

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

November 15, 2021  
1:30 P.M.

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Chairperson Raley called the Finance & Administration Committee Meeting to order at 1:30 P.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  
Betsy Miller, Land Resources Manager/Assistant General Manager  
Athena Lokelani, Administrative Specialist

**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 28, 2021

**It was moved by Director Longville and seconded by Director Raley to approve the minutes of the July 28, 2021, Finance & Administration Committee meeting. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**

**Director Longville: Yes**

4. 1<sup>ST</sup> QUARTER ANNUAL UNAUDITED FINANCIALS REVIEW 2021-2022

Mr. Cozad presented the financials, which were included on package page 5. He reviewed the new classifications for groundwater revenue as shown in red on package page 5. Director Longville asked if the District will still keep track of the revenue received for agricultural purposes and the revenue received for non-agricultural purposes. Mr. Cozad indicated that the District keeps track of the wells and the stated use of the wells. Mining revenue continues to be above budgeted levels. Interest income is below budget because investment yields low in fixed income products. Director Raley asked if staff believes the interest rate will come up due to inflation. Mr. Cozad said that

the funds for ARTP may be moved to a different investment account, he is currently coordinating with PFM, our investment advisor. The funds may be moved from CAMP to LAIF. The Quarterly Investment Report was shown and reviewed on via Zoom.

**It was moved by Director Longville and seconded by Director Raley to approve the 1st Quarter Annual Unaudited Financials for 2021-2022 as presented and move the financials with any updates to the Board of Directors to receive and file. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**  
**Director Longville: Yes**

5. CONSIDER CALPERS PREFUNDING TRUST OPTION

Mr. Cozad indicated that this is a discussion item. Staff is proposing opening a trust for the purpose of paying the Other Post-Employment Benefits (OPEB). It would be an irrevocable trust; the funds could only be used to pay OPEB costs, similar to the trust the District has for CalPERS. The CalPERS trust returned approximately 20% investment last year. Mr. Cozad indicated that there is an option where you can prefund your payments for your Unfunded Actuarial Liability (UAL). He said the District may want to consider funding approximately two years, consider funding our ongoing CalPERS costs. Director Longville said that if staff believes this will earn more money than he supports staffs' recommendation. Staff will continue to research this option and bring back to Board as time is available.

6. DISCUSS PER DIEM RECOMMENDATION FOR CALENDAR YEAR 2022

Mr. Cozad reviewed this item beginning on package page 7. Director Longville reviewed historical practices of forgoing increases. He indicated that as we undergo a period of inflation that he would recommend the Board receive the allowed increase of 5% for calendar year 2022. Director Raley said he concurs with Director Longville's recommendation. Mr. Cozad indicated that the Board has consistently used the CPI-U west for staff COLA and Salary Ranges. For November the CPI was 6.0% and the Board can justify the increase of 5%.

**It was moved by Director Longville and seconded by Director Raley to recommend a increase to the per diem rate of five percent for calendar year 2022. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**  
**Director Longville: Yes**

7. REVIEW OF APPENDIX C APPOINTMENTS

The Appendix C was reviewed on package pages 8 to 10. Director Raley recommended removing Item 8-SBVMWD Advisory Commission on Water Policy since it has been abolished. It was recommended that Item 12 – Partnership Agreement Policy Committee should be renamed to Active Recharge Transfer Projects Policy Committee. Director Raley recommended adding the Valley Municipal Policy Committee and Resources Committee under Item 9. Mr. Cozad said that the District will need to add the JPA for WIFA financing, just to ensure it is listed somewhere. It is a meeting that Board members could attend as Director Selected. Director Raley appointed himself as the primary for Valley Municipal Resources Committee and President McDonald. Director Longville said that we should list all workshops for Valley Municipal as we did for the Engineering Workshop where both appointed members may attend as primary as indicated by the asterisks within appendix. This item will be brought forward to the Board at the January meeting.

8. REVIEW OF PERSONNEL MANUAL REVISIONS

Ms. Miller presented this item for discussion, noting its inclusion beginning package page 11. She indicated that details related to Covid sick time were added and it was suggested by the Board to increase the cap on sick time due to the pandemic from 240 to 300. Sections for remote work and cannabis use changes were made since it has been legalized. Staff reformatted the Personnel Manual and it will be further revised to add additional section numbering. Ms. Miller reviewed a number of other minor revisions. All revisions were reviewed by ACWA/JPIA and District Counsel. Mr. Cozad reviewed PTO questions received from Director Raley via email.

**It was moved by Director Longville and seconded by Director Raley to approve the Personnel Manual as presented with minor revisions and move it forward to the Board for final approval. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes  
Director Longville: Yes**

9. 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.**

**Director Raley: Yes  
Director Longville: Yes**

There being no further business, the meeting adjourned at 2:19 P.M.