



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

**BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, October 9, 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 Board Minutes, September 11, 2019.....4
- B. Approval of Expenditure Report, September 2019 ..... 11

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**BOARD OF DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
Robert Stewart

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL MANAGER**

Daniel B. Cozad

4. **COMMITTEE REPORTS /ACTION ITEMS**

- A. UNAUDITED FINANCIAL REPORTS, September 2019 - 5 minutes (M#1673) .....20  
*Presenter: Daniel Cozad*  
*Recommendation:* Review and approve the unaudited financials for September 2019.
  
- B. STAFFING AND SUCCESSION PLANNING – 10 minutes (M#1674).....26  
*Presenter: Daniel Cozad*  
*Recommendation:* The Finance & Administration Committee recommends the Board review and approve the updated Staffing and Succession Plan as presented.
  
- C. PLUNGE CREEK PROJECT CHARTER – 15 minutes (M#1675).....39  
*Presenter: Betsy Miller*  
*Recommendation:* Staff recommends that the Board receive the update on the project and approve the Plunge Creek Conservation Enhancement Project Charter dated October 2019
  
- D. LAND EXCHANGE BLM AGREEMENTS – 5 minutes (M#1664).....47  
*Presenter: Daniel Cozad*  
*Recommendation:* Staff recommends that the Board authorize the general manager to execute the Land Exchange and Cooperative Land Management agreements with the Bureau of Land Management (BLM) for the Wash Plan.

5. **INFORMATION ITEMS:**

- A. Wash Plan Verbal Update – 5 Minutes
- B. Trails Approach Verbal Update – 5 Minutes
- C. Salt and Nutrient Study Update – 5 Minutes .....49
- D. General Manager’s Report and Monthly Recharge Report – 5 Minutes .....66
- E. Future Agenda Items & Staff Tasks

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

- A. Board Member Meeting Reports – 15 minutes

7. **UPCOMING MEETINGS:**

- A. October 10, 2019                      Big Bear Watermaster Committee, 1:00 p.m. at Conservation District
  
- B. October 10, 2019                      Advisory Commission on Water Policy, 6:30 p.m. at Valley Municipal
  
- C. October 15, 2019                      San Bernardino Valley Municipal Water District, 2:30 p.m. at Valley Municipal
  
- D. October 21, 2019                      Association of San Bernardino Special Districts, 6:00 p.m. hosted by West Valley Water District in Fontana  
*Program: Proposed Swift Basin and Desalination Project*
  
- E. November 11, 2019                      Office Closed in Observance of Veterans Day
  
- F. November 13, 2019                      Board of Directors Meeting, 1:30 p.m. at Conservation District

- G. November 20, 2019 Finance & Administration Committee, 1:30 p.m. at Conservation District
- H. November 28-29, 2019 Office Closed in Observance of Thanksgiving
- I. December 3, 2019-December 6, 2019 ACWA Fall Conference, Manchester Grand Hyatt, San Diego  
*(Board Approval Required)*

8. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.

2. The Board will meet in closed session under authority of Government Code §54956.8 regarding the potential renewal of lease of various properties located within section 11 and 12 more specifically described in “Mineral Lease for Extraction of Sand and Gravel Materials” dated November 1, 2011. The discussion will concern the price and terms of a potential renewal of the lease. The District’s negotiators are Daniel Cozad and David Cosgrove. The party with whom the District will negotiate is Cemex Materials Pacific, LLC, and its negotiators are Sean Palmer and Christine Jones.

9. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on November 13, 2019 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF September 11, 2019  
1:30 p.m.

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

ROLL CALL:

BOARD MEMBERS PRESENT:

David E. Raley, Director  
Robert Stewart, Director  
Melody McDonald, Vice President  
Richard Corneille, President  
John Longville, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager  
Betsy Miller, Land Resources Manager/Assistant General Manager  
Erwin Fogerson, Senior Engineer/Project Manager  
Athena Monge, Administrative Specialist

GUESTS PRESENT:

Laine Carlson, WSC  
T. Milford Harrison, San Bernardino Valley Municipal Water District  
Bob Martin, Bear Valley Mutual Water Company  
Jennifer Ares, Yucaipa Valley Water District  
Madeline Blua, Yucaipa Valley Water District  
David Smith, East Valley Water District

1. PUBLIC PARTICIPATION

President Corneille announced that any person present, who so desired, may make an oral presentation to the Board of Directors. There being none, the meeting continued with the posted agenda items.

## 2. ADDITIONS/DELETIONS TO AGENDA

There were none.

Mr. Cozad introduced Betsy Miller, Land Resources Manager/Assistant General Manager, and Erwin Fogerson, Senior Engineer/Project Manager.

## 3. CONSENT CALENDAR

**It was moved by Director Longville and seconded by Vice President McDonald to approve the Consent Calendar: Item A: Board Minutes, August 14, 2019, with minor revisions. The motion carried 5-0 with all board members present voting in the affirmative.**

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

**It was moved by Director Longville and seconded by Vice President McDonald to approve Consent Calendar: Item B: Expenditure Report, August 2019 and Item C: Top Give Groundwater Producers for GWA #52. 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. COMMITTEE REPORTS/ACTION ITEMS

### A. 2019 ANNUAL DISTRICT AUDIT

Director Raley introduced this item for discussion, noting that it was a clean audit report. He noted that the Ad Hoc Audit Committee met and reviewed the draft report on September 3. President Corneille requested that the auditor be present next year when the audit is presented in case the Board should have any questions. Director Raley noted that the District's net position is shown on package page 58 and it is in line with 2018-2019 budget estimates. There is a typo where it states that the OPEB goes up by \$120,000/year; this is the amount contributed for unfunded liability in 2019. Director Raley stated that if the Board has any questions about the CalPERS information in the Audit Report the District may request PERS to make a presentation. Vice President McDonald asked why the District's total liabilities went from \$577,004 to \$850,388 as shown on package page 61. Director Raley stated that is primarily due to the advance to the Wash Plan. President Corneille asked about the purpose of three separate letter reports included with the financial statements in the audit report. Mr. Cozad said that the first audit letter is the representation letter that documents the scope of services for the audit, the second is the audit opinion and the third letter is an evaluation of District internal controls. President Corneille thanked staff members for their work on the audit.

**It was moved by Director Raley and seconded by Director Longville to approve the 2019 Audited Financial Report as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

#### **B. LEGISLATIVE AND REGULATORY PLATFORM**

Mr. Cozad introduced this item for discussion. This item was discussed by the Outreach & Communications Committee on August 23. The Committee reviewed the California Special Districts Association's suggested advocacy policy, which is more robust, but recommends the District continue to use the Legislative Platform. The updated version is shown on package pages 103 and 104. Director Longville said that the Committee also discussed outreach efforts and encouraged Board members to meet with local legislators, partners, etc. and make presentations. President Corneille said that we need to continue that and update the PowerPoint presentation.

**It was moved by Director Longville and seconded by Director Stewart to approve the Legislative and Regulatory Platform for 2020 as presented with minor revisions. 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**

#### **C. EXCHANGE PLAN AGREEMENT SUPPORT AND CONTRIBUTION FOR PLAN UPDATE**

Mr. Cozad noted these items are included in the Board package beginning on page 105. The District is the Project Manager for the Santa Ana River-Mill Creek Cooperative Water Project (Exchange Plan). Mr. Cozad provided a brief overview of the project. He said that this Exchange Plan was developed in 1977 and requires updating. The Management Committee of the Exchange Plan met and approved a scope of work for updating this agreement. Valley Municipal offered to pay 50 percent of the cost, and the other participants agreed to pay the remainder as shown on package page 106. Water Systems Consulting (WSC) is the consultant the Management Committee is comfortable with, and the firm's proposal is included on package pages 108 to 111. Bob Martin of Bear Valley Mutual Water Company spoke on the need to update the agreement and voiced support for hiring WSC. Jennifer Ares of Yucaipa Water District spoke in favor of hiring WSC and thanked Valley Municipal and the Conservation District for their support. President Corneille noted that staff proposed that legal fees are also proposed to be covered by the District. Mr. Cosgrove described, in brief, the basis for that and estimated it would cost roughly \$25,000. The District will invoice the partner agencies upon approval of this agreement by the Board.

**It was moved by Vice President McDonald and seconded by Director Longville to authorize the General Manager to contract with Water Systems Consulting for support services to amend and update the Cooperative Exchange Plan Agreement under standard terms acceptable to legal counsel in an amount not to exceed \$100,000. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

**D. UNAUDITED FINANCIAL REPORTS, AUGUST 2019**

Mr. Cozad noted the new enterprise for the Active Recharge Transfer Projects. This is to enable us to show the accounting to the Policy Committee which will be meeting in the October/November timeframe. Director Raley inquired about the budgeted amount for aerial mapping. Mr. Cozad indicated that is how the District keeps track of how much aggregate that has been mined. This is part of the audit performed every two years. Director Stewart asked about basin cleaning. Mr. Cozad said that the District has not yet been invoiced for the cleaning performed by Jacinto, but costs will be forthcoming.

**It was moved by Vice President McDonald and seconded by President Corneille to approve the Unaudited Financial Reports for August 2019 as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

**E. GROUNDWATER LATE PAYER AND NON-RESPONDENTS AND INVESTIGATION LIST FOR GWA #52**

Mr. Cozad introduced this item for discussion, noting its inclusion beginning on package page 118. He said that Splash Kingdom had not reported groundwater use in four assessment periods. If they do not provide usage the District will estimate their usage and send them a demand letter. Discussion ensued.

**It was moved by Director Raley and seconded by Director Longville to direct staff to follow up with non-respondents and late payers. The motion carried 5-0 with all Directors present voting in the affirmative.**

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

**Director Longville: Yes**  
**Director Raley: Yes**  
**Director Stewart: Yes**

#### F. LAND EXCHANGE BLM AGREEMENTS

Mr. Cosgrove provided a handout of the Memorandum of Understanding (MOU) for the Implementation of the Land Exchange. The Federal solicitor made some revisions and accepted and rejected some of the Districts' proposed revisions. Mr. Cosgrove said that under the District agreement in Section C he had added "if deemed mutually necessary" regarding environmental cleanup and it was removed by the solicitor. He would like for the "mutually" to be included within the agreement and indicated he believes that is the last of the revisions that need to be made. Staff recommends that the Board accept the agreement subject to approval by District Counsel.

**It was moved by Director Longville and seconded by Director Stewart to approve the Bureau of Land Management Implementation of Land Exchange Agreement subject to changes acceptable to District Counsel. 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. INFORMATION ITEMS

##### A. WASH PLAN VERBAL UPDATE

Ms. Miller provided the report. The EIR/EIS was reviewed and approved by the Federal solicitor, who provided a question back to the District. Mr. Cozad and Ms. Miller met with FWS staff to discuss the Land Exchange MOU and requested Management MOU. The Federal Registrar notice is complete, and the review is being scheduled. Ms. Miller said once the review is complete the notice will be published in the Federal Registrar. She indicated that the secretarial waiver expires in January 2020. Mr. Cozad expanded on the secretarial waiver. A brief discussion ensued. This item was received and filed.

Mr. Cozad provided a handout on the next steps needed to complete the Plunge Creek Conservation project. He said that California will likely list the San Bernardino Kangaroo Rat (SBKR): staff continues to work on an approach to address this issue. Staff will bring back a modified project charter for Board approval.

##### B. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Mr. Cozad indicated that the written General Manager's Report was included in the Board Package on pages 122 through 132. The Monthly Recharge Report was included on package page 133. Staff agreed to cover the cost of updating the Mineral Potential Report, which will be

between \$5,000 and \$10,000. Staff is working with CEMEX to get rid of some of the sand, but would have to pay to get it to them. Jacinto began basin clean up the beginning of this month; it will likely take between 10 to 15 days to complete. Mr. Cozad said that there would be an article about the Groundwater Council in the October/November issue of CSDA News magazine. There is a PFM investment summary on package page 126. The 2018-2019 Communications Summaries are included beginning on package page 127. This item was received and filed.

#### C. FUTURE AGENDA ITEMS AND STAFF TASKS

President Corneille requested an update on the trails approach. He also asked to include in the outreach presentation information about the 7W Enterprise, R100 and Mendoza property purchases to be presented to the Mentone Area Chamber of Commerce. Director Raley has been asked to present on the Active Recharge Transfer Projects.

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

President Corneille attended the Redlands Rail Construction Groundbreaking on July 19, Highland Area Chamber of Commerce (HACC) Luncheon on July 23, Exchange Plan Meeting on July 29 and chaired the Operations Committee on August 1. He met with the General Manager on August 30. President Corneille attended the Redlands Rise N Shine on September 6 and Steps for Life Gala on September 7 where the District was presented with a plaque for its collaboration and dedication.

Director Stewart attended the Outreach & Communications Committee on August 23, Ad Hoc Audit Committee on September 3 and the Loma Linda Chamber of Commerce on September 4.

Vice President McDonald attended Valley Municipal Board Meeting on September 3 and August 20. She attended the San Bernardino Area Chamber of Commerce (SBACC) Koffee Klatch on September 4, Association of San Bernardino County Special Districts Dinner (ASBCSD) on September 16 and State Legislative Committee on August 23. She also attended the HACC Luncheon on August 27.

Director Raley attended the Redlands Rise N Shine on September 6, Ad Hoc Audit Committee on September 3 and Valley Municipal Board Meeting on August 20.

Director Longville attended the Valley Municipal Board Meeting on September 3 and Local Government Commission Workshop on September 10.

#### 7. UPCOMING MEETINGS

There were none discussed.

#### 8. CLOSED SESSION

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

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

General Counsel announced that the meeting would adjourn to closed session under Closed Session item two.

At 4:05 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

9. ADJOURN MEETING

**It was moved by Director Longville and 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 4:06 p.m., the meeting adjourned to the Board meeting scheduled for 1:30 p.m. October 9, 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 September 2019

Num	Date	Name	Account	Class	Original Amount
PC 09.11.19	09/11/2019	Paychex	1012 · Citizens Busine...		-92.73
			6042 · Payroll Processing	4-General Fund Ent.	92.73
TOTAL					92.73
PC 09.25.19	09/25/2019	Paychex	1012 · Citizens Busine...		-89.88
			6042 · Payroll Processing	4-General Fund Ent.	89.88
TOTAL					89.88
ACH0198	09/05/2019	Melody McDonald	1012 · Citizens Busine...		-77.72
			6410 · Mileage	4-General Fund Ent.	77.72
TOTAL					77.72
ACH0199	09/24/2019	Raley, David	1012 · Citizens Busine...		-81.78
			6410 · Mileage	4-General Fund Ent.	81.78
TOTAL					81.78
ACH0200	09/24/2019	Melody McDonald	1012 · Citizens Busine...		-82.36
			6410 · Mileage	4-General Fund Ent.	82.36
TOTAL					82.36
21932	09/04/2019	Aaron Pederson	1012 · Citizens Busine...		-35.00
	08/23/2019		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
21933	09/04/2019	ACWA/JPIA-Health	1012 · Citizens Busine...		-13,268.20
	09/03/2019		6110 · Vision Insurance	4-General Fund Ent.	21.53
			6110 · Vision Insurance	1-Groundwater Ent.	74.53
			6110 · Vision Insurance	2-Redlands Plaza/...	6.62
			6110 · Vision Insurance	3-Land Resources	16.56
			6110 · Vision Insurance	5-Wash Plan	11.59
			6110 · Vision Insurance	6-Active Recharge ...	34.78
			6130 · Dental Insurance	4-General Fund Ent.	91.25
			6130 · Dental Insurance	1-Groundwater Ent.	315.86
			6130 · Dental Insurance	2-Redlands Plaza/...	28.08
			6130 · Dental Insurance	3-Land Resources	70.19
			6130 · Dental Insurance	5-Wash Plan	49.13
			6130 · Dental Insurance	6-Active Recharge ...	147.40
			6150 · Medical Insurance	4-General Fund Ent.	1,612.09
			6150 · Medical Insurance	1-Groundwater Ent.	5,580.30
			6150 · Medical Insurance	2-Redlands Plaza/...	496.03
			6150 · Medical Insurance	3-Land Resources	1,240.07
			6150 · Medical Insurance	5-Wash Plan	868.05
			6150 · Medical Insurance	6-Active Recharge ...	2,604.14
TOTAL					13,268.20

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

Num	Date	Name	Account	Class	Original Amount
<b>21934</b>	<b>09/04/2019</b>	<b>American Power Security</b>	<b>1012 · Citizens Busine...</b>		<b>-620.00</b>
	09/03/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	620.00
TOTAL					620.00
<b>21935</b>	<b>09/04/2019</b>	<b>Castro Landscaping Se...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	08/30/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>21936</b>	<b>09/04/2019</b>	<b>Citizens Business Bank</b>	<b>1012 · Citizens Busine...</b>		<b>-3,095.56</b>
	08/14/2019		5310 · Vehicle Mainten...	1-Groundwater Ent.	458.69
			6001 · General Adminis...	4-General Fund Ent.	125.00
			6001 · General Adminis...	1-Groundwater Ent.	125.00
			6002 · Website Adminis...	4-General Fund Ent.	450.00
			6030 · Office Supplies	4-General Fund Ent.	15.65
			6030 · Office Supplies	1-Groundwater Ent.	0.98
			6030 · Office Supplies	2-Redlands Plaza/...	1.95
			6030 · Office Supplies	3-Land Resources	0.98
			6039 · Postage and Ov...	4-General Fund Ent.	63.73
			6039 · Postage and Ov...	1-Groundwater Ent.	28.96
			6039 · Postage and Ov...	2-Redlands Plaza/...	11.59
			6039 · Postage and Ov...	3-Land Resources	11.59
			6051 · Uniforms	4-General Fund Ent.	90.18
			6051 · Uniforms	1-Groundwater Ent.	210.41
			6060 · Outreach	4-General Fund Ent.	6.72
			6060 · Outreach	1-Groundwater Ent.	2.69
			6060 · Outreach	3-Land Resources	4.03
			6435 · Conf/Seminar R...	4-General Fund Ent.	725.00
			6425 · Meals	4-General Fund Ent.	20.00
			6525 · Meals	4-General Fund Ent.	7.83
			6525 · Meals	1-Groundwater Ent.	6.10
			6525 · Meals	3-Land Resources	3.48
			6535 · Conf/Seminar R...	4-General Fund Ent.	326.25
			6535 · Conf/Seminar R...	1-Groundwater Ent.	253.75
			6535 · Conf/Seminar R...	3-Land Resources	145.00
TOTAL					3,095.56
<b>21937</b>	<b>09/04/2019</b>	<b>Edison - 8812</b>	<b>1012 · Citizens Busine...</b>		<b>-369.18</b>
	08/30/2019		5420 · Electricity	4-General Fund Ent.	103.37
			5420 · Electricity	1-Groundwater Ent.	73.84
			5420 · Electricity	2-Redlands Plaza/...	191.97
TOTAL					369.18
<b>21938</b>	<b>09/04/2019</b>	<b>Edison - Redlands Plaza</b>	<b>1012 · Citizens Busine...</b>		<b>-248.95</b>
	08/30/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	248.95
TOTAL					248.95
<b>21939</b>	<b>09/04/2019</b>	<b>Empire Disposal</b>	<b>1012 · Citizens Busine...</b>		<b>-124.70</b>
	08/31/2019		5460 · Water / Trash / ...	4-General Fund Ent.	62.35
			5460 · Water / Trash / ...	1-Groundwater Ent.	49.88
			5460 · Water / Trash / ...	3-Land Resources	12.47
TOTAL					124.70

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

10/02/19

Num	Date	Name	Account	Class	Original Amount
<b>21940</b>	<b>09/04/2019</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-480.60</b>
	08/28/2019		5440 · Telephone	4-General Fund Ent.	234.93
			5440 · Telephone	1-Groundwater Ent.	100.68
			5470 · Internet Services	4-General Fund Ent.	72.50
			5470 · Internet Services	1-Groundwater Ent.	43.50
			5470 · Internet Services	2-Redlands Plaza/...	7.25
			5470 · Internet Services	3-Land Resources	21.74
TOTAL					480.60
<b>21941</b>	<b>09/04/2019</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-155.19</b>
	08/19/2019		5440 · Telephone	4-General Fund Ent.	56.14
			5440 · Telephone	1-Groundwater Ent.	24.06
			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					155.19
<b>21942</b>	<b>09/04/2019</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-218.62</b>
	08/13/2019		6033 · Office Equipmen...	4-General Fund Ent.	163.97
			6033 · Office Equipmen...	1-Groundwater Ent.	10.93
			6033 · Office Equipmen...	2-Redlands Plaza/...	32.79
			6033 · Office Equipmen...	3-Land Resources	10.93
TOTAL					218.62
<b>21943</b>	<b>09/04/2019</b>	<b>JAN-PRO Cleaning Sys...</b>	<b>1012 · Citizens Busine...</b>		<b>-700.00</b>
	09/01/2019		6018 · Janitorial Services	4-General Fund Ent.	700.00
TOTAL					700.00
<b>21944</b>	<b>09/04/2019</b>	<b>Jerry Herbert Roofing, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-10,000.00</b>
	09/04/2019		7110 · Property Capital ...	2-Redlands Plaza/...	10,000.00
TOTAL					10,000.00
<b>21945</b>	<b>09/04/2019</b>	<b>Katelyn Scholte</b>	<b>1012 · Citizens Busine...</b>		<b>-99.54</b>
	08/31/2019		6510 · Mileage	4-General Fund Ent.	10.44
			6510 · Mileage	1-Groundwater Ent.	10.44
			6510 · Mileage	3-Land Resources	2.61
			6510 · Mileage	6-Active Recharge ...	2.61
			6525 · Meals	4-General Fund Ent.	24.07
			6525 · Meals	1-Groundwater Ent.	18.72
			6525 · Meals	3-Land Resources	10.70
			6039 · Postage and Ov...	4-General Fund Ent.	10.96
			6039 · Postage and Ov...	1-Groundwater Ent.	4.99
			6039 · Postage and Ov...	2-Redlands Plaza/...	2.00
			6039 · Postage and Ov...	3-Land Resources	2.00
TOTAL					99.54

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

Num	Date	Name	Account	Class	Original Amount
<b>21946</b>	<b>09/04/2019</b>	<b>Loma Linda Chamber o...</b>	<b>1012 · Citizens Busine...</b>		<b>-230.00</b>
	08/28/2019		6093 · Memberships	4-General Fund Ent.	230.00
TOTAL					230.00
<b>21947</b>	<b>09/04/2019</b>	<b>Lowe's Companies, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-63.41</b>
	08/25/2019		5215 · Property Mainte...	1-Groundwater Ent.	50.73
			5215 · Property Mainte...	3-Land Resources	12.68
TOTAL					63.41
<b>21948</b>	<b>09/04/2019</b>	<b>Netsteller</b>	<b>1012 · Citizens Busine...</b>		<b>-450.00</b>
	09/01/2019		5160 · IT Support	4-General Fund Ent.	180.00
			5160 · IT Support	1-Groundwater Ent.	225.00
			5160 · IT Support	3-Land Resources	45.00
TOTAL					450.00
<b>21949</b>	<b>09/04/2019</b>	<b>Nossaman LLP</b>	<b>1012 · Citizens Busine...</b>		<b>-503.00</b>
	08/29/2019		5120 · Misc. Profession...	4-General Fund Ent.	150.90
			5120 · Misc. Profession...	1-Groundwater Ent.	105.63
			5120 · Misc. Profession...	3-Land Resources	246.47
TOTAL					503.00
<b>21950</b>	<b>09/04/2019</b>	<b>O'Reilly</b>	<b>1012 · Citizens Busine...</b>		<b>-23.69</b>
	08/22/2019		5310 · Vehicle Mainten...	1-Groundwater Ent.	23.69
TOTAL					23.69
<b>21951</b>	<b>09/04/2019</b>	<b>Quill Corporation</b>	<b>1012 · Citizens Busine...</b>		<b>-80.57</b>
	08/13/2019		6030 · Office Supplies	4-General Fund Ent.	64.45
			6030 · Office Supplies	1-Groundwater Ent.	4.03
			6030 · Office Supplies	2-Redlands Plaza/...	8.06
			6030 · Office Supplies	3-Land Resources	4.03
TOTAL					80.57
<b>21952</b>	<b>09/04/2019</b>	<b>ReadyRefresh by Nestle</b>	<b>1012 · Citizens Busine...</b>		<b>-109.09</b>
	08/24/2019		5460 · Water / Trash / ...	4-General Fund Ent.	54.55
			5460 · Water / Trash / ...	1-Groundwater Ent.	43.64
			5460 · Water / Trash / ...	3-Land Resources	10.90
TOTAL					109.09
<b>21953</b>	<b>09/04/2019</b>	<b>Roofline Supply Co.</b>	<b>1012 · Citizens Busine...</b>		<b>-15,000.00</b>
	09/04/2019		7110 · Property Capital ...	2-Redlands Plaza/...	15,000.00
TOTAL					15,000.00

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

Num	Date	Name	Account	Class	Original Amount
<b>21954</b>	<b>09/04/2019</b>	<b>Smart &amp; Final</b>	<b>1012 · Citizens Busine...</b>		<b>-43.96</b>
	08/30/2019		6019 · Janitorial Supplies	4-General Fund Ent.	12.65
			6019 · Janitorial Supplies	1-Groundwater Ent.	8.43
			6004 · Meeting Expenses	4-General Fund Ent.	11.44
			6004 · Meeting Expenses	3-Land Resources	11.44
TOTAL					43.96
<b>21955</b>	<b>09/04/2019</b>	<b>Terminix</b>	<b>1012 · Citizens Busine...</b>		<b>-72.00</b>
	08/31/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	72.00
TOTAL					72.00
<b>21956</b>	<b>09/04/2019</b>	<b>Valero Marketing &amp; Su...</b>	<b>1012 · Citizens Busine...</b>		<b>-252.01</b>
	08/29/2019		5320 · Fuel	1-Groundwater Ent.	252.01
TOTAL					252.01
<b>21957</b>	<b>09/04/2019</b>	<b>Vineyard Ministries</b>	<b>1012 · Citizens Busine...</b>		<b>-1,181.52</b>
	09/03/2019		2210 · Security Deposit...	2-Redlands Plaza/...	1,181.52
TOTAL					1,181.52
<b>21958</b>	<b>09/17/2019</b>	<b>Brownstein Hyatt Farb...</b>	<b>1012 · Citizens Busine...</b>		<b>-15,375.00</b>
	09/05/2019		5122 · Wash Plan Profe...	5-Wash Plan	15,375.00
TOTAL					15,375.00
<b>21959</b>	<b>09/17/2019</b>	<b>Day Lite Maintenance, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-144.00</b>
	09/01/2019		6026 · Redlands Plaza ...	2-Redlands Plaza/...	144.00
TOTAL					144.00
<b>21960</b>	<b>09/17/2019</b>	<b>Edison - 7241</b>	<b>1012 · Citizens Busine...</b>		<b>-50.28</b>
	09/11/2019		5420 · Electricity	4-General Fund Ent.	14.08
			5420 · Electricity	1-Groundwater Ent.	10.06
			5420 · Electricity	2-Redlands Plaza/...	26.14
TOTAL					50.28
<b>21961</b>	<b>09/17/2019</b>	<b>Edison -5552</b>	<b>1012 · Citizens Busine...</b>		<b>-604.67</b>
	09/10/2019		5420 · Electricity	4-General Fund Ent.	165.67
			5420 · Electricity	1-Groundwater Ent.	118.33
			5420 · Electricity	2-Redlands Plaza/...	307.67
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	13.00
TOTAL					604.67

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

Num	Date	Name	Account	Class	Original Amount
<b>21962</b>	<b>09/17/2019</b>	<b>Employee Relations Ne...</b>	<b>1012 · Citizens Busine...</b>		<b>-172.80</b>
	08/31/2019		6001 · General Adminis...	4-General Fund Ent.	86.40
			6001 · General Adminis...	1-Groundwater Ent.	86.40
TOTAL					172.80
<b>21963</b>	<b>09/17/2019</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-116.77</b>
	08/28/2019		5210 · Equipment Maint...	1-Groundwater Ent.	103.93
			5310 · Vehicle Mainten...	1-Groundwater Ent.	12.84
TOTAL					116.77
<b>21964</b>	<b>09/17/2019</b>	<b>JAN-PRO Cleaning Sys...</b>	<b>1012 · Citizens Busine...</b>		<b>-325.00</b>
	08/30/2019		6016 · Redlands Plaza ...	2-Redlands Plaza/...	325.00
TOTAL					325.00
<b>21965</b>	<b>09/17/2019</b>	<b>Larry Jacinto Construc...</b>	<b>1012 · Citizens Busine...</b>		<b>-5,824.00</b>
	09/07/2019		5050 · Basin Cleaning	1-Groundwater Ent.	5,824.00
TOTAL					5,824.00
<b>21966</b>	<b>09/17/2019</b>	<b>Mikael Romich</b>	<b>1012 · Citizens Busine...</b>		<b>-10,350.10</b>
	09/04/2019		5120 · Misc. Profession...	3-Land Resources	5,582.10
			5122 · Wash Plan Profe...	5-Wash Plan	354.00
			5120 · Misc. Profession...	3-Land Resources	354.00
			5124 · Plunge Creek Pr...	3-Land Resources	4,060.00
TOTAL					10,350.10
<b>21967</b>	<b>09/17/2019</b>	<b>O'Neil Carpet Cleaning</b>	<b>1012 · Citizens Busine...</b>		<b>-112.00</b>
	09/11/2019		6016 · Redlands Plaza ...	2-Redlands Plaza/...	112.00
TOTAL					112.00
<b>21968</b>	<b>09/17/2019</b>	<b>Parts Authority</b>	<b>1012 · Citizens Busine...</b>		<b>-71.87</b>
	08/26/2019		5210 · Equipment Maint...	1-Groundwater Ent.	71.87
TOTAL					71.87
<b>21969</b>	<b>09/17/2019</b>	<b>Pat's Pots</b>	<b>1012 · Citizens Busine...</b>		<b>-340.00</b>
	09/12/2019		5460 · Water / Trash / ...	4-General Fund Ent.	170.00
			5460 · Water / Trash / ...	1-Groundwater Ent.	136.00
			5460 · Water / Trash / ...	3-Land Resources	34.00
TOTAL					340.00

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

Num	Date	Name	Account	Class	Original Amount
<b>21970</b>	<b>09/17/2019</b>	<b>Rogers, Anderson, Mal...</b>	<b>1012 · Citizens Busine...</b>		<b>-22,740.00</b>
	08/31/2019		5170 · Audit	4-General Fund Ent.	6,822.00
			5170 · Audit	1-Groundwater Ent.	8,186.40
			5170 · Audit	2-Redlands Plaza/...	3,411.00
			5170 · Audit	3-Land Resources	4,320.60
TOTAL					22,740.00
<b>21971</b>	<b>09/17/2019</b>	<b>Rutan &amp; Tucker</b>	<b>1012 · Citizens Busine...</b>		<b>-9,233.50</b>
	08/30/2019		5180 · Legal	4-General Fund Ent.	4,918.70
			5180 · Legal	1-Groundwater Ent.	1,082.70
			5180 · Legal	2-Redlands Plaza/...	252.63
			5180 · Legal	3-Land Resources	1,263.97
			5175 · Legal - Wash Plan	5-Wash Plan	1,715.50
TOTAL					9,233.50
<b>21972</b>	<b>09/17/2019</b>	<b>Sonsray Machinery</b>	<b>1012 · Citizens Busine...</b>		<b>-2,415.57</b>
	09/10/2019		5210 · Equipment Maint...	1-Groundwater Ent.	2,415.57
TOTAL					2,415.57
<b>21973</b>	<b>09/17/2019</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-4.09</b>
	09/13/2019		5450 · Natural Gas	4-General Fund Ent.	2.45
			5450 · Natural Gas	1-Groundwater Ent.	1.64
TOTAL					4.09
<b>21974</b>	<b>09/17/2019</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-336.18</b>
	09/10/2019		6033 · Office Equipmen...	4-General Fund Ent.	252.13
			6033 · Office Equipmen...	1-Groundwater Ent.	16.81
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.43
			6033 · Office Equipmen...	3-Land Resources	16.81
TOTAL					336.18
<b>21975</b>	<b>09/17/2019</b>	<b>U.S. Fish and Wildlife ...</b>	<b>1012 · Citizens Busine...</b>		<b>-100.00</b>
	09/09/2019		5122 · Wash Plan Profe...	5-Wash Plan	100.00
TOTAL					100.00
<b>21976</b>	<b>09/17/2019</b>	<b>WEX Bank-Shell GAS</b>	<b>1012 · Citizens Busine...</b>		<b>-425.01</b>
	09/09/2019		5320 · Fuel	1-Groundwater Ent.	425.01
TOTAL					425.01
<b>21977</b>	<b>09/17/2019</b>	<b>Wilbur's</b>	<b>1012 · Citizens Busine...</b>		<b>-196.07</b>
	08/20/2019		5210 · Equipment Maint...	1-Groundwater Ent.	196.07
TOTAL					196.07

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

Num	Date	Name	Account	Class	Original Amount
<b>21978</b>	<b>09/25/2019</b>	<b>ACWA/JPIA</b>	<b>1012 · Citizens Busine...</b>		<b>-3,342.36</b>
	07/01/2019		6310 · Property/ Auto In...	4-General Fund Ent.	167.12
			6310 · Property/ Auto In...	1-Groundwater Ent.	2,506.77
			6310 · Property/ Auto In...	2-Redlands Plaza/...	501.35
			6310 · Property/ Auto In...	3-Land Resources	167.12
TOTAL					3,342.36
<b>100231N</b>	<b>09/04/2019</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-9,021.67</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,172.82
			6170 · PERS Retirement	1-Groundwater Ent.	4,059.75
			6170 · PERS Retirement	2-Redlands Plaza/...	360.87
			6170 · PERS Retirement	3-Land Resources	902.17
			6170 · PERS Retirement	5-Wash Plan	1,894.55
			6170 · PERS Retirement	6-Active Recharge ...	631.51
TOTAL					9,021.67
<b>100232N</b>	<b>09/18/2019</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-8,226.46</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,069.44
			6170 · PERS Retirement	1-Groundwater Ent.	3,701.90
			6170 · PERS Retirement	2-Redlands Plaza/...	329.06
			6170 · PERS Retirement	3-Land Resources	822.65
			6170 · PERS Retirement	5-Wash Plan	1,727.56
			6170 · PERS Retirement	6-Active Recharge ...	575.85
TOTAL					8,226.46

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

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Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
9/11/2019	Corneille, R	Aug-19	\$ 450.00	\$ 38.93	\$ 411.07
9/25/2019	McDonald, M	Sep-19	\$ 1,575.00	\$ 136.24	\$ 1,438.76
9/25/2019	Raley, D	Aug-19	\$ 864.00	\$ 233.45	\$ 630.55



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

Memorandum No. 1673

**To: Board of Directors**  
**From: General Manager, Daniel Cozad**  
**Date: October 9, 2019**  
**Subject: Unaudited Financial Reports, September 2019**

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**RECOMMENDATION**

Review and approve the unaudited financials for September 2019.

**BACKGROUND**

Each month staff presents the unaudited financials for the District. The reports presented with this Board Letter on month ending September 30, 2019.

**DISCUSSION**

For three months into the fiscal year, most funds and accounts are as expected. The Enhanced Recharge Agreement will be invoiced in October. All current Groundwater Council members except the City of Rialto have paid their cost-share. Exchange Plan revenue is above budget due to collection of Exchange Plan participating entity's portion of cost to update the Exchange Plan Agreement. This revenue will be used primarily for consultant services to complete the updated agreement.

**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 September 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**

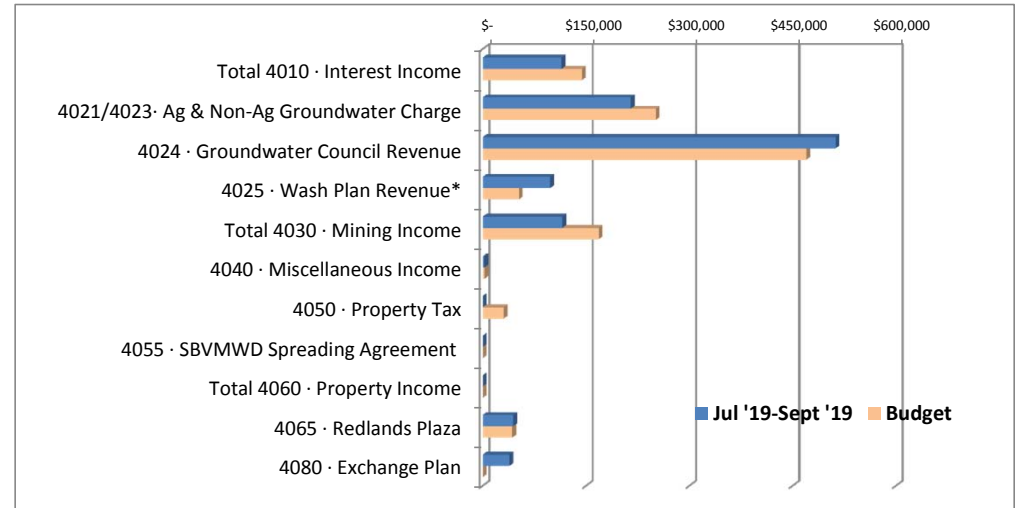
Graph Financials for September 2019  
Profit & Loss to Date vs. Annual Budget

**SBVWCD - All Enterprises Budget and Actual**

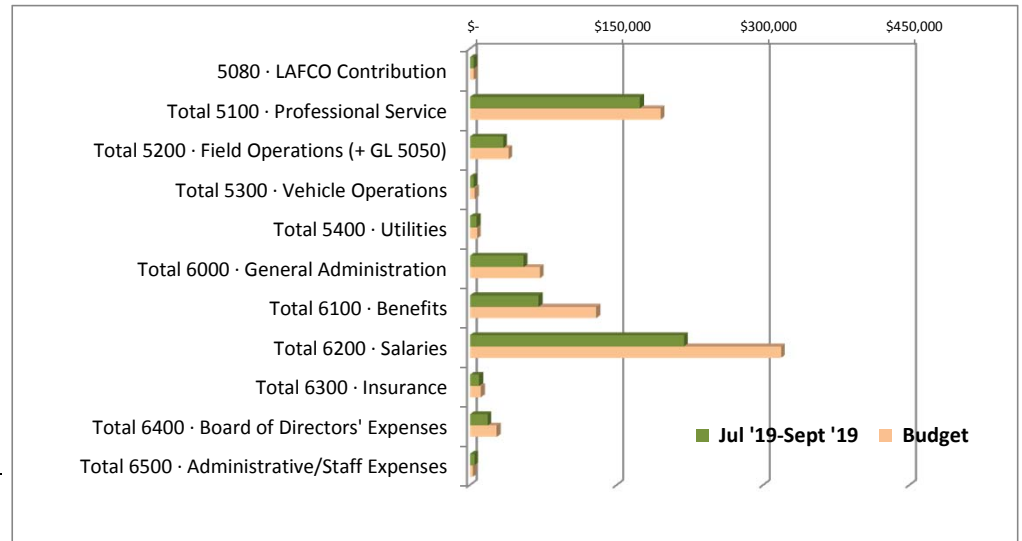
**Sept 2019**

<b>REVENUE</b>	<b>Jul '19-Sept '19</b>	<b>Budget</b>
Total 4010 · Interest Income	\$ 114,467	\$ 144,012
4021/4023· Ag & Non-Ag Groundwater Charge	\$ 215,119	\$ 251,429
4024 · Groundwater Council Revenue	\$ 512,480	\$ 470,000
4025 · Wash Plan Revenue*	\$ 97,942	\$ 52,500
Total 4030 · Mining Income	\$ 115,710	\$ 168,500
4040 · Miscellaneous Income	\$ 2,209	\$ 2,500
4050 · Property Tax	\$ -	\$ 30,536
4055 · SBVMWD Spreading Agreement	\$ -	\$ -
Total 4060 · Property Income	\$ -	\$ -
4065 · Redlands Plaza	\$ 44,403	\$ 43,027
4080 · Exchange Plan	\$ 38,892	\$ -
<b>Total Revenue</b>	<b>\$ 1,141,222</b>	<b>\$ 1,162,505</b>

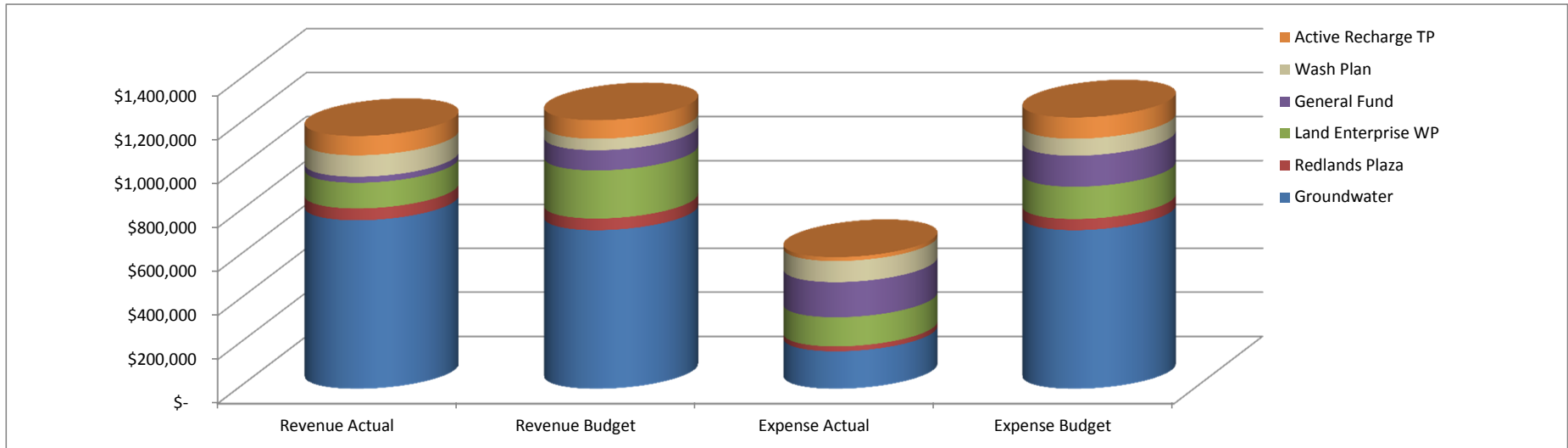
\*District loans to the WP



<b>EXPENSES Operating and Capital</b>	<b>Jul '19-Sept '19</b>	<b>Budget</b>
5080 · LAFCO Contribution	\$ 3,952	\$ 4,000
Total 5100 · Professional Service	\$ 173,997	\$ 195,165
Total 5200 · Field Operations (+ GL 5050)	\$ 33,951	\$ 39,592
Total 5300 · Vehicle Operations	\$ 3,674	\$ 5,126
Total 5400 · Utilities	\$ 7,001	\$ 7,248
Total 6000 · General Administration	\$ 54,972	\$ 71,513
Total 6100 · Benefits	\$ 70,311	\$ 129,382
Total 6200 · Salaries	\$ 218,983	\$ 318,669
Total 6300 · Insurance	\$ 9,592	\$ 11,299
Total 6400 · Board of Directors' Expenses	\$ 18,137	\$ 27,461
Total 6500 · Administrative/Staff Expenses	\$ 4,528	\$ 3,345
<b>Total Expense</b>	<b>\$ 599,098</b>	<b>\$ 812,800</b>



## Enterprises to Date (September 2019)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 766,491	\$ 721,429	106%
Groundwater Expense	\$ 170,540	\$ 303,481	56%
Revenue -Expense	\$ 595,951	\$ 417,949	
Redlands Plaza Revenue	\$ 53,756	\$ 53,075	101%
Redlands Plaza Expense	\$ 22,376	\$ 50,713	44%
Revenue -Expense	\$ 31,380	\$ 2,362	
Land Enterprise Revenue	\$ 117,235	\$ 219,095	54%
Land Enterprise Expense	\$ 132,455	\$ 147,137	90%
Revenue -Expense	\$ (15,220)	\$ 71,958	
General Fund Revenue *	\$ 27,336	\$ 92,048	30%
General Fund Expense	\$ 159,631	\$ 141,567	113%
Revenue -Expense	\$ (132,295)	\$ (49,519)	
Wash Plan Revenue	\$ 97,942	\$ 52,500	187%
Wash Plan Expense	\$ 96,212	\$ 77,486	124%
Revenue-Expense	1,730	(24,986)	
Active Recharge TP Revenue	\$ 87,735	\$ 84,375	104%
Active Recharge TP Expense	\$ 17,885	\$ 96,729	18%
Revenue-Expense	\$ 69,850	\$ (12,354)	

Cash Status	As of 7/1/2019	As of 9/30/2019
LAIF	\$ 112,923.24	\$ 126,050.91
Cal Trust	\$ 3,132,394.79	\$ 3,151,114.77
Citizens Bank	\$ 19,604,190.64	\$ 1,188,476.58
UBS Financial Services	\$ 1,892,700.47	\$ 1,895,465.20
Cal Credit Union	\$ 253,734.81	\$ 254,625.35
US Bank-CAMP	0	\$ 18,525,235.03
Total Cash	\$ 24,995,943.95	\$ 25,140,967.84
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less ARTP obligation	\$ (18,525,235.0)	\$ (18,525,235.03)
<b>Cash Position</b>	<b>\$ 1,470,708.92</b>	<b>\$ 1,615,732.81</b>

Increase (decrease) of \$ 145,024  
Percent Increase 9.9%

\* General Fund Revenue shown here does not include overhead

Total All Revenue - Expense \$ 551,397 \$ 405,410

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

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Interest Income				
4012 · LAIF	0.00	20,000.00	-20,000.00	0.0%
4013 · Caltrust Investment Income	18,719.98	66,443.10	-47,723.12	28.17%
4014 · CalCredit Union Interest Income	890.54	3,600.00	-2,709.46	24.74%
4015 · UBS Interest Income	7,121.09	36,000.00	-28,878.91	19.78%
4016 · Interest Income ARTP	87,735.03	450,000.00	-362,264.97	19.5%
<b>Total 4010 · Interest Income</b>	<b>114,466.64</b>	<b>576,043.10</b>	<b>-461,576.46</b>	<b>19.87%</b>
4020 · Groundwater Charge				
4021 · Assessments - Ag	20,391.54	97,028.35	-76,636.81	21.02%
4023 · Assessments - Non-Ag	194,727.30	405,830.40	-211,103.10	47.98%
4024 · Groundwater Council Revenue	512,480.00	470,000.00	42,480.00	109.04%
<b>Total 4020 · Groundwater Charge</b>	<b>727,598.84</b>	<b>972,858.75</b>	<b>-245,259.91</b>	<b>74.79%</b>
4025 · Wash Plan Revenue	97,942.36	210,000.00	-112,057.64	46.64%
4030 · Mining Income				
4031 · Plant Site - CEMEX	12,000.00	48,000.00	-36,000.00	25.0%
4032 · Cemex - Royalty / Lease	97,666.66	586,000.00	-488,333.34	16.67%
4036 · Aggregate Maintenance	6,043.00	40,000.00	-33,957.00	15.11%
<b>Total 4030 · Mining Income</b>	<b>115,709.66</b>	<b>674,000.00</b>	<b>-558,290.34</b>	<b>17.17%</b>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	460.24			
4040 · Miscellaneous Income - Other	1,749.00	10,000.00	-8,251.00	17.49%
<b>Total 4040 · Miscellaneous Income</b>	<b>2,209.24</b>	<b>10,000.00</b>	<b>-7,790.76</b>	<b>22.09%</b>
4050 · Property Tax	0.00	122,145.33	-122,145.33	0.0%
4055 · SBVMWD Spreading Agreement Reim	0.00	411,013.69	-411,013.69	0.0%
4060 · Property Income				
4062 · Mentone Property	0.00	100.00	-100.00	0.0%
<b>Total 4060 · Property Income</b>	<b>0.00</b>	<b>100.00</b>	<b>-100.00</b>	<b>0.0%</b>
4065 · Redlands Plaza	44,402.91	172,108.19	-127,705.28	25.8%
4066 · Redlands Plaza CAM	9,273.28	40,191.90	-30,918.62	23.07%
4080 · Exchange Plan	38,892.00	30,000.00	8,892.00	129.64%
4086 · Plunge Creek IRWMP	0.00	200,000.00	-200,000.00	0.0%
4998 · Rate Stabilization From Reserve	0.00	22,223.00	-22,223.00	0.0%
4999 · Trust Reimbursement-Wash Plan	0.00	100,000.00	-100,000.00	0.0%
<b>Total Income</b>	<b>1,150,494.93</b>	<b>3,540,683.96</b>	<b>-2,390,189.03</b>	<b>32.49%</b>
<b>Gross Profit</b>	<b>1,150,494.93</b>	<b>3,540,683.96</b>	<b>-2,390,189.03</b>	<b>32.49%</b>
<b>Expense</b>				
5040 · Regional Programs				
5080 · LAFCO Contribution	3,951.62	4,000.00	-48.38	98.79%
<b>Total 5040 · Regional Programs</b>	<b>3,951.62</b>	<b>4,000.00</b>	<b>-48.38</b>	<b>98.79%</b>
5050 · Basin Cleaning	5,824.00	50,000.00	-44,176.00	11.65%
5100 · Professional Service				
5120 · Misc. Professional Services	70,335.05	130,000.00	-59,664.95	54.1%
5122 · Wash Plan Professional Services	50,801.61	30,000.00	20,801.61	169.34%
5123 · Habitat Management-WP	0.00	120,000.00	-120,000.00	0.0%
5124 · Plunge Creek Prof Services	7,660.00	150,000.00	-142,340.00	5.11%
5125 · Engineering Services	0.00	18,000.00	-18,000.00	0.0%
5130 · Aerial Photography & Surveying	6,000.00	1,000.00	5,000.00	600.0%
5155 · WP Trails Professional Services	0.00	25,000.00	-25,000.00	0.0%
5160 · IT Support	900.00	7,000.00	-6,100.00	12.86%
5170 · Audit	22,740.00	26,155.00	-3,415.00	86.94%
5175 · Legal - Wash Plan	3,625.62	20,000.00	-16,374.38	18.13%
5180 · Legal	11,934.50	175,000.00	-163,065.50	6.82%
<b>Total 5100 · Professional Service</b>	<b>173,996.78</b>	<b>702,155.00</b>	<b>-528,158.22</b>	<b>24.78%</b>
5133 · Regional River HCP Contribution	0.00	25,000.00	-25,000.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	3,142.07	6,365.40	-3,223.33	49.36%
5215 · Property Maintenance	1,300.11	42,000.00	-40,699.89	3.1%
5225 · Field Clean Up-Illegal dumping	23,685.26	60,000.00	-36,314.74	39.48%
<b>Total 5200 · Field Operations</b>	<b>28,127.44</b>	<b>108,365.40</b>	<b>-80,237.96</b>	<b>25.96%</b>
5223 · Temp. Field Labor	0.00	11,000.00	-11,000.00	0.0%

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

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>5300 · Vehicle Operations</b>				
5310 · Vehicle Maintenance	1,808.43	8,000.00	-6,191.57	22.61%
5320 · Fuel	1,865.22	12,500.00	-10,634.78	14.92%
<b>Total 5300 · Vehicle Operations</b>	<b>3,673.65</b>	<b>20,500.00</b>	<b>-16,826.35</b>	<b>17.92%</b>
<b>5400 · Utilities</b>				
5410 · Alarm Service	559.00	1,500.00	-941.00	37.27%
5420 · Electricity	1,986.06	10,000.34	-8,014.28	19.86%
5430 · Mobile Phone	922.51	3,550.00	-2,627.49	25.99%
5440 · Telephone	1,622.24	8,000.00	-6,377.76	20.28%
5450 · Natural Gas	13.32	986.59	-973.27	1.35%
5460 · Water / Trash / Sewer	1,046.75	2,300.00	-1,253.25	45.51%
5470 · Internet Services	851.47	2,652.26	-1,800.79	32.1%
<b>Total 5400 · Utilities</b>	<b>7,001.35</b>	<b>28,989.19</b>	<b>-21,987.84</b>	<b>24.15%</b>
<b>6000 · General Administration</b>				
6001 · General Administration - Other	4,515.16	4,500.00	15.16	100.34%
6002 · Website Administration	1,422.97	3,300.00	-1,877.03	43.12%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	529.48	2,000.00	-1,470.52	26.47%
6006 · Permits	0.00	10,000.00	-10,000.00	0.0%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	0.00	1,300.00	-1,300.00	0.0%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	0.00	3,180.00	-3,180.00	0.0%
6013 · Office Lease Payment	15,000.00	60,000.00	-45,000.00	25.0%
6015 · Mentone House Maintenance	8.24	5,000.00	-4,991.76	0.17%
6016 · Redlands Plaza Maintenance	591.32	40,000.00	-39,408.68	1.48%
6018 · Janitorial Services	3,555.00	9,108.89	-5,553.89	39.03%
6019 · Janitorial Supplies	114.34	500.00	-385.66	22.87%
6020 · Vacancy Marketing-Redlands Plaz	24.23	5,500.00	-5,475.77	0.44%
6026 · Redlands Plaza CAM expenses	5,495.90	29,355.00	-23,859.10	18.72%
6027 · Computer Software	285.54	600.00	-314.46	47.59%
6030 · Office Supplies	633.60	3,750.67	-3,117.07	16.89%
6033 · Office Equipment Rental	2,310.82	9,500.00	-7,189.18	24.32%
6036 · Printing	0.00	980.00	-980.00	0.0%
6039 · Postage and Overnight Delivery	193.68	1,200.00	-1,006.32	16.14%
6042 · Payroll Processing	533.20	2,523.50	-1,990.30	21.13%
6045 · Bank Service Charges	0.00	2,575.00	-2,575.00	0.0%
6051 · Uniforms	511.84	2,200.00	-1,688.16	23.27%
6060 · Outreach	-1,362.36	60,000.00	-61,362.36	-2.27%
6087 · Educational Reimbursement	0.00	5,000.00	-5,000.00	0.0%
6090 · Subscriptions/Publications	919.85	1,210.00	-290.15	76.02%
6091 · Public Notices	0.00	3,200.00	-3,200.00	0.0%
6093 · Memberships	18,479.11	20,860.20	-2,381.09	88.59%
<b>Total 6000 · General Administration</b>	<b>54,971.92</b>	<b>299,478.36</b>	<b>-244,506.44</b>	<b>18.36%</b>
<b>6100 · Benefits</b>				
6110 · Vision Insurance	496.83	3,090.02	-2,593.19	16.08%
6120 · Workers' Comp. Insurance	0.00	18,908.65	-18,908.65	0.0%
6130 · Dental Insurance	2,105.73	13,265.60	-11,159.87	15.87%
<b>6150 · Medical Insurance</b>				
6150.01 · Medical Employee Contribution	-6,203.85	-30,960.10	24,756.25	20.04%
6150 · Medical Insurance - Other	37,202.04	237,140.37	-199,938.33	15.69%
<b>Total 6150 · Medical Insurance</b>	<b>30,998.19</b>	<b>206,180.27</b>	<b>-175,182.08</b>	<b>15.04%</b>
6160 · Payroll Taxes-Employer	12,929.95	89,947.99	-77,018.04	14.38%
<b>6170 · PERS Retirement</b>				
6170.01 · PERS Employee Contributions	-17,085.96	-44,370.29	27,284.33	38.51%
6170 · PERS Retirement - Other	40,866.49	230,506.22	-189,639.73	17.73%
<b>Total 6170 · PERS Retirement</b>	<b>23,780.53</b>	<b>186,135.93</b>	<b>-162,355.40</b>	<b>12.78%</b>
<b>Total 6100 · Benefits</b>	<b>70,311.23</b>	<b>517,528.46</b>	<b>-447,217.23</b>	<b>13.59%</b>
<b>6200 · Salaries</b>				
6230 · Regular Salaries	218,983.01	1,274,675.96	-1,055,692.95	17.18%
<b>Total 6200 · Salaries</b>	<b>218,983.01</b>	<b>1,274,675.96</b>	<b>-1,055,692.95</b>	<b>17.18%</b>
<b>6300 · Insurance</b>				
6310 · Property/ Auto Insurance	3,342.36	7,000.00	-3,657.64	47.75%
6320 · General Liability Insurance	6,249.25	32,300.00	-26,050.75	19.35%
<b>Total 6300 · Insurance</b>	<b>9,591.61</b>	<b>39,300.00</b>	<b>-29,708.39</b>	<b>24.41%</b>

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

	<u>Jul - Sep 19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	3,469.32			
6401 · Directors' Fees - Other	11,937.07	90,344.10	-78,407.03	13.21%
<b>Total 6401 · Directors' Fees</b>	<b>15,406.39</b>	<b>90,344.10</b>	<b>-74,937.71</b>	<b>17.05%</b>
6410 · Mileage	349.67	4,000.00	-3,650.33	8.74%
6415 · Air Fare	427.60	2,500.00	-2,072.40	17.1%
6420 · Other Travel	0.00	500.00	-500.00	0.0%
6425 · Meals	583.02	3,500.00	-2,916.98	16.66%
6430 · Lodging	395.02	4,000.00	-3,604.98	9.88%
6435 · Conf/Seminar Registrations	975.00	5,000.00	-4,025.00	19.5%
6440 · Election Fees / Re-Districting	0.00	0.00	0.00	0.0%
<b>Total 6400 · Board of Directors' Expenses</b>	<b>18,136.70</b>	<b>109,844.10</b>	<b>-91,707.40</b>	<b>16.51%</b>
6500 · Administrative/Staff Expenses				
6510 · Mileage	261.23	1,800.00	-1,538.77	14.51%
6515 · Air Fare	743.92	2,000.00	-1,256.08	37.2%
6520 · Travel, Other (rental car, taxi)	140.80	1,000.00	-859.20	14.08%
6525 · Meals	1,013.71	1,591.35	-577.64	63.7%
6530 · Lodging	518.83	3,000.00	-2,481.17	17.29%
6535 · Conf/Seminar Registrations	1,850.00	4,000.00	-2,150.00	46.25%
<b>Total 6500 · Administrative/Staff Expenses</b>	<b>4,528.49</b>	<b>13,391.35</b>	<b>-8,862.86</b>	<b>33.82%</b>
9999 · Contribution to Capital Maint.	0.00	361,365.60	-361,365.60	0.0%
<b>Total Expense</b>	<b>599,097.80</b>	<b>3,565,593.42</b>	<b>-2,966,495.62</b>	<b>16.8%</b>
Net Ordinary Income	551,397.13	-24,909.46	576,306.59	-2,213.61%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	18,000.00	-18,000.00	0.0%
7055 · Plunge Creek Expansion	0.00	362,957.00	-362,957.00	0.0%
<b>Total 7000 · Construction</b>	<b>0.00</b>	<b>380,957.00</b>	<b>-380,957.00</b>	<b>0.0%</b>
7100 · Land & Buildings				
7110 · Property Capital Repairs	107,467.00	304,000.00	-196,533.00	35.35%
7120 · Property-Land Purchase	15,000.00			
7126 · ARTP Engr/Prof Services	0.00	450,000.00	-450,000.00	0.0%
7130 · Mentone Property (House)-CapRep	0.00	25,000.00	-25,000.00	0.0%
7140 · Mentone Property (Shop)-CapRep	0.00	220,000.00	-220,000.00	0.0%
7150 · Mill Creek Diversion	0.00	446,068.00	-446,068.00	0.0%
7160 · Mendoza Property	0.00	137,000.00	-137,000.00	0.0%
<b>Total 7100 · Land &amp; Buildings</b>	<b>122,467.00</b>	<b>1,582,068.00</b>	<b>-1,459,601.00</b>	<b>7.74%</b>
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	4,175.00	10,000.00	-5,825.00	41.75%
7230 · Field Equipment / Vehicles	0.00	145,000.00	-145,000.00	0.0%
7240 · Office Equipment	1,234.67	1,500.00	-265.33	82.31%
<b>Total 7200 · Equipment &amp; Vehicles</b>	<b>5,409.67</b>	<b>161,500.00</b>	<b>-156,090.33</b>	<b>3.35%</b>
7400 · Professional Services Capital				
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>127,876.67</b>	<b>2,249,525.00</b>	<b>-2,121,648.33</b>	<b>5.69%</b>
Net Other Income	-127,876.67	-2,249,525.00	2,121,648.33	5.69%
<b>Net Income</b>	<b>423,520.46</b>	<b>-2,274,434.46</b>	<b>2,697,954.92</b>	<b>-18.62%</b>



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1674

**To:** Board of Directors  
**From:** Daniel Cozad, General Manager  
**Date:** October 9, 2019  
**Subject:** Staffing and Succession Plan Update

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## RECOMMENDATION

The Finance & Administration Committee recommends the Board review and approve the updated Staffing and Succession Plan as presented.

## BACKGROUND

The Board approved a staffing plan in 2013 and a revised staffing and succession plan in 2017. Annually the Board reviews staffing and sets salary ranges as part of the budget. Last year the Board requested a consultant performed Classification and Compensation Survey be completed. In addition, the Board approved the Partnership Agreement for Active Recharge project earlier this calendar year. These issues impact the staffing plan and while the Classification and Compensation plan has not been completed by the consultant staff wanted to get Board feedback on the support for the Active Recharge Transfer projects. In March the Board adjusted staffing to accommodate the Action Recharge Transfer Projects. In May the Ad Hoc General Manager's evaluation Committee requested the Staffing and Succession Plan be updated in light of the new position and other staffing changes.

## Discussion

Staff presented a draft of the updated plan to the Finance and Administration Committee and received their comments as well as those of the Board President. Staffs incorporated these as well as any from new staff members and present the plan for approval. No significant policy or staffing level changes are presented the updated plan attached to this letter. Expected work increased related to full implementation of the Wash Plan and Enhanced Recharge projects will add part time staff when needed, likely in 2022. Succession planning

## ALTERNATIVES

Potential Board Actions include:

- Approve the updated plan
- Table the issue to a future meeting of the Board
- Provide specific changes or requests as staff revises the plan

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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

**FISCAL IMPACT**

The financial impacts for future staffing are limited because they are not significant changes. Part time staff in future years will only be added if work is needed and additional revenue is demonstrated in the budget process. Additional funding is likely to be available from the Enhanced Recharge Agreement to pay the salary or contracts for such staffing. Increases in benefits and other costs would be covered by those activities as well. The fiscal impact of any additional staffing would be identified and evaluated in detail in the annual budget.

**ATTACHMENTS OR MATERIALS**

Updated Staffing and Succession Plan

# San Bernardino Valley Water Conservation District Staffing and Succession Plan 2019 (V-3 9-19-19)

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## Background

As a part of the annual General Manager Evaluation, the Ad Hoc General Manager Evaluation Committee requested an assessment and plan for succession in key positions, including the General Manager. This plan will review current and projected staffing as well as transitions for supporting the District's mission and key staffing changes.

The District approved a comprehensive staffing plan in 2011. Updates and revisions are incorporated and approved each year during the budget process. The District is at a transitional time with new programs and facilities coming online and with the limited revenues a fading memory. Currently, groundwater charges fully support Groundwater operations through the Groundwater Council and Groundwater Charge revenue. Interest revenue from District reserves is increasing, and the District has not used reserves for operations for ten years.

Additionally, mining royalty income on District-owned lands was stabilized with new contracts and arbitrations setting the market rate. The District has developed reserves from operational cost savings, and these reserves have safeguarded operations as well as paid all CalPERS and OPEB unfunded liabilities. The Personnel Handbook was completely rewritten in 2011 and is updated as needed. Employee performance planning is important for staff development, setting expectations, evaluating staff progress, and completely revised in 2011, and the system has demonstrated excellent results and employee satisfaction.

## Strategic Plan and Mission Requirements

In May 2014 the Board approved a community strategic plan which incorporated the evolving mission and operation requirements to fulfill the core mission. Significant to these was the land management requirements brought about by the need to properly steward environmental and habitat resources on our lands in compliance with federal law and incidental take permits. Besides, supporting the Wash Plan implementation, both staffing and partnerships were formed. These partnerships and staffing are the most efficient manner to ensure cost-effective and efficient implementation. This utilized staff for the Conservation Trust and habitat management. Without staffing and partnerships continued operations with Board priority, expansions would not be possible. The Enhanced Recharge project (ER) partnership with SBVMWD provides funding field staff to implement the additional maintenance and operations of the ER Basins. The Wash Plan has needed habitat management staffing; this situation increases as implementation gets underway. Usage of the current roads by the public for trails will require security and other staff and contract support.

The District, along with its partners proposed a Groundwater Council (GC) in 2015, which was approved in 2017 and is in the second year of Operations. Staff have supported the GC from the beginning and chair the Budget Committee. The engineering staff has done the financial modeling and groundwater tracking for the Equitable Allocation Model by the GC.

In 2018 the Board directed staff to procure a consultant to complete a Comprehensive Classification and Compensation Study covering current and prospective positions. This study was completed and adopted with changes in June 2019. In 2018, the Board approved a Partnership Agreement with San Bernardino Valley Municipal Water District that provides funding for the purchase of conservation easements benefitting the River HCP. The agreement pledges these funds for the development and implementation of groundwater benefiting projects call the Active Recharge Transfer Projects (ARTP). These projects have been funded and need support from senior engineering skills; therefore, the Board added staffing to the approved 2019-2020 budget to support these needs.

Current staffing had been stable for several years before these new agreements and capital projects. Due to flexible staff, interns, and contract support, most project needs have been supported. The Board requested staff update the Succession Plan as a part of the General Managers Annual Evaluation process.

Staffing was increased in the budget to maintain support for the mission and strategic priorities of the Board. Primary drivers of staffing changes are Enhanced Recharge construction and operations, Aggressive Recharge, Wash Plan implementation, Conservation Trust, GC Support, ARTP, and retirements.

## Critical Functions Assessment

Identified in the lists below are the critical staff functions of the District, separated into Office and Field areas. New or significantly revised areas are shown with an asterisk.

### Office

- Legal Counsel
- Executive Management
- Engineering and Contract Management
- Land Management and Habitat
- Government Affairs/Communications
- Board Secretary
- Clerical/Customer Support /Groundwater Charge
- Office Management and Admin
- Bookkeeping/Finance/Budget/Audit
- HR Support/Risk Management
- IT Support/GIS/ Data Management
- Property Management
- Engineering Reports and Project Management \*
- Measurement and reporting upgrades
- Capital Projects and Improvements \*
- Water Resources Planning, Outreach, and QWEL
- Habitat and Resources Management
- Intern or engineering and planning support

## Field Operations

- Field Supervisor
- Field Operations Specialist Operator/Maintenance
- Field Operations Specialist Habitat Management \*
- Field Engineering and Biologist support
- Patrol of District Lands for habitat and homeless management

## Current Staffing

Staffing for 2019-2020 is above from traditional levels based on the staffing plan from approximately five years ago. The 2019-20 budget, the current staffing is eight full-time staff and interns.

## Field Staffing

Field staffing consists of three full-time staff, technician level, and supervisor level for land and water operations and maintenance activities. Additional staffing added to support Aggressive Recharge efforts, maintenance, and Enhanced Recharge and Wash Plan Preserve maintenance.

## Office Staffing

The office staff consists of Administrative Support staff, Land Resources Manager/AGM, Senior Engineer PM, Assistant Engineer, and Intern, and student help in addition to the General Manager. In 2019, the Board authorized addition the Senior Engineer/PM to support the Active Recharge Transfer Projects. Assistant Engineer supports ARTP and new efforts outreach and Qualified Water Efficient Landscaper Certification and training.

## Employees of the District

- General Manager
- Land Resources Manager/AGM
- Senior Engineer/PM
- Administrative Specialist II
- Administrative Analyst
- Assistant Engineer
- Field Supervisor (Full Time)
- Field Operations Specialist (Full time)
- Field Operations Specialist (vacant)

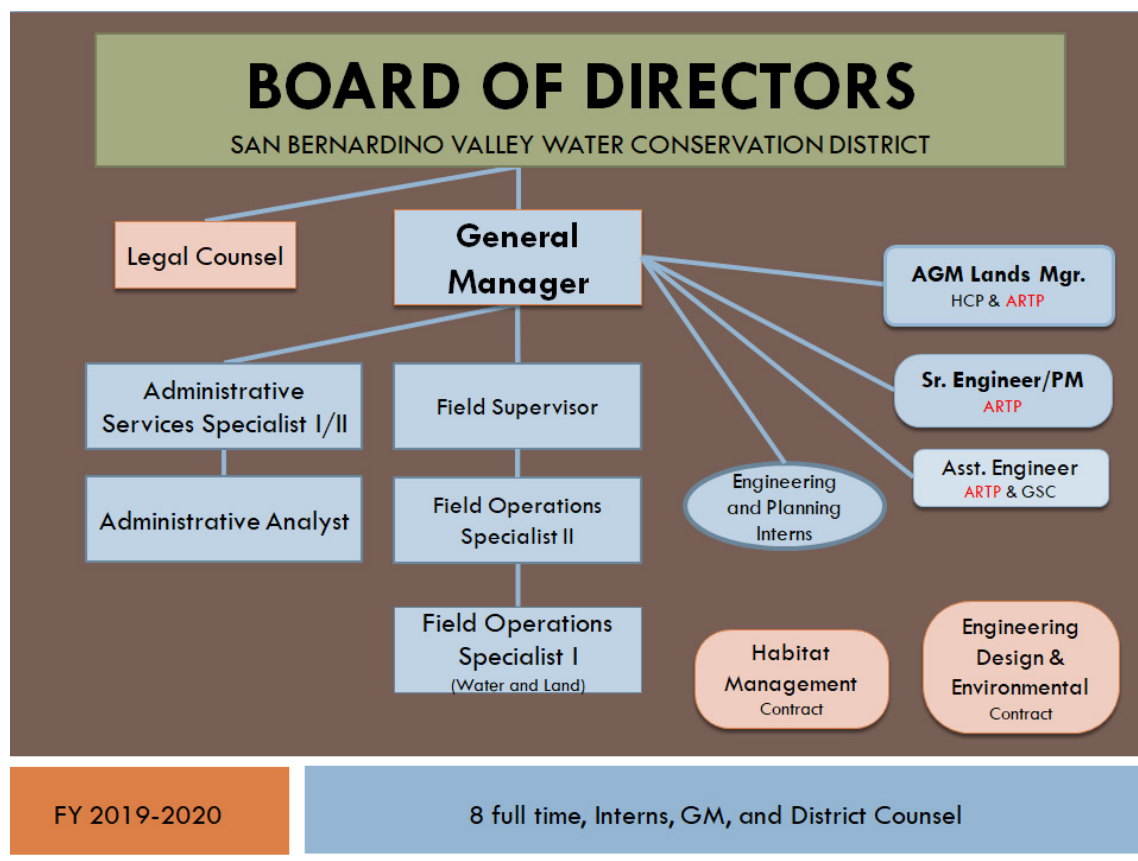
## Contract Support

- District Counsel
- GIS and related support
- Environmental and Habitat support
- Engineering Design/Survey
- Auditing
- Project Engineering \*
- Construction Management \*

## Current and Near Term Staffing Org Chart

The District Budget for 2019-2020 includes the staffing plan shown in the chart below. The sections below provide some planning-level estimates of staffing needs based on expected work continuing and expanding work due to Enhanced Recharge, Aggressive Recharge, ARTP, Wash Plan Implementation and support for other efforts including the GC. In 2018, the Land Resources Manager announced retirement, and the successful recruitment began for the position. Several excellent applicants interviewed for the position, and a new Lands Manager began work in August 2019. Additionally, the ARTP required a Senior Engineer/PM. Again recruitment yielded several excellent candidates, and the District hired a

superb experienced Engineer who will be an excellent fit for the ARTPs. Due to Aggressive Recharge, the wet winter and the coming Enhanced recharge projects a new Field Operations Specialist was hired.



## Performance Planning and Salary Administration

The District has an established collaborative employee evaluation process described in the employee handbook. The annual staff evaluation produced better documentation than past practice.

Additionally, the performance planning process has been a strong emphasis on the annual review effort. This process supports the employee and the employee's development as well as serving to improve the District. Salary ranges are adjusted based on the cost of living adjustment (CPI) approved by the Board each year. Based on the Classification and Compensation Study in aggregate, those salaries were about on par. There were, however, some positions which were underpaid or under classified, and modified with the approval of the study with implementation as recommended by the GM. The primary changes were to the increased salary for the Assistant Engineer and to reclassify the Land Manager with the Additional duties, he was fulfilling as the Assistant General Manager. The related salary adjustments used the existing raise pool approved by the Board.

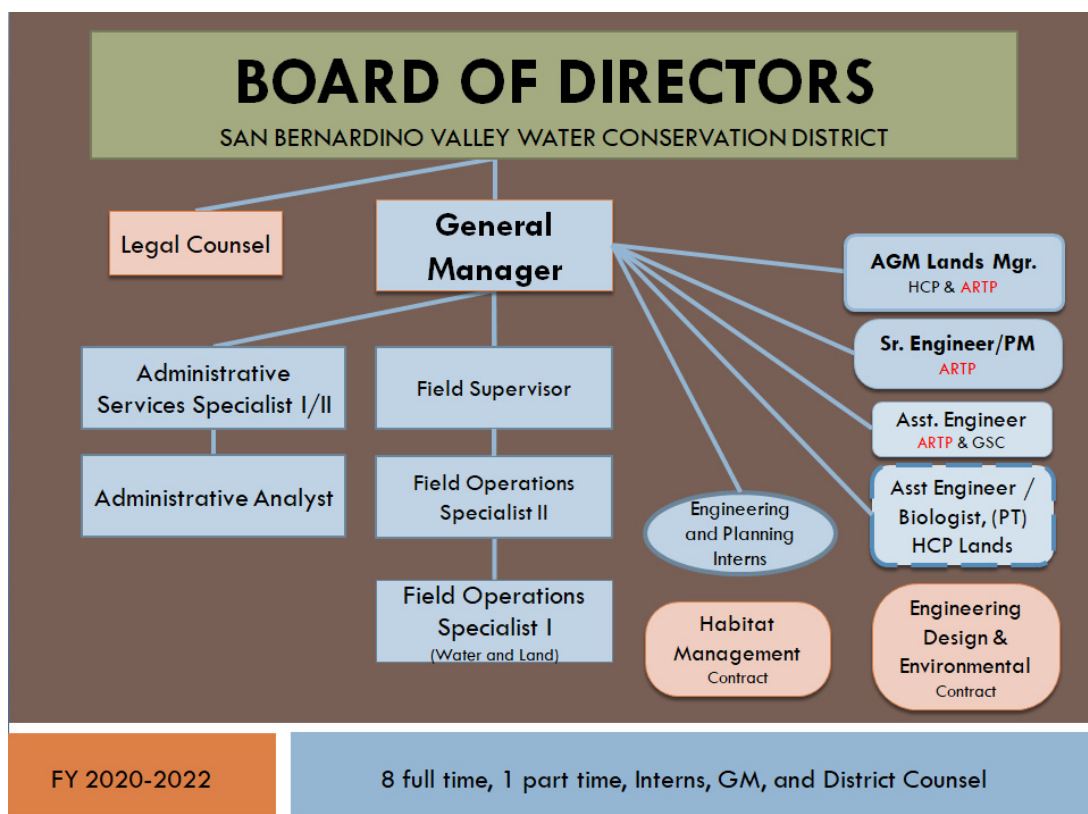
## Future Staffing and Succession

The following sections provide projected staffing for the future expected operations of the District and likely mission needs. The sections also provide recommendations for successful succession planning.

## 2020-2022 Staff Planning

Limited changes are likely for longer-range staffing 2020-2022as shown in the Org Chart below. It is unlikely that these staffing changes would be implemented immediately but would occur over the years as project needs become apparent. Staffing would only increase when the level of work requires staff, and when District revenues allow such work to be undertaken. Likely projects and efforts believed to increase staffing needs include the list below:

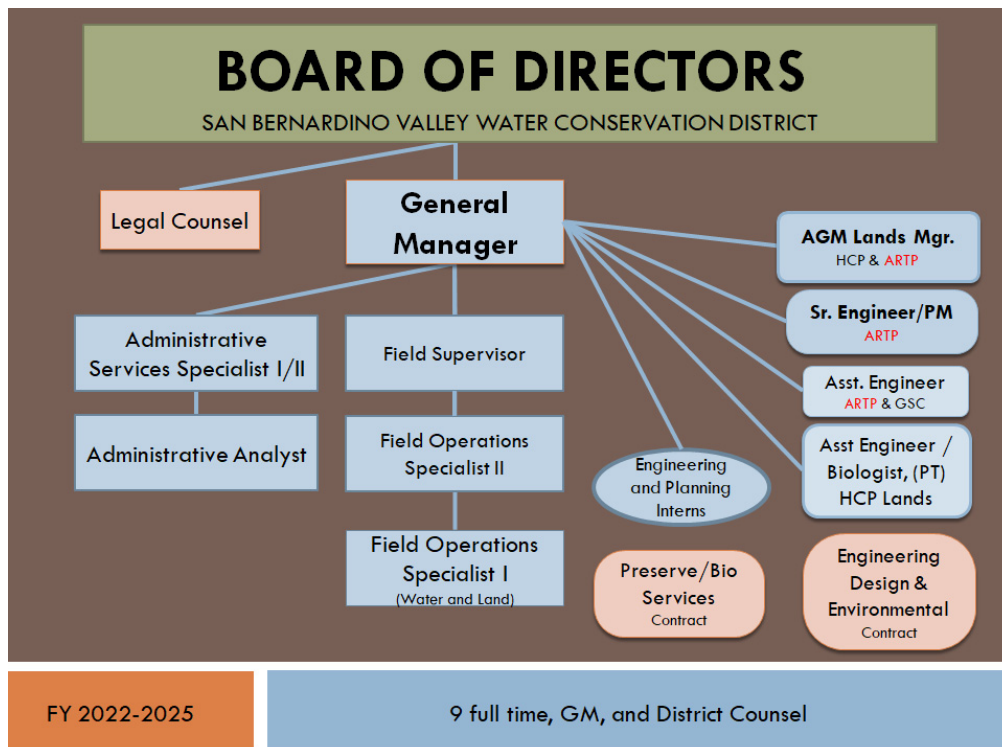
- Expected in 2021 is the need for a part-time biologist or assistant engineer for monitoring and management of Wash Plan efforts and supporting the ARTP
- Additional activity in the Conservation Trust is likely in 2020 and 2021 as conservation easements and endowments increase in overall activity
- Wash Plan related trails and habitat management activities will require added staffing



## 2022-2025 Staff Planning

It is difficult to forecast staffing needs more than a few years into the future. For the 2022-2025 time frame, existing efforts will be fully implemented possibly expand. These changes to longer-range staffing would only be if Board priorities continue in a similar manner, and existing programs continue. Likely projects and efforts believed to increase staffing needs include the list below:

- Wash Plan full implementation and operations by 2022 and potentially additional support needed for biology and monitoring and expected as a full-time position with Formal trails
- ARTP will be in Design and potentially construction/implementation.



Staffing for the future is likely to be implemented as a combination of District staff, contractors, other agency staff, and interns. Some elements of the Board’s Strategic Plan and Priorities increase staffing and contract needs. Other legislative and operational issues require additional work as well. As the transition plan described in the next section, some duplication and overlap may be useful to begin to train and prepare staff for future assignments and positions in the District. The exact positions proposed are based on existing staffing and expected skills and the expected level of effort needed, it is possible that as staffing changes some positions may be merged or split to best use the skills of staff available. Contractors and contract staff will be used when the need is short term or not critical to the long term interests of the District.

## **Transition and Succession**

One of the most important considerations in government is the smooth transition in governance. Staffing in small organizations is critical, and key positions are even further in need of a carefully planned transition.

## **Succession Planning**

Successful organizations are as focused on their current staff as they are the development of the replacements for their critical staff members. This situation can be very difficult for small organizations due to limited duplication of staff and limits to the promotion opportunities within the District. However, several opportunities exist to improve the likelihood that staff is trained to replace staff that departs the District. Attachment A shows current succession planning status with staffing areas which do not have ready replacements. Attachment B provides a chart of staff positions in a short and longer-term transition matrix.

## **Field Operations Specialists**

Due to the specialized nature of the work field staff are essentially apprenticed to the District skill needs when they begin working. No general formal training program readies them for job duties. General construction, earthworks, habitat and land management, as well as hydraulics, are useful backgrounds and skills. Most information is learned on the job and through experience. Where possible entry-level technicians are hired well in advance any departure of staff to ensure continuity. License and certification may be needed in areas such as herbicide application. Also, supervisor staff should be available, potentially after departure to provide advice and guidance for District staff, especially if they are not able to fully train a replacement.

## **Administration**

Within the office opportunities for training and advancement are limited, but the Admin Specialist and Admin Analyst are fully capable and have been encouraged to learn all tasks that the previous Administrative Manager had performed including taking notes and preparing agendas for the Board of Directors. Financial capacity and support have been significantly expanded with existing staff. New staff would likely take some time to have equivalent skills.

## **Engineering and Project Support**

Limited opportunities to train staff are available in the District currently, however, interns, engineering consultants, GIS Consultants, and others working on District plans and reports are encouraged and time budgeted for them to cross-train and provides staff the District for the future. Additionally, many staff from the District have found employment at area local agencies. The engineering staff currently supports the GC, and the Senior Engineer/PM is likely to continue to do so. Intern staff are an excellent resource utilized to the maximum extent possible. The Assistant Engineer position has a career track with and mentorship opportunities with the hiring of a Senior Engineer/PM. This process is expected to provide longevity and encourage deep knowledge of the mission and facilities.

## **Land Resources and Habitat Management**

In 2014 the District added a Land Resources Manager to help with HCP planning and permitting. This position has proved to be integral to the effort of the District. In the summer of 2019, the position of

Assistant General Manager (AGM) was identified in recognition of the work done by the incumbent. Recruitment provided another excellent employee for the District to carry on the projects and efforts for the Wash Plan, Conservation Trust, and Endowment efforts for management. The AGM position can fill in for the General Manager as needed

## **General Manager**

In a Short term transition for the absence or retirement of the General Manager can be filled by the AGM/Land Resources Manager as she becomes experienced and knowledgeable to fill the position. Longer-term transition is influenced both by the transition of the District itself and the issues and concerns of the Board. The long term likely succession for the General Manager can be from Sr. Engineer, or Lands Manager staff or external recruitment.

## **Implementation of the Plan**

Implementation of this Succession and Staffing Plan is primarily the responsibility of the General Manager with oversight from the Finance and Administrative Committee and the Board of Directors. The General Manager has worked to fill positions with staff that can succeed in filling vacancies and move the District forward. The General Manager is charged with completing the implementation of the plan cost-effectively within the existing approved budget with succession in mind.

Implementation of the plan related to the transition and replacement of the General Manager is the primary responsibility of the Board of Directors. Significant efforts have led to high functioning relationships with the District's Partners. The Board should be mindful of this investment and developed trust as they fill the future position of the General Manager.

### Attachment A - Succession and Staffing Planning Status

Position Title	Incumbent Name	Retirement Status	Criticality	Number of Staff Ready Now	Number of Existing Staff Ready in 1-2 Years	Succession Planning Priorities
General Manager	Daniel Cozad	A-B	1	0	2	1
Land Resources Mgr./AGM	Betsy Miller	D	1	0	0	3
Administrative Specialist	Athena Monge	D	2	1	1	3
Administrative Analyst	Angie Quiroga	D	2	1	1	3
Field Supervisor	Manual Colunga	C	1	1	1	3
Field Operations Specialist	Tommy Purvis	D	3	0	1	3
Field Operations Specialist New	Mike Guizar	D	3	0	0	3
Assistant Engineer	Katelyn Scholte	D	3	0	0	3
Senior Engineer/PM	Erwin Fogerson	C	2	0	1	2
Interns		NA	3	0	Varies	3

**Retirement Status:**

- A: Retirement likely within 1-2 years
- B: Retirement possible to likely within 3 years
- C: Retirement eligible within 5 years
- D: Retirement >5 years

**Criticality:**

- 1: Critical - Must "hit the ground running"
- 2: Very Important - Fully functional within 6 months
- 3: Important – a Longer opportunity for learning

### Attachment B – Transition and Succession Matrix

Position	Description	Transition Role	Succession Plan Implementation	
			Short Term	Long Term
Field Supervisor	Responsible for all Field actions/management of field operations and staff	Add responsibility and authority for lands and water	Internally fill with Sr. Field Tech	Internal Promotion
Field Technician /Sr.	Fully capable field staff to fill in for supervisor and all field tasks	Continued learning to be able to take on new land efforts and succession	Short term succession is internal from promotion with training	Internal Promotion from Field Tech 1
Administrative Specialist I/II and Administrative Analyst	Responsible for financial and administrative operations of the District	Additional contract and agreement management for Wash Plan and GSC efforts	2 positions are maintained for this position providing some ability to support all needs with additional temporary staffing	Replacement for retirement or departure would require external hiring and training
Land Resources Manager/AGM	Responsible for Land Management, Mining, and Wash Plan permit coordination as well as implementation of the Wash Plan	Transition from development and permitting to operations and support expanded role in Wash Plan and Trust	Advance hire to fill the position or General Manager would have to fill in short term with support from internal and external staff or contracts	Likely external
Sr. Engineer/ Project Manager	Responsible for Active Recharge Transfer Projects and CIP projects engineering and construction	Trail and develop assistant engineer to be able to take Sr. Engineer role and responsibilities	Land Resources Manager or Assistant Engineer with support of General Manager	Assistant Engineer development or external hire
General Manager	Responsible to the Board of Directors for Leadership and Management of the District	Lead Transition provide needed resources and support via budget and partnerships	Land Resources Manager or Sr. Engineer/Project Manager or External recruitment	Land Resources Manager or Sr. Engineer/Project Manager or External recruitment

**Attachment C – Position Descriptions**  
**Omitted in the Board Package**



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

Memorandum No. 1675

**To: Board of Directors**  
**From: Betsy Miller, Land Resources Manager/AGM**  
**Date: October 9, 2019**  
**Subject: Plunge Creek Conservation Project Charter Update**

**RECOMMENDATION**

Staff recommends that the Board receive the update on the project and approve the Plunge Creek Conservation Enhancement Project Charter dated October 2019.

**BACKGROUND**

The grant-funded Plunge Creek Conservation Project has been underway since early 2014. Project engineering is complete and regulatory permits obtained, with the exception of a 2081 permit from CDFW. The listing of the San Bernardino kangaroo rat (SBKR) as a Candidate species under CESA in August 2019 jeopardizes the District’s ability to construct the project as planned in Winter/Spring 2019, and a phased approach is being considered to meet project objectives and timelines.

**DISCUSSION**

The Plunge Creek Conservation Project is a SAWPA IRWMP (Proposition 84) grant-funded project intended to increase groundwater recharge and habitat availability for rare species covered by the Wash Plan HCP. The project is a covered activity in the HCP as part of the habitat enhancement/restoration mitigation for other covered activities occurring within the Wash. The total project cost is \$712,000, including a \$212,000 match from the District.

Project engineering is complete and many of the permits required for implementation have been obtained; however, following an action to list the San Bernardino kangaroo rat (SBKR) as a Candidate species under CESA by the California Fish and Game Commission, District staff evaluated the planned project for timeliness and financial feasibility. The preferred approach to address the recent listing includes phasing the original project based on the following criteria: Phase 1 completes a significant portion of the planned work that is regulated by permits that have already been obtained by the District, allowing this portion of the project to move forward within the budget and timeframe associated with the grant funds; Phase 2 would complete the remainder of the project, which requires

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Melody McDonald

**GENERAL MANAGER**

Daniel B. Cozad

a CDFW 2081 permit, at a future date with existing and/or additional grant, District and/or mitigation funds.

Current project status is detailed below:

Santa Ana Watershed Project Authority/Department of Water Resources

- District Staff met with SAWPA on August 28, 2019, to discuss the phased approach to the Plunge Creek Conservation Project. To proceed, the District will provide SAWPA with a revised project description for review and approval following receipt of direction from the Board

U.S. Fish and Wildlife Service

- SDVWCD has received a draft of the Biological Opinion and provided feedback to USFWS to allow for project phasing if needed; final BO is near completion

U.S. Army Corps of Engineers

- 404 permit is outstanding, pending completion of the USFWS BO
- ACOE has indicated in writing that no changes to the 404 permit are needed to allow phased implementation of the project

Regional Water Quality Control Board

RWQCB has indicated in writing that no changes to the 401 permit are needed to allow phased implementation of the project

California Department of Fish and Wildlife

- CDFW has provided varied estimates of the time (from three months to one year) necessary to issue an amended permit to provide coverage for SBKR
  - SBKR surveys required for submitting an amended permit are under contract and will be conducted early October

**STAFF RECOMMENDATION**

- Pursue a phased approach to the Plunge Creek Conservation Project (see attached Plunge Creek Conservation Project Phased Approach Map)
  - Phase 1 includes the eastern splitter mound near the Metropolitan Inland Feeder Pipeline and the eastern pilot channel from the eastern splitter mound west to the start of minor grading Phase 2 includes the easternmost area of minor grading west to the remainder of the project, including access roads, the berm and western splitter mounds and pilot channels
- Apply for amended CDFW 2081 permit to cover SBKR
  - Includes increase in mitigation costs which will be determined upon receipt of 2081 permit; initial estimates for mitigation costs are up to \$250,000
- Construct Phase 1 Spring/Summer 2019; construct Phase 2 following receipt of 2081 permit
  - Phase 2 may or may not be within grant timeframe

- o Determine in March 2020 if permit is likely to be completed by June 30, 2020; if so, construct entire project at one time; if not, move forward with Phase I

Plunge Creek Conservation Enhancement Project Likely Timeline	
Completed	CEQA Determination
	AB52 Cultural Consultation
	CDFW 1602 Permit
	RWQCB 401 Permit
Oct-19	Amended 2081 Permit Application to CDFW
Nov-19	USFWS Biological Opinion
	Corps 404 Permit
Dec-19	Complete Bid Documents for Full Project with Phases
Feb-20	Bid Process
Mar-20	Contractor Selected
Apr-20	Contractor Approved by Board
	Determine if 2081 to be Completed by June 2020
	- If permit likely to be completed by June, construct complete project
	- If permit not likely to be completed by June, construct Phase I
Jun-20	Project Construction Phase 1
Oct-20	Completion of Full Project (with receipt of 2081 permit)

**FISCAL IMPACT**

1. Construction costs are likely higher if project is built in two phases; however, it is uncertain if costs are higher than mobilization.
2. Grant funds may not be available for Phase 2 if 2018 permit is not obtained within grant timeline (December 2020).
3. Additional mitigation costs up to \$250,000; however, exact costs will not be known until 2081 permit negotiations are complete.

**POTENTIAL MOTIONS**

- Recommend approval of the Plunge Creek Conservation Enhancement Project Charter dated October 2019 along with corrected cost estimates.
- Deny approval of the Plunge Creek Conservation Enhancement Project Charter dated October 2019 until full costs, including mitigation, are identified.
- Recommend approval of the Plunge Creek Conservation Enhancement Project Charter dated October 2019 with direction on the phased approach.

**ATTACHMENTS OR MATERIALS**

Plunge Creek Conservation Enhancement Project Charter  
 Plunge Creek Conservation Project Phased Approach Map

# Plunge Creek Conservation Enhancement Project Charter – Update (October 2019)

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## Scope

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

## Overall Project Budget

	Complete Project	Phase 1 Only
Design, Engineering, Administration	\$231,000	\$251,000
Permitting	\$106,000	\$106,000
Construction Estimate	\$375,000	\$150,000
<u>2081 Permit Mitigation Costs</u>	<u>\$250,000</u>	<u>\$20,000</u>
Project Cost Estimate	\$962,000	\$527,000
<u>DWR Grant Proceeds</u>	<u>\$500,000</u>	<u>\$368,900</u>
Cost to District	\$462,000	\$158,100

## Notes

\$70,000 permitting costs above initial estimates (including Habitat Mitigation Monitoring Plan)  
 \$290,000 Waters of the United States coverage for Wash Plan participants created via additional \$51,000 issuance costs added to Wash Plan budget  
 As much as \$250,000 above initial estimates for mitigation due to designation of SBKR as a CESA candidate species in August 2019

## Project Benefits

Note that the costs and benefits for implementation of Phase 1 only are shown in parenthesis below.

- \$/AF Total Project Cost- Estimated project yield of 1,687.5 (1,250) additional acre feet per year of groundwater recharged in 20 year operating period yields water at \$28.50 (\$21.08) per acre foot. Additional recharge expected value of \$8,437,500 (\$6,250,000) over 20 year operating period when recharge water is valued at \$250 per acre foot
- Provides Waters of the United States coverage for Wash Plan participants
- \$/Acre Habitat Enhancement- A net of approximately 75 (50) acres of habitat added to the active flood plain suitable for Santa Ana woolly star and San Bernardino Kangaroo rat. Approximate value of habitat is \$25,000 per acre
- ROI 777% (1086%) with grant funds
- Payback is 1.1 (0.5) years for District costs

- Future phases identified in development of 30% design- For both operational flexibility and for adaptive habitat management, original design was modified to allow hydrologic isolation of newly constructed channels. Placement of large boulders at critical points (to be identified in 100% design) would allow additional channels to be restored and the habitat in the current Plunge Creek channel to be refreshed. This rework and boulder movement, as well as resource agency consultation, is expected to cost approximately \$15,000 per year.

## Approvals Required

- SAWPA & DWR (grant agreement conditions)
- District CEQA and AB 52 (cultural) consultation- complete
- Flood Control & BLM (possible easement agreements for future project expansion)
- US Army Corps of Engineers (404 permit)- includes section 106 (cultural)-District completed documentation- final applications submitted- USACE waiting for USFWS BO
- US Army Corps of Engineers Credit for Wash Plan Waters of US (includes Habitat Mitigation and Monitoring Plan with baseline CRAM assessment)- complete
- USFWS Section 7- final application submitted- draft BO reviewed by SBVWCD, comments provided to USFWS
- California Department of Fish and Wildlife streambed alteration (1602)- complete
- California Department of Fish and Wildlife California Endangered Species Act Permit (2081)- permit covering SAWS received and associated preconstruction mitigation completed; revision of permit to cover SBKR on-going
- Regional Water Quality Control Board (401 certification)- complete

## 5 year Design and Implementation Summary Schedule

- Year 1- Preliminary Design (Complete)
- Year 2- Final Design (Complete)
- Year 3-5 Permitting Approvals (Ongoing)
- Year 4-5 Procurement (Ongoing) and Construction
- Year 6+ Operate/Adapt System, Monitoring and Reporting, wildlife agencies and to DWR and SAWPA for grant close out

## Policy Decisions and Considerations

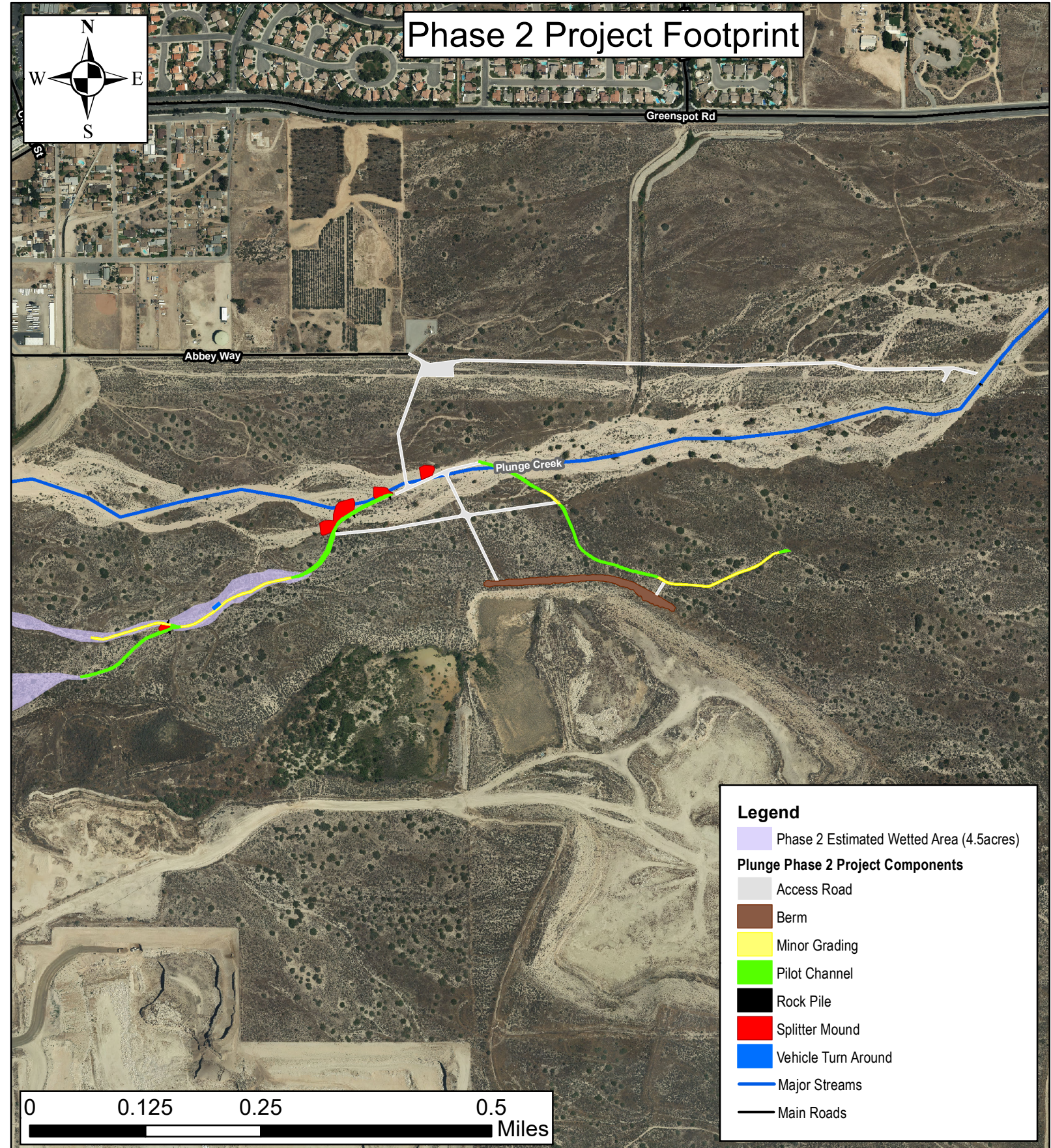
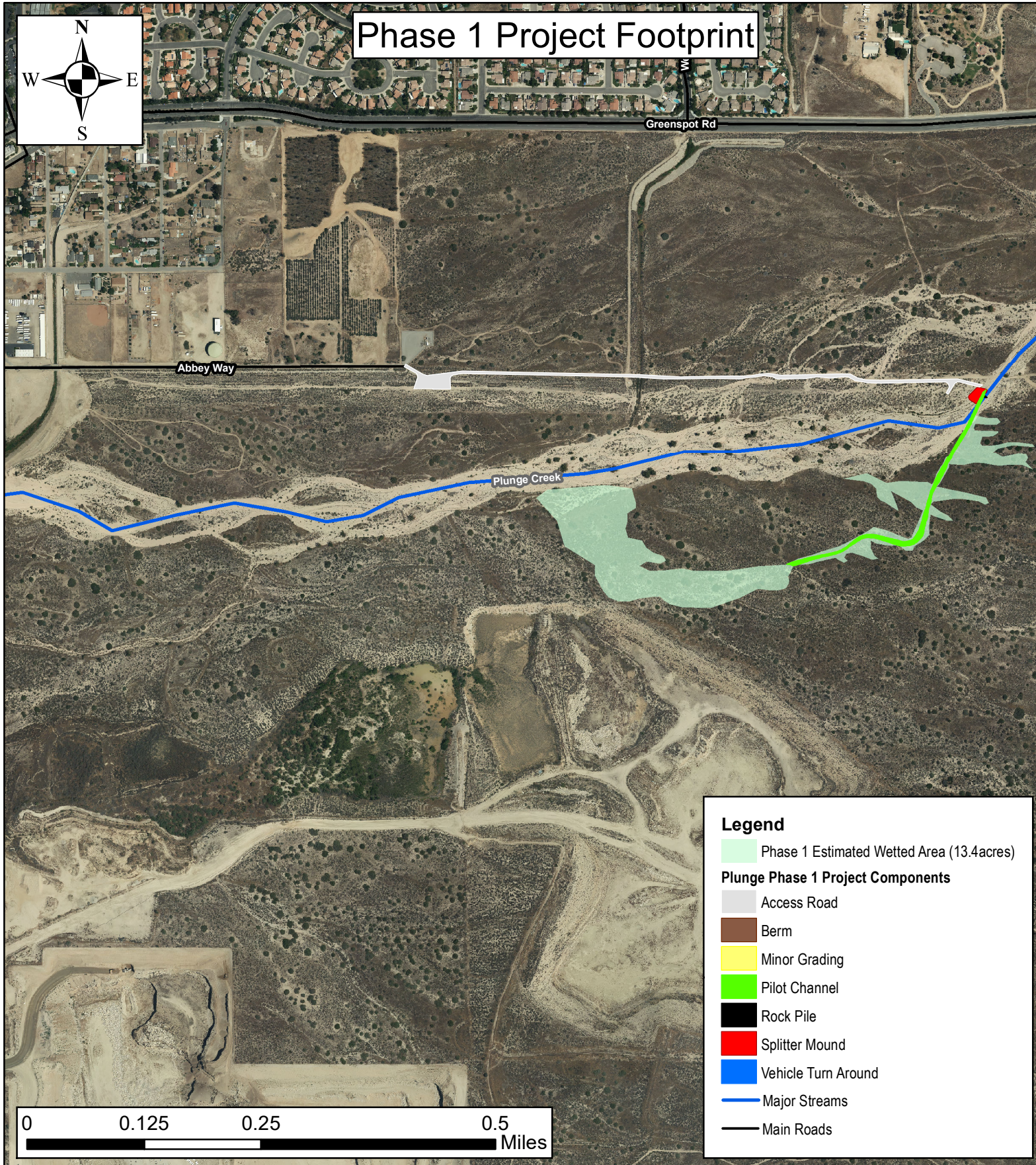
Most decisions for the Plunge Creek Project were made when the Board approved the Grant Agreement and Design Contract. In the future the Committee and Board may consider the following:

1. Permitting – The Committee and Board may consider alternative permitting, rather than utilizing the Wash Plan coverage. Standard Permitting selected - Complete
2. Permitting – The Board may consider a phased approach to address delays in permitting associated with listing of SBKR as a candidate species by CDFW
3. Project Procurement – At the end of design and permitting the Board may consider directing staff to initiate procurement, several options related to the contract type are possible. – Contracting strategy complete
4. Mitigation – The Board may consider approval of mitigation associated with CDFW 2081 permit

5. Project Expansion – The Board may consider expanding the project onto BLM lands or additional channels could be considered in the future, which can impact District matching funds for the Project, in 2020
6. Selection and Construction Budget – The Committee and Board may consider award of a contract for construction of project, Spring/Summer 2020
7. Cooperation with partners – The Committee and Board may consider expansion in coordination with the Active Recharge Project downstream with SBVMWD

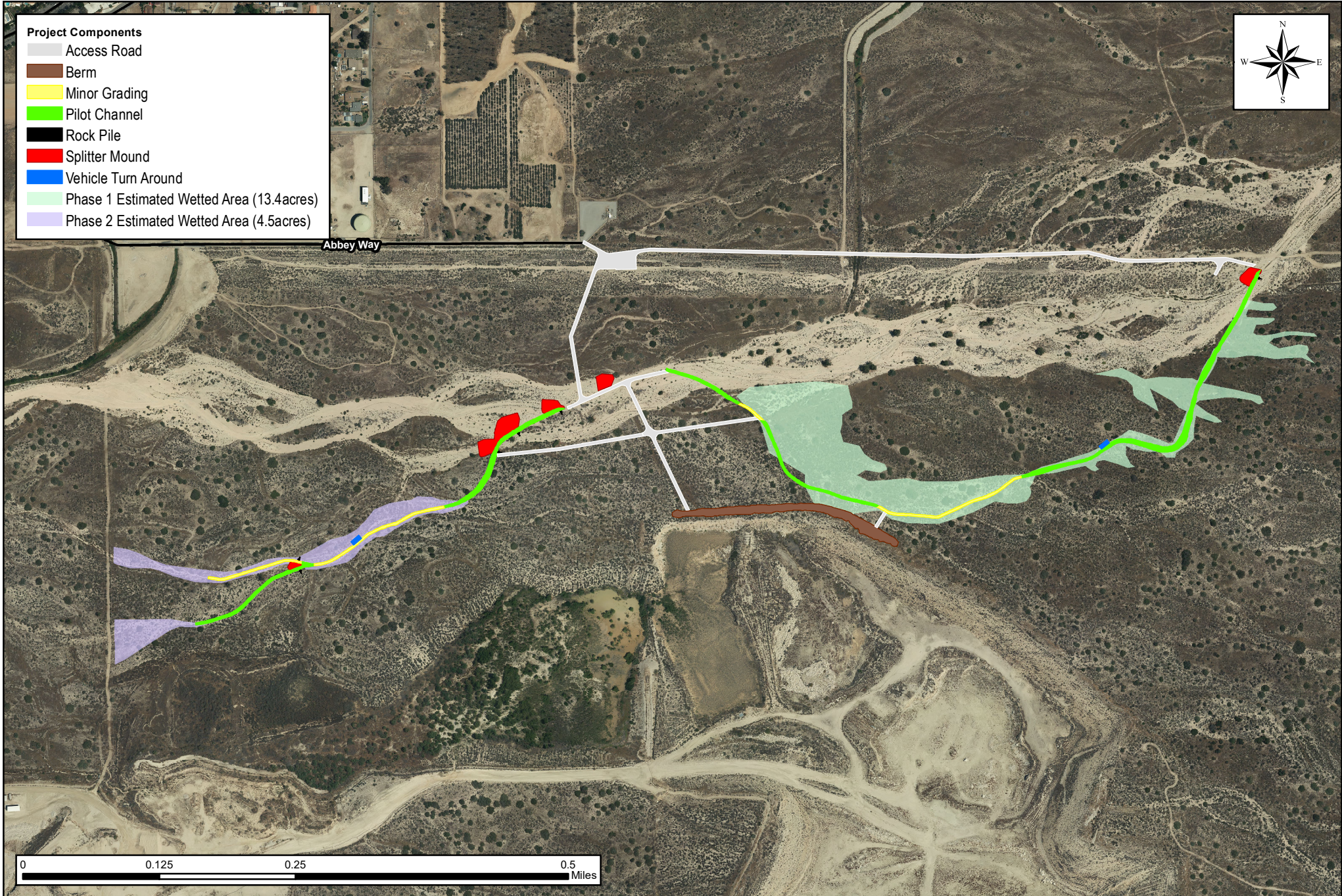
# Phased Approach Plunge Creek Conservation Project

Coordinate System:  
NAD 1983 StatePlane California V FIPS 0405 Feet  
Projection: Lambert Conformal Conic  
Datum: North American 1983  
Source: SBVWCD. CASIL, SBVMWD  
GIS Contact: Katelyn Scholte  
M:\SBVWCD Plunge Creek Project\Reduced Project Footprint  
October 4, 2019



# Plunge Creek Conservation Project Overview

Coordinate System: StatePlane California V FIPS 0405 Feet 2007  
Projection: Lambert Conformal Conic  
Datum: North American 1983  
Scale: 1:24,000  
Source: SBVWCD GIS  
GIS Contact: Katelyn Scholte  
October 4, 2019





**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1664

**To: Board of Directors**

**From: Daniel Cozad, District Manager**

**Date: August 14, 2019/September 11, 2019/October 9, 2019**

**Subject: Memorandum of Agreement with BLM for Implementing the Wash Plan Land Exchange**

---

**RECOMMENDATION**

Staff recommends that the Board authorize the general manager to execute the Land Exchange and Cooperative Land Management agreements with the Bureau of Land Management (BLM) for the Wash Plan.

**BACKGROUND AND DISCUSSION**

BLM management has identified several MOU's and agreements to accomplish the land exchange and cooperative land management in the wash. The Board has seen the cooperative land management MOU, several times before. It has changed little in the many versions, however, is being revised by the BLM Solicitor and will be brought for Board consideration when ready for final approval per BLM.

1. **Cost Recovery Agreement** – This agreement is similar to the Agreement to Initiate a Land Exchange that was approved by the Board on a couple of prior occasions and is essentially a reimbursement agreement for BLM staff work and support needed to develop documentation and process the land exchange and appraisal. While there are no new policy issues in this agreement, timely approval allows BLM staff to begin the Wash Plan Land Exchange process. This agreement was approved in July 2019.

2. **Land Exchange MOU** – This agreement documents the roles and responsibilities of the BLM and District. This agreement was previously combined with the cooperative land management MOU but has been separated for clarity and management by BLM. The MOU would be operative until the land transfer is complete. District Counsel would prefer to modify the draft agreement, which may delay the process, but there are several issues to be resolved. This agreement is expected to be available for approval at this meeting.

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**GENERAL MANAGER**

Daniel B. Cozad

3. **Cooperative Land Management MOU** – Of the agreements, this one is most critical to the District and the implementation of the Wash Plan. The Board has seen and approved earlier versions of this agreement. It provides for the District and BLM to manage land as we do now cooperatively. It documents the ability of the District to manage habitat and conduct other projects (Enhanced Recharge) on BLM lands under existing easements and this agreement. It also provides a framework for a streamlined review of future projects or efforts which are not prohibited by BLM policy. This agreement is in Solicitor review at BLM and may be available for approval at this meeting.

4. **Environmental Site Assessment Agreement** – Exchange of land with the BLM requires an assessment of the lands being provided and accepted. A draft agreement has not been provided but will likely stipulate that we are accepting the land from BLM without warranty and with any impairments, known or unknown. Likewise, we are providing the land to the federal government under the same terms and conditions. This agreement is a policy decision by the Board to incur some liability for land that is received but divesting liability for land provided. It embodies the concept of an exchange of “like for like,” where either property may have similar known or unknown issues, but either way, the risk is similar to the lands already owned and managed by the District. Requiring BLM to modify or clean up the lands being received will terminally delay the land exchange as BLM has no funding to perform cleanups. This agreement will be developed when BLM does the Site Assessments under the Cost Recovery Agreement.

Staff and Legal Counsel recommend the MOU’s presented for approval be authorized by the Board. Other agreements will be agendized for Board consideration when they are complete.

### **FISCAL IMPACT**

Staff had estimated costs associated with the BLM processing of the land exchange to be \$125,000. These costs include an Environmental Site Assessment (similar to a Phase I assessment) and an Appraisal, as well as, administrative costs associated with the transfer. The costs for this effort will be included in issuance costs for HCP projects or where a direct property cost, paid by the land resource.

### **POTENTIAL MOTIONS**

1. Move to approve the presented agreements between the Conservation District and The Bureau of Land Management as presented.
2. Move to direct staff on specific changes to the agreement for approval.
3. Move to table the item to a future meeting of the Board or the Finance & Administration Committee.

### **ATTACHMENTS OR MATERIALS**

MOU’s that are ready will likely be presented as a handout.

### **APPROVALS**

District Counsel



**Draft Conceptual Outline for:**  
**Scope-of-Work to Develop a Salt & Nitrate Management Plan in the SBBA**

- 1) Water Quality Evaluation for SBBA**
  - A) Compute default objectives (1954-73) for new SBBA-GMZ
  - B) Compute current ambient quality & assimilative capacity (1997-2018)
  - C) Characterize past & future trends in water quality & assimilative capacity
  - D) Identify sub-areas with insufficient data (BMPTF)
  - E) Identify areas of potential drinking water impairment (BMPTF)
  
- 2) Describe Existing Regional Water Quality Monitoring Programs for SBBA**
  - A) Groundwater monitoring
    - i. Watermaster's Annual Reports
    - ii. BMPTF: Ambient Groundwater Quality Update (SAWPA)
    - iii. Groundwater Ambient Monitoring & Assessment (USGS)
    - iv. Other: DDW, DWR, EPA, SGMA, etc.
  - B) Surface water monitoring
    - i. USGS gaging stations
    - ii. BMPTF: Annual Report of Santa Ana River Water Quality (SAWPA)
    - iii. NPDES receiving water sampling (POTWs and MS4s)
    - iv. State Project Water
    - v. Other:
  - C) Source, fate and transport analysis
    - i. Imported Water Recharge Workgroup water quality projection reports
    - ii. BMPTF: Wasteload Allocation Modeling (SAWPA)
    - iii. Integrated Surface & Ground water Model (under development)
    - iv. *Studies to support site-specific nitrogen loss coefficient (proposed)*
  
- 3) Describe Implementation Measures**
  - A) Source control programs
    - i. Commercial/industrial (brine lines)
    - ii. Residential (water softeners, conservation)
    - iii. Agricultural (incl. dairies)
    - iv. MS4 initiatives (trash, nuisance runoff, inspection programs, etc.)
    - v. Wastewater treatment (UV in place of chlorination)
  - B) Stormwater capture/recharge programs
  - C) Imported water recharge programs
  - D) Groundwater clean-up programs
  - E) **Develop Offset Tracking & Accounting Program for All Recharge Projects**

*Note: items shown in red font denote new projects or programs.*

#### **4) Regulatory Support Materials**

- A) Basin Plan Amendment (if necessary)
  - i) Petition for amendment to establish SBBA-GMZ*
  - ii) Technical report*
  - iii) CEQA: Scoping meeting & Substitute Environmental Document (SED)*
  - iv) Economic analysis*
  - v) Response to state Peer Reviewers' comments*
  - vi) Response to public comments*
  - v) Public workshops & adoption hearings (Regional Bd. & State Bd.)*
  - vi) Assemble administrative record*
- B) Permitting implementation
  - i) Allocations of assimilative capacity*
  - ii) Reg. Bd. authorization for the approved offset program*
  - iii) Assess compliance based on long-term averaging (BMPTF)*
  - iv) Clarify appropriate application for "increment-of-use" limits (BMPTF)*
- C) Antidegradation analysis required for both A & B (see below)

#### **5) Prepare Anti-degradation Analysis**

- A) Water quality in not lowered
- B) Lower water quality is spatially or temporally-limited
- C) Will not cause pollution or nuisance condition
- D) Will not cause exceedance of applicable water quality standards
- E) Will not unreasonably affect beneficial uses (locally or downstream)
- F) Best practicable treatment or control is or will be implemented
- G) Maximum Benefit Demonstration (if necessary)
  - i) Necessary to meet water demands of larger population & more housing*
  - ii) Necessary to provide adequate drought resilience*
  - iii) Necessary to mitigate supply interruptions (earthquake, fire, etc.)*
  - iv) Necessary to minimize variations in groundwater elevation*
  - v) Necessary to meet state mandated goals for water reuse*
  - vi) Necessary to address impacts of climate change*
  - vii) Necessary to prevent unconstitutional "waste of water"*
  - viii) Necessary to accommodate incremental effects of water conservation*
  - ix) Necessary to prevent subsidence*
  - x) Necessary to accommodate important social & economic growth*

*Note: items shown in red font denote new projects or programs.*

# Upper Santa Ana River Salt & Nitrate Management Plan

Board Update Presentation

# Primary Goals

- 1) Maximize Water Supply
- 2) Diversify Water Portfolio
- 3) Minimize Unnecessary Costs
- 4) Assure Regulatory Compliance

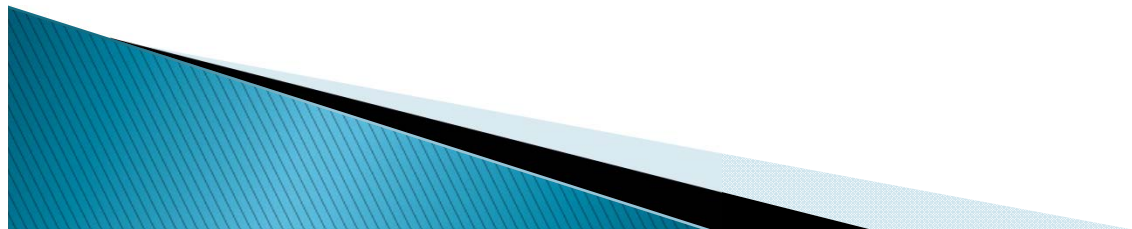


# Expand Use of Recycled Water

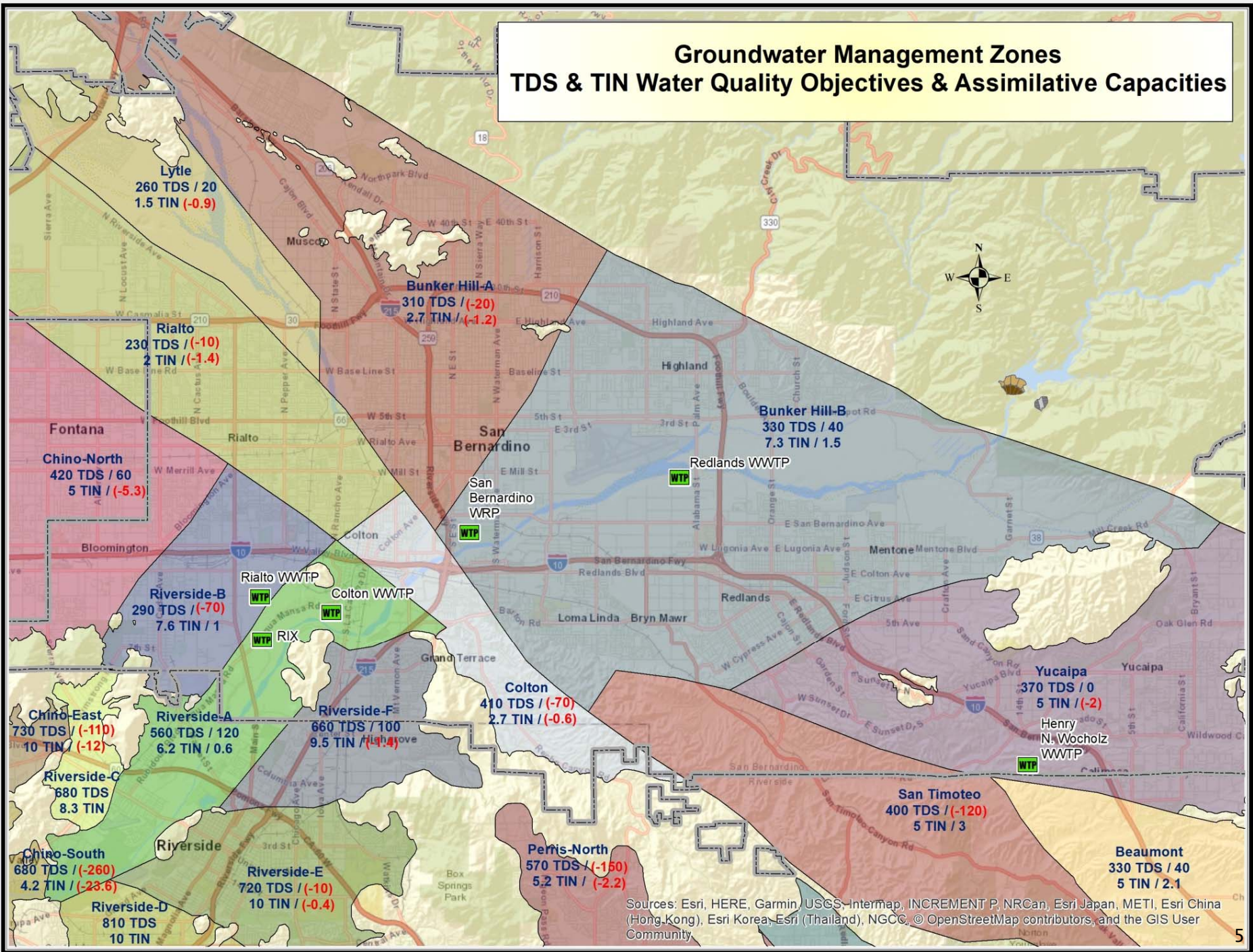
- 1) Reliable Source
- 2) Local Availability
- 3) Existing Title
- 4) State Mandates

# Need a Salt & Nitrate Mngt. Plan

- 1) Required by Recycled Water Policy
- 2) Required by Santa Ana Basin Plan
- 3) Focused on TIN & TDS
- 4) Also Emerging Constituents



# Groundwater Management Zones TDS & TIN Water Quality Objectives & Assimilative Capacities



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

# TDS Status

Groundwater Basin	TDS Objective	Avg. TDS Concentration	Assimilative Capacity
Bunker Hill-A	310 mg/L	330 mg/L	No; -20 mg/L
Bunker Hill-B	330 mg/L	290 mg/L	Yes; +40 mg/L
Lytle	260 mg/L	240 mg/L	Yes; +20 mg/L
Colton	410 mg/L	480 mg/L	No; -70 mg/L
Rialto	230 mg/L	240 mg/L	No; -10 mg/L
San Timoteo	300/400 mg/L	420 mg/L	No; -20 mg/L
Yucaipa	320/370 mg/L	320 mg/L	Yes; +50 mg/L
Riverside-A	560 mg/L	440 mg/L	Yes; +120 mg/L

TDS in recycled water is typically 500–650 mg/L  
 No change in TDS with normal recharge/percolation  
 Irrigation efficiency concentrates TDS in recharge

# Nitrate Status

Groundwater Basin	NO <sub>3</sub> -N Objective	Avg. NO <sub>3</sub> -N Concentration	Assimilative Capacity
Bunker Hill-A	2.7 mg/L	3.9 mg/L	No, -1.2 mg/L
Bunker Hill-B	7.3 mg/L	5.8 mg/L	Yes; +1.5 mg/L
Lytle	1.5 mg/L	2.4 mg/L	No; -0.9 mg/L
Colton	2.7 mg/L	3.3 mg/L	No; -0.6 mg/L
Rialto	2.0 mg/L	3.4 mg/L	No; -1.4 mg/L
San Timoteo	2.7/5.0 mg/L	2.0 mg/L	Yes; +3.0 mg/L
Yucaipa	4.2/5.0 mg/L	6.2 mg/L	No; -1.2 mg/L
Riverside-A	6.2 mg/L	5.6 mg/L	Yes, +0.6 mg/L

TIN in recycled water is typically 8-10 mg/L  
 25% N-loss is assumed to occur with percolation  
 100% N-loss when irrigating w/ recycled water

# SNMPs Needed:

Groundwater Basin	Constituent(s)
Bunker Hill-A	TDS & Nitrate
Bunker Hill-B	OK
Lytle	Nitrate
Colton	TDS & Nitrate
Rialto	TDS & Nitrate
San Timoteo	TDS
Yucaipa	Nitrate
Riverside-A	OK

SNMP must meet or revise the water quality objective to assure consistent, long-term compliance.

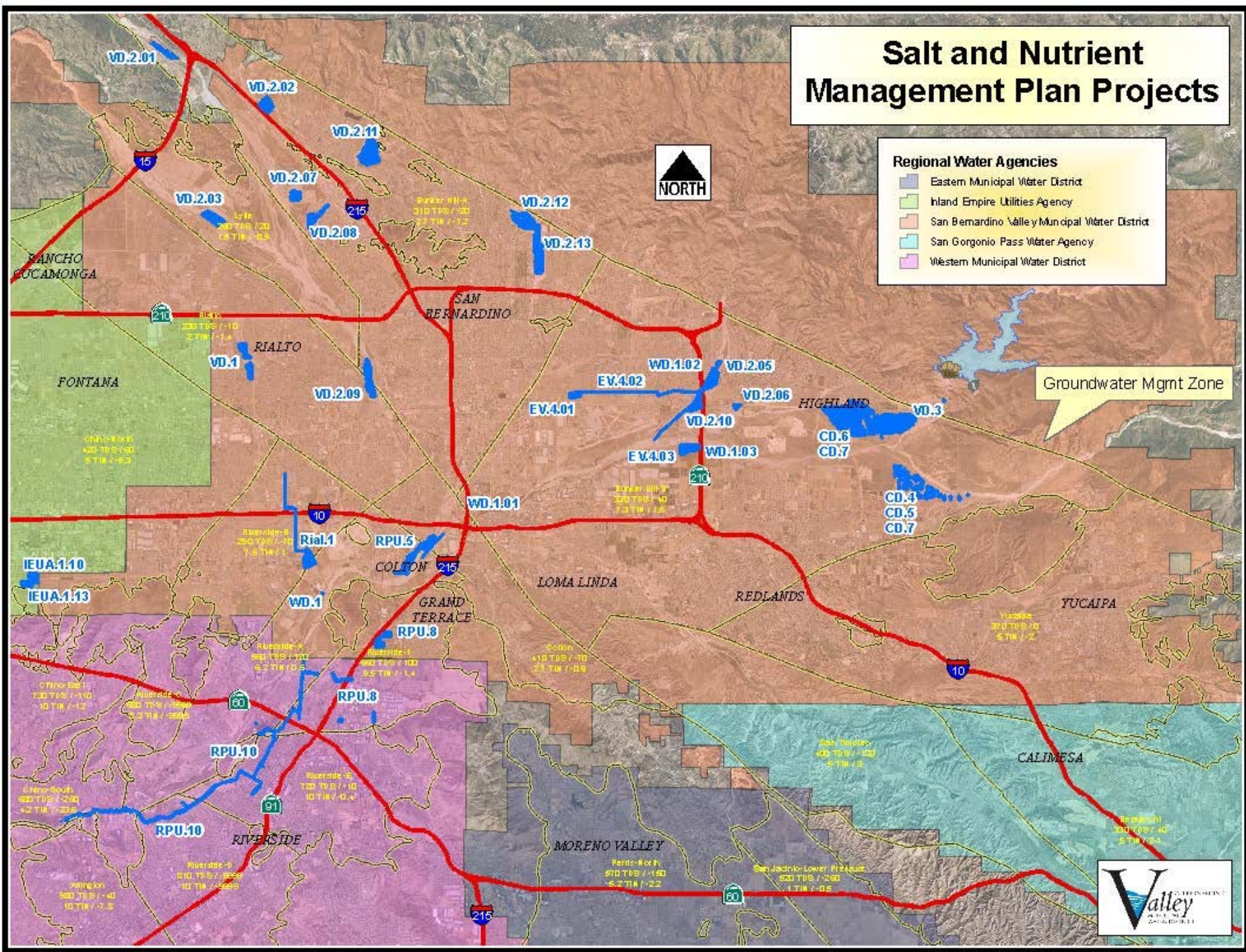
# Salt and Nutrient Management Plan Projects

**Regional Water Agencies**

- Eastern Municipal Water District
- Inland Empire Utilities Agency
- San Bernardino Valley Municipal Water District
- San Geronimo Pass Water Agency
- Western Municipal Water District



Groundwater Mgmt Zone



# Compliance Strategy

- 1) Define SBBA Management Zone
- 2) Establish TDS/TIN Objectives
- 3) Implement Offset Program
- 4) Annual Monitoring & Reporting



# Support for Regulatory Approval

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## 1) Potential Basin Plan Amendments

- a) Establish SBBA Management Zone
- b) Establish default water quality objectives

## 2) Permitting Implementation

- a) Possible allocation of assimilative capacity
- b) Compliance thru approved offset program
- c) Modernize effluent limits

## 3) Anti-degradation Demonstration

- a) Simple, or...
- b) Comprehensive

# New Work Products:

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- SBBA Boundaries & WQ Calculations
- Site-Specific Nitrogen-loss Coefficient
- Offset Tracking & Accounting Program
- Salt & Nitrate Management Plan
- Regulatory Support Documentation

# Phased Project Schedule:

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- 1) Water Quality Evaluation 2020
- 2) SNMP Development 2021
- 3) Regulatory Approval 2022

*Recycled Water Policy deadline = April, 2024*

# Estimated Cost:

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- 1) Water Quality Evaluation  $\approx$  \$50k
- 2) Site-specific N-loss  $\approx$  \$50k
- 3) SNMP Development  $\approx$  \$100k
- 4) Regulatory Documentation  $\approx$  \$100k
- 5) Approval Process  $\approx$  \$50k

# SNMP Scoping Schedule

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- ▶ ~~May, 2019: Kick-off Meeting~~
- ▶ ~~June, 2019: Identify Scope/Scale of Projects~~
- ▶ ~~Aug., 2019: Select Implementation Strategies~~
- ▶ ~~Sep., 2019: Conceptual Scope of Work~~
- ▶ Oct., 2019: Draft SOW & Cost-sharing Plan
- ▶ Nov, 2019: Final SOW/RFP & Financing Plan



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

# General Manager's Report

For September 7, 2019 to October 4, 2019  
Daniel B. Cozad

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

- 1. Water Conservation – Plan Goal 1** – Flow in Mill Creek and Santa Ana River has decreased significantly due to the end of the rainy season. Mill Creek water is being used by Redlands for the Tate treatment plant. On the Santa Ana River, Seven Oaks Dam (SOD) releases are generally 10-30 CFS as water runs through the dam. Aggressive Recharge significant increases in Mill Creek and Santa Ana River with still more from State Water Project imports. Mill Creek recharge is over 18,200 AF for the year. The Santa Ana River recharge totals are over 51,800 AF for the year. Of this total 24,500 AF was from State Water Project imports. Total recharge for the Water Year is nearly 70,000 AF. Mill Creek facilities are empty, and much of the SAR spreading is slowly emptying with about 50-70 CFS flowing. Groundwater near facilities was greatly increased but has receded as the mound dispersed.
- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Ongoing routine maintenance has transitioned significant cleaning and aggregate management efforts. The winter storms left at least 75,000 cubic yards of sand, gravel, and silts in the basins. More than 50% of the cleaning and aggregate has been removed. Additional work is needed to be fully ready to recharge in the coming winter. Jacinto and Upland are supplementing field staff in removal and cleaning. Cleaning efforts may be completed as soon as November 15. Cleaning is shown in the photos below.



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. Upland assisted the District with the placement of boulders for security limiting criminal trespass. Most recently boulders were used in the initial security and cleanup of R-100, and additional work will continue when crews complete basin cleaning.
4. **Personnel/Administration/Staff** – New District staff are settling in and learning their part of the mission of the District. Together with existing staff we expect they will expand staff resources to carry out the District mission and Board priorities. Staff provided the updated Staffing and Succession Plan to the Finance & Administration Committee and have incorporated their changes into the document which is before the board in this meeting.
5. **Finance/Budget/Audit** – Annual closeout of the Fiscal year is complete, and staff and the Auditor worked together to complete financial statements and Audit documents for 2019.
6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – SBC Flood Control and Staff continue to work with USACOE Section 408 permit staff. Some project changes are planned to facilitate the construction and operation. Submittal of requested COE changes and information are in process.
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. Based on the change in the status of SBKR Staff has worked with the California Department of Fish and Wildlife for 2081, and the two-phase project. Staff has been working with CDFW, USFWS, consultants, biologists, Regional Board staff, and SAWPA staff. Changes to the bid package for procurement will be required before release.
8. **Enhanced Recharge Project** – *Plan Goal 1* – The Enhanced Recharge Phase 1A is completed. The new basins are scheduled for construction in 2020 or thereafter with the completion of design engineering, the Wash Plan and other permitting. Staff have attended several meetings and provided input on the design changes and revisions. Improvements at the Cuttle Weir are permitted in the River Habitat Conservation Plan and will follow its approval.
9. **Active Recharge Transfer Project Partnership** – *Plan Goals 1, 2 and 4* – On January 22, the Partnership Agreement for Active Recharge Projects and Habitat Conservation Easements was approved by the SBVMWD's Board. The District received the first half of the payment from SBVMWD in June. Bob Martin was appointed by the Groundwater Council, and SBVMWD appointed a representative in October. Staff prepared has been reviewing project concepts to date and preparing an evaluation and prioritization matrix. Staff will have an initial presentation of consideration at the Operations Committee.

- 10. Groundwater Council – Plan Goal 1** – The Groundwater Council last met on September 9<sup>th</sup>. The Budget Committee met on September 18<sup>th</sup> to review and propose several changes to the Budget Policy. The next meeting of the GC will be on October 14, 2019.
- 11. Wash Plan – Plan Goal 4** – The Wash Plan has a separate report listed on the agenda. Wash Plan land exchange MOU and Land Management MOU are in review and may be available for approval if approved by legal counsel. The rainfall in the spring made the fall field visit attractive with new Cactus Wren nests and lots of Prickly Pear fruiting. Field staff has noted plentiful coyotes and bears have been seen near Seven Oaks Dam.



- 12. Santa Ana River Wash Plan Land Exchange Act Implementation – Plan Goal 4 – S.-47** was passed and signed by the President becoming PL 119-6. Staff, District Counsel, and special legal counsel are working closely with BLM to expedite the exchange. The BLM and District teams were out on October 1 to do the fieldwork for the Environmental Site Assessment. We are on a day to day cycle of reviews and awaiting the next version for approval.
- 13. Conservation Trust – Plan Goal 4** - The Conservation Trust Board of Directors last met on July 11. Staff has met with entities with which a deposit agreement is on file. These projects move forward slowly. The next Conservation Trust meeting is scheduled for October 10.
- 14. Property/Redlands Plaza** – Staff continues to manage Redlands Plaza and various issues related to tenants and maintenance. Roofing was completed in September. Several tenant issues with leaks, smell and etc. The new realtor has shown the space to several prospective tenants, and we expect to review offers in October.
- 15. 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. Staff coordinated with Cemex for the removal of stinkwort from mining areas.
- 16. Public Outreach and Legislative – Plan Goal 5** – IERCD continues efforts for school education and gardens. Consultants prepared materials for CSDA and other trade publications on the Groundwater Council and Recharge, joint facilities for Enhanced Recharge, etc.

**17. Community Recharge and Mitigation** – *Plan Goal 1 and 4* – The 2017 Community Strategic Plan (CSP) included this effort for planning and implementation. The Active Recharge Transfer Projects in the Partnership Agreement are the first effort under this goal. Other projects are in discussion with landowners and developers which could be further developed in the future.

**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-related Studies. Phase 3 study is getting underway.

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

- District Audit
- Trails approach and Project Charter
- District Outreach & Communications plan
- BLM MOU Consideration
- CDFW Plunge Creek Project Constraints and changes
- Exchange Plan updates and authority
- New staff introductions and support

**20. District Successes**

- 70,000 Acre Feet recharges in Water Year 2019 – 22.8 Billion Gallons over 100% of the average water used for 380,000 people in the District service area. As of early October, many Santa Ana Basins have been wet for more than 10 months of the Water year.



# San Bernardino Valley Water Conservation District

## Monthly Recharge Report

From: 9/1/2019  
 To: 9/30/2019



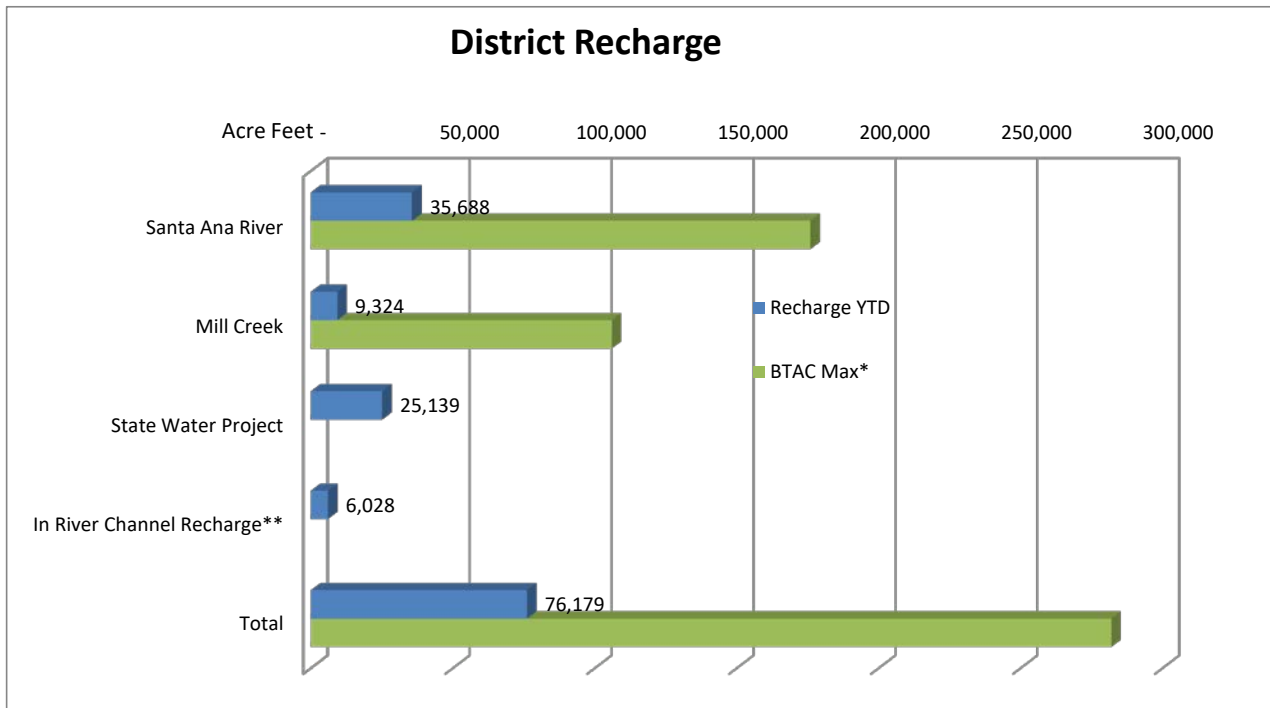
	September				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
<b>Santa Ana River</b>	27.8	833	35,688	176,000	20%
<b>Mill Creek</b>	0.0	-	9,324	106,000	9%
<b>State Water Project</b>	94.5	2,836	25,139	NA	NA
<b>In River Channel Recharge**</b>	1.8	55	6,028	NA	NA
<b>Total</b>	<b>124</b>	<b>3,724</b>	<b>76,179</b>	<b>282,000</b>	<b>27%</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