

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF December 7, 2016  
9:30 A.M.

President Corneille called the Board Meeting of the Board of Directors to order at 9:30 a.m. All present stood for the pledge of allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Melody McDonald, Vice President  
David E. Raley, Director  
T. Milford Harrison, Director  
John Longville, Director  
Richard Corneille, President

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 Resources Manager

GUESTS PRESENT:

None

1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desired, 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 none.

### 3. AD HOC COMMITTEE APPOINTMENTS

President Corneille appointed himself and Vice President McDonald to Groundwater Sustainability Council Development Ad Hoc Committee. He appointed Directors Raley and Longville to Wash Plan Ad Hoc Committee. President Corneille stated that included on package pages 4-5 are the roles and responsibilities of Committees and General Manager.

### 4. CONSENT CALENDAR

**It was moved by Vice President McDonald and seconded by Director Longville to approve Consent Calendar Item A: Board Minutes, November 16, 2016 and Item B: Expenditure Report, November 2016. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

### 5. COMMITTEE REPORTS/ACTION ITEMS

#### A. PERSONNEL MANUAL REVISIONS

Vice President McDonald introduced this item for discussion. The Finance & Administration Committee met on November 14<sup>th</sup> to discuss this item and is recommending approval of Personnel Manual Revisions. She noted revisions presented in a memo on package pages 24-27. There are minor revisions to Employee Categories to allow the addition of a category for three-quarter time employees and what benefits they are allowed. There is another change to the Hours of Work which suggests for Field Personnel to be able to work a 9/80 flex schedule. Additionally, there were revisions suggested to Educational Assistance which would allow for three-quarter time employees to utilize this as well as allow for employees to have funds advanced covering such costs at the discretion of the General Manager. Funds would be advanced as a loan to employee with specific terms and conditions and would require a written agreement.

**It was moved by Vice President McDonald and seconded by Director Raley to approve the proposed revisions to the Personnel Manual with minor corrections. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

## B. TRANSITION, STAFFING AND SUCCESSION PLAN

Vice President McDonald introduced this item for discussion. The Finance & Administration and Operations Committee met on October 21<sup>st</sup> and November 14<sup>th</sup> to discuss this item and are recommending this item for approval as presented. The Plan shows current staffing of the District and the procedure for transition and succession as current staff changes due to retirement or other reasons. Mr. Cozad reviewed the organizations charts for current and future years stating that the dashed blue lines are as needed positions. These positions are primarily for when the Enhanced Recharge Project and Wash Plan projects are fully implemented.

**It was moved by Director Raley and seconded by Director Longville to approve the Transition, Staffing and Succession Plan as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

## A. INFO ITEM: WASH PLAN UPDATE

This item was taken out of order due to Mr. Beehler's need to attend a meeting with CADFW.

Mr. Beehler indicated his written report is included on package pages 61-63. He stated that the HCP is completed and ready for publishing in the Federal Register. It was reviewed and approved by FWS for publishing. The Implementing Agreement has been developed and a draft has been sent to FWS for review. Mr. Beehler reviewed the requirements to implement the Wash Plan including the Land Transfer. The legislation sponsored by Congressmen Cook and Aguilar for the Land Transfer was not able to be approved in this session of congress but will be reintroduced in the next session. The consultant is finishing the EIR/EIS which will also need to be published in the Federal Register with the HCP. The EIR/EIS is a federal document and will undergo additional federal review prior to publication in Federal Register. Mr. Beehler estimates a review time of 4-6 weeks for BLM and FWS review of the EIR/EIS. They reviewed screen check version now they have to review updated draft that includes FWS comments. Vice President McDonald asked if there was anything the Board could do to keep the Wash Plan on current schedule. Mr. Beehler said that the documents are in the federal system and moving forward. President Corneille said that the Board's Ad Hoc Wash Plan Committee will be the ones who will keep the Board up to date and report to the Board progress or issues. The City of Highland has adopted the Wash Plan MOU. Mr. Beehler stated that at the beginning of next year we should have more information about schedule. President Corneille indicated that the Ad Hoc Committee should meet then. Director Raley discussed trail heads and parking. Mr. Beehler stated that the governance structure in Trails Master Plan will be very important in identifying the agency responsible for developing and maintaining potential trail heads. The Board thanked Mr. Beehler for his efforts and detailed report. This item was received and filed.

## C. BOARD PER DIEM RESOLUTION FOR 2017

The Finance & Administration reviewed the current resolution and ordinance and are recommending no increase to the Board of Directors meeting reimbursement per diem for 2017.

Mr. Cosgrove clarified that the fourth and fifth "whereas clauses" needed to be removed from Resolution No. 541 with additional minor edits. Brief discussion ensued. The Board is in concurrence of forgoing an increase in per diem for calendar year 2017.

**It was moved by Director Longville and seconded by Director Raley to approve Resolution No. 541 Forgoing an Increase in Per Diem rate. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

**D. UNAUDITED FINANCIAL REPORTS, NOVEMBER 2016**

Mr. Cozad introduced this item for discussion noting that the graph financial and profit and loss were provided as a handout. He indicated that the cash status indicates we are negative due to the purchase of the Mendoza Property. Also, the Profit & Loss report reflects the overage in Land GL due to the purchase. LAIF income is now posted and a check from CEMEX has been received recently to bring those GL's current.

**It was moved by Director Longville and seconded by President Corneille to approve the Unaudited Financial Reports for November 2016 as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

**E. BOARD CALENDAR FOR 2017**

The Board reviewed calendar and requested the May 10<sup>th</sup> meeting be moved to May 24<sup>th</sup> due to conflict with ACWA Spring Conference which will be attended by the General Manager and some of the Board members.

**It was moved by President Corneille and seconded by Vice President McDonald to approve the Board Calendar for 2017 with the one stated revision. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

F. ENGINEERING INVESTION PLAN FOR ENSUING YEAR

President Corneille thanked staff for the detailed Plan. Mr. Cozad indicated that Assistant Engineer, Katelyn Scholte prepared the Plan independently. The Board thanked Ms. Scholte for her efforts.

**It was moved by President Corneille and seconded by Director Raley to approve the Engineering Investigation Plan for Ensuing Year with minor revisions to be incorporated. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

G. WASH PLAN MEMORANDUM OF UNDERSTANDING WITH SBC FLOOD CONTROL

Mr. Cozad presented handout to Board of MOU with minor revisions from package version. He said it does two things: 1) the District receives payment for Wash Plan expenses, and; 2) gives District right of access to be able to maintain SBFCFCD land. Mr. Cosgrove stated that the MOU with SBFCFCD allows for the District to operate on their land without requiring a conservation easement. He said that there is a provision in MOU that allows for SBFCFCD to terminate agreement unless it adversely affects the Districts ability to comply with the HCP. President Corneille will need to sign MOU. Mr. Cosgrove recommends the MOU for approval.

**It was moved by Director Harrison and seconded by Director Raley to approve the Memorandum of Understanding with SBC Flood Control District as handed out to the Board. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

6. INFORMATION ITEMS

A. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Mr. Cozad indicated that the written General Manager's Report is included in the Board Package on pages 64. An updated acronyms list is included on package page 67. Mr. Cozad said that escrow closed on the Mendoza Property; interns are preparing a Preliminary Land Management Plan. He handed out a calendar for 2017 of District photos, facilities and

activities. Mr. Cozad asked for feedback regarding Board Priorities. He provided a handout for the vacancy for LAFCO Alternate Public Member position indicating that if the Board knows of anyone who would be interested the applications must be received by December 31<sup>st</sup>. The monthly recharge through November 30<sup>th</sup> is 1709 AF. This item was received and filed.

## B. GROUNDWATER SUSTAINABILITY COUNCIL UPDATE

Mr. Cozad indicated that the written GSC Status Update is included on package page 72. He said there will not be a December meeting of the GSC. Some members of the GSC were asking what Valley Municipal's property tax revenue is being used for. Valley Municipal will meet with their Board to discuss and follow up with the GSC in January 2017. Director Harrison and Vice President McDonald attending the December 6<sup>th</sup> Board meeting for Valley Municipal and provided feedback on the presentation on GSC formation. They provided feedback to the Board. The GSC is working on developing a simplified Framework Agreement. Mr. Cozad reviewed the equitable allocation model. He said the GSC process has lots of engagement and there will be follow up meetings to get feedback from partner agencies. Discussion ensued. This item was received and filed.

## C. FUTURE AGENDA ITEMS & STAFF TASKS

President Corneille requested that the Board review the Strategic Plan (Plan) on an annual basis and hold a workshop early next year to review Plan.

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

Director Harrison attended the November 23<sup>rd</sup> Valley Municipal Board Meeting and November 28<sup>th</sup>-December 1<sup>st</sup> was ACWA Fall Conference. He took Sexual Harassment Prevention Training on November 29<sup>th</sup> and Ethics Training on December 1<sup>st</sup> at the conference. Director Harrison attended the Valley Municipal meeting December 6<sup>th</sup>. This morning he attended the Loma Linda Chamber of Commerce meeting.

Vice President McDonald attended the Valley Municipal meeting on December 6<sup>th</sup>. She attended BTAC December 5<sup>th</sup>. Vice President McDonald attended the ACWA Fall Conference November 28<sup>th</sup> thru December 1<sup>st</sup>. She attended ACWA Region meeting on December 1<sup>st</sup>. Vice President McDonald attended the Highland Chamber of Commerce Luncheon on November 22<sup>nd</sup>.

Director Raley attended the Highland Chamber of Commerce Luncheon on November 22<sup>nd</sup>.

Director Longville attended the swearing in of Assembly member Eloise Reyes on December 5<sup>th</sup> in Sacramento. He also met with legislators and requested that he receive a per diem only for attending the Sacramento Session, December 4<sup>th</sup>-December 6<sup>th</sup>. Director Longville also attended the grand opening of the George Brown Archives at UC Riverside on November 17<sup>th</sup>.

President Corneille attended the ACWA Fall Conference from November 29<sup>th</sup> thru December 1<sup>st</sup>. He attended the Groundwater Management Committee meeting on November 29<sup>th</sup>. President Corneille and Director Harrison attended a meeting on December 1<sup>st</sup> at ACWA on reserves and he stressed the importance of having reserves dedicated for specific projects or purposes.

8. UPCOMING MEETINGS

There were none discussed.

9. ADJOURN MEETING

**It was moved by Director Longville and seconded by Vice President McDonald to adjourn. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

At 11:49 A.m. the meeting adjourned to the next regular Board Meeting January 11, 2017 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.



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Daniel B. Cozad  
General Manager