



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

BOARD OF DIRECTORS MEETING AGENDA
Wednesday, June 12, 2019 – 1:30 p.m.

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

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

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

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

3. CONSENT CALENDAR

- A. Approval of Board Minutes, May 22, 20194
- B. Approval of Expenditure Report, May 2019..... 11

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BOARD OF DIRECTORS

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

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

4. COMMITTEE REPORTS /ACTION ITEMS

Committee Reports

- A. GENERAL MANAGER ANNUAL PERFORMANCE EVALUATION, RESOLUTION NO. 573 AND EMPLOYMENT AGREEMENT - 10 minutes (M#1647)19

Presenter: Richard Corneille

Recommendation: The Ad Hoc General Manager Evaluation Committee recommends that the Board review and discuss the performance of the General Manager, the proposed Employment Agreement and revisions to Resolution of Authorities.

Action Items

- B. UNAUDITED FINANCIAL REPORTS, May 2019 - 5 minutes (M#1648).....39

Presenter: Daniel Cozad

Recommendation: Review and approve the unaudited financials for May 2019.

- C. AWARD OF AGREEMENT FOR LAND AND BOUNDARY SURVEY OF LAND TRANSFERRED FROM REDLANDS AS PART OF WASH PLAN IMPLEMENTATION -5 minutes (M#1649).....45

Presenter: Katelyn Scholte

Recommendation: Staff recommends the Board authorize staff to establish a standard service agreement in an amount not to exceed \$10,000 to perform a land and boundary survey for Parcel 0167-011-11.

- D. AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES WITH ICF – 5 minutes (M#1650)47

Presenter: Jeff Beehler

Recommendation: Staff recommends that the Board amend the Agreement for professional services with ICF for cost not-to-exceed \$35,000.

- E. PROCUREMENT POLICY REVISION (#1651) - 5 minutes52

Presenter: Daniel Cozad

Recommendation: Staff recommends the Board consider approval of this revised Procurement and Purchasing Policy.

5. INFORMATION ITEMS:

- A. Wash Plan Verbal Update – 5 Minutes
- B. General Manager’s Report and Monthly Recharge Report – 5 Minutes58
- C. Future Agenda Items & Staff Tasks

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

- A. Board Member Meeting Reports – 15 minutes

7. **UPCOMING MEETINGS:**

- A. June 18, 2019 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal
- B. July 2, 2019 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal
- C. July 4, 2019 Office Closed in Observance of Independence Day
- D. July 9, 2019 Big Bear Watermaster Committee, 2:00 p.m. at Conservation District
- E. July 10, 2019 Board of Directors Meeting, 1:30 p.m. at Conservation District
- F. July 11, 2019 Advisory Commission on Water Policy, 6:30 p.m. at Valley Municipal
- G. August 9, 2019 SBC Water Conference, 9:00 a.m.-1:00 p.m. at Double Tree Ontario

8. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.
 2. 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 Sean Palmer and Christine Jones.
9. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on July 10, 2019 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF May 22, 2019
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
John Longville, Director (Arrival 1:53 p.m.)
David E. Raley, Director
Robert Stewart, Director
Melody McDonald, Vice President

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:

T. Milford Harrison, San Bernardino Valley Municipal Water District
Paul Kielhold, San Bernardino Valley Municipal Water District
David E. Smith, East Valley Water District
Tatiana Museer, 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.

3. CONSENT CALENDAR

It was moved by Director Raley and seconded by Vice President McDonald to approve the Consent Calendar: Item A: Budget Workshop Minutes, April 17, 2019; Item B: Special Board Minutes, April 19, 2019; Item C: Board Minutes, April 24, 2019; and Item D: Expenditure Report, April 2019. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville noted absent from the vote.

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

4. COMMITTEE REPORTS/ACTION ITEMS

A. UNAUDITED FINANCIAL REPORTS, APRIL 2019

Mr. Cozad introduced this item for discussion. This item was included beginning on package page 27. The District is on track for revenue and expenses. There will be a number of repairs that are ongoing, and the District may exceed its budget due to the implementation of aggressive recharge practices. Director Raley asked if staff has calculated the cost per acre-foot to recharge water. Mr. Cozad said according to the most recent calculations, which took place a few months ago, it was less than sixty dollars per acre-foot. Director Raley suggested keeping a ten-year average. Vice President McDonald asked if the Groundwater Council could cover some of the costs that were incurred due to increased maintenance expenses. Mr. Cozad said potentially in the future, but not currently. He noted that the District would be utilizing the Groundwater Reserve for the maintenance costs that will likely exceed the operational budget.

It was moved by Director Raley and seconded by Director Stewart to approve the Unaudited Financial Reports for April 2019. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville noted absent from the vote.

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

B. SUPPORT FOR SAFE WATER TRUST RESOLUTION

President Corneille introduced this item for discussion stating that this item was added at his request. He recommended that the Board approve Resolution 572 in support of the Safe Water Trust. President Corneille said that this item was discussed at the ACWA Spring Conference and noted that the trust is a far better solution than implementing a new water tax. He said that it would take some of the funds from the state's budget surplus and invest it and use the proceeds from the investment to pay for projects for disadvantaged communities. Director Stewart asked if there were any other groups with non-tax alternatives. Discussion ensued

regarding alternatives. President Corneille suggested that staff send out a brief letter with the resolution to local officials. Vice President McDonald suggested it be sent to ACWA Outreach as well.

It was moved by Vice President McDonald and second by President Corneille to approve Resolution No. 572 in Support of the Safe Water Trust and authorize staff to draft a letter to be sent out to local officials and notify ACWA's Outreach of the Districts' support. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville noted absent from the vote.

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

C. FINAL CLASSIFICATION AND COMPENSATION STUDY REPORT AND IMPLEMENTATION PLAN

Mr. Cozad introduced this item for discussion and noted the inclusion of this item in the package beginning on page 36. The final version of the Compensation Study Volume II is included on package page 39. Mr. Cozad stated that the consultant incorporated the use of the median for salary and open range – target approach for salary as discussed with the Board. He noted two recommended changes proposed by staff as outlined in the memo for salary classifications. President Corneille requested a full copy of the Classification and Compensation Study. Mr. Cozad said that staff members have been sent the study and have reviewed their position descriptions. He confirmed that the implementation plan includes a phase-in for salaries which do not require a change to the budget, but which use the existing raise pool for changes.

It was moved by Director Longville and seconded by Vice President McDonald to approve the Final Classification and Compensation Study and to adopt the Implementation Plan as presented. The motion carried 5-0 with all Directors present voting in the affirmative.

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

D. RESERVE POLICY REVISIONS

Mr. Cozad introduced this item for discussion. He noted that the proposed revisions are shown in redline on package page 62; it adds a reserve for the Active Recharge Transfer Projects.

It was moved by Director Stewart and seconded by Director Longville to approve the revisions to the Reserve Policy. 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 Stewart: Yes

E. ANNUAL ENTERPRISE AND DISTRICT INTEGRATED BUDGET FOR 2019-2020

Mr. Cozad introduced this item for discussion noting its inclusion in the Board package on package page 66. This item has been updated slightly from the April 17 Budget Workshop. The 2019-2020 budget also includes a new enterprise fund for the Active Recharge Transfer Projects (ARTP). Staff increased the budget for the roof for Redlands Plaza and for expected costs for the San Bernardino County Vector Control. President Corneille suggested that the Wash Plan trails construction and implementation have their own general ledger expense account. He asked if the consultant has billed us for outreach. Mr. Cozad noted that they have not yet, but will invoice before the end of the fiscal year. President Corneille suggested that the Outreach & Education Committee meet to review the Outreach Plan and Budget for the next fiscal year. He recommended that the Senior Engineer position in the budget be filled as soon as possible.

It was moved by Director Raley and seconded by Director Longville to approve the Annual Enterprise and District Integrated Budget for 2019-2020. 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 Stewart: Yes

F. MEMORANDUM OF UNDERSTANDING WITH COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH

Mr. Beehler presented a PowerPoint presentation and noted its inclusion on package page 76. He said that San Bernardino County Vector Control (Vector Control) did trapping and captured mosquitos, crane flies and midges. Mr. Beehler said that Vector Control came out and treated District facilities in April, but that midges are still being produced due to our basins being full. They will need to come out and treat again. The District has an opportunity to enter into a Memorandum of Understand (MOU) and cap its annual costs but either way Vector Control will have to treat for midges. Discussion ensued. The estimated cost of the monitoring and treatment capped under the MOU is \$45,000 annually. Vice President McDonald requested a future update to see how it is working.

It was moved by Vice President McDonald and seconded by President Corneille to approve the Memorandum of Understand with the Department of Public Health authorizing General Manager to approve the final and sign on behalf of the District with an amount not to exceed \$45,000. 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 Stewart: Yes

G. LAND AND BOUNDARY SURVEY OF LAND TRANSFERRED FROM REDLANDS AS PART OF WASH PLAN IMPLEMENTATION

Ms. Scholte introduced this item for discussion. She discussed property obtained from the City of Redlands that will need a land and boundary survey performed. The land survey estimate that was received was a lot more than was anticipated by staff. Initially staff had believed that this cost was likely to be within the General Manager's authority. However, staff would like to put out a Request for Proposals for these services. Mr. Cozad said that the District needs to document where its land boundaries are and must address any safety issues. Additionally, the land needs to have the survey monumented and recorded. Director Stewart expressed his support that a Request for Proposal be performed to get the best local firm and price for the work. Staff confirmed that a professional services agreement would be on a future agenda for Board approval.

It was moved by Director Raley and seconded by Director Longville to authorize staff to issue a Request For Proposal for a land and boundary survey to be performed. 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 Stewart: Yes

H. MEMORANDUM OF UNDERSTANDING WITH THE BUREAU OF LAND MANAGEMENT

Mr. Cozad introduced this item for discussion. The majority of the changes to the MOU are related to the passing of the Land Transfer Act. Staff is waiting on revisions from the solicitor and will add it to the Board when ready for approval.

5. INFORMATION ITEMS

A. WASH PLAN VERBAL UPDATE

Mr. Beehler introduced this item for discussion. Staff has been meeting with the Bureau of Land Management (BLM). He said that with the passage of the Land Transfer Act; the land transfer process has become more accessible. It no longer requires NEPA compliance efforts. Mr. Beehler noted that BLM participation had been deleted from the EIR/EIS. Staff is preparing the document for publication in the Federal Registrar for mid-July. Mr. Beehler said that because the HCP is phased, there are several hundred acres that can be mined without the land transfer

being fully implemented. There is also a land transfer within the HCP between SBC Flood Control and Robertson's Ready Mix. The District will get credit for managing that land.

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 87 through 90. The Monthly Recharge Report was included on package page 91. There was a higher flow release; approximately 400-600 CFS was released. The rock placement on the Mendoza Property has been completed.

C. FUTURE AGENDA ITEMS AND STAFF TASKS

President Corneille recommended the Outreach & Communications Committee meet to discuss the outreach plan for the next fiscal year as well as review the Legislative Advocacy Policy in the CSDA Newsletter for January 2019.

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

Director Stewart attended the Steps 4 Life Tour on May 1, Loma Linda Chamber of Commerce (LLCC) Meetings on May 1 and May 9. He attended the San Bernardino Area Chamber of Commerce on May 15.

President Corneille attended the Steps 4 Life Tour on May 1 and met with Redlands Municipal Utilities Director on May 18. He attended the Exchange Plan Meeting on April 22 and the Association of California Water Agencies (ACWA) Spring Conference on May 7 thru May 9. He attended the Groundwater, Water Management, and Water Quality Committee meetings and the Region 9 meeting at the Conference, the Redlands Chamber Rise N Shine on May 3, and the Highland Area Chamber of Commerce (HACC) State of the Community Luncheon on May 21. President Corneille said he has been appointed to the City of Redlands Utilities Advisory Committee that will be reviewing the City's water and sewer rates.

Vice President McDonald attended the HACC State of the Community Luncheon on May 21, Association of San Bernardino County Special Districts (ASBCSD) on May 13 and Region 9 meeting at ACWA Spring Conference. She attended the Membership Committee meeting, Federal Affairs, and Water Management Committee meetings at the ACWA Spring Conference. She also attended the Valley Municipal Board Workshop on May 2, Steps 4 Life Tour on May 1 and Valley Municipal Board Workshop on April 18.

Director Raley attended the Valley Municipal Board Workshop on May 14, Valley Municipal Board Workshop on May 16 and Valley Municipal Board of Directors meeting on May 21. He attended the Valley Municipal Board of Directors meeting on April 2, Valley Municipal Workshop on April 4 and Redlands Rise N Shine on April 5, and Advisory Commission on Water Policy on April 11,

Director Longville attended the Valley Municipal Board of Directors meeting on May 21, and Steps 4 Life Tour on May 1.

7. UPCOMING MEETINGS

President Corneille noted that the Basin Technical Advisory Commission will be held at 1:30 p.m. on June 6 at Valley Municipal, and the Valley District Advisory Commission meeting will be on July 11 at 6:30 p.m.

8. CLOSED SESSION

There were no closed session items discussed.

9. ADJOURN MEETING

It was moved by Vice President McDonald and seconded by Director Stewart 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 Stewart: Yes**

At 3:44 p.m., the meeting adjourned to the Board meeting scheduled for 1:30 p.m. June 12, 2019, at District Headquarters, 1630 W. Redlands Blvd., Redlands, California.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District Expenditure Report May 2019

Num	Date	Name	Account	Class	Original Amount
PC 05.08.19	05/08/2019	Paychex	1012 · Citizens Busine...		-88.11
			6042 · Payroll Processing	4-General Fund Ent.	88.11
TOTAL					88.11
PC 05.22.19	05/22/2019	Paychex	1012 · Citizens Busine...		-86.11
			6042 · Payroll Processing	4-General Fund Ent.	86.11
TOTAL					86.11
ACH0187	05/20/2019	Robert Stewart	1012 · Citizens Busine...		-1.16
			6410 · Mileage	4-General Fund Ent.	1.16
TOTAL					1.16
21758	05/14/2019	Aaron Pederson	1012 · Citizens Busine...		-35.00
	04/27/2019		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
21759	05/14/2019	ACWA/JPIA-Health	1012 · Citizens Busine...		-13,268.20
	05/02/2019		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.	1,991.55
			6150 · Medical Insurance	1-Groundwater Ent.	6,308.22
			6150 · Medical Insurance	2-Redlands Plaza/...	632.43
			6150 · Medical Insurance	3-Land Resources	2,095.71
			6150 · Medical Insurance	5-Wash Plan	1,372.75
TOTAL					13,268.20
21760	05/14/2019	American Power Security	1012 · Citizens Busine...		-620.00
	05/02/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	620.00
TOTAL					620.00
21761	05/14/2019	Big Bear Municipal Wat...	1012 · Citizens Busine...		-9,133.24
	05/01/2019		5125 · Engineering Ser...	1-Groundwater Ent.	9,133.24
TOTAL					9,133.24
21762	05/14/2019	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	04/30/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00

San Bernardino Valley Water Conservation District
Expenditure Report
May 2019

06/06/19

Num	Date	Name	Account	Class	Original Amount
21763	05/14/2019	Corneille, Richard	1012 · Citizens Busine...		-9.28
	05/01/2019		6410 · Mileage	4-General Fund Ent.	9.28
TOTAL					9.28
21764	05/14/2019	Day Lite Maintenance, I...	1012 · Citizens Busine...		-144.00
	05/01/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	144.00
TOTAL					144.00
21765	05/14/2019	Edison - 7241	1012 · Citizens Busine...		-35.37
	05/11/2019		5420 · Electricity	4-General Fund Ent.	9.90
			5420 · Electricity	1-Groundwater Ent.	7.08
			5420 · Electricity	2-Redlands Plaza/...	18.39
TOTAL					35.37
21766	05/14/2019	Edison - 8812	1012 · Citizens Busine...		-117.60
	05/02/2019		5420 · Electricity	4-General Fund Ent.	32.93
			5420 · Electricity	1-Groundwater Ent.	23.52
			5420 · Electricity	2-Redlands Plaza/...	61.15
TOTAL					117.60
21767	05/14/2019	Edison - Redlands Plaza	1012 · Citizens Busine...		-198.09
	05/02/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	198.09
TOTAL					198.09
21768	05/14/2019	Edison -5552	1012 · Citizens Busine...		-272.66
	05/10/2019		5420 · Electricity	4-General Fund Ent.	73.21
			5420 · Electricity	1-Groundwater Ent.	52.30
			5420 · Electricity	2-Redlands Plaza/...	135.96
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	11.19
TOTAL					272.66
21769	05/14/2019	Empire Disposal	1012 · Citizens Busine...		-117.73
	04/30/2019		5460 · Water / Trash / S...	4-General Fund Ent.	58.87
			5460 · Water / Trash / S...	1-Groundwater Ent.	47.09
			5460 · Water / Trash / S...	3-Land Resources	11.77
TOTAL					117.73
21770	05/14/2019	Frontier-4860	1012 · Citizens Busine...		-471.07
	04/28/2019		5440 · Telephone	4-General Fund Ent.	228.26
			5440 · Telephone	1-Groundwater Ent.	97.82
			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					471.07

San Bernardino Valley Water Conservation District
Expenditure Report
May 2019

06/06/19

Num	Date	Name	Account	Class	Original Amount
21771	05/14/2019	Home Depot Credit Ser...	1012 · Citizens Busine...		-116.49
	04/28/2019		5215 · Property Mainten...	1-Groundwater Ent.	41.57
			5215 · Property Mainten...	3-Land Resources	10.39
			5210 · Equipment Maint...	1-Groundwater Ent.	64.53
TOTAL					116.49
21772	05/14/2019	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-10,188.75
	05/13/2019		5120 · Misc. Profession...	3-Land Resources	10,188.75
TOTAL					10,188.75
21773	05/14/2019	Image Source	1012 · Citizens Busine...		-563.10
	03/15/2019		6033 · Office Equipmen...	4-General Fund Ent.	189.81
			6033 · Office Equipmen...	1-Groundwater Ent.	12.66
			6033 · Office Equipmen...	2-Redlands Plaza/...	37.97
			6033 · Office Equipmen...	3-Land Resources	12.66
	04/27/2019		6033 · Office Equipmen...	4-General Fund Ent.	232.50
			6033 · Office Equipmen...	1-Groundwater Ent.	15.50
			6033 · Office Equipmen...	2-Redlands Plaza/...	46.50
			6033 · Office Equipmen...	3-Land Resources	15.50
TOTAL					563.10
21774	05/14/2019	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-700.00
	05/01/2019		6018 · Janitorial Services	4-General Fund Ent.	700.00
TOTAL					700.00
21775	05/14/2019	Joseph E. Bonadiman ...	1012 · Citizens Busine...		-1,390.00
	04/01/2019		1700 · Work in Progress	1-Groundwater Ent.	1,390.00
TOTAL					1,390.00
21776	05/14/2019	Katelyn Scholte	1012 · Citizens Busine...		-56.75
	05/01/2019		6510 · Mileage	4-General Fund Ent.	15.78
			6510 · Mileage	1-Groundwater Ent.	19.72
			6510 · Mileage	3-Land Resources	3.94
			6520 · Travel, Other (re...	4-General Fund Ent.	7.79
			6525 · Meals	1-Groundwater Ent.	4.33
			6525 · Meals	3-Land Resources	5.19
TOTAL					56.75
21777	05/14/2019	Koff & Associates	1012 · Citizens Busine...		-8,340.00
	05/03/2019		5120 · Misc. Profession...	4-General Fund Ent.	2,502.00
			5120 · Misc. Profession...	1-Groundwater Ent.	1,751.40
			5120 · Misc. Profession...	3-Land Resources	4,086.60
TOTAL					8,340.00

San Bernardino Valley Water Conservation District
Expenditure Report
May 2019

06/06/19

Num	Date	Name	Account	Class	Original Amount
21778	05/14/2019	Lowe's Companies, Inc.	1012 · Citizens Busine...		-69.53
	04/25/2019		5210 · Equipment Maint...	1-Groundwater Ent.	69.53
TOTAL					69.53
21779	05/14/2019	Michael Baker Internati...	1012 · Citizens Busine...		-303.75
	04/29/2019		5122 · Wash Plan Profe...	5-Wash Plan	303.75
TOTAL					303.75
21780	05/14/2019	Mikael Romich	1012 · Citizens Busine...		-2,393.08
	05/06/2019		1700 · Work in Progress	1-Groundwater Ent.	2,393.08
TOTAL					2,393.08
21781	05/14/2019	Netsteller	1012 · Citizens Busine...		-450.00
	05/01/2019		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
21782	05/14/2019	Nossaman LLP	1012 · Citizens Busine...		-6,204.76
	04/30/2019		5120 · Misc. Profession...	4-General Fund Ent.	1,861.43
			5120 · Misc. Profession...	1-Groundwater Ent.	1,303.00
			5120 · Misc. Profession...	3-Land Resources	3,040.33
TOTAL					6,204.76
21783	05/14/2019	Rutan & Tucker	1012 · Citizens Busine...		-10,249.53
	04/24/2019		5180 · Legal	4-General Fund Ent.	2,522.36
			5180 · Legal	1-Groundwater Ent.	2,489.86
			5180 · Legal	2-Redlands Plaza/...	580.96
			5180 · Legal	3-Land Resources	2,738.85
			5180 · Legal	3-Land Resources	1,495.00
			5175 · Legal - Wash Plan	5-Wash Plan	422.50
TOTAL					10,249.53
21784	05/14/2019	Smart & Final	1012 · Citizens Busine...		-91.91
	05/03/2019		6019 · Janitorial Supplies	4-General Fund Ent.	31.76
			6019 · Janitorial Supplies	1-Groundwater Ent.	21.18
			6004 · Meeting Expenses	4-General Fund Ent.	19.49
			6004 · Meeting Expenses	3-Land Resources	19.48
TOTAL					91.91
21785	05/14/2019	Terminix	1012 · Citizens Busine...		-69.00
	04/23/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	69.00
TOTAL					69.00

San Bernardino Valley Water Conservation District
Expenditure Report
May 2019

06/06/19

Num	Date	Name	Account	Class	Original Amount
21786	05/14/2019	Valero Marketing & Sup...	1012 · Citizens Busine...		-550.00
	04/30/2019		5320 · Fuel	1-Groundwater Ent.	550.00
TOTAL					550.00
21787	05/14/2019	WEX Bank-Shell GAS	1012 · Citizens Busine...		-649.00
	05/06/2019		5320 · Fuel	1-Groundwater Ent.	649.00
TOTAL					649.00
21788	05/14/2019	Wilbur's	1012 · Citizens Busine...		-16.05
	05/08/2019		5210 · Equipment Maint...	1-Groundwater Ent.	16.05
TOTAL					16.05
21789	05/14/2019	Neale Adair Photography	1012 · Citizens Busine...		-105.81
			6036 · Printing	4-General Fund Ent.	105.81
TOTAL					105.81
21790	05/28/2019	Angela Frame	1012 · Citizens Busine...		-70.00
	05/24/2019		5120 · Misc. Profession...	4-General Fund Ent.	21.00
			5120 · Misc. Profession...	1-Groundwater Ent.	14.70
			5120 · Misc. Profession...	3-Land Resources	34.30
TOTAL					70.00
21791	05/28/2019	Assoc. San Bernardino...	1012 · Citizens Busine...		-37.00
	05/15/2019		6425 · Meals	4-General Fund Ent.	37.00
TOTAL					37.00
21792	05/28/2019	Brownstein Hyatt Farbe...	1012 · Citizens Busine...		-15,375.00
	05/13/2019		5122 · Wash Plan Profe...	5-Wash Plan	15,375.00
TOTAL					15,375.00
21793	05/28/2019	Citizens Business Bank	1012 · Citizens Busine...		-1,767.18
	05/14/2019		5210 · Equipment Maint...	1-Groundwater Ent.	22.85
			5460 · Water / Trash / S...	4-General Fund Ent.	63.74
			5460 · Water / Trash / S...	1-Groundwater Ent.	50.98
			5460 · Water / Trash / S...	3-Land Resources	12.75
			6002 · Website Adminis...	4-General Fund Ent.	225.00
			6004 · Meeting Expenses	4-General Fund Ent.	42.65
			6004 · Meeting Expenses	3-Land Resources	42.65
			6060 · Outreach	4-General Fund Ent.	10.00
			6060 · Outreach	1-Groundwater Ent.	4.00
			6060 · Outreach	3-Land Resources	6.00
			6430 · Lodging	4-General Fund Ent.	531.40
			6435 · Conf/Seminar R...	4-General Fund Ent.	35.00
			6525 · Meals	4-General Fund Ent.	84.94
			6525 · Meals	1-Groundwater Ent.	66.07
			6525 · Meals	3-Land Resources	37.75
			6530 · Lodging	4-General Fund Ent.	239.13

San Bernardino Valley Water Conservation District Expenditure Report May 2019

Num	Date	Name	Account	Class	Original Amount
			6530 · Lodging	1-Groundwater Ent.	185.99
			6530 · Lodging	3-Land Resources	106.28
TOTAL					1,767.18
21794	05/28/2019	Day Lite Maintenance, I...	1012 · Citizens Busine...		-369.67
	05/06/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	369.67
TOTAL					369.67
21795	05/28/2019	Frontier-7275	1012 · Citizens Busine...		-152.20
	05/19/2019		5440 · Telephone	4-General Fund Ent.	54.05
			5440 · Telephone	1-Groundwater Ent.	23.16
			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					152.20
21796	05/28/2019	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-700.00
	06/01/2019		6018 · Janitorial Services	4-General Fund Ent.	700.00
TOTAL					700.00
21797	05/28/2019	Lawyers Title Company	1012 · Citizens Busine...		-500.00
	05/02/2019		5122 · Wash Plan Profe...	5-Wash Plan	500.00
TOTAL					500.00
21798	05/28/2019	O'Reilly	1012 · Citizens Busine...		-295.20
	05/07/2019		5210 · Equipment Maint...	1-Groundwater Ent.	295.20
TOTAL					295.20
21799	05/28/2019	Rutan & Tucker	1012 · Citizens Busine...		-6,679.50
	05/10/2019		5180 · Legal	4-General Fund Ent.	1,646.35
			5180 · Legal	1-Groundwater Ent.	931.35
			5180 · Legal	2-Redlands Plaza/...	217.32
			5180 · Legal	3-Land Resources	1,024.48
			5180 · Legal	3-Land Resources	2,437.50
			5175 · Legal - Wash Plan	5-Wash Plan	422.50
TOTAL					6,679.50
21800	05/28/2019	The Gas Company	1012 · Citizens Busine...		-21.53
	05/15/2019		5450 · Natural Gas	4-General Fund Ent.	12.92
			5450 · Natural Gas	1-Groundwater Ent.	8.61
TOTAL					21.53

San Bernardino Valley Water Conservation District Expenditure Report May 2019

Num	Date	Name	Account	Class	Original Amount
21801	05/28/2019	U.S. Bank Equipment F...	1012 · Citizens Busine...		-336.18
	05/10/2019		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
100222N	05/06/2019	PERS	1012 · Citizens Busine...		-6,298.96
			6170 · PERS Retirement	4-General Fund Ent.	1,011.61
			6170 · PERS Retirement	1-Groundwater Ent.	3,204.28
			6170 · PERS Retirement	2-Redlands Plaza/...	321.25
			6170 · PERS Retirement	3-Land Resources	938.55
			6170 · PERS Retirement	5-Wash Plan	823.27
TOTAL					6,298.96
100223N	05/20/2019	PERS	1012 · Citizens Busine...		-6,341.98
			6170 · PERS Retirement	4-General Fund Ent.	1,018.52
			6170 · PERS Retirement	1-Groundwater Ent.	3,226.16
			6170 · PERS Retirement	2-Redlands Plaza/...	323.44
			6170 · PERS Retirement	3-Land Resources	944.96
			6170 · PERS Retirement	5-Wash Plan	828.90
TOTAL					6,341.98

San Bernardino Valley Water Conservation District
Director Fees Expenditure Payroll Report
May 2019

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
5/8/2019	Corneille, R	Mar-19	\$ 675.00	\$ 58.38	\$ 616.62
5/8/2019	Longville, J	Oct 18-Feb 19	\$ 3,744.00	\$ 1,319.02	\$ 2,424.98
5/22/2019	Stewart, B	Apr-19	\$ 1,350.00	\$ 201.89	\$ 1,148.11



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1647

To: Board of Directors

From: Ad Hoc General Manager Evaluation Committee

Date: June 12, 2019

Subject: General Manager Performance Evaluation, Employment Agreement and Resolution No. 573

RECOMMENDATION

The Ad Hoc General Manager Evaluation Committee recommends that the Board review and discuss the performance of the General Manager, the proposed Employment Agreement, and revisions to Resolution of Authorities.

BACKGROUND

At the Board's April meeting the President appointed Director John Longville and President Corneille as the Ad Hoc General Manager Evaluation Committee (Committee). The Committee met on May 28 to review the performance of the General Manager, evaluate performance criteria for merit bonus considerations, and recommend terms for a revised employment agreement with the General Manager.

DISCUSSION

The Ad Hoc Committee unanimously commended the General Manager on the accomplishments of the District and the General Manager's overall progress in achieving defined goals and objectives. The committee reviewed the salary analysis performed by Koff and Associates as part of the Classification and Compensation Survey completed in May 2019. The General Manager provided updated accomplishments, and an assessment of progress on the Boards Priority Efforts.

The Committee reviewed the accomplishments and performance on issues of priority to the Board as well as areas for improvement. The Ad Hoc Committee is recommending that the Board award the General Manager the full five (5%) percent merit bonus for which he was eligible in 2018-2019, which amounts to \$12,351. This amount is provided for in the General Manager's existing contract as a discretionary measure of current year performance compensation but is not counted as an

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**BOARD OF
DIRECTORS**

Division 1:
Richard Corneille

Division 2:
David E. Raley

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad

additional base salary for determining future retirement benefits or discretionary merit bonus amounts.

The Committee addressed Merit Salary increase for the 2019-2020 fiscal year and recommended Mr. Cozad be given the COLA increase of three and one half (3.1%) paid to all District employees, as well as an additional three and three-quarters (3.75) percent salary increase to a salary of \$263,951.

The proposed Employment Agreement includes these recommendations. The Committee recommends minor changes to the Resolution describing powers and authorities of the General Manager.

ALTERNATIVES

Potential Board Actions include:

- Approve the award of a discretionary merit bonus of five (5%) to the General Manager under his 2017-2018 contract, or alternatively, any amount between 0% and 5%.
- Approve the proposed Employment Agreement for with a 3.1% COLA, 3.75% Merit Salary increase.
- Approve the revised powers and authorities resolution shown as Resolution No. 573
- Not extend employment agreement with the General Manager
- Table the issue and refer to the Ad Hoc Committee to be addressed in a future meeting of the Board.

FISCAL IMPACT

The proposed salary and bonus for 2018-2019 are within the existing budget for 2017-2018, and the proposed salary and discretionary merit bonus figures are consistent with the proposed salaries budget for 2019-2020.

POTENTIAL MOTIONS

1. Move the recommendation of the Ad Hoc Committee to approve:
 - a. Discretionary bonus component of the 2018-2019 contract performance at the (5%)
 - b. Employment Agreement with a 3.1% COLA, 3.75% merit salary increase
 - c. Revised powers and authorities Resolution No. 573
2. Move to approve an alternative proposed Employment Agreement with specific changes or direction to District Counsel.
3. Move not to extend the employment agreement and provide other direction.
4. Move to table the item to a future meeting the Board.

ATTACHMENTS OR MATERIALS

- Minutes of the Ad-Hoc Committee
- Employment Agreement Draft
- Resolution No. 573
- 2018 and 2019 Board priorities
- 2018-2019 Accomplishments

APPROVALS

Prepared for the Ad Hoc General Manager Evaluation Committee

Reviewed by District Counsel

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS

MINUTES OF THE ADHOC COMMITTEE MEETING

FOR GENERAL MANAGER PERFORMANCE REVIEW

May 28, 2019 1:00 pm

AD-HOC COMMITTEE MEMBERS PRESENT:

Richard Corneille, Board President

John Longville, Director

STAFF PRESENT:

Daniel Cozad, General Manager

DISCUSSION:

President Corneille opened the meeting with a brief review of the annual review process. He discussed prior reviews and the purpose.

Mr. Cozad provided a list of Major Accomplishments for the 2018-2019 calendar year along with the updated SBVWCD Board Priorities for 2018 and 2019. The Committee along with Mr. Cozad reviewed the status of Board Priorities and all were extremely happy with all that has been accomplished. President Corneille indicated he was pleased with the development of the Groundwater Council and Mr. Cozad's appointment as the Budget Committee chair. He also noted the efforts to create the Active Recharge Transfer Project partnership agreement with Valley District, and his leadership in getting the SWRCB's new dredge and fill regulations to exempt groundwater recharge basins. Director Longville indicated he was very pleased with Mr. Cozad's performance and that of the rest of the staff and their ability to do a lot with few staff. Mr. Cozad thanked the committee and acknowledged the excellent work of all staff at the District that directly reflects on the District's accomplishments.

Director Longville noted that the Class and Compensation Study efforts were well managed and this is not always the case in public agencies. President Corneille noted that the Land Exchange Act passage into law and the efforts to get BML to rapidly implement it were appreciated. He too acknowledged the excellent work of staff and the general manager. President Corneille indicated the only area where progress was less impressive was the lack of construction of several projects in the CIP, mainly due to the permits needed to begin their construction. He would like to see projects that have less permitting, like the new Mentone Shop, move forward with the new project manager. He also indicated that he was expecting Wash Plan trails progress and the opening of at least one trail in 2020.

Director Longville suggested continued outreach to leaders and constituent cities in the Inland Empire is effective outreach for the Board, and staff/consultants should coordinate it again this coming year. An updated Power Point presentation on the District accomplishments should be prepared.

The Committee affirmed their great satisfaction with Mr. Cozad's accomplishments, and particularly his leadership in local and statewide issues and relationships he has amongst his peers. They believed that the 2018-2019 Board Priorities were successfully accomplished or significant progress made and the bonus, 5% of salary equaling \$12,351 should be paid, and the bonus option retained in the future.

The Committee reviewed proposed changes to Resolution No. 558 stating the powers of the general manager and provided some changes to update the resolution. The Committee reviewed in detail the draft employment agreement for the General Manager provided by District Counsel. President Corneille suggested that District Counsel should determine if the changes should come in the form of an amendment to the existing three-year agreement ending June 30, 2021. Reviewing the salary information provided by Koff and Associates, the Committee noted that the GM's current salary was in the range of other GMs and benefits were somewhat better in 2018. The Committee discussed the salary and agreed to offer a 3.75% merit increase in addition to the COLA based on the CPI-U provided to all employees. The total increase in salary is 6.85% increasing salary to \$263,951 for the 2019-2020 year. This was determined to be appropriate with the opportunity for a bonus and the ability to continue his consulting work.

ADJOURN:

The meeting was adjourned at 2:45 pm.

RESOLUTION NO. 573

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT SUPERSEDING RESOLUTIONS NO. 347, 441, 459 AND 493, 537, 544, 558 AND DEFINING THE RESPONSIBILITIES AND AUTHORITY OF THE GENERAL MANAGER

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

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

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

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

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

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

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

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

3.4. Investments. It is the duty of the Manager to invest District reserves and fiduciary assets in accordance with the approved Statement of Investment Policy. The Manager shall authorize and direct investment and changes to holding in the best interest of the District. Signifiant changes shall be reported to the Board at their next meeting. The Manager shall work with investment managers and advisors to seek the best possible use of District funds based on need for capital, cash flow and accordance with District policy and applicable laws and regulations.

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

5.6. Purchasing. It is the duty of the Manager to be responsible for the purchase of all supplies and equipment for the District. The General Manager's discretionary expenditure authority, without the requirement of prior Board of Directors' approval, is Twenty Five Thousand Dollars (\$25,000.00): for capital assets, professional services, maintenance, equipment vehicles and supplies subject to budget limitations. In cases of emergency, the General Manager may contract for construction work, services, or the purchase of materials without competitive bidding or prior Board approval. If possible, the General Manager will attempt to seek the concurrence of the Board President or Vice President prior to awarding any emergency contract. If the Board President and Vice-President are unavailable, the General Manager will attempt to seek the concurrence of another member of the Board of Directors. For purposes of this paragraph, "emergency" is defined as those circumstances requiring immediate work, services, equipment, materials, supplies, or construction to prevent the immediate interruption or cessation of necessary District services or to safeguard life, property or the public health and welfare. The General Manager must report on the award of any such contract for emergency work, services, or materials not later than ~~at~~ the next meeting of the Board of Directors.

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

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

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

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

8.9. Hours of Employment. It shall be the duty of the Manager to devote his or her, full time efforts to the duties of the office. Any outside employment shall be set out in the

terms of the Employment Contract of the General Manager and approved by the Board of Directors. The Manager shall see that the office is open to the public regularly in accordance with the posted hours or as needed.

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

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

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

12.13. Reports to the Board.

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

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

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

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

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

15.16. Urgent Issues. It is the duty of the Manager to call to the attention of the President urgent problems or situations not under the authority of the Manager, which must be resolved prior to the next regular Board meeting and assist as appropriate with resolution such issues.

16.17. News and Social Media. It is the duty of the Manager to prepare and dispense such press releases and posts to social media outlets as may be directed by the Board, are constant with the outreach plan,- or as Manager in his or her discretion determines is in the best interest of the District and that depict the activities of the District.

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

18.19. Response to Pending Legislation or Policy Matters. The General Manager may, from time to time, communicate District responses to proposed statutes, regulations, or other legislative or quasi-legislative acts, or other items of policy facing or affecting the District or its operations, when such acts directly impact the District and its functions. Communications shall conform to the District Strategic Plan, Legislative Platform, and Annual Board Priorities. If there is any question about the position of the District and to the extent of the response without

sufficient time for the General Manager to consult the Board President or Vice-President, or Board of Directors, the General Manager may respond to the legislative or quasi-legislative body considering them, or the persons, institutions, corporations, or agency or agencies implicated in the policy matter, on District letterhead, consistent with what the General Manager perceives to be in the District's best interest. No such response shall reflect that the General Manager's position is the position of the Board of Directors, unless the Board of Directors has so authorized the General Manager. In the event the General Manager undertakes to comment on such acts in the manner provided herein, a copy of any and all communications so made shall be provided to the Board of Directors at its next regularly scheduled meeting.

~~19.20.~~ San Bernardino Valley Conservation Trust, Executive Director. It is the duty of the General Manager to serve as the Executive Director and Chief Financial Officer of the Conservation Trust and exercise such other powers as may be delegated to him or her from time to time by action of the Board of Directors of the Trust.

~~20.21.~~ Additional Duties. It is the duty of the Manager to perform such other duties and exercise such other powers as may be delegated to him or her from time to time by resolution or other action of the Board of Directors.

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

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

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

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 125th day of JuneApril, 20198, by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Richard Corneille, President

ATTEST:

Daniel B. Cozad,
General Manager/Board Secretary

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 12/31/18	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	Partial Completion	1	Ongoing	Jan-19	👏👏 \$\$	⇒	1
3	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Ongoing	1	Ongoing	Ongoing	👏👏 \$\$	⇒	1
4	Wash Plan - Federal Register Publication	22-Feb-19	1	Feb-19	Mar-19	👏👏👏 \$\$	⇒	4
5	Wash Plan Trails Governance Agreement	Limited feedback	1	Mar-19	Sep-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	Nov-19	Feb-20	👏👏 \$\$	NEW	4
9	Conservation Trust Support and Development	Ongoing	2	Ongoing	Ongoing	👏👏 \$	⇒	4
10	Plan and Develop collaborative project opportunities	Ongoing	3	Ongoing	Ongoing	👏👏? ??	NEW	2
11	Mendoza initial plan and options	Clearing/Fencing	3	May-18	Mar-19	👏👏 \$\$\$?	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.

SBVWCD Board Priorities 2019

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 5/24/19	Board Priority	Early Completion	Likely Completion	Resource Needs	Links to	Plan Goal #
1	Partnership Agreement Active Recharge startup	Complete	1	Ongoing	Ongoing	👏👏👏 \$\$\$	✓	1
2	Plunge Creek Conservation Project Permits Bid Docs	Partial Completion	1	Jan-19	Aug-19	👏👏 \$\$	⇒	1
3	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Ongoing	1	Ongoing	Ongoing	👏👏 \$\$	⇒	1
4	Wash Plan - Federal Register Publication	30-Jul-19	1	Feb-19	Jul-19	👏👏👏 \$\$	⇒	4
5	Wash Plan Trails Agreement or Implementation	Self Fund	1	Jul-19	Nov-19	👏👏👏 \$	⇒	3
6	Plunge Creek Conservation Construction	Pre Bid	1	Aug-19	Nov-19	👏👏 \$	NEW	1
7	Wash Plan - Land Exchange Act	Complete PL 119-6	1	Feb-19		👏👏👏 \$	✓	4
8	Wash Plan Preserve Implementation Work Plan	Budgeting	2	Nov-19	Apr-20	👏👏 \$\$	NEW	4
9	Mentone Shop Design/Permitting	Ongoing	2	Ongoing	Ongoing	👏👏 \$\$	⇒	1
10	Plan and Develop collaborative project opportunities	Ongoing	3	Ongoing	Ongoing	👏👏? ??	NEW	2
11	Mendoza Survey and Fencing	Complete	3	Apr-19	Dec-19	👏👏 \$\$	✓	1/4
12	Mill Creek Diversion Procurement	awaiting permits	3	Ongoing	Dec-19	👏👏 \$\$	NEW	1

Priority Key		Staffing and Program Key		
1	Must Do in 2019 as noted	Relative Staffing Need	👏 -- 👏👏👏	👏 -- 👏👏👏
2	Do based on resources	Relative Financial Cost	\$ -- \$\$\$	\$ -- \$\$\$
3	If possible, as needed	Ongoing or New Links	⇒ or NEW	⇒ or NEW
				Groundwater
				Land/Wash Plan
				District/GFE

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

San Bernardino Valley Water Conservation District

Accomplishments for 2018-2019

REGIONAL AGREEMENTS/COOPERATION

- Budget Committee Chair and Budget approval for the San Bernardino Basin Groundwater Council, a group of cities and districts working together to capture and recharge water in the Bunker Hill basin.
- Developed and began implementation of the Active Recharge Partnership Agreement with the San Bernardino Valley Municipal Water District to create land management endowment and \$36 million in funding for Recharge Projects.
- Continued the active partnership San Bernardino Valley Municipal Water District for the Upper Santa Ana River Wash Plan and Habitat Conservation Plan projects that will recharge the Bunker Hill Basin.
- Advocated and secured an exemption from State Waterboard Dredge and Fill Procedures for existing facilities that “maximize groundwater recharge,” benefiting facilities in the basin and the State.
- Continued planning and permitting under project charters for Mill Creek and Plunge Creek.
- Completed and implemented an agreement with Steps 4 Life Community Services to provide transitional housing for area homeless and training for staff on how to interact with the homeless.
- Conducted a cultural resources inventory for the Bureau of Land Management land exchange.
- Expanded deposit agreements and services for the San Bernardino Conservation Trust (SBVCT).
- Continued the Inland Empire Resources Conservation District invasive plant removal project & school education programs.
- Continued to work with the City of Highland and development interests near the Wash Plan for community mitigation needs.
- Continued cooperative work with CalFIRE for brush management on District lands.
- Cooperated with the San Manuel Band of Mission Indians for the cultural collection of plants.
- Coordinated efforts under the cooperative MOU with County Flood Control for parallel HCP implementation
- Negotiated and implemented a purchase and sale agreement with 7-W enterprises for buffer and habitat land adjacent to existing District lands in Mentone.

GOVERNANCE

- Continuing support for an expansion of the San Bernardino Basin Groundwater Council
- Developed and revised the Budget Committee Policy and Audit Policy for the Groundwater Council
- Produced the Year Two Equitable Allocation Model for the Groundwater Council.
- Continued the implementation of the District’s five-year strategic plan.

FINANCE

- Implemented the unitary rate structure for pumping fees for agricultural and non-agricultural users to comply with a State Supreme Court ruling requiring districts to establish a more equitable fee structure.
- Received a clean financial audit for Fiscal 2018, the 6th year with no management recommendations
- Approved a balanced budget for the Fiscal Year 2019-20, including capital projects funded under a multiyear capital improvement program.
- Completed a Compensation and Classification Study and District Implementation Plan, which allow a competitive salary based on the median of area agencies without change to existing budget policy.
- Continued accounting, including financial statements, IRS Form 990, and an audit for the SBVCT and expanded investments to \$2.8 million
- Modified the Investment Policy Statement to accommodate Active Recharge Transfer Project funding
- Funded all required District Reserves under the current Reserve Policy
- Implemented Investment Policy Statements for SBVWCD and SBVCT
- Fully funded OPEB (Retiree Health Benefit) Trust and CalPERS actuarial liability for staff pensions
- Contributed operations savings and aggregate management funding to reserves.

OPERATIONS

- Oversaw implementation of Aggressive Recharge efforts to increase wet year recharge local Santa Ana River and Mill Creek flows as well as available State Project Water.
- Completed Mill Creek diversion and canal maintenance, including emergency efforts to maximize recharge.
- Coordinated permissions to recharge on land adjacent to District ownership, increasing recharge and improving SBKR habitat and relationships with USFWS and neighbors
- Completed barrier fencing of Mendoza Property.
- Completed Acquisition of 25 acres of property from 7-W
- Completed initial assessment of 100+ acre habitat acquisition from the City Redlands and the 7-W property.
- Maintained and prepared Santa Ana spreading grounds for recharge, with all basins functioning.
- Completed Basin 17 repairs and reconstruction and other maintenance in Mill Creek to keep recharge facilities functional in the wet year.
- Adopted policy on the abandoned property for the District
- Supported Phase I of enhanced Recharge - pipeline construction and the sedimentation basin below Seven Oaks Dam.
- Completed Mill Creek diversion and canal repairs.
- Coordinated flows with the Corps of Engineers and Flood Control Districts

WASH PLAN

- Completed initial habitat survey and assessment for the Mill Creek Spreading Basins
- Ad hoc trails committee is working on a handout and signage with Highland and seeking support for wildland trails and plans for the Orange Street Bike Trail.
- Secured 401 and 2018 permits for the Plunge Creek Restoration Conservation Project.
- Advocated for the passage of the Santa Ana River Wash Plan Land Exchange Act HR 497, with unanimous approval in the House of Representatives and approval from the Senate Energy and Natural Resources Committee with incorporation into S-47 and adoption in the Senate and ratification in the House of the representatives. This bill was signed by President Trump and became Public Law 119-6 accelerating the land exchanges and HCP.
- Completed a revised HCP and Wash Plan EIR/EIS in-house staff with expected publication in the federal register and local agencies in July 2019.
- Completed Tribal consultations for CEQA without project impacts
- Significant effort to get BLM Land Exchange on track and sought legislative support to motivate the local BLM office.
- Coordinate the transfer of lands from the City of Redlands to accomplish the completion of the Wash Plan land preserve

CONSERVATION TRUST

- Expanded lands that the Trust can offer and manage with District acquisitions
- Coordinated with USFWS to develop new opportunities for Conservation Easements
- Agreement for Active Recharge provides \$5-\$15 Million for management of endowment lands.
- Worked with developers to allow residential development and habitat preservation.
- Coordinated meetings and filings for the Trust Board of Directors.

STAFF

- Acknowledged Field Supervisor Manuel Colunga, winning the CalPERS Spotlight of Excellence award.
- Commended Assistant Engineer Katelynn Scholte on the completion of her master's degree in environmental engineering systems, specifically water, from U.C. Riverside.
- Supported ongoing staff training and education and continued staff professional development
- Field staff completed pesticide applicator recertification
- Completed the Classification and Compensation Study by Koff and Associates and implementation plan approved by the Board in May 2019.

OUTREACH

- Implemented a public outreach and communications plan that included a brand and messaging upgrade, enhanced media outreach, and public communications, including Eight monthly newsletters.
- Continued efforts for school education with Inland Empire Resource Conservation District.
- Posted numerous social media posts and outreach efforts to support Board priorities
- Interacted with legislative staff and lobbyists to support the Land Exchange in Congress.
- Continued working with the Basin Technical Advisory Committee (BTAC) on Conservation Outreach efforts under the rebranded Save the Drop program
- Hosted a three-mile stretch of trail as part of the annual Highland Trails Day event, which led past the Foothill Pumping Station, Cone Camp Road and returned east on the north edge of the percolation basins which feed water into the Bunker Hill Basin.
- Continued conservation and outreach efforts in three Qualified Water Efficient Landscaper QWEL Program Training classes for the region.
- Participated with Inland Empire Resource Conservation District on native plant seed collection.



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1648

To: Board of Directors
From: General Manager, Daniel Cozad
Date: June 12, 2019
Subject: Unaudited Financial Reports, May 2019

RECOMMENDATION

Review and approve the unaudited financials for May 2019.

BACKGROUND

Each month staff presents the unaudited financials for the District. The reports presented under this Board Letter are as of May 31, 2019.

DISCUSSION

Property tax revenue is substantially higher than projected by the County. Majority of expenses are at or below budget and as expected. Cash is decreased due to purchase of Seven W property. As the end of the fiscal year approaches, year-end closing entries, allocations and journal entries will begin being made for the June financials.

FISCAL IMPACT

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

POTENTIAL MOTIONS

1. Move approval of the Unaudited Financials for May 2019 as presented.
2. Move to request this item be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

Graph Financials for May 2019
Profit & Loss to Date vs. Annual Budget

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:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad

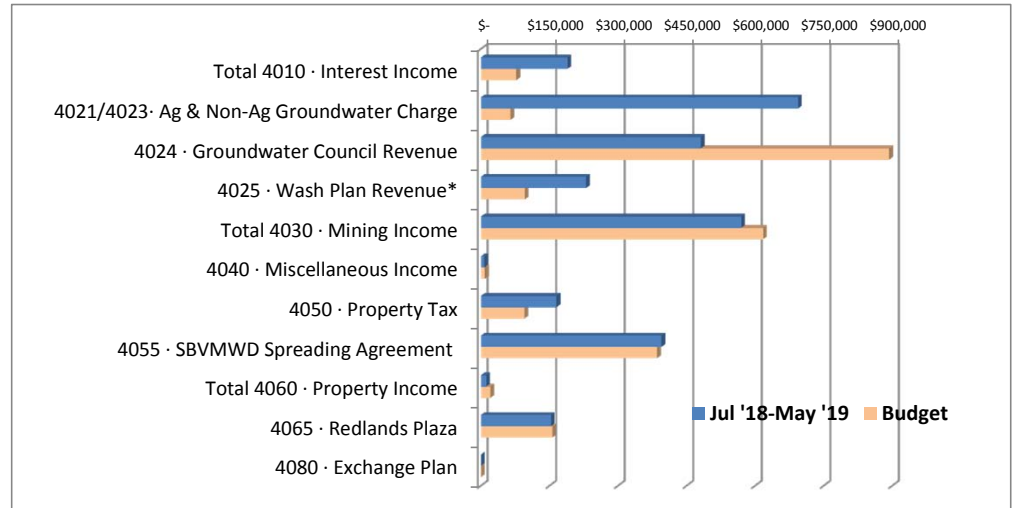
SBVWCD - All Enterprises Budget and Actual

May 2019

REVENUE

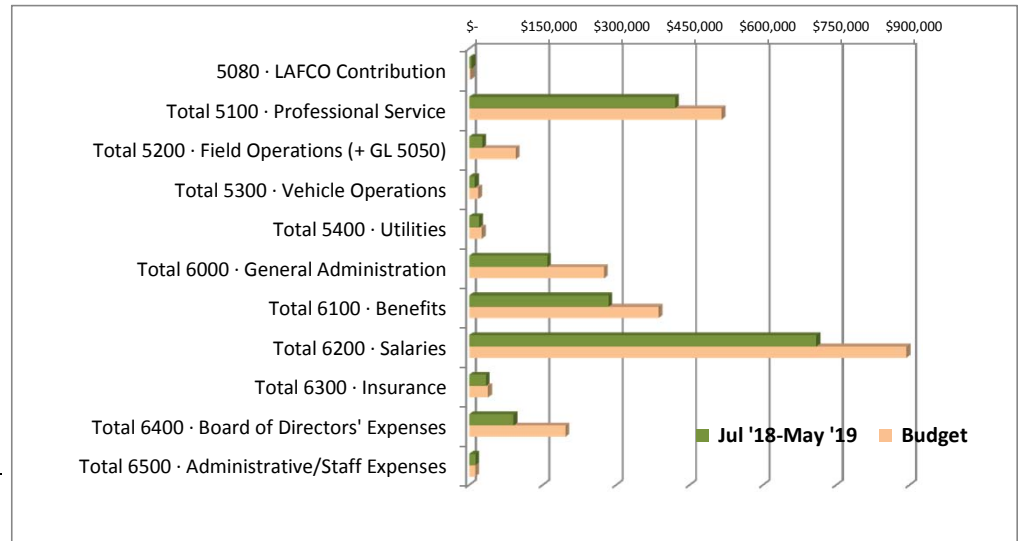
	Jul '18-May '19	Budget
Total 4010 · Interest Income	\$ 189,893	\$ 77,917
4021/4023· Ag & Non-Ag Groundwater Charge	\$ 693,917	\$ 64,920
4024 · Groundwater Council Revenue	\$ 481,377	\$ 893,577
4025 · Wash Plan Revenue*	\$ 230,290	\$ 96,433
Total 4030 · Mining Income	\$ 569,755	\$ 617,833
4040 · Miscellaneous Income	\$ 7,555	\$ 9,167
4050 · Property Tax	\$ 165,698	\$ 95,458
4055 · SBVMWD Spreading Agreement	\$ 395,205	\$ 385,696
Total 4060 · Property Income	\$ 11,800	\$ 20,900
4065 · Redlands Plaza	\$ 153,139	\$ 156,565
4080 · Exchange Plan	\$ -	\$ -
Total Revenue	\$ 2,898,629	\$ 2,418,466

*District loans to the WP

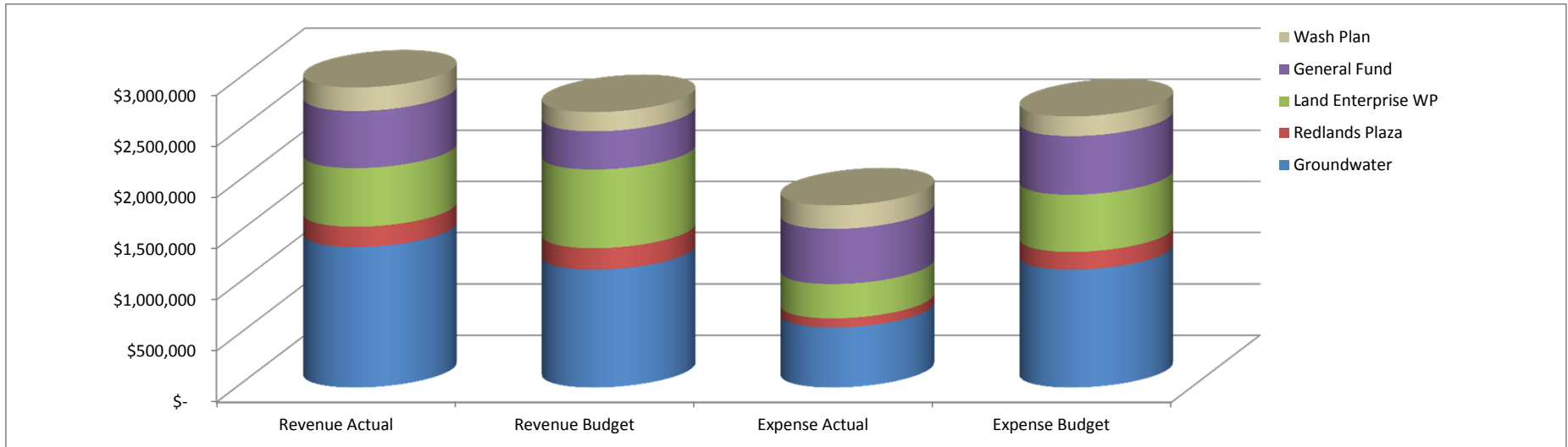


EXPENSES Operating and Capital

	Jul '18-May '19	Budget
5080 · LAFCO Contribution	\$ 5,000	\$ 3,000
Total 5100 · Professional Service	\$ 420,765	\$ 515,767
Total 5200 · Field Operations (+ GL 5050)	\$ 26,829	\$ 95,498
Total 5300 · Vehicle Operations	\$ 11,880	\$ 18,788
Total 5400 · Utilities	\$ 20,552	\$ 26,101
Total 6000 · General Administration	\$ 159,546	\$ 275,309
Total 6100 · Benefits	\$ 284,744	\$ 386,944
Total 6200 · Salaries	\$ 709,776	\$ 894,227
Total 6300 · Insurance	\$ 34,303	\$ 38,800
Total 6400 · Board of Directors' Expenses	\$ 90,869	\$ 196,563
Total 6500 · Administrative/Staff Expenses	\$ 12,775	\$ 12,521
Total Expense	\$ 1,777,037	\$ 2,463,520



Enterprises to Date (May 2019)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,372,897	\$ 1,151,345	119%
Groundwater Expense	\$ 586,589	\$ 999,990	59%
Revenue -Expense	\$ 786,308	\$ 151,355	
Redlands Plaza Revenue	\$ 197,378	\$ 209,548	94%
Redlands Plaza Expense	\$ 89,263	\$ 173,677	51%
Revenue -Expense	\$ 108,115	\$ 35,871	
Land Enterprise Revenue	\$ 574,289	\$ 770,125	75%
Land Enterprise Expense	\$ 335,136	\$ 558,766	60%
Revenue -Expense	\$ 239,153	\$ 211,359	
General Fund Revenue *	\$ 558,306	\$ 373,097	150%
General Fund Expense	\$ 538,747	\$ 573,366	94%
Revenue -Expense	\$ 19,559	\$ (200,269)	
Wash Plan Revenue	\$ 230,290	\$ 188,100	122%
Wash Plan Expense	\$ 229,799	\$ 192,804	119%
Revenue-Expense	491	(4,704)	
Total All Revenue - Expense	\$ 1,153,627	\$ 193,612	

Cash Status	As of 7/1/2018	As of 5/31/19
LAIF	\$ 456,175.70	\$ 112,923.24
Cal Trust	\$ 3,048,113.21	\$ 3,122,486.37
Citizens Bank	\$ 862,874.97	\$ 1,230,183.63
UBS Financial Services	\$ 1,860,713.75	\$ 1,888,732.39
Cal Credit Union	\$ 3,302,520.81	\$ 253,435.44
Total Cash	\$ 9,530,398.44	\$ 6,607,761.07
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Cash Position	\$ 4,530,398.44	\$ 1,607,761.07
	Increase (decrease) of	\$ (2,922,637.37)
	Percent Increase	-64.5%

* General Fund Revenue shown here does not include overhead

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	54,582.95	4,500.00	50,082.95	1,212.95%
4013 · Caltrust Investment Income	74,373.16	32,500.00	41,873.16	228.84%
4014 · CalCredit Union Interest Income	4,871.27	26,000.00	-21,128.73	18.74%
4015 · UBS Interest Income	56,065.86	22,000.00	34,065.86	254.85%
Total 4010 · Interest Income	<u>189,893.24</u>	<u>85,000.00</u>	<u>104,893.24</u>	<u>223.4%</u>
4020 · Groundwater Charge				
4021 · Assessments - Ag	55,176.87	23,926.20	31,250.67	230.61%
4023 · Assessments - Non-Ag	638,740.48	40,993.72	597,746.76	1,558.14%
4024 · Groundwater Council Revenue	481,377.00	893,577.00	-412,200.00	53.87%
Total 4020 · Groundwater Charge	<u>1,175,294.35</u>	<u>958,496.92</u>	<u>216,797.43</u>	<u>122.62%</u>
4025 · Wash Plan Revenue	230,289.71	100,000.00	130,289.71	230.29%
4030 · Mining Income				
4031 · Plant Site - CEMEX	44,000.00	48,000.00	-4,000.00	91.67%
4032 · Cemex - Royalty / Lease	488,333.30	586,000.00	-97,666.70	83.33%
4036 · Aggregate Maintenance	37,421.50	40,000.00	-2,578.50	93.55%
Total 4030 · Mining Income	<u>569,754.80</u>	<u>674,000.00</u>	<u>-104,245.20</u>	<u>84.53%</u>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	0.00			
4040 · Miscellaneous Income - Other	7,555.18	10,000.00	-2,444.82	75.55%
Total 4040 · Miscellaneous Income	<u>7,555.18</u>	<u>10,000.00</u>	<u>-2,444.82</u>	<u>75.55%</u>
4050 · Property Tax	165,697.81	104,135.47	61,562.34	159.12%
4055 · SBVMWD Spreading Agreement Reim	395,205.47	385,696.20	9,509.27	102.47%
4060 · Property Income				
4062 · Mentone Property	11,800.00	22,800.00	-11,000.00	51.75%
Total 4060 · Property Income	<u>11,800.00</u>	<u>22,800.00</u>	<u>-11,000.00</u>	<u>51.75%</u>
4065 · Redlands Plaza	153,138.67	170,798.18	-17,659.51	89.66%
4066 · Redlands Plaza CAM	32,439.38	35,000.00	-2,560.62	92.68%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	2,091.86	150,000.00	-147,908.14	1.4%
4998 · Rate Stabilization From Reserve	0.00	22,223.00	-22,223.00	0.0%
4999 · Trust Reimbursement-Wash Plan	0.00	100,000.00	-100,000.00	0.0%
Total Income	<u>2,933,160.47</u>	<u>2,848,149.77</u>	<u>85,010.70</u>	<u>102.99%</u>
Gross Profit	2,933,160.47	2,848,149.77	85,010.70	102.99%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	5,000.00	3,000.00	2,000.00	166.67%
Total 5040 · Regional Programs	<u>5,000.00</u>	<u>3,000.00</u>	<u>2,000.00</u>	<u>166.67%</u>
5050 · Basin Cleaning	17,361.00	50,000.00	-32,639.00	34.72%
5100 · Professional Service				
5120 · Misc. Professional Services	129,641.56	130,000.00	-358.44	99.72%
5122 · Wash Plan Professional Services	136,828.22	30,000.00	106,828.22	456.09%
5124 · Plunge Creek Prof Services	60,530.92	150,000.00	-89,469.08	40.35%
5125 · Engineering Services	9,133.24	18,000.00	-8,866.76	50.74%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5160 · IT Support	4,545.00	7,000.00	-2,455.00	64.93%
5170 · Audit	22,750.00	26,225.00	-3,475.00	86.75%
5175 · Legal - Wash Plan	1,040.00	10,000.00	-8,960.00	10.4%
5180 · Legal	56,295.77	175,000.00	-118,704.23	32.17%
Total 5100 · Professional Service	<u>420,764.71</u>	<u>547,225.00</u>	<u>-126,460.29</u>	<u>76.89%</u>
5133 · Regional River HCP Contribution	0.00	25,000.00	-25,000.00	0.0%
5143 · SBVCT District Contribution	0.00	0.00	0.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	2,868.28	6,180.00	-3,311.72	46.41%
5215 · Property Maintenance	6,600.16	42,000.00	-35,399.84	15.72%
5220 · Maintenance Materials/Shop/Flid	0.00	0.00	0.00	0.0%
5225 · Field Clean Up-Illegal dumping	0.00	6,000.00	-6,000.00	0.0%
Total 5200 · Field Operations	<u>9,468.44</u>	<u>54,180.00</u>	<u>-44,711.56</u>	<u>17.48%</u>
5223 · Temp. Field Labor	2,496.34	11,000.00	-8,503.66	22.69%
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	2,134.75	8,000.00	-5,865.25	26.68%
5320 · Fuel	9,744.81	12,500.00	-2,755.19	77.96%
Total 5300 · Vehicle Operations	<u>11,879.56</u>	<u>20,500.00</u>	<u>-8,620.44</u>	<u>57.95%</u>
5400 · Utilities				
5410 · Alarm Service	1,032.00	1,500.00	-468.00	68.8%
5420 · Electricity	5,627.81	9,747.00	-4,119.19	57.74%
5430 · Mobile Phone	3,105.00	3,550.00	-445.00	87.47%
5440 · Telephone	4,994.49	8,000.00	-3,005.51	62.43%

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

	Jul '18 - May 19	Budget	\$ Over Budget	% of Budget
5450 · Natural Gas	1,109.34	942.30	167.04	117.73%
5460 · Water / Trash / Sewer	2,070.92	2,160.00	-89.08	95.88%
5470 · Internet Services	2,612.26	2,575.00	37.26	101.45%
Total 5400 · Utilities	20,551.82	28,474.30	-7,922.48	72.18%
6000 · General Administration				
6001 · General Administration - Other	783.66	4,500.00	-3,716.34	17.42%
6002 · Website Administration	2,642.94	3,300.00	-657.06	80.09%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	1,786.76	2,000.00	-213.24	89.34%
6006 · Permits	50.00	10,000.00	-9,950.00	0.5%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	1,267.74	1,217.88	49.86	104.09%
6010 · Surety Bond	3,025.00	1,900.00	1,125.00	159.21%
6012 · Office Maintenance	2,024.69	3,180.00	-1,155.31	63.67%
6013 · Office Lease Payment	50,000.00	60,000.00	-10,000.00	83.33%
6015 · Mentone House Maintenance	5,591.41	5,000.00	591.41	111.83%
6016 · Redlands Plaza Maintenance	9,231.29	40,000.00	-30,768.71	23.08%
6018 · Janitorial Services	7,230.00	9,108.89	-1,878.89	79.37%
6019 · Janitorial Supplies	303.07	500.00	-196.93	60.61%
6020 · Vacancy Marketing-Redlands Plaz	231.69	5,500.00	-5,268.31	4.21%
6026 · Redlands Plaza CAM expenses	27,027.35	29,355.00	-2,327.65	92.07%
6027 · Computer Software	0.00	600.00	-600.00	0.0%
6030 · Office Supplies	1,806.02	3,750.67	-1,944.65	48.15%
6033 · Office Equipment Rental	6,736.29	9,500.00	-2,763.71	70.91%
6036 · Printing	1,053.18	980.00	73.18	107.47%
6039 · Postage and Overnight Delivery	463.04	1,200.00	-736.96	38.59%
6042 · Payroll Processing	2,246.65	2,523.50	-276.85	89.03%
6045 · Bank Service Charges	164.00	2,575.00	-2,411.00	6.37%
6051 · Uniforms	2,236.18	2,200.00	36.18	101.65%
6060 · Outreach	8,219.54	60,000.00	-51,780.46	13.7%
6087 · Educational Reimbursement	2,500.00	5,000.00	-2,500.00	50.0%
6090 · Subscriptions/Publications	1,304.81	1,210.00	94.81	107.84%
6091 · Public Notices	2,637.75	3,200.00	-562.25	82.43%
6093 · Memberships	18,982.67	20,860.20	-1,877.53	91.0%
Total 6000 · General Administration	159,545.73	299,396.24	-139,850.51	53.29%
6100 · Benefits				
6110 · Vision Insurance	1,821.82	2,731.16	-909.34	66.71%
6120 · Workers' Comp. Insurance	8,877.47	14,867.37	-5,989.90	59.71%
6130 · Dental Insurance	7,721.12	11,659.41	-3,938.29	66.22%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-20,916.72	-27,635.26	6,718.54	75.69%
6150 · Medical Insurance - Other	138,355.46	209,888.74	-71,533.28	65.92%
Total 6150 · Medical Insurance	117,438.74	182,253.48	-64,814.74	64.44%
6160 · Payroll Taxes-Employer	46,022.37	67,314.14	-21,291.77	68.37%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-49,118.11	-30,611.84	-18,506.27	160.46%
6170 · PERS Retirement - Other	151,980.43	173,907.07	-21,926.64	87.39%
Total 6170 · PERS Retirement	102,862.32	143,295.23	-40,432.91	71.78%
Total 6100 · Benefits	284,743.84	422,120.79	-137,376.95	67.46%
6200 · Salaries				
6230 · Regular Salaries	709,775.54	980,564.97	-270,789.43	72.38%
Total 6200 · Salaries	709,775.54	980,564.97	-270,789.43	72.38%
6300 · Insurance				
6310 · Property/ Auto Insurance	2,431.50	7,000.00	-4,568.50	34.74%
6320 · General Liability Insurance	31,871.00	31,800.00	71.00	100.22%
Total 6300 · Insurance	34,302.50	38,800.00	-4,497.50	88.41%
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	6,970.58			
6401 · Directors' Fees - Other	63,387.50	86,042.00	-22,654.50	73.67%
Total 6401 · Directors' Fees	70,358.08	86,042.00	-15,683.92	81.77%
6410 · Mileage	2,925.08	4,000.00	-1,074.92	73.13%
6415 · Air Fare	1,181.92	2,500.00	-1,318.08	47.28%
6420 · Other Travel	391.19	500.00	-108.81	78.24%
6425 · Meals	1,767.61	3,500.00	-1,732.39	50.5%
6430 · Lodging	3,738.62	3,800.00	-61.38	98.39%
6435 · Conf/Seminar Registrations	4,180.00	5,000.00	-820.00	83.6%
6440 · Election Fees / Re-Districting	6,326.00	100,000.00	-93,674.00	6.33%
Total 6400 · Board of Directors' Expenses	90,868.50	205,342.00	-114,473.50	44.25%

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

	<u>Jul '18 - May 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6500 - Administrative/Staff Expenses				
6510 - Mileage	1,365.45	1,800.00	-434.55	75.86%
6515 - Air Fare	2,755.71	2,000.00	755.71	137.79%
6520 - Travel, Other (rental car, taxi)	641.73	1,000.00	-358.27	64.17%
6525 - Meals	1,409.48	1,545.00	-135.52	91.23%
6530 - Lodging	3,359.92	3,000.00	359.92	112.0%
6535 - Conf/Seminar Registrations	3,243.00	4,000.00	-757.00	81.08%
Total 6500 - Administrative/Staff Expenses	12,775.29	13,345.00	-569.71	95.73%
9999 - Contribution to Capital Maint.	0.00	314,500.00	-314,500.00	0.0%
Total Expense	1,779,533.27	3,013,448.30	-1,233,915.03	59.05%
Net Ordinary Income	1,153,627.20	-165,298.53	1,318,925.73	-697.91%
Other Income/Expense				
Other Expense				
7000 - Construction				
7010 - Materials	0.00	12,000.00	-12,000.00	0.0%
7055 - Plunge Creek Expansion	0.00	462,228.00	-462,228.00	0.0%
Total 7000 - Construction	0.00	474,228.00	-474,228.00	0.0%
7100 - Land & Buildings				
7110 - Property Capital Repairs	23,029.16	60,000.00	-36,970.84	38.38%
7120 - Property-Land Purchase	3,545,604.95			
7130 - Mentone Property (House)-CapRep	12,440.00			
7140 - Mentone Property (Shop)-CapRep	0.00	200,000.00	-200,000.00	0.0%
7150 - Mill Creek Diversion	0.00	479,200.00	-479,200.00	0.0%
7160 - Mendoza Property	0.00	165,000.00	-165,000.00	0.0%
Total 7100 - Land & Buildings	3,581,074.11	904,200.00	2,676,874.11	396.05%
7200 - Equipment & Vehicles				
7210 - Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 - Computer Software	10,159.28	10,000.00	159.28	101.59%
7230 - Field Equipment / Vehicles	0.00	145,000.00	-145,000.00	0.0%
7240 - Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Total 7200 - Equipment & Vehicles	10,159.28	161,500.00	-151,340.72	6.29%
7400 - Professional Services Capital				
7438 - Engineering Services-Other	0.00	125,000.00	-125,000.00	0.0%
Total 7400 - Professional Services Capital	0.00	125,000.00	-125,000.00	0.0%
Total Other Expense	3,591,233.39	1,664,928.00	1,926,305.39	215.7%
Net Other Income	-3,591,233.39	-1,664,928.00	-1,926,305.39	215.7%
Net Income	-2,437,606.19	-1,830,226.53	-607,379.66	133.19%



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

Memorandum No. 1649

To: Board of Directors

From: Katelyn Scholte, Assistant Engineer

Date: June 12, 2019

Subject: Award of Agreement for a Land and Boundary Survey of Land Transferred from Redlands as part of Wash Plan Implementation

RECOMMENDATION

Staff recommends the Board authorize staff to establish a standard service agreement in an amount not to exceed \$10,000 to perform a land and boundary survey for Parcel 0167-011-11.

BACKGROUND AND DISCUSSION

The District received Parcel 0167-011-11 from the City of Redlands as a contribution towards their Wash Plan Endowment cost. This parcel is approximately 130 acres and is located between Alabama Street and the 210 Freeway. Approximately 115 acres of this parcel will become a part of the Wash Plan preserve, and the remaining 15 acres are currently being used by aggregate and/or other supply companies.

The District issued a Request for Proposal (RFP) to perform the land and boundary survey of the parcel to nine qualified firms. Solicitation for the proposals was based on qualifications, experience and licensing as well as references from other partner agencies work performanc with the firms. The District received five timely responsive submissions. All firms are located within the District boundary except for Westland Group.

Proposals were received from:

- Hillwig-Goodrow Inc. (\$10,250)
- Cal Vada Surveying Inc. (\$14,300)
- On Point Land Surveying, Inc. (\$7,720)
- Joseph E. Bonadiman & Associates, Inc. (\$36,700)
- Westland Group (\$34,844)

Proposals were ranked based on qualifications, experience and references from other partner agencies with cost reviewed for reasonableness. Based on ranking results, staff recommends award to On Point Land Surveying, Inc. who is qualified and experienced and has recently performed excellent work for SBVMWD.

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:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

FISCAL IMPACT

Surveying costs not-to-exceed \$10,000 from the Land Enterprise funds for Professional Services to allow for in field changes.

POTENTIAL MOTIONS

1. Move to authorize staff to enter into a standard professional services agreement with On Point Land Surveying, Inc. to perform a land and boundary survey for Parcel 0167-011-11 for an amount not-to-exceed \$10,000.
2. Direct staff to reject all proposals and table the item to a future meeting for reconsideration.



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1650

To: Board of Directors

From: Land Resources Manager, Jeff Beehler

Date: June 12, 2019

Subject: Amendment to Agreement for Professional Services with ICF for \$35,000 to provide Technical Assistance in the Preparation of a Biological Opinion for the Wash Plan Habitat Conservation Plan

RECOMMENDATION

Staff recommends that the Board amend the Agreement for professional services with ICF for cost not-to-exceed \$35,000.

BACKGROUND AND DISCUSSION

Staff recommends that the Board consider amendment to the Agreement for Professional Services with ICF for an amount not-to-exceed \$35,000 to provide technical assistance in the preparation of a Biological Opinion (BO) by the United States Fish and Wildlife Service (US FWS). This is the Tenth Amendment of this agreement.

This BO is the decision document used by the US FWS in preparation of all Incidental Take Permits (ITP's) that provide take coverage for projects contained in the Wash Plan Habitat Conservation Plan (HCP). Preparation of these documents is a staff intensive exercise and may add months to the permit completion schedule. Staff proposes engaging ICF to provide technical assistance in the preparation of BO materials based on the draft review environmental documents. The HCP and EIR/EIS documents have undergone review by the regional US FWS office and it is anticipated that additional changes resulting from comments received during the public review period can be addressed later in the draft BO. Staff anticipates this strategy will accelerate permit issuance by 6-8 months.

FISCAL IMPACT

The costs for this effort will be included in issuance costs for HCP projects. The District will only be invoiced for services provided on a time and materials basis.

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

**BOARD OF
DIRECTORS**

Division 1:
Richard Corneille

Division 2:
David E. Raley

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad

POTENTIAL MOTIONS

1. Enter into an Amendment for Professional Services with ICF for amount not-to-exceed \$35,000 per year for technical assistance in the preparation of a BO by the US FWS.
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

Amendment for Professional Services with ICF

**AMENDMENT TO
CONTRACTOR SERVICES AGREEMENT
FOR
PROFESSIONAL SERVICES**

THIS TENTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR CONSULTING WORK (“Agreement”) by and between the **SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**, a California Special District (“SBVWCD” or “District”), and **ICF**, (“Consultant”), is effective on June 12, 2019 and when signed by District and Consultant (“Effective Date”).

WHEREAS District and Consultant entered into a Contract Services Agreement dated October 4, 2013; and

WHEREAS Consultant has performed under the Agreement, and District wishes to renew the Agreement for an additional period, to provide technical assistance in the preparation of a Biological Assessment/Biological Opinion in support of the issuance of an Incidental Take Permit for the Wash Plan Habitat Conservation Plan (HCP). A scope of work is included as Attachment 1.

NOW THEREFORE, the parties hereto agree as follows:

1.0 AMENDMENT TO TERMS OF CONTRACT

1.1 Section 1.2 of the Agreement is hereby amended to read as follows:

Authorization to Begin and Term. The Consultant’s retention shall be effective from June 12, 2019. This Amendment shall be effective beginning that date and continuing until December 31, 2019.

1.2 Section 1.2 of the Agreement is hereby amended to read as follows:

Contract Sum. For the services rendered pursuant to this Amendment, the Consultant shall be paid on a time and materials basis for work actually performed, not to exceed a total payment of Thirty Five Thousand Dollars (\$35,000.00). Services provided under this agreement are in support of the efforts of the Wash Plan Task Force.

1.3 Section 5.1 of the Agreement is hereby amended to read as follows:

Term. This Agreement shall be effective from June 12, 2019 and shall continue in full force and effect until completion and approval of the work and services described hereunder by December 31, 2019, unless extended by mutual consent, or until otherwise terminated under Section 6.11 the Agreement.

2.0 REMAINDER OF AGREEMENT UNAFFECTED

2.1 Except as specifically amended by this Amendment, the remainder of the Agreement remains unaffected, and is and shall be in full force and effect throughout the term of this Amendment.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement and by signature below:

SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT

By: _____
Daniel B. Cozad
General Manager

Date: _____

CONSULTANT

By: _____
ICF

Date: _____

The Biological Opinion (BO) resulting from this work by the United States Fish and Wildlife Service (US FWS) will cover the USFWS federal action associated with the issuance of permits associated with implementation of the Wash Plan Habitat Conservation Plan (HCP). The Consultant will provide technical support in the preparation of necessary documents and ensure that all HCP species are addressed.

Under this task ICF will support USFWS in preparing their final decision documents and additional final briefing documents for the regional offices and Washington, DC headquarters on an as needed basis. Support to USFWS could include:

- Preparation of draft material for the FWS Biological Opinion, including packaging and reformatting HCP material in the format of a Biological Opinion. If key information is not already in the HCP, ICF can prepare and provide this information to USFWS to help them complete their Biological Opinion quickly and efficiently (e.g., analysis of effects to critical habitat, cumulative impacts to the covered species, effects on federally listed plants not covered by the HCP).
- Preparation and review of briefing material for USFWS Regional Office, Headquarters, or Dept. of Interior review (e.g., project schedules, project summaries, presentations)
- Preparation of draft material for the Endangered Species Act Findings and other decision documents



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1651

To: Board of Directors
From: General Manager, Daniel Cozad
Date: June 12, 2019
Subject: Revised District Procurement and Purchasing Policy

RECOMMENDATION

Staff recommends the Board consider approval of this revised Procurement and Purchasing Policy.

BACKGROUND

The Board approved the current policy in August 2018 after review and recommendation by the Finance and Administration Committee.

Discussion

Staff and General Counsel became of California Government Code requirements for qualifications-based selection in some professional services procurements. This code specified changes to the existing policy. Staff and District Counsel proposed the revised policy to be compliant with CGC section 4526.

ALTERNATIVES

Potential Board Actions include:

- Approve the revised policy as presented
- 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 changes to the existing policy

FISCAL IMPACT

There are no specific financial impacts to approving the policy, however procuring best value services, equipment, and materials are critical to the District fulfilling its mission in the most cost-effective manner. The Government Code Section places a strong emphasis on the qualifications for professional services and not on price competitiveness, there likely increasing costs.

POTENTIAL MOTIONS

1. Move to approve the Revised Procurement and Purchasing Policy
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.

ATTACHMENTS OR MATERIALS

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

APPROVALS

District Counsel

San Bernardino Valley Water Conservation District Policy

Policy Number 0008

Date: 6/22/2018 Amended

6/12/2019

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 non-professional 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, non-professional 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. Consistent with Government Code section 4526, sSelection of professional services consultants shall be made in the District's sole discretion based on demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the District. In order to assure fair and reasonable prices, professional services applicants or proposing parties may be asked to provide then-current standardized ranges of professional fee rates charged, information and documentation regarding their performance on recent past contracts, history of requests for change orders or requests

San Bernardino Valley Water Conservation District Policy

for additional budget funding, or non-privileged communications regarding any billing or fee disputes with prior clients. Professional services will be contracted based upon demonstrated competence, professional qualifications, and a demonstrated ability to provide quality professional services at fair and reasonable prices. In other words, the decision will be based on overall value to the District and other criteria which the District deems relevant.

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 \$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 in 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.

San Bernardino Valley Water Conservation District Policy

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.

General Manager's Report

For May 18, 2019 to June 7, 2019
Daniel B. Cozad



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

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

- 1. Water Conservation – Plan Goal 1** – Spring storms continue to provide steady watershed flows. Mill Creek has decreased from the mid-40 to mid-30's CFS with a more substantial portion of the flows diverted to surface water uses. Santa Ana River, Seven Oaks Dam (SOD) Releases are regularly around 240 CFS. District staff have been able to capture about 110 CFS continuously with State Project water reduced. Agreement by CEMEX to allow excess flows to overtop the old main canal west of Dike D have allowed about 20 CFS Canal recharge near Plunge Creek and south of the dike. Field staff has fully implemented Aggressive Recharge this year.

Under Aggressive Recharge Operations, we coordinated with Redlands Conservancy to recharge refreshing flows into the Judson Brown Preserve west of the Mill Creek Spreading facilities. This recharges additional water and improves habitat quality. This was done with the support of USFWS, who oversees the management of the preserve. Mill Creek recharge is now nearly 15,000 AF for the year. The Santa Ana River recharge totals about 35,000 AF for the year. Of this total 14,500 AF was from State Water Project imports. Totals for the water year are expected to be more than 55,000 AF. All facilities are full and are seeing rapidly increasing groundwater levels. The Groundwater index indicates we are currently nearly 90% of the highest levels seen in recent history. (See the attached chart for the groundwater index.)

- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Ongoing maintenance has continued since the storms. The watershed peak flows have subsided, and so in creek maintenance has tailed off. Waters have cleaned up in Mill Creek and somewhat from SOD. All diversion canals and levees to continue in full operation. A levee failure near the outlet gate in basin 29 in Mill Creek required reducing flow to accomplish the repairs. Staff used Jacinto to make the repairs. State Water Project flows were curtailed for a day, and some Mill Creek flow was not diverted for the day, but by mid-day, the basin was



repaired, cleaned and back in operation. Later in the summer, a more complete cleaning of many basins will be needed for winter recharge in 2020.

3. **Aggregate Management** – *Plan Goal 1* – Upland Rock continues to sell sand and rock from District basin cleaning efforts. Because a significant excess of sand is available from operations and more is accumulating staff have been working to spread sand for habitat uses.
4. **Personnel/Administration/Staff** – Staff, worked to prepare employee reviews for the annual evaluations. Staff will complete these in June for July effective dates.
5. **Finance/Budget/Audit** – Staff finalized the budget in response to the feedback and prepared the final proposed budget for the Board consideration. Staff is contracting for actuarial services to support the audit and will complete this in June. Staff is preparing for investments related to the Active Recharge Transfer Project Conservation Easement Funding.
6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – SBC Flood Control and Staff continue to work with USACOE Section 408 permit staff. We were informed that the 404 water quality permit application was due, and it was prepared and submitted.
7. **Plunge Creek Restoration Conservation Project** – *Plan Goals 1/4* – Regional Water Quality Control Board 401 certification permit is complete. The USACOE 404 permit is nearly complete awaiting COE's USFWS consultation which should be completed soon. The 2081 permit from the California Department of Fish and Wildlife is in final form. Staff is working with the project consultants to prepare the final bid package for release.
8. **Enhanced Recharge Project** – *Plan Goal 1* – The Enhanced Recharge phase 1A is completed and are in operations. The new basins are scheduled for 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 last met on April 8th and approved the 2019/20 Budget and EAM allocations; recommendations as reported at the last meeting. The GC also added Fontana Water Company to GC as was expected. The next meeting will be on August 12, as the June 10, 2019 meeting was canceled.
10. **Wash Plan** – *Plan Goal 4* – The Wash Plan has a separate report listed on the agenda. USFWS and BLM are reviewing documents at the Washington DC level and completing tasks to meet the requirements for Federal Register Publication. The rework of the EIR/EIS was completed internally with existing staff and support from BLM and USFWS. The MOU with BLM with comment was received on May 7th and was reviewed. This will be available for Board approval in the near future. Staff is preparing materials for the Secretarial Briefings required for Publication in the Federal Register. Support will be needed for the development of the biological opinion, which is one of the final steps in the approval for the HCP.

- 11. Santa Ana River Wash Plan Land Exchange Act Implementation – Plan Goal 4 – S.-** 47 was passed and signed by the President becoming PL 119-6. Staff, District Counsel, and special legal counsel are working closely with BLM expedite the exchange. The work needed will require the preparation of an EA for placing ACEC on the lands accepted by the BLM.
- 12. Conservation Trust – Plan Goal 4 -** The Conservation Trust Board of Directors last met on February 19, 2019. Staff has met with entities with which a deposit agreement is on file. These projects move forward slowly. A Conservation Trust meeting is scheduled for July 11, 2019, after the May meeting was canceled.
- 13. Property/Redlands Plaza –** Staff, continues to manage Redlands Plaza and various issues related to tenants and maintenance. One unit is vacant with one current tenant interested in leasing the unit and another tenant considering larger space. Staff will be reviewing proposals for roof replacement for Redlands Plaza.
- 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. CEMEX has requested additional mining in existing areas that were previously minded near the freeway. CEMEX and the District met productively and set a meeting for June 6th.
- 15. Public Outreach and Legislative – Plan Goal 5 –** Staff continued coordination and efforts for school education with IERCD. Outreach coordination for the successful ribbon cutting for the Enhanced Recharge project, editorial interviews, and Steps 4 Life interview in early June.
- 16. Community Recharge and Mitigation – Plan Goal 1 and 4 –** The 2017 Community Strategic Plan (CSP) included this effort for planning and implementation. Based on staff efforts and in accordance with the resolution, the District and SBVMWD are documenting the partnership to expand River HCP mitigation and Active Recharge Projects. Another project may be identified in the future.
- 17. Active Recharge Transfer Project Partnership – Plan Goals 1, 2 and 4 –** On January 22nd, the Partnership Agreement for Active Recharge Projects and Habitat Conservation Easements was approved by the SBVMWD’s Board. The 120 day diligence period ended on May 22nd. Staff prepared budget information for a new Enterprise for the Active Recharge Transfer Project management and design for 2019-2020. Staff prepared the job announcement for the Sr. Engineer/Project Manager. Staff met with SBVMWD on June 5, to review the diligence and prepare for next steps. SBVMWD and Groundwater Council will appoint members in July and August respectively. The first meeting is likely in September or October.
- 18. 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.

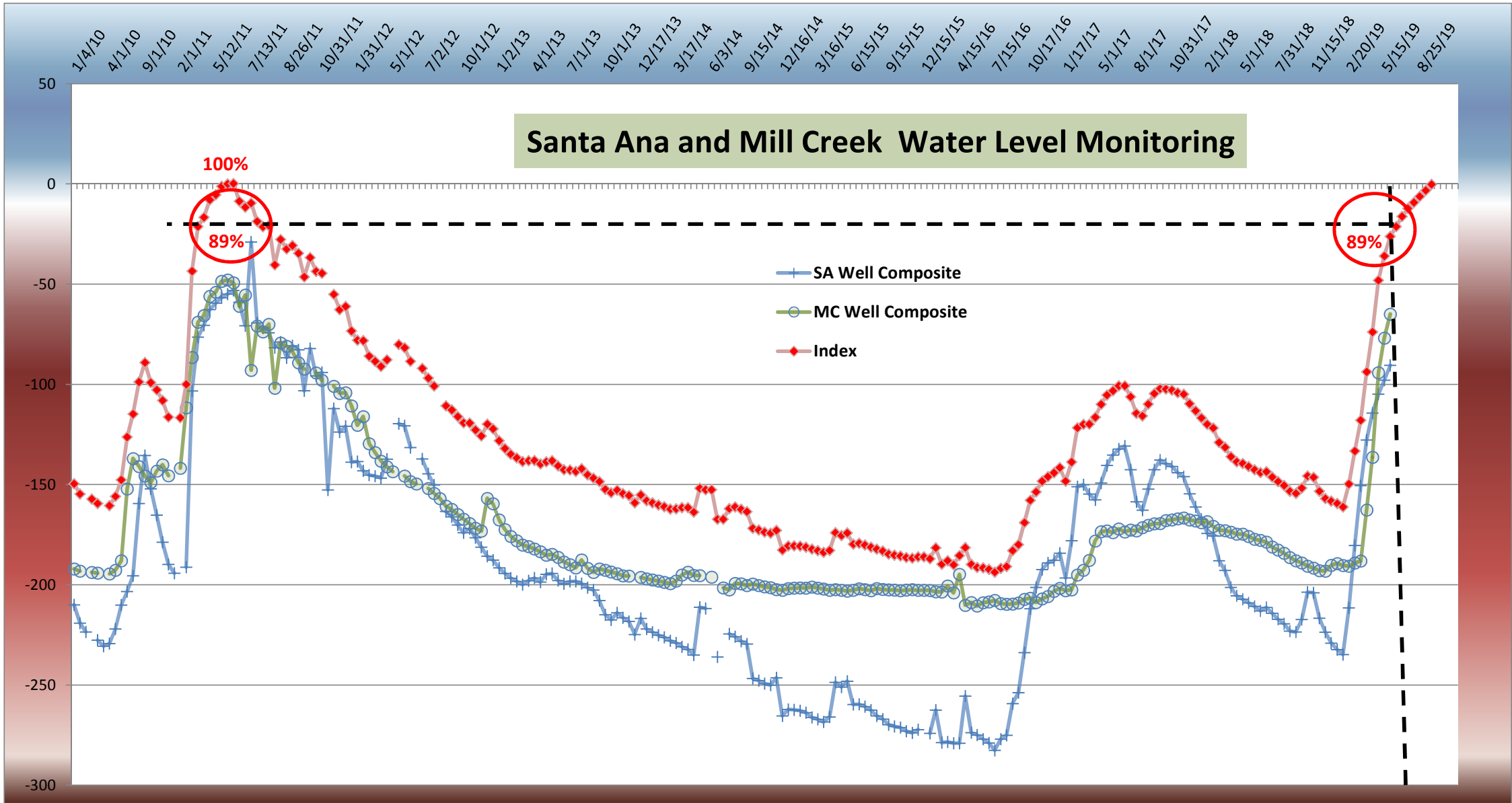
19. Future Board Activities – Expected short-term items for consideration or note

- District Outreach Committee and implementation review
- BLM MOU Consideration – Likely July 2019

20. District Successes

- Highland Supply/7W and District closed escrow for the purchase of 25 acres of former Lockheed property adjacent to existing District lands.
- District staff was able to coordinate water flows and provided sand to refresh habitat on the Judson Brown Preserve of the Riverside Lands Conservancy. Photos below show the water and the sand moving onto our neighbor's property.





San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 5/1/2019
 To: 5/31/2019



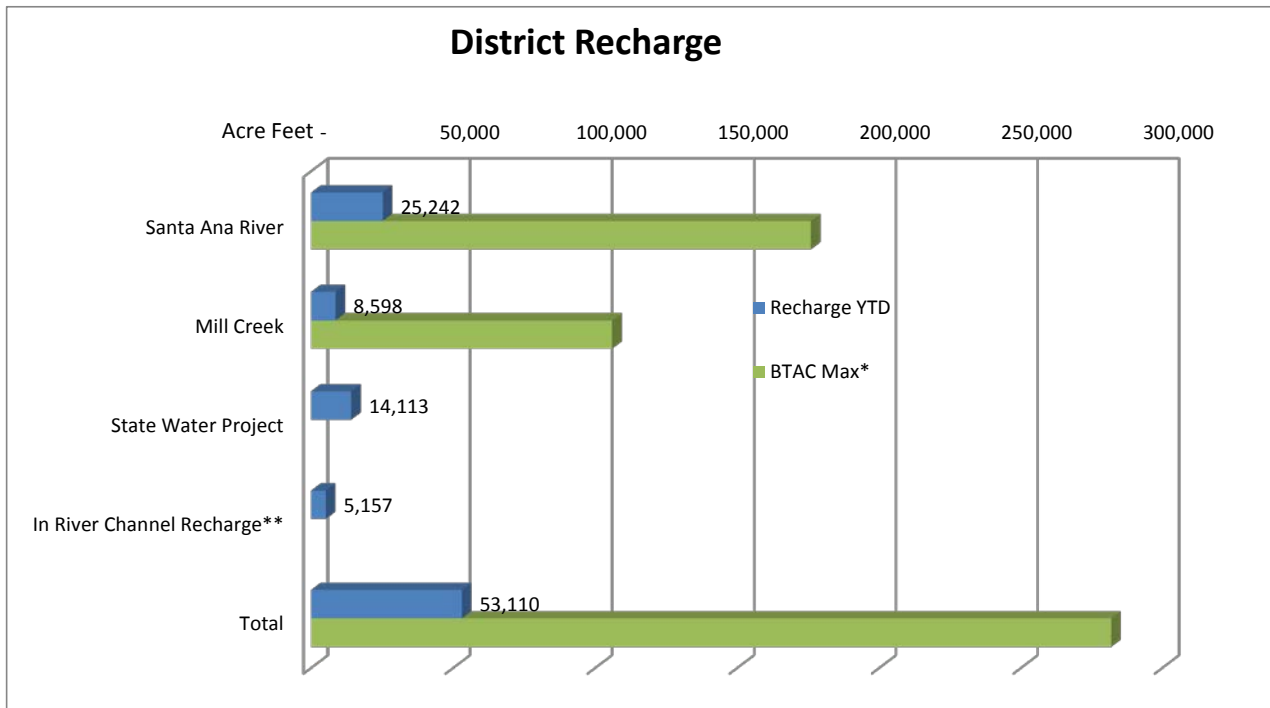
	May				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	234.2	7,260	25,242	176,000	14%
Mill Creek	72.4	2,243	8,598	106,000	8%
State Water Project	56.1	1,738	14,113	NA	NA
In River Channel Recharge**	135.4	4,197	5,157	NA	NA
Total	498	15,439	53,110	282,000	19%

Values in Acre Feet

*BTAC Revised Max in December 2018

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2018





2019 Board Calendar - San Bernardino Valley Water Conservation District

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

Jan. 9 Board Meeting
 Jan. 23 2nd 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. 10 Board Meeting
 Jul. 24 4th 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. 6 Special Board Mtg.
 Feb. 13 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. 14 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. 13 Board Meeting
 Engineering Investigation Report Presentation
 Mar. 27 3rd Qtr. Finance & Admin Mtg.

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. 11 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. 10 Board Meeting
 Public Meeting/Groundwater Charge
 Apr. 17 Budget Workshop
 Apr. 24 Board Meeting
 Public Hearing/Groundwater Charge

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

Oct. 9 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 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. 13 Board Meeting
 Nov. 20 1st Qtr. Finance & 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. 12 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. 11 Board Meeting
 (@ 9:30 a.m.)
 Holiday Luncheon