

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING**

**MINUTES OF August 8, 2018
1:30 p.m.**

President Corneille called the meeting of the Board of Directors to order at 1:34 p.m. All present stood for the Pledge of Allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
David E. Raley, Director (Departure 3:59 p.m.)
T. Milford Harrison, Director
John Longville, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

David Smith, East Valley Water District
Michelle Diamond, Tetra Tech

1. PUBLIC PARTICIPATION

President Corneille announced that any persons present, who so desired, may 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 added.

3. CONSENT CALENDAR

It was moved by Director Raley and seconded by Vice President McDonald to approve the Consent Calendar: Item A: Board Minutes, July 11, 2018; Item B: Expenditure Report, July 2018; and Item C: Groundwater Assessment #50 Report. 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

4. COMMITTEE REPORTS/ACTION ITEMS

A. FOURTH QUARTER ANNUAL UNAUDITED FINANCIALS REVIEW 2017-2018

Mr. Cozad reviewed the Fourth Quarter Unaudited Financials for 2017-2018 beginning on package page 33. The Finance & Administration Committee considered this item at the July 25 Committee meeting. Field maintenance costs were lower than anticipated because the District did not have to perform as much cleaning as estimated. Mr. Cozad noted that on package page 35 the rolled up version of the financials is listed. He said that one change staff made this year is that rather than report at the aggregate level, revenue and expenses have been segregated into the various enterprises where actual costs were incurred showing the profit per enterprise. Mr. Cozad reviewed the Quarterly Investment Report on package page 37. President Corneille asked for GL 7100 Capital Repairs to be considered at the Operations Committee meeting. This item was received and filed.

It was moved by Director Raley and seconded by Vice President McDonald to approve the Fourth Quarter Annual Unaudited Financial Review 2017-2018. 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. DISTRICT PROCUREMENT AND PURCHASING POLICY

This item was included on package pages 39 to 43 for review and approval. The Finance & Administration Committee reviewed this item at the July 25 meeting and recommend approval. Director Harrison noted a minor revision that needed to be made.

It was moved by Director Harrison and seconded by President Corneille to approve the District Procurement and Purchasing Policy with non-substantive changes. 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. BOARD POLICY MANUAL REVISIONS

Mr. Cozad reviewed this item and noted that the Finance & Administration Committee considered this item. He indicated the Board Policy Manual Revisions on package page 44 to 52. The revisions are included in redline. Director Harrison requested that the two committees he is currently seated on be added to Appendix C: CSDA Professional Development Committee and CSDA Member Services Committee. Director Longville asked that he be appointed as the District representative for the Local Government Commission. Discussion ensued. Mr. Cosgrove recommended that the appointment to Local Government Commission be brought back to a future Board meeting with more information including expected costs.

It was moved by Vice President McDonald and seconded by Director Raley to approve the Board Policy Manual revisions with the addition of the CSDA Professional Development Committee and CSDA Member Services Committee. The motion carried 5-0 with all Directors present voting in the affirmative.

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

D. UNAUDITED FINANCIAL REPORTS, JULY 2018

Mr. Cozad noted that the Groundwater Council payments and Groundwater Charge payments would be segregated in future editions of the report.

It was moved by Director Raley and seconded by Vice President McDonald to approve the Unaudited Financial Reports, July 2018. The motion carried 5-0 with all Directors present voting in the affirmative.

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

E. HABITAT SURVEY/ASSESSMENT FOR AREA OF MILL CREEK

Mr. Beehler said that staff is requesting the Board's approval to enter into an agreement with Mikael Romich for an amount not to exceed \$40,000 for a Habitat Quality Assessment in Mill Creek. A Request for Proposal was posted and sent to seven qualified firms. Five proposals were received and are listed on package page 61. Staff selected the recommended firm based on the selection criteria in accordance with the procurement policy.

It was moved by Director Harrison and seconded by Vice President McDonald to authorize staff to enter into an agreement with Mikael Romich in an amount not to exceed \$40,000. The motion carried 5-0 with all Directors present voting in the affirmative.

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

F. DISTRICT ACCESS PERMIT POLICY REVISIONS FOR ABANDONED PROPERTY

Mr. Cozad introduced this item for discussion, noting the policy's inclusion in the Board package on pages 62 to 66. Staff has discovered illegal dumping and abandoned property on District property in several instances. Mr. Cozad worked with legal counsel to update the District Access Permit Policy to address the various land-related issues. Any discarded possessions found on District property will be noticed and held for 30 days to allow for retrieval unless it is trash. Property currently found on District property includes a boat and a car. Mr. Cosgrove said that this policy helps differentiate between corporate and personal property. Discussion ensued. There will be other policies developed to address homeless issues. Mr. Cozad stated that as we acquire lands, we want to be thoughtful and legal on how we address this issue. Director Harrison suggested obtaining a storage container for found property rather than use the Mentone Shop.

It was moved by President Corneille and seconded by Vice President McDonald to approve the revisions to the District Access Permit Policy 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**

5. INFORMATION ITEMS

A. WASH PLAN UPDATE

Mr. Beehler provided a verbal update on the Wash Plan. The date for publication in the Federal Register has been delayed to November. In late April, The Department of Interior (Interior)

issued a secretarial order to simplify federal actions undertaken by Interior Staff. This limited NEPA documents to 150 pages and 300 pages for the complex project. The Wash Plan is a complex project and has an 850-page EIR/EIS. The U.S. Fish & Wildlife Service (FWS) and the Bureau of Land Management (BLM) applied for a blanket waiver, but it was denied. FWS asked for a project specific waiver; the Interior has 20 days to respond. Staff is working on reducing the EIR/EIS. The bike trail and SAR trail continue to move forward. 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 was included in the Board Package on pages 67 to 78. The Monthly Recharge Report was included on page 79. He provided a PowerPoint presentation on field operations and fire support. Fire helicopters often use the District basins to draw water from to put out fires. Mr. Cozad provided a handout of the new logo with the color pallet. He also noted that a copy of the District's Santa Ana River Wash Plan Land Exchange Act bill is included on package page 71. The District sent a comment letter on the San Bernardino County Master Storm Water System Maintenance Program which is included on package page 77. President Corneille asked about the appraisal that the House of Representative Report refers to. Mr. Cosgrove indicated that the life of the appraisal is only six months and that it will need to be redone once the Wash Plan is approved. This item was received and filed.

C. FUTURE AGENDA ITEMS AND STAFF TASKS

Director Longville will bring back a request for ACWA Fall Conference travel at the September Board meeting along with his request for Local Government Agency appointment.

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

President Corneille attended the Valley Municipal Board Meeting on July 17 to present on the Advisory Commission recommendations.

Director Harrison attended the Countywide Oversight Board Meeting on July 12, Association of San Bernardino County Special Districts Meeting (ASBCSD) on July 16, Valley Municipal Board Meeting and Colton City Council meeting on July 17. He attended the California Special Districts Association Sexual Harassment Prevention Training on July 18, Highland Area Chamber of Commerce (HACC) Luncheon on July 24, Association of California Water Agencies Water Legislative webinar on July 25, and Loma Linda Chamber of Commerce meeting on August 1. Director Harrison attended the Basin Technical Advisory Commission (BTAC) on August 6, Colton Chamber of Commerce and Valley Municipal Board Meeting on August 7.

Vice President McDonald attended BTAC on August 6, Valley Municipal Board meeting on August 7 and San Bernardino Chamber of Commerce meeting on July 26. She chaired the Finance & Administration Committee on July 25, attended the HACC luncheon on July 24, ASBCSD dinner meeting on July 16 and Valley Municipal Board Meeting on July 17.

Director Raley attended the Valley Municipal Board Meeting on July 17 and Water Use Efficiency Committee Workshop on July 18. He also attended the Finance & Administration Committee meeting on July 25 and East Valley Water District Board meeting on July 19.

Director Longville attended the CSDA Sexual Harassment Prevention Training on July 18, and he will be meeting with Supervisor James Ramos on Saturday and Supervisor Janice Rutherford on Monday regarding District activities.

It was moved by Director Raley and seconded by Vice President McDonald to approve the travel request from Director Harrison in the amount of \$3,045 and President Corneille in the amount of \$2,576 for the ACWA Fall Conference. 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**

7. UPCOMING MEETINGS

There were none discussed.

8. CLOSED SESSION

It was moved by Director Raley and seconded by Director Longville to adjourn to Closed Session. The motion carried 5-0 with all Directors present voting in the affirmative.

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

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

At 4:40 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

9. ADJOURN MEETING

It was moved by President Corneille and seconded by Director Harrison to adjourn. The motion carried 4-0 with all Directors present voting in the affirmative and Director Raley noted absent from the vote.

**President Corneille: Yes
Vice President McDonald: Yes**

Director Longville: Yes
Director Raley: Absent
Director Harrison: Yes

At 4:40 p.m., the meeting was adjourned to the Board of Directors Meeting scheduled for 1:30 p.m. September 19, 2018, at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.



Daniel B. Cozad
General Manager