

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

**GROUNDWATER PUBLIC MEETING and REGULAR BOARD MEETING
AGENDA**

April 10, 2013 – 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.

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. PRESENTATIONS

4. PUBLIC MEETING RELATED TO ADOPTION OF GROUNDWATER CHARGE

Article 1, Section 75560 of the California Water Code requires that a Water Conservation District that proposes to levy a groundwater charge "...shall annually cause to be made an engineering investigation and report upon groundwater conditions of the District." District staff will present the annual Bunker Hill Engineering Investigation Report and review the Groundwater Replenishment Program annual budget District staff is recommending to the District's Board of Directors to continue the current groundwater rate of \$3.14 per acre-foot for groundwater production for direct agricultural production \$11.28 per acre-foot for

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groundwater production for non-agricultural purposes. These rates will pertain to agricultural and non-agricultural groundwater production from July 1, 2013- through June 30, 2014. The purpose of the groundwater charge is to fund the District's continuing groundwater replenishment efforts. District staff will present any written comments received and the board will hear oral comments.

- Staff Presentation
- Draft Resolution No. 492 (Page 4)

5. **CONSENT CALENDAR**

1. Approval of Board Minutes, March 13, 2013 (Page 8)
2. Approval of Check Register, March 2013 (Page 20)
3. GWA #39 (Page 25)

6. **ACTION ITEMS, NEW BUSINESS**

A. UNAUDITED FINANCIAL REPORTS FOR MARCH 2013 AND COMPENSATION AND EXPENSE ANNUAL DISCLOSURE (Page 26)

Recommendation: Staff recommends the Board review and consider approval of the unaudited financials for March 2013 and receive and file the Compensation and Expense Reimbursement Annual Disclosure.

B. OUTREACH COMMITTEE BUDGET FOR FY 2013-2014 (Page 31)

Recommendation: Staff recommends the Board review and consider approval of the draft budget of the Outreach Committee for fiscal year 2013-2014.

C. ASBCSD BOARD OF DIRECTORS OPENING (Page 32)

Recommendation: Staff recommends the Board consider approving the letter of recommendation for Director Aranda for a position on the Association of the San Bernardino County Specials Districts Board (ASBCSD) of Directors.

D. CONCURRING NOMINATIONS FOR ACWA (Page 34)

Recommendation: Staff recommends the Board consider a concurring nomination for Kathy Tieg of Cucamonga Valley Water District for ACWA Board President.

E. AGGREGATE MATERIAL SALE/ROYALTY AGREEMENT (Page 37)

Recommendation: Staff recommends the Board authorize the General Manager to complete a short term contract for the sale of aggregate accumulated due to nearby construction and basin cleaning maintenance.

F. BOARD POLICY MANUAL APPROVAL (Page 38)

Recommendation: The Administrative Committee recommends the Board review, discuss and approve revisions to the Board Policy Manual and Appendix C and the FPPC Form 806.

7. INFORMATION ITEMS:

- A. General Manager's Report (**Page 90**)
- B. Monthly Recharge Report (**Page 91**)
- C. Future Agenda Items & Staff Task requests from Directors

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

9. UPCOMING MEETINGS:

- 1. April 10, 2013 County of San Bernardino State of the County
2013, 4:30 p.m.
- 2. April 11, 2013 Santa Ana River Watershed 2013, Costa Mesa
- 3. April 15, 2013 Association of San Bernardino County Special
District's Dinner, 6:00 p.m.
- 4. April 16, 2013 San Bernardino Valley Municipal Water District,
2:30 p.m.
- 5. April 19, 2013 San Bernardino Valley Municipal Water
District's Facilities Tour, 8:00 a.m.
- 6. April 24, 2013 Groundwater Public Hearing, 1:30 p.m.
- 7. April 29, 2013 Board of Directors Meeting, 1:30 p.m.
- 8. May 7-10, 2013 ACWA 2013 Spring Conference, Sacramento
- 9. May 15, 2013 Board of Directors Meeting, 1:30 p.m.

10. ADJOURN MEETING. The Groundwater Public Hearing is scheduled on April 24, 2013 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

RESOLUTION NO. 492

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION
DISTRICT ESTABLISHING A GROUNDWATER CHARGE ON THE PRODUCTION OF
GROUNDWATER WITHIN DISTRICT BOUNDARIES, AND MAKING CERTAIN
FINDINGS RELATIVE THERETO**

WHEREAS, California Water Code, Division 21, Part 9 provides authority for the San Bernardino Valley Water Conservation District to consider and impose a groundwater charge on groundwater production within the District; and

WHEREAS, the California Legislature has found, in Water Code Section 75521, that such groundwater charges are in furtherance of District activities in the protection and augmentation of water supplies for users, which are necessary for the public health, welfare and safety; and

WHEREAS, Water Code Section 75523 allows for the use of proceeds from a groundwater charge for any District purposes, which may be authorized by law; and

WHEREAS, The District has presented a budget showing the needs and uses of the Groundwater Charge for 2013-2014 water year; and

WHEREAS, at the regular meeting of the Board of Directors on March 13, 2013, the District accepted an engineering investigation report, prepared by district Staff with the assistance of the agencies in the basin under the direction of Daniel Cozad, General Manager relating to groundwater conditions in the Bunker Hill Basin underlying the District boundaries; and

WHEREAS, the Engineering Investigation and preliminary Groundwater Enterprise Budget and rate options was presented to the Upper Santa Ana Water Resources Association on March 14, 2013; and

WHEREAS, the District provided mailed notice to all groundwater producers within its District boundaries of a public meeting held on April 10, 2013, and a public hearing held on April 24, 2013, inviting all groundwater producers and all persons interested in the condition of groundwater or surface water supplies of the District to appear and submit evidence, and inviting all water producers to examine the engineering investigation report; and

WHEREAS, the Board of Directors has conducted a public meeting on April 10, 2013, and a public hearing on April 24, 2013, and has received comment and evidence submitted by the public at such hearing; and

WHEREAS, the Board has considered the engineering investigation report, and considered all comments and evidence presented to it at the public meetings and hearing; and

WHEREAS, the District has made available by wide distribution a Groundwater Enterprise Budget identifying the estimated use of the Groundwater Charge proceeds which will be subsequently incorporated in the District budget; and

WHEREAS, the District's ad valorem tax revenues are limited and the District has experienced a decrease in revenues from interest on reserves, which is expected to continue; and

WHEREAS, on the basis of all evidence presented, including the engineering investigation and report and such public comment, the Board has determined that it is appropriate and in the best interests of the District and all those water users who rely, directly or indirectly, on the District's services, to levy a groundwater charge as further provided herein.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT AS FOLLOWS:

Section 1. As required by Water Code Section 75574, the Board hereby makes the following findings:

- A. Annual Change in Storage in those portions of the Bunker Hill Basin lying within the District's boundaries ("Bunker Hill Basin" herein), Fall 2011 to Fall 2012, is an decrease of -89,775 acre-feet.
- B. Accumulated Change in Storage in the Bunker Hill Basin as of the Last Day of the Preceding Water Year (using 1993 as base year) is -314,377 acre-feet.
- C. Total Groundwater Production from the Bunker Hill Basin from the Preceding Water Year July 1, 2011 to June 30, 2012 is 164,981 acre-feet.

- D. Estimate of the Annual Change in Storage for the Current Water Year (July 1, 2012 to June 30, 2013) in the Bunker Hill Basin is -79,944 acre-feet.
- E. Estimate of the Annual Change in Storage for the Ensuing Water Year (July 1, 2013 to June 30, 2014) in the Bunker Hill Basin is 6,047 acre-feet.
- F. Average Annual Change in Storage for the Immediate Past Ten Water Years in the Bunker Hill Basin is -646 acre-feet.
- G. Estimated Amount of Agricultural Water Withdrawn from the Groundwater Supplies of the District for the Ensuing Water Year (July 1, 2013 to June 30, 2014) is 7,406 acre-feet.
- H. Estimated Amount of Other-than-Agricultural Water Withdrawn from the Groundwater Supplies of the District for the Ensuing Water Year (July 1, 2013 to June 30, 2014) is 58,807 acre-feet.
- I. Estimated Amount of Water Necessary for Surface Distribution for the Ensuing Water Year (July 1, 2013 - June 30, 2014) within the Bunker Hill Basin is 74,870 acre-feet.
- J. Estimated Amount of Water Necessary for Surface Distribution for the Ensuing Water Year (July 1, 2013 - June 30, 2014) for the District is 66,214 acre-feet.
- K. The Amount of Water which is Necessary for the Replenishment of the Groundwater Supplies of the Bunker Hill Basin to maintain constant groundwater supplies for the Ensuing Water Year (July 1, 2013 to June 30, 2014) is 136,515 acre-feet.
- L. The Amount of Water which is Necessary from all sources, including natural recharge to bring the basin back to its "full" condition of 1993 is 314,377 acre-feet.

Section 2. The Board of Directors hereby finds that the entire District constitutes a single zone of benefit for the imposition of this charge. The basis for this finding is that the entire portion of the basin underlying the District boundary is fed by the same naturally occurring surface flows. Although the basin may be divided into various subparts, because of hydrogeologic conditions these areas are interconnected, and water recharged by the District from its existing recharge facilities contributes to underground "flows" which eventually reach other subparts of the basin. Thus, the District's recharge inures to the benefit of users in other areas by enhancing the availability of water supplies throughout the basin. In addition, the District maintains both the availability of surface water flows for groundwater recharge, and the facilities for accommodating the recharge, whether by the District or by other parties pursuant to collaborative regional groundwater management efforts. .

Section 3. The Board finds that there is no past accumulation of the amount of water necessary to be replaced in the intake areas of the groundwater basins within the District to prevent the landward movement of salt water into the fresh groundwater body, or to prevent subsidence of the land within the District, either in the past water year or the proceeding 10 years, nor is there likely to be any amount of water necessary for these purposes in the ensuing water year. The Board further finds that the District is not obligated by contract to purchase any water. The Board also finds that further recharge of the basin is required based upon the findings related to change in storage stated in Section 1 above, to prevent depletion or degradation to the basin's groundwater supplies, to enhance both the availability and accessibility of such supplies, and to replenish, augment, and protect such supplies, and that the proceeds of the groundwater charge established hereon shall be used for such purposes.

Section 4. The Board of Directors hereby levies, assesses and affixes a groundwater charge in the amount of \$3.14 per acre-foot for agricultural water (§75508), and in the amount of \$11.28 per acre-foot for non-agricultural water the latter being 3.59 times the agricultural rate. Late charges on delinquent accounts will be 1% interest per month in accordance with Water Code §75615 et set. and any additional actual costs to collect delinquent amounts not paid by February 1, 2014 and August 1, 2014. Deposit or prepayment of production costs may be made by written agreement with the District. Direct production of water for agricultural use on Golf Courses by the owners of the course will be set at a rate equal to the Agricultural rate, in accordance with California Water Code §75592 and § 75594. Exemptions: Notwithstanding the foregoing, for producers who can demonstrate either (1) that their production for the water year is restricted to basic, personal residential use limited to the property on which the applicable groundwater production facility is based; or (2) that their production for the water year is restricted to agricultural use limited to the property on which the applicable groundwater production facility is based, and total cumulative production for the applicable producer within the District is not in excess of two (2) acre feet over the course of the water year; such production shall be exempted from the groundwater charge provided the producer documents its exemption prior to bi-annual collection of the groundwater charge . In establishing this exemption, the Board finds that the likely revenues to be derived from the groundwater production subject to the exemption is outweighed by the administrative burdens in administering and collecting the charge. The District General manager is authorized to waive late fees with explanation and request from payees or if the cost of recovery outweighs the fee to be collected.

Section 5. In connection with fixing the groundwater chart as set forth in Section 4 above, the Board of Directors makes the following findings:

- A. The groundwater charge is imposed upon the action of extraction of groundwater from the basin underlying the basin's boundaries, and not on property or groundwater extraction facilities as such. The groundwater charge will be incurred by groundwater producers through their voluntary action of groundwater production. The groundwater charge is not one for water delivery by the District to groundwater extractors, but rather relates to the District's service of maintaining groundwater supplies, recharge facilities, and management of both for groundwater extractors within the District. The District maintains no pipes, canals or other facilities directly connecting District facilities to the groundwater extractors' property or pumping facilities. In addition, parties subject to the groundwater charge are not property owners, per se, but predominantly either public or private entities involved in the business of providing water, or persons or entities involved in irrigation, for agricultural-related activities, and for uses of water exceeding what would be required for basic residential use of the property.
- B. The District has provided notice of the proposal for imposition of the groundwater charge through a number of different avenues. Mailed notice was provided to all operators reflected on the District's records as containing active groundwater production facilities within the District. In addition, published notice was provided in the San Bernardino Sun on March 8, March 16, and March 23, 2013 and in the Highland Community News on March 15 and March 22, 2013. All such notices identified the prior and proposed existing rate for agricultural and non-agricultural water, the estimated total revenue to be collected from the charge, and the time and place for public hearing at a public meeting at which parties objecting to the charge could appear and be heard.
- C. The proposed groundwater charges, and engineering investigation prepared by the District, were reviewed at a public meeting held April 10, 2013, and a public hearing held April 24, 2013 and a special meeting on April 29, 2013. In addition, the engineering investigation prepared by the District was presented to and reviewed with the Board of Directors at a public meeting on March 13, 2013, and was presented to the Upper Santa Ana Water Resources Association on March 14, 2013.
- D. The groundwater charge is being levied to assist in offsetting the costs of the District's Groundwater Enterprise in providing groundwater supplies, groundwater recharge facilities, and recharge management and administration for the benefit of groundwater producers within the District. The Groundwater Enterprise Budget includes, but are not limited to, the following:
 - 1. Making available the District's Santa Ana River water rights, in an amount no less than 10,400 acres per foot per year, for recharge into the Bunker Hill Basin;
 - 2. Conducting groundwater recharge activities by diverting both Santa Ana River and Mill Creek water supplies into District recharge facilities;
 - 3. Applying the District's experience and expertise in directing groundwater recharge effectively and efficiently, administering the physical recharge of groundwater both directly for the District and its water supplies, and recharging on behalf of other entities, including exchanges under the Santa Ana River/Mill Creek Cooperative Water Project Agreement;
 - 4. Maintaining and operating the District's diversion works, recharge basins and canals to insure the availability of sufficient infrastructure to accommodate needed groundwater recharge; and defense and protection of the District's water rights and manner of operations;
 - 5. Investigation and implementation of improvements to groundwater recharge infrastructure;
 - 6. Reporting to groundwater producers and other interested parties of groundwater recharge activities and conditions, including but not limited to the daily flow report;
 - 7. Conducting engineering analyses, such as the District's annual engineering investigation, designed to provide information regarding the District's groundwater basin and groundwater recharge facilities; and
 - 9. Administrative support, training and overhead for all the above-listed activities.
- E. The total amount of estimated revenues from the groundwater charge is estimated at approximately \$693,941 based on production reported for the 2011-2012 water year. These revenues do not fully recover expected cost and will not exceed the costs of providing the services as detailed above, in that the District's Groundwater Enterprise Budget for fiscal year 2013-2014 proposes \$754,745.

- F. The amount of groundwater charge paid by each individual payor will not exceed the benefit of the Conservation District's services to such parties, because the structure of the groundwater charge is such that the amount paid varies in direct proportion to the amount of groundwater supplies extracted, and therefore is proportional to the benefit each individual payor receives from the District's services.
- G. The District's services are immediately available to all parties subject to the charge, because the charge is limited to those extracting groundwater, and therefore able to take advantage of the District's services relative to groundwater recharge activities, facilities, and programs.
- H. The District's services are directed toward groundwater production and extractors, and are not generally available to parties not involved with groundwater extraction, as are other general governmental services such as police, fire, library, or other broad governmental services. The District's service is directed toward, and of benefit to, parties utilizing and extracting groundwater in the District.

Section 6. District staff is directed to prepare a report at the end of the water year for which the charge levied herein is imposed, detailing the revenues collected from the groundwater charge, and describing the purposes and expenses to which such revenues were applied toward the services detailed in Section 5(D) above.

Section 7. The Board of Directors further finds that the groundwater charge adopted herein is statutorily exempt from CEQA under Title 14, California Code of Regulations Sections 15273, 15301, and 15306. The action contemplated herein constitutes a structuring and establishment of a charge which will be used in part for meeting operating expenses and for purchasing or leasing equipment and materials. To the extent the groundwater charge revenues will be applied to groundwater testing, these activities fit within Title 14, California Code of Regulations Section 15306. Such activities involve the occasional taking of groundwater samples by means of temporary equipment, which will not cause any alteration to the land, and consist solely of information gathering. To the extent any portion of the funds is directed to maintenance, operation, or repair of existing facilities, involving no or negligible expansion of existing uses, these activities fit within Title 14, California Code of Regulations Section 15301. To the extent any portion of the funds is directed to construction or establishment of new facilities, environmental review of such facilities will occur at such time those facilities are proposed, and the nature, location, scope, and function of such potential future facilities becomes known. Under each of the above-referenced exemptions, therefore, the Board of Directors finds that the levy and implementation of the groundwater charge is therefore properly exempt from CEQA.

Section 8. The General Manager is hereby authorized and directed to provide notice to operators of the levy of the groundwater charge, as provided for in Water Code Section 75610.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors this 29th day of April 2013, by the following roll-call vote:

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

ATTEST:

Richard Corneille, President

Daniel Cozad, Secretary

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD MEETING

MINUTES OF MARCH 13, 2013
1:30 P.M.

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

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
Bob Glaubig, Director
David E. Raley, Director
Manuel Aranda, Director
Clare Henry Day, Director
John Longville, Director (1:35 p.m. arrival)

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager
Athena Medina, Administrative Services Specialist

GUESTS PRESENT:

Charles Roberts, Highland Community News
Don Lee, Tetra Tech

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions.

3. CONSENT CALENDAR

Special Presentation, Melody McDonald

Vice President McDonald presented a refund check to the District in the amount of \$20,669.05 from ACWA JPIA. She stated that there have been \$34 million dollars returned to the members so far. Included with the check was a detailed breakdown of the reimbursement.

Approval of the Board Minutes from February 13, 2013

It was moved by Director Day and seconded by Director Aranda to approve the minutes from February 13, 2013. The motion carried 7-0.

Approval of Unaudited Financials and Check Register, February 2013

Mr. Cozad referred to package page 15 which is an 11 x 17 breakout of the financials with expended to date, expected remaining costs, and projected cost thru the end of year. There are also columns stating whether we are over/under and notes. This spreadsheet was presented to the Administrative Committee on February 27th. Mr. Cozad said this spreadsheet will be brought to the Board on a quarterly basis. He noted that the District is currently in the black. The first quarter of 2013 financial results will be presented at the April 10th meeting. Mr. Cozad stated that as time progresses some of the financial reports will not be presented unless requested. He indicated that general ledger accounts 4021 and 4023 for the Groundwater Charge revenue will be over budget for this year due to production being higher because it's been a dry year. Mr. Cozad stated that a summary will be presented monthly with financial information and quarterly with year to date figures. Brief discussion ensued.

It was moved by Director Longville and seconded by Director McDonald to approve the Unaudited Financials

and Check Register for February 2013. The motion carried unanimously.

Groundwater Assessment Report, GWA #39

Director Longville inquired as to why the Board does not move the consent calendar as a whole. President Corneille responded that the Board Policy allows for these items to be voted on individually. Director Raley inquired as to standard consent calendar procedures. Mr. Cosgrove stated that for most agencies the consent calendar is generally approved all at once and considered non-controversial, but anyone can request an item be removed from the Consent Calendar for discussion.. He also stated that the financials are often discussed by the Board and comments made by the General Manager. Director Longville recommended that the financials be presented as an action item and that the Board begin to adopt the standard procedure of voting on the consent calendar as a whole. Mr. Cosgrove stated that the new procedure can be included in the Board Policy Manual under Action Item D.

Mr. Cozad indicated that the District has received a verbal request from City of Redlands requesting a late fee waiver for this assessment period, and should be receiving a letter. He is estimating based on last year's assessment that the late fees would be approximately \$1,000. The District routinely waives any late fees that are minimal. Director Glaubig inquired as to whether or not we have a time frame for when the Redlands assessment payment will be received. Mr. Cozad noted that it should be received within a couple weeks. Mr. Cosgrove stated that Mr. Cozad is requesting to waive the late fees for City of Redlands only if the amount falls under his discretionary spending authority.

It was moved by Director McDonald and seconded by Director Longville to approve items 4 (Groundwater Assessment Report) and 5 (ACWA/JPIA Concurring Nominations) of consent calendar. The motion carried unanimously.

4. ACTION ITEMS, NEW BUSINESS

A. FINAL 2013 ENGINEERING INVESTIGATION REPORT

Mr. Cozad presented a PowerPoint presentation summarizing the Engineering Investigation (EI). He stated that the only significant change to the EI from the Draft presented at the February Board meeting is the addition of Section 13: Quality Assurance and Quality Control (QA\QC) that was requested by the Resources Committee. 2012 was a high production year where there was a

significant change is storage. Precipitation was off by 45%. Director Raley asked at what depth level the producers have difficulty pumping their wells. Mr. Cozad stated that most of the production wells are very deep and that typically for smaller producers a new well is drilled deeper when a well becomes unusable. Discussion ensued. Director Raley expressed his concern for the basin and the adverse effects of continued deficit groundwater pumping.. Mr. Cozad stated that the Basin Technical Advisory Committee (BTAC) monitors this issue. The EI presentation continued. He indicated that storage has decreased and is at 73,000 acre ft.; and for the ensuing water year is estimated at 60,000 acre ft. The EI was distributed to various entities to review and comment; the District has not received any comments.

Mr. Cozad presented the Draft 2013-2014 Groundwater Enterprise Budget as well; which he indicated will be adjusted and brought back for final approval. He said that the groundwater rate is currently adequate and he does not recommend an increase for this coming year. The current anticipated revenue for 2013-2014 is \$652,000 from San Bernardino Valley Municipal Water District (SBVMWD) under the Collaborative Lease Agreement and that includes the 40% allocation to the groundwater enterprise. President Corneille advised the Board of the election costs that the District will incur for fiscal year 2013-2014 with a rough estimate at approximately \$140,000 for four directors that are up for reelection. Mr. Cozad said that a cost estimate has been requested from the Registrar of Voters, but Staff has not received this information yet.

Mr. Cozad indicated that in order to be in compliance with Prop 218, the Board will need to hold a Special Meeting to allow additional time for groundwater producers to be properly noticed. Staff suggested April 29th and the Board concurred. There will be a Public Meeting on April 10th, Public Hearing on April 24^t, and a Special Board Meeting on April 29th to take action on the items presented on the 10th and 24th.

Director Raley asked what the QA\QC section included. Mr. Cozad reviewed the process. President Corneille stated that the purpose of the QA\QC is to provide an independent check of the data included in the EI.

It was moved by Director Raley to set the date for Public Meeting on April 10th, Public Hearing on April 24th and Special Board Meeting on April 29th for adoption of the groundwater rate; as well as adopt the EI. Director Aranda seconded motion. The motion carried unanimously.

B. OUTREACH COMMITTEE REPORT AND PLAN

Director Aranda, chair of the Outreach Committee, presented this item for discussion. He discussed the future website enhancements that are in

process. Additionally, he presented handouts the District has used in the past that are currently outdated. Mr. Aranda reviewed the Outreach Plan in detail beginning on package page 70.

Mr. Cozad thanked the Committee members for the mission statement and objectives they put together. He stated that Staff and the Committee suggests an outreach budget of \$5,000 for FY 2013-2014. This year the District has participated in outreach activities by: sponsoring educational programs through Inland Empire Resources Conservation District and sponsoring the Santa Ana Watershed Conference 2013. Also, he discussed the Committee's interest in continuing to support educational programs on water conservation primarily for schools and that the District has received a request from a student at Redlands High School. The student requested a donation of \$500; the money would go towards a conservation project he is working on.

Director Raley is supportive of the plan, but said that the District needs to be cautious of the manner in which the Outreach Budget will be expended. President Corneille requested that the Committee develop a specific plan and line item budget for how the District would expend the \$5,000 and what they want to accomplish.

It was moved by Director McDonald to approve the Outreach Plan and allocate \$5,000 for outreach in the 2013-2014 Budget. Director Raley seconded motion. The motion carried unanimously.

C. CSDA BOARD OF DIRECTORS NOMINATION

Director McDonald is in support of Director Aranda being nominated and asked if there are any other Directors interested in this position. There were none. Director Aranda asked if he may have until the April 10th Board Meeting to decide if he will run for the CSDA Board.

It was moved by Director McDonald to refer this item to the April 10th Board of Directors Meeting. Director Aranda seconded motion. The motion carried unanimously.

D. BOARD POLICY MANUAL REVISIONS FOR 2013

Mr. Cozad opened this item for discussion referring to package page 80. The Administrative Committee reviewed in January and February and brought back suggested revisions to the Board. There were revisions made to expense reimbursements, officers and additional sections. Mr. Cozad noted that the majority of the revisions were to Appendix C; previously the Committee broke it into two categories and brought back to the Board in February. Since the

February 13th Board of Directors Meeting, Appendix C (on package page 124-125) the Administrative Committee met and reverted back to the primary being the only attendee to claim meeting reimbursement as District Requested with additional minor changes.

Director Raley, as an Administrative Committee member, indicated that he does not see the reason that both the primary and alternate should attend the meetings listed in Appendix C as District Requested. He feels that the primary should be the one in charge of keeping the Board informed of the outcome of the meetings they attend. Additionally, he stated that a Director Selected discretionary meeting may be used as opposed to a District Requested if the alternate decides to attend as outlined in the policy.

Director Day, also an Administrative Committee member, stated that he concurs with Director Raley. He went on to say that the primary is the responsible party and the alternate's attendance should be optional.

Director McDonald, Chair of the Administrative Committee, presented her written statement regarding this issue as follows:

"I believe our current policy with regards to Director's attendance limitations on meetings, hurts the District and more importantly the public we are elected to serve and represent. As a result of our policy, attendance at "Special Districts" monthly dinner meeting is virtually nonexistent. I believe it imperative that we be in attendance. In my opinion it's a critical meeting to keep up with news events with San Bernardino County and the San Bernardino County LAFCO. Putting restrictions on any Director who has been elected by their public they serve are contradictory to the whole essence of being elected, current law and water code. It is evident if a Director is frequently at a function they stand a better chance of being elected to a board member seat of that association if they are known and in attendance. The San Bernardino Valley Water Conservation District benefits by having someone in leadership position on these boards. We indicated to LAFCO we were no longer going to be insular but engaged. Our current policy restricts this commitment to them. I believe we are hindering outreach to the communities in which we serve."

Director McDonald said that she would like to see additional Directors attend the Association of San Bernardino County Special District's (ASBCSD) monthly meetings\dinners. She went on to say that the District requires a voting member to be in attendance at the meetings and a primary should be selected. President Corneille asked if Director McDonald is suggesting that ASBCSD be moved from the Director Selected list to the District Requested list and assigning a primary. She indicated that is the case. President Corneille asked if there is a vote at the monthly meetings and annual conference. Mr. Cozad stated that the District usually designates a representative to vote on our

behalf. Director Raley asked the importance attending the ASBCSD monthly meetings. President Corneille read aloud Section 4080: Attendance at Education Seminars and Meetings of Other Organizations that states:

“Policy Statement. It is the policy of the District to encourage Directors to participate in professional organizations; local, state, and national training and educational seminars; and meetings of other local organizations where such attendance has direct applicability to the primary functions of the District. The District benefits from such activities both by keeping abreast of the latest developments and issues in the field of water conservation and groundwater management, and by the expanded professional communications which occur at such events. These benefits must be balanced, however, by fiduciary obligations, budgetary limitations and an effort to avoid unnecessary duplication of representation of the District. To strike this balance, the Board’s policy is to authorize Directors to attend certain conferences, and require Directors to secure the approval of the Board before attending meetings or conferences. Reimbursement, therefore, shall be made for expenses incurred by a Director only in connection with attending seminars, conferences, or meetings, as previously approved by the Board.”

President Corneille stated that the District encourages the Board’s participation in attending meetings, but there are limitations to ensure that they are related to our primary function. Director Raley reiterated that a Board Member can use a discretionary meeting (limited to three per month) to attend the ASBCSD meetings. Director Aranda stated the importance of attending meetings to keep abreast of current topics and issues. Discussion ensued. Director McDonald suggested that the Board move ASBCSD monthly meetings and special presentations to the District Requested listing. President Corneille is in support of her suggestion with the contingency that for special presentations it be limited to one per month for each Director, but would like to appoint a primary and an alternate for ASBCSD meetings. Director Glaubig stated that he believes this is adding an additional discretionary meeting and would like for special presentations to be approved on a case by case basis. However, because he feels this will have a minimal financial impact on the District, he is in support of the suggestion by Director McDonald with the limitation of one per month for special presentations. Mr. Cozad indicated that Staff will need to budget for additional meetings and that if each Director were to make a presentation at one per month it would equate to approximately \$16,000. President Corneille noted that not every Board member will make a presentation. He defined presentation as being the primary speaker at an event and speaking for more than five minutes. Director McDonald stated a presentation can also be identified as being clearly agendized as such.

Director Raley spoke against the motion. He does not believe the Board has clearly defined what a special presentation is or how it benefits the District to

attend the ASBCSD meetings. Director Glaubig stated that it seems to be that the Board is moving the discretionary meetings up to essentially four meetings per month. Director Day commented he is not in favor of the motion.

It was moved by Director McDonald that Items A (ASBCSD Meetings) and G (Special Presentations) on the Director Selected list in Appendix C be moved to the District Requested list with the limitation for special presentations at one per month for each Director; and Director Aranda being listed as the primary and Director McDonald as the alternate for ASBCSD monthly meetings. Director Aranda seconded motion. The motion carried 5-2 with Directors Raley and Day in opposition.

Mr. Cozad opened up discussion on the Form 806 which is included in the updates to the Board Policy Manual. He thanked Director McDonald for the research she performed in clearly identifying the meetings that will need to be disclosed on the form. Mr. Cozad stated that all committees external and internal; this will include Appendix B and C of the Policy Manual with the exception of conferences. Director McDonald reviewed the lists and stated that the Task Force and SBVMWD Meetings do not have to be listed on the forms along with associations. She reviewed in detail the requirements for the form. Mr. Cosgrove stated that an Ad Hoc Committee will be listed if it exceeds the threshold amount of \$250 within a 12 month period. He stated that Form 806 is an agency form and is a rolling requirement. Mr. Cozad suggested that the form be updated annually when the District updates Appendix B and C. Director McDonald thanked Athena Medina, Administrative Services Specialist, for initially bringing this item to the Boards attention. She also handed out the information on frequently asked questions from the FPPC. Staff was directed to implement today's suggested revisions and for the Board Policy Manual to be brought back to the April 10th meeting for final approval.

E. WASH PLAN STATUS REPORT

Mr. Cozad introduced this item while Mrs. Medina distributed the handouts to the Board. He stated that there was a meeting held last week with the Wash Plan Project Manager, Randy Scott, CEMEX, Robertson's, USFWS, RBF and BLM to discuss the progress. Included in the handouts is a set of actions with a timeline as to when these are estimated to be completed. Additionally, the 11 x 17 map from USFWS that shows areas that were hatched; located in the hatched areas are additional habitat and conservation. Discussion ensued. Mr. Cozad indicated that a Wash Plan Task Force meeting be scheduled for mid-May. The final version of the map should be presented at that meeting along with the management action plan. Mr. Cozad indicated that there are still a number of items that need to come together in order for the project to be

implemented. He also indicated that the assessment of cost is very important and is a long term commitment. This item was received and filed.

F. SAN BERNARDINO COUNTY LIDAR COOPERATIVE AGREEMENT AND ENGINEERING SUPPORT

There was no discussion.

It was moved by Director McDonald and seconded by Director Aranda to authorize the General Manager to execute the agreement with SBCFCD for LiDAR topography in the amount of \$28,100 and utilize existing contract for engineering support up to \$6,600. The motion carried unanimously.

5. INFORMATION ITEMS:

A. General Manager's Report

Mr. Cozad referred to the package page 136 for the written report. He thanked the Board members that have submitted their Form 700 and stated the deadline is April 1st. The final legal description for the Sphere of Influence (SOI) should be completed by the end of March. There will be five years of audits as well as MSR materials that will need to be pulled and submitted. East Valley Water District approved a letter of support at their last board meeting. Mr. Cozad reviewed the SAWPA spreadsheet used to track the entire different projects for the OWOW State Funding. He thanked Angie Quiroga, Administrative Services Specialist, for her efforts in completing the grant application for Plunge Creek. He stated that most agencies outsourced this task and is very appreciative of the hard work put into the project by Mrs. Quiroga. Director Raley inquired about the \$8,000 listed under consultant on the handout. Mr. Cozad indicated that was for the economic analyst required for the grant submittal using the economics consultant suggested by SAWPA.

B. Monthly Recharge Report

Mr. Cozad said that the small amount of rain in the past month provided 15-16 cfs in both Mill Creek and Santa Ana. He noted that Field Staff, Manuel Colunga and Bill Boggan, are working very closely with DWR's contractors to coordinate the schedules between the canal being out and the Seven Oaks Dam release that the COE will perform soon. They have discussed with Orange County Flood Control the possibility of an early release. There is approximately 25,000 acre ft. behind the dam.

C. Arnott Land Development Coordination

Mr. Cozad handed out an area map from a developer, Camille Bahri, who would like to develop the bench area in Greenspot with the cooperation of Mr. Arnott and the District. Additional informational will be provided as it becomes available.

D. Plunge Creek Verbal Report

This item was previously discussed under the General Manager's report. Mr. Cozad said that the term of the project will more than likely be three to four years because it will have to be implemented in phases.

E. Future Agenda Items & Staff task Requests from Directors

Director Raley requested a field tour of the Plunge Creek area and Watermaster Diagram.

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

ACWA Spring Conference in Sacramento Travel and Expense Approval Requests

President Corneille indicated that there are a total of three requests:

- President Corneille, \$1, 541.56
- Vice President McDonald, \$2,138.06
- Director Aranda, \$2,271.70

All Directors requesting approval to attend the ACWA Spring Conference are assigned to an ACWA committee.

It was moved by Director McDonald and seconded by Director Aranda to approve the three travel and expense requests forms President Corneille, Directors McDonald and Aranda as submitted. The motion carried unanimously.

Director Day attended the Resources and Administrative Committee meetings previously discussed earlier in the meeting.

Director Longville attended the Outreach Committee that was discussed previously. He stated that he was unable to attend as previously requested the ACWA State Legislative Symposium. There were no expenses. Additionally, he attended a presentation by the County Administrator, Greg Devereaux; where they discussed efforts to try and tie together public and private sector activities for the improvement of San Bernardino County as a whole.

Director Glaubig attended the Resources Committee meeting.

Director McDonald chaired the Administrative Committee and attended the HACC Monthly Networking Luncheon where there was a special presentation by Amanda Gaspard with the Department of Public Health. Additionally, she attended the East Valley Water District Board meeting. Director McDonald attended the ACWA State Legislative Committee meeting where the committee took an opposed position on AB-194. She also said that AB 218 (Dickinson) Fairness in Government Hiring Practices; the committee's position is "not favored" position. Director McDonald attended the USAWRA and BTAC.

Director Raley attended the SBVMWD Board meeting, BTAC, and Outreach Committee. He attended the RCC Rise N Shine meeting where they discussed the repair of the Cities roads. Director Raley attend the SBVMWD Workshop where they discussed an agreement with the City of Redlands to purchase storage capacity at \$2.7 million. He also attended the BBWM meeting and completed online ethics training.

Director Aranda attended the RCC Rise N Shine, USAWRA and BTAC.

President Corneille attended the first meeting with EVWD where the District's presentation was made to their Board on the SOI. He attended the Resources Committee; where Field Operations Specialist, Manuel Colunga reviewed potential items need for next year and recognized him as a very important part of the District. Additionally, there was an OWOW presentation by Jeff Beehler at the Resources Committee. He also attended the ACWA Groundwater Committee in Sacramento. He handed out a flier from the meeting by the Western States Petroleum Association on Water & Hydraulic Fracturing in California.

7. UPCOMING MEETINGS

Mr. Cozad noted the upcoming April 11th OWOW conference and the April 18th SBVMWD facilities tour.

8. CLOSED SESSION

There was no Closed Session.

9. ADJOURN MEETING

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

At 4:43 p.m. the meeting adjourned to the Groundwater Public Meeting on April 10, 2013 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District Check Detail March 2013

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		3/12/2013	ADP		1012 - Citizens ...		-62.85
			SBVWCD:Gene...		6042 - Payroll P...	-62.85	62.85
TOTAL						-62.85	62.85
Check		3/22/2013	ADP		1012 - Citizens ...		-62.85
			SBVWCD:Gene...		5000 - Payroll E...	-62.85	62.85
TOTAL						-62.85	62.85
Bill Pmt -Check	18418	3/12/2013	Aaron Pederson		1012 - Citizens ...		-35.00
Bill		3/12/2013			6018 - Janitorial ...	-35.00	35.00
TOTAL						-35.00	35.00
Bill Pmt -Check	18419	3/12/2013	ACWA/JPIA		1012 - Citizens ...		-6,045.54
Bill		3/12/2013	SBVWCD:Gene...		6110 - Vision In...	-61.60	61.60
			SBVWCD:Gene...		6130 - Dental In...	-257.03	257.03
			SBVWCD:Gene...		6150 - Medical I...	-3,006.42	3,006.42
			SBVWCD:Gene...		6110 - Vision In...	-22.40	22.40
			SBVWCD:Gene...		6130 - Dental In...	-93.46	93.46
			SBVWCD:Gene...		6150 - Medical I...	-1,093.24	1,093.24
			SBVWCD:Gene...		6110 - Vision In...	-5.60	5.60
			SBVWCD:Gene...		6130 - Dental In...	-23.37	23.37
			SBVWCD:Gene...		6150 - Medical I...	-273.31	273.31
			SBVWCD:Gene...		6110 - Vision In...	-22.40	22.40
			SBVWCD:Gene...		6130 - Dental In...	-93.46	93.46
			SBVWCD:Gene...		6150 - Medical I...	-1,093.25	1,093.25
TOTAL						-6,045.54	6,045.54
Bill Pmt -Check	18420	3/12/2013	American Expr...		1012 - Citizens ...		-258.69
Bill		3/12/2013	SBVWCD:Gene...		6039 - Postage ...	-258.69	258.69
TOTAL						-258.69	258.69
Bill Pmt -Check	18421	3/12/2013	Arrowhead		1012 - Citizens ...		-47.47
Bill		3/12/2013			5460 - Water / T...	-47.47	47.47
TOTAL						-47.47	47.47
Bill Pmt -Check	18422	3/12/2013	Assoc. San Ber...		1012 - Citizens ...		-25.00
Bill		3/12/2013	SBVWCD:Gene...		6093 - Members...	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	18423	3/12/2013	Beach Boyz Au...		1012 - Citizens ...		-369.00
Bill		3/12/2013			5310 - Vehicle ...	-369.00	369.00
TOTAL						-369.00	369.00
Bill Pmt -Check	18424	3/12/2013	California Strat...		1012 - Citizens ...		-4,000.00
Bill		3/12/2013			5120 - Misc. Pro...	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00

San Bernardino Valley Water Conservation District Check Detail March 2013

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18425	3/12/2013	Castro Landsc...		1012 - Citizens ...		-500.00
Bill		3/12/2013	SBVWCD:Gene...		6016 - Redlands...	-300.00	300.00
			SBVWCD:Gene...		6016 - Redlands...	-200.00	200.00
TOTAL						-500.00	500.00
Bill Pmt -Check	18426	3/12/2013	Day Lite Mainte...		1012 - Citizens ...		-138.04
Bill		3/12/2013			6026 - Redlands...	-138.04	138.04
TOTAL						-138.04	138.04
Bill Pmt -Check	18427	3/12/2013	Edison - 8812		1012 - Citizens ...		-212.71
Bill		3/12/2013			5420 - Electricity	-212.71	212.71
TOTAL						-212.71	212.71
Bill Pmt -Check	18428	3/12/2013	Edison - Redla...		1012 - Citizens ...		-237.85
Bill		3/12/2013			6026 - Redlands...	-237.85	237.85
TOTAL						-237.85	237.85
Bill Pmt -Check	18429	3/12/2013	Empire Disposal		1012 - Citizens ...		-57.34
Bill		3/12/2013			5460 - Water / T...	-57.34	57.34
TOTAL						-57.34	57.34
Bill Pmt -Check	18430	3/12/2013	Escoto Constr...		1012 - Citizens ...		-45.00
Bill		3/12/2013	SBVWCD:Gene...		6026 - Redlands...	-45.00	45.00
TOTAL						-45.00	45.00
Bill Pmt -Check	18431	3/12/2013	Home Depot		1012 - Citizens ...		-346.31
Bill		3/12/2013	SBVWCD:Gene...		5210 - Equipme...	-25.37	25.37
			SBVWCD:Gene...		5215 - Property ...	-320.94	320.94
TOTAL						-346.31	346.31
Bill Pmt -Check	18432	3/12/2013	Joseph E. Bon...		1012 - Citizens ...		-990.00
Bill		3/12/2013	SBVWCD:Gene...		5055 - SAWPA ...	-990.00	990.00
TOTAL						-990.00	990.00
Bill Pmt -Check	18433	3/12/2013	Lowe's Compa...		1012 - Citizens ...		-150.83
Bill		3/12/2013			5210 - Equipme...	-13.27	13.27
					5215 - Property ...	-103.41	103.41
					5310 - Vehicle ...	-34.15	34.15
TOTAL						-150.83	150.83
Bill Pmt -Check	18434	3/12/2013	Raley, David		1012 - Citizens ...		-1,182.00
Bill		3/12/2013			6401 - Directors'...	-1,182.00	1,182.00
TOTAL						-1,182.00	1,182.00

San Bernardino Valley Water Conservation District Check Detail March 2013

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18435	3/12/2013	Redlands Ford		1012 - Citizens ...		-2,935.53
Bill		3/12/2013	SBVWCD:Gene...		5310 - Vehicle ...	-1,681.67	1,681.67
					5310 - Vehicle ...	-1,253.86	1,253.86
TOTAL						-2,935.53	2,935.53
Bill Pmt -Check	18436	3/12/2013	San Bernardin...		1012 - Citizens ...		-225.00
Bill		3/12/2013	SBVWCD:Gene...		6093 - Members...	-225.00	225.00
TOTAL						-225.00	225.00
Bill Pmt -Check	18437	3/12/2013	Smart & Final		1012 - Citizens ...		-150.74
Bill		3/12/2013	SBVWCD:Gene...		6019 - Janitorial ...	-20.33	20.33
			SBVWCD:Gene...		6004 - Meeting ...	-130.41	130.41
TOTAL						-150.74	150.74
Bill Pmt -Check	18438	3/12/2013	Stanley Conver...		1012 - Citizens ...		-237.21
Bill		3/12/2013			6026 - Redlands...	-237.21	237.21
TOTAL						-237.21	237.21
Bill Pmt -Check	18439	3/12/2013	Star Auto Parts		1012 - Citizens ...		-47.90
Bill		3/12/2013			5310 - Vehicle ...	-35.59	35.59
					5210 - Equipme...	-12.31	12.31
TOTAL						-47.90	47.90
Bill Pmt -Check	18440	3/12/2013	Verizon Califor...		1012 - Citizens ...		-290.17
Bill		3/12/2013			5470 - Internet ...	-290.17	290.17
TOTAL						-290.17	290.17
Bill Pmt -Check	18441	3/12/2013	Verizon Califor...		1012 - Citizens ...		-169.53
Bill		3/12/2013			5410 - Alarm Se...	-169.53	169.53
TOTAL						-169.53	169.53
Bill Pmt -Check	18442	3/12/2013	Wilbur's		1012 - Citizens ...		-70.14
Bill		3/12/2013			5210 - Equipme...	-70.14	70.14
TOTAL						-70.14	70.14
Bill Pmt -Check	18443	3/12/2013	William Boggan		1012 - Citizens ...		-97.00
Bill		3/12/2013			5430 - Mobile P...	-97.00	97.00
TOTAL						-97.00	97.00
Bill Pmt -Check	18444	3/13/2013	Corneille, Rich...		1012 - Citizens ...		-1,219.74
Bill		3/13/2013			6401 - Directors'...	-1,182.00	1,182.00
					6410 - Mileage	-37.74	37.74
TOTAL						-1,219.74	1,219.74

San Bernardino Valley Water Conservation District Check Detail March 2013

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18445	3/26/2013	ACWA/JPIA		1012 · Citizens ...		-3,587.00
Bill		3/26/2013	SBVWCD:Gene...		6084 · Training ...	-15.00	15.00
Bill		3/26/2013	SBVWCD:Gene...		6310 · Property/...	-3,572.00	3,572.00
TOTAL						-3,587.00	3,587.00
Bill Pmt -Check	18446	3/26/2013	California Strat...		1012 · Citizens ...		-4,000.00
Bill		3/26/2013			5120 · Misc. Pro...	-4,000.00	4,000.00
TOTAL						-4,000.00	4,000.00
Bill Pmt -Check	18447	3/26/2013	Capitol Enquiry		1012 · Citizens ...		-54.09
Bill		3/26/2013			6090 · Subscript...	-54.09	54.09
TOTAL						-54.09	54.09
Bill Pmt -Check	18448	3/26/2013	Citizens Busin...		1012 · Citizens ...		-1,814.13
Bill		3/26/2013			6002 · Website ...	-612.50	612.50
					6051 · Uniforms	-189.56	189.56
					6535 · Conf/Se...	-69.00	69.00
					6530 · Lodging	-261.98	261.98
					6435 · Conf/Se...	-150.00	150.00
					6535 · Conf/Se...	-50.00	50.00
					6004 · Meeting ...	-54.30	54.30
					5215 · Property ...	-180.21	180.21
					5310 · Vehicle ...	-246.58	246.58
TOTAL						-1,814.13	1,814.13
Bill Pmt -Check	18449	3/26/2013	Cozad, Daniel B		1012 · Citizens ...		-301.71
Bill		3/26/2013			6510 · Mileage	-301.71	301.71
TOTAL						-301.71	301.71
Bill Pmt -Check	18450	3/26/2013	Day, Clare Henry		1012 · Citizens ...		-1,576.00
Bill		3/26/2013	SBVWCD:Gene...		6401 · Directors'...	-1,576.00	1,576.00
TOTAL						-1,576.00	1,576.00
Bill Pmt -Check	18451	3/26/2013	Edison -5552		1012 · Citizens ...		-241.66
Bill		3/26/2013			5420 · Electricity	-157.19	157.19
					5420 · Electricity	-82.62	82.62
					5420 · Electricity	-1.85	1.85
TOTAL						-241.66	241.66
Bill Pmt -Check	18452	3/26/2013	Glaubig, Bob		1012 · Citizens ...		-591.00
Bill		3/26/2013	SBVWCD:Gene...		6401 · Directors'...	-591.00	591.00
TOTAL						-591.00	591.00
Bill Pmt -Check	18453	3/26/2013	Highland Area ...		1012 · Citizens ...		-15.00
Bill		3/26/2013	SBVWCD:Gene...		6425 · Meals	-15.00	15.00
TOTAL						-15.00	15.00

San Bernardino Valley Water Conservation District

Check Detail

March 2013

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	18454	3/26/2013	Image Source		1012 · Citizens ...		-406.98
Bill		3/26/2013			6033 · Office Eq...	-406.98	406.98
TOTAL						-406.98	406.98
Bill Pmt -Check	18455	3/26/2013	JAN-PRO Clea...		1012 · Citizens ...		-618.00
Bill		3/26/2013			6018 · Janitorial ...	-618.00	618.00
TOTAL						-618.00	618.00
Bill Pmt -Check	18456	3/26/2013	Pat's Pots		1012 · Citizens ...		-70.00
Bill		3/26/2013			5460 · Water / T...	-70.00	70.00
TOTAL						-70.00	70.00
Bill Pmt -Check	18457	3/26/2013	Redlands Cha...		1012 · Citizens ...		-145.00
Bill		3/26/2013	SBVWCD:Gene...		6093 · Members...	-145.00	145.00
TOTAL						-145.00	145.00
Bill Pmt -Check	18458	3/26/2013	The Gas Comp...		1012 · Citizens ...		-162.73
Bill		3/26/2013			5450 · Natural G...	-162.73	162.73
TOTAL						-162.73	162.73
Bill Pmt -Check	18459	3/26/2013	Verizon Califor...		1012 · Citizens ...		-707.85
Bill		3/26/2013	SBVWCD:Gene...		5440 · Telephone	-507.85	507.85
			SBVWCD:Gene...		5470 · Internet ...	-200.00	200.00
TOTAL						-707.85	707.85
Bill Pmt -Check	18460	3/26/2013	Verizon Califor...		1012 · Citizens ...		-146.26
Bill		3/26/2013	SBVWCD:Gene...		5440 · Telephone	-96.27	96.27
			SBVWCD:Gene...		5470 · Internet ...	-49.99	49.99
TOTAL						-146.26	146.26
Check	18461	3/27/2013	Aranda, Manuel		1012 · Citizens ...		-1,207.99
					6401 · Directors'...	-1,182.00	1,182.00
					6410 · Mileage	-25.99	25.99
TOTAL						-1,207.99	1,207.99
Check	100053N	3/19/2013	PERS		1012 · Citizens ...		-6,288.80
			SBVWCD:Gene...		6170 · PERS Re...	-1,760.86	1,760.86
			SBVWCD:Gene...		6170 · PERS Re...	-3,333.06	3,333.06
			SBVWCD:Gene...		6170 · PERS Re...	-440.22	440.22
			SBVWCD:Gene...		6170 · PERS Re...	-754.66	754.66
TOTAL						-6,288.80	6,288.80

Top 5 Groundwater Producers

Owner	Assessment #39	Assessment #38	Assessment #37
	July-Dec 2012	Jan-Jun 2012	Jul-Dec 2011
1. City of Redlands	\$ 118,912.58	\$ 64,422.52	\$ 78,752.03
2. EVWD	\$ 108,761.31	\$ 82,556.08	\$ 97,497.68
3. City of Riverside	\$ 90,212.73	\$ 78,850.01	\$ 92,567.17
4. Gage Canal Company	\$ 38,843.43	\$ 11,288.55	\$ 12,170.34
5. City of Loma Linda	\$ 35,376.92	\$ 19,722.61	\$ 30,293.16



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Redlands, CA 92373-8032
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P.O. Box 1839
Redlands, CA 92373-0581
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Memorandum No. 1160

To: Board of Directors

From: General Manager, Daniel Cozad

Date: April 10, 2013

Subject: Unaudited Financial Reports for March 2013 and Compensation and Expense Reimbursement Annual Disclosure

RECOMMENDATION

Staff recommends the Board review and consider approval of the unaudited financials for March 2013 and receive and file the Compensation and Expense Reimbursement Annual Disclosure.

BACKGROUND

At the March 13, 2013 Board of Directors meeting the Board agreed to place unaudited financials as an action item on future agendas instead of on the consent calendar which will now be voted on as a whole.

Then financials are attached for the Board review and approval.

Staff identified the requirement to provide an annual disclosure of reimbursements at least \$100 for each year and make them available to the public upon request. California Government Code §53065.5 is paraphrased below:

“Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the district within the immediately preceding fiscal year of at least one hundred dollars (\$100) for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the district. The disclosure requirement shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that district and shall be made available for public inspection.

In another item on today's agenda this requirement is also added to the Board Policy Manual and the report will be reported and posted on the District website at the end of each fiscal year.

FISCAL IMPACT

Preparation of the reimbursement report once each fiscal year and requires minimal staff time.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

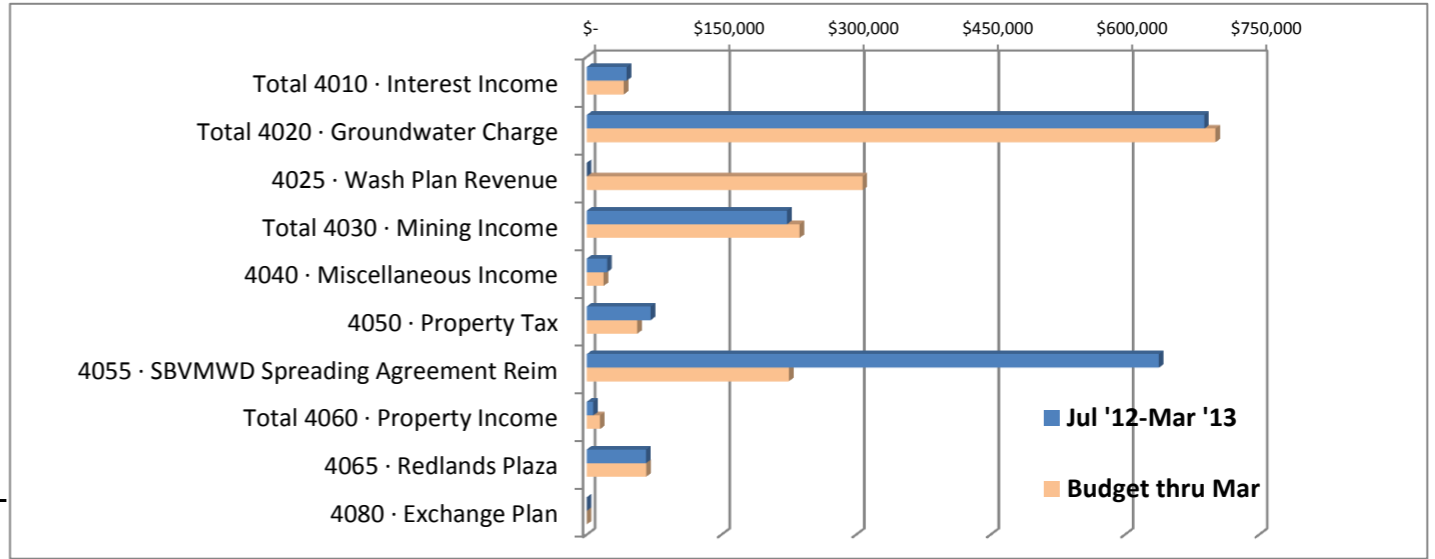
GENERAL
MANAGER

Daniel B. Cozad

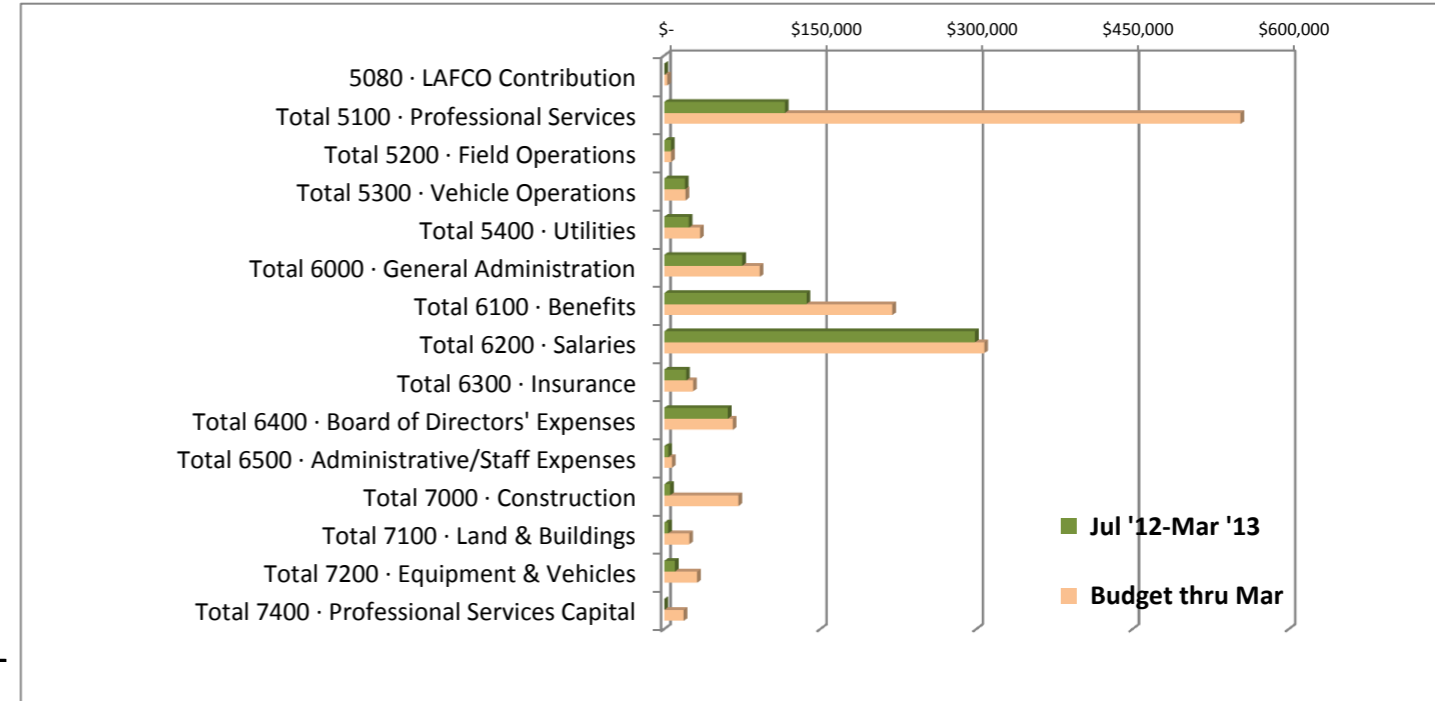
SBVWCD - All Enterprises Budget and Actual

July '12 - Mar '13

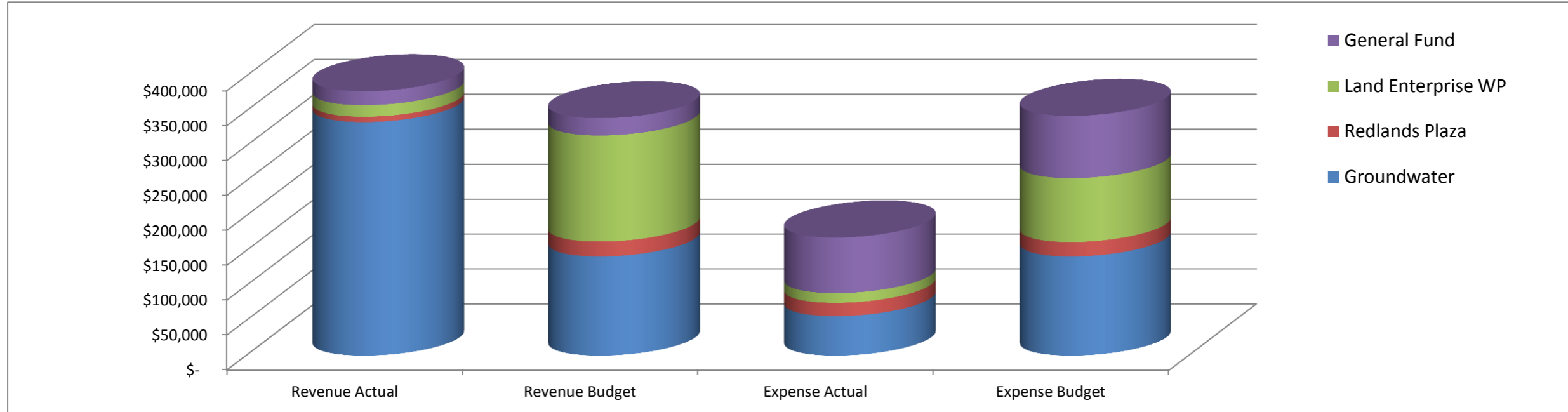
REVENUE	Jul '12-Mar '13	Budget thru Mar
Total 4010 · Interest Income	\$ 44,355	\$ 41,250
Total 4020 · Groundwater Charge	\$ 688,786	\$ 701,341
4025 · Wash Plan Revenue	\$ -	\$ 307,125
Total 4030 · Mining Income	\$ 222,912	\$ 236,875
4040 · Miscellaneous Income	\$ 22,587	\$ 18,750
4050 · Property Tax	\$ 71,388	\$ 56,250
4055 · SBVMWD Spreading Agreement Reim	\$ 638,026	\$ 225,000
Total 4060 · Property Income	\$ 7,279	\$ 14,850
4065 · Redlands Plaza	\$ 66,140	\$ 66,262
4080 · Exchange Plan	\$ -	\$ -
Total Revenue without Wash Plan	\$ 1,761,474	\$ 1,360,578



EXPENSES Operating and Capital	Jul '12-Mar '13	Budget thru Mar
5080 · LAFCO Contribution	\$ 346	\$ 2,813
Total 5100 · Professional Services	\$ 116,169	\$ 553,950
Total 5200 · Field Operations	\$ 6,395	\$ 6,750
Total 5300 · Vehicle Operations	\$ 20,059	\$ 20,625
Total 5400 · Utilities	\$ 23,788	\$ 34,725
Total 6000 · General Administration	\$ 74,943	\$ 92,059
Total 6100 · Benefits	\$ 136,750	\$ 219,477
Total 6200 · Salaries	\$ 298,909	\$ 307,718
Total 6300 · Insurance	\$ 21,035	\$ 27,692
Total 6400 · Board of Directors' Expenses	\$ 61,158	\$ 66,150
Total 6500 · Administrative/Staff Expenses	\$ 4,228	\$ 7,275
Total 7000 · Construction	\$ 5,733	\$ 71,250
Total 7100 · Land & Buildings	\$ 3,831	\$ 24,000
Total 7200 · Equipment & Vehicles	\$ 10,159	\$ 31,875
Total 7400 · Professional Services Capital	\$ -	\$ 18,750
Total Expense without Wash Plan	\$ 778,861	\$ 1,549,108



Enterprises



Enterprise	Actual	Budget thru Mar	% of Budget
Groundwater Revenue	\$ 1,226,837	\$ 791,341	155%
Groundwater Expense	\$ 255,393	\$ 441,023	58%
Revenue -Expense	\$ 971,444	\$ 350,318	
Redlands Plaza Revenue	\$ 84,608	\$ 96,112	88%
Redlands Plaza Expense	\$ 63,685	\$ 92,908	69%
Revenue -Expense	\$ 20,923	\$ 3,204	
Land Enterprise and Wash Plan Revenue	\$ 322,663	\$ 683,687	47%
Land Enterprise and Wash Plan Expense	\$ 65,882	\$ 411,927	16%
Revenue -Expense	\$ 256,781	\$ 271,760	
General Fund Revenue	\$ 138,616	\$ 111,563	124%
General Fund Expense	\$ 380,601	\$ 395,250	96%
Revenue -Expense	\$ (241,986)	\$ (283,687)	
Total All Revenue - Expense	\$ 1,007,163	\$ 341,595	

Cash Status	As of 7/1/2012	As of 3/31/2013
LAIF	\$ 442,569.08	\$ 443,831.16
Cal Trust	\$ 5,532,327.66	\$ 6,075,420.87
Citizens Bank	\$ -	\$ 696,568.48
Bank of America	\$ 81,677.94	\$ -
Redlands Plaza	\$ 137,352.14	\$ -
	\$ 6,193,926.82	\$ 7,215,820.51
Less Cal Trust	\$ (5,000,000.00)	\$ (5,000,000.00)
Total	\$ 1,193,926.82	\$ 2,215,820.51

Increase of \$ 1,021,893.69

2011/2012 Reimbursements >\$100

Directors	Richard Corneille	Melody McDonald	Manuel Aranda
Reimbursements	11/29/11 \$166.54 lodging 05/07/12 \$213.68 mileage 05/07/12 \$109.40 lodging 05/08/12 \$109.40 lodging 05/09/12 \$213.68 mileage	08/20/11 \$150.70 mileage 10/19/11 \$148.50 mileage 01/20/12 \$419.60 airfare 02/10/12 \$435.60 airfare 03/02/12 \$419.60 airfare 03/23/12 \$419.60 airfare 04/13/12 \$423.60 airfare 05/01/12 \$423.60 airfare 05/11/12 \$234.31 mileage 06/01/12 \$423.60 airfare 06/15/12 \$423.60 airfare	10/11/11 \$212.01 Mileage 10/14/11 \$212.01 Mileage 05/07/12 \$212.01 Mileage 05/10/12 \$212.01 Mileage
*See Back for Details			
Directors	Clare Henry Day, Bob Glaubig, John Longville, David Raley- None		
Staff	None		
Interns	None		

Richard Corneille

11/29/11-Lodging at Anaheim Marriott, Anaheim, CA \$166.54 for ACWA Conference
5/7/12-travel costs from Redlands, CA to Monterey, CA for ACWA Meeting (Mileage: 385 miles * .555 = \$213.68)
and Lodging at Colton Inn, Monterey, CA \$109.40
5/8/2012-Lodging at Colton Inn, Monterey, CA \$109.40
5/9/12-return travel costs from Monterey, CA to Redlands, CA (Mileage: 385 miles * .555 = \$213.68)

Melody McDonald

8/20/11-travel costs to Warren Buckner's wife's Memorial roundtrip from Redlands, CA to (Mileage: 274 miles * .55 = \$150.70)
10/19/11-10/20/11 roundtrip travel costs from Redlands, CA to San Diego, CA for ACWA Meeting
(Mileage: 270 miles * .555 = \$148.50)
10/21/11-Airfare from Ontario, CA to State Legislative Committee Meeting in Sacramento, CA \$399.40
1/20/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$419.60
2/10/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$435.60
3/2/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$419.60
3/23/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$419.60
4/13/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$423.60
05/01/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$423.60
5/11/12- travel costs for ACWA Conference in Monterey, CA (Mileage: 422 miles * .555 = \$234.21)
06/01/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$423.60
06/15/12-Airfare from Ontario, Ca to State Legislative Committee Meeting in Sacramento, CA \$423.60

Manuel Aranda

10/11/11-travel costs from Redlands, CA to Monterey, CA for ACWA Meeting (Mileage: 382 miles * .555 = \$212.01)
10/14/11-return travel costs from Monterey, CA to Redlands, CA (Mileage: 382 miles * .555 = \$212.01)



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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 Redlands, CA 92373-8032
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P.O. Box 1839
 Redlands, CA 92373-0581
 Email: info@sbvwcd.dst.ca.us
 www.sbvwd.dst.ca.us

Memorandum No. 1161

To: Board of Directors

From: General Manager, Daniel Cozad

Date: April 10, 2013

Subject: Outreach Committee Budget for FY 2013-2014

RECOMMENDATION

Staff recommends the Board review and consider approval of the draft budget of the Outreach Committee for fiscal year 2013-2014.

BACKGROUND

After approval of the \$5,000 budget for fiscal year 2013-2014 at the March 13, 2013 Board of Directors meeting, staff and committee members put together a draft budget with the following breakdown:

Description	No.	Unit	\$/unit	Total
Education Outreach Conservation				
IERCD School Outreach - Expand current program	20	ea	\$100.00	\$2,000.00
Other School related Teacher or Student projects	1	ea	\$500.00	\$500.00
Conference Sponsorship - SAWPA OWOW or etc	2	ea	\$500.00	\$1,000.00
Press releases and related - Develop/review distribute	3	ea	\$150.00	\$450.00
Pilot outreach to landscapers in District - develop & translate	1	ea	\$1,050.00	<u>\$1,050.00</u>
Total				\$5,000.00

DISCUSSION

Staff and committee members have agreed upon the breakdown of the budget in the above referenced categories in order to provide the most impact to the recognition of the District's significance and to convey important information about water conservation.

FISCAL IMPACT

The Outreach Committee is not asking for any additional funds other than the already approved \$5,000 budget for FY 2013-2014.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad



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Memorandum No. 1162

To: Board of Directors

From: General Manager, Daniel Cozad

Date: April 10, 2013

Subject: ASBCSD Board of Directors Opening

RECOMMENDATION

Staff recommends the Board consider approving the letter of recommendation for Director Aranda for a position on the Association of the San Bernardino County Specials Districts Board (ASBCSD) of Directors.

BACKGROUND

Staff received email notification from ASBCSD notifying the District of a Board Member opening on March 24, 2013. Attached is supporting documentation for the Board's consideration of Director Aranda's request.

FISCAL IMPACT

There will be small additional expenses in mileage to attend these events which are already included in Appendix C of the Board Policy Manual and included in the approved budget.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad



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www.sbvwd.dst.ca.us

April 10, 2013

The Association of the San Bernardino County Special Districts
Cheryl Vermette
PO Box 205
Montclair, CA 91763

RE: Letter of Recommendation

On April 10th the Board of Directors approved this letter of recommendation on behalf of Director Manuel Aranda, Jr. for Association of the San Bernardino County Special Districts (ASBCSD) Board Member. The Water Conservation District Board recommends him for the open elected member position of The Association of San Bernardino Special Districts Board.

In the same action the Board committed to pay applicable mileage reimbursement for Director Aranda's participation at ASBCSD meetings, if elected.

Sincerely,

Richard Corneille
President

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad



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Memorandum No. 1163

To: Board of Directors

From: General Manager, Daniel Cozad

Date: April 10, 2013

Subject: Concurring Nomination for ACWA

RECOMMENDATION

Staff recommends the Board consider a concurring nomination for Kathy Tieg of Cucamonga Valley Water District for ACWA Board President.

BACKGROUND

The District has received a request from Kathy Tieg of CVWD requesting support for a position on the ACWA board as Board President. This request has been attached. No other requests have been received for position. Kathy has served the region in ACWA and is broadly recommended.

FISCAL IMPACT

There is no fiscal impact.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad

Martin E. Zvirbulis
Secretary / General Manager/CEO

February 25, 2013

Daniel Cozad, General Manager
San Bernardino Valley Water Conservation District
P.O. Box 1839
Redlands, CA 92373-0581



Dear Daniel:

It is with great pleasure that I forward for your consideration a candidate statement for Director Kathleen Tiegs who is seeking your support as the next Association of California Water Agencies (ACWA) Vice-President.

Director Tiegs has served admirably on the Cucamonga Valley Water District Board of Directors since 2005. She is actively involved in ACWA, as well as with the California Special District Association, and has served in numerous leadership positions with both organizations.

Attached you will find a candidate's statement summarizing some of her many accomplishments. You will also get a true sense of her integrity as a leader and her passion as an advocate for water for all Californians.

I encourage you to forward this information to your Board of Directors and consider supporting her candidacy for the 2013 elections which will take place later this year. Please do not hesitate to contact me, if you need any additional information or if you would like her to contact your Board of Directors.

Thank you in advance for your consideration in this matter.

Sincerely,



Martin E. Zvirbulis
General Manager/CEO

cc: **President and Members of the Board**

Enclosure

Oscar Gonzalez
President

James V. Curatalo, Jr.
Vice President

Luis Cetina
Director

Randall James Reed
Director

Kathleen J. Tiegs
Director

Kathleen Tiegs
For
2014-2015 Association of California Water Agencies
Vice-President

My Fellow ACWA Member:



Many of you may know me, but for those who do not my name is Kathleen Tiegs. I am requesting your support on my bid for Vice-President of the Association of California Water Agencies (ACWA). I currently serve on the ACWA Region 9 Board of Directors and have done so with great passion and commitment since 2008. I also serve as the Vice-Chair of the Federal Affairs Committee, I am a member of the Groundwater Committee, the ACWA/Joint Insurance Powers Authority, and I have previously served on the Local Government Committee, as well as a variety of sub-committees. In order to attain more organizational knowledge and a better understanding of the ACWA process, I regularly attend the ACWA Board of

Directors and ACWA State Legislative Committee meetings. My involvement in ACWA continues to increase as I have become more knowledgeable about the issues and challenges that confront our industry.

I currently serve on the Cucamonga Valley Water District (CVWD) Board of Directors. I was elected to CVWD in November 2005 and have just completed a term as the Board President. With my leadership, our Board of Directors has developed ties that go far beyond our retail service area, and has resulted in developing and building relationships with a broad statewide perspective. Prior to my serving on the CVWD Board, I enjoyed a career in water resources management for a local wholesale water agency for over 30 years. In April 2011, I was honored by State Assembly Member Mike Morrell as the 63rd Assembly District Woman of the Year.



There are numerous critical issues that confront our industry now and into the future. These challenges will require strong and enterprising leadership. One of my greatest attributes is being able to bridge the gap between varied interests and perspectives. As ACWA Vice-President, I am committed to advancing ACWA's Policy Principles, and finding common ties between members to develop a long-term strategy that provides a sustainable water future and builds upon the tremendous work of those who have come before me.

As an elected representative of an industry that is solely responsible for the health and safety of millions of Californians, I am duty-bound to ensure that all voices and opinions are heard throughout the State. I look forward to meeting with you to enhance my understanding of your Region's needs. Thank you for allowing me to share with you my experience, leadership and knowledge. Please feel free to contact me directly at (909) 635-4177.



I look forward to serving you and the entire ACWA organization.

Kathleen Tiegs



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Memorandum No. 1165

To: Board of Directors, Resources Committee Members
From: General Manager, Daniel Cozad;
Date: April 10, 2013
Subject: Aggregate Material Sale/Royalty Agreement

RECOMMENDATION

Staff recommends the Board authorize the General Manager to complete a short term contract for the sale of aggregate accumulated due to nearby construction and basin cleaning maintenance.

BACKGROUND

In 2010 the Board approved Access Permit and Material Processing Contract templates. The existing contracts have been completed and closed. Currently only Ranch Rock has an access permit for existing material in the Santa Ana Borrow pit. The District's operations in Mill Creek and Santa Ana Basins require cleaning and in 2011 and 2012 the District has removed silt and sand from the basins and stockpiled it on previously disturbed area adjacent to the ponds. There is limited capacity to stockpile and in 2012 and 2013 the District has a current access permit with Munoz Construction for sand and silt materials from the cleaning of Mill Creek Basins.

Staff is requesting authority to negotiate and grant short term access permits to process and remove aggregate materials from the cleaning of basins when needed and when material is available. Staff would work with legal counsel to utilize the existing approved templates to prepare a final contract. In some cases the contractor may need space to load or temporarily store and transport materials. These agreements would be temporary and of limited duration. Staff still intends to prepare a request for proposals for management of the materials later in 2012-2013 fiscal year.

FISCAL IMPACT

Currently offers for payment of royalty for the sand materials are fairly low from \$.50 to \$1.00 per ton. Space availability is currently only a few hundred dollars per acre per month and combined this is not expected to exceed \$10,000 to \$15,000 per year in revenue in the current market, however it also has the opportunity to reduce costs for maintenance and will reduce the amount of material that is stockpiled.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
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Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad



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Memorandum No. 1164

To: Board of Directors

From: Administrative Committee and Daniel Cozad, General Manager

Date: April 10, 2013

Subject: Board Policy Manual Approval

RECOMMENDATION

The Administrative Committee recommends the Board review, discuss and approve revisions to the Board Policy Manual and Appendix C and the FPPC Form 806.

BACKGROUND

The Administrative Committee met and discussed the Staff's recommended policy changes as well as committee member requests at their meeting on January 14, 2013. Committee recommendations were presented to the Board by the Chair on February 13, 2013 and referred back to the Committee for final revisions. An Administrative Committee was held on February 27, 2013 as recommended and final suggested revisions to the Board Policy Manual were made. At the Board Meeting held on March 13th the Board discussed the Board Policy Manual in depth and suggested additional edits and additions.

POLICY CHANGES

Although, minor revisions occur throughout the policy; a brief summary of revisions are listed below:

1. Appendix C: Association of San Bernardino County Special District has been moved to the "District Requested" section as well as "Special Presentations" limited to one per month for each director.
2. Section 1020.2: This policy was added to identify the need for the Board to stay in compliance with 2 California Code of Regulations Section 18705.5; which requires the District to publish Form 806 on the District website for compensation related to standing committees, ad hoc committees, joint powers insurance authority or metropolitan planning organization where a director receives compensation in excess of \$250 per 12 months. The completed form is attached for approval.
3. New Policies: Section 4025.1.4 Compensation Annual Disclosure, Under Government Code 53065.5 the District is required to provide annual disclosure of any reimbursements to Staff and Board members.

These policy changes are highlighted in the text that is attached.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad

FISCAL IMPACT

Under the committee recommended draft District expenses under Directors Fees are budgeted to increase by less than \$5,000 per year.



**SBVWCD
BOARD OF DIRECTORS**

**POLICY HANDBOOK
FOR THE CONDUCT
OF BUSINESS OF THE
BOARD**

DRAFT
Board Recommended Changes
April 10, 2013

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

TABLE OF CONTENTS

SERIES 1000 – GENERAL

<u>POLICY #</u>	<u>POLICY TITLE</u>
1000	Purpose of Board Policies
1010	Adoption/Amendment of Policies
1020	Conflict of Interest
1030	Public Complaints
1040	Claims Against the District
1050	Copying Public Documents

SERIES 4000 -- BOARD OF DIRECTORS

<u>POLICY #</u>	<u>POLICY TITLE</u>
4010	Code of Ethics
4020	Attendance at Meetings
4025	Expenditure Reimbursement
4035	Directors' Health Insurance
4040	Officers
4060	Committees of the Board of Directors
4070	Basis of Authority
4080	Attendance at Education Seminars and Meetings of Other Organizations
4094	Sexual Harassment Training
4095	Ethics
4096	Divisions

SERIES 5000 -- BOARD MEETINGS

<u>POLICY #</u>	<u>POLICY TITLE</u>
5010	Board Meetings
5020	Board Meeting Agenda
5030	Board Meeting Conduct
5040	Board Actions and Decisions
5050	Review of Administrative Decisions
5060	Minutes of Board Meetings
5070	Rules of Order for Board and Committee Meetings

APPENDICES

Appendix A

Disclosure Categories

Appendix B

Board Committees

Appendix C

Roster of Organization and committees with Board and Staff

Representatives

Acknowledgement Form

To be completed and returned for file

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.1 It is the intent of the Board of Directors of the San Bernardino Valley Water Conservation District to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over San Bernardino Valley Water Conservation District said rules, regulations or legislation shall prevail.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies

POLICY NUMBER: 1010

1010.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager submitting a written draft of the proposed new or amended policy to the Board President and the General Manager by way of the District office, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors.

1010.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1010.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours in advance, and in accordance with the Brown Act shall be posted and available to the public prior to any meeting at which the policy(ies) are to be considered.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1020

1020.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to its duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the San Bernardino Valley Water Conservation District.

1020.2 Additionally, the Board Secretary will file Form 806 as consistent with 2 Cal. Code of Regs. §18705.5 listing the prescribed information for any director who receives compensation above the thresholds specified in that section and:

- (a) That is appointed to any standing committee;
- (b) Appointed by the Board President to Committee of the District including Ad Hoc or
- (c) Appointed by Committee that meets twice or more, the District Board to any committee, board or commission of a public agency, a special district, a joint powers agency or authority, or a metropolitan planning organization.

1020.3 Designated employees shall file statements of economic interests with the District who shall file them with the Clerk of the County of San Bernardino. Directors are required to comply with interim deadlines provided by the General Manager or they are responsible for filing their own statements with the County Clerk.

1020.4 It is the responsibility of each Director to be fully acquainted with his or her own "economic interests" under the Political Reform Act. Each Director shall notify District staff of any property interests, sources of income, business investments, gifts, loans, or any financial or economic interests of Director or Director's immediate family which may be affected by a decision before the Board. If Director has reason to believe a potential conflict of interest exists in connection with any decision or matter pending before the Board or any of its Committees, the Director shall immediately inform the General Manager and General Counsel, and seek advice as to the existence of any such conflict, and any appropriate action in connection therewith. A Director's disclosure obligations under this policy shall include a duty to inform the General Manager and the General Counsel of any financial interest which may result in a violation of Government Code Section 1090, relating to prohibited interests in contracts. In the event any Director feels that he or she does not have a sufficient understanding of the restrictions of the Political Reform Act or Government Code Section 1090, he or she at any time may request a briefing on such matters from the General Manager and General Counsel.

1021.1 Ethics Training. Each board member is responsible for Assembly Bill No. 1234 training compliance as indicated in 4095.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Public Complaints

POLICY NUMBER: 1030

1030.1 The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic.

1030.2 A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute of which the individual has been adversely affected.

1030.3 The method of resolving complaints shall be as follows:

1030.3.1 The individual with a complaint shall first discuss the matter with the appropriate Staff or General Manager related to the concern with the objective of resolving the matter informally.

1030.3.2 If the individual registering the complaint is not satisfied with the disposition of the complaint by Staff, it shall be forwarded to the General Manager. At the option of the General Manager he/she may conduct conferences and take testimony or written documentation in the resolution of the complaint. The General Manager shall memorialize his/her decision in writing, with the individual registering the complaint being provided a copy.

1030.3.3 If the individual filing the complaint is not satisfied with the disposition of the matter by the General Manager, he or she may request consideration by the Board of Directors by filing said request in writing within ten (10) days of receiving the General Manager's decision. The General Manager will coordinate with the Board President and District Council and the Board may consider the matter at its next regular meeting, or call a special meeting. In making a decision, the Board may conduct or request District Counsel conduct conferences, hear testimony, as well as utilize the transcripts of written documentation. The Board's final decision shall be memorialized in writing with the individual registering the complaint being provided a copy.

1030.4 This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or impending considerations of the Board.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Claims Against the District

POLICY NUMBER: 1040

The purpose of this policy is to provide direction to District staff from the Board of Directors for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

1040.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations, damage to land and improvements thereon occasionally occurs due to the proximity of the District's facilities to other property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property (by telephone or in person), the employee receiving the claim will document in writing the time and date, and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the appropriate Manager. The General Manager, or his/her designee, shall investigate the property owner's allegations.

If the owner of damaged property informs a member of the Board of Directors, the information will be immediately forwarded to the General Manager. Directors should not independently investigate claims, but may go with staff, District Counsel or insurance representatives to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate. A copy of the report shall be submitted to the General Manager.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- (a) Property owner agrees that the proposed repairs are appropriate and adequate;
- (b) Property owner agrees to allow District personnel access to their property to perform the repair work;
- (c) District personnel have the necessary tools, equipment, and expertise to perform the necessary work; repair work can be accomplished within a reasonable amount of time; and,
- (d) Cost of material for the repairs will not exceed \$1000.

If the cost of material for repairs is stated by claimant or estimated by staff to exceed \$1000, the owner will be asked to submit their claim in writing on a District claim form.

The General Manager shall review the damage claim and the proposed repair work. If he/she determines that the damage is the District's responsibility and that the proposed repair work is appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed \$5000. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

If the cost of material for repairs is stated by claimant or estimated to exceed \$5000, the claim may be submitted to the Board of Directors or the District's Insurance carrier and the Board informed. . The Board of Directors shall review the claim and receive input from staff in closed session [*qualifies as "anticipated litigation" under the Brown Act*]. After reviewing the damage claim, the Board may authorize the work or may make request it be tendered to the Districts Insurance carrier. The claimant shall be notified of any action by the Committee regarding their claim.

The Board will not consider a claim of an amount in excess of the insurance deductible, including the cost of investigation, without prior written approval of the District's insurance company.

Claims in excess of the District's insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District Counsel and District's insurance company.

1040.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles or other unsecured property shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District's responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed \$5,000. A report shall be submitted to the Board of Directors describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed \$5000.

1040.3 Property Damage Claims On District Form

Except for damage to land and improvements estimated to cost less than \$500, all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, California Government Code. Section 910 specifies that a claim needs to show all of the following:

- (a) The name and postal address of the claimant.
- (b) The postal address to which the person presenting the claim desires notices to be sent.
- (c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted.
- (d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim.
- (e) The name or names of the public employee or employees causing the injury, damage, or loss, if known.
- (f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be

known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code §910 and §910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, FAX, or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Copying Public Documents

POLICY NUMBER: 1050

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

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

1050.3 Staff will provide and post annually the current rate for copying public documents. As of 2013 that cost is \$0.25 per page for 25 pages or less or \$0.15 for 25 pages or more. Staff may also arrange for a service to copy large quantity or materials not easily reproduced and pass the actual cost of reproduction and arrangement to the requestor.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Code of Ethics

POLICY NUMBER: 4010

4010.1 The Board of Directors of the San Bernardino Valley Water Conservation District is committed to providing excellence in legislative leadership that results in the provision of the highest quality services to its constituents and to comply with State laws including Assembly Bill 1234 approved in 2005.

In order to assist in the governance of the behavior between and among members of the Board of Directors and District staff, the following rules shall be observed.

4010.1.1 The dignity, style, values and opinions of each Director shall be respected.

4010.1.2 Responsiveness and attentive listening in communication is expected.

4010.1.3 The needs of the District's constituents should be the priority of the Board of Directors. When a Director believes he/she may have a conflict of interest, the legal counsel shall be requested to offer advice whether one exists or not.

4010.1.4 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

4010.1.5 Directors should commit themselves to focusing on the business of the District, emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of communication and interaction.

4010.1.6 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

4010.1.7 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, all Directors commit to support said action and not to create barriers to the implementation of said action.

4010.1.8 Directors should practice the following procedures:

4010.1.8.1 In seeking clarification on informational items, Directors may directly approach the General Manager or professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.

4010.1.8.2 In handling complaints from residents and property owners of the District, said complaints should be immediately referred directly to the General Manager.

4010.1.8.3 In handling items related to safety, concerns for safety or hazards should be reported to the General Manager. Emergency situations should be dealt with immediately by seeking appropriate assistance and reporting to the General Manager.

4010.1.8.4 In presenting items for discussion at Board meetings, see Policy #5020.

4010.1.8.5 In seeking clarification for policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming, said concerns should be referred directly to the General Manager and District Counsel.

4010.1.8.6 Requests for Assistance. Directors shall direct all requests for work, studies, information, or any task which is to be performed by District Staff to the General Manager. If the General Manager determines that an individual Director's request for Staff services shall result in a substantial expenditure of time or District resources, the General Manager may refer the request to the Board for its approval. In no event shall any Director make any request of Staff for information or services not related to District business. This policy shall in no way limit the authority of individual Directors to contact the General Manager and District Counsel for the purpose of inquiring about potential conflicts of interest regarding a Director's own economic interest.

4010.1.9 If approached by District personnel concerning specific District policy, Directors should direct inquiries to the General Manager.

4010.2 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

4010.2.1 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

4010.2.2 Directors should develop a working relationship with the General Manager wherein current issues, concerns and District projects can be discussed comfortably and openly.

4010.2.3 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

4010.2.4 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Attendance at Meetings

POLICY NUMBER: 4020

4020.1 Directors shall endeavor to attend all meetings of the Board. To the extent a Director anticipates that he or she shall be absent from a Board meeting, Director shall, at the prior regularly scheduled Board meeting, advise the Board of his or her anticipated absence and shall state the reason for the absence. In the event a Director does not become aware of the impending absence in time to give timely notice that Director shall, upon learning that he or she shall be absent, notify the General Manager. The General Manager shall be responsible for informing the Board of the absence.

A Director's absence from a meeting shall be excused if such absence is due to illness of the Director, illness or death of a Director's family member, or when Director is traveling away from the District on vacation, personal business, or District business. Absences for any other reason shall be excused only if the Board President, in his or her discretion, determines there is good cause for the absence. **Absences which are not excused shall be recorded in the minutes. Known excused absences will be announced during roll call, however, any Director may ask for an excusal after roll call.**

If a Director has three (3) consecutive unexcused absences from regular meetings of the Board, the Board may by resolution and in its discretion, declare the office of such Director vacated, and a successor shall be appointed or elected as provided in Subsection 4020.2.

4020.2 Vacancies in the Board of Directors. In addition to the provisions of Subsection 2.6 and pursuant to Government Code Section 1770, as may be amended, a vacancy in the Board shall exist on the happening of any of the following events:

- (a) The death of an incumbent;
- (b) An adjudication pursuant to a quo warrant proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that the incumbent would not be able to perform the duties of his or her office for the remainder of his or her term;
- (c) His or her resignation;
- (d) His or her removal from office;
- (e) The Director's place of residence moves from the boundaries of the division in which the Director is required to reside;
- (f) Unlawful absence from the State;

- (g) Failure to discharge duties for three (3) consecutive months, except when prevented by sickness;
- (h) A conviction of a felony or of any offense involving a violation of his or her official duties (conviction is when trial court judgment is entered);
- (i) Refusal or neglect to file his or her required oath within the prescribed time;
- (j) The decision of a competent tribunal declaring void his or her election or appointment;
- (k) His or her commitment to a hospital or sanitarium by a court of competent jurisdiction as being a drug addict, dipsomaniac, inebriate, or stimulant addict, but in that event, the office shall not be deemed vacant before the order of commitment has become final.

A vacancy in the Board shall be deemed effective on the date the Board passes a resolution by a Majority vote declaring the office vacant and the reason therefore. Any vacancy occurring in the Board may be filled by (i) appointment by a majority vote of the remaining directors at a special meeting held within sixty (60) days after the effective date of the vacancy, or (ii) an election called for within sixty (60) days after the effective date of the vacancy and held on the next available election date that is one hundred thirty (130) or more days after the vacancy occurs. Where a vacancy is filled by appointment, notice of the vacancy shall be published in a newspaper of general circulation within the District at least fifteen (15) days before the appointment is made, which notice shall invite interested, eligible parties to apply for appointment. An individual appointed to fill a vacancy shall hold office until the next District general election and until such Director's successor has been elected and qualified, unless an election is also held on the same date for the purpose of electing a Director to serve a full term in the same office, in which event the person appointed shall fill the balance of the unexpired term of his or her predecessor in office.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Directors Expense Policy

POLICY NUMBER: 4025

4025.1 Eligible Compensation Reimbursement. Directors' compensation shall be in accordance with the California Water Code. The Board enacted Resolution 2010-001 and a companion Resolution 457 setting forth the compensation of Board Directors and setting the maximum number of compensated meetings to nine per month. The District shall compensate Directors for attendance at approved District Requested and Director Selected meetings in accordance with the following:

(a) District Requested meetings

District requested meetings are pre-approved, organizations that the Board has determined as essential for participation. The Board designates a primary and alternate; the alternate only attends if the primary indicates they are unavailable to attend. Any additional Board member attending is only eligible for reimbursement of eligible expense or per-diem compensation as a Director Selected meeting.

(b) Director Selected meetings-Maximum of 3

Director Selected meetings are pre-approved, discretionary meetings that each Director may attend in a number not to exceed (3) per month, and are eligible for meeting per diem compensation and eligible expense reimbursement. Reimbursement for travel expenses (such as meeting registration, airfare and hotel) for any Director Selected meeting shall be paid only upon prior approval of the Board in advance. A cost estimate must be presented to the Board in advance at regular scheduled Board meetings for approval.

(c) Compensation - Directors shall receive compensation for each District Requested meeting indicated in Appendix "C," Roster of Organizations and Committees with Assigned Representatives. The amount of compensation shall be established by a resolution of the Board.

(d) Meeting Definition - For the purpose of determining compensation for Directors only, a "meeting" is defined as a District Requested or Director Selected activity of several parties conducting business related to the parties, of which the District is a party. A simple phone call is not a meeting, but a scheduled teleconference conducted between the parties in lieu of a scheduled meeting is a "meeting." Conducting research, involvement in a discussion, or discussion by telephone in preparation for a meeting is also not a "meeting."

(e) Any and all meetings in a single day where a Director is representing the District, qualifies for compensation for only one meeting.

(f) Compensation for serving on another agency board of directors is the responsibility of that other agency. However, if serving on that other agency's board of directors is a direct result of

appointment by the District Board of Directors, then attendance at meetings of both agencies on one day would be compensated as one day's pay, which would be paid by the District, and compensation from the other agency would not be permitted.

4025.1.1 Eligible Expense Reimbursement.

- (a) District Requested - The District shall reimburse Directors for costs incurred related to approved attendance at District Requested meetings, seminars, or conferences, as provided herein.

Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation in the District Requested listed in Appendix "C"; (2) transportation to and from the event, including airfare, car rental, or mileage for use of Director's own automobile, and other miscellaneous transportation costs (shuttle, taxi, etc.); (3) lodging at the event rate or the State/Federal rate for the area; and (4) limited costs of meals. Out of state travel shall be prohibited without specific Board approval, (i.e.: Association of California Water Agencies' (ACWA) Washington, D.C. Conference, etc.).

- (b) Director Selected - The District shall reimburse Directors for costs incurred related to approved attendance at Director Selected meetings, seminars, or conferences, as provided herein.

Expenses eligible for reimbursement shall be limited to (1) mileage for use of Director's own automobile, and other miscellaneous transportation costs (shuttle, parking, etc.); (2) limited costs of meals. Reimbursement for travel expenses (such as meeting registration, airfare and hotel) for any Director Selected meeting shall be paid only upon prior approval of the Board in advance. A cost estimate must be presented to the Board in advance at regular scheduled Board meetings for approval. Out of state travel shall be prohibited without specific Board approval, (i.e.: Association of California Water Agencies' (ACWA) Washington, D.C. Conference, etc.

- (c) Exceptions - Any other costs incurred by the Director shall be at the expense of the Director, as a Director Selected meeting, unless, because of unusual circumstances, the Board, in its discretion, determines that any additional cost shall be authorized as an expense of the District.

Directors must include per-diem request with cost proposals for the following Conferences/ Forums:

Association of California Water Agencies Conferences
Sacramento/Washington DC Legislative Forums
California Special Districts Association Annual Conference

- (d) Mileage - Directors shall be reimbursed for mileage on the basis of total miles driven for business purposes and at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage.

4025.1.2 Ineligible Expenses.

- (a) Directors may attend more than three (3) Director Selected meetings in a single month, but such attendance will be ineligible for per diem. Attendance by Directors at regular or special Board meetings and meetings of Committees created by the Board or President are not eligible for reimbursement of any expenses.

Reimbursement for travel expenses (including registration or tuition costs, airfare, lodging or any other charges for participation) for any Director Selected meeting shall be paid only upon prior approval of the Board in advance. A cost estimate must be presented to the Board in advance at regular scheduled Board meetings for approval.

- (b) Directors shall not be eligible for reimbursement for any expenses incurred by any person traveling or attending an event as a guest of the Director. No Director shall be eligible for reimbursement for any expenses for personal services not related to District business.

4025.1.3 Compensation and Expense Reimbursement Procedure.

- (a) Compensation. To receive compensation for attendance at District Requested or Director Selected meetings, a Director shall submit a request for reimbursement to the General Manager not later than sixty (60) days after the meeting, or by the next regular Board meeting.
- (b) Expenses. In order to obtain reimbursement, a Director who has incurred reimbursable expenses shall submit a request for reimbursement to the General Manager not later than sixty (60) days after termination of the event for which the expenses were incurred, or by the next Regular Board meeting, whichever is later. The request shall be accompanied by itemized receipts verifying the expenses incurred. To the extent the incurring of expenses was approved by the Board, or pre-approved under this Policy Manual, the General Manager may reimburse the expenses as requested, and shall make a report of such reimbursement and its amount to the Board. To the extent such expenses were not approved or pre-approved; the General Manager shall refer the matter to the Board for its consideration at the next regularly scheduled meeting.
- (c) Training. Each newly elected or appointed Director shall be provided with instruction on procedures and forms to be used to request reimbursements. No sixty (60) day window of time to submit such request shall commence until after such training has been provided or offered.

4025.1.4 Compensation and Expense Reimbursement Annual Disclosure. Under California Government Code 53065.5, "Each special district, as defined by subdivision (a) of Section 56036, shall, at least annually, disclose any reimbursement paid by the District within the immediately preceding fiscal year of at least \$100 for each individual charge for services or product received. "Individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the District. The disclosure requirements shall be fulfilled by including the reimbursement information in a document published or printed at least annually by a date determined by that District and shall be made available for public inspection." The District shall post on District website annually and make available for public inspection at the end of each fiscal year all reimbursements over \$100.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Directors' Health Insurance

POLICY NUMBER: 4035

4035.1 Members of the Board of Directors of the San Bernardino Valley Water Conservation District are provided no paid benefits. Directors may elect to participate in any allowable health benefits plan provided by the District through the Association of California Water Agencies (ACWA) Joint Powers Insurance Authority (JPIA) on a self-pay basis. Currently no directors have elected this coverage, if directors do so, the eligibility and terms will be adopted annually by the Board; rates and eligibility to be established by Board Ordinance or Resolution.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Officers

POLICY NUMBER: 4040

4040.1 There shall be three (3) officers of the Board: President, Vice President and Secretary. The President and Vice President shall be appointed by vote of the Board taken in the regular meeting in December of a District election year, or following the occurrence of any vacancy, and officers shall serve for a term of two (2) years. Any Director may serve more than one consecutive term in any office, but no Director shall serve in more than one (1) office at the same time. The duties and responsibilities of the officers shall be as follows:

- (a) President. The President shall preside over the conduct of the meetings as the Chairperson of the Board, and shall perform other duties as spelled out in this Policy Manual. The President may also call for any special meeting of the Board, provided such call is done in compliance with Government Code Section 54956, as may be subsequently amended and any other applicable provision of law. The President may sign all correspondence on behalf of the Board. The President may also create, fill, and dissolve Ad Hoc Committees of the Board. Any decision the President may or must make hereunder may be appealed by any Director of the Board, at the meeting in which the action is taken or, if the action is not taken at a meeting of the Board, at the next regularly scheduled meeting following the report of such action to the Board. If appealed, the Board may approve, reject, or modify the President's action or decision, and the decision of the Board shall be final.
- (b) Vice President. The Vice President shall perform all of the duties of the office of the President, in the President's absence, inability, or incapacity to serve.
- (c) Secretary. The District's General Manager shall serve as Secretary to the Board of Directors. The District's General Manager may, with the permission of the Board, delegate any or all of the duties of Secretary to any qualified employee of the District. **Should the District's General Manager be incapacitated or unable to perform the duties of Secretary to the Board of Directors, the President may appoint an Interim Secretary from among the Boards Members until the next regularly scheduled Board Meeting. At the next regularly scheduled Board meeting the Board shall consider the options for replacement of the role of Secretary and or the replacement of the General Manager as appropriate. Should the District's General Manager be incapacitated or unable to perform other duties the Board will convene a personnel session at an emergency session or the next regularly scheduled Board Meeting to make interim arrangements for support as needed.**
- (d) Procedure for Nomination of Officers. The procedure for nomination and appointment of Officers of the Board of Directors shall be as follows:
 - (1) President opens the floor for nominations. (Any Board member can nominate any party, even himself or herself.)
 - (2) Once all nominations are exhausted, the president will entertain motion to close nominations. Motion requires majority vote.

- (3) The President will call for vote on nominated parties. This will be done by roll call vote of the Board.
- (4) If a nominated candidate receives the votes of a majority of the quorum (4 votes until such time as there are 5 directors and then 3 votes if all Board members are present), the president will declare that party elected to the office. If no nominated party receives enough votes to carry a majority of the quorum, the President will declare that the nominations did not result in an effective appointment by the Board to fill the vacancy, and the President will reopen the nominations, starting again at #1 above. The process will be repeated until a single candidate receives the votes of a majority of the quorum.

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 4060

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

4060.2 Role of Committees.

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

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

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

(d) **Membership of Committees.** No Committee shall consist of more than three members when 6 or 7 member of the board are seated and 2 when five members of the Board are seated. Each Committee shall elect its own Chairperson. The continuation and membership of all committees shall be reviewed by the Board annually at or before its regular meeting in January, at which time any changes or modifications to the appointments shall be made for the upcoming year.

4060.3 The Board President shall appoint the members of the standing committees for the ensuing year no later than the Board's regular meeting in January. The President shall announce the appointment at this meeting.

President may make changes to those appointments at any time with concurrence from existing appointee being considered to be moved, switched, or requesting to be removed or the approval of the Board. President may also make appointments at any time to fill a vacancy, when needed.

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

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

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Basis of Authority

POLICY NUMBER: 4070

4070.1 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, position, act, or expenditure.

4070.2 Representation of the District by a Board Member. Without the prior authorization of the Board, no individual Director has any authority, directly or indirectly, to represent the District as a whole. Unless specifically authorized by a Board action, no Director shall (i) make any undertaking purporting to obligate the District in any way, or (ii) make any representation to any member of the media, the public, any local agency, or any other person that the positions or statements of that individual are those of the District.

4070.3 Directors do not represent any fractional segment of the community, but are, rather, a part of the body that represents and acts for the entire community served by the District as a whole.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Attendance at Education Seminars and Meetings of Other Organizations
POLICY NUMBER: 4080

4080.1 Policy Statement. It is the policy of the District to encourage Directors to participate in professional organizations; local, state, and national training and educational seminars; and meetings of other local organizations where such attendance has direct applicability to the primary functions of the District. The District benefits from such activities both by keeping abreast of the latest developments and issues in the field of water conservation and groundwater management, and by the expanded professional communications which occur at such events. These benefits must be balanced, however, by fiduciary obligations, budgetary limitations and an effort to avoid unnecessary duplication of representation of the District. To strike this balance, the Board's policy is to authorize Directors to attend certain conferences, and require Directors to secure the approval of the Board before attending meetings or conferences. Reimbursement, therefore, shall be made for expenses incurred by a Director only in connection with attending seminars, conferences, or meetings, as previously approved by the Board.

4080.2 Directors Appointed to Specified Positions. Directors who have been appointed by the President or the Board to serve as a member on any committee or commission are expected to attend appropriate meetings of such committees or commissions, and to report regularly to the Board regarding the activities of such committees and commissions.

4080.3 Pre-Approved Activities. Appendix "C" provides a roster of organizations and committees with Board representatives. Attendance by the appointed Directors at meetings or conferences listed in Appendix "C" is "pre-approved," and is at District expense. This roster shall be updated annually by the General Manager, to reflect the most recent appointees to the various organizations and committees listed, and may be so updated as a clerical matter, without formal action of the Board. No organization, committee, or event may be added or deleted from the "pre-approved" list without action of the Board, unless the organization, committee or event no longer meets.

Policy for Participation in Chamber of Commerce Functions or Events

The District benefits from expanded professional communications and exposure to elected officials, senior staff and other community leaders by attendance at certain chamber functions sometimes hosted by committees of the respective chambers.

As listed in Appendix "C," attendance at chamber functions is pre-approved to the extent that the above criteria or as more clearly defined in section 4080.1 in this policy manual is met.

The District recognizes the sole function and purpose for chambers of commerce and their committees is to promote, protect, advocate, monitor legislation, and advance business interest in the community. A Director will not be eligible for reimbursement of expenditures or a per diem for serving on any chamber committee, completing a leadership program offered by a chamber, taking on an ambassadorship, being a chamber board member, or serving as president of any chamber.

A Director will not be eligible for expense reimbursement or a per diem if they are in attendance on behalf of their own company or place of employment.

4080.4 All Other Conferences. For all other conferences and seminars, including voluntary attendance at meetings, any Director wishing to attend shall notify the General Manager and provide cost information with sufficient time for the General Manager to place the matter on the agenda for the next meeting of the Board. The Board may approve any request for attendance at a conference or seminar, and in so doing shall consider all of the following:

- (i) the subject matter as directly applicable to the primary mission of the District
- (ii) the quality of the conference or seminar, and its pertinence to District activities;
- (iii) the cost of participation, including both conference or seminar registration fees, directors fees, and any incidental expenses compared to the value of the conference or seminar;
- (iv) the number of other or similar conferences or seminars attended by the requesting Director in the preceding twelve (12) months; and
- (v) whether any stipend would be paid to the District for participating.

In the event notification of a seminar, conference, or meeting arrives too late for placing the matter on the Board's agenda, the General Manager may refer a request for attendance with cost backup to the President of the Board for his or her approval. The President may thereupon approve, disapprove, or conditionally approve any such request for ratification by the Board at the next regular meeting.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Sexual Harassment Training
POLICY NUMBER: 4094

4094.1 All directors and Staff of the San Bernardino Valley Water Conservation District shall receive two hours of training in Sexual Harassment prevention at least once every two years.

4094.2 District staff shall maintain records indicating both the dates that directors and staff completed the training and the name of the entity that provided the training. These records are public records subject to disclosure under the California Public Records Act.

4094.3 District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Ethics Training
POLICY NUMBER: 4095

4095 All directors and General Manager of the San Bernardino Valley Water Conservation District shall receive two hours of training in general ethics principles and ethics laws relevant to public service within one year of election or appointment to the board of directors and at least once every two years thereafter, pursuant to Government Code Sections 53234 through 53235.2.

4095.1 This policy shall also apply to all staff members that the board of directors designates and to members of all commissions, committees and other bodies that are subject to the Ralph M. Brown Open Meeting Act.

4095.2 All ethics training shall be provided by entities whose curricula has been approved by the California Attorney General and the Fair Political Practices Commission.

4095.3 Directors shall obtain proof of participation after completing the ethics training. Applicable costs for attending the training will be reimbursed by the District.

4095.3.1 District staff shall maintain records indicating both the dates that directors completed the ethics training and the name of the entity that provided the training. These records shall be maintained for at least five years after directors receive the training, and are public records subject to disclosure under the California Public Records Act.

4095.4 District staff shall provide the board of directors with information on available training that meets the requirements of this policy at least once every year.

4095.5 Ethics training may consist of either a training course or a set of self-study materials with tests, and may be taken at home, in person or online.

4095.6 Any director of the San Bernardino Valley Water Conservation District that serves on the board of another agency is only required to take the training once every two years.

San Bernardino Valley Water Conservation District

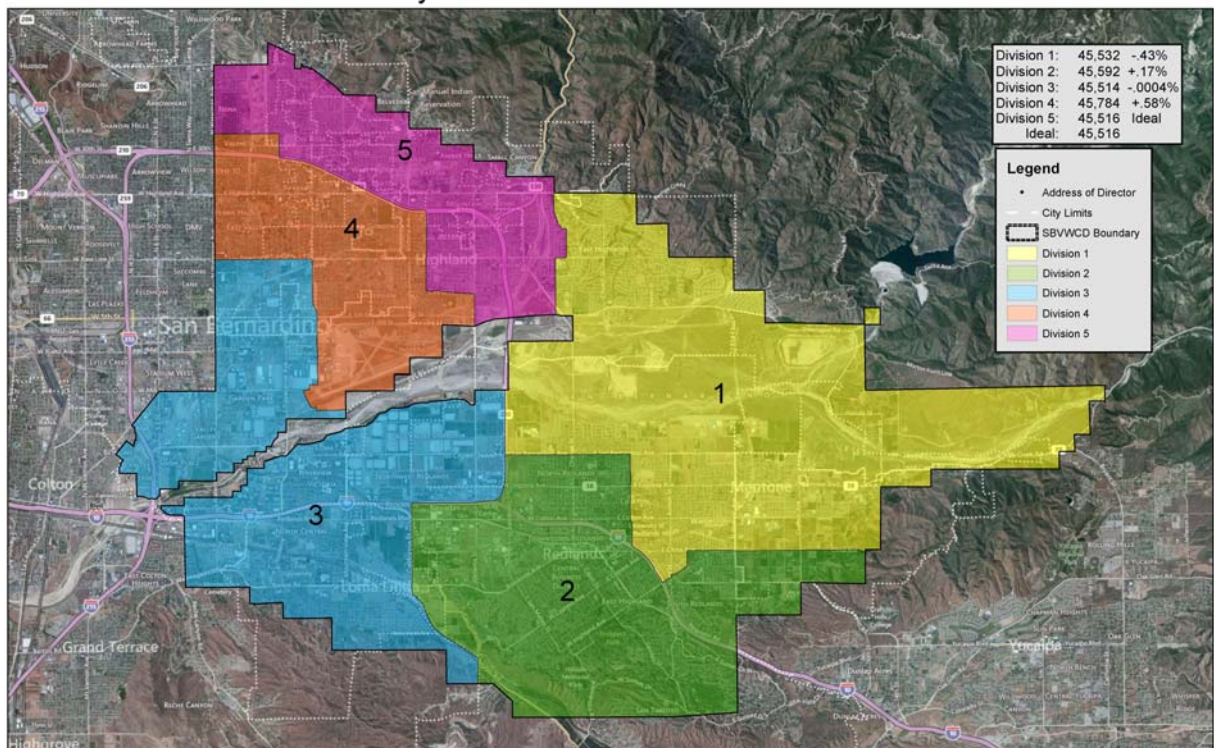
BOARD POLICY HANDBOOK

POLICY TITLE: Divisions

POLICY NUMBER: 4096

4096 In 2011 the Board resolved to reduce the Board from a seven member board to a five member board and sponsored SB-235 authored by State Senator Gloria Negrete-McLeod. The Conservation District reviewed several scenarios and developed a map for redistricting into five divisions. The Board adopted Resolution No. 481 Implementing Senate Bill 235 and ordering the reorganization of the divisions and reducing the number from seven to five in September 2012. The 5 divisions are shown in the figure below. Because changes to the divisions cannot extend or reduce the term of any elected director as many as seven directors may serve until the elections in 2013 and as many as six directors may serve until the elections in 2015.

San Bernardino Valley Water Conservation District Division Boundaries



San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Board Meetings

POLICY NUMBER: 5010

5010.1 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 1:30 p.m. in the San Bernardino Valley Water Conservation District office, located at 1630 W. Redlands Blvd., Suite A., Redlands, California, 92373. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting on or prior to January meeting of the Board.

5010.2 Special meetings of the Board of Directors may be called by the Board President or by a majority of the Board.

5010.2.1 All Directors shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, received by them at least 24 hours prior to the meeting. The notice shall be posted on the District's website.

5010.2.2 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54956) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or email during business hours as soon after the meeting is scheduled as practicable. The notice shall be posted on the District's website.

5010.2.3 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be posted and delivered with the notice of the special meeting to those specified above.

5010.2.4 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

5010.3 Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 5010.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by a majority of the Board.

5010.3.1 Newspapers of general circulation in the District, radio stations and television stations which have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by at least one hour prior to the emergency meeting. In the event that telephone services are not functioning, the notice requirement of one hour is waived, but the Board, or its designee, shall notify such newspapers, radio stations, or television stations of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible. The notice shall be posted on the District's website.

5010.3.2 No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency meeting, a list of persons the Board or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten days in the District office and posted on the District's website as soon after the meeting as possible.

5010.4 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the General Manager may declare the meeting adjourned to a stated time and place, and he/she shall cause a written notice of adjournment to be given to those specified in 5010.2.2 above and posted on the District's website.

5010.5 The Board President of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

5010.6 The Board President and the General Manager shall ensure that appropriate information is posted on the District's website and available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda

POLICY NUMBER: 5020

5020.1 The General Manager, in cooperation with the Board President, shall prepare an agenda for each regular and special meeting of the Board of Directors in accordance with the Ralph M. Brown Act. Any Director may call the General Manager and request any item to be placed on the agenda no later than 4:00 P.M. on the Thursday prior to the closing of the agenda for the next meeting date (per Section 5020.4).

5020.2 Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

5020.2.1 The request must be in writing and be submitted to the General Manager or President together all supporting documents and information, if any, at least ten business days prior to the date of the meeting;

5020.2.2 The General Manager shall be the sole judge of whether the public request is or is not a "matter directly related to District business." The public member requesting the agenda item may request redress of the General Manager's decision at the public comment section of the next regular meeting of the Board of Directors. Any Director may request that the item be placed on the agenda of the Board's next regular meeting.

5020.2.3 No matter which is legally a proper subject for consideration by the Board in closed session shall be accepted under this policy;

5020.2.4 The Board of Directors may place limitations on the total time to be devoted to a public request issue at any meeting, and may limit the time allowed for any one person to speak on the issue at the meeting. In addition, speakers addressing the Board at the public comment portion of the meeting shall be limited to three minutes, unless such time is extended by the Board President in his or her discretion.

5020.3 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

5020.4 At least 72 hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review at the District office. If the District maintains a website, the agenda shall be posted on the website for public information at the same time. All information made available to the Board of Directors (except confidential information allowed by State law per legal counsel authority) shall be available for public review prior to the board meeting.

5020.4.1 The agenda for a special meeting shall be posted at least 24 hours before the meeting in the same location.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct

POLICY NUMBER: 5030

5030.1 Meetings of the Board of Directors shall be conducted by the President in a manner consistent with the policies of the District. Policy No. 5070, "Rules of Order for Board and Committee Meetings", shall be used as a general guideline for meeting protocol.

5030.2 All Board meetings shall commence at the time stated on the agenda and shall be guided by same.

5030.3 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

5030.3.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

5030.3.2 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

5030.4 Provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

5030.4.1 Five minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.

5030.4.2 No disruptive conduct shall be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination, by the Chairperson, of that person's privilege of address.

5030.5 Willful disruption of any of the meetings of the Board of Directors shall not be permitted. If the President finds that there is in fact willful disruption of any meeting of the Board, he/she may order the disrupting parties out of the room and subsequently conduct the Board's business without them present.

5030.5.1 After clearing the room of disruptive individuals, the President may permit those persons who, in his/her opinion, were not responsible for the willful disruption to remain in the meeting room.

5030.5.2 Duly accredited representatives of the news media, whom the President finds not to have participated in the disruption, shall be permitted to remain in the meeting.

5030.6 The following procedures have been set forth by the Board in determining the manner in which the Consent Calendar may be approved:

- (a) It shall not include unaudited financials;
- (b) One motion may be made for all items listed;
- (c) Any member of the board may pull an item for discussion;
- (d) The chair is to solicit, prior to the time of any action on consent calendar, whether any member wishes to remove a listed item for separate discussion and action. The request alone shall remove the item from consent calendar; no motion is needed to treat a consent calendar item separately.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions

POLICY NUMBER: 5040

5040.1 Actions by the Board of Directors include but are not limited to the following:

5040.1.1 Adoption or rejection of regulations or policies;

5040.1.2 Adoption or rejection of a resolution;

5040.1.3 Adoption or rejection of an ordinance;

5040.1.4 Approval or rejection of any contract or expenditure;

5040.1.5 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

5040.1.6 Approval or disapproval of matters that require or may require the District or its employees to take action and/or provide services.

5040.2 Action can only be taken by the vote of the majority of the Board of Directors. **The District has reduced the number of divisions of the District from seven to five which will affect the number of Directors over the next few years and thereby affect the quorum. Four (4) Directors currently represent a quorum for the conduct of business. Three (3) Directors will represent a quorum when only five (5) Directors serve on the Board. The examples below show the five member board numbers in { }**

5040.2.1 A member abstaining in a vote is considered as absent for that vote. A member abstaining due to a conflict of interest does not count towards a quorum.

5040.2.1.1 Example. If four of seven {or three of five} Directors are present at a meeting, a quorum exists and business can be conducted unless the abstention is due to a conflict of interest. However, if one Director abstains on a particular action and the other three {two} cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

5040.2.1.2 Example. If an action is proposed requiring a two-thirds vote and three {two} Directors abstain, the proposed action cannot be approved because five of the seven {four of five} Directors would have to vote in favor of the action.

5040.2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, four {three} Directors must vote in favor of the appointment for it to be approved. If four of the seven {three of five} Directors present abstain, the appointment is not approved.

5040.3 The Board may give directions that are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the General Manager.

5040.3.1 The President shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the President, a voice vote may be requested.

5040.3.2 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action (such as refer the matter to the General Manager for review and recommendation, etc.).

5040.3.3 Informal action by the Board is still Board action shall be recorded in the minutes and shall only occur regarding matters that appear on the agenda for the Board meeting during which said informal action is taken.

5040.4 Confidentiality of Board Information. It is the Board's policy that any and all communications during the closed sessions of the Board are confidential, and shall remain confidential unless and until otherwise provided by law.

5040.4.1 During the term of his or her tenure as a Director, and after the end of such term, no Director shall disclose to any friend, associate, member of the media, or any other person, any information disclosed to or acquired by the Director in the closed sessions of the Board, unless specifically authorized to do so by the Board or required to do so by law.

5040.4.2 In the event a Director discloses information in violation of this policy, any Board member may request that the Board adopt a resolution of reprimand regarding the Director. Upon such a request, the matter shall be referred to and considered by the Board.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Review of Administrative Decisions

POLICY NUMBER: 5050

5050.1 The provisions of §1094.6 of the Code of Civil Procedure of the State of California shall be applicable to judicial review of all administrative decisions of the Board of Directors pursuant to the provisions of §1094.5 of said code. The provisions of §1094.6 shall prevail over any conflicting provision and any otherwise applicable law, rule, policy or regulation of the District, affecting the subject matter of an appeal.

5050.2 This policy affects those administrative decisions rendered by the Board of Directors governing acts of the District, in the conduct of the District's operations and those affecting personnel operating policies.

5050.3 The purpose of this policy is to ensure efficient administration of the District, and the expeditious review of decisions rendered by the Board of Directors.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Secretary or delegated staff Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet as well as posted on the District's website.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 30 days or until the approval of the minutes recorded thereon. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District or other manner at the discretion of the General Manager.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes count will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes, unless waived by the Board:

Date, place and type of each meeting;

Directors present and absent by name;

Administrative staff present by name;

Call to order;

Time and name of late arriving Directors;

Time and name of early departing Directors;

Names of Directors absent during any agenda item upon which action was taken;

Summary record of staff reports;

Summary record of public comment regarding matters not on the agenda, including names of commentators;

Approval of the minutes or modified minutes of preceding meetings;

Approval of financial reports;

Record by number (a sequential range is acceptable) of all warrants approved for payment;

Complete information as to each subject of the Board's deliberation;

Record of the vote of each Director on every action item for which the vote was not unanimous;

Resolutions and ordinances described as to their substantive content and sequential numbering;

Record of all contracts and agreements, and their amendment, approved by the Board;

Approval of the annual budget;

Approval of all polices, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.

San Bernardino Valley Water Conservation District

BOARD POLICY HANDBOOK

POLICY TITLE: Rules of Order for Board and Committee Meetings

POLICY NUMBER: 5070

5070.1 General.

5070.1.1 Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules - Robert's Rules of Order.

5070.1.1.1 If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the President. If the ruling of the President is not satisfactory to the Director, then it may be appealed to the Board. A majority of the Board will govern and determine the point of order.

5070.2 Obtaining the Floor.

5070.2.1 Any Director desiring to speak should address the President and, upon recognition by the President, may address the subject under discussion.

5070.3 Motions.

5070.3.1 Any Director, including the President, may make or second a motion. A motion shall be brought and considered as follows:

5070.3.1.1 A Director makes a motion; another Director seconds the motion; and the President restates the motion.

5070.3.2 Once the motion has been restated by the President, it is open to discussion and debate. After the matter has been fully debated, and after the public in attendance has had an opportunity to comment on any public hearing item, the President will call for the vote.

5070.3.2.1 If the public in attendance has had an opportunity to comment on any proposed action which requires a public hearing, any Director may move to immediately bring the question being debated to a vote, suspending any further debate. The motion must be made, seconded, and approved by a majority vote of the Board.

5070.4 Secondary Motions. Ordinarily, only one motion can be considered at a time and a motion must be disposed of before any other motions or business are considered. There are a few exceptions to this general rule, though, where a secondary motion concerning the main motion may be made and considered before voting on the main motion.

5070.4.1 Motion to Amend. A main motion may be amended before it is voted on, either by the consent of the Directors who moved and seconded, or by a new motion and second.

5070.4.2 Motion to Table. A main motion may be indefinitely tabled before it is voted on by motion made to table, which is then seconded and approved by a majority vote of the Board.

5070.4.3 Motion to Postpone. A main motion may be postponed to a certain time by a motion to postpone, which is then seconded and approved by a majority vote of the Board.

5070.4.4 Motion to Refer to Committee. A main motion may be referred to a Board committee for further study and recommendation by a motion to refer to committee, which is then seconded and approved by a majority vote of the Board.

5070.4.5 Motion to Close Debate and Vote Immediately. As provided above, any Director may move to close debate and immediately vote on a main motion.

5070.4.6 Motion to Adjourn. A meeting may be adjourned by motion made, seconded, and approved by a majority vote of the Board before voting on a main motion.

5070.5 Decorum.

5070.5.1 The President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the President, or otherwise disrupting the meeting or hearing.

5070.5.2 The President may also declare a short recess during any meeting.

5070.6 Amendment of Rules of Order.

5070.6.1 By motion made, seconded and approved by a majority vote, the Board may, at its discretion and at any meeting: a) temporarily suspend these rules in whole or in part; b) amend these rules in whole or in part; or, c) both., such as for a workshop or special meeting.

APPENDIX A

San Bernardino Valley Water Conservation District

Designated Positions

1. **Board Members**
Full Disclosure (excluding interests in real property)
2. **Candidates for Board of Directors**
Full Disclosure (excluding interests in real property)
3. **General Manager/Secretary to Board of Directors**
Full Disclosure (excluding interests in real property)
4. **Assistant General Manager (Vacant)**
Full Disclosure (excluding interests in real property)
5. **General Counsel**
Full Disclosure (excluding interests in real property)
6. **Engineers (Vacant)**
General Contracting

Disclosure Categories

Full Disclosure (excluding interests in real property) All investments, business positions and sources of income, including gifts, loans and travel payments.

General Contracting All investments, business positions and income, including gifts, loans and travel payments, from sources that provide leased facilities, goods, equipment, vehicles, machinery or services, including training or consulting services, of the type utilized by the (employee's department or area of authority).

APPENDIX “B”
BOARD COMMITTEES

STANDING COMMITTEES

AREAS OF RESPONSIBILITY

ADMINISTRATIVE

**Members: Melody McDonald
Clare Henry Day
David Raley**

Alternate: John Longville

Staffing and Human Resources, Finance (including budget preparation and review), Administrative Policy and Procedures, Grant/Loan Procurement and Oversight, Litigation Oversight

RESOURCES

**Members: Richard Corneille, Chair
Clare Henry Day
Bob Glaubig**

Alternate: Manuel Aranda Jr.

Water and Land Resources Planning, Groundwater Recharge Monitoring and Reporting, Facilities Development and Maintenance, Projects Oversight, Regulatory Compliance, Mineral Lease Oversight, Other Resource Management

OUTREACH

**Members: Manuel Aranda Jr., Chair
John Longville
David Raley**

Alternate: Bob Glaubig

Public Information and Outreach Programs to include Conservation and Landscape Education, Legislative Monitoring and Advocacy for Special Districts, Water and Groundwater Interest, Intergovernmental Relations, Media Relations

AD HOC COMMITTEES

Ad Hoc Committees are informal, temporarily formed advisory committees to investigate or address situation specific occurrences, and are created by appointment of the President of the Board of Directors.

APPENDIX “C”

Roster of Organizations and Committees with Assigned Representatives

District Requested Meetings

District Requested Meetings are organizations that the Board has determined as essential for participation. The Board designates a primary and alternate; the alternate only attends if the primary indicates they are unavailable to attend. Included are all District Board meetings and Standing and Ad Hoc committees the member is appointed to. Attendance by another Board member, other than the primary or alternate designee, may only be eligible for per-diem compensation as a Director Selected meeting. Director Selected travel reimbursements (including meeting registration, airfare and hotel) for any Board member attending any of the following meetings as a Director Selected meeting shall be paid only upon prior approval of the Board. A cost estimate must be presented to the Board in advance at its regularly scheduled Board meeting for approval.

Organization/Committee

Primary/Alternate

- | | |
|--|-----------------------------|
| 1. Association of California Water Agencies JPIA | McDonald/Aranda |
| 2. Association of California Water Agencies
(Spring/Fall Conferences) | Set by Board Action |
| 3. California Special Districts Assoc. Annual Conference | Set by Board Action |
| 4. Association of San Bernardino County Spec Dist. | Aranda/McDonald |
| 5. Special Presentations | All Board/Limit 1 Per Month |
| 6. Basin Technical Advisory Committee | McDonald/Aranda |
| 7. SBVMWD Advisory Commission on Water Policy | Corneille/Raley |
| 8. SBVMWD Board Meetings | McDonald/Corneille |
| 9. Santa Ana Sucker Task Force | McDonald/Aranda |
| 10. Upper Santa Ana Water Res. Assoc. | Aranda/McDonald |
| 11. Wash Plan Task Force | Raley/Corneille |
| 12. Big Bear Watermaster Committee
(Court Appointed Attendee- Cozad) | Raley/Corneille |

Organization/Committee's selected by Outside Organization subject to Board Approval

Organization/Committee

Primary/Alternate

Other ACWA Activities:

- | | |
|--|---------------------------|
| a. Sacramento Legislative Forums | Set by Board Action |
| b. Washington DC Legislative Forum | Set by Board Action |
| c. Groundwater Committee-ACWA Region 9 | Corneille/McDonald* |
| d. State Legislative Committee | McDonald/Longville |
| e. Communication Committee-ACWA Region 9 | Aranda/No Alternate |
| f. Water Management Committee | McDonald/Corneille |

*One member should attend meeting on behalf of the District

Director Selected Meetings - Maximum of 3

The Director Selected meetings are pre-approved; discretionary meetings that each Director may attend, in a number not to exceed three (3) per month, and are eligible for meeting per-diem compensation and eligible expense reimbursement. Directors may attend more than three (3) Director Selected meetings in a single month; such attendance will be eligible only for reimbursement of expenses, and ineligible for meeting per diem reimbursement. Reimbursement for travel expenses (including meeting registration, airfare and hotel) for any Director Selected meeting shall be paid only upon prior approval of the Board. A cost estimate must be presented to the Board in advance at regular scheduled Board meetings for approval.

Expenses are subject to limitations provided for in the Board Policy Handbook Section 4025.1 for all Director Selected meeting.

- | | |
|--|---------------------|
| A. Redlands Chamber of Commerce | Director Selected |
| B. Highland Area Chamber of Commerce | Director Selected |
| C. Loma Linda Chamber of Commerce | Director Selected |
| D. Mentone Chamber of Commerce | Director Selected |
| E. San Bernardino Area Chamber of Commerce | Director Selected |
| F. ACWA Region 9 Meetings | Director Selected |
| G. Meetings requested by the General Manager | As Designated by GM |

**Agency Report of:
Public Official Appointments
Continuation Sheet**

1. Agency Name San Bernardino Valley Water Conservation District	Date Posted: <u>04/11/13</u> <small>(Month, Day, Year)</small>
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2. Appointments

Agency Boards and Commissions	Name of Appointed Person	Appt Date and Length of Term	Per Meeting/Annual Salary/Stipend
San Bernardino Valley Water Conservation District (SBVWCD) Outreach Committee-paid by (SBVWCD)	▶ Name <u>Raley, David</u> <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u>01 / 09 / 13</u> <small>Appt Date</small> ▶ <u>until removed</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>197.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
San Bernardino Valley Water Conservation District (SBVWCD) Outreach Committee-paid by (SBVWCD)	▶ Name <u>Aranda Jr., Manuel</u> <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u>01 / 09 / 13</u> <small>Appt Date</small> ▶ <u>until removed</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>197.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
San Bernardino Valley Water Conservation District (SBVWCD) Outreach Committee-paid by (SBVWCD)	▶ Name <u>Longville, John</u> <small>(Last, First)</small> Alternate, if any <u>Glaubig, Bob</u> <small>(Last, First)</small>	▶ <u>01 / 09 / 13</u> <small>Appt Date</small> ▶ <u>until removed</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>197.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
San Bernardino Valley Water Conservation District (SBVWCD) Administrative Committee-paid by (SBVWCD)	▶ Name <u>Raley, David</u> <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u>01 / 09 / 13</u> <small>Appt Date</small> ▶ <u>until removed</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>197.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
San Bernardino Valley Water Conservation District (SBVWCD) Administrative Committee-paid by (SBVWCD)	▶ Name <u>Day, Clare Henry</u> <small>(Last, First)</small> Alternate, if any <u>Longville, John</u> <small>(Last, First)</small>	▶ <u>01 / 09 / 13</u> <small>Appt Date</small> ▶ <u>until removed</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>197.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>
San Bernardino Valley Water Conservation District (SBVWCD) Administrative Committee-paid by (SBVWCD)	▶ Name <u>Henriques-McDonald, Melody</u> <small>(Last, First)</small> Alternate, if any _____ <small>(Last, First)</small>	▶ <u>01 / 09 / 13</u> <small>Appt Date</small> ▶ <u>until removed</u> <small>Length of Term</small>	▶ Per Meeting: \$ <u>197.00</u> ▶ Estimated Annual: <input type="checkbox"/> \$0-\$1,000 <input type="checkbox"/> \$2,001-\$3,000 <input checked="" type="checkbox"/> \$1,001-\$2,000 <input type="checkbox"/> _____ <small>Other</small>



General Manager's Report

For March 9, 2013 through April 5, 2013

Daniel B. Cozad

The following report summarizes the efforts and activities during the reporting period.

- 1. Water Conservation** – A dry spring follows a low rain winter with little recharge. Santa Ana flows are low and steady for now; draining of the 2000 AF behind the dam will occur later in April. Field staff continues to work with SBVMWD for maintenance the District needs to do to prepare for DWR's needs for EBX2. Enhancements and automation for the Daily Flow Report mostly completed.
- 2. Personnel/Administration/Staff** – Review and changes to support the Administrative Committee review of the Board Policy Manual. Additional work with benefit changes and cost estimation for budget for the coming year.
- 3. Finance/Budget/Audit** – Staff received recommendations from the Resources Committee for the Groundwater Enterprise Budget and made modifications. Staff incorporated all changes into a new Budget Spreadsheets that will allow easier estimation of costs. Plans made for District Audit including internal meetings this month and closeout scheduled for early July.
- 4. Facilities Maintenance/Aggregate Management** – Staff has completed work on 2012 basin cleaning and repairs. Munoz Construction continues to remove about 300+ tons of sand per month from Mill Creek for City of Redlands pipeline under temporary access permit including sand from in the ponds. Coordinated with EVWD Staff to locate approximately 3000 yards of excess rock from headquarters in borrow pit. Worked with SBVMWD to store rock for a City Creek Project in the borrow pit. Finally, working with several groups interested in maintenance of ponds for aggregate royalty.
- 5. Wash Plan** – Conservation Strategy counter offer map was received from USFWS and California Department of Fish and Wildlife. Review of the map and special meeting are being held with mining partners, County Flood, SBVMWD and others to gain full agreement on the strategy map and requirements. Staff and USFWS have held several meetings as well. Staff and RBF are compiling the avoidance and minimization measures for mitigation that will be used in the financial (PARS) analysis which is underway. Staff will be scheduling dates for Task Force meeting in early May. Meeting with BLM on issues with land and holdings as well as exchange in the future resulted in the recommendation of an MOU between the agencies.
- 6. Plunge Creek Conservation Project** – Staff completed all work for OWOW funding application. Staff supplied information to SAWPA contractor for economics analysis. Attended weekly meetings at SAWPA for coordinating the deliverables for the projects. SAWPA submitted the grant application for DWR review.

- 7. East Branch Extension** – Continued coordinated with DWR and SBVMWD on plans and needs. Easement documents and the final executed agreement and payment in late April allowing for Department of General Service review and processing. EBX-2 contractor is doing clearing and grubbing in Santa Ana and beginning excavations near Cone Camp Road heading south.
- 8. Collaborative Enhanced Recharge Project** – Staff with District equipment implementing maintenance work in support contractor’s efforts to keep 60 CFS flowing to basins. Significant coordination and cooperation on permitting and environmental habitat issues. Meetings on engineering design including diversion structure cleaning and weir gate changes. Meeting held to address the coverage in the wash plan and the broader HCP approaches to river issues.
- 9. Property/Redlands Plaza** – Renewing one additional lease. When complete one lease will remain that is not updated. Common Area Management requested costs for a new sign to assist in marketing and visibility for all tenants. Most tenants did not want to expend funds to improve the sign and so Staff will consider if it is solely in the District’s interest.
- 10. Engineering Investigation**

Staff completed all final changes and the Board approved the Completed EI after presentation to the board. Staff made a presentation to the Upper Santa Ana Water Resources Association on March 14, 2013. Staff also reviewed and approved the Big Bear Watermaster Report.
- 11. Public Outreach and Legislative** – Coordinated meetings with partners related to Wash Plan, water management and groundwater. Continued coordination with SAWPA and SB County Flood, US Fish and Wildlife and another on the Plunge Creek Conservation project. Supported the Outreach Committee and prepared and revised District Communication and Outreach plan for the Committee.
- 12. Current Board Action Implementation** –Staff revised the preliminary draft of the Strategic Plan to create the Circulation Draft. The Circulation Draft was distributed by web and email to all District partners for comment with offer to present to boards or groups if requested. Few comments were made other than those received from SAWPA and others last month. Several reviewers praised the document. All changes will be incorporated into the Final for review and approval in April or May.
- 13. Computer and IS** – Contracted web management system implementation to be complete and ready for staff review in April. Website update schedule is anticipated to have substantial completion within April and early May. Support for DFR application is ongoing as well. Installation of new email and file storage server with configuration to be completed in April.
- 14. Future Board Activities** – Expected short term items for consideration
 - a. Strategic Plan Review and Final – April/May
 - b. Groundwater Charge Public Meeting and Hearing

San Bernardino Valley Water Conservation District



Monthly Recharge Report

From: 3/1/2013
To: 3/31/2013

	March				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	17.5	544	2,295	54,375	4%
Mill Creek	5.1	159	1,409	32,625	4%
State Water Project	0.0	0	684	NA	NA
In River Channel Recharge**	0.9	28	216	NA	NA
Total	24	731	4,604	87,000	5%

Values in Acre Feet

*BTAC Revised Max in October 2012

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2013

