



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, May 27, 2020 – 1:30 p.m.

In accordance with [Governor Newsom's Executive Order N-25-20 and N-29-20](#), this meeting is being conducted via teleconference/Zoom. Anyone wishing to join the meeting can join via

Zoom: Call in (669) 900-6833, Meeting ID: 823 3558 6325

To join the Zoom Meeting online: <https://zoom.us/j/82335586325>

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

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

3. CONSENT CALENDAR

- A. Approval of Budget Workshop Minutes, April 22, 20205
- B. Approval of Board Minutes, April 22, 20208
- C. Approval of Expenditure Report, April 2020.....13

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BOARD OF DIRECTORS

Division 1:
Richard Corneille

Division 2:
David E. Raley

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Daniel B. Cozad

4. COMMITTEE REPORTS /ACTION ITEMS

Committee Items

- A. AD HOC TRAILS COMMITTEE VERBAL UPDATE - 5 minutes
Presenter: David E. Raley, Chairperson
Recommendation: Provide a verbal update of the Ad Hoc Trails Committee held on May 12.

- B. OPERATIONS COMMITTEE VERBAL UPDATE - 5 minutes
Presenter: Richard Corneille, Chairperson
Recommendation: Provide a verbal update of the Operations Committee held on May 13.

- C. GENERAL MANAGER ANNUAL PERFORMANCE EVALUATION, RESOLUTION NO. 578 AND EMPLOYMENT AGREEMENT - 10 minutes (M#1719)24
Presenter: Melody McDonald, Chairperson
Recommendation: The Ad Hoc General Manager Evaluation Committee recommends that the Board review and discuss the performance of the General Manager, the proposed Employment Agreement and revisions to Resolution of Authorities (Resolution No. 578).

Action Items

- D. UNAUDITED FINANCIAL REPORTS, APRIL 2020 - 5 minutes (M#1720)47
Presenter: Daniel Cozad
Recommendation: Review and approve the unaudited financials for April 2020.

- E. RESERVE POLICY REVISIONS – 5 minutes (M#1721).....53
Presenter: Daniel Cozad
Recommendation: Review, discuss and consider approval of the Reserve Policy Revisions as presented at the Budget Workshop on April 22, 2020.

- F. WASH PLAN STATE PERMITTING STRATEGY AND CONTRACT AUTHORITY – 5 minutes (M#1723)59
Presenter: Betsy Miller
Recommendation: Staff recommends the Board 1) Review and provide direction to staff on the proposed approach for State permitting for Wash Plan projects for the District and Task Force members, 2) Authorize addition of \$20,000 in the 2020-2021 budget for District costs associated with State permitting for Wash Plan Covered Activities, and 3) Authorize the General Manager to negotiate and approve contracts with consultant(s) to support permitting needs.

- G. ANNUAL ENTERPRISE AND DISTRICT INTEGRATED BUDGET FOR 2020-2021
 5 minutes (M#1722)61
Presenter: Daniel Cozad
Recommendation: The Finance & Administration Committee recommends the Board approve 2020-2021 Enterprise and District Budget as presented with incorporated changes from the Budget Workshop held on April 22, 2020.

5. **INFORMATION ITEMS:**

- A. Wash Plan Verbal Update – 5 minutes
- B. San Bernardino Valley Conservation Trust Update – 3 minutes
- C. General Manager’s Report and Monthly Recharge Report – 5 minutes71
- D. 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:**

(*Please note: All future District meetings may be held remotely via zoom. See Agendas for detailed information.)

- A. June 1, 2020 Basin Technical Advisory Committee, 1:30 p.m. at Valley Municipal
- B. June 2, 2020 San Bernardino Valley Municipal Water District Board Meeting, 2:00 p.m. at Valley Municipal
- C. June 4, 2020 San Bernardino Valley Municipal Water District Resources Workshop, 2:00 p.m. at Valley Municipal
- D. June 10, 2020 Board of Directors Meeting, 1:30 p.m. at Conservation District
- E. June 4, 2020 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal
- F. June 18, 2020 San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal
- G. July 8, 2020 Board of Directors Meeting, 1:30 p.m. at Conservation District
- H. July 9, 2020 Active Recharge Transfer Projects Policy Committee, 9:00 a.m. at Conservation District
- I. July 15, 2020 Big Bear Watermaster Committee, 1:30 p.m. at Conservation District
- J. July 22, 2020 Finance & Administration Committee, 1:30 p.m. at Conservation District
- K. July 29-30, 2020 ACWA Virtual Summer Conference
- L. August 3, 2020 Ad Hoc Audit Committee, 10:30 a.m. at Conservation District
- M. August 9, 2020 SBC Water Conference, 9:00 a.m.-1:00 p.m. at Double Tree Ontario

8. **CLOSED SESSION**

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

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

9. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on June 10, 2020 at 1:30 p.m., location to be determined.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BUDGET WORKSHOP

MINUTES OF April 22, 2020
2:30 p.m. or immediately following Board meeting

President Corneille called the Workshop of the Board of Directors to order at 3:12 p.m. by teleconference and Zoom meeting.

ROLL CALL:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker

STAFF PRESENT:

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

GUESTS PRESENT:

None

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

3. DISCUSSION ITEMS

A. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL YEAR 2020-2021

Mr. Cozad reviewed the Capital Equipment and Improvement Plan (CEIP) on package page 8. The CEIP will be reviewed by the Operations Committee at its next meeting. President Corneille requested that staff review the budget for the Mentone Shop enhancements and advise the Board if the estimated costs remain unchanged or not. President Corneille asked why there are no costs incurred to date shown for the Active Recharge Transfer Projects. Mr. Cozad clarified that the CEIP shown is the actual capital costs, not the work in progress account.

Mr. Cozad noted that the proposed revision to the District and Enterprise Reserve Policy are included in the Board package on pages 9 to 13; revisions are shown in redline.

Mr. Cozad reviewed the draft District and Enterprise Budget for the fiscal year 2020-2021 included on package page 14. Review of the budget continued as follows:

- 4016 Interest Income ARTP – Mr. Cozad said that this is interest income on \$18 million received and is estimated.
- 4024 Groundwater Council Revenue – The Groundwater Council has approved its budget; \$670,000 is budgeted to be received by the District.
- 4065 Redlands Plaza Revenue – Waiting to see what tenants choose as their option due to pandemic challenges they are facing.
- 5123 Habitat Management WP – Recently added. This is money that will come from the Trust for the endowment for work performed on the Wash Plan—budgeted on limitations of revenue. This will be reviewed in detail at the Operations Committee.
- 5155 WP Trails Services – Recently added. Continue to hold expense account there.
- 7130 Mentone Property (House) – Potential change to drainage.

President Corneille asked if the District will be adding a community mitigation reserve. Mr. Cozad said that it would be a balance sheet entry. Director Raley requested to see the balance sheet for the District on an ad hoc basis. President Corneille requested that we have something that keeps tracks of when the Trust pays back the District. Mr. Cozad said staff can add a separate line item to show but will verify the best way to track with the auditor. Likely we can provide a transaction report. The budget is primarily balanced but does use Groundwater reserves for CIP and rate stabilization.

4. ADJOURN MEETING

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

President Corneille: Yes

Vice President McDonald: Yes

Director Longville: Yes

Director Raley: Yes

Director Stewart: Yes

At 4:32 p.m. the meeting adjourned to the Board of Directors meeting scheduled for May 27, 2020, at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, California.

Daniel B. Cozad
General Manager

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF April 22, 2020
1:30 p.m.

President Corneille called the meeting of the Board of Directors to order at 1:36 p.m. by teleconference and Zoom meeting.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
John Longville, Director (Arrived 2:02 p.m.)
David E. Raley, Director
Robert Stewart, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

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

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:

June Hayes, San Bernardino Valley Municipal Water District
T. Milford Harrison, San Bernardino Valley Municipal Water District
Heather Dyer, San Bernardino Valley Municipal Water District
David Smith, East Valley Water District

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

3. PUBLIC HEARING RELATED TO ADOPTION OF GROUNDWATER CHARGE

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

It was moved by Director Raley and seconded by Vice President McDonald to approve Resolution No. 577 as presented. The motion carried 4-0 with all Directors present voting in the affirmative, and Director Longville noted absent from the vote.

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

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

4. CONSENT CALENDAR

It was moved by Director Raley and seconded by Director Stewart to approve the Consent Calendar: Item A: Special Board Minutes, April 2, 2020, and Item B: Board Minutes, April 8, 2020. The motion carried 4-0 with all Directors present voting in the affirmative, and Director Longville noted absent from the vote.

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

5. COMMITTEE REPORTS/ACTION ITEMS

A. AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR ON-CALL BIOLOGICAL SERVICES WITH MIKAEL ROMICH

Ms. Miller introduced this item for discussion, beginning on package page 19. The San Bernardino Valley Conservation Trust (Trust) has been approached by the San Bernardino County Transit Authority (SBCTA) to assist with the environmental permits associated with the 210 freeway widening. The agreement with SBCTA requires surveying or handling of San Bernardino Kangaroo Rat (SBKR). Staff is asking for an amendment to Mikael 'Romichs' contract for Biological Services in order to support the SBCTA project in an amount not to exceed \$243,560, with the additional expenses covered by the prepaid agreement with SBCTA. There is an incorrect line in Section 1.1 of the amended Agreement that references the Mill

Creek project, but that was corrected in a previous version on package page 21. President Corneille asked if we are accounting for the money and provide this information back to SBCTA. Mr. Cozad said that the District does not have to report back to SBCTA. The District will be tracking individual task orders. Some of the SBKR will be fitted with a radio transmitter, which was briefly discussed. Ms. Hayes asked about the interaction between this project and the HCP. Ms. Miller said that they are entirely two different projects, but the data provided will benefit both projects. Ms. Dyer also indicated that the data would be helpful for the River HCP as well.

It was moved by Vice President McDonald and seconded by Director Raley to approve the amendment to Mikael Romich's contract. The motion carried 4-0 with all Directors present voting in the affirmative, and Director Longville noted absent from the vote.

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

B. GROUNDWATER COUNCIL MEMBERSHIP CLARIFICATION RELATED TO ANNEXATIONS

Mr. Cozad introduced this item for discussion. The District has been working with the City of Redlands related to joining the Groundwater Council (Council), and Valley Municipal has been working with West Valley Water District (WVWD) related to their agency joining the Council. WVWD asked for a letter clarifying that they would not be annexed by the District or that the District would not request that LAFCO annex them. Ms. Dyer said that WVWD would like to make it clear that their wells will not be annexed by the Conservation District due to the agreement. The Board thanked the Board and Staff of Valley Municipal in assisting with WVWD joining the Council. Mr. Cosgrove said that his concerns about the letter requested are the broad statements that could bind future 'Boards' of the District. That is why he changed the language as was proposed. After discussion on the letter it was determined to have the General Manager and District Counsel revise the letter and delegate the approval to an Ad Hoc Committee.

President Corneille appointed himself and Vice President McDonald to an Ad Hoc Committee, which would review the revised letter and approve when acceptable.

It was moved by Director Longville and seconded by Vice President McDonald to delegate final revisions to staff and counsel to address concerns with West Valley Water District and have Ad Hoc committee review and approve the final letter. 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**

6. INFORMATION ITEMS

A. MENTONE SHOP PLANNING UPDATE

President Corneille requested that this item be deferred to the Operations Committee.

B. SAN BERNARDINO CONSERVATION TRUST VERBAL UPDATE

Ms. Miller introduced this item for discussion. The SBCTA has paid the \$324,000 associated with their prepaid agreement with the Trust.

C. GROUNDWATER COUNCIL VERBAL UPDATE

Mr. Cozad introduced this item for discussion, noting its inclusion in the Board package beginning package page 32. He thanked Matt Howard from Valley Municipal and Katelyn Scholte of the Conservation District for their efforts to complete the annual report.

D. FUTURE AGENDA ITEMS AND STAFF TASKS

There were none discussed.

7. UPCOMING MEETINGS

There were none discussed.

8. CLOSED SESSION

It was moved by Vice President McDonald and seconded by President Corneille 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 all posted agenda items.

At 2:49 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 4-0 with all Directors present voting in the affirmative.

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

At 3:05 p.m., the meeting adjourned to the Budget Workshop immediately following the Board meeting scheduled for 1:30 p.m., April 22, 2020, at District Headquarters, 1630 W. Redlands Blvd., Redlands, California.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District Expenditure Report April 2020

Num	Date	Name	Account	Class	Original Amount
PC 04.08.20	04/08/2020	Paychex	1012 · Citizens Busine...		-89.88
			6042 · Payroll Processing	4-General Fund Ent.	89.88
TOTAL					89.88
PC 04.22.20	04/22/2020	Paychex	1012 · Citizens Busine...		-100.46
			6042 · Payroll Processing	4-General Fund Ent.	100.46
TOTAL					100.46
ACH0218	04/22/2020	Melody McDonald	1012 · Citizens Busine...		-13.80
			6410 · Mileage	4-General Fund Ent.	13.80
TOTAL					13.80
ACH0219	04/22/2020	Raley, David	1012 · Citizens Busine...		-128.26
			6410 · Mileage	4-General Fund Ent.	128.26
TOTAL					128.26
22277	04/01/2020	AAA Alarm Systems, Inc.	1012 · Citizens Busine...		-129.00
	04/01/2020		5410 · Alarm Service	4-General Fund Ent.	64.50
			5410 · Alarm Service	1-Groundwater Ent.	64.50
TOTAL					129.00
22278	04/01/2020	Burgeson's Heating & ...	1012 · Citizens Busine...		-630.00
	03/24/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	630.00
TOTAL					630.00
22279	04/01/2020	Citizens Business Bank	1012 · Citizens Busine...		-5,022.70
	03/11/2020		5215 · Property Mainten...	1-Groundwater Ent.	817.60
			5215 · Property Mainten...	3-Land Resources	204.40
			6001 · General Adminis...	4-General Fund Ent.	40.69
			6001 · General Adminis...	1-Groundwater Ent.	40.69
			6002 · Website Adminis...	4-General Fund Ent.	350.00
			6004 · Meeting Expenses	4-General Fund Ent.	49.46
			6004 · Meeting Expenses	3-Land Resources	49.46
			6030 · Office Supplies	4-General Fund Ent.	172.39
			6030 · Office Supplies	1-Groundwater Ent.	10.77
			6030 · Office Supplies	2-Redlands Plaza/...	21.56
			6030 · Office Supplies	3-Land Resources	10.77
			6430 · Lodging	4-General Fund Ent.	617.04
			6425 · Meals	4-General Fund Ent.	15.00
			6525 · Meals	4-General Fund Ent.	28.29
			6525 · Meals	1-Groundwater Ent.	22.00
			6525 · Meals	3-Land Resources	12.58
			7230 · Field Equipment ...	1-Groundwater Ent.	2,560.00
TOTAL					5,022.70

San Bernardino Valley Water Conservation District
Expenditure Report
April 2020

05/11/20

Num	Date	Name	Account	Class	Original Amount
22280	04/01/2020	Daily Journal Corporati...	1012 · Citizens Busine...		-1,128.60
	03/20/2020		6091 · Public Notices	4-General Fund Ent.	225.72
			6091 · Public Notices	1-Groundwater Ent.	902.88
TOTAL					1,128.60
22281	04/01/2020	Empire Disposal	1012 · Citizens Busine...		-167.81
	03/31/2020		5460 · Water / Trash / S...	4-General Fund Ent.	83.91
			5460 · Water / Trash / S...	1-Groundwater Ent.	67.12
			5460 · Water / Trash / S...	3-Land Resources	16.78
TOTAL					167.81
22282	04/01/2020	Escoto Construction	1012 · Citizens Busine...		-115.00
	03/16/2020		6016 · Redlands Plaza ...	2-Redlands Plaza/...	115.00
TOTAL					115.00
22283	04/01/2020	Frontier-7275	1012 · Citizens Busine...		-154.10
	03/19/2020		5440 · Telephone	4-General Fund Ent.	55.38
			5440 · Telephone	1-Groundwater Ent.	23.73
			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					154.10
22284	04/01/2020	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-17,782.00
	03/18/2020		5124 · Plunge Creek Pr...	3-Land Resources	17,782.00
TOTAL					17,782.00
22285	04/01/2020	Image Source	1012 · Citizens Busine...		-361.11
	03/13/2020		6033 · Office Equipmen...	4-General Fund Ent.	270.82
			6033 · Office Equipmen...	1-Groundwater Ent.	18.06
			6033 · Office Equipmen...	2-Redlands Plaza/...	54.17
			6033 · Office Equipmen...	3-Land Resources	18.06
TOTAL					361.11
22286	04/01/2020	Larry Jacinto Construc...	1012 · Citizens Busine...		-23,708.50
	03/23/2020		5050 · Basin Cleaning	1-Groundwater Ent.	23,708.50
TOTAL					23,708.50
22287	04/01/2020	Lowe's Companies, Inc.	1012 · Citizens Busine...		-50.65
	03/25/2020		5215 · Property Mainten...	1-Groundwater Ent.	40.52
			5215 · Property Mainten...	3-Land Resources	10.13
TOTAL					50.65

San Bernardino Valley Water Conservation District Expenditure Report April 2020

Num	Date	Name	Account	Class	Original Amount
22288	04/01/2020	Press Enterprise	1012 · Citizens Busine...		-535.83
	03/23/2020		6090 · Subscriptions/Pu...	4-General Fund Ent.	535.83
TOTAL					535.83
22289	04/01/2020	ReadyRefresh by Nestle	1012 · Citizens Busine...		-108.10
	03/25/2020		5460 · Water / Trash / S...	4-General Fund Ent.	54.05
			5460 · Water / Trash / S...	1-Groundwater Ent.	43.24
			5460 · Water / Trash / S...	3-Land Resources	10.81
TOTAL					108.10
22290	04/01/2020	Rutan & Tucker	1012 · Citizens Busine...		-18,980.00
	03/19/2020		5180 · Legal	4-General Fund Ent.	3,551.45
			5180 · Legal	1-Groundwater Ent.	1,105.95
			5180 · Legal	2-Redlands Plaza/...	258.06
			5180 · Legal	3-Land Resources	2,092.54
			5175 · Legal - Wash Plan	5-Wash Plan	11,972.00
TOTAL					18,980.00
22291	04/01/2020	The Gas Company	1012 · Citizens Busine...		-131.78
	03/16/2020		5450 · Natural Gas	4-General Fund Ent.	79.07
			5450 · Natural Gas	1-Groundwater Ent.	52.71
TOTAL					131.78
22292	04/01/2020	U.S. Bank Equipment F...	1012 · Citizens Busine...		-367.38
	03/11/2020		6033 · Office Equipmen...	4-General Fund Ent.	275.53
			6033 · Office Equipmen...	1-Groundwater Ent.	18.37
			6033 · Office Equipmen...	2-Redlands Plaza/...	55.11
			6033 · Office Equipmen...	3-Land Resources	18.37
TOTAL					367.38
22293	04/15/2020	ACWA JPIA - Workers ...	1012 · Citizens Busine...		-4,243.66
	04/14/2020		6120 · Workers' Comp. ...	4-General Fund Ent.	551.67
			6120 · Workers' Comp. ...	1-Groundwater Ent.	1,909.64
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	169.75
			6120 · Workers' Comp. ...	3-Land Resources	424.37
			6120 · Workers' Comp. ...	5-Wash Plan	297.06
			6120 · Workers' Comp. ...	6-Active Recharge ...	891.17
TOTAL					4,243.66

San Bernardino Valley Water Conservation District
Expenditure Report
April 2020

05/11/20

Num	Date	Name	Account	Class	Original Amount
22294	04/15/2020	ACWA/JPIA-Health	1012 · Citizens Busine...		-18,743.67
	04/02/2020		6110 · Vision Insurance	4-General Fund Ent.	27.68
			6110 · Vision Insurance	1-Groundwater Ent.	95.82
			6110 · Vision Insurance	2-Redlands Plaza/...	8.52
			6110 · Vision Insurance	3-Land Resources	21.29
			6110 · Vision Insurance	5-Wash Plan	14.91
			6110 · Vision Insurance	6-Active Recharge ...	44.72
			6130 · Dental Insurance	4-General Fund Ent.	109.43
			6130 · Dental Insurance	1-Groundwater Ent.	378.79
			6130 · Dental Insurance	2-Redlands Plaza/...	33.67
			6130 · Dental Insurance	3-Land Resources	84.18
			6130 · Dental Insurance	5-Wash Plan	58.92
			6130 · Dental Insurance	6-Active Recharge ...	176.77
			6150 · Medical Insurance	4-General Fund Ent.	2,299.56
			6150 · Medical Insurance	1-Groundwater Ent.	7,960.04
			6150 · Medical Insurance	2-Redlands Plaza/...	707.56
			6150 · Medical Insurance	3-Land Resources	1,768.90
			6150 · Medical Insurance	5-Wash Plan	1,238.23
			6150 · Medical Insurance	6-Active Recharge ...	3,714.68
TOTAL					18,743.67
22295	04/15/2020	American Power Security	1012 · Citizens Busine...		-720.00
	04/01/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	720.00
TOTAL					720.00
22296	04/15/2020	Brownstein Hyatt Farbe...	1012 · Citizens Busine...		-15,375.00
	04/06/2020		5122 · Wash Plan Profe...	5-Wash Plan	15,375.00
TOTAL					15,375.00
22297	04/15/2020	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	03/30/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
22298	04/15/2020	City of Redlands -Muni...	1012 · Citizens Busine...		-2,078.80
	04/09/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,078.80
TOTAL					2,078.80
22299	04/15/2020	Corneille, Richard	1012 · Citizens Busine...		-17.25
	04/15/2020		6410 · Mileage	4-General Fund Ent.	17.25
TOTAL					17.25
22300	04/15/2020	Dept of Forestry and Fi...	1012 · Citizens Busine...		-898.32
	04/01/2020		5223 · Temp. Field Labor	1-Groundwater Ent.	898.32
TOTAL					898.32

San Bernardino Valley Water Conservation District
Expenditure Report
April 2020

05/11/20

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
22301	04/15/2020	Edison - 5552	1012 · Citizens Busine...		-178.73
	04/09/2020		5420 · Electricity	4-General Fund Ent.	50.04
			5420 · Electricity	1-Groundwater Ent.	35.75
			5420 · Electricity	2-Redlands Plaza/...	92.94
TOTAL					178.73
22302	04/15/2020	Edison - 7241	1012 · Citizens Busine...		-38.79
	04/10/2020		5420 · Electricity	4-General Fund Ent.	10.86
			5420 · Electricity	1-Groundwater Ent.	7.76
			5420 · Electricity	2-Redlands Plaza/...	20.17
TOTAL					38.79
22303	04/15/2020	Edison - 8812	1012 · Citizens Busine...		-119.26
	04/01/2020		5420 · Electricity	4-General Fund Ent.	33.39
			5420 · Electricity	1-Groundwater Ent.	23.85
			5420 · Electricity	2-Redlands Plaza/...	62.02
TOTAL					119.26
22304	04/15/2020	Edison - Redlands Plaza	1012 · Citizens Busine...		-211.43
	04/01/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	211.43
TOTAL					211.43
22305	04/15/2020	Frontier-4860	1012 · Citizens Busine...		-482.81
	03/28/2020		5440 · Telephone	4-General Fund Ent.	236.47
			5440 · Telephone	1-Groundwater Ent.	101.35
			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					482.81
22306	04/15/2020	Highland Community N...	1012 · Citizens Busine...		-1,140.00
	03/31/2020		6091 · Public Notices	4-General Fund Ent.	228.00
			6091 · Public Notices	1-Groundwater Ent.	912.00
TOTAL					1,140.00
22307	04/15/2020	Home Depot Credit Ser...	1012 · Citizens Busine...		-250.08
	03/27/2020		5210 · Equipment Maint...	1-Groundwater Ent.	146.28
			5215 · Property Mainten...	1-Groundwater Ent.	83.04
			5215 · Property Mainten...	3-Land Resources	20.76
TOTAL					250.08

San Bernardino Valley Water Conservation District
Expenditure Report
April 2020

05/11/20

Num	Date	Name	Account	Class	Original Amount
22308	04/15/2020	Mikael Romich	1012 · Citizens Busine...		-657.40
	04/06/2020		5120 · Misc. Profession...	4-General Fund Ent.	197.22
			5120 · Misc. Profession...	1-Groundwater Ent.	138.05
			5120 · Misc. Profession...	3-Land Resources	322.13
TOTAL					657.40
22309	04/15/2020	Netsteller	1012 · Citizens Busine...		-450.00
	04/05/2020		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
22310	04/15/2020	Nossaman LLP	1012 · Citizens Busine...		-2,685.97
	03/30/2020		5120 · Misc. Profession...	4-General Fund Ent.	805.79
			5120 · Misc. Profession...	1-Groundwater Ent.	564.05
			5120 · Misc. Profession...	3-Land Resources	1,316.13
TOTAL					2,685.97
22311	04/15/2020	O'Reilly	1012 · Citizens Busine...		-26.93
	03/16/2020		5310 · Vehicle Mainten...	1-Groundwater Ent.	26.93
TOTAL					26.93
22312	04/15/2020	Quill Corporation	1012 · Citizens Busine...		-173.62
	04/07/2020		6030 · Office Supplies	4-General Fund Ent.	138.90
			6030 · Office Supplies	1-Groundwater Ent.	8.68
			6030 · Office Supplies	2-Redlands Plaza/...	17.36
			6030 · Office Supplies	3-Land Resources	8.68
TOTAL					173.62
22313	04/15/2020	Redlands Chamber of ...	1012 · Citizens Busine...		-175.00
	04/03/2020		6093 · Memberships	4-General Fund Ent.	175.00
TOTAL					175.00
22314	04/15/2020	Redlands Tire Pros & S...	1012 · Citizens Busine...		-1,554.23
	03/13/2020		5310 · Vehicle Mainten...	1-Groundwater Ent.	876.38
	04/13/2020		5310 · Vehicle Mainten...	1-Groundwater Ent.	677.85
TOTAL					1,554.23
22315	04/15/2020	Rutan & Tucker	1012 · Citizens Busine...		-22,713.50
	04/13/2020		5180 · Legal	4-General Fund Ent.	1,883.40
			5180 · Legal	1-Groundwater Ent.	1,007.40
			5180 · Legal	2-Redlands Plaza/...	235.06
			5180 · Legal	3-Land Resources	5,451.64
			5175 · Legal - Wash Plan	5-Wash Plan	10,536.00
			5175 · Legal - Wash Plan	5-Wash Plan	3,600.00
TOTAL					22,713.50

San Bernardino Valley Water Conservation District
Expenditure Report
April 2020

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
22316	04/15/2020	Stanley Convergent Se...	1012 · Citizens Busine...		-401.22
	03/30/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	401.22
TOTAL					401.22
22317	04/15/2020	Terminix	1012 · Citizens Busine...		-72.00
	03/23/2020		6026 · Redlands Plaza ...	2-Redlands Plaza/...	72.00
TOTAL					72.00
22318	04/15/2020	Thomas Purvis	1012 · Citizens Busine...		-189.00
	04/13/2020		6051 · Uniforms	4-General Fund Ent.	56.70
			6051 · Uniforms	1-Groundwater Ent.	132.30
TOTAL					189.00
22319	04/15/2020	Valero Marketing & Sup...	1012 · Citizens Busine...		-1,171.13
	03/30/2020		5320 · Fuel	1-Groundwater Ent.	1,171.13
TOTAL					1,171.13
22320	04/15/2020	Water Systems Consult...	1012 · Citizens Busine...		-5,892.88
	02/29/2020		5120 · Misc. Profession...	1-Groundwater Ent.	5,892.88
TOTAL					5,892.88
22321	04/15/2020	WEX Bank-Shell	1012 · Citizens Busine...		-636.00
	04/06/2020		5320 · Fuel	1-Groundwater Ent.	636.00
TOTAL					636.00
22322	04/15/2020	Wilbur's	1012 · Citizens Busine...		-71.12
	03/31/2020		5210 · Equipment Maint...	1-Groundwater Ent.	71.12
TOTAL					71.12
22323	04/28/2020	Aaron Pederson	1012 · Citizens Busine...		-35.00
	04/26/2020		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
22324	04/28/2020	Bureau of Land Manag...	1012 · Citizens Busine...		-10,905.00
	04/22/2020		7120 · Property-Land P...	3-Land Resources	10,905.00
TOTAL					10,905.00

San Bernardino Valley Water Conservation District Expenditure Report April 2020

Num	Date	Name	Account	Class	Original Amount
22325	04/28/2020	Citizens Business Bank	1012 · Citizens Busine...		-1,317.74
	04/10/2020		6001 · General Adminis...	4-General Fund Ent.	53.50
			6001 · General Adminis...	1-Groundwater Ent.	53.50
			6002 · Website Adminis...	4-General Fund Ent.	350.00
			6004 · Meeting Expenses	4-General Fund Ent.	13.73
			6004 · Meeting Expenses	3-Land Resources	13.73
			6030 · Office Supplies	4-General Fund Ent.	121.93
			6030 · Office Supplies	1-Groundwater Ent.	7.62
			6030 · Office Supplies	2-Redlands Plaza/...	15.24
			6030 · Office Supplies	3-Land Resources	7.62
			6039 · Postage and Ov...	4-General Fund Ent.	138.74
			6039 · Postage and Ov...	1-Groundwater Ent.	63.07
			6039 · Postage and Ov...	2-Redlands Plaza/...	25.23
			6039 · Postage and Ov...	3-Land Resources	25.23
			6051 · Uniforms	4-General Fund Ent.	83.61
			6051 · Uniforms	1-Groundwater Ent.	195.09
			6090 · Subscriptions/Pu...	4-General Fund Ent.	149.90
TOTAL					1,317.74
22326	04/28/2020	DLT Solutions, LLC db...	1012 · Citizens Busine...		-4,099.85
	11/21/2019		6535 · Conf/Seminar R...	6-Active Recharge ...	4,099.85
TOTAL					4,099.85
22327	04/28/2020	Frontier-7275	1012 · Citizens Busine...		-153.74
	04/19/2020		5440 · Telephone	4-General Fund Ent.	55.12
			5440 · Telephone	1-Groundwater Ent.	23.63
			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					153.74
22328	04/28/2020	Highland Area Chambe...	1012 · Citizens Busine...		-600.00
	04/23/2020		6093 · Memberships	4-General Fund Ent.	600.00
TOTAL					600.00
22329	04/28/2020	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-19,407.50
	04/24/2020		5122 · Wash Plan Profe...	5-Wash Plan	19,407.50
TOTAL					19,407.50
22330	04/28/2020	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-700.00
	05/01/2020		6018 · Janitorial Services	4-General Fund Ent.	700.00
TOTAL					700.00
22331	04/28/2020	Michael Guizar	1012 · Citizens Busine...		-189.91
	04/20/2020		6051 · Uniforms	4-General Fund Ent.	56.97
			6051 · Uniforms	1-Groundwater Ent.	132.94
TOTAL					189.91

San Bernardino Valley Water Conservation District
Expenditure Report
April 2020

05/11/20

Num	Date	Name	Account	Class	Original Amount
22332	04/28/2020	Nossaman LLP	1012 · Citizens Busine...		-1,368.00
	04/20/2020		5120 · Misc. Profession...	4-General Fund Ent.	410.40
			5120 · Misc. Profession...	1-Groundwater Ent.	287.28
			5120 · Misc. Profession...	3-Land Resources	670.32
TOTAL					1,368.00
22333	04/28/2020	O'Reilly	1012 · Citizens Busine...		-139.53
	04/22/2020		5310 · Vehicle Mainten...	1-Groundwater Ent.	139.53
TOTAL					139.53
22334	04/28/2020	Sonsray Machinery	1012 · Citizens Busine...		-640.95
	04/27/2020		5210 · Equipment Maint...	1-Groundwater Ent.	640.95
TOTAL					640.95
22335	04/28/2020	The Gas Company	1012 · Citizens Busine...		-177.88
	04/14/2020		5450 · Natural Gas	4-General Fund Ent.	106.73
			5450 · Natural Gas	1-Groundwater Ent.	71.15
TOTAL					177.88
22336	04/28/2020	U.S. Bank Equipment F...	1012 · Citizens Busine...		-336.18
	04/10/2020		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
22337	04/28/2020	Water Systems Consult...	1012 · Citizens Busine...		-10,183.75
	03/31/2020		5120 · Misc. Profession...	1-Groundwater Ent.	10,183.75
TOTAL					10,183.75
22338	04/28/2020	Wilbur's	1012 · Citizens Busine...		-26.87
	04/14/2020		5210 · Equipment Maint...	1-Groundwater Ent.	26.87
TOTAL					26.87
100245N	04/01/2020	PERS	1012 · Citizens Busine...		-11,210.24
			6170 · PERS Retirement	4-General Fund Ent.	1,457.33
			6170 · PERS Retirement	1-Groundwater Ent.	5,044.61
			6170 · PERS Retirement	2-Redlands Plaza/...	448.41
			6170 · PERS Retirement	3-Land Resources	1,121.02
			6170 · PERS Retirement	5-Wash Plan	2,354.15
			6170 · PERS Retirement	6-Active Recharge ...	784.72
TOTAL					11,210.24

San Bernardino Valley Water Conservation District Expenditure Report April 2020

Num	Date	Name	Account	Class	Original Amount
100246N	04/23/2020	PERS	1012 · Citizens Busine...		-11,210.11
			6170 · PERS Retirement	4-General Fund Ent.	1,457.32
			6170 · PERS Retirement	1-Groundwater Ent.	5,044.55
			6170 · PERS Retirement	2-Redlands Plaza/...	448.40
			6170 · PERS Retirement	3-Land Resources	1,121.01
			6170 · PERS Retirement	5-Wash Plan	2,354.12
			6170 · PERS Retirement	6-Active Recharge ...	784.71
TOTAL					11,210.11
100247	04/29/2020	PERS	1012 · Citizens Busine...		-10,013.46
			6170 · PERS Retirement	4-General Fund Ent.	1,301.75
			6170 · PERS Retirement	1-Groundwater Ent.	4,506.05
			6170 · PERS Retirement	2-Redlands Plaza/...	400.54
			6170 · PERS Retirement	3-Land Resources	1,001.35
			6170 · PERS Retirement	5-Wash Plan	2,102.83
			6170 · PERS Retirement	6-Active Recharge ...	700.94
TOTAL					10,013.46

San Bernardino Valley Water Conservation District
Director Fees Expenditure Payroll Report
April 2020

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
4/8/2020	Corneille, R	Mar-20	\$ 1,155.00	\$ 136.56	\$ 1,018.44
4/8/2020	McDonald, M	Mar-20	\$ 462.00	\$ 39.97	\$ 422.03
4/22/2020	McDonald, M	Mar-20	\$ 1,155.00	\$ 99.90	\$ 1,055.10



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1719

To: Board of Directors

From: Ad Hoc General Manager Evaluation Committee

Date: May 27, 2020

Subject: General Manager Performance Evaluation, Employment Agreement and Resolution No. 578

RECOMMENDATION

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

BACKGROUND

At the Board's April meeting, the President appointed Director Bob Stewart and Vice President Melody McDonald to the Ad Hoc General Manager Evaluation Committee (Committee). The Committee met on May 21 to review the performance of the General Manager, evaluate performance criteria for merit bonus considerations, and recommend terms for a revised employment agreement with the General Manager.

DISCUSSION

The Ad Hoc Committee unanimously commended the General Manager on the accomplishments of the District and the General Manager's overall progress in achieving defined goals and objectives. The Committee reviewed the salary analysis from the State Controller's Office. The General Manager provided updated accomplishments and an assessment of progress on the Boards priority efforts.

The Committee reviewed the accomplishments and performance on issues of priority to the Board as well as areas for improvement. The Ad Hoc Committee provides the consensus recommendation that the Board award the General Manager a five (5%) percent merit bonus for which he was eligible in 2019-2020, which amounts to \$13,198. This amount is provided for in the General Manager's existing contract as a discretionary measure of current year performance compensation but is not counted as an additional base salary for determining future retirement benefits or discretionary merit bonus amounts.

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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

The Committee addressed the Merit Salary increase for the 2020-2021 fiscal year and recommended Mr. Cozad receive the COLA increase of 3.1% paid to all District employees, as well as a merit salary increase of 4.5% resulting in a new salary of \$284,012. The proposed Employment Agreement reflects these consensus recommendations. The Committee recommends minor changes to the Resolution describing powers and authorities of the General Manager.

ALTERNATIVES

Potential Board Actions include:

- Approve the award of a discretionary merit bonus of (5%) to the General Manager under his 2019-2020 contract, or alternatively, any amount between 0% and 5%.
- Approve the proposed Employment Agreement for with a 3.1% COLA, 4.5% Merit Salary increase.
- Approve the revised powers and authorities resolution shown as Resolution No. 578
- Not extend employment agreement with the General Manager
- Table the issue and refer to the Ad Hoc Committee to be addressed in a future meeting of the Board.

FISCAL IMPACT

The proposed bonus for 2019-2020 is within the existing budget, and the proposed discretionary merit bonus figure and salary are consistent with the proposed salaries budget for 2020-2021.

POTENTIAL MOTIONS

1. Move the recommendation of the Ad Hoc Committee to approve:
 - a. Discretionary bonus component of the 2018-2019 contract performance of 5%
 - b. Employment Agreement with a 3.1% COLA, 4.5% merit salary increase
 - c. Revised powers and authorities Resolution No. 578
2. Move to approve an alternative proposed Employment Agreement with specific changes or direction to District Counsel.
3. Move not to extend the employment agreement and provide other direction.
4. Move to table the item to a future meeting the Board.

ATTACHMENTS OR MATERIALS

- Employment Agreement Draft
- Resolution No. 578
- 2019 and 2020 Board priorities
- 2019 Accomplishments
- Notes from Ad Hoc Committee members

APPROVALS

Prepared for the Ad Hoc General Manager Evaluation Committee
Reviewed by District Counsel

AGREEMENT FOR EMPLOYMENT OF GENERAL MANAGER

This AGREEMENT FOR EMPLOYMENT OF GENERAL MANAGER (“Agreement”) is entered into effective on the 1st day of July, ~~2019~~2020 (“Effective Date”) by and between the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT, a public agency and water conservation district duly formed and existing under the Water Conservation Act, California Water Code sections 74000 *et seq.* (“District”) and Daniel B. Cozad (“Employee”) on the terms and conditions stated herein.

1. Duties of Employee

A. District hereby agrees to employ Employee, and Employee hereby accepts employment with District, as District’s General Manager. Employee shall perform all of the managerial duties of the District, including, but not limited to, all of those duties set forth in Resolution No. ~~5783~~, a copy of which is attached hereto as Exhibit A, and incorporated herein by reference, and as may be amended. Employee shall perform such other legally permissible and proper duties as may be necessary or beneficial to manage and conduct the District’s business and operations, as the District’s Board of Directors may assign or require. Employee agrees to fulfill and abide by the terms of Resolution No. ~~5783~~ and by all of the other District’s adopted policies and procedures. Employee specifically will work to implement the Board of Director’s approved Strategic Plan, Policies and the Priorities established each January, including any additions or changes to the priorities made by the Board from time to time.

B. It is expressly understood that Employee shall be required to devote requisite time and effort to the business of the District during the term of this Agreement, but may also continue to pursue existing and future professional consulting clients during his tenure as General Manager of District, provided, however, District consents in advance to such third party retention or employment. Employee shall not, either as an employee, employer, consultant, agent, principal, planner, stockholder, corporate officer, director, or any other individual or representative capacity, engage or participate in any business that is in competition with, or in conflict in any manner whatsoever with, the business, projects, or official positions of the District. During the effective term of this Agreement, Employee shall provide written notice to the Board President of any prospective client or other business for whom Employee proposes to contract or otherwise perform work, at least five (5) business days prior to accepting such contract or employment. The Board President shall determine, in the exercise of reasonable discretion, whether a conflict of interest exists or is likely to arise from the Employee’s prospective third-party contract or employment and the work that Employee is or may reasonably be expected to provide for the District. In the event the Board President determines no such conflict exists, the General Manager may accept such contract or employment. In the event the Board President determines such a conflict exists, the General Manager shall either decline to accept such contract or employment, or defer such acceptance until the question of the existence of a conflict of interest can be referred to the full Board of Directors for determination. The Board’s determination on this matter shall be final, and binding on both parties. As of the date of this agreement authorized contracts include the Central Valley Salinity Coalition supporting CV-SALTS and City of San Buenaventura. This Agreement shall not be interpreted to prohibit Employee from making personal investments, conducting private business affairs, or

pursuing personal political activities, so long as such activities do not materially interfere with the duties and services Employee is required to perform under this Agreement.

C. It is the duty of the Employee acting as General Manager to serve also as the Executive Director and Chief Financial Officer of the San Bernardino Valley Conservation Trust (“SBVCT”), unless removed or replaced by a majority vote of the Board of Directors of SBVCT. In so doing, Employee shall exercise reasonably prudent business judgment and administrative discretion in the oversight of the collection and application of funds deposited in the SBVCT non-wasting endowment, shall observe and comply with investment strategies and policies promulgated by SBVCT, shall report regularly to the SBVCT Board of Directors on the status of SBVCT activities and funds, and shall explore potential opportunities for SBVCT to fulfill or expand its mission, as may be directed or approved by the SBVCT Board of Directors. In such capacity, Employee may exercise such other powers as may be delegated to him or her from time to time by action of the Board of Directors. Employee shall not receive additional compensation, apart from that otherwise provided for in this Agreement, for the performance of such SBVCT duties.

2. Term of Agreement and At-Will Status

A. Employee shall serve at the pleasure of the District’s Board of Directors and is specifically employed on an “at-will” basis. Employee’s employment hereunder may be terminated at any time by a majority vote of the District’s Board of Directors, with or without cause.

B. This Agreement shall commence as of July 1, 20~~19~~20, and shall remain in effect until June 30, 2021, unless terminated earlier in accordance with the provisions of this Agreement.

3. Termination

This Agreement may be terminated by District at any time, with or without cause, consistent with Employee’s at will status. This Agreement may be terminated by Employee upon no less than 30 days written notice to the President of the Board of Directors of the intent to resign, retire, or otherwise separate from employment with the District. In the event Employee is continuously employed with District under the terms and conditions hereunder through at least June 30, 2021, the retiree benefit covering the premium for Medical insurance for the retiree and spouse between retirement and Medicare eligibility for retiree medical benefits shall be as provided in Section 10 below. In the event of termination by Employee, Employee’s employment shall be terminated at the end of the 30-day period, unless District’s Board of Directors determines, in its sole discretion, to designate the operative date of the termination at an earlier date. Employee and District may, by mutual agreement, extend Employee’s termination date beyond the 30-day notice period.

Upon termination or other separation from employment with the District, Employee shall be paid all accrued salary and benefits, including a pro rata monthly amount for any partial year, and for all accrued, unused vacation and sick leave. Upon termination or separation, Employee

shall turn over to the District all District's property, including, but not limited to, any credit cards, computer hardware or software, and all files, reports, or presentation materials.

4. Disability

In the event Employee becomes permanently disabled or is otherwise unable to perform his duties, as determined by a licensed physician designated by the District's Board of Directors, because of sickness, accident, injury, mental incapacity or other medical condition ("qualifying event") for a period of twelve (12) weeks in any one (1) year period measured from the first date of absence for such reason, this absence shall be defined as "FMLA/CFRA Leave" for a qualifying event. During the Employee's FMLA/CFRA Leave, Employee shall be required to utilize all accrued and unused paid leave concurrently during this time period. Employee, in his capacity as General Manager, is deemed a key employee under the FMLA/CFRA. Employee is therefore not entitled to reinstatement to his former position of General Manager at the expiration of the FMLA/CFRA Leave of twelve (12) weeks in a one (1) year period measured from the first day of Employee's absence for a qualifying event, and such inability to return to work constitutes just cause for Employee's termination. In the event Employee elects voluntarily to retire any time after six consecutive weeks of absence from his duties due to, or as a result of, a "qualifying event," District shall continue to pay the premiums for Employee's group health plans for Employee until Employee becomes eligible for Medicare or pay an equivalent amount to the Employee to be used toward provision of health care.

5. Salary

Employee shall be paid as determined by the Board of Directors, in accordance with District's standard payroll procedures. Employee's base salary for the first year of the term of this two year contract shall be increased from the formerly applicable salary rate of two hundred sixty three thousand nine hundred fifty one dollars (\$263,951.00) ~~two hundred forty seven thousand and twenty nine dollars (\$247,029) dollars~~, by 3.1% for COLA as approved in the annual budget, applied to the last year's base salary, and by a merit salary increase of 3.754.5%, also applied to the last year's base salary for a total 7.66.85% increase, resulting in a new base salary applicable through the first-second year of the term of this Agreement of two hundred sixty three thousand nine hundred fifty onetwo hundred eighty four thousand twelve dollars (\$263,951.284,012.00) annually, effective from the Effective Date.

Employee's performance shall be subject to review by the District's Board of Directors, or any committee of the Board to which such responsibility has been delegated, and shall occur at least once before the first anniversary of the Effective Date. Such review shall serve as the basis for any salary adjustment or benefits adjustment during the term of this agreement, and consideration of extension of this Agreement at the end of its term. Such review shall also serve as the basis for any determination of a discretionary merit performance bonus, as provided below.

Employee shall be eligible for a merit performance bonus, in addition to the salary provided for herein, in an amount up to five percent (5%) of Employee's base salary. Such merit performance bonus may be awarded by the Board of Directors in its sole and absolute discretion, in any amount up to five percent (5%) of Employee's base salary, or no amount at all, or any

figure in between. The merit performance bonus shall be determined based upon Employee's perceived progress in successfully implementing the District Strategic Plan, Policies, and Priorities as referenced in paragraph 1(A) above. Employee's job performance may be evaluated by the Board of Directors at any time, but Board consideration of salary adjustment, benefits adjustment, or merit performance bonus shall be made only one time per year. The merit performance bonus shall be in addition to the base salary provided for hereunder, but shall not be included as salary for determination of Employee's base salary for any future extension of this Agreement to subsequent employment terms, nor for any other retirement or other benefits. Any salary increase or Cost of Living increase that may be made to Employee's salary in subsequent years shall be credited as additional salary for consideration of any future base year salary for Employee, however, to the effect that only the merit performance bonus shall be excluded from Employee's future base salary determination. It shall be the responsibility of Employee to work with the Board President to place Employee's reviews and consideration of salary adjustments on a meeting agenda for consideration by the Board of Directors in a timely fashion.

6. Uniqueness of Services

Employee represents and agrees that the services to be performed by this Agreement are special, unique, unusual, extraordinary, and of an intellectual character, that gives him a peculiar value to the District, the loss of which cannot be reasonably or adequately compensated for monetary damages.

7. Vacation

As of May ~~176~~, 20~~19~~20, Employee has accrued approximately ~~72-81~~ days of unused vacation. Employee shall accrue additional vacation at a rate of 1.67 days per month of completed employment as stipulated in the Personnel Manual for all employees, except the Manager may accrue vacation without limitation during the term of employment and may at any time elect to cash out some or all of currently accrued vacation. Any unused vacation or sick leave shall be compensated at the base salary rate in effect when paid.

8. Sick Leave

Sick leave is a protection to Employee granted by District to assist Employee in times or circumstances of illness, incapacity, or physical adversity, and is intended to serve as a protection for Employee's health and welfare; it is not an earned right to time off of work. Employee shall accrue sick leave at a rate of one (1) day per month of completed employment as stipulated in the Personnel Manual for all employees, except the Manager may accrue sick time without limitation during the term of employment and may at any time elect to cash out for compensation some or all of currently accrued sick time. As of the period ending May ~~176~~, ~~2019~~2020, Employee has accrued approximately ~~68-78~~ days of unused sick leave.

Except as otherwise specifically provided for herein, any sick leave which has accrued but is unused and not cashed out by Employee at the time of termination of Employee's employment shall be treated in the same manner as sick leave upon termination for District's employees, as provided for in the District's Employee Handbook in effect at the time of Employee's termination of employment.

9. Mileage Reimbursement

Employee shall be reimbursed for actual mileage travelled in Employee's own automobile, for such meetings and other events as District reasonably requires Employee to attend. Mileage for commuting to and from employee's residence to the District offices shall not be eligible for reimbursement. Reimbursement shall be at the IRS forced mileage rate then in effect. Employee shall maintain collision and liability insurance on any automobile Employee uses for any District business, at Employee's own expense, with coverage no less than \$100,000 per occurrence, \$300,000 per incident.

10. Retirement and Other Benefits

Employee shall be provided medical, dental, and vision benefits under District's medical and health insurance policies in effect as of the Effective Date, at District's expense, and as such medical and health insurance benefits may change through action of the District's Board of Directors, over the course of Employee's employment. In addition, Employee shall be provided with retirement benefit contributions covering both the employer and percentage of the employee cost in accordance with District Policy applicable to District's employees, at District's expense under District's PERS retirement plan participation, at the 2.5% at 55 rate in effect on the Effective Date, and as may be thereafter amended or further defined by District's Board of Directors. Notwithstanding any District policy generally applicable to its employees to the contrary, and provided Employee fulfills the terms of this Agreement through the date of June 30 2021, or beyond, upon retirement Employee shall be entitled to payment by the District of a retiree benefit covering the premium for Medical insurance for the Employee and his spouse for the time period between the effective date of the retirement, and the date Employee becomes eligible for Medicare retiree medical benefits. Such benefit shall not apply to Employee if Employee terminates this agreement prior to June 30, 2021, or is dismissed for cause at any time prior to retirement.

11. Expense Reimbursements

Employee may receive reimbursement for expenses incurred by Employee in the direct prosecution of the District's business, as may be approved by the District's Board of Directors. Such expenses may be reimbursed regularly as they are incurred, and submitted to the Board monthly for ratification, or otherwise processed in compliance with any policies or procedures the District's Board of Directors has adopted or may adopt, which are applicable to the General Manager. Employee shall be provided with cellular phone reimbursement allowance in accordance with District Policy applicable to District's employees. In all cases, final approval of all such expenses rests with the District's President or Vice President.

12. Integration

This Agreement contains the entire agreement between the District and Employee, and supersedes any and all prior negotiations, representations, or agreements, oral or written or otherwise. This Agreement may only be modified by an instrument in writing signed by both parties, and approved by District's Board of Directors.

13. Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by any other party shall not be deemed the waiver of that term, covenant, or condition, nor shall waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

14. Governing Law

This Agreement is entered into, and is to be governed by, the laws of the State of California.

15. Severance

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, unconstitutional or unenforceable, the remaining provision shall continue in full force and effect without being impaired or invalidated in any way.

Dated: _____, 201920

SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT

By: _____
Richard Corneille, President
"District"

Dated: _____, 201920

Daniel B. Cozad
"Manager"

ATTACHMENT

Exhibit A Resolution 5783

RESOLUTION NO. ~~573~~578

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT SUPERSEDING RESOLUTIONS NO. 347, 441, 459 AND 493, 537, 544, 558, 573 AND DEFINING THE RESPONSIBILITIES AND AUTHORITY OF THE GENERAL MANAGER

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Hours of Employment. It shall be the duty of the Manager to devote his or her, full time efforts to the duties of the office. Any outside employment shall be set out in the terms of the Employment Contract of the General Manager and approved by the Board of

Directors. The Manager shall see that the office is open to the public regularly in accordance with the posted hours or as needed, except in case of emergency.

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

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

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

13. Reports to the Board.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this ~~12th~~-10th day of June, 20~~19~~20, by the following vote:

YES:

NO:

ABSTAIN:

ABSENT:

Richard Corneille, President

ATTEST:

Daniel B. Cozad,
General Manager/Board Secretary

SBVWCD Board Priorities 2019 Final

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.*

No.	Area or Item	Current Status as of 12/31/19	Board Priority	Early Completion	Likely Completion	Resource Needs	Links to	Plan Goal #
1	Partnership Agreement Active Recharge startup	Complete	1	Ongoing		👏👏👏 \$\$\$	✓	1
2	Plunge Creek Conservation Project Permits Bid Docs	Partial Completion	1	Jan-19	Mar-20	👏👏 \$\$	✓	1
3	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Ongoing	1	Ongoing	Ongoing	👏👏 \$\$	⇒	1
4	Wash Plan - Federal Register Publication	Complete	1	Feb-19		👏👏👏 \$\$	✓	4
5	Wash Plan Trails Agreement or Implementation	Service Plan	1	Jul-19	Jan-20	👏👏👏 \$	⇒	3
6	Plunge Creek Conservation Construction	Procurement	1	Aug-19	Mar-20	👏👏 \$	⇒	1
7	Wash Plan - Land Exchange Act	Complete PL 119-6	1	Feb-19		👏👏👏 \$	✓	4
8	Wash Plan Preserve Implementation Work Plan	Budgeting	2	Nov-19	Apr-20	👏👏 \$\$	⇒	4
9	Mentone Shop Design/Permitting	Ongoing	2	Ongoing	Ongoing	👏👏 \$\$	⇒	1
10	Plan and Develop collaborative project opportunities	Ongoing	3	Ongoing	Ongoing	👏👏? ??	⇒	2
11	Mendoza Survey and Fencing	Complete	3	Apr-19		👏👏 \$\$	✓	1/4
12	Mill Creek Diversion Procurement	awaiting permits	3	Ongoing	Dec-19	👏👏 \$\$	NEW	1

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

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

SBVWCD Board Priorities 2020

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.*

No.	Area or Item	Current Status as of 5/8/20	Board Priority	Early Completion	Likely Completion	Resource Needs	Links to	Plan Goal #
1	Active Recharge Transfer Projects Concept Design	Design/Agreements	1	Jul-20	Dec-20	👤👤👤 \$\$\$	⇒	1
2	Plunge Creek Conservation Project Permits Bid Docs	Awaiting last permit	1	Feb-20	Jun-20	👤👤 \$\$	⇒	1
3	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Ongoing	1	Ongoing	Jan-21	👤👤 \$\$	⇒	1
4	Wash Plan Permit Completed (BO/ITP)	Nearly Complete	1	Jul-20	Sep-20	👤👤👤 \$\$	NEW	4
6	Plunge Creek Conservation Construction	Ready but permit	1	Sep-20	Nov-20	👤👤 \$	⇒	1
7	Wash Plan - Land Exchange Agreements	Ongoing	1	May-20	Jul-20	👤👤👤 \$	⇒	4
8	Wash Plan Response to Comments	Complete	2	Mar-20	May-20	👤👤 \$\$	⇒	4
9	Community Mitigation Conservation Easements	Development	2	Ongoing	Ongoing	👤👤 \$\$	⇒	4
10	Wash Plan Trails Progress	Planning	2	Sep-20	Dec-20	👤👤👤 \$	⇒	3
11	Plan and Develop collaborative project opportunities	Ongoing	3	Ongoing	Ongoing	👤👤? \$?	⇒	2
12	Mentone Shop Design/Permitting	Ongoing	3	Ongoing	Ongoing	👤👤 \$\$	⇒	1
13	Mill Creek Diversion Procurement	awaiting permits	3	Oct-20	May-21	👤👤👤 \$\$	⇒	1

Priority Key		Staffing and Program Key		
1	Must Do in 2020/21 as noted	Relative Staffing Need	👤 -- 👤👤👤	👤 -- 👤👤👤
2	Do based on resources	Relative Financial Cost	\$ -- \$\$\$	\$ -- \$\$\$
3	If possible, as needed	Ongoing or New Links	⇒ or NEW	⇒ or NEW

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



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water



A Year of Collaborative Achievements

Annual Accomplishments Report 2019

General Manager's Letter

A Record-breaking Year

The Bunker Hill basin experienced record recharge levels in 2019, the result of a wet winter and the unprecedented collaboration of area partners who are now teaming up to establish and maintain healthy groundwater supplies that will serve our region long into the future.

Totals for the 2018-19 water year ending September 30 reflected numbers not seen since 1987, with 22.8 billion gallons (70,000 Acre Feet) of water recharged underground. Prior to 1987, those levels had not been seen since the late 1940s.

Beyond the staggering volume of the water, this success represents the underlying implementation of promised cooperation that will lead to a reliable and independent water supply for all of us here in the San Bernardino Valley.

A Partnership Agreement with Valley Municipal was implemented this year that initiated work on new capital project planning for the Active Recharge Transfer Projects in Plunge, Mill, City Creek and others. This agreement supports habitat for the environment, water recharge projects and coherent planning for the future of the region.

Supporting that promise was this year's completion of the Enhanced Recharge Project at the Seven Oaks Dam, a \$14 million project to better capture water flowing from the nearby mountains and waterways and control the sedimentation that frequently comes with it.

The District's long-planned Wash Plan Land Exchange Act was also signed into law this year, paving the way for the establishment of expanded habitat, more effective recharge capabilities, and the allowance of mining activity critical to local industry implemented with programs that rather than damage the environment, preserve and improve it for the future.

While long-awaited, 2019 is bittersweet with both the retirement of Jeff Beehler and the completion of the Wash Plan Habitat Conservation Plan EIS/SEIR being released for public comment.

In these and so many other ways, the year has been especially gratifying, thanks in large part to our Board of Directors, excellent staff, and strategic partner agencies. I am happy to share with you the following summary of this year's accomplishments and look forward to what the new year will bring.



Daniel Cozad
General Manager

Current Board Members

Division 1:

Richard Corneille
President
Term of office expires:
December 09, 2020

Division 2:

David E. Raley
Term of office expires:
December 11, 2022

Division 3:

Robert Stewart
Term of office expires:
December 11, 2020

Division 4:

John Longville
Term of office expires:
December 11, 2022

Division 5:

Melody Henriques-McDonald
Vice President
Term of office expires:
December 11, 2022

San Bernardino Basin Groundwater Council: A New Era of Collaboration in Year 2



This year's record recharge is due in large part to the cooperation of strategic partners on the San Bernardino Basin Groundwater Council.

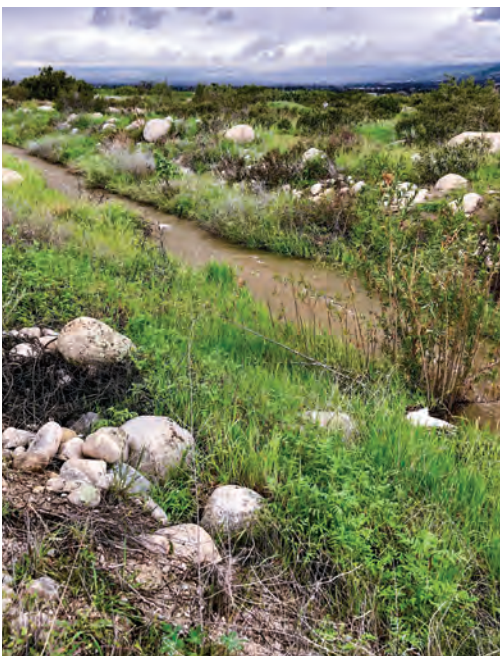
The 2018-19 water year, and its record-breaking recharge levels, was the first to see the collaboration possible by members of this new entity, made up of the San Bernardino Valley Water Conservation District, San Bernardino Valley Municipal Water District, San Bernardino Municipal Water Department, East Valley Water District, Bear Valley Mutual Water Company, Fontana Water Company, Yucaipa Valley Water District, Loma Linda University and the cities of Loma Linda, Rialto and Colton.

These agencies deserve credit for the work they've put in to create a successful model of how agencies can work together to ensure that there is enough water for everyone.

Participation is strictly voluntary, but driven by a greater purpose of storing water for our future.

Each member of the council contributes water and/or funding to purchase and recharge groundwater using calculations that ensure that there is always ample water storage for the region. The allocation and cost are determined according to use, historic rights, conservation, water recycling and other factors developed over a year of open exchanges of concerns and information.

Because the groundwater basin is a shared resource, the responsibility for managing it in a practical way must be shared, too. Collaboration gives any cause more power, and with so many local agencies contributing their fair share to the basin, the amount of imported water being recharged each year is now at record highs.



Enhanced Recharge Project Improves Water Capture, Controls Sediment

Dignitaries gathered under drizzly skies as a rush of water flow released from the Seven Oaks Dam sent torrents of whitewater into the region's new \$14 million Enhanced Recharge Project.

Kicked off in May in partnership with the San Bernardino Municipal Water District and Western Municipal Water Valley District, the initial phase of the project included new intake improvements to better capture water flowing from the nearby mountains and waterways, a sedimentation basin to contain the soil and debris in those flows, and recharge basins to hold the water so that it has time to percolate into the groundwater basin below. In total, the project will add over \$50 million in expanded facilities for recharge by the Conservation District.

Phase 2 of the project will include the construction of spreading basins farther downstream, which will more than double the amount of water that can be captured and stored underground.

Apart from these facilities, the project designates land use in the area for water recharge, habitat conservation and mining — balancing the needs of the community, environment, and industry as recently authorized under the



Enhanced Recharge Project. Photo Credit San Bernardino Valley Municipal Water District

Santa Ana River Wash Plan Land Exchange Act, which was signed into law earlier this is year.

"This project is a prime example of multi-agency cooperation, collaboration, and coordination," said Richard Corneille, President of the San Bernardino Valley Water Conservation District, which is responsible for recharging water from local rain and snowmelt into the aquifer. "Working together, we have taken the best of our respective assets and skills and are bringing them together to build a more efficient water storage system for the communities we serve."

President Signs Wash Plan Land Exchange Bill into Law

In March 2019, President Donald Trump signed new legislation into law that will promote the ongoing expansion of local sensitive habitat areas and water storage, while establishing appropriate areas for mining operations that provide \$36 million in payroll annually to the region.

The Santa Ana River Wash Plan Land Exchange Act clears the way for the Bureau of Land Management to exchange land with the San Bernardino Valley Water Conservation District under regulations in the Federal Land Policy and Management Act.

The 4,800-acre Wash Plan was developed over many years by a local Wash Plan Task Force made up of the cities of Highland and Redlands; the SBWCD, East Valley Water District, and San Bernardino Valley Municipal Water District; CEMEX, Robertson's Ready Mix; the U.S. Fish and Wildlife Service, California Department of Fish and Wildlife, Inland Valley Development Agency and the Endangered Habitats League.

Several task force representatives attributed the long-awaited success of the legislation to the teamwork involved in making it happen.



"Valley District has worked alongside other task force members for many years to support the land exchange, which will open the door to a whole host of opportunities including critical water projects to enhance groundwater storage, and expanded habitat for native and threatened species," said San Bernardino Valley Municipal Water District General Manager Doug Headrick.

Originally introduced as separate legislation by U.S. Representatives Colonel Paul Cook (R-Apple Valley) and Pete Aguilar (D-Redlands), and Senator Dianne Feinstein (D-California), the Wash Plan Land Exchange was consolidated into S. 47, by Lisa Murkowski (R-Alaska), a broad bill entitled the Natural Resources Management Act that included more than 100 pieces of natural resource-related legislation.

Habitat Conservation Plan Enters Public Review Period

After many years of development, the final draft of the Upper Santa Ana River Wash Habitat Conservation Plan (Wash Plan) has been prepared, along with an associated Draft Environmental Impact Statement/Supplemental Environmental Report (DEIS/SEIR). The Wash Plan will provide a coordinated process for permitting and mitigation of specific public and private projects, referred to as Covered Activities, that may result in take of five rare, threatened and endangered species within a 4,892-acre portion of the Santa Ana River Wash. Covered Activities implemented by the Conservation District and Participating Entities include construction, operation and/or maintenance of land or facilities associated with aggregate mining, water conservation, wells and water infrastructure, transportation, flood control, trails, habitat enhancement, and agriculture. Mitigation for the Covered Projects under the Wash Plan would result in permanent conservation and management of 1,659.9 acres of native habitat for the benefit of slender-horned spinyflower, Santa Ana River woolly-star, cactus wren, California gnatcatcher, and San Bernardino kangaroo rat.

Dan Silver, a regional habitat conservation plan expert who volunteered to participate in the project's development, said the plan achieves a mutually beneficial balance between land uses at the wash.

"It protects and manages a rare community of life along Santa Ana River, and simultaneously ensures compatible economic activity," he said. "It also shows how the Endangered Species Act can be successfully implemented when there is local leadership and collaboration."

U.S. Rep. Paul Cook (R-Apple Valley), who worked with Rep. Pete Aguilar (D-Redlands) on the Wash Plan legislation allowing for the land transfer, agreed — calling the project a win for the economy and a win for the environment.

"This will align local land ownership with appropriate uses, setting aside already disturbed land for aggregate mining and setting aside important habitat for conservation purposes," he said.



District Welcomes New Staff to the Team



Betsy Miller, Land Resources Manager/Asst. General Mgr.

We are happy to welcome new staff to the District.

Betsy Miller was hired as Land Resources Manager/Assistant General Manager to replace Jeff Beehler. She joins us following 17 years implementing Habitat Conservation Plans at the City of San Diego as an Environmental Planner, Biologist, and Natural Resources Manager. She holds a Biology degree from Whitman College and a Master of Arts degree from San Diego State University in Geography with a specialty in Natural Resources Management. Outside of work, Betsy has volunteered for over a decade with Big Brothers Big Sisters of San Diego County and served on the Boards of the Junior League of San Diego, Los Penasquitos Lagoon Foundation, and the National Habitat Planning Conservation Coalition.



Erwin Fogerson,
Senior Engineer/Project Manager

Erwin Fogerson joined the District as Senior Engineer/Project Manager after 19 years with the San Bernardino County Public Works Department, where he served as Resident Engineer and Division Chief for both the Road Design and Flood Control Divisions. Erwin is an active volunteer with Hands of Mercy and United Way.



Mike Guizar, Field Technician

Mike Guizar is SBWCD's new field technician. He's learning to do the flow report and will interact with connected agencies, move water, and take care of the wash. Mike previously supervised a crew at Gonzalez Masonry where he was also responsible for bidding and purchasing.

Summary of Fiscal Stewardship

- Upgraded the Redlands Center property with a new roof and other improvements, resulting in new tenants.
- Received a clean financial audit for Fiscal Year 2018-19, the seventh year with no management recommendations.
- Approved a balanced budget for FY 2019-20, including capital projects funded under multi-year capital budget.
- Expanded the Conservation Trust endowment to over \$2.5 million.
- Contributed operations savings and aggregate management funding to reserves.
- Funded all District Reserves under 2019 Reserve Policy.
- Fully funded annual OPEB (retiree health benefit) Trust and CalPERS actuarial liability for District staff pension.



First Residents Sheltered Under New Partnership to Address Homelessness

Four men, once homeless, have completed a transitional program and found more stable and permanent housing thanks to a partnership established in 2019 between the District and Steps 4 Life Community Services.

The arrangement provides the District-owned home in Mentone to Steps 4 Life for managed housing to qualified clients. Steps 4 Life in turn advises the District on policies regarding homelessness and provides training to employees who encounter people experiencing homelessness as a part of their job.

The agreement helps to provide solutions for both the District and the community, General Manager Daniel Cozad said.

"If we're going to keep people from living in the wash and trampling endangered species, then we have to do something that made sense all around," he added. "We have a need. We have a house. We interact with the homeless regularly. It just made sense."

The Redlands City Council last year declared a shelter crisis, paving the way for organizations to receive federal funding to combat growing problems of homelessness. Redlands is experiencing one of the highest rates of homelessness in San Bernardino County, with an estimated 141 people living on the streets and another 42 in shelters in 2019, according to the latest county survey.



Cynthia McGuigan, CEO and Founder of Steps 4 Life, said the agreement with San Bernardino Valley Water Conservation District represents a growing trend of collaboration in managing area homelessness.

"If we're going to keep people from living in the wash and trampling endangered species, then we have to do something that made sense all around. We have a need. We have a house. We interact with people experiencing homelessness regularly. It just made sense."

Daniel Cozad, General Manager

McGuigan operates five transitional homes in Redlands, with the District-owned property becoming the organization's sixth. Having once been homeless herself, she has developed a very effective program with 76% of participants transitioning into independence.

Steps 4 Life clients are required to be clean and sober.

They must take their medication if they have a psychiatric diagnosis. Everyone taking part in the program has to follow a strict process that includes accountability, training and labor -- doing their part to earn their stay.

"We run a very tight ship," McGuigan said. "With Steps 4 Life, it is sobriety first and then housing."



Other Collaborative Highlights in 2019

- Made significant progress on environmental assessments, appraisals and other work associated with the Wash Plan Land Exchange.
- Continued the Inland Empire Resources Conservation District invasive plant removal projects and water conservation programs in local schools.
- Continued to work with the City of Highlands and development interests near the Wash Plan area for community mitigation needs.
- Continued cooperative work with CalFire for brush management on District lands.
- Issued 14 press releases that generated 38 articles and cultivated relationships with four journalist that cover regional water issues.

What Drives Us...and Why

For more than a century, we have cultivated our relationship to the community, to one another, and to the land itself. We are stewards of the San Bernardino Valley water basin and the native species of the wash above it. We protect the land that cradles our region's water by being proudly scrappy and fearlessly creative. We take a fiscally prudent, pragmatic approach towards fulfilling our mission so that the water supply and the environment it depends upon will be forever protected and available for the community's use.



San Bernardino Valley Water Conservation District

1630 West Redlands Blvd., Suite A
Redlands, California 92373
Phone 909.793.2503

sbwwcd.org

 [.com/sbwwcd/](https://www.facebook.com/sbwwcd/)

 [.com/sbwwcd/](https://www.instagram.com/sbwwcd/)

May 20, 2020, VIA Teleconference/Zoom

AD HOC GM EVALUATION COMMITTEE NOTES/MINUTES by Melody McDonald

1. Annual Review Process: Daniel Cozad went over the history of how performance evaluations, taking of minutes were done by prior Board Members. Daniel indicated the informal process has suited the District and Board. Director McDonald agreed and added the Board Priorities list was used to measure accomplishments of not just the GM but to get an overall evaluation of the organization as well. Which indeed is a result of exceptional leadership by Daniel Cozad.
2. Reviewed Performance and Improvement Opportunities: All priorities were reviewed and discussed, we talked in more detail the Wash Plan Permitting and Land Exchange Agreements progress, Wash Plan Trails Progress, and Mentone Shop Design/Permitting schedule. Discussion ensued. Daniel provided a Current General Manager LED Efforts list of items and opportunities currently ongoing. Both Director Stewart and I were extremely pleased with Daniel Cozad's accomplishments, his leadership role in our region fostering collaboration with all agencies who wanted to be a part of regional solutions to water supply reliability and management of our land resources. Daniel truly has an amazing leadership skillset, which recognizes cultural changes that aren't easy for some; he has a way of bringing them into the process and ultimately part of a solution.
3. Review Resolution No 578: Recommended approval to the Board was unanimous.
4. Employment Contract Changes and Salary /Bonus (Merit): Discussion ensued. Other agencies GM salaries in the area were taken into consideration as well as the type of water agency for comparison. The committee unanimously recommends to the BOD Daniel be given his full 5% merit/bonus for accomplishments in his 2019 contract, be given an opportunity in the 2020 contract period to merit up to 5% merit pay, and be given a 4.5% increase in salary along with the 3.1% approved COLA equaling a 7.6% total salary increase for the 2020 contract.
5. Staffing and Succession planning: Reviewed the history of staff planning and initiation of its discussion during GM annual performance evaluation. Daniel went over the organizational structure, and the matrix chart to see how things may progress in the next 1-3 years. The Committee was pleased and provided comments.



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1720

To: Board of Directors
From: General Manager, Daniel Cozad
Date: May 27, 2020
Subject: Unaudited Financial Reports, April 2020

RECOMMENDATION

Review and approve the unaudited financials for April 2020.

BACKGROUND

Each month staff presents the unaudited financials for the District. The reports to be presented are as of April 30, 2020.

DISCUSSION

No notable variances in income or expenses compared to the budget. Some accounts will be adjusted for accruals as year-end approaches. Wash Plan income (District loan) is higher than expected due to work needed for final steps to obtain Wash Plan permits. GL 4016-Interest Income ARTP is slightly lower than expected due to the drop in the stock market due to COVID-19.

FISCAL IMPACT

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

POTENTIAL MOTIONS

1. Move approval of the Unaudited Financials for April 2020 as presented.
2. Move to request this item be tabled and referred to the Finance & Administration Committee for reconsideration of specific issues discussed.

ATTACHMENTS OR MATERIALS

Graph Financials for April 2020
Profit & Loss to Date vs. Annual Budget

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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

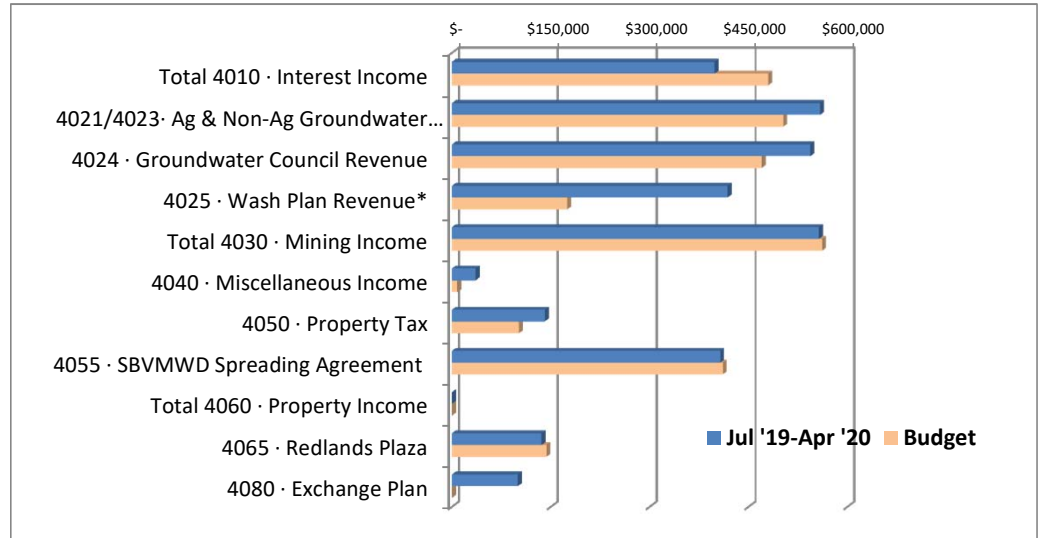
Daniel B. Cozad

SBVWCD - All Enterprises Budget and Actual

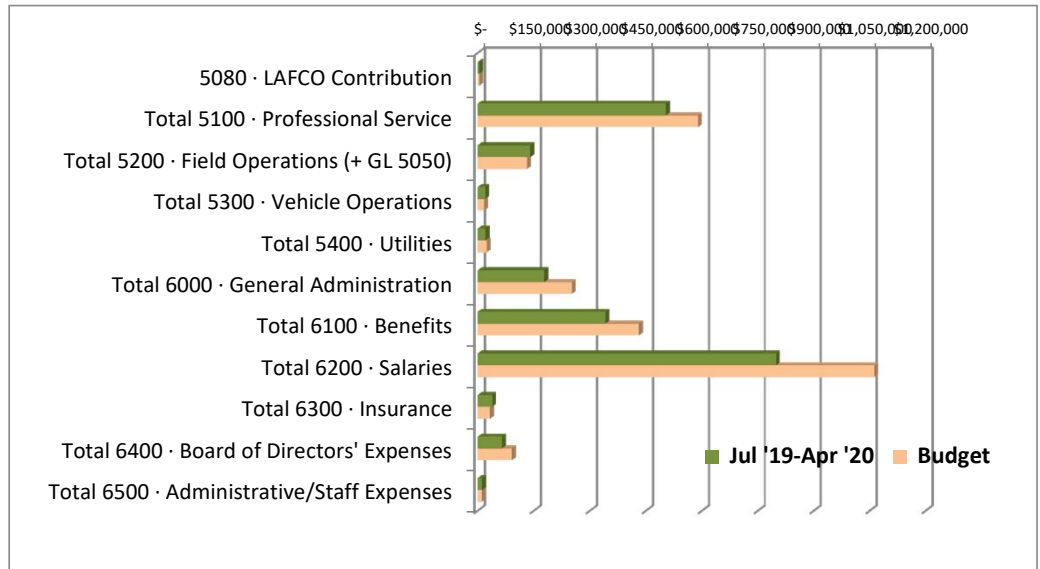
Apr 2020

REVENUE	Jul '19-Apr '20	Budget
Total 4010 · Interest Income	\$ 398,732	\$ 480,035
4021/4023 · Ag & Non-Ag Groundwater Charge	\$ 558,662	\$ 502,859
4024 · Groundwater Council Revenue	\$ 543,847	\$ 470,000
4025 · Wash Plan Revenue*	\$ 418,203	\$ 175,000
Total 4030 · Mining Income	\$ 556,695	\$ 561,667
4040 · Miscellaneous Income	\$ 36,159	\$ 8,333
4050 · Property Tax	\$ 141,022	\$ 101,788
4055 · SBVMWD Spreading Agreement	\$ 407,062	\$ 411,014
Total 4060 · Property Income	\$ 100	\$ 100
4065 · Redlands Plaza	\$ 136,054	\$ 143,423
4080 · Exchange Plan	\$ 100,004	\$ -
Total Revenue	\$ 3,296,540	\$ 2,854,219

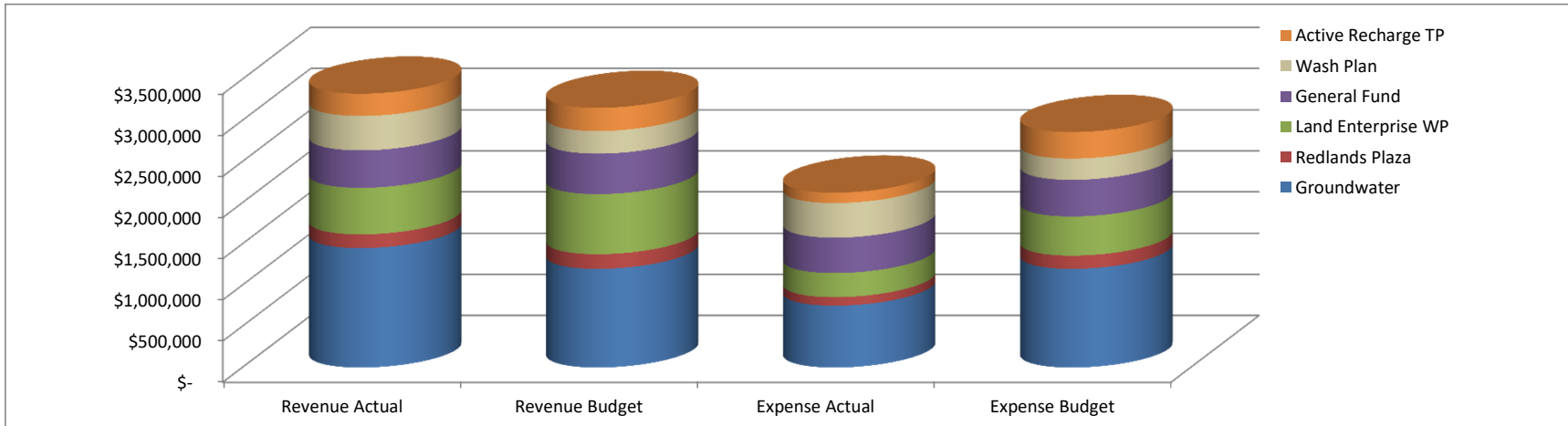
*District loans to the WP



EXPENSES Operating and Capital	Jul '19-Apr '20	Budget
5080 · LAFCO Contribution	\$ 3,952	\$ 4,000
Total 5100 · Professional Service	\$ 503,472	\$ 589,522
Total 5200 · Field Operations (+ GL 5050)	\$ 141,084	\$ 131,975
Total 5300 · Vehicle Operations	\$ 20,085	\$ 17,087
Total 5400 · Utilities	\$ 20,787	\$ 24,161
Total 6000 · General Administration	\$ 178,459	\$ 251,807
Total 6100 · Benefits	\$ 341,638	\$ 431,274
Total 6200 · Salaries	\$ 798,781	\$ 1,062,230
Total 6300 · Insurance	\$ 38,734	\$ 33,078
Total 6400 · Board of Directors' Expenses	\$ 64,964	\$ 91,537
Total 6500 · Administrative/Staff Expenses	\$ 11,497	\$ 11,159
Total Expense	\$ 2,123,451	\$ 2,647,828



Enterprises to Date (April 2020)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,451,397	\$ 1,198,916	121%
Groundwater Expense	\$ 751,743	\$ 1,019,432	74%
Revenue -Expense	\$ 699,654	\$ 179,484	
Redlands Plaza Revenue	\$ 165,865	\$ 177,017	94%
Redlands Plaza Expense	\$ 102,996	\$ 159,889	64%
Revenue -Expense	\$ 62,870	\$ 17,128	
Land Enterprise Revenue	\$ 565,964	\$ 730,410	77%
Land Enterprise Expense	\$ 293,056	\$ 476,184	62%
Revenue -Expense	\$ 272,908	\$ 254,226	
General Fund Revenue *	\$ 454,611	\$ 491,779	92%
General Fund Expense	\$ 429,980	\$ 444,729	97%
Revenue -Expense	\$ 24,630	\$ 47,050	
Wash Plan Revenue	\$ 418,203	\$ 275,000	152%
Wash Plan Expense	\$ 420,569	\$ 258,287	163%
Revenue-Expense	(2,366)	16,713	
Active Recharge TP Revenue	\$ 269,775	\$ 281,250	96%
Active Recharge TP Expense	\$ 126,005	\$ 322,431	39%
Revenue-Expense	\$ 143,769	\$ (41,181)	
Total All Revenue - Expense	\$ 1,201,465	\$ 473,420	

Cash Status	As of 7/1/2019	As of 04/30/20
LAIF	\$ 112,923.24	\$ 128,186.22
Cal Trust	\$ 3,132,394.79	\$ 3,197,825.52
Citizens Bank	\$ 19,604,190.64	\$ 1,108,185.50
UBS Financial Services	\$ 1,892,700.47	\$ 1,930,083.77
Cal Credit Union	\$ 253,734.81	\$ 256,696.69
US Bank-CAMP	0	\$ 18,707,274.73
Total Cash	\$ 24,995,943.95	\$ 25,328,252.43
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less ARTP obligation	\$ (18,437,500.0)	\$ (18,581,269.35)
Cash Position	\$ 1,558,443.95	\$ 1,746,983.08

Increase (decrease) of \$ 188,539
Percent Increase 12.1%

* General Fund Revenue shown here does not include overhead

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

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	2,135.31	20,000.00	-17,864.69	10.68%
4013 · Caltrust Investment Income	65,430.73	66,443.10	-1,012.37	98.48%
4014 · CalCredit Union Interest Income	2,961.88	3,600.00	-638.12	82.27%
4015 · UBS Interest Income	58,429.15	36,000.00	22,429.15	162.3%
4016 · Interest Income ARTP	269,774.73	450,000.00	-180,225.27	59.95%
Total 4010 · Interest Income	398,731.80	576,043.10	-177,311.30	69.22%
4020 · Groundwater Charge				
4021 · Assessments - Ag	115,960.45	97,028.35	18,932.10	119.51%
4023 · Assessments - Non-Ag	442,701.51	405,830.40	36,871.11	109.09%
4024 · Groundwater Council Revenue	543,847.00	470,000.00	73,847.00	115.71%
Total 4020 · Groundwater Charge	1,102,508.96	972,858.75	129,650.21	113.33%
4025 · Wash Plan Revenue	418,202.74	210,000.00	208,202.74	199.14%
4030 · Mining Income				
4031 · Plant Site - CEMEX	36,000.00	48,000.00	-12,000.00	75.0%
4032 · Cemex - Royalty / Lease	465,198.91	586,000.00	-120,801.09	79.39%
4036 · Aggregate Maintenance	55,496.57	40,000.00	15,496.57	138.74%
Total 4030 · Mining Income	556,695.48	674,000.00	-117,304.52	82.6%
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	25,575.68			
4040 · Miscellaneous Income - Other	10,583.63	10,000.00	583.63	105.84%
Total 4040 · Miscellaneous Income	36,159.31	10,000.00	26,159.31	361.59%
4050 · Property Tax	141,022.25	122,145.33	18,876.92	115.45%
4055 · SBVMWD Spreading Agreement Reim	407,061.64	411,013.69	-3,952.05	99.04%
4060 · Property Income				
4062 · Mentone Property	100.00	100.00	0.00	100.0%
Total 4060 · Property Income	100.00	100.00	0.00	100.0%
4065 · Redlands Plaza	136,053.51	172,108.19	-36,054.68	79.05%
4066 · Redlands Plaza CAM	29,274.30	40,191.90	-10,917.60	72.84%
4080 · Exchange Plan	100,004.00	30,000.00	70,004.00	333.35%
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%
Total Income	3,325,813.99	3,540,683.96	-214,869.97	93.93%
Gross Profit	3,325,813.99	3,540,683.96	-214,869.97	93.93%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	3,951.62	4,000.00	-48.38	98.79%
Total 5040 · Regional Programs	3,951.62	4,000.00	-48.38	98.79%
5050 · Basin Cleaning	56,392.00	50,000.00	6,392.00	112.78%
5100 · Professional Service				
5120 · Misc. Professional Services	110,758.33	130,000.00	-19,241.67	85.2%
5122 · Wash Plan Professional Services	178,678.69	30,000.00	148,678.69	595.6%
5123 · Habitat Management-WP	0.00	120,000.00	-120,000.00	0.0%
5124 · Plunge Creek Prof Services	42,112.00	150,000.00	-107,888.00	28.08%
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	4,050.00	7,000.00	-2,950.00	57.86%
5170 · Audit	23,260.00	26,155.00	-2,895.00	88.93%
5175 · Legal - Wash Plan	45,739.75	20,000.00	25,739.75	228.7%
5180 · Legal	92,872.75	175,000.00	-82,127.25	53.07%
Total 5100 · Professional Service	503,471.52	702,155.00	-198,683.48	71.7%
5133 · Regional River HCP Contribution	0.00	25,000.00	-25,000.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	8,143.71	6,365.40	1,778.31	127.94%
5215 · Property Maintenance	30,162.18	42,000.00	-11,837.82	71.82%
5225 · Field Clean Up-Illegal dumping	46,386.01	60,000.00	-13,613.99	77.31%
Total 5200 · Field Operations	84,691.90	108,365.40	-23,673.50	78.15%
5223 · Temp. Field Labor	898.32	11,000.00	-10,101.68	8.17%

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

	<u>Jul '19 - Apr 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	9,545.74	8,000.00	1,545.74	119.32%
5320 · Fuel	10,538.83	12,500.00	-1,961.17	84.31%
Total 5300 · Vehicle Operations	20,084.57	20,500.00	-415.43	97.97%
5400 · Utilities				
5410 · Alarm Service	1,204.00	1,500.00	-296.00	80.27%
5420 · Electricity	5,180.17	10,000.34	-4,820.17	51.8%
5430 · Mobile Phone	3,622.51	3,550.00	72.51	102.04%
5440 · Telephone	4,551.14	8,000.00	-3,448.86	56.89%
5450 · Natural Gas	924.06	986.59	-62.53	93.66%
5460 · Water / Trash / Sewer	2,913.43	2,300.00	613.43	126.67%
5470 · Internet Services	2,391.33	2,652.26	-260.93	90.16%
Total 5400 · Utilities	20,786.64	28,989.19	-8,202.55	71.71%
6000 · General Administration				
6001 · General Administration - Other	5,137.53	4,500.00	637.53	114.17%
6002 · Website Administration	4,331.74	3,300.00	1,031.74	131.27%
6003 · Property Tax	0.00	235.10	-235.10	0.0%
6004 · Meeting Expenses	914.79	2,000.00	-1,085.21	45.74%
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	1,542.30	1,300.00	242.30	118.64%
6010 · Surety Bond	3,025.00	1,900.00	1,125.00	159.21%
6012 · Office Maintenance	455.00	3,180.00	-2,725.00	14.31%
6013 · Office Lease Payment	50,000.00	60,000.00	-10,000.00	83.33%
6015 · Mentone House Maintenance	2,208.24	5,000.00	-2,791.76	44.17%
6016 · Redlands Plaza Maintenance	10,838.65	40,000.00	-29,161.35	27.1%
6018 · Janitorial Services	7,959.08	9,108.89	-1,149.81	87.38%
6019 · Janitorial Supplies	315.20	500.00	-184.80	63.04%
6020 · Vacancy Marketing-Redlands Plaz	11,355.96	5,500.00	5,855.96	206.47%
6026 · Redlands Plaza CAM expenses	27,373.84	29,355.00	-1,981.16	93.25%
6027 · Computer Software	0.00	600.00	-600.00	0.0%
6030 · Office Supplies	4,241.31	3,750.67	490.64	113.08%
6033 · Office Equipment Rental	6,843.64	9,500.00	-2,656.36	72.04%
6036 · Printing	1,338.80	980.00	358.80	136.61%
6039 · Postage and Overnight Delivery	920.17	1,200.00	-279.83	76.68%
6042 · Payroll Processing	2,136.14	2,523.50	-387.36	84.65%
6045 · Bank Service Charges	175.00	2,575.00	-2,400.00	6.8%
6051 · Uniforms	1,511.09	2,200.00	-688.91	68.69%
6060 · Outreach	2,200.64	60,000.00	-57,799.36	3.67%
6087 · Educational Reimbursement	0.00	5,000.00	-5,000.00	0.0%
6090 · Subscriptions/Publications	1,805.53	1,210.00	595.53	149.22%
6091 · Public Notices	2,812.00	3,200.00	-388.00	87.88%
6093 · Memberships	29,017.11	20,860.20	8,156.91	139.1%
Total 6000 · General Administration	178,458.76	299,478.36	-121,019.60	59.59%
6100 · Benefits				
6110 · Vision Insurance	2,011.07	3,090.02	-1,078.95	65.08%
6120 · Workers' Comp. Insurance	11,661.73	18,908.65	-7,246.92	61.67%
6130 · Dental Insurance	8,031.77	13,265.60	-5,233.83	60.55%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-21,691.11	-30,960.10	9,268.99	70.06%
6150 · Medical Insurance - Other	161,686.30	237,140.37	-75,454.07	68.18%
Total 6150 · Medical Insurance	139,995.19	206,180.27	-66,185.08	67.9%
6160 · Payroll Taxes-Employer	54,474.89	89,947.99	-35,473.10	60.56%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-78,146.80	-44,370.29	-33,776.51	176.12%
6170 · PERS Retirement - Other	203,610.29	230,506.22	-26,895.93	88.33%
Total 6170 · PERS Retirement	125,463.49	186,135.93	-60,672.44	67.4%
Total 6100 · Benefits	341,638.14	517,528.46	-175,890.32	66.01%
6200 · Salaries				
6230 · Regular Salaries	798,780.60	1,274,675.96	-475,895.36	62.67%
Total 6200 · Salaries	798,780.60	1,274,675.96	-475,895.36	62.67%
6300 · Insurance				
6310 · Property/ Auto Insurance	3,342.36	7,000.00	-3,657.64	47.75%
6320 · General Liability Insurance	35,391.18	32,300.00	3,091.18	109.57%
Total 6300 · Insurance	38,733.54	39,300.00	-566.46	98.56%

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

	<u>Jul '19 - Apr 20</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	6,676.62			
6401 · Directors' Fees - Other	51,495.07	90,344.10	-38,849.03	57.0%
Total 6401 · Directors' Fees	58,171.69	90,344.10	-32,172.41	64.39%
6410 · Mileage	1,618.54	4,000.00	-2,381.46	40.46%
6415 · Air Fare	427.60	2,500.00	-2,072.40	17.1%
6420 · Other Travel	105.00	500.00	-395.00	21.0%
6425 · Meals	1,566.26	3,500.00	-1,933.74	44.75%
6430 · Lodging	1,404.97	4,000.00	-2,595.03	35.12%
6435 · Conf/Seminar Registrations	1,670.00	5,000.00	-3,330.00	33.4%
6440 · Election Fees / Re-Districting	0.00	0.00	0.00	0.0%
Total 6400 · Board of Directors' Expenses	64,964.06	109,844.10	-44,880.04	59.14%
6500 · Administrative/Staff Expenses				
6510 · Mileage	528.11	1,800.00	-1,271.89	29.34%
6515 · Air Fare	2,386.32	2,000.00	386.32	119.32%
6520 · Travel, Other (rental car, taxi)	455.69	1,000.00	-544.31	45.57%
6525 · Meals	1,386.02	1,591.35	-205.33	87.1%
6530 · Lodging	831.18	3,000.00	-2,168.82	27.71%
6535 · Conf/Seminar Registrations	5,909.85	4,000.00	1,909.85	147.75%
Total 6500 · Administrative/Staff Expenses	11,497.17	13,391.35	-1,894.18	85.86%
9999 · Contribution to Capital Maint.	0.00	361,365.60	-361,365.60	0.0%
Total Expense	2,124,348.84	3,565,593.42	-1,441,244.58	59.58%
Net Ordinary Income	1,201,465.15	-24,909.46	1,226,374.61	-4,823.33%
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%
Total 7000 · Construction	0.00	380,957.00	-380,957.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	156,967.00	304,000.00	-147,033.00	51.63%
7120 · Property-Land Purchase	39,241.00			
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%
Total 7100 · Land & Buildings	196,208.00	1,582,068.00	-1,385,860.00	12.4%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	11,077.00	10,000.00	1,077.00	110.77%
7230 · Field Equipment / Vehicles	2,560.00	145,000.00	-142,440.00	1.77%
7240 · Office Equipment	1,234.67	1,500.00	-265.33	82.31%
Total 7200 · Equipment & Vehicles	14,871.67	161,500.00	-146,628.33	9.21%
7400 · Professional Services Capital				
7438 · Engineering Services-Other	0.00	125,000.00	-125,000.00	0.0%
Total 7400 · Professional Services Capital	0.00	125,000.00	-125,000.00	0.0%
Total Other Expense	211,079.67	2,249,525.00	-2,038,445.33	9.38%
Net Other Income	-211,079.67	-2,249,525.00	2,038,445.33	9.38%
Net Income	990,385.48	-2,274,434.46	3,264,819.94	-43.54%



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1721

To: Board of Directors
From: Daniel Cozad, General Manager
Date: May 27, 2020
Subject: Reserve Policy Revisions

RECOMMENDATION

Review, discuss and consider approval of the Reserve Policy Revisions as presented at the Budget Workshop on April 22, 2020.

BACKGROUND

The Reserve Policy has been revised to include the Community Mitigation Program Reserve. This The proceeds from Conservation Easements which is excess of current budgeted needs would be held in reserve for future uses as listed.

FISCAL IMPACT

No identified impact from this change in the Reserve Policy.

POTENTIAL MOTIONS

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

ATTACHMENTS OR MATERIALS

Reserve Policy

**BOARD OF
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Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad

San Bernardino Valley Water Conservation District Policy

Policy Number 0001

Date: Proposed 4/22/2020

Policy Name: District and Enterprise Reserve Policy

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

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

GENERAL POLICY:

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

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

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

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

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

SCOPE:

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

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

- Sources of funds and segregation of the accounts and reserves;
- Level and/or target for a reserve;
- Limits placed on the use of reserves;
- Requirements for reporting trends for reserves;

- Limitation of transfers without Board Approval.

SPECIFIC RESERVE PROVISIONS:**A. Groundwater Recharge Enterprise Reserve**

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

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

B. Groundwater Assessment Rate Stabilization Reserve

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

C. Active Recharge Transfer Projects

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

D. Redlands Plaza Reserve

The District's offices are in Redlands Plaza, and it manages the building for itself and its tenants. Other real property owned by the District under lease to third parties is also operated by this enterprise. The Redlands Plaza Reserve (RPR) shall be developed solely from lease payments of the property leased up to an amount not to exceed the greater of 150% of the average annual maintenance costs or 50% of yearly rental proceeds plus any capital improvement needed. For 2018 the target level is set at \$81,418. The purpose of the RPR is to accumulate funding to pay for major maintenance, upgrades, marketing, or emergency repairs such as the paving completed in 2017.

E. Land Resources Reserve

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

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

F. Prepaid Royalties Reserve

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

G. Community Mitigation Program Reserve

The Community Mitigation Program (CMP) Reserve shall be developed to hold funds generated through the sale of Conservation Easements through the District's Community Mitigation Program. These funds may be used for land acquisition, matching funds for grant or partner projects, habitat restoration, and research and/or pilot project related to water recharge, land management, or Wash Plan implementation. These funds are expected to accrue during implementation of the CMP, which will sunset following sale of Conservation Easements on owned acreage .

General Fund Reserves**1. General Liability Fund Reserve**

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

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

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

A. Operating Fund Levels

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

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

B. Compensated Absences Reserve

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

C. PERS Employer Contribution and Post Employment Expense Reserve

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

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

D. Self-Insurance Reserve

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

F. Capital Improvement Project and Equipment Reserve

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

CLARIFICATIONS:Restricted Reserves

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

Unrestricted Reserves

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

Reserve and Enterprise Transfers, Loans and Approval

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



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1723

To: Board of Directors

From: Betsy Miller, Land Resources Manager/Assistant General Manager

Date: May 27, 2020

Subject: Wash Plan State Permitting Strategy and Contract Authority

RECOMMENDATION

Staff recommends that the Board:

1. Review and provide direction to staff on the proposed approach for State permitting for Wash Plan projects for the District and Task Force members.
2. Authorize advance funding of \$120,000 in the 2020-2021 budget for District costs associated with State permitting for Wash Plan Covered Activities to be repaid by Task Force Members.
3. Authorize the General Manager to negotiate and execute services agreements with consultant(s) to support permitting needs.

BACKGROUND AND DISCUSSION

The Wash Plan is a federal Habitat Conservation Plan which provides permitting under the Federal Endangered Species Act. The Wash Plan acknowledges that additional Federal and State regulations apply to specific Wash Plan Covered Activities, which will require permits prior to construction. In order to comply with all applicable regulations prior to construction, the District will seek permits for our Covered Activities under the State Lake and Streambed Alteration Program (Fish and Game Code section 1602) and the California Endangered Species Act (Fish and Game Code section 2081). In addition, the District will lead permitting for Wash Plan Participating Entity Covered Activities per the Task Force member vote on April 28, 2020.

In order to efficiently and effectively complete this task, the District proposes the following approach:

- 1) Develop and document under the Task Force Agreement, acceptable to District Counsel to define expectations, responsibilities, and cost sharing specific to State permitting with Task Force members.
- 2) District staff will lead development of the permitting strategy in coordination with CDFW
- 3) District staff will lead development of the CESA application with support as needed

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GENERAL MANAGER

Daniel B. Cozad

- 4) District manage consultants with specialized experience in programmatic permits under Fish and Game Code 1602 to a) assist with finalizing the permitting strategy and b) development of the LSAA application
- 5) District will hire consultants with experience in delineation of Waters of the State to conduct wetland delineations as needed to support permit application development
- 6) District will hire consultants with experience in CESA listed species to conduct surveys as needed to support permit application development
- 7) District staff will manage all consultants, coordination consultant work, review products, and submit completed applications to CDFW

Staff proposes to begin permit application development immediately upon agreement by Task Force members to obtain State permits as soon as possible following receipt of the Wash Plan Incidental Take Permit (scheduled for July 2020).

FISCAL IMPACT

The recommended actions would result in the expenditure of District funds (associated with District Covered Activities) as well as reimbursement from Task Force members for their Covered Activities. Early conceptual cost estimates include costs of permits and fees, District staff costs and consultant fee estimates are estimated to approximately \$715,000:

- Permit fees – CESA: \$43,530
- Consultant costs – CESA consultant fees: Estimated \$75,000
- District staff costs – CESA permit: \$65,000
- Permit fees – Streambed Alteration Agreement: \$330,091
- Consultant costs – Streambed Alteration Agreement: \$150,000
- District staff costs – Streambed Alteration Agreement: \$50,000

The District Covered Activities represent approximately 13% of the total CESA projects and 17% of the total Streambed Alteration Agreement projects. Thus, the District's estimate share of the total permit costs is \$113,504 (\$23,729 for CESA permits and \$89,775 for LSAA permits). Task Force members, would reimburse the District for the remaining amount of approximately \$600,000.

ATTACHMENTS OR MATERIALS

None.



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No.1722

To: Board of Directors

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

Date: May 27, 2020

Subject: District and Enterprise Budget for Fiscal Year 2020-2021

RECOMMENDATION

The Finance & Administration Committee recommends the Board approve 2020-2021 Enterprise and District Budget as presented with incorporated changes from the Budget Workshop held on April 22, 2020.

BACKGROUND

Staff prepared, and the Board approved the development plan for the District Budget and Groundwater Enterprise Budget in February 2020. The Board also noticed a 5% increase to the groundwater charge to include the final transition to a unitary groundwater rate. The noticed rate was advertised in newspaper notices and provided by letter to producers advising of the Public Meeting and the Public Hearing for determining the groundwater charges set by the Board at the Public Hearing.

DISCUSSION

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

In the fall of 2014, the District began working on GC formation, which would provide an orderly method for producers to assure the sustainability of the groundwater basin and an alternative method for the payment of Conservation District spreading costs regularly paid under the groundwater charge. On February 27, 2018, the GC became effective, and fiscal 2020-2021 will be the third budget year for the GC funding mechanism. Two relevant entities have not yet joined; West Valley Water District, who wished to provide funding to SBVMWD, and the City of Redlands, who has not joined due to staff changes. Riverside and Redlands are budgeted to continue paying the Groundwater Charge under the California Water Code.

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GENERAL MANAGER

Daniel B. Cozad

Based on feedback from the Board at the April 22, 2020, Budget Workshop, and the Operations Committee at their May 13, 2020 meeting, a few minor adjustments have been made to the budget and Capital Equipment and Improvement Projects (CEIP) list. GL 7140 Mentone Shop was increased by \$50,000 for the addition of line item 3c. Architect and testing services to the CEIP budget. GL 7230 Field Equipment/Vehicles was reduced by \$72,500 as payment for the District's new dump truck will be made in FY 19/20. GL 7150 Mill Diversion Project increased to \$1.1 million based on new cost estimates for construction and implementation. GL 7126 ARTP Engineering/Professional Services anticipated costs were increased by \$50,000 to \$500,000. Line item 32a was added to the CEIP to include \$50,000 in expenses for Seven W property security and cleanup needs. A new section was added to update the Wash Plan HCP implementation as reviewed by the Committee. Many CEIP items in the budget include the following:

- Mill Creek Diversion improvements, permitting and construction
- Mill Creek Permitting and California Department of Fish and Wildlife permit, monitoring and documentation
- Plunge Creek Conservation Construction
- Ongoing property security repairs – fencing, gates boulders, and barriers, etc.
- Mentone Shop Design and Construction
- Heavy equipment updates and replacements
- Continued land management and new lands maintenance and security
- Wash Plan implementation equipment and projects

Salary and Benefits

In May 2019, Koff & Associates completed their Classification and Compensation Study for the Board. The Board approved the recommended salary schedules and ranges, as presented. In May 2019, the Board approved the addition of a Senior Engineer and Field Operations Specialist. The Board also re-categorized the Land Resources Manager position to Assistant Manager/Land Resources Manager. These levels will be continued with standard CPI increase.

Budget Approach

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

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

Assumptions

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

Revenue

- Groundwater Charge revenue based on actual charges paid in the prior year with a review from the agencies.

- Ag Rate fully transitioned to Non-Ag rate
- GC revenue as calculated by the EAM based budget approved by council members
- Groundwater users who are not parties to the GC will continue to pay through the Groundwater Charge
- The property tax will be estimated based on 2019 actual receipts
- Mining revenue will be estimated based on lease guaranteed annual minimum
- Interest revenue based on investments and projected investments from ARTP revenue offsetting some general fund and project costs
- Income from Wash Plan Implementation funding

Expenses

- Expenses are estimated on a zero basis or actual costs/estimates modified based on specific needs and actual 2018 costs.
- Board Per Diem and Staff COLA increases based on Bureau of Labor Statistics CPI-U All West at 3.1% https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm
- Board Director's fees based on a maximum increase of 5%
- Utilities increase at approximately 5-8% based on sector CPI or projected rate changes
- Salary forecast includes a raise pool of 5% as a percentage of total salaries.

Based on the budget information developed, the staff projects that a 5% increase in the groundwater charge is needed for 2020-2021.

Summary of 2018 Legal Changes

For many years the courts have weighed several legal cases related to the interpretation of various limitations on rate-setting required by voter initiatives including Proposition (Prop) 13, Prop 218, and Prop 26. These initiatives all sought to limit the ability of local governments to raise taxes and fees without voter approval. Several cases were monitored, and out of an abundance of caution, the District incorporated all requirements of the water code, Prop 218, and Prop 26 into the rate-setting process for the groundwater charge. In a decision filed by the California Supreme Court in December 2017, the Court found that Groundwater Charges are not subject to Prop 218 but must meet the requirements of Prop 26. This requires that the charge or fee must: 1. be no more than necessary to cover the costs of the activity 2. be allocated in a manner that bears a fair or reasonable relationship to the burdens or benefits from the activity.

Further, the Court essentially invalidated the California Water Code (CWC) Section 75594, which required a 3-5:1 non-Ag to Ag ratio for the charge. Historically, the District has followed the requirements of CWC Section 75594, which had the effect of providing a reduced groundwater charge for Agricultural production and allowed parks, golf courses, schools, and cemeteries to enjoy the same rate. Since the inception of the groundwater charge, the District has always set the charge to recover the costs necessary to pay the costs of the service. The requirement that it be allocated in a manner related to the burden and benefit of the recharge replaces the statutorily-dictated cost ratio.

In setting the rates in 2018 under new legal parameters, the District did not believe sufficient factual record on variable costs between the agricultural or non-agricultural uses of groundwater production was available to propose a defensible distinction of rate based on relative burdens and benefits of the

two categories of uses. No further information has come to light since that time. Further, the District has not attempted to allocate its internal costs or field maintenance expenses based upon the distinction in use. Because agricultural production is not limited to specific geographic areas within the District's boundaries, nor are there designated District facilities dedicated solely, or even primarily, to Agricultural or non-agricultural use, the District Board approved a unitary rate for all production, regardless of the type of use.

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

Because of these issues in 2018, the Board approved a three-year transition process to increase from the Ag to the Non-Ag rate utilizing the Groundwater Charge Stabilization Reserve. In support of the change, staff took significant efforts to inform these producers of the change and give them every opportunity to participate in the process of setting the groundwater charge. During the information, workshop, and hearing process, no Ag ratepayers indicated any opposition to the changes in rates, and those who sought information seemed to appreciate the Board's phase-in process for the rate. This year's draft budget includes the full phase-in of payees who formerly paid the Ag rate.

FISCAL IMPACT

Staff time for planning is included in the approved budget. Overall budgeted operating revenue increased \$123,349 due primarily to GC and groundwater charge revenue, fully-leased Redlands Plaza, and Trust Reimbursement of management and the Wash Plan loan from the District. Overall expenditures increase by approximately \$525,000 due primarily to Jumpstart expenses for implementation of the Wash Plan, election fees, and contribution to capital projects. The impact on reserves without an increase in the groundwater charge is approximately \$21,891. The GC has approved the proposed budget, which limits the cost to agencies within the District boundaries and supports the Groundwater Enterprise, although not all capital costs expected for the year, with the residual capital coming from capital reserves.

ALTERNATIVES

Potential Board Actions include:

1. Approve the proposed budget for 2020-2021.
2. Provide feedback to staff and request a revised budget be presented for consideration of approval on June 10.
3. Other action identified by legal counsel or the Board

ATTACHMENTS OR MATERIALS

- Updated Capital Equipment and Improvement Program List
- Wash Plan Implementation Budget
- Proposed District and Enterprise Budget

APPROVALS

Elements Reviewed by the Finance & Administration Committee

Elements Reviewed by Operations Committee

Reviewed in Budget Workshop, April 22, 2020

Reviewed by General Manager

Reviewed by District Counsel

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

Version 16 5/19/20

Continue in Budget Discuss in workshop

CIP No.	Capital Equipment or Project	Cost Est.	Cost to Date	Budget		Status	Running Total	Prior FYs or Other	GW	Land	Active Recharge
				Remaining	FY						
1	Mill Creek	\$1,350,000	\$345,779	\$1,004,221	2016-2017	Ongoing	\$1,004,221				
	Mill Creek Diversion Improvement Design/Permitting	\$100,000				Ongoing		\$150,000			
	Mill Creek Diversion Improvement Implementation	\$1,100,000				Ongoing					
2	Plunge Creek Grant Funds \$500,000	\$914,828	\$450,075	\$464,753	2016-2020	Ongoing	\$1,468,974		\$464,753		
	Plunge Creek Restoration (Water and Habitat) Design/Permitting	\$50,000				Ongoing		\$100,000		\$50,000	
	Plunge Creek Restoration (Water and Habitat) Implementation	\$764,828				Ongoing				\$764,828	
3b	Mentone shop upgrade	\$280,000	\$0	\$280,000	2018-2022	Ongoing	\$1,748,974		\$280,000		
3c	Architect and testing services	\$50,000	\$0	\$50,000	2020-2021	New Start	\$1,798,974				
4	Trails Planning Design and Coordination	\$45,000	\$45,000	\$0	2016-2017	Complete	\$2,028,974	\$45,000		\$45,000	
5	Redlands Plaza Parking Lot	\$70,000	\$100,000	\$0	2016-2018	Complete	\$1,998,974	\$100,000		\$70,000	
6	Wash Plan HCP Endowment	\$55,000	\$55,000	\$0	2016-2017	Complete	\$1,998,974	\$55,000			
7	Mill Creek/ River HCP Permitting	\$120,000	\$120,000	\$0	2016-2020	Ongoing	\$1,998,974	\$80,000	\$20,000	-\$20,000	
8	Capital Equipment	\$150,000	\$107,500	\$42,500	2020	Ongoing	\$2,041,474	\$107,500	\$42,500		
9	Fencing, gates, survey, topo, preliminary plans, etc.	\$50,000	\$33,000	\$17,000	2020-2021	Ongoing	\$2,058,474			\$17,000	
10	Capital Maintenance - Mill Creek - Basin #6 to #12 capacity improve	\$30,000	\$0	\$30,000	2017-2018	DELETED	\$2,088,474		\$30,000		
11	Mill Creek North Canal Flume SB-88 Compliance	\$85,000	\$20,000	\$65,000	2020-2021	Replacement	\$2,153,474		\$65,000		
12	Habitat and Water Recharge planning or permitting for Mendoza	\$120,000	\$0	\$120,000	2018-2020	Opportunity	\$2,273,474			\$120,000	
13	Habitat Equipment Herbicide Sprayer and ATV and equipment	\$30,000	\$0	\$30,000	2019-2021	as needed	\$2,303,474			\$30,000	
14	Canyon house demolition and cleanup	\$20,000	0	\$20,000	2019-2021	when possible	\$2,323,474			\$20,000	
15	Canyon shop lead abatement maintenance and drainage grading	\$30,000	0	\$30,000	2019-2021	when possible	\$2,353,474		\$30,000		
23	Aggressive Recharge Planning/Permitting Dredge and Fill	\$100,000	\$0	\$100,000	2019-2021	Permitting	\$2,528,474			\$100,000	
31	Active Recharge Transfer Project Capital Funding Capital	\$18,500,000	\$0	\$18,500,000	2020-2030	Ongoing	\$21,028,474				\$314,325
32	Seven W acquisition	\$3,538,988	\$3,538,988	\$0	2019	Complete	\$21,028,474	\$3,538,988		\$0	
32a	Seven W H&S plus cleanup needs.	\$50,000	\$0	\$50,000	2020-2021	New Start	\$21,078,474				
33	Redlands Plaza Roof Replacement	\$100,000	\$79,950	\$20,050	2019-2021	Complete	\$21,048,524	\$79,950			
34	Wash Plan Trails-two entrance/exits, fencing, signage, HCP app co	\$125,000	\$0	\$125,000	2020-2022	New Start	\$21,173,524			\$125,000	
35	Parshall Flume Reconstruction Repairs (50% with SBVMWD)	\$50,000	\$0	\$50,000	2018-2019	Complete	\$21,223,524				
Potential or Opportunity Projects											
16	Capital Maintenance SAR Main canal to #11 Service Ramp Dike D	\$75,000	\$0	\$75,000	2019-2021	If needed	\$2,428,474		\$75,000		
17	Water Recharge Mendoza Design	\$50,000	\$0	\$50,000	2017-2020	Opportunity	\$2,478,474		\$50,000		
18	Water Recharge Mendoza Implementation	\$300,000	\$0	\$300,000	2017-2020	Conceptual	\$2,778,474		\$300,000		
25	Community (Distributed) Recharge Planning	\$200,000	\$0	\$200,000	2017-2021	Conceptual	\$2,978,474			\$200,000	
23	Aggressive Recharge Planning/Permitting - Mill	\$100,000	\$0	\$100,000	2017-2021	Conceptual	\$3,078,474			\$100,000	
24	Borrow Pit basins bypass to pit SAR	\$75,000	\$0	\$75,000	2018	Conceptual	\$3,153,474		\$75,000		
25	D9 Bulldozer/long reach excavator permitted cleaning D6T \$400K	\$500,000	\$0	\$500,000	2019	Potential	\$3,653,474		\$500,000		
24	Aggressive Recharge Implementation	\$1,000,000	\$0	\$1,000,000	2019-2025	Conceptual	\$4,653,474		\$1,000,000		
26	Community (Distributed) Recharge Implementation-Stormwater ca	\$2,000,000	\$0	\$2,000,000	2018-2030	Conceptual	\$6,653,474			\$2,000,000	
27	Greenspot and Cone camp parking/staging and trailheads planning	\$50,000	\$0	\$50,000	2018-2026	Conceptual	\$6,703,474			\$50,000	
28	Mining Area Multi-use Planning	\$100,000	\$0	\$100,000	2020-2025	Conceptual	\$6,803,474			\$100,000	
29	Treatment Wetlands Planning	\$150,000	\$0	\$150,000	2020-2026	Conceptual	\$6,953,474		\$50,000	\$100,000	
30	Greenspot/Cone camp parking/staging and trailheads	\$350,000	\$0	\$350,000	2018-2027	Conceptual	\$7,153,474			\$350,000	
Total Budgeted Capital Cost		\$31,628,644	\$4,895,292	\$25,948,524				\$4,256,438	\$3,986,474	\$4,221,828	\$314,325
Net of Grant		\$31,128,644		\$25,448,524							

Wash Plan Year 1 Implementation Draft Budget

Income:

1) Jump Start Funds	97,041.58
2) Additional Baseline Monitoring Funds	15,000.00
3) Earned Endowment Interest	77,740.47

Total Income	189,782.05
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Expenses: Wash Plan Year 1 Requirements

1) Conserve 200 acres of Jump Start land	69,500.00
Platt and legal description on portions of APN 029113101, 029114108, and 029707110	
Title Report	
Legal review	
Record Conservation Easement on portions of APN 029113101, 029114108, and 029707110	
2) Initial clean-up on Jump Start land	8,000.00
Dump and trash removal on portions of APN 029113101, 029114108, and 029707110	
3) Invasive grass treatments at spineflower sites*	29,000.00
Invasive grass treatment on 20 acres	
4) Monitor California gnatcatcher	7,500.00
Finalize methodology for CAGN baseline surveys	
Obtain approval from Preserve Management Committee	
Pilot CAGN baseline monitoring	
5) Monitor San Bernardino kangaroo rat	28,500.00
Finalize methodology for SBKR baseline surveys	
Obtain approval from Preserve Management Committee	
Pilot SBKR baseline monitoring	

Total Expenses	142,500.00
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Balance Non-Wasting Endowment Funds	47,282.05
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GL ACCT:	GL DESCRIPTION:	Approved 2019-2020 Budget	Expended/ Received to Date as of 02/29/20	Projected Annual Costs (7/1/19- 6/30/20)	Increase/ Decrease	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			ACTIVE RECHARGE TRANSFER PROJECTS			WASH PLAN and TRUST SUPPORT				
						Draft 2020- 2021 Budget	2020 BUDGET:	% BUDGET	BASIS:	2020 BUDGET:	% BUDGET	BASIS:	2020 BUDGET:	% BUDGET	BASIS:	2020 BUDGET:	% BUDGET	BASIS:	2020 Budget	% BUDGET	BASIS:	2020 BUDGET:	% BUDGET	BASIS:	
6027	COMPUTER SOFTWARE	600.00	285.54	600.00	0.00	600.00	450.00	75.00%		30.00	5.00%	FACILITIES SHARE	60.00	10.00%		60.00	10.00%		0.00			0.00			
6030	OFFICE SUPPLIES	3,750.67	3,211.00	3,750.67	0.00	3,750.67	3,000.54	80.00%		187.53	5.00%	FACILITIES SHARE	375.07	10.00%		187.53	5.00%		0.00			0.00			
6033	OFFICE EQUIPMENT RENTAL	9,500.00	5,778.97	9,500.00	0.00	9,500.00	7,125.00	75.00%		475.00	5.00%	FACILITIES SHARE	1,425.00	15.00%		475.00	5.00%		0.00			0.00			
6036	PRINTING	980.00	1,306.47	1,500.00	120.00	1,100.00	550.00	50.00%		440.00	40.00%	GW Charge	0.00			110.00	10.00%		0.00			0.00			
6039	POSTAGE AND OVERNIGHT DELIVERY	1,200.00	667.90	1,200.00	0.00	1,200.00	660.00	55.00%		300.00	25.00%	GW Charge	120.00	10.00%		120.00	10.00%		0.00			0.00			
6042	PAYROLL PROCESSING FEES	2,523.50	1,767.47	2,523.50	252.35	2,775.85	2,775.85	100.00%	Actuals	0.00	100.00%		0.00			0.00			0.00			0.00			
6045	BANK INVESTMENT SERVICE CHARGES	2,575.00	175.00	500.00	-1,000.00	1,575.00	1,575.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6051	UNIFORMS	2,200.00	853.48	2,200.00	550.00	2,750.00	825.00	30.00%		1,925.00	70.00%	Field Uniforms	0.00			0.00			0.00			0.00			
6060	OUTREACH	60,000.00	2,200.64	55,000.00	0.00	60,000.00	21,000.00	35.00%	BTAC Coop + Board Outre	15,000.00	25.00%	share by mission	0.00			19,950.00	33.25%		0.00			0.00		4,050.00	6.75%
6087	EDUCATIONAL REIMBURSEMENT	5,000.00	0.00	5,000.00	0.00	5,000.00	5,000.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6090	SUBSCRIPTIONS/PUBLICATIONS	1,210.00	1,119.80	1,210.00	22.00	1,232.00	1,232.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6091	PUBLIC NOTICES	3,200.00	543.40	3,200.00	0.00	3,200.00	640.00	20.00%	Ordinance Change	2,560.00	80.00%	% OF 2010	0.00			0.00			0.00			0.00			
6093	MEMBERSHIPS	20,860.20	27,992.11	20,860.20	1,182.60	22,042.80	22,042.80	100.00%	ACWA CSDA Etc.	0.00			0.00			0.00			0.00			0.00			
	BENEFITS:								Benefit Total	533,869.18									0.00			0.00			
6110	VISION INSURANCE	2,593.61	1,585.19	2,593.61	-0.00	2,593.61	337.17	13%		1,423.89	45%	Based on percent of hours	126.57	4%		316.42	10%		664.48	21%		221.49	7%		
6120	WORKER'S COMP INSURANCE	15,870.94	7,418.07	15,870.94	777.35	16,648.29	2,164.28	13%	BASE ON LABOR/reduced	9,139.91	45%	Based on percent of hours	812.44	4%		2,031.09	10%		4,265.29	21%		1,421.76	7%		
6130	DENTAL INSURANCE	11,134.47	6,348.25	11,134.47	-0.00	11,134.47	1,447.48	13%	BASE ON LABOR	6,112.82	45%	Based on percent of hours	543.36	4%		1,358.41	10%		2,852.65	21%		950.88	7%		
6150	MEDICAL INSURANCE	199,043.45	127,784.96	199,043.45	16,126.48	215,169.93	27,972.09	13%	Policy Reduction	118,128.29	45%	Based on percent of hours	10,500.29	4%		26,250.73	10%		55,126.54	21%		18,375.51	7%		
6150.01	MEDICAL EMPLOYEE CONTRIBUTION	-30,960.10	-17,356.47	-30,960.10	2,362.68	-28,597.42	-3,717.66	13%		-12,868.84	45%		-1,143.90	4%		-2,859.74	10%		-6,005.46	21%		-2,001.82	7%		
6160	PAYROLL TAXES - EMPLOYER	75,497.73	42,524.84	75,497.73	6,298.27	81,796.00	10,633.48	13%	Consolidated costs 2014	44,906.00	45%	Based on percent of hours	3,991.64	4%		9,979.11	10%		20,956.13	21%		6,985.38	7%		
6170	PERS RETIREMENT	193,475.10	171,176.48	193,475.10	41,649.21	235,124.31	30,566.16	13%	Noticed Increase	129,083.24	45%	Based on percent of hours	11,474.07	4%		28,685.17	10%		60,238.85	21%		20,079.62	7%		
6170.01	PERS EMPLOYEE CONTRIBUTION	-44,370.28	-60,895.14	-78,588.32	316.20	-44,054.08	-5,727.03	13%		-19,824.33	45%		-1,762.16	4%		-4,405.41	10%		-9,251.36	21%		-3,083.79	7%		
	SALARIES:								Overhead Offset 22%	-328,209.77															
6210	OVERTIME						0.00			0.00			618,269.36			0.00			0.00			0.00			
6230	REGULAR SALARIES	1,068,721.55	642,405.87	1,068,721.55	73,158.64	1,141,880.19													0.00			0.00			
Sub	Field Supervisor	87,684.98			2,299.19	89,984.17	0.00	0.00%	COLA 3.1%/RP - EMP PBs	109,780.69	100.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		0.00	0.00%		0.00	0.00%		
Sub	Field Operations Spec I	50,831.87			3,109.17	53,941.04	0.00	0.00%	COLA 3.1%/RP - EMP PBs	65,808.06	100.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		0.00	0.00%		0.00	0.00%		
Sub	Field Operations Spec I	43,680.00			727.48	44,407.48	0.00	0.00%	COLA 3.1%/RP - EMP PBs	43,341.70	80.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		10,835.43	20.00%		0.00	0.00%		
Sub	Lands Resources Mgr.	190,506.06			14,712.71	205,218.77	20,521.88	10.00%	COLA 3.1%/RP - EMP PBs	100,146.76	40.00%	Salary+overhead 22% time	0.00	0.00%		50,073.38	20.00%		12,518.34	5.00%		62,591.72	25.00%		
Sub	Admin Services Spec.	85,733.40			1,844.90	87,578.30	35,031.32	40.00%	COLA 3.1%/RP - EMP PBs	42,738.21	40.00%	Salary+overhead 22% time	10,684.55	10.00%		5,342.28	5.00%		5,342.28	5.00%		0.00	0.00%		
Sub	Admin Analyst	84,485.29			4,329.67	88,814.96	22,203.74	25.00%	COLA 3.1%/RP - EMP PBs	32,506.28	30.00%	Salary+overhead 22% time	27,088.56	25.00%		16,253.14	15.00%		5,417.71	5.00%		0.00	0.00%		
Sub	Senior Engineer	145,600.00			21,956.73	167,556.73	0.00	0.00%	COLA 3.1%/RP - EMP PBs	40,883.84	20.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		163,535.37	80.00%		0.00	0.00%		
Sub	Assistant Engineer	67,783.39			7,158.45	74,941.84	0.00	0.00%	COLA 3.1%/RP - EMP PBs	45,714.52	50.00%	Salary+overhead 22% time	0.00	0.00%		4,571.45	5.00%		36,571.62	40.00%		4,571.45	5.00%		
Sub	GIS Intern/contract	16,516.87			-950.47	15,566.40	0.00	0.00%	COLA 3.1%/RP - EMP PBs	18,991.01	100.00%	Salary+overhead 22% time	0.00	0.00%		0.00	0.00%		0.00	0.00%		0.00	0.00%		
Sub	General Manager	269,499.69			15,832.42	285,332.11	57,066.42	20.00%	COLA 3.1%/RP - EMP PBs	104,431.55	30.00%	Salary+overhead 22% time	17,405.26	5.00%		52,215.78	15.00%		69,621.04	20.00%		34,810.52	10.00%		
Sub	Doc Imaging Intern	12,000.00			972.00	12,972.00	4,540.20	35.00%	COLA 3.1%/RP - EMP PBs	6,330.34	40.00%	Salary+overhead 22% time	0.00	0.00%		2,373.88	15.00%		1,582.58	10.00%		0.00	0.00%	Salary Benefits	
sub	Assistant Engineer	14,400.00			1,166.40	15,566.40	0.00	0.00%		7,596.40	40.00%		0.00	0.00%		7,596.40	40.00%		0.00	0.00%		3,798.20	20.00%	148,720.94	
	INSURANCE:								Labor Total	\$ 1,141,880.19			0.42		0.04			0.09							0.07
6310	PROPERTY / AUTO INSURANCE	7,000.00	3,342.36	4,000.00	-2,600.00	4,400.00	220.00	5.00%		3,300.00	75.00%	Approximate from Insurer	660.00	15.00%		220.00	5.00%		0.00			0.00			
6320	GENERAL LIABILITY INSURANCE	32,300.00	35,391.18	30,000.00	0.00	32,300.00	1,615.00	5.00%		24,225.00	75.00%	Approximate from Insurer	4,845.00	15.00%		1,615.00	5.00%		0.00			0.00			
	DIRECTOR'S EXPENSES:								Board Total	\$ 214,361															
6401	DIRECTOR'S FEES	90,344.10	51,547.43	90,344.10	4,517.21	94,861.31	94,861.31	100.00%		0.00			0.00			0.00			0.00			0.00			
6410	MILEAGE	4,000.00	1,314.33	4,000.00	0.00	4,000.00	4,000.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6415	AIR FARE	2,500.00	427.60	2,500.00	0.00	2,500.00	2,500.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6420	OTHER TRAVEL	500.00	105.00	500.00	0.00	500.00	500.00	100.00%		0.00			0.00			0.00			0.00			0.00			
6425	MEALS	3,500.00	1,551.26	3,500.00	0.00	3,500.00	3,500.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6430	LODGING	4,000.00	787.93	4,000.00	0.00	4,000.00	4,000.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6435	CONF/SEMINAR REGISTRATIONS	5,000.00	1,670.00	5,000.00	0.00	5,000.00	5,000.00	100.00%	Board Policy	0.00			0.00			0.00			0.00			0.00			
6440	ELECTION FEES/REDISTRICTING	0.00	0.00	0.00	100,000.00	100,000.00	100,000.00	100.00%		0.00			0.00			0.00			0.00			0.00			

General Manager's Report

For April 3, to May 22, 2020
Daniel B. Cozad



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

The District has continued to move all District work forward despite having much of the staff working from home due to our Phase 3 COVID 19 response. We are planning and preparing to move toward a more "normal" office and staffing situation during June and July. Staff continued moving forward Board priorities, recharge, fieldwork, and Wash Plan approvals. The District has shown great flexibility and has remained productive and positive. We are appreciative that with the Board's leadership, we have developed reserves that do not require us to implement furloughs or layoffs as proposed by the State and some other local governments. Staffing and office hours will continue to be limited during June and early July to continue to minimize contact where possible.

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

- 1. Water Conservation – Plan Goal 1** – Precipitation continued on and off through Mid-April, providing steady flow in Mill Creek and Santa Ana River. SOD continues to flow about 25-30 CFS, and Mill Creek is down to about 9 CFS. Mill Creek recharge is just under 10,000 AF for the water year. The Santa Ana River recharge totals are about 18,200 AF for the water year. Total recharge for the year is approximately 28,400 AF.



- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Cleaning efforts for Mill Creek facilities were completed in November. Jacinto completed cleaning and ripping in the SAR spreading grounds in early March, in plenty of time for use with the late SOD release flows. Mill Creek is operating well, and water is quickly recharging. Vandalism to keep the water going to pond 1 in Mill Creek was significant in the spring. Field staff reinforced stoplogs with steel and hardened facilities, adding no parking and no swimming signs.



- 3. Aggregate Management – Plan Goal 1** – Upland Rock continues to sell sand and rock from District basin cleaning efforts. Utilizing sand and rock for local and regional projects benefits the region and the District.

4. **Personnel/Administration/Staff** – Staff continues to monitor and implement the District Extreme Flu/COVID19 plan. The District continues to operate in Stage 3. We follow actions by the City of Redlands and the recommendations of the SBC Public Health officer. Rotating employees staff a minimal office crew and other staff work from home.
5. **Finance/Budget/Audit** – Staff continued development of the Draft Budget and presented elements to the Operations Committee. Staff revised the budget based on the requests of the committees and changes from the April 22 Board Workshop. The Proposed 2020-2021 Budget will be presented in today's Board Meeting.
6. **Mill Creek Diversion Engineering – Plan Goals 1/4** – Erwin makes reports on the engineering and construction projects at meetings when there are updates not included in agenda items. The USACOE is reviewing section 408 and 404 materials.
7. **Plunge Creek Restoration Conservation Project – Plan Goals 1/4** – Regional Water Quality Control Board 401 certification permit is complete. The USACOE 404 permit was received on February 6, 2020. The Safe Harbor Agreement (SHA), from the California Department of Fish and Wildlife (CDFW), is in management review and should be provided in June. The SHA will permit the entire project. Construction and survey/support contracts were issues, and notice to proceed will be issued when the SHA is received.
8. **Enhanced Recharge Project – Plan Goal 1** – The Enhanced Recharge Phase 1A is completed. Engineering design is nearing completion for the new basins which are scheduled for construction in 2021. Wash Plan and other permitting are needed to proceed. Staff have attended field 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 in 2022 or after that.
9. **Active Recharge Transfer Project Partnership – Plan Goals 1, 2, and 4** – The second Policy Committee meeting was March 31, 2020. Staff prepared a report for the meeting and distribution to the partners. Robertson's is reviewing a draft agreement supporting the Plunge Creek Quarry Recharge Basin developed by staff and legal counsel. Staff continues to coordinate with the City of Highland on the CUP and SMARA changes needed to facilitate the transition. Staff coordinated and is preparing an MOU with SBC Flood Control for assistance and cooperation on the ARTP.
10. **Groundwater Council – Plan Goal 1** – The Groundwater Council last met on April 13 to administrative policies for payment and other issues. Redlands will likely consider the agreement in June or July given COVID19 issues. WVWD has been meeting with SBVWMD to resolve matters of concern to members of their Board. Staff, District Council, and the Ad Hoc Committee finalized the letter to WVWD. The letter is attached.
11. **Wash Plan – Plan Goal 4** – The Wash Plan has a separate report listed on the agenda. The SEIR/FEIS and HCP were approved by USFWS solicitor and the Interior Secretaries Office. The final documents were published in the Federal Register on May 15 for 30 days. Staff and USFWS coordinated on revisions to the BO to be finalized by the FWS. IPT/ROD and Findings should be completed in July.

- 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. A Chain of Title and environmental review has been prepared; the updated Mineral Potential Report is complete. The appraisal is ongoing and should be completed in 3-6 months, depending on staffing. Staff is working on documenting and removing old easements and title exceptions. Staff and Special Council are working with the new BLM State Director's office to complete the final MOU.
- 13. Conservation Trust – *Plan Goal 4*** – The Conservation Trust Board of Directors met on March 2. Staff has met with entities with which a deposit agreement is on file. Most projects continue to move forward slowly. The SBCTA project is progressing and is likely the first project for the Community Mitigation Program. The District and Trust have been reimbursed for services and funding for conservation easements and will make contributions to the endowment.
- 14. Property/Redlands Plaza** – Staff continues to manage Redlands Plaza and various issues related to tenants and maintenance. Staff is working with Red Dragonfly Spa and the City of Redlands on code compliance and other matters. All units are now fully leased. All tenants, except for Red Dragonfly Spa, have paid their rent in full, or opted for one of the Board's approved Payment Assistance Plans.
- 15. Mining** – Mining efforts by CEMEX contractors continue on the Plant Site quarry. District Counsel drafted revisions to the existing lease related to Wash Plan implementation. District Counsel and staff have are meeting soon with CEMEX to finalize the lease draft for Board review and consideration.
- 16. Public Outreach and Legislative – *Plan Goal 5*** – IERCD has revised its efforts to provide education during the COVID 19 closures and plans online and in-person effort next year. Staff coordinated legislative changes to bills for bond funds for recharge and habitat projects of interest to the District. Consultants will coordinate presentations for 2020 later in the year when COVID 19 issues lessen to allow meetings.
- 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. Additional recharge options where flows and open space allow recharge will be sought as staff has time.
- 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, and the Phase 3 study is getting underway. The defendants are reviewing a proposal from the plaintiffs. The Exchange Plan Agreement Update held its final workshop and first monthly meeting to examine issues that will become the next agreement. The Exchange Plan Task Force spun off a group of water rights holders to investigate Mill Creek and Santa Ana River generation divestiture. All participants will contribute \$25K for initial

investigation support, contacted through SBVMWD. The group will look MOU language and other options for structure and organization.

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

- Trails work - staff is scheduling a meeting with Redlands
- District Outreach & Communications Plan update in June
- BLM Land MOU working with regional manager to complete for June or July
- Plunge Creek Construction notice to proceed in July with the issuance of SHA

20. District Successes

- Wash Plan SEIR/FEIS approved by USFWS Solicitor and Secretaries Office and was published in the Federal Register on May 15.
- Staff proposed a balanced budget with District reserves used capital projects
- Diligent work by field staff continues increasing recharge totals for this dry year.
- After delays, the field staff took possession of their brand new dump truck, below.





**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

May 6, 2020

Board of Directors
West Valley Water District
855 W Baseline Rd, Rialto, CA 92376

President Hawkins and Directors:

We are pleased to hear that West Valley Water District (WVWD) is considering membership in the San Bernardino Basin Groundwater Council. The Groundwater Council Agreement affirms a regional collaborative approach to ensuring the long-term health of our shared groundwater basin. The Groundwater Council is a fully voluntary coalition and has no relationship to LAFCO purview or decisions.

West Valley Water District's production wells are outside of the Conservation District service area but within its sphere of influence. However, participation in the Groundwater Council does not trigger, authorize, or support an argument for annexation of members areas into the District's boundary. The District acknowledges that WVWD's membership in the Groundwater Council is in good faith, as a collaborative regional partner, and therefore the District will not use your membership in this coalition as a justification for seeking LAFCO approval to expand its boundaries into WVWD's service area in the future. We understand WVWD is relying upon that representation in joining the Groundwater Council.

Sincerely,

Richard Corneille
President

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

**BOARD OF
DIRECTORS**

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Richard Corneille

Division 2:
David E. Raley

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Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

**GENERAL
MANAGER**

Daniel B. Cozad

San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 4/1/2020
To: 4/30/2020



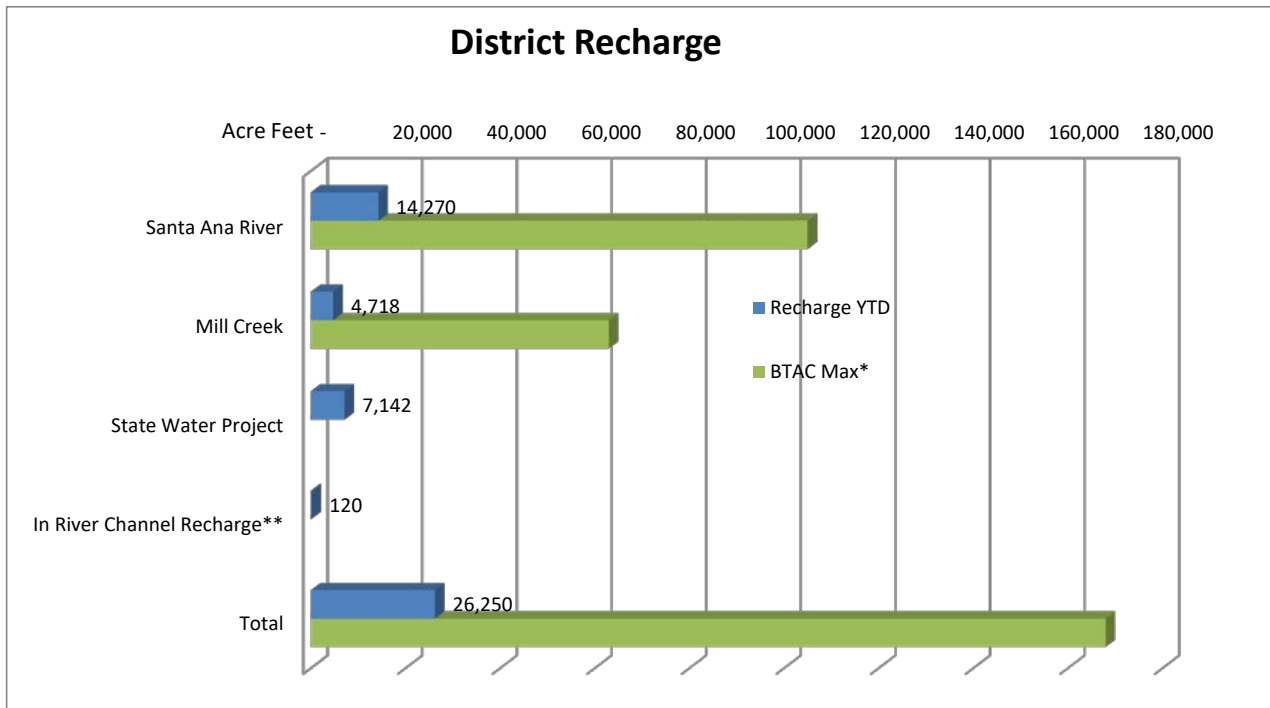
	April				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	299.5	8,986	14,270	105,000	14%
Mill Creek	49.4	1,481	4,718	63,000	7%
State Water Project	0.0	-	7,142	NA	NA
In River Channel Recharge**	2.0	61	120	NA	NA
Total	351	10,529	26,250	168,000	16%

Values in Acre Feet

*BTAC Revised Max in December 2019

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2020



2020 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. 8 Board Meeting
Jan. 22 2nd Qtr. Finance & Admin Mtg.

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

Jul. 8 Board Meeting
Jul. 22 4th Qtr. Finance & Admin Mtg.

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

Feb. 12 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. 12 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. 11 Board Meeting
Engineering Investigation Report Presentation
Mar. 25 3rd Qtr. Finance & Admin Mtg.

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

Sept. 9 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. 8 Board Meeting
Public Meeting/Groundwater Charge
Apr. 22 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. 14 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 27 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. 18 1st Qtr. Finance & Admin Mtg. (@9:00 a.m.)
Nov. 18 Board Meeting (@ 1:30 p.m.)

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. 10 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. 9 Board Meeting (@ 9:00 a.m.)
Holiday Luncheon