



**BOARD OF DIRECTORS**

**MEETING AGENDA**

**Wednesday, June 14, 2017 – 1:30 p.m. Closed Session  
Open Session is Estimated to Begin No Earlier Than – 2:15 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.

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

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**1. CLOSED SESSION**

1. Under the authority of Government Code Section 54957(b) (1), the Board may recess to Closed Session regarding a personnel matter to consider a performance evaluation of the General Manager.
2. 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.

**2. 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.*

**3. 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.

- 4. **CONSENT CALENDAR**
  - A. Approval of Board Minutes, May 31, 2017 ..... 4
  - B. Approval of Budget Workshop Minutes, May 31, 2017..... 9
  - C. Approval of Expenditure Report, May 2017 ..... 11

5. **COMMITTEE REPORTS /ACTION ITEMS**

**Committee Reports**

- A. GENERAL MANAGER ANNUAL PERFORMANCE EVALUATION AND EMPLOYMENT AGREEMENT– 10 minutes (M#1501)..... 23  
*Presenter: Daniel Cozad*  
*Recommendation:* The Ad Hoc General Manager Evaluation Committee recommends that the Board review and discuss the Employment Agreement for the General Manager for a one year Agreement, with a two and one-half percent salary increase, and a discretionary merit performance bonus of seven and one half (7.5%) percent.
  
- B. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL YEAR 2017-2018 (M#1497) .....41  
*Presenter: Daniel Cozad*  
*Recommendation:* The Finance & Administration Committee recommends the Board review in workshop format, provide any feedback and consider approval of the 2017-2018 District and Enterprise Budget on June 14, 2017.  
**Other Board Actions**
  
- C. UNAUDITED FINANCIAL REPORTS, May 2017 - 5 minutes (M#1502) ..... 47  
*Presenter: Daniel Cozad*  
*Recommendation:* Review and approve the unaudited financials for May 2017.
  
- D. LEGAL SERVICES CONTRACT AMENDMENT - 5 minutes ..... 53  
*Presenter: Daniel Cozad*  
*Recommendation:* Review and consider approval of Legal Services Contract Amendment as requested by District Counsel.
  
- E. UPDATE ON DISTRICT CAPITAL PROJECTS (M#1503) .....56  
*Presenter: Jeff Beehler*  
*Recommendation:* Staff recommends the Board receive and file this project update.
  
- F. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2017 BOARD ELECTIONS – 5 minutes (M#1504) ..... 59  
*Presenter: Daniel Cozad*  
*Recommendation:* Direct staff to submit District’s election ballot reflecting the Board’s decision to the California Special Districts Association (CSDA).

- 6. **INFORMATION ITEMS:**
  - A. Ad Hoc Audit Committee Appointment-5 Minutes
  - B. Wash Plan report – 5 Minutes..... 70
  - C. General Manager’s Report and Monthly Recharge Report – 5 Minutes ..... 72
  - D. Future Agenda Items & Staff Tasks

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

8. **UPCOMING MEETINGS:**

- A. June 19, 2017 Association of San Bernardino County Special Districts’ Dinner, 6:30 p.m. hosted by ASBCSD, Location: The Wood Grill Buffet (Hesperia)  
Topic: *Financing vs Pay As You Go*/Speaker: Rick Brandis and Dan Shaw (Brandis Tallman, LLC)
- B. June 20, 2017 San Bernardino Valley Municipal Water District Board of Directors Meeting at 2:30 p.m. at Valley Municipal
- C. July 4, 2017 Office Closed in Observance of Independence Day
- D. July 11, 2017 San Bernardino Valley Municipal Water District Board of Directors Meeting at 2:30 p.m. at Valley Municipal
- E. July 11, 2017 Big Bear Watermaster, 2:30 p.m. at Conservation District
- F. July 12, 2017 Board of Directors Meeting, 1:30 p.m. at Conservation District

9. **ADJOURN MEETING.** The next regular Board meeting will be on July 12, 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 May 31, 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 (Arrival 1:46 p.m.)  
David E. Raley, Director  
T. Milford Harrison, Director  
John Longville, Director (Arrival 1:33 p.m.)

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

David E. Smith, East Valley Water District  
Charles Roberts, Highland Community News  
Clayton Larkins, Tetra Tech

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. PUBLIC HEARING RELATED TO ADOPTION OF GROUNDWATER CHARGE

President Corneille opened the Groundwater Charge Public Hearing. Mr. Cosgrove stated that the EI Report was presented at the February 8<sup>th</sup> Board of Directors meeting and adopted at the March 15<sup>th</sup> Board of Directors meeting. The Draft Groundwater Enterprise Budget was presented at the February 8<sup>th</sup> Board of Directors meeting. Mr. Cozad stated that no written or oral comments have been received. President Corneille asked for any public who would like to speak on the groundwater charge. He noted the proposed new rates would be \$3.36 for agricultural and \$12.08 for non-agricultural, if Resolution No. 553 is adopted. There were no public present who wished to speak on groundwater charge.

**It was moved by Director Harrison and seconded by Director Raley to approve Resolution No. 553 adopting the increase of the Groundwater Charge for 2017-2018. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

### 4. CONSENT CALENDAR

It was requested by President Corneille to add the following sentence to the Minutes of the April 26, 2017 meeting for item 4C after the last sentence-“ Expenses paid directly by the District are not included”.

**It was moved by Director Raley and seconded by Director Longville to approve Consent Calendar Item A: Board Minutes, April 26, 2017 as revised, Item B: Strategic Planning Workshop Minutes, May 3, 2017 and Item C: Expenditure Report, April 2017 with minor revisions to Item A. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

### 5. COMMITTEE REPORTS/ACTION ITEMS

#### A. UNAUDITED FINANCIAL REPORTS, APRIL 2017

**It was moved by President Corneille and seconded by Director Raley to approve the Unaudited Financial Reports for April 2017. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

**B. WASH PLAN HCP PRE-PERMIT PROJECT REVIEW PROCESS**

Mr. Beehler introduced this item for discussion. He relayed the Wash Plan Task Force's request that the Board allow staff to implement a project review process prior to HCP Incidental Take Permit issuance. The outline of the process is included on package page 33. This item was requested by the Task Force at their meeting on April 18, 2017. Director Raley the Board's liaison with the Task Force spoke in support of proposed process.

**It was moved by Director Raley and seconded by Director Harrison to approve the Wash Plan HCP Pre-Permit Project Review Process as presented. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

**6. INFORMATION ITEMS**

**A. WASH PLAN REPORT**

Mr. Beehler noted the written Wash Plan Report's inclusion on package page 34. The HCP is anticipated to be published in Federal Register July 2017 barring unforeseen issues. This item was received and filed.

**B. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT**

Mr. Cozad indicated that the written General Manager's Report is included in the Board Package on pages 37-39. He provided a map on page 42 of a fire that occurred in the Wash on City of Redlands property, May 21<sup>st</sup>. The fire was thought to be started by a homeless encampment. HR 497 regarding the Wash Plan land exchange with BLM is expected to be heard on the floor of the full House of Representatives on June 26<sup>th</sup>. Located on package page 41 is a letter of support for AB 1235 which would provide funding for the Santa Ana River Conservancy. Field Staff installed gates this morning where unauthorized access was occurring. This item was received and filed.

**C. GROUNDWATER COUNCIL REPORT**

Mr. Cozad indicated that the written Groundwater Council (GC) Report is included in the Board Package on page 43. At the May meeting the Committee finalized and accepted the current

equitable allocation model. There is a meeting in June to discuss governance. Director Raley asked who will perform the work of the GC. Mr. Cozad indicated that the GC is still identifying its governance structure but any party to the agreement can carry out the function of the GC. Discussion ensued. This item was received and filed.

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

There were none discussed.

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

Director Longville attended the May 3<sup>rd</sup> Strategic Planning Workshop, May 5<sup>th</sup> Valley Municipal Facilities Tour and met with Congressman Aguilar on May 13<sup>th</sup>. He attended a meeting with the General Manager on May 1<sup>st</sup>.

Director Raley attended the Redlands Rise N Shine on May 5<sup>th</sup> and HCP Review meeting on May 23<sup>rd</sup> as well as the State of the Community Luncheon in Highland on May 23<sup>rd</sup>.

Director Harrison attended the May 5<sup>th</sup> Valley Municipal Facilities Tour. He also attended the ACWA/JPIA meeting and ACWA Spring Conference, May 8<sup>th</sup> thru 12<sup>th</sup>.

President Corneille attended the ACWA Spring Conference May 9<sup>th</sup> thru May 11<sup>th</sup>. He attended the Groundwater Committee meeting, Water Quality Committee and Water Management Committee at the conference.

Vice President McDonald attended the ACWA Spring Conference and ACWA/JPIA meetings May 8<sup>th</sup> thru May 12<sup>th</sup>. She was reappointed to the ACWA Executive Committee. She attended Valley Municipal's Board Meeting on May 2<sup>nd</sup> and May 16<sup>th</sup>. Vice President McDonald attended the State of the Community Luncheon in Highland on May 23<sup>rd</sup>. She attended the Ad Hoc GM Evaluation Committee meeting on May 15<sup>th</sup> and May 24<sup>th</sup> along with Director Raley.

#### 8. UPCOMING MEETINGS

There were none discussed.

#### 9. CLOSED SESSION

**It was moved by Director Longville 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 will adjourn to closed session to those items listed on the posted agenda.

At 3:20 p.m., the meeting reconvened into Open Session. Under 54957.1 (a) there was no reportable action.

10. ADJOURN MEETING

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

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

At 3:21 p.m. the meeting adjourned to the immediately following Budget Workshop and to the Strategic Planning Workshop to be held on June 7, 2017 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

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Daniel B. Cozad  
General Manager

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BUDGET WORKSHOP

MINUTES OF May 31, 2017  
2:30 P.M. or immediately following Board of Directors Meeting

President Corneille called the Workshop of the Board of Directors to order at 3:21 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:

None

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. DISCUSSION ITEMS

A. CAPITAL IMPROVEMENT PROJECTS BUDGET

President Corneille introduced this item for discussion. The Operations Committee met on April 4<sup>th</sup> and the Finance & Administration Committee met on April 21<sup>st</sup>. Both Committees provided feedback to staff. This item has been updated based on that feedback.

**It was moved by Director Longville and seconded by Director Raley to approve the Capital Improvement Projects Budget as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

**B. RESERVE POLICY REVISIONS**

**It was moved by Director Harrison and seconded by President Corneille to approve the Reserve Policy Revisions with minor editorial revisions to be provided to staff. 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**

**C. DISTRICT ENTERPRISE BUDGET FOR FISCAL YEAR 2017-2018**

The Finance & Administration Committee met and discussed this item on April 21<sup>st</sup> and recommends approval. This item will move forward to June 14<sup>th</sup> Board of Directors Meeting for final approval.

**3. ADJOURN MEETING**

**It was moved by Director Harrison and seconded by Director Longville 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 3:30 p.m. the meeting adjourned to the Strategic Planning Workshop meeting scheduled for June 7, 2017 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

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Daniel B. Cozad  
General Manager

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2017**

Num	Date	Name	Account	Class	Original Amount
P.C.5.10.17	05/10/2017	Paychex	1012 · Citizens Busine...		-85.70
			6042 · Payroll Processing	4-General Fund Ent.	85.70
TOTAL					85.70
PC 05.24.17	05/24/2017	Paychex	1012 · Citizens Busine...		-140.84
			6042 · Payroll Processing	4-General Fund Ent.	140.84
TOTAL					140.84
ACH0095	05/09/2017	Melody McDonald	1012 · Citizens Busine...		-101.12
			6410 · Mileage	4-General Fund Ent.	101.12
TOTAL					101.12
ACH0096	05/09/2017	Raley, David	1012 · Citizens Busine...		-27.29
			6410 · Mileage	4-General Fund Ent.	27.29
TOTAL					27.29
ACH0097	05/09/2017	Raley, David	1012 · Citizens Busine...		-10.00
			6425 · Meals	4-General Fund Ent.	10.00
TOTAL					10.00
ACH0098	05/23/2017	T. Milford Harrison	1012 · Citizens Busine...		-1,294.80
			6410 · Mileage	4-General Fund Ent.	513.60
			6425 · Meals	4-General Fund Ent.	251.80
			6430 · Lodging	4-General Fund Ent.	488.90
			6420 · Other Travel	4-General Fund Ent.	40.50
TOTAL					1,294.80
20661	05/02/2017	Angie J. Quiroga	1012 · Citizens Busine...		-59.33
	04/18/2017		6510 · Mileage	4-General Fund Ent.	59.33
TOTAL					59.33
20662	05/02/2017	Athena Monge	1012 · Citizens Busine...		-50.69
	05/02/2017		6410 · Mileage	4-General Fund Ent.	50.69
TOTAL					50.69
20663	05/02/2017	Burgeson's Heating & ...	1012 · Citizens Busine...		-630.00
	04/21/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	630.00
TOTAL					630.00

## San Bernardino Valley Water Conservation District Expenditure Report May 2017

Num	Date	Name	Account	Class	Original Amount
<b>20664</b>	<b>05/02/2017</b>	<b>Chevron &amp; Texaco Car...</b>	<b>1012 · Citizens Busine...</b>		<b>-76.76</b>
	04/22/2017		5320 · Fuel	1-Groundwater Ent.	76.76
TOTAL					76.76
<b>20665</b>	<b>05/02/2017</b>	<b>Citizens Business Bank</b>	<b>1012 · Citizens Busine...</b>		<b>-4,497.68</b>
	04/13/2017		5122 · Wash Plan Profe...	5-Wash Plan	1,945.91
			5310 · Vehicle Mainten...	1-Groundwater Ent.	5.38
			6002 · Website Adminis...	4-General Fund Ent.	244.99
			6004 · Meeting Expenses	4-General Fund Ent.	13.48
			6004 · Meeting Expenses	3-Land Resources	13.47
			6030 · Office Supplies	4-General Fund Ent.	5.18
			6030 · Office Supplies	1-Groundwater Ent.	0.32
			6030 · Office Supplies	2-Redlands Plaza/...	0.65
			6030 · Office Supplies	3-Land Resources	0.32
			6039 · Postage and Ov...	4-General Fund Ent.	57.93
			6039 · Postage and Ov...	1-Groundwater Ent.	26.33
			6039 · Postage and Ov...	2-Redlands Plaza/...	10.53
			6039 · Postage and Ov...	3-Land Resources	10.53
			6051 · Uniforms	4-General Fund Ent.	86.77
			6051 · Uniforms	1-Groundwater Ent.	202.48
			6060 · Outreach	4-General Fund Ent.	2.50
			6060 · Outreach	1-Groundwater Ent.	1.00
			6060 · Outreach	3-Land Resources	1.50
			6090 · Subscriptions/Pu...	4-General Fund Ent.	74.90
			6435 · Conf/Seminar R...	4-General Fund Ent.	1,448.00
			6425 · Meals	4-General Fund Ent.	257.78
			6520 · Travel, Other (re...	4-General Fund Ent.	6.83
			6525 · Meals	4-General Fund Ent.	58.00
			6525 · Meals	1-Groundwater Ent.	45.11
			6525 · Meals	3-Land Resources	25.78
			6535 · Conf/Seminar R...	4-General Fund Ent.	314.55
			6535 · Conf/Seminar R...	1-Groundwater Ent.	244.65
			6535 · Conf/Seminar R...	3-Land Resources	139.80
			6520 · Travel, Other (re...	1-Groundwater Ent.	5.31
			6520 · Travel, Other (re...	3-Land Resources	3.04
TOTAL					5,253.02
<b>20666</b>	<b>05/02/2017</b>	<b>City of Redlands -Muni...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,746.18</b>
	04/13/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	1,746.18
TOTAL					1,746.18
<b>20667</b>	<b>05/02/2017</b>	<b>Day Lite Maintenance, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-63.79</b>
	04/12/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	63.79
TOTAL					63.79
<b>20668</b>	<b>05/02/2017</b>	<b>DMV</b>	<b>1012 · Citizens Busine...</b>		<b>-488.00</b>
	04/21/2017		5310 · Vehicle Mainten...	1-Groundwater Ent.	488.00
TOTAL					488.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2017**

06/07/17

Num	Date	Name	Account	Class	Original Amount
<b>20669</b>	<b>05/02/2017</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-483.09</b>
	04/28/2017		5440 · Telephone	4-General Fund Ent.	236.67
			5440 · Telephone	1-Groundwater Ent.	101.43
			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					483.09
<b>20670</b>	<b>05/02/2017</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-141.36</b>
	04/19/2017		5440 · Telephone	4-General Fund Ent.	46.46
			5440 · Telephone	1-Groundwater Ent.	19.91
			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					141.36
<b>20671</b>	<b>05/02/2017</b>	<b>Highland Area Chambe...</b>	<b>1012 · Citizens Busine...</b>		<b>-20.00</b>
	04/25/2017		6425 · Meals	4-General Fund Ent.	20.00
TOTAL					20.00
<b>20672</b>	<b>05/02/2017</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-1,592.50</b>
	04/20/2017		1700 · Work in Progress	1-Groundwater Ent.	1,592.50
TOTAL					1,592.50
<b>20673</b>	<b>05/02/2017</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-386.69</b>
	04/14/2017		6033 · Office Equipmen...	4-General Fund Ent.	290.03
			6033 · Office Equipmen...	1-Groundwater Ent.	19.33
			6033 · Office Equipmen...	2-Redlands Plaza/...	58.00
			6033 · Office Equipmen...	3-Land Resources	19.33
TOTAL					386.69
<b>20674</b>	<b>05/02/2017</b>	<b>Jeff Beehler</b>	<b>1012 · Citizens Busine...</b>		<b>-839.36</b>
	04/28/2017		6510 · Mileage	4-General Fund Ent.	18.20
			6525 · Meals	4-General Fund Ent.	171.21
			6520 · Travel, Other (re...	4-General Fund Ent.	93.09
			6530 · Lodging	4-General Fund Ent.	108.90
			6515 · Air Fare	4-General Fund Ent.	447.96
TOTAL					839.36
<b>20675</b>	<b>05/02/2017</b>	<b>John Longville</b>	<b>1012 · Citizens Busine...</b>		<b>-40.99</b>
	04/25/2017		6410 · Mileage	4-General Fund Ent.	40.99
TOTAL					40.99

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2017**

06/07/17

Num	Date	Name	Account	Class	Original Amount
<b>20676</b>	<b>05/02/2017</b>	<b>Lowe's Companies, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-62.99</b>
	04/25/2017		5210 · Equipment Maint...	1-Groundwater Ent.	46.70
			5215 · Property Mainte...	1-Groundwater Ent.	13.03
			5215 · Property Mainte...	3-Land Resources	3.26
TOTAL					62.99
<b>20677</b>	<b>05/02/2017</b>	<b>Michael Baker Internati...</b>	<b>1012 · Citizens Busine...</b>		<b>-19,902.17</b>
	04/14/2017		5122 · Wash Plan Profe...	5-Wash Plan	6,067.17
			5145 · Environmental S...	5-Wash Plan	13,835.00
TOTAL					19,902.17
<b>20678</b>	<b>05/02/2017</b>	<b>Quill Corporation</b>	<b>1012 · Citizens Busine...</b>		<b>-168.51</b>
	04/07/2017		6030 · Office Supplies	4-General Fund Ent.	134.81
			6030 · Office Supplies	1-Groundwater Ent.	8.43
			6030 · Office Supplies	2-Redlands Plaza/...	16.84
			6030 · Office Supplies	3-Land Resources	8.43
TOTAL					168.51
<b>20679</b>	<b>05/02/2017</b>	<b>ReadyRefresh by Nestle</b>	<b>1012 · Citizens Busine...</b>		<b>-9.69</b>
	04/24/2017		5460 · Water / Trash / ...	1-Groundwater Ent.	9.69
TOTAL					9.69
<b>20680</b>	<b>05/02/2017</b>	<b>Redlands Lock &amp; Key</b>	<b>1012 · Citizens Busine...</b>		<b>-70.00</b>
	04/27/2017		6012 · Office Maintenanc...	4-General Fund Ent.	28.00
			6012 · Office Maintenanc...	2-Redlands Plaza/...	42.00
TOTAL					70.00
<b>20681</b>	<b>05/02/2017</b>	<b>Rutan &amp; Tucker</b>	<b>1012 · Citizens Busine...</b>		<b>-9,288.01</b>
	04/13/2017		5180 · Legal	4-General Fund Ent.	2,529.83
			5180 · Legal	1-Groundwater Ent.	2,529.83
			5180 · Legal	2-Redlands Plaza/...	843.29
			5180 · Legal	3-Land Resources	2,529.83
			5180 · Legal	3-Land Resources	30.00
			5175 · Legal - Wash Plan	5-Wash Plan	825.23
TOTAL					9,288.01
<b>20682</b>	<b>05/02/2017</b>	<b>Schubert Landscaping,...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	04/20/2017		6015 · Mentone House ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>20683</b>	<b>05/02/2017</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-46.52</b>
	04/13/2017		5450 · Natural Gas	4-General Fund Ent.	27.91
			5450 · Natural Gas	1-Groundwater Ent.	18.61
TOTAL					46.52

## San Bernardino Valley Water Conservation District Expenditure Report May 2017

Num	Date	Name	Account	Class	Original Amount
<b>20684</b>	<b>05/02/2017</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-361.36</b>
	04/13/2017		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
<b>20685</b>	<b>05/02/2017</b>	<b>Valero Marketing &amp; Su...</b>	<b>1012 · Citizens Busine...</b>		<b>-639.01</b>
	04/28/2017		5320 · Fuel	1-Groundwater Ent.	639.01
TOTAL					639.01
<b>20686</b>	<b>05/02/2017</b>	<b>Wilbur's</b>	<b>1012 · Citizens Busine...</b>		<b>-189.62</b>
	04/25/2017		5210 · Equipment Maint...	1-Groundwater Ent.	189.62
TOTAL					189.62
<b>20687</b>	<b>05/03/2017</b>	<b>ACWA/JPIA-Health</b>	<b>1012 · Citizens Busine...</b>		<b>-12,635.43</b>
	04/01/2017		6110 · Vision Insurance	4-General Fund Ent.	26.60
			6110 · Vision Insurance	1-Groundwater Ent.	84.25
			6110 · Vision Insurance	2-Redlands Plaza/...	8.45
			6110 · Vision Insurance	3-Land Resources	24.67
			6110 · Vision Insurance	5-Wash Plan	21.65
			6130 · Dental Insurance	4-General Fund Ent.	112.73
			6130 · Dental Insurance	1-Groundwater Ent.	357.06
			6130 · Dental Insurance	2-Redlands Plaza/...	35.80
			6130 · Dental Insurance	3-Land Resources	104.59
			6130 · Dental Insurance	5-Wash Plan	91.74
			6150 · Medical Insurance	4-General Fund Ent.	1,889.92
			6150 · Medical Insurance	1-Groundwater Ent.	5,986.33
			6150 · Medical Insurance	2-Redlands Plaza/...	600.16
			6150 · Medical Insurance	3-Land Resources	1,753.42
			6150 · Medical Insurance	5-Wash Plan	1,538.06
TOTAL					12,635.43
<b>20688</b>	<b>05/03/2017</b>	<b>ACWA JPIA - Workers ...</b>	<b>1012 · Citizens Busine...</b>		<b>-2,396.20</b>
	04/30/2017		6120 · Workers' Comp. ...	4-General Fund Ent.	384.83
			6120 · Workers' Comp. ...	1-Groundwater Ent.	1,218.94
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	122.21
			6120 · Workers' Comp. ...	3-Land Resources	404.96
			6120 · Workers' Comp. ...	5-Wash Plan	265.26
TOTAL					2,396.20

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2017**

Num	Date	Name	Account	Class	Original Amount
<b>20689</b>	<b>05/17/2017</b>	<b>ACWA/JPIA-Health</b>	<b>1012 · Citizens Busine...</b>		<b>-12,635.43</b>
	05/01/2017		6110 · Vision Insurance	4-General Fund Ent.	26.60
			6110 · Vision Insurance	1-Groundwater Ent.	84.25
			6110 · Vision Insurance	2-Redlands Plaza/...	8.45
			6110 · Vision Insurance	3-Land Resources	24.67
			6110 · Vision Insurance	5-Wash Plan	21.65
			6130 · Dental Insurance	4-General Fund Ent.	112.73
			6130 · Dental Insurance	1-Groundwater Ent.	357.06
			6130 · Dental Insurance	2-Redlands Plaza/...	35.80
			6130 · Dental Insurance	3-Land Resources	104.59
			6130 · Dental Insurance	5-Wash Plan	91.74
			6150 · Medical Insurance	4-General Fund Ent.	1,889.92
			6150 · Medical Insurance	1-Groundwater Ent.	5,986.33
			6150 · Medical Insurance	2-Redlands Plaza/...	600.16
			6150 · Medical Insurance	3-Land Resources	1,753.42
			6150 · Medical Insurance	5-Wash Plan	1,538.06
TOTAL					12,635.43
<b>20690</b>	<b>05/17/2017</b>	<b>American Power Security</b>	<b>1012 · Citizens Busine...</b>		<b>-475.00</b>
	05/07/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	475.00
TOTAL					475.00
<b>20691</b>	<b>05/17/2017</b>	<b>Castro Landscaping Se...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	04/30/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>20692</b>	<b>05/17/2017</b>	<b>Corneille, Richard</b>	<b>1012 · Citizens Busine...</b>		<b>-8.56</b>
	05/09/2017		6410 · Mileage	4-General Fund Ent.	8.56
TOTAL					8.56
<b>20693</b>	<b>05/17/2017</b>	<b>Day Lite Maintenance, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-144.00</b>
	05/01/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	144.00
TOTAL					144.00
<b>20694</b>	<b>05/17/2017</b>	<b>Edison - 7241</b>	<b>1012 · Citizens Busine...</b>		<b>-48.04</b>
	05/12/2017		5420 · Electricity	4-General Fund Ent.	13.45
			5420 · Electricity	1-Groundwater Ent.	9.61
			5420 · Electricity	2-Redlands Plaza/...	24.98
TOTAL					48.04
<b>20695</b>	<b>05/17/2017</b>	<b>Edison - 8812</b>	<b>1012 · Citizens Busine...</b>		<b>-120.09</b>
	05/04/2017		5420 · Electricity	4-General Fund Ent.	33.63
			5420 · Electricity	1-Groundwater Ent.	24.02
			5420 · Electricity	2-Redlands Plaza/...	62.44
TOTAL					120.09

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2017**

06/07/17

Num	Date	Name	Account	Class	Original Amount
<b>20696</b>	<b>05/17/2017</b>	<b>Edison - Redlands Plaza</b>	<b>1012 · Citizens Busine...</b>		<b>-206.24</b>
	05/04/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	206.24
TOTAL					206.24
<b>20697</b>	<b>05/17/2017</b>	<b>Edison -5552</b>	<b>1012 · Citizens Busine...</b>		<b>-423.10</b>
	05/11/2017		5420 · Electricity	4-General Fund Ent.	110.94
			5420 · Electricity	1-Groundwater Ent.	79.25
			5420 · Electricity	2-Redlands Plaza/...	206.04
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	26.87
TOTAL					423.10
<b>20698</b>	<b>05/17/2017</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-147.39</b>
	04/28/2017		5210 · Equipment Maint...	1-Groundwater Ent.	62.37
			5215 · Property Mainte...	1-Groundwater Ent.	68.02
			5215 · Property Mainte...	3-Land Resources	17.00
TOTAL					147.39
<b>20699</b>	<b>05/17/2017</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-310.00</b>
	04/28/2017		6033 · Office Equipmen...	4-General Fund Ent.	232.50
			6033 · Office Equipmen...	1-Groundwater Ent.	15.50
			6033 · Office Equipmen...	2-Redlands Plaza/...	46.50
			6033 · Office Equipmen...	3-Land Resources	15.50
TOTAL					310.00
<b>20700</b>	<b>05/17/2017</b>	<b>Jericho Systems, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-14,030.00</b>
	04/04/2017		1700 · Work in Progress	1-Groundwater Ent.	14,030.00
TOTAL					14,030.00
<b>20701</b>	<b>05/17/2017</b>	<b>Larry Jacinto Construc...</b>	<b>1012 · Citizens Busine...</b>		<b>-9,265.00</b>
	04/07/2017		7050 · Basins- Capital ...	1-Groundwater Ent.	9,265.00
TOTAL					9,265.00
<b>20702</b>	<b>05/17/2017</b>	<b>Netsteller</b>	<b>1012 · Citizens Busine...</b>		<b>-450.00</b>
	05/01/2017		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
<b>20703</b>	<b>05/17/2017</b>	<b>Redlands Tire Pros &amp; S...</b>	<b>1012 · Citizens Busine...</b>		<b>-683.69</b>
	05/01/2017		5310 · Vehicle Mainten...	1-Groundwater Ent.	683.69
TOTAL					683.69

## San Bernardino Valley Water Conservation District Expenditure Report May 2017

Num	Date	Name	Account	Class	Original Amount
<b>20704</b>	<b>05/17/2017</b>	<b>Robertson's</b>	<b>1012 · Citizens Busine...</b>		<b>-966.52</b>
	05/09/2017		5215 · Property Mainte...	1-Groundwater Ent.	773.22
			5215 · Property Mainte...	3-Land Resources	193.30
TOTAL					966.52
<b>20705</b>	<b>05/17/2017</b>	<b>Smart &amp; Final</b>	<b>1012 · Citizens Busine...</b>		<b>-173.85</b>
	05/09/2017		6004 · Meeting Expenses	4-General Fund Ent.	69.74
			6004 · Meeting Expenses	3-Land Resources	69.73
			6019 · Janitorial Supplies	4-General Fund Ent.	19.01
			6019 · Janitorial Supplies	1-Groundwater Ent.	12.68
			6030 · Office Supplies	1-Groundwater Ent.	2.69
TOTAL					173.85
<b>20706</b>	<b>05/17/2017</b>	<b>Terminix</b>	<b>1012 · Citizens Busine...</b>		<b>-66.00</b>
	04/25/2017		6026 · Redlands Plaza ...	2-Redlands Plaza/...	66.00
TOTAL					66.00
<b>20707</b>	<b>05/31/2017</b>	<b>Aaron Pederson</b>	<b>1012 · Citizens Busine...</b>		<b>-35.00</b>
	05/27/2017		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
<b>20708</b>	<b>05/31/2017</b>	<b>Assoc. San Bernardino...</b>	<b>1012 · Citizens Busine...</b>		<b>-64.00</b>
	05/23/2017		6425 · Meals	4-General Fund Ent.	64.00
TOTAL					64.00
<b>20709</b>	<b>05/31/2017</b>	<b>Citizens Business Bank</b>	<b>1012 · Citizens Busine...</b>		<b>-2,794.83</b>
	05/14/2017		5215 · Property Mainte...	1-Groundwater Ent.	928.53
			5215 · Property Mainte...	3-Land Resources	232.13
			5210 · Equipment Maint...	1-Groundwater Ent.	23.88
			6001 · General Adminis...	4-General Fund Ent.	47.09
			6001 · General Adminis...	1-Groundwater Ent.	47.09
			6002 · Website Adminis...	4-General Fund Ent.	175.00
			6004 · Meeting Expenses	4-General Fund Ent.	41.34
			6004 · Meeting Expenses	1-Groundwater Ent.	41.33
			6030 · Office Supplies	4-General Fund Ent.	329.42
			6030 · Office Supplies	1-Groundwater Ent.	20.59
			6030 · Office Supplies	2-Redlands Plaza/...	41.18
			6030 · Office Supplies	3-Land Resources	20.59
			6039 · Postage and Ov...	4-General Fund Ent.	77.18
			6039 · Postage and Ov...	1-Groundwater Ent.	35.09
			6039 · Postage and Ov...	2-Redlands Plaza/...	14.04
			6039 · Postage and Ov...	3-Land Resources	14.04
			6060 · Outreach	4-General Fund Ent.	1.28
			6087 · Educational Rei...	4-General Fund Ent.	458.13
			6425 · Meals	4-General Fund Ent.	54.74
			6525 · Meals	4-General Fund Ent.	86.47
			6525 · Meals	1-Groundwater Ent.	67.26
			6525 · Meals	3-Land Resources	38.43
TOTAL					2,794.83

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2017**

Num	Date	Name	Account	Class	Original Amount
<b>20710</b>	<b>05/31/2017</b>	<b>Cozad, Daniel B</b>	<b>1012 · Citizens Busine...</b>		<b>-267.50</b>
	05/23/2017		6510 · Mileage	4-General Fund Ent.	520.05
TOTAL					520.05
<b>20711</b>	<b>05/31/2017</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-144.52</b>
	05/19/2017		5440 · Telephone	4-General Fund Ent.	48.67
			5440 · Telephone	1-Groundwater Ent.	20.86
			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					144.52
<b>20712</b>	<b>05/31/2017</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-1,900.00</b>
	05/19/2017		5124 · Plunge Creek Pr...	3-Land Resources	1,900.00
TOTAL					1,900.00
<b>20713</b>	<b>05/31/2017</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-375.98</b>
	05/15/2017		6033 · Office Equipmen...	4-General Fund Ent.	281.98
			6033 · Office Equipmen...	1-Groundwater Ent.	18.80
			6033 · Office Equipmen...	2-Redlands Plaza/...	56.40
			6033 · Office Equipmen...	3-Land Resources	18.80
TOTAL					375.98
<b>20714</b>	<b>05/31/2017</b>	<b>JAN-PRO Cleaning Sys...</b>	<b>1012 · Citizens Busine...</b>		<b>-618.00</b>
	06/01/2017		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
<b>20715</b>	<b>05/31/2017</b>	<b>Patton Sales Corp</b>	<b>1012 · Citizens Busine...</b>		<b>-721.34</b>
	05/22/2017		5215 · Property Mainte...	1-Groundwater Ent.	577.07
			5215 · Property Mainte...	3-Land Resources	144.27
TOTAL					721.34
<b>20716</b>	<b>05/31/2017</b>	<b>Quill Corporation</b>	<b>1012 · Citizens Busine...</b>		<b>-109.42</b>
	05/23/2017		6030 · Office Supplies	4-General Fund Ent.	87.54
			6030 · Office Supplies	1-Groundwater Ent.	5.47
			6030 · Office Supplies	2-Redlands Plaza/...	10.94
			6030 · Office Supplies	3-Land Resources	5.47
TOTAL					109.42
<b>20717</b>	<b>05/31/2017</b>	<b>ReadyRefresh by Nestle</b>	<b>1012 · Citizens Busine...</b>		<b>-9.69</b>
	05/24/2017		5460 · Water / Trash / ...	1-Groundwater Ent.	9.69
TOTAL					9.69

## San Bernardino Valley Water Conservation District Expenditure Report May 2017

Num	Date	Name	Account	Class	Original Amount
<b>20718</b>	<b>05/31/2017</b>	<b>Redlands Chamber of ...</b>	<b>1012 · Citizens Busine...</b>		<b>-70.00</b>
	05/30/2017		6425 · Meals	4-General Fund Ent.	70.00
TOTAL					70.00
<b>20719</b>	<b>05/31/2017</b>	<b>Redlands Ford</b>	<b>1012 · Citizens Busine...</b>		<b>-326.22</b>
	05/09/2017		5310 · Vehicle Mainten...	1-Groundwater Ent.	326.22
TOTAL					326.22
<b>20720</b>	<b>05/31/2017</b>	<b>Schubert Landscaping,...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	05/20/2017		6015 · Mentone House ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>20721</b>	<b>05/31/2017</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-18.24</b>
	05/12/2017		5450 · Natural Gas	4-General Fund Ent.	10.94
			5450 · Natural Gas	1-Groundwater Ent.	7.30
TOTAL					18.24
<b>20722</b>	<b>05/31/2017</b>	<b>Three Valleys Municipa...</b>	<b>1012 · Citizens Busine...</b>		<b>-20.00</b>
	05/30/2017		6425 · Meals	4-General Fund Ent.	20.00
TOTAL					20.00
<b>20723</b>	<b>05/31/2017</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-361.36</b>
	05/12/2017		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
<b>20724</b>	<b>05/31/2017</b>	<b>Wilbur's</b>	<b>1012 · Citizens Busine...</b>		<b>-24.24</b>
	05/18/2017		6016 · Redlands Plaza ...	2-Redlands Plaza/...	24.24
TOTAL					24.24
<b>100169N</b>	<b>05/10/2017</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-4,945.01</b>
			6170 · PERS Retirement	4-General Fund Ent.	794.17
			6170 · PERS Retirement	1-Groundwater Ent.	2,515.53
			6170 · PERS Retirement	2-Redlands Plaza/...	252.20
			6170 · PERS Retirement	3-Land Resources	736.81
			6170 · PERS Retirement	5-Wash Plan	646.30
TOTAL					4,945.01

# San Bernardino Valley Water Conservation District

## Expenditure Report

May 2017

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Num	Date	Name	Account	Class	Original Amount
100170N	05/10/2017	PERS	1012 · Citizens Busine...		-4,940.21
			6170 · PERS Retirement	4-General Fund Ent.	793.40
			6170 · PERS Retirement	1-Groundwater Ent.	2,513.08
			6170 · PERS Retirement	2-Redlands Plaza/...	251.95
			6170 · PERS Retirement	3-Land Resources	736.09
			6170 · PERS Retirement	5-Wash Plan	645.69
TOTAL					4,940.21

San Bernardino Valley Water Conservation District  
**Director Fees Expenditure Payroll Report**  
 May 2017

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
5/10/2017	Corneille, R	Apr-17	\$ 824.00	\$ 88.42	\$ 735.58
5/10/2017	Harrison, T.M	Apr-May '17	\$ 1,030.00	\$ 126.65	\$ 903.35
5/10/2017	McDonald, M	Apr-17	\$ 1,648.00	\$ 156.67	\$ 1,491.33
5/10/2017	Raley, D	Apr-17	\$ 1,236.00	\$ 318.89	\$ 917.11
5/10/2017	Raley, D	Nov-16	\$ 1,442.00	\$ 365.66	\$ 1,076.34
5/24/2017	Harrison, T.M	May-17	\$ 1,236.00	\$ 168.88	\$ 1,067.12



## SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
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Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwcd.org](http://www.sbvwcd.org)

Memorandum No. 1501

**To: Board of Directors**

**From: Ad Hoc General Manager Evaluation Committee**

**Date: June 14, 2017**

**Subject: General Manager Performance Evaluation and Employment Agreement**

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### **RECOMMENDATION**

The Ad Hoc General Manager Evaluation Committee recommends that the Board review and discuss the Employment Agreement for the General Manager for a one year Agreement, with a two and one-half percent salary increase, and a discretionary merit performance bonus of seven and one half (7.5%) percent.

### **BACKGROUND**

At the Board's April meeting the President appointed Vice President McDonald and Director Raley as the Ad Hoc General Manager Evaluation Committee. The committee met on May 15<sup>th</sup>, May 24<sup>th</sup>, and June 5<sup>th</sup> to review the performance of the General Manager, evaluate performance criteria for merit bonus considerations, and recommend terms for a new one-year employment agreement with the General Manager. General Counsel joined the Ad Hoc Committee on June 5, and coordinated a series of telephonic communications with the Ad Hoc Committee members and the General Manager following, to help refine issues and come to an agreed recommendation for Board action.

### **DISCUSSION**

Throughout the course of its discussions, the Ad Hoc Committee unanimously commended the General Manager on the accomplishments of the District and the General Manager's overall progress in achieving defined goals and objectives. The General Manager provided his own salary history (attached) and salary information of other positions in the region, budget information, and an analysis of progress on accomplishments, and progress on defined District priorities.

The Committee reviewed the accomplishments and performance on issues of priority to the Board as well as areas for improvement. The Ad Hoc Committee unanimously supported recommending that the Board award the General Manager the full five (5%) percent merit bonus for which he was eligible in 2016-2017, which amounts to Ten Thousand Six Hundred Twenty Nine (\$10,629.00) Dollars. This amount is provided for in the General Manager's existing contract as a discretionary measure of current year performance compensation, but is not counted as additional base salary for determining future retirement benefits or discretionary merit bonus amounts.

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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

The Ad Hoc Committee also discussed succession planning and Employment Agreement duration. Concepts for a three year extension were discussed, in lieu of the customary single-year contract the District has had with the General Manager. These talks stalled on issues relating to potential restrictions on future merit pay increases over a multi-year term, potential waiver of early retirement restrictions in the District's personnel manual, and differences of opinion on competing considerations of reward for present performance versus potential future fiscal ramifications of the retirement and health benefit costs of increased salary. Ultimately, the Ad Hoc Committee was unable to reach consensus on any multi-year contract proposal recommendation.

After significant discussion, both members of the Ad Hoc Committee supported a concept for a single year renewal, with a salary increase of two and one half (2.5%) percent. This would be accompanied by provisions for a discretionary bonus of up to seven and one half (7.5%) percent, to be measured by perceived progress toward the District's defined goals and objectives. The General Manager has indicated these terms would be acceptable to him.

The Ad Hoc Committee did not recommend any changes to the Resolution describing powers and authorities of the General Manager.

### **CONSIDERATIONS**

The Board has utilized a one year contract without severance or other protections and employs the General Manager in an At Will Agreement serving at the pleasure of the Board. The Ad Hoc Committee--recognizing Mr. Cozad's exceptional performance and considering numerous positive comments and achievements throughout the year--recommends that Mr. Cozad receive his full available merit bonus. Mr. Cozad has met all defined and measurable Board priorities set in July 1, 2016-June 30, 2017 fiscal year (noting a few weeks are still remaining), and the Ad Hoc Committee recommends that the full 5% cash bonus of total salary for his performance of \$10,629 be paid for 2016-2017.

As for the 2017-2018 year, the Ad Hoc Committee recommends Mr. Cozad be given the COLA increase of two and one half (2.5%) paid to all District employees, as well as an additional two and one half (2.5%) percent salary increase, for a total increase of Ten Thousand Six Hundred Twenty Nine (\$10,629.00) dollars. This sets his total base salary figure for 2017-2018 at \$223,199.00.

The Ad Hoc Committee further recommends Mr. Cozad be eligible in 2017-2018 for a higher discretionary merit bonus of seven and one half (7.5%), instead of five (5%) in the existing agreement. The Ad Hoc Committee comes to this recommendation as a compromise, resulting from disagreement on whether the 2017-2018 salary adjustment should be two and one half (2.5%) or five (5%) percent. By shifting the differential to additional eligible discretionary merit bonus, the Board can retain discretion over the amounts to be paid, can base payment on assessment of actual performance, and avoid the potential cost compounding that comes from the long-term retirement and other benefit calculations that are based on fixed salary.

The proposed Employment Agreement includes these recommendations.

**ALTERNATIVES**

Potential Board Actions include:

- Approve the award of a discretionary merit bonus of five (5%) to the General Manager under his 2016-2017 contract, or alternatively, any amount between 0% and 5%.
- Approve the proposed Employment Agreement for a one year term, with a 2.5% COLA, 2.5% salary increase, and a merit performance bonus eligibility of up to 7.5%
- Not extend the Employment Agreement or extend under other terms with specific changes or direction to Legal Counsel
- Table the issue and refer to Ad Hoc Committee to be addressed in a future meeting of the Board.

**FISCAL IMPACT**

The proposed salary and bonus for 2016-2017 are within the existing budget for 2016-2017, and the proposed salary and discretionary merit bonus figures are consistent with the proposed salaries budget for 2017-2018.

**POTENTIAL MOTIONS**

1. Move to Approve the discretionary bonus component of the 2016-2017 contract performance at the full five (5%), or some alternative lesser amount.
2. Move to approve the proposed Employment Agreement for a one year term, with a 2.5% COLA, 2.5% salary increase, and a merit performance bonus eligibility of up to 7.5%.
3. Move to approve an alternative proposed Employment Agreement with specific changes or direction to District Counsel
4. Move to not extend the employment agreement and provide other direction
5. Move to table the item to a future meeting the Board.

**ATTACHMENTS OR MATERIALS**

- Employment Agreement Draft for consideration
- General Manager Salary History
- Regional General Manager Salary Survey
- 2016 Board priorities
- 2016 Accomplishments

**APPROVALS**

Prepared for and finalized by the Ad Hoc General Manager Evaluation Committee

Reviewed by District Counsel

## **AGREEMENT FOR EMPLOYMENT OF GENERAL MANAGER**

This AGREEMENT FOR EMPLOYMENT OF GENERAL MANAGER (“Agreement”) is entered into effective on the 1<sup>st</sup> day of July, 2017 (“Effective Date”) by and between the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT, a public agency and water conservation district duly formed and existing under the Water Conservation Act, California Water Code sections 74000 *et seq.* (“District”) and Daniel B. Cozad (“Employee”) on the terms and conditions stated herein.

### **1. Duties of Employee**

A. District hereby agrees to employ Employee, and Employee hereby accepts employment with District, as District’s General Manager. Employee shall perform all of the managerial duties of the District, including, but not limited to, all of those duties set forth in Resolution No. 544, a copy of which is attached hereto as Exhibit A, and incorporated herein by reference, and as may be amended. Employee shall perform such other legally permissible and proper duties as may be necessary or beneficial to manage and conduct the District’s business and operations, as the District’s Board of Directors may assign or require. Employee agrees to fulfill and abide by the terms of Resolution No. 544 and by all of the other District’s adopted policies and procedures. Employee specifically will work to implement the Board of Director’s approved Strategic Plan, Policies and the Priorities established each January including any additions or changes to the priorities made by the Board from time to time.

B. It is expressly understood that Employee shall be required to devote requisite time and effort to the business of the District during the term of this Agreement, but may also continue to pursue existing and future professional consulting clients during his tenure as General Manager of District, provided, however, District consents in advance to such third party retention or employment. Employee shall not, either as an employee, employer, consultant, agent, principal, planner, stockholder, corporate officer, director, or any other individual or representative capacity, engage or participate in any business that is in competition with, or in conflict in any manner whatsoever with, the business, projects, or official positions of the District. During the effective term of this Agreement, Employee shall provide written notice to the Board President of any prospective client or other business for whom Employee proposes to contract or otherwise perform work, at least five (5) business days prior to accepting such contract or employment. The Board President shall determine, in the exercise of reasonable discretion, whether a conflict of interest exists or is likely to arise from the Employee’s prospective third-party contract or employment and the work that Employee is or may reasonably be expected to provide for the District. In the event the Board President determines no such conflict exists, the General Manager may accept such contract or employment. In the event the Board President determines such a conflict exists, the General Manager shall either decline to accept such contract or employment, or defer such acceptance until the question of the existence of a conflict of interest can be referred to the full Board of Directors for determination. The Board’s determination on this matter shall be final, and binding on both parties. This Agreement shall not be interpreted to prohibit Employee from making personal investments, conducting private business affairs, or pursuing personal political activities, so long as such

activities do not materially interfere with the duties and services Employee is required to perform under this Agreement.

## **2. Term of Agreement and At-Will Status**

A. Employee shall serve at the pleasure of the District's Board of Directors and is specifically employed on an "at-will" basis. Employee's employment hereunder may be terminated at any time by a majority vote of the District's Board of Directors, with or without cause.

B. This Agreement shall commence as of July 1, 2017, and shall remain in effect until June 30, 2018, unless terminated earlier in accordance with the provisions of this Agreement.

## **3. Termination**

This Agreement may be terminated by District at any time, with or without cause, consistent with Employee's at will status. This Agreement may be terminated by Employee upon no less than 30 days written notice to the President of the Board of Directors of the intent to resign, retire, or otherwise separate from employment with the District. In the event of such termination by Employee, Employee's employment shall be terminated at the end of the 30-day period, unless District's Board of Directors determines, in its sole discretion, to designate the operative date of the termination at an earlier date. Employee and District may, by mutual agreement, extend Employee's termination date beyond the 30-day notice period.

Upon termination or other separation from employment with the District, Employee shall be paid all accrued salary and benefits, including a pro rata monthly amount for any partial year, and for all accrued, unused vacation and sick leave. Upon termination or separation, Employee shall turn over to the District all District's property, including, but not limited to, any credit cards, computer hardware or software, and all files, reports, or presentation materials.

## **4. Disability**

In the event Employee becomes permanently disabled or is otherwise unable to perform his duties, as determined by a licensed physician designated by the District's Board of Directors, because of sickness, accident, injury, mental incapacity or other medical condition ("qualifying event") for a period of twelve (12) weeks in any one (1) year period measured from the first date of absence for such reason, this absence shall be defined as "FMLA/CFRA Leave" for a qualifying event. During the Employee's FMLA/CFRA Leave, Employee shall be required to utilize all accrued and unused paid leave concurrently during this time period. Employee, in his capacity as General Manager, is deemed a key employee under the FMLA/CFRA. Employee is therefore not entitled to reinstatement to his former position of General Manager at the expiration of the FMLA/CFRA Leave of twelve (12) weeks in a one (1) year period measured from the first day of Employee's absence for a qualifying event, and such inability to return to work constitutes just cause for Employee's termination. In the event Employee elects voluntarily to retire any time after six consecutive weeks of absence from his duties due to, or as a result of, a "qualifying event," District shall continue to pay the premiums for Employee's group health plans for

Employee until Employee becomes eligible for Medicare or pay an equivalent amount to the Employee to be used toward provision of health care.

## **5. Salary**

Employee shall be paid as determined by the Board of Directors, in accordance with District's standard payroll procedures. Employee's base salary for the term of this contract shall be increased from the formerly applicable salary rate of Two Hundred Twelve Thousand Five Hundred Seventy (\$212,570.00) dollars, by 2.5% for COLA as approved in the annual budget, applied to the last year's base salary, and by a merit increase of 2.5%, also applied to the last year's base salary for a total 5% increase, resulting in a new base salary applicable through the term of this Agreement of Two Hundred Twenty Three Thousand One Hundred Ninety Nine Dollars (\$223,199.00) annually, effective from the Effective Date.

Employee's performance shall be subject to review by the District's Board of Directors, or any committee of the Board to which such responsibility has been delegated, and shall occur at least once before the first anniversary of the Effective Date, Such review shall serve as the basis for any salary adjustment or benefits adjustment during the term of this agreement, and consideration of extension of this Agreement at the end of its term. Such review shall also serve as the basis for any determination of a discretionary merit performance bonus, as provided below.

Employee shall be eligible for a merit performance bonus, in addition to the salary provided for herein, in an amount up to seven and one half percent (7.5%) of Employee's base salary. Such merit performance bonus may be awarded by the Board of Directors in its sole and absolute discretion, in any amount up to seven and one half percent (7.5%) of Employee's base salary, or no amount at all, or any figure in between. The merit performance bonus shall be determined based upon Employee's perceived progress in successfully implementing the District Strategic Plan, Policies, and Priorities as referenced in paragraph 1(A) above. Employee's job performance may be evaluated by the Board of Directors at any time, but Board consideration of salary adjustment, benefits adjustment, or merit performance bonus shall be made only one time per year. The merit performance bonus shall be in addition to the base salary provided for hereunder, but shall not be included as salary for determination of Employee's base salary for any future extension of this Agreement to subsequent employment terms, nor for any other retirement or other benefits. Any salary increase or Cost of Living increase that may be made to Employee's salary in subsequent years shall be credited as additional salary for consideration of any future base year salary for Employee, however, to the effect that only the merit performance bonus shall be excluded from Employee's future base salary determination. It shall be the responsibility of Employee to work with the Board President to place Employee's reviews and consideration of salary adjustments on a meeting agenda for consideration by the Board of Directors in a timely fashion.

It is the duty of the General Manager to serve as the Executive Director and Chief Financial Officer of the San Bernardino Valley Conservation Trust and exercise such other powers as may be delegated to him or her from time to time by action of the Board of Directors.

**6. Uniqueness of Services**

Employee represents and agrees that the services to be performed by this Agreement are special, unique, unusual, extraordinary, and of an intellectual character, that gives him a peculiar value to the District, the loss of which cannot be reasonably or adequately compensated for monetary damages.

**7. Vacation**

As of May 5, 2017, Employee has accrued approximately 52 days of unused vacation. Employee shall accrue additional vacation at a rate of 1.67 days per month of completed employment as stipulated in the Personnel Manual for all employees, except the Manager may accrue vacation without limitation during the term of employment and may at any time elect to cash out some or all of currently accrued vacation. Any unused vacation or sick leave shall be compensated at the base salary rate in effect when paid.

**8. Sick Leave**

Sick leave is a protection to Employee granted by District to assist Employee in times or circumstances of illness, incapacity, or physical adversity, and is intended to serve as a protection for Employee's health and welfare; it is not an earned right to time off of work. Employee shall accrue sick leave at a rate of one (1) day per month of completed employment as stipulated in the Personnel Manual for all employees, except the Manager may accrue sick time without limitation during the term of employment and may at any time elect to cash out for compensation some or all of currently accrued sick time. As of the period ending May 5, , Employee has accrued approximately 69 days of unused sick leave.

Any sick leave which has accrued but is unused and not cashed out by Employee at the time of termination of Employee's employment shall be treated in the same manner as sick leave upon termination for District's employees, as provided for in the District's Employee Handbook in effect at the time of Employee's termination of employment.

**9. Mileage Reimbursement**

Employee shall reimbursed for actual mileage travelled in Employee's own automobile, for such meetings and other events as District reasonably requires Employee to attend. Mileage for commuting to and from employee's residence to the District offices shall not be eligible for reimbursement. Reimbursement shall be at the IRS forced mileage rate then effect. Employee shall maintain collision and liability insurance on any automobile Employee uses for any District business, at Employee's own expense, with coverage no less than \$100,000 per occurrence, \$300,000 per incident.

**10. Retirement and Other Benefits**

Employee shall be provided medical, dental, and vision benefits under District's medical and health insurance policies in effect as of the Effective Date, at District's expense, and as such medical and health insurance benefits may change through action of the District's Board of Directors, over the course of Employee's employment. In addition, Employee shall be provided

with retirement benefit contributions covering both the employer and percentage of the employee cost in accordance with District Policy applicable to District's employees, at District's expense under District's PERS retirement plan participation, at the 2.5% at 55 rate in effect on the Effective Date, and as may be thereafter be amended or further defined by District's Board of Directors.

**11. Expense Reimbursements**

Employee may receive reimbursement for expenses incurred by Employee in the direct prosecution of the District's business, as may be approved by the District's Board of Directors. Such expenses may be reimbursed regularly as they are incurred, and submitted to the Board monthly for ratification, or otherwise processed in compliance with any policies or procedures the District's Board of Directors has adopted or may adopt, which are applicable to the General Manager. Employee shall be provided with cellular phone reimbursement allowance in accordance with District Policy applicable to District's employees. In all cases, final approval of all such expenses rests with the District's President or Vice President.

**12. Integration**

This Agreement contains the entire agreement between the District and Employee, and supersedes any and all prior negotiations, representations, or agreements, oral or written or otherwise. This Agreement may only be modified by an instrument in writing signed by both parties, and approved by District's Board of Directors.

**13. Waiver**

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by any other party shall not be deemed the waiver of that term, covenant, or condition, nor shall waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

**14. Governing Law**

This Agreement is entered into, and is to be governed by, the laws of the State of California.

**15. Severance**

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, unconstitutional or unenforceable, the remaining provision shall continue in full force and effect without being impaired or invalidated in any way.

Dated: \_\_\_\_\_, 2017

SAN BERNARDINO VALLEY WATER  
CONSERVATION DISTRICT

By: \_\_\_\_\_  
Richard Corneille, President  
"District"

Dated: \_\_\_\_\_, 2017

\_\_\_\_\_  
Daniel B. Cozad  
"Manager"

ATTACHMENT

Exhibit A Resolution 544

## RESOLUTION NO. 544

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT SUPERSEDING RESOLUTIONS NO. 347, 441, 459 AND 493, 537 AND DEFINING THE RESPONSIBILITIES AND AUTHORITY OF THE GENERAL MANAGER

**WHEREAS**, the General Manager (Manager) of the San Bernardino Valley Water Conservation District (“District”) is employed by the Board to serve as the Chief Executive of the District and is responsible for: implementing the decisions of the Board; determining and executing administrative policies through subordinate Managers; supervising the operations and staffing of the District as prescribed by the Board; managing all engineering, planning, design and inspection for construction activities; and supervising and controlling the administrative, operational and financial affairs of the District, including all administrative, executive and ministerial powers not specifically reserved by law for the Board of Directors, General Counsel or District Auditor.

**NOW THEREFORE, BE IT RESOLVED** that the responsibilities and authority of the Manager shall be as follows:

A. Director-Manager Relations. The Board of Directors will deal with the administrative services of the District only through the Manager. Neither the Board of Directors nor any Director will give orders or direct subordinates of the Manager. The Manager shall take his or her orders and instructions from the Board of Directors, and only in a duly held meeting of the Board of Directors, and no individual Director will give any orders or instructions to the Manager, except the officers of the District acting within the scope of their respective offices, Board committee chair authorized by the Board of Directors to so direct the General Manager on items within their purview or as otherwise permitted under provisions of the Board’s Policy Manual.

B. Authority Over Employees. The Manager will have the authority to control and give directions to all employees and to consultants. The Manager will also hire, remove, promote, and demote any and all employees of the District, consistent with the District’s Personnel Manual. The Manager will coordinate with District’s General Counsel, but General Counsel will be hired, supervised, or removed only by the Board of Directors.

C. Manager’s Power and Duties. The Manager is the administrative head of the San Bernardino Valley Water Conservation District, under policy direction and control of the Board of Directors. He or she is responsible for the administration of all the affairs of the District under his or her control. In addition to general administrative powers, the Manager’s powers and duties shall include, but not be limited to the following:

1. Employee Positions and Job Classifications. It shall be the duty of the Manager to propose District employee positions and job classifications, subject to approval or amendment by the Board of Directors.

2. Attendance at Board Meetings. It is the duty of the Manager to attend all regular and special meetings of the Board of Directors, unless excused. The Manager is expected to be available to respond to emergency situations outside of normal business hours, and it shall be understood that no overtime or compensatory time will be allowed for such service.

3. Financial Reports. It is the duty of the Manager to keep the Board of Directors fully advised as to the financial condition and needs of the District. The Manager shall be responsible for maintaining the District’s books of accounts, and will arrange to have said books audited at the end of each fiscal period by an independent auditor. It is the duty of the Manager to prepare the monthly accounting reports of the District’s revenues, expenditures, and comparisons of both to yearly budgets, for presentation to the Board in connection with the Board’s regular meetings.

4. Budget. It is the duty of the Manager to prepare the annual budget and submit it to the Board of Directors no later than the Board's regular meeting in May of the fiscal year preceding the year for which the budget is prepared. The Manager shall contain expenditures to the limit of the budget unless otherwise directed by the Board, and shall establish a system of accounting for expenditures. The Manager shall regularly review the status of the budget with the Board, and propose appropriate corrective action if revenues or expenditures vary materially from the approved budget.

5. Purchasing. It is the duty of the Manager to be responsible for the purchase of all supplies and equipment for the District. The General Manager's discretionary expenditure authority, without the requirement of prior Board of Directors' approval, is Twenty Five Thousand Dollars (\$25,000.00): for capital assets, professional services, maintenance, equipment vehicles and supplies subject to budget limitations. In cases of emergency, the General Manager may contract for construction work, services, or the purchase of materials without competitive bidding or prior Board approval. If possible, the General Manager will attempt to seek the concurrence of the Board President or Vice President prior to awarding any emergency contract. If the Board President and Vice-President are unavailable, the General Manager will attempt to seek the concurrence of another member of the Board of Directors. For purposes of this paragraph, "emergency" is defined as those circumstances requiring immediate work, services, equipment, materials, supplies, or construction to prevent the immediate interruption or cessation of necessary District services or to safeguard life, property or the public health and welfare. The General Manager must report on the award of any such contract for emergency work, services, or materials at the next meeting of the Board of Directors.

i) Any expenditures in excess of Twenty Five Thousand Dollars (\$25,000.00) shall be submitted to the Board of Directors for approval.

Except as may relate to emergency expenditures under subparagraph (ii) above, no such expenditures shall be made by the Manager unless consistent with the budget adopted for the fiscal year in which the expenditures are made. The Manager shall report to the Board of Directors an itemized listing of all expenditures, made pursuant to any of the authorizations stated above, in the monthly check register at each regular meeting of Board, specifying the amount, the payee, and the budget category of expenditure.

6. Public Complaints. It is the duty of the Manager to investigate all complaints concerning the administration and operations of the District and report his findings to the Board of Directors. In the event the complaint concerns the Manager, the manager shall immediately refer the complaint to the Board President and General Counsel.

7. Public Property. It is the duty of the Manager to exercise general supervision over all property belonging to the San Bernardino Valley Water Conservation District, including administrative offices, field offices, storage facilities, spreading grounds, and all other properties and facilities. The Manager shall regularly review the status, condition, capacity, and efficiency of the District's property, and shall report to the Board any recommendations for new facilities, maintenance or repair of existing facilities, upgrades or modifications, to same, and all other matters pertaining to District property. It is the duty of the Manager to accept, on behalf of the District, easements, and other real property rights and interests required for performance of the District's legitimate functions. By way of this resolution, the manager is delegated the authority to execute the form of District's formal acceptances of all instruments, deeds, easements, conveyances, etc. whose transfer is otherwise approved by the Board.

8. Hours of Employment. It shall be the duty of the Manager to devote his or her, full time efforts to the duties of the office. Any outside employment shall be set out in the terms of the Employment Contract of the General Manager and approved by the Board of Directors. The Manager shall see that the office is open to the public regularly in accordance with the posted hours or as needed.

9. Payment of Bills. Salaries of employees of the District will be paid when due, and may be paid without Board approval. All other bills will be paid with the approval of the Board of Directors.

10. Preparations for Board Meetings. It is the duty of the Manager to see that notice of all meetings, agendas, and staff reports or other agenda-related materials are timely delivered to the individual members of the Board, to the District's General Counsel, and to all persons who have requested such notice in writing. The Manager will be responsible for providing the services of a recording secretary at all Board Meetings and he or she will supervise the preparation of the agenda, minutes and resolutions of all regular and special meetings.

11. Correspondence. It is the duty of the Manager to reply to all correspondence to the District, except letters addressed to the Board of Directors requiring a Board President or Vice-President's signature, unless such authority is delegated to the Manager. The Manager will keep the members of the Board of Directors informed by furnishing copies or memoranda of appropriate replies or notices.

12. Reports to the Board.

i) It is the duty of the Manager to provide a monthly report of District activities at the regular Board Meetings.

ii) It is the duty of the Manager to prepare such reports or information as is required by approved agreements or plans, to which the District is a party, as to water conservation and water spreading operations of the District, including daily flow reports, water rights license filings, and similar information.

iii) It is the duty of the Manager to oversee the planning, data collection, compilation and calculations for the District's Annual Engineering Investigation, Report prepared in connection with the District's annual Groundwater Charge, and to provide revenue and expense reports as well as a proposed budget and backup for a full accounting of the charge collection, application, and justification of any rate adjustment activities in connection with the Groundwater Charge.

13. Filing. It is the duty of the Manager to see that the District's files are kept up to date.

14. Committee Meetings. It is the duty of the Manager to attend all Board of Directors' committee meetings, unless otherwise instructed.

15. Urgent Issues. It is the duty of the Manager to call to the attention of the President urgent problems or situations not under the authority of the Manager, which must be resolved prior to the next regular Board meeting.

16. News Media. It is the duty of the Manager to prepare and dispense such press releases as may be directed by the Board or as Manager in his or her discretion determines is in the best interest of the District and that depict the activities of the District.

17. District's Website. It is the duty of the Manager to ensure that the District's website contains current and relevant information about District activities consistent with the District's Communications Plan and legal posting requirements.

18. Manager's Activities. It is the duty of the Manager to report his or her activities at the regular Board meetings.

19. Response to Pending Legislation or Policy Matters. The General Manager may, from time to time, communicate District responses to proposed statutes, regulations, or other legislative or quasi-legislative acts, or other items of policy facing or affecting the District or its operations, when such acts directly impact the District and its functions. Communications shall conform to the District Strategic Plan and Annual Goals. If there is any question about the position of the District and to the extent of the response without sufficient time for the General Manager to consult the Board President or Vice-President, or Board of Directors, the General Manager may respond to the legislative or quasi-legislative body considering them, or the persons, institutions, corporations, or agency or agencies implicated in the policy matter, on District letterhead, consistent with what the General Manager perceives to be in the District's best interest. No such response shall reflect that the General Manager's position is the position of the Board of Directors, unless the Board of Directors has so authorized the General Manager. In the event the General Manager undertakes to comment on such acts in the manner provided

herein, a copy of any and all communications so made shall be provided to the Board of Directors at its next regularly scheduled meeting for ratification.

20. San Bernardino Valley Conservation Trust, Executive Director. It is the duty of the General Manager to serve as the Executive Director and Chief Financial Officer of the Conservation Trust and exercise such other powers as may be delegated to him or her from time to time by action of the Board of Directors.

21. Additional Duties. It is the duty of the Manager to perform such other duties and exercise such other powers as may be delegated to him or her from time to time by resolution or other action of the Board of Directors.

D. Removal of Manager. The removal of the Manager shall be only upon a vote by a majority of the then-sitting members of the Board, taken at a meeting held in compliance with Government Code Sections 54950 et seq.

E. Title of General Manager. The Manager is authorized to use the title "General Manager and Board Secretary" of the San Bernardino Valley Water Conservation District.

F. Reimbursement for Expenses. The Manager will be reimbursed for all reasonable sums incurred by him or her in the performance of his or her duties, in a manner consistent with, and following the same procedures specified for, reimbursement of Directors in the Board Policy Manual. Reimbursement will be made when an itemized expense report is approved by the President or Vice President of the Board. The District will reimburse the Manager for the use of his or her personal automobile at the established rate per mile while on District business.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 8<sup>th</sup> day of February, 2017, by the following vote:

YES: Corneille, McDonald, Harrison, Raley

NO:

ABSTAIN:

ABSENT: Longville



Richard Corneille, President

ATTEST:



Daniel B. Cozad,  
General Manager/Board Secretary

## Salary History

Daniel Cozad

Hire Date: 02/24/11

Dates		Position Classification	Salary	Reason for Change	Increase
From	To				Total
9/22/2010	2/22/2011	Independent Consultant	\$ 138,240.00	Half time Consultant	
2/23/2011	11/1/2011	General Manager	\$ 155,001.60	New Hire	1.5%
11/2/2011	2/23/2012	General Manager	\$ 157,331.20	4 % Merit 1.5 COLA	5.5%
2/24/2012	6/30/2012	General Manager	\$ 165,984.00	New Contract	3.0%
7/1/2012	6/30/2013	General Manager	\$ 170,955.20	Merit\COLA	5.0%
7/1/2013	6/30/2014	General Manager	\$ 179,503.00	4% Merit 1.3 COLA	5.3%
7/1/2014	6/30/2015	General Manager	\$ 189,017.00	1.8% COLA, 3.5% Merit	5.3%
7/1/2015	6/30/2016	General Manager	\$ 199,028.00	1.3% COLA, 4% Merit	5.3%
7/1/2016	6/30/2017	General Manager	\$ 212,570.00	1.8 % COLA, 5% Merit	6.8%
7/1/2017	6/30/2018	General Manager	\$ 223,198.50	2.5% COLA 2.5% Merit	5.0%

# General Manager Salary Survey

30-Apr-17

2015

Agency	Base Salary*	% Increase	% of Median	Notes
EVWD	\$ 325,883.00	4%	128%	plus \$87,322 benefits as of SCO 2015
WMWD	\$ 323,435.00	5%	126%	plus \$81,879 \$10 Differed SCO 2015
EMWD	\$ 316,149.00	5%	123%	plus \$124,324 SCO 2015 30K defered
Redlands	\$ 305,610.00	8%	115%	plus \$65,674 benefits per SCO
IEUA	\$ 298,059.00	4%	116%	plus \$74,541 benefits as of 2015 SCO
MVWD	\$ 280,508.00	5%	109%	plus \$105,033 2015 SCO 16k defered
MWA	\$ 274,342.00	3%	108%	plus \$81,488 2015 SCO \$20K defered
SBVMWD	\$ 266,958.00	5%	104%	plus \$115,846 in benefits as SCO 2015
SAWPA	\$ 267,077.00	2%	107%	Plus \$44,733 in benefits SCO 2015
YVWD	\$ 247,478.00	5%	96%	plus \$66,540 2015 SCO \$45k defered
UWCD	\$ 250,754.00	2%	100%	plus \$63,660 as of 2015 SCO
CBDA	\$ 213,887.00	5%	83%	plus \$55,200 benefits as of 2015 SCO
SBVWCD	\$ 199,778.00	5%	77%	plus \$54,343 SCO 2015 10K Bonus
WVWD	\$ 204,854.00	3%	81%	plus \$55,313 as of 2015 SCO
CBWCD	\$ 183,305.04	4%	72%	plus \$38,764 benefits as of 2015 SCO

\*Base salary includes defered amouts from contract or based on salary reductions from prior year

**Average \$ 263,871.80 4%**

**Median \$ 254,594.02 4%**

## SBVWCD Board Priorities 2016

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.\*

### 2016 PRIORITIES

UPDATED 12/12/2016

No.	Area or Item	Status	Board Priority	Target Completion	Resources	Links	Plan Goal #	Estimate
1	Regional Groundwater Sustainability Council Formed	Draft FA and EAM	1	Dec-16	👏👏👏 \$\$\$	↔	1/7	Jun-17
2	Wash Plan - Draft EIS progress for Public Hearing	Final Draft	1	Feb-16	👏👏 \$\$	↔	2	Feb-17
3	Wash Plan - Implementing Agreement / MOU	Complete	1	Mar-16	👏👏👏 \$\$	↔	2	Completed
4	Wash Plan - Land Exchange Act Introduction	Awaiting Hearing	1	Mar-16	👏👏 \$\$	↔	2	Completed
5	Wash Plan Implementation Plan/Organization	Submitted	1	Mar-16	👏👏👏 \$\$	↔	2	Ongoing
6	Plunge Creek Conservation Project Design for Permitting	Final Design	1	Jul-16	👏👏👏 \$\$	↔	1/4	Completed
7	Mill Creek Diversion Design for Permitting	Final Design	1	Jun-16	👏👏👏 \$\$\$	↔	1	Completed
8	Operations & Maintenance permits - Scoping - Mill Creek	Ongoing	1	Oct-16	👏👏👏 \$	↔	1/8	Mar-17
9	Enhanced/Active Recharge Support	Bidding for Phase I	2	Ongoing	👏👏 \$	↔	1	Ongoing
10	Trails Plan Phase II - Completed	Approved	2	Nov-16	👏👏 \$	↔	5	Completed
11	Support Outreach/Conservation QWEL Training	Ongoing	2	Ongoing	👏👏 \$\$	↔	4	Ongoing
12	Community Garden Conservation Plan finalization	Completed	3	Mar-16	👏 \$	↔	2	Completed
13	Updated Mining Agreement - CEMEX	Innitiated	3	Dec-16	👏👏 \$\$	↔	2/3	Ongoing
14	Harmony Development Coordination	Watch	3	2016	👏 \$		7	Ongoing

1	Must Do in 2016 <i>as noted</i>
2	Do based on resources
3	If possible, as needed

Groundwater	On Schedule
Land/Wash Plan	Watch
District/GFE	Caution

\* District Mission and Policy Principals are shown on the District website, boardroom and offices.

# San Bernardino Valley Water Conservation District

## Accomplishments for Calendar 2016

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### REGIONAL AGREEMENTS/COOPERATION

- Continued Implementation of Enhanced Recharge Agreement - SBVMWD & WMWD
- Implemented Inland Empire Resources Conservation District - invasive removal projects & school education programs continue
- Completed design of Plunge Creek Conservation Project for permitting
- Completed MOU with SB County Flood Control for Wash Plan Implementation
- Participated in Santa Ana River HCP with SBVMWD and 11 other agencies
- Completed significant sales of EBX Contractor's excavated rock on District land
- RFP and Materials Processing License awarded for assisting
- Initiated work on new long term mining Agreements for Wash Plan implementation
- Continued cooperative work with CalFIRE for brush management on District lands
- Cooperated with the San Manuel Tribe for cultural collection of plants
- Cooperated with the San Diego Zoo Foundation for SBKR research and University of Redlands for botanical research
- Cooperated with US FWS, CA DFW on research on important insect pest of trees important to agriculture and habitat
- Cooperative efforts with BLM for recreation in the Borrow Pit

### GOVERNANCE

- Groundwater Sustainability Council Formation Agreement Draft
- GSC meetings and Equitable Allocation Model completed with support from Katelyn
- Wash Plan Implementation planning efforts underway
- San Bernardino Valley Conservation Trust's Cal Dept. of Fish and Wildlife diligence materials under review.

### FINANCES

- Clean Financial Audit for Fiscal 2016 with no management recommendations
- Approved a balanced Budget for Fiscal 2016-17 with capital projects fully funded under multiyear capital budget
- Operations savings and aggregate management funding contributed to reserves
- Funded all District Reserves under 2016 Reserve Policy
- Fully funded OPEB (Retiree Health Benefit) Trust
- Eliminated the CalPERS unfunded actuarial liability for District pensions from reserves
- Procured Audit Services for 2017-18-19
- Implemented Investment Policy Statements for SBVWCD and SBVCT and implemented SBVWCD changes reducing interest rate risk and increasing yield.

## OPERATIONS

- Updated Daily Flow Report and made data management improvements to the Engineering Investigation
- Installed new water measurement and recording equipment to comply with the requirements of Senate Bill 88
- Used in-house staff for maintenance of basins and canals
- Security updates and gates installed including in-house manufacturing for some
- Cleaned basins and canals in Mill Creek
- Completed Mill Creek Capital Improvement Project Design initiated permitting
- Year 3 removal of invasive species completed and management

## WASH PLAN

- Completed Implementing Agreement and Memorandum of Agreement with detailed Certificate of Inclusion for Federal Register Publication next year
- Completed the revised Habitat Conservation Plan for Federal Register Publication next year
- Completed MOU with County Flood Control to allow parallel implementation under the HCP
- Completed Regional Trails Phase II Plan
- Wash Plan fully incorporated into Redlands General Plan
- Developed and incorporated the Wash Plan Endowment Fund and Conservation Trust into the IA and MOU
- Continued progress with Land Exchange Agreement with BLM
- HR 4024 - Santa Ana Wash Plan Land Exchange Act by Congressmen Cook and Aguilar.
- Santa Ana River Wash Plan Land Exchange Act Introduced by Senator Feinstein as partner legislation in the Senate.

## STAFF

- Welcomed intern/students Hiossy Cebreros and returning Gilbert Chavez
- Supported staff training and education and continued staff development in software First Aid/CPR and defensive driver.
- Field staff passed pesticide applicator certification with help from Jennifer Zhou

## OUTREACH

- Undertook Conservation Outreach efforts
  - Well owners outreach and payment
  - Certified providers of the Qualified Water Efficient Landscaper QWEL Program Training for IE region
  - Participation in Drought Task Force and iEfficient outreach efforts
  - Drought outreach in cooperation with producers
- Completed the Phase II Trails Plan with Community Involvement
- Completed the Mentone Community/Conservation Garden report



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwcd.org](http://www.sbvwcd.org)

Memorandum No.1497

**To: Board of Directors**

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

**Date: May 31, 2017 Budget Workshop/June 14, 2017 Board Action**

**Subject: District and Enterprise Budget for Fiscal Year 2017-2018**

## RECOMMENDATION

The Finance & Administration Committee recommends the Board review in workshop format, provide any feedback and consider approval of the 2017-2018 District and Enterprise Budget on June 14, 2017.

## BACKGROUND

Staff prepared and the Board approved the development plan for the Groundwater budget in February 2017. This same plan is applied to the development of the other Enterprises and District consolidated budget. Staff followed this plan and updated the budget from actual and projected costs for 2017-2018. The Finance & Administration Committee reviewed a preliminary budget at their April 21st meeting and provided feedback to staff. The approval of the groundwater charge at the Board's May meeting and with the feedback from the Board in the Workshop; staff will finalize any issues and upon approval in June staff will implement the Budget for the beginning of the Fiscal Year July 1, 2017.

## DISCUSSION

The District has managed costs to stay within or below the available revenue in major areas. Staff revised and updated the Capital Equipment and Improvement Plan with the Operation Committee earlier this year. This plan includes requirements and improvements that should be completed to maintain and secure our facilities such as the following:

- Mill Creek Diversion improvements, engineering and construction (capital expense)
- Environmental evaluation and permitting of Mill Creek and Santa Ana Spreading Grounds for California Department of Fish and Wildlife permit, monitoring and documentation
- Mentone Shop restroom facilities
- Dump Truck and other Capital Equipment
- Continued Security repairs – fencing, gates, etc: Mendoza property
- Support for Groundwater Sustainability Council formation
- Concrete Repair and Flume with new Gate/Current Meter Mill Creek
- Habitat Equipment Herbicide Sprayer and ATV
- Capital Maintenance SAR Main canal connection

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

These needs result in higher costs. Significantly new elements include environmental permitting and continued efforts related to facility security, fencing gates and capital equipment and Projects. These are offset by lower estimated costs for fuel and vehicle maintenance as well as reduction in part time field staffing.

The budget approach followed by staff includes the following elements and activities:

- Develop and review draft budget with groundwater partners
- Vet the draft budget with the Groundwater Council's potential members
- Utilize the Groundwater Enterprise Budget to develop the proposed groundwater charge
- Review other budgets with appropriate partners and stakeholders
- Review the Capital Equipment Improvement Plan with the Operations Committee
- Review the preliminary budget with the Finance & Administration Committee
- Review the budget in a Board Workshop before requesting approval
- Utilize feedback from all of the above in the development of the budget for approval

### **Assumptions**

The budget uses the following assumptions and basis for the 2017-2018 budget where known:

#### Revenue

- Groundwater revenue based on actual charges paid with review from groundwater partners
- Mining revenue will be estimated based on lease guaranteed annual minimum

#### Expenses

- Expenses are estimated on the zero basis or actual costs/estimates modified based on specific needs and actual 2015/2016 costs.
- COLA increases based on Bureau of Labor Statistics CPI-U All West at 2.5%
- Salary forecast includes raise pool at 5% of total salaries
- Utilities, increase at approximately 4-10% based on sector CPI or rates
- Miscellaneous expenses were generally increased where no other basis is available at 3%.

### **Significant Budget Changes**

Based on the District's "Pay-as-you-go" policy for facility development and capital improvement and maintenance, the 2017-18 budget proposes to fund significant improvements from the retained earnings in the groundwater recharge and capital improvement reserves. In the 2016-2017 budget the full cost of remaining capital projects and equipment were documented in the Capital Budget. This effort is continued with this budget and this budget separates capital costs from the Operating Budget. This change results in the need for cash management review but is a more transparent and understandable format in the document.

The Operations Committee requested a change in budgeting for the annual and wet year cleaning to include it in the annual operating budget. Previously staff budgeted a capital contribution for this from the operating budget. The revised policy will include an average cost and accumulate the excess or deficit in the Groundwater Recharge Enterprise Reserve. This action reduces the contribution to reserves.

Another change is for biennial elections. While election costs are estimated at \$100,000 for 2017, these costs may not actually be expended until the 2018 budget if the County registrar approves the change in election dates.

### **POLICY CONSIDERATIONS**

The Board developed a sound budget and reserve process over the past seven years. This policy and process is integrated to provide budget planning direction and comprehensive multi-committee and multi-party review of the Groundwater Charge and Groundwater Enterprise budget as well as the District comprehensive Budget. The Board's policies direct the development of the budget and the elements to be funded in the budget. The Board may reconsider their direction and provide other policy changes or staff direction in the workshop.

### **ALTERNATIVES**

Potential Board Actions include:

- Accept the draft budget for approval on June 14, 2017
- Provide general policy changes
- Provide specific changes to the budget document
- Table the issue and refer to the Finance & Administration Committee prior to the next meeting of the Board

### **FISCAL IMPACT**

Staff time for planning is included in the approved budget. Overall budgeted operation revenue decreased by about \$360,000 primarily Wash Plan expenses loan from the District and planned expenses increased by about \$175,000 primarily due to Election and Wash Plan elements. General Fund Reserve after allocation of overhead based on the District's policy.

### **POTENTIAL MOTIONS**

1. Move to accept the budget as recommended by the Finance & Administration Committee
2. Move to accept the budget with general or specific changes
3. Move to table the item to the Finance & Administration Committee prior to the next meeting of the Board

### **ATTACHMENTS OR MATERIALS**

Budget Spreadsheets

### **APPROVALS**

Reviewed with the Finance & Administration Committee

Reviewed with Operations Committee

Reviewed by General Manager

Reviewed by District Counsel

Reviewed in Budget Workshop

GL ACCT:	GL DESCRIPTION:	Approved 2016-2017 Budget	Expended/ Received to Date as of 3/31/17	Projected Annual Costs (7/1/16- 6/30/17)	Increase/ Decrease	Draft 2017- 2018 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			WASH PLAN			
							2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	
<b>2017-2018 Budget</b>																						
<b>INCOME:</b>																						
4012	INTEREST INCOME-LAIF	1,300.00	2,056.11	2,741.48	500.00	1,800.00	1,800.00	100.00%		0.00			0.00			0.00			0.00			
4013	INTEREST INCOME-CALTRUST	60,000.00	13,498.98	17,998.64	-40,000.00	20,000.00	20,000.00	100.00%		0.00			0.00			0.00			0.00			
4014	INTEREST INCOME-CA CREDIT UNION	0.00	19,472.68	25,963.57	25,000.00	25,000.00	25,000.00	100.00%					0.00									
4015	INTEREST INCOME-UBS	0.00	8,646.53	18,434.59	17,500.00	17,500.00	17,500.00	100.00%					0.00									
4021	GROUNDWATER CHARGE-AG	47,158.00	35,950.96	36,000.00	-8,236.76	38,921.24	0.00		38,921.24	100.00%	4% rate increase	0.00				0.00			0.00			
4023	GROUNDWATER CHARGE-NON AG	719,239.60	706,308.51	706,308.51	-5,539.20	713,700.40	0.00	Board Direction prior yr product	713,700.40	100.00%	Board Direction prior yr prod	0.00				0.00			0.00			
4031	PLANT SITE CEMEX	48,000.00	36,000.00	48,000.00		48,000.00	0.00		0.00		\$ 752,622	0.00				48,000.00	100.00%	PER LEASE MIN	0.00			
4032	CEMEX - ROYALTY/LEASE	586,000.00	393,666.64	586,000.00		586,000.00	0.00		0.00			0.00				586,000.00	100.00%	Per Lease Agreement	0.00			
4036	AGGREGATE MAINTENANCE	50,000.00	36,227.17	40,000.00	5,000.00	55,000.00	0.00		0.00			0.00				55,000.00	100.00%	EST FROM 2010	0.00			
4040	MISCELLANEOUS INCOME	10,000.00	2,743.00	5,000.00		10,000.00	7,500.00	75.00%	ESTIMATE	0.00		0.00				2,500.00	25.00%	ESTIMATE	0.00			
4050	PROPERTY TAX	79,800.00	45,743.54	79,800.00	2,000.00	81,800.00	81,800.00	100.00%	+5%	0.00		0.00				0.00			0.00			
4055	SBVMWD LEASE AGREEMENT	370,886.55	370,010.78	370,010.78	5,180.15	376,066.70	188,033.35	50.00%	+1.4% CPI	188,033.35	50.00%	0.6% EST. CPI-U CUURA421S	0.00			0.00	0.00%	Land Lease Cost	0.00			
4062	MENTONE PROPERTY INCOME	21,600.00	15,905.00	21,305.00		21,600.00	0.00		Actual Rent	0.00		21,600.00	100.00%	PER LEASE	0.00				0.00			
4065	REDLANDS PLAZA	170,905.56	131,577.97	170,905.56	-5,082.91	165,822.65	0.00		Vacancy likely	0.00		165,822.65	100.00%	Est. via revised leases	0.00				0.00			
4066	REDLANDS PLAZA CAM	35,000.00	25,736.84	36,378.84	-3,000.00	32,000.00	0.00		Vacancy likely	0.00		32,000.00	100.00%	Est. via revised leases	0.00				0.00			
4080	EXCHANGE PLAN	30,000.00	0.00	30,000.00		30,000.00	0.00			30,000.00	100.00%	HISTORIC	0.00			0.00			0.00			
4025	WASH PLAN REVENUE *Reserve CIP #5	430,000.00	438,191.63	430,000.00	-360,000.00	70,000.00	0.00		Processing Complete	0.00		0.00				0.00			70,000.00	100.00%	\$430k Loan from Reserve	
4086	PLUNGE CREEK IRWMP	150,000.00	71,768.72	94,321.86		150,000.00	0.00	0.00%	Per Plunge Creek Budget/schedule	0.00		0.00				150,000.00	100.00%		0.00			
4998	RATE STABILIZATION *From Reserves	24,857.00	0.00	24,857.00		35,000.00	0.00			35,000.00	100%					0.00			0.00			
<b>TOTAL INCOME:</b>		<b>2,834,746.71</b>	<b>2,353,505.06</b>	<b>2,744,025.83</b>	<b>-366,678.72</b>	<b>2,478,210.99</b>	<b>341,633.35</b>			<b>1,005,654.99</b>		<b>219,422.65</b>				<b>841,500.00</b>			<b>70,000.00</b>			
<b>EXPENSES:</b>																						
5080	LAFCO CONTRIBUTION/FEES	400.00	0.00	400.00	0.00	400.00	400.00	100.00%		0.00		0.00				0.00			0.00			
5120	MISC. PROFESSIONAL SERVICES	150,000.00	28,022.42	75,000.00	0.00	150,000.00	43,750.00	29.17%	Includes GSC Support	31,250.00	20.83%	GSC and Bio Support	0.00	0.00%		75,000.00	50.00%		0.00			
5122	WASH PLAN PROFESSIONAL SERVICES	70,000.00	62,769.49	70,000.00	-20,000.00	50,000.00	0.00		Per Wash Plan Budget	0.00		0.00				0.00			50,000.00	100.00%	Per Wash Plan Budget	
5124	PLUNGE CREEK PROFESSIONAL SERVICES	50,000.00	31,647.77	50,000.00	100,000.00	150,000.00	0.00		Per Plunge Creek Budget	0.00	0.00%					150,000.00	100.00%	Plunge Creek Budget	0.00			
5125	ENGINEERING SERVICES	16,000.00	0.00	16,000.00	2,000.00	18,000.00	0.00			18,000.00	100.00%	GENERAL ENG./GIS	0.00			0.00			0.00			
5130	AERIAL PHOTO/SURVEYING/MARKET	1,000.00	0.00	1,000.00		1,000.00	0.00			0.00		0.00				1,000.00	100.00%		0.00			
5133	Regional River HCP Contribution CIP #7	30,000.00	25,000.00	30,000.00	10,000.00	40,000.00	0.00			30,000.00	75.00%		0.00			10,000.00	25.00%		0.00			
5143	SBVCT District Contribution	50,000.00	116.55	50,000.00	-45,958.00	4,042.00	0.00			0.00		0.00				4,042.00	100.00%	Conservation Trust Support	0.00			
5145	ENVIRONMENTAL SERVICES (WASH PLAN)	160,000.00	157,846.49	162,841.49	-160,000.00	0.00	0.00		Per Wash Plan Budget	0.00		0.00				0.00			0.00	100.00%	Per Wash Plan Budget	
5160	IT SUPPORT	6,000.00	4,005.00	6,000.00	1,000.00	7,000.00	2,800.00	40.00%		3,500.00	50.00%	Share by need	0.00			700.00	10.00%		0.00			
5170	AUDIT	22,000.00	23,134.00	23,134.00	5,135.00	27,135.00	5,427.00	20.00%		12,482.10	46.00%	Share based on Revenue	4,070.25	15.00%	ON REVENUE	5,155.65	19.00%	ON REVENUE	0.00			
5175	LEGAL-WASH PLAN	25,000.00	15,932.00	25,000.00	-15,000.00	10,000.00	0.00		Per Wash Plan Budget	0.00		0.00				0.00			10,000.00	100.00%	Per Wash Plan Budget	
5180	LEGAL	90,000.00	65,815.04	100,000.00	100,000.00	190,000.00	57,000.00	30.00%	Litigation on SOD	57,000.00	30.00%	GSC and COE Litigation	13,300.00	7.00%		81,700.00	43.00%	Agreements	0.00		60,000.00	
<b>FIELD OPERATIONS:</b>																						
5123	TEMP FIELD LABOR	10,000.00	0.00	5,000.00	1,000.00	11,000.00	0.00			11,000.00	100.00%	Invasive and canal cleaning	0.00			0.00			0.00			
5210	EQUIPMENT MAINTENANCE	6,000.00	2,857.03	6,000.00	0.00	6,000.00	0.00			6,000.00	100.00%	based on average actual	0.00			0.00			0.00			
5215	PROPERTY MAINTENANCE	32,500.00	9,116.88	20,000.00	7,500.00	40,000.00	0.00			32,000.00	80.00%	Basin Maintenance Moved	0.00			8,000.00	20.00%	Tamerisk	0.00			
5225	FIELD CLEAN UP-ILLEGAL DUMPING	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00			3,000.00	50.00%		0.00			3,000.00	50.00%		0.00			
5050	BASIN CLEANING FORMERLY 7050 CAPIT	60,000.00		50,000.00	-10,000.00	50,000.00				50,000.00	100.00%											
<b>VEHICLE OPERATIONS:</b>																						
5310	VEHICLE MAINTENANCE	10,000.00	2,108.21	10,000.00	0.00	10,000.00	0.00			10,000.00	100.00%	reduced from 2013-14 base	0.00			0.00			0.00			
5320	FUEL	13,000.00	5,865.96	10,000.00	-750.00	12,250.00	0.00			12,250.00	100.00%	EST. LOWER FUEL COST	0.00			0.00			0.00			
<b>UTILITIES:</b>																						
5410	ALARM SERVICE	2,500.00	946.00	1,500.00	-1,000.00	1,500.00	750.00	50.00%	Reduced	750.00	50.00%	FACILITIES SHARE	0.00			0.00			0.00			
5420	ELECTRICITY	9,500.00	4,657.39	9,500.00	0.00	9,500.00	2,660.00	28.00%		1,900.00	20.00%	FACILITIES SHARE	4,940.00	52.00%		0.00			0.00			
5430	MOBILE PHONES	3,500.00	2,700.00	3,500.00	50.00	3,550.00	710.00	20.00%		2,662.50	75.00%	FACILITIES SHARE	0.00			177.50	5.00%		0.00			
5440	TELEPHONE	8,700.00	4,162.44	6,500.00	-700.00	8,000.00	5,600.00	70.00%		2,400.00	30.00%	FACILITIES SHARE	0.00			0.00			0.00			
5450	NATURAL GAS	900.00	830.79	900.00	0.00	900.00	540.00	60.00%		360.00	40.00%	FACILITIES SHARE	0.00			0.00			0.00			
5460	WATER / TRASH / SEWER	2,160.00	1,065.86	2,160.00	0.00	2,160.00	1,080.00	50.00%		864.00	40.00%	FACILITIES SHARE	0.00			216.00	10.00%		0.00			
5470	INTERNET SERVICES	2,500.00	1,867.22	2,500.00	0.00	2,500.00	1,250.00	50.00%	Now with phones	750.00	30.00%	FACILITIES SHARE	125.00	5.00%		375.00	15.00%		0.00			
<b>GENERAL ADMINISTRATION:</b>																						
6001	GENERAL ADMIN-OTHER	7,000.00	817.38	2,500.00	-1,500.00	5,500.00	2,750.00	50.00%		2,750.00	50.00%	ESTIMATE BY USE	0.00			0.00			0.00			
6002	WEBSITE ADMINISTRATION	3,100.00	1,758.14	3,100.00	0.00	3,100.00	3,100.00	100.00%		0.00		0.00				0.00			0.00			
6003	PROPERTY TAX	235.10	0.00	235.10	0.00	235.10	235.10	100.00%		0.00		0.00				0.00			0.00			
6004	MEETING EXPENSES	2,200.00	1,027.87	2,200.00	-200.00	2,000.00	1,000.00	50.00%		0.00		0.00				1,000.00	50.00%		0.00			
6006	PERMITS	10,000.00	370.00	10,000.00	0.00	10,000.00	2,000.00	20.00%		5,000.00	50.00%	Fish and Wildlife	0.00			3,000.00	30.00%		0.00			
6007	INTER DISTRICT COSTS	12,500.00	0.00	12,500.00	-2,500.00	10,000.00	0.00	0.00%		5,000.00	50.00%											



GL ACCT: GL DESCRIPTION:	Approved 2016-2017 Budget	Expended/ Received to Date as of 3/31/17	Projected Annual Costs (7/1/16-6/30/17)	Increase/ Decrease	Draft 2017-2018 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			WASH PLAN			
						2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	2016 BUDGET:	% BUDGET	BASIS:	
<b>2017-2018 Budget</b>																					
<b>Multiyear Capital projects</b>																					
7010 MATERIALS	8,000.00	0.00	8,000.00		8,000.00	0.00			8,000.00	100.00%	Field Security Changes	0.00			0.00				0.00		
<del>7050 BASINS - CAPITAL ANNUAL REPAIRS</del>	<del>20,000.00</del>	<del>0.00</del>	<del>20,000.00</del>		<del>0.00</del>	<del>0.00</del>			<del>0.00</del>	<del>100.00%</del>	<del>ANNUAL MAINTENANCE</del>	<del>0.00</del>			<del>0.00</del>				<del>0.00</del>		
<del>3-year Maintenance - MOVED TO 5050</del>	<del>40,000.00</del>	<del>0.00</del>	<del>20,000.00</del>		<del>0.00</del>	<del>0.00</del>			<del>0.00</del>	<del>100.00%</del>	<del>25% OF \$120K IN 3 YEARS</del>	<del>0.00</del>			<del>0.00</del>				<del>0.00</del>		
7053 HCP Endowment Contribution CIP #6	55,000.00	0.00	54,042.00		0.00	0.00	Completed	0.00	0.00	75.00%	100% of cost	0.00			0.00	25.00%			0.00		
7055 PLUNGE CREEK PROJECT CIP #2	210,000.00	0.00	210,000.00		500,000.00	0.00	In GL 5124 Until Completion	100,000.00	100,000.00	20.00%	20% recharge	0.00			400,000.00	80.00%	Match Funding for PCC		0.00		
LAND & BUILDINGS																					
7110 PROPERTY - CAPITAL REPAIRS	50,000.00	7,586.00	50,000.00		260,000.00	0.00	CIP #10 #11 #15 #16	140,000.00	140,000.00		CIP #10 #11 #15 #16	70,000.00		CIP #5	50,000.00		Gates		0.00		
7120 PROPERTY - LAND PURCHASE	0.00	311,111.50	311,111.50		0.00	0.00															
7130 MENTONE PROPERTY (HOUSE) CAPITAL	0.00	0.00	0.00		0.00	0.00		0.00	0.00			0.00	100.00%		0.00				0.00		
7140 MENTONE PROPERTY (SHOP) CIP #3	50,000.00	0.00	50,000.00		50,000.00	0.00		50,000.00	50,000.00	100.00%	CIP #3	0.00			0.00				0.00		
7160 MENDOZA PROPERTY CIP #9 #12 and #1	0.00	0.00	0.00		215,000.00	0.00									215,000.00	100.00%			0.00		
EQUIPMENT & VEHICLES																					
7210 COMPUTER HARDWARE CAPITAL REPAIR	5,000.00	0.00	5,000.00		5,000.00	3,750.00	75.00%	1,250.00	1,250.00	25.00%	Allocation basis 2011	0.00			0.00				0.00		
7220 COMPUTER SOFTWARE	12,500.00	10,274.38	12,500.00		12,500.00	2,500.00	20.00%	3,750.00	3,750.00	30.00%	Allocation basis 2011	0.00			5,000.00	40.00%			1,250.00	10.00%	
7230 FIELD EQUIPMENT / VEHICLES CIP #8	100,000.00	19,661.84	100,000.00		150,000.00	0.00		150,000.00	150,000.00	100.00%	CIP #10	0.00			0.00				0.00		
7240 OFFICE EQUIPMENT	1,500.00	0.00	1,500.00		1,500.00	1,500.00	100.00%	0.00	0.00			0.00			0.00				0.00		
PROFESSIONAL SERVICES:																					
7150 MILL CREEK DIVERSION PROJECT CIP #1	600,000.00	0.00	600,000.00		577,000.00	0.00	MultiYear Total comitment \$750K	577,000.00	577,000.00	100.00%	In WIP Acct until completion	0.00			0.00	0.00%			0.00		
7438 ENGINEERING SERVICES-OTHER	135,000.00	0.00	100,000.00		135,000.00	0.00	CIP #7	40,500.00	40,500.00	30.00%	Mill Creek O&M Plans	0.00			94,500.00	70.00%	Mill Creek O&M Plans		0.00		
<b>CAPITAL EXPENSE</b>	<b>1,287,000.00</b>	<b>348,633.72</b>	<b>1,542,153.50</b>	<b>0.00</b>	<b>1,914,000.00</b>	<b>7,750.00</b>		<b>1,070,500.00</b>	<b>1,070,500.00</b>			<b>70,000.00</b>			<b>764,500.00</b>				<b>1,250.00</b>		
CAPTIAL REVENUE	444,690.49				280,500.00	0.00		10,500.00	10,500.00			70,000.00			200,000.00				0.00		
CAPITAL SUBTOTAL ANNUAL NET	-834,809.51				-1,633,500.00	-7,750.00		-1,060,000.00	-1,060,000.00			0.00			-564,500.00				-1,250.00		
<b>RESERVE CONTRIBUTION OR (-USE)</b>	<b>-650,223.61</b>		<b>TOTAL</b>	<b>-3,673,290</b>	<b>-1,827,144.90</b>	<b>-66,482.99</b>		<b>-1,060,129.53</b>	<b>-1,060,129.53</b>	<b>Total Multi year Pay Go Capital Project:</b>	<b>-51,549.79</b>			<b>-583,812.38</b>				<b>-84,170.20</b>			

District Cost Budget	2,671,855.89
Capital Contribution	280,500.00
Wash Plan	60,000.00
Plunge Creek	150,000.00
Net of Capital and Projects	2,181,355.89



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwcd.org](http://www.sbvwcd.org)

Memorandum No. 1502

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: June 14, 2017**

**Subject: Unaudited Financial Reports, May 2017**

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## **RECOMMENDATION**

Review and approve the unaudited financials for May 2017.

## **BACKGROUND**

Each month staff presents the unaudited financials for the District. The reports presented under this Board Letter are as of May 31, 2017.

## **DISCUSSION**

Costs remain below budget and as expected. An additional \$10,000 Plunge Creek grant payment has been approved and should be received by fiscal year end. As the end of the fiscal year approaches, year-end closing entries, allocations and journal entries will begin being made for the June financials.

## **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 May 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 May 2017  
Profit & Loss to Date vs. Annual Budget

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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

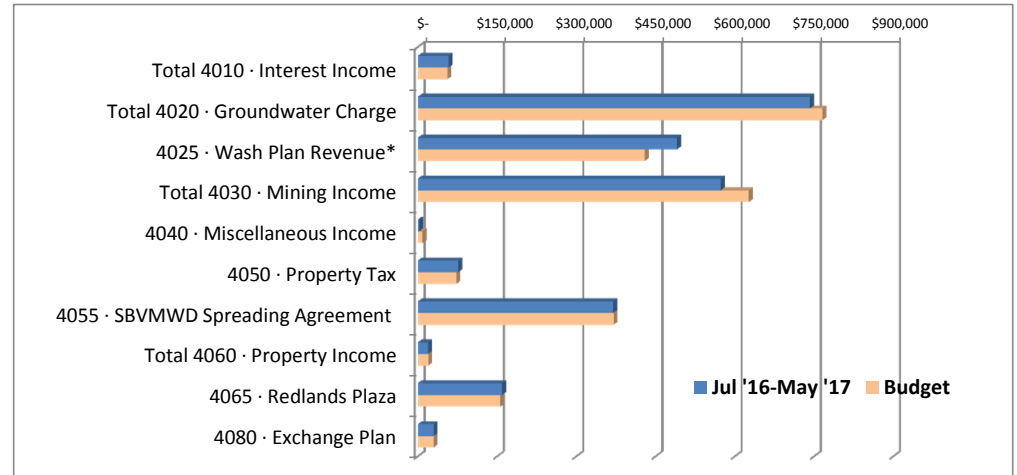
Daniel B. Cozad

**SBVWCD - All Enterprises Budget and Actual**

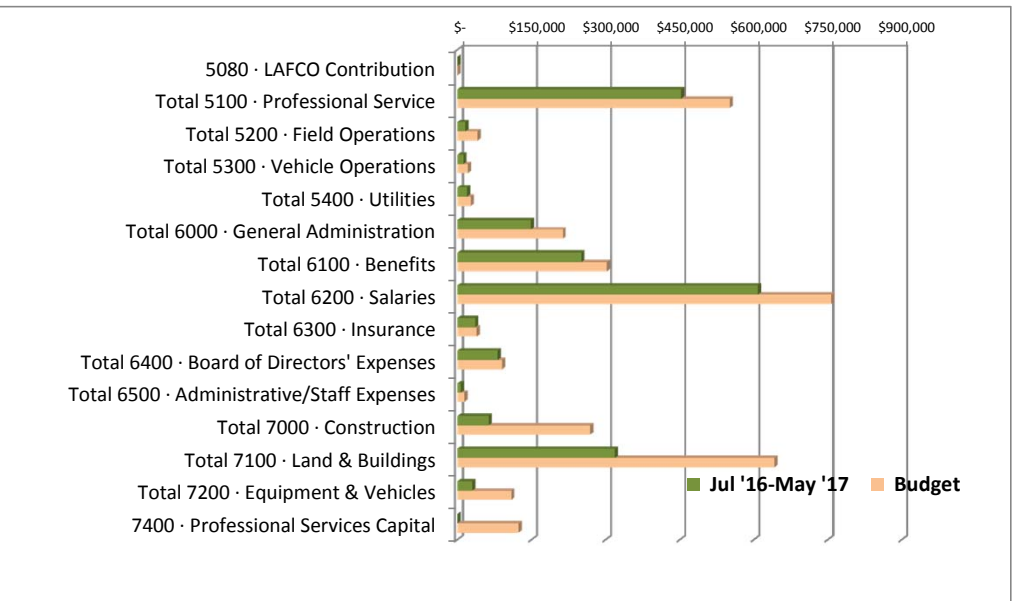
**May 2017**

<b>REVENUE</b>	<b>Jul '16-May '17</b>	<b>Budget</b>
Total 4010 · Interest Income	\$ 58,417	\$ 56,203
Total 4020 · Groundwater Charge	\$ 742,664	\$ 766,398
4025 · Wash Plan Revenue*	\$ 490,903	\$ 430,000
Total 4030 · Mining Income	\$ 573,730	\$ 627,002
4040 · Miscellaneous Income	\$ 2,743	\$ 9,167
4050 · Property Tax	\$ 76,699	\$ 73,150
4055 · SBVMWD Spreading Agreement	\$ 370,011	\$ 370,887
Total 4060 · Property Income	\$ 19,505	\$ 19,800
4065 · Redlands Plaza	\$ 159,617	\$ 156,663
4080 · Exchange Plan	\$ 30,000	\$ 30,000
<b>Total Revenue</b>	<b>\$ 2,524,289</b>	<b>\$ 2,539,269</b>

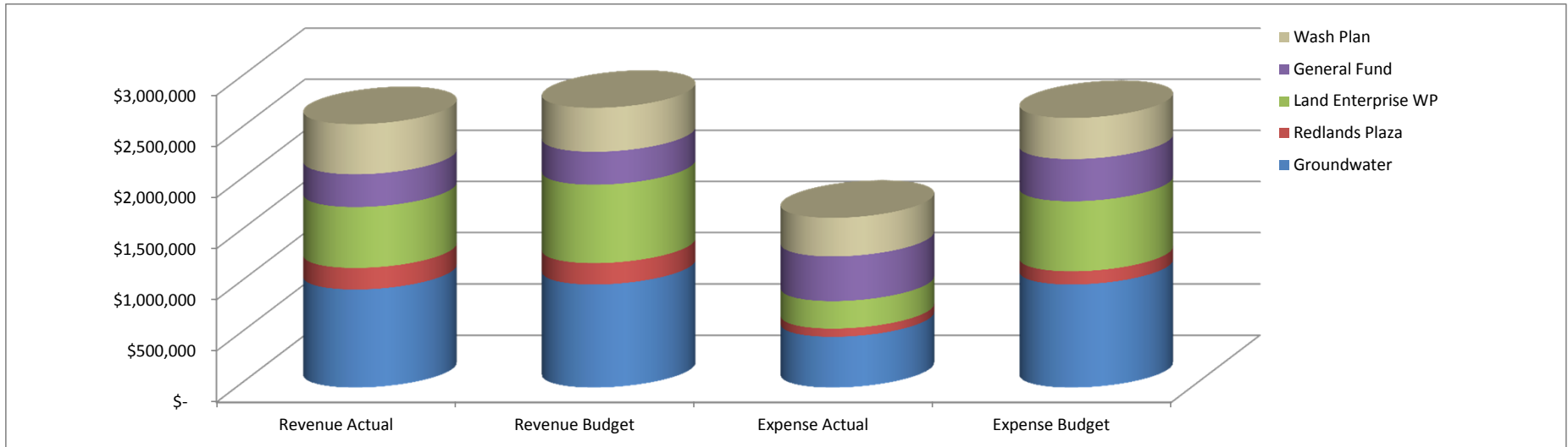
\*District loans to the WP \$393,403



<b>EXPENSES Operating and Capital</b>	<b>Jul '16-May '17</b>	<b>Budget</b>
5080 · LAFCO Contribution	\$ -	\$ 367
Total 5100 · Professional Service	\$ 452,590	\$ 551,210
Total 5200 · Field Operations	\$ 16,415	\$ 40,792
Total 5300 · Vehicle Operations	\$ 12,150	\$ 21,083
Total 5400 · Utilities	\$ 19,469	\$ 27,305
Total 6000 · General Administration	\$ 149,006	\$ 213,183
Total 6100 · Benefits	\$ 250,619	\$ 302,677
Total 6200 · Salaries	\$ 608,214	\$ 756,880
Total 6300 · Insurance	\$ 36,276	\$ 39,133
Total 6400 · Board of Directors' Expenses	\$ 81,281	\$ 90,769
Total 6500 · Administrative/Staff Expenses	\$ 6,971	\$ 14,120
Total 7000 · Construction	\$ 63,307	\$ 268,585
Total 7100 · Land & Buildings	\$ 318,698	\$ 641,670
Total 7200 · Equipment & Vehicles	\$ 29,936	\$ 109,083
7400 · Professional Services Capital	\$ -	\$ 123,750
<b>Total Expense</b>	<b>\$ 2,044,930</b>	<b>\$ 3,200,607</b>



## Enterprises to Date (May 2017)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 957,669	\$ 1,006,698	95%
Groundwater Expense	\$ 495,627	\$ 785,919	63%
Revenue -Expense	\$ 462,042	\$ 220,779	
Redlands Plaza Revenue	\$ 210,448	\$ 208,547	101%
Redlands Plaza Expense	\$ 80,288	\$ 128,569	62%
Revenue -Expense	\$ 130,160	\$ 79,977	
Land Enterprise Revenue	\$ 595,169	\$ 766,793	78%
Land Enterprise Expense	\$ 268,588	\$ 684,767	39%
Revenue -Expense	\$ 326,581	\$ 82,026	
General Fund Revenue *	\$ 320,362	\$ 321,671	100%
General Fund Expense	\$ 436,311	\$ 412,113	106%
Revenue -Expense	\$ (115,949)	\$ (90,442)	
Wash Plan Revenue	\$ 490,903	\$ 430,000	114%
Wash Plan Expense	\$ 377,291	\$ 402,777	94%
Revenue-Expense	113,611	27,223	
<b>Total All Revenue - Expense</b>	<b>\$ 916,444</b>	<b>\$ 319,563</b>	<b>287%</b>

Cash Status	As of 7/1/2016	As of 5/31/2017
LAIF	\$ 447,930.82	\$ 450,847.82
Cal Trust	\$ 2,980,263.74	\$ 3,001,050.29
Citizens Bank	\$ 616,344.18	\$ 473,633.85
UBS Financial Services	\$ 1,871,300.49	\$ 1,870,781.29
Cal Credit Union	\$ 3,250,385.53	\$ 3,274,208.21
Total Cash	\$ 9,166,224.76	\$ 9,070,521.46
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
<b>Cash Position</b>	<b>\$ 4,166,224.76</b>	<b>\$ 4,070,521.46</b>

Increase (decrease) of  
Percent Increase \$ (95,703.30)  
-2.3%

\* General Fund Revenue shown here does not include overhead

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

	<u>Jul '16 - May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Interest Income				
4012 · LAIF	2,917.00	1,300.00	1,617.00	224.39%
4013 · Caltrust Investment Income	18,649.56	20,000.00	-1,350.44	93.25%
4014 · CalCredit Union Interest Income	23,822.67	20,000.00	3,822.67	119.11%
4015 · UBS Interest Income	13,027.97	20,000.00	-6,972.03	65.14%
<b>Total 4010 · Interest Income</b>	<b>58,417.20</b>	<b>61,300.00</b>	<b>-2,882.80</b>	<b>95.3%</b>
4020 · Groundwater Charge				
4021 · Assessments - Ag	36,355.27	47,158.00	-10,802.73	77.09%
4023 · Assessments - Non-Ag	706,308.51	719,239.60	-12,931.09	98.2%
<b>Total 4020 · Groundwater Charge</b>	<b>742,663.78</b>	<b>766,397.60</b>	<b>-23,733.82</b>	<b>96.9%</b>
4025 · Wash Plan Revenue	490,902.52	430,000.00	60,902.52	114.16%
4030 · Mining Income				
4031 · Plant Site - CEMEX	44,000.00	48,000.00	-4,000.00	91.67%
4032 · Cemex - Royalty / Lease	491,333.30	586,000.00	-94,666.70	83.85%
4034 · Redlands Aggregate 5% Royalty	0.00	0.00	0.00	0.0%
4036 · Aggregate Maintenance	38,397.17	50,000.00	-11,602.83	76.79%
4030 · Mining Income - Other	0.00	0.00	0.00	0.0%
<b>Total 4030 · Mining Income</b>	<b>573,730.47</b>	<b>684,000.00</b>	<b>-110,269.53</b>	<b>83.88%</b>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	0.00	0.00	0.00	0.0%
4040 · Miscellaneous Income - Other	2,743.00	10,000.00	-7,257.00	27.43%
<b>Total 4040 · Miscellaneous Income</b>	<b>2,743.00</b>	<b>10,000.00</b>	<b>-7,257.00</b>	<b>27.43%</b>
4050 · Property Tax	76,699.45	79,800.00	-3,100.55	96.12%
4055 · SBVMWD Spreading Agreement Reim	370,010.78	370,886.54	-875.76	99.76%
4060 · Property Income				
4062 · Mentone Property	19,505.00	21,600.00	-2,095.00	90.3%
<b>Total 4060 · Property Income</b>	<b>19,505.00</b>	<b>21,600.00</b>	<b>-2,095.00</b>	<b>90.3%</b>
4065 · Redlands Plaza	159,616.87	170,905.56	-11,288.69	93.4%
4066 · Redlands Plaza CAM	31,325.78	35,000.00	-3,674.22	89.5%
4080 · Exchange Plan	30,000.00	30,000.00	0.00	100.0%
4086 · Plunge Creek IRWMP	71,768.72	150,000.00	-78,231.28	47.85%
4998 · Rate Stabilization From Reserve	0.00	24,857.00	-24,857.00	0.0%
<b>Total Income</b>	<b>2,627,383.57</b>	<b>2,834,746.70</b>	<b>-207,363.13</b>	<b>92.69%</b>
<b>Gross Profit</b>	<b>2,627,383.57</b>	<b>2,834,746.70</b>	<b>-207,363.13</b>	<b>92.69%</b>
<b>Expense</b>				
5050 · Regional Programs				
5080 · LAFCO Contribution	0.00	400.00	-400.00	0.0%
<b>Total 5050 · Regional Programs</b>	<b>0.00</b>	<b>400.00</b>	<b>-400.00</b>	<b>0.0%</b>
5100 · Professional Service				
5120 · Misc. Professional Services	29,964.92	150,000.00	-120,035.08	19.98%
5122 · Wash Plan Professional Services	72,547.57	70,000.00	2,547.57	103.64%
5124 · Plunge Creek Prof Services	33,547.77	50,000.00	-16,452.23	67.1%
5125 · Engineering Services	0.00	16,000.00	-16,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5145 · Environmental Services (WP)	174,448.52	160,000.00	14,448.52	109.03%
5160 · IT Support	4,905.00	6,000.00	-1,095.00	81.75%
5170 · Audit	23,134.00	22,000.00	1,134.00	105.16%
5175 · Legal - Wash Plan	19,367.23	25,000.00	-5,632.77	77.47%
5180 · Legal	94,674.82	90,000.00	4,674.82	105.19%
<b>Total 5100 · Professional Service</b>	<b>452,589.83</b>	<b>590,000.00</b>	<b>-137,410.17</b>	<b>76.71%</b>
5123 · Temp. Field Labor	0.00	10,000.00	-10,000.00	0.0%
5133 · Regional River HCP Contribution	25,000.00	30,000.00	-5,000.00	83.33%
5143 · SBVCT District Contribution	116.55	50,000.00	-49,883.45	0.23%
5200 · Field Operations				
5210 · Equipment Maintenance	4,331.78	6,000.00	-1,668.22	72.2%
5215 · Property Maintenance	12,083.27	32,500.00	-20,416.73	37.18%
5225 · Field Clean Up-Illegal dumping	0.00	6,000.00	-6,000.00	0.0%
<b>Total 5200 · Field Operations</b>	<b>16,415.05</b>	<b>44,500.00</b>	<b>-28,084.95</b>	<b>36.89%</b>
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	4,924.04	10,000.00	-5,075.96	49.24%
5320 · Fuel	7,225.73	13,000.00	-5,774.27	55.58%
<b>Total 5300 · Vehicle Operations</b>	<b>12,149.77</b>	<b>23,000.00</b>	<b>-10,850.23</b>	<b>52.83%</b>

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

	<u>Jul '16 - May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5400 · Utilities</b>				
5410 · Alarm Service	1,075.00	2,500.00	-1,425.00	43.0%
5420 · Electricity	5,733.40	9,500.00	-3,766.60	60.35%
5430 · Mobile Phone	3,240.00	3,500.00	-260.00	92.57%
5440 · Telephone	4,972.21	8,700.00	-3,727.79	57.15%
5450 · Natural Gas	895.55	900.00	-4.45	99.51%
5460 · Water / Trash / Sewer	1,245.24	2,160.00	-914.76	57.65%
5470 · Internet Services	2,307.18	2,500.00	-192.82	92.29%
<b>Total 5400 · Utilities</b>	<b>19,468.58</b>	<b>29,760.00</b>	<b>-10,291.42</b>	<b>65.42%</b>
<b>6000 · General Administration</b>				
6001 · General Administration - Other	911.56	7,000.00	-6,088.44	13.02%
6002 · Website Administration	2,178.13	3,100.00	-921.87	70.26%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	1,389.93	2,200.00	-810.07	63.18%
6006 · Permits	370.00	10,000.00	-9,630.00	3.7%
6007 · Inter District Costs	0.00	12,500.00	-12,500.00	0.0%
6009 · Licenses	288.60	1,639.00	-1,350.40	17.61%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	121.74	3,180.00	-3,058.26	3.83%
6013 · Office Lease Payment	55,000.00	60,000.00	-5,000.00	91.67%
6015 · Mentone House Maintenance	3,618.82	6,500.00	-2,881.18	55.67%
6016 · Redlands Plaza Maintenance	792.10	15,000.00	-14,207.90	5.28%
6018 · Janitorial Services	5,842.00	9,108.89	-3,266.89	64.14%
6019 · Janitorial Supplies	264.75	500.00	-235.25	52.95%
6020 · Vacancy Marketing-Redlands Plaz	257.35	5,050.00	-4,792.65	5.1%
6024 · Computer Equip Maint.	0.00	200.00	-200.00	0.0%
6026 · Redlands Plaza CAM expenses	22,508.03	25,000.00	-2,491.97	90.03%
6027 · Computer Supplies	280.80	689.00	-408.20	40.76%
6030 · Office Supplies	2,053.25	4,250.67	-2,197.42	48.3%
6033 · Office Equipment Rental	8,145.93	8,734.40	-588.47	93.26%
6036 · Printing	512.17	980.00	-467.83	52.26%
6039 · Postage and Overnight Delivery	759.06	1,800.00	-1,040.94	42.17%
6042 · Payroll Processing	2,116.97	2,347.54	-230.57	90.18%
6045 · Bank Service Charges	1,776.88	3,150.00	-1,373.12	56.41%
6051 · Uniforms	958.57	2,000.00	-1,041.43	47.93%
6060 · Outreach	16,493.26	20,000.00	-3,506.74	82.47%
6087 · Educational Reimbursement	458.13	2,500.00	-2,041.87	18.33%
6090 · Subscriptions/Publications	1,032.77	750.00	282.77	137.7%
6091 · Public Notices	2,684.20	2,940.00	-255.80	91.3%
6093 · Memberships	16,980.67	17,500.00	-519.33	97.03%
6000 · General Administration - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 · General Administration</b>	<b>149,005.67</b>	<b>230,754.60</b>	<b>-81,748.93</b>	<b>64.57%</b>
<b>6100 · Benefits</b>				
6110 · Vision Insurance	1,774.50	2,355.91	-581.41	75.32%
6120 · Workers' Comp. Insurance	7,447.20	14,341.09	-6,893.89	51.93%
6130 · Dental Insurance	7,590.72	10,566.73	-2,976.01	71.84%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-19,001.28	-20,773.25	1,771.97	91.47%
6150 · Medical Insurance - Other	122,754.75	157,423.96	-34,669.21	77.98%
<b>Total 6150 · Medical Insurance</b>	<b>103,753.47</b>	<b>136,650.71</b>	<b>-32,897.24</b>	<b>75.93%</b>
6160 · Payroll Taxes-Employer	43,087.01	60,382.29	-17,295.28	71.36%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-35,297.74	-22,897.65	-12,400.09	154.15%
6170 · PERS Retirement - Other	122,263.65	128,793.80	-6,530.15	94.93%
<b>Total 6170 · PERS Retirement</b>	<b>86,965.91</b>	<b>105,896.15</b>	<b>-18,930.24</b>	<b>82.12%</b>
<b>Total 6100 · Benefits</b>	<b>250,618.81</b>	<b>330,192.88</b>	<b>-79,574.07</b>	<b>75.9%</b>
<b>6200 · Salaries</b>				
6220 · Contingency/Temporary	0.00	0.00	0.00	0.0%
6230 · Regular Salaries	608,213.80	826,162.50	-217,948.70	73.62%
<b>Total 6200 · Salaries</b>	<b>608,213.80</b>	<b>826,162.50</b>	<b>-217,948.70</b>	<b>73.62%</b>
<b>6300 · Insurance</b>				
6310 · Property/ Auto Insurance	4,218.99	6,924.00	-2,705.01	60.93%
6320 · General Liability Insurance	32,057.00	32,209.32	-152.32	99.53%
<b>Total 6300 · Insurance</b>	<b>36,275.99</b>	<b>39,133.32</b>	<b>-2,857.33</b>	<b>92.7%</b>

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

	<u>Jul '16 - May 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	5,325.18	0.00	5,325.18	100.0%
6401 · Directors' Fees - Other	65,302.00	78,718.78	-13,416.78	82.96%
Total 6401 · Directors' Fees	70,627.18	78,718.78	-8,091.60	89.72%
6410 · Mileage	2,547.19	4,000.00	-1,452.81	63.68%
6415 · Air Fare	919.84	3,000.00	-2,080.16	30.66%
6420 · Other Travel	147.01	500.00	-352.99	29.4%
6425 · Meals	2,076.25	2,600.00	-523.75	79.86%
6430 · Lodging	1,450.19	3,200.00	-1,749.81	45.32%
6435 · Conf/Seminar Registrations	3,513.00	7,000.00	-3,487.00	50.19%
6440 · Election Fees / Re-Districting	0.00	0.00	0.00	0.0%
Total 6400 · Board of Directors' Expenses	81,280.66	99,018.78	-17,738.12	82.09%
6500 · Administrative/Staff Expenses				
6510 · Mileage	1,480.72	2,000.00	-519.28	74.04%
6515 · Air Fare	920.81	2,000.00	-1,079.19	46.04%
6520 · Travel, Other (rental car, taxi)	348.54	1,400.00	-1,051.46	24.9%
6525 · Meals	1,451.21	1,500.00	-48.79	96.75%
6530 · Lodging	1,000.87	3,500.00	-2,499.13	28.6%
6535 · Conf/Seminar Registrations	1,769.00	5,000.00	-3,231.00	35.38%
Total 6500 · Administrative/Staff Expenses	6,971.15	15,400.00	-8,428.85	45.27%
8010 · Capital Reserve GWE/Rate Stabil	0.00	0.00	0.00	0.0%
9999 · Contribution to Capital Maint.	0.00	297,000.00	-297,000.00	0.0%
Total Expense	1,658,105.86	2,615,322.08	-957,216.22	63.4%
Net Ordinary Income	969,277.71	219,424.62	749,853.09	441.74%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	8,000.00	-8,000.00	0.0%
7050 · Basins- Capital Annual Repair	9,265.00	20,000.00	-10,735.00	46.33%
7053 · HCP Endowment	54,042.00	55,000.00	-958.00	98.26%
7055 · Plunge Creek Expansion	0.00	210,000.00	-210,000.00	0.0%
Total 7000 · Construction	63,307.00	293,000.00	-229,693.00	21.61%
7100 · Land & Buildings				
7110 · Property Capital Repairs	7,586.00	50,000.00	-42,414.00	15.17%
7120 · Property-Land Purchase	311,111.50			
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	600,000.00	-600,000.00	0.0%
Total 7100 · Land & Buildings	318,697.50	700,000.00	-381,302.50	45.53%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	10,274.38	12,500.00	-2,225.62	82.2%
7230 · Field Equipment / Vehicles	19,661.84	100,000.00	-80,338.16	19.66%
7240 · Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Total 7200 · Equipment & Vehicles	29,936.22	119,000.00	-89,063.78	25.16%
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%
9010 · General Fund - Transfer Out	0.00	0.00	0.00	0.0%
Total Other Expense	411,940.72	1,247,000.00	-835,059.28	33.04%
Net Other Income	-411,940.72	-1,247,000.00	835,059.28	33.04%
Net Income	<u>557,336.99</u>	<u>-1,027,575.38</u>	<u>1,584,912.37</u>	<u>-54.24%</u>

May 3, 2017

Board of Directors  
San Bernardino Valley Water Conservation District  
1630 W. Redlands Boulevard, Suite A  
Redlands, CA 92373-8032

Re: Requested Rate Adjustment for Legal Services

Dear President Corneille and Members of the Board:

I am writing to request the Board of Directors consider an adjustment to my firm's composite hourly rate for provision of legal services, from \$300 to \$325, beginning with the 2017-2018 fiscal year. As you may be aware, our first has not adjusted this rate since 2011. The \$325 rate remains well below the \$550 rate which I charge to private clients.

I appreciate the District's habit of watching expenditures closely, and have been proud to assist directly in that effort in the past. Still, in recognition of costs that have escalated since the date of our last adjustment, and market rates for legal services, I am asking for what I believe is a reasonable increase in rate.

It is my hope the Board will consider this rate adjustment justified, and will accept my continuing thanks for the challenging and engaging efforts it is my privilege to undertake on behalf of the District.

Very truly yours,

RUTAN & TUCKER, LLP

  
David B. Cosgrove

DBC:mrs

cc: Daniel B. Cozad, General Manager

**AMENDMENT TO LEGAL SERVICES RETAINER AGREEMENT**

THIS AMENDMENT TO LEGAL SERVICES RETAINER AGREEMENT entered into this 14<sup>th</sup> day of June, 2017, by and between the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT, a water conservation district duly formed and existing under Water Code section 74000 et seq. (“District”) and RUTAN & TUCKER, LLP (“Attorney”), with reference to that certain “LEGAL SERVICES RETAINER AGREEMENT,” originally entered into July 2, 2008.

1. Amendment to Paragraph 4: Paragraph 4 of the “LEGAL SERVICES RETAINER AGREEMENT” shall be amended to read as follows:

4. Compensation. Attorney shall regularly submit to DISTRICT an itemized statement of services and charges. DISTRICT shall pay attorney an hourly rate for all professional services rendered, which beginning July 1, 2017 shall be the sum of \$325.00 per hour for all services performed, or such higher amount as the DISTRICT’s Board of Directors may from time to time approve. DISTRICT shall also pay Attorney for costs attorney occurs on DISTRICT’s behalf, at Attorney’s then-standard rates, including but not limited to charges for printing or photocopying, facsimile transmissions, service of process or messenger delivery services, out-of-town travel, long distance telephone, document identification, production, notarizing or indexes, or such other charges usual and customary in the provision of legal services.

2. In all other respects, the “LEGAL SERVICES RETAINER AGREEMENT” dated shall remain unchanged, and in full force and effect.

**SAN BERNARDINO VALLEY WATER  
CONSERVATION DISTRICT, a special  
governmental district**

By: \_\_\_\_\_  
Name: Richard Corneille  
Its: President

By: \_\_\_\_\_  
Name: Daniel B. Cozad  
Its: Secretary

**RUTAN & TUCKER, LLP**

By: \_\_\_\_\_  
David B. Cosgrove, Esq.  
Its: Partner



Memorandum No. 1503

**To: Board of Directors**

**From: Land Resource Manager, Jeffrey Beehler**

**Date: June 14, 2017**

**Subject: Update on District Capital Projects**

**RECOMMENDATION**

Staff recommends the Board receive and file this project update.

**BACKGROUND**

Currently, the District is implementing two capital construction projects. As both projects will have construction activities which occur in waterways and areas used by federally listed Endangered Species, they require a number of State and Federal permits, as well as mitigation for the loss of species habitat.

The Plunge Creek Restoration Project is intended to restore flows to hydrologically isolated channels south of the current Plunge Creek channel. The project serves two purposes: 1) to provide for new habitat for San Bernardino kangaroo rat, Santa Ana woolly star, and, possibly, slender-horned spine flower within the Wash Plan HCP Preserve area, and; 2) provide additional recharge of stormflows into the Bunker Hill groundwater basin from Plunge Creek. The project consists of the excavation of a “pilot channel” to direct flows into areas isolated from Plunge Creek by deposits of fine sediment and the placement of several rock structures to redirect flows out of the active channel. This project is funded by Proposition 84 and District capital improvement funds.

The Mill Creek Diversion and Debris Management Improvement Project are intended to reduce fine sediment and sand reaching the Mill Creek Spreading Basins and to prevent large debris present during stormflows from impacting the operation of the diversion structure. The project consists of the reconstruction of the outlet of the diversion to Mill creek to allow passage of sand, sediment and debris into the main channel and the construction of structures to guide the material to through the outlet. The project will also entail the armoring of some of the channel to prevent erosion. The project is funded from the District capital improvement reserve.

**DISCUSSION**

Staff is projecting that late in the upcoming (FY 2017-2018) or early in the following (FY 2018-2019) fiscal year the District begin construction on these two projects. The projects appear to be on track for construction. The biggest project schedule risk for the Plunge Creek Project being the timely completion of a Wash Plan Incidental Take Permit (ITP).

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

Absent an ITP, staff has developed an alternative permitting strategy with the Fish and Wildlife Service. The issuance of a 408 permit from the US Army Corps of Engineers to alter a flood levee is the greatest risk for project implementation on the Mill Creek Diversion improvements. Staff has worked with the County Flood Control District, subject to Board approval; pass through funds to the Corps to complete the project 408 permit assessment. The estimated cost is between \$20,000 to 30,000.

### **FISCAL IMPACT**

The cost for these activities is included in the Capital Equipment and Improvement Budget set for approval with the FY2017- 2018 budget. Adequate staff time is available to complete the permitting and project approvals. Construction management skills will need to be contracted and adequate staffing may not be available to complete all staff efforts if both projects stay on track.

### **ATTACHMENTS**

Table 1: Plunge and Mill Creek Project Implementation Summary

**Table 1. Plunge Creek and Mill Creek Project Summary**

	<b>Plans &amp; Spec</b>	<b>Jurisdictional Determination</b>	<b>Historic Resources (Sec. 106)</b>	<b>Clean Water Act (Sec. 401)</b>	<b>Waters of U.S. (Sec. 404)</b>	<b>Modification of Flood Structure (Sec.408)</b>	<b>Endangered Species Take</b>	<b>CEQA</b>	<b>NEPA</b>
<b>Plunge Creek</b>	Complete	Complete	Complete	Initiated	Initiated	N/A	Wash Plan	July 2017	Future
<b>Mill Creek</b>	Complete	Complete	Complete	Future	Future	Future	Upper River HCP Or District	Future	Future



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwcd.org](http://www.sbvwcd.org)

Memorandum No. 1504

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: June 14, 2017**

**Subject: CSDA 2017 Board Election**

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## **RECOMMENDATION**

Direct staff to submit District's election ballot reflecting the Board's decision to the California Special Districts Association (CSDA).

## **BACKGROUND**

The leadership of CSDA is elected from its six geographical regions. Each region has three seats on the Board with staggered 3 year terms. Candidates must be affiliated with an independent special district that is a CSDA member.

The District is in receipt of candidate statements from the following:

- Arlene Schafer, Costa Mesa Sanitary District
- Kristin Bloomer, Desert Water Agency
- John DeMonaco, Chino Valley Independent Fire District
- Richard Hall, Mojave Water Agency
- Michael Mack, Rainbow Municipal Water District

Candidate statements have been attached for review and consideration. The deadline for submission of mail ballot is August 4, 2017.

## **POTENTIAL MOTIONS**

1. Move to support one candidate and direct staff to submit mail ballot in accordance with Board's recommendation.
2. Move to make no selection and direct staff to not submit mail ballot.

## **ATTACHMENTS OR MATERIALS**

Candidate Statements and letters

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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



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Arlene Schafer

**District/Company:** Costa Mesa Sanitary District

**Title:** Secretary

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 20 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Current member of the CSDA Board of Directors, Legislative Committee, Membership Commission Chair, Fiscal Committee and attendee of Legislative Days, Annual Conference, SDLA certificate holder.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Member of CSAC and was a member of the League when serving on the City Council.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

LAFCO member representing special districts, former Chair and Vice Chair of the ISDOC and currently serving as an Executive Committee member, OCCOG Board member.

4. List civic organization involvement:

President of Harbor-Mesa Lions (2 terms), Costa Mesa Republican Federation of Women, OC Federation of Women, 3<sup>rd</sup> Vice President Ways & Means, Costa Mesa for Responsible Government member.

# RE-ELECT ARLENE SCHAFER CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SOUTHERN NETWORK

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## Arlene Schafer—Secretary Costa Mesa Sanitary District



As the former Mayor of the City of Costa Mesa, it has been an honor to serve as your representative on the California Special Districts Association (CSDA) for the past two years and now I humbly ask for your support to re-elect me to the Southern Network for another term. I believe my 28 years of experience as a local government leader that includes 20 years serving special districts in a variety of different capacities makes me the best candidate. In March, the Little Hoover Commission will release its report on special districts and its very likely the report will focus on the role Local Agency Formation Commissions play in special district formation and reorganization. CSDA was an active participant in the public hearings where commissioners learned how special districts provide vital services in our communities and are directly accountable to our voters and ratepayers. During my term as a member of the Board of Directors, CSDA successfully advocated for special districts by using the latest technology for outreaching such as CSDA's campaign website, "Districts Make the Difference" and the new online video, "Districts Empower our Communities." I believe it is extremely important for CSDA to keep its foot on the pedal on advocacy by letting legislators, media, business leaders, schools and the general public know how important we are in our communities.

### PREVIOUS CSDA EXPERIENCE

- ◆ Board President
- ◆ Board Vice President
- ◆ Board Secretary
- ◆ Finance Corporation
- ◆ Legislation Committee
- ◆ Fiscal Committee
- ◆ CSDA Membership Committee
- ◆ Recruitment & Planning Committee

Currently, I am serving on the Board of Directors for the Costa Mesa Sanitary District (CMSD) where I have been a Board member for 20 years. I am proud to be part of an organization that has been a District of Distinction since 2009, earned the Transparency Certificate of Excellence for four consecutive years and CMSD is one of few special districts in California that received Gold Recognition in Special District Governance.

If re-elected, I will continue to support CSDA's public outreach campaign about the essential services we provide and I will work collaboratively with CSDA Board of Directors and staff on providing essential training and professional development to help your agency succeed. Please vote for Arlene Schafer by August 4, 2017.



## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kristin Bloomer

District/Company: Desert Water Agency

Title: Secretary-Treasurer

Elected/Appointed/Staff: Elected

Length of Service with District: 12/4/15 - Current

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I recently attended the CSDA Legislative Days event.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of ACWA and attend their conferences.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

City of Palm Springs Measure J Oversight Committee, Desert Water Agency Finance and Legislative Committees

4. List civic organization involvement:

Palm Springs SunUp Rotary Club, Palm Springs Woman's Club, St. Theresa

School PTA President, Desert Roundtable

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

## Kristin Bloomer's Candidate Statement

I was first elected to the Desert Water Agency Board in 2015 and currently serve as Secretary-Treasurer on the Board of Desert Water Agency. However, service to my community has always played an important role in my life. I am dedicated to improving the quality of life for my community. Throughout my life, influence in community affairs and local government has grown. I have focused on the priority of shaping local government to strengthen the local and regional economies and create solutions to local and regional challenges. Southern California is faced with many challenges and I believe that challenges present opportunities, and that the Southern Network cannot afford to miss capitalizing upon those opportunities.

I am a longtime Palm Springs resident. My community service started early, when as a teenager, I volunteered with The Braille Institute and the National Charity League of Palm Springs.

My dedication to community service includes:

- Palm Springs Measure J Oversight Commission Vice-Chair
- Palm Springs Sunup Rotary Club past-President and current Assistant District Governor
- Founding President of the Desert Valley Women's Club
- Member of the Palm Springs Woman's Club
- St Theresa School Parent Teacher Group Board President
- Volunteer Volleyball Coach at Palm Springs High School
- Finance and Legislative Committee of Desert Water Agency



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** John DeMonaco

**District/Company:** Chino Valley Independent Fire District

**Title:** Director

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 11 years

- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am on the Legislative and Fiscal Committees

I have also served on the Education and Membership Committees

- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am on the Board of Directors for the Fire Districts Association of California

- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

N/A

- 4. List civic organization involvement:**

I am a member and past Chairman of the Rotary Club of Chino. I am also a Board Member of the Chino Rotary Foundation.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

I am seeking election to a seat on the Board of Directors of the California Special Districts Association.

I have served on the Board of Directors of the Chino Valley Independent Fire District for 11 years, elected in 2006. I am very proud to state that our Fire District is the **first** fire district to receive the District of Distinction Accreditation from the Special Districts Leadership Foundation (SDLF). We have been a District of Distinction since 2008. We also have obtained a District of Transparency Certificate of Excellence. I have completed the SDLF Recognition of Special District Governance.

I serve on the CSDA Legislative and the Fiscal Committees. I have previously served on the CSDA Education and Membership committees.

I am a retired Fire Chief with 33 years of Fire Service experience. I have been involved in city, county, JPAs and special districts in various capacities. I am currently on the Board of Directors of the Fire Districts Association of California and also serve on their Conference Committee. I am a Past President of the Chino Rotary Club and past Chairman of the Chino Rotary Foundation.

I understand, and I am committed to legislative advocacy for special districts. Special Districts provide one of the most effective, efficient, and accountable forms of local service. It is vital that we continue to work together to influence and monitor policy decisions affecting California special districts.

My commitment, extensive experience, and education in public service and as a special district board member and policy-maker, provides me with the ability to effectively serve as a CSDA Board Member representing all California Special Districts. I look forward to your support!

Please contact me at (909) 816-8396 or email at [jdemonaco@chofire.org](mailto:jdemonaco@chofire.org).

John DeMonaco



## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Richard Hall

District/Company: Mojave Water Agency

Title: Director, Division 3

Elected/Appointed/Staff: Elected

Length of Service with District: 17 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Currently serving on the Professional Development  
Committee and Membership Committee

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Mojave Water Agency is a member of ACWA

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Currently President of the Association of San Bernardino  
County Special Districts

4. List civic organization involvement:

Member of the Elks Association, Kiwanis, Summit Valley  
Property Owners

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.

## CANDIDATE STATEMENT

My name is Richard Hall and I am currently a Director for the Mojave Water Agency and President of the Association of the San Bernardino County Special Districts and have served as an elected official for more than 35 years in two Special District organizations. I am interested in the CSDA Board of Directors position for Southern District Seat C – here is a list of my qualifications:

- First-hand knowledge and experience to ensure that we have safe, quality drinking water.
- Knowledge and experience in Recreation and Parks through 20 years on the Hesperia Recreation and Parks Special District board and served as president four times.
- Knowledge and experience in Property Owners Association in Summit Valley, California where I helped to bring electricity and natural gas to the owners and served as president.
- Knowledge and experience in Engineering and Management at General Dynamics Program Office working with the Federal and State government.
- Reduced taxes through leadership as well as set policy to purchase quality water, build water discharge facilities, and given tax money back to residents who helped reduce water usage.
- Continue to fight to bring 21<sup>st</sup> century technology to our Agency to study in order to better ensure management of our water resources by advanced computer systems, deep monitor wells, and other state of the art methods.
- Worked closely with community leaders and residents for best policies and strategies including getting State and Federal funding for safe, drinkable water and other needed projects and programs..
- Support funding colleges and students for research and development for continued new resource solutions for present and future issues.

I know that more needs to be done and have plans to meet these challenges. Let us protect our future and provide leadership with someone who knows how.



## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Michael Mack

District/Company: Rainbow Municipal Water District

Title: Director, Division 5

Elected/Appointed/Staff: Elected

Length of Service with District: 5 months

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I am the officially appointed RMWD representative for CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I serve as the RMWD representative of both ACWA & CSDA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I worked for the city of San Marcos, CA for over 30 years as Parks Superintendent.

4. List civic organization involvement:

Past President of P.T.A.

**\* SEE ATTACHED STATEMENT \***

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

## **ENDLESS POSSIBILITIES**



My name is Michael Mack and I am honored to be seeking election to be on the Board of Directors of California Special Districts Association.

I was elected to the Rainbow Municipal Water District Board of Directors in December 2016 and appointed to serve as the District's representative at both ACWA and CSDA. My background includes a degree in horticulture and worked for the City of San Marcos for over thirty years. As the Parks Department Supervisor, I had many responsibilities including reviewing plans and inspection of new park and street median installations. I was both a Certified Playground Inspector and Irrigation Auditor. One of my main responsibilities was ensuring efficient usage of water resources. I calculated, determined, and programmed water requirements for the plant material for all parks and street medians within the City.

I have learned the importance of CSDA is we are the support system to help ensure efficient and productive services to both small and large communities throughout California at the local level of city governments. As your CSDA Board Member, I see endless possibilities and promise to tackle and meet the challenges our districts face. We all must work together for present and future needs for our special districts and by doing so we can and will achieve our goals. We must be proactive with our legislators and with this energy and commitment we can make the difference between success and failure.

I am very honored to have this chance to serve all of you and given this opportunity. I feel extensive service and experience in the public sector, I will work effortlessly to make those endless possibilities become reality.



## Wash Plan Update

May 25 through June 7, 2017



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Staff continues to estimate completion of the HCP in the late Fall/early winter of 2017. Preparation of final EIR/EIS documents for Federal Register continues. Comments provided by the Regional FWS office have been minor thus far.

At the April 18 Task Force meeting Valley Municipal, the City of Highland and the District reported that they will have projects ready for construction in the next fiscal year. The Task Force asked the Board consider a mechanism for “conditional” COI approval so that projects can move forward as soon as take authorization is issued. The Board approved the request at their May 31 meeting. Staff has prepared a summary of current “project readiness” of those that requested conditional COI approval based on discussions with project proponents. It is attached as Figure 1.

# Fig. 1. Wash Plan: Readiness to Proceed\*

Task Force Member	MOU Complete	Payment to Trust	Project Description and Plans	Preconstruction Survey	COI Ready
City of Highland	✓	✓	✓	✓	✓
City of Redlands	-	-	-	-	-
Valley Municipal Conservation District	✓	-	-	Partial	-
East Valley	-	✓	-	-	-
CEMEX	-	-	-	-	-
Robertson's	-	-	-	-	-

\*63 projects, 2 ready to proceed



# General Manager's Report

For June 1, to June 9, 2017

Daniel B. Cozad

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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. Continued recharge of the residual watershed flows with State Water increasing in June. The pool levels behind Seven Oaks Dam remain at or below the Debris Pool with outflow matching inflow and Edison facilities in operation. Santa Ana recharge now totals nearly 28,500 AF and Mill Creek nearly 7,400 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 from State Project water. Staff is researching alternatives for management. Total recharge is above 35,500 AF with about 10,000 AF from State Project water.
- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Field staff are operating all basins and rotating the basins where possible to allow drying. The Mill Creek diversion is fully operable diverting available flows around 1-5 CFS depending on other surface water uses. Sand ponds 1 and 12 in Mill Creek cleaned and other sand is being moved to the borrow pit over the new Garnet Bridge.
- 3. Aggregate Management – Plan Goal 2** – Staff and Upland Rock work on sand cleanout when flows allow. Sand management efforts will accelerate further when Enhanced Recharge facilities and other construction get underway.
- 4. Personnel/Administration/Staff – Plan Goal 6** – Staff worked on several items related to the Board's strategic planning sessions. Preparing materials and tools for the Board was an investment in time by staff for the Board process. Staff prepared GIS based information for trails, wetlands and Habitat areas. Staff continued to work with legal counsel on a number of closed session items.
- 5. Finance/Budget/Audit – Plan Goal 6** – Staff continued work to prepare the District budget for 2017-2018 and received no feedback from the Board at the May meeting. Staff is working to prepare the OPEB report and coordinate it with the Auditor. Staff is preparing for the annual audit.
- 6. Mill Creek Diversion Engineering – Plan Goals 1/7** – Staff has been reviewing the Mitigated Negative Declaration noticed its availability for public review. Consideration will be on the Board Agenda in July. CEQA Action is required to submit for a permit request to SB County Flood Control for submission for 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 are being prepared for submission.
8. **Collaborative Enhanced Recharge Project** – *Plan Goal 7* – SBVMWD is completing the procurement process. The likely schedule indicates notice to proceed in July and construction from winter 2017 to summer 2018. Work phasing requirements to keep District facilities open. The sedimentation basin related canals and pipeline are planned to be complete in summer 2018.
9. **Groundwater Sustainability Council** – *Plan Goal 1* – No additional meetings have been held yet the next meeting is scheduled for June 12<sup>th</sup>. No GSC Report was prepared this month.
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** – Congressman Cook and Aguilar are the coauthors of HR 497 passed out of the Natural Resources Committee. H.R. 497 is scheduled to be heard by the full House of Representatives on June 24, 2017. Senator Harris also signed on to co-author S. 357 reintroduced in the Senate by Senator Feinstein. Action in the Senate is most likely in summer or fall.
12. **Conservation Trust** – The Conservation Trust Board of Directors last met on June 9<sup>th</sup>, 2017. They addressed mitigation need for the District projects and Community Mitigation opportunities.
13. **Property/Redlands Plaza** – *Plan Goal 3* – Staff continues to manage Redlands Plaza. All units are leased but the chiropractor's unit is vacant. Efforts are ongoing to obtain a new tenant.
14. **Mining** – *Plan Goal 2/3* – Mining efforts by CEMEX Contractors continue on the Plant Site quarry where they have mined more than one million tons under the lease. CEMEX and Robertson's will be submitting a mining plan to the District in the near future to document the areas to be mined by each company. CEMEX has accepted the Audit methodology and procedure proposed for the review of mining revenues and validation of excavations. A meeting is being scheduled to complete the review.
15. **Public Outreach and Legislative** – *Plan Goal 4* – Staff worked with the BTAC group on iEfficient efforts. Staff provided an update on the Wash Plan and GSC development to the SBVMWD Advisory Commission on June 8, 2017.
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 on AHD Limited and EHL/CBD v. USACOE. Staff worked to coordinate the Strategic Planning Sessions and prepare for the meeting in June.

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

- Board Strategic Planning Final Workshop July 18, 2017
- District Budget for Board Consideration June 14, 2017
- General Manager Annual Performance Evaluation Ad Hoc Committee report and consideration June 14, 2017

**18. District Successes** – *Plan Goal 6*

- Dr. Jeff Beehler received the Watershed Award for his Environmental Service to the Watershed at the recent SAWPA Conference. Other awardees were Kurt Burchold Retiring EO of the Regional Water Quality Control Board and Joe Grindstaff, retiring General Manager of the Inland Empire Utilities Agency.
- Field Staff have worked hard to spread over 35,000 Acre Feet of water in the basin this year.
- Slender-horned Spineflower survey work was recently completed and emergence is high this year demonstrating a healthy crop.

# San Bernardino Valley Water Conservation District

## Monthly Recharge Report

From: 5/1/2017  
To: 5/31/2017



	May				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	32.7	1,012	20,673	166,000	12%
Mill Creek	24.1	746	5,064	99,700	5%
State Water Project	95.5	2,962	9,116	NA	NA
In River Channel Recharge**	0.0	-	394	NA	NA
<b>Total</b>	<b>152</b>	<b>4,720</b>	<b>35,247</b>	<b>265,700</b>	<b>13%</b>

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

