



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

**BOARD OF DIRECTORS MEETING AGENDA**  
**Wednesday, May 22, 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.

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**CALL TO ORDER**  
**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

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**1. PUBLIC PARTICIPATION**

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

**2. ADDITIONS/DELETIONS TO AGENDA**

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

**3. CONSENT CALENDAR**

A. Approval of Budget Workshop Minutes, April 17, 2019.....	5
B. Approval of Special Board Minutes, April 19, 2019.....	10
C. Approval of Board Minutes, April 24, 2019 .....	12
D. Approval of Expenditure Report, April 2019.....	16

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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

Action Items

- A. UNAUDITED FINANCIAL REPORTS, APRIL 2019 - 5 minutes (M#1641) .....27  
*Presenter: Daniel Cozad*  
**Recommendation:** Review and approve the unaudited financials for April 2019.
  
- B. SUPPORT FOR SAFE WATER TRUST RESOLUTION – 5 minutes .....33  
*Presenter: Daniel Cozad*  
**Recommendation:** Staff recommends that the Board consider the ACWA supported Safe Drinking Water Trust SB-669 (Caballero) to fund water quality improvements for disadvantaged communities.
  
- C. FINAL CLASSIFICATION AND COMPENSATION STUDY REPORT AND IMPLEMENTATION – 10 minutes (M#1642).....36  
*Presenter: Daniel Cozad*  
**Recommendation:** Approve the Classification and Compensation Report by Koff & Associates and adopt classifications and salary structures as described in the implementation plan.
  
- D. RESERVE POLICY REVISIONS – 5 minutes (M#1643).....60  
*Presenter: Daniel Cozad*  
**Recommendation:** Review, discuss and consider approval of the Reserve Policy Revisions as presented at the Budget Workshop on April 17, 2019.
  
- E. ANNUAL ENTERPRISE AND DISTRICT INTEGRATED BUDGET FOR 2019-2020 -5 minutes (M#1644).....66  
*Presenter: Daniel Cozad*  
**Recommendation:** The Finance & Administration Committee recommends the Board approve 2019-2020 Enterprise and District Budget as presented with incorporated changes from the Budget Workshop held on April 17, 2019.
  
- F. MEMORANDUM OF UNDERSTANDING WITH COUNTY OF SAN BERNARDINO DEPARTMENT OF PUBLIC HEALTH – 5 minutes (M#1645).....76  
*Presenter: Daniel Cozad*  
**Recommendation:** Staff recommends that the Board enter into a Memorandum of Understanding (MOU) with the County of San Bernardino Department of Health (DPH) for vector control services at an annual cost not-to-exceed \$45,000.
  
- G. LAND AND BOUNDARY SURVEY OF LAND TRANSFERRED FROM REDLANDS AS PART OF WASH PLAN IMPLEMENTATION -5 minutes (M#1646).....85  
*Presenter: Daniel Cozad*  
**Recommendation:** Staff recommends the Board authorize staff to issue a request for proposal and to procure a land surveyor to perform a land and boundary survey for Parcel 0167-011-11.
  
- H. MEMORANDUM OF UNDERSTANDING WITH THE BUREAU OF LAND MANAGEMENT -5 minutes  
*Presenter: Daniel Cozad*  
**Recommendation:** Review and consider approval of a Memorandum of Understanding with the Bureau of Land Management as presented.



4. The Board will meet in closed session under authority of Government Code §54956.8 regarding the potential to initiate litigation related to illegal grading and trespass on APN No. 0302-131-14.
  
9. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on June 12, 2019 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BUDGET WORKSHOP

MINUTES OF April 17, 2019  
1:30 p.m.

President Corneille called the Workshop of the Board of Directors to order at 1:33 p.m.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President  
Melody McDonald, Vice President  
David E. Raley, Director  
John Longville, Director (Arrival 1:44 p.m.)  
Robert Stewart, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker

STAFF PRESENT:

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

GUESTS PRESENT:

Alan Dyer, West Valley Water District (retired)  
Georg S. Krammar, Koff & Associates

1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desire, to make an oral presentation to the Board of Directors. Alan Dyer, previous Board member of the West Valley Water District congratulated the members of the Board who were reelected.

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

### 3. ACTION ITEMS

#### A. CONSIDER APPOINTMENT OF AN AD HOC AUDIT COMMITTEE

President Corneille appointed Director Raley and Director Stewart to the Ad Hoc Audit Committee. He also appointed himself and Director Longville to the Ad Hoc General Manager Evaluation Committee.

#### B. DRAFT CLASSIFICATION AND COMPENSATION STUDY

Mr. Cozad introduced this item for discussion noting that the draft report is included beginning on package page 3. Georg Krammar from Koff & Associates (Koff) presented a PowerPoint presentation on the Draft Classification and Compensation Study. A staff meeting was held to go over the study with employees and they filled out a Position Description Questionnaire (PDQ) for their position. The PDQ was then reviewed by the General Manager. Mr. Krammar indicated that staff had not had an opportunity to review the updated job descriptions yet. The employee and supervisor review of those descriptions are still pending. President Corneille stated that the Board feels that it is important for staff to concur with the revised job descriptions and to have an opportunity to review the draft report. Director Raley said that it is important for the job descriptions to reflect what the District asks of each employee. Mr. Krammar recommended changing Administrative Services Specialist to Administrative Specialist and recommended a reclassification of one Administrative Services Specialist to Administrative Analyst and for the Land Resources Manager to be reclassified to Assistant General Manager based on the scope and complexity of work performed.

Mr. Krammar reviewed the compensation structure and strategy development. Koff & Associates recommended a new rate structure and salary range based on the market study; there are 5% between ranges and 5% between steps and they are all connected by a formula within an Excel spreadsheet. Mr. Krammar said that the District should consider how it would like to implement the changes recommended. The survey was done so that the District can see its market position. The Districts' overall base salary market results average 1.1% above median; total compensation results average 8.1% above median due to benefits of water agencies compared to other government entities. Mr. Krammar reviewed steps involved in preparing the study. He also reviewed total compensation and results. Discussion ensued regarding total compensation. Mr. Krammar said that there are several positions that have a maximum above median range and he recommended adjustment of the range. For that, the District may want to consider freezing salaries until the market catches up. President Corneille asked how the District would know if the market caught up. Mr. Krammar said that the District could compare its salaries to those of the comparator agencies used in the study. He suggested performing a compensation study every three to five years. Mr. Cozad explained current salary management practices. Director Longville said that the study does not take into consideration the volume of work done by District staff, He believes they do a greater volume of work than in larger agencies because the District is leaner staffed. President Corneille asked for the Board to provide feedback on policy options. Director Stewart said that the market range percentage for total compensation, when you add all salaries together, is only over a few percent; he added that as a pool the District is in the range. He said that it would be a safe assumption to add the CPI-U to the budget. President Corneille recommended that the salaries below median be increased incrementally until they reach market rates and the salaries that are above should not be penalized. Mr. Cozad indicated the District could freeze the merit part of the salary for positions whose maximum is above median. In this case, the employee could

receive only a cost of living increase based on CPI-U. Director Longville spoke in support of basing salaries on the median salary of salary only and not the median of total compensation. He said that he is in support of slowing increases rather than stopping them. Director Raley asked what the fiscal impacts are on the District. President Corneille said that the District can also consider adjusting benefits. Director Stewart said that there are already multiple positions at the top of their range and that short of adding other benefits and programs and compensation options, adjusting benefits could have an adverse effect. Director Longville asked for staff to identify if there is any benefit that the District does not offer that they would be interested in. Director Raley asked for Mr. Cozad to provide his recommendation on how he thinks the District should implement the recommendations of the consultants. Mr. Cozad said that based on direction from the Board today, he will identify any impacts to the next year's budget and if needed identify potential options and bring them back to the Board at the May 22 meeting. He indicated that he did not believe there would need to be a significant change to the budget.

**It was moved by Director Raley and seconded by Director Longville to receive and file the draft report and presentation and direct staff as discussed to bring back a recommendation at the May 22 meeting. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes**

**Vice President McDonald: Yes**

**Director Longville: Yes**

**Director Raley: Yes**

**Director Stewart: Yes**

#### 4. DISCUSSION ITEMS

##### A. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL YEAR 2019-2020

Mr. Cozad reviewed the Capital Equipment and Improvement Plan (CEIP) on package page 90. The Finance & Administration Committee and Operations Committee reviewed this plan at its last meeting. Review of CEIP continued as follows:

- Item 4: Trails Planning Design and Coordination – President Corneille suggested making the opening of at least one of the trails a priority next fiscal year. Staff will pull the estimates from the Trails Plan for implementation and operations.
- Item 31: Active Recharge Transfer Project Capital – This is the estimated \$36 million from the conservation easements identified for the purposes of constructing the Active Recharge Transferred Projects. It will have its own enterprise.
- Item 32: Seven W acquisition and Initial needs – The acquisition should be completed before the end of the fiscal year. There is an estimated \$50,000 needed to fence off and clean up the property once acquisition is completed.
- Item 33: Redlands Plaza Roof Replacement – The District has been performing annual maintenance for a while now and it has now become quarterly maintenance. There are new green roof requirements; which will likely cost closer to \$100,000. The District does not have proposals at this time. It will come out of Redlands Plaza Reserve.

Mr. Cozad reviewed the draft District and Enterprise Budget for fiscal year 2019-2020. He noted that included on package page 92 is a recommended change to the current Reserve Policy, which adds verbiage related to the Active Recharge Transfer Projects (ARTP). There is a new column in the budget in dark blue for the ARTP. Review of the budget continued as follows:

- 4016 Interest Income ARTP – Mr. Cozad said that this is interest income of approximately 2.6% on \$18 million.
- 4062 Mentone Property Income – This is negative because the District leased the house to Steps 4 Life.
- 4025 Wash Plan Revenue from Reserves – This is a loan from the District to the Wash Plan for issuance costs, which will be paid back by the partners of the Task Force.
- 4999 Trust Reimbursement Wash Plan – These are funds that will come from the Conservation Trust to the District for the operations and maintenance of the Wash Plan.
- 5123 Habitat Management for Wash Plan – This is associated with issuance costs and implementation of the Wash Plan.
- 5225 Field Clean Up-Dumping/Vector – This includes some of the costs of the MOU with Vector to proactively control the midge fly/ mosquito issues caused by our basins being full.
- 6401 Director's Fees – The Board suggested taking last year's budgeted number and increasing it by 5% for next fiscal year.

**It was moved by Director Raley and seconded by Director Longville to incorporate feedback of the Board into the Draft Enterprise Budget for the 2019-2020 Fiscal Year for approval at May 22 meeting. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes**

**Vice President McDonald: Yes**

**Director Longville: Yes**

**Director Raley: Yes**

**Director Stewart: Yes**

#### **5. ADJOURN MEETING**

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

**President Corneille: Yes**

**Vice President McDonald: Yes**

**Director Longville: Yes**

**Director Raley: Yes**

**Director Stewart: Yes**

At 4:32 p.m. the meeting adjourned to the Board of Directors meeting scheduled for April 24 2019, at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, California.

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Daniel B. Cozad  
General Manager

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING

MINUTES OF April 19, 2019  
9:00 a.m.

President Corneille called the Board Meeting of the Board of Directors to order at 9:00 a.m. All present stood for the Pledge of Allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President  
Melody McDonald, Vice President  
Robert Stewart, Director

BOARD MEMBERS ABSENT:

David E. Raley, Director  
John Longville, Director

GENERAL COUNSEL PRESENT:

None

STAFF PRESENT:

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

GUESTS PRESENT:

None

1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desire, to make an oral presentation to the Board of Directors. Hearing none, the meeting continued with published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

3. OVERVIEW OF FIELD TOUR OF CONSERVATION DISTRICT FACILITIES

Mr. Cozad provided a handout of the Mill Creek and Santa Ana River facilities tour and reviewed it in brief.

4. ADJOURN MEETING

**It was the consensus of the Board to adjourn the meeting to the District Facilities field tour.**

At 9:09 a.m. the meeting adjourned to the regular Board Meeting scheduled for April 24, 2019, at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, California.

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Daniel B. Cozad  
General Manager

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF April 24, 2019  
1:30 p.m.

President Corneille called the meeting of the Board of Directors to order at 1:35 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  
David E. Raley, Director  
Robert Stewart, Director

BOARD MEMBERS ABSENT:

Melody McDonald, Vice President

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP (via phone)

STAFF PRESENT:

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

GUESTS PRESENT:

Ellen Clark, PFM Asset Management, LLC  
Richard Babbe, PFM Asset Management, LLC  
Aaron Echols, Inland Empire Resource Conservation District  
David Smith, East Valley Water District

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. PUBLIC HEARING RELATED TO ADOPTION OF GROUNDWATER CHARGE

President Corneille opened the public hearing to invite members of the public to comment on the Engineering Investigation Report and groundwater charge. He asked if any written comments were received by staff. Mr. Cozad indicated that there were no written comments received. The Engineering Investigation Report was presented to the Basin Technical Advisory Commission on April 8. There being no public present wishing to address the Board, President Corneille closed the public hearing.

**It was moved by Director Longville and seconded by Director Raley to approve Resolution No. 570 with minor revisions as handed out. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

### 4. PRESENTATION

Mr. Beehler provided a brief introduction of the District's environmental stewardship responsibilities, and noted that controlling and managing invasive grasses is an obligation of the District through the Habitat Conservation Plan. In order to meet Fish & Wildlife requirements, the District must keep the non-native invasive grasses at 20% or below. Aaron Echols of Inland Empire Resource Conservation District (IERCD) presented a PowerPoint presentation. He thanked the Board on behalf of IERCD for their partnership with the District, in which IERCD treated invasive grasses using herbicide and plotted these test plots from 2017-2019. The two herbicides used were Aquamaster/Roundup and Fusilade II/DX. He briefly reviewed the cover estimation method and application method and plot areas. Mr. Echols provided a summary and stated that the Fusilade worked the best at controlling non-native annual grasses. The Board thanked Mr. Echols for his presentation.

### 5. CONSENT CALENDAR

The Board was provided a handout of revised minutes.

**It was moved by Director Longville and seconded by Director Stewart to approve the Consent Calendar: Item A: Board Minutes, April 10, 2019, with revisions handed out. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

## 6. COMMITTEE REPORTS/ACTION ITEMS

### A. INVESTMENT MANAGEMENT SERVICES AND STATEMENT OF INVESTMENT POLICY CHANGES

Mr. Cozad introduced this item for discussion. The District asked PFM Asset Management, LLC (PFM) to identify some potential investment options for the funds that will be received for the Active Recharge Transfer Projects (ARTP), which is part of the partnership with San Bernardino Valley Municipal Water District. PFM presented a PowerPoint presentation. This item was included beginning package page 18. Ms. Clark provided a summary of the current market. She reviewed the current investments for the Wash Plan; the portfolio has gained approximately \$100,000 from December 2018 to March 2019. Any time a change is made to the portfolio, it is sent to the General Manager. Mr. Babbe presented a PowerPoint on potential ARTP investment recommendations. Ms. Clark said that the District would get the most efficiency by modifying its Investment Policy to allow for the purchase of ten-year maturity bonds; revisions are indicated on package page 46.

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

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

### B. HYDROLOGY STUDY/ASSESSMENT IN AREAS ADJACENT TO THE SANTA ANA RIVER SPREADING GROUNDS

Mr. Cozad introduced this item for discussion.

**It was moved by Director Longville and seconded by Director Raley to approve the change order for ICF Jones & Stokes. The motion carried 4-0 with all Directors present voting in the affirmative and Vice President McDonald noted absent from the vote.**

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

## 7. INFORMATION ITEMS

### A. FUTURE AGENDA ITEMS AND STAFF TASKS

There were none discussed.

8. UPCOMING MEETINGS

There were none discussed.

9. CLOSED SESSION

There were no closed session items discussed.

10. ADJOURN MEETING

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

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

At 2:53 p.m., the meeting adjourned to the Board meeting scheduled for 1:30 p.m. May 22, 2019, at District Headquarters, 1630 W. Redlands Blvd., Redlands, California.

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Daniel B. Cozad  
General Manager

## San Bernardino Valley Water Conservation District Expenditure Report April 2019

Num	Date	Name	Account	Class	Original Amount
PC 04.10.19	04/10/2019	Paychex	1012 · Citizens Busine...		<b>-96.89</b>
			6042 · Payroll Processing	4-General Fund Ent.	96.89
TOTAL					96.89
PC 04.24.19	04/24/2019	Paychex	1012 · Citizens Busine...		<b>-84.57</b>
			6042 · Payroll Processing	4-General Fund Ent.	84.57
TOTAL					84.57
ACH0183	04/09/2019	John Longville	1012 · Citizens Busine...		<b>0.00</b>
TOTAL					0.00
ACH0184	04/09/2019	Melody McDonald	1012 · Citizens Busine...		<b>-6.38</b>
			6410 · Mileage	4-General Fund Ent.	6.38
TOTAL					6.38
ACH0185	04/23/2019	Robert Stewart	1012 · Citizens Busine...		<b>-31.90</b>
			6410 · Mileage	4-General Fund Ent.	31.90
TOTAL					31.90
ACH0186	04/23/2019	Melody McDonald	1012 · Citizens Busine...		<b>-109.04</b>
			6410 · Mileage	4-General Fund Ent.	109.04
TOTAL					109.04
21703	04/02/2019	Aaron Pederson	1012 · Citizens Busine...		<b>-35.00</b>
	03/31/2019		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
21704	04/02/2019	ACWA JPIA - Workers ...	1012 · Citizens Busine...		<b>-2,969.18</b>
	04/01/2019		6120 · Workers' Comp. ...	4-General Fund Ent.	476.85
			6120 · Workers' Comp. ...	1-Groundwater Ent.	1,510.42
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	151.43
			6120 · Workers' Comp. ...	3-Land Resources	501.79
			6120 · Workers' Comp. ...	5-Wash Plan	328.69
TOTAL					2,969.18

## San Bernardino Valley Water Conservation District Expenditure Report April 2019

Num	Date	Name	Account	Class	Original Amount
21705	04/02/2019	ACWA/JPIA-Health	1012 · Citizens Busine...		-13,268.20
	04/02/2019		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
21706	04/02/2019	Assoc. San Bernardino...	1012 · Citizens Busine...		-95.00
	03/19/2019		6425 · Meals	4-General Fund Ent.	64.00
			6425 · Meals	4-General Fund Ent.	31.00
TOTAL					95.00
21707	04/02/2019	Citizens Business Bank	1012 · Citizens Busine...		-3,765.82
	03/13/2019		6001 · General Adminis...	4-General Fund Ent.	51.95
			6001 · General Adminis...	1-Groundwater Ent.	51.95
			6002 · Website Adminis...	4-General Fund Ent.	225.00
			6004 · Meeting Expenses	4-General Fund Ent.	12.23
			6004 · Meeting Expenses	3-Land Resources	12.23
			6015 · Mentone House ...	2-Redlands Plaza/...	21.60
			6030 · Office Supplies	4-General Fund Ent.	159.00
			6030 · Office Supplies	1-Groundwater Ent.	9.94
			6030 · Office Supplies	2-Redlands Plaza/...	19.87
			6030 · Office Supplies	3-Land Resources	9.94
			6036 · Printing	4-General Fund Ent.	3.67
			6036 · Printing	1-Groundwater Ent.	2.94
			6036 · Printing	3-Land Resources	0.74
			6039 · Postage and Ov...	4-General Fund Ent.	56.92
			6039 · Postage and Ov...	1-Groundwater Ent.	25.88
			6039 · Postage and Ov...	2-Redlands Plaza/...	10.35
			6039 · Postage and Ov...	3-Land Resources	10.35
			6051 · Uniforms	4-General Fund Ent.	247.56
			6051 · Uniforms	1-Groundwater Ent.	577.63
			6060 · Outreach	4-General Fund Ent.	4.77
			6060 · Outreach	1-Groundwater Ent.	1.91
			6060 · Outreach	3-Land Resources	2.86
			6415 · Air Fare	4-General Fund Ent.	201.96
			6435 · Conf/Seminar R...	4-General Fund Ent.	725.00
			6425 · Meals	4-General Fund Ent.	76.10
			6515 · Air Fare	4-General Fund Ent.	165.58
			6515 · Air Fare	1-Groundwater Ent.	91.99
			6515 · Air Fare	3-Land Resources	110.39
			6520 · Travel, Other (re...	4-General Fund Ent.	15.10
			6520 · Travel, Other (re...	1-Groundwater Ent.	8.39
			6520 · Travel, Other (re...	3-Land Resources	10.07
			6525 · Meals	4-General Fund Ent.	16.63
			6525 · Meals	1-Groundwater Ent.	12.93
			6525 · Meals	3-Land Resources	7.39
			6535 · Conf/Seminar R...	4-General Fund Ent.	362.25

## San Bernardino Valley Water Conservation District Expenditure Report April 2019

Num	Date	Name	Account	Class	Original Amount
			6535 · Conf/Seminar R...	1-Groundwater Ent.	281.75
			6535 · Conf/Seminar R...	3-Land Resources	161.00
TOTAL					3,765.82
<b>21708</b>	<b>04/02/2019</b>	<b>Daily Journal Corporati...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,174.80</b>
	03/15/2019		6091 · Public Notices	4-General Fund Ent.	234.96
			6091 · Public Notices	1-Groundwater Ent.	939.84
TOTAL					1,174.80
<b>21709</b>	<b>04/02/2019</b>	<b>Day Lite Maintenance, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-170.71</b>
	03/25/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	170.71
TOTAL					170.71
<b>21710</b>	<b>04/02/2019</b>	<b>Discover Cruises</b>	<b>1012 · Citizens Busine...</b>		<b>-2,000.00</b>
	03/20/2019		6016 · Redlands Plaza ...	2-Redlands Plaza/...	2,000.00
TOTAL					2,000.00
<b>21711</b>	<b>04/02/2019</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-474.27</b>
	03/28/2019		5440 · Telephone	4-General Fund Ent.	230.50
			5440 · Telephone	1-Groundwater Ent.	98.78
			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					474.27
<b>21712</b>	<b>04/02/2019</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-150.47</b>
	03/19/2019		5440 · Telephone	4-General Fund Ent.	52.84
			5440 · Telephone	1-Groundwater Ent.	22.64
			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					150.47
<b>21713</b>	<b>04/02/2019</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-16,865.00</b>
	03/22/2019		5120 · Misc. Profession...	3-Land Resources	16,865.00
TOTAL					16,865.00
<b>21714</b>	<b>04/02/2019</b>	<b>JAN-PRO Cleaning Sys...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,236.00</b>
	03/01/2019		6018 · Janitorial Services	4-General Fund Ent.	618.00
	04/01/2019		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					1,236.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**April 2019**

05/06/19

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
<b>21715</b>	<b>04/02/2019</b>	<b>Katelyn Scholte</b>	<b>1012 - Citizens Busine...</b>		<b>-71.23</b>
	04/01/2019		6510 - Mileage	4-General Fund Ent.	19.84
			6510 - Mileage	1-Groundwater Ent.	24.80
			6510 - Mileage	3-Land Resources	4.95
			6525 - Meals	4-General Fund Ent.	9.74
			6525 - Meals	1-Groundwater Ent.	7.57
			6525 - Meals	3-Land Resources	4.33
TOTAL					71.23
<b>21716</b>	<b>04/02/2019</b>	<b>Pat's Pots</b>	<b>1012 - Citizens Busine...</b>		<b>-340.00</b>
	03/17/2019		5460 - Water / Trash / S...	4-General Fund Ent.	170.00
			5460 - Water / Trash / S...	1-Groundwater Ent.	136.00
			5460 - Water / Trash / S...	3-Land Resources	34.00
TOTAL					340.00
<b>21717</b>	<b>04/02/2019</b>	<b>Press Enterprise</b>	<b>1012 - Citizens Busine...</b>		<b>-359.34</b>
	03/25/2019		6090 - Subscriptions/Pu...	4-General Fund Ent.	359.34
TOTAL					359.34
<b>21718</b>	<b>04/02/2019</b>	<b>Redlands Plumbing, Inc.</b>	<b>1012 - Citizens Busine...</b>		<b>-155.00</b>
	03/14/2019		6016 - Redlands Plaza ...	2-Redlands Plaza/...	155.00
TOTAL					155.00
<b>21719</b>	<b>04/02/2019</b>	<b>San Bernardino County...</b>	<b>1012 - Citizens Busine...</b>		<b>-6,326.00</b>
	03/27/2019		6440 - Election Fees / R...	4-General Fund Ent.	6,326.00
TOTAL					6,326.00
<b>21720</b>	<b>04/02/2019</b>	<b>The Gas Company</b>	<b>1012 - Citizens Busine...</b>		<b>-278.52</b>
	03/18/2019		5450 - Natural Gas	4-General Fund Ent.	167.11
			5450 - Natural Gas	1-Groundwater Ent.	111.41
TOTAL					278.52
<b>21721</b>	<b>04/02/2019</b>	<b>Valero Marketing &amp; Sup...</b>	<b>1012 - Citizens Busine...</b>		<b>-391.00</b>
	03/29/2019		5320 - Fuel	1-Groundwater Ent.	391.00
TOTAL					391.00
<b>21722</b>	<b>04/16/2019</b>	<b>American Power Security</b>	<b>1012 - Citizens Busine...</b>		<b>-620.00</b>
	04/02/2019		6026 - Redlands Plaza ...	2-Redlands Plaza/...	620.00
TOTAL					620.00
<b>21723</b>	<b>04/16/2019</b>	<b>Brownstein Hyatt Farbe...</b>	<b>1012 - Citizens Busine...</b>		<b>-15,375.00</b>
	04/05/2019		5122 - Wash Plan Profe...	5-Wash Plan	15,375.00
TOTAL					15,375.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**April 2019**

Num	Date	Name	Account	Class	Original Amount
21724	04/16/2019	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	04/03/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
21725	04/16/2019	City of Redlands -Muni...	1012 · Citizens Busine...		-2,184.55
	04/11/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,184.55
TOTAL					2,184.55
21726	04/16/2019	Corneille, Richard	1012 · Citizens Busine...		-9.28
	04/10/2019		6410 · Mileage	4-General Fund Ent.	9.28
TOTAL					9.28
21727	04/16/2019	Edison - 7241	1012 · Citizens Busine...		-35.18
	04/11/2019		5420 · Electricity	4-General Fund Ent.	9.85
			5420 · Electricity	1-Groundwater Ent.	7.04
			5420 · Electricity	2-Redlands Plaza/...	18.29
TOTAL					35.18
21728	04/16/2019	Edison - 8812	1012 · Citizens Busine...		-110.38
	04/02/2019		5420 · Electricity	4-General Fund Ent.	30.90
			5420 · Electricity	1-Groundwater Ent.	22.08
			5420 · Electricity	2-Redlands Plaza/...	57.40
TOTAL					110.38
21729	04/16/2019	Edison - Redlands Plaza	1012 · Citizens Busine...		-215.95
	04/02/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	215.95
TOTAL					215.95
21730	04/16/2019	Edison -5552	1012 · Citizens Busine...		-243.13
	04/10/2019		5420 · Electricity	4-General Fund Ent.	64.67
			5420 · Electricity	1-Groundwater Ent.	46.19
			5420 · Electricity	2-Redlands Plaza/...	120.09
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	12.18
TOTAL					243.13
21731	04/16/2019	Hello Sushi	1012 · Citizens Busine...		-37.24
	04/12/2019		6016 · Redlands Plaza ...	2-Redlands Plaza/...	37.24
TOTAL					37.24
21732	04/16/2019	Highland Community N...	1012 · Citizens Busine...		-1,170.00
	03/31/2019		6091 · Public Notices	4-General Fund Ent.	234.00
			6091 · Public Notices	1-Groundwater Ent.	936.00
TOTAL					1,170.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**April 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
<b>21733</b>	<b>04/16/2019</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-30.40</b>
	03/28/2019		5215 · Property Mainten...	1-Groundwater Ent.	24.32
			5215 · Property Mainten...	3-Land Resources	6.08
TOTAL					30.40
<b>21734</b>	<b>04/16/2019</b>	<b>IERCD</b>	<b>1012 · Citizens Busine...</b>		<b>-180.00</b>
	04/01/2019		6060 · Outreach	4-General Fund Ent.	63.00
			6060 · Outreach	1-Groundwater Ent.	45.00
			6060 · Outreach	3-Land Resources	45.00
			6060 · Outreach	5-Wash Plan	27.00
TOTAL					180.00
<b>21735</b>	<b>04/16/2019</b>	<b>Koff &amp; Associates</b>	<b>1012 · Citizens Busine...</b>		<b>-1,390.00</b>
	04/03/2019		5120 · Misc. Profession...	4-General Fund Ent.	417.00
			5120 · Misc. Profession...	1-Groundwater Ent.	291.90
			5120 · Misc. Profession...	3-Land Resources	681.10
TOTAL					1,390.00
<b>21736</b>	<b>04/16/2019</b>	<b>Larry Jacinto Construc...</b>	<b>1012 · Citizens Busine...</b>		<b>-4,415.50</b>
	03/08/2019		5050 · Basin Cleaning	1-Groundwater Ent.	4,415.50
TOTAL					4,415.50
<b>21737</b>	<b>04/16/2019</b>	<b>Manuel Colunga</b>	<b>1012 · Citizens Busine...</b>		<b>-48.37</b>
	04/10/2019		6520 · Travel, Other (re...	4-General Fund Ent.	21.77
			6520 · Travel, Other (re...	1-Groundwater Ent.	12.09
			6520 · Travel, Other (re...	3-Land Resources	14.51
TOTAL					48.37
<b>21738</b>	<b>04/16/2019</b>	<b>Mikael Romich</b>	<b>1012 · Citizens Busine...</b>		<b>-1,372.80</b>
	04/02/2019		1700 · Work in Progress	1-Groundwater Ent.	1,136.80
			5122 · Wash Plan Profe...	5-Wash Plan	236.00
TOTAL					1,372.80
<b>21739</b>	<b>04/16/2019</b>	<b>Parts Authority</b>	<b>1012 · Citizens Busine...</b>		<b>-146.75</b>
	04/03/2019		5310 · Vehicle Mainten...	1-Groundwater Ent.	146.75
TOTAL					146.75
<b>21740</b>	<b>04/16/2019</b>	<b>Pine Environmental</b>	<b>1012 · Citizens Busine...</b>		<b>-178.87</b>
	03/28/2019		5120 · Misc. Profession...	4-General Fund Ent.	53.66
			5120 · Misc. Profession...	1-Groundwater Ent.	37.56
			5120 · Misc. Profession...	3-Land Resources	87.65
TOTAL					178.87

## San Bernardino Valley Water Conservation District Expenditure Report April 2019

Num	Date	Name	Account	Class	Original Amount
<b>21741</b>	<b>04/16/2019</b>	<b>Quill Corporation</b>	<b>1012 · Citizens Busine...</b>		<b>-96.22</b>
	04/04/2019		6030 · Office Supplies	4-General Fund Ent.	76.98
			6030 · Office Supplies	1-Groundwater Ent.	4.81
			6030 · Office Supplies	2-Redlands Plaza/...	9.62
			6030 · Office Supplies	3-Land Resources	4.81
TOTAL					96.22
<b>21742</b>	<b>04/16/2019</b>	<b>Stanley Convergent Se...</b>	<b>1012 · Citizens Busine...</b>		<b>-378.54</b>
	04/01/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	378.54
TOTAL					378.54
<b>21743</b>	<b>04/16/2019</b>	<b>Terminix</b>	<b>1012 · Citizens Busine...</b>		<b>-69.00</b>
	03/22/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	69.00
TOTAL					69.00
<b>21744</b>	<b>04/16/2019</b>	<b>WEX Bank-Shell GAS</b>	<b>1012 · Citizens Busine...</b>		<b>-511.00</b>
	04/06/2019		5320 · Fuel	1-Groundwater Ent.	511.00
TOTAL					511.00
<b>21745</b>	<b>04/29/2019</b>	<b>Bri Communications</b>	<b>1012 · Citizens Busine...</b>		<b>-5,600.00</b>
	04/26/2019		6060 · Outreach	4-General Fund Ent.	2,800.00
			6060 · Outreach	1-Groundwater Ent.	1,120.00
			6060 · Outreach	3-Land Resources	1,680.00
TOTAL					5,600.00
<b>21746</b>	<b>04/29/2019</b>	<b>Citizens Business Bank</b>	<b>1012 · Citizens Busine...</b>		<b>-2,914.67</b>
	04/11/2019		5210 · Equipment Maint...	1-Groundwater Ent.	607.60
			5215 · Property Mainten...	1-Groundwater Ent.	375.79
			5215 · Property Mainten...	3-Land Resources	93.95
			6002 · Website Adminis...	4-General Fund Ent.	225.00
			6004 · Meeting Expenses	4-General Fund Ent.	147.99
			6004 · Meeting Expenses	3-Land Resources	148.00
			6030 · Office Supplies	4-General Fund Ent.	88.87
			6030 · Office Supplies	1-Groundwater Ent.	5.55
			6030 · Office Supplies	2-Redlands Plaza/...	11.11
			6030 · Office Supplies	3-Land Resources	5.55
			6039 · Postage and Ov...	4-General Fund Ent.	10.76
			6039 · Postage and Ov...	1-Groundwater Ent.	4.89
			6039 · Postage and Ov...	2-Redlands Plaza/...	1.96
			6039 · Postage and Ov...	3-Land Resources	1.96
			6051 · Uniforms	4-General Fund Ent.	28.78
			6051 · Uniforms	1-Groundwater Ent.	67.15
			6090 · Subscriptions/Pu...	4-General Fund Ent.	29.95
			6430 · Lodging	4-General Fund Ent.	154.99
			6435 · Conf/Seminar R...	4-General Fund Ent.	65.00
			6515 · Air Fare	4-General Fund Ent.	337.90
			6515 · Air Fare	1-Groundwater Ent.	187.73
			6515 · Air Fare	3-Land Resources	225.27
			6525 · Meals	4-General Fund Ent.	37.66
			6525 · Meals	1-Groundwater Ent.	29.30
			6525 · Meals	3-Land Resources	16.74
			6535 · Conf/Seminar R...	4-General Fund Ent.	22.50

## San Bernardino Valley Water Conservation District Expenditure Report April 2019

Num	Date	Name	Account	Class	Original Amount
			6535 · Conf/Seminar R...	1-Groundwater Ent.	17.50
			6535 · Conf/Seminar R...	3-Land Resources	10.00
TOTAL					2,959.45
<b>21747</b>	<b>04/29/2019</b>	<b>Cozad, Daniel B</b>	<b>1012 · Citizens Busine...</b>		<b>-410.78</b>
	04/26/2019		6510 · Mileage	4-General Fund Ent.	135.83
			6510 · Mileage	1-Groundwater Ent.	169.80
			6510 · Mileage	3-Land Resources	33.96
			6525 · Meals	4-General Fund Ent.	32.03
			6525 · Meals	1-Groundwater Ent.	24.92
			6525 · Meals	3-Land Resources	14.24
TOTAL					410.78
<b>21748</b>	<b>04/29/2019</b>	<b>DMV Renewal</b>	<b>1012 · Citizens Busine...</b>		<b>-483.00</b>
	04/19/2019		5310 · Vehicle Mainten...	1-Groundwater Ent.	483.00
TOTAL					483.00
<b>21749</b>	<b>04/29/2019</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-152.20</b>
	04/19/2019		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
<b>21750</b>	<b>04/29/2019</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-29,928.93</b>
	04/16/2019		5120 · Misc. Profession...	3-Land Resources	28,973.93
	04/17/2019		5122 · Wash Plan Profe...	5-Wash Plan	875.00
			5124 · Plunge Creek Pr...	1-Groundwater Ent.	4.00
			5124 · Plunge Creek Pr...	3-Land Resources	76.00
TOTAL					29,928.93
<b>21751</b>	<b>04/29/2019</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-191.67</b>
	04/15/2019		6033 · Office Equipmen...	4-General Fund Ent.	143.75
			6033 · Office Equipmen...	1-Groundwater Ent.	9.58
			6033 · Office Equipmen...	2-Redlands Plaza/...	28.76
			6033 · Office Equipmen...	3-Land Resources	9.58
TOTAL					191.67
<b>21752</b>	<b>04/29/2019</b>	<b>John Longville</b>	<b>1012 · Citizens Busine...</b>		<b>-186.36</b>
	04/29/2019		6410 · Mileage	4-General Fund Ent.	186.36
TOTAL					186.36

## San Bernardino Valley Water Conservation District Expenditure Report April 2019

Num	Date	Name	Account	Class	Original Amount
<b>21753</b>	<b>04/29/2019</b>	<b>Netsteller</b>	<b>1012 · Citizens Busine...</b>		<b>-450.00</b>
	04/20/2019		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
<b>21754</b>	<b>04/29/2019</b>	<b>Nossaman LLP</b>	<b>1012 · Citizens Busine...</b>		<b>-31,655.86</b>
	02/28/2019		5120 · Misc. Profession...	4-General Fund Ent.	573.30
			5120 · Misc. Profession...	1-Groundwater Ent.	401.31
			5120 · Misc. Profession...	3-Land Resources	936.39
	03/15/2019		5120 · Misc. Profession...	4-General Fund Ent.	4,932.47
			5120 · Misc. Profession...	1-Groundwater Ent.	3,452.72
			5120 · Misc. Profession...	3-Land Resources	8,056.35
	03/29/2019		5120 · Misc. Profession...	4-General Fund Ent.	3,991.00
			5120 · Misc. Profession...	1-Groundwater Ent.	2,793.70
			5120 · Misc. Profession...	3-Land Resources	6,518.62
TOTAL					31,655.86
<b>21755</b>	<b>04/29/2019</b>	<b>ReadyRefresh by Nestle</b>	<b>1012 · Citizens Busine...</b>		<b>-202.07</b>
	02/22/2019		5460 · Water / Trash / S...	4-General Fund Ent.	101.03
			5460 · Water / Trash / S...	1-Groundwater Ent.	80.83
			5460 · Water / Trash / S...	3-Land Resources	20.21
TOTAL					202.07
<b>21756</b>	<b>04/29/2019</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-92.33</b>
	04/16/2019		5450 · Natural Gas	4-General Fund Ent.	55.40
			5450 · Natural Gas	1-Groundwater Ent.	36.93
TOTAL					92.33
<b>21757</b>	<b>04/29/2019</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-339.18</b>
	04/10/2019		6033 · Office Equipmen...	4-General Fund Ent.	254.38
			6033 · Office Equipmen...	1-Groundwater Ent.	16.96
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.88
			6033 · Office Equipmen...	3-Land Resources	16.96
TOTAL					339.18
<b>100220N</b>	<b>04/18/2019</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-6,342.91</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,018.67
			6170 · PERS Retirement	1-Groundwater Ent.	3,226.64
			6170 · PERS Retirement	2-Redlands Plaza/...	323.49
			6170 · PERS Retirement	3-Land Resources	945.09
			6170 · PERS Retirement	5-Wash Plan	829.02
TOTAL					6,342.91

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**April 2019**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
100221N	04/22/2019	PERS	1012 · Citizens Busine...		<b>-6,298.96</b>
			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					<u>6,298.96</u>

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

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Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
4/10/2019	Corneille, R	Mar-19	\$ 675.00	\$ 58.38	\$ 616.62
4/10/2019	McDonald, M	Mar-19	\$ 225.00	\$ 19.46	\$ 205.54
4/24/2019	McDonald, M	Apr-19	\$ 2,250.00	\$ 265.17	\$ 1,984.83
4/24/2019	Stewart, R	Mar-19	\$ 1,350.00	\$ 201.90	\$ 1,148.10



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1641

**To:** Board of Directors  
**From:** General Manager, Daniel Cozad  
**Date:** May 22, 2019  
**Subject:** Unaudited Financial Reports, April 2019

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## RECOMMENDATION

Review and approve the unaudited financials for April 2019.

## BACKGROUND

Each month staff presents the unaudited financials for the District. The reports to be presented are as of April 30, 2019.

## DISCUSSION

The majority of costs remain at or below budget. Wash Plan income (District loan) is higher than expected due mainly to the Cultural Resources Survey work needed to work toward completion of the BLM land exchange. Cash is increased in part due to higher than expected groundwater revenue, property tax income and interest income from investments.

## 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 April 2019 as presented.
2. Move to request this item be tabled and referred to the Finance & Administration Committee for reconsideration of specific issues discussed.

## ATTACHMENTS OR MATERIALS

Graph Financials for April 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**

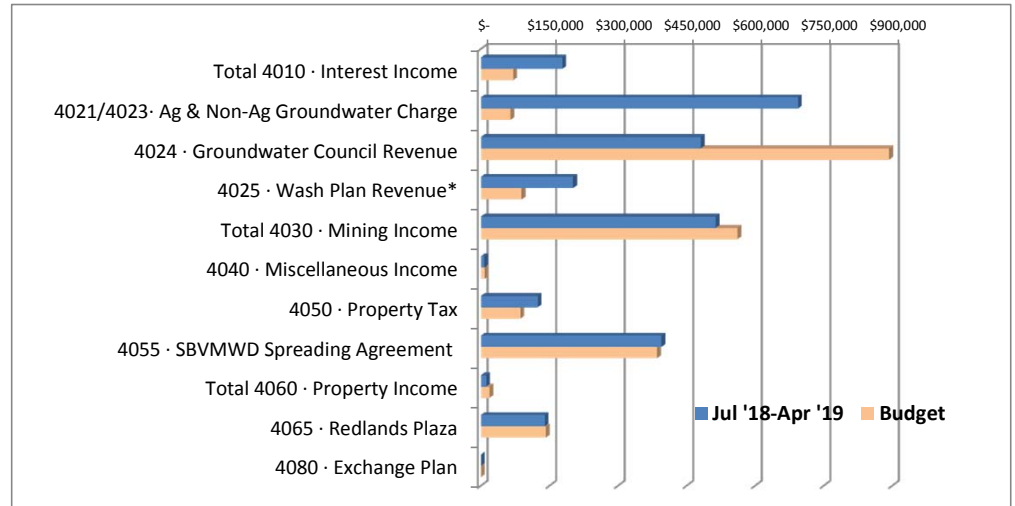
Daniel B. Cozad

**SBVWCD - All Enterprises Budget and Actual**

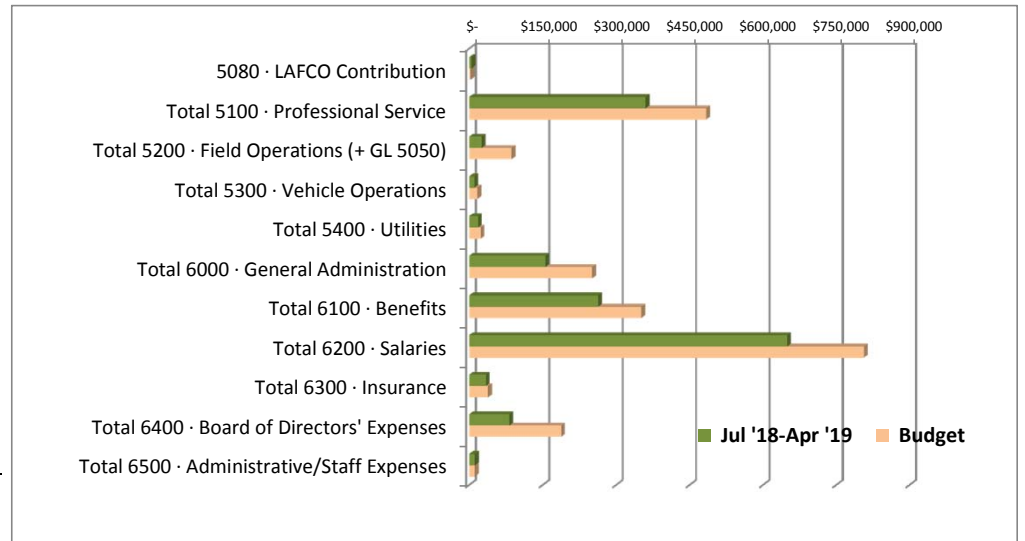
**April 2019**

<b>REVENUE</b>	<b>Jul '18-Apr '19</b>	<b>Budget</b>
Total 4010 · Interest Income	\$ 178,488	\$ 70,833
4021/4023· Ag & Non-Ag Groundwater Charge	\$ 693,917	\$ 64,920
4024 · Groundwater Council Revenue	\$ 481,377	\$ 893,577
4025 · Wash Plan Revenue*	\$ 202,062	\$ 89,433
Total 4030 · Mining Income	\$ 513,981	\$ 561,667
4040 · Miscellaneous Income	\$ 7,555	\$ 8,333
4050 · Property Tax	\$ 124,387	\$ 86,780
4055 · SBVMWD Spreading Agreement	\$ 395,205	\$ 385,696
Total 4060 · Property Income	\$ 11,800	\$ 19,000
4065 · Redlands Plaza	\$ 140,064	\$ 142,332
4080 · Exchange Plan	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 2,748,837</b>	<b>\$ 2,322,571</b>

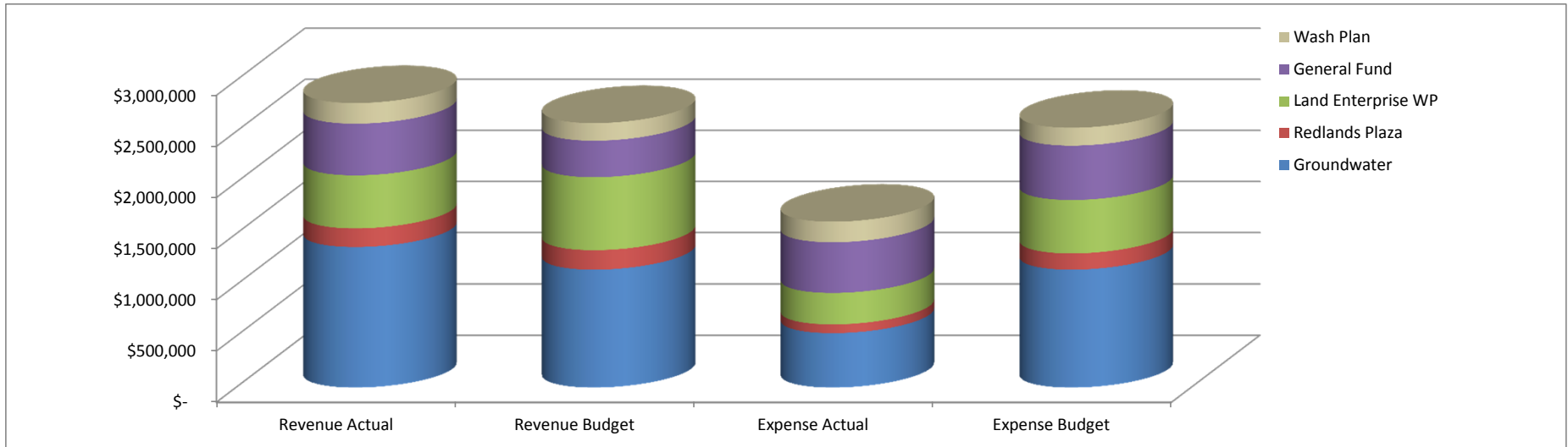
\*District loans to the WP



<b>EXPENSES Operating and Capital</b>	<b>Jul '18-Apr '19</b>	<b>Budget</b>
5080 · LAFCO Contribution	\$ 5,000	\$ 3,000
Total 5100 · Professional Service	\$ 360,515	\$ 484,308
Total 5200 · Field Operations (+ GL 5050)	\$ 25,975	\$ 86,817
Total 5300 · Vehicle Operations	\$ 10,820	\$ 17,077
Total 5400 · Utilities	\$ 18,250	\$ 23,729
Total 6000 · General Administration	\$ 155,486	\$ 251,222
Total 6100 · Benefits	\$ 263,554	\$ 351,767
Total 6200 · Salaries	\$ 650,078	\$ 806,888
Total 6300 · Insurance	\$ 34,303	\$ 38,800
Total 6400 · Board of Directors' Expenses	\$ 82,162	\$ 187,785
Total 6500 · Administrative/Staff Expenses	\$ 11,998	\$ 11,688
<b>Total Expense</b>	<b>\$ 1,618,140</b>	<b>\$ 2,263,081</b>



## Enterprises to Date (April 2019)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,372,897	\$ 1,151,345	119%
Groundwater Expense	\$ 531,364	\$ 909,132	58%
Revenue -Expense	\$ 841,533	\$ 242,213	
Redlands Plaza Revenue	\$ 181,955	\$ 190,498	96%
Redlands Plaza Expense	\$ 85,414	\$ 158,775	54%
Revenue -Expense	\$ 96,541	\$ 31,724	
Land Enterprise Revenue	\$ 518,515	\$ 713,750	73%
Land Enterprise Expense	\$ 307,615	\$ 522,452	59%
Revenue -Expense	\$ 210,900	\$ 191,298	
General Fund Revenue *	\$ 505,590	\$ 356,711	142%
General Fund Expense	\$ 494,672	\$ 531,612	93%
Revenue -Expense	\$ 10,918	\$ (174,901)	
Wash Plan Revenue	\$ 202,062	\$ 172,767	117%
Wash Plan Expense	\$ 201,572	\$ 175,277	115%
Revenue-Expense	491	(2,510)	
<b>Total All Revenue - Expense</b>	<b>\$ 1,160,384</b>	<b>\$ 287,824</b>	

Cash Status	As of 7/1/2018	As of 4/30/19
LAIF	\$ 456,175.70	\$ 3,512,923.24
Cal Trust	\$ 3,048,113.21	\$ 3,115,766.50
Citizens Bank	\$ 862,874.97	\$ 1,446,919.01
UBS Financial Services	\$ 1,860,713.75	\$ 1,891,721.48
Cal Credit Union	\$ 3,302,520.81	\$ 253,146.06
Total Cash	\$ 9,530,398.44	\$ 10,220,476.29
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
<b>Cash Position</b>	<b>\$ 4,530,398.44</b>	<b>\$ 5,220,476.29</b>

Increase (decrease) of  
Percent Increase \$ 690,077.85  
15.2%

\* 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 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>4010 · Interest Income</b>				
4012 · LAIF	54,582.95	4,500.00	50,082.95	1,212.95%
4013 · Caltrust Investment Income	67,653.29	32,500.00	35,153.29	208.16%
4014 · CalCredit Union Interest Income	4,581.89	26,000.00	-21,418.11	17.62%
4015 · UBS Interest Income	51,669.65	22,000.00	29,669.65	234.86%
<b>Total 4010 · Interest Income</b>	<u>178,487.78</u>	<u>85,000.00</u>	<u>93,487.78</u>	<u>209.99%</u>
<b>4020 · Groundwater Charge</b>				
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%
<b>Total 4020 · Groundwater Charge</b>	<u>1,175,294.35</u>	<u>958,496.92</u>	<u>216,797.43</u>	<u>122.62%</u>
<b>4025 · Wash Plan Revenue</b>	202,062.46	100,000.00	102,062.46	202.06%
<b>4030 · Mining Income</b>				
4031 · Plant Site - CEMEX	40,000.00	48,000.00	-8,000.00	83.33%
4032 · Cemex - Royalty / Lease	439,499.97	586,000.00	-146,500.03	75.0%
4036 · Aggregate Maintenance	34,481.00	40,000.00	-5,519.00	86.2%
<b>Total 4030 · Mining Income</b>	<u>513,980.97</u>	<u>674,000.00</u>	<u>-160,019.03</u>	<u>76.26%</u>
<b>4040 · Miscellaneous Income</b>				
4041 · Reimbursed Expenses	0.00			
4040 · Miscellaneous Income - Other	7,555.18	10,000.00	-2,444.82	75.55%
<b>Total 4040 · Miscellaneous Income</b>	<u>7,555.18</u>	<u>10,000.00</u>	<u>-2,444.82</u>	<u>75.55%</u>
<b>4050 · Property Tax</b>	124,386.96	104,135.47	20,251.49	119.45%
<b>4055 · SBVMWD Spreading Agreement Reim</b>	395,205.47	385,696.20	9,509.27	102.47%
<b>4060 · Property Income</b>				
4062 · Mentone Property	11,800.00	22,800.00	-11,000.00	51.75%
<b>Total 4060 · Property Income</b>	<u>11,800.00</u>	<u>22,800.00</u>	<u>-11,000.00</u>	<u>51.75%</u>
<b>4065 · Redlands Plaza</b>	140,063.78	170,798.18	-30,734.40	82.01%
<b>4066 · Redlands Plaza CAM</b>	30,091.47	35,000.00	-4,908.53	85.98%
<b>4080 · Exchange Plan</b>	0.00	30,000.00	-30,000.00	0.0%
<b>4086 · Plunge Creek IRWMP</b>	2,091.86	150,000.00	-147,908.14	1.4%
<b>4998 · Rate Stabilization From Reserve</b>	0.00	22,223.00	-22,223.00	0.0%
<b>4999 · Trust Reimbursement-Wash Plan</b>	0.00	100,000.00	-100,000.00	0.0%
<b>Total Income</b>	<u>2,781,020.28</u>	<u>2,848,149.77</u>	<u>-67,129.49</u>	<u>97.64%</u>
<b>Gross Profit</b>	2,781,020.28	2,848,149.77	-67,129.49	97.64%
<b>Expense</b>				
<b>5040 · Regional Programs</b>				
5080 · LAFCO Contribution	5,000.00	3,000.00	2,000.00	166.67%
<b>Total 5040 · Regional Programs</b>	<u>5,000.00</u>	<u>3,000.00</u>	<u>2,000.00</u>	<u>166.67%</u>
<b>5050 · Basin Cleaning</b>	17,361.00	50,000.00	-32,639.00	34.72%
<b>5100 · Professional Service</b>				
5120 · Misc. Professional Services	112,083.00	130,000.00	-17,917.00	86.22%
5122 · Wash Plan Professional Services	120,649.47	30,000.00	90,649.47	402.17%
5124 · Plunge Creek Prof Services	60,530.92	150,000.00	-89,469.08	40.35%
5125 · Engineering Services	0.00	18,000.00	-18,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5160 · IT Support	4,095.00	7,000.00	-2,905.00	58.5%
5170 · Audit	22,750.00	26,225.00	-3,475.00	86.75%
5175 · Legal - Wash Plan	195.00	10,000.00	-9,805.00	1.95%
5180 · Legal	40,211.74	175,000.00	-134,788.26	22.98%
<b>Total 5100 · Professional Service</b>	<u>360,515.13</u>	<u>547,225.00</u>	<u>-186,709.87</u>	<u>65.88%</u>
<b>5133 · Regional River HCP Contribution</b>	0.00	25,000.00	-25,000.00	0.0%
<b>5143 · SBVCT District Contribution</b>	0.00	0.00	0.00	0.0%
<b>5200 · Field Operations</b>				
5210 · Equipment Maintenance	2,325.99	6,180.00	-3,854.01	37.64%
5215 · Property Maintenance	6,287.63	42,000.00	-35,712.37	14.97%
5220 · Maintenance Materials/Shop/Fld	0.00	0.00	0.00	0.0%
5225 · Field Clean Up-Illegal dumping	0.00	6,000.00	-6,000.00	0.0%
<b>Total 5200 · Field Operations</b>	<u>8,613.62</u>	<u>54,180.00</u>	<u>-45,566.38</u>	<u>15.9%</u>
<b>5223 · Temp. Field Labor</b>	2,496.34	11,000.00	-8,503.66	22.69%
<b>5300 · Vehicle Operations</b>				
5310 · Vehicle Maintenance	2,134.75	8,000.00	-5,865.25	26.68%
5320 · Fuel	8,684.81	12,500.00	-3,815.19	69.48%
<b>Total 5300 · Vehicle Operations</b>	<u>10,819.56</u>	<u>20,500.00</u>	<u>-9,680.44</u>	<u>52.78%</u>

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

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5400 · Utilities</b>				
5410 · Alarm Service	903.00	1,500.00	-597.00	60.2%
5420 · Electricity	5,213.37	9,747.00	-4,533.63	53.49%
5430 · Mobile Phone	2,835.00	3,550.00	-715.00	79.86%
5440 · Telephone	4,265.45	8,000.00	-3,734.55	53.32%
5450 · Natural Gas	1,087.81	942.30	145.51	115.44%
5460 · Water / Trash / Sewer	1,698.30	2,160.00	-461.70	78.63%
5470 · Internet Services	2,247.29	2,575.00	-327.71	87.27%
<b>Total 5400 · Utilities</b>	<b>18,250.22</b>	<b>28,474.30</b>	<b>-10,224.08</b>	<b>64.09%</b>
<b>6000 · General Administration</b>				
6001 · General Administration - Other	783.66	4,500.00	-3,716.34	17.42%
6002 · Website Administration	2,417.94	3,300.00	-882.06	73.27%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	1,662.49	2,000.00	-337.51	83.13%
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	6,460.00	9,108.89	-2,648.89	70.92%
6019 · Janitorial Supplies	250.13	500.00	-249.87	50.03%
6020 · Vacancy Marketing-Redlands Plaz	220.50	5,500.00	-5,279.50	4.01%
6026 · Redlands Plaza CAM expenses	25,373.59	29,355.00	-3,981.41	86.44%
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	5,863.78	9,500.00	-3,636.22	61.72%
6036 · Printing	947.37	980.00	-32.63	96.67%
6039 · Postage and Overnight Delivery	463.04	1,200.00	-736.96	38.59%
6042 · Payroll Processing	2,072.43	2,523.50	-451.07	82.13%
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	8,199.54	60,000.00	-51,800.46	13.67%
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	18,932.67	20,860.20	-1,927.53	90.76%
<b>Total 6000 · General Administration</b>	<b>155,486.03</b>	<b>299,396.24</b>	<b>-143,910.21</b>	<b>51.93%</b>
<b>6100 · Benefits</b>				
6110 · Vision Insurance	1,656.20	2,731.16	-1,074.96	60.64%
6120 · Workers' Comp. Insurance	8,877.47	14,867.37	-5,989.90	59.71%
6130 · Dental Insurance	7,019.20	11,659.41	-4,640.21	60.2%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-18,260.28	-27,635.26	9,374.98	66.08%
6150 · Medical Insurance - Other	125,954.80	209,888.74	-83,933.94	60.01%
<b>Total 6150 · Medical Insurance</b>	<b>107,694.52</b>	<b>182,253.48</b>	<b>-74,558.96</b>	<b>59.09%</b>
6160 · Payroll Taxes-Employer	41,374.96	67,314.14	-25,939.18	61.47%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-42,408.11	-30,611.84	-11,796.27	138.54%
6170 · PERS Retirement - Other	139,339.49	173,907.07	-34,567.58	80.12%
<b>Total 6170 · PERS Retirement</b>	<b>96,931.38</b>	<b>143,295.23</b>	<b>-46,363.85</b>	<b>67.65%</b>
<b>Total 6100 · Benefits</b>	<b>263,553.73</b>	<b>422,120.79</b>	<b>-158,567.06</b>	<b>62.44%</b>
<b>6200 · Salaries</b>				
6230 · Regular Salaries	650,077.91	980,564.97	-330,487.06	66.3%
<b>Total 6200 · Salaries</b>	<b>650,077.91</b>	<b>980,564.97</b>	<b>-330,487.06</b>	<b>66.3%</b>
<b>6300 · Insurance</b>				
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%
<b>Total 6300 · Insurance</b>	<b>34,302.50</b>	<b>38,800.00</b>	<b>-4,497.50</b>	<b>88.41%</b>
<b>6400 · Board of Directors' Expenses</b>				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	6,413.49			
6401 · Directors' Fees - Other	56,493.50	86,042.00	-29,548.50	65.66%
<b>Total 6401 · Directors' Fees</b>	<b>62,906.99</b>	<b>86,042.00</b>	<b>-23,135.01</b>	<b>73.11%</b>

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

	<u>Jul '18 - Apr 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6410 · Mileage	2,451.80	4,000.00	-1,548.20	61.3%
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	1,552.13	3,500.00	-1,947.87	44.35%
6430 · Lodging	3,207.22	3,800.00	-592.78	84.4%
6435 · Conf/Seminar Registrations	4,145.00	5,000.00	-855.00	82.9%
6440 · Election Fees / Re-Districting	6,326.00	100,000.00	-93,674.00	6.33%
<b>Total 6400 · Board of Directors' Expenses</b>	<b>82,162.25</b>	<b>205,342.00</b>	<b>-123,179.75</b>	<b>40.01%</b>
<b>6500 · Administrative/Staff Expenses</b>				
6510 · Mileage	1,326.01	1,800.00	-473.99	73.67%
6515 · Air Fare	2,755.71	2,000.00	755.71	137.79%
6520 · Travel, Other (rental car, taxi)	633.94	1,000.00	-366.06	63.39%
6525 · Meals	1,211.20	1,545.00	-333.80	78.4%
6530 · Lodging	2,828.52	3,000.00	-171.48	94.28%
6535 · Conf/Seminar Registrations	3,243.00	4,000.00	-757.00	81.08%
<b>Total 6500 · Administrative/Staff Expenses</b>	<b>11,998.38</b>	<b>13,345.00</b>	<b>-1,346.62</b>	<b>89.91%</b>
9999 · Contribution to Capital Maint.	0.00	314,500.00	-314,500.00	0.0%
<b>Total Expense</b>	<b>1,620,636.67</b>	<b>3,013,448.30</b>	<b>-1,392,811.63</b>	<b>53.78%</b>
<b>Net Ordinary Income</b>	<b>1,160,383.61</b>	<b>-165,298.53</b>	<b>1,325,682.14</b>	<b>-701.99%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
<b>7000 · Construction</b>				
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%
<b>Total 7000 · Construction</b>	<b>0.00</b>	<b>474,228.00</b>	<b>-474,228.00</b>	<b>0.0%</b>
<b>7100 · Land &amp; Buildings</b>				
7110 · Property Capital Repairs	23,029.16	60,000.00	-36,970.84	38.38%
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%
<b>Total 7100 · Land &amp; Buildings</b>	<b>35,469.16</b>	<b>904,200.00</b>	<b>-868,730.84</b>	<b>3.92%</b>
<b>7200 · Equipment &amp; Vehicles</b>				
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%
<b>Total 7200 · Equipment &amp; Vehicles</b>	<b>10,159.28</b>	<b>161,500.00</b>	<b>-151,340.72</b>	<b>6.29%</b>
<b>7400 · Professional Services Capital</b>				
7438 · Engineering Services-Other	0.00	125,000.00	-125,000.00	0.0%
<b>Total 7400 · Professional Services Capital</b>	<b>0.00</b>	<b>125,000.00</b>	<b>-125,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>45,628.44</b>	<b>1,664,928.00</b>	<b>-1,619,299.56</b>	<b>2.74%</b>
<b>Net Other Income</b>	<b>-45,628.44</b>	<b>-1,664,928.00</b>	<b>1,619,299.56</b>	<b>2.74%</b>
<b>Net Income</b>	<b>1,114,755.17</b>	<b>-1,830,226.53</b>	<b>2,944,981.70</b>	<b>-60.91%</b>

**RESOLUTION NO. 572**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE SAN BERNARDINO VALLEY WATER  
CONSERVATION DISTRICT  
IN SUPPORT OF SENATE BILL 669, THE SAFE DRINKING  
WATER TRUST**

**WHEREAS**, SB-669 would help solve the funding gap for drinking water solutions in disadvantaged communities; and

**WHEREAS**, the Bill would provide access to safe drinking water and address the public health issue; and

**WHEREAS**, provides a statewide funding solution for funding without annual appropriation or fees or taxes on water that other bills and budget trailer funding would; and

**WHEREAS**, the invested revenue result in funding which would provide an ongoing revenue stream; and

**WHEREAS**, the Trust's principal would be funded by a one-time infusion of General Fund dollars during a budget surplus years such as this year;

**NOW, THEREFORE, BE IT RESOLVED** that San Bernardino Valley Water Conservation District supports SB-669, The Safe Drinking Water Trust;

**PASSED AND ADOPTED** by the San Bernardino Valley Water Conservation District Board of Directors at a regular meeting of said Board held on the 22<sup>nd</sup> day of May, 2019, by the following vote:

YES:  
NO:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
Richard Corneille, President

ATTEST:

\_\_\_\_\_  
Daniel B. Cozad,  
General Manager/Board Secretary

March 21, 2019

## **Facts on ACWA and CMUA Proposal for The Safe Drinking Water Trust**

### **A statewide water tax is not the right approach**

ACWA and the California Municipal Utilities Association (CMUA) are sponsoring SB 669 (Caballero) to create The Safe Drinking Water Trust that will help community water systems in disadvantaged communities provide safe drinking water. The Trust would be funded with General Fund dollars during a state budget surplus year with the net income from the Trust creating a durable funding source.

This solution is a better alternative to the proposed statewide water tax, which would be highly problematic.

#### **Why is there a need for safe drinking water funding in California?**

- Most Californians have access to safe drinking water, but some disadvantaged communities do not
- Lack of access to safe drinking water is a public health issue the state must address
- A funding gap exists for operations & maintenance (O&M) costs for community water systems that treat water
- In general, O&M costs cannot be financed using existing state and federal drinking water funding sources
- In some situations, consolidation of a community water system may be the most effective solution
- A financial solution is needed for O&M and consolidation costs that can complement existing federal and state funding sources for capital costs

#### **How would the ACWA/CMUA proposal for a Trust work?**

- The Trust's principal would be initially financed with a one-time infusion of General Fund dollars during a budget surplus year
- There is a record budget surplus for the 2019-2020 Fiscal Year, which makes it the perfect time to create and fund the Trust
- Funding the Trust via the General Fund serves as a progressive source of revenue, as taxpayers with higher income would contribute more, while lower income taxpayers would contribute less

**Why is a statewide water tax not the right approach?**

- It isn't sound policy to tax a resource that is essential to life
- A regressive statewide tax on local water bills is in conflict with keeping water affordable for all Californians
- It would be highly inefficient to require more than 3,000 local water agencies to serve as tax collectors for the state
- The combined local administrative costs would exceed the combined statewide water tax revenue collected with local water bills

To learn more about the Safe Drinking Water Trust proposal or the statewide water tax, please visit [www.acwa.com/trust](http://www.acwa.com/trust) or [www.watertaxfacts.org](http://www.watertaxfacts.org). You may also contact ACWA Deputy Executive Director for Government Relations [Cindy Tuck](#) at [\(916\) 441-4545](tel:9164414545).



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1642

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: May 22, 2019**

**Subject: Final Classification and Compensation Study Report and Implementation**

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**RECOMMENDATION**

Approve the Classification and Compensation Report by Koff & Associates and adopt classifications and salary structures as described in the implementation plan.

**BACKGROUND**

At the May 22, 2018 Budget Workshop, the Board requested staff procure a consultant to prepare a Classification and Compensation Study to include salary and benefits. Staff solicited. The scope of work included a review of current job descriptions, duties, responsibilities and workload, salary ranges, and benefits to assess total compensation. The consultant surveyed local public agencies for comparable positions as indicated and compared the Districts compensation and benefits to those agencies. The Finance & Administration Committee approved the RFP at their July 25, 2018 meeting and the RFP was released on August 1, 2018 with proposals due August 24, 2018. Two proposals were received and the Board approved Koff and Associates to perform the study in September 2018. In November 2018, Koff and Associates provided a list of comparator agencies to the Board, which were discussed, modified and approved by the Board. Staff provided significant information on policies, current salary range, and benefits, as well as position descriptions. All staff completed a worksheet to describe the work they do and skills needed.

On April 17<sup>th</sup> the Board received the Draft Report and a presentation of the results of the study. The Board reviewed and agreed with the recommended position changes proposed, Land Resources Manager to Assistant General Manager and Administrative Services Specialist to Administrative Analyst. The Board reviewed the salary and benefit information in the compensation portion of the report. Non-water agencies have significantly lower benefits than water agencies in the comparator agencies. The District's salary ranges are on average in line with comparator agencies. The Board discussed the recommendation of the consultants to reduce salary ranges to less than the median of comparator agencies to adjust for slightly higher benefits. After discussion of the personnel, budget and policy implications requested Koff & Associates use the median salary unadjusted for benefits. Because several salary ranges would provide little or no room for a merit increase for some staff, the

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**BOARD OF  
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**GENERAL  
MANAGER**

Daniel B. Cozad

Board selected the Open Range, (minimum/control point/maximum) described by the consultants and recommended for merit-based salary management. They requested that the final report be presented for approval at the May 22<sup>nd</sup> meeting and the General Manager provide a proposal for implementation and identify any budget impacts.

## **DISCUSSION**

The Board provided helpful feedback and direction at the Budget Workshop. Based on the Board's request the General Manager has developed a proposed implementation plan consistent with the initial budget developed in February 2019.

### **Implementation Plan**

The Implementing Plan would make changes to the Salary Structure and classification positions as identified in the report with only a couple of exceptions identified below. The use of the Open Range, (minimum/control point/maximum), without the defined steps, fits well with the salary administration and merit/performance planning method of employee evaluation that is used by the General Manager. This process also allows sufficient flexibility to limit raises where staff are near the top of their range, but recognize exceptional performance. The classification changes identified earlier are also appropriate. The proposed salary ranges are appropriate with two slight exceptions.

The position of Field Supervisor was recommended to be in Salary Range 24. This range while supported by the analysis done by Koff & Associates is well below senior supervising operations managers of equal responsibility. This is a crucial position and benefits from longevity and high performance that requires greater salary flexibility. The Field Supervisor is near the top of his current range and would not be well accommodated in the proposed Range 24 shown in the Proposed Salary Placement Table. This implementation plan would place him in Range 25, to include his current salary and COLA.

Additionally, the new Administrative Analyst position was assigned to Range 23. This range was benchmarked by the analysis done by Koff & Associates; however, it was internally aligned with the Administrative Specialist II. The level of responsibility and flexibility needed and exhibited in this position is beyond that generally needed for an analyst position. This position has dramatically increased the level and amount of work and high performance that justifies greater salary flexibility. The Administrative Analyst would be better accommodated in the proposed Range 24 shown in the Proposed Salary Placement Table.

In total, the changes described above and the salary range changes for Land Resources Manager/AGM and Assistant Engineer are accommodated by the budget presented in the April 17th Workshop. This budget includes a 5% Raise Pool from which the General Manager can make the salary adjustments needed to comply with these changes.

There will be small impacts to the future costs of CalPERS for these changes as they would in aggregate exceed the 3% merit increase assumptions included in CalPERS analysis. The difference would be small and are not easily calculated give the overall pool and varying employment durations of the employees involved.

**POLICY OPTIONS**

The consultants provided the final report to the Board. The General Manager provided an implementation plan for Board consideration.

1. The Board can implement the report and implementation plan as presented.
2. The Board could request changes to the implementation plan or additional information.
3. The Board could reject the final report and implementation plan staying with the existing base and process for salary administration.

**FISCAL IMPACT**

The cost of the study is included in the Professional Services Budget for 2018-2019. The budgetary impact of changes related to implementing the recommendations of the study was evaluated based on the recommended implementation plan. If implemented in accordance with the recommended implementation plan there is no change required to the initially proposed budget. A raise pool of 5% for merit and 3.1% for COLA is adequate to make all required changes. Future increases will be limited due to the control point. The General Manager should provide an explanation of any financial impacts of raises above the control point with each future budget.

**POTENTIAL MOTIONS**

1. Move to approve the Classification and Compensation Report and adopt classifications and salary structures as described in implementation plan.
2. Move to table the report and request the Finance & Administration Committee address issues raised by the Board.
3. Table the item to a future meeting

**ATTACHMENTS OR MATERIALS**

- Final Classification and Compensation Study Report
- Salary Placement Table
- Salary Ranges Table



May 6, 2019

# Classification and Total Compensation Study

## Volume II: Total Compensation Final Report

San Bernardino Valley Water Conservation District

### **KOFF & ASSOCIATES**

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Chief Executive Officer

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May 6, 2019

Mr. Daniel Cozad  
General Manager  
San Bernardino Valley Water Conservation District  
1630 W. Redlands Blvd., Ste A  
Redlands, CA 92373-0581

Dear Mr. Cozad:

Koff & Associates is pleased to present the Total Compensation Study Final Report to the San Bernardino Valley Water Conservation District. This report documents the market compensation survey methodology, findings, and recommendations for implementation.

We would like to thank you for your assistance and cooperation without which this study could not have been brought to its successful completion.

We will be glad to answer any questions or clarify any points as you are implementing the findings and recommendations. It was a pleasure working with San Bernardino Valley Water Conservation District and we look forward to future opportunities to provide you with professional assistance.

Very truly yours,

Koff & Associates



Georg Krammer  
Chief

Executive

Officer



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## **APPENDICES**

- Appendix I: Results Summary
- Appendix II: Market Compensation Findings
- Appendix III: Proposed Salary Range Schedule
- Appendix IV: Salary Range Placement Recommendations



## EXECUTIVE SUMMARY

### Summary of Findings

This report summarizes the study methodology, analytical tools, and the total compensation (salary and benefits) survey findings of the total compensation study Koff & Associates (“K&A”) conducted for the San Bernardino Valley Water Conservation District (“District”). The results of the total compensation study show that the District’s base salaries are 1.1% above market with a variance for individual classifications of 31.6% below market to 24.8% above market.

Of the eight (8) benchmark classifications surveyed, one (1) falls above the market median by less than 5% and two (2) fall above the market median by more than 5%; we consider +/- 5% to be competitive with the market. Three (3) classifications fall below the market median, one (1) falls below the market median by less than 5% and two (2) fall below the market median by more than 5%. Two (2) classifications are proposed and have therefore no current salaries for comparison purposes.

Total compensation results show that the District falls 8.1% above market when taking the median of all benchmark classifications combined.

Overall, these differences between market base salaries and total compensation indicate that the District’s benefits package, in terms of cost, is more competitive with the market since the District “gains” a 7% competitive “advantage” when comparing base salary versus total compensation results. This is mostly due to the District’s contribution to health, dental and vision insurance plans, which are greater than the general labor market.

## STUDY PROCESS

### Benchmark Classifications

The study included eight classifications to collect salary and benefits data within the defined labor market. Classifications that we would expect to provide a sufficient sample for analysis were selected as “benchmarks” to use as the basis to build the compensation plan. Benchmark classifications are those classifications that are compared to the market, and these classifications are used as a means of anchoring the District’s overall compensation plan to the market. Other classifications not surveyed will be included in the compensation plan and aligned to the benchmark classifications using internal equity principles.

The benchmark classifications are listed in Table 1.

**Table 1. Benchmark Classification**

Classification Title
1. Administrative Specialist
2. Administrative Analyst



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Classification Title
3. Assistant Engineer
4. Field Operations Specialist
5. Field Operations Supervisor
6. General Manager
7. Land Resources Manager
8. Senior Engineer/Project Manager

## Comparator Agencies

Another important step in conducting a market salary study is the determination of appropriate agencies for comparison. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

*Organizational type and structure* – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation.

*Similarity of population served, District demographics, District staff, and operational budgets* – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.

*Scope of services provided* – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the majority of services are provided in a similar manner, sufficient data should be available for analysis.

*Labor market* – The reality of today’s labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often do not live in the community they serve. Therefore, the geographic labor market area (where the District may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.

*Cost-of-living* – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost-of-living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

The District agreed to the following thirteen (13) agencies:

**Table 2. Comparator Agencies**

Agency
1. Chino Basin Water Conservation District
2. City of Highland
3. City of Loma Linda



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Agency
4. City of Redlands
5. City of San Bernardino
6. County of Riverside
7. County of San Bernardino
8. Desert Water Agency
9. East Valley Water District
10. Inland Empire Utilities Agency
11. San Bernardino Valley Municipal Water District
12. United Water Conservation District
13. Yucaipa Valley Water District

## Salary and Benefits Data

The last element requiring discussion prior to beginning a market survey is the specific benefit data that will be collected and analyzed. The following salary and benefits data was collected for each benchmark classification (the cost of these benefits to each agency was converted into dollar amounts and can be found in Appendix II [Benefit Detail] of this report; these amounts were added to base salaries for total compensation purposes).

1. **Monthly Base Salary:** The top of the salary range and/or control point. All figures are presented on a monthly basis.
2. **Employee Retirement:** The retirement reflects the benefits offered to the majority of the employees:
  - **PERS Formula:** The service retirement formula for each agency’s Classic plan. For agencies with retirement systems established under the County Employees Retirement Law of 1937 (“37 Act”), retirement formulas were converted to the equivalent PERS formula for purposes of comparison.
  - **Enhanced Formula Cost:** The baseline PERS formula is 2%@62 for miscellaneous employees. There is typically a cost to the employer for offering a formula with a higher benefit than the baseline formula. For each enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the enhanced formula. The percentage value for each enhanced formula is:
    - 2%@60: midpoint of range = 1.5%
    - 2%@55: midpoint of range = 2.7%
    - 2.5%@55: midpoint of range = 4.9%
    - 2.7%@55: midpoint of range = 6.4%



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- **Employer Paid Member Contribution:** The amount of the employee’s contribution to PERS that is paid by the employer (Employer Paid Member Contribution).
  - **Final Compensation:** The period for determining the average monthly pay rate when calculating retirement benefits. The base period is 36 highest paid consecutive months. When final compensation is based on a shorter period of time, such as 12 months’ highest paid consecutive months, there is a cost to the employer. Similar to the enhanced formula, the cost to the employer is based on a percentage range calculated by PERS. K&A took the midpoint of the range and multiplied the percentage by the top monthly salary to calculate the cost of the final compensation.
  - **Social Security:** If an employer participates in Social Security, then the employer contribution of 6.2% of the base salary up to the federally-determined maximum contribution of \$11,075 per month was reported.
  - **Other:** Any other retirement contributions made by the employer.
3. **Deferred Compensation:** Deferred compensation contributions provided to all employees of a classification without requiring the employee make a contribution is reported.
4. **Insurances:** The employer paid premiums for an employee with family coverage was reported. The employer paid insurances included:
- Cafeteria/Flexible Benefit Plan
  - Medical
  - Dental
  - Vision
  - Life and Accidental Death and Dismemberment (“AD&D”) Insurances
  - Long-Term Disability Insurance
  - Other
5. **Leave:** Other than sick leave, which is usage-based, the number of hours off for which the employer is obligated. All hours have been translated into direct salary costs by using the following calculation: Top Monthly Salary / 2080 hours per year \* leave hours offered per year.
- **Vacation:** The number of vacation hours available to all employees who have completed five years of employment.
  - **Holidays:** The number of holiday hours (including floating hours) available to employees.
  - **Administrative:** Administrative leave is normally the number of paid leave hours available to Federal Labor Standards Act (FLSA) Exempt and/or management to reward for extraordinary effort (in lieu of overtime). Personal leave may be available to augment vacation or other time off.



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6. **Auto Allowance:** This category includes either the provision of an auto allowance or the provision of an auto for personal use only. If a vehicle is provided to any classification for commuting and other personal use, the average monthly rate is estimated at \$450. Mileage reimbursement is not included.
7. **Other:** This category includes any additional other benefits not captured above available to all in the class.

All of the benefit elements are negotiated benefits provided to all employees in the classification. As such, they represent an ongoing cost for which an agency must budget. Other benefit costs, such as sick leave, tuition reimbursement, and reimbursable mileage are usage-based and cannot be quantified on an individual employee basis.

### Data Collection

Data was collected during the months of November 2018 through February 2019, through comparator agency websites, conversations with human resources, accounting, and/or finance personnel, and careful review of agency documentation such as classification descriptions, memoranda of understanding, organization charts, and other documents.

### Matching Methodology

K&A believes that the data collection step is the most critical for maintaining the overall credibility of any study and relied on the District’s classification descriptions as the foundation for comparison.

When we research and collect data from the comparator agencies to identify possible matches for each of the benchmark classifications, there is an assumption that we will not be able to find comparators that are 100% equivalent to the classifications at the District. Therefore, we do not match based upon job titles, which can often be misleading, but we analyze class descriptions before we consider it as a comparator. (If an agency does not have classification descriptions available for review, we will follow-up with the agency to get a better understanding of the positions.)

Our methodology is to analyze each class description and the whole position by evaluating factors such as:

- Definition and typical job functions;
- Distinguishing characteristics;
- Level within a class series (i.e., entry, experienced, journey, specialist, lead, etc.);
- Reporting relationship structure (for example, manages through lower-level staff);
- Education and experience requirements;
- Knowledge, abilities, and skills required to perform the work;
- The scope and complexity of the work;
- Independence of action/responsibility;



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- The authority delegated to make decisions and take action;
- The responsibility for the work of others, program administration, and for budget dollars;
- Problem solving/ingenuity;
- Contacts with others (both inside and outside of the organization);
- Consequences of action and decisions; and
- Working conditions.

We require that a classification’s “likeness” be at approximately 70% of the matched classification to be included.

When we do not find an appropriate match with one class, we often use “brackets” which can be functional or represent a span in scope of responsibility. A functional bracket means that the job of one classification at the District is performed by two (2) or more classifications at a comparator agency. A “bracket” representing a span in scope means that the comparator agency has one class that is “bigger” in scope and responsibility and one position that is “smaller,” where the District’s class falls in the middle. If an appropriate match could not be found, then no match was reported as a non-comparable (N/C).

### Data Spreadsheets

For each benchmark classification, there are three information pages:

- Top Monthly Base Salary Data
- Benefit Detail (Monthly Equivalent Values)
- Total Compensation Data

The mean (average) and median (midpoint) of the comparator agencies, as well as the District’s percentage differential from the average and median, are included on the top monthly salary and total compensation data spreadsheets. The mean is the sum of the comparator agencies’ salaries/total compensation divided by the number of matches. The median is the midpoint of all data with 50% of data points below and 50% of data points above.

In order to calculate the mean and median, K&A requires that there be a minimum of four (4) comparator agencies with matching classifications to the benchmark classification. The reason for requiring a minimum of four matches is so that no one classification has undue influence on the calculations. Sufficient data was collected from the comparator agencies for all of the benchmark classifications.

## MARKET COMPENSATION FINDINGS

The table below represents a summary of the market top monthly (base) salary and total compensation (base salary plus benefits [retirement, insurance, leaves, and allowances]) findings. For each benchmark classification, the number of matches (agencies with a



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comparable position) and percent above or below the top monthly salary market median and total compensation market median is listed.

**Table 3. Market Compensation Results Summary**

Classification Title	# of Matches	Top Monthly % Above or Below	Total Compensation % Above or Below
Administrative Analyst	12	N/A	N/A
Administrative Specialist	12	6.5%	14.7%
Assistant Engineer	8	-31.6%	-13.5%
Field Operations Specialist	9	24.8%	28.5%
Field Operations Supervisor	6	3.9%	19.7%
General Manager	9	-1.7%	1.5%
Land Resources Manager	8	-18.3%	-14.4%
Senior Engineer/Project Manager	10	N/A	N/A

### Base Salary

Market base salary results show that of the eight (8) benchmarked classifications, one (1) classification is paid above the market median by less than 5%, one (1) classification is paid above the market median by more than 5% and less than 10%; and one (1) classification is paid above the market median by more than 20% and less than 25%.

Three (3) benchmarked classifications are paid below the market median. One (1) classification is paid below the market median by less than 5%, one (1) classification is paid below the market median by more than 15% and less than 20%, and one (1) classification are paid below the market median by more than 30% and less than 35%.low the market median by more than 20%.

Generally, we consider a classification falling within 5% of the median to be competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of work and position requirements.

### Total Compensation

Total compensation results show that of the eight (8) benchmarked classifications, one (1) is paid above the market median by less than 5%, one (1) is paid above the market median by more than 10% and less than 15%, one is paid above the market median by more than 15% and less than 20%, and one (1) is paid above the market median by more than 25% and less than 30%.

Two (2) benchmarked classifications are paid below the market median by more than 10% and less than 15%.



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Overall, these differences between market base salaries and total compensation indicate that the District’s benefits package is more competitive than the market. Further analysis indicates that classifications are 1.1% above the market median for base salaries, while that figure changes to 8.1% above the market median when we look at total compensation, which is a 7% difference (i.e., the District “gains” 7% of competitive advantage).

### Benefits

The market benefits data reveals the major contributing factors that give the District a competitive advantage is the District’s contribution to the health, dental and vision insurances.

## INTERNAL SALARY RELATIONSHIPS

Building from the salary levels established for identified benchmark classes, internal salary relationships were developed and consistently applied in order to develop specific salary recommendations for all non-benchmarked classifications.

In the future, the District may need to utilize internal alignment practices if the number of staff grows and additional classifications are added, or classifications change. While analyzing internal relationships, the same factors analyzed when comparing the District’s classifications to the labor market are used when making internal salary alignment recommendations.

Below are standard human resources practices that are commonly applied when making salary recommendations based upon internal relationships:

- A salary within 5% of the market average or median is considered competitive in the labor market for salary survey purposes because of the differences in compensation policy and actual scope of the position and its requirements. However, the District can adopt a closer standard.
- Certain internal percentages are often applied. Those that are the most common are:
  - The differential between a trainee and experienced (or journey) class in a series (I/II or Trainee/Experienced) is generally 10% to 15%;
  - A lead or advanced journey-level (III or Senior-level) class is generally placed 10% to 15% above the journey-level.
  - A full supervisory class is normally placed at least 10% to 25% above the highest level supervised, depending upon the breadth and scope of supervision.
- When a market or internal equity adjustment is granted to one class in a series, the other classes in the series are also adjusted accordingly to maintain internal equity.

Internal equity between certain levels of classifications is a fundamental factor to be considered when making salary decisions. When conducting a market compensation survey, results can often show that certain classifications that are aligned with each other are not the same in the outside labor market. However, as an organization, careful consideration should be given to



## Classification and Total Compensation Study – Volume II: Total Compensation Study – Draft Report San Bernardino Valley Water Conservation District

these alignments because they represent internal value of classifications within job families, as well as across the organization.

For the purposes of this study, we were able to utilize market data to develop the salary recommendations for all of the benchmarked classifications. For the non-benchmarked classifications, internal alignments with other classifications will need to be considered, either in the same class series or those classifications that have similar scope of work, level of responsibility, and “worth” to the District. Where it is difficult to ascertain internal relationships due to unique qualifications and responsibilities, reliance can be placed on past internal relationships. It is important for District management to carefully review these internal relationships and determine if they are still appropriate given the current market data.

It is also important to analyze market data and internal relationships within class series as well as across the organization, and make adjustments to salary range placements, as necessary, based on the needs of the organization.

The District may want to make internal equity adjustments or alignments, as it implements the compensation strategy. This market survey is only a tool to be used by the District to determine market indexing and salary determination.

## RECOMMENDATIONS

### Pay Philosophy

The District has many options regarding what type of compensation plan it wants to implement. This decision will be based on what the District’s pay philosophy is, at which level it desires to pay its employees compared to the market, whether it is going to consider additional alternative compensation programs, and how great the competition is with other agencies over recruitment of a highly-qualified workforce.

### Proposed Salary Structure

Currently, the City has one salary schedule for regular (i.e., full-time) employees and part-time employees. Each salary range has five steps with 5% between each step. The District has chosen to implement an alternative salary structure using a minimum/maximum range with a control point. Appendix III contains a proposed salary range structure that follows the District’s desired model.

To develop the proposed salary structure, we use a formula that builds ranges from the top step of the District’s lowest paid classification (in this case, the Intern). This ensures that the District has sufficient ranges on the salary structure for all of its classifications.

### Proposed Salary Range Placements

Appendix IV illustrates the proposed salary range placement for each classification based on the market data as well as the internal relationship analysis. Per the District Board of Directors’



## Classification and Total Compensation Study – Volume II: Total Compensation Study – Draft Report San Bernardino Valley Water Conservation District

direction, the recommendations are based on base salary market results. The following calculation was used:

1. We multiplied the District's current top monthly salary by the percentage difference between the District's base salary and the base salary market median to calculate the Market Placement Salary.
2. The classification was then placed within the proposed salary range with a salary control point closest to the Market Placement Salary.

Those classifications that were not benchmarked, such as Administrative Specialist I and Field Operations Specialist I, were internally aligned with classifications in the same job family.

For all classifications, this primary implementation procedure must be completed only at the initial time of implementation. In the future, if the District decides to implement annual across-the-board cost of living adjustment increases, only the salary schedule that was developed and included herein needs to be increased by the appropriate percentage, and each individual salary range will move up with this adjustment. This will ensure that the internal salary relationships are preserved and the salary schedule remains structured and easily administered.

### Options for Implementation

For those benchmark classifications that are below the market median, we recommend adjusting salary ranges based on market results and implementing the increased salaries depending on how quickly the District can afford to do so based on its fiscal situation. We recommend the same for those classifications that are internally aligned with the benchmarks and for which we are also recommending an adjustment to a higher salary range.

When classifications are over market, we typically recommend to Y-rate employees until the market numbers "catch up" with their current salary (as mentioned above). To Y-rate an employee means to keep the employee's salary frozen and to provide no salary increases until the employee's current salary is within the recommended salary range. An agency could choose to implement cost-of-living adjustments (COLAs) to an affected employee depending on the agency's preference. Y-rating will result in no immediate loss of income, but will delay any future increases until the incumbent's salary is within the salary range. Any new-hires would be paid within the newly established salary range.

While the District may be interested in bringing all salaries to the market median, or another standard, in most cases this goal may not be reached with a single adjustment. In this case, one option is to use a phased implementation approach. Normally, if the compensation implementation program must be carried over months or years, the classes that are farthest from the market median should receive the greatest equity increase (separate from any cost of living increase). If a class falls within five percent (5%) of the market median, it would be logical to make no equity adjustment in the first round of changes. However, if a class is more than 5% below the market median, a higher percentage change may be initially warranted to begin minimizing the disparity.



## Classification and Total Compensation Study – Volume II: Total Compensation Study – Draft Report San Bernardino Valley Water Conservation District

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Another option is to move employees into the newly proposed compensation structure, i.e., within the salary range that is recommended for each class based on this market study and to the step within the new range that is closest to their current compensation. If employees' current salaries are so far below market that their current compensation falls below even the bottom of the newly recommended range, then larger adjustments may need to be considered to move those employees at least to the bottom of the new salary range.

The District may spend additional time to go through a process of deliberation and decision-making as to what compensation philosophy it should implement to attract, motivate, and retain a high-quality workforce. However, the District may want to consider adjusting those classifications' salaries that are currently below the market median as soon as possible, assuming that incumbents' performance levels meet the Districts level of expectation.

### USING THE MARKET DATA AS A TOOL

K&A would like to reiterate that this report and the findings are meant to be a tool for the District to create and implement an equitable compensation plan. Compensation strategies are designed to attract and retain excellent staff; however, financial realities and the District's expectations may also come into play when determining appropriate compensation philosophies and strategies. The collected data presented herein represents a market survey that will give the District an instrument to make future compensation decisions.

It has been a pleasure working with District on this critical project. Please do not hesitate to contact us if we can provide any additional information or clarification regarding this report.

Respectfully Submitted,

Koff & Associates

A handwritten signature in blue ink that reads "Georg S. Krammer".

Georg Krammer  
Chief Executive Officer



Classification and Total Compensation Study –  
Volume II: Total Compensation Study – Draft Report  
San Bernardino Valley Water Conservation District

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## Appendix I

### Results Summary



Classification and Total Compensation Study –  
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San Bernardino Valley Water Conservation District

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## Appendix II

### Market Compensation Findings



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San Bernardino Valley Water Conservation District

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## Appendix III

### Proposed Salary Range Schedule



## Appendix IV

### Salary Range Placement Recommendations

**San Bernardino Valley Water Conservation District  
Proposed Range Placement Recommendations  
May 2019**

**Proposed Salary Placement Table**

Class Title	Current Maximum Monthly Salary	% from Top Monthly Base Salary	Market Placement	Proposed Salary Range	Proposed Monthly Salary Control Point	Percent Difference	Study Benchmark	Rationale
Administrative Analyst	Proposed	N/A	N/A	24	\$6,606	N/A	X	Market and range placement.(plus one range)
Administrative Specialist I	\$5,506	N/A	N/A	21	\$5,706	3.64%		Internal alignment: Anchor to Administrative Specialist II -10%
Administrative Specialist II	\$6,705	6.5%	\$6,269	23	\$6,291	-6.17%	X	Market and range placement.
Assistant Engineer	\$5,239	-31.6%	\$6,895	25	\$6,936	32.40%	X	Market and range placement.
Field Operations Specialist I	\$3,534	N/A	N/A	15	\$4,258	20.48%		Internal alignment: Anchor Field Operations Specialist II -10%
Field Operations Specialist II	\$6,076	24.8%	\$4,569	17	\$4,695	-22.73%	X	Market and range placement.
Field Operations Supervisor	\$6,705	3.9%	\$6,443	25	\$6,936	3.45%	X	Market and range placement.(plus one range)
General Manager	\$22,342	-1.7%	\$22,722	49	\$22,370	0.12%	X	Market and range placement.
Land Resources Manager	\$14,559	-18.3%	\$17,223	44	\$17,527	20.39%	X	Market and range placement.
Senior Engineer/Project Manager	Proposed	N/A	N/A	38	\$13,079	N/A		Internal alignment: Anchor to Land Resources Manager -30%

**Legend for columns:**

Column A - Classification Title.

Column B - District's current monthly maximum salaries.

Column D - Market placement shows the monthly market values derived from the compensation survey results.

Column E- Salary range of the newly proposed schedule.

Column F - Monthly maximum salary of the newly proposed salary ranges.

Column G - This percentage expresses the difference between the District's current salaries and the proposed salaries.

Column H - This shows the benchmarks that were surveyed.

Column I - The rationale for each proposed maximum monthly salary recommendation (i.e., the proposed range placement within the newly proposed salary range schedule).

**San Bernardino Valley Water Conservation District**  
**Salary Schedule**  
**May 2019**

Salary Range	Annual			Monthly			
	Minimum	Control Point	Maximum	Minimum	Control Point	Maximum	
13	38,623	46,348	50,983	3,219	3,862	4,249	
14	40,555	48,665	53,532	3,380	4,055	4,461	
15	42,582	51,099	56,209	3,549	4,258	4,684	Field Operations Specialist I
16	44,711	53,654	59,019	3,726	4,471	4,918	
17	46,947	56,336	61,970	3,912	4,695	5,164	Field Operations Specialist II
18	49,294	59,153	65,068	4,108	4,929	5,422	
19	51,759	62,111	68,322	4,313	5,176	5,693	
20	54,347	65,216	71,738	4,529	5,435	5,978	
21	57,064	68,477	75,325	4,755	5,706	6,277	
22	59,918	71,901	79,091	4,993	5,992	6,591	
23	62,913	75,496	83,046	5,243	6,291	6,920	Administrative Specialist II and Administrative Analyst
24	66,059	79,271	87,198	5,505	6,606	7,266	Recommended Administrative Analyst
25	69,362	83,234	91,558	5,780	6,936	7,630	Recommended Field Operations Supervisor and Assistant Engineer
26	72,830	87,396	96,136	6,069	7,283	8,011	
27	76,472	91,766	100,943	6,373	7,647	8,412	
28	80,295	96,354	105,990	6,691	8,030	8,832	
29	84,310	101,172	111,289	7,026	8,431	9,274	
30	88,525	106,231	116,854	7,377	8,853	9,738	
35	112,983	135,580	149,138	9,415	11,298	12,428	
36	118,633	142,359	156,595	9,886	11,863	13,050	
37	124,564	149,477	164,425	10,380	12,456	13,702	
38	130,792	156,951	172,646	10,899	13,079	14,387	Senior Engineer/Project Manager
39	137,332	164,798	181,278	11,444	13,733	15,107	
40	144,199	173,038	190,342	12,017	14,420	15,862	
41	151,409	181,690	199,859	12,617	15,141	16,655	
42	158,979	190,775	209,852	13,248	15,898	17,488	
43	166,928	200,314	220,345	13,911	16,693	18,362	
44	175,274	210,329	231,362	14,606	17,527	19,280	Land Resources Manager
45	184,038	220,846	242,930	15,337	18,404	20,244	
46	193,240	231,888	255,077	16,103	19,324	21,256	
47	202,902	243,482	267,831	16,909	20,290	22,319	
48	213,047	255,657	281,222	17,754	21,305	23,435	
49	223,699	268,439	295,283	18,642	22,370	24,607	General Manager
50	234,884	281,861	310,047	19,574	23,488	25,837	



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1643

**To: Board of Directors**  
**From: Daniel Cozad, General Manager**  
**Date: May 22, 2019**  
**Subject: Reserve Policy Revisions**

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**RECOMMENDATION**

Review, discuss and consider approval of the Reserve Policy Revisions as presented at the Budget Workshop on April 17, 2019.

**BACKGROUND**

The Reserve Policy has been revised to include the Active Recharge Transfer Project Reserve (ARTP) for the Capital component of the Partnership Agreement's ARTP conservation easement funding. This funding is held in a special purpose reserve for ARTP operations and capital costs.

**FISCAL IMPACT**

The fiscal impact is as recommended in Reserve Policy.

**POTENTIAL MOTIONS**

1. Move to approve the Reserve Policy as presented.
2. Move to table the item or refer to the Finance & Administration Committee.

**ATTACHMENTS OR MATERIALS**

Reserve Policy

**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

## San Bernardino Valley Water Conservation District Policy

Policy Number 0001

Date: Proposed 4/17/2019

**Policy Name:** District and Enterprise Reserve Policy

**History:** **Adopted** 1/2011 revised 4/15/2013, 9/11/13, 11/19/14, 4/22/15, 5/31/17, and 5/22/18

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

### **GENERAL POLICY:**

SBVWCD desires to better document and communicate its prudent reserve policy to identify the necessity, purpose, development, and use of District General and Enterprise reserves.

Additionally, the District needs to: 1) document a calculation methodology and/or maintained a level of reserves for all existing and future needs within the agency where reserve funds are required and/or necessary; 2) allocate and separate fund excess for similar use, restrict transfer without Board approval. The policy addresses the following:

Consideration of the establishment and development/continuation of a reserve fund will be decided based on the following criteria:

- Purpose and need for the reserve fund;
- Availability and source of funds to continue, replenish or establish the reserve;
- Operating expenditures approved by annual budgets or Groundwater Charge process;
- Current and future emergency repairs, capital expenditures and debt service requirements;
- Board approval or changes to the reserve policy.

SBVWCD recognizes the importance of operating an agency or company with prudent reserve levels in place that provides for unanticipated/emergency costs, should they arise within a budgeted fiscal year. These reserves are developed with enterprise fund balances and charges. None of the District's minimal property tax allocation is included in these reserves. This policy was established in conformance with the California Special Districts Association "Special District Reserve Guidelines" and the Little Hoover Commission Report on reserves in 2000 and Report #239 in 2017. Reserve revenue would be set aside to avoid requesting significantly increased funding from year to year from groundwater charge entities or other revenue sources and to ensure that the District can perform required critical tasks and respond to emergencies. The reserves developed and managed as part of this policy are specific to water conservation and recharge needs that are not supported by regional or statewide infrastructure plans.

### **SCOPE:**

The development of the enterprise model was approved and implemented based on the review of the District's operation and performance in prior fiscal years. The enterprise model requires a policy and process for transferring reserves. It is appropriate to identify and build a General Fund operating reserve to provide funding for both District particular contingencies and annual budget shortfalls. Not covered by this policy is the investment of reserve funds. This is contained in a separate detailed Statement of Investment Policy.

This policy will provide direction to staff in the following areas:

- Sources of funds and segregation of the accounts and reserves
- Level and/or target for a reserve;
- Limits placed on the use of reserves;
- Requirements for reporting trends for reserves
- Limitation of transfers without Board Approval;

**SPECIFIC RESERVE PROVISIONS:**

**A. Groundwater Recharge Enterprise Reserve**

The Groundwater Recharge Enterprise Reserve (GRER) shall be developed to fund general operating cash flow needs relative to the operation of the enterprise. Through the Groundwater Charge rate-setting process, Staff will informally coordinate with Groundwater Charge payees and Groundwater Council on the level rates and the reserve in accordance with this policy. Initially, it is proposed that the reserve level is set at an amount equal to 100% of the GRE operating budget or a target of \$1,250,000. Transfer of funds from the GRER will occur to cover the implementation of Groundwater related capital projects. These funds will be held in the Capital Project and Equipment reserve to offset work in progress and obligated implementation funding. The accumulation of one-year's operating budget to cover substantial emergency repairs or revenue shortfalls, as needed. The District's cost is higher during and in the year after a wet year, and the District's revenue is most elevated in drought years. This countercyclical relationship requires a higher reserve and prudent planning. The primary source of these funds is the District Groundwater Charge. Regular maintenance on basins is performed annually on some basins and included in the operating budget, but, the most expensive maintenance of basins is planned five-year, or longer cycles come from reserves. This results in higher costs after wet years when long-term maintenance is completed. Since 2011 the District has proportioned funding for exceptional wet year repairs and cleaning into GRER to have the funds available after wet year operations and avoid large swings in the Groundwater Charge.

An agreement with SBVMWD and WMWD provides separate funding for Enhanced Recharge operation and maintenance. This funding is distinct from funding received from the Groundwater Charge, and the uses of funds are very similar. A specific allocation of a portion of Enhanced Recharge funds annually to fund exceptional water year event costs is recommended. Assignment of a maximum of \$50,000 per year up to \$250,000 may be included in the GRER. The GW Emergency Repair target is considered fully funded at \$250,000.

**B. Groundwater Assessment Rate Stabilization Reserve**

This reserve is recommended to assist the District in providing stability and predictability in the Groundwater Assessment Fee. The reserve budget and excess funds will allow multi-year stability and support when costs increase or revenues decrease due to adverse weather, legal or other changes. This reserve will accumulate 10% of any net retained earnings of the Groundwater Enterprise from 2014 and will be budgeted at up to 5% of the total rate. This 5% may be phased in over time. The reserve shall no longer be budgeted when it reaches \$200,000.

**C. [Active Recharge Transfer Projects](#)**

[In late 2018 the District executed a Partnership Agreement with San Bernardino Valley Municipal Water District. The Agreement provides for the provision of conservations easements to be sold and the revenue to be placed into a reserve to go toward the cost of planning, design, and implementation of the Active Recharge Projects Transfer Projects \(ARTP\). This reserve is set aside for this single revenue source and could also contain future grant funds for these projects. The fund could contain up to \\$36,000,000 dedicated to these capital projects.](#)

**D. Redlands Plaza Reserve**

The District's offices are in Redlands Plaza, and it manages the building for itself and its tenants. Also, other real property owned by the District that is leased is also operated by this enterprise. The Redlands Plaza Reserve (RPR) shall be developed solely of lease payments of the property leased up to an amount not to exceed the greater of 150% of the average annual maintenance costs or 50% of yearly rental

proceeds plus any capital improvement needed. For 2018 the target level is set at \$81,418. The purpose of the RPR is to accumulate funding to pay for major maintenance, upgrades, marketing, or emergency repairs such as the paving completed in 2017.

**ED. Land Resources Reserve**

The Land Resources Reserve (LRR) shall be developed to fund general operating cash flow needs and emergency situations supporting land management, planning, habitat, Wash Plan needs, and other costs related to the Districts held lands. Through the payment of Aggregate royalties and additional revenue, the LRR will accumulate capital to be able to fund the management needs and establish security against future unexpected expenses related to the District's land holdings or capital projects including new land acquisition such as the Mendoza Property acquisition or amenities such as access of trails. The Little Hoover Report #239 in 2017 recommended reserves should be accumulated for climate change needs. Staff has not thoroughly evaluated potential impacts of climate change, but adjust capital projects or acquisition of lands related to climate change will be funded from this reserve if possible. Staff coordinates with Land Resource Partners on likely income for each fiscal year and plans for contributions or uses of this reserve fund.

Initially, in 2011, this reserve did not have funding contribution due to limited mining activities. Costs to the Land Resources Enterprise are funded primarily by mining royalties. For 2017, the reserve is increased to \$816,743. Future levels may be set by modifications or in the Annual Budget.

**EF. Prepaid Royalties Reserve**

The District holds a \$5 Million prepaid royalty from Robertson's. This reserve is subject to call provisions in the contract with Robertson's and is invested in 1 year or shorter investments. This Prepaid Royalties Reserve (PRR) is intended to assure the District from Robertson's for the long-term lease of District property and the payment of future royalties. District revenue from interest may be used in the General Fund or fund the PRR if identified in the Annual Budget.

**General Fund Reserves**

**1. General Liability Fund Reserve**

This reserve is to secure funding to the General Fund for District operations in time of temporary deficit and to balance the large swings in District cash flow. The sources of funding to the District are ephemeral and tend toward moving together so when one revenue source is down; others are as well. Thus, the District needs to have long-term reserves and short-term operating funds and capital.

If there are urgent needs and possible unforeseen costs after the District sets rates and or expenses which are over budget the District will use the General Fund Reserve (GFR). This reserve accumulates funds for anticipated General Fund liabilities and allows the District flexibility to operate even in down economic cycles. Because the General Fund itself does not generate funding, it is often in need of Board approved transfers.

This reserve will be budgeted each year to increase and/or decrease based on annual operating expenditures of the General Fund and yearly decisions made by the Board. It is envisioned that this reserve level balance once achieved, will be maintained at a level equal to approximately two years of General Fund operating expenses, currently roughly \$1,250,000. However, this level is ambitious given existing revenue sources to the General Fund. The General Fund has several components described below for specific purposes, uses and limitations.

**A. Operating Fund Levels**

The Board has established an “Operating Fund” as a subset of the General Fund Reserve. This fund, not to exceed \$300,000, is determined as a limit to what may be withdrawn by the General Manager, from investments to meet the projected operating cash flow needs of the District within the budget year. Because revenue and expense timing, as well as contract reimbursements, do not align with expenses, this Operating Funding is essential. Costs vary from year to year; therefore the Operating Fund level should be reviewed and may be modified by the Board as part of the Annual Budget process. The General Manager shall not transfer operating funds from investments beyond the level of the Operating Fund without Board approval.

Additionally, specific projects (such as the Wash Plan and Plunge Creek) will have project funding that must be explained in the District Annual Budget, but such funds are not received or expended with regard to the fiscal year. Planned spending of these project funds will be identified in the budget to the extent possible and will be subject to the segregation requirements of the Reserve Policy, as fiduciary funds but are not technically reserves for other purposes.

**B. Compensated Absences Reserve**

The Board established this reserve to reflect the set aside of earned but unpaid annual leave, sick time and vacation. The purpose of the reserve is to ensure the District can pay for sick or vacation at employee separation.

**C. PERS Employer Contribution and Post Employment Expense Reserve**

The District has limited post-employment liabilities due to its prudent management of benefits. The District shall review the actuarial report provided by, CALPERS or OPEB Report to provide reserve funding adequate to fund projected post-employment expenses. In May 2014 the Board allocated the total of the Post Employment Reserve to the CalPERS OPEB Trust to hold funds for the OPEB liability. No funding is included in this reserve due to the Trust.

This reserve also provides funding for the District to protect against future fluctuations in the employer contribution as witnessed over the past several years. SBVWCD, like most agencies, was not obligated to contribute to the PERS retirement program as interest rates and earnings exceeded the projected liabilities of the retirement fund. Over the past few years, the SBVWCD Employer Contribution has increased, and additional increases are forecasted for the future. This reserve will be created to set aside funds at 7% of payroll even when the requested contribution from PERS falls below this level. No contribution and/or set aside will be required at this time; however if the Board determines it may develop funding to offset future CalPERS Rate increase risk.

**D. Self-Insurance Reserve**

This reserve is to provide insurance protection to the District for losses that could arise from the property, general liability, and worker’s compensation claims. The reserve should be maintained at a level that together with SBVWCD’s existing insurance policies would adequately protect the District. The Self-Insurance Reserve (SIR) will accumulate funds at an annual rate of \$5,000 earning interest allocated on balances maintained. The fund shall be utilized to cover insurance losses experienced by the agency that may or may not be awaiting insurance claim reimbursement or deductibles. The agency shall cease to contribute set-aside funds upon reaching a \$50,000 balance.

**F. Capital Improvement Project and Equipment Reserve**

This reserve is to provide multi-year funding to support current ongoing work-in-progress, future capital projects and equipment identified and approved by the Board in the District plans and budgets. Costly equipment or vehicles are budgeted, and reserves are maintained as an alternative to funding depreciation in the budget process. The District has reviewed its capital improvement and equipment reserve based on capital repairs and equipment. This reserve target was initially set at \$400,000 in 2015 and has been increased to \$750,000 to accommodate near-term capital needs primarily for Mill and Plunge Creek projects and should be increased as these projects come to construction.

**CLARIFICATIONS:**

Restricted Reserves

The only funds classified as restricted are those which are expressly governed by a written contract with the agency or outlined within the “bond covenants” of a bond issue. The District currently holds no restricted reserves but does hold fiduciary funds contributed by others for the Wash Plan HCP.

Unrestricted Reserves

Reserve levels classified as unrestricted are set by SBVWCD Board Policy. The Board may modify or transfer funds between reserves by Board action.

**Reserve and Enterprise Transfers, Loans and Approval**

The District Board has authority over all transfers and loans among enterprises and their Reserve accounts. The Board delegates day to day management of the funds of the enterprises to the General Manager. Under this authority, the General Manager may approve the transfer/loan of funds from one enterprise/reserve to/from another within the fiscal year in an amount not to exceed \$50,000. Such transfers/loans must be repaid within the same fiscal year, and accrued interest (at the LAIF rate) is due to the lending enterprise reserve from the borrowing enterprise reserve. Invested funds are pooled, and interest is allocated to the general fund unless specifically identified. Transactions above this limit or which will extend past the end of the fiscal year shall be disclosed and approved by the Board unless included in the annual budget.



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

Memorandum No. 1644

**To:** Board of Directors

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

**Date:** May 22, 2019

**Subject:** District and Enterprise Budget for Fiscal Year 2019-2020

**RECOMMENDATION**

The Finance & Administration Committee recommends the Board approve 2019-2020 Enterprise and District Budget as presented with incorporated changes from the Budget Workshop held on April 17, 2019.

**BACKGROUND**

Staff prepared, and the Board approved the development plan for the District Budget and Groundwater Enterprise Budget in February 2019. The Board also approved the Groundwater Council (GC) Equitable Allocation as replacement payment of the groundwater charge for members of the GC. The Board authorized in its rate and budget the use of the Rate Stabilization Fund accumulated over the past few years and for the next two years to provide a ramp to allow Ag rates to transition.

The noticed rate was advertised in newspaper notices and provided by letter to producers advising of the Public Meeting and the Public Hearing for determining the groundwater charges set by the Board at the Public Hearing. In 2019 the board approved a 5% increase in Non-Ag rates and set Ag rates to the second phase of the February 2018 approved three-year ramp-up covered by the rate stabilization fund. There was no opposition to this change.

**DISCUSSION**

During the last five years, the Groundwater Enterprise has been self-sufficient, albeit with the use of stabilization funds for the most recent years. Costs have been managed to stay within or below budget within revenue (including stabilization funding). The three quarters of the fiscal year appear to be on budget and staff has used this experience to project a budget for Enterprise operations and updated capital expense costs to support the Groundwater Enterprise.

In the fall of 2014, the District began working on GC formation which would provide an orderly method for producers to assure the sustainability of the groundwater basin and an alternative method for the payment of Conservation District spreading costs regularly paid under the groundwater charge. A large majority of participants approved the GC agreement in late 2017, and early 2018 and

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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

### Salary and Benefits

In September 2018, the Board authorized Koff & Associates to perform a Classification and Compensation Study for the Board. This process has been delayed by the consultant, but is presented as a part of the Budget workshop. This study revises the salary schedules and ranges of staff but does not have an overall impact on the budget for personnel costs and benefits; based on Board review of the Draft document. Should the Board approve changes other than proposed by the consultants and General Manager, there may be budget impacts.

### **Budget Approach**

The budget approach recommended by staff includes the following efforts and activities:

- Develop and review the draft budget with the GC and groundwater charge partners
- Utilize the Groundwater Enterprise Budget to develop the proposed groundwater charge
- Review the draft budget with the Finance & Administration Committee or in a Board Workshop before submitting to the Board for approval
- Review other budgets with appropriate partners and stakeholders as appropriate
- Utilize feedback from all of the above in the development of the final budget proposal

### **Assumptions**

The budget process this year is expected to use similar assumptions and would be based on the same factors as the prior budgets. The budget also includes the following specific assumptions:

#### Revenue

- Groundwater Charge revenue based on actual charges paid in the prior year with a review from the agencies.
- Ag Rate transition over 3 years with funding from Rate Stabilization Reserve that is currently fully funded at \$200,000
- GC revenue as calculated by the EAM and paid by council members
- Non-Ag and Agricultural users who are not parties to the GC will continue to pay through the Groundwater Charge
- The property tax will be estimated with 2018 actual receipts
- Mining revenue will be estimated based on lease guaranteed annual minimum
- Interest revenue based on investment and projected investments from ARTP revenue offsetting some general fund and project costs
- Limited income from Wash Plan Implementation funding

#### Expenses

- Expenses are estimated on a zero basis or actual costs/estimates modified based on specific needs and actual 2018 costs.
- Board Per Diem and Staff COLA increases based on Bureau of Labor Statistics CPI-U All West at 3.1% [https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_west.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm)
- The Board directed staff to budget a 5% increase in Directors fees

the GC agreement was considered effective on February 27, 2018. Fiscal 2019-2020 will be the second budget year for the GC funding mechanism. Several relevant entities still have not joined, West Valley Water District who wished to provide only support for the West End directly to SBVMWD, Riverside County interests under the Judgment and the City of Redlands who due to rates has not taken up the agreement. Of these, Riverside and Redlands continue to pay the Groundwater Charge under the California Water Code.

Based on feedback from the Board at the April 17, 2019, Budget Workshop, a few minor adjustments have been made to the budget. A new GL 5155 WP Trails Services was added to the budget for maintenance and patrol of future Wash Plan trails. GL 6401 Director's Fees was adjusted for a 5% increase to the previous year's budget. The Redlands Plaza roof, capital, required for the creation of the WP trails and Parshall flume reconstruction repairs have been accounted for in the CEIP budget. Staff also increased GL 5225 Field Clean Up-Dumping/Vector an additional \$15,000 for vector services based on estimated costs provided by the San Bernardino County Department of Public Health.

The following specific components makeup elements of the budget and are described separately.

#### Updated Capital Equipment and Improvement Plan

In the 2016 Budget process, the Board requested the full cost of capital improvements; repairs and equipment be included in the budget. Staff with a review of the Operations Committee and the Finance & Administration Committee updated the Capital Equipment and Improvement Plan (CEIP). The CEIP expenditures are reflected in the draft budget, but any changes will be made and incorporated into the District and Enterprise Budget. The CEIP shows full costs due to the uncertainty of permitting and staff time available to pursue the CEIP efforts. Some of the CEIP items in the budget include the following:

- Mill Creek Diversion improvements, permitting and construction
- Mill Creek Permitting and California Department of Fish and Wildlife permit, monitoring and documentation
- Redlands Plaza Roof Replacement
- Plunge Creek Conservation Construction
- Ongoing and new property security repairs – fencing, gates boulders, and barriers, etc.
- Wash Plan Trails Construction – entrance/exits, fencing, signage, HCP COI Application
- Mentone Shop Design and Construction
- Heavy equipment updates and replacements
- Continued land management, Mendoza and new lands maintenance and security
- Projects in cooperation with the Enhanced Recharge Project

#### 2019 Reserve Policy

The Reserve Policy has been revised to include the Active Recharge Transfer Project Reserve (ARTP) for the Capital component of the Partnership Agreement's ARTP conservation easement funding. This funding is held in a special purpose reserve for ARTP operations and capital costs.

- Utilities increase at approximately 5-8% based on sector CPI or projected rate changes
- The salary forecast includes a raise pool of 5% as a percentage of total salaries which may be modified on the classification and compensation study by Koff & Associates

Based on the budget information developed the staff projects that a 5% increase in the groundwater charge is needed for 2019-2020.

### **Summary of 2018 Legal Changes**

For many years the courts have weighed several legal cases related to the interpretation of various limitations on rate setting required by voter initiatives including Proposition (Prop) 13, Prop 218 and Prop 26. These initiatives all sought to limit the ability of local governments to raise taxes and fees without voter approval. Several cases were monitored, and out of an abundance of caution, the District incorporated all requirements of the water code, Prop 218 and Prop 26 into the rate-setting process for the groundwater charge. In a decision filed by the California Supreme Court in December 2017, the Court found that Groundwater Charges are not subject to Prop 218 but must meet the requirements of Prop 26. This requires that the charge or fee must: 1. be no more than necessary to cover the costs of the activity 2. be allocated in a manner which bears a fair or reasonable relationship to the burdens or benefits from the activity. Further, the Court essentially invalidated the California Water Code (CWC) Section 75594, which required a 3-5:1 non-Ag to Ag ratio for the charge. Historically, the District has followed the requirements of CWC Section 75594, which had the effect of providing a reduced groundwater charge for Agricultural production and allowed parks, golf courses, schools and cemeteries to enjoy the same rate. Since the inception of the groundwater charge, the District has always set the fee to recover the costs necessary to pay the costs of the service. The requirement that it be allocated in a manner related to the burden and benefit of the recharge replaces the statutorily-dictated cost ratio.

In setting the rates in 2018 under new legal parameters, the District did not believe sufficient factual record on variable costs between the agricultural or non-agricultural uses of groundwater production was available to propose a defensible distinction of rate based on relative burdens and benefits of the two categories of uses. No further information has come to light since that time. Further, the District has not attempted to allocate its internal costs or field maintenance expenses based upon the distinction in use. Because agricultural production is not limited to specific geographic areas within the District's boundaries, nor is there designated District facilities dedicated solely, or even primarily, to Agricultural or non-agricultural use, the District Board approved a unitary rate for all production, regardless of the type of use.

This change affects approximately 30 producers who produced approximately 10,815 acre-feet from 52 wells that paid groundwater charges of approximately \$35,879 in 2017. These users will effectively face an increase in per acre-foot rates of groundwater charges, due to the court-mandated discontinuance of the protected rate status under the Water Code's ratio as implemented by the District at 3.6:1. Applying this change, they would have paid approximately \$131,300. Six users would be likely to be significantly affected by the change due to production. These are primarily Municipal Agricultural Users that will pay based on the Groundwater Council or another agreement.

Because of these issues in 2018, the Board approved a three-year transition process to increase from the Ag to the Non-Ag rate utilizing the Groundwater Charge Stabilization Reserve. In support of the change, staff took significant efforts to inform these producers of the change and give them every opportunity to participate in the process of setting the groundwater charge. Staff took the following actions at the Board's direction leading up to the 2018 rate change:

1. Produced and distributed information for all producers on the *Ventura v. UWCD* case and its implications (attached)
2. Held an informational workshop to explain the case and the likely changes and noting the February 14<sup>th</sup> Board meeting to select advertised rate
3. Mailed and advertised notices of Groundwater Charge change including a potential phase-in period
4. Coordinated with Groundwater Council Members
5. Public meeting at Board Meeting
6. Public Hearing to adopt rate at Board Meeting

During the information, workshop and hearing process no Ag ratepayers indicated any opposition to the changes in rates and those who sought information seemed to appreciate the Board's phase-in process for the rate. This year's draft budget includes year two of the phase-in of payees who formerly paid the Ag rate.

### **POLICY CONSIDERATIONS**

The Board considers the Groundwater Charge Rate on April 24, 2019. Attached to this memo are materials and detailed spreadsheets on revenue and expenses for the groundwater and all other enterprises. Staff has reviewed the costs to date for fiscal year and Enterprise revenue likely to be generated by the Groundwater Charge and that proposed to the Groundwater Council. Staff believes there is adequate information to project the 2019-2020 groundwater budget needs and is recommending the Board advertise a 5% increase in rates for the fiscal year. Should the Board not choose to use the Rate Stabilization Funds in this year, the increase would be closer to a 7% increase the following year. The Board has in prior years asked staff recommend changes to the rate that can keep any increase to 3-5% unless there is a significant policy or economic change. Other enterprises are operating within expected revenue.

### **FISCAL IMPACT**

Staff time for planning is included in the approved budget. Overall budgeted operating revenue increased by nearly \$700,000 primarily related to ARTP interest revenue, groundwater charge revenue and Trust Reimbursement of management and the Wash Plan loan from the District. Overall expenditures increase by approximately \$535,000 due primarily to staff related costs for ARTP and groundwater operations. The development and coordination of the groundwater charge is supported by the Groundwater Recharge Enterprise. The impact to reserves without an increase in the groundwater charge is approximately \$19,325. By using the Rate Stabilization funds, the impact on agricultural producers can be limited. This usage would obviously reduce the Rate Stabilization Reserve. The GC has approved the proposed budget which limits the cost to agencies within the District boundaries and supports the Groundwater Enterprise although not all capital costs expected for the year, with the residual capital coming from capital reserves.

**ALTERNATIVES**

Potential Board Actions include:

1. Approve the proposed 2019-2020 budget as presented.
2. Provide feedback to staff and request a revised budget to be presented for consideration of approval on June 12th.
3. Provide staff direction on adjustments or issues with a review prior to the June 12<sup>th</sup> consideration of adoption or review other committees.
4. Other action identified by legal counsel or the Board.

**POTENTIAL MOTIONS**

Potential Board Actions include:

1. Move to approve the 2019-2020 Enterprise and District Budget as presented with incorporated changes from the Budget Workshop held on April 17, 2019.
2. Move to request a revised budget be presented for consideration of approval on June 12<sup>th</sup> based on specific changes or feedback.

**ATTACHMENTS OR MATERIALS**

- Updated Capital Equipment and Improvement Program List per Budget Workshop
- Updated Draft Groundwater Enterprise Budget per Budget Workshop

**APPROVALS**

Elements Reviewed by the Finance & Administration Committee

Elements Reviewed by Operations Committee

Reviewed in Budget Workshop April 17, 2019

Reviewed by General Manager

Reviewed by District Counsel

GL ACCT:	GL DESCRIPTION:	Approved 2018-2019 Budget	Expended/ Received to Date as of 12/31/18	Projected Annual Costs (7/1/18- 6/30/19)	Increase/ Decrease	Draft 2019- 2020 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			ACTIVE RECHARGE TRANSFER PROJECTS		WASH PLAN and TRUST SUPPORT		
							2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:
<b>INCOME:</b>																							
4012	INTEREST INCOME-LAIF	4,500.00	11,709.08	15,000.00	15,500.00	20,000.00	20,000.00	100.00%		0.00			0.00			0.00			0.00		0.00		
4013	INTEREST INCOME-CALTRUST	32,500.00	31,639.57	63,279.14	33,943.10	66,443.10	66,443.10	100.00%		0.00			0.00			0.00			0.00		0.00		
4014	INTEREST INCOME-CA CREDIT UNION	26,000.00	3,418.10	3,500.00	-22,400.00	3,600.00	3,600.00	100.00%				\$ 972,859	0.00			0.00			0.00		0.00		
4015	INTEREST INCOME-UBS	22,000.00	18,781.58	37,563.16	14,000.00	36,000.00	36,000.00	100.00%				\$ 502,859	0.00			0.00			0.00		0.00		
4016	INTEREST INCOME ARTP				450,000.00	450,000.00	112,500.00	25.00%	2.6% of 18 M				0.00%			0.00%			337,500.00	75%	0.00		
4021	GROUNDWATER CHARGE-AG	23,926.20	14,635.55	23,926.20	73,102.15	97,028.35	0.00			97,028.35	100.00%	PER OFFSET	0.00			0.00			0.00		0.00		
4023	GROUNDWATER CHARGE-NON AG	40,993.72	347,166.35	40,993.72	364,836.68	405,830.40	0.00		Adjusted Ag Non-Ag pers	405,830.40	100.00%	5% INCREASE	0.00			0.00			0.00		0.00		
4024	GROUNDWATER COUNCIL REVENUE	893,577.00	481,377.00	893,577.00	-423,577.00	470,000.00	0.00			470,000.00	100.00%	PROPOSED	0.00			0.00			0.00		0.00		
4031	PLANT SITE CEMEX	48,000.00	20,000.00	48,000.00	0.00	48,000.00	0.00			0.00			0.00			48,000.00	100.00%	PER LEASE MIN	0.00		0.00		
4032	CEMEX - ROYALTY/LEASE	586,000.00	195,333.32	586,000.00	0.00	586,000.00	0.00			0.00			0.00			586,000.00	100.00%	Per Lease Agreement	0.00		0.00		
4036	AGGREGATE MAINTENANCE	40,000.00	23,243.50	40,000.00	0.00	40,000.00	0.00			0.00			0.00			40,000.00	100.00%	EST FROM 2010	0.00		0.00		
4040	MISCELLANEOUS INCOME	10,000.00	1,830.00	10,000.00	0.00	10,000.00	7,500.00	75.00%	ESTIMATE	0.00			0.00			2,500.00	25.00%	ESTIMATE	0.00		0.00		
4050	PROPERTY TAX	104,135.47	43,232.31	104,135.47	18,009.86	122,145.33	122,145.33	100.00%	+5%	0.00			0.00			0.00			0.00		0.00		
4055	SBVMWD LEASE AGREEMENT	385,696.19	395,205.47	395,205.47	25,317.50	411,013.69	184,956.16	45.00%	+1.4% CPI	226,057.53	55.00%	0.6% EST. CPI-U CUURA4215	0.00			0.00		Land Lease Cost	0.00		0.00		
4062	MENTONE PROPERTY INCOME	22,800.00	11,700.00	11,700.00	-22,700.00	100.00	0.00		Actual Rent	0.00			100.00%	100.00%	PER LEASE	0.00			0.00		0.00		
4065	REDLANDS PLAZA	170,798.18	84,800.79	170,798.18	1,310.01	172,108.19	0.00		Vacancy likely	0.00			172,108.19	100.00%	Est. via revised leases	0.00			0.00		0.00		
4066	REDLANDS PLAZA CAM	35,000.00	18,048.60	35,000.00	5,191.90	40,191.90	0.00		Vacancy likely	0.00			40,191.90	100.00%	Est. via revised leases	0.00			0.00		0.00		
4080	EXCHANGE PLAN	30,000.00	0.00	30,000.00	0.00	30,000.00	0.00			30,000.00	100.00%	HISTORIC	0.00			0.00			0.00		0.00		
4025	WASH PLAN REVENUE * from Reserves	100,000.00	100,181.42	110,000.00	110,000.00	210,000.00	0.00		Processing Complete	0.00			0.00			0.00			0.00		210,000.00	100.00%	
4086	PLUNGE CREEK IRWMP Grant	150,000.00	0.00	150,000.00	50,000.00	200,000.00	0.00		Per Plunge Creek Budget/	0.00			0.00			200,000.00	100.00%		0.00		0.00		
4998	RATE STABILIZATION *From Reserves	22,223.00	0.00	22,223.00	0.00	22,223.00	0.00			22,223.00	100%		0.00			0.00			0.00		0.00		
4999	TRUST REIMBURSEMENT WASH PLAN	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00			0.00			0.00			0.00			0.00		100,000.00	100.00%	From Trust proceeds
<b>TOTAL INCOME:</b>		<b>2,848,149.76</b>	<b>1,802,302.64</b>	<b>2,891,001.34</b>	<b>692,534.20</b>	<b>3,540,683.96</b>	<b>553,144.59</b>			<b>1,251,139.28</b>			<b>212,400.09</b>			<b>876,500.00</b>			<b>337,500.00</b>		<b>310,000.00</b>		
<b>EXPENSES:</b>																							
5080	LAFCO CONTRIBUTION/FEES	3,000.00	5,000.00	5,000.00	1,000.00	4,000.00	4,000.00	100.00%	LAFCO Charges	0.00			0.00			0.00			0.00		0.00		
5120	MISC. PROFESSIONAL SERVICES	130,000.00	61,146.27	130,000.00	0.00	130,000.00	39,000.00	30.00%	Includes GSC Support	27,300.00	21.00%	GSC and Bio Support	0.00	0.00%		63,700.00	49.00%		0.00		0.00		
5122	WASH PLAN PROFESSIONAL SERVICES	30,000.00	50,025.25	60,025.25	0.00	30,000.00	0.00		Per Wash Plan Budget	0.00			0.00			0.00			0.00		30,000.00	100.00%	Per Wash Plan Budget
5123	HABITAT MANAGEMENT-WP				120,000.00	120,000.00	0.00		Per Wash Plan Budget	0.00			0.00			0.00			0.00		120,000.00	100.00%	Per Wash Plan Budget
5124	PLUNGE CREEK PROFESSIONAL SERVICES	150,000.00	74,424.85	150,000.00	0.00	150,000.00	0.00		Per Plunge Creek Budget	7,500.00	5.00%		0.00			142,500.00	95.00%	Plunge Creek Budget	0.00		0.00		
5125	ENGINEERING SERVICES	18,000.00	0.00	18,000.00	0.00	18,000.00	0.00			18,000.00	100.00%	GENERAL ENG./GIS	0.00			0.00			0.00		0.00		
5130	AERIAL PHOTO/SURVEYING/MARKET	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00			0.00			0.00			1,000.00	100.00%		0.00		0.00		
5133	Regional River HCP Contribution CIP #7	25,000.00	0.00	25,000.00	0.00	25,000.00	0.00			18,750.00	75.00%		0.00			6,250.00	25.00%		0.00		0.00		
5143	SBVCT District Contribution	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00	100.00%	Conservation Trust Support	0.00		0.00		
5145	ENVIRONMENTAL SERVICES (WASH PLAN)	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00			0.00		0.00		
5155	WP TRAILS SERVICES				0.00	25,000.00	0.00			0.00			0.00			25,000.00	100.00%	1/2 year	0.00		0.00		
5160	IT SUPPORT	7,000.00	2,295.00	7,000.00	0.00	7,000.00	2,800.00	40.00%		3,500.00	50.00%	Share by need	0.00			700.00	10.00%		0.00		0.00		
5170	AUDIT	26,225.00	22,750.00	22,750.00	-70.00	26,155.00	7,846.50	30.00%		9,415.80	36.00%	Share based on Revenue	3,923.25	15.00%	ON REVENUE	4,969.45	19.00%	ON REVENUE	0.00		0.00		
5175	LEGAL-WASH PLAN	10,000.00	32.50	10,000.00	10,000.00	20,000.00	0.00			0.00			0.00			0.00			0.00		20,000.00	100.00%	Per Wash Plan Budget
5180	LEGAL	175,000.00	32,818.71	175,000.00	0.00	175,000.00	52,500.00	30.00%	Litigation on SOD	52,500.00	30.00%	GSC and COE Litigation	12,250.00	7.00%		57,750.00	33.00%	Agreements	0.00		0.00		
<b>FIELD OPERATIONS:</b>																							
5210	EQUIPMENT MAINTENANCE	6,180.00	1,513.22	6,180.00	185.40	6,365.40	0.00	0.00%		6,365.40	100.00%	based on average actual	0.00			0.00			0.00		0.00		
5215	PROPERTY MAINTENANCE	42,000.00	5,269.54	42,000.00	0.00	42,000.00	0.00	0.00%		33,600.00	80.00%	Basin Maintenance Moved	0.00			8,400.00	20.00%	Tamerisk	0.00		0.00		
5223	TEMP FIELD LABOR	11,000.00	1,815.52	11,000.00	0.00	11,000.00	0.00	0.00%		11,000.00	100.00%	Invasive and canal cleaning	0.00			0.00			0.00		0.00		
5225	FIELD CLEAN UP-DUMPING/VECTOR	6,000.00	0.00	6,000.00	54,000.00	60,000.00	0.00	0.00%		36,000.00	60.00%		0.00			24,000.00	40.00%		0.00		0.00		
5050	BASIN CLEANING FORMERLY 7050 CAPIT	50,000.00	5,450.00	50,000.00	0.00	50,000.00	0.00	0.00%		50,000.00	100.00%		0.00			0.00			0.00		0.00		
<b>VEHICLE OPERATIONS:</b>																							
5310	VEHICLE MAINTENANCE	8,000.00	833.18	8,000.00	0.00	8,000.00	0.00	0.00%		8,000.00	100.00%	reduced from 2013-14 base	0.00			0.00			0.00		0.00		
5320	FUEL	12,500.00	4,696.03	12,500.00	0.00	12,500.00	0.00	0.00%		12,500.00	100.00%	EST. LOWER FUEL COST	0.00			0.00			0.00		0.00		
<b>UTILITIES:</b>																							
5410	ALARM SERVICE	1,500.00	516.00	1,500.00	0.00	1,500.00	750.00	50.00%		750.00	50.00%	FACILITIES SHARE	0.00			0.00			0.00		0.00		
5420	ELECTRICITY	9,747.00	3,532.78	9,747.00	253.42	10,000.42	2,800.12	28.00%		2,000.08	20.00%	FACILITIES SHARE	5,200.22	52.00%		0.00			0.00		0.00		
5430	MOBILE PHONES	3,550.00	1,620.00	3,550.00	0.00	3,550.00	710.00	20.00%		2,662.50	75.00%	FACILITIES SHARE	0.00			177.50	5.00%		0.00		0.00		
5440	TELEPHONE	8,000.00	2,983.34	8,000.00	0.00	8,000.00	5,600.00	70.00%		2,400.00	30.00%	FACILITIES SHARE	0.00			0.00			0.00		0.00		
5450	NATURAL GAS	942.30	143.17	942.30	44.29	986.59	591.95	60.00%		394.64	40.00%	FACILITIES SHARE	0.00			0.00							

GL ACCT:	GL DESCRIPTION:	Approved 2018-2019 Budget	Expended/ Received to Date as of 12/31/18	Projected Annual Costs (7/1/18- 6/30/19)	Increase/ Decrease	Draft 2019- 2020 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			ACTIVE RECHARGE TRANSFER PROJECTS		WASH PLAN and TRUST SUPPORT				
							2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:		
6019	JANITORIAL SUPPLIES	500.00	161.10	500.00	0.00	500.00	300.00	60.00%		200.00	40.00%	FACILITIES SHARE	0.00			0.00			0.00			0.00			
6020	VACANCY MARKETING-REDLANDS PLAZA	5,500.00	131.36	3,500.00	0.00	5,500.00	0.00			0.00			5,500.00	100.00%	RENTAL SUPPORT	0.00			0.00			0.00			
6027	COMPUTER SOFTWARE	600.00	0.00	600.00	0.00	600.00	450.00	75.00%		30.00	5.00%	FACILITIES SHARE	60.00	10.00%		60.00	10.00%		0.00			0.00			
6030	OFFICE SUPPLIES	3,750.67	510.65	3,750.67	0.00	3,750.67	3,000.54	80.00%		187.53	5.00%	FACILITIES SHARE	375.07	10.00%		187.53	5.00%		0.00			0.00			
6033	OFFICE EQUIPMENT RENTAL	9,500.00	3,531.32	9,500.00	0.00	9,500.00	7,125.00	75.00%		475.00	5.00%	FACILITIES SHARE	1,425.00	15.00%		475.00	5.00%		0.00			0.00			
6036	PRINTING	980.00	940.02	980.00	0.00	980.00	490.00	50.00%		392.00	40.00%	GW Charge	0.00			98.00	10.00%		0.00			0.00			
6039	POSTAGE AND OVERNIGHT DELIVERY	1,200.00	207.00	1,200.00	0.00	1,200.00	660.00	55.00%		300.00	25.00%	GW Charge	120.00	10.00%		120.00	10.00%		0.00			0.00			
6042	PAYROLL PROCESSING FEES	2,523.50	1,032.08	2,523.50	0.00	2,523.50	2,523.50	100.00%	Actuals	0.00			0.00			0.00			0.00			0.00			
6045	BANK INVESTMENT SERVICE CHARGES	2,575.00	164.00	2,575.00	0.00	2,575.00	2,575.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6051	UNIFORMS	2,200.00	737.97	2,200.00	0.00	2,200.00	660.00	30.00%		1,540.00	70.00%	Field Uniforms	0.00			0.00			0.00			0.00			
6060	OUTREACH	60,000.00	710.00	60,000.00	0.00	60,000.00	21,000.00	35.00%	BTAC Coop + Board Outre	15,000.00	25.00%	share by mission	0.00			19,950.00	33.25%		0.00			0.00		4,050.00	6.75%
6087	EDUCATIONAL REIMBURSEMENT	5,000.00	2,500.00	5,000.00	0.00	5,000.00	5,000.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6090	SUBSCRIPTIONS/PUBLICATIONS	1,210.00	830.47	1,210.00	0.00	1,210.00	1,210.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6091	PUBLIC NOTICES	3,200.00	292.95	3,200.00	0.00	3,200.00	640.00	20.00%	Ordinance Change	2,560.00	80.00%	% OF 2010	0.00			0.00			0.00			0.00			
6093	MEMBERSHIPS	20,860.20	17,641.67	20,860.20	0.00	20,860.20	20,860.20	100.00%	ACWA CSDA Etc.	0.00			0.00			0.00			0.00			0.00			
	<b>BENEFITS:</b>																								
6110	VISION INSURANCE	2,305.43	993.72	2,305.43	288.18	2,593.61	337.17	13%		1,423.89	45%	Based on percent of hours	126.57	4%		316.42	10%		664.48	21%		221.49	7%		
6120	WORKER'S COMP INSURANCE	12,549.82	3,165.94	12,549.82	3,321.12	15,870.94	2,063.22	13%	BASE ON LABOR/reduced	8,713.15	45%	Based on percent of hours	774.50	4%		1,936.26	10%		4,066.14	21%		1,355.38	7%		
6130	DENTAL INSURANCE	9,841.93	4,211.52	9,841.93	1,292.54	11,134.47	1,447.48	13%	BASE ON LABOR	6,112.82	45%	Based on percent of hours	543.36	4%		1,358.41	10%		2,852.65	21%		950.88	7%		
6150	MEDICAL INSURANCE	177,170.94	76,352.16	177,170.94	21,872.51	199,043.45	25,875.65	13%	Policy Reduction	109,274.86	45%	Based on percent of hours	9,713.32	4%		24,283.30	10%		50,994.93	21%		16,998.31	7%		
6150.01	MEDICAL EMPLOYEE CONTRIBUTION	-27,635.26	-11,176.44	-27,635.26	-3,324.84	-30,960.10	-4,024.81	13%		-13,932.05	45%		-1,238.40	4%		-3,096.01	10%		-6,501.62	21%		-2,167.21	7%		
6160	PAYROLL TAXES - EMPLOYER	56,821.10	17,453.82	56,821.10	18,676.63	75,497.73	9,814.70	13%	Consolidated costs 2014	41,448.25	45%	Based on percent of hours	3,684.29	4%		9,210.72	10%		19,342.52	21%		6,447.51	7%		
6170	PERS RETIREMENT	146,798.16	82,986.14	146,798.16	46,676.94	193,475.10	25,151.76	13%	Noticed Increase	106,217.83	45%	Based on percent of hours	9,441.58	4%		23,603.96	10%		49,568.32	21%		16,522.77	7%		
6170.01	PERS EMPLOYEE CONTRIBUTION	-30,611.86	-25,096.84	-42,851.86	-13,758.42	-44,370.28	-5,768.14	13%		-19,966.63	45%		-1,774.81	4%		-4,437.03	10%		-9,317.76	21%		-3,105.92	7%		
	<b>SALARIES:</b>																								
6210	OVERTIME						0.00																		
6230	REGULAR SALARIES	826,099.77	358,813.38	826,099.77	242,621.78	1,068,721.55																			
Sub	Field Supervisor	82,856.49	38,079.72	82,856.49	4,828.49	87,684.98	0.00	0.00%	COLA 3.1%/RP - EMP PBs	106,975.67	100.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		0.00	0.00%		0.00	0.00%		
Sub	Field Operations Spec I	46,588.51	21,837.48	46,588.51	4,243.36	50,831.87	0.00	0.00%	COLA 3.1%/RP - EMP PBs	62,014.88	100.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		0.00	0.00%		0.00	0.00%		
Sub	Field Operations Spec I					43,680.00	0.00	0.00%	COLA 3.1%/RP - EMP PBs	42,631.68	80.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		10,657.92	20.00%		0.00	0.00%		
Sub	Lands Resources Mgr.	178,911.55	80,592.11	178,911.55	11,594.51	190,506.06	19,050.61	10.00%	COLA 3.1%/RP - EMP PBs	92,966.96	40.00%	Salary+overhead 22% time	0.00	0.00%		46,483.48	20.00%		11,620.87	5.00%		58,104.35	25.00%		
Sub	Admin Services Spec.	81,912.13	37,329.72	81,912.13	3,821.27	85,733.40	34,293.36	40.00%	COLA 3.1%/RP - EMP PBs	41,837.90	40.00%	Salary+overhead 22% time	10,459.47	10.00%		5,229.74	5.00%		5,229.74	5.00%		0.00	0.00%		
Sub	Admin Services Spec.	77,437.65	35,740.87	77,437.65	7,047.64	84,485.29	21,121.32	25.00%	COLA 3.1%/RP - EMP PBs	30,921.62	30.00%	Salary+overhead 22% time	25,768.01	25.00%		15,460.81	15.00%		5,153.60	5.00%		0.00	0.00%		
Sub	Senior Engineer					145,600.00	0.00	0.00%	COLA 3.1%/RP - EMP PBs	35,526.40	20.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		142,105.60	80.00%		0.00	0.00%		
Sub	Assistant Engineer	45,750.95	25,329.82	45,750.95	22,032.44	67,783.39	0.00	0.00%	COLA 3.1%/RP - EMP PBs	41,347.87	50.00%	Salary+overhead 22% time	0.00	0.00%		4,134.79	5.00%		33,078.30	40.00%		4,134.79	5.00%		
Sub	GIS Intern/contract	15,348.47	5,894.05	15,348.47	1,168.40	16,516.87	0.00	0.00%	COLA 3.1%/RP - EMP PBs	20,150.58	100.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		0.00	0.00%		0.00	0.00%		
Sub	General Manager	247,018.01	114,009.61	247,018.01	22,481.68	269,499.69	53,899.94	20.00%	COLA 3.1%/RP - EMP PBs	98,636.89	30.00%	Salary+overhead 22% time	16,439.48	5.00%		49,318.44	15.00%		65,757.93	20.00%		32,878.96	10.00%		
Sub	Doc Imaging Intern	11,415.36	0.00	11,415.36	584.64	12,000.00	4,200.00	35.00%	COLA 3.1%/RP - EMP PBs	5,856.00	40.00%	Salary+overhead 22% time	0.00	0.00%		2,196.00	15.00%		1,464.00	10.00%		0.00	0.00%	Salary Benefits	
sub	Engineering Intern PT	15,566.40	0.00	15,566.40	-1,166.40	14,400.00	0.00	0.00%		7,027.20	40.00%		0.00	0.00%		7,027.20	40.00%		0.00	0.00%		3,513.60	20.00%	135,854.92	
	<b>INSURANCE:</b>																								
6310	PROPERTY / AUTO INSURANCE	7,000.00	2,431.50	7,000.00	0.00	7,000.00	350.00	5.00%		5,250.00	75.00%	Approximate from Insurer	1,050.00	15.00%		350.00	5.00%		0.00			0.00			
6320	GENERAL LIABILITY INSURANCE	31,800.00	31,871.00	31,871.00	500.00	32,300.00	1,615.00	5.00%		24,225.00	75.00%	Approximate from Insurer	4,845.00	15.00%		1,615.00	5.00%		0.00			0.00			
	<b>DIRECTOR'S EXPENSES:</b>																								
6401	DIRECTOR'S FEES	86,042.00	31,562.00	86,042.00	4,302.10	90,344.10	90,344.10	100.00%		0.00			0.00			0.00			0.00			0.00			
6410	MILEAGE	4,000.00	1,538.32	4,000.00	0.00	4,000.00	4,000.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6415	AIR FARE	2,500.00	0.00	2,500.00	0.00	2,500.00	2,500.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6420	OTHER TRAVEL	500.00	330.95	500.00	0.00	500.00	500.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6425	MEALS	3,500.00	797.21	3,500.00	0.00	3,500.00	3,500.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6430	LODGING	3,800.00	3,052.23	3,800.00	200.00	4,000.00	4,000.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6435	CONF/																								

GL ACCT:	GL DESCRIPTION:	Approved 2018-2019 Budget	Expended/ Received to Date as of 12/31/18	Projected Annual Costs (7/1/18- 6/30/19)	Increase/ Decrease	Draft 2019- 2020 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			ACTIVE RECHARGE TRANSFER PROJECTS			WASH PLAN and TRUST SUPPORT			
							2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:	% BUDGET	BASIS:	2019 BUDGET:	% BUDGET	BASIS:		
<b>DRAFT 2019-2020 Budget</b>																									
<b>Multiyear Capital projects</b>																									
7010	MATERIALS	12,000.00	0.00	12,000.00	0.00	12,000.00	0.00				6,000.00	50.00%	Field Security Changes	0.00			6,000.00	50.00%		0.00			6,000.00	50.00%	
7055	PLUNGE CREEK PROJECT CIP #2 LAND & BUILDINGS	462,228.00	0.00	462,228.00	-99,271.00	362,957.00	0.00	In GL 5124 Until Completi			72,591.40	20.00%	20% recharge	0.00			290,365.60	80.00%	Match Funding for PCC	0.00			0.00		
7110	PROPERTY - CAPITAL REPAIRS	175,000.00	0.00	175,000.00	129,000.00	304,000.00	0.00				126,000.00		CIP #11 #15 #16 #35	100,000.00			78,000.00		CIP #14 #32 #34	0.00			0.00		
7120	PROPERTY - LAND PURCHASE	0.00	0.00	0.00	0.00	0.00														0.00			0.00		
7130	MENTONE PROPERTY (HOUSE) CAPITAL	0.00	10,500.00	0.00	25,000.00	25,000.00	0.00				0.00			25,000.00	100.00%	curb/driveway	0.00			0.00			0.00		
7140	MENTONE PROPERTY (SHOP) CIP #3	200,000.00	0.00	200,000.00	20,000.00	220,000.00	0.00				220,000.00	100.00%		0.00			0.00			0.00			0.00		
7160	MENDOZA PROPERTY CIP #9 #12 EQUIPMENT & VEHICLES	165,000.00	0.00	165,000.00	-28,000.00	137,000.00	0.00										137,000.00	100.00%		0.00			0.00		
7210	COMPUTER HARDWARE CAPITAL REPAIR	5,000.00	0.00	5,000.00	0.00	5,000.00	3,750.00	75.00%			1,250.00	25.00%	Allocation basis 2011	0.00			0.00			0.00			0.00		
7220	COMPUTER SOFTWARE	10,000.00	4,259.00	10,000.00	0.00	10,000.00	2,000.00	20.00%			3,000.00	30.00%	Allocation basis 2011	0.00			4,000.00	40.00%		0.00			0.00	1,000.00	10.00%
7230	FIELD EQUIPMENT / VEHICLES CIP #8 & #	145,000.00	0.00	145,000.00	0.00	145,000.00	0.00				145,000.00	100.00%		0.00			0.00			0.00			0.00		
7240	OFFICE EQUIPMENT PROFESSIONAL SERVICES:	1,500.00	0.00	1,500.00	0.00	1,500.00	1,500.00	100.00%			0.00			0.00			0.00			0.00			0.00		
7126	ARTP ENGR/PROF SERVICES #23 #31				450,000.00	450,000.00	0.00				0.00	0.00%		0.00	0.00%		0.00	0.00%		450,000.00	100%		0.00		
7150	MILL CREEK DIVERSION PROJECT CIP #1	479,200.00	0.00	479,200.00	-33,132.00	446,068.00	0.00	MultiYear Total comitmer			446,068.00	100.00%	In WIP Acct until completio	0.00			0.00			0.00			0.00		
7438	ENGINEERING SERVICES-OTHER	125,000.00	0.00	125,000.00	0.00	125,000.00	0.00	CIP #7			37,500.00	30.00%	Mill Creek O&M Plans	0.00			87,500.00	70.00%	Mill Creek O&M Plans	0.00			0.00		
<b>CAPITAL EXPENSE</b>		<b>1,779,928.00</b>	<b>14,759.00</b>	<b>1,779,928.00</b>	<b>463,597.00</b>	<b>2,243,525.00</b>	<b>7,250.00</b>				<b>1,057,409.40</b>			<b>125,000.00</b>			<b>602,865.60</b>			<b>450,000.00</b>			<b>7,000.00</b>		
CAPITAL REVENUE						361,365.60	0.00				35,000.00			20,000.00			306,365.60			0.00			0.00		
CAPITAL SUBTOTAL ANNUAL NET						-1,888,159.40	-7,250.00				-1,022,409.40			-105,000.00			-296,500.00			-450,000.00			-7,000.00		
<b>RESERVE CONTRIBUTION OR (-USE)</b>				<b>TOTAL</b>	<b>-3,524,940</b>	<b>-1,611,870.98</b>	<b>14,692.19</b>				<b>-1,021,736.50</b>	<b>otal Multi year Pay Go Capital Project</b>	<b>-103,681.44</b>				<b>-296,020.67</b>			<b>-499,417.61</b>	<b>FROM CAPITAL Reserve ARTP</b>		<b>-6,904.92</b>		

**SBVWCD Capital Projects and Needs**  
**Existing Facilities Capital Repair and Improvement Projects**

Version 15 4/17/19

Continue in Budget Discuss in workshop

CIP No.	Capital Equipment or Project	Cost Est.	Cost to Date	Budget		Status	Running Total	Prior FYS or Other	GW	Land	Active Recharge
				Remaining	FY						
1	<b>Mill Creek</b>	<b>\$750,000</b>	<b>\$303,932</b>	<b>\$446,068</b>	<b>2016-2017</b>	<b>Ongoing</b>	<b>\$446,068</b>		<b>577,000</b>		
	Mill Creek Diversion Improvement Design/Permitting	\$100,000				Ongoing		\$150,000			
	Mill Creek Diversion Improvement Implementation	\$500,000				New Start					
2	<b>Plunge Creek Grant Funds \$500,000</b>	<b>\$710,000</b>	<b>\$347,043</b>	<b>\$362,957</b>	<b>2016-2017</b>	<b>Ongoing</b>	<b>\$809,025</b>		\$500,000		
	Plunge Creek Restoration (Water and Habitat) Design/Permitting	\$50,000				Ongoing		\$100,000		\$50,000	
	Plunge Creek Restoration (Water and Habitat) Implementation	\$560,000				Planning				\$560,000	
3b	<b>Sheds Replacement and Storage for Mentone Shop, with Bath facil.</b>	<b>\$280,000</b>	<b>\$0</b>	<b>\$280,000</b>	<b>2018-2019</b>	<b>New Start</b>	<b>\$1,089,025</b>		\$280,000		
4	Trails Planning Design and Coordination	\$45,000	\$45,000	\$0	2016-2017	Complete	\$1,369,025	\$45,000		\$45,000	
5	Redlands Plaza Parking Lot	\$70,000	\$100,000	\$0	2016-2018	Complete	\$1,339,025	\$100,000		\$70,000	
6	Wash Plan HCP Endowment	\$55,000	\$55,000	\$0	2016-2017	Complete	\$1,339,025	\$55,000			
7	<b>Mill Creek/ River HCP Permitting</b>	<b>\$120,000</b>	<b>\$95,000</b>	<b>\$25,000</b>	<b>2016-2020</b>	<b>Ongoing</b>	<b>\$1,364,025</b>	\$80,000	\$20,000	\$5,000	
8	<b>Dump Truck and other Capital Equipment</b>	<b>\$150,000</b>	<b>\$35,000</b>	<b>\$115,000</b>	<b>2016-2018</b>	<b>Ongoing</b>	<b>\$1,479,025</b>	\$35,000	\$115,000		
9	<b>Fencing, gates, survey, topo, preliminary plans, etc. Mendoza</b>	<b>\$50,000</b>	<b>\$33,000</b>	<b>\$17,000</b>	<b>2018-2018</b>	<b>Ongoing</b>	<b>\$1,496,025</b>			\$17,000	
10	Capital Maintenance - Mill Creek - Basin #6 to #12 capacity improver	\$30,000	\$0	\$30,000	2017-2018	DELETED	\$1,526,025		\$30,000		
11	<b>Mill Creek North Canal Flume SB-88 Compliance</b>	<b>\$85,000</b>	<b>\$20,000</b>	<b>\$65,000</b>	<b>2017-2019</b>	<b>Replacement</b>	<b>\$1,591,025</b>		\$65,000		
12	Habitat and Water Recharge planning or permitting for Mendoza	\$120,000	\$0	\$120,000	2018-2020	Opportunity	\$1,711,025			\$120,000	
13	Habitat Equipment Herbicide Sprayer and ATV and equipment	\$30,000	\$0	\$30,000	2019-2021	New Start	\$1,741,025			\$30,000	
14	Canyon house demolition and cleanup	\$20,000	0	\$20,000	2019-2021	New Start	\$1,761,025			\$20,000	
15	Canyon shop lead abatement maintenance and drainage grading	\$30,000	0	\$30,000	2019-2021	New Start	\$1,791,025		\$30,000		
16	Capital Maintenance SAR Main canal to #11 Service Ramp Dike D	\$75,000	\$0	\$75,000	2019-2021	New Start	\$1,866,025		\$75,000		
23	Aggressive Recharge Planning/Permitting Dredge and Fill	\$100,000	\$0	\$100,000	2019-2021	Permitting	\$1,966,025			\$100,000	
31	Active Recharge Transfer Project Capital Funding Capital	\$36,000,000	\$0	\$36,000,000	2019-2020	New Start	\$37,966,025				\$314,325
32	Seven W acquisition - and Initial Needs \$50,000	\$3,588,988	\$3,538,988	\$50,000	2019-2021	New Start	\$38,016,025	\$3,538,988		\$50,000	
33	<b>Redlands Plaza Roof Replacement</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$100,000</b>	<b>2019-2021</b>	<b>New Start</b>	<b>\$38,116,025</b>	\$100,000			
34	<b>Wash Plan Trails-two entrance/exits, fencing, signage, HCP app cov</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>	<b>2019-2021</b>	<b>New Start</b>	<b>\$38,241,025</b>			\$125,000	
35	<b>Parshall Flume Reconstruction Repairs (50% with SBVMWD)</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>	<b>2018-2019</b>	<b>Complete</b>	<b>\$38,291,025</b>				
<b>Potential or Opportunity Projects</b>											
17	Buffer Land Acquisitions and Security improvements	\$500,000	\$318,000	\$182,000	2016-2020	Opportunity	\$38,473,025			\$500,000	
18	Water Recharge Mendoza Design	\$50,000	\$0	\$50,000	2017-2020	Opportunity	\$38,523,025		\$50,000		
19	Water Recharge Mendoza Implementation	\$300,000	\$0	\$300,000	2017-2020	Conceptual	\$38,823,025		\$300,000		
25	Community (Distributed) Recharge Planning	\$200,000	\$0	\$200,000	2017-2021	Conceptual	\$39,023,025			\$200,000	
23	Aggressive Recharge Planning/Permitting - Mill	\$100,000	\$0	\$100,000	2017-2021	Conceptual	\$39,123,025			\$100,000	
24	Borrow Pit basins bypass to pit SAR	\$75,000	\$0	\$75,000	2018	Conceptual	\$39,198,025		\$75,000		
25	D9 Bulldozer/long reach excavator permitted cleaning D6T \$400K	\$500,000	\$0	\$500,000	2019	Potential	\$39,698,025		\$500,000		
24	Aggressive Recharge Implementation	\$1,000,000	\$0	\$1,000,000	2019-2025	Conceptual	\$40,698,025		\$1,000,000		
26	Community (Distributed) Recharge Implementation-Stormwater cap	\$2,000,000	\$0	\$2,000,000	2018-2030	Conceptual	\$42,698,025			\$2,000,000	
27	Greenspot and Cone camp parking/staging and trailheads planning	\$50,000	\$0	\$50,000	2018-2026	Conceptual	\$42,748,025			\$50,000	
28	Mining Area Multi-use Planning	\$100,000	\$0	\$100,000	2020-2025	Conceptual	\$42,848,025			\$100,000	
29	Treatment Wetlands Planning	\$150,000	\$0	\$150,000	2020-2026	Conceptual	\$42,998,025		\$50,000	\$100,000	
30	Greenspot/Cone camp parking/staging and trailheads	\$350,000	\$0	\$350,000	2018-2027	Conceptual	\$43,198,025			\$350,000	
<b>Total Budgeted Capital Cost</b>		<b>\$48,568,988</b>	<b>\$4,890,963</b>	<b>\$43,098,025</b>				<b>\$4,203,988</b>	<b>\$3,667,000</b>	<b>\$4,592,000</b>	<b>\$314,325</b>
<b>Net of Grant</b>		<b>\$48,068,988</b>		<b>\$42,598,025</b>							



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1645

**To:** Board of Directors  
**From:** Land Resources Manager, Jeff Beehler  
**Date:** May 22, 2019  
**Subject:** Memorandum of Understanding with County of San Bernardino Department of Public Health

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**RECOMMENDATION**

Staff recommends that the Board enter into a Memorandum of Understanding (MOU) with the County of San Bernardino Department of Health (DPH) for vector control services at an annual cost not-to-exceed \$45,000.

**BACKGROUND AND DISCUSSION**

Recent complaints by residents along Greenspot Road to DPH about increased numbers of midge flies resulted in increased surveillance for vector and other insects. Surveillance and sampling of District Santa Ana recharge facilities showed production of both non-biting nuisance midges and mosquitoes in our recharge basins. Trap counts of midges had over 1,800 midges trapped in a single night along Greenspot Road. DPH started focused control efforts on basins producing significant numbers of midges in April and thus far have spent approximately \$9,000 on surveillance and treatment. The material used to control midges and mosquitoes is a bacterial toxin (*Bacillus*) specific to flies and having a short residence in the environment. These bacterial toxins have been used on drinking water reservoirs and are approved for use in organic farming. Midges do not transmit diseases to humans or animals, but can cause annoyance when present in large numbers.

Staff met with DPH staff to determine: 1) how to minimize insect issues for our residents produced by insect breeding in our recharge basins, and; 2) how to control insects in the most cost effective manner possible. We discussed entering into an MOU with DPH modeled after those used by the Flood Control District that ensures the basins are regularly monitored and places a cap on annual costs. Staff estimated that \$45,000 per year will likely be sufficient to accomplish both objectives, especially given that this is a particularly wet year. Construction of additional basins and changing basin flooding patterns with more use of State Project water that is both warmer and higher in nutrients could result in additional insect production.

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**BOARD OF  
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**GENERAL  
MANAGER**

Daniel B. Cozad

**FISCAL IMPACT**

The costs for vector control have been included in the proposed FY2019-2020 budget. The Department of Public Health will only invoice the District for services provided.

**POTENTIAL MOTIONS**

1. Enter into a MOU with San Bernardino County Public Health Department for amount not-to-exceed \$45,000 per year for vector control services.
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**

MOU between County of San Bernardino Department of Public Health and the San Bernardino Valley Water Conservation District

**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**County of San Bernardino Department of Public Health**  
**And**  
**San Bernardino Valley Water Conservation District**  
**For**  
**Vector Control Services**

**July 1, 2019**

This Memorandum of Understanding (MOU) is made and entered into by and between the San Bernardino County Department of Public Health, Environmental Health Services Division, Mosquito and Vector Control Department (Department) and the San Bernardino Valley Water Conservation District (District).

This MOU addresses the procedures to be followed by the Department when providing vector control services within District recharge facilities.

**WHEREAS**, the District desires Vector Control Services for Flood Control Facilities; and

**WHEREAS**, District finds the Department qualified to provide Vector Control Services; and

**WHEREAS**, District desires that such services be provided by Department and Department agrees to perform these services as set forth below.

**NOW THEREFORE**, District and Department mutually agree to the following terms and conditions:

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## I. DEPARTMENT RESPONSIBILITIES

The Department shall:

- A. Provide Vector Control Services to the District's groundwater recharge control facilities, within the Department's jurisdictional service boundaries (as defined by the Local Agency Formation Commission (LAFCO) for San Bernardino County).
- B. Provide to District all necessary Department staff to perform inspections, abatement, and disease surveillance activities to control nuisance and disease vectors as approved/requested by the District's General Manager, or designee.
- C. Ensure Department's Vector Control Technician responds to service requests within 2 business days after receipt of such request.
- D. Provide all pesticide materials needed for controlling the breeding of nuisance and disease vectors at the District's groundwater recharge facilities within the Department's jurisdictional service boundaries. The Department will invoice the District for the cost of pesticide materials applied to District's groundwater recharge facilities.
- E. Provide pesticide application equipment, tools, personal protective equipment, and other supplies necessary for performing vector abatement activities in compliance with requirements.
- F. Provide administrative support in the form of preparation of correspondence and semi-annual reports to District.
- G. Comply with the terms of California Statewide General National Pollutant Discharge Elimination System (NPDES) Permit for the Discharge of Aquatic Pesticides for Aquatic Weed Control in Waters of the United States Order No. 2011-0002-DWQ in its provision of services to District under this MOU.
- H. Comply with all other applicable permits and orders, as well as future permits and orders issued by the State Water Resources Control Board.
- I. Report to the District by e-mail any discovered non-compliance with Order No. 2011-0002-DWQ or any other applicable permit or order issued by the State Water Resources Control Board.
- J. Provide District with any information, correspondence, and reports necessary to comply with all applicable permits and orders issued by the State Water Resources Control Board in a timely manner.
- K. This MOU is not assignable by the Department either in whole or in part, unless written waiver is provided by the District.
- L. Department may not subcontract any task under the MOU without the written express approval from District's General Manager (hereinafter referred to as District's Director). If written approval is granted by the District, the Department shall at all times remain responsible for the performance of and payment for all work performed by all subcontractors.
- M. Department will retain all records and information pertaining to the delivery of services under this MOU. The Department will permit the District or other requesting regulatory agency to examine the records and review information pertaining to their activities.
- N. Department will prepare all necessary forms associated with Order No. 2011-0002-DWQ, or associated with all future permits and orders (if applicable) issued by the State Water Resources Control Board for submission to the District. After receipt of written concurrence by District, Department shall submit necessary forms, reports, etc. to the State Water Resources Control Board, or appropriate Regional Board.

- O. The Department will invoice the District (30) days after each semiannual service period has ended on January 31<sup>st</sup> and July 31<sup>st</sup> each year.

Semi-annual invoices will be sent to:

San Bernardino Valley Water Conservation District  
Attn: Administrative Analyst  
1630 Redlands Blvd., Suite A  
Redlands, CA 92373

## **II. MUTUAL RESPONSIBILITIES**

- A. District and Department shall exchange necessary information related to the MOU activities in a manner that prevents unauthorized disclosures.
- B. In the event of a dispute under the MOU, the District and Department will use their best endeavors to resolve the dispute at an operational level before referring to their respective superiors.
- C. District and Department will work cooperatively to ensure effective compliance activities are maintained and where reasonably possible, will provide the other with information necessary to support these efforts in compliance with applicable federal, state, and local laws.
- D. Both parties agree any modification to this MOU must be in writing and approved by the Board of Supervisors.

## **III. DISTRICT RESPONSIBILITIES**

- A. District will provide Department access to District property to provide vector control services
- B. District will provide reasonable notice of any changes in District's facility inventory that is anticipated to increase the Department's scope of work. The Department will respond with cost report summary which covers all anticipated costs associated with the expanded service area.

## **IV. FISCAL PROVISIONS**

- A. The maximum amount of payment under this MOU shall not exceed \$45, 000 (based on actual costs), for the period of July 1, 2019, through July 1, 2024, and shall be subject to availability of District funds. District will be responsible for the labor costs incurred by the Department in providing services consistent with this MOU. Additionally, the Department will charge the District for the cost of pesticides applied to flood control facilities, vehicles used in the provision of services and other supplies and equipment under this agreement. Both District and Department recognize and agree that the not-to-exceed amount of \$45,000 takes into account all of the costs identified herein, including a two percent (2%) annual increase to pesticide, vehicle, and other supply and equipment costs, and two percent (2%) potential labor costs increase (based on board approved rates of pay for the positions). In the event the Department determines costs will exceed the \$45,000 amount, the Department shall advise District of this finding prior to expending the entire amount. Thereafter, District and Department shall negotiate in good faith an amendment to this agreement.
- B. Compensation may be reduced or withheld in the event that Department fails to comply with the provisions of this MOU, or does not perform in accordance with the terms of this agreement.
- C. District will process payment, within thirty (30) calendar days after receipt of invoice from Department. Billing shall not be authorized for Department services billed in excess of each fiscal year's allocation in the District budget without prior approval from District.
- D. Funds made available under this MOU shall not supplant any federal, state or any governmental funds intended for services of the same nature as this MOU. Department shall not claim reimbursement or payment from District for, or apply sums received from District with respect to that portion of its obligations which have been paid by another source of revenue. Department agrees that it will not use funds received pursuant to this MOU, either directly or indirectly, as a contribution or compensation for purposes of obtaining funds from another revenue source without prior written approval of the District.

## **V. RIGHT TO MONITOR AND AUDIT**

- A. Program and fiscal staff for District shall have the absolute right to monitor the performance of Department in the delivery of services provided under this MOU. Performance evaluation shall include, but will not be limited to, work site visits, customer interviews, and review of program files and documentation.
- B. Administrative support staff for District or any subdivision or appointee thereof, and the State of California or any subdivision or appointee thereof, including the Inspector General, shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Department in the delivery of services provided under this MOU. Full cooperation shall be given by Department in any auditing or monitoring conducted.
- C. Department shall cooperate with District in the implementation, monitoring and evaluation of this MOU and comply with any and all reporting requirements established by this MOU.
- D. All records pertaining to service delivery and all fiscal, statistical and management books and records shall be available for examination and audit by support staff for District, federal and state representatives for a period of three (3) years after final payment under the MOU or until all pending county, state, and federal audits are completed, whichever is later. Records of Department which do not pertain to the services under this MOU shall not be subject to review or audit unless provided in this or another agreement. Technical program data shall be retained locally and made available upon District's reasonable advance written notice or turned over to District.
- E. Department shall provide all reasonable facilities and assistance for the safety and convenience of District's representative in the performance of their duties. All inspections and evaluations shall be performed in such a manner as will not unduly delay the work of Department.

## **VI. TERM**

This MOU is effective as of July 1, 2019, and expires July 1, 2024 unless the MOU is terminated sooner by either party in accordance with Section VII of this MOU.

## **VII. EARLY TERMINATION**

- A. This MOU may be terminated without cause upon thirty (30) days written notice by either party. The District's Director is authorized to exercise District's rights with respect to any termination of this MOU. The Department's Director, or his/her appointed designee, has authority to terminate this MOU on behalf of Department.
- B. Department will only be reimbursed for costs and uncancelable obligations incurred prior to the date of termination. Department will not be reimbursed for costs incurred after the date of termination.
- C. If, during the term of this MOU, State and/or Federal funds appropriated for the purposes of this MOU are reduced or eliminated, District shall notify Department, and within thirty (30) days written notice, move to reduce or eliminate this MOU.

## **VIII. GENERAL PROVISIONS**

- A. No waiver of any of the provisions of the MOU documents shall be effective unless it is made in a writing which refers to provisions so waived and which is executed by the Parties. No course of dealing and no delay or failure of a Party in exercising any right under any MOU document shall affect any other or future exercise of that right or any exercise of any other right. A Party shall not be precluded from exercising a right by its having partially exercised that right or its having previously abandoned or discontinued steps to enforce that right.
- B. Any alterations, variations, modifications, or waivers of provisions of the MOU, unless specifically allowed in the MOU, shall be valid only when they have been reduced to writing, duly signed and approved by the Authorized Representatives of both parties, and approved by the Board of

Supervisors as an amendment to this MOU. No oral understanding or agreement not incorporated herein shall be binding on any of the Parties hereto.

- C. Both the Department and District are self-insured.
- D. When notices are required to be given pursuant to this MOU, the notices shall be in writing and mailed to the following respective addresses listed below:

County of San Bernardino  
 EHS – Vector Control  
 Attn: Jennifer Osorio  
 385 N. Arrowhead, Second Floor  
 San Bernardino, CA 92415

San Bernardino Valley Water Conservation District  
 Attn: Daniel Cozad  
 1630 W. Redlands Blvd., Ste. A  
 Redlands, CA 92373

**IX. CONCLUSION**

- A. This MOU, consisting of seven (7) pages, is the full and complete document describing services to be rendered by Department to District including all covenants, conditions and benefits.
- B. The signatures of the Parties affixed to this MOU affirm that they are duly authorized to commit and bind their respective departments to the terms and conditions set forth in this document.

COUNTY OF SAN BERNARDINO  
 DEPARTMENT OF PUBLIC HEALTH  
 ENVIRONMENTAL HEALTH SERVICES

SAN BERNARDINO VALLEY  
 WATER CONSERVATION DISTRICT

\_\_\_\_\_  
 Name: Trudy Raymundo  
 Title: Director  
 Address: 351 N. Mt. View Avenue  
 San Bernardino, CA  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name: Daniel Cozad  
 Title: General Manager  
 Address: 1630 W. Redlands Blvd., Ste. A  
 Redlands, CA  
 Date: \_\_\_\_\_

APPROVED AS TO LEGAL FORM:

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
 Name: Adam Ebright  
 Title: Deputy County Counsel  
 Address: 385 N. Arrowhead Avenue  
 San Bernardino, CA  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Name: David Cosgrove  
 Title: District Counsel  
 Address: 611 Anton Blvd.  
 Costa Mesa, CA  
 Date: \_\_\_\_\_

COUNTY OF SAN BERNARDINO

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

▶  
 \_\_\_\_\_  
 Curt Hagman, Chair, Board of Supervisors

\_\_\_\_\_  
 Richard Corneille, Board Chair,

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Laura H. Welch  
Clerk of the Board of Supervisors  
Of the County of San Bernardino.

By \_\_\_\_\_  
*Deputy*



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1646

**To:** Board of Directors  
**From:** Katelyn Scholte, Assistant Engineer  
**Date:** May 22, 2019  
**Subject:** Land and Boundary Survey of Land Transferred from Redlands as part of Wash Plan Implementation

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**RECOMMENDATION**

Staff recommends the Board authorize staff to issue a request for proposal and to procure a land surveyor 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.

In order to begin limiting access and to determine the easements and deeds associated with the parcel, a land and boundary survey needs to be performed. Staff approached Joseph E. Bonadiman and Associates to provide an initial estimate for this type of work as they recently completed survey work for the District. Based on the initial cost estimate this activity requires a request for proposals to be sent out in accordance with the District's procurement policy.

**FISCAL IMPACT**

Staff estimates surveying costs to be \$40,000 from the Land Resource Reserve.

**POTENTIAL MOTIONS**

1. Move to authorize staff to issue a request for proposal and procure a land surveyor to perform a land and boundary survey for Parcel 0167-011-11.
2. Move to authorize staff to issue a request for proposals and provide response to the Operations Committee for review and recommendation.
3. Table the item to a future meeting for consideration.

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



# General Manager's Report

For April 6, 2019 to May 17, 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 in Mill Creek (40-48 CFS) and Santa Ana River, Seven Oaks Dam (SOD) Release above 100 CFS. Flows in Santa Ana were impacted by the SOD 1000 CFS release on May 9-10. State project water was reduced for higher flow from SOD. Field staff has taken all the water possible in April/May. Significant recharge occurred in April and continues this month. Mill Creek recharge is more than 12,000 AF for the year. The Santa Ana River recharge totals more than 30,000 AF for the year. Of this total 13,500 AF was from State Water Project imports. Totals for the water year are expected to be more than 50,000 AF. Beginning on May 11<sup>th</sup>, the Flood Agencies coordinated a high flow (500) CFS release. Staff planned and participated in the release. All facilities are full and are being challenged. Groundwater levels in the vicinity of the spreading basins are reaching record levels. Below are some photos of the release and



recharge.

The photos below provide a glimpse of the recharge in Mill Creek.



- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Ongoing maintenance has continued since the storms. The watershed peak flows have subsided, and so the

maintenance has tailed off. Waters have cleaned up in Mill Creek and to some extent from SOD. The regular flows have allowed the Mill Creek soft plugs to operate well, and operations maintenance is ongoing to keep basins working. All diversion canals and levees to continue in full operation. Complete cleaning of many basins will be needed in mid to late fall to be prepared for winter recharge in 2020. Staff continued efforts with SB County Vector Control to keep nuisance issues down with large water areas covered. Ongoing maintenance to reduce fire threats and keep roads clear for fire equipment continues.

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. We have adjusted the royalty on sand and dirt to accommodate additional materials and the currently limited market. Upland Rock also assisted the District in rocking off the Mendoza property from Valalla Lane to restrict illegal trespass. Photos show completed work. Work with neighbors to remove cars that were blocking the road was needed.



4. **Personnel/Administration/Staff** – Staff worked with Koff and Associates to get the Classification, and Compensation Study finalized based on the Board’s comments and changes. Staff also prepared the requested implementation plan for the May Board Agenda. The Final Report for approval and the implementation plan are included in the May Board Agenda for consideration. Staff reviewed the implementation plan for the impact on the budget based on the feedback from the Board.
5. **Finance/Budget/Audit** – Staff revised budget in response to the feedback from the Board during the Budget workshop in April. Staff will also present the Reserve Policy and Compensation Implementation for consideration of approval. Staff has coordinated with the District's auditor for fieldwork. Currently, fieldwork is scheduled the last week in July and the first week in August. The Board approved a revised Statement of Investment Policy which will go into effect when conservation easement funding is received in June or July.
6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – SBC Flood Control and Staff continue to work with USACOE Section 408 permit staff. All requests have been supplied to the USACOE, and they are performing the 408 Analysis. We do not have any indication of the timing of the analysis completion. All other permits will be timed to coordinate with the 408 permit.
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 May. Staff retirements set this Biological Opinion back, but it is being actively worked.

- 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. The ribbon cutting is scheduled for May 23, 2019.
- 9. Groundwater Council – Plan Goal 1** – The Groundwater Council last met on April 8<sup>th</sup> 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 June 10, 2019.
- 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 is being done internally with existing staff and support from BLM and USFWS and is going well to allow publication. The MOU with BLM with comment was received on May 7<sup>th</sup> and was reviewed. This will be available for Board approval in the near future.
- 11. Santa Ana River Wash Plan Land Exchange Act Implementation – Plan Goal 4 – S.-47** was passed and signed by the President. 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 May 29<sup>th</sup>.
- 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 working to prepare budget information for roof replacement for Redlands Plaza. Staff and Board Members reviewed the Mentone house occupancy with Steps 4 Life.
- 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 once part of the Redlands Ag area they purchased. CEMEX and the District met productively and set a meeting for April 16<sup>th</sup>. Staff worked with USFWS for potential Robertson’s mining area on April 11<sup>th</sup>. Staff and consultants will be working on this plan.
- 15. Public Outreach and Legislative – Plan Goal 5** – Staff continued coordination and efforts for school education with IERCD. Outreach coordination for the ribbon cutting for the Enhanced Recharge project.
- 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.

**17. Active Recharge Transfer Project Partnership – Plan Goals 1, 2 and 4** – On January 22<sup>nd</sup> the Partnership Agreement for Active Recharge Projects and Habitat Conservation Easements was approved by the SBVMWD’s Board. The 120 day diligence period began and continues through May 22<sup>nd</sup>. Staff prepared budget information for a new Enterprise for the Active Recharge Transfer Project management and design for 2019-2020.

**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

- Draft District and Enterprise Budget May 22<sup>nd</sup>
- Final Classification and Compensation Report May 22<sup>nd</sup>
- MOU with SB County Vector Control May 22<sup>nd</sup>
- BLM MOU Consideration – Likely June 2019

**20. District Successes**

- Staff has provided tours for the Board, Riverside Public Utilities, and legislative staff.
- The meeting with BLM Field Director, USFWS and staff, went well, and follow-up actions were held on May 15<sup>th</sup>.
- Highland Supply/7W and District opened escrow for the purchase of 25 acres of former Lockheed property adjacent to existing District lands.



# San Bernardino Valley Water Conservation District

## Monthly Recharge Report

From: 4/1/2019  
To: 4/30/2019



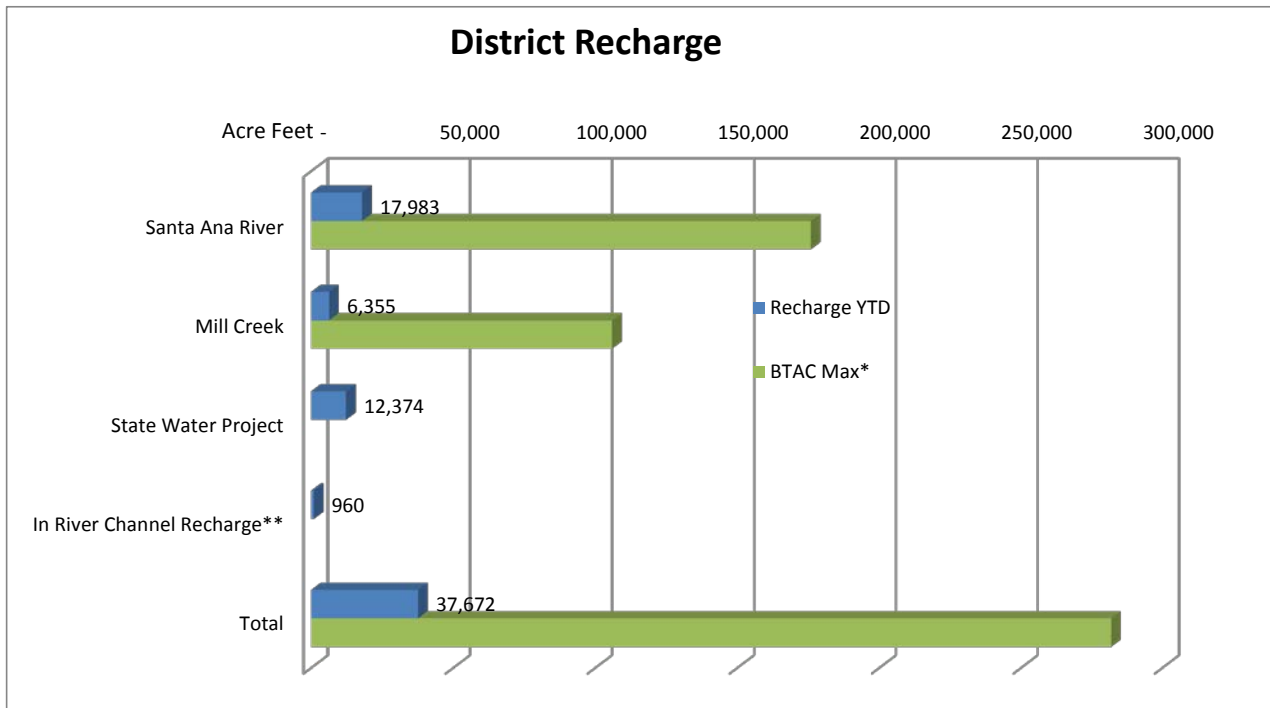
	April				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	232.5	6,975	17,983	176,000	10%
Mill Creek	80.2	2,406	6,355	106,000	6%
State Water Project	86.3	2,590	12,374	NA	NA
In River Channel Recharge**	5.3	159	960	NA	NA
<b>Total</b>	<b>404</b>	<b>12,129</b>	<b>37,672</b>	<b>282,000</b>	<b>13%</b>

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 2<sup>nd</sup> Qtr. Finance & Admin Mtg.

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

Jul. 10 Board Meeting  
 Jul. 24 4<sup>th</sup> Qtr. Finance & Admin Mtg.

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

Feb. 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 3<sup>rd</sup> 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 1<sup>st</sup> 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