



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

## BOARD OF DIRECTORS MEETING AGENDA

Wednesday, July 11, 2018 – 1:30 p.m.

**Location--1630 West Redlands Boulevard, Suite A, Redlands, California**

Note: Copies of staff reports and other documents relating to the items on this agenda are on file at the District office and are available for public review during normal District business hours. New information relating to agenda topics listed, received, or generated by the District after the posting of this agenda, but before the meeting, will be made available upon request at the District office and in the Agenda Package on the Districts website. It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### ROLL CALL

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#### 1. PUBLIC PARTICIPATION

*Members of the public may address the Board of Directors on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) Section 54954.2 of the Government Code.*

#### 2. ADDITIONS/DELETIONS TO AGENDA

*Section 54954.2 provides that a legislative body may take action on items of business not appearing on the posted agenda under the following conditions: (1) an emergency situation exists, as defined in Section 54956.5; (2) a need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted; and (3) the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.*

#### 3. PRESENTATIONS

A. Big Bear Watermaster Report Verbal Update – 20 Minutes (M#1582) .....4

#### 4. CONSENT CALENDAR

A. Approval of Board Minutes, June 13, 2018 ..... 18

B. Approval of Expenditure Report, June 2018.....24

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
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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

5. COMMITTEE REPORTS /ACTION ITEMS

**Committee Reports**

- A. AD HOC TRAILS COMMITTEE VERBAL UPDATE – 10 minutes

*Presenter: Director Raley, Chair of Ad Hoc Trails Committee*

*Recommendation:* The Ad Hoc Trails Committee will provide an update on the trails status.

**Action Items**

- B. UNAUDITED FINANCIAL REPORTS, JUNE 2018 – 5 minutes (M#1583).....33

*Presenter: Daniel Cozad*

*Recommendation:* Review and approve the unaudited financials for June 2018.

- C. HABITAT SURVEY/ASSESSMENT FOR AREAS OF MILL CREEK – 15 minutes (M#1588).....40

*Presenter: Jeff Beehler*

*Recommendation:* Staff recommends that the Board authorize staff to procure a consultant to perform a habitat survey/assessment of portions of the Mill Creek Spreading Basins for an amount not to exceed \$85,000.

- D. DISTRICT PROCUREMENT AND PURCHASING POLICY - 10 minutes (M#1584) .....52

*Presenter: Daniel Cozad*

*Recommendation:* Review, provide feedback or consider approval of Procurement and Purchasing Policy and authorize the General Manager execute agreements needed for joint procurement.

- E. MILL CREEK AND PLUNGE CREEK PROJECT CHARTER UPDATES – 10 minutes (M#1587) .....57

*Presenter: Daniel Cozad*

*Recommendation:* Review and consider approval of the updated Charter documents for Mill and Plunge Creek projects.

- F. BOARD PRIORITIES REVIEW AND UPDATE FOR 2018 - 10 minutes (M#1585) .....62

*Presenter: Daniel Cozad*

*Recommendation:* Review, provide feedback on the updated report of the 2018 District Board Priorities.

- G. 2018 CSDA BOARD OF DIRECTORS ELECTIONS - 5 minutes (M#1586).....65

*Presenter: Daniel Cozad*

*Recommendation:* Direct staff to submit District’s election ballot using the California Special Districts Association (CSDA) New online voting platform reflecting the Board’s decision.

6. INFORMATION ITEMS:

- A. Wash Plan Update – 5 Minutes
- B. General Manager’s Report and Monthly Recharge Report – 5 Minutes .....70
- C. Future Agenda Items & Staff Tasks

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

- A. Board Member Meeting Reports – 15 minutes

8. **UPCOMING MEETINGS:**

- A. July 16, 2018 Association of the San Bernardino County Special Districts Association, 6:00 p.m. at El Pescador @ Green Tree Golf Course in Victorville
- B. July 17, 2018 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal
- C. July 18, 2018 ACWA/JPIA Sexual Harassment Training at Western Municipal Water District, 9:00 a.m.-1:00 p.m.
- D. July 25, 2018 Finance & Administration Committee, 1:30 p.m. at Conservation District
- E. August 7, 2018 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal
- F. August 8, 2018 Board of Directors Meeting, 1:30 p.m. at Conservation District

9. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.
2. The Board may convene in Closed Session for Conference to discuss Real Property Negotiations pursuant to Government Code Section 54956.8; Owner: SP Deerfield LLC for property located on Greenspot Road in Highland, Negotiator: Daniel Cozad and Owner: 7W Enterprises for property located at 1500 Crafton Ave in Redlands, Negotiator: Daniel Cozad. Owner: SBVMWD for land located within Section 12 of San Bernardino Baseline, Highland, Negotiator: Daniel Cozad
3. The Board will meet in closed session under authority of Government Code §54956.8 regarding the potential renewal of lease of various properties located within section 11 and 12 more specifically described in “Mineral Lease for Extraction of Sand and Gravel Materials” dated November 1, 2011. The discussion will concern the price and terms of a potential renewal of the lease. The District’s negotiators are Daniel Cozad and David Cosgrove. The party with whom the District will negotiate is Cemex Materials Pacific, LLC, and its negotiators are Brian Forgey and Christine Jones.

10. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting/Public Meeting on Groundwater Charge will be on August 8, 2018 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1582

**To: Board of Directors**  
**From: Daniel Cozad, General Manager**  
**Date: July 11, 2018**  
**Subject: Big Bear Watermaster Update**

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**RECOMMENDATION**

Staff recommends the Board receive the presentation on the Big Bear Watermaster Update ask any question and file the report.

**BACKGROUND**

At the June Board of Directors meeting the Board President requested an update on the Big Bear Watermaster Committee and Annual Report. The Big Bear Watermaster (BBWM) report is prepared annually in order to fulfill the requirements of the agreement between Bear Valley Mutual Water Company and the Big Bear Municipal Water District. It includes the status of the accounts within Big Bear Lake as well as other calculations that are required by the agreement. The District is one of the three members of the Watermaster Committee appointed by the Court who has continuing oversight of the adjudication. The BBWM Committee met three times during 2017 to prepare the most recent report before it is submitted to the Court. The primary staff person who prepares the report is Don Evenson for the Big Bear Municipal Water District.

Don will make a short presentation on the background and current report for the Board.

**DISCUSSION**

The 2017 report details the operations of the lake for the year. A brief summary of the overall results for the year are shown below.

Big Bear Lake began the year at a gage height of 55.98 feet and ended the year at a gage height of 57.13 feet. Over the year, the lake level rose 1.15 feet. The volume of water in Big Bear Lake at the end of 2017 was 34,206 AF, having seen a 2,359 AF increase during the year. When full, the lake contains 73,320 AF of water. 2017 was an average precipitation year with 24.55 inches of rain at the Bear Valley Dam and 14.81 inches at the Big Bear Community Services District precipitation stations.

Big Bear MWD has the option to provide in-lieu supplies to Bear Valley Mutual in place of releasing water from Big Bear Lake. In 2017 Bear Valley Mutual received 4,147 AF of in-lieu

State Water Project water from Big Bear MWD. There were also no releases from Big Bear Lake in 2017 for flood control purposes.

Big Bear MWD withdraws water from the lake for snowmaking and fire suppression. In 2017, 734 AF of water was withdrawn for these purposes with an estimated return flow of 322 AF due to snowmelt.

In 1995 the State Water Resources Control Board required Bear Valley Mutual and Big Bear MWD to release a minimum flow to Bear Creek for fish. These fish releases are divided between the two agencies lake accounts based on utilization of the flows. In 2017, 664 AF was released from the Big Bear Dam. 222 days of the year Bear Valley Mutual was found to have fully utilized this flow, received in-lieu water, or purchased SWP water. The remaining 143 days water was utilized by SBVWCD for spreading operations as well as potentially being utilized by Bear Valley Mutual.

### **POTENTIAL MOTIONS**

1. Move to receive and file the update and report.

### **FISCAL IMPACT**

There is no fiscal impact of the update, participating on behalf of the basin, the District Groundwater Enterprise expends around \$10,000 per year in staff and one third share cost of the production of the report.

### **ATTACHMENTS OR MATERIALS**

BBWM Report on the District Website - <http://www.sbvxcd.org/reports-and-data/big-bear-watermaster/5309-2017-bbwm-report/file.html>

PowerPoint Presentation

## Big Bear Watermaster Committee

San Bernardino Valley Water  
Conservation Board Meeting

July 11, 2018

### 1977 Judgment

- The 1977 Judgment stipulated a Physical Solution to settle the remaining issues related to the acquisition of Big Bear Lake and Bear Valley Dam by Big Bear Municipal Water District (BBMWD) from Bear Valley Mutual Water District (Mutual).

## Watermaster Committee

- The 1977 Judgment directed the Court to appoint a three member Watermaster Committee from nominations submitted by:
  - Big Bear Municipal Water District
  - Bear Valley Mutual Water Company
  - San Bernardino Valley Water Conservation District

## Three Major Watermaster Duties

- 1. Undertake studies and collect data to implement the “Physical Solution” as defined in the Judgment.
- 2. Maintain the following three basic accounts, in accordance with the Watermaster Operating Criteria:
  - (a) Actual Lake Account under the BBMWD’s Operation

## Major Watermaster Duties (Cont.)

- (b) Mutual's Lake Account to simulate the operation of the lake under a Mutual operation.
- (c) Basin Make-up Account to determine the obligation of BBMWD to provide Basin Make-up Water if the Physical Solution causes any adverse impacts on the supplies of water to the San Bernardino Groundwater Basin

## Major Wastewater Duties (Cont.)

- 3. Prepare an Annual Report that sets forth the accounting for water under the Physical Solution and all other significant Watermaster activities. A key required activity is to report an accounting of all water diversions from the Santa Ana River at the mouth of the Santa Ana Canyon and to report the amount of “undiverted flows.”

## The Physical Solution

- Allows BBMWD to utilize storage in Big Bear Lake not used by Mutual,
- Requires BBMWD to meet the water needs of Mutual's shareholders not to exceed 65,000 AF in any ten (10) year period,
- Allows BBMWD to retain water in Big Bear Lake by delivering water to Mutual from other sources in lieu of Lake releases,

## Physical Solution (Cont.)

- In Lieu Water supplies can be from:
  - Wells in the San Bernardino Basin
  - Exchange Water under the Mill Creek Exchange
  - State Project Water
  - Other sources usable by Mutual

## Actual Lake Operation

- BBMWD delivers In Lieu Water to Mutual:
  - When the Lake is below 4 feet from full between May 1 and October 31, and
  - When the lake is below 6 feet from full between November 1 and April 30.
- BBWWD makes flood control releases between January 1 and March 31 to maintain a lake level one foot below full.

## Actual Lake Operation (Cont.)

- BBMWD delivers water from the Lake for local snowmaking operation.
- BBMWD releases water from the Lake to protect downstream fisheries in Bear Creek in accordance SWRCB Order No. 95-4. The amount released depends upon the month and the year-to-date precipitation at Bear Valley Dam.

## Actual Lake Operation (Cont.)

- Based on the measured data on lake levels and releases and estimates of lake evaporation, the Watermaster Accounting determines the natural inflow to Big Bear Lake.
- In 2017, the calculated lake inflow was 13,213 AF. The historical (1977 -2017) average is 15,259 AF/year.
- Mutual retains the right to the natural lake inflow

## 2017 Actual Lake Operations

• Initial Storage	31,847 AF
• Lake Inflow	13,213 AF
• Releases for Mutual	-0- AF
• Releases for Fisheries	- 664 AF
• Big Bear Net Snowmaking	- 413 AF
• Flood Control Releases	-0- AF
• Lake Evaporation	- 9,777 AF
• Year-end Storage	34,206 AF

## Mutual's Lake Operation

- Mutual gets credit for the natural lake inflow.
- The amount of lake releases for Mutual is deducted from their lake account.
- The amount of In Lieu Water they receive is deducted from their lake account.
- They get credit for the "Net Wastewater Exported" from the Big Bear Lake Watershed.

## Mutual's Lake Operation (Cont.)

- The amount of releases for Fishery Protection that Mutual is able to use is deducted from their account.
- Evaporation losses on the lake surface area under their operation is deducted from their account.
- Flood control releases and spills from their account only occur when their lake account is full.

## 2017 Mutual Lake Operation

- Beginning Year Storage 8,977 AF
- Lake Inflow 13,213 AF
- Net Wastewater Exports 1,279 AF
- In Lieu Water Deliveries - 4,147 AF
- Fishery Releases Used - 566 AF
- Lake Evaporation - 6,634 AF
- End of Year Storage 12,122 AF

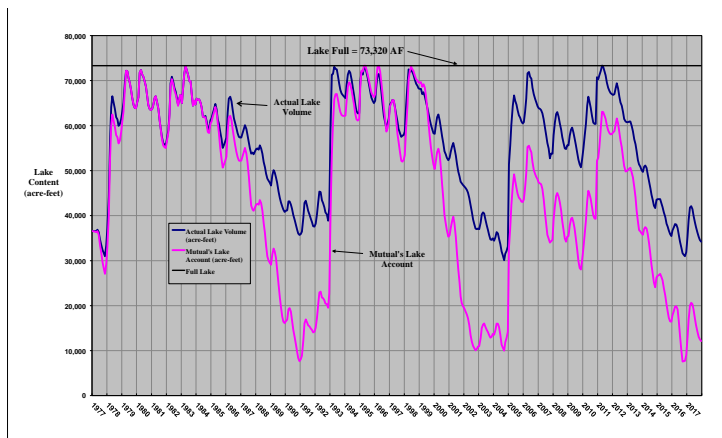
## 65,000 AF/10 Year Limitation

- For the 10-Year period ending in 2017, BBMWD had delivered 56,290 AF to Mutual.
- There have been two 10-year periods when Mutual reached the 65,000 AF limitation; these were for the 10-year periods ending in 2005 and 2008.

## Historical Lake Accounts

- The following graph shows the actual amounts of water in Big Bear Lake and the amounts of water in Mutual's Lake Account since 1977.
- The differences between these two accounts are the amounts in BBMWD's Lake Account
- At the end of 2107
  - The Lake held 34,206 AF
  - Mutual's Account had 12,122 AF
  - BBMWD's Account had 22,084 AF
- When full, the lake contains 73,320 AF

## Historical Lake Accounts



## Basin Make-up Account

- The purpose of the Basin Make-up Account is to show the impact of the “Physical Solution” on the San Bernardino Groundwater Basin.
- If imported water is used in lieu of Lake releases there is no impact.
- If groundwater is used in lieu of Lake releases, the loss of groundwater recharge is estimated to be 50% of the In Lieu Groundwater supplies pumped from the San Bernardino Basin.

## Basin Make-up Account (Cont.)

- The Actual Lake Operation will increase the flood control releases and spills over the Mutual Lake Operation; the increase in groundwater recharge is estimated to be 51% of the increase in flood control releases and spills.
- In accordance with the terms of the Judgment, BBMWD initially purchased 10,000 AF of water from the Conservation District to establish a credit in the Basin Make-up Account

## Basin Make-up Account (Cont.)

- Construction of Seven Oaks Dam was completed in 1998, which improved the ability to capture flood control releases and spills.
- At the end of 2017, the Basin Make-up Account had a credit of 27,170 AF.
- In other words, since the Judgment went into effect in 1977, the San Bernardino Groundwater Basin has an estimated 27,170 AF more water in storage than it would have had under a Mutual Operation.

## Santa Ana River Diversions

- A key requirement for the Watermaster Report is to show the amount of water diverted from the Santa Ana River and the amount of water not diverted, which would flow downstream to Prado Dam.
- The San Bernardino Valley Water Conservation District provides this information to the Watermaster Committee

## Santa Ana River Diversion (Cont.)

- For 2017, the Watermaster Report showed
  - Santa Ana River Flow 33,856 AF
  - SOD Change in Storage 1,340 AF
  - Mutual Diversions -16,273 AF
  - SBVWCD Diversions -18,961 AF
  - Est. Amount Not Diverted - 38 AF
  - Observed Flow Not Diverted 284 AF
  - Losses & Measurement Errors < 1%

Q & A

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF June 13, 2018  
1:30 p.m.

President Corneille called the meeting of the Board of Directors to order at 1:30 p.m. All present stood for the Pledge of Allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

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  
A representative of 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

Director Raley requested a correction on page nine of the Board Minutes of May 23, 2018. He noted that his opposition to the motion was due to the unknown CalPERS financial impacts on the District.

**It was moved by Director Raley and seconded by President Corneille to approve the Consent Calendar: Item A: Budget Workshop Minutes, May 22, 2018, Item B: Board Minutes, May 23, 2018 and Item C: Expenditure Report, May 2018 with minor revisions requested to be made to Item B. 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. UNAUDITED FINANCIAL REPORTS, MAY 2018**

President Corneille asked about Capital Improvement Project (CIP) budgeted items. Mr. Cozad said that the District budgeted for fencing the Mendoza Property but has not yet expended the cost because they were looking into other more cost-effective options. He said that a number of capital items had not been expended during this Fiscal Year. Director Raley asked to see capital items shown separately than the operating revenue and expenses. A brief discussion ensued. The Board agreed that capital expenses would be shown separately on the quarterly financials.

**It was moved by Director Raley and seconded by Director Longville to approve the Unaudited Financial Reports for May 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. DETERMINE THE DATE OF THE SEPTEMBER BOARD MEETING OR CANCEL THE MEETING**

Vice President McDonald requested the Board meeting be changed from September 12 to September 19 because there is a conflict with the JPIA Conference. She also requested that the 2019 Draft Board Calendar be prepared for review.

**It was moved by Vice President McDonald and seconded by Director Harrison to reschedule the September Board meeting to September 19. 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. TRAVEL APPROVAL REQUIREMENTS FOR COMMITTEE LEADERSHIP REQUIRED SERVICE

President Corneille introduced this item for discussion. Director Harrison was asked at the last minutes to attend the ACWA Board of Directors meeting on behalf of the chair of the Local Government Committee on which he serves as vice chair. He did not know whether he could attend this meeting in Sacramento without Board approval. He said did not attend this meeting due to a conflict. Staff asked that clarifying language be added to Board Policy Manual Section 4025 to clarify if this attendance should be authorized under District Requested and expenses paid without Board approval. Vice President McDonald moved to amend Policy 4025 to include that derivative committee meetings of any District Requested Meeting will also be considered a District Requested Meeting and that expenses would be reimbursed without separate approval. Director Longville offered a substitute motion. The substitute motion was carried. Discussion ensued regarding initial motion and potential policy changes. Several policy options were discussed; it was the consensus of the Board to table this item to the Finance & Administration Committee for further review. President Corneille requested that the Committee review and propose revisions to policy language to come back to the Board at a later date.

**It was moved by Director Longville and seconded by Director Raley to table this item and request the Finance & Administration Committee provide a Committee recommendation on a policy change. 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. SB-623 NITRATE AND WATER TAX FOR DRINKING WATER FUNDING AMENDMENT TO ICF JONES & STOKES CONTRACT FOR PLUNGE CREEK CONSERVATION PROJECT CONSTRUCTION AND PERMITTING SUPPORT

**It was moved by Director Harrison and seconded by Director Longville to table this matter to a future meeting. 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. AMENDMENT TO ICF JONES & STOKES CONTRACT FOR PLUNGE CREEK CONSERVATION PROJECT CONSTRUCTION

Mr. Beehler introduced this item for discussion. He stated that a change order is needed for the ICF Jones & Stokes Contract on the Plunge Creek project. Mr. Beehler noted that the Plunge Creek project would create an additional 8.5 acres of Waters of the US, which can be used to offset other Waters of the US mitigation requirements. About one-third of the additional funds are needed for existing permitting costs to keep consultants on track to obtain permits so construction can proceed in fall. The grant for this project will expire at the end of the year, unless a schedule extension is requested. The remainder is for advanced mitigation from the Corp of Engineers for waters credits. The change would increase the project budget by an amount not to exceed \$63,780. Director Raley requested that in the future the Project Charter be brought back so they can get a clear picture of the financial impacts and project progress.

**It was moved by Director Raley and seconded by Vice President to McDonald to approve the ICF Jones & Stokes Change Order in an amount not to exceed \$64,000. 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**

5. INFORMATION ITEMS

A. WASH PLAN UPDATE

Mr. Beehler provided a verbal update on the Wash Plan. He said that the federal register publication documents needed are in Sacramento for review. The lead agency for publishing the documents in the federal registrar is the US Fish and Wildlife Service. BLM is preparing briefing documents, and the staff is assisting by providing them needed data. The EIR/EIS are under review by the BLM and U.S. Fish and Wildlife Service solicitors. Mr. Beehler said that the BLM needed a title search for new mining areas. He also noted that the Bio Feasibility report has been completed for Robertson's mining. 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 69 to 71. The Monthly Recharge Report was included on package page 72. Director Harrison complimented the staff on the new logo on the General Manager's Report. Mr. Cozad noted that Manuel Colunga, Field Supervisor has been on vacation, and Tommy Purvis, Field Operations Specialist is working independently and has done a great job. The employee evaluations have been completed, and staff has met all of their goals agreed on from last year. A question about the status of Mill Creek permitting was answered by Mr. Beehler indicating that staff has received comments and responded to data requests. President Corneille also requested a copy of the Wash Plan scheduled to be provided to the Board for

reference. He asked when the CEMEX Lease is likely to be complete. Mr. Cosgrove indicated that it is estimated to be finished in two to three months. This item was received and filed.

### C. FUTURE AGENDA ITEMS AND STAFF TASKS

The Finance & Administration Committee will meet and discuss Board Policy section 4025 and Appendix C at their next quarterly meeting. The Operations Committee will review the project charter for Plunge Creek at their next meeting. President Corneille requested an update on the Big Bear Watermaster Report. Director Raley proposed the Ad Hoc Trails Committee meeting sometime after June 26. President Corneille suggested that the Board review the Board Priorities for 2018 at its July Board meeting. Vice President McDonald requested a Draft 2019 Board Meeting Calendar be prepared and distributed at next Board meeting.

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

President Corneille made no report.

Director Longville made no report.

Director Raley attended the Redlands Rise N Shine on June 1 and attended the Valley Municipal Board Workshop on June 12.

Vice President McDonald attended the Legislative & Policy Committee on June 6 and Valley Municipal Board Meeting on June 5.

Director Harrison attended the Redlands Rise N Shine on June 1, Valley Municipal Board Meeting on June 5 and Loma Linda Chamber on June 6.

CSDA Annual Conference Travel Request was submitted by Director Harrison in an amount estimated at \$2,257 to attend the full conference in Indian Wells.

**It was moved by Director Longville and seconded by Vice President McDonald to approve the travel request submitted by Director Harrison to attend the CSDA Annual Conference with an estimated cost of \$2,257. 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 Vice President McDonald and seconded by Director Harrison 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 agenda item 2 on the published agenda under Government Code Section 54956.8 regarding the 7W Enterprises real property negotiations.

At 4:14 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 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 4:14 p.m., the meeting adjourned in honor and memory of Douglas F. Welebir, Loma Linda's first Mayor and adjourned to the Board of Directors Meeting scheduled for 1:30 p.m. July 11, 2018, at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.

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Daniel B. Cozad  
General Manager

## San Bernardino Valley Water Conservation District Expenditure Report June 2018

Num	Date	Name	Account	Class	Original Amount
PC 06.06.18	06/06/2018	Paychex	1012 · Citizens Busine...		-86.76
			6042 · Payroll Processing	4-General Fund Ent.	86.76
TOTAL					86.76
PC 6.20.18	06/20/2018	Paychex	1012 · Citizens Busine...		-85.47
			6042 · Payroll Processing	4-General Fund Ent.	85.47
TOTAL					85.47
ACH 0147	06/04/2018	T. Milford Harrison	1012 · Citizens Busine...		-84.48
			6410 · Mileage	4-General Fund Ent.	84.48
TOTAL					84.48
ACH 0148	06/18/2018	T. Milford Harrison	1012 · Citizens Busine...		-13.08
			6410 · Mileage	4-General Fund Ent.	13.08
TOTAL					13.08
ACH 0149	06/18/2018	Raley, David	1012 · Citizens Busine...		-9.27
			6410 · Mileage	4-General Fund Ent.	9.27
TOTAL					9.27
ACH 0150	06/18/2018	Raley, David	1012 · Citizens Busine...		-18.20
			6410 · Mileage	4-General Fund Ent.	18.20
TOTAL					18.20
ACH0151	06/30/2018	Melody McDonald	1012 · Citizens Busine...		-90.50
			6410 · Mileage	4-General Fund Ent.	90.50
TOTAL					90.50
ACH0152	06/30/2018	T. Milford Harrison	1012 · Citizens Busine...		-82.84
			6410 · Mileage	4-General Fund Ent.	82.84
TOTAL					82.84
21253	06/12/2018	ACWA/JPIA-Health	1012 · Citizens Busine...		-13,657.84
	06/04/2018		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	27.99
			6110 · Vision Insurance	5-Wash Plan	18.33
			6130 · Dental Insurance	4-General Fund Ent.	112.73
			6130 · Dental Insurance	1-Groundwater Ent.	357.07
			6130 · Dental Insurance	2-Redlands Plaza/...	35.80
			6130 · Dental Insurance	3-Land Resources	118.62
			6130 · Dental Insurance	5-Wash Plan	77.70
			6150 · Medical Insurance	4-General Fund Ent.	2,054.12

## San Bernardino Valley Water Conservation District

## Expenditure Report

June 2018

Num	Date	Name	Account	Class	Original Amount
			6150 · Medical Insurance	1-Groundwater Ent.	6,506.42
			6150 · Medical Insurance	2-Redlands Plaza/...	652.31
			6150 · Medical Insurance	3-Land Resources	2,161.56
			6150 · Medical Insurance	5-Wash Plan	1,415.89
TOTAL					13,657.84
<b>21254</b>	<b>06/12/2018</b>	<b>American Power Security</b>	<b>1012 · Citizens Busine...</b>		<b>-520.00</b>
	06/01/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	520.00
TOTAL					520.00
<b>21255</b>	<b>06/12/2018</b>	<b>Castro Landscaping Se...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	05/30/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>21256</b>	<b>06/12/2018</b>	<b>Corneille, Richard</b>	<b>1012 · Citizens Busine...</b>		<b>-602.86</b>
	06/08/2018		6410 · Mileage	4-General Fund Ent.	503.58
			6425 · Meals	4-General Fund Ent.	99.28
TOTAL					602.86
<b>21257</b>	<b>06/12/2018</b>	<b>Edison - 8812</b>	<b>1012 · Citizens Busine...</b>		<b>-103.10</b>
	06/01/2018		5420 · Electricity	4-General Fund Ent.	28.87
			5420 · Electricity	1-Groundwater Ent.	20.62
			5420 · Electricity	2-Redlands Plaza/...	53.61
TOTAL					103.10
<b>21258</b>	<b>06/12/2018</b>	<b>Edison - Redlands Plaza</b>	<b>1012 · Citizens Busine...</b>		<b>-195.58</b>
	06/01/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	195.58
TOTAL					195.58
<b>21259</b>	<b>06/12/2018</b>	<b>Edison -5552</b>	<b>1012 · Citizens Busine...</b>		<b>-397.45</b>
	06/09/2018		5420 · Electricity	4-General Fund Ent.	103.93
			5420 · Electricity	1-Groundwater Ent.	74.23
			5420 · Electricity	2-Redlands Plaza/...	193.00
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	26.29
TOTAL					397.45
<b>21260</b>	<b>06/12/2018</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-480.58</b>
	05/28/2018		5440 · Telephone	4-General Fund Ent.	234.91
			5440 · Telephone	1-Groundwater Ent.	100.68
			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					480.58

## San Bernardino Valley Water Conservation District

## Expenditure Report

June 2018

Num	Date	Name	Account	Class	Original Amount
<b>21261</b>	<b>06/12/2018</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-221.33</b>
	05/28/2018		5210 · Equipment Maint...	1-Groundwater Ent.	43.80
			5215 · Property Mainte...	1-Groundwater Ent.	142.02
			5215 · Property Mainte...	3-Land Resources	35.51
TOTAL					221.33
<b>21262</b>	<b>06/12/2018</b>	<b>Jeff Beehler</b>	<b>1012 · Citizens Busine...</b>		<b>-281.53</b>
	05/31/2018		6510 · Mileage	4-General Fund Ent.	7.41
			6510 · Mileage	1-Groundwater Ent.	9.27
			6510 · Mileage	3-Land Resources	1.85
			6515 · Air Fare	4-General Fund Ent.	97.63
			6515 · Air Fare	1-Groundwater Ent.	54.24
			6515 · Air Fare	3-Land Resources	65.09
			6520 · Travel, Other (re...	4-General Fund Ent.	20.72
			6520 · Travel, Other (re...	1-Groundwater Ent.	11.51
			6520 · Travel, Other (re...	3-Land Resources	13.81
TOTAL					281.53
<b>21263</b>	<b>06/12/2018</b>	<b>Katelyn Scholte</b>	<b>1012 · Citizens Busine...</b>		<b>-32.59</b>
	06/11/2018		6510 · Mileage	4-General Fund Ent.	13.03
			6510 · Mileage	1-Groundwater Ent.	16.30
			6510 · Mileage	3-Land Resources	3.26
TOTAL					32.59
<b>21264</b>	<b>06/12/2018</b>	<b>Mikael Romich</b>	<b>1012 · Citizens Busine...</b>		<b>-2,236.00</b>
	06/01/2018		5120 · Misc. Profession...	4-General Fund Ent.	1,816.00
			5120 · Misc. Profession...	4-General Fund Ent.	420.00
TOTAL					2,236.00
<b>21265</b>	<b>06/12/2018</b>	<b>Netsteller</b>	<b>1012 · Citizens Busine...</b>		<b>-450.00</b>
	06/01/2018		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>21266</b>	<b>06/12/2018</b>	<b>Nossaman LLP</b>	<b>1012 · Citizens Busine...</b>		<b>-595.00</b>
	05/30/2018		5120 · Misc. Profession...	4-General Fund Ent.	173.56
			5120 · Misc. Profession...	1-Groundwater Ent.	123.94
			5120 · Misc. Profession...	3-Land Resources	297.50
TOTAL					595.00
<b>21267</b>	<b>06/12/2018</b>	<b>Redlands Chamber of ...</b>	<b>1012 · Citizens Busine...</b>		<b>-80.00</b>
	06/07/2018		6425 · Meals	4-General Fund Ent.	40.00
			6525 · Meals	4-General Fund Ent.	18.00
			6525 · Meals	1-Groundwater Ent.	14.00
			6525 · Meals	3-Land Resources	8.00
TOTAL					80.00

## San Bernardino Valley Water Conservation District

## Expenditure Report

June 2018

Num	Date	Name	Account	Class	Original Amount
21268	06/12/2018	Rutan & Tucker	1012 · Citizens Busine...		-23,527.08
	04/25/2018		5180 · Legal	4-General Fund Ent.	2,057.25
			5180 · Legal	1-Groundwater Ent.	2,057.25
			5180 · Legal	2-Redlands Plaza/...	480.03
			5180 · Legal	3-Land Resources	2,457.97
			5180 · Legal	4-General Fund Ent.	926.85
			5175 · Legal - Wash Plan	5-Wash Plan	15,547.73
TOTAL					23,527.08
21269	06/12/2018	Terminix	1012 · Citizens Busine...		-69.00
	05/22/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	69.00
TOTAL					69.00
21270	06/12/2018	Thomas Purvis	1012 · Citizens Busine...		-185.19
	06/11/2018		6051 · Uniforms	4-General Fund Ent.	37.26
			6051 · Uniforms	1-Groundwater Ent.	86.93
			5215 · Property Mainte...	1-Groundwater Ent.	48.80
			5215 · Property Mainte...	3-Land Resources	12.20
TOTAL					185.19
21271	06/12/2018	Valero Marketing & Su...	1012 · Citizens Busine...		-906.15
	05/30/2018		5320 · Fuel	1-Groundwater Ent.	906.15
TOTAL					906.15
21272	06/28/2018	AAA Alarm Systems, Inc.	1012 · Citizens Busine...		-129.00
	07/01/2018		5410 · Alarm Service	4-General Fund Ent.	64.50
			5410 · Alarm Service	1-Groundwater Ent.	64.50
TOTAL					129.00
21273	06/28/2018	Cal Net Technology Gr...	1012 · Citizens Busine...		-3,000.00
	05/14/2018		7220 · Computer Softw...	4-General Fund Ent.	600.00
			7220 · Computer Softw...	1-Groundwater Ent.	900.00
			7220 · Computer Softw...	3-Land Resources	1,200.00
			7220 · Computer Softw...	5-Wash Plan	300.00
TOTAL					3,000.00
21274	06/28/2018	Citizens Business Bank	1012 · Citizens Busine...		-2,483.45
	06/13/2018		5215 · Property Mainte...	1-Groundwater Ent.	687.66
			5215 · Property Mainte...	3-Land Resources	171.92
			6001 · General Adminis...	4-General Fund Ent.	249.98
			6001 · General Adminis...	1-Groundwater Ent.	249.97
			6002 · Website Adminis...	4-General Fund Ent.	225.00
			6004 · Meeting Expenses	4-General Fund Ent.	33.01
			6004 · Meeting Expenses	3-Land Resources	33.00
			6030 · Office Supplies	4-General Fund Ent.	257.41
			6030 · Office Supplies	1-Groundwater Ent.	16.09
			6030 · Office Supplies	2-Redlands Plaza/...	32.18
			6030 · Office Supplies	3-Land Resources	16.09
			6039 · Postage and Ov...	4-General Fund Ent.	56.92
			6039 · Postage and Ov...	1-Groundwater Ent.	25.88

## San Bernardino Valley Water Conservation District

07/06/18

## Expenditure Report

June 2018

Num	Date	Name	Account	Class	Original Amount
			6039 · Postage and Ov...	2-Redlands Plaza/...	10.35
			6039 · Postage and Ov...	3-Land Resources	10.35
			6060 · Outreach	4-General Fund Ent.	16.82
			6060 · Outreach	1-Groundwater Ent.	6.73
			6060 · Outreach	3-Land Resources	10.09
			6535 · Conf/Seminar R...	4-General Fund Ent.	168.30
			6535 · Conf/Seminar R...	1-Groundwater Ent.	130.90
			6535 · Conf/Seminar R...	3-Land Resources	74.80
TOTAL					2,483.45
<b>21275</b>	<b>06/28/2018</b>	<b>City of Redlands -Muni...</b>	<b>1012 · Citizens Busine...</b>		<b>-2,188.14</b>
	06/18/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,188.14
TOTAL					2,188.14
<b>21276</b>	<b>06/28/2018</b>	<b>City of Redlands Finan...</b>	<b>1012 · Citizens Busine...</b>		<b>-194.00</b>
	06/19/2018		6016 · Redlands Plaza ...	2-Redlands Plaza/...	194.00
TOTAL					194.00
<b>21277</b>	<b>06/28/2018</b>	<b>Edison - 7241</b>	<b>1012 · Citizens Busine...</b>		<b>-52.32</b>
	06/12/2018		5420 · Electricity	4-General Fund Ent.	14.65
			5420 · Electricity	1-Groundwater Ent.	10.46
			5420 · Electricity	2-Redlands Plaza/...	27.21
TOTAL					52.32
<b>21278</b>	<b>06/28/2018</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-145.64</b>
	06/19/2018		5440 · Telephone	4-General Fund Ent.	49.45
			5440 · Telephone	1-Groundwater Ent.	21.20
			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					145.64
<b>21279</b>	<b>06/28/2018</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-5,914.80</b>
	06/19/2018		5120 · Misc. Profession...	4-General Fund Ent.	1,331.55
			5120 · Misc. Profession...	1-Groundwater Ent.	950.85
			5120 · Misc. Profession...	3-Land Resources	2,282.40
			5124 · Plunge Creek Pr...	3-Land Resources	1,350.00
TOTAL					5,914.80
<b>21280</b>	<b>06/28/2018</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-279.24</b>
	06/13/2018		6033 · Office Equipmen...	4-General Fund Ent.	209.43
			6033 · Office Equipmen...	1-Groundwater Ent.	13.96
			6033 · Office Equipmen...	2-Redlands Plaza/...	41.89
			6033 · Office Equipmen...	3-Land Resources	13.96
TOTAL					279.24

## San Bernardino Valley Water Conservation District

## Expenditure Report

June 2018

Num	Date	Name	Account	Class	Original Amount
21281	06/28/2018	Industrial Fire Protection	1012 · Citizens Busine...		-436.69
	06/22/2018		5210 · Equipment Maint...	1-Groundwater Ent.	343.09
			6012 · Office Maintenanc...	4-General Fund Ent.	37.44
			6012 · Office Maintenanc...	2-Redlands Plaza/...	56.16
TOTAL					436.69
21282	06/28/2018	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-618.00
	07/01/2018		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
21283	06/28/2018	Lowe's Companies, Inc.	1012 · Citizens Busine...		-114.24
	05/25/2018		5210 · Equipment Maint...	1-Groundwater Ent.	101.29
			5215 · Property Mainte...	1-Groundwater Ent.	10.36
			5215 · Property Mainte...	3-Land Resources	2.59
TOTAL					114.24
21284	06/28/2018	Manuel Colunga	1012 · Citizens Busine...		-192.33
	06/20/2018		6051 · Uniforms	4-General Fund Ent.	96.17
			6051 · Uniforms	1-Groundwater Ent.	96.16
TOTAL					192.33
21285	06/28/2018	Nossaman LLP	1012 · Citizens Busine...		-343.00
	06/27/2018		5120 · Misc. Profession...	4-General Fund Ent.	100.05
			5120 · Misc. Profession...	1-Groundwater Ent.	71.45
			5120 · Misc. Profession...	3-Land Resources	171.50
TOTAL					343.00
21286	06/28/2018	Press Enterprise	1012 · Citizens Busine...		-181.14
	07/01/2018		6090 · Subscriptions/Pu...	4-General Fund Ent.	181.14
TOTAL					181.14
21287	06/28/2018	Quill Corporation	1012 · Citizens Busine...		-277.21
	06/08/2018		6030 · Office Supplies	4-General Fund Ent.	221.77
			6030 · Office Supplies	1-Groundwater Ent.	13.86
			6030 · Office Supplies	2-Redlands Plaza/...	27.72
			6030 · Office Supplies	3-Land Resources	13.86
TOTAL					277.21
21288	06/28/2018	Redlands Plumbing, Inc.	1012 · Citizens Busine...		-194.00
	06/26/2018		6012 · Office Maintenanc...	4-General Fund Ent.	77.60
			6012 · Office Maintenanc...	2-Redlands Plaza/...	116.40
TOTAL					194.00

## San Bernardino Valley Water Conservation District

## Expenditure Report

June 2018

Num	Date	Name	Account	Class	Original Amount
<b>21289</b>	<b>06/28/2018</b>	<b>Rutan &amp; Tucker</b>	<b>1012 · Citizens Busine...</b>		<b>-6,207.50</b>
	06/01/2018		5180 · Legal	4-General Fund Ent.	1,248.00
			5180 · Legal	1-Groundwater Ent.	1,248.00
			5180 · Legal	2-Redlands Plaza/...	291.20
			5180 · Legal	3-Land Resources	3,160.30
			5180 · Legal	4-General Fund Ent.	65.00
			5175 · Legal - Wash Plan	5-Wash Plan	195.00
TOTAL					6,207.50
<b>21290</b>	<b>06/28/2018</b>	<b>RVA-Ruth Villalobos &amp; ...</b>	<b>1012 · Citizens Busine...</b>		<b>-4,800.00</b>
	06/20/2018		5122 · Wash Plan Profe...	5-Wash Plan	4,800.00
TOTAL					4,800.00
<b>21291</b>	<b>06/28/2018</b>	<b>Schubert Landscaping,...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,110.00</b>
	06/20/2018		6015 · Mentone House ...	2-Redlands Plaza/...	295.00
			6016 · Redlands Plaza ...	2-Redlands Plaza/...	815.00
TOTAL					1,110.00
<b>21292</b>	<b>06/28/2018</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-10.53</b>
	06/13/2018		5450 · Natural Gas	4-General Fund Ent.	6.32
			5450 · Natural Gas	1-Groundwater Ent.	4.21
TOTAL					10.53
<b>21293</b>	<b>06/28/2018</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-336.18</b>
	06/08/2018		6033 · Office Equipmen...	4-General Fund Ent.	252.13
			6033 · Office Equipmen...	1-Groundwater Ent.	16.81
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.43
			6033 · Office Equipmen...	3-Land Resources	16.81
TOTAL					336.18
<b>21294</b>	<b>06/30/2018</b>	<b>Cozad, Daniel B</b>	<b>1012 · Citizens Busine...</b>		<b>-175.80</b>
	06/30/2018		6510 · Mileage	4-General Fund Ent.	110.05
			6001 · General Adminis...	4-General Fund Ent.	32.88
			6001 · General Adminis...	1-Groundwater Ent.	32.87
TOTAL					175.80
<b>100195N</b>	<b>06/08/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-5,645.09</b>
			6170 · PERS Retirement	4-General Fund Ent.	906.60
			6170 · PERS Retirement	1-Groundwater Ent.	2,871.66
			6170 · PERS Retirement	2-Redlands Plaza/...	287.90
			6170 · PERS Retirement	3-Land Resources	841.12
			6170 · PERS Retirement	5-Wash Plan	737.81
TOTAL					5,645.09

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**June 2018**

07/06/18

Num	Date	Name	Account	Class	Original Amount
<b>100196N</b>	<b>06/18/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-5,667.64</b>
			6170 · PERS Retirement	4-General Fund Ent.	910.22
			6170 · PERS Retirement	1-Groundwater Ent.	2,883.13
			6170 · PERS Retirement	2-Redlands Plaza/...	289.05
			6170 · PERS Retirement	3-Land Resources	844.48
			6170 · PERS Retirement	5-Wash Plan	740.76
TOTAL					5,667.64
<b>100197N</b>	<b>06/20/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-5,650.29</b>
			6170 · PERS Retirement	4-General Fund Ent.	907.45
			6170 · PERS Retirement	1-Groundwater Ent.	2,874.30
			6170 · PERS Retirement	2-Redlands Plaza/...	288.16
			6170 · PERS Retirement	3-Land Resources	841.89
			6170 · PERS Retirement	5-Wash Plan	738.49
TOTAL					5,650.29
<b>100198N</b>	<b>06/30/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-5,692.77</b>
			6170 · PERS Retirement	4-General Fund Ent.	914.26
			6170 · PERS Retirement	1-Groundwater Ent.	2,895.91
			6170 · PERS Retirement	2-Redlands Plaza/...	290.33
			6170 · PERS Retirement	3-Land Resources	848.22
			6170 · PERS Retirement	5-Wash Plan	744.05
TOTAL					5,692.77

San Bernardino Valley Water Conservation District

**Director Fees Expenditure Payroll Report**

June 2018

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
6/6/2018	Corneille, D	May-18	\$ 1,728.00	\$ 264.81	\$ 1,463.19
6/6/2018	Harrison, T.M.	May-18	\$ 648.00	\$ 81.78	\$ 566.22
6/6/2018	McDonald, M	May-18	\$ 1,296.00	\$ 112.10	\$ 1,183.90
6/20/2018	Harrison, T.M.	Jun-18	\$ 864.00	\$ 125.19	\$ 738.81
6/20/2018	Raley, D	Nov-17	\$ 824.00	\$ 227.33	\$ 596.67
6/20/2018	Raley, D	May-18	\$ 1,080.00	\$ 275.07	\$ 804.93



**San Bernardino Valley  
Water Conservation District**  
Helping Nature Store Our Water

Memorandum No. 1583

**To: Board of Directors**  
**From: General Manager, Daniel Cozad**  
**Date: July 11, 2018**  
**Subject: Unaudited Financial Reports, June 2018**

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**RECOMMENDATION**

Review and approve the unaudited financials for June 2018.

**BACKGROUND AND DISCUSSION**

Financials presented are as of June 30, 2018, with Capital (7000) removed, as requested at the June Board meeting. Final adjustments and accruals made for fiscal year-end closing will be made and presented with the audited financials in August or September 2018.

**DISCUSSION**

All revenue sources are at or above budget for 2017-2018 except Plunge Creek IRWMP due to permitting delays. The Exchange Plan has been invoiced, and CEMEX's June payments have been accrued and show as revenue. The General Fund Enterprise shows a deficit. However, the overhead from other enterprises will be allocated at the end of the fiscal year that will eliminate most of the deficit.

All major expense categories are under budgeted estimates. Groundwater, Redlands Plaza and Land Enterprises have spent less than their revenue, and these will be credited to reserves at the end of the fiscal year. The Wash Plan Enterprises is spending approved fund advancement (loan) from the District.

Net position for the agency before all Audit accruals, total available cash in reserves was \$4,025,339 as July 1, 2017, and \$4,530,398 on June 30, 2018, an increase of \$505,059. Approximately \$286,000 has been expended toward Capital for Mill Creek Diversion Project but is being held in Work in Progress account which will affect reserve balances upon completion. This report represents the final cash based financials as additional accruals will be made and shown in the Audited Financials presented as part of the Audit. The financials are attached for Board review and approval.

**FISCAL IMPACT**

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

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
Phone: 909.793.2503  
Fax: 909.793.0188  
www.sbvwd.org Email: info@sbvwd.org

**BOARD OF  
DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL  
MANAGER**

Daniel B. Cozad

**POTENTIAL MOTIONS**

1. Move approval of the Unaudited Financials for June 2018 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 June 2018

Profit & Loss to Date vs. Annual Budget

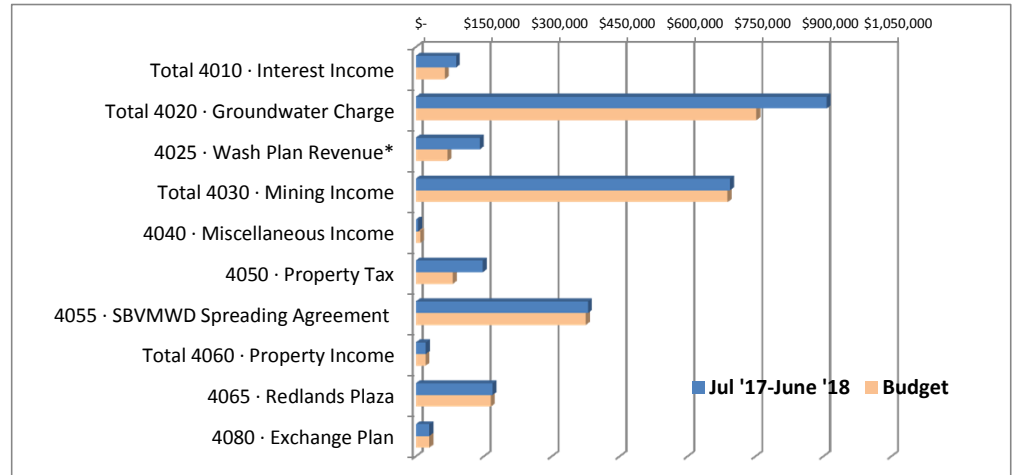
**SBVWCD - All Enterprises Budget and Actual**

**June 2018**

**REVENUE**

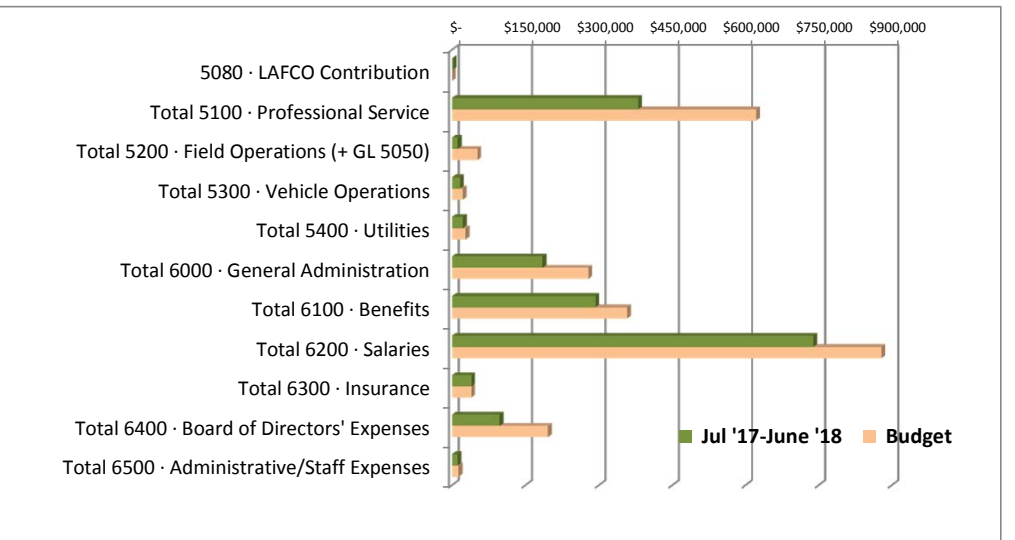
	<b>Jul '17-June '18</b>	<b>Budget</b>
Total 4010 · Interest Income	\$ 88,869	\$ 64,300
Total 4020 · Groundwater Charge	\$ 907,598	\$ 752,622
4025 · Wash Plan Revenue*	\$ 141,510	\$ 70,000
Total 4030 · Mining Income	\$ 694,092	\$ 689,000
4040 · Miscellaneous Income	\$ 5,273	\$ 10,000
4050 · Property Tax	\$ 148,175	\$ 81,800
4055 · SBVMWD Spreading Agreement	\$ 380,371	\$ 376,067
Total 4060 · Property Income	\$ 22,100	\$ 21,600
4065 · Redlands Plaza	\$ 169,621	\$ 165,823
4080 · Exchange Plan	\$ 30,000	\$ 30,000
<b>Total Revenue</b>	<b>\$ 2,587,610</b>	<b>\$ 2,261,211</b>

\*District loans to the WP

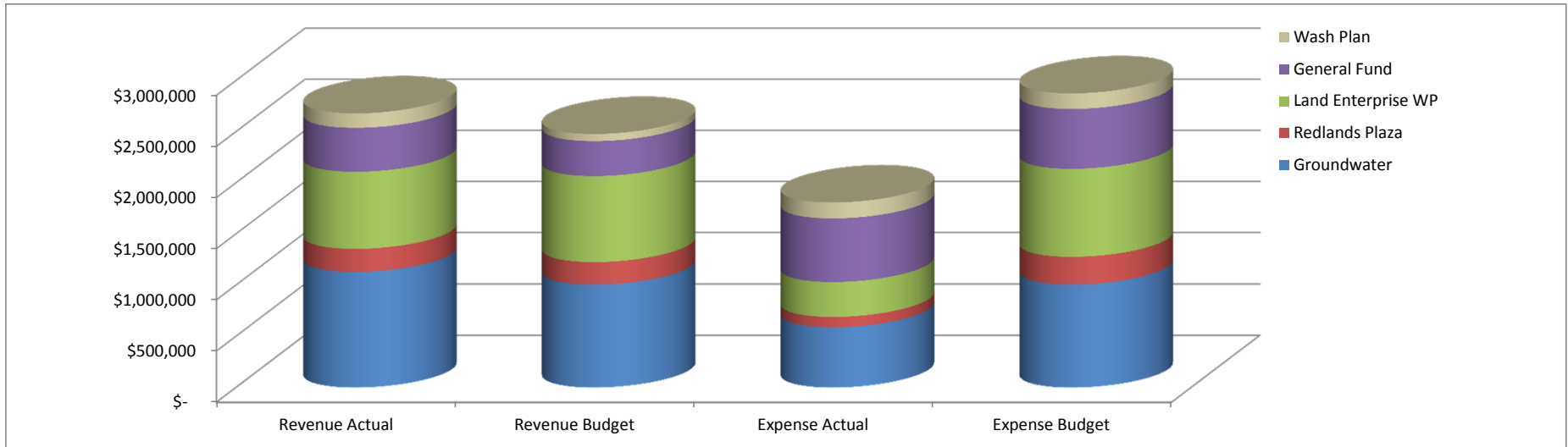


**EXPENSES Operating and Capital**

	<b>Jul '17-June '18</b>	<b>Budget</b>
5080 · LAFCO Contribution	\$ 2,153	\$ 400
Total 5100 · Professional Service	\$ 380,396	\$ 622,135
Total 5200 · Field Operations (+ GL 5050)	\$ 12,063	\$ 52,000
Total 5300 · Vehicle Operations	\$ 16,832	\$ 22,250
Total 5400 · Utilities	\$ 22,440	\$ 28,110
Total 6000 · General Administration	\$ 185,121	\$ 278,683
Total 6100 · Benefits	\$ 293,032	\$ 358,000
Total 6200 · Salaries	\$ 739,676	\$ 879,260
Total 6300 · Insurance	\$ 39,604	\$ 39,500
Total 6400 · Board of Directors' Expenses	\$ 97,483	\$ 196,219
Total 6500 · Administrative/Staff Expenses	\$ 11,515	\$ 13,700
<b>Total Expense</b>	<b>\$ 1,800,315</b>	<b>\$ 2,490,257</b>



## Enterprises to Date (June 2018)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,129,857	\$ 1,005,655	112%
Groundwater Expense	\$ 588,883	\$ 1,005,785	59%
Revenue -Expense	\$ 540,974	\$ (130)	
Redlands Plaza Revenue	\$ 224,780	\$ 219,423	102%
Redlands Plaza Expense	\$ 100,565	\$ 270,972	37%
Revenue -Expense	\$ 124,215	\$ (51,550)	
Land Enterprise Revenue	\$ 753,818	\$ 841,500	90%
Land Enterprise Expense	\$ 341,492	\$ 860,812	40%
Revenue -Expense	\$ 412,325	\$ (19,312)	
General Fund Revenue *	\$ 429,779	\$ 341,633	126%
General Fund Expense	\$ 621,141	\$ 585,310	106%
Revenue -Expense	\$ (191,362)	\$ (243,676)	
Wash Plan Revenue	\$ 141,510	\$ 70,000	202%
Wash Plan Expense	\$ 156,486	\$ 152,920	102%
Revenue-Expense	(14,976)	(82,920)	
<b>Total All Revenue - Expense</b>	<b>\$ 871,176</b>	<b>\$ (397,588)</b>	

Cash Status	As of 7/1/2017	As of 6/30/2018
LAIF	\$ 450,847.82	\$ 456,175.70
Cal Trust	\$ 3,003,802.30	\$ 3,048,113.21
Citizens Bank	\$ 425,411.04	\$ 862,874.97
UBS Financial Services	\$ 1,868,928.62	\$ 1,860,713.75
Cal Credit Union	\$ 3,276,349.50	\$ 3,302,520.81
Total Cash	\$ 9,025,339.28	\$ 9,530,398.44
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
<b>Cash Position</b>	<b>\$ 4,025,339.28</b>	<b>\$ 4,530,398.44</b>

Increase (decrease) of  
Percent Increase \$ 505,059.16  
12.5%

\* General Fund Revenue shown here does not include overhead

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4010 - Interest Income</b>				
4012 - LAIF	15,162.88	1,800.00	13,362.88	842.38%
4013 - Caltrust Investment Income	34,475.91	20,000.00	14,475.91	172.38%
4014 - CalCredit Union Interest Income	26,171.31	25,000.00	1,171.31	104.69%
4015 - UBS Interest Income	13,058.74	17,500.00	-4,441.26	74.62%
<b>Total 4010 - Interest Income</b>	<u>88,868.84</u>	<u>64,300.00</u>	<u>24,568.84</u>	<u>138.21%</u>
<b>4020 - Groundwater Charge</b>				
4021 - Assessments - Ag	39,288.01	38,921.24	366.77	100.94%
4023 - Assessments - Non-Ag	868,310.43	713,700.40	154,610.03	121.66%
4024 - Groundwater Council Revenue	0.00	0.00	0.00	0.0%
<b>Total 4020 - Groundwater Charge</b>	<u>907,598.44</u>	<u>752,621.64</u>	<u>154,976.80</u>	<u>120.59%</u>
<b>4025 - Wash Plan Revenue</b>	141,510.14	70,000.00	71,510.14	202.16%
<b>4030 - Mining Income</b>				
4031 - Plant Site - CEMEX	48,000.00	48,000.00	0.00	100.0%
4032 - Cemex - Royalty / Lease	586,999.96	586,000.00	999.96	100.17%
4034 - Redlands Aggregate 5% Royalty	0.00	0.00	0.00	0.0%
4036 - Aggregate Maintenance	59,092.48	55,000.00	4,092.48	107.44%
4030 - Mining Income - Other	0.00	0.00	0.00	0.0%
<b>Total 4030 - Mining Income</b>	<u>694,092.44</u>	<u>689,000.00</u>	<u>5,092.44</u>	<u>100.74%</u>
<b>4040 - Miscellaneous Income</b>				
4041 - Reimbursed Expenses	2,270.00	0.00	2,270.00	100.0%
4040 - Miscellaneous Income - Other	3,003.00	10,000.00	-6,997.00	30.03%
<b>Total 4040 - Miscellaneous Income</b>	<u>5,273.00</u>	<u>10,000.00</u>	<u>-4,727.00</u>	<u>52.73%</u>
<b>4050 - Property Tax</b>	148,174.92	81,800.00	66,374.92	181.14%
<b>4055 - SBVMWD Spreading Agreement Reim</b>	380,371.00	376,066.70	4,304.30	101.15%
<b>4060 - Property Income</b>				
4062 - Mentone Property	22,100.00	21,600.00	500.00	102.32%
<b>Total 4060 - Property Income</b>	<u>22,100.00</u>	<u>21,600.00</u>	<u>500.00</u>	<u>102.32%</u>
<b>4065 - Redlands Plaza</b>	169,620.97	165,822.65	3,798.32	102.29%
<b>4066 - Redlands Plaza CAM</b>	33,059.26	32,000.00	1,059.26	103.31%
<b>4080 - Exchange Plan</b>	30,000.00	30,000.00	0.00	100.0%
<b>4086 - Plunge Creek IRWMP</b>	6,241.86	150,000.00	-143,758.14	4.16%
<b>4998 - Rate Stabilization From Reserve</b>	0.00	35,000.00	-35,000.00	0.0%
<b>4999 - Trust Reimbursement-Wash Plan</b>	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<u>2,626,910.87</u>	<u>2,478,210.99</u>	<u>148,699.88</u>	<u>106.0%</u>
<b>Gross Profit</b>	2,626,910.87	2,478,210.99	148,699.88	106.0%
<b>Expense</b>				
<b>5040 - Regional Programs</b>				
5080 - LAFCO Contribution	2,152.67	400.00	1,752.67	538.17%
<b>Total 5040 - Regional Programs</b>	<u>2,152.67</u>	<u>400.00</u>	<u>1,752.67</u>	<u>538.17%</u>
<b>5050 - Basin Cleaning</b>	6,655.00	50,000.00	-43,345.00	13.31%
<b>5100 - Professional Service</b>				
5120 - Misc. Professional Services	79,086.41	150,000.00	-70,913.59	52.72%
<b>5122 - Wash Plan Professional Services</b>				
5122.01 - Professional Services-Wash Plan	-251.80			
5122 - Wash Plan Professional Services - Other	32,654.95	50,000.00	-17,345.05	65.31%
<b>Total 5122 - Wash Plan Professional Services</b>	<u>32,403.15</u>	<u>50,000.00</u>	<u>-17,596.85</u>	<u>64.81%</u>
5124 - Plunge Creek Prof Services	63,110.17	150,000.00	-86,889.83	42.07%
5125 - Engineering Services	6,969.68	18,000.00	-11,030.32	38.72%
5130 - Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5145 - Environmental Services (WP)	510.69	0.00	510.69	100.0%
5160 - IT Support	5,400.00	7,000.00	-1,600.00	77.14%
5170 - Audit	23,500.00	27,135.00	-3,635.00	86.6%
5175 - Legal - Wash Plan	19,242.73	10,000.00	9,242.73	192.43%
5180 - Legal	150,173.49	209,000.00	-58,826.51	71.85%
<b>Total 5100 - Professional Service</b>	<u>380,396.32</u>	<u>622,135.00</u>	<u>-241,738.68</u>	<u>61.14%</u>
5123 - Temp. Field Labor	1,598.80	11,000.00	-9,401.20	14.54%
5133 - Regional River HCP Contribution	0.00	40,000.00	-40,000.00	0.0%
5143 - SBVCT District Contribution	0.00	4,042.00	-4,042.00	0.0%
<b>5200 - Field Operations</b>				
5210 - Equipment Maintenance	5,446.58	6,000.00	-553.42	90.78%
5215 - Property Maintenance	6,615.92	40,000.00	-33,384.08	16.54%
5220 - Maintenance Materials/Shop/Fld	0.00	3,000.00	-3,000.00	0.0%
5225 - Field Clean Up-Illegal dumping	0.00	3,000.00	-3,000.00	0.0%
<b>Total 5200 - Field Operations</b>	<u>12,062.50</u>	<u>52,000.00</u>	<u>-39,937.50</u>	<u>23.2%</u>

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5300 - Vehicle Operations</b>				
5310 - Vehicle Maintenance	8,204.72	10,000.00	-1,795.28	82.05%
5320 - Fuel	8,627.54	12,250.00	-3,622.46	70.43%
<b>Total 5300 - Vehicle Operations</b>	<u>16,832.26</u>	<u>22,250.00</u>	<u>-5,417.74</u>	<u>75.65%</u>
<b>5400 - Utilities</b>				
5410 - Alarm Service	2,004.50	1,500.00	504.50	133.63%
5420 - Electricity	7,353.71	9,500.00	-2,146.29	77.41%
5430 - Mobile Phone	3,510.00	3,550.00	-40.00	98.87%
5440 - Telephone	4,883.19	8,000.00	-3,116.81	61.04%
5450 - Natural Gas	604.16	900.00	-295.84	67.13%
5460 - Water / Trash / Sewer	1,444.95	2,160.00	-715.05	66.9%
5470 - Internet Services	2,639.76	2,500.00	139.76	105.59%
<b>Total 5400 - Utilities</b>	<u>22,440.27</u>	<u>28,110.00</u>	<u>-5,669.73</u>	<u>79.83%</u>
<b>6000 - General Administration</b>				
6001 - General Administration - Other	1,625.89	5,500.00	-3,874.11	29.56%
6002 - Website Administration	2,892.93	3,100.00	-207.07	93.32%
6003 - Property Tax	0.00	235.10	-235.10	0.0%
6004 - Meeting Expenses	1,140.83	2,000.00	-859.17	57.04%
6006 - Permits	2,366.25	10,000.00	-7,633.75	23.66%
6007 - Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 - Licenses	1,014.90	1,639.00	-624.10	61.92%
6010 - Surety Bond	3,025.00	1,900.00	1,125.00	159.21%
6012 - Office Maintenance	1,036.13	3,180.00	-2,143.87	32.58%
6013 - Office Lease Payment	60,000.00	60,000.00	0.00	100.0%
6015 - Mentone House Maintenance	3,648.58	5,000.00	-1,351.42	72.97%
6016 - Redlands Plaza Maintenance	12,422.12	65,000.00	-52,577.88	19.11%
6018 - Janitorial Services	7,696.00	9,108.89	-1,412.89	84.49%
6019 - Janitorial Supplies	279.60	500.00	-220.40	55.92%
6020 - Vacancy Marketing-Redlands Plaz	317.40	5,050.00	-4,732.60	6.29%
6024 - Computer Equip Maint.	0.00	0.00	0.00	0.0%
6026 - Redlands Plaza CAM expenses	27,882.66	28,500.00	-617.34	97.83%
6027 - Computer Software	0.00	689.00	-689.00	0.0%
6030 - Office Supplies	2,566.23	4,250.67	-1,684.44	60.37%
6033 - Office Equipment Rental	7,683.68	8,900.00	-1,216.32	86.33%
6036 - Printing	210.31	980.00	-769.69	21.46%
6039 - Postage and Overnight Delivery	720.77	1,200.00	-479.23	60.06%
6042 - Payroll Processing	2,581.56	2,450.00	131.56	105.37%
6045 - Bank Service Charges	1,702.34	2,500.00	-797.66	68.09%
6051 - Uniforms	1,947.71	2,000.00	-52.29	97.39%
6060 - Outreach	16,797.95	20,000.00	-3,202.05	83.99%
6087 - Educational Reimbursement	4,165.00	2,500.00	1,665.00	166.6%
6090 - Subscriptions/Publications	1,283.89	1,000.00	283.89	128.39%
6091 - Public Notices	2,338.20	3,000.00	-661.80	77.94%
6093 - Memberships	17,775.00	18,500.00	-725.00	96.08%
<b>Total 6000 - General Administration</b>	<u>185,120.93</u>	<u>278,682.66</u>	<u>-93,561.73</u>	<u>66.43%</u>
<b>6100 - Benefits</b>				
6110 - Vision Insurance	1,987.44	2,355.91	-368.47	84.36%
6120 - Workers' Comp. Insurance	7,909.69	13,265.35	-5,355.66	59.63%
6130 - Dental Insurance	8,423.04	10,566.73	-2,143.69	79.71%
6150 - Medical Insurance				
6150.01 - Medical Employee Contribution	-23,052.25	-22,217.51	-834.74	103.76%
6150 - Medical Insurance - Other	148,371.55	167,161.64	-18,790.09	88.76%
<b>Total 6150 - Medical Insurance</b>	<u>125,319.30</u>	<u>144,944.13</u>	<u>-19,624.83</u>	<u>86.46%</u>
6160 - Payroll Taxes-Employer	51,151.31	64,235.94	-13,084.63	79.63%
6170 - PERS Retirement				
6170.01 - PERS Employee Contributions	-48,787.65	-26,015.02	-22,772.63	187.54%
6170 - PERS Retirement - Other	147,028.69	148,647.12	-1,618.43	98.91%
<b>Total 6170 - PERS Retirement</b>	<u>98,241.04</u>	<u>122,632.10</u>	<u>-24,391.06</u>	<u>80.11%</u>
<b>Total 6100 - Benefits</b>	<u>293,031.82</u>	<u>358,000.16</u>	<u>-64,968.34</u>	<u>81.85%</u>
<b>6200 - Salaries</b>				
6220 - Contingency/Temporary	0.00	0.00	0.00	0.0%
6230 - Regular Salaries	739,675.56	879,260.46	-139,584.90	84.13%
<b>Total 6200 - Salaries</b>	<u>739,675.56</u>	<u>879,260.46</u>	<u>-139,584.90</u>	<u>84.13%</u>
<b>6300 - Insurance</b>				
6310 - Property/ Auto Insurance	6,406.25	7,000.00	-593.75	91.52%
6320 - General Liability Insurance	33,197.95	32,500.00	697.95	102.15%
<b>Total 6300 - Insurance</b>	<u>39,604.20</u>	<u>39,500.00</u>	<u>104.20</u>	<u>100.26%</u>

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

	<u>Jul '17 - Jun 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6400 - Board of Directors' Expenses</b>				
<b>6401 - Directors' Fees</b>				
6401.5 - Payroll Taxes-Directors	6,221.85	0.00	6,221.85	100.0%
6401 - Directors' Fees - Other	75,508.00	78,718.78	-3,210.78	95.92%
<b>Total 6401 - Directors' Fees</b>	<u>81,729.85</u>	<u>78,718.78</u>	<u>3,011.07</u>	<u>103.83%</u>
6410 - Mileage	4,250.16	4,000.00	250.16	106.25%
6415 - Air Fare	0.00	2,500.00	-2,500.00	0.0%
6420 - Other Travel	122.00	500.00	-378.00	24.4%
6425 - Meals	2,741.80	2,500.00	241.80	109.67%
6430 - Lodging	3,727.08	3,000.00	727.08	124.24%
6435 - Conf/Seminar Registrations	4,912.00	5,000.00	-88.00	98.24%
6440 - Election Fees / Re-Districting	0.00	100,000.00	-100,000.00	0.0%
<b>Total 6400 - Board of Directors' Expenses</b>	<u>97,482.89</u>	<u>196,218.78</u>	<u>-98,735.89</u>	<u>49.68%</u>
<b>6500 - Administrative/Staff Expenses</b>				
6510 - Mileage	1,230.04	1,800.00	-569.96	68.34%
6515 - Air Fare	1,836.95	2,000.00	-163.05	91.85%
6520 - Travel, Other (rental car, taxi)	283.73	1,400.00	-1,116.27	20.27%
6525 - Meals	1,657.98	1,500.00	157.98	110.53%
6530 - Lodging	2,507.53	3,000.00	-492.47	83.58%
6535 - Conf/Seminar Registrations	3,999.00	4,000.00	-1.00	99.98%
<b>Total 6500 - Administrative/Staff Expenses</b>	<u>11,515.23</u>	<u>13,700.00</u>	<u>-2,184.77</u>	<u>84.05%</u>
9999 - Contribution to Capital Maint.	0.00	280,500.00	-280,500.00	0.0%
<b>Total Expense</b>	<u>1,808,568.45</u>	<u>2,875,799.06</u>	<u>-1,067,230.61</u>	<u>62.89%</u>
<b>Net Ordinary Income</b>	<u>818,342.42</u>	<u>-397,588.07</u>	<u>1,215,930.49</u>	<u>-205.83%</u>



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1588

**To: Board of Directors**

**From: Land Resources Manager, Jeff Beehler**

**Date: July 11, 2018**

**Subject: Habitat Survey/ Assessment for Areas of Mill Creek**

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**RECOMMENDATION**

Staff recommends that the Board authorize staff to procure a consultant to perform a habitat survey/assessment of portions of the Mill Creek Spreading Basins for an amount not to exceed \$85,000.

**BACKGROUND AND DISCUSSION**

The Mill Creek Spreading Basins contain significant areas of scrub habitat between basins and work areas that are likely to support a number of rare or endangered species, including San Bernardino kangaroo rat and California gnatcatcher. The District is working to develop and obtain permits from the US Fish and Wildlife Service and the California Department of Fish and Wildlife to ensure that these species are appropriately protected. Additionally, acreage beyond that needed to cover District projects could be used to mitigate other impacts of groundwater recharge. Several area projects would increase groundwater recharge into the Bunker Hill basin by developing additional water spreading capacity on alluvial fan areas within the San Bernardino basin. These projects are included in the River HCP being led by SBVMWD. These new recharge areas are likely to contain federally and state listed species. Development of these projects will likely require “take permits” from the resource agencies and the dedication of conservation easements.

The District has prepared the attached scope of work to develop the baseline data needed to support the use of the areas between and around the basins for mitigation. District staff and interns have prepared an initial delineation of areas where the District has operation and areas of potential habitat. These initial maps must be evaluated and the suitability of these areas must be validated through field surveys. The scope was sent to seven firms with skills in endangered species and habitat assessment and the deadline for the submission of proposals is July 23.

**BOARD OF  
DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL  
MANAGER**

Daniel B. Cozad

**FISCAL IMPACT**

This item was included in the capital budget (\$125,000) and staff's initial estimates of the project cost are approximately \$85,000. Staff expects that this joint project with San Bernardino Valley Municipal Water District will develop a cost share agreement once the full costs of the study are known.

**POTENTIAL MOTIONS**

1. Move to authorize staff to enter into an agreement with a consultant to perform a biological survey/ assessment for the Mill Creek Spreading Basins for an amount not-to-exceed \$85,000.
2. Move to table consideration of the issue and request the Operations Committee review provide a recommendation.
3. Table the item to a future meeting for consideration.

**ATTACHMENTS OR MATERIALS**

Request for Proposal: Biological Baseline Studies of the Mill Creek Operations Study Area

# **Request for Proposals**

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## **BIOLOGICAL BASELINE STUDIES OF THE MILL CREEK OPERATIONS STUDY AREA**

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### **San Bernardino Valley Water Conservation District**

**Filing Deadline:  
July 23, 2018 – Noon**

**San Bernardino Valley Water Conservation District  
Attn: Jeff Beehler (909) 793-2503**

**Mailing Address/Street Address:  
1630 W. Redlands Blvd., Ste. A  
Redlands, CA 92373-0581**

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## INTRODUCTION

### 1.0 Background and Project Description

This Request for Proposals (RFP) is for biological baseline studies of the Mill Creek Operations Study Area (Study Area) (Figure 1). The San Bernardino Valley Water Conservation District (Conservation District) is the lead agency and contracting agent for this project.

The Study Area includes approximately 430 acres of land owned by the Conservation District. Currently, the Study Area consists of primarily undeveloped land. The requested biological baseline will be a comprehensive effort to determine the plant communities and special-status species resources that may occur in the Study Area, as well as to eventually document biological impacts of maintenance and operation of a series of ongoing land uses. These ongoing land uses include the operation and maintenance of an Edison easement, spreading basins, canals, access roads, material processing and stockpiles, ground water monitoring wells, water production wells, water control structures, metering stations, and pipelines. (See attached map) These ongoing activities are discretely mapped (full database to be provided to the selected Consultant) and occur on approximately 148 acres of the study area.

### 2.0 Existing Biological Baseline Report

#### 2.1 Literature Review and Establish Biological Geodatabase

A biological geodatabase will be established using existing, available sources including, but not limited to, the following items:

- Wash Plan Biological Database (provided by the Conservation District)
- Upper Santa Ana River HCP Biological Database (provided by the Conservation District)
- California Natural Diversity Database
- California Native Plant Society Database
- USFWS Carlsbad species database
- Positive/negative species occurrences from previous biological reports (especially previous water pipeline projects) and focused surveys (provided by the Conservation District)
- Negative species data from previous protocol surveys (to be requested from USFWS)
- All biological data collected as part of this RFP.

An online map of the biological resources that occur within the project area (the biological database) shall be provided and available for the Conservation District, wildlife agencies, and possibly other interested parties.

#### 2.2 Plant Community Map

A plant community map that is consistent with the Manual of California Vegetation Volume 2 (and online updates) will need to be prepared as part of the existing biological baseline report of the Study Area. To understand how the plant communities function as habitat for special-status species, the plant

community map shall be completed to the alliance level at a minimum, but mapping areas to the association level may be necessary to capture unique features. The map will need to be prepared at a fine-scale level to capture habitat types of target special-status species in the Study Area, such as open sandy areas and cactus patches, as well as areas where restoration activities may be needed, such as grassy areas, concrete pads, and rubble/boulder piles. The Conservation District will provide a map/database of the ongoing activities that occur within the Study Area, which may be mapped as a land cover type as applicable. Lidar data will also be provided to the selected Consultant by the Conservation District. The final plant community/land cover types map would be made available online.

### 2.3 General Habitat Assessment

A habitat assessment field visit shall be completed for listed and non-listed species that may occur in the Study Area as determined during the literature review. At a minimum, species that will need to be addressed include Santa Ana River woolly star, slender-horned spineflower, western spadefoot, California glossy snake, least Bell's vireo, yellow-breasted chat, burrowing owl, California gnatcatcher, cactus wren, Los Angeles pocket mouse, San Diego black-tailed jackrabbit, and San Bernardino kangaroo rat. Other special-status species may also need to be addressed as determined by the literature review and habitat assessment field work. All special-status species observed during the habitat assessment shall be noted and mapped for input into the geodatabase. A potential to occur table should be created of species that would not be expected (due to habitat, range, other) and those that have either a low, moderate, or high potential to occur. The general habitat assessment does not need to include jurisdictional resources, as these have been analyzed separately.

### 2.4 California Gnatcatcher Focused Surveys

California gnatcatcher has been previously recorded within the Study Area. To understand this species current distribution within the Study Area, up to three (3) United States Fish and Wildlife Service protocol breeding surveys (80 acres per survey) shall be conducted in potentially suitable habitat and included as part of the biological baseline. A brief letter report should be prepared with the methods and findings, and either used as a standalone report or as an appendix to the biological existing conditions report. Additionally, GIS shapefiles of the survey areas and results, including negative findings, will need to be provided and included in the geodatabase.

### 2.5 San Bernardino Kangaroo Rat Specific Studies

#### *Habitat Assessment*

The Study Area shall be visited by a permitted San Bernardino kangaroo rat biologist to classify or rank the habitat for suitability to the species. Up to 4 categories may be used: not suitable, low, moderate, and high. Each of these categories shall be clearly defined in the methodology so that it may be repeatable and readily understood by wildlife agency personnel. It is expected that other resources used during this effort would include the biological database, plant community map, aerial photography, and possibly Lidar.

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### *Focused Trapping*

A total of two (2) sessions (5 nights each) of San Bernardino kangaroo rat focused trapping (up to 150 traps each) shall be budgeted. Utilizing the San Bernardino kangaroo rat habitat suitability map created in the task above, selective small trapping grids (up to 50 traps per grid) would be used to corroborate the findings of the habitat assessment and to provide abundance densities. As acceptable, previous records of San Bernardino kangaroo rat may also be used to verify the habitat suitability map. Trapping effort may also be directed to areas not previously studied or potential impact areas, at the discretion of the Conservation District. A brief letter report should be prepared with the methods and findings, and either used as a standalone report or as an appendix to the biological existing conditions report. The results, including negative findings, will need to be provided in the biological geodatabase.

## 2.6 Biological Report

A comprehensive standard format biological report of the existing conditions (baseline) shall be prepared that presents the results of the above listed items and discusses them in relation to the Study Area. Historic and current aeriels shall be used to establish previous and current uses of the Study Area, especially where there is evidence of past or ongoing/current disturbances. The Conservation District will also provide a summary of previous and current land uses. The report shall include a potential to occur table for special-status species, as well as discussion and maps as to where and why certain species are expected or have a high potential to occur. Although online mapping will be used for the biological resources, a standard series of baseline maps shall be included with the report. In addition, the appendices may include some of the focused survey results, as well as site photographs that document the types of plant communities present and a species compendium for all the surveys conducted.

## 2.7 Agency Coordination

A minimum of two (2) agency coordination meetings conducted at the Conservation District office shall be included in the scope of work, which would include setting agendas, meeting notes, and follow-up memorandums confirming any actions items, agreements, or concurrences.

## 2.8 Optional Task-Drone Imagery

The Conservation District may request that an unmanned aircraft system (drone) be used to assist documentation of baseline conditions, for the plant community map, and to provide baseline aerial photos and video footage for use during wildlife agency meetings and public forums. The drone will be operated by an individual holding a remote pilot certificate from the Federal Aviation Administration. The aerial should be captured during the season (spring-March) when the most plant species create a unique aerial signature. The aerial shall be at a ground sampling distance of approximately 3.0 cm/pixel. The resulting georeferenced aerial will be used for the plant community mapping and provided to the Conservation District. The cost estimate should assume filing an exemption/waiver and coordination with the Redlands Airport. Total flight time to cover the Study Area with aerial imagery and targeted video footage, and post-processing time to produce the georeferenced aerial should be included.

The purpose of this RFP is to seek a qualified environmental consultant to perform the Scope of Work, which establishes a biological database, a plant community map, habitat assessment and related work required to develop a biological baseline study of the Mill Creek Operations Study Area.

**PROPOSAL**

The proposal schedule is as follows:

**Proposal Schedule**

<b>Date</b>	<b>Event</b>
7/02/18	Release of Request for Proposal
7/23/18	Deadline for Receipt of Proposals
7/26/18	Notice of Interviews (if necessary)
8/06/18	Interviews (if necessary)
8/08/18*	SBVWCD Board of Directors Approval
8/08/18*	Notice to Proceed

*\* Dates are estimated*

**SCOPE OF WORK**

A detailed scope of work is to be provided.

**SUBMITTAL REQUIREMENTS**

The proposal is expected to be concise, direct, and without excessive support material, such as generic company SOQs or extensive curriculum vitae. The proposal should focus on the salient issues identified below relating to specific experience, technical qualifications, schedule and cost. Specified submittal requirements are listed below.

**1. Experience in establishing geodatabases, habitat assessments and biological reports**

Provide a list and description of projects where the team has established geodatabases, habitat assessments and prepared biological reports on undeveloped lands. The consultant should show ample evidence of these skills. Provide a concise description of the project. Identify: a) the entity/lead agency for the project and include entity or agency contact person; b) describe the studies and assessments accomplished c) size of project area and whether it addressed state and federally listed endangered species and what type of permits were required; d) duration of contract, i.e. time required to prepare plans; e) firm’s project lead and identify the office location from which the project was managed; f) how the project final cost for your services compared to the original proposed budget, and an explanation for any variance and any other important issues.

**2. Specific experience working with the Partner Agencies such as SB County Flood Control District.**

Provide a list of similar projects that are directly related to the entities or type of entities for this project. Briefly describe the nature of the work and the name of the firm's lead staff person on the project.

**3. Project Team**

List the names of the individual(s) and identify their role and responsibility in the project. Provide a brief description of their qualifications and if they worked on the projects listed in #2.

**4. Meetings**

This project entails project meetings; it requires coordination with project partners and the District. Consultant is responsible for budgeting meeting time necessary to complete this project. Include the number of anticipated meetings and meeting budget.

**5. Project Schedule**

The proposal shall include a detailed, project schedule which shows the project tasks. The schedule will be reviewed and finalized by the District's Project Manager and the Consultant prior to start of the project.

Once the schedule has been finalized, no extension will be allowed unless the extension has been requested, in writing, and approved by the District before a submittal deadline. Failure to submit required work by scheduled deadlines may result in cancellation of the remainder of the contract and all outstanding invoices. Should cancellation occur, all materials collected and/or developed during the process will become property of the District.

**6. Required Information**

The following information is required in the Proposal; it may be presented as briefly as appropriate for the scope of work:

Table of Contents.

Project Understanding. A clear statement of the project, goals and outcomes.

Project Approach. The project approach shall include a detailed description of all the tasks needed for successful completion of a most cost efficient maintainable project and shall follow the outline provided in the Scope of Services section above.

Project Organizational Chart. Provide a chart illustrating the individuals who will actually work on the project complete with names, firm names, addresses, telephone numbers, FAX numbers, email addresses and chain of responsibility.

Qualifications. Summarize licenses, certificates, and brief resumes for all persons, including sub-consultants that will actually work on the project. Please limit individual experience to similar projects.

Similar Experience. Provide a description of this consulting team's experience on similar projects, of the size and type, including current photograph(s) and reference(s). For each project described, identify the name(s) and specific roles and responsibilities of each individual on the project team for this proposal. The projects must have been completed by one, or more, of the individuals on the team.

Project Schedule. Include all major tasks with specific completion dates. Identify all anticipated meetings with proposed meeting date.

Detailed Fee Schedule. Fee schedule shall be generally organized to follow the tasks as they are broken down on the Scope of Services section above. Services outlined in each proposal shall be intended to comply with all requirements set forth in this RFP. The costs shall include a supported breakdown of services, hourly rates, and hours to complete each task, including any sub-consultants hourly rates and hours, and any other costs for a complete project. The level of effort and associated costs are to be easily understood by the District.

The District accepts no responsibility for costs incurred by any individual or firm submitting a proposal pursuant to this RFP. The proposal must include a complete and fixed price. If the scope of services requires modification during the course of the work, the District will determine whether to amend the current agreement or to issue a subsequent RFP for additional services. The price specified must remain firm and irrevocable for 90 days following the proposal submission date. All proposals become property of the District and will not be returned.

Other Information. Provide any other information that may assist the District in making their determination in the selection process. This information can be amended to the basic proposal, but must be presented in a concise manner.

Proposal. Three (3) hard copies and one (1) electronic copy submitted by email to [info@sbvwcd.org](mailto:info@sbvwcd.org) or on a compact disc (CD) of the proposal must be submitted. Please submit proposals to:

**San Bernardino Valley Water Conservation District**  
**Jeff Beehler, Land Resources Manager**  
**(909) 793-2503**

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**Mailing Address/Street Address:  
1630 W. Redlands Blvd., Ste. A  
Redlands, CA 92373-0581**

## **7. Questions and Answers**

Questions concerning this RFP shall be submitted to Jeff Beehler via e-mail at:  
[jbeehler@sbvwcd.org](mailto:jbeehler@sbvwcd.org)

## **8. Interview**

Interviews may be scheduled with select firms following initial review of the proposals and will take place on the date specified in the proposal schedule. Interview must be attended by the actual team members that will work on the project including all sub-consultants. The interview will consist of a 20-minute presentation by the project team followed by a 30-minute question and answer period.

## **9. Evaluation Process and Criteria**

Evaluation of proposals shall be based upon a competitive selection process. Review and evaluation of the submitted proposals will be based upon the following criteria:

- a. Experience on similar projects and/or projects of similar scope and complexity.
- b. Approach to the project from engineering and operations and maintenance.
- c. Demonstrated ability to perform tasks efficiently and produce a cost effective design to meet the needs of the District and project partners.
- d. Demonstrated success in preparing hydraulic modeling water diversion and similar facility design and plans.
- e. Detailed and responsive cost proposal.
- f. Responsive schedule.
- g. Exceptions to the Standard Terms and Conditions in the Services Agreement.
- h. Interview presentation and responses, should interviews be conducted.

## **10. Contract**

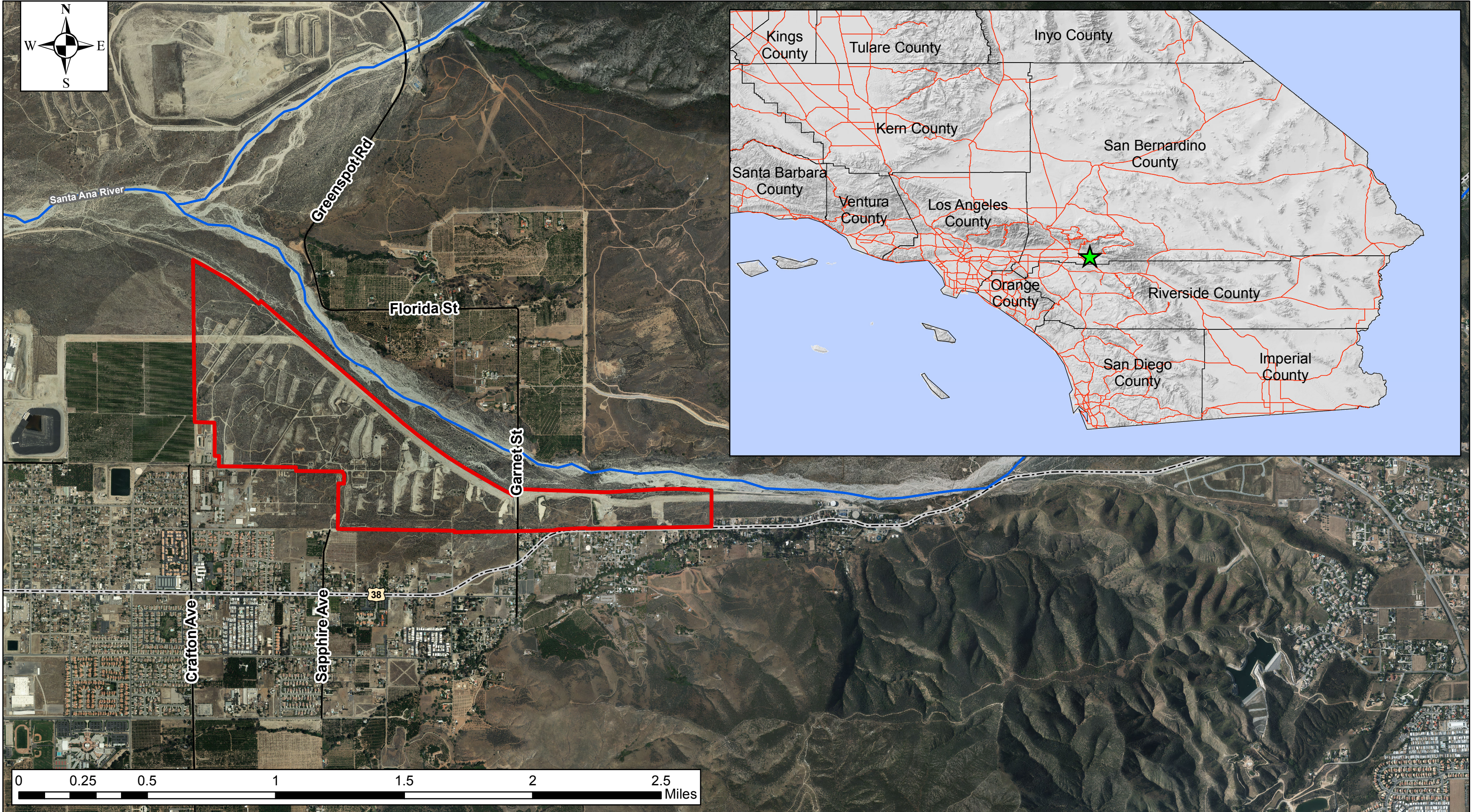
The SBVWCD's standard professional services contract will be used as the form of agreement between the consultant and the agency. Request this agreement if you feel you will want to take any exceptions to standard terms and conditions. Any

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exceptions must be submitted with the proposal.

# Figure 1: Study Area Mill Creek Spreading Facility

Coordinate System:  
 NAD 1983 StatePlane California V FIPS 0405 Feet  
 Projection: Lambert Conformal Conic  
 Datum: North American 1983  
 Source: SBVWCD, CASIL, SBVMWD  
 GIS Contact: Katelyn Scholte  
 M:\Mill Creek\Mill Creek Operations and Environmental Land Use Plan  
 June 29, 2018





# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1584

**To:** Board of Directors  
**From:** General Manager, Daniel Cozad  
**Date:** July 11, 2018  
**Subject:** District Procurement and Purchasing Policy

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## **RECOMMENDATION**

Review, provide feedback or consider approval of Procurement and Purchasing Policy and authorize the General Manager execute agreements needed for joint procurement.

## **BACKGROUND**

The District has elements of a procurement policy in several other policies, resolutions and practices. However, the District has not collected these into comprehensive procurement policy. Grant funded procurements general defer to an agencies procurement policy, so staff believed that it is appropriate to consolidate the elements into a coherent policy.

## **PROPOSED POLICY**

Elements of the proposed policy were pulled from various other policies, including the accounting procedures and check authority policies. Other elements were extracted from the General Managers Powers Resolution. These were combined with sections that were well written by other Water Conservation Districts and public agencies. Staff and District Counsel reviewed and revised the draft policy for Board consideration.

## **ALTERNATIVES**

Potential Board Actions include:

- Approve the Policy as presented continuing the existing practices
- Provide specific feedback for staff to revise the policy
- Table the issue to a future meeting of the Board or to the Finance and Administration Committee
- Take no action and continue without an approved policy

## **FISCAL IMPACT**

There are no specific financial impacts to approving the policy, however procuring best value services, equipment and materials is critical to the District fulfilling its mission in the most cost effective manner.

## **POTENTIAL MOTIONS**

1. Move to approve the Procurement and Purchasing Policy and authorize the GM to execute agreements for joint procurement
2. Move to direct staff on specific changes to be incorporated into the policy for approval.
3. Move to table the item to a future meeting of the Board or the Finance and Administration Committee.

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
Phone: 909.793.2503  
Fax: 909.793.0188  
www.sbvwd.org Email: info@sbvwd.org

### **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

**ATTACHMENTS OR MATERIALS**

Draft Procurement and Purchasing Policy  
Information on Joint Procurement (handout)

**APPROVALS**

District Counsel

# San Bernardino Valley Water Conservation District Policy

Policy Number 0008

Date: DRAFT 6/22/2018

**Policy Name:** Procurement and Purchasing Policy

**History:**

**Application:** All SBVWCD Employees, Board Members, Enterprises, Contractors, and Partners

## GENERAL POLICY:

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment and services required by the District shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the Board of Directors and new District Department staff as soon as possible after they assume responsibility. This policy may also be reviewed as part of the annual budgeting process.

## OBJECTIVES:

- Purchase the highest value, best product or service at the most favorable price
- Establish authority, responsibility, accountability for purchasing activity
- Provide an environment of fair competition and impartiality in purchasing process
- Set objective decision-making procedures for District staff follow to procuring materials or services
- Communicate organization goals/policies as they relate to purchasing

## SCOPE:

This policy applies to all expenditures of District. Notably this policy does not cover investments or reserves which are the subject of other District Policies. Additionally this policy is intended to be consistent with Board Resolutions proscribing the General Manager's powers, authorities and responsibilities. Changes to that resolution automatically update this policy.

## GOODS, SERVICES, EQUIPMENT AND PUBLIC WORK PROJECTS:

The District shall invite bids, proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid/quote/propose shall include all information required by law and grant requirements. District personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$10,000, the District shall solicit, if available, three (3) written quotations, proposals or bids. Generally, the purchase will be made from the highest value proposer or lowest responsible bidder. The District in its sole discretion reserves the right to reject all bids or quotations. In the event bids or quotations are not received in a timely manner or, in the District's sole discretion are unacceptable, the District reserves the right to have the work done by its own forces or other alternative measures.

## PROFESSIONAL SERVICES

The District may in its discretion, but is not required to, utilize a request for qualification or request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the District's sole discretion based on demonstrated competence, professional qualifications at fair and reasonable prices in other words, overall value to the District and other criteria which the District deems relevant.

## San Bernardino Valley Water Conservation District Policy

### PUBLIC WORKS PROJECTS

Water conservation districts are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code for Public Works Projects. The District reserves the right in its discretion to determine whether it will seek competitive bids for public works projects. The District will see the highest value to the District when all matters are considered.

### EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived as defined above, in the case of an emergency or when:

- The items or services to be furnished are in such short supply that there is no competition.
- Where the specifications or other restrictions limit the number of prospective suppliers.
- Where the skill or knowledge of a particular individual is sought.
- When using Joint Procurement such as "piggy-backing" or consolidating District procurement with that of another public agency, JPA or entity constituted for governmental purposes; provided that the commodities or contractual services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.

### **PURCHASING AUTHORITY:**

The Board of Directors adopts an annual budget, which includes detail of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Board after the budget is adopted for the current fiscal year. Authority to approve expenditures shall be determined as indicated below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

#### For Budgeted Expenditures:

The limits for procurement

- General Manager Authority      \$25,000
- Staff within their usual duties      \$1,500

Any expenditure in excess \$25,000 shall be submitted to the Board of Directors for approval. Exceptions to these limits include expenses for utilities, payroll, insurance, regulatory fees and other government charges. 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.

### **CHECK SIGNING AUTHORITY**

The General Manager may designate their signature authority in their absence. Any live signature can be substituted with a facsimile for invoices that have been approved by said signatory at the invoice level. The General Manager shall sign checks up to \$5,000 without second signature. Checks for more than

## San Bernardino Valley Water Conservation District Policy

\$5,000 shall be signed by the President or another Board Member. Warrants/Pay orders are also signed by Board members for consistency.

### **CREDIT CARDS**

The General Manager or designee may acquire credit cards in the name of the District for use by designated District personnel. The District shall maintain a written log of credit cards. Employees assigned credit cards will sign an acknowledgement agreeing to the limitations of the card use as described below.

Credit cards may be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other District employee.

- May be used for the purchase of gas, oil, supplies, and repairs for District vehicles.
- May be used to purchase meals that would otherwise be reimbursed by the District.
- May be acquired for vendors (i.e. Staples, Lowes, etc.) with approval by the General Manager
- May not be used for personal benefit or personal use.
- May not be issued to Board Members consistent District's Board Policy Manual.
- Must be returned to the District upon termination or resignation
- Misuse of the credit card privilege can result in disciplinary action, including termination.
- Receipts for all credit card expenditures must be promptly submitted.

### **PURCHASE ORDERS**

A signed purchase order where an existing agreement is already in place with a vendor or new agreement will be made for all expenditures in excess of \$5,000. The agreement or purchase orders should be approved prior to making the actual purchase or commitment of funds. It is the responsibility of each staff member to verify that the funding amount of the requested purchase is available before authorizing the purchase order. Work which is directly reimbursed by another public agency or partner may be billed to that agency and paid when complete. Government to government reimbursement shall be up to the discretion of the General Manager where cooperative agreement or other

### **PREVAILING WAGES**

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages". Public works projects do not include maintenance of District facilities or aggregate management

### **GRANT COMPLIANCE**

Most grants defer to agency procurement policies; however, grant-required language will be incorporated in bid/proposal documents, professional services agreements, equipment supply contracts and construction contracts as required. District agreements will provide language required to be in all subcontracts and disclosure of audit requirements.

### **REQUIREMENTS FOR PROFESSIONAL SERVICES**

The District's standardized agreement for professional services, made available on the District's network, must be utilized. A request for any change order to the signed agreement must be approved by the General Manager and Legal Counsel or JPIA as appropriate.



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No.1587

**To: Board of Directors**

**From: General Manager, Daniel B. Cozad**

**Date: July 11, 2018**

**Subject: Mill Creek and Plunge Creek Charters**

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**RECOMMENDATION**

Review and consider approval of the updated Charter documents for Mill and Plunge Creek projects.

**BACKGROUND**

The Mill Creek and Plunge Creek are capital improvement projects that the Board authorized in 2014 by Charter in the Annual budget process. Several changes to the projects were approved. Mill Creek Charter was updated in February 2018, when the 408 permit was approved. Recently Plunge Creek permitting budget was revised by the Board and the Board requested to updated and review the project charters.

**DISCUSSION**

The Section 408 permit application is made by Flood on behalf of the District. The Corps offers an expedited review of Section 408 permit materials through a reimbursement agreement with Flood. This was a major change to the costs for the Mill Creek project. The Board recently approved CRAM analysis which increased the cost of the Plunge Creek project slightly. Staff updated the costs and the expensed to date in both charters. Staff continues to believe both projects are highly cost effective as water development projects and have other values such as habitat and reduced operations costs.

**FISCAL IMPACT**

There are limited costs to preparing updated charters and the Boards other actions were previously completed.

**POTENTIAL MOTIONS**

1. Move to approve the updated project charters
2. Suggest changes and move to approve the revised documents
3. Move to request this item be tabled to the operations committee for review.

**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

# Mill Creek Diversion - Project Charter Update (July 2018)

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## Scope

Mill Creek is an internal project to increase the District's ability to manage debris and sediment and maintain water diversion in high flows and to regain capacity and reduce costs due to sediment. This Project coordinates with Flood Control and SBVMWD on Active Recharge. This Project is included in River HCP with SBVMWD.

## Project Budget

\$200K Design Permitting – CWE \$188,037 Expended \$173,267 remaining \$14,770, contingency \$10,973  
\$80,000 Environmental Permitting and Procurement-Expended to Date: \$82,763  
\$395 - \$450K (\$482) Final Design for Construction-Expended to Date: \$15,870  
\$75,000 USACE Expedite processing and reports  
\$125,000 Procurement and Construction Management  
\$50,000 Monitoring and Post Project Reporting  
\$950,000 - \$1,100,000 Total

## Project Benefits

- Expects 3,967 Acre feet of additional water capture over 10 years assuming 20 days of 50 CFS and 40 days of 25 CFS
- Based on the capital costs and expected water created over 10 years the average capital water cost is \$255/AF
- Avoided Cost \$25,000 of capital maintenance and sand management plus there is additional water expected \$991,750, when recharge water is valued at \$275 per Acre Foot
- ROI is 33.3% and payback is 8.8 years

## Approvals Required

- SBVWCD - Complete
- BTAC - Complete
- Flood Control Encroachment and (408 Levee Permit) US Army Corps of Engineers – in Process
- US Army Corps of Engineers (404 permit) in process
- USFWS Section 7 via COE
- CADFW 1602 permit
- Regional Water Quality Control Board (401 certification)
- Others

## Summary Schedule

### 3-5 year Design and Implementation

- Year 1 design – Permitting drawings complete by end of Fiscal Year
- Year 2 Permitting Approvals – March 2017 or later – Depending on 408\*
- Year 3-5 Construction/Operations – April-October 2017 or April –October 2019\*

### Permitting Options

Individual Permits under Section 7 or Section 10 HCP or a combined HCP with O&M activities and Bank Agreements. The Board chose to apply for COE permit for 408 and 404 compliance and Section 7 consultation and IPT.

## Policy Decisions and Considerations

The Committee and Board may consider the following:

1. Permitting – The Committee and Board may consider from among several options for piecemeal or holistic permitting for Mill Creek project, spreading grounds or continuing with the River HCP. Implications of the selection will determine schedule and budget. - Complete
2. Project Procurement – At the end of design and permitting the Board may consider directing staff to initiate procurement – Spring 19 or 20
3. Selection and Construction Budget – The Committee and Board may consider award of a contract for construction of project and setting a construction budget based on bids and contingency – Spring 19 or 20
4. Construction Management and Oversight – The Committee and Board may consider contracting for Procurement support and construction management and oversight to insure staff limitations to not constrain the project – Spring and summer 19 or 20
5. Cooperation with Partners – The Committee and Board may consider expansion to the Active Recharge Project when fully identified with SBVMWD.

# Plunge Creek Conservation Enhancement Project Charter – Update (July 2018)

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## Scope

The Plunge Creek Project is a grant funded experimental project to increase habitat for species covered in the Wash Plan HCP and to increase groundwater recharge. This project is part of the habitat enhancement/restoration occurring as part of the Wash Plan HCP as mitigation for covered activities occurring elsewhere in the Wash.

## Overall Project Budget

\$710K total, \$500K matched with \$210K match from District – Expended to date: \$286,024

\$70,000 additional permitting and Waters coverage \$290K from District and about \$50K from issuance costs from work plan participants

## Project Benefits

- \$/AF Total Project Cost- Estimated project yield of 3,903 additional acre feet of groundwater recharged in 20 year operating period yields water at \$200/ acre foot.
- \$/AF District Cost Share- Estimated project yield of 3,903 additional acre feet of groundwater recharged in 20 year operating period yields water at \$60/ acre foot.
- \$/Acre Habitat Enhancement- An approximate net of about 75 acres of habitat added to the active flood plain suitable for Santa Ana woolly star and San Bernardino Kangaroo rat. Approximate cost per acre of habitat is \$15,000 based on total project cost.
- ROI is 37.4% without grant and 364.6% with grant funds
- Payback is 5 - 6 years
- Future phases identified in development of 30% design- For both operational flexibility and for adaptive habitat management, original design was modified to allow hydrologic isolation of newly constructed channels. Placement of large boulders at critical points (to be identified in 100% design) would allow additional channels to be restored and the habitat in the current Plunge Creek channel to be refreshed. This rework and boulder movement, as well as resource agency consultation, is expected to cost approximately \$15,000 per year.

## Approvals Required

- SAWPA & DWR (grant agreement conditions)
- Flood Control & BLM (possible easement agreements for project expansion)
- US Army Corps of Engineers (404 permit)
- USFWS & CA DFW (HCP coverage (section 7/10) and 1602 permit)
- Regional Water Quality Control Board (401 certification)

## 5 year Design and Implementation Summary Schedule

- Year 1- Preliminary Design
- Year 2- Final Design

- Year 3- Permitting Approvals
- Year 4- Procurement and Construction
- Year 5- Operate/Adapt System
- Year 6+ Monitoring and Reporting, wildlife agencies and to DWR and SAWPA for grant close out

## Policy Decisions and Considerations

Most decisions for the Plunge Creek Project were made when the Board approved the Grant Agreement and Design Contract. In the future the Committee and Board may consider the following:

1. Permitting – The Committee and Board may consider alternative permitting, rather than utilizing the Wash Plan coverage. Standard Permitting selected - Complete
2. Project Procurement – At the end of design and permitting the Board may consider directing staff to initiate procurement, several options related to the contract type are possible. – Summer 18
3. Project Expansion – The Board may consider expanding the project onto BLM lands or additional channels could be considered and concurrently or in the future, which can impact District matching funds for the Project - 2019
4. Selection and Construction Budget – The Committee and Board may consider award of a contract for construction of project. - Summer 18
5. Cooperation with partners – The Committee and Board may consider expansion in coordination with the Active Recharge Project downstream with SBVMWD.



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1585

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: July 11, 2018**

**Subject: District Board Priorities for 2018**

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**RECOMMENDATION**

Review, provide feedback on the update report of the 2018 District Board Priorities.

**BACKGROUND**

The Board set annual priorities in January 2018. The Ad Hoc General Manager Evaluation Committee and the Board received an update in April 2018. In the June Board of Directors meeting the Board requested a report on status of the priorities.

**UPDATE**

The attached report provides an update based on status and progress at the end of the fiscal year. As of June 30, 2018 three tasks are completed, six tasks are ongoing and two are behind schedule. Wash Plan Trails governance is focused on the costs and options if partner cooperation is limited. Wash Preserver implementation is now understood to be dependent on the completion of the Wash Plan HCP and will likely not be completed until late in the fiscal year.

**ALTERNATIVES**

Potential Board Actions include:

- Provide specific feedback for staff to revise the plan
- Table the issue to a future meeting of the Board
- Receive and file the update

**FISCAL IMPACTS**

Planning efforts and staff costs are included in the approved 2017-2018 budget. Costs for the elements which are prioritized are included in the District budget to the extent possible. There are limited costs to reporting on the progress of tasks.

**POTENTIAL MOTIONS**

1. Receive and file the report.
2. Move to direct staff on specific changes to be incorporated into the priorities for approval.
3. Move to table the item to a future meeting of the Board.

**ATTACHMENTS OR MATERIALS**

2018 Priorities Matrix

## SBVWCD Board Priorities 2018

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.\*

No.	Area or Item	Current Status as of 6/30/18	Board Priority	Early Completion	Likely Completion	Resource Needs	Links to	Plan Goal #
1	Regional Groundwater Sustainability Council Formed	Completed	1	Apr-18	Jun-18	👏👏👏 \$\$\$	⇒	1
2	Plunge Creek Conservation Project Permits Bid Docs	Ongoing	1	Ongoing	Aug-18	👏👏 \$\$	⇒	1
3	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Ongoing	1	Ongoing	Ongoing	👏👏 \$\$	⇒	1
4	Wash Plan - Federal Register Publication	NOA approved	1	May-18	Jun-18	👏👏👏 \$\$	⇒	4
5	Wash Plan Trails Governance Agreement	Issues and Budget	1	Oct-18	Mar-19	👏👏👏 \$	⇒	3
6	Update Groundwater Charge process	Completed	1	Mar-18	Apr-18	👏👏 \$	NEW	1
7	Wash Plan - Land Exchange Act Senate Action	Completed	2	Aug-18	Dec-18	👏👏👏 \$	⇒	4
8	Wash Plan Preserve Implementation Work Plan	Budgeting	2	Sep-18	May-19	👏👏 \$\$	NEW	4
9	Conservation Trust Support and Development	Ongoing	2	Ongoing	Ongoing	👏👏 \$	⇒	4
10	Plan and Develop collaborative project opportunities	Ongoing	3	Sep-18	May-19	👏👏? \$?	NEW	2
11	Mendoza initial plan and options	Coordinating Muni	3	May-18	Dec-18	👏👏 \$\$?	TBD	1/4
12	Outreach Plan Implementation	Ongoing	3	Ongoing	Ongoing	👏👏 \$\$	NEW	5

Priority Key		Staffing and Program Key			
1	Must Do in 2018 <i>as noted</i>	Relative Staffing Need	👏 -- 👏👏👏	👏 -- 👏👏👏	Groundwater
2	Do based on resources	Relative Financial Cost	\$ -- \$\$\$	\$ -- \$\$\$	Land/Wash Plan
3	If possible, as needed	Ongoing or New Links	⇒ or NEW	⇒ or NEW	District/GFE

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



**San Bernardino Valley  
Water Conservation District**  
Helping Nature Store Our Water

Memorandum No. 1586

**To: Board of Directors**  
**From: General Manager, Daniel Cozad**  
**Date: July 11, 2018**  
**Subject: 2018 CSDA Board of Directors Elections**

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**RECOMMENDATION**

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

**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:

- Jo MacKenzie, Vista Irrigation District
- Joseph Kelly, Big Bear Airport District

Candidate statements have been attached for review and consideration. The deadline for submission of mail ballot is August 10, 2018.

**FISCAL IMPACT**

There is no fiscal impact.

**POTENTIAL MOTIONS**

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

**ATTACHMENTS OR MATERIALS**

Candidate Statements and Letters

**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

**Jo MacKenzie, Director  
Vista Irrigation District**



- \* DEDICATED      \* EXPERIENCED LEADER
- \* FISCALLY RESPONSIBLE
- \* COMMITTED TO SPECIAL DISTRICTS

I would be honored to continue representing the Southern Network on the CSDA Board of Directors.

I am dedicated to CSDA's mission and I pledge to continue building on CSDA's foundation of education programs, legislative advocacy, and public outreach. During my tenure, special districts have gained recognition as the third leg of local government. It is important that CSDA continues to be the voice of California's special districts in the Capitol.

Representing the Southern Network, I will bring to the California Special District Association years of experience in local government including LAFCO, and a strong understanding of how CSDA can best serve its members.

I have served as CSDA President, Treasurer, and the Chair of the Legislative Committee. I know the commitment and time it takes to be an effective board member. A flexible schedule is paramount to being a successful director. I have attended all board of directors and assigned committee meetings, read through a myriad of legislation, and hundreds of pages of Board packets in order to provide the leadership necessary for the association to run efficiently and effectively to serve the needs of the diverse special districts.

I have completed CSDA's Special District Leadership Academy, a requirement to serve on the Board. Under my leadership, my district, Vista Irrigation District, has obtained the Special District Leadership Foundation District of Distinction Accreditation, Gold, and the District Transparency Certificate of Excellence.

I believe it is important to the continued success and growth of CSDA that the Board of Directors remain committed to its **mission: to provide legislative advocacy, education, and member services for all special districts.**

**Your district's vote will be greatly appreciated!**



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

## **2018 CSDA BOARD CANDIDATE INFORMATION SHEET**

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

**Name:** Jo MacKenzie

**District/Company:** Vista Irrigation District

**Title:** President, Board of Directors

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 26 years

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

- President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Finance Corporation 2007-present, President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- San Diego Chapter, Board of Directors 1993-present, President 1998-2000
- Graduate of CSDA Governance Academy
- Attend Annual Conference and Legislative Days

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

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committees
- ACWA Region 10 Board, Vice Chair, Alternate Chair, Director 1997-2010
- Special District Official of the Year by PublicCEO 2011

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

- San Diego LAFCO, 1994-present, Current Chair; served on Advisory Committee for 14 years
- CALAFCO Board member
- Served on City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

**4. List civic organization involvement:**

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Soroptimist International

**\*\*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, 2018 will not be included with the ballot mailing.**

**Joseph Kelly, Director  
Big Bear Airport District**



**A Message from Joseph Kelly  
Candidate for the California Special Districts Association  
Board of Directors**

Hello, I am Joseph Kelly, your candidate for the California Special Districts Association (CSDA) Board of Directors. As an elected official, I understand the concept of serving our constituents. When elected to the CSDA Board, I will serve you.

CSDA is our "go to" organization, for training, support, data, answers and legislative outreach. During my tenure on the Big Bear Airport District Board of Directors, I have drawn on many of the resources provided by our membership in CSDA. These resources will not only continue, but get better with my input in Sacramento.

Technical innovations, communication and legislative support is what I bring to the table. I have no complaints about CSDA. To the contrary, I only seek to add my voice to make CSDA an ever improving association. I ask for your vote, the vote of your agency, to elect me to the CSDA Board of Directors.

Special Districts like yours provide vital services to a major portion of California. We as representatives require the support CSDA provides to help us carry out our responsibilities. We serve in every type of district from small rural areas to large metropolitan areas. One thing in common is that our constituents rely on us to provide services, without fail; and we are held accountable.

Each district faces its own challenges. In addition to these, some general concerns to me are:

- UNFUNDED MANDATES from Sacramento which are growing
- PREVAILING WAGE regulations impact on districts which don't have the large base of contractors
- NETWORKING AND COMMUNICATION between agencies to find solutions to problems in common
- ENCOURAGING INPUT from Special Districts as to their needs from CSDA



**California Special  
Districts Association**

*Districts Stronger Together*

## 2018 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Joseph Kelly

District/Company: Big Bear Airport District

Title: Director

Elected/Appointed/Staff: Elected Member - Board of Directors

Length of Service with District: 3.5 years

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

2016 Special District Leadership Academy

2018 Special District Leadership Academy

Association of San Bernardino County Special Districts Membership

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

Institute for Local Government - Public Engagement Certificate and Subscriber

Jefferson Madison Society, President

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

Contributor in Numerous Events/Meetings of:

City of Big Bear Lake

Bear Valley Municipal Water District

Big Bear Community Services District

Bear Valley Healthcare District

Bear Valley Unified School District

- List civic organization involvement:

Better Big Bear

Bear Valley Historical Society

Big Bear Business Bunch

Big Bear Pilots Association

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**\*\*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, 2018 will not be included with the ballot.**



## San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

# General Manager's Report

For June 9, 2018 to July 7, 2018  
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** – Limited watershed flows are continuing to provide low but consistent flows for recharge into summer. Staff continues to work hard to recharge all possible available water. Santa Ana recharge totals for the Water Year beginning October 1, 2017, total about 8,960 AF of that amount about 6,500 AF was from State Water Project imports. Mill Creek received significant flows from winter rains with most flows going to direct use. The total recharge in Mill Creek is about 3,230 AF with more than half State Water Project imports. Total water recharge is slightly over 12,200 AF for the water year.
- 2. Facility Maintenance and Cleanout – Plan Goal 1** – The Mill Creek diversion and canal repairs and maintenance are complete. Additional cleaning and repair will be completed when all flow is gone. Santa Ana maintenance is progressing with all basins are functioning with flows diminishing. Basin 17 has several gates that have suffered erosion and require repairs, and one has a seep that will require levee restructuring.



- 3. Aggregate Management – Plan Goal 1** – Upland Rock has seen increased sand and rock sales and also supports basin cleaning efforts. Several future projects are expected.
- 4. Personnel/Administration/Staff** – Staff completed annual salary and other changes as the 2018-2019 budget is being implemented. Staff coordinated and developed a Request for Proposals for a classification, compensation and staffing study as requested by the Board. After review of the scope with the Finance & Administration Committee, staff will solicit proposals from firms that are known to provide high-quality services.
- 5. Finance/Budget/Audit** – The District making closing entries to the financials for 2017-2018 fiscal year. The Ad Hoc Audit Committee met on June 15<sup>th</sup>, 2018. Staff is also

implementing the changes to the Groundwater Charge and preparing for Groundwater Council invoices. Staff is also loading changes related to the approved 2018-2019 budget.

6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – SBC Flood Control and Staff continue to work with USACOE Section 408 permit staff. All other permits will be timed to coordinate with the 408 permit. The USACOE is reviewing information for the 408 permit and special modeling and geotech information that was requested.
7. **Plunge Creek Restoration Conservation Project** – *Plan Goals 1/4* – Permit applications for the 401 and 404 permits are actively in progress. Regulatory agencies are working to expedite; staff is meeting with the agencies. Permitting for the project will require a Section 7 consultation with USFWS initiated by the USACOE process rather than Section 10 HCP but will provide coverage for waters impacts.
8. **Collaborative Enhanced Recharge Project** – *Plan Goal 1* – J.F. Shea Construction continues building the sedimentation basin and has completed the first phase of the pipeline. Construction is expected to continue until at least the end of August 2018. Continued concrete work is ongoing and electrical service is expected in July. The Enhanced Recharge Basins are programmed construction in 2020. Improvements at the Cuttle Weir are permitted in the River Habitat Conservation Plan and will follow its approval.



9. **Groundwater Council** – *Plan Goal 1* – The Groundwater Council Framework Agreement and Equitable Allocation methodology are complete. Currently, only two agencies have not yet approved the agreement. A quorum of members attended in March, April, and May. No meetings are scheduled for June or July with next meeting in August.
10. **Wash Plan** – *Plan Goal 4* – The Wash Plan has a separate report listed on the agenda. Staff and local USFWS staff are finished with documents and assisting BLM, USFWS, and others with their briefing memos and other needs for Federal Register Publication. Staff is working with Robertson's on a potential mining area that USFWS has considered. Staff is also helping Redlands and Highland with their Bike Trail Project. Staff is also assessing survey needs for the Wash Plan Easements and Mining Leases. Staff is working with CDFW and other regulatory agencies for their approvals after the Wash Plan is final.

- 11. Santa Ana River Wash Plan Land Exchange Act** – *Plan Goal 4* – HR-497 was heard in the Senate Energy and Natural Resources Markup Hearing on May 17<sup>th</sup> and passed out of committee and is currently awaiting the Committee Report. An effort is underway to keep the pressure up and garner support for moving a large number of non-controversial land exchange bills in the Senate.
- 12. Conservation Trust** – *Plan Goal 4* - The Conservation Trust Board of Directors last met on March 15, 2018, and reviewed the projects for Community Mitigation. Staff continues to coordinate with City of Highland and development interests adjoining the Wash Plan for Community Mitigation needs. Staff received favorable reports on the initial investments made for the Trust. Staff is working with District appraiser for land values of mitigation lands. Staff is working with Wash Plan participants who may need more mitigation than expected for their projects to get their projects permitted.
- 13. Property/Redlands Plaza** – Staff continues to manage Redlands Plaza and various issues related to tenants and maintenance. Several minor issues and pertaining to advertising concerns were overcome. One vacancy is available in Redlands Plaza; small commercial market continues to improve with the general economy.
- 14. Mining** – Mining efforts by CEMEX contractors continue on the Plant Site quarry. District Counsel drafted revisions to the existing lease to revise it for the Wash Plan implementation which is being reviewed by CEMEX. Staff reviewed a survey for potential Robertson’s mining area and submitted it to Robertson’s and USFWS. This plan may identify lands that may be able to be mined District lands under the Wash Plan but before completion of the incidental take permits. Coordination and communications with permittees and resources agencies are ongoing.
- 15. Public Outreach and Legislative** – *Plan Goal 5* – Staff continued working with the BTAC group on Conservation Outreach efforts, formerly iEfficient. Outreach to area boards and councils is underway with Thunderwheel and Board Member presentations. A table showing completed and scheduled presentations is attached. Logo/tagline rework is mostly completed and being integrated as current stocks are exhausted, or electronic documents are updated.
- 16. Community Recharge and Mitigation** – *Plan Goal 1 and 4* – This effort which was documented in the 2017 Community Strategic Plan (CSP) is getting its own activity listing beginning this month. Working with communities and partners staff has begun to develop a list of projects and programs that would work with the capabilities of the District to enhance the community through mitigation and recharge efforts envisioned in the CSP. Several projects, Blossom Glen, Rail to Redlands, SBVMWD River HCP and Highland/Redlands Trails Project, need mitigation for project impacts and has requested the District assist them in planning and mitigation. SBVMWD staff and District Staff are discussing cooperative efforts for mitigation and additional basin recharge.
- 17. Current Board Action Implementation** – Many priority efforts have separate sections of the General Manager’s Report, or independent Board requested reports. Staff and District Counsel worked closely on EHL/CBD v. USACOE settlement as well as other closed session property items. Staff is implementing the approved budget targets and

priorities into the accounting system. The RFP for Classification and Compensation Study consultant in accordance with the Board's request.

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

- Revised Memorandum of Agreement with IERCD when completed
- Review and consideration of approval of the Memorandum of Agreement with the BLM in 2018
- Operations Committee (August)
- Audit Ad Hoc meeting (September)

**19. District Successes**

- Field Maintenance is making excellent progress
- Integrated Billing Groundwater Council and notice for Groundwater charge payees
- IERCD staff completed 17 presentations on water conservation in the District and supported one garden with funding from the District (Garden Report is attached)

# San Bernardino Valley Water Conservation District

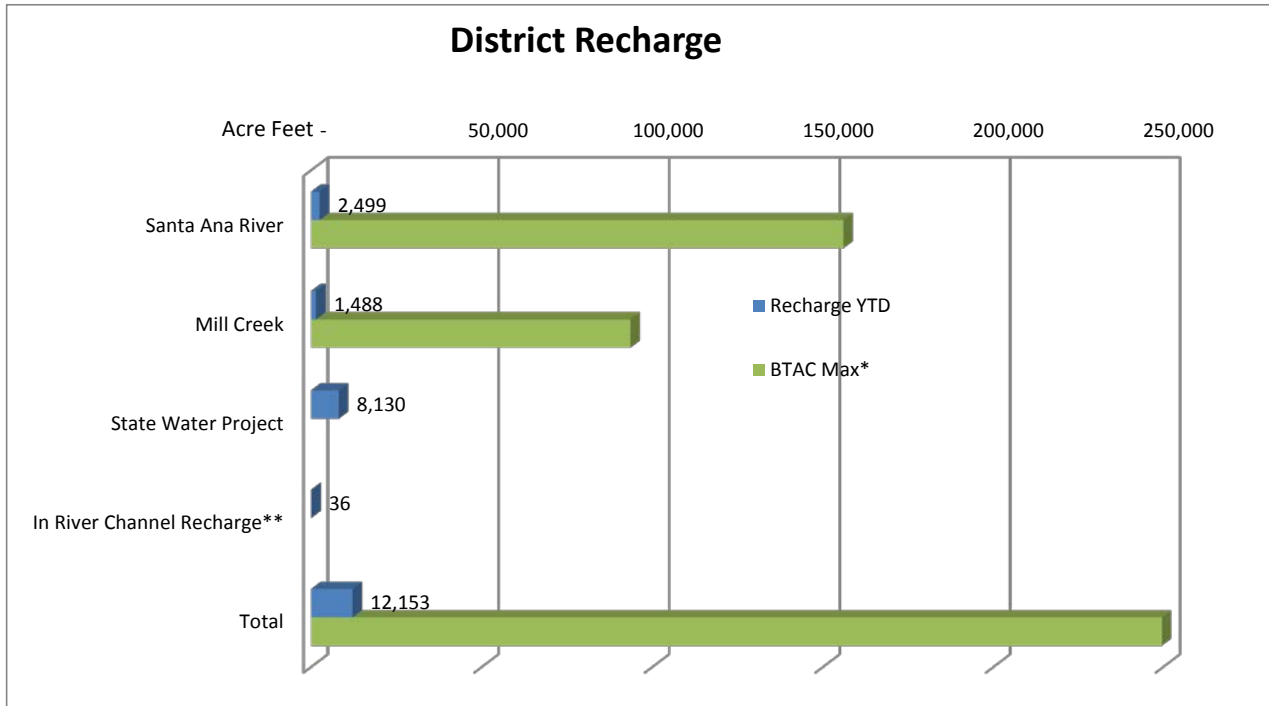
## Monthly Recharge Report

From: 6/1/2018  
 To: 6/30/2018



	May				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	7.2	217	2,499	156,000	2%
Mill Creek	0.4	11	1,488	93,600	2%
State Water Project	0.0	-	8,130	NA	NA
In River Channel Recharge**	0.0	-	36	NA	NA
<b>Total</b>	<b>8</b>	<b>228</b>	<b>12,153</b>	<b>249,600</b>	<b>5%</b>

Values in Acre Feet  
 \*BTAC Revised Max in December 2017  
 \*\*Monitoring began in Mid-April 2011  
 \*\*\* All Values Based on Water Year Oct-Sep 2018





## Board Presentations

### by Board Members

City or Town	Date	Agenda	Open	Director(s)	PP
Redlands	4/17/18	yes	—	DC/DR	Yes
Loma Linda	6/27/18	yes	—	MH	—
Colton	7/17/18	yes	—	MH	—
Highland	5/22/18	yes	—	DC/MM	yes
San Bernardino	TBD	—	Yes	JL	—
County of SB	TBD	—	Yes	JL	no
SB Chamber of Commerce	6/27/18	yes	—	MH	no
SBVMWD	TBD	yes	—	DC	yes

# SBVWCD Gardens

2017-2018

## Valley Prep Academy Butterfly Garden, Redlands

Contact: Hazel Whitaker

Participants: Ms. Whitaker's elective students

Description: This San Bernardino Valley Water Conservation District funded garden is composed of various drought-tolerant sage plants. The garden is located behind the Kindergarten classrooms and compliments the previously existing milkweed bushes nearby so that it can be utilized to teach the butterfly life cycle.



## Mariposa Elementary School Garden, Redlands

Contact: Michelle Zofrea

Planting Day: April 11th

Participants: All 4th grade classes

Description: This San Bernardino Valley Water Conservation District funded garden is composed of sages, lavenders, and lantanas. Master Gardeners helped facilitate a planting activity to teach the fourth grade students about the selected species and how they will offer a food source to pollinators.

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

Jan. 10 Board Meeting  
 Jan. 24 2<sup>nd</sup> Qtr. Finance & Admin Mtg.

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

Jul. 11 Board Meeting  
 Jul. 25 4<sup>th</sup> Qtr. Finance & Admin Mtg.

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

Feb. 14 Board Meeting

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

Aug. 08 Board Meeting

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

Mar. 14 Board Meeting  
Engineering Investigation Report Presentation

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

Sept. 19 Board Meeting

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

Apr. 11 Board Meeting  
Public Meeting/Groundwater Charge  
 Apr. 25 Board Meeting  
Public Hearing/Groundwater Charge  
 Apr. 27 3<sup>rd</sup> Qtr. Finance & Admin Mtg.

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

Oct. 10 Board Meeting

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

May 22 Budget Workshop (@ 2:00 p.m.)  
 May 23 Board Meeting

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

Nov. 14 Board Meeting  
 Nov. 21 1<sup>st</sup> Qtr. Admin Mtg.

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

Jun. 13 Board Meeting

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

Dec. 12 Board Meeting (@ 9:30 a.m.)  
Holiday Luncheon