

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF August 9, 2017  
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  
David E. Raley, Director  
T. Milford Harrison, Director  
John Longville, Director (Arrival 1:43 p.m./Departure 3:00 p.m.)

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager  
Jeff Beehler, Land Resource Manager  
Athena Monge, Administrative Services Specialist  
Jennifer Zhou, GIS/Engineering Intern

GUESTS PRESENT:

Charles Roberts, Highland Community News  
Chet Andersen, City of Redlands Resident  
David Smith, East Valley Water District

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. CONSENT CALENDAR

It was moved by Vice President McDonald and seconded by President Corneille to approve Consent Calendar Item A: Board Minutes, July 12, 2017; Item B: Strategic Planning Workshop Minutes, July 18, 2017; Item C: Expenditure Report, July 2017; Item D: Groundwater Assessment Report for #48 (January 1, 2017- June 30, 2017); and Item E: Annual Disclosure of Reimbursements for Board and Staff for 2016-2017. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville noted absent from the vote.

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

4. COMMITTEE REPORTS/ACTION ITEMS

A. FOURTH QUARTER UNAUDITED FINANCIALS REVIEW FOR 2016-2017

Vice President McDonald stated that this item was reviewed at the July 19 Finance & Administration Committee and recommends approval as presented. Mr. Cozad noted that the report presented on package pages 40 to 41 is the final cash-based, quarterly unaudited financial report. The District has begun accruals as it goes through the audit process. Mr. Cozad noted that package page 38 to 39 there is a staff memo and that the Quarterly Investment Report is on page 42.

**It was moved by Vice President McDonald and seconded by Director Raley to receive and file the Fourth Quarter Unaudited Financials for 2016-2017. The motion carried 4-0 with all Directors present voting in the affirmative.**

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

B. RECORDS RETENTION AND DESTRUCTION POLICY

Vice President McDonald stated that this item was reviewed at the July 19 Finance & Administration Committee and recommends approval as presented. Mr. Cosgrove reviewed the Records Retention & Destruction Policy (Policy) and his revisions have been incorporated. Mr. Cozad suggested that rather than request Board approval for each destruction action since the Policy itself has been approved, staff will include the Destruction of Obsolete Records form as attachment to General Manager's Report in the agenda. President Corneille thanked Document Imaging Intern, Gilbert Chavez for preparing suggestions for revising the policy and his work scanning the documents.

**It was moved by Vice President McDonald and seconded by Director Raley to approve the revisions to the Records Retention & Destruction Policy. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville noted absent from the vote.**

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

#### **C. PERSONNEL MANUAL EDUCATION ASSISTANCE**

Vice President McDonald stated that this item was reviewed at the July 19 Finance & Administration Committee and recommends approval as presented. She said that the Committee discussed how the funds are utilized. The Committee proposed adding verbiage as follows: "Rather than revise the limit on a regular basis, if the General Manager determines that costs above the annual limit are appropriate for reimbursement, Board approval of the exception should be requested." Vice President McDonald stated that other agencies pay \$5,200 to \$8,000 while the District only pays \$2,500 per calendar year. However, the Committee opted to not increase the Educational Assistance amount but asked that the General Manager bring requests beyond the \$2,500 annual limit to the Board for consideration and approval.

**It was moved by Vice President McDonald and seconded by Director Raley to approve revisions to Educational Assistance Section in Personnel Manual. 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. CONSERVATION TRUST BYLAW CHANGE REQUEST**

Mr. Cosgrove explained that the question was raised by the Board as to whether or not a Board member is eligible to receive compensation for Conservation Trust meeting attendance. He stated that the Bylaws of the Conservation Trust prohibit its Board members from receiving compensation. The Finance & Administration Committee reviewed at their July 19 meeting and recommends that the Board request the Conservation Trust revise their Bylaws to allow for other parties to compensate Board members. Vice President McDonald noted that the proposed revisions to the Conservation Trust Bylaws are shown on package page 62.

**It was moved by Director Harrison and seconded by Vice President McDonald to request that the Conservation Trust revise its Bylaws to allow for outside parties to provide compensation for meeting attendance. 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. UNAUDITED FINANCIAL REPORTS, JUNE 2017

Mr. Cozad introduced this item for discussion. He noted the memo on package page 64.

**It was moved by Director Longville and seconded by Vice President McDonald to approve the Unaudited Financials for June 2017. 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. PUBLIC INFORMATION AND OUTREACH OPTIONS

Mr. Cozad introduced this item for discussion. He said that in the Strategic Planning Workshop the Board expressed interest in increasing Public Outreach. Deniene Rivenburg attended the July 18 session and provided options for Public Information and Outreach services. The proposal is included on package page 72 to 75. President Corneille asked about the basis of the cost as fixed price per month or time and materials. Mr. Cozad said that work would be billed on a time and material basis each month for what is actually performed. President Corneille suggested Tier C which includes up to 20 hours per month at a cost of \$1,900 per month. Director Longville spoke in support of President Corneille's suggestion and indicated that if the District needs to increase hours it can do so in the future. Director Harrison spoke in support of the motion and, in addition to highlighting the importance of outreach, suggested coordination with the Outreach & Communications Committee (Committee). President Corneille stated that the proposal is detailed and that the first meeting with public relations representatives should be with staff and the Committee to provide direction to the consultant. Vice President McDonald agreed that once public relations services are implemented, the Committee should review the firm's progress and make recommendations to the Board if the Committee believes a change to the contract is needed.

**It was moved by Director Longville and seconded by President Corneille to approve contract for Public Relations Services with Kim Munkres and Deniene Rivenburg for Tier C: 20 hours/\$1900/month. The motion carried 5-0 with all Directors present voting in the affirmative and roll call vote as indicated below.**

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

## 5. INFORMATION ITEMS

### A. WASH PLAN REPORT

Mr. Beehler indicated that the Wash Plan Report is included on package page 76. He stated that while the EIR/EIS is in the Federal Register, the District will begin working on Conservation Easement documents during comment period. This item was received and filed.

### B. 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 77 to 79. He presented photos using the projector on the Mentone Elementary Kindergarten Playground ribbon cutting ceremony. Mr. Cozad and Field Operations Specialist Tommy Purvis attended the ceremony. He noted that on package page 80, there is a response letter on a development that was sent to the City of Highland. The development is adjacent to the Wash Plan area and District-owned land. Mr. Cozad reviewed the map on package page 83. Vice President McDonald asked about construction on Enhanced Recharge. Mr. Cozad confirmed that Valley Municipal began construction last week. Mr. Cozad reviewed the Enhanced Recharge project in detail. This item was received and filed.

### C. DISTRICT WATER CODE POWERS SUMMARY

Mr. Cozad introduced this item for discussion and presented a PowerPoint presentation. Included on package page 85 to 89 is the District Water Code Powers Summary presentation. Mr. Cozad reviewed both activated and latent powers provided to District by LAFCO. Mr. Cosgrove said that LAFCO requires permission to activate latent powers. However, many of the District's powers have been grandfathered. This process is intended to keep other Districts from paralleling other agencies' services. Mr. Cosgrove stated that the District does not require LAFCO approval to utilize administrative powers. This item was received and filed.

### D. GROUNDWATER COUNCIL VERBAL UPDATE

Mr. Cozad stated that the Groundwater Council (GC) has not held a meeting since the last Board meeting. However, the GC has had a number of small meetings to discuss the term of the draft agreement. The City of Redlands asked the BTAC to review the wells the city has acquired and said that they should get credit for the well production that occurred during the base period as it relates to equitable allocation model. The GC had a request from the City of San Bernardino Municipal Water Department to review their agreement and is concerned about how it will be affected if they do not sign the MOU. The next meeting to review a draft agreement will be held on August 14. This item was received and filed.

### E. STRATEGIC PLANNING SUMMARY REVIEW

Mr. Cozad gave a PowerPoint presentation. The PowerPoint presentation is also included on package pages 90 to 104. President Corneille requested staff clarify the slide describing "non-federal trails." Mr. Cozad indicated that trails development on federal owned property may be

more difficult to implement. The Board also discussed the Santa Ana River Trail. President Corneille requested that the public outreach consultants review the District template Power Point presentation and potentially update it. Mr. Cozad reviewed 2017 Strategic Plan goals against the 2013 Community Strategic Plan goals, which are very similar. He suggested incorporating revisions proposed by the Board into current Strategic Plan. The Board expressed support of integration. Mr. Cozad reviewed the Mission Statement and asked for Board feedback. There were no revisions proposed. President Corneille said that any recommended revisions to Mission Statement should be forwarded to staff.

#### F. IERCD SCHOOL EDUCATION SUMMARY

Mr. Cozad presented this item for discussion. There is a printed recap of IERCD program on package page 105. Mr. Cozad will send out the schedule to the Board. If any Board member would like to attend, staff will need to coordinate with IERCD.

#### G. WASH PLAN STORY MAP DEMO

Mr. Beehler introduced this item for discussion. He said that the Wash Plan Story Map (Map) has been developed by Ms. Zhou using ESRI online software. The Map provides a summary of the Wash Plan and its activities. Ms. Zhou reviewed the instructions panel on how to use the Map. This is an initial draft which will be posted to the District's website once it is finalized. Ms. Zhou noted that the Map includes a protected species summary and locations. The Board thanked Ms. Zhou for her exceptional work on developing the Map. President Corneille suggested entering the Map into ESRI competition and presentation at their yearly conference.

#### H. FUTURE AGENDA ITEMS & STAFF TASKS

Vice President McDonald requested that staff add the upcoming ACWA Committee Appointments for 2018-2019 to the September 13<sup>th</sup> Board of Directors meeting agenda. This item is due by September 29. Vice President McDonald requested that this notice be forwarded to the full Board and requested the Board submit interest to staff prior to September 13 meeting. President Corneille requested that the Operations Committee meet in September if there are any updates or new items to discuss.

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

Director Raley attended the Valley Municipal Strategic Analysis/Plan Committee Workshop on July 13, Strategic Workshop on July 18 and Finance & Administration Committee on July 19. He attended the EVWD Board Meeting on July 26, BTAC Meeting on August 7, and the Valley Municipal Board of Directors Workshop on August 8.

Director Harrison attended the SBACC Meeting on July 19 and July 26. He also met with the General Manager on July 28, attended the LLCC Meeting on August 2, and the Valley Municipal Board of Directors Workshop on August 8.

President Corneille met with Sam Fuller, acting General Manager of Bear Valley Mutual Water Company, on July 24, attended a meeting with the Mentone Area Community Association Board

members on July 28, met with Doug Headrick and Ron Coats on August 2, and attended BTAC meeting on August 7.

Vice President McDonald attended the Valley Municipal Board of Directors Workshop on August 8, BTAC meeting on August 7, and HACC Luncheon on July 25. She also attended SBACC meetings on July 19 and July 26 and Valley Municipal's Legislative & Policy Committee on August 2.

President Corneille referred to travel request for CSDA Annual Conference for Director Harrison on package page 106. President Corneille said that he would like Director Harrison to focus on either CSDA or ACWA but not both. Vice President McDonald spoke in support of Director Harrison representing the District at the CSDA Annual Conference.

**It was moved by Vice President McDonald and seconded by Director Raley to approve Director Harrison's Travel Request for CSDA Annual Conference in the amount of \$2,764. The motion carried 4-0 with all Directors present voting in the affirmative.**

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

President Corneille referred to travel request for ACWA Fall Conference for Director Harrison on package page 107. He said that he does not see a need for two directors to attend the ACWA/JPIA meetings which are held the first two days prior to the conference. Vice President McDonald spoke in support of Director Harrison's attendance at the ACWA/JPIA meetings due to him being the alternate.

**It was moved by Vice President McDonald and seconded by Director Harrison to approve Director Harrison's Travel Request for ACWA Fall Conference in the amount of \$2,900. The motion failed 2-2 with Directors Harrison and Vice President McDonald voting in the affirmative and Director Raley and President Corneille voting in opposition.**

**President Corneille: No  
Vice President McDonald: Yes  
Director Longville: Absent  
Director Raley: No  
Director Harrison: Yes**

President Corneille proposed that Director Harrison revise his request and bring it back to the September 13 Board of Directors meeting for reconsideration.

7. UPCOMING MEETINGS

President Corneille said that September 14 is the Advisory Commission on Water Policy meeting.

8. CLOSED SESSION

**It was moved by President Corneille and seconded by Vice President McDonald to adjourn to Closed Session. The motion carried 4-0 with all Directors present voting in the affirmative.**

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

General Counsel announced that the meeting would adjourn to closed session under all items posted on the published agenda.

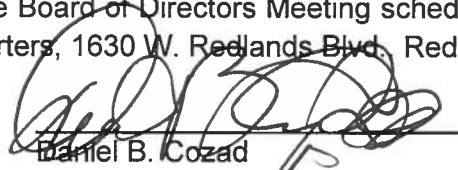
At 4:18 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

9. ADJOURN MEETING

**It was moved by Vice President McDonald and seconded by President Corneille to adjourn. The motion carried 4-0 with all Directors present voting in the affirmative.**

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

At 4:19 p.m. the meeting adjourned to the Board of Directors Meeting scheduled for September 13, 2017 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.

  
Daniel B. Cozad  
General Manager