.99
			6515 · Air Fare	3-Land Resources	68.39
			6535 · Conf/Seminar R...	4-General Fund Ent.	557.55
			6535 · Conf/Seminar R...	1-Groundwater Ent.	433.65
			6535 · Conf/Seminar R...	3-Land Resources	247.80
TOTAL					3,370.96
21365	08/22/2018	City of Redlands -Muni...	1012 · Citizens Busine...		-2,107.81
	08/09/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,107.81
TOTAL					2,107.81
21366	08/22/2018	Corneille, Richard	1012 · Citizens Busine...		-8.72
	08/13/2018		6410 · Mileage	4-General Fund Ent.	8.72
TOTAL					8.72
21367	08/22/2018	CWE-CA Watershed En...	1012 · Citizens Busine...		-10,961.00
	08/22/2018		1700 · Work in Progress	1-Groundwater Ent.	10,961.00
TOTAL					10,961.00
21368	08/22/2018	Edison - 7241	1012 · Citizens Busine...		-53.94
	08/10/2018		5420 · Electricity	4-General Fund Ent.	15.10
			5420 · Electricity	1-Groundwater Ent.	10.79
			5420 · Electricity	2-Redlands Plaza/...	28.05
TOTAL					53.94
21369	08/22/2018	Edison -5552	1012 · Citizens Busine...		-608.89
	08/09/2018		5420 · Electricity	4-General Fund Ent.	163.38
			5420 · Electricity	1-Groundwater Ent.	116.69
			5420 · Electricity	2-Redlands Plaza/...	303.40
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	25.42
TOTAL					608.89

San Bernardino Valley Water Conservation District
Expenditure Report
August 2018

09/05/18

Num	Date	Name	Account	Class	Original Amount
21370	08/22/2018	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-47,120.67
	08/14/2018		5120 · Misc. Profession...	4-General Fund Ent.	10,662.75
			5120 · Misc. Profession...	1-Groundwater Ent.	7,463.93
			5120 · Misc. Profession...	3-Land Resources	17,415.82
	08/14/2018		5124 · Plunge Creek Pr...	3-Land Resources	11,578.17
TOTAL					47,120.67
21371	08/22/2018	Image Source	1012 · Citizens Busine...		-184.79
	08/13/2018		6033 · Office Equipmen...	4-General Fund Ent.	138.59
			6033 · Office Equipmen...	1-Groundwater Ent.	9.24
			6033 · Office Equipmen...	2-Redlands Plaza/...	27.72
			6033 · Office Equipmen...	3-Land Resources	9.24
TOTAL					184.79
21372	08/22/2018	Jeff Beehler	1012 · Citizens Busine...		-102.82
	08/13/2018		6510 · Mileage	4-General Fund Ent.	7.41
			6510 · Mileage	1-Groundwater Ent.	9.27
			6510 · Mileage	3-Land Resources	1.85
			6525 · Meals	4-General Fund Ent.	11.06
			6525 · Meals	1-Groundwater Ent.	8.60
			6525 · Meals	3-Land Resources	4.91
			6520 · Travel, Other (re...	4-General Fund Ent.	26.87
			6520 · Travel, Other (re...	1-Groundwater Ent.	14.93
			6520 · Travel, Other (re...	3-Land Resources	17.92
TOTAL					102.82
21373	08/22/2018	Mikael Romich	1012 · Citizens Busine...		-755.00
	08/06/2018		5120 · Misc. Profession...	4-General Fund Ent.	755.00
TOTAL					755.00
21374	08/22/2018	O'Reilly	1012 · Citizens Busine...		-54.25
	08/14/2018		5310 · Vehicle Mainten...	1-Groundwater Ent.	54.25
TOTAL					54.25
21375	08/22/2018	Panoramic	1012 · Citizens Busine...		-2,425.00
	07/03/2018		6036 · Printing	4-General Fund Ent.	87.50
			6036 · Printing	1-Groundwater Ent.	70.00
			6036 · Printing	3-Land Resources	17.50
			5120 · Misc. Profession...	4-General Fund Ent.	675.00
			5120 · Misc. Profession...	1-Groundwater Ent.	472.50
			5120 · Misc. Profession...	3-Land Resources	1,102.50
TOTAL					2,425.00
21376	08/22/2018	Patton Sales Corp	1012 · Citizens Busine...		-54.31
	08/14/2018		5215 · Property Mainten...	1-Groundwater Ent.	43.45
			5215 · Property Mainten...	3-Land Resources	10.86
TOTAL					54.31

San Bernardino Valley Water Conservation District
Expenditure Report
August 2018

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
21377	08/22/2018	Redlands Plumbing, Inc.	1012 · Citizens Busine...		-577.00
	08/15/2018		6012 · Office Maintenan...	4-General Fund Ent.	230.80
			6012 · Office Maintenan...	2-Redlands Plaza/...	346.20
TOTAL					577.00
21378	08/22/2018	Rogers, Anderson, Mal...	1012 · Citizens Busine...		-19,700.00
	07/31/2018		5170 · Audit	4-General Fund Ent.	3,940.00
			5170 · Audit	1-Groundwater Ent.	9,062.00
			5170 · Audit	2-Redlands Plaza/...	2,955.00
			5170 · Audit	3-Land Resources	3,743.00
TOTAL					19,700.00
21379	08/22/2018	Schubert Landscaping,...	1012 · Citizens Busine...		-406.70
	08/20/2018		6015 · Mentone House ...	2-Redlands Plaza/...	295.00
			6016 · Redlands Plaza ...	2-Redlands Plaza/...	111.70
TOTAL					406.70
21380	08/22/2018	The Gas Company	1012 · Citizens Busine...		-4.03
	08/13/2018		5450 · Natural Gas	4-General Fund Ent.	2.42
			5450 · Natural Gas	1-Groundwater Ent.	1.61
TOTAL					4.03
21381	08/22/2018	U.S. Bank Equipment F...	1012 · Citizens Busine...		-336.18
	08/10/2018		6033 · Office Equipmen...	4-General Fund Ent.	252.13
			6033 · Office Equipmen...	1-Groundwater Ent.	16.81
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.43
			6033 · Office Equipmen...	3-Land Resources	16.81
TOTAL					336.18
100201N	08/13/2018	PERS	1012 · Citizens Busine...		-6,157.63
			6170 · PERS Retirement	4-General Fund Ent.	988.92
			6170 · PERS Retirement	1-Groundwater Ent.	3,132.38
			6170 · PERS Retirement	2-Redlands Plaza/...	314.04
			6170 · PERS Retirement	3-Land Resources	917.49
			6170 · PERS Retirement	5-Wash Plan	804.80
TOTAL					6,157.63
100202N	08/28/2018	PERS	1012 · Citizens Busine...		-6,798.96
			6170 · PERS Retirement	4-General Fund Ent.	1,091.91
			6170 · PERS Retirement	1-Groundwater Ent.	3,458.63
			6170 · PERS Retirement	2-Redlands Plaza/...	346.75
			6170 · PERS Retirement	3-Land Resources	1,013.05
			6170 · PERS Retirement	5-Wash Plan	888.62
TOTAL					6,798.96

San Bernardino Valley Water Conservation District Expenditure Report August 2018

Num	Date	Name	Account	Class	Original Amount
100203N	08/30/2018	PERS	1012 · Citizens Busine...		-6,141.98
			6170 · PERS Retirement	4-General Fund Ent.	986.40
			6170 · PERS Retirement	1-Groundwater Ent.	3,124.43
			6170 · PERS Retirement	2-Redlands Plaza/...	313.24
			6170 · PERS Retirement	3-Land Resources	915.16
			6170 · PERS Retirement	5-Wash Plan	802.75
TOTAL					6,141.98

San Bernardino Valley Water Conservation District

Director Fees Expenditure Payroll Report

August 2018

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
8/1/2018	Harrison, T.M.	Jul-18	\$ 1,080.00	\$ 170.22	\$ 909.78
8/1/2018	McDonald, M	Jul-18	\$ 1,296.00	\$ 112.10	\$ 1,183.90
8/15/2018	Corneille, D	Jul-18	\$ 648.00	\$ 56.05	\$ 591.95
8/15/2018	Harrison, T.M.	Aug-18	\$ 1,080.00	\$ 170.22	\$ 909.78
8/29/2018	Harrison, T.M.	Aug-18	\$ 864.00	\$ 125.17	\$ 738.83

RESOLUTION NO. 560

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
ADOPTING REVISIONS TO
THE BOARD POLICY MANUAL AND
REVISIONS TO BOARD POLICY**

WHEREAS, The Board of Directors (Board) of the San Bernardino Valley Water Conservation District as required by Ordinance No. 2014-1 must pass by resolution and adopt any revisions made to the Board Policy Manual of the Board of Directors of the San Bernardino Valley Water Conservation District; and

WHEREAS, the Board of Directors met on August 8, 2018 and revised its Board Policy Manual adding Section 1051; and

WHEREAS, the Board added Section 1051 Special Filings to notate the Districts requirement to file a Statement of Facts Roster of Public Agencies with the Secretary of State of California; and

WHEREAS, these filings are required when any change to governing body occurs under Government Code section 53051 et seq ; and

WHEREAS, the Board revised committees and appointment updating the appendices to the Board Policy Manual.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of San Bernardino Valley Water Conservation District does hereby adopt revisions to the Board Policy Manual as follows:

- A. Board Policy Manual Section 1051 Special Filings has been added in accordance with California Government Code Section 53051 et seq.
- B. Board Policy Manual appendices were revised and updated

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors this 19th day of September 2018, by the following vote:

YES:	DIRECTORS:
NO:	DIRECTORS:
ABSTAIN:	DIRECTORS:
ABSENT:	DIRECTORS:

Richard Corneille, President

ATTEST:

Daniel B. Cozad, Secretary

Top 5 Groundwater Producers

Producer	Assessment #50			Assessment #49			Assessment #48			Assessment #47			Assessment #46		
	Jan-Jun 2018			Jul-Dec 2017			Jan-Jun 2017			Jul-Dec 2016			Jan-Jun 2016		
	Paid	Ag	Non-Ag	Paid	Ag	Ag	Paid	Ag	Non-Ag	Paid	Ag	Ag	Paid	Ag	Ag
1. EVWD	\$ 80,188	-	6,638	\$ 102,389	0	8,476	\$76,629	0	6,595	\$83,250	0	7,164	\$65,967	-	5,677
2. Meeks and Daley	\$ 72,363	-	5,990	\$ 42,809	0	3,544	\$42,673	0.2	3,672	\$22,152	0.5	1,906	\$61,702	-	5,310
3. City of Riverside	\$ 67,886	-	5,620	\$ 158,806	13	13,143	\$93,299	352.9	7,931	\$109,238	0	9,401	\$77,359	162	6,482
4. City of Redlands	\$ 57,205	236	4,670	\$ 87,029	225	7,447	\$63,712	424	5,365	\$72,078	711	6,005	\$51,146	579	4,241
5. City of Loma Linda	\$ 27,442	-	2,272	\$ 35,807	0	2,935	\$24,431	0	2,102	\$30,451	0	2,621	\$23,933	-	2,060

Ag-Agriculture Production in acre-feet Non-Ag-Non-Agricultural Production in acre-feet



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1596

To: Board of Directors
From: Daniel Cozad, General Manager
Date: September 19, 2018
Subject: 2018 Annual District Audit

RECOMMENDATION

The Ad Hoc Audit Committee recommends the Board review and accept the 2018 Audit Report as presented by Rogers Anderson Malody and Scott (RAMS) and direct the General Manager to file the Audit with the County Clerk.

BACKGROUND

RAMS was selected by the Board of Directors in 2016 as the District’s auditor. The auditor contract is a one to a five-year agreement subject to evaluation of performance. The Ad Hoc Committee met on June 15, 2018, to discuss the audit and anticipated schedule. Staff worked together to produce the materials for the audit. The auditor reviewed and prepared a preliminary draft report and presented it to the Ad Hoc Audit Committee on September 18, 2018. The final report will be provided and submitted for consideration at the meeting.

DISCUSSION

Scott Manno, CPA will present the Audit Opinion and Reports and respond to any questions the Board may have. While no material misstatements were identified in the audit, staff and auditors identified in one area of investments (mutual funds) was overweight and staff eliminated this investment.

FISCAL IMPACT

The audit was conducted in accordance with the approved 2018-2019 budget; costs for the selected auditor are included in the approved budget.

POTENTIAL MOTIONS

1. Move to approve the 2018 Audit Report as presented.
2. Move to table the item to a future meeting of the Board or another committee.

1630 W. Redlands Blvd, Suite A
Redlands, CA 92373
Phone: 909.793.2503
Fax: 909.793.0188
www.sbvwd.org Email: info@sbvwd.org

**BOARD OF
DIRECTORS**

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville
Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad



**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water

Memorandum No. 1597

To: Board of Directors
From: General Manager, Daniel Cozad
Date: September 19, 2018
Subject: Unaudited Financial Reports, August 2018

RECOMMENDATION

Review and approve the unaudited financials for August 2018.

BACKGROUND

Financials are presented as of August 31, 2018, on a cash basis.

DISCUSSION

Groundwater revenue for GL 4021 Ag and GL 4023 Non-Ag will again appear to be well over budget due to the creation of the Groundwater Council budget. Ag and Non-Ag income that is currently being received is for January-June 2018 and will be adjusted at year-end. Eight Groundwater Council members have been invoiced for their Cost Share based upon the Equitable Allocation Model for a total of \$481,377. Total payments of \$443,127 have been received. The financials are attached for Board review and approval.

FISCAL IMPACT

There is no fiscal impact from reporting the financial status of the District.

POTENTIAL MOTIONS

1. Move approval of the Unaudited Financials for August 2018 as presented.
2. Move to request this item be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

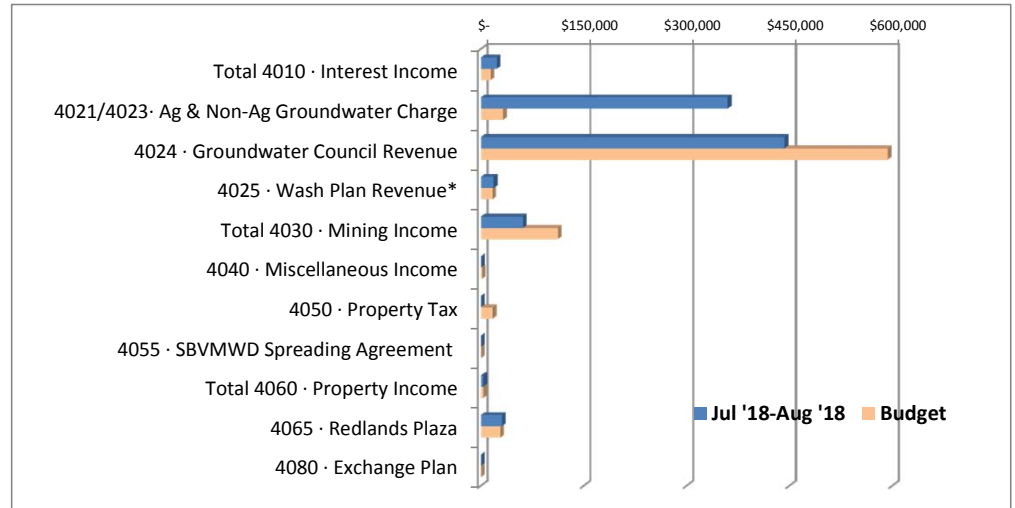
Graph Financials for August 2018
Profit & Loss to Date vs. Annual Budget

SBVWCD - All Enterprises Budget and Actual

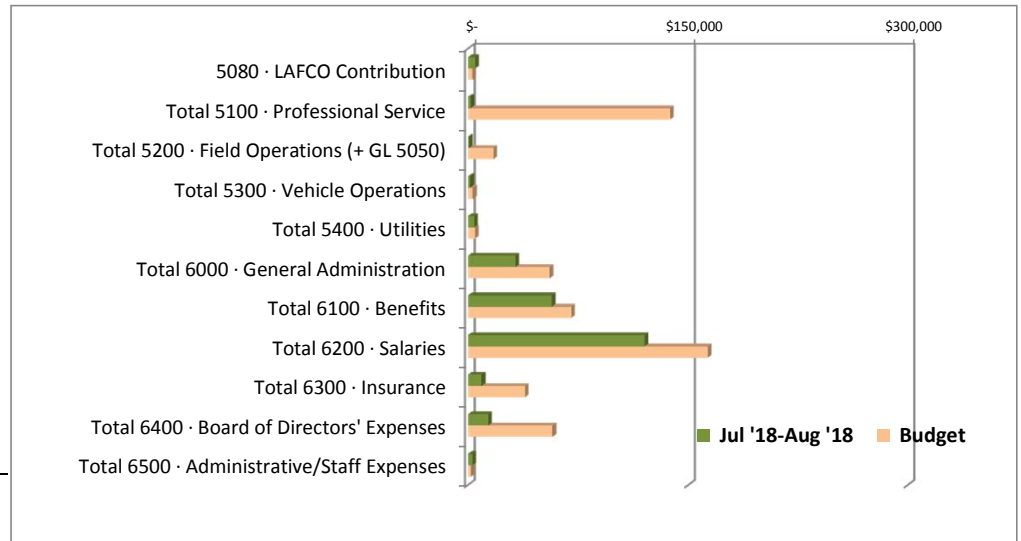
August 2018

REVENUE	Jul '18-Aug '18	Budget
Total 4010 · Interest Income	\$ 23,350	\$ 14,167
4021/4023· Ag & Non-Ag Groundwater Charge	\$ 360,095	\$ 32,460
4024 · Groundwater Council Revenue	\$ 443,127	\$ 593,577
4025 · Wash Plan Revenue*	\$ 18,673	\$ 16,733
Total 4030 · Mining Income	\$ 61,448	\$ 112,333
4040 · Miscellaneous Income	\$ 580	\$ 1,667
4050 · Property Tax	\$ -	\$ 17,356
4055 · SBVMWD Spreading Agreement	\$ -	\$ -
Total 4060 · Property Income	\$ 3,700	\$ 3,800
4065 · Redlands Plaza	\$ 30,639	\$ 28,466
4080 · Exchange Plan	\$ -	\$ -
Total Revenue	\$ 941,612	\$ 820,559

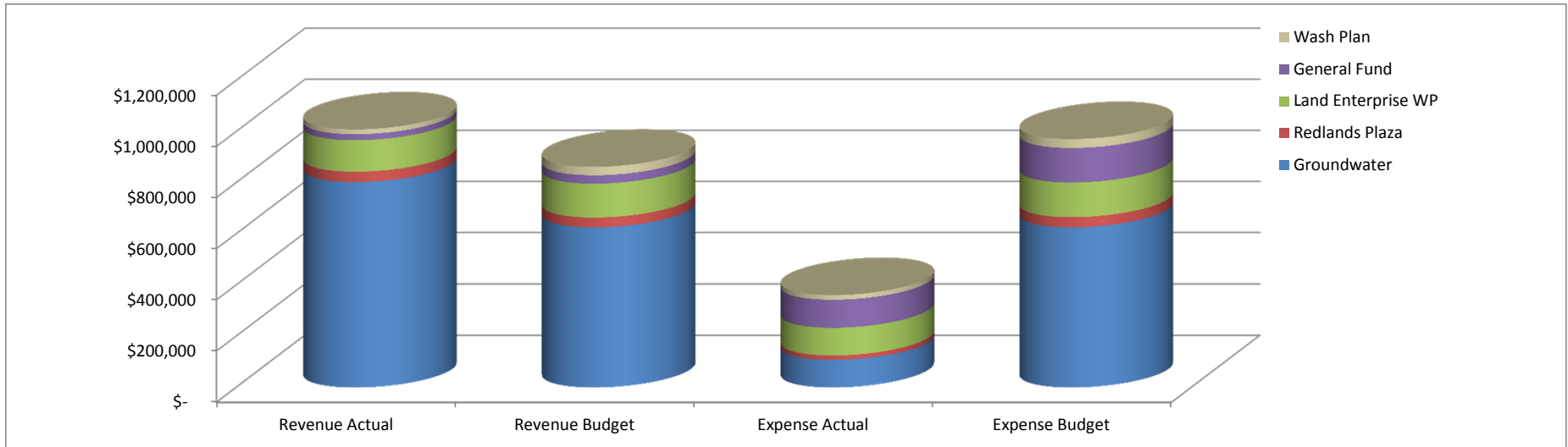
*District loans to the WP



EXPENSES Operating and Capital	Jul '18-Aug '18	Budget
5080 · LAFCO Contribution	\$ 5,000	\$ 3,000
Total 5100 · Professional Service	\$ 1,788	\$ 137,642
Total 5200 · Field Operations (+ GL 5050)	\$ 815	\$ 17,363
Total 5300 · Vehicle Operations	\$ 1,543	\$ 3,417
Total 5400 · Utilities	\$ 4,310	\$ 4,746
Total 6000 · General Administration	\$ 32,378	\$ 55,659
Total 6100 · Benefits	\$ 57,125	\$ 70,354
Total 6200 · Salaries	\$ 120,277	\$ 163,427
Total 6300 · Insurance	\$ 9,306	\$ 38,800
Total 6400 · Board of Directors' Expenses	\$ 13,803	\$ 57,557
Total 6500 · Administrative/Staff Expenses	\$ 3,066	\$ 2,225
Total Expense	\$ 249,411	\$ 554,190



Enterprises to Date (August 2018)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 803,222	\$ 626,037	128%
Groundwater Expense	\$ 107,837	\$ 216,822	50%
Revenue -Expense	\$ 695,386	\$ 409,215	
Redlands Plaza Revenue	\$ 40,209	\$ 38,100	106%
Redlands Plaza Expense	\$ 17,441	\$ 39,558	44%
Revenue -Expense	\$ 22,768	\$ (1,458)	
Land Enterprise Revenue	\$ 123,529	\$ 132,750	93%
Land Enterprise Expense	\$ 108,238	\$ 135,675	80%
Revenue -Expense	\$ 15,291	\$ (2,925)	
General Fund Revenue *	\$ 23,630	\$ 32,773	72%
General Fund Expense	\$ 109,527	\$ 135,163	81%
Revenue -Expense	\$ (85,897)	\$ (102,390)	
Wash Plan Revenue	\$ 18,673	\$ 33,400	56%
Wash Plan Expense	\$ 18,247	\$ 35,055	52%
Revenue-Expense	426	(1,655)	
Total All Revenue - Expense	\$ 647,973	\$ 300,786	

Cash Status	As of 7/1/2018	As of 8/31/18
LAIF	\$ 456,175.70	\$ 3,458,340.29
Cal Trust	\$ 3,048,113.21	\$ 3,062,313.01
Citizens Bank	\$ 862,874.97	\$ 1,504,401.95
UBS Financial Services	\$ 1,860,713.75	\$ 1,862,426.55
Cal Credit Union	\$ 3,302,520.81	\$ 250,814.27
Total Cash	\$ 9,530,398.44	\$ 10,138,296.07
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Cash Position	\$ 4,530,398.44	\$ 5,138,296.07

Increase (decrease) of
Percent Increase \$ 607,897.63
13.4%

* General Fund Revenue shown here does not include overhead

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	0.00	4,500.00	-4,500.00	0.0%
4013 · Caltrust Investment Income	14,199.80	32,500.00	-18,300.20	43.69%
4014 · CalCredit Union Interest Income	2,250.10	26,000.00	-23,749.90	8.65%
4015 · UBS Interest Income	6,899.70	22,000.00	-15,100.30	31.36%
Total 4010 · Interest Income	<u>23,349.60</u>	<u>85,000.00</u>	<u>-61,650.40</u>	<u>27.47%</u>
4020 · Groundwater Charge				
4021 · Assessments - Ag	13,306.88	23,926.20	-10,619.32	55.62%
4023 · Assessments - Non-Ag	346,788.33	40,993.72	305,794.61	845.96%
4024 · Groundwater Council Revenue	443,127.00	893,577.00	-450,450.00	49.59%
Total 4020 · Groundwater Charge	<u>803,222.21</u>	<u>958,496.92</u>	<u>-155,274.71</u>	<u>83.8%</u>
4025 · Wash Plan Revenue	18,673.07	100,000.00	-81,326.93	18.67%
4030 · Mining Income				
4031 · Plant Site - CEMEX	8,000.00	48,000.00	-40,000.00	16.67%
4032 · Cemex - Royalty / Lease	48,833.33	586,000.00	-537,166.67	8.33%
4036 · Aggregate Maintenance	4,614.25	40,000.00	-35,385.75	11.54%
Total 4030 · Mining Income	<u>61,447.58</u>	<u>674,000.00</u>	<u>-612,552.42</u>	<u>9.12%</u>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	0.00			
4040 · Miscellaneous Income - Other	580.00	10,000.00	-9,420.00	5.8%
Total 4040 · Miscellaneous Income	<u>580.00</u>	<u>10,000.00</u>	<u>-9,420.00</u>	<u>5.8%</u>
4050 · Property Tax	0.00	104,135.47	-104,135.47	0.0%
4055 · SBVMWD Spreading Agreement Reim	0.00	385,696.20	-385,696.20	0.0%
4060 · Property Income				
4062 · Mentone Property	3,700.00	22,800.00	-19,100.00	16.23%
Total 4060 · Property Income	<u>3,700.00</u>	<u>22,800.00</u>	<u>-19,100.00</u>	<u>16.23%</u>
4065 · Redlands Plaza	30,639.18	170,798.18	-140,159.00	17.94%
4066 · Redlands Plaza CAM	5,869.36	35,000.00	-29,130.64	16.77%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	0.00	150,000.00	-150,000.00	0.0%
4998 · Rate Stabilization From Reserve	0.00	22,223.00	-22,223.00	0.0%
4999 · Trust Reimbursement-Wash Plan	0.00	100,000.00	-100,000.00	0.0%
Total Income	<u>947,481.00</u>	<u>2,848,149.77</u>	<u>-1,900,668.77</u>	<u>33.27%</u>
Gross Profit	947,481.00	2,848,149.77	-1,900,668.77	33.27%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	5,000.00	3,000.00	2,000.00	166.67%
Total 5040 · Regional Programs	<u>5,000.00</u>	<u>3,000.00</u>	<u>2,000.00</u>	<u>166.67%</u>
5050 · Basin Cleaning	0.00	50,000.00	-50,000.00	0.0%
5100 · Professional Service				
5120 · Misc. Professional Services	47,047.30	130,000.00	-82,952.70	36.19%
5122 · Wash Plan Professional Services	2,100.00	30,000.00	-27,900.00	7.0%
5124 · Plunge Creek Prof Services	42,535.42	150,000.00	-107,464.58	28.36%
5125 · Engineering Services	0.00	18,000.00	-18,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5160 · IT Support	495.00	7,000.00	-6,505.00	7.07%
5170 · Audit	19,700.00	26,225.00	-6,525.00	75.12%
5175 · Legal - Wash Plan	0.00	10,000.00	-10,000.00	0.0%
5180 · Legal	1,787.50	175,000.00	-173,212.50	1.02%
Total 5100 · Professional Service	<u>113,665.22</u>	<u>547,225.00</u>	<u>-433,559.78</u>	<u>20.77%</u>
5123 · Temp. Field Labor	0.00	11,000.00	-11,000.00	0.0%
5133 · Regional River HCP Contribution	0.00	25,000.00	-25,000.00	0.0%
5143 · SBVCT District Contribution	0.00	0.00	0.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	154.73	6,180.00	-6,025.27	2.5%
5215 · Property Maintenance	660.61	42,000.00	-41,339.39	1.57%
5220 · Maintenance Materials/Shop/Fld	0.00	0.00	0.00	0.0%
5225 · Field Clean Up-Illegal dumping	0.00	6,000.00	-6,000.00	0.0%
Total 5200 · Field Operations	<u>815.34</u>	<u>54,180.00</u>	<u>-53,364.66</u>	<u>1.51%</u>
5300 · Vehicle Operations				

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5310 · Vehicle Maintenance	63.11	8,000.00	-7,936.89	0.79%
5320 · Fuel	1,480.00	12,500.00	-11,020.00	11.84%
Total 5300 · Vehicle Operations	1,543.11	20,500.00	-18,956.89	7.53%
5400 · Utilities				
5410 · Alarm Service	387.00	1,500.00	-1,113.00	25.8%
5420 · Electricity	1,241.46	9,747.00	-8,505.54	12.74%
5430 · Mobile Phone	540.00	3,550.00	-3,010.00	15.21%
5440 · Telephone	1,217.47	8,000.00	-6,782.53	15.22%
5450 · Natural Gas	4.03	942.30	-938.27	0.43%
5460 · Water / Trash / Sewer	287.74	2,160.00	-1,872.26	13.32%
5470 · Internet Services	632.44	2,575.00	-1,942.56	24.56%
Total 5400 · Utilities	4,310.14	28,474.30	-24,164.16	15.14%
6000 · General Administration				
6001 · General Administration - Other	0.00	4,500.00	-4,500.00	0.0%
6002 · Website Administration	450.00	3,300.00	-2,850.00	13.64%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	342.74	2,000.00	-1,657.26	17.14%
6006 · Permits	0.00	10,000.00	-10,000.00	0.0%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	0.00	1,217.88	-1,217.88	0.0%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	577.00	3,180.00	-2,603.00	18.15%
6013 · Office Lease Payment	10,000.00	60,000.00	-50,000.00	16.67%
6015 · Mentone House Maintenance	2,055.09	5,000.00	-2,944.91	41.1%
6016 · Redlands Plaza Maintenance	224.47	40,000.00	-39,775.53	0.56%
6018 · Janitorial Services	1,306.00	9,108.89	-7,802.89	14.34%
6019 · Janitorial Supplies	84.63	500.00	-415.37	16.93%
6020 · Vacancy Marketing-Redlands Plaz	25.42	5,500.00	-5,474.58	0.46%
6026 · Redlands Plaza CAM expenses	4,156.80	29,355.00	-25,198.20	14.16%
6027 · Computer Software	0.00	600.00	-600.00	0.0%
6030 · Office Supplies	299.55	3,750.67	-3,451.12	7.99%
6033 · Office Equipment Rental	1,399.22	9,500.00	-8,100.78	14.73%
6036 · Printing	175.00	980.00	-805.00	17.86%
6039 · Postage and Overnight Delivery	0.00	1,200.00	-1,200.00	0.0%
6042 · Payroll Processing	340.56	2,523.50	-2,182.94	13.5%
6045 · Bank Service Charges	98.63	2,575.00	-2,476.37	3.83%
6051 · Uniforms	0.00	2,200.00	-2,200.00	0.0%
6060 · Outreach	0.00	60,000.00	-60,000.00	0.0%
6087 · Educational Reimbursement	0.00	5,000.00	-5,000.00	0.0%
6090 · Subscriptions/Publications	428.69	1,210.00	-781.31	35.43%
6091 · Public Notices	0.00	3,200.00	-3,200.00	0.0%
6093 · Memberships	9,204.17	20,860.20	-11,656.03	44.12%
Total 6000 · General Administration	32,377.97	299,396.24	-267,018.27	10.81%
6100 · Benefits				
6110 · Vision Insurance	331.24	2,731.16	-2,399.92	12.13%
6120 · Workers' Comp. Insurance	0.00	14,867.37	-14,867.37	0.0%
6130 · Dental Insurance	1,403.84	11,659.41	-10,255.57	12.04%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-1,862.74	-27,635.26	25,772.52	6.74%
6150 · Medical Insurance - Other	25,580.60	209,888.74	-184,308.14	12.19%
Total 6150 · Medical Insurance	23,717.86	182,253.48	-158,535.62	13.01%
6160 · Payroll Taxes-Employer	6,723.12	67,314.14	-60,591.02	9.99%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-8,187.44	-30,611.84	22,424.40	26.75%
6170 · PERS Retirement - Other	33,136.60	173,907.07	-140,770.47	19.05%
Total 6170 · PERS Retirement	24,949.16	143,295.23	-118,346.07	17.41%
Total 6100 · Benefits	57,125.22	422,120.79	-364,995.57	13.53%
6200 · Salaries				
6230 · Regular Salaries	120,277.20	980,564.97	-860,287.77	12.27%
Total 6200 · Salaries	120,277.20	980,564.97	-860,287.77	12.27%
6300 · Insurance				
6310 · Property/ Auto Insurance	2,431.50	7,000.00	-4,568.50	34.74%
6320 · General Liability Insurance	6,874.00	31,800.00	-24,926.00	21.62%
Total 6300 · Insurance	9,305.50	38,800.00	-29,494.50	23.98%
6400 · Board of Directors' Expenses				

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul - Aug 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	2,607.52			
6401 · Directors' Fees - Other	8,450.00	86,042.00	-77,592.00	9.82%
Total 6401 · Directors' Fees	11,057.52	86,042.00	-74,984.48	12.85%
6410 · Mileage	400.83	4,000.00	-3,599.17	10.02%
6415 · Air Fare	0.00	2,500.00	-2,500.00	0.0%
6420 · Other Travel	0.00	500.00	-500.00	0.0%
6425 · Meals	249.00	3,500.00	-3,251.00	7.11%
6430 · Lodging	0.00	3,800.00	-3,800.00	0.0%
6435 · Conf/Seminar Registrations	2,096.00	5,000.00	-2,904.00	41.92%
6440 · Election Fees / Re-Districting	0.00	100,000.00	-100,000.00	0.0%
Total 6400 · Board of Directors' Expenses	13,803.35	205,342.00	-191,538.65	6.72%
6500 · Administrative/Staff Expenses				
6510 · Mileage	310.77	1,800.00	-1,489.23	17.27%
6515 · Air Fare	369.93	2,000.00	-1,630.07	18.5%
6520 · Travel, Other (rental car, taxi)	249.89	1,000.00	-750.11	24.99%
6525 · Meals	127.11	1,545.00	-1,417.89	8.23%
6530 · Lodging	420.44	3,000.00	-2,579.56	14.02%
6535 · Conf/Seminar Registrations	1,588.00	4,000.00	-2,412.00	39.7%
Total 6500 · Administrative/Staff Expenses	3,066.14	13,345.00	-10,278.86	22.98%
9999 · Contribution to Capital Maint.	0.00	314,500.00	-314,500.00	0.0%
Total Expense	361,289.19	3,013,448.30	-2,652,159.11	11.99%
Net Ordinary Income	586,191.81	-165,298.53	751,490.34	-354.63%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	12,000.00	-12,000.00	0.0%
7055 · Plunge Creek Expansion	0.00	462,228.00	-462,228.00	0.0%
Total 7000 · Construction	0.00	474,228.00	-474,228.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	0.00	60,000.00	-60,000.00	0.0%
7140 · Mentone Property (Shop)-CapRep	0.00	200,000.00	-200,000.00	0.0%
7150 · Mill Creek Diversion	0.00	479,200.00	-479,200.00	0.0%
7160 · Mendoza Property	0.00	165,000.00	-165,000.00	0.0%
Total 7100 · Land & Buildings	0.00	904,200.00	-904,200.00	0.0%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	4,259.28	10,000.00	-5,740.72	42.59%
7230 · Field Equipment / Vehicles	0.00	145,000.00	-145,000.00	0.0%
7240 · Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Total 7200 · Equipment & Vehicles	4,259.28	161,500.00	-157,240.72	2.64%
7400 · Professional Services Capital				
7438 · Engineering Services-Other	0.00	125,000.00	-125,000.00	0.0%
Total 7400 · Professional Services Capital	0.00	125,000.00	-125,000.00	0.0%
Total Other Expense	4,259.28	1,664,928.00	-1,660,668.72	0.26%
Net Other Income	-4,259.28	-1,664,928.00	1,660,668.72	0.26%
Net Income	581,932.53	-1,830,226.53	2,412,159.06	-31.8%



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1598

To: Board of Directors

From: Daniel Cozad, General Manager

Date: September 19, 2018

**Subject: Groundwater Late Payer and Non-Respondents and Investigation List for
GWA #50**

RECOMMENDATION

Review, discuss and direct staff to investigate late payers and non-respondents for period of January 1, 2018-June 30, 2018.

BACKGROUND

The District produced notices to all producers as it does every 6 months. GWA #50 is for the period from January to June 30, 2018. After each assessment period staff follows the procedure; sending late notices, calling and attempting to assist any producer who has filed incorrect statements or has failed to file or pay or both. Each groundwater assessment cycle has both late-payers or non-paying producers. Staff makes several attempts to contact producers who have not paid and find owners for wells that have new owners or managers.

Contact has been made with some of the producers included in the attached list. For some who are late, we expect payment/reporting soon. Staff is currently working to determine who contact person is for Sun Life Assurance Company of Canada. A field visit may be necessary to determine if the well still exists and is being utilized.

FISCAL IMPACT

Staff time to visit limited number of producers is included the attached budget.

ATTACHMENTS OR MATERIALS

Past Due GW #50 Producers Investigation List

1630 W. Redlands Blvd, Suite A
Redlands, CA 92373
Phone: 909.793.2503
Fax: 909.793.0188
www.sbvwd.org Email: info@sbvwd.org

**BOARD OF
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Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad

PAST DUE GW #50 PRODUCERS INVESTIGATION LIST

PAST DUE GW #50 PRODUCERS INVESTIGATION LIST				Expect Pymt/Report	Late Reporters	Field Visit Needed
PRODUCERS	WELL CODE	RECORDATION	LAST PAYMENT/REPORTING			
1. Montecito Memorial Park	1S4W26F01S	3600119	\$228.81/GW #49 (Jul-Dec 2017)	X		
	1S4W26F01S	3603949	\$228.82/GW #49 (Jul-Dec 2017)	X		
2. Inland Valley Development Agency	1S4W12Q	91	\$0/GW #49 (Jul-Dec 2017)	X		
	1S4W12B	86	\$0/GW #49 (Jul-Dec 2017)	X		
	1S4W12F	89	\$0/GW #49 (Jul-Dec 2017)	X		
	1S4W12C	87	\$0/GW #49 (Jul-Dec 2017)	X		
3. Splash Kingdom	1S3W29J01S	3600415	\$653.63/GW #48 (Jan-Jun 2017)	X		
4. Redlands Unified School Dst	1S2W30C01S	3601641	\$410.72/GW #49 (Jul-Dec 2017)	X		
5. Doug Guyette	1N4W36M01S	3600458	\$0/GW #49 (Jul-Dec 2017)		X	
		3610007	\$0/GW #49 (Jul-Dec 2017)		X	
6. Laranni Gunter	1S3W32G01S	3600160	\$0/GW #49 (Jul-Dec 2017)		X	
7. Piperhill Redlands	1S2W30H	3601126	\$121.63/GW #49 (Jul-Dec 2017)		X	
8. Tennessee Water Co	1S3W16L	3600474	\$55.10/GW #49 (Jul-Dec 2017)		X	
9. Sun Life Financial	1S3W17R	3600554	prvs owner- \$51.36/GW #47			X



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1599

To: Board of Directors

From: General Manager, Daniel Cozad

Date: September 19, 2018

Subject: CSDA 2018 Committee and Expert Feedback Team Appointments

RECOMMENDATION

Review and consider the appointment of directors to committees in accordance with their requests for the period from January 1, 2019, to December 31, 2019.

BACKGROUND

This is the opportunity for membership in all CSDA Committees. All committees meet at least twice annually. It is mandatory that a committee member attend at least one of the two annual meetings. Additionally, the CSDA Legislative Committee requires for that member to attend the CSDA Special District Legislative Days as well as the Annual Conference in addition to the regularly scheduled meetings. Committees typically meet in Sacramento, but the location of meetings may vary.

Current appointments approved by CSDA and the District:

- David Raley, Audit Committee
- T. Milford Harrison, Professional Development Committee and Membership Services Committee

CSDA Committees open for membership are:

- Audit Committee
- Professional Development Committee
- Elections & Bylaws Committee
- Fiscal Committee
- Membership Services Committee
- Legislative Committee

A detailed listing of the topics each committee focuses is attached. Also attached is a listing of Expert Feedback Teams. The teams do not require travel only occasional feedback via email. The District utilizes CSDA for training and attends the CSDA Annual Conference. The General Manager

participates in the Experts groups for the Legislative Committee, Governance, Formation and Reformation, and Environmental.

Director Harrison has requested to be nominated for the CSDA Legislative Committee as his first choice, Professional Development Committee as his second choice or Member Services Committee as his third choice. Director McDonald expressed interest in the CSDA Legislative Committee. The deadline for submission of the interest form is October 12, 2018.

FISCAL IMPACT

The fiscal impact will vary depending on the location and whether or not travel to Sacramento is required. The District would be responsible for paying the Committee members per diem and all expenses for their attendance. Currently, one director serves on a Committee and these costs are included in the 2018-2019 budget. CSDA does not reimburse any expenses for this participation. The costs vary depending on which Committee a director is appointed to. If Director Raley remains on the Audit Committee, the fiscal impact does not change. If Director Harrison or Vice President McDonald is appointed to the Legislative Committee, the budgetary impact is approximately \$5,586 which includes all seven meetings per diem, travel, lodging, mileage, meals, and mandatory attendance at Legislative Days and Annual Conference. If Director Harrison is appointed to Professional Development or Member Services Committee the fiscal impact is \$800.00 if airfare is needed; if no airfare is required budgetary impact is \$432. Staff has estimated costs for requested committees. The legislative committee is the most expensive and detailed expenses are included as an attachment.

POTENTIAL MOTIONS

1. Move to nominate Directors for requested Committees and Direct staff to submit nominations.
2. Move to table issue and request the Finance & Administration Committee address issues raised by the Board.
3. Table the item to a future meeting

ATTACHMENTS OR MATERIALS

Summary of Committees

CSDA Committees Cost Estimate for 2019



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Districts Association**
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Committees



CSDA Committees

CSDA relies on the participation of our members in order to guide the Association. Committee involvement is crucial to the success of activities and the development of CSDA policies. The talent and energy of the individuals who serve on CSDA's committees and to the issues that concern special districts in California are the critical components of CSDA's success.

Legislative Committee (space is limited):

Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues.

Commitment: Meets three times annually in Sacramento and four times annually via webinar. Committee members must additionally attend CSDA's Special Districts Legislative Days in Sacramento, CA and Annual Conference and are also invited to the legislative planning session.

Working Groups: Each legislative committee member will be assigned to 1 or 2 working groups. Working groups include: environment, formation and reorganization, governance, human resources and personnel, public works and facilities, and revenue.

At-a-Glance



The work of CSDA's committees help shape CSDA.

Interested in a Committee?

Complete the form on our [Get Involved](#) page!

Link to Your Committee Here

If you have already been selected to serve on a CSDA Committee, you

Professional Development Committee: Plans, organizes and directs the professional development and events for CSDA.

Commitment: Meets at least twice annually.

Member Services Committee: Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs.

Commitment: Meets at least twice annually.

Audit Committee: Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks.

Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

Elections & Bylaws Committee: Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed.

Commitment: Minimum of one meeting in Sacramento.

Fiscal Committee: Oversees the financial direction of the organization including budget review and implementation.

Commitment: Meets at least three times annually. Financial experience preferred.

No time to be on a committee? View other ways to get involved with CSDA.

automatically have access to the group's community.

Just click the appropriate button below:

LEGISLATIVE
COMMITTEE

PROFESSIONAL
DEVELOPMENT
COMMITTEE

MEMBER
SERVICES
COMMITTEE

AUDIT
COMMITTEE

ELECTIONS &
BYLAWS
COMMITTEE

FISCAL
COMMITTEE

CSDA COMMITTEES COST ESTIMATE FOR 2019

Name of Committee/Per Diem	Airfare Est.	Annual Conf. (Monterey)	Leg Days (Sacramento)
Audit Committee (Raley)	Per Diem for two meetings (unknown locations) \$432.00 \$820.00 TOTAL If they fly to SAC - locations may vary (Already Budgeted)	\$388.00 Airfare for two meetings	
Professional Development Committee (Harrison-2nd Choice)	Per Diem for two meetings (unknown locations) \$432.00 \$820.00 TOTAL If they fly to SAC - locations may vary	\$388.00 Airfare for two meetings	
Member Services Committee (Harrison - 3rd Choice)	Per Diem for two meetings (unknown locations)	Professional Development Committee and Member Services Committee meetings are Note: back to back on the same day.	
Legislative Committee (Harrison-1st Choice) and (McDonald-1st Choice)	Per Diem for 7 meetings (4 webinars, 3 in Sacramento) \$1,512.00 \$5,586.00 TOTAL FOR ALL MEETINGS AND CONFERENCES INCLUDES ALL EXPENSES AND PER DIEM	\$582.00 Want to get away rate	\$2,257.00 Includes per diem, hotel, meals, lodging, registration, mileage \$1,235.00 Registration, per diem, hotel, air



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1600

To: Board of Directors
From: Daniel Cozad, General Manager
Date: September 19, 2018
Subject: Appendix C Revisions

RECOMMENDATION

Consider approval of Director Longville’s request to be appointed as District Representative for the Local Government Commission.

BACKGROUND

At the August 8 Board meeting, Director Longville requested to be appointed as District Representative for the Local Government Commission. The Board asked that he bring back additional information for consideration.

The Local Government Commission (LGC) is a forum for local leaders to come together and network and share their expertise. It offers conferences, training, forums, and resources. The LGC participates in policy conversations at various levels and maintains partnerships with state, regional and federal entities. It partners with diverse local communities to provide technical assistance, design projects, engage stakeholders and shape policy. The LGC program areas focus on Healthy Community Design, Climate Change, Energy and Water. The LGC holds three conferences, two forums and one symposium annually; costs per event range from \$0-420 plus travel expense and are located throughout California. Additional information can be found on their website at: <https://www.lgc.org/>

DISCUSSION

Director Longville estimates that he will attend 2-3 events a year contingent on Board approval. The events are typically held in Sacramento for approximately two days. As with CSDA and ACWA Conferences, specific costs would be brought to the Board as travel is needed.

FISCAL IMPACT

The fiscal impacts of the Director Longville’s appointment as District representative would be determined by the Board depending on how many conferences, symposiums or forums he is permitted to attend. The estimate for a two-day event in Sacramento are estimated at \$1,300 per

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BOARD OF DIRECTORS

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GENERAL MANAGER

Daniel B. Cozad

event; this includes per diem, mileage, airfare, other travel, meals, lodging, and event registration. The cost to attend three events per year is between \$4,000-\$5,000 annually; this includes all travel costs, registration and per diem. The annual membership is \$600.

POTENTIAL MOTIONS

1. Move to approve Director Longville's appointment and revisions to Appendix C.
2. Move to table the item to a future meeting of the Board or another committee.



**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water

Memorandum No. 1601

To: Board of Directors
From: General Manager, Daniel Cozad
Date: September 19, 2018
Subject: Classification and Compensation Study

RECOMMENDATION

Review, and consider approval Classification and Compensation Study under standard agreement terms with Koff and Associates for an amount not to exceed \$29,885.

BACKGROUND AND DISCUSSION

At the May 22 Budget Workshop, the Board requested staff procure a consultant to prepare a Classification and Compensation Study to include salary and benefits. Staff solicited scopes of work from other agencies including United Water Conservation District who recently performed a classification and compensation study. Based on the need of the District and the scopes of work reviewed staff prepared a scope of work and request for proposals. The scope will review staff's current job descriptions, duties, responsibilities and work load, salary ranges, and benefits to assess total compensation.

The consultant will survey local public agencies for comparable positions as indicated and will compare the Districts compensation and benefits to those agencies. This study should provide the information requested by the Board of Directors to provide information to help the Board ensure that the total compensation received by staff is in line with other governmental agencies. The consultant will make recommendations on the current job descriptions, organizational structure and salary ranges and based on their review and the personnel manual and other related information to make specific recommendations to the general manager and the Board.

The Draft Classification and Compensation Study scope and request for proposals was reviewed by the Finance & Administration Committee at their July 25, 2018 meeting. The RFP was released on August 1, 2018 and emailed to 11 firms who are believed qualified for this work. Proposals were due on August 24, 2018. While several firms requested clarifications and asked questions only two proposals were received. In asking a couple of potential firms, many companies are busy and could not respond in a timely manner or complete the work in the expected timeframe. Additionally, one firm indicated the project was too small for them to complete efficiently.

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GENERAL MANAGER

Daniel B. Cozad

Both of the proposals received were highly responsive and very closely priced. Three staff reviewers individually compared the proposals to the selection criteria in the RFP. All three reviewers came to the same conclusion from their independent review. By a small but consistent margin Koff and Associates was the higher ranking proposal over Ralph Anderson Associates, despite both firms being highly qualified and experienced. Koff and Associates took no exceptions to the Standard Terms and Conditions of the District Professional Services Agreement.

FISCAL IMPACT

The fiscal impact is minimal and included in the professional services budget for the current fiscal year.

POTENTIAL MOTIONS

1. Move to approve the agreement with Koff and Associates to complete the Classification and Compensation Study.
2. Move to table issue and request the Finance & Administration Committee address issues raised by the Board.
3. Table the item to a future meeting

ATTACHMENTS OR MATERIALS

Classification and Compensation Study Proposal

August 24, 2018

Classification and Total Compensation Study Proposal

San Bernardino Valley Water Conservation District

Submitted by:

Koff & Associates

GEORG S. KRAMMER
Chief Executive Officer

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com
Tel: 510.658.5633
Fax: 510.652.5633

August 24, 2018

Mr. Daniel Cozad, General Manager
San Bernardino Valley Water Conservation District
1630 W. Redlands Blvd., Suite A
Redlands, CA 92373

Dear Mr. Cozad:

Thank you for the opportunity to respond to your Request for Proposals for a **Classification and Compensation Study**, including position review and evaluation, and compensation policy and plan design, for the **San Bernardino Valley Water Conservation District** ("District"). We are most interested in assisting the District with this important study and feel that we are uniquely qualified to provide value to your organization based on our experience working with other water districts, cities, counties, JPAs, and non-profit agencies throughout California, including several clients in the San Bernardino area.

Koff & Associates is an experienced Human Resources consulting firm that has been providing human resources consulting services to special districts, courts, cities, counties, and other public agencies for over thirty-four (34) years. The firm has achieved a reputation for working successfully with management, employees, and governing bodies. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

Koff & Associates ensures that each of our projects is given the appropriate resources and attention, resulting in a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

As Chief Executive Officer of the firm, I would assume the role of Project Director and be responsible for the successful completion of this project. I can be reached at our Berkeley address and the phone number listed on the cover page. My email is gkrammer@koffassociates.com.

This proposal will remain valid for at least ninety (90) days from the date of submittal.

Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the **San Bernardino Valley Water Conservation District**.

Sincerely,



Georg S. Krammer
Chief Executive Officer

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FIRM QUALIFICATIONS

Koff & Associates (“K&A”) is a full-spectrum, public-sector human resources consulting firm that was founded in 1984 by Gail Koff; K&A has been assisting cities, counties, special districts, other public agencies, and non-profit organizations with their classification and compensation needs for over thirty-four (34) years.

We are a **private California corporation, #2785458**, and our legal name is **Kaneko and Krammer Corp. dba Koff & Associates, Inc.** We were incorporated on September 23, 2005. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, and the Sacramento Region as well as Arizona and Oregon.

We are a California State-certified Small Business Enterprise, and through the County of Alameda, we are also a locally certified Local, Small Local, and Very Small Local Business Enterprise.

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments (including service as the management representative in meet & confer and negotiation meetings), working with City Councils, County Commissions, Boards of Directors, Boards of Supervisors, Boards of Trustees, Merit Boards, and Joint Power Authorities.

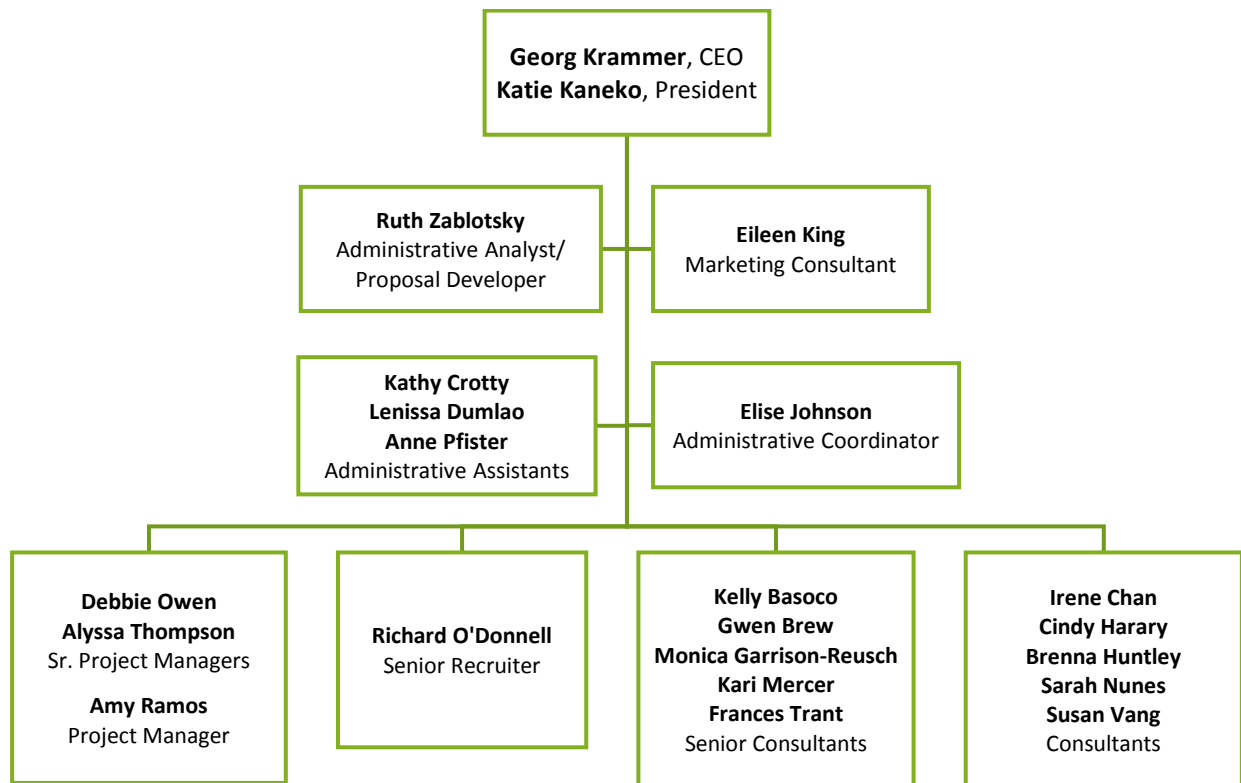
The firm’s areas of focus are classification and compensation studies (approximately 70% of our workload); organizational development/assessment studies; performance management and incentive compensation programs; development of strategic management tools; policy/procedure development and employee handbooks; training and development; executive search and staff recruitments; public agency consolidations and separations; Human Resources audits; and serving as off-site Human Resources Director for smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional.

Without exception, all of our classification and compensation studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

Our long list of clients is indicative of our firm’s reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective recommendations and solutions. K&A has a reputation for being “hands on” with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

K&A relies on our stellar reputation and the recommendations and referrals of past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that we have not had any formal appeals in our entire history, working with hundreds of public agency clients and completing hundreds of classification and/or compensation, organizational, and other types of studies.

Our entire team consists of twenty-two (22) employees as shown below in our organizational chart.



No subcontractors will be assigned to this study.

STAFF QUALIFICATIONS

All members of our team have worked on multiple comprehensive classification and total compensation studies and are well acquainted with the wide array of public sector compensation structures, classification plans, and the challenges and issues that arise when conducting studies such as this one for the District.

Following are short biographies of the specific staff who will be assigned to this study:

Georg Krammer, M.B.A., S.P.H.R.

Chief Executive Officer

Georg brings over twenty (20) years of management-level human resources experience to Koff & Associates with an emphasis in classification and compensation design; organizational development; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his experience as a well-rounded senior HR generalist, his education in business and teaching, and his vast experience with public sector HR programs and functions, Georg's contribution to K&A's variety of projects greatly complements our consulting team. Georg joined K&A in 2003 and has been the firm's Chief Executive Officer since 2005.

In the last three (3) years, since approximately mid-2015, Georg has Project Directed more than one hundred fifty (150) classification and/or compensation studies.

Georg will serve as the Project Director for this classification and compensation survey; he will coordinate all of K&A's efforts, will attend all meetings with the District, and will be responsible for all work products and deliverables.

Alyssa Thompson, Ph. D.
Senior Project Manager

Alyssa brings with her over eleven (11) years of human resources experience in classification and compensation analysis and development, performance management, affirmative action program development, and recruitment. Alyssa also has experience in designing and conducting quantitative and qualitative research studies.

Since joining the firm in 2007, Alyssa has led and worked on well over two hundred (200) classification, compensation, organizational assessment, and recruitment projects for cities, counties, and special districts, a few of which are:

- **Cities:** American Canyon, Anaheim, Bellflower, Claremont, Concord, Danville, Discovery Bay, Fremont, Madera, Monterey, Napa, Oakland, Orange, Palm Desert, Redlands, Sacramento, San Diego, Santa Barbara, Santa Rosa, and Vallejo.
- **Counties:** Bernalillo (New Mexico), Placer, San Joaquin, San Mateo, Tehama, and Tuolumne.
- **Special Districts:** Alameda County Transportation Commission, Berkeley Unified School District, Central Contra Costa Sanitary District, Dublin San Ramon Services District, East Bay Municipal Utility District, Encina Wastewater Authority, Foothill-DeAnza Community College District, Habeas Corpus Resource Center, Hayward Area Recreation and Park District, Housing Authority of the County of Alameda, Housing Authority of the County of San Bernardino, Metropolitan Transportation Commission, Midpeninsula Regional Open Space District, Mid-Peninsula Water District, Mount San Antonio College, Northern California Power Agency, Oakland Housing Authority, Orange County Sanitation District, Riverside County Transportation Commission, SACOG (Sacramento Area Council of

Governments), Sacramento Metropolitan Fire District, San Diego Housing Commission, Santa Clara County Housing Authority, Santa Clara Valley Water District, Superior Court of California-County of Orange, Vallejo Flood and Wastewater District, Western Riverside Council of Governments, and Zone 7 Water District.

She earned a Bachelor's degree in Psychology with a minor in Sociology-Organizational Studies from the University of California, Davis, and a Ph.D. in Organizational Psychology from Alliant International University.

Alyssa will serve as the Co-Project Director for this project; she will help coordinate all of K&A's efforts, will attend all meetings with the District, and will be responsible for work products and deliverables, as well as provide consultant support throughout the effort, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

**Kelly Ann Basoco, SPHR, SHRM-SCP, PHRca
Senior Consultant**

Kelly's professional qualifications include over fifteen (15) years of experience in the Human Resources field, primarily as a generalist. She spent the first twelve (12) years in the private sector as a Human Resources Manager working for global companies such as Parker Hannifin and 3M. Kelly gained experience in employee relations, policies and procedures administration, recruitment activities and performance management. Kelly was Director of Human Resources for a multi-state manufacturing company where she oversaw corporate human resources. Kelly transitioned to human resources consulting providing human resources audits, policy and procedure development, performance management and investigations for local businesses and classification and compensation studies for the public sector.

Since joining K&A, Kelly has conducted Classification and/or Compensation work for:

- **Cities:** Coachella, Galt, Citrus Heights, Morgan Hill, Murrieta, Newman, Perris, Redlands (Municipal Utilities and Engineering Department), San Diego, Sonora, and Westminster.
- **County:** El Dorado.
- **Special Districts:** Beaumont-Cherry Valley Water District, Castaic Lake Water Agency (renamed as Santa Clarita Valley Water District), Castro Valley Sanitary District, Eastern Municipal Water District, Helendale Community Services District, IBEW (International Brotherhood of Electrical Workers), Mojave Water Agency, Orange County Mosquito and Vector Control District, Orange County Sanitation District, Phelan-Piñon Hills Community Services District, Riverside Community College District, South Coast Water District, Southwestern Community College District, and Travis Unified School District.

She has worked on these studies in conjunction with Georg Krammer, CEO, and Katie Kaneko, President.

Kelly Basoco holds a Bachelor's degree in Business and Human Resource Development from Notre Dame College. She is an active board member for the Southern California Wine Country Society of Human Resource Managers (SCWCSHRM), a member of the national Society of Human Resource Managers (www.shrm.org) holding the Senior Certified Professional (SHRM-SCP) certification, the Senior Professional in Human Resources (SPHR) certification and the Professional in Human Resources – California (PHRca) certification. Kelly is a member of the Professionals in Human Resources Association (www.pihra.org).

Kelly will provide consultant support throughout the project, including classification analysis, interviews with employees and management, compensation analysis, internal job analysis, staffing analysis, development of recommendations, and implementation strategies.

REFERENCES

Agency & Project	Contact
<p>East Valley Water District</p> <p>Comprehensive Classification and Compensation Study, completed 2015 (performed in conjunction with an Organizational Review and Performance Management Training).</p>	<p>Ms. Kerrie Bryan Human Resources/Risk and Safety Manager (909) 806-4087 31111 Greenspot Road Highland, CA 92346 kbryan@eastvalley.org</p>
<p>Costa Mesa Sanitary District</p> <p>Classification and Compensation Study, completed 2015.</p>	<p>Mr. Scott Carroll General Manager (949) 645-8400, x223 628 W. 19th Street Costa Mesa, CA 92627 scarroll@cmsca.gov</p>
<p>Metropolitan Water District of Southern California</p> <p>Compensation Study, completed 2016.</p>	<p>Mr. Brandon Patrick Class/Comp & Staffing Manager (213) 217-6139 P. O. Box 54143 Los Angeles, CA 90054-0153 bpatrick@mwdh20.com</p>
<p>Valley County Water District</p> <p>Classification and Compensation Studies, <u>currently underway</u>.</p>	<p>Ms. Priscilla Ramirez Human Resources Coordinator (626) 338-7301 Ext. 202 14521 Ramona Blvd. Baldwin Park, CA 91706 pramirez@vcwd.org</p>
<p>Sweetwater Authority</p> <p>Classification and Compensation Study, completed 2017.</p> <p>Organizational and Staffing Analysis, completed 2015-2016.</p>	<p>Ms. Dina Yorba Administrative Services Director (619) 420-1413 505 Garrett Avenue Chula Vista, CA 91910 dyorba@sweetwater.org</p>
<p>South Coast Water District</p> <p>Compensation Study, completed 2016.</p> <p>Classification and Total Compensation Study, completed 2008, with an update of the study in 2009.</p> <p>Ongoing HR support since 2008.</p>	<p>Mr. Andy Brunhart General Manager (949) 499-4555 34152 Del Obispo St. Dana Point, CA 92629 abrunhart@scwd.org</p>

<p>Santa Clarita Valley Water Agency (formerly Castaic Lake Water Agency)</p> <p>Compensation Study for Water Treatment Operator, completed 2018.</p> <p>Classification Study, and Benefits Survey, 2017.</p> <p>General Manager Compensation Study, completed 2016.</p> <p>Grants Function Organizational Study, completed 2016.</p> <p>Compensation Study, completed 2015.</p> <p>Water Resources Organizational Study, completed 2015.</p>	<p>Ms. Aristeo "Ari" Mantis HR/Risk Mgmt. Supervisor (661) 297-1600, X 235 27234 Bouquet Canyon Road Santa Clarita, CA 91350 amantis@scvwa.org</p>
<p>Western Municipal Water District</p> <p>Retirement System Practices Survey, completed 2017.</p>	<p>Ms. Candi Judd Director of Human Resources (951) 571-7227 14205 Meridian Parkway Riverside, CA 92518 cjudd@wmwd.com</p>

Please also note:

We recently completed an Organizational Review at the **City of Redlands**, for their Utilities Department.

We are currently in the midst of a Classification and Compensation Study for the **Eastern Municipal Water District**.

In 2013, we conducted multiple Executive Recruitments for **United Water Conservation District**.

UNDERSTANDING OF THE PROJECT / SCOPE OF SERVICES

The San Bernardino Valley Water Conservation District (“District”) desires human resources consulting assistance to conduct an objective analysis of the current classification and compensation practices of the District’s administrative, professional, support and field positions; recommend changes that result in equitable, competitive and legally defensible classification and pay and benefit practices that will enrich the attraction and retention of qualified individuals as well as enhance opportunities for growth and professional development; evaluate the current employee benefit and compensation plan against local and regional markets, and comparable employers; provide recommendations for adjustments.

The District currently employs six (6) full-time regular employees, one (1) intern, one (1) three-quarter time employee, for a total of eight (8) employees to be included in the study, and also wishes to include two (2) future positions: Engineer/Project Manager and Field Technician, for a total of ten (10) positions to be surveyed at this time. At the current time there is one employee per classification except for Administrative Services Specialist which has more than one employee.

The last study was conducted at least ten (10) years ago and the District now wishes to have a current study conducted.

The study’s first level of effort is to initially develop an updated and well-structured classification system and classification descriptions for the 10 study positions that are legally compliant (including Fair Labor Standards Act (“FLSA”) and Americans with Disabilities Act (“ADA”) requirements), internally aligned, reflective of contemporary standards, and accurately descriptive of current roles, responsibilities, duties, and qualifications. The classification analysis process includes orientation and briefing sessions with employees, management, Human Resources, and other stakeholders, as appropriate; the completion of a position description questionnaire by employees; interviews with all employees in each study classification; and interviews with supervisors and management to address any classification issues. All participating employees will be allocated to an appropriate classification; draft classification descriptions will be developed, and sent back to the District and incumbents for additional feedback and concurrence.

A second level of effort will be to review the District’s compensation structure for the studied classifications and to conduct a total compensation market survey (salaries plus benefits) using a set of appropriate comparator agencies. The identification of comparator agencies, benchmark classifications, and benefits to be collected, is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The compensation study will contain specific recommendations regarding the integration of all study classifications into the District’s compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make recommendations regarding a salary structure that takes the District’s compensation preferences into consideration as well as the appropriate placement of each classification on the District’s salary schedule.

The study includes a significant number of meetings with the Study Project Team, Human Resources, employees, and the District's Board of Directors, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome. The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A's studies.

❖ Study Objectives:

Classification

- To analyze and update the District's classification system and each study position's classification description and structure through a comprehensive process of job analysis and evaluation, including review of existing documentation, position description questionnaire completion, employee interviews, management interviews, analysis of existing positions and working situations, analysis of levels of duties and responsibilities, and other professional methods, as appropriate;
- To recommend each study position for title change or reclassification (as appropriate), create new classifications (if applicable), eliminate outdated classifications (if applicable), and consolidate classifications assigned to similar functional areas (as appropriate);
- To provide for growth and flexibility of assignment within the new classification structure, where feasible, in recognition that some job duties and responsibilities may evolve over time, as well as to provide adequate career paths and class series/job families that will foster career service within the District;
- To clearly state definitions of job classifications, the typical job functions, and minimum required and preferred qualifications such as education, prior work experience, knowledge, skills, abilities, licenses, certifications, and physical demands;
- To provide a classification structure that ensures regulatory compliance, including allocation of each study position to the correct classification with appropriate FLSA designation as well as meeting ADA regulations;
- To provide for adequate educational, review, and appeal processes that will result in a product that is understood by all levels of personnel and is internally equitable; and
- To ensure sufficient documentation and training throughout the study, on methods used to determine appropriate classification and level, methods for logical progression of movement between classifications, classification concepts and distinguishing characteristics, as well as the delivery of final reports and recommendations to guide the organization in implementing, managing, and maintaining the classification system.

Compensation

- To make recommendations regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation portion of the study;

- To collect accurate salary and benefit data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to the Study Project Team, Human Resources, management, the Board, and employees;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices;
- To review the District's compensation structure and practices and develop compensation recommendations that will assist the District in recruiting, motivating, and retaining competent staff;
- To develop solutions that address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting the District's goals, objectives, and budget considerations;
- To evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices;
- To create a comprehensive final report summarizing the compensation study approach and methodology, analytical tools, findings, and recommended compensation structure;
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan; and
- To ensure sufficient documentation and training throughout the study, on methods used to determine appropriate salary ranges, methods for logical progression of movement within the salary scale for each classification, and other practices, so that our recommendations can be implemented and maintained in a competent and fair manner.

Overall Objectives

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, memoranda of understanding, personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up Study Project Team meetings with management, study project staff, and other stakeholders to discuss any specific concerns with respect to the development of classification and compensation recommendations; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To work collaboratively and effectively with the District and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To develop a classification and compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change, growth, and operational needs;
- To document all steps in the process and provide documentation and training for Human Resources and other staff, as appropriate, in classification and compensation analysis

methodologies so that the District can integrate, maintain, administer, and defend any recommended changes after the initial implementation; and

- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

❖ **Scope of Services / Deliverables:**

This section of the proposal identifies the actual work plan. We believe that our detailed explanation of methodology and work tasks clearly distinguishes our approach and comprehensiveness. Our approach is to complete the classification and job evaluation before completing the compensation review. The reasons for this include:

- The description of the work performed and the requirements for that work are, in the minds of the employees and their supervisors, inextricably associated with the “worth of that work” or compensation, which is often a highly emotional issue. Separating the two phases of the study, even though elements of phases may be conducted concurrently, tends to produce more objective classification results.
- The compensation review will be completed when there is a full understanding of the work of the District, thereby ensuring that the data developed from the labor market and the District’s classifications is accurate.

Given these parameters, our approach is as follows:

PHASE I: CLASSIFICATION STUDY

Deliverable A: Meetings with Study Project Team and Management Staff for Initial Documentation Review

This phase includes identifying the District’s Study Project Team, contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, management, and the Board; and develop a timetable for conducting the same.

Included in this task will be the gathering of written documentation, identifying current incumbents, and assembling current class descriptions, organizational charts, salary schedules, budgets, memoranda of understanding (“MOU”), personnel policies, previous classification and compensation studies, and any other relevant documentation to gain a general understanding of District operations.

District terminology and methods of current classification and compensation procedures, as well as the written questionnaire instrument for the classification study that will be used in the job analysis phase will be reviewed and agreed to. We will discuss methodology, agree to formats for class descriptions and compensation results, identify appropriate comparator agencies, benchmark classifications, and benefits

to be surveyed for compensation survey purposes. We will respond to any questions that may arise from the various stakeholders.

Deliverable B. Orientation Meetings with Employees and Distribution of Position Description Questionnaire

The Position Description Questionnaire (“PDQ”) will be discussed with the Study Project Team and customized as needed to meet the study objectives prior to distributing copies to employees.

We will facilitate orientation meetings with employees (within the same time frame as the initial project kick-off meeting) and distribute the PDQ to start the classification portion of the study. While these meetings are not mandatory, they form the beginning of the educational process that continues throughout the study. We will discuss the importance of the employees’ involvement in the study and their participation in PDQ completion and job analysis interviews. Project processes will be explained, expectations will be clarified, and elements that are not a part of the study will also be covered. Questions will be answered and a detailed explanation and examples for completing the PDQ will be given.

Each PDQ will be handed out with the incumbent’s current class description attached to the questionnaire so the employee can use this as a tool for completing the questionnaire.

Deliverable C. Collection and Review of Position Description Questionnaires

We provide an electronic version of our questionnaire so that employees can more easily complete it. Employees complete the questionnaire and then send it to their supervisor for review, comment, and signature. Upon receipt of the PDQs in our office, K&A staff will review and analyze the PDQs in detail along with other documentation to obtain an understanding of the duties and responsibilities assigned to each position.

We recommend that management staff complete at least some section of the PDQ for the two (2) new classifications, one Engineer/Project Manager and one Field Technician.

Deliverable D. Interviews with Employees, Supervisors, and Management

Interviews will be scheduled with employees. Because this is a critical step in the information-gathering and educational process, we typically recommend scheduling interviews with all employees in each classification. Interviews will then be held with supervisory and management staff, who will clarify their own responsibilities and/or confirm the information we have received in the interviews with their staff (we allow more time for these interviews).

The purpose of the interviews is to clarify and supplement the questionnaire data and to respond to potential perception differences regarding roles, tasks, scope, and supervisory responsibilities. The appropriateness of the following will be assessed:

- Work being completed and relationships of positions to each other within a division/department as well as across the organization; and
- Classification structure and reporting structure.

We will also interview management staff to obtain information about the parameters and requirements for the two new classifications, one Engineer/Project Manager and one Field Technician.

Deliverable E. Classification Concept and Preliminary Allocation

Prior to developing detailed class descriptions, our job evaluation will result in a classification concept and employee allocation document that will be submitted to the District for review and approval. We will compare changes in business need and operations, as well as any reorganizations, with the established classification system and job families as well as review internal relationships between classifications to define the reasons for, and effects of, the proposed changes.

Our job analysis method is the whole position analysis approach. Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Required Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Equipment Used
10. Working Conditions
11. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

This document will list broad class concepts and highlight where significant changes may be recommended, such as creating or collapsing class series in the same functional area and/or separating or combining classifications assigned to different functional areas. We will review and analyze potential career ladders and promotional opportunities. We will also review and update established titling guidelines for the studied classifications for appropriate and consistent titling.

A detailed, incumbent-specific allocation list for each position included in the study will be prepared, specifying current and proposed classification title and the impact of our recommendations (reclassification – upgrade or downgrade, title change, or no change).

After we have completed this process, a meeting will be arranged to review any recommended changes to the classification plan with the Study Project Team.

Deliverable F. Draft Class Description Development

After preliminary approval of the class concepts and allocation lists, new and/or updated class descriptions will be developed for each proposed classification, following the format approved by the

District. This will include the two new classifications the District wishes to add, i.e., one Engineer/Project Manager and one Field Technician.

From the review of the PDQs and employee interviews, we will update duties, responsibilities, and minimum qualifications of each class specification, as necessary. We will develop new class specifications if duties, responsibilities, and minimum qualifications have changed significantly, and/or if we recommend new classifications/class levels, and/or if operational changes, business needs, or reorganizations, have occurred.

We will review, analyze, and update, as appropriate, knowledge, skills, abilities, education and experience, position definitions, purpose, distinguishing characteristics, supervision received and exercised, position functions and special requirements including licensing and certification requirements. We will address relevance and hierarchical consistency.

We will also review and update physical demands based on the most typical job functions of each classification in accordance with the ADA.

Finally, we will review each classification's typical job functions and determine exempt vs. non-exempt status in accordance with "white collar" exemptions under the FLSA.

Deliverable G. Facilitation of Draft Class Description Review and Informal Appeals Support

A draft copy of the revised/new class description with allocation recommendation will be submitted to the Project Team and subsequently to each manager, supervisor, and employee, to give each stakeholder group an opportunity to provide comments and concerns regarding any modifications to the classification structure and specifications. Our experience has been that this is one of the most critical phases of the project (as well as one of the most time-consuming). Our proactive and effective communication process at this crossroad has always avoided formal appeals, adversarial meetings, or major conflicts at the conclusion of our studies.

Each employee whose position was studied will receive a memorandum from us outlining what has been accomplished, how to best review the draft classification specification that will be attached, and how to provide feedback to us. Supervisors and managers receive a copy of their employees' draft class descriptions and will be asked to review their employees' comments and feedback to verify and concur with, or recommend changes to, the information provided.

We will ask employees to submit their written concerns (via their supervisor/manager) to our office. While employees may not always agree with our recommendations, they have a "second chance" to ensure that they have been heard and to continue learning the reasons specific recommendations were made.

Significant employee comments will be reviewed with management prior to making any significant changes to the proposed class plan. These discussions will be by email, telephone, or additional direct personal contact with employees, depending upon the extent of the response.

Allocation and/or class description changes will be made as required and the class specifications will be finalized and submitted for approval. All employees who submitted their comments during the review process will be notified in writing regarding the outcome of their concerns.

Deliverable H. Classification Plan and Draft of Interim Report and Final Report

A Draft Interim Report of the Classification Study will be completed and submitted to the Study Project Team for review and comment. The report will contain:

- Classification recommendations for each studied position, including documentation regarding study goals and objectives, classification methodology, approach, and process as well as all findings, analysis, and resulting recommendations;
- For the two (2) new positions, we will develop new job specifications that uniformly reflect distinguishing characteristics, current and essential job duties, minimum qualifications and requirements, including physical requirements and working conditions, license requirements, regularly requirements, etc.
- The recommended allocation list, classification title changes, job family and career ladder/career growth issues, reporting relationships, and other factors will all be included; and
- Classification concepts and guidelines as well as methods used to determine appropriate classification and level, methods for logical progression of movement between classifications, distinguishing characteristics and other pertinent information for implementation and continued maintenance of the recommendations will be detailed.

Once we have received the District's comments regarding the Draft Interim Report and have made any necessary changes, a Final Classification Report will be developed.

PHASE II: TOTAL COMPENSATION STUDY

Deliverable A. List of Comparator Agencies, Classifications, and Benefits to be Collected

During the initial meeting with the Study Project Team, we will discuss and agree to the compensation study factors. We will confirm appropriate comparator agencies that will be included in the external market survey, which will be the foundation of ensuring that the agencies' salaries for the studied classifications are competitively aligned with the external labor market. We will also confirm those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed. Finally, we will determine the list of benefits that the District wants to include in the total compensation data gathering process.

1. Determination of Comparator Agencies

The selection of comparator agencies is a critical step in the study process. We typically use the following factors to identify appropriate comparators and will receive approval before proceeding with the total compensation survey.

Our recommended methodology is that we involve the Board of Directors, management, Human Resources, and employee representation in the decision-making process of selecting which comparable agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- **Organizational type and structure** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation. During this iterative process, the District’s suggested list of thirteen (13) comparators in the RFP and the advantages/disadvantages of including them or others will be discussed.
- **Similarity of population served, District demographics, District staff, and operational budgets** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- **Scope of services provided** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- **Labor market** – The reality of today’s labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often do not live in the community they serve. Therefore, the geographic labor market area (where the District may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- **Cost-of-living** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost-of-living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

We typically recommend using ten to twelve (10-12) comparator agencies for all survey benchmarks in order to achieve statistical significance but are flexible and can easily use a different approach based on the District’s wishes to have the following thirteen (13) agencies included and we will include them in our comparator agency analysis:

- **Water Districts:** Chino Basin Water Conservation District, East Valley Water District, Inland Empire Utility Agency, San Bernardino Valley Municipal Water District, United Water Conservation District, West Valley Water District, Yucaipa Valley Water District.
- **Cities:** Highland, Loma Linda, Redlands, Riverside, San Bernardino.
- **Other:** County of San Bernardino.

2. Determination of Benchmark Classifications

Due to the District’s small size and the small number of classifications, we will most likely survey all of them. We are happy to discuss our methodology with the District if we are selected to perform this project.

3. Determination of Salary and Benefits Data to Be Collected

In addition to base salaries, benefit data elements for a total compensation study normally include at least the following (which are generally available to all staff in a specific job classification):

- **Monthly Salary** – The top of the normal, published salary range. All figures are presented on a monthly or annual basis. We normalize the salary data to reflect number of hours in the work week and/or roll-up of retirement or other benefits in base salaries.
- **Employee Retirement** – This includes two figures: the amount of the employee’s State or other public or private retirement contribution that is contributed by the agency and the amount of the agency’s Social Security contribution.
- **Retiree Healthcare** – With healthcare costs rising and retiree healthcare and liabilities increasing for many public agencies, we also collect this information.
- **Insurance** – This typically includes Health, Dental, Vision, Life, Long-Term Disability, Short-Term Disability, and other insurance coverage.
- **Leave** – Other than sick leave, which is usage-based, leave is the amount of days off for which the organization is obligated. All days will be translated into direct salary costs.
 - ❖ **Vacation:** The number of vacation days available to all employees after five (5) years of employment.
 - ❖ **Holidays:** The number of holidays (including floating) available to the employee on an annual basis.
 - ❖ **Administrative/Personal Leave:** Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.
- **Deferred Compensation** – We report any employer contribution made on the employee’s behalf, whether dollar amount or percentage of salary, that does not require an employee-matching contribution. We can also report employer contributions that do require an employee match and would do so as a separate report.
- **Other** – This category includes any other benefits that are available to all employees within a classification and not already specifically detailed, such as bonuses to base salary or cash supplements, certifications, auto allowances, telephone allowances, educational savings, educational reimbursement, overtime, etc.

Deliverable B. Data from Comparators

K&A does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. Our experienced compensation analysts conduct all of the data collection and analysis to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true “matches” of at least 70%, which is the percentage we use to determine whether to include a comparator classification or not. As mentioned earlier in our Classification methodology, our job analysis method is the whole position analysis approach.

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

We typically collect classification descriptions, organization charts, salary schedules, personnel policies, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary “matches” and then schedules appointments.

We find that the information collected using these methods has a very high validity rate and allows us to substantiate the data for employees, management, and governing bodies.

Deliverable C. Analysis and Preliminary Review of Data

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing the District to make informed compensation decisions. Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of the District’s salary range is above/below the market values.

In addition, we will include any type of statistical representation and analysis that the District desires such as 60th, 70th, or any other percentiles.

Benefits data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect “other” benefits (as listed in the benefits section above), which we typically report on a separate spreadsheet.

Deliverable D. Draft Compensation Findings/Additional Analysis/Study Project Team Meetings

We distribute our draft findings to the Study Project Team. After their preliminary review, K&A will meet with the Study Project Team and other stakeholders (including management, employees, and Human Resources) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the Study Project Team and other stakeholders to review and question any of our recommended benchmark comparator matches. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

Deliverable E. Analysis of Internal Relationships and Alignment

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the whole position analysis methodology as described earlier, in our Classification Methodology.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series, for example, as well as across departments. This analysis will be integrated with the results of the compensation survey and the District’s existing compensation plan.

The ultimate goal of this critical step in the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically, as well as horizontally, to reflect the classification structure that was developed during the classification phase of the study.

Deliverable F. Compensation Structure and Implementation Plan

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure (set of salary ranges, salary differentials, steps within ranges, and/or alternative compensation plans) within which the classes are allocated, based upon the District's preferred compensation model. In addition, we will develop externally competitive benefit comparisons for all classifications. We will also assist the District in developing a compensation philosophy and best practices relative to the surveyed public jurisdictions; we will provide a matrix showing recommended structures for shared costs of medical premiums, and a matrix of CalPERS or other retirement benefits.

Finally, we will develop a proposed implementation plan based on the study results and recommendations.

We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting District goals, objectives, and budget considerations. We will develop recommendations covering special compensation issues such as salaries above the maximum; seniority; promotions; maintenance of the salary schedules; etc.

Draft recommendations will be discussed with the Study Project Team and management for discussions and decisions on overall pay philosophy and the practicality of acceptance and prior to developing an Interim Report.

Deliverable G. Final Report and Guidelines for Implementation

Volume II (Draft Interim Report of the Compensation Study) will be completed and submitted to the Study Project Team (Administration and Finance Committee as well as the Board of Directors) for review and comment.

The report will provide detailed compensation findings, documentation, and recommendations. The report will include:

- An executive summary of the compensation study and results;
- A set of all market data spreadsheets;

- A proposed Salary Range Placement document;
- A procedure to address employees whose base pay exceeds the maximum of their newly assigned pay range;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for rules, policies and procedures for the District in implementing, managing and maintaining the compensation system, as appropriate, that also allows for the General Manager to conduct individual salary audits and make adjustments consistent with the Study's methods until such time as another formal study is conducted.

Once all of the District's questions/concerns are addressed and discussed, a Final Classification and Compensation Report will be created and submitted in the District's preferred format. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.

Deliverable H. Formal Appeals Support

Should the District have a formal appeal process regarding the allocation of positions to classifications and of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process. Should our on-site participation be desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.

Deliverable I. Final Presentation

Our proposal includes multiple meetings and weekly oral and written status/progress updates to the Study Project Team. Regarding the involvement of the Board of Directors, we recommend at least one initial meeting to confirm the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study), and one final presentation of our Final Report. Of course, we are flexible regarding having more or less interaction with the Board, based on the District's preferences.

❖ Post-Implementation Consultation and Support:

We are committed to providing the District with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should the District request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for actual hours spent at the District. However, from experience, we expect that most follow-up support will

be conducted via telephone and email and this is absolutely included in our “Not To Exceed Fee” for this project.

❖ Stakeholder Engagement:

The meetings and communications with stakeholders that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and encourage a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A’s studies.

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. Following are the major milestones at which we touch base with Human Resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- Position description questionnaire completion and review;
- Employee and management interviews;
- Employee, management, and Human Resources review of draft class descriptions;
- Contact with employees and management to address final classification issues;
- Stakeholder input regarding a list of appropriate comparator agencies;
- District stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the District’s organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

PROJECT SCHEDULE

Our professional experience is that comprehensive classification and total compensation studies of this scope and for this size organization take approximately three to four (3 - 4) months to complete, allowing for adequate position description questionnaire completion, interview time, classification description review and/or development, compensation data collection and analysis, review steps by the District, the development of final reports, any appeals, and presentations.

The RFP states that the District wishes a draft report to be prepared within 60 days of the execution of the agreement and a final report within 30 days after receiving all District comments. While the District has a small number of employees, conducting a classification *and* compensation study typically takes longer than 60 days. The completion of PDQs alone by employees and review by supervisors can take 2-3 weeks to complete. Also, completing a total compensation study, including benefits, of up to 13 comparator agencies, even with only 8-10 survey classifications will take at least 4-5 weeks. Since we need new/updated classification descriptions before starting the compensation study, we stagger the classification and compensation study process in phases.

If we are fortunate to be selected to perform this work, we're happy to discuss the timeline below to see if any efficiencies can be gained but we do not believe that a 60-90 day turn-around is realistic.

The following is a suggested timeline (which can be modified based on the District's needs):

Deliverable	PHASE I: Classification Study	Week #
A.	Meetings with Study Project Team and Management Staff for Initial Documentation Review	Week 1
B.	Orientation Meetings with Employees and Distribution of PDQ	Week 1
C.	Collection and Review of PDQs	Week 4
D.	Interviews with Employees, Supervisors, and Management	Week 5
E.	Classification Concept & Preliminary Allocation	Week 6
F.	Draft Class Description Development	Week 8
G.	Facilitation of Draft Class Description Review and Informal Appeals Support	Week 10
H.	Classification Plan and Draft of Interim Report and Final Report	Week 11
	PHASE II: Total Compensation Study	
A.	List of Comparator Agencies, Classifications, Benefits to be Collected	Week 1
B.	Data from Comparators	Week 12
C.	Analysis and Preliminary Review of Data	Week 13
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	Week 14
E.	Analysis of Internal Relationships and Alignment	Week 15
F.	Compensation Structure and Implementation Plan	Week 15
G.	Final Report and Guidelines for Implementation	Week 16
H.	Formal Appeals Support *	As Needed
I.	Final Presentation	As Scheduled

FEE PROPOSAL

We have often found our process requires a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with management, governing body, and staff. The time we commit to working with the employees (orientations and briefings, meetings with employees via personal interviews, informal appeal process, etc.) results in significantly greater buy-in throughout the process and no formal appeals at the end of the study.

In fact, our firm has never had a formal appeal to any of our studies in our more than 34 years in business. It has been our experience that the money and time invested in stakeholder communication throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful study whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Whenever our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by management, employees, and the governing body. Our success rate is also attributable to the fact that we have over 34 years of experience working with employees of all types of backgrounds, educational levels, and work experiences, and we are accustomed to successfully communicating with and educating them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is the first time for them.

Our clients always provide feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns and were available for discussion, as required. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

Note: *This is an estimate; we will charge on an hourly basis and of course, we only charge for actual hours worked.*

Deliverables	Phase I: Classification Study	Hours
A.	Meetings with Study Project Team and Management Staff for Initial Documentation Review	10
B.	Orientation Meetings with Employees and Distribution of PDQs	5
C.	Collection and Review of PDQs <i>Assumes 1 PDQ per existing classification, and 1 per future new classifications (to be completed by management), for a total of approximately 10 PDQs</i>	5
D.	Interviews with Employees, Supervisors, and Management <i>Assumes 1 interview per classification including 2 future classifications (we will meet with the General Manager or other appropriate personnel for the 2 future classifications)</i>	12

E.	Classification Concept & Preliminary Allocation	8
F.	Draft Class Description Development (up to 10 classifications)	25
G.	Facilitation of Draft Class Description Review and Informal Appeals Support	10
H.	Classification Plan and Draft of Interim Report and Final Report	12
	Total Professional Hours -- Classification	87
	Combined professional and clerical composite rate: \$139/Hour	\$12,093
Deliverables	Phase II: Total Compensation Study	Hours
A.	List of Comparator Agencies, Classifications, and Benefits to be Collected	12
B.	Data from Comparators <i>Assumes 10 classifications, and up to 13 comparators, total compensation (base salary plus benefits)</i>	45
C.	Analysis and Preliminary Review of Data <i>Assumes 10 classifications, and up to 13 comparators, total compensation (base salary plus benefits)</i>	20
D.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings (recommend conference call only)	8
E.	Analysis of Internal Relationships and Alignment	5
F.	Compensation Structure and Implementation Plan	10
G.	Final Report and Guidelines for Implementation	12
H.	Formal Appeals Support *	0
I.	Final Presentation	8
	<i>Anticipated hours for additional unscheduled meetings and phone calls</i>	8
	Total Professional Hours -- Compensation	128
	Combined professional and clerical composite rate: \$139/Hour	\$17,792
	Expenses are included in our combined composite rate:	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, fax, supplies, postage, travel expenses, per diem, etc.</i>	
	TOTAL NOT-TO-EXCEED COST FOR PROJECT:	\$ 29,885
	*Additional consulting will be honored at composite rate (\$139/Hour)	

CONTRACTUAL REQUIREMENTS

We take no exceptions with the terms of the sample contract the District included in the RFP packet.

INSURANCE ACKNOWLEDGEMENT

We will submit and support the levels of coverage and endorse the District with our General Liability coverage upon award of a contract for the project.

Workers' Compensation:	Statutory Limits
Commercial General Liability:	\$2,000,000 per occurrence
Professional Liability (Errors & Omissions):	\$1,000,000 per occurrence
Automobile Insurance:	\$1,000,000 per occurrence

Our insurance broker is Ms. Eileen Hollander, Sr. Account Manager/Commercial Lines, Integro Insurance Brokers, 2300 Contra Costa Blvd., Suite 375, Pleasant Hill, CA 94523.

Signature Page

Koff & Associates intends to adhere to all of the provisions described above.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES
State of California



Georg S. Krammer
Chief Executive Officer

August 24, 2018





**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water

Memorandum No. 1602

To: Board of Directors
From: Daniel Cozad, General Manager
Date: September 19, 2018
Subject: District Approach to Homelessness and Planning

RECOMMENDATION

Staff requests the Board provide feedback on the Draft Approach to addressing Homelessness and planning for District land management.

BACKGROUND

Additional pressure from homelessness and illegal dumping on District-owned or managed land is taking additional staff time and increasing District costs. Staff recently developed a policy related to abandoned property and have worked with a number of agencies to cleanup District and nearby property in the wash area. Recent Court¹ cases reaffirm that public agencies and specifically Cities and Counties need to demonstrate adequate shelter is available to enforce policies and laws related to occupation of public lands.

DISCUSSION

The general effectiveness of cities to pressure homeless out of downtown city areas adds pressure to homeless occupation of District owned or managed lands. Trespass and property abandonment are increasing and will increase further with the opening of District lands for trails. This is not solely a District issue it occurs across California. Inland Southern California has the states lowest per capita homelessness population² but unsheltered homeless are rising faster than other areas. Additionally, the incidence homeless and abandoned property on District lands has become a more pressing problem over the past year.

Staff have been working with a number of parties in the area, Bureau of Land Management, County Sheriff and others. Because the District has very small staff without expertise in homeless issues staff

¹ Federal Appeals Court invalidated a law prohibiting sleeping on public streets and sidewalks if there are no other options. https://www.washingtonpost.com/national/court-cities-can-prosecute-people-for-sleeping-on-streets/2018/09/04/aeee2314-b090-11e8-8b53-50116768e499_story.html?noredirect=on&utm_term=.570a6442a9a0

² Homelessness Task Force Report 2018, California League of Cities and Institute for Local Government Page 41. <http://www.ca-ilg.org/post/homelessness-task-force-report>

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BOARD OF DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville
Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

is proposing an approach that would prepare a more comprehensive plan and work with Steps for Life Community Services (Steps 4 life) to plan, provide training and education under an MOU. The terms of the MOU would provide for reimbursement of costs for assisting the District and provide Steps 4 Life a no-cost or low cost lease to operate a highly managed home for assisting unsheltered individuals to return to the workforce and be able to provide for themselves.

With the rise of homelessness in Southern California issues related to how the District works with law enforcement to remove trespassing homeless and abandoned property requires a planned approach and a commitment to do more than move the problem elsewhere. By taking a proactive step to plan for how the District as a non-social services agency can increase sheltered homeless improving their lives we are at the forefront of the issue for our area. As Steps 4 Life helps its residents learn work skills the District can benefit from landscape and other assistance on District property.

FISCAL IMPACT

The fiscal impacts associated with the approach are primary forgoing the rental income for the Mentone House. Current the lease revenue is estimated to be \$20,000 to \$22,000 per year depending on vacancy. This would be offset by some landscape and maintainance costs paid or done by Steps 4 Life, budgeted at about \$5,000 per year. The cost of assistance from Steps 4 Life in planning, development and training are not known but are covered by adequate professional services budget in the approved budget.

POTENTIAL MOTIONS

1. Move to accept the approach and direct staff and counsel to prepare a lease agreement for the Mentone House and Services Agreement for Board consideration.
2. Move to direct staff on specific changes to be incorporated into the approach, lease and agreement.
3. Move to table the item to a future meeting of the Board or the Ad Hoc Trails Committee.

APPROVALS

Reviewed by District Counsel

ATTACHMENTS

Draft Approach

SBVWCD Homelessness Partnership Approach

The District manages property in the public interest to support the groundwater recharge and the associated land and habitat management requirements. The District has a long history of seeking to provide the most value to the public at the lowest cost to our communities and partners.

Steps 4 Life Community Services (Steps 4 Life) is a 501(c) 3 charitable nonprofit organization with over 17 years of community transitional supportive housing experience in the District's service area. Their programs support homeless clients in managed homes, and they are charitably funded. <https://steps4lifetoday.org/>

The District and Steps 4 life would work on the Homelessness approach as a partnership with the intent maximizing the resources and knowledge of each. The following actions would be documented in a more complete plan and an MOU in support of the District's Mission.

- 1) The District will actively limit the homeless use of lands impacting District operations and facilities for health and safety and in compliance with lease requirements
- 2) The District will actively limit the homeless use of lands in critical habitat areas in accordance with the Habitat Conservation Plan
- 3) The District will work with local fire and law enforcement and social service agencies to assist the District
- 4) The District and Steps 4 Life will jointly develop an MOU to support the homeless in the District area in the following manner:
 - a) Steps 4 life Assist in developing a more comprehensive plan for homeless of District Properties
 - b) Steps 4 life will provide and document training for District Staff or Directors who work with homeless
 - c) District will provide the District Mentone House for a term of __ years to Steps 4 Life to provide managed housing in exchange for landscaping, payment of utilities and general maintenance in accordance with the lease agreement
 - d) Steps 4 life will carefully screen all clients to ensure appropriateness for the Mentone House.
 - e) Steps 4 Life will provide work training for residents to be able to learn work ethics, help guide them with feeling worthy and important which will in turn help them to become self-sufficient and decrease recidivism of homelessness.
 - f) District will provide work, when appropriate, for participants in Steps 4 Life programs on and around District facilities to assist the District in its mission and support job opportunities for participants.
- 5) Steps 4 Life will support District activities by assisting with referrals from District staff for homeless clients as appropriate.
- 6) The District and Steps for Life will document and report on the achievements of the collaboration at least annually to the Board.

General Manager's Report

For August 4, 2018 to September 14, 2018
Daniel B. Cozad



**San Bernardino Valley
Water Conservation District**
Helping Nature Store Our Water

The following report covers the weeks between meetings and the efforts and activities during the reporting period.

1. Water Conservation – Plan Goal 1 – Limited watershed flows account for intermittent recharge during the month. Staff continues to recharge all possible available water. Most of the water recharged is State Project water for East Valley Water District. Santa Ana recharge totals for the Water Year beginning October 1, 2017, total about 10,000 AF of that amount about 7,000 AF was from State Water Project imports. Mill Creek received significant flows from winter rains with most flows going to direct use. The total recharge in Mill Creek is about 3,750 AF. Total water recharge is over 13,700 AF for the water year.

2. Facility Maintenance and Cleanout – Plan Goal 1 – The Mill Creek cleaning and repairs are being completed as most summer storms have subsided. Santa Ana maintenance is progressing with all basins functioning with flows limited to basins near EVWD. A contractor experienced a leak in hydraulic fluid which entered the North Fork Box and required cleanup. Staff alerted EVWD and assisted as needed in the cleanup.



3. Aggregate Management – Plan Goal 1 – Upland Rock continues to sell sand and rock and also supports District basin cleaning efforts. Upland will help stage rock for the Plunge Creek Conservation project.

4. Personnel/Administration/Staff – Staff reviewed proposals for a classification, compensation, and staffing study that was requested by the Board. The RFP was released and emailed to 11 firms to solicit proposals. Two proposals were received and ranked based on the selection criteria in accordance with the procurement policy. Staff also prepared amendments to policies for Board review. Access permit and license policy were implemented addressing abandoned property.

5. Finance/Budget/Audit – The District completed work with the District Auditor and reviewed the draft audit for the 2017-2018 fiscal year. Staff transferred funds from California Credit Union to California Local Agency Investment Fund in compliance with the District investment policy. Staff continues implementing the changes to the

Groundwater Charge and coordinating Groundwater Council invoices. Staff also supported and reviewed the initial audit of the Conservation Trust.

6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – SBC Flood Control and Staff continue to work with USACOE Section 408 permit staff. All other permits will be timed to coordinate with the 408 permit. All requested information has been submitted to the USACOE for the 408 permit and special modeling and geotech information that was required.
7. **Plunge Creek Restoration Conservation Project** – *Plan Goals 1/4* – Permit applications for the 401 and 404 permits are nearly complete. Regulatory agencies are expediting, and staff is meeting jointly. Permitting for the project requires a Section 7 consultation with USFWS which was initiated by the USACOE. Staff is stockpiling rock for the Splitter Mounds when available to advance implementation.
8. **Enhanced Recharge Project** – *Plan Goal 1* – J.F. Shea Construction has mostly completed the sedimentation basin and the pipeline. Construction activities will wrap up shortly. The Enhanced Recharge Basins are scheduled for construction in 2020. Improvements at the Cuttle Weir are permitted in the River Habitat Conservation Plan and will follow its approval.
9. **Groundwater Council** – *Plan Goal 1* – There was no Groundwater Council meeting in September. The next meeting is scheduled for October.
10. **Wash Plan** – *Plan Goal 4* – The Wash Plan has a separate report listed on the agenda. Staff and local USFWS are completing their tasks to meet the requirements for Federal Register Publication. Staff is working with CDFW and other regulatory agencies for their approvals after the Wash Plan is final.
11. **Santa Ana River Wash Plan Land Exchange Act** – *Plan Goal 4* – HR-497 was heard in the Senate Energy and Natural Resources Markup Hearing on May 17th and passed out of committee. On July 31, 2018, the clean Committee Report was filed. No action is likely until after the mid-term elections.
12. **Conservation Trust** – *Plan Goal 4* - The Conservation Trust Board of Directors last met on March 15, 2018. Staff continues to coordinate with City of Highland and development interests adjoining the Wash Plan for Community Mitigation needs. Staff continues to work with a number of parties for mitigation lands. Staff is working with Wash Plan participants who may need more mitigation than expected for their projects to get their projects permitted. Staff is planning a Trust Board Meeting on September 28, 2018.
13. **Property/Redlands Plaza** – Staff continues to manage Redlands Plaza and various issues related to tenants and maintenance. Plumbing and other maintenance were completed. One unit is vacant with one current tenant interested in leasing the unit.
14. **Mining** – Mining efforts by CEMEX contractors continue on the Plant Site quarry. District Counsel drafted revisions to the existing lease to revise it for the Wash Plan implementation which is being reviewed by CEMEX. Staff coordinated survey and

followup for potential Roberson's mining area with Robertson's and USFWS Coordination and communications with permittees and resources agencies continue.

15. Public Outreach and Legislative – *Plan Goal 5* – Staff continued working with the BTAC group on Conservation Outreach efforts, formerly iEfficient. Awards results were received from submissions to CSDA and CalPERS. Staff is implementing the logo and tagline changes in District materials and signage.

16. Community Recharge and Mitigation – *Plan Goal 1 and 4* – This effort which was documented in the 2017 Community Strategic Plan (CSP) is getting its own activity listing beginning this month. Working with communities and partners staff has begun to develop a list of projects and programs that would work with the capabilities of the District to enhance the community through mitigation and recharge efforts envisioned in the CSP. Several projects, Blossom Glen, Rail to Redlands, SBVMWD River HCP and Highland/Redlands Trails Project, need mitigation for project impacts and has requested the District assist them in planning and mitigation. SBVMWD staff and District staff worked toward cooperative mitigation and additional basin recharge that now appears under the Active Recharge Partnership.

17. Active Recharge Partnership – *Plan Goals 1, 2 and 4* – A Joint Board Meeting was held on September 10, 2018, where both Boards approved a Joint Resolution to develop the Partnership Agreement an MOU for Active Recharge Projects and Habitat Conservation Easements. Staff and Counsel are working to create the MOU for review and consideration by both Boards of Directors.



18. Current Board Action Implementation – Many priority efforts have separate sections of the General Manager's Report, or independent Board requested reports. Staff and District Counsel worked closely on EHL/CBD v. USACOE settlement as well as other closed session property items. Staff delayed property line survey of the Mendoza and fencing due to property along the south side of the property.

19. Future Board Activities – Expected short-term items for consideration or note

- Revised Memorandum of Agreement with IERCD when completed
- Review and consideration of approval of the Memorandum of Agreement with the BLM in 2018
- Conservation Trust Meeting (September 28)
- CalPERS Videotaping
- CalPERS Educational Forum (October 22)
- Partnership Agreement for Active Recharge (November)

20. District Successes

- Excellent cooperative planning and staff and legal counsel work with SBVMWD for the Partnership Agreement Meeting and Joint Resolution.
- Katelyn Scholte completed all requirements and Graduated with her MS in Environmental Engineering.
- District staff donated 332 tons of District's rock stockpile the Wildlands Conservancy to support their outdoor education efforts.
- Plunge Creek Woolly star seed collection was completed.



San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 8/1/2018
To: 8/31/2018



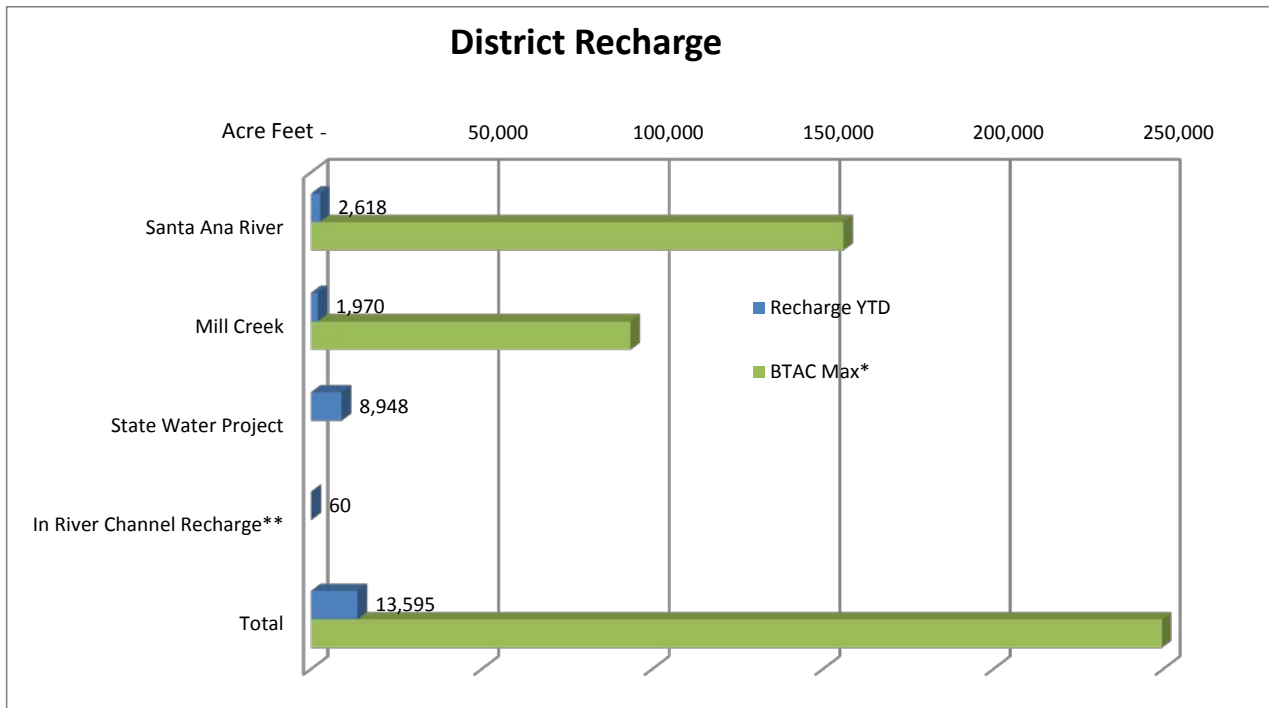
	August				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	1.3	42	2,618	156,000	2%
Mill Creek	6.5	200	1,970	93,600	2%
State Water Project	12.5	387	8,948	NA	NA
In River Channel Recharge**	0.4	11	60	NA	NA
Total	21	640	13,595	249,600	5%

Values in Acre Feet

*BTAC Revised Max in December 2017

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2018



TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	CSDA Annual Conference
Event Dates:	September 24-September 27, 2018
Requested by:	John Longville

GL	GL Name	Cost	Notes
	6401 Directors Fees (\$216)	\$ 864.00	4 days per diem
	6410 Mileage (.545)	\$ 136.00	Roundtrip
	6420 Other Travel	\$ -	
	6425 Meals	\$ 150.00	
	6430 Lodging	\$ 507.00	
	6435 Conference Registration (Full)	\$ 600.00	
Estimated Total		\$ 2,257.00	

TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	ACWA Fall Conference
Event Dates:	November 27-November 29, 2018
Requested by:	John Longville

GL	GL Name	Cost	Notes
	6401 Directors Fees (\$216)	\$ 432.00	
	6410 Mileage (.545)	\$ 116.63	
	6420 Other Travel	\$ 50.00	
	6425 Meals	\$ 100.00	
	6430 Lodging	\$ 400.00	
	6435 Conference Registration (Full)	\$ 699.00	
Estimated Total		\$ 1,797.63	

JANUARY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 10 Board Meeting
 Jan. 24 2nd Qtr. Finance & Admin Mtg.

JULY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jul. 11 Board Meeting
 Jul. 25 4th Qtr. Finance & Admin Mtg.

FEBRUARY						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Feb. 14 Board Meeting

AUGUST						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug. 08 Board Meeting

MARCH						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Mar. 14 Board Meeting
Engineering Investigation Report Presentation

SEPTEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sept. 19 Board Meeting

APRIL						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Apr. 11 Board Meeting
Public Meeting/Groundwater Charge
 Apr. 25 Board Meeting
Public Hearing/Groundwater Charge
 Apr. 27 3rd Qtr. Finance & Admin Mtg.

OCTOBER						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Oct. 10 Board Meeting

MAY						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May 22 Budget Workshop (@ 2:00 p.m.)
 May 23 Board Meeting

NOVEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Nov. 14 Board Meeting
 Nov. 21 1st Qtr. Admin Mtg.

JUNE						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jun. 13 Board Meeting

DECEMBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec. 12 Board Meeting (@ 9:30 a.m.)
Holiday Luncheon