



BOARD OF DIRECTORS MEETING AGENDA

Wednesday, August 9, 2017 – 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. It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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. CONSENT CALENDAR

- A. Approval of Board Minutes, July 12, 2017..... 4
- B. Approval of Strategic Planning Workshop Minutes, July 18, 2017 10
- C. Approval of Expenditure Report, July 2017 13
- D. Groundwater Assessment Report for #48 (January 1, 2017-June 30, 2017) 21
- E. Annual Disclosure of Reimbursements for Board and Staff for 2016-2017..... 36

4. COMMITTEE REPORTS /ACTION ITEMS

Committee Reports

- A. FOURTH QUARTER UNAUDITED FINANCIALS REVIEW FOR FY 2016-2017 – 5 minutes (M#1510)38
Presenter: Vice President McDonald, Chair of Finance & Administration Committee
Recommendation: The Finance & Administration Committee recommends the Board review and accept the 2016-2017 Fourth Quarter Unaudited Financials as reviewed by Committee on July 19th.

- B. RECORDS RETENTION AND DESTRUCTION POLICY – 5 minutes (M#1511)44
Presenter: Vice President McDonald, Chair of Finance & Administration Committee
Recommendation: The Finance & Administration Committee recommends the Board approve the revised Records Retention and Destruction Policy.

- C. PERSONNEL MANUAL EDUCATION ASSISTANCE – 5 minutes (M#1512)60
Presenter: Vice President McDonald, Chair of Finance & Administration Committee
Recommendation: The Finance & Administration Committee recommends the Board approve the revision of the Educational Assistance Reimbursement benefit in the Personnel Manual.

- D. CONSERVATION TRUST BYLAW CHANGE REQUEST – 5 minutes (M#1515)62
Presenter: Director Raley, Member of Finance & Administration Committee
Recommendation: The Finance & Administration Committee the Board request the San Bernardino Conservation Trust (Trust) amend its bylaws to allow the District to pay Directors appointed to the Conservation Trust Board of Directors.

Action Items

- E. UNAUDITED FINANCIAL REPORTS, JULY 2017 – 5 minutes (M#1513) 64
Presenter: Daniel Cozad
Recommendation: Review and approve the unaudited financials for July 2017.

- F. PUBLIC INFORMATION AND OUTREACH OPTIONS – 10 minutes (M#1514)70
Presenter: Daniel Cozad
Recommendation: Staffs recommends the Board review the Public Information and Outreach options and provide direction to staff and authorize the General Manager to contract for the level of support selected.

5. INFORMATION ITEMS:

- A. Wash Plan Report – 5 Minutes 76
- B. General Manager’s Report and Monthly Recharge Report – 5 Minutes 77
- C. District Water Code Powers Summary – 10 Minutes 85
- D. Groundwater Council Verbal Update – 5 Minutes
- E. Strategic Planning Summary Review document for comments – 10 Minutes..... 90
- F. IERCD School Education Summary – 5 Minutes 105
- G. Wash Plan Story Map Demo – 15 Minutes
- H. Future Agenda Items & Staff Tasks

6. **MONTHLY BOARD MEMBER MEETING REPORTS, AND/OR BOARD MEMBER COMMENTS**

- A. Board Member Meeting Reports – 15 minutes
- B. CSDA Annual Conference Travel Request - 5 minutes..... 106
- C. ACWA Fall Conference Travel Requests – 5 minutes 107

7. **UPCOMING MEETINGS:**

- A. August 11, 2017 San Bernardino County Water Conference, 9:00 a.m.-1:00 p.m. at DoubleTree, Ontario
- B. August 18, 2017 State of the Community Luncheon, Loma Linda @ Senior Center
- C. August 24, 2017 ACWA Region 8 Conference, 10:00 a.m. at Metropolitan Water District, Los Angeles
- D. September 4, 2017 Office Closed in Observance of Labor Day
- E. September 5, 2017 San Bernardino Valley Municipal Water District Board of Directors Workshop, 3:00 p.m. at Valley Municipal
- F. September 13, 2017 Board of Directors Meeting, 1:30 p.m. at Conservation District
- G. September 14, 2017 Advisory Commission on Water Policy, 6:30 p.m. at Valley Municipal
- H. September 25-28, 2017 CSDA Annual Conference, Monterey
(Board Approval Required)
- I. November 28-December 1, 2017 ACWA Fall Conference, Anaheim
(Board Approval Required)

8. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.

9. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on September 13, 2017 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF July 12, 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 (Arrival 1:40 p.m.)
John Longville, Director (Arrival 1:40 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

GUESTS PRESENT:

Charles Roberts, Highland Community News
Socorro Pantaleon, Representative of Assemblyman Marc Steinorth
Julie Gilbert, Jericho Systems
Shay Lawry, Jericho Systems
Todd White, Jericho Systems
Tom Thornsley, City of Highland

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: Strategic Planning Workshop Minutes, June 7, 2017; Item B: Board Minutes, June 14, 2017; Item C: Expenditure Report, June 2017; and Item D: Resolution No. 554 Board Policy Manual Revisions. The motion carried 3-0 with all Directors present voting in the affirmative and Director Longville and Harrison noted absent from the vote.

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

4. COMMITTEE REPORTS/ACTION ITEMS

A. UNAUDITED FINANCIAL REPORTS, JUNE 2017

Mr. Cozad introduced this item for discussion. He noted that this report is the last cash-based financial report the Board will see for fiscal year 2016-2017. Staff will begin accruals to prepare for audit shortly. President Corneille expressed his appreciation to the Board for coming in below budget for Director Expenses. This item was received and filed.

B. MITIGATED NEGATIVE DECLARATION FOR MILL CREEK

Mr. Beehler introduced this item for discussion. He presented a PowerPoint presentation on the Mill Creek Diversion structure noting specific issues that the District is working to improve. These issues and alternatives are outlined within the memo and project charter on package pages 30 to 33. Vice President McDonald asked if there was an opportunity for the District to increase habitat for the SBKR, including translocation and mitigation credits. Mr. Beehler indicated that there is not at this time, but this may be revisited in the future. Discussion ensued. Mr. Beehler said that the basis for staff's request for funding COE staff efforts is to expedite the process for obtaining a 408 permit which is required to move forward with the Mill Creek Diversion Improvement project. He provided a handout on AB-52 requirements which lists the tribes that were notified, responses received and consultation status. The project site has been disturbed by prior Corps of Engineers levee construction so it is unlikely that any artifacts or remains would be found within the area. However, if there were artifacts discovered, project construction would cease and the standard notification protocol would be followed. Mr. Beehler will also consult with the Gabrieleño Band of Mission Indians even though their request was received after the comment period closed. Director Longville clarified that although the letter was received beyond the comment period, the Board intends to fully address any and all questions or concerns expressed by any of the tribes. Mr. Cosgrove stated that the Mitigated Negative Declaration is available at www.sbvwd.org and at the District Office located at 1630 W. Redlands Blvd, Suite, Redlands, CA 92373, and that the custodian for administrator of record is Daniel Cozad. No comments were received by staff and no comments were presented by anyone in attendance.

It was moved by Vice President McDonald and seconded by President Corneille to adopt the Mitigated Negative Declaration for the Mill Creek Diversion Improvements Project including response to comments in Appendix 5. A late comment letter received from the Gabrieleño Band of Mission Indians will not be specifically responded to in the document, but the District will consult with the tribe and adopt a mitigation monitoring program that has been provided to the Board as a handout. 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

It was moved by President Corneille and seconded by Director Raley to authorize the General Manager to execute reimbursement to and other agreements with San Bernardino County Flood Control District for an amount not to exceed \$25,000 for required Federal permits. 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

It was moved by Vice President McDonald and seconded by Director Longville to direct staff to file all required applications and notices, including a Notice of Determination with the State Clearinghouse. 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

C. ACWA CALL FOR CANDIDATES

President Corneille introduced this item for discussion. Mr. Cozad said that this is an opportunity for the Board to nominate a member of the Board for the open position on the ACWA Board of Directors for 2018-2019 term for Vice President or President. This item was received and filed with no other action taken.

5. INFORMATION ITEMS

A. AD HOC TRAILS COMMITTEE VERBAL UPDATE

The Ad Hoc Trails Committee provided feedback at the Strategic Planning session in May. Mr. Cozad provided a handout of the Trails Map to the Board and briefly reviewed the trails locations with the Board. Director Raley attended the Santa Ana River Conservancy Program meeting and expressed interest in the possibility of obtaining grant funding, primarily for Cone Camp Trail. He suggested bi-monthly meetings for the Ad Hoc Trails Committee; however, President Corneille recommended the committee meet when staff has new information for the committee. Mr. Beehler said that the State Coastal Conservancy hosted its meeting on June 27. San Bernardino County Public Works is lead agency on SAR Trail. Vice President McDonald asked how the District and/or partner agencies can obtain funding. Mr. Beehler said that roughly \$40 million (Prop 84) was allocated to three counties (San Bernardino, Riverside and Orange) for the construction of the SAR Trail.

Mr. Cozad introduced Tom Thornseley, Associate Planner from the City of Highland, who spoke on the trails that are being constructed by the City and provided a handout for discussion. He gave a brief overview of the trail near the Santa Ana River in Highland. Mr. Thornseley indicated that the city utilized the District's Trails Master Plan (Plan) from the District when developing the Orange Trail. He is supportive of the District's Trails Plan, which cities can decide how to implement. It was suggested that the trails will have informational panels that will provide information about the history of the area and the water recharge function of the District. He thanked staff for support of the project. The current status of trails will be discussed in more detail at the City of Highland Trails Committee meeting which is held the second Thursday of every month at 5:00 p.m.

B. WASH PLAN REPORT

Mr. Beehler indicated that the Wash Plan Report is included on package page 40. He stated that HR 497 (Land Exchange Bill) passed through the House unanimously and is scheduled for the Senate later this summer. Appendix 5, Response to Comments was provided to the Board as a handout. This item was received and filed.

C. 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 42-44. He noted that the Ad Hoc Audit Committee will hold its initial meeting to discuss the audit process and schedule immediately following today's Board meeting. Mr. Cozad included an opposition letter on AB 1479 and it is included on package pages 45 and 46. This item was received and filed.

D. 2017 BOARD PRIORITIES UPDATE

Mr. Cozad introduced this item for discussion. Included on package page 48 is the updated SBVWCD Board Priorities for 2017. President Corneille asked if Plunge Creek was covered under the Wash Plan EIR/EIS. Mr. Beehler indicated that it is; however, it may require additional permitting and possibly a Mitigated Negative Declaration to cover the habitat loss. This item was received and filed.

E. GROUNDWATER COUNCIL VERBAL UPDATE

Mr. Cozad stated that a draft agreement has been sent out to participants of the Groundwater Council (GC). He noted that all references to the Groundwater Sustainability Act have been removed from the agreement. The Rialto-Colton Basin will not be a participant in the GC. Mr. Cosgrove noted that any action taken by the GC has to be approved by a two-thirds vote. He discussed the equitable allocation model and stated that Valley Municipal will collect funding for imported water and the Conservation District will collect facility charges. The next meeting to review draft agreement will be held on August 14. This item was received and filed.

F. FUTURE AGENDA ITEMS & STAFF TASKS

Director Raley requested that the education program for employees be reviewed at the Finance & Administration Committee. Also, he requested to review Appendix C of the Board Policy Manual to identify whether or not the Conservation Trust can be added as a paid meeting. Director Raley asked for an update on the IERCD outreach programs.

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

Vice President McDonald attended Valley Municipal's Board Workshop on July 11, the ASBCSD dinner meeting on June 19, and the Dollars for Dogs event on June 28, as well as the June 26 and June 27 JPIA meetings. She also attended Valley Municipal's Board of Directors meeting on June 20.

President Corneille made no report.

Director Harrison attended the ASBCSD dinner meeting on June 19, Valley Municipal's Board Workshop on July 11 and Valley Municipal's Board of Directors meeting on June 20. He also attended SBACC Meeting on June 28 and the July 5 Koffee Klatch.

Director Raley attended the SAR Meeting hosted by State Coastal Conservancy on June 27. He attended Valley Municipal's Legislative & Policy Committee meeting on July 5 and its Debt Service Fund Budget Workshop on July 10. He also attended the BBWM Meeting on July 11.

Director Longville attended the SB Generation Now meeting on July 6.

7. UPCOMING MEETINGS

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

8. CLOSED SESSION

It was moved by Vice President McDonald and seconded by President Corneille to adjourn to Closed Session. 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**

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

At 3:42 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 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 3:43 p.m. the meeting adjourned to the Strategic Planning Workshop scheduled for July 18, 2017 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
STRATEGIC PLANNING WORKSHOP

MINUTES OF July 18, 2017
1:30 P.M.

President Corneille called the Workshop of the Board of Directors to order at 1:40 p.m.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker

STAFF PRESENT:

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

GUESTS PRESENT:

Deniene Rivenburg, SDR Consulting

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 none.

3. STRATEGIC PLANNING WORKSHOP

Mr. Cozad reviewed the strategic planning process and the ranking of issues using a PowerPoint presentation. The first issue being discussed was Item G - Mining Pit Reuse

Planning. Mr. Cozad reviewed existing mining pit constraints via PowerPoint. Mr. Cosgrove discussed mining pit's compaction and the problems it causes for percolation. Mr. Cozad noted that 120 feet is the depth the mining is allowed. The District has not received an updated mining plan but CEMEX and Robertson's are in the process of developing one. Mr. Cozad reviewed the map showing existing mining operations and future quarries with the current percentages mined out. Staff's analysis is that the earliest quarries' mining completion dates are 2026. Mr. Beehler stated that a requirement of the miners is to put a two-to-one slope in and revegetate in accordance with the Surface Mining and Reclamation Act requirements and District leases. Mr. Cozad asked the Board for feedback. President Corneille suggested that the Board needs to be reactive to any reuse proposals. He said the District needs to review the mining plan first.. Reuse of the quarries does not seem to be a feasible use in near future. Director Longville asked for staff to identify methods to improve recharge where compaction is a problem. Direct Raley asked if there is a possibility to install injection wells. Mr. Cozad stated that it is possible, but much more expensive to install and operate in order to get the same amount of recharge. Director Harrison said that any potential planning for mining pit reuse is premature at this point at least until the Wash Plan is implemented and the District has a mining plan from the miners.

The second issue being discussed was Item F – Outreach and Public Relations. Mr. Cozad introduced Deniene Rivenburg a consultant the District uses for press and outreach assistance. He reviewed current outreach involvement; primarily IERCD education programs and information provided to our groundwater partners. Targeted outreach and field tours are provided as requested and related to project or operations milestones. Director Longville said that he believes that outreach would be most effective by directing our attention to higher levels of elected officials. President Corneille expressed concern over the lack of awareness of the District's efforts in the community. He said that such things as trails, habitat management experience and Wash Plan implementation are opportunities for more exposure. President Corneille also supports Director Longville's suggestion related to elected and appointed officials. President Corneille noted that the District has a template presentation that can be used for service club presentations. Director Longville indicated that legislators and community leaders attend chamber and service club meetings as well.

Director Raley stated that the District's focus should primarily be on its function rather than outreach. He said that storm water capture is an item that is not being addressed enough from his perspective. Vice President McDonald indicated her support of stormwater capture. Staff noted that stormwater capture is included in the Additional Recharge element of the strategic planning issues. The Board concurred that outreach is a lower level priority and is more of an opportunistic effort.

Mr. Cozad summarized the Strategic Workshop Planning Process and next steps. He reviewed proposed goals for each issue discussed in previous Workshops. Based on this discussion, the District's first priority is Additional Recharge, second is Boundary Expansion (where it serves the mission or partners), third is Trail Recreation, fourth is Expanded Habitat Management, fifth is Outreach PR, sixth is Mining Pit Reuse and last is Treatment Wetlands. Additional recharge would include the development of Mendoza Property, the Mill Creek Diversion and Plunge Creek as well as partnerships and potential stormwater capture. This may include recycled water as well. Boundary Expansion supports the District's primary mission of spreading water within the District's sphere and approved services. The preliminary goal is by 2020 to potentially change the district's boundary or to provide external services through contract. For Trails Recreation, the District will continue to work with the cities Redlands and Highland and

other partners on governance and implementation with a preliminary goal of having the first wild lands trail opened in 3 years.. Expanded Habitat Management goals are to implement the Wash Plan needs and coordinate with the Conservation Trust when there are requests from others for mitigation in the Wash Plan area; consideration of efforts will be done on a case-by-case basis. Opportunities to purchase buffer lands and partnering with others in mitigation management would also be evaluated on a case-by-case basis. For Treatment Wetlands, the Board sees this as a response item: If a need should arise or an entity was to request support, staff should evaluate the opportunity. Mining Pit Reuse goals are to obtain a Mining Plan from mining partners and identify what if any other needs exist to enhance the quarries for the ultimate use of recharge. Outreach and PR goals are to partner with others for their expertise, present developed ideas, and respond to opportunities such as presentations to service clubs and other public agencies. President Corneille said the District needs to get the message out in terms of a press release, when it reaches a milestone or important event.

Mr. Cozad reviewed existing program, funding and staffing needs. The bullet list/initial review of the Strategic Plan will be brought to the August 9 Board of Directors meeting for review. A Draft Strategic Plan will be brought to the September 13 Board of Directors meeting.

4. ADJOURN MEETING

It was moved by Vice President McDonald and seconded by Director Harrison 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 3:44 p.m. the meeting adjourned to the Regular Board Meeting scheduled for August 9, 2017 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 Expenditure Report July 2017

Num	Date	Name	Account	Class	Original Amount
PC 7.19.17	07/19/2017	Paychex	1012 · Citizens Busine...		-97.92
			6042 · Payroll Processing	4-General Fund Ent.	97.92
TOTAL					97.92
20772	07/11/2017	ACWA JPIA - Workers ...	1012 · Citizens Busine...		-2,931.06
	06/30/2017		6120 · Workers' Comp. ...	4-General Fund Ent.	470.73
			6120 · Workers' Comp. ...	1-Groundwater Ent.	1,491.03
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	149.48
			6120 · Workers' Comp. ...	3-Land Resources	495.35
			6120 · Workers' Comp. ...	5-Wash Plan	324.47
TOTAL					2,931.06
20773	07/11/2017	American Power Security	1012 · Citizens Busine...		-516.04
	06/30/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	516.04
TOTAL					516.04
20774	07/11/2017	Assoc. San Bernardino...	1012 · Citizens Busine...		-28.00
	07/11/2017		6425 · Meals	4-General Fund Ent.	28.00
TOTAL					28.00
20775	07/11/2017	Big Bear Municipal Wat...	1012 · Citizens Busine...		-8,974.24
	06/30/2017		5125 · Engineering Ser...	1-Groundwater Ent.	8,974.24
TOTAL					8,974.24
20776	07/11/2017	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	06/30/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
20777	07/11/2017	County Treasurer	1012 · Citizens Busine...		-2,152.67
	07/01/2017		5080 · LAFCO Contribu...	4-General Fund Ent.	2,152.67
TOTAL					2,152.67
20778	07/11/2017	Day Lite Maintenance, I...	1012 · Citizens Busine...		-144.00
	07/01/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	144.00
TOTAL					144.00
20779	07/11/2017	Edison - 8812	1012 · Citizens Busine...		-252.93
	06/30/2017		5420 · Electricity	4-General Fund Ent.	70.82
			5420 · Electricity	1-Groundwater Ent.	50.59
			5420 · Electricity	2-Redlands Plaza/...	131.52
TOTAL					252.93

San Bernardino Valley Water Conservation District
Expenditure Report
July 2017

08/02/17

Num	Date	Name	Account	Class	Original Amount
20780	07/11/2017	Edison - Redlands Plaza	1012 - Citizens Busine...		-69.34
	06/30/2017		6026 - Redlands Plaza ...	2-Redlands Plaza/...	69.34
TOTAL					69.34
20781	07/11/2017	Frontier-4860	1012 - Citizens Busine...		-477.04
	07/01/2017		5440 - Telephone	4-General Fund Ent.	232.43
			5440 - Telephone	1-Groundwater Ent.	99.62
			5470 - Internet Services	4-General Fund Ent.	72.50
			5470 - Internet Services	1-Groundwater Ent.	43.50
			5470 - Internet Services	2-Redlands Plaza/...	7.25
			5470 - Internet Services	3-Land Resources	21.74
TOTAL					477.04
20782	07/11/2017	Highland Community N...	1012 - Citizens Busine...		-309.95
	06/30/2017		6091 - Public Notices	4-General Fund Ent.	56.00
			6091 - Public Notices	1-Groundwater Ent.	224.00
	07/03/2017		6090 - Subscriptions/Pu...	4-General Fund Ent.	29.95
TOTAL					309.95
20783	07/11/2017	Home Depot Credit Ser...	1012 - Citizens Busine...		-128.36
	06/28/2017		5210 - Equipment Maint...	1-Groundwater Ent.	49.68
			5215 - Property Mainten...	1-Groundwater Ent.	62.94
			5215 - Property Mainten...	3-Land Resources	15.74
TOTAL					128.36
20784	07/11/2017	Jericho Systems, Inc.	1012 - Citizens Busine...		-6,670.00
	07/06/2017		1700 - Work in Progress	1-Groundwater Ent.	6,670.00
TOTAL					6,670.00
20785	07/11/2017	Kelly Associates Mana...	1012 - Citizens Busine...		-1,556.25
	06/30/2017		5120 - Misc. Profession...	4-General Fund Ent.	389.06
			5120 - Misc. Profession...	1-Groundwater Ent.	311.25
			5120 - Misc. Profession...	3-Land Resources	855.94
TOTAL					1,556.25
20786	07/11/2017	Lowe's Companies, Inc.	1012 - Citizens Busine...		-128.38
	06/25/2017		5215 - Property Mainten...	1-Groundwater Ent.	102.70
			5215 - Property Mainten...	3-Land Resources	25.68
TOTAL					128.38
20787	07/11/2017	Michael Baker Internati...	1012 - Citizens Busine...		-6,897.37
	06/29/2017		5120 - Misc. Profession...	4-General Fund Ent.	1,724.34
			5120 - Misc. Profession...	1-Groundwater Ent.	1,379.47
			5120 - Misc. Profession...	3-Land Resources	3,793.56
TOTAL					6,897.37

San Bernardino Valley Water Conservation District
Expenditure Report
July 2017

08/02/17

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
20788	07/11/2017	Netsteller	1012 · Citizens Busine...		-450.00
	06/30/2017		5160 · IT Support	4-General Fund Ent.	180.00
			5160 · IT Support	1-Groundwater Ent.	225.00
			5160 · IT Support	3-Land Resources	45.00
TOTAL					450.00
20789	07/11/2017	Pat's Pots	1012 · Citizens Busine...		-320.00
	06/30/2017		5460 · Water / Trash / S...	4-General Fund Ent.	80.00
			5460 · Water / Trash / S...	1-Groundwater Ent.	64.00
			5460 · Water / Trash / S...	3-Land Resources	16.00
	07/01/2017		5460 · Water / Trash / S...	4-General Fund Ent.	80.00
			5460 · Water / Trash / S...	1-Groundwater Ent.	64.00
			5460 · Water / Trash / S...	3-Land Resources	16.00
TOTAL					320.00
20790	07/11/2017	PERS	1012 · Citizens Busine...		-1,288.00
	07/01/2017		6170 · PERS Retirement	4-General Fund Ent.	206.85
			6170 · PERS Retirement	1-Groundwater Ent.	655.21
			6170 · PERS Retirement	2-Redlands Plaza/...	65.69
			6170 · PERS Retirement	3-Land Resources	217.67
			6170 · PERS Retirement	5-Wash Plan	142.58
TOTAL					1,288.00
20791	07/11/2017	Press Enterprise	1012 · Citizens Busine...		-134.62
	07/01/2017		6090 · Subscriptions/Pu...	4-General Fund Ent.	134.62
TOTAL					134.62
20792	07/11/2017	Quill Corporation	1012 · Citizens Busine...		-52.80
	06/20/2017		6030 · Office Supplies	4-General Fund Ent.	42.24
			6030 · Office Supplies	1-Groundwater Ent.	2.64
			6030 · Office Supplies	2-Redlands Plaza/...	5.28
			6030 · Office Supplies	3-Land Resources	2.64
TOTAL					52.80
20793	07/11/2017	ReadyRefresh by Nestle	1012 · Citizens Busine...		-31.62
	06/24/2017		5460 · Water / Trash / S...	4-General Fund Ent.	15.81
			5460 · Water / Trash / S...	1-Groundwater Ent.	12.65
			5460 · Water / Trash / S...	3-Land Resources	3.16
TOTAL					31.62
20794	07/11/2017	Redlands Ford	1012 · Citizens Busine...		-57.11
	06/29/2017		5310 · Vehicle Mainten...	1-Groundwater Ent.	57.11
TOTAL					57.11

San Bernardino Valley Water Conservation District
Expenditure Report
July 2017

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
20795	07/11/2017	Rutan & Tucker	1012 · Citizens Busine...		-11,144.70
	06/21/2017		5180 · Legal	4-General Fund Ent.	2,884.41
			5180 · Legal	1-Groundwater Ent.	2,884.41
			5180 · Legal	2-Redlands Plaza/...	961.47
			5180 · Legal	3-Land Resources	2,884.41
			5175 · Legal - Wash Plan	5-Wash Plan	1,140.00
			5180 · Legal	1-Groundwater Ent.	390.00
TOTAL					11,144.70
20796	07/11/2017	Smart & Final	1012 · Citizens Busine...		-279.59
	07/11/2017		6004 · Meeting Expenses	4-General Fund Ent.	95.73
			6004 · Meeting Expenses	3-Land Resources	95.72
			6019 · Janitorial Supplies	4-General Fund Ent.	52.88
			6019 · Janitorial Supplies	1-Groundwater Ent.	35.26
TOTAL					279.59
20797	07/11/2017	Stanley Convergent Se...	1012 · Citizens Busine...		-340.14
	07/03/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	340.14
TOTAL					340.14
20798	07/11/2017	Terminix	1012 · Citizens Busine...		-66.00
	06/30/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	66.00
TOTAL					66.00
20799	07/11/2017	Valero Marketing & Sup...	1012 · Citizens Busine...		-648.00
	06/29/2017		5320 · Fuel	1-Groundwater Ent.	648.00
TOTAL					648.00
20800	07/14/2017	Clerk of the Board of S...	1012 · Citizens Busine...		-2,266.25
			6006 · Permits	1-Groundwater Ent.	1,133.12
			6006 · Permits	3-Land Resources	1,133.13
TOTAL					2,266.25
20801	07/25/2017	AAA Alarm Systems, Inc.	1012 · Citizens Busine...		-258.00
	08/01/2017		5410 · Alarm Service	4-General Fund Ent.	129.00
			5410 · Alarm Service	1-Groundwater Ent.	129.00
TOTAL					258.00
20802	07/25/2017	Aaron Pederson	1012 · Citizens Busine...		-35.00
	07/16/2017		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00

San Bernardino Valley Water Conservation District
Expenditure Report
July 2017

08/02/17

Num	Date	Name	Account	Class	Original Amount
20803	07/25/2017	Athena Monge	1012 · Citizens Busine...		-26.75
	07/19/2017		6410 · Mileage	4-General Fund Ent.	26.75
TOTAL					26.75
20804	07/25/2017	Citizens Business Bank	1012 · Citizens Busine...		-2,229.22
	07/14/2017		6002 · Website Adminis...	4-General Fund Ent.	175.00
			6004 · Meeting Expenses	4-General Fund Ent.	19.96
			6004 · Meeting Expenses	3-Land Resources	19.96
			6010 · Surety Bond	3-Land Resources	1,815.00
			6030 · Office Supplies	4-General Fund Ent.	229.90
			6030 · Office Supplies	1-Groundwater Ent.	14.37
			6030 · Office Supplies	2-Redlands Plaza/...	28.74
			6030 · Office Supplies	3-Land Resources	14.37
			6039 · Postage and Ov...	4-General Fund Ent.	3.00
			6039 · Postage and Ov...	1-Groundwater Ent.	1.36
			6039 · Postage and Ov...	2-Redlands Plaza/...	0.55
			6039 · Postage and Ov...	3-Land Resources	0.55
			6051 · Uniforms	4-General Fund Ent.	23.20
			6051 · Uniforms	1-Groundwater Ent.	54.14
			6060 · Outreach	4-General Fund Ent.	17.95
			6060 · Outreach	1-Groundwater Ent.	7.18
			6060 · Outreach	3-Land Resources	10.77
			6090 · Subscriptions/Pu...	4-General Fund Ent.	46.52
			6435 · Conf/Seminar R...	4-General Fund Ent.	425.00
			6525 · Meals	4-General Fund Ent.	17.20
			6525 · Meals	1-Groundwater Ent.	13.38
			6525 · Meals	3-Land Resources	7.64
			6535 · Conf/Seminar R...	4-General Fund Ent.	112.50
			6535 · Conf/Seminar R...	1-Groundwater Ent.	87.50
			6535 · Conf/Seminar R...	3-Land Resources	50.00
TOTAL					3,195.74
20805	07/25/2017	Edison - 7241	1012 · Citizens Busine...		-53.86
	07/13/2017		5420 · Electricity	4-General Fund Ent.	15.08
			5420 · Electricity	1-Groundwater Ent.	10.77
			5420 · Electricity	2-Redlands Plaza/...	28.01
TOTAL					53.86
20806	07/25/2017	Edison -5552	1012 · Citizens Busine...		-683.36
	07/12/2017		5420 · Electricity	4-General Fund Ent.	183.86
			5420 · Electricity	1-Groundwater Ent.	131.33
			5420 · Electricity	2-Redlands Plaza/...	341.45
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	26.72
TOTAL					683.36
20807	07/25/2017	Frontier-7275	1012 · Citizens Busine...		-144.96
	07/19/2017		5440 · Telephone	4-General Fund Ent.	48.98
			5440 · Telephone	1-Groundwater Ent.	20.99
			5470 · Internet Services	4-General Fund Ent.	37.50
			5470 · Internet Services	1-Groundwater Ent.	22.50
			5470 · Internet Services	2-Redlands Plaza/...	3.75
			5470 · Internet Services	3-Land Resources	11.24
TOTAL					144.96

San Bernardino Valley Water Conservation District
Expenditure Report
July 2017

Num	Date	Name	Account	Class	Original Amount
20808	07/25/2017	Image Source	1012 · Citizens Busine...		-332.54
	07/14/2017		6033 · Office Equipmen...	4-General Fund Ent.	249.40
			6033 · Office Equipmen...	1-Groundwater Ent.	16.63
			6033 · Office Equipmen...	2-Redlands Plaza/...	49.88
			6033 · Office Equipmen...	3-Land Resources	16.63
TOTAL					332.54
20809	07/25/2017	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-618.00
	08/01/2017		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
20810	07/25/2017	John Longville	1012 · Citizens Busine...		-6.74
	06/30/2017		6410 · Mileage	4-General Fund Ent.	6.74
TOTAL					6.74
20811	07/25/2017	Michael Baker Internati...	1012 · Citizens Busine...		-8,835.24
	07/18/2017		5122 · Wash Plan Profe...	5-Wash Plan	4,325.00
			5145 · Environmental S...	5-Wash Plan	4,510.24
TOTAL					8,835.24
20812	07/25/2017	Quill Corporation	1012 · Citizens Busine...		-61.64
	07/18/2017		6030 · Office Supplies	4-General Fund Ent.	49.32
			6030 · Office Supplies	1-Groundwater Ent.	3.08
			6030 · Office Supplies	2-Redlands Plaza/...	6.16
			6030 · Office Supplies	3-Land Resources	3.08
TOTAL					61.64
20813	07/25/2017	Rayed Sahawneh	1012 · Citizens Busine...		-1,142.40
	07/25/2017		2210 · Security Deposit...	2-Redlands Plaza/...	1,142.40
TOTAL					1,142.40
20814	07/25/2017	Safe Glass	1012 · Citizens Busine...		-189.00
	07/19/2017		6016 · Redlands Plaza ...	2-Redlands Plaza/...	189.00
TOTAL					189.00
20815	07/25/2017	Schubert Landscaping,...	1012 · Citizens Busine...		-250.00
	07/20/2017		6015 · Mentone House ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
20816	07/25/2017	The Gas Company	1012 · Citizens Busine...		-11.71
	07/13/2017		5450 · Natural Gas	4-General Fund Ent.	7.03
			5450 · Natural Gas	1-Groundwater Ent.	4.68
TOTAL					11.71

San Bernardino Valley Water Conservation District Expenditure Report July 2017

Num	Date	Name	Account	Class	Original Amount
20817	07/25/2017	U.S. Bank Equipment F...	1012 · Citizens Busine...		-361.36
	07/14/2017		6033 · Office Equipmen...	4-General Fund Ent.	271.02
			6033 · Office Equipmen...	1-Groundwater Ent.	18.07
			6033 · Office Equipmen...	2-Redlands Plaza/...	54.20
			6033 · Office Equipmen...	3-Land Resources	18.07
TOTAL					361.36
100173N	07/17/2017	PERS	1012 · Citizens Busine...		-5,445.90
			6170 · PERS Retirement	4-General Fund Ent.	874.61
			6170 · PERS Retirement	1-Groundwater Ent.	2,770.33
			6170 · PERS Retirement	2-Redlands Plaza/...	277.74
			6170 · PERS Retirement	3-Land Resources	811.44
			6170 · PERS Retirement	5-Wash Plan	711.78
TOTAL					5,445.90

San Bernardino Valley Water Conservation District

Director Fees Expenditure Payroll Report

July 2017

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
7/5/2017	Harrison, T.M	Jun-17	\$ 618.00	\$ 52.84	\$ 565.16
7/5/2017	McDonald, M	Jun-17	\$ 2,060.00	\$ 243.64	\$ 1,816.36
7/19/2017	Corneille, R	Jun-17	\$ 1,030.00	\$ 126.64	\$ 903.36
7/19/2017	Harrison, T.M	Jul-17	\$ 618.00	\$ 52.83	\$ 565.17
7/19/2017	Longville, J	Jun-17	\$ 618.00	\$ 242.98	\$ 375.02
7/19/2017	Raley, D.	May-17	\$ 1,236.00	\$ 318.88	\$ 917.12
7/19/2017	Raley, D.	Jun-17	\$ 1,030.00	\$ 276.64	\$ 753.36

SBVWCD Groundwater Assessment Re

GWA Number **48**

Period January 1, 2017 to June 30, 2017

AgRate **\$3.23**

NonAgRate **\$11.62**

Owner	RecordationNumber	StateWellNumber	LocalName	Ag Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
AHD Limited								
	3601632	2S3W05A02S	Clock Canyon/Marcum Wel					
Arrowhead Country Club								
	3601925	1N4W23E	1	246.26	\$795.42	0.00	\$0.00	
					\$795.42		\$0.00	\$795.42
Bear Valley Mutual Water Company								
	3600023	1S3W24C	Judson 1	0.00	\$0.00	0.00	\$0.00	
	3601585	1S3W23A03S	San Bernardino Ave. 1	7.93	\$25.61	0.00	\$0.00	
					\$25.61		\$0.00	\$25.61
Calvary Chapel Packinghouse								
	3600449	01S03W20A	Bell Well	0.00	\$0.00	0.19	\$2.21	
	3603919		Calvary Well	0.00	\$0.00	57.12	\$663.73	
					\$0.00		\$665.94	\$665.94
Cemex USA								
	3601420	1S3W09E02S	Alabama Street 2	0.00	\$0.00	58.90	\$684.42	
	3603653	1S3W10J2S	Orange Street	0.00	\$0.00	243.80	\$2,832.96	
					\$0.00		\$3,517.38	\$3,517.38
Crafton Water Company								
	3600272	1S2W29N	Fifth Ave. 1					
	3602186	1S2W21L02S	Garnet/2 Zanja Well					

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
Cram Patterson Well Co.								
	3600188	1S2W16C	Cram-Patterson 2					
Doug Guyette								
	3610007		Well 5					
	3600458	1N4W36M01S	PS & B2					
DRC Industrial CBC 1, LP (So Cal Real Estate Serv								
	3601352	1S3W19N	Langford	0.00	\$0.00	8.62	\$100.16	
					\$0.00		\$100.16	\$100.16
East Valley Water District								
	3603774	1S3W3R4S	PL 146A	0.00	\$0.00	210.80	\$2,449.50	
	3601184	1N3W33F01S	PL 94 / Corwin	0.00	\$0.00	0.00	\$0.00	
	3602338	1S3W04N03S	PL 40A	0.00	\$0.00	0.00	\$0.00	
	3601978	1S3W04N01S	PL 40	0.00	\$0.00	0.00	\$0.00	
	3602274	1N3W30J05S	PL 39	0.00	\$0.00	264.93	\$3,078.49	
	3602564	1S4W12B07S	PL 28A	0.00	\$0.00	176.79	\$2,054.30	
	3601675	1N4W25A01S	PL 27	0.00	\$0.00	0.00	\$0.00	
	3601673	1N4W25C02S	PL 25A	0.00	\$0.00	389.37	\$4,524.48	
	3602337	1N4W26A03S	PL 24B	0.00	\$0.00	953.39	\$11,078.39	
	3601671	1N4W26A02S	PL 24A	0.00	\$0.00	45.98	\$534.29	
	3603926	01S03W06L06S	PL 151	0.00	\$0.00	1056.87	\$12,280.83	
	3601639	1S3W03R01S	PL 146	0.00	\$0.00	26.56	\$308.63	
	3601660	1S3W06H04S	PL 9A	0.00	\$0.00	15.05	\$174.88	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3602034	1S4W01Q08	PL 12A	0.00	\$0.00	0.00	\$0.00	
	3603734	1S3W02P06S	PL 147	0.00	\$0.00	621.42	\$7,220.90	
	3602370	1N4W25F04S	PL 107	0.00	\$0.00	0.00	\$0.00	
	3602563	1S4W02Q09S	PL 11A	0.00	\$0.00	97.04	\$1,127.60	
	3601663	1S4W02Q08S	PL 12	0.00	\$0.00	0.00	\$0.00	
	3602799	1S2W07F01S	PL 125	0.00	\$0.00	664.56	\$7,722.19	
	3603904	01S03W05D03S	PL 132/Cull 5	0.00	\$0.00	818.87	\$9,515.27	
	3601987	1S3W04G	PL 136 / Dunkirk 1	0.00	\$0.00	0.00	\$0.00	
	3602560	1S3W04G03S	PL 136 / Dunkirk 2	0.00	\$0.00	0.00	\$0.00	
	3603247	1S3W06P18S	PL 141 / McDaniel	0.00	\$0.00	917.26	\$10,658.56	
	3600220	1S3W01H	PL 142	0.00	\$0.00	158.26	\$1,838.98	
	3603583	1S3W02N02S	PL 143 / Abbey Way	0.00	\$0.00	177.44	\$2,061.85	
	3600680	1S3W02J	PL 120/Cram	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$76,629.14	\$76,629.14

Gage Canal Company

	3600787	1S4W23A02S	26-1
	3600796	1S4W23A05S	51-1
	3600798	1S4W23G01S	Cowlane
	3602331	1S4W23G03S	66-1
	3600790	1S4W23K02S	29-1
	3600788	1S4W23H01S	27-1
	3600789	1S4W23K01S	27-2

GWA Number 48

Period January 1, 2017 to June 30, 2017

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
George & Diane Everett								
	WP0003068		Everett Well	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	\$0.00
George Meadows								
	WP0002552	E085386	Meadows Well	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	\$0.00
Gladysta Well & Water Company								
	3600182	1S3W20H02S						
Greenspot Mutual Well Company								
	3600266	1S2W16C01S	Greenspot Mutual					
Happe Mutual Well Company								
	3600238	1S2W29M01S	1					
	3603921	01S04W13G04S	Gauge 46-1R					
Inland Valley Development Agency								
	0000087	1S4W12C	Local 3					
	0000090	1S3W7A6S	Local 11					
	0000091	1S4W12Q	Palm Meadows					
	0000086	1S4W12B	Local 2A					
	0000089	1S4W12F	Local 5					
J.G. Golfing Enterprises, Inc.								

GWA Number 48

Period January 1, 2017 to June 30, 2017

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3602499	1S4W22A01S	Paine					
	3601478	1S4W22B03S	Thorn 10 & 11					
Jack Dangermond								
	3602188	01S02W29K01	Rancho Ladera Roladera	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	<u>\$0.00</u>
Laranni Gunter Well								
	3600160	1S3W32G01S	Gunter					
Larry Jacinto Construction								
	3602020	1S2W20K	F A R					
Loma Linda University Power Plant								
			Anderson 4	0.00	\$0.00	341.22	\$3,964.98	
	3602781	1S4W25D06S	Anderson 2	0.00	\$0.00	0.33	\$3.83	
	3602855	1S4W25D07S	Anderson 3	0.00	\$0.00	102.30	\$1,188.73	
					\$0.00		\$5,157.54	<u>\$5,157.54</u>
Loma Linda, City of								
		01S04W24B04S	Mt. View #6	0.00	\$0.00	475.75	\$5,528.22	
	3603927	01S04W24L07	Richardson 6	0.00	\$0.00	354.55	\$4,119.87	
		1S4W24B05S	Richardson 5	0.00	\$0.00	476.46	\$5,536.47	
	3603720	1S4W24F011S	Richardson 4	0.00	\$0.00	0.00	\$0.00	
	3603523	1S4W24P04S	Richardson 3	0.00	\$0.00	389.54	\$4,526.45	
	3603719	1S4W24A05S	Mt. View 3	0.00	\$0.00	370.75	\$4,308.12	

GWA Number 48

Period January 1, 2017 to June 30, 2017

AgRate \$3.23

NonAgRate \$11.62

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3603776	01S04W24B03S	Mt. View #5	0.00	\$0.00	34.64	\$402.52	
	3603721	1S4W24D08S	Mt. View #4	0.00	\$0.00	0.00	\$0.00	
	3603057	1S4W23C02S	Richardson 1	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$24,421.65	<u>\$24,421.65</u>
Meeks & Daley Water Co.								
	3602863	1S4W22H02S	Warren 4	0.00	\$0.00	1071.30	\$12,448.51	
	3603906	1S4W14N09S	Raub 5	0.00	\$0.00	0.00	\$0.00	
	3602864	1S4W14N10S	Raub 6	0.00	\$0.00	956.10	\$11,109.88	
			Raub 7	0.00	\$0.00	157.30	\$1,827.83	
	3603905	1S4W14N115S	Raub 8	0.00	\$0.00	965.20	\$11,215.62	
	3601887	1S4W15L03S	Station 59	0.10	\$0.32	0.00	\$0.00	
	3603215	1S4W15M11S	Station 91	0.10	\$0.32	0.00	\$0.00	
	3603903	1S4W22H04S	Warren 1	0.00	\$0.00	522.40	\$6,070.29	
					\$0.64		\$42,672.13	<u>\$42,672.77</u>
Mentone Citrus Groves								
	3600139	1S2W18R01S	1 - PRH Ranch					
	3602280	1S2W18Q	2					
Monte LLC (Dangermond)								
	3600493	01S03W29K	New Well	12.60	\$40.70	0.00	\$0.00	
					\$40.70		\$0.00	<u>\$40.70</u>
Montecito Memorial Park and Mortuary								
	3600119	1S4W26F01S	1					
	3603949	1S4W26F	2					

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
Mountain View Mortuary & Cemetery								
	3600743	1N4W26M	1	0.00	\$0.00	91.00	\$1,057.42	
	3600742	1N4W26N	2	0.00	\$0.00	83.00	\$964.46	
					\$0.00		\$2,021.88	<u>\$2,021.88</u>
Mountainview Generating Station								
	3603795	01S03W18N06S	Edison Mid Aquifer Well A	0.00	\$0.00	705.60	\$8,199.07	
	3603796	01S03W18N01S	Edison Mid Aquifer Well B	0.00	\$0.00	108.70	\$1,263.09	
	3601015	1S3W18N02S	SB STMP2 67 (DW#1)	0.00	\$0.00	44.60	\$518.25	
	3601014	1S3W18N03S	SB STPM 66 (DW#2)	0.00	\$0.00	76.90	\$893.58	
					\$0.00		\$10,873.99	<u>\$10,873.99</u>
National Orange Show								
	3601924	1S4W15D		0.00	\$0.00	23.22	\$269.82	
					\$0.00		\$269.82	<u>\$269.82</u>
New England Water Co.								
	3602320	1S3W16L		80.98	\$261.57	0.00	\$0.00	
					\$261.57		\$0.00	<u>\$261.57</u>
Patton State Hospital								
	3602381	1N3W29M	14					
	3600924	1N3W29M01S	2	0.00	\$0.00	1.40	\$16.27	
	3600931	1N3W29N01S	Patton 10					
					\$0.00		\$16.27	<u>\$16.27</u>
Pioneer Mutual Water Company								
	3600642	1S3W14P01S	San Bernardino 1	9.20	\$29.70	0.00	\$0.00	

GWA Number **48**

Period January 1, 2017 to June 30, 2017

AgRate **\$3.23**NonAgRate **\$11.62**

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
					\$29.70		\$0.00	<u>\$29.70</u>
Ramirez, J.J. Citrus Mgmt								
	3601046	1S3W21A	1 Stowe					
	3600484	1S3W16F	Buckeye 2					
	3601728	1S3W30K	Frink 1					
	3600527	1S3W16A	Midas					
Ramirez, Laura								
	3601649	1S3W28M	Hoover					
Raught Mutual Well Company								
	3602193	1S3W14R01S	Raught					
Redland-Branson Development								
	3602917	1S3W33D01S	Stater Well					
Redlands Custom Estates, LLC								
	3601126	1S2W30H	1	20.70	\$66.86	0.00	\$0.00	
					\$66.86		\$0.00	<u>\$66.86</u>
Redlands Unified School District								
	3601641	1S2W30C01S	Opal St.					
Redlands, City of								
	3601291	1S3W35G08S	10	0.00	\$0.00	0.00	\$0.00	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3601295	1S3W35H04S	14	0.00	\$0.00	0.00	\$0.00	
	3603767	01S03W10K02S	N. Orange #2	0.00	\$0.00	1166.90	\$13,559.38	
	3601283	1S2W22C02S	East Lugonia 2	0.00	\$0.00	0.00	\$0.00	
	3601287	1S2W21B02S	East Lugonia 3	0.00	\$0.00	85.20	\$990.02	
	3602791	1S2W20B01S	East Lugonia 4	0.00	\$0.00	0.00	\$0.00	
	3601290	1S2W21D01S	East Lugonia 6	0.00	\$0.00	22.70	\$263.77	
	3602065	1S3W32J02S	Lee Well	0.00	\$0.00	0.00	\$0.00	
	3601281	1S2W36F01S	Maguet 1	0.00	\$0.00	0.00	\$0.00	
	3600748	1S3W24A01S	Mentone Acres #1	40.91	\$132.13	0.00	\$0.00	
	3600749	1S3W13Q	Mentone Acres #2	0.00	\$0.00	480.40	\$5,582.25	
	3602654	1S2W19J02S	Crafton	43.10	\$139.21	0.00	\$0.00	
	3603766	01S03W10K01S	N. Orange #1	0.00	\$0.00	1124.70	\$13,069.01	
	3602896	1S2W20D01S	Madeira	0.00	\$0.00	336.60	\$3,911.29	
	3602346	1S3W28J02S	New York St. IRR	305.40	\$986.44	0.00	\$0.00	
	3601586	1S3W15F01S	Orange St.	0.00	\$0.00	450.80	\$5,238.30	
	3600918	2S3W01E01S	Redlands Heights IRR	0.00	\$0.00	164.30	\$1,909.17	
	3600628	1S3W15G	Redlands Trap & Skeet	0.00	\$0.00	0.00	\$0.00	
	3600019	1S3W23A05S	Rees Well 1	0.00	\$0.00	95.10	\$1,105.06	
	3601298	01S03W21H01S	Well #32 IRR					
	3603760	1S3W29Q02S	Well #39	0.00	\$0.00	9.90	\$115.04	
	3601294	1S3W35G09S	13	0.00	\$0.00	0.00	\$0.00	
	3601292	1S3W35G07S	11 IRR	0.00	\$0.00	44.80	\$520.58	
	3600756	1S3W19L01S	Mission 1	0.00	\$0.00	0.00	\$0.00	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3602032	1S3W22A02S	35	0.00	\$0.00	0.00	\$0.00	
	3601296	1S3W35H03S	16 IRR	0.00	\$0.00	0.00	\$0.00	
	3602031	1S3W21H06S	30-A	0.00	\$0.00	265.00	\$3,079.30	
	3602036	1S3W21H07S	31-A	0.00	\$0.00	0.00	\$0.00	
	3601284	1S2W21E01S	Maguet 2	0.00	\$0.00	24.70	\$287.01	
	3601299	1S4W24K01S	34	0.00	\$0.00	0.00	\$0.00	
	3603656	1S3W14E01S	Church St	0.00	\$0.00	194.80	\$2,263.58	
	3602082	02S03W03K01S	36 (Irrigation)	0.00	\$0.00	32.20	\$374.16	
	3602211	1S3W26C01S	37 Sylvyn	0.00	\$0.00	0.00	\$0.00	
	3603655	1S3W29Q01S	38	0.00	\$0.00	506.80	\$5,889.02	
	3601301	1S3W28H01S	41	35.00	\$113.05	0.00	\$0.00	
	3602792	01S02W19A01S	Agate #2 IRR.	0.00	\$0.00	0.00	\$0.00	
	3600053	1S3W31A02S	Bryn Mawr 1	0.00	\$0.00	0.00	\$0.00	
	3601298	1S3W21H01S	32	0.00	\$0.00	0.00	\$0.00	
	3601308	1S2W19K01S	Agate 1	0.00	\$0.00	0.00	\$0.00	
	3600054	1S3W31A03S	Bryn Mawr 2	0.00	\$0.00	0.00	\$0.00	
	3600055	1S3W31A06S	Bryn Mawr	0.00	\$0.00	0.00	\$0.00	
	3603762	1S3W13M01S	Airport 2	0.00	\$0.00	67.60	\$785.51	
	3603761	01S03W18R	California St. IRR	0.00	\$0.00	22.90	\$266.10	
	3602895	1S3W13H02S	Airport 1	0.00	\$0.00	269.60	\$3,132.75	
	3602792	1S2W19A01S	Agate 2	0.00	\$0.00	0.00	\$0.00	
	3602109	1S3W31B01S	Bryn Mawr 4	0.00	\$0.00	0.00	\$0.00	
					\$1,370.83		\$62,341.30	<u>\$63,712.13</u>

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-Ag-Production	Non-Ag Pymt	Amount Paid
Riverside, City of								
	3601489	1S4W02L01S	Scheuer					
	3601231	1S4W22H01S	Warren 2					
	3601470	1S4W22B07S	Thorn 12					
	3601431	1S4W27H01S	Stewart 20					
	3601463	1S4W02A03S	Stiles					
	3601479	1S4W22B05S	Thorn 11					
	3601473	1S4W22G16S	Thorn 5					
	3601474	1S4W22G18S	Thorn 6					
	3601476	1S4W22G19S	Thorn 8					
	3601230	1S4W22H03S	Warren 3					
	3601243	1S4W22H02S	Warren 4					
	3602773	1S4W27A10S	Hunt 11					
	3603555	1S4W14N10S	Raub 8					
	3601475	1S4W22G17S	Thorn 7					
	3601227	1S4W02N02S	Cooley G					
	3602484	1S4W14N09S	Raub 5					
	3602771	1S4W27A11S	Hunt 6					
	3602772	1S4W27A09S	Hunt 10					
	3302794	1S4W02Q11S	Garner 7					
	3603254	1S4W02P09S	Garner 6					
	3601468	1S4W02P01S	Garner 5					
	3601467	1S4W02Q06S	Garner 4					

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3601465	1S4W02Q03S	Garner 2					
	3601464	1S4W02P06S	Garner 1					
	3310031	01S04W11D0	Cooley J					
	3601229	1S4W11D03S	Cooley I					
	3601228	1S4W11D02S	Cooley H					
	3601238	1S4W23C03S	Raub 4					
	3602778	1S4W14N10S	Raub 6					
San Bernardino County (Dave Lovell)								
			Lovell Fire Suppression Wel	0.00	\$0.00	0.00	\$0.08	
	3603900	1S2W8A2	Seven Oaks Dam Domestic	0.00	\$0.00	0.59	\$6.85	
					\$0.00		\$6.93	<u>\$6.93</u>
San Bernardino Valley MWD								
	3603116	1S3W13Q01S	SB Ave. 1/Big Bear	0.00	\$0.00	187.00	\$2,172.94	
					\$0.00		\$2,172.94	<u>\$2,172.94</u>
San Bernardino, City of								
	3602126	1S4W24F	Gould 2 New	0.00	\$0.00	0.00	\$0.00	
	3602066	1S4W02B	Van Loon 1	0.00	\$0.00	0.00	\$0.00	
	3601115	1N4W26P03S	Perris Hill 5	0.00	\$0.00	0.00	\$0.00	
	3601117	1N4W35C03S	Perris Hill 4	0.00	\$0.00	0.00	\$0.00	
	3601116	1N4W35C02S	Perris Hill 3	0.00	\$0.00	0.00	\$0.00	
	3601114	1N4W35C01S	Perris Hill 2	0.00	\$0.00	0.00	\$0.00	
	3602123	1S4W14J	Norman Road	0.00	\$0.00	0.00	\$0.00	

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600727	1N4W26G	Lynwood	0.00	\$0.00	496.90	\$5,773.98	
	3603649	1S3W7A6S	Local 11	0.00	\$0.00	0.00	\$0.00	
	3601316	1S4W23N	Inter City	0.00	\$0.00	0.00	\$0.00	
	3603582	1S4W15P05S	Chandler	0.00	\$0.00	36.70	\$426.45	
	3602128	1S4W14A	Gifford Park	0.00	\$0.00	0.00	\$0.00	
	3603581	1S4W22C05S	Century	0.00	\$0.00	0.00	\$0.00	
	3602124	1S4W14J	Central Ave.	0.00	\$0.00	0.00	\$0.00	
	3602422	1S4W02K08S	Antil 6	0.00	\$0.00	0.00	\$0.00	
	3600731	1S4W02K02S	Antil 5	0.00	\$0.00	0.00	\$0.00	
	3600734	1S4W02K03S	Antil 4	0.00	\$0.00	0.00	\$0.00	
	3600730	1S4W02K01S	Antil 3	0.00	\$0.00	0.00	\$0.00	
	3600732	1S4W02K05S	Antil 2	0.00	\$0.00	0.00	\$0.00	
	3600733	1S4W02K04S	Antil 1	0.00	\$0.00	0.00	\$0.00	
	3602125	1S4W24F04S	Gould 1 Old	0.00	\$0.00	0.00	\$0.00	
	3600729	1N4W35M03S	Gilbert St.	0.00	\$0.00	1909.70	\$22,190.71	
					\$0.00		\$28,391.14	\$28,391.14
San Bernardino, County of								
	3601171	1S3W20F03S	Crim 1	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	\$0.00
Solono Well Company								
	3602003	1S2W16C	Solano 3					

Splash Kingdom Waterpark

GWA Number **48**

Period January 1, 2017 to June 30, 2017

AgRate **\$3.23**NonAgRate **\$11.62**

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
	3600415	1S3W29J01S		0.00	\$0.00	56.25	\$653.63	
					\$0.00		\$653.63	<u>\$653.63</u>
Sun Life Assurance Company of Canada								
	3600554	1S3W17R	Fairview 1					
Tennessee Mutual Well Company								
	3601161	1S3W16L	Pioneer 1	47.26	\$152.66	0.00	\$0.00	
					\$152.66		\$0.00	<u>\$152.66</u>
Tennessee Water Company								
	3600474	1S3W16L	1					
TIAA-CREF Financial Services								
	3600757	1S3W19L	Mission Marigold/Well 2	0.00	\$0.00	0.00	\$0.00	
					\$0.00		\$0.00	<u>\$0.00</u>
Trojan Groves								
	3600451	1S3W15M						
University of California, Riverside								
	3601244	1S4W27A09S	Hunt 10					
	3601245	1S4W27A10S	Hunt 11					
	3601222	1S4W27A11S	Hunt 6					
Williams Well Corporation, LTD								
	3600828	1S3W16J	-	146.62	\$473.58	0.00	\$0.00	

GWA Number **48**

Period January 1, 2017 to June 30, 2017

AgRate **\$3.23**

NonAgRate **\$11.62**

Owner	RecordationNumber	StateWellNumber	LocalName	Ag-Production	Ag Pymt	Non-AgProduction	Non-Ag Pymt	Amount Paid
					\$473.58		\$0.00	\$473.58
Total Ag Payment:		\$3,217.57	al Non-Ag Payment:	\$259,911.84	Total Ag + Non-Ag Pay		\$263,129.41	

Annual Disclosure of Reimbursements for Board and Staff for 2016-2017

>\$100 in compliance with Government Code Section 53065.5



- **Directors**

- **Richard Corneille**

- ✦ 5/8/17 Mileage from Redlands, CA to Monterey, CA, ACWA Spring Conference, \$203.30
- ✦ 5/8/17-5/10/17 Lodging at ACWA Spring Conference, Monterey, CA \$484.98
- ✦ 5/13/17 Mileage from Monterey, CA to Redlands, CA ACWA Spring Conference, \$203.30

- **T. Milford Harrison**

- ✦ 5/7/17 Mileage from Redlands, CA to Monterey, CA, ACWA Spring Conference, \$256.80
- ✦ 5/12/17 Mileage from Monterey, CA to Redlands, CA ACWA Spring Conference, \$256.80
- ✦ 5/15/17 Lodging at ACWA Spring Conference, Monterey, CA, \$488.90

- **Melody McDonald**

- ✦ 3/8/17 Airfare to Sacramento, CA, ACWA State Legislative Symposium, \$473.88

- **John Longville, David Raley**

- ✦ None

**All other Director paid expenses are provided in each monthly Board package

Annual Disclosure of Reimbursements for Board and Staff for 2016-2017

>\$100 in compliance with Government Code Section 53065.5



- **Staff**

- **Jeff Beehler**

- ✦ 4/26/17 Airfare from Ontario, CA to San Jose, CA Annual HCP Coalition, \$447.96
 - ✦ 4/26/17 Lodging, Morgan Hill, CA Annual HCP Coalition \$108.90

- **Daniel Cozad**

- ✦ 5/8/17 Mileage from Redlands, CA to Monterey, CA, ACWA Spring Conference, \$215.07
 - ✦ 5/13/17 Mileage from Monterey, CA to Redlands, CA ACWA Spring Conference, \$222.03

- **Thomas Purvis**

- ✦ 4/17/17 Uniform Reimbursement: Boots, \$156.59

- **Manual Colunga, Athena Monge, Angie Quiroga**

- ✦ None



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A
Redlands, CA 92373-8032
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www.sbvwcd.org

Memorandum No. 1510

To: Board of Directors

From: Finance & Administration Committee & General Manager/Daniel Cozad

Date: August 9, 2017

Subject: Fourth Quarter Unaudited Financial Review for FY 2016-2017

RECOMMENDATION

The Finance & Administration Committee recommends the Board review and accept the 2016-2017 Fourth Quarter Unaudited Financials as recommended by the Committee on July 19th.

BACKGROUND AND COMMITTEE DISCUSSION

The Finance & Administration Committee met July 19, 2017 to review the Fourth Quarter Unaudited Financials and did not recommend any changes. The Committee discussed and clarified that the District's loan to the Wash Plan is shown as income to the account and a debit to the District since the Wash Plan is a separate fiduciary account. The District will be reimbursed as Wash Plan participants pay the issuance costs for their Certificate of Inclusion to complete projects covered under the Wash Plan HCP.

The report in the package indicates that revenue for the year was slightly lower than budgeted mostly due to a wet year, which affects groundwater income. Also, less completed work than expected for Plunge Creek reduced reimbursable costs.

Additionally expenses were lower than anticipated. Items that came in under budget include miscellaneous services, field operation maintenance, salaries, Director's expenses and Administrative/Staff expenses. Most capital projects are multi-year budgets so they would not be fully expended in any one fiscal year. It was noted basin maintenance will show as an operating expense in the future.

FISCAL IMPACT

None.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2: David E.
Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

POTENTIAL MOTIONS

1. Move approval of the Fourth Quarter Unaudited Financials for FY 2016-2017 as Committee recommended.
2. Move to request this item be tabled and referred back to the Finance & Administration Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

2016-2017 4th Quarter Rolled Up Budget Worksheet
SBVWCD Quarterly Investment Report

GL ACCT: 4TH QUARTER GL DESCRIPTION:	2016-2017 Budget	Expended/ Received to Date as of 6/30/17	Actual Over/Under Budget	Projected Annual Costs (7/1/16- 6/30/17)	Notes	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE		REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE		LAND RESOURCE		WASH PLAN		BASIS:
						2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	2016 BUDGET:	% BUDGET	2016 BUDGET:	% BUDGET	2016 BUDGET:	% BUDGET	
INCOME:																	
4012-15 INTEREST INCOME	61,300.00	69,977.36	8,677.36	65,138.28		61,300.00			0.00		0.00		0.00		0.00		
4021-23 GROUNDWATER	766,397.60	697,530.78	-68,866.82	735,641.78	Lower Actual in GWA	0.00			766,397.60		0.00		0.00		0.00		
4021 GROUNDWATER CHARGE-AG	47,158.00	29,333.27	-17,824.73	29,333.27	Lower, wet winter	0.00			47,158.00	100.00%	0.00		0.00		0.00		
4023 GROUNDWATER CHARGE-NON AG	719,239.60	668,197.51	-51,042.09	706,308.51	Lower, wet winter	0.00		Board Direction prior yr production	719,239.60	100.00%	0.00		0.00		0.00		
4031-34 MINING	634,000.00	633,999.96	-0.04	634,000.00		0.00			0.00		0.00		634,000.00		0.00		
4032 CEMEX - ROYALTY/LEASE	586,000.00	585,999.96	-0.04	586,000.00		0.00			0.00		0.00		586,000.00	100.00%	0.00		
4036,40,81 MISCELLANEOUS	90,000.00	82,442.85	-7,557.15	75,000.00		7,500.00			30,000.00		0.00		52,500.00		0.00		
4036 AGGREGATE MAINTENANCE	50,000.00	51,028.48	1,028.48	40,000.00		0.00			0.00		0.00		50,000.00	100.00%	0.00		
4050 PROPERTY TAX	79,800.00	102,985.47	23,185.47	79,800.00		79,800.00	100.00%	+5%	0.00		0.00		0.00		0.00		
4055 SBVMWD LEASE AGREEMENT	370,886.55	370,010.78	-875.77	370,010.78	Paid	185,443.28	50.00%	+1.4% CPI	185,443.28	50.00%	0.00		0.00	0.00%	0.00		
4062-66 RENTALS	227,505.56	232,678.06	5,172.50	228,589.40		0.00			0.00		227,505.56		0.00		0.00		
4080 EXCHANGE PLAN	30,000.00	30,000.00	0.00	30,000.00		0.00			30,000.00	100.00%	0.00		0.00		0.00		
4025 WASH PLAN REVENUE *Reserve CIP #5	430,000.00	507,204.91	77,204.91	430,000.00	SBCFCD & District loan	0.00			0.00		0.00		0.00		430,000.00	100.00%	\$430k Loan from Reserve
4086 PLUNGE CREEK IRWMP	150,000.00	81,898.69	-68,101.31	94,321.86	Estimated	0.00	0.00%	Per Plunge Creek Budget/schedule	0.00		0.00		150,000.00	100.00%	0.00		
TOTAL INCOME:	2,834,746.71	2,778,728.86	-31,160.85	2,737,359.10		334,043.28			1,006,697.88		227,505.56		836,500.00		430,000.00		
EXPENSES:																	
5000 MISCELLANEOUS	400.00	0.00	-400.00	400.00		400.00	100.00%		0.00		0.00		0.00		0.00		
5100 PROFESSIONAL SERVICES	600,000.00	442,458.87	-157,541.13	450,000.00	Projected Lower	71,300.00			108,620.00		12,300.00		222,780.00		185,000.00		
5120 MISC. PROFESSIONAL SERVICES	150,000.00	40,856.04	-109,143.96	50,000.00	Projected Lower	37,500.00	25.00%	Includes GSC Support	30,000.00	20.00%	0.00	0.00%	82,500.00	55.00%	0.00		
5122 WASH PLAN PROFESSIONAL SERVICES	70,000.00	71,019.48	1,019.48	70,000.00	paid in 5100 Prof Serv	0.00		Per Wash Plan Budget	0.00		0.00		0.00		70,000.00	100.00%	Per Wash Plan Budget
52-53 FIELD OPERATIONS	77,500.00	30,088.87	-47,411.13	40,000.00	Major maintenance	0.00			71,000.00	100.00%	0.00		0.00		0.00		
5400 UTILITIES	29,760.00	21,045.01	-8,714.99	21,045.01		13,570.00			10,359.00		5,065.00		766.00		0.00		
6000 GENERAL ADMINISTRATION	230,754.60	170,940.21	-59,814.39	170,940.21	running below budget	91,382.41			43,663.90		61,462.13		34,246.15		0.00		
6100 BENEFITS:	276,450.83	280,879.83	4,429.00	283,651.38		44,398.00			173,199.72		17,364.23		57,540.31		37,690.60		
6160 PAYROLL TAXES - EMPLOYER	51,702.47	49,929.31	-1,773.16	49,929.31		8,303.42	16.06%	Consolidated costs 2014	31,561.26	50.87%	3,164.19	5.10%	10,485.26	16.90%	6,868.16	11.07%	
6170 PERS RETIREMENT	110,279.99	137,079.46	26,799.47	137,079.46	These GLs offset each other	17,710.97	16.06%	Noticed Increase	67,319.32	50.87%	6,749.14	5.10%	22,364.78	16.90%	14,649.59	11.07%	
6170.01 PERS EMPLOYEE CONTRIBUTION	-22,897.66	-39,735.68	-16,838.02	-39,735.68		-3,677.36	16.06%		-11,648.04	50.87%	-1,167.78	5.10%	-3,869.70	16.90%	-2,534.77	11.07%	
SALARIES:								Overhead Offset 20%									
6200 SALARIES	707,052.81	699,427.07	-7,625.74	699,427.07	Actual	111,504.40			409,964.77		37,360.79		129,948.09		137,384.44		
INSURANCE:								Labor Total \$ 707,052.81									0.15
6300 INSURANCE	39,133.30	36,275.99	-2,857.31	36,275.99	Actual	1,956.67	5.00%		29,349.98	75.00%	5,870.00	15.00%	1,956.67	5.00%	0.00		
6400 DIRECTOR'S EXPENSES	99,018.78	93,139.34	-5,879.44	93,139.34		99,018.78	100.00%	5% increase option included	0.00		0.00		0.00		0.00		
6500 ADMINISTRATIVE/STAFF EXPENSES	15,400.00	7,065.26	-8,334.74	8,000.00		6,830.00	40.00%		5,350.00	50.00%	0.00		3,220.00	10.00%	0.00		
9999 Contribution toward Capital Maint.	444,690.49	0.00	-44,690.49	400,000.00	Major maintenance	7,500.00		See Below in 7000 series	155,190.49		0.00		289,500.00		0.00		
8010 Capital Reserve GWE/Rate Stabilization	0.00	0.00	0.00	0.00		0.00	0.00%		0.00	100.00%	0.00		0.00		0.00		
TOTAL EXPENSES:	2,590,160.81	1,873,220.26	-716,940.55	2,343,718.05		447,860.26			1,006,697.86		139,422.15		746,457.21		430,075.05		
Operating Revenue	2,834,746.71	2,778,728.86	-31,160.85	2,737,359.10		334,043.28			1,006,697.88		227,505.56		836,500.00		430,000.00		
NET OPERATING REVENUE	244,585.90	905,508.60		393,641.05		-113,816.98			0.01		88,083.41		90,042.79		-75.05		Significant Carryover From Prior year
OVERHEAD						172,851.72											
NET GENERAL FUND ANNUAL						59,034.74											

4TH QUARTER GL ACCT: GL DESCRIPTION:		2016-2017 Budget	Expended/ Received to Date as of 6/30/17	Actual Over/Under Budget	Projected Annual Costs (7/1/16- 6/30/17)	Notes	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE		REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE		LAND RESOURCE		WASH PLAN		BASIS:
2016-2017 Budget							2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	2016 BUDGET:	% BUDGET	2016 BUDGET:	% BUDGET	2016 BUDGET:	% BUDGET	
Multiyear Capital projects						Cost-To-Date												
7010	MATERIALS	8,000.00	0.00	-8,000.00	8,000.00					8,000.00	100.00%	0.00		0.00			0.00	
7050	BASINS -CAPITAL ANNUAL REPAIRS	20,000.00	9,265.00	-10,735.00	15,000.00	will be in operating				20,000.00	100.00%	0.00		0.00			0.00	
	3 year Maintenance	40,000.00	0.00	-40,000.00	20,000.00	Projected Lower				40,000.00	100.00%	0.00		0.00			0.00	
7053	HCP Endowment Contribution CIP #6	55,000.00	54,042.00	-958.00	54,042.00	0.00				41,250.00	75.00%	0.00		13,750.00	25.00%		0.00	
7055	PLUNGE CREEK PROJECT CIP #2	210,000.00	0.00	-210,000.00	210,000.00	Future FY				52,500.00	25.00%	0.00		157,500.00	75.00%		0.00	
	LAND & BUILDINGS																	
7100	CAPITAL REPAIRS	100,000.00	318,697.50	218,697.50	318,697.50	Mendoza Property				80,000.00	60.00%	0.00	0.00%	20,000.00	40.00%		0.00	
7200	EQUIPMENT & VEHICLES	119,000.00	29,936.22	-89,063.78	119,000.00		90.00%			104,250.00	10.00%	0.00		3,750.00			2,500.00	
7150	MILL CREEK DIVERSION PROJECT CIP #1	600,000.00	255,880.00		600,000.00	255,880.25				600,000.00	100.00%	0.00		0.00	0.00%		0.00	
7438	ENGINEERING SERVICES-OTHER	135,000.00	0.00		135,000.00	Future FY				40,500.00	30.00%	0.00		94,500.00	70.00%		0.00	
	CAPITAL EXPENSE	1,287,000.00	667,820.72	-140,059.28	1,479,739.50					986,500.00		0.00		289,500.00			2,500.00	
	CAPTIAL REVENUE	444,690.49						7,500.00		155,190.49		0.00		289,500.00			0.00	
	CAPITAL SUBTOTAL ANNUAL NET	-834,809.51						-1,000.00		-831,309.51		0.00		0.00			-2,500.00	
	RESERVE CONTRIBUTION OR (-USE)	-590,223.61		-597,724	TOTAL			58,034.74		-831,309.50 o Capital Pr		88,083.41		90,042.79			-2,575.05	

District Cost Budget	2,590,160.81
Capital Contribution	444,690.49
Wash Plan	255,000.00
Plunge Creek	50,000.00
Net of Capital and Projects	1,840,470.32

San Bernardino Valley Water Conservation District

Quarterly Investment Report

Investment Instruments	Beginning Balance as of July 1, 2016	4th Quarter Balance ending June 30, 2017	Rate Effective Yield to Date	Cumulative Unrealized Gain (Loss)
Pooled Money Investment Accounts				
LAIF	\$ 447,930.82	\$ 450,847.82	0.65%	\$ -
CalTRUST Short-Term Fund	\$ 2,980,263.74	\$ 3,003,802.30	0.78%	\$ 1,245.18
Investment Accounts				
UBS Financial Services				
CDs	\$ 1,871,300.49	\$ 1,619,625.34	see back	\$ -
Cash Dep Acct	\$ -	\$ 249,303.28		
California Credit Union				
Money Market	\$ 3,000,385.54	\$ 3,022,966.22	0.75%	\$ -
24 Mo. CD	\$ 250,000.00	\$ 253,383.28	1.34%	
OPEB-Other Postemployment Benefits				
CERBT-CA Employers' Retiree Benefit Trust	\$ 44,488.59	\$ 59,304.85	9.00%	\$ -
TOTAL	\$ 8,594,369.18	\$ 8,659,233.09		\$ 1,245.18

Net Change

\$ 64,863.91
0.75%

Banking Institutions	Beginning Balance as of July 1, 2016	4th Quarter Balance ending June 30, 2017
Citizen's Business Bank	\$ 616,344.18	\$ 425,411.04
Cash and Cash Equivalents	\$ 616,344.18	\$ 425,411.04
Change in Value		\$ (190,933.14)

Description	NAV	Annual Yield	Average Maturity	Shares
LAIF	\$0.999	0.75%	.49 years (178.85 days)	
CalTrust Short-Term Fund	\$10.02	0.78%	.95 years (346.75 days)	299,780.669
CERBT	\$14.67			4,031.165
Cal Credit Union-Money Market	\$1.00	0.75%		
Cal Credit Union-CD	\$1.00	1.35%		
UBS-CD's	see below			

UBS Investments

Certificates of Deposit (CDs)	Price	Annual Yield	Maturity	Shares	Purchase Price	Market Value as of 6/30/17	CD Length
1. Ally Bank UT US RT fixed rate CD (ZBCBO)	\$0.995	1.15%	12/10/2018	245,000	\$244,855.45	\$243,706.40	2.5 yr
2. JPMorgan Chase Bank OH US RT fixed rate CD (ZBCFK)	\$0.991	1.35%	6/17/2019	245,000	\$244,767.25	\$242,983.65	3 yr
3. Wells Fargo Bank SD US RT fixed rate CD (ZBCCA)	\$0.998	1.20%	6/18/2018	245,000	\$244,872.60	\$244,284.60	2 yr
4. Bank of Holland MI US RT fixed rate CD (Cusip: 062649YF9)	\$1.033	1.00%	11/14/2017 callable 8/14/16 then quarterly	200,000	\$200,175.34	\$199,898.00	1.5 yr
5. Comenity Bank DE US RT fixed rate jumbo CD (ZBABI)	\$1.061	1.20%	6/22/2018	200,000	\$200,000.00	\$199,800.00	2 yr
6. BankUnited FSB FL US RT fixed rate CD (ZBCYN)	\$0.9998	0.85%	12/26/2017	245,000	\$244,985.30	\$244,661.90	1.5 yr
7. Berkshire BK MA US RT fixed rate CD (ZBDKQ)	\$1.000	0.80%	6/30/2017	245,000	\$244,982.85	Matured	1 yr
8. Comenity Cap Bk Salt Lake City RT	\$0.993	1.10%	2/28/2019	245,000	\$245,014.26	\$243,436.90	2.5 yr
						\$853.89	accrued interest
			Total Cash Withdrawals	\$19,929.71			
					TOTAL	\$1,869,653.05	\$1,619,625.34

California Credit Union

Money Market account	Price	Annual Yield				
	\$1.00	0.75%			\$ 3,000,000.00	\$ 3,022,966.22

Certificate of Deposit (CD)	Price	Annual Yield	Maturity	Shares	Market Value	CD Length
CCU Share Certificate	\$1.00	1.35%	7/1/2018	250,000	\$250,000.00	\$ 253,383.28 2 yr



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Email: info@sbvwcd.org
www.sbvwd.org

Memorandum No. 1511

To: Board of Directors

From: Daniel Cozad, General Manager/Finance & Administration Committee

Date: July 19, 2017

Subject: Records Retention and Destruction Policy

RECOMMENDATION

The Finance & Administration Committee and Staff recommends the Board review and accept proposed revisions to the Records Retention and Destruction Policy (RRD).

BACKGROUND

The last revision to the RRD was approved in August 2016, in accordance with Government Code §60200-60204. At that time, staff updated the retention schedule to bring the District's policy current. Staff continues to use the *Authorization for Destruction of Obsolete Records* form to ensure the destruction of documents strictly adheres to policy and provides staff a mechanism for record keeping purposes.

Document Imaging Intern, Gilbert Chavez updated the RRD with proposed revisions to alleviate ambiguity when managing records. He included within schedule reference to the statute which governs the retention period for which documents are kept. The policy has been forwarded to District Counsel for review and comment.

POTENTIAL MOTIONS

1. Move to approve the revised Records Retention and Destruction Policy as recommended by Finance & Administration Committee.
2. Take no action.

ATTACHMENTS OR MATERIALS

Records Retention and Destruction Policy

FISCAL IMPACT

There is no identifiable fiscal impact. However, by approving and implementing this policy it will simplify and reduce staff time when fulfilling public requests. Should the Board delegate authority time and staff cost savings will be achieved.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2: David E.
Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

San Bernardino Valley Water Conservation District Policy

Policy Number 0003

Date: Revised 07/19/2017

Policy Name: Records Retention and Destruction Policy

History: **Adopted** 1/1999, Approved Revision 2/12/14, 08/10/2016

Application: All SBVWCD Employees and Board Members

GENERAL POLICY:

SBVWCD (District) desires to periodically clarify, update, and communicate ~~better document and communicate~~ its Records Retention and Destruction Policy to staff and directors, ~~and bring it up to date.~~

The intent of this policy is to ~~Additionally the District needs to:~~ 1) identify specific records both electronic and hard copy that are required to be retained and the specific period in which they are required for retention; and 2) document the method in which records are destroyed without Board Approval. The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records as specified in Retention Schedule and this policy.

SCOPE:

The purpose of this policy is to provide guidelines to staff regarding the retention and destruction of District records in accordance with state and federal requirements.

This policy will provide direction to staff for the following areas:

- What defines a record
- Legislative Requirements of the District
- Record Retention Terms
- Requirements for the destruction of obsolete records

SPECIFIC PROVISIONS:

A. Legal Requirements

The District will manage all records to ensure its compliance with Government Code §§ 60200-60204 which provides specific requirements for retention and destruction of records of special districts. It will also strictly adhere to provisions of California Water Code §21403.

B. Definitions

Records – Any writing, as defined by Government Code section 6252(f), ~~containing information relating to the conduct of SBVWCD’s business prepared, owned, used or retained by SBVWCD,~~ regardless of physical form or characteristics. For purposes of this definition of “record”, a “writing” means any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letter, words, pictures, sounds, symbols or combinations thereof, regardless of the manner in which the record has been stored. Records include, for example, letters, memos, emails, technical reports, PowerPoint presentations, design drawings, accounting documents, audio and video recordings, photographs and contracts etc.

Original Record – A hard copy that is handwritten or drawn or that includes official signatures, stamps, or seals. ~~Originals are not automatically considered to be the primary record. Original records that are more than two years old that were prepared or received in any manner other than~~

San Bernardino Valley Water Conservation District Policy

~~pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media.~~

Vital Record – A record that is significant to the formation or operations of the District, or to its finances or land assets. Permanent loss of said record would be a substantial detriment to the District and its abilities to conduct business. These records are permanent.

Historical Record – Records that are historical depict a significant issue, achievement, or moment for the District. These records are permanent.

Confidential Record – Records exempt from public disclosure, pursuant to California Government Code §6254. Employee records of a confidential or private nature shall generally be withheld from disclosure under Government Code section 6254(c), unless otherwise required by law.

C. Electronic Records are the Official Records

The District will maintain and manage District records primarily in an electronic format. Once records are converted into a fully-legible electronic format, the electronic record becomes the District's official record and hard copies need not be retained unless the hard copy or original has been designated in the retention schedules as a permanent document.

D. Retention Schedule

Attachment A identifies the retention term for the District's records by categories. Records shall be destroyed at the end of the retention term. The Retention Schedule will be adopted by Board approval and reflected in the meeting minutes.

E. Backups

Staff will take reasonable and prudent measures to ensure that disaster recovery backups are made of all electronic records by backing them up externally on a weekly basis. However, backup copies of email and information management system files will be kept for no more than four (4) weeks. These backups are for system restoration and disaster recovery purposes, and are not designed to facilitate retrieval of deleted messages. In addition to the backup of electronic records, hard copy vital records shall be protected from destruction in case of possible disasters, through storage in fire-proof cabinets.

F. Working Materials

There is no requirement for retention of working materials that occur as duplicates, cover copies, drafts, preliminary and interim versions or other working materials needed by staff to perform their day-to-day job functions, but of only transitory significance. Other examples include:

- a. Transmittal letters
- b. Extra copies of correspondence or copied materials
- c. Informal notes, worksheets, memoranda, or reports
- d. Superseded manuals
- e. Publications or reference materials received or acquired from outside sources such as professional organizations, conferences, seminars, or workshops
- f. Personal messages and emails such as those received from friends or work colleagues which have nothing to do with District business

These materials may be destroyed as deemed appropriate by staff and should not be retained when not in active use, or in the case of drafts, when the final product has been produced. If any working materials take on significance for District business because of important annotations, tracking of negotiations or policy documents, or drafts of contracts or contract language whose

retention may be helpful in future interpretation or construction of the parties' intent or the meaning of the contract language used, they shall be scanned or converted to electronic format for appropriate filing and retention.

G. Email Policy

An email message created or received is a record. However, most email is primarily for routine communication or information exchange and does not have lasting relevance. Messages of this type should be deleted by the user as soon as no longer being used. The District is configured to treat all email in individual accounts as having 24 month retention, after which it should normally be deleted by individual user.

Role and Responsibilities – Senior staff are responsible for providing records retention guidance to new staff in accordance with this policy and Retention Schedule. Email users are responsible for appropriately identifying and retaining messages with more than transitory value in accordance with this policy and Retention Schedule. Staff may seek assistance to senior staff when unsure about how to categorize specific types of messages and staff who have been notified by management of a litigation hold are responsible for preserving all messages, records and information that fall within the scope of the hold that they have downloaded and/or stored locally.

H. Document Destruction

The destruction of certain records is authorized and directed after such records have been retained for the minimum term as set forth in the Records Retention Schedule. Destruction of any hard copy record not expressly required by law to be filed and preserved for a specific period of time is hereby authorized to be destroyed after it is imaged in conformance with the requirements of Government Code §60203 by using the “Authorization for Destruction of Obsolete Records” form, Attachment B. These approved request forms shall be maintained by District staff and kept on file permanently. Certain records are to be kept in hard copy format permanently because either the law requires it or the record has historical or vital value. All other records will be destroyed at the end of their retention term once approved using Attachment B unless the destruction date is postponed by the by District Counsel, General Manager, or Board. No hard copy of any record shall be destroyed before the end of its retention term if any page cannot be captured or imaged electronically with full legibility. After a fully executed “Authorization for Destruction of Obsolete Records” form is received records may be destroyed by shredding. Copies, non-records, notes, preliminary drafts and transitory records can be destroyed when no longer needed for district business and do not require prior authorization. When Official records are approved for destruction by the Board it follows that all originals, copies, and duplicates are also destroyed.

I. Litigation Hold Directive

When the District becomes involved in litigation or reasonably expects that it will become involved in litigation, a litigation hold will be placed on records related to the litigation. The litigation hold overrides normal destruction practices described in this policy until the litigation hold is removed. The litigation hold applies to all records including all electronically stored information. While a litigation hold is in effect, no employee may alter or delete an electronic record that falls within the scope of that hold. Those employees are required to provide access to or copies of any electronic records that they have downloaded and saved, or moved to some other storage account or device.

J. Managing Exempt and Confidential Records

The District is responsible for ensuring that exempt and confidential records are properly safeguarded. Electronic recordkeeping systems must have appropriate security in place to protect

San Bernardino Valley Water Conservation District Policy

information that is confidential or exempt from disclosure. When providing access to or destroying electronic records containing confidential or exempt information, the District must take steps to prevent unauthorized access to or use of the exempt information.

K. Public Information Requests

Addressed in separate policy.

L. Long-Term Storage

All vital and historical hard copy records and records required by law to be maintained as hard copies will be maintained on site with historical documents being placed in fire-resistant file cabinets.

M. "Records Retention and Destruction Policy" Review

Staff shall review this policy at least every three years to determine if updates are necessary.



Attachment A

Records Retention Schedule

Codes:

EL (Retain Electronic file), HC (Retain Hard Copy), GC (Government Code), CCP (Code of Civil Procedure CA), CCR (CA Code of Regulations), CFR (Code of Federal Regulations), USC (United States Code), WC (CA Water Code), H (Historical), V (Vital), C (Confidential)

Accounting/Finance	Description	Retention Period	Retention Begins	Retention Citation/Comments
AR Invoices		7 years	At end of fiscal year	HC
Audit Reports	Vital	Permanent		HC, EL; GC §60201 et seq.
Audit Work Papers		7 years	At end of fiscal year	HC
Balance Sheets		Permanent		HC, EL; GC §60201
Bank Deposits		Permanent		HC, EL; GC §60201 et seq.
Bank Reconciliations		7 years	At end of fiscal year	HC; GC §60201
Bank Statements		10 years	At end of fiscal year	HC; GC §60201
Budgets (Adopted)	Vital	Permanent		HC, EL; GC §60200
Cash Receipts (checks)		10 years	At end of fiscal year	HC; GC §60201
Cash Transaction Reports		Permanent		HC, EL; GC §60201
Chart of Accounts		Permanent		HC, EL; GC §60200
Check Registers		10 years	At end of fiscal year	HC; GC §60201
Deposits		Permanent		HC, EL
Expenditures Processed		7 years	At end of fiscal year	HC
Financial Statements		Permanent		HC, EL; GC §60201 et seq.
General Ledger	Vital	Permanent		HC, EL; GC §60201
Journal Entries		Permanent		HC, EL; GC §60201; CCP §337
Reserve and Investment Reports		Permanent		HC, EL; GC §60201

San Bernardino Valley Water Conservation District Policy

Administration	Description	Retention Period	Retention Begins	Retention Citation/Comments
Correspondence	Memorandums, Hard Copy and email, general transitory correspondence that does not have an impact on district business District business correspondence with the wash plan	2 years	After document is imaged	EL, emails are destroyed by user and are not imaged
Authorization for Destruction of Obsolete Records Forms	Vital; Fully executed destruction logs with destruction certificates	Permanent		HC retained for 10 years, EL is permanent official record; GC §60201(b)(1)(B)
Records Retention Schedules	Board approved Records Retention Schedule	Permanent		HC retained for 3 years, EL is permanent official record; GC §60201
Public Outreach	Press releases, events etc.	4 years	Date of Completion	HC; GC §60201
Annexations	Historical	Permanent		HC, EL; GC §60201(d)(10) et seq.; WC §50942; GC §12236
Elections	Correspondence, Notifications & Publications, Certificate of Election, etc.	7 years	Conclusion of election	HC; GC §60201; GC §34090
Formation	Historical	Permanent		HC, EL; Historical Significance; GC §60201
Policy Statement		7 years	When superseded	HC, EL
Petitions (Initiative, Referendum, Recall)		7 Years		HC
Mining Production or Royalty Payment Records		7 years	When reported or paid	HC

Big Bear Watermaster	Description	Retention Period	Retention Begins	Retention Citation/Comments
Appointments		5 years	When court ceases supervision	HC, EL
Correspondence		5 years	When court ceases supervision	HC, EL

San Bernardino Valley Water Conservation District Policy

Minutes/ Meeting Materials		5 years	When court ceases supervision	EL
Watermaster Reports	Historical	Permanent		HC, EL; Retained permanently for historical and legal purposes
Pleadings or other court filings	vital	Permanent		HC, EL
Board	Description	Retention Period	Retention Begins	Retention Citation/Comments
Campaign Statements	FPPC campaign statement (Form 470 or Form 460)	Permanent		HC, EL
Standing Committees & Board Minutes	Historical, Vital	Permanent		HC, EL; GC §60201(d)(3)
Standing Committees & Board Agendas	Historical, Vital	Permanent		HC, EL; GC §60201
Board Policy Manuals	Historical, Vital	Permanent		HC, EL
Standing Committees and Board Packets	Historical, Vital	Permanent		HC, EL; GC §60201
Ad Hoc Committees	Memorandums, minutes, agendas	6 months	After committee is disbanded	HC
Recordings	Digital recordings of board meetings	30 days	Upon the approval of the written minutes	EL; Minimum retention 30 days or until adoption of minutes Per Brown Act; GC §54953.5(b)
Board Member Meeting Reports		4 years	Upon release of report	HC
Ordinances		Permanent		HC, EL; GC §60201 et seq.
Resolutions	Historical, Vital; SBVWCD board of directors resolutions	Permanent		HC, EL; GC §60201 et seq.
FPPC Filings	Statements of Economic Interests Forms (Form 700)	7 years	When filed	HC; Designated Employees: GC §81009(e)(g); Public Officials: GC §81009(f)(g)

San Bernardino Valley Water Conservation District Policy

Contract Administration	Description	Retention Period	Retention Begins	Retention Citation/Comments
Professional Services	Insurance Certificates, authorization documents, purchase orders, amendments, notices	7 years	After contract is completed	HC; CCP §§337, 337.1, 337.15, 343; GC §60201
Change Orders	Changes in the scope of work, amendments	10 years	After completion	HC; CCP §§337, 337.1, 337.15, 343; GC §60201
Construction/Field Maintenance Contracts	Government agreements and grants, Insurance Certificates, authorization documents, amendments, notices	10 years	After completion	HC
Contract Correspondence	Summary of Billing	4 years	After Completion	HC
General Services Agreements		7 years	After completion	HC; CCP §§337 et seq.; GC §60201 et seq.
Memorandum of Understanding		4 years	After completion	HC
RFP/Bid Documents (awarded)		4 years	After completion	HC; CCP §§337 et seq.; GC §60201(d)(11)
RFP/Bid Documents (unawarded)		2 years	After completion	HC

Correspondence	Description	Retention Period	Retention Begins	Retention Citation/Comments
Agendas	Outside agency agendas SBVWCD participates in	6 months	Upon receipt of agenda	HC; GC §60201 et seq.
Minutes	Outside agency minutes SBVWCD participates in	2 years	Upon receipt of minutes	HC; GC §60201 et seq.
Correspondence	Routine info received from by outside agencies	1 year	Upon receipt of correspondence	HC, EL; GC §60201
Public Records Act Requests	Correspondence asking the district to provide documents for inspection	2 years	Upon fulfillment of request	HC; GC §60201

San Bernardino Valley Water Conservation District Policy

Spreading Data	Description	Retention Period	Retention Begins	Retention Citation/Comments
Daily Flow Data	Historical	Permanent		HC, EL; GC §60201
Engineering Investigation Data		1 year	After publication of the EI Report	HC, EL
Engineering Investigation Report	Vital	Permanent		
Water Orders		Permanent		HC, EL
Water Quality Data		Permanent		HC, EL
Monitoring Well Level Readings	Historical	Permanent		HC, EL

Engineering	Description	Retention period	Retention Begins	Retention Citation/Comments
Field Reports		4 years	After completion	HC, EL; GC §60201
Final Shop Drawings		4 years	After completion	HC; GC §60201
NEPA/CEQA Documents	EIRs, Environmental Assessments, Negative Declarations, Comments, Meeting Agendas, NOP	74 years	After completion	HC, EL; GC §60201; 14 CCR §15095(c); Lead agency must retain EIR for reasonable period
Notices	Determination, intent, exemption, proceed, stop, preliminary, completion etc.	4 years	After completion of the covered activity	HC, EL; GC §60201
Operation and Maintenance Manual	Program for Effective Recharge Coordination	Retain until superseded		HC, EL; GC §60201
Maps/Drawings		74 years	After completion	HC; GC §60201; H if a District project
Construction Permits		Permanent		HC, EL; GC §60201
Plan and Specifications		4 years	After completion	HC, EL; GC §60201; H if a District project
Project Correspondence	Comments on EIR	10 years	After completion	HC, EL; GC §60201
Project Schedules		4 years	After completion	HC, EL; GC §60201
Construction photos		4 years	After completion	HC; GC §60201
Requests for Information		10 years	After completion	HC, EL; GC §60201

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Technical Reference papers/Studies/Reports	Historical	Permanent		HC, EL; GC §60201 et seq.
Entry & Access Permits	Includes insurance certificates, correspondence, agreements	42 years	Upon termination of permit	HC

Human Resources	Description	Retention Period	Retention Begins	Retention Citation/Comments
Applications/Resumes (Solicited)	Not hired applications, Advertisements, Job Brochures, Test Data, Rating Sheets, Questions, Eligibility Lists, Reference Checks	6 months	After position is filled	HC; 29 CFR 1602 et seq. & 1627.3(a)(b), 2 CCR 7287.0(c)(2), 8 CCR §11040, GC §12946
Applications/Resumes (Unsolicited)	Not hired applications, no open positions	1 year	Upon receiving	HC; GC §60201; 29 CFR §1602 et seq.
Correspondence		4 years		HC
EEO Reports	Documents required to generate EEO-4 Report, Self-Identification Form, etc.	3 years	Upon completion of report	HC, EL; 29 CFR 1602.30
Employee Handbook		3 years	When superseded	HC, EL
Personnel File	Job Application, Awards, Background, DMV Reports, Disciplinary Actions, Certifications, Commendation, Evaluations, I-9s, Licenses, etc.	7 years	After separation	HC, EL; 29 CFR 1602.31 & 1627.3(b)(ii); 8 CCR §3204(d)(1) et seq.; GC §12946, 60201; 29 USC 1113
Health Benefits	ACWA, JPIA Medical, Dental, Vision Benefit contracts, Insurance policies, deferred compensation, pension	Retain until superseded		HC, EL; 9 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1; GC §60201
Injury and Illness Prevention Safety Plan		Retain until superseded		HC, EL; GC §60201, 12946; 19 CFR §1627.3
Job Descriptions		Retain until superseded		HC, EL; GC §60201
OSHA	Inspections, Citations, Logs	5 years	When filed	HC, EL; 8 CCR 14300.33(a); 29 CFR 1904.33, 29 CFR 1904.44; GC §60201 et seq.; LC §6429c; 7

San Bernardino Valley Water Conservation District Policy

				years for inspections and citations. 5 years for 200, 300A, and 301
Payroll Reports	Vital; Payroll Registers, Deferred Compensation Reports, <i>PERS Reports</i> , 401A, includes temporary and contract timesheets, etc.	10 years; <i>Permanent</i>		HC, EL ; GC §60201(d)(12); LC §29 CFR 516.2; <i>PERS Retirement Reports are Permanent</i>
PERS-Employee Benefits	Vital; Copies of PERS payments, statements, correspondence, policies	Permanent		HC, EL
Timesheets		6 years	After audit	HC ; GC §60201(d)(12); 29 CFR §516.6(a)(1)
Workers' Compensation Reports	Insurance Policies	10 years	Until terminated	HC, EL ; 29CFR 1627.3 (b)(2); GC §12946, 60201

Information Technology	Description	Retention Period	Retention Begins	Retention Citation/Comments
Aerial Photos		5 years	When superseded	HC, EL ; Photos of historical value are retained permanently
Software Licenses and Manuals		Retain until superseded		EL
Hardware Inventory		Retain until superseded		HC, EL
Hardware Warranty Information		Retain until expired		HC, EL
GIS Map/Drawings		10 years	Upon completion	EL ; GC §60200; GC §60201 et seq.
GIS Storage Files		5 years	When filed	EL ; GC §60200; GC §60201 et seq.
GIS Spatial Data		5 years	When filed	EL ; GC §60200; GC §60201 et seq.
Photo Gallery		4 years	When filed	HC, EL ; Photos of historical value are retained permanently
Workplans		4 years	When filed	HC
Security Video	Office surveillance	30 days		EL ; GC §60201; GC §34090 et

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Insurance	Description	Retention Period	Retention Begins	Retention Citation/Comments
				seq.
Accident Reports	Cal/OSHA Form 301 Incident Report	11 years	Upon reporting	HC, EL; GC §60201; 8 CCR §14300.33(a)
Appraisals		Permanent		HC, EL
Claims-Auto		10 years	Until claim closed	HC
Claims-Group Life		4 years	Until claim closed	HC
Claims-Hospital		7 years	Until claim closed	HC
Claims -loss/damage		7 years	Until claim closed	HC
Claims-Worker's Comp		10 years	Until claim closed	HC; 8 CCR 10102; 8 CCR 15400.2; 8 CCR §3204(d)(1) et seq.; 29 CFR 1910.1020; GC §12946, 60201; CCP §337 et seq.
Expired Policies (fire/life/etc)		10 years	After expiration	HC
Expired Policies (surety)		30 years	After expiration	HC, EL
Certificates of Insurance		5 years	After expiration	HC

Legal	Description	Retention Period	Retention Begins	Retention Citation/Comments
Affidavits		10 years	Until court case closes	HC, EL; GC §60201(d)(4)
Claims and Litigation		Permanent		HC, EL; GC §60201(d)(4)
Court Orders		Permanent		HC, EL; GC §60201(d)(4)
Depositions		Permanent		HC, EL; GC §60201(d)(4)
Legal Correspondence		10 years	Until court case closes	HC, EL; GC §60201(d)(4)
Releases/Settlements		25 years	Upon settlement	HC, EL; GC §60201(d)(4)
Subpoenas		Permanent		HC, EL; GC §60201(d)(4)
Groundwater Charge Protests	Correspondence protesting charge from users	3 years	Upon receipt of correspondence	HC; GC §60201(d)(4)

San Bernardino Valley Water Conservation District Policy

Water Rights Protests	Protest Applications	3 years	When filed	HC; GC §60201(d)(4)
Mining Operations	Description	Retention Period	Retention Begins	Retention Citation/Comments
Correspondence		2 years	After document is imaged	HC, EL
Royalties	Correspondence indicating the total material sold and the total payment to SBVWCD for excavated material	7 years	When processed	HC
Agreements	Signed Royalty Payment Agreements, Lease Agreements for Mineral Excavation, & Lease Amendments	7 years	Upon expiration	HC, EL
Reclamation Plans		7 years	Upon expiration	HC, EL

Purchasing	Description	Retention Period	Retention Begins	Retention Citation/Comments
Bid, Awarded		7 years		HC; CCP §§337 et seq.; GC §60201(d)(11)
Bid, Unawarded		2 years		HC; CCP §§337 et seq.; GC §60201(d)(11)
Bid, Rejected		2 years		HC; CCP §§337 et seq.; GC §60201(d)(11)
Requisitions		4 years		HC
Purchase Orders		4 years		HC; CCP §§337 et seq., 337.5; GC §60201
Quotes		4 years		HC
Work Orders		4 years		HC
Correspondence		2 years		HC

Real Property	Description	Retention Period	Retention Begins	Retention Citation/Comments
Land	Old Webster, Haul Road, Cone Camp, etc.	7 years	After property is sold	HC, EL
Mentone		7 years	After property is	HC, EL

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			sold	
Equipment	Warranty/insurance information	2 years	After disposal/sale	
Appraisals		Permanent		HC, EL
Damage Reports		7 years	After document is imaged	HC, EL
Depreciation Schedules		3 years	Until superseded	HC, EL
Grant Deeds, Easements, Leases	Vital; Roberston's Ready Mix, Cemex, Pharris, MARKS, Redlands Plaza General Services Agreement for Property and Leasing Management Services	Permanent		HC, EL; GC §60201
Office Inventory Records		6 years	After inventory is completed	HC
Maintenance and Repairs	Tenant Improvements	10 years	After maintenance and repairs are completed	HC
Rights of Entry	Access Permits	5 years	After expiration	HC, EL
Soil or Contamination Studies	Historical	Permanent		HC, EL
Hazardous Waste Storage or Transport Records		4 years	After document is imaged	HC, EL
Hazardous Waste Disposal Records		10 years	After document is imaged	HC, EL

Water Rights	Description	Retention Period	Retention Begins	Retention Citation/Comments
Correspondence		Permanent		HC, EL
SWRCB		Permanent		HC, EL

Groundwater	Description	Retention Period	Retention Begins	Retention Citation/Comments
Groundwater Assessments		Permanent		HC
Groundwater Charge	Proof of Publication, NOPs, Bunker Hill Engineering Investigation	Permanent		HC

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Groundwater Assessments		Permanent		HC, EL
Groundwater Production statements	Invoices from producers	Permanent		HC, EL



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Email: info@sbvwcd.org
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Memorandum No. 1512

To: Board of Directors

From: Finance and Administration Committee and General Manager, Daniel Cozad

Date: August 9, 2017

Subject: Personnel Manual Educational Assistance

RECOMMENDATION

The Finance & Administration Committee recommend the Board approve the revision of the Educational Assistance Reimbursement benefit in the Personnel Manual.

BACKGROUND

The District updated the Personnel Manual in 2016 with respect to Education Assistance reimbursement, the current text is attached on page 2 of this letter. At the meeting of the Board in July Director Raley requested the committee review this policy. The policy has existed since 2001 and substantially in its current form since 2011. The Benefit in 2001 was set at \$1,000 per year. In 2011 it was raised to its current level of \$2,500 per employee per year. Last year the Board approved changes allowing $\frac{3}{4}$ time employees to participate in benefits including educational expense reimbursement and allowing the general manager discretion to pay in advance if the employee could not pay in advance.

Since 2013 the total District expense for Educational reimbursement is \$9,547.00. Athena Monge and Katelyn Scholte have used the reimbursement for HR certification and Masters in engineering respectively. Both programs benefit the District and the employee and their work at the District.

The Educational Assistance benefit is common in public agencies and larger companies in California. A 2016 review showed that more than 60% of employers offer some form of tuition assistance to their employees. The same study showed that in most cases, employees can receive up to \$5,250 for undergraduate programs or \$8,000 for graduate programs, with benefits above that taxed as additional income. Employees who participated in one program in California were 10% more likely to be promoted, 8% more likely to stay with the company, and 7.5% more likely to transfer within the company than employees who didn't use the tuition reimbursement.

BOARD
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Division 1:
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Division 4:
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Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

COMMITTEE DISCUSSION

The Committee reviewed the policy and despite concern regarding how education is defined in the policy was comfortable with the discretion of the General Manager to determine the value of the class to the District. The Committee supports the policy but asked if the reimbursement level was sufficient for current educational costs. After discussion, the committee agreed the policy should indicate that the General Manager should request approval by the Board on a case-by-case basis if expenses exceed the \$2,500 annual limit.

In accordance with the Committee direction staff has revised the policy as show in redline below.

Section 1

VIII. EDUCATIONAL ASSISTANCE

The District encourages employees to continue their education, as related to their employment. In order to do so, the following procedure will be observed:

1. Prior to enrollment, a memo requesting reimbursement upon satisfactory completion of the course shall be sent to the General Manager for approval.
2. Upon successful completion of the course(s) with a minimum final grade of “C” or equivalent, the employee shall submit a memo requesting reimbursement by attaching proof of the successful completion of the course and all receipts. The District shall then reimburse the employee for tuition, registration, parking fees and textbooks.
3. Reimbursement of educational expenses is limited to \$2,500 per calendar year for full-time and three-quarter time employees. Temporary and part-time employees are not eligible for educational assistance. **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.**
4. The employee should consult with a tax advisor to determine if tuition reimbursement qualifies as taxable income.
5. Funds may be advanced at the discretion of the General Manager when deemed appropriate. If the course is not successfully completed the employee will be responsible for retaking the course at their own expense and will not be given any further funding until successful completion. If not completed in 12 months the employee will be required to repay the District the funding provided on their behalf, and at the discretion of the General Manager elect to have this cost deducted from paychecks for up to 6 months. Prior to advancement of funds employee and employer will enter into loan agreement outlining the terms of advancement of funds.



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Memorandum No. 1515

To: Board of Directors

From: Finance and Administration Committee

Date: August 9, 2017

Subject: Conservation Trust Bylaw Change Request

RECOMMENDATION

The Finance and Administration Committee the Board request the San Bernardino Conservation Trust (Trust) amend its bylaws to allow the District to pay Directors appointed to the Conservation Trust Board of Directors.

BACKGROUND

Director Raley, who serves on the Trust, requested staff and legal counsel review the issue and provide information to the Admin and Finance Committee. At the July 19th Committee meeting the following background was reviewed with the Committee. The Trust is a 501, (C) 3 nonprofit corporation, a separate legal entity with bylaws which were prepared in 2016. Article VII, Section 6 prohibits Board members serving the Trust from being compensated. This prohibition is not specific to the Trust providing compensation but compensation from any source to Board members.

DISCUSSION

The Committee reviewed the bylaws and discussed the close connection between the work of the District and the Trust and based on this determined that it would be an appropriate meeting for the District to request attendance. Staff reviewed the conditions of Article VII Section 6 and the difficulty that would put Directors and the Board member into if paid. To be able to pay directors for their meetings with the Trust the District Board would have to request the Trust Board amend their bylaws to allow Trust Directors to be compensated but not by the Trust.

The committee recommended the following edit shown in red.

“Section 6. Compensation. Directors and members of committees shall receive no compensation **from the Trust** for their services.”

Should the Trust choose to change its bylaws in the manner proposed or in another manner to allow compensation of directors, the District could compensate directors for participations in the meetings. Staff believes that the Trust should act before the District Board changes Appendix C meetings that Board members are allowed compensation. The Trust Board meets in September and staff can place this item on their agenda.

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GENERAL
MANAGER

Daniel B. Cozad

FISCAL IMPACT

The Trust meets approximately four times per year. Two members are appointed to the Trust Board. The costs to change the bylaws are minimal. There would be no cost to the Trust. The estimated cost of additional meeting days paid for the District Board members to attend would be approximately \$1,650 per year.

POTENTIAL MOTIONS

1. Move approval of committee recommendation requesting the Trust to change its bylaws to allow compensation and if approved to direct staff to bring the item back to a future board meeting to consider adding Trust meetings to Appendix C of the Board Policy Manual.
2. Move to not request the Trust change its bylaws, with no further action needed.
3. Move to request this item be tabled and referred to Finance and Administration for reconsideration of specific issues discussed.



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Memorandum No. 1513

To: Board of Directors

From: General Manager, Daniel Cozad

Date: August 9, 2017

Subject: Unaudited Financial Reports for July 2017

RECOMMENDATION

Review and approve the unaudited financials for July 2017.

BACKGROUND

Financials presented are as of July 31, 2017. This report is the first monthly reporting for FY 2017/2018 with little activity reporting.

DISCUSSION

Groundwater revenue is currently below budget but the District had not yet received payment from two of our larger producers. The City of Redlands has reported \$1,370.83 agricultural usage and \$62,712.13 for non-agricultural usage as shown in the Groundwater Assessment Report and payment is expected mid-August. We received approximately \$93,000 additional groundwater revenue from the City of Riverside after the end of the month with others remaining unpaid/unreported producers. Staff and the Auditor are currently in the process of finalizing accruals and audit revisions. Most accruals have been reversed to cash status, but not all changes have been completed and may change at the completion of the audit. Cemex is slightly behind on their aggregate rent and royalty's payments. Staff is working with Cemex to get their payments back on schedule. The financials are attached for the Board review and approval.

FISCAL IMPACT

There is no fiscal impact from reporting the financial status of the District.

POTENTIAL MOTIONS

1. Move approval of the Unaudited Financials for July 2017 as presented.
2. Move to request this item be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

Graph Financials for July 2017
Profit & Loss to Date vs. Annual Budget

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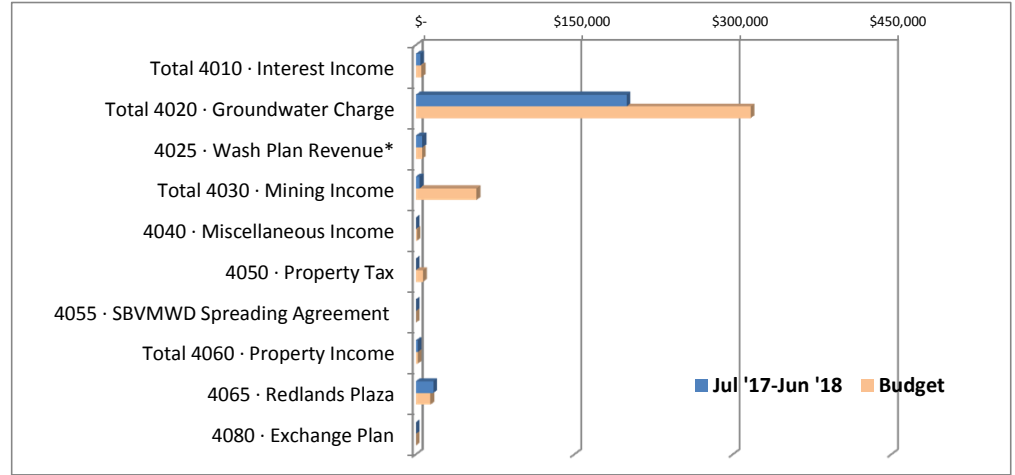
Daniel B. Cozad

SBVWCD - All Enterprises Budget and Actual

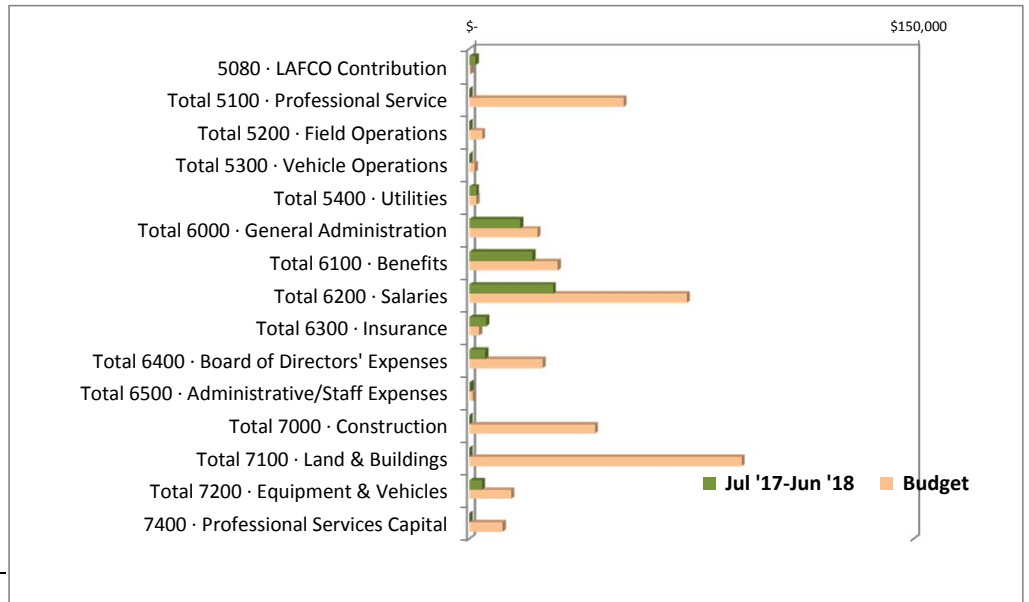
July 2017

REVENUE	Jul '17-Jun '18	Budget
Total 4010 · Interest Income	\$ 4,303	\$ 5,359
Total 4020 · Groundwater Charge	\$ 199,533	\$ 317,000
4025 · Wash Plan Revenue*	\$ 6,220	\$ 5,833
Total 4030 · Mining Income	\$ 3,589	\$ 57,417
4040 · Miscellaneous Income	\$ -	\$ 833
4050 · Property Tax	\$ -	\$ 6,817
4055 · SBVMWD Spreading Agreement	\$ -	\$ -
Total 4060 · Property Income	\$ 1,800	\$ 1,800
4065 · Redlands Plaza	\$ 16,524	\$ 13,819
4080 · Exchange Plan	\$ -	\$ -
Total Revenue	\$ 231,971	\$ 408,877

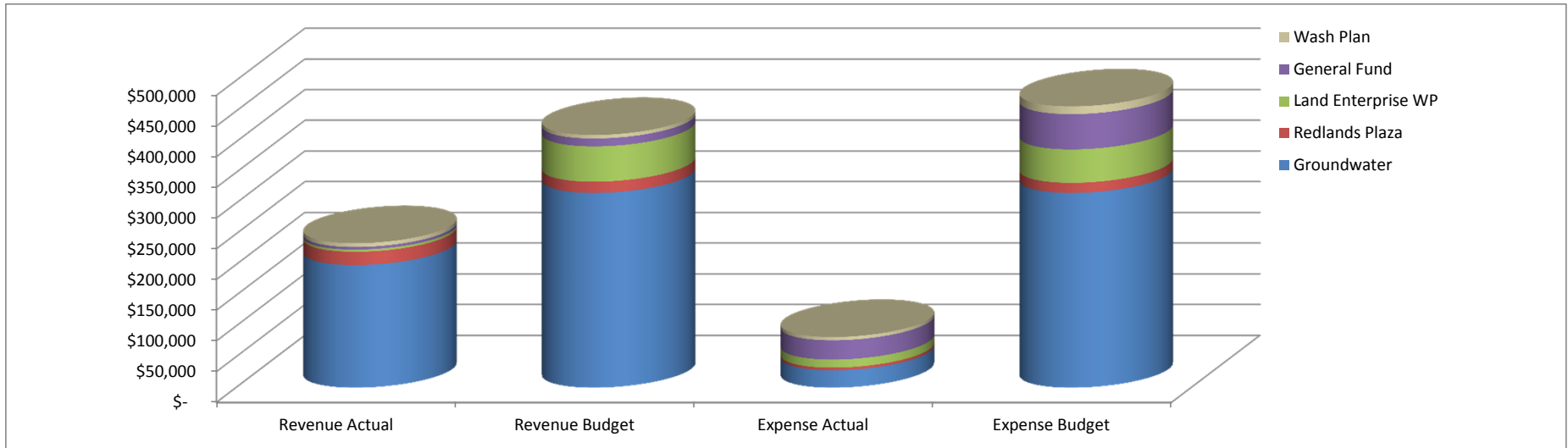
*District loans to the WP



EXPENSES Operating and Capital	Jul '17-Jun '18	Budget
5080 · LAFCO Contribution	\$ 2,153	\$ 400
Total 5100 · Professional Service	\$ -	\$ 51,989
Total 5200 · Field Operations	\$ 24	\$ 4,326
Total 5300 · Vehicle Operations	\$ 42	\$ 1,854
Total 5400 · Utilities	\$ 2,255	\$ 2,342
Total 6000 · General Administration	\$ 17,179	\$ 22,929
Total 6100 · Benefits	\$ 21,255	\$ 29,833
Total 6200 · Salaries	\$ 28,169	\$ 73,272
Total 6300 · Insurance	\$ 5,702	\$ 3,292
Total 6400 · Board of Directors' Expenses	\$ 5,375	\$ 24,688
Total 6500 · Administrative/Staff Expenses	\$ 288	\$ 1,138
Total 7000 · Construction	\$ -	\$ 42,330
Total 7100 · Land & Buildings	\$ -	\$ 91,822
Total 7200 · Equipment & Vehicles	\$ 4,259	\$ 14,083
7400 · Professional Services Capital	\$ -	\$ 11,250
Total Expense	\$ 86,701	\$ 375,548



Enterprises to Date (July 2017)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 199,533	\$ 317,000	63%
Groundwater Expense	\$ 28,292	\$ 80,323	35%
Revenue -Expense	\$ 171,241	\$ 236,677	
Redlands Plaza Revenue	\$ 21,571	\$ 18,282	118%
Redlands Plaza Expense	\$ 4,313	\$ 16,408	26%
Revenue -Expense	\$ 17,258	\$ 1,873	
Land Enterprise Revenue	\$ 3,589	\$ 57,625	6%
Land Enterprise Expense	\$ 13,221	\$ 54,556	24%
Revenue -Expense	\$ (9,631)	\$ 3,069	
General Fund Revenue *	\$ 4,303	\$ 12,800	34%
General Fund Expense	\$ 31,248	\$ 57,452	54%
Revenue -Expense	\$ (26,945)	\$ (44,652)	
Wash Plan Revenue	\$ 6,220	\$ 5,833	107%
Wash Plan Expense	\$ 5,369	\$ 12,740	0%
Revenue-Expense	852	(6,906)	
Total All Revenue - Expense	\$ 152,775	\$ 190,061	80%

Cash Status	As of 7/1/2017	As of 7/31/17
LAIF	\$ 450,847.82	\$ 451,886.06
Cal Trust	\$ 3,003,802.30	\$ 3,006,618.27
Citizens Bank	\$ 425,411.04	\$ 365,206.46
UBS Financial Services	\$ 1,868,928.62	\$ 1,866,324.07
Cal Credit Union	\$ 3,276,349.50	\$ 3,278,563.68
Total Cash	\$ 9,025,339.28	\$ 8,968,598.54
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Cash Position	\$ 4,025,339.28	\$ 3,968,598.54
	Increase (decrease) of	\$ (56,740.74)
	Percent Increase	-1.4%

* General Fund Revenue shown here does not include overhead

San Bernardino Valley Water Conservation District
 Profit & Loss To Date vs. Annual Budget

	<u>Jul 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	0.00	1,800.00	-1,800.00	0.0%
4013 · Caltrust Investment Income	0.00	20,000.00	-20,000.00	0.0%
4014 · CalCredit Union Interest Income	0.00	25,000.00	-25,000.00	0.0%
4015 · UBS Interest Income	4,303.28	17,500.00	-13,196.72	24.59%
Total 4010 · Interest Income	<u>4,303.28</u>	<u>64,300.00</u>	<u>-59,996.72</u>	<u>6.69%</u>
4020 · Groundwater Charge				
4021 · Assessments - Ag	1,978.87	38,921.24	-36,942.37	5.08%
4023 · Assessments - Non-Ag	197,554.61	713,700.40	-516,145.79	27.68%
Total 4020 · Groundwater Charge	<u>199,533.48</u>	<u>752,621.64</u>	<u>-553,088.16</u>	<u>26.51%</u>
4025 · Wash Plan Revenue	6,220.31	70,000.00	-63,779.69	8.89%
4030 · Mining Income				
4031 · Plant Site - CEMEX	0.00	48,000.00	-48,000.00	0.0%
4032 · Cemex - Royalty / Lease	0.00	586,000.00	-586,000.00	0.0%
4034 · Redlands Aggregate 5% Royalty	0.00	0.00	0.00	0.0%
4036 · Aggregate Maintenance	3,589.20	55,000.00	-51,410.80	6.53%
4030 · Mining Income - Other	0.00	0.00	0.00	0.0%
Total 4030 · Mining Income	<u>3,589.20</u>	<u>689,000.00</u>	<u>-685,410.80</u>	<u>0.52%</u>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	0.00	0.00	0.00	0.0%
4040 · Miscellaneous Income - Other	0.00	10,000.00	-10,000.00	0.0%
Total 4040 · Miscellaneous Income	<u>0.00</u>	<u>10,000.00</u>	<u>-10,000.00</u>	<u>0.0%</u>
4050 · Property Tax	0.00	81,800.00	-81,800.00	0.0%
4055 · SBVMWD Spreading Agreement Reim	0.00	376,066.70	-376,066.70	0.0%
4060 · Property Income				
4062 · Mentone Property	1,800.00	21,600.00	-19,800.00	8.33%
Total 4060 · Property Income	<u>1,800.00</u>	<u>21,600.00</u>	<u>-19,800.00</u>	<u>8.33%</u>
4065 · Redlands Plaza	16,524.33	165,822.65	-149,298.32	9.97%
4066 · Redlands Plaza CAM	3,246.86	32,000.00	-28,753.14	10.15%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	0.00	150,000.00	-150,000.00	0.0%
4998 · Rate Stabilization From Reserve	0.00	35,000.00	-35,000.00	0.0%
Total Income	<u>235,217.46</u>	<u>2,478,210.99</u>	<u>-2,242,993.53</u>	<u>9.49%</u>
Gross Profit	235,217.46	2,478,210.99	-2,242,993.53	9.49%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	2,152.67	400.00	1,752.67	538.17%
Total 5040 · Regional Programs	<u>2,152.67</u>	<u>400.00</u>	<u>1,752.67</u>	<u>538.17%</u>
5050 · Basin Cleaning	0.00	50,000.00	-50,000.00	0.0%
5100 · Professional Service				
5120 · Misc. Professional Services	0.00	150,000.00	-150,000.00	0.0%
5122 · Wash Plan Professional Services	0.00	50,000.00	-50,000.00	0.0%
5124 · Plunge Creek Prof Services	0.00	150,000.00	-150,000.00	0.0%
5125 · Engineering Services	0.00	18,000.00	-18,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5145 · Environmental Services (WP)	0.00	0.00	0.00	0.0%
5160 · IT Support	0.00	7,000.00	-7,000.00	0.0%
5170 · Audit	0.00	27,135.00	-27,135.00	0.0%
5175 · Legal - Wash Plan	0.00	10,000.00	-10,000.00	0.0%
5180 · Legal	0.00	209,000.00	-209,000.00	0.0%
Total 5100 · Professional Service	<u>0.00</u>	<u>622,135.00</u>	<u>-622,135.00</u>	<u>0.0%</u>
5123 · Temp. Field Labor	0.00	11,000.00	-11,000.00	0.0%
5133 · Regional River HCP Contribution	0.00	40,000.00	-40,000.00	0.0%
5143 · SBVCT District Contribution	0.00	4,042.00	-4,042.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	0.00	6,000.00	-6,000.00	0.0%
5215 · Property Maintenance	24.37	40,000.00	-39,975.63	0.06%
5220 · Maintenance Materials/Shop/Flid	0.00	3,000.00	-3,000.00	0.0%
5225 · Field Clean Up-Illegal dumping	0.00	3,000.00	-3,000.00	0.0%
Total 5200 · Field Operations	<u>24.37</u>	<u>52,000.00</u>	<u>-51,975.63</u>	<u>0.05%</u>
5300 · Vehicle Operations				

San Bernardino Valley Water Conservation District
Profit & Loss To Date vs. Annual Budget

	<u>Jul 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5310 · Vehicle Maintenance	41.81	10,000.00	-9,958.19	0.42%
5320 · Fuel	0.00	12,250.00	-12,250.00	0.0%
Total 5300 · Vehicle Operations	41.81	22,250.00	-22,208.19	0.19%
5400 · Utilities				
5410 · Alarm Service	129.00	1,500.00	-1,371.00	8.6%
5420 · Electricity	710.50	9,500.00	-8,789.50	7.48%
5430 · Mobile Phone	135.00	3,550.00	-3,415.00	3.8%
5440 · Telephone	734.59	8,000.00	-7,265.41	9.18%
5450 · Natural Gas	11.71	900.00	-888.29	1.3%
5460 · Water / Trash / Sewer	169.69	2,160.00	-1,990.31	7.86%
5470 · Internet Services	364.97	2,500.00	-2,135.03	14.6%
Total 5400 · Utilities	2,255.46	28,110.00	-25,854.54	8.02%
6000 · General Administration				
6001 · General Administration - Other	0.00	5,500.00	-5,500.00	0.0%
6002 · Website Administration	175.00	3,100.00	-2,925.00	5.65%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	231.37	2,000.00	-1,768.63	11.57%
6006 · Permits	2,266.25	10,000.00	-7,733.75	22.66%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	0.00	1,639.00	-1,639.00	0.0%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	0.00	3,180.00	-3,180.00	0.0%
6013 · Office Lease Payment	5,000.00	60,000.00	-55,000.00	8.33%
6015 · Mentone House Maintenance	250.00	5,000.00	-4,750.00	5.0%
6016 · Redlands Plaza Maintenance	189.00	65,000.00	-64,811.00	0.29%
6018 · Janitorial Services	653.00	9,108.89	-8,455.89	7.17%
6019 · Janitorial Supplies	88.14	500.00	-411.86	17.63%
6020 · Vacancy Marketing-Redlands Plaz	26.72	5,050.00	-5,023.28	0.53%
6024 · Computer Equip Maint.	0.00	0.00	0.00	0.0%
6026 · Redlands Plaza CAM expenses	734.14	28,500.00	-27,765.86	2.58%
6027 · Computer Supplies	0.00	689.00	-689.00	0.0%
6030 · Office Supplies	349.02	4,250.67	-3,901.65	8.21%
6033 · Office Equipment Rental	558.90	8,900.00	-8,341.10	6.28%
6036 · Printing	0.00	980.00	-980.00	0.0%
6039 · Postage and Overnight Delivery	5.46	1,200.00	-1,194.54	0.46%
6042 · Payroll Processing	97.92	2,450.00	-2,352.08	4.0%
6045 · Bank Service Charges	19.66	2,500.00	-2,480.34	0.79%
6051 · Uniforms	77.34	2,000.00	-1,922.66	3.87%
6060 · Outreach	5,035.90	20,000.00	-14,964.10	25.18%
6087 · Educational Reimbursement	0.00	2,500.00	-2,500.00	0.0%
6090 · Subscriptions/Publications	211.09	1,000.00	-788.91	21.11%
6091 · Public Notices	0.00	3,000.00	-3,000.00	0.0%
6093 · Memberships	0.00	18,500.00	-18,500.00	0.0%
Total 6000 · General Administration	17,178.91	278,682.66	-261,503.75	6.16%
6100 · Benefits				
6110 · Vision Insurance	165.62	2,355.91	-2,190.29	7.03%
6120 · Workers' Comp. Insurance	0.00	13,265.35	-13,265.35	0.0%
6130 · Dental Insurance	701.92	10,566.73	-9,864.81	6.64%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	0.00	-22,217.51	22,217.51	0.0%
6150 · Medical Insurance - Other	11,767.89	167,161.64	-155,393.75	7.04%
Total 6150 · Medical Insurance	11,767.89	144,944.13	-133,176.24	8.12%
6160 · Payroll Taxes-Employer	1,885.71	64,235.94	-62,350.23	2.94%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	0.00	-26,015.02	26,015.02	0.0%
6170 · PERS Retirement - Other	6,733.90	148,647.12	-141,913.22	4.53%
Total 6170 · PERS Retirement	6,733.90	122,632.10	-115,898.20	5.49%
Total 6100 · Benefits	21,255.04	358,000.16	-336,745.12	5.94%
6200 · Salaries				
6220 · Contingency/Temporary	0.00	0.00	0.00	0.0%
6230 · Regular Salaries	28,168.76	879,260.46	-851,091.70	3.2%
Total 6200 · Salaries	28,168.76	879,260.46	-851,091.70	3.2%
6300 · Insurance				
6310 · Property/ Auto Insurance	0.00	7,000.00	-7,000.00	0.0%
6320 · General Liability Insurance	5,701.95	32,500.00	-26,798.05	17.54%

San Bernardino Valley Water Conservation District
 Profit & Loss To Date vs. Annual Budget

	<u>Jul 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 6300 · Insurance	5,701.95	39,500.00	-33,798.05	14.44%
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	363.55	0.00	363.55	100.0%
6401 · Directors' Fees - Other	4,532.00	78,718.78	-74,186.78	5.76%
Total 6401 · Directors' Fees	4,895.55	78,718.78	-73,823.23	6.22%
6410 · Mileage	26.75	4,000.00	-3,973.25	0.67%
6415 · Air Fare	0.00	2,500.00	-2,500.00	0.0%
6420 · Other Travel	0.00	500.00	-500.00	0.0%
6425 · Meals	28.00	2,500.00	-2,472.00	1.12%
6430 · Lodging	0.00	3,000.00	-3,000.00	0.0%
6435 · Conf/Seminar Registrations	425.00	5,000.00	-4,575.00	8.5%
6440 · Election Fees / Re-Districting	0.00	100,000.00	-100,000.00	0.0%
Total 6400 · Board of Directors' Expenses	5,375.30	196,218.78	-190,843.48	2.74%
6500 · Administrative/Staff Expenses				
6510 · Mileage	0.00	1,800.00	-1,800.00	0.0%
6515 · Air Fare	0.00	2,000.00	-2,000.00	0.0%
6520 · Travel, Other (rental car, taxi)	0.00	1,400.00	-1,400.00	0.0%
6525 · Meals	38.22	1,500.00	-1,461.78	2.55%
6530 · Lodging	0.00	3,000.00	-3,000.00	0.0%
6535 · Conf/Seminar Registrations	250.00	4,000.00	-3,750.00	6.25%
Total 6500 · Administrative/Staff Expenses	288.22	13,700.00	-13,411.78	2.1%
9999 · Contribution to Capital Maint.	0.00	280,500.00	-280,500.00	0.0%
Total Expense	82,442.49	2,875,799.06	-2,793,356.57	2.87%
Net Ordinary Income	152,774.97	-397,588.07	550,363.04	-38.43%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	8,000.00	-8,000.00	0.0%
7050 · Basins- Capital Annual Repair	0.00	0.00	0.00	0.0%
7053 · HCP Endowment	0.00	0.00	0.00	0.0%
7055 · Plunge Creek Expansion	0.00	500,000.00	-500,000.00	0.0%
Total 7000 · Construction	0.00	508,000.00	-508,000.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	0.00	260,000.00	-260,000.00	0.0%
7130 · Mentone Property (House)-CapRep	0.00	0.00	0.00	0.0%
7140 · Mentone Property (Shop)-CapRep	0.00	50,000.00	-50,000.00	0.0%
7150 · Mill Creek Diversion	0.00	577,000.00	-577,000.00	0.0%
7160 · Mendoza Property	0.00	215,000.00	-215,000.00	0.0%
Total 7100 · Land & Buildings	0.00	1,102,000.00	-1,102,000.00	0.0%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	4,259.00	12,500.00	-8,241.00	34.07%
7230 · Field Equipment / Vehicles	0.00	150,000.00	-150,000.00	0.0%
7240 · Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Total 7200 · Equipment & Vehicles	4,259.00	169,000.00	-164,741.00	2.52%
7400 · Professional Services Capital				
7438 · Engineering Services-Other	0.00	135,000.00	-135,000.00	0.0%
Total 7400 · Professional Services Capital	0.00	135,000.00	-135,000.00	0.0%
Total Other Expense	4,259.00	1,914,000.00	-1,909,741.00	0.22%
Net Other Income	-4,259.00	-1,914,000.00	1,909,741.00	0.22%
Net Income	<u>148,515.97</u>	<u>-2,311,588.07</u>	<u>2,460,104.04</u>	<u>-6.43%</u>



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Memorandum No. 1514

To: Board of Directors

From: General Manager, Daniel Cozad

Date: August 9, 2017

Subject: Public Information and Outreach Options

RECOMMENDATION

Staffs recommends the Board review the Public Information and Outreach options and provide direction to staff and authorize the General Manager to contract for the level of support selected.

BACKGROUND

As a part of the Strategic Planning process various issues were identified for discussion by the Board. One of the issues was the public information and outreach to decision makers. At the July Strategic Planning session Deniene Rivenburg, who occasionally assists the District on press and related issues, attended to help scope options for the Board to consider in performing outreach.

DISCUSSION

Because this issue was raised prior to the beginning of the fiscal year, staff was able to budget for some effort toward outreach. Staff has used the support from Thunder wheel Communications (Kim Munkres and Deniene Rivenburg) for press release and management issues on an as needed basis. Their resumes and examples of work will be provided as handouts. From the feedback provided by the Board in the strategic planning session they structured a proposal identifying goals and key audiences as well as primary messages. The proposal provides message delivery opportunities and several levels of effort.

The three levels of effort would provide various levels of support based on the preferences of the Board. Level A. 40 hours per month, \$3,900 per month provides for the highest level of support and outreach. This level would include frequent updates and outreach, press, blog, social media and monthly e-newsletter. Level B. 30 hours per month \$2,700 per month would provide for slightly less outreach with monthly press and blog outreach and lower social media and quarterly e-newsletter. Finally, Level C. 20 hours per month \$1,900 per month would provide monthly press and blog without social media efforts. Otherwise staff could continue to use their efforts as we do now, in an as needed on call basis for press and editing.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

FISCAL IMPACT

Staff included funding in professional services to cover the anticipate costs for these services.

POTENTIAL MOTIONS

1. Move approval to contract for Tier A., Tier B. or Tier C. as consistent with the Board's feedback.
2. Move to continue contracting on an as-needed on-call basis.
3. Move to request this item be tabled and referred to Education and Outreach Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

Proposal

Bio and Materials (provided as a handout)

San Bernardino Valley Water Conservation District

Proposed Communications Plan

Submitted July 27, 2017

By Deniene Rivenburg & Kimberli Munkres

Introduction

The San Bernardino Valley Water Conservation District, since 1912, has played a critical role in the availability of water for residents of this region. Well over 70 percent of the water used in the upper-watershed is groundwater that has been conserved by the district by diverting the natural flow of the Santa Ana River and Mill Creek into 71 percolation basins that the district owns and operates.

The district has been here for more than 100 years. It provides an essential service to the community, yet few people even know it exists.

In short, the district doesn't always get credit or recognition for its accomplishments. It is therefore undervalued in the community and by people of influence for the role it plays in ensuring a safe and reliable source of water to the people who live here.

Proposal

SBVWCD board members have expressed some frustration over this situation, although they concede that a general public relations program directed at the local community-at-large would be mostly a "fruitless" endeavor.

What we propose instead is a strategic scalable approach to helping SBVWCD meet its business objectives. This will be accomplished by identifying targeted audiences, messaging, accomplishments and milestones, and delivering these findings through a strategically planned and implemented 12-month campaign.

1. Agency Goals

- a. Expand on Buffer Land Opportunities
- b. Expand on Conservation Bank Participation/Support
- c. Partner with Others for Management and Mitigation
- d. Build Support of the District among National, State & Local Legislators
- e. Build Support among Regulatory Agencies
- f. Define and Promote the Unique Role of the District to Surrounding Agencies, including LAFCO
- g. Build a Media Library of Clips to Enhance Awareness of the District, bolster the District's Online Presence, and Supplement the Grant Application Process

2. Key Audiences

- a. Influencers
 - i. State and U.S. Legislators
 - ii. Local and Regional Officials
 - iii. Local Service Clubs, Organizations
 - iv. Local Agencies (districts, LAFCO, etc.)
- b. Prospective Partners
 - i. Public Agencies
 - ii. Conservation Groups
 - iii. Grant Prospects

3. Key Messaging

- a. Water Storage and Quality
 - i. Wash Plan
 - ii. Mill Creek
 - iii. Sustainability Council
 - iv. Water Table
 - v. Water Independence
- b. Conservation/Habitat
 - i. Enhancements for Native Species
 - ii. Public Collaboration at its Best
 - iii. Land Restoration
 - iv. Unparalleled Stewardship for the Region
- c. Public Trails

- i. Blending of Public/Natural Uses
- ii. Connecting Community with Nature

4. Key Delivery Systems

- a. Media Pitches and Press Releases
 - i. Milestones and “News” such as Wash Plan, Algae Blooms, the Role of Percolation Ponds in Fighting Local Fires
 - ii. New and Completed Projects
 - iii. Ongoing Water Table Updates
 - iv. Staff Recognition
 - v. Byline Articles/Op-Eds in Targeted Mainstream & Trade Publications
 - vi. Joint PR with Lawmakers and Partnering Agencies
- b. Updated Website, Blog and e-Newsletter
 - i. Revise Website to be More Reader-Friendly and to Enhance SEO
 - ii. Create Blog/News Page that Links Website to Social Media
 - iii. Repurpose Blog and Releases for Regular e-Newsletter to Targeted Audiences
- c. Correspondence/Outreach
 - i. Draft Template Correspondence/Messaging for Use When Communicating with Key Constituencies and Influencers
 - ii. Prepare Template Materials for Speaking Engagements
 - iii. Communicate and educate colleagues on the value of what the district does and how it does it
- d. General Writing and Editing Support
 - i. Write and edit materials as needed to establish and maintain a consistent voice, clarity, messaging and professionalism in all external communications
- e. Social media support and engagement through Facebook and Instagram.

5. Tiered Pricing Options:

- a. 40 Hours: \$3900/mo.
 - i. Weekly (in-person or phone) Meetings with Staff and/or Board
 - ii. Two releases or media pitches per month
 - 1. This could include board action, project updates, interesting facts about habitat conservation, water table findings, Op-Eds, Letters to the Editor

- a. Outlets to Include:
 - i. Local
 - ii. Regional
 - iii. Trade
 - iv. Conservation
 - iii. Minimum of two blogs per month
 - 1. Could include repurposed releases or timely topics related to water conservation
 - iv. Minimum of three social media posts per week
 - v. Preparation and distribution of Monthly e-Newsletter
 - vi. Writing and editing support as needed
- b. 30 Hours: \$2700/mo.
- i. Meetings with Staff and/or Board every other week
 - ii. One release / pitch per month
 - iii. Minimum one blog per month
 - iv. Minimum two social media posts per week
 - v. Quarterly e-newsletter
 - vi. Writing and editing support as needed
- c. 20 Hours: \$1900/mo.
- i. One Meeting w/Staff per month
 - ii. Release / pitch every other month
 - iii. Minimum one blog per month
 - iv. Writing and editing support as needed
- d. On As-Needed Basis: Hourly Rate of \$100 per hour.

This proposal is valid until September 1, 2017. A letter of agreement will be created based upon the tier chosen.



Wash Plan Update

July 7 through August 3, 2017



Staff continues to estimate publication in the Federal Register of the HCP in the late Fall/early winter of 2017. The earliest scheduled project implementation of HCP projects is summer/fall of 2018, so at this time, it appears the Incidental Take Permit will be complete and the HCP implemented prior to construction.

Wash Plan Habitat Conservation Plan (HCP) Document. Complete.

Implementing Agreement (IA). Complete. Staff continues to provide assistance to Flood Control in scoping their RFP for land management activities on their HCP lands.

Environmental Documents. The Environmental Impact Report (EIR) and the Environmental Impact Statement (EIS) are the review documents that disclose impacts related to implementation of the HCP. These documents are combined in a single EIR/EIS document with the Federal Partners (the FWS and the Bureau of Land Management) using the EIS section and the District using the EIR as their decision support documents. The “screen check” version completed last fall is being updated to reflect updates to the HCP.

Chapters and sections of the environmental documents related to natural resources are either complete or undergoing review by the FWS Regional Office in Sacramento. A section of the biological review and associated findings was found to be incomplete by Regional FWS staff. Local FWS and District staff has revised both the section and the findings to address comments. An analysis of 63 possible Special Status species was conducted with 23 included in the EIR/EIS documents. Avoidance and minimization measures were developed for all species included. Other sections are continued to be provided to the District and Federal Partners on schedule. Staff has begun working on a tribal notification strategy with the Federal partners. Results of the consultations will be included in the EIR/EIS as required by Federal law (section 106 consultations) and the District will complete AB52 consultation.

Land Transfers. There are two land transfers required for full implementation of the HCP. The first is a land transfer between Robertson’s and the Flood Control District. The second transfer, a transfer of land between the District and the BLM, requires Congressional approval. The Senate version of the land transfer bill, S357, has a scheduled passed out of the Senate Committee on Energy and Natural Resources last month and will be heard by the full Senate this fall.. Full implementation of the mining activities described in the HCP requires the land transfer to be completed.

Additionally, the HCP calls for the transfer of approximately 114 acres of land fee title to the District from Redlands. This land will be managed as part of the Wash Plan preserve. Staff anticipates the transfer to occur this fall.



General Manager's Report

For July 8, 2017 to August 4, 2017

Daniel B. Cozad

The following report covers the weeks between meetings and the efforts and activities during the reporting period.

- 1. Water Conservation – Plan Goal 1** – Santa Ana flows have diminished significantly with little additional rain in the area since March. Very small residual watershed flows are being recharged with significant State Project Water flows in July. Edison facilities are in operation and no flood control activity occurred. Santa Ana recharge now totals are nearly 32,000 AF and Mill Creek nearly 9,000 AF. While all basins continue to recharge well cleaned basins in Mill Creek and Santa Ana are still developing algae from both native river water and especially with State Project water which contains more nutrients. Total recharge exceeded 40,000 AF in July, 40,718 at the end of the month. Of that number about 14,500 AF from State Project water.
- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Field staff are operating all basins and still rotating the basins where possible to allow drying. The Mill Creek diversion occasionally has Creek flows around 1-5 CFS depending on other surface water uses with most of the recharge coming from State Project water. Staff continued to build and install gates for better access control at Facility entrances, see photo.
- 3. Aggregate Management – Plan Goal 2** – Sand sales have increased after the bridge completion and will further increase when Enhanced Recharge facilities are underway.
- 4. Personnel/Administration/Staff – Plan Goal 6** – Staff worked on the Board's strategic planning session's materials and consolidating responses and changes.
- 5. Finance/Budget/Audit – Plan Goal 6** – Staff began implementation of the District budget for 2017-2018. Staff worked closely with Rogers Anderson Malady and Scott (RAMS) the Board's new auditor to close the year. Staff and RAMS completed Audit fieldwork and staff finalized the OPEB report. RAMS staff is preparing GASB compliant reports for CalPERS and expect a draft Audit in August.
- 6. Mill Creek Diversion Engineering – Plan Goals 1/7** – Staff concluded efforts for the Initial Study and Mitigated Negative Declaration filing and prepared materials for County Flood. Land Resources Manager Beehler finalized AB-52 Consultation. Staff is working on a meeting with County Flood to move the project forward toward a Section 408 permit.



7. **Plunge Creek Project** – *Plan Goals 1/4/7* – ICF Jones & Stokes is supporting regulatory permitting for Plunge Creek (as well as Mill Creek). Permit applications for the 401 and 404 permits are being prepared.
8. **Collaborative Enhanced Recharge Project** – *Plan Goal 7* – SBVMWD held a kickoff meeting with the team on July 25th. Field Supervisor and GM attended meeting. Staff issued JF. Shea Construction an access permit for the project which occurs partially on District lands. They will begin full construction in early August and continue until the following August. District canal below the sandbox and above new Greenspot Road will be out of use from August to November 1. Construction will occur to allow the District to be in operation November to the end of April 2018. In river recharge will be monitored and recorded during the outage.
9. **Groundwater Council** – *Plan Goal 1* – No additional meetings have been held yet the next meeting is scheduled for July 10th. Staff has worked with City of San Bernardino and City of Redlands on their comments in the GC meeting. No GC Report was prepared this month, however a brief update will be provided at the Board meeting.
10. **Wash Plan** – *Plan Goal 2* – A separate report is provided in the agenda on the Wash Plan.
11. **Santa Ana River Wash Plan Land Exchange Act** – Senator Harris and Senator Feinstein were able to get S. 357 hearing a hearing before the Senate Energy and Natural Resources Committee. Only administrative staff presented testimony. US BLM indicated they supported the bill and had clarifications to make related to the Land Transfer Regulations and DOJ had a question about a constitutional issue. No schedule has been identified for markups and Senate approval.
12. **Conservation Trust** – The Conservation Trust Board of Directors last met on June 9th, 2017. They addressed mitigation need for the District projects and Community Mitigation opportunities. They next meet in September. Staff and District Legal Counsel developed an initial draft of a District – Trust agreement for reimbursement and related needs to be considered by both Boards in September. Staff has also coordinated with Development interests adjoining the Wash Plan for mitigation needs and conservation easements.
13. **Property/Redlands Plaza** – *Plan Goal 3* – Staff continues to manage Redlands Plaza. We have one vacant unit and a likely new tenant is negotiating for the open vacancy.
14. **Mining** – *Plan Goal 2/3* – Mining efforts by CEMEX Contractors continue on the Plant Site quarry. CEMEX and Robertson's will shortly be submitting a mining plan to the District detail the areas to be mined by each company. CEMEX and the District are working on the validation of mining revenues and verification of excavations in accordance with the jointly approved methodology. This process is planned to take about 3-4 months.
15. **Public Outreach and Legislative** – *Plan Goal 4* – Staff continued worked with the BTAC group on iEfficient efforts including participating on the interview panel for selecting the firm that will perform advertising. The General Manager submitted a letter

commenting on a neighboring property's development plans to the City of Highland. A copy of the letter is attached.

16. Current Board Action Implementation – *Plan Goal 3* – Staff is implementing the updated priorities of the Board. Most priority elements are segregated into separate sections of the General Manager's Report or separate reports. Staff and District Counsel coordinated EHL/CBD v. USACOE as well as other closed session items.

17. Future Board Activities – Expected short term items for consideration or note

- Staff supported the Finance & Administration Committee meeting
- Staff supported the hearing for S. 357 and Wash Plan Coordination.

18. District Successes – *Plan Goal 6*

- Staff is pleased that S.357 received a hearing. We appreciate federal agency staff who prepared for the hearing. We are working with BLM on issues raised in the hearing.
- Several District staff took vacation time in July and early August which were well deserved.
- Consultants completed the Preconstruction Woolly star survey for Plunge Creek permitting



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Redlands, CA 92373-8032
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August 3, 2017

Tom Thornsley, Associate Planner
City of Highland, Planning Department
27215 Base Line
Highland, CA 92346

RE: Tentative Tract Maps South of Greenspot Including Tract 015-001

Dear Mr. Thornsley,

The San Bernardino Valley Water Conservation District (District) owns a large portion of the land located directly south of the property planned for development within the Santa Ana River Wash. This area includes the District's Santa Ana River spreading facilities, where storm water is diverted from the Santa Ana River and flows to percolation basins for groundwater recharge. This area is also some of the last remaining habitat for several federally listed endangered species.

This District is currently finalizing the Santa Ana River Habitat Conservation Plan (HCP) that dedicates large portions of the Santa Ana River Wash for habitat and species conservation. The City of Highland is a member of the Wash Plan Task Force and has projects receiving environmental coverage through the HCP. The Endangered Species covered by this plan include: Santa Ana woolly star, San Bernardino kangaroo rat, California coastal gnatcatcher, and slender horned spineflower. It is important that any planned land use adjacent to the property not adversely impact the implementation of the HCP Preserve areas because as it serves as mitigation for a number of important infrastructure projects within the area. The Wash Plan HCP area is permitted for mining by CEMEX and Robertson's Ready Mix which may also provide comment on the project related to their operations. While the District is a not CEQA Responsible Agency, we will comment during the CEQA process and therefore we are providing comments and suggestions, prior to preparation of those documents. Below, please find our general comments, requests and recommendations, which are also shown on an attached map.

General Comments on TTM 015-001 and other developments south of Greenspot Road include:

1. Developed land adjacent to the HCP Preserve areas may require specific access restrictions/fencing and gates to manage access to preserve lands and to limit public use.
2. Developed lands which are adjacent to the Wash Plan HCP wildland trails, will have specific coordination requirements with the District and may require specific access restrictions/fencing and gates to exclude public access until the trail is open to the public.
3. Given the District's mission to conserve (recharge) water to benefit the regional groundwater supply and our location adjacent to the project we may be able to cooperatively assist planned developments with managing surface water flows. At a minimum and in addition to the WQMP requirements, we expect groundwater recharge to be maximized in the design and the environmental documents.

BOARD
OF
DIRECTORS

Division 1:
Richard Corneille
Division 2:
David E. Raley

Division 3:
T. Milford Harrison
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

We appreciate your help in accessing the documents for the project. In our initial review of those documents we identified issues that we request the City of Highland and the applicant address. At a minimum, the resolution of these issues should be coordinated with the District. Beyond assuring compatible planning this coordination may also provide an opportunity for the District to provide assistance, if needed. These issues are summarized below:

1. Water recharge, infiltration and permeable surfaces should be addressed
2. A detailed plan for Weaver Drain flows and maintenance as well as water leaving the property boundaries should be provided, as shown on the attached map
3. Stormwater management should be addressed to maximize recharge, reduce contaminants and eliminate habitat type conversion on the HCP preserve
4. Infiltration basins should be designed to allow equipment to maintain the basin for recharge and maximize groundwater recharge or coordinated with the District
5. Issues related to the Wash Plan HCP Preserve that is adjacent to the development on the south should be addressed; including limiting access, fencing, signage or other measures to avoid additional take of species related to the development.
6. Near term and ultimate trails access to the south should be addressed. Until the trails are opened to the public access will need to be restricted but access would be an amenity when they are open, so a gate and signage may be appropriate.

These items should be documented in the Mitigated Negative Declaration and Mitigation Monitoring Plan.

We also request that the City condition of the approval of the amendment, such that the developer be required to include in the covenants, conditions and restrictions including a notice of its adjacency to protected habitat conservation areas and make available information on the Wash Plan HCP to purchasers. We are happy to work with the City and the developer to achieve acceptable language.

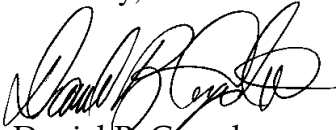
Additional recommendation and suggestions for the project include the following:

1. To the extent not already included consider maximizing permeable pavements and maximizing on-site recharge
2. Large tree plantings should where possible be native trees which can withstand native water conditions after the first few years
3. Identify O&M limitations to reduce pesticides, herbicides and nutrients in runoff water to avoid type conversion of HCP habitat preserve areas downstream
4. Because the District and the San Bernardino Valley Conservation Trust will be managing adjacent lands to the east and to the south, land management and disposition should be coordinated for consistent management and to prevent conflict.
5. The conservation easement for the onsite lands should be held by an entity approved by CDFW and recorded by the County.

The District has a policy principal supporting the communities we serve and being a good neighbor where we own land and operate, As such we are more than willing to work with the City and developers to address any of the issues we have identified.

If you have any questions or need additional information, please contact me or Jeff Beehler at 909-793-2503, or via email dcozad@sbvwcd.org. Thank you for including us in the initial notice and please include us in any other updates or notices regarding this project.

Sincerely,

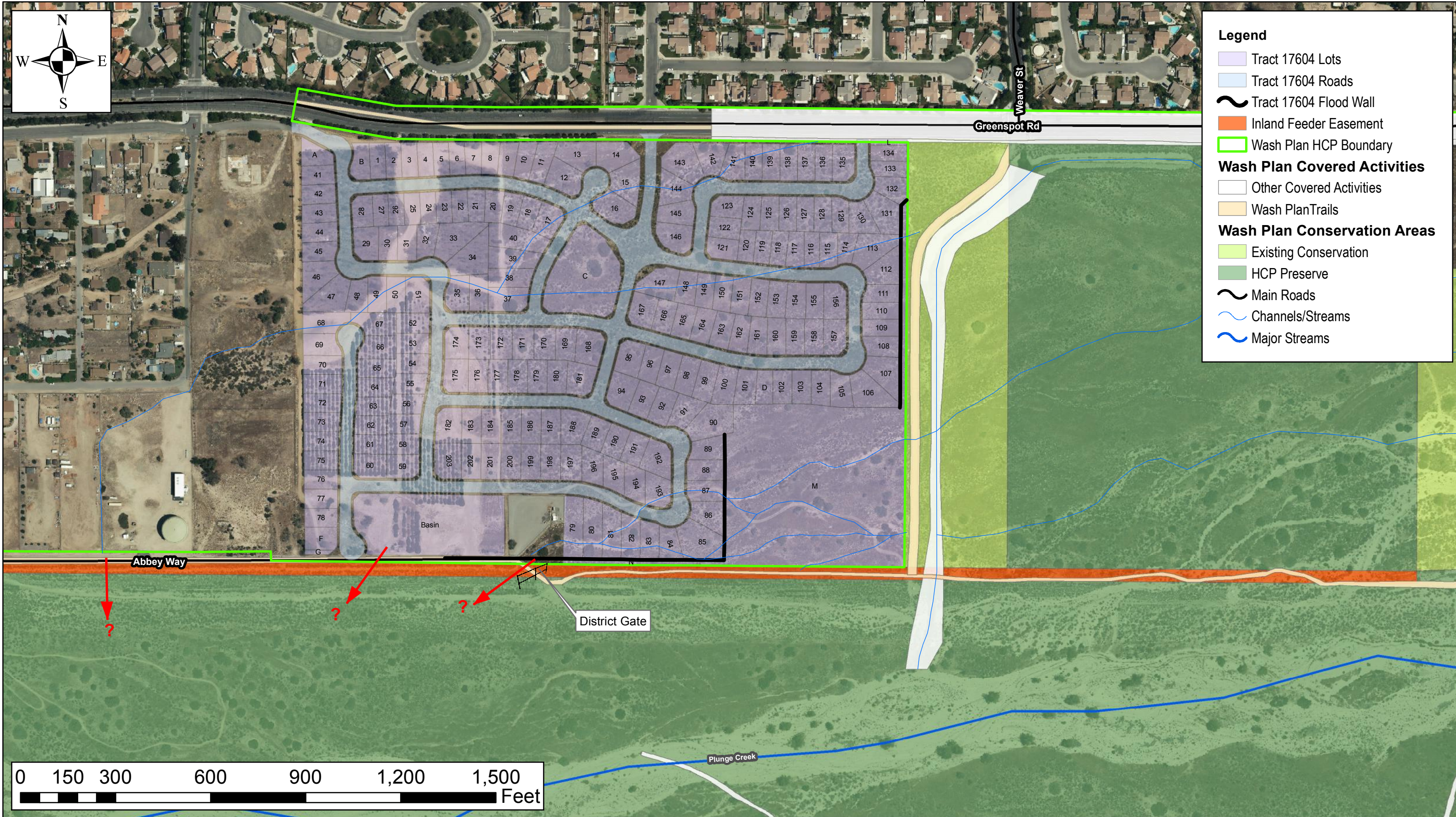
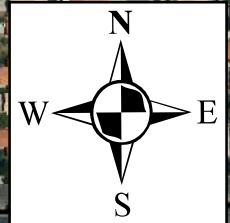
A handwritten signature in black ink, appearing to read "Daniel B. Cozad". The signature is stylized and cursive.

Daniel B. Cozad
General Manager

Tentative Tract 17604 (Heather Glen PD)

City of Highland - Greenspot Partners

Coordinate System:
 NAD 1983 StatePlane California V FIPS 0405 Feet
 Projection: Lambert Conformal Conic
 Datum: North American 1983
 Source: SBVWCD, CASIL, SBVMWD
 GIS Contact: K. Scholte
 M:\2017 Projects\Fire
 July 28, 2017



San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 7/1/2017
To: 7/31/2017



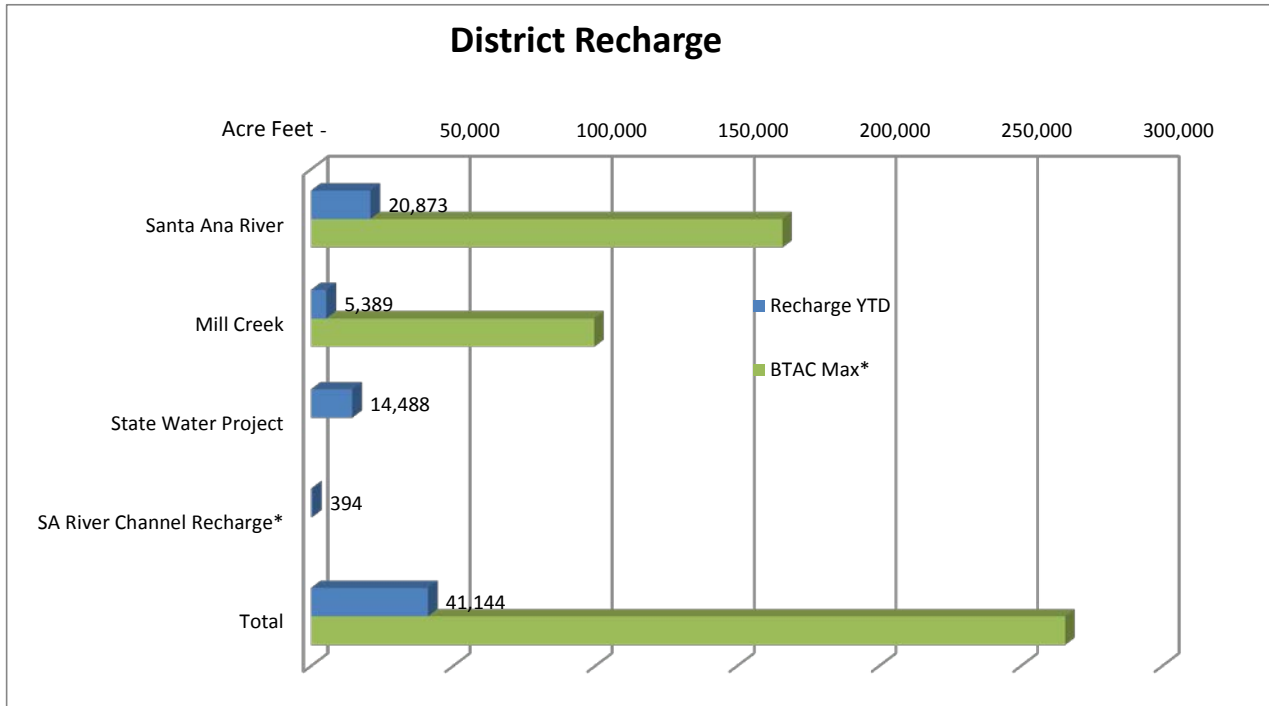
	July				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	3.2	99	20,873	166,000	13%
Mill Creek	5.1	158	5,389	99,700	5%
State Water Project	48.3	1,497	14,488	NA	NA
In River Channel Recharge**	0.0	-	394	NA	NA
Total	57	1,754	41,144	265,700	15%

Values in Acre Feet

*BTAC Revised Max in December 2016

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2017



SBVWCD Statutory Powers

Provided for by Division 21 of the
California Water Code (CWC)



Water Conservation District Powers

Statutory LAFCO Activated

- Implement Water Conservation Programs (CWC § 74000)
- Make surveys and Investigations of Water supply and resources of the District (CWC § 74540)
- Administrative Powers

Statutory Latent

- “All other unauthorized services under the principal act of each entity are determined to be “latent” functions and services which require LAFCO action to authorize under current policies and procedures.”



Latent Statutory Powers

- **Water:** Appropriate, acquire, and conserve water and water rights; acquire and construct dams, reservoirs, canals, conduits, spreading basins, and sinking basins in order to conserve, store, spread and sink water. (CWC § 74521 & 74522)
- **Water:** Wholesale, retail, agricultural, domestic, replenishment and conservation. (CWC § 74526)
- **Power:** Construct, operate and maintain hydroelectric power facilities, including electrical production and transmission (CWC § 74510)
- **Flood Control:** facilities and operation within or beyond the District boundary (CWC § 74524)
- **Recreation:** Construct, acquire, maintain and operate parks and recreational facilities in connection with reservoirs or other works (CWC § 74540)
- **Wastewater and Recycling:** Sewage or stormwater construction and Operations (CWC § 74593)



Administrative Powers

- Enter into contract for water and other related facilities (CWC § 74501 & 74591)
- Employ engineers attorneys and equipment (CWC § 74502)
- Works and Right of Way/Maintenance (CWC § 74504/74523)
- Issue Bonds (CWC § 74507)
- Levy and collect a groundwater charge (CWC § 74508)
- Set water rates (CWC § 74527)
- Take and hold property and exercise the right of eminent domain (CWC § 74550 & 74553)
- Cooperated and perform joint projects (CWC § 7457/74571)
- Improvement/Benefit Assessment Districts (CWC § 75000)

Authorized Administrative Powers

- Enter into contracts and other related facilities (CWC § 74501/74591)
- Issue Bonds (CWC § 74507)
- Levy and collect a groundwater charge (CWC § 74508)
- Set water rates (CWC § 74527)
- Make surveys and investigations of water supply and resources of the District (CWC § 74520)
- Commence, intervene in proceedings related to water rights applications (CWC § 74641 & 74643)
- Exercise powers expressly granted or necessarily implied (CWC § 74501)



San Bernardino Valley Water Conservation District

Strategic Planning Summary Review

August 9, 2017

Strategic Planning Process

1. Where you have been and ✓
where you are now? - Position
2. What is most important, where
do you want to be in 3-5 years?
Vision and Strategy ✓
3. **What is needed to achieve #2 -
Resource and Budget Plan**
4. Implementation
5. Review and revise



Process Steps

1. Environment and current status ✓
2. Future Vision 5 years out - Issues ✓
3. **Review issues for Planning** ✓
 - Strategies to achieve vision (**Ends/limitations**)
 - Goals to measure vision (Monitoring)
4. **Timing, Resources, Planning**

STEP #4 Planning Alignment

Initial Review

- Summarize goals and objectives
- Staff Draft Plan - September
- Incorporated into future budget and priorities

Implementation per plan – 5 years

Review and revise

Review Goals by Issue

1. Additional Recharge
2. Boundary Expansion
3. Trail Recreation
4. Expanded Habitat Mgt.
5. Outreach PR
6. Mining Pit Reuse
7. Treatment Wetlands

Additional Recharge Goals

- # Aggressive Recharge – District facilities
- # Cooperative Enhanced Recharge
- # Community Recharge (stormwater recycled & etc.)
 - Seek partnerships for projects – 2 years
 - Screen options and develop, if possible
 - Present initial concepts – 3-4 years
 - Begin development, design and permitting
- # Investigate Staffing and Budget

Boundary Expansion Goals

- # Support the Community within Sphere
- # Seek opportunities for expansion supporting
 - Groundwater Council 2018
 - Recharge Projects 2019
 - Partnerships 2019
- # Preliminary goal for 2020 request for contract or service within sphere
- # Identifying Staffing and Budget

Trail Recreation Goals

- # Continue with Cities/others on governance and implementation for Wash area wildland trails
- # Document and gain approvals 1 year
- # Lead entity and funding plan 1.5 years
- # Application to USFWS 2 years
- # Implementation Plan 2.5 years
- # First trails open 3 years
- # Non-Federal Trails open 4 years
- # Significant staffing and potentially budget needs

Expanded Habitat Mgt. Goals

- # Implement the Wash Plan needs
- # Coordinate on requests from others
- # Consider requests case by case
- # Buffer lands increases by opportunity
- # Partner with others for their needs in management and mitigation in local area
- # Work strategically with Trust on opportunities
- # Identifying Staffing and Budget needs

Outreach PR Goals

- # Continue existing outreach
 - iEfficient cooperative conservation
 - IERCDC school education and gardens
 - Tours, presentations and leader outreach
- # Consider expanded efforts proposal
 - Electeds, Leaders, Officials, Partners, Press
- # Limited staffing and budget







Mining Pit Reuse Goals

- # Review Mine Plan and implementation
- # Cooperatively identify efforts or changes that could better support recharge
- # Reevaluate in 2020
- # Minimal staffing

Treatment Wetlands Goals

- # Respond, if opportunity is presented
- # Partner with others for expertise
- # Present developed ideas, if workable
- # No allocated Staffing or Budget

Issues Ranking Efforts & Actions

	Topic	Rank	Funding	Staffing	Action Summary
A	Additional Recharge	1	\$\$\$		Continue aggressive recharge on District lands, look for opportunities for community stormwater recharge outside District owned Land and potentially community recharge or project outside the District
E	Boundary Expansion	2	\$\$\$		Staff should seek opportunities for expanding service where appropriate within the sphere of interest, if project are outside boundary consider LAFCO application for contract or change in boundary - Consultant/staff need
C	Expanded Habitat Mgt.	3	\$		Passively work with partners to achieve habitat management in the Wash area and potentially surrounding areas if consistent with mission
F	Outreach PR	4	\$		Develop and implement a program for additional outreach according to Board recommendations benefiting the mission and projects of the District.
G	Mining Pit Reuse	5			Conceptual Planning document for Mined area use and reuse
D	Treatment Wetlands				Monitor long term opportunities for asthetic and water quality wetlands projects - consultant need if implemented

Red = Additional need or deferral **Orange = Existing Staff** **Green = Planned New staff**

Strategic Plan Integration

No.	2017 Strategic Planning Goals	No.	Community Strategic Plan Goals (2013)
1	Additional Recharge - Consistent with CSPG#1, increase stormwater recharge through maximizing District Owned facilities (aggressive recharge) then expanding to support distributed community recharge in cooperative partnerships 2017-2022.	1	Increase and enhance basin water resources and conservation management through core mission efforts and enhancement projects
2	Boundary Expansion - Consistent with CSPG#3, and supporting the mission and services of the District expand the District Boundary or Service Contracts by 2020	3	Continue to develop and improve financially sound and efficient District organization with secure foundation to better serve District Partners and Communities
3	Trail Recreation - Consistent with CSPG#5, continue to work to open wildland trails on District owned lands with at least one trail open by 2020	5	Support Trails and outdoor recreation identified in the Wash Plan and in cooperation with District Partners and Communities where financially viable
4	Habitat Management - Consistent with SSPG#2 and working with the Conservation Trust leverage the Wash Plan successes to expand habitat management support for Wash Area lands.	2	Provide effective stewardship of District lands for environmental, water conservation and habitat management through the Wash Plan
5	Outreach Consistent with CSPG#4, expand efforts for opportunistic outreach and providing information to decisions makers on District issues	4	Deliver services and programs to improve non-retail outdoor water use efficiency and new groundwater recharge in the valley watershed
6	Mining Area Reuse - Consider mining pit reuse and recharge needs	6	Develop staff and District organization to support District Mission and regional projects and programs
7	Treatment Wetlands - Respond to opportunities for potential treatment wetlands areas compatible with the District's mission.	7	Support and lead regional efforts related to water conservation and management of natural resources with District partners and communities

Mission Statement & Policy Principles



Mission Statement

The mission of the San Bernardino Valley Water Conservation District is to ensure recharge of the Bunker Hill Groundwater Basin in an environmentally and economically responsible way, using local native surface water to the maximum extent practicable. We strive to improve the supply and quality of groundwater, balancing such demands with those of land, mineral, and biological resources.

District Policy Principles/Statements

Adopted 10/08/2014

1. Water recharge facilities and recharge management to benefit basin producers and the region's water basin and managing District land resources are Job #1!
2. Undertake all actions and efforts in an open, responsive, fair and transparent manner
3. Continuously maintain open working relationships and communications with our communities, water entities, partners, and local, regional, state and federal agencies
4. Operate and manage lands properties and facilities as safely, efficiently, and sustainably as possible
5. Forecast and maintain fair and affordable groundwater charges, which maintain the overall financial viability of efficient District operations
6. Seek, train, and retain excellent staff, utilize highly qualified consultants contractors and quality suppliers
7. Seek to understand and support the needs and plans of the communities we serve related to our mission, including water, lands and public access.
8. Participate in regional and statewide water and habitat related efforts of high value to the District, and support or oppose legislation and policy in accordance with these principles
9. Continually evaluate our strategies, policies, technology and performance to seek opportunities for improvement

Water Conservation Public Outreach Programs 2016-2017 Recap

Youth Programs

- Total of 15 classes visited
- 450 students reached with SBVWCD Water Conservation message

The following programs have been presented in each city:

- Redlands – 4 Youth Programs
- Loma Linda – 1 Youth program
- San Bernardino – 3 Youth programs
- Highland – 7 youth programs

Gardens

Waterwise School Gardens implemented in the following schools:

- Mentone Elementary, Mentone
- Rodriguez Prep Academy, San Bernardino

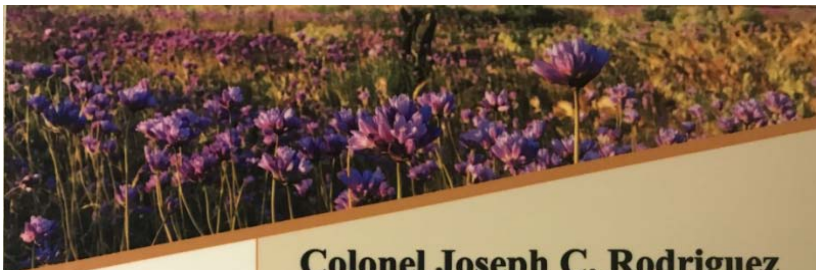
Next Steps

-15 youth programs

-2 Waterwise School Gardens






INLAND EMPIRE
RESOURCE
CONSERVATION DISTRICT



**Colonel Joseph C. Rodriguez
Prep Academy Garden**

School gardens help build pockets of habitat that provide a wonderful opportunity for students to learn about water conservation and become stewards of the environment.

RESOURCE
CONSERVATION DISTRICT



CSDA

TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	CSDA Annual Conf. Monterey
Event Dates:	Sept. 25 - 28
Requested by:	T. Milford Harrison

GL	GL Name	Cost	Notes
	6401 Directors Fees	\$ 824	
	6410 Mileage	\$ 450	
	6415 Air Fare	\$ —	
	6420 Other Travel	\$ —	
	6425 Meals	\$ 150	
	6430 Lodging	\$ 760	
	6435 Conference Registration	\$ 580	
	Estimated Total	\$ 2,764	

*Mileage Rate is \$0.535

*Per Diem is \$206 per day

ACWA/JPIA

TRAVEL AND EXPENSES COST ESTIMATE

Name of Event:	JPIA/ACWA Fall Conference
Event Dates:	November 28-December 1, 2017
Requested by:	T. Milford Harrison

GL	GL Name	Cost	Notes
6401	Directors Fees	\$ 1,030	Anaheim
6410	Mileage	\$ 70	arriving Sun night 11/26
6415	Air Fare	\$ —	Departing Fri. noon 12/1
6420	Other Travel	\$ —	
6425	Meals	\$ 150	
6430	Lodging	\$ 1,000	JPIA 11/27-28
6435	Conference Registration	\$ 650	ACWA 11/28-12/1
Estimated Total		<u>\$ 2,900</u>	

*Mileage Rate is \$0.535

*Per Diem is \$206 per day

T. Harrison



2017 Board Calendar - San Bernardino Valley Water Conservation District

JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 11 Board Meeting
 Jan. 25 2nd Qtr. Finance & Admin Mtg.

JULY						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul. 12 Board Meeting
 July 18th Strategic Planning Workshop
 Jul. 19 4th Qtr. Finance & Admin Mtg.

FEBRUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
26	27	28				

Feb. 08 Board Meeting

AUGUST						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 09 Board Meeting

MARCH						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar. 1 Special Board Meeting (@ 1:00 p.m.)

Mar. 15 Board Meeting (@ 9:00 a.m.)
Engineering Investigation Report Presentation

Mar. 23 Strategic Planning Workshop

SEPTEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30

Sept. 13 Board Meeting

APRIL						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 12 Board Meeting
Public Meeting/Groundwater Charge

Apr. 21st 3rd Qtr. Finance & Admin Mtg.

Apr. 26 Board Meeting
Public Hearing/Groundwater Charge

OCTOBER						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 18 Board Meeting

MAY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 3 Strategic Planning Workshop

May 31 Board Meeting
Public Hearing/Groundwater Charge

NOVEMBER						
S	M	T	W	Th	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 08 Board Meeting
 Nov. 15 1st Qtr. Admin Mtg.

JUNE						
S	M	T	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jun. 7 Strategic Planning Workshop

Jun. 14 Board Meeting

DECEMBER						
S	M	T	W	Th	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Dec. 13 Board Meeting (@ 9:30 a.m.)
Holiday Luncheon