

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF September 19, 2018  
1:30 p.m.

President Corneille called the meeting of the Board of Directors to order at 1:33 p.m. All present stood for the Pledge of Allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Melody McDonald, Vice President

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

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

1. PUBLIC PARTICIPATION

President Corneille announced that any persons present, who so desired, may make an oral presentation to the Board of Directors. Hearing none, the meeting continued with published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

The Operations Committee recommends that the Board add Item 4I-Cultural Resources Inventory for Bureau of Land Management (BLM) Land Exchange to the Board agenda which came to staff's attention after the publication of the posted agenda.

**It was moved by Director Longville and seconded by Director Harrison to add Item 4I-Cultural Resources Inventory for Bureau of Land Management (BLM) Land Exchange to the Board agenda. The motion**

carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.

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

3. CONSENT CALENDAR

It was moved by Director Raley and seconded by Director Harrison to approve the Consent Calendar: Item A: Board Minutes, August 8, 2018; Item B: Expenditure Report, August 2018; Item C: Resolution No. 560; and Item D: Top Five Groundwater Producers List for GWA #50. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.

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

4. COMMITTEE REPORTS/ACTION ITEMS

A. 2018 ANNUAL DISTRICT AUDIT

Mr. Cozad introduced this item for discussion and provided a handout of the Final 2018 Audit Report. The Ad Hoc Audit Committee met September 18 to review and discuss this item and recommends approval of the Audit Report. Director Longville said that the Committee recommends that the Board authorize staff to utilize an actuary to perform the calculations and report for the Other Post-Employment Benefits (OPEB) report rather than have staff and an auditor complete the report. Mr. Cozad said that staff utilized an online report platform which causes additional work for staff and the auditor. Director Raley stated that the Finance & Administration Committee will review the CalPERS Actuarial Report at its next Committee meeting. He noted that the California Credit Union account was overweight and staff had made the changes to fall in line with the Districts' Investment Policy. Director Longville stated that the District never made a change to the California Credit Union account only that they merged with another company reclassifying the account as a "money market account." Director Raley commended Staff on the thorough audit. President Corneille requested that in the future, the Audit Report be presented to the Board in advance of the Board meeting so that they have a chance to review it prior to final approval.

It was moved by Director Raley and seconded by Director Longville to approve the 2018 Annual District Audit Report as presented. The motion carried 4-0 with all Directors present voting in the affirmative with Vice President McDonald noted absent from the vote.

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

**Director Longville: Yes**  
**Director Raley: Yes**  
**Director Harrison: Yes**

## B. OPERATIONS COMMITTEE VERBAL UPDATE

President Corneille provided a verbal report on the Operations Committee meeting held on September 18. He spoke on the invasive species called Stinknet and Stinkwort. Field staff is doing a good job preventing it from spreading. President Corneille said that the District will be recharging 4,000 AF of water for Valley Municipal. The Committee reviewed the Capital Improvement Project (CIP) list in detail and provided comments to staff on project charters. The project charters for Plunge Creek and Mill Creek will be updated and presented back to the Board for approval. Plunge Creek may be constructed sometime in late fall depending on permitting. Director Raley asked about the progress on the Mentone Shop new facilities. Mr. Cozad said that staff is looking into permitting requirements. It was delayed slightly because staff was looking into other options. This item was received and filed.

### I. CULTURAL RESOURCES INVENTORY FOR BUREAU OF LAND MANAGEMENT LAND EXCHANGE

This item was taken out of order and provided as a handout for review and approval. BLM requested an additional Cultural Resource Study. Mr. Beehler said that staff is responding to comments from Sacramento including this request from BLM. A Class 2 survey was performed, but BLM requested a Class 3 survey to be done on lands that they are going to transfer. This is only requested on the land that the District is exchanging with BLM. President Corneille said that it is \$70,000 in additional work but it needs to be done as soon as possible. Mr. Cozad said that there was an opportunity to reduce the survey from Class 3 to Class 2, but it required approval by the State Historic Preservation Office; which requires a lot more time than performing the survey itself. Director Raley asked how much of a delay the survey will cause the publication in the Federal Registrar. Mr. Beehler said that the requirement to reduce environmental documents has already caused a delay, but if staff can get started on the survey right away it can keep it from delaying any further.

**It was moved by Director Harrison and seconded by Director Longville to authorize a change order to ICF for an amount not to exceed \$70,000 to complete a Class 3 cultural resources inventory for all lands involved in the Wash Plan Land Exchange between the District and the Bureau of Land Management. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

C. UNAUDITED FINANCIAL REPORTS, AUGUST 2018

President Corneille asked who has paid the equitable allocation for the Groundwater Council. A brief discussion ensued.

**It was moved by Director Longville and seconded by Director Raley to approve the Unaudited Financial Reports for August 2018. The motion carried 4-0 with all Directors present voting in the affirmative with Vice President McDonald noted absent from the vote.**

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

D. GROUNDWATER LATE PAYER AND NON-RESPONDENTS AND INVESTIGATION LIST FOR GWA #50

Mr. Cozad noted the inclusion of the Groundwater Late Payer and Non-respondents and Investigation List for GWA #50 on package page 31. This item was received and filed.

E. CSDA COMMITTEE AND EXPERT FEEDBACK TEAM APPOINTMENTS

President Corneille introduced this item for discussion. He reviewed the overall budget for 2018-2019 for Directors' Expenses and expressed concern over potential overspending. President Corneille recommended that Board members focus on either Association of California Water Agencies (ACWA) or California Special Districts Association (CSDA). He noted that both Vice President McDonald and Director Harrison expressed interest in the CSDA Legislative Committee. President Corneille suggested that one Board member to be appointed as the District representative. He recommended deferring this item to the next meeting since Vice President McDonald was not in attendance. Director Harrison said that his involvement in both the ACWA and CSDA Committees has been beneficial. Director Raley said that the CSDA Committees are a minor driver of directors' expenses; it is mainly attendance at conferences that drives the cost up and per diem paid per conference. Discussion ensued. Director Longville asked for staff to compare the District's current directors' expense, committee appointments and meeting policy with other similar agencies.

**It was moved by Director Harrison and seconded by Director Longville to table this item until to the October 10 Board meeting. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

#### F. APPENDIX C REVISIONS

The Board memo for this item is included on package page 37 providing information on the Local Government Commission (LGC). There is a \$600 annual membership fee for the LGC. Director Longville said that he will focus his attention on the Local Government Commission rather than attend other ACWA and CSDA conferences.

**It was moved by President Corneille and seconded by Director Harrison to approve Director Longville's request for appointment to the Local Government Commission. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

#### G. CLASSIFICATION AND COMPENSATION STUDY

Mr. Cozad introduced this item for discussion, noting the Classification and Compensation Study proposals beginning on package page 41. The District received two proposals and recommends that the Board authorize staff to enter into an agreement with Koff & Associates in an amount not to exceed \$29,885. President Corneille asked if the Finance & Administration Committee reviewed this item. Mr. Cozad responded that the Finance & Administration Committee reviewed the Request for Proposal. President Corneille requested a presentation of the Draft report be presented to the Board with recommendations. He advocated for the full Board being involved in the process. Discussion ensued regarding the schedule. Mr. Cozad will provide the consultants with the Board's feedback and work with them to develop a strategy to address their comments and concerns.

**It was moved by President Corneille and seconded by Director Harrison to enter into an agreement with Koff and Associates for a Classification and Compensation Study in an amount not to exceed \$29,885. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

#### H. DISTRICT APPROACH TO HOMELESSNESS AND PLANNING

Mr. Cozad introduced this item for discussion and presented a PowerPoint presentation. Staff has been working on this item over the past six months with the Districts Ad Hoc Trails Committee. Mr. Cozad reviewed the tags and abandoned property policy in brief. He said that the District needs to focus on how it addresses homeless issues. The information for this item

is included on package page 70. Mr. Cozad reviewed the various types of homeless that staff encounters. He met with Steps 4 Life Community Services (Steps 4 Life); they currently operate approximately five homes within Mentone and Redlands. They provide transitional housing for the homeless and training on how to interact with the homeless. Mr. Cozad said that Steps 4 Life can assist with developing and implementing a plan to address the homelessness issue. He said that the lease for our Mentone House has expired and it can be a resource to supply housing for the homeless through a well-managed program. He discussed partnership opportunities, plan development and asked for feedback from the Board. Director Longville thanked staff for their analytical approach to addressing the homelessness issue. President Corneille asked what the risks are associated with opening up the home. Mr. Cosgrove stated that risks are minimal and that this approach provides an overall solution to a growing issue. He said that the District would seek to indemnify itself with its agreement. Mr. Cozad stated that the memorandum of understanding and/or lease agreement would address any concerns the District may have to alleviate liability. President Corneille recommended that a member of the Board visit one of the current homes being operated by Steps 4 Life.

**It was moved by Director Harrison and seconded by Director Longville to move forward with the approach presented to address homelessness and planning for District land management. The motion carried 4-0 with all Directors present voting in the affirmative with Vice President McDonald noted absent from the vote.**

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

## **5. INFORMATION ITEMS**

### **A. WASH PLAN VERBAL UPDATE**

Mr. Beehler provided a verbal update on the Wash Plan. Staff has been working with the regional office in Sacramento to reduce EIR/EIS and it has been reduced down from over 800 pages to 423 pages. Mr. Beehler said that staff is working with Robertson's to complete a low effect HCP. Plunge Creek permitting is underway; fees have been paid and documents have been submitted to resource agencies. The District may obtain fourteen acres of additional credit related to Waters of the U.S. 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 73 to 76. The Monthly Recharge Report was included on page 77. Mr. Cozad said that a contractor experienced a hydraulic leak in North Fork and field staff notified East Valley Water District. He noted Katelyn Scholte, Assistant Engineer has completed her Master's Degree. Mr. Cozad noted that Plunge Creek seed collection for Woolly Star was completed for the second time. This item was received and filed.

### C. FUTURE AGENDA ITEMS AND STAFF TASKS

There were none discussed.

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

President Corneille attended the Conservation District Board meeting on August 8, Association of San Bernardino Special Districts (ASBCSD) on September 17, and Operations Committee on September 18.

Director Longville attended the ASBCD on September 17 and Ad Hoc Audit Committee on September 18.

Director Raley attended the Valley Municipal Board meeting on August 21, East Valley Water District's (EVWD) Board meeting on August 22, and Redlands Rise N Shine on September 7. He also attended the Special Joint Board meeting on September 10, EVWD Board meeting on September 12, and Highland Trails Committee meeting on September 12. Director Raley also attended the Ad Hoc Audit Committee on September 18 and the Conservation District Board meeting today.

Director Harrison attended the San Bernardino County Water Conference on August 22, Highland Area Chamber of Commerce Luncheon on August 28 and Valley Municipal Board meeting on September 4. He also attended the Loma Linda Chamber of Commerce meeting on September 5, Redlands Rise N Shine on September 7 and Special Joint Board meeting on September 10. Director Harrison attended the Valley Municipal Board Workshop on September 11, ASBCSD on September 17 and Operations Committee and Ad Hoc Audit Committee on September 18, and Rialto Water Treatment Plan Groundbreaking today.

Director Longville withdrew his request to attend the CSDA Annual Conference.

**It was moved by President Corneille and seconded by Director Harrison to approve the travel request from Director Longville in an amount not to exceed \$1,797.63 for the ACWA Fall Conference. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

Mr. Cosgrove noted that the District has to submit its biennial filing for Conflict of Interest Code with the Clerk of the Board of County Supervisors by October 1. There will be no changes made to the Conflict of Interest Code and it will be brought back for ratification at the October 10 Conservation District Board meeting.

7. UPCOMING MEETINGS

There were none discussed.

8. CLOSED SESSION

**It was moved by Director Longville and seconded by Director Harrison to adjourn to Closed Session. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

General Counsel announced that the meeting would adjourn to closed session under the posted agenda items 8.1 and 8.2 only.

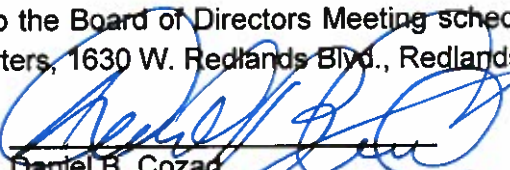
At 4:32 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

9. ADJOURN MEETING

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

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

At 4:33 p.m., the meeting was adjourned to the Board of Directors Meeting scheduled for 1:30 p.m. October 10, 2018, at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.



\_\_\_\_\_  
Daniel B. Cozad  
General Manager