

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**  
**MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING**

November 18, 2020  
9:00 A.M.

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Chairperson Raley called the Finance & Administration Committee Meeting to order at 9:06 A.M.

**FINANCE & ADMINISTRATION COMMITTEE MEMBERS PRESENT:**

David E. Raley, Chairperson  
John Longville, Director

**FINANCE & ADMINISTRATION COMMITTEE MEMBERS ABSENT:**

None

**STAFF PRESENT:**

Daniel Cozad, General Manager  
Athena Monge, Administrative Specialist  
Katelyn Scholte, Assistant Engineer  
Angie Quiroga, Administrative Analyst

**GUESTS PRESENT:**

Robert Stewart, San Bernardino Valley Water Conservation District

1. PUBLIC PARTICIPATION

Chairperson Raley announced this as the time for any persons present, who so desire, to make an oral presentation to the Committee. There being none, the meeting continued with the published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVAL OF MEETING MINUTES FROM JULY 22, 2020

**It was moved by Director Longville and seconded by Director Raley to approve the minutes of the July 22, 2020, Finance & Administration Committee meeting. The motion carried with all members present voting in the affirmative.**

**Chairperson Raley: Yes**

**Director Longville: Yes**

4. 1ST QUARTER ANNUAL UNAUDITED FINANCIALS REVIEW 2020-2021

Mr. Cozad presented the financials, which were included on package page 7. He noted that Redlands Plaza Revenue is under budget due to the current pandemic and the payment plan options that were tenants are utilizing. The District is in the process of closing out the Plunge Creek Grant. The capital budget was

reviewed on package page 8. Director Raley asked when the revenue for GL-4055, SBVMWD Lease Agreement. Mr. Cozad indicated that both the Lease Agreement and Exchange Plan are typically billed annually and should be received soon. Director Expenses are anticipated to be lower due to the current pandemic and the directors' inability to travel. The Quarterly Investment Report was reviewed on package pages 9 and 10. Mr. Cozad noted that the District would be deladdering CDs due to the low interest rates.

**It was moved by Director Longville and seconded by Director Raley to approve the 1st Quarter Annual Unaudited Financials for 2020-2021 as presented with one minor correction and move the financials forward to the Board of Directors to receive and file. The motion carried with all members present voting in the affirmative.**

**Chairperson Raley: Yes**

**Director Longville: Yes**

5. GROUNDWATER COUNCIL REQUEST TO INCORPORATE SUSTAINABILITY (REPLENISHMENT CHARGE)

Mr. Cozad noted that on package page 11, there is a request from the Groundwater Council (GC) for the District to consider incorporating a Sustainability Replenishment Charge for groundwater producers. This charge would be charged for those producers that are not a member of the GC. He reviewed a listing of the GC non-members listed in order of production on package page 12. The list of GC non-members and the amount of potential increase is shown on package page 13. Staff is only asking for feedback today, and no action is needed at this time. This is a preliminary review of potential options. Ms. Scholte reviewed GC calculations. Mr. Cozad indicated that the replenishment charge would be collected by the District so that Valley Municipal could purchase additional water for the Basin. Discussion regarding potential phasing in of the charge was discussed in brief. The Committee expressed their support for the overall approach. Staff indicated that this item would be brought back to the Board for additional review and discussion in January. The District will need to perform outreach.

6. DISCUSS PER DIEM RECOMMENDATION FOR CALENDAR YEAR 2021

Mr. Cozad introduced this item for discussion; every December, the Board votes on what the per diem rate should be for the following calendar year. The budget leaves room for an increase of up to 5% in the per diem rate. Director Longville supports a CIP-U rate. Director Raley proposed to implement a rate of \$235 for the calendar year 2021.

**It was moved by Director Longville and seconded by Director Raley to propose an increase to the per diem rate from \$231 to \$235 for the calendar year 2021. The motion carried with all members present voting in the affirmative.**

**Chairperson Raley: Yes**

**Director Longville: Yes**

7. REVIEW OF APPENDIX C APPOINTMENTS

Mr. Cozad introduced this item for discussion, noting that Appendix C appointments are reviewed by the Finance & Administration Committee annually, and any feedback received is provided to the

Board. This item will be brought back to the Board in January. There were no recommended changes provided by the Committee; no action was needed.

8. ADJOURN

**It was moved by Director Longville and seconded by Director Raley to adjourn. The motion carried with all members present voting in the affirmative.**

**Chairperson Raley: Yes**

**Director Longville: Yes**

There being no further business, the meeting adjourned at 9:46 A.M.