

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF May 14, 2014  
1:30 P.M.

President Corneille called the Board Meeting of the Board of Directors to order at 1:33 p.m. All present stood for the pledge of allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President  
Melody McDonald, Vice President  
David E. Raley, Director  
Manuel Aranda, Director  
John Longville, Director (Arrival 1:36 p.m.)

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

Hector Hernandez, Highland Community News  
Michelle Diamond, 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

President Corneille requested that Item A: Board Minutes, April 23, 2014 be pulled from Consent Calendar for discussion.

**It was moved by Director Aranda and seconded by Vice President McDonald to approve Item B: Board Workshop Minutes, April 23, 2014 and Item C: Expenditure Report, March 2014. The motion carried with all members present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Absent  
Director Raley: Yes  
Director Aranda: Yes**

President Corneille indicated that a minor revision will need to be made to Board Minutes.

**It was moved by Vice President McDonald and seconded by Director Raley to approve Item A: Board Minutes, April 23, 2014 with minor revisions. The motion carried with all member present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Absent  
Director Raley: Yes  
Director Aranda: Yes**

### 4. ACTION ITEMS

#### A. BOARD POLICY MANUAL REVISIONS

Vice President McDonald reported on Board Policy Manual changes suggested by the Finance & Administration Committee (Committee) at the April 16<sup>th</sup> meeting. She reviewed the clarifications that were added to the Board Member Meeting Reports Policy (4025.1.1 (e)) for written reports. Mr. Cozad clarified that the purpose of the written report is to bring information back to the Board and when the full Board is present at an event no written report would be required. Mr. Cosgrove clarified that although a written report may not be required by the Board Policy Manual an oral report must be given by at least one director to satisfy statutory reporting requirements. Discussion ensued regarding written and oral reports. Mr. Cosgrove indicated that a director does not have to make an oral report if a written report has been submitted, but they may submit both if they desire. Vice President McDonald stated that the Committee is recommending that any meeting requested by the General Manager be added to the District Requested list as well as any District and mandated training. She also indicated that any Board Policy Manual revisions will require a resolution be adopted to make these revisions. Director Raley asked for a written report to be submitted related to any meetings attended by a Board member at the request of the General Manager. President Corneille requested that Mr. Cozad

include that in his General Manager's report. Mr. Cozad indicated that he will include this in his monthly General Manager's Report.

President Corneille reviewed section 4025.1(b) where it states, "*Director Selected meetings are pre-approved, discretionary meeting that each Director may attend in a number not to exceed (3) per month....*" He suggested that "pre-approved" be removed from this section. Discussion ensued regarding Director Selected meetings. Mr. Cosgrove indicated that his interpretation is that any meetings attended beyond nine per month are not reimbursable for expenses or per diem.

President Corneille suggested that the Board Policy Manual be deferred back to Committee. He recommended revising Policy to state that any meetings beyond nine per month be eligible for expense reimbursement only. President Corneille said that there should be a miscellaneous category under Director Selected. He indicated that it becomes cumbersome to have to obtain prior approval for any meetings outside of the ones listed in Appendix "C". Director Longville suggests that the Committee develop new language related to categorical breakdown of Director Selected meetings and also adopt a policy where expense reimbursements are permissible after reaching the nine meeting threshold. He suggested the Committee consider adding a provision wherein expense reimbursements are only eligible upon being requested to attend meetings outside of the threshold by either the Board President or General Manager. President Corneille suggested that ACWA Region 9 be added to District Requested meetings. It was the concurrence of the Board to defer the Board Policy Manual revisions back to the Finance & Administration Committee's next regular meeting.

#### B. DISTRICT VEHICLE POLICY ON PERSONAL USE

Vice President McDonald indicated that policy was developed to support the requirements of the ACWA/JPIA's Commitment to Excellence. She indicated that the District did not have a policy on district vehicles and employee personal use. Currently, there are two field staff that drive vehicles to and from district facilities and home. This has been a historic practice by the District. The policy presented today allows for Staff to use district vehicles however prohibits personal use. President Corneille pointed out minor editorial revisions that needed to be made to policy.

**It was moved by Director Raley and seconded by Director Aranda to approve District Vehicle Policy on Personal Use with suggested revisions. The motion carried with all directors present voting in the affirmative.**

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

#### C. PER DIEM RESOLUTION SETTING COMPENSATION AND NUMBER OF MEETINGS

Vice President McDonald indicated that Resolution No. 509 changes the meetings back to ten meetings per month as allowed by statute. Mr. Cozad stated that the resolution addresses both the increase in the number of meetings per month, effective July 1, 2014 and the 5% increase in

per diem rate which would be effective January 2, 2015. Vice President McDonald handed out information related to compensation and benefits for other water agencies. She reviewed the document in depth stating that several boards in the water industry receive health, dental, vision, life insurance and pension. Vice President McDonald noted that the District does not offer benefits to the Board; only per diem and expenses. Director Raley indicated that Vice President McDonald made a persuasive case that the District is one of the lower paid District's when you compare the benefits received by others. He indicated that there are other public agencies that are paid less such as cities and school. Director Raley feels that the Board is adequately compensated.

Although Director Raley does not agree with the increase in meetings and compensation rather than keep it from coming to the full Board he supported bringing it to the full Board for discussion. President Corneille concurs with Director Raley in regards to compensation. Director Longville indicated his appreciation to the Board for their frugal spending in tough times and noted that the Board has not received an increase in their per diem rate since 2009. The Board also took measures to reduce their meetings from ten to nine meetings per month in an effort to decrease costs in the past. Director Longville stated that the reduction in the number of meetings was useful and temporary during challenging time for the District. Discussion ensued.

**It was moved by Director Longville and seconded by Vice President McDonald to increase the meetings per month that directors are permitted to attend to the statutory allowance of ten meetings per month effective July 1, 2014. The motion carried 4-1, with Director Raley in opposition.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: No  
Director Aranda: Yes**

**It was moved by Vice President McDonald and seconded by Director Aranda to increase the per diem rate by 5% to \$206 per meeting effective January 2, 2015. The motion carried 3-2 with President Corneille and Director Raley in opposition.**

**President Corneille: No  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: No  
Director Aranda: Yes**

Staff will bring back two separate resolutions 1) Increase in number of meetings per month and 2) Per diem increase to 5% increasing per diem to \$206 on the Consent Calendar for June 11<sup>th</sup> Board of Directors meeting for ratification.

D. UNAUDITED FINANCIAL REPORTS, APRIL 2014

Mr. Cozad indicated a slight error on the graph financials and the budget versus actuals.

E. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL YEAR 2014-2015

President Corneille stated that this item was reviewed in detail by Finance & Administration Committee on April 16<sup>th</sup>. The revisions recommended by Committee were incorporated and reviewed in detail at the April 23<sup>rd</sup> Budget Workshop.

**It was moved by Vice President McDonald and seconded by Director Aranda to approve the District and Enterprise Budget for Fiscal Year 2014-2015. The motion carried with all directors present voting in the affirmative.**

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

F. CALPERS CONTRIBUTIONS FOR EMPLOYEES

President Corneille submitted written revisions to Athena Monge. He indicated that the increase that the Board is voting on today is to increase the employee paid contribution from 2% to 2.5% for fiscal year 2014-2015.

**It was moved by Vice President McDonald and seconded by Director Aranda to approve Resolution No. 510 with revisions recommended by the Board, increasing the employee paid contribution to 2.5% for fiscal year 2014-2015. The motion carried with all directors present voting in the affirmative.**

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

5. INFORMATION ITEMS

A. BOARD COMMITTEE REPORTS-WITHOUT ACTION

There were no reports made.

## B. GENERAL MANAGER'S REPORT

Mr. Cozad noted that General Manager's report is included in package. He said that there is no Wash Plan report this month since Mr. Beehler was out sick. The District signed an Easement Agreement with CEMEX and the County previously; therefore materials are being stored in the CEMEX pit. There will be no revenue received for these materials. The grant proposal for the funding the second half of Plunge Creek will not be available. SAWPA will be utilizing funds for turf removal and conservation rate structures. President Corneille asked about the field tour coordination. Mr. Cozad indicated that Riverside Public Utilities toured District facilities and additional partners related to aggregate management. Brief discussion ensued regarding scheduling Supervisor Ramos tour. Director Longville and Aranda volunteered to assist in coordination. President Corneille inquired about East Valley Water District's (EVWD) treatment plant location. Mr. Cozad indicated that EVWD Board is just now beginning their public process for the project. There will be a study performed for their Board's approval. The EIR for the Harmony project is out for review. Mr. Cozad reviewed water and waste water treatment aspects of the EIR; they indicate they will manage stormwater onsite.

## C. MONTHLY RECHARGE REPORT, APRIL 2014

Mr. Cozad said that the District has recharged 2500 AF for the year.

## D. FUTURE AGENDA ITEMS & STAFF REQUESTS FROM DIRECTORS

Director Raley stated that the presentation that Mr. Cozad gave at the SBVMWD Board Workshop, May 12<sup>th</sup> was well received pertaining to the Board's drought recommendations. He would like to keep this item on the agenda's so it does not get lost. The item is expected to be on the next agenda for both BTAC and USAWRA meetings.

Director Raley requested that Vice President McDonald bring back information related to the liability of the District when directors are driving their personal vehicles while tending to District business.

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

Director Raley attended BTAC where they approved the extension for recycled water pipeline for Redlands and Yucaipa IRWMP addition of projects. They issued a RFP for IRWMP. Additionally, he attended the SBVMWD Board Workshop where Mr. Cozad made a good presentation. The Workshop approved the silver level for the BTAC Drought/Conservation Outreach Program which is \$315,550. Director Raley also attended Redlands Chamber of Commerce Rise N Shine meeting.

Director Aranda attended the Redlands Chamber of Commerce Rise N Shine meeting and indicated that his written reports for May will be included in the June board packet.

Director Longville made no report. He apologized for his inactivity and thanked those active directors for overseeing various meetings. Director Longville also voiced his appreciation for Staff.

Vice President McDonald attended the SBVMWD Board Workshop where they discussed their investment portfolio update. She also attended the ACWA Spring Conference and ACWA/JPIA meetings. ACWA/JPIA presented on claims processing and noted that as a member of ACWA we are automatically a member of NWRA. Vice President McDonald attended mandated sexual harassment training at the conference. She indicated that her written reports will be submitted for ACWA/JPIA and Region 9 meetings for inclusion in June board packet.

President Corneille made no report.

#### 7. UPCOMING MEETINGS

President Corneille indicated that June 5<sup>th</sup> is the next Advisory Commission meeting. There will be an Outreach Committee meeting scheduled for June 13<sup>th</sup> at 9 a.m.

#### 8. ADJOURN MEETING

There was no Closed Session item to be discussed.

**It was moved by Director Longville and seconded by Vice President McDonald to adjourn. The motion carried with all directors present voting in the affirmative.**

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

At 3:23 p.m. the meeting adjourned to the Budget Workshop immediately following this meeting and the next regular Board Meeting scheduled for June 11, 2014 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

  
Daniel B. Cozad  
General Manager