

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF OCTOBER 9, 2024
1:30 p.m.

President McDonald called the Board of Directors meeting to order at 1:30 p.m. with participation in person, via teleconference, and through Zoom. All those in attendance stood for the pledge of allegiance led by President McDonald.

ROLL CALL:

BOARD MEMBERS PRESENT:

Melody McDonald, President
Robert Stewart, Vice President
John Longville, Director
Hillary Jenkins, Director

BOARD MEMBERS ABSENT:

Richard Corneille, Director

STAFF PRESENT:

Betsy Miller, General Manager
David Cosgrove, District General Counsel
Angie Quiroga, Senior Administrative Analyst
Anna Frey, Assistant Biologist
John Lambie, Consulting Chief Engineer and Geohydrologist
Zach Blum, Intern
Alan Salcedo, Intern
Yesenia Yangin, Intern
Randy Do, IT Contractor
Kameron Hershkowitz, IT Contractor
Ashima Thomas, Executive Assistant (contractor)

GUESTS PRESENT:

David E. Smith, East Valley Water District
Joseph Aguirre, Tetra Tech
Mark Falcone, Highland Resident
Joseph Aguirre, Tetra Tech
June Hayes, San Bernardino Valley Water Conservation District

1. PUBLIC PARTICIPATION

There was no public participation.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the posted agenda.

3. GUEST RECOGNITIONS/SELF INTRODUCTIONS

The Board, staff, and Zoom attendees introduced themselves.

4. CONSENT CALENDAR

It was moved by Vice President Stewart and seconded by Director Jenkins to approve the Consent Calendar: A. Approval of Board Minutes, September 11, 2024; and B. Approval of Expenditure Report, September 2024. The motion carried 3-0-2, with all Board members present voting in the affirmative.

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

5. COMMITTEE REPORTS/ACTION ITEMS

A. OUTREACH COMMITTEE VERBAL UPDATE

Director Longville provided an update from the Outreach Committee meeting, where the Committee discussed increased engagement with agencies like the Board of Supervisors through formal, agendized presentations with focused comprehensive updates on district activities that benefit county residents. The Committee also encouraged board members to attend local city council meetings regularly. President McDonald inquired about presentation materials for these outreach efforts. Ms. Miller noted that the current materials focus on the Wash Plan with planned update to reflect recent District activities.

Vice President Stewart asked if the ribbon-cutting event for the Enhanced Recharge project has been planned. Ms. Miller stated that she expects to receive details from San Bernardino Valley Municipal Water District on the event.

Action Items

A. UNAUDITED FINANCIAL REPORTS FOR SEPTEMBER 2024

Ms. Quiroga directed the meeting to Package Page 30 to review interest income (GL-4010), which increased by \$306,215 in September. Following a called bond and two investments reaching maturity, five million dollars have been transferred to the CAMP and three million dollars were reinvested in bonds. Staff will continue to monitor these investments to ensure alignment with budgeted targets.

Ms. Quiroga highlighted key expenditures, including a \$62,000 increase in GL 4025 (Wash Plan Revenue) and an \$83,000 increase in GL 4030 (Mining Income). She discussed a reimbursement of \$91,000 to GL 4999 (Trust Reimbursement - Wash Plan), received last month under the promissory note, which was moved to the previous fiscal year (2023-2024) after the audit. With this adjustment, the total revenue increase this month is \$281,000. She also noted that the GL 5100 (Professional Services) expenses increased by \$80,000, bringing total expenses for the month to \$276,526.

Ms. Quiroga noted that as of 9/30/24, Citizens Business Bank reflects an additional \$5 million compared to 7/1/24. This is due to a transfer from investments, which requires moving funds from the investment to the bank first before transferring to the next investment, temporarily increasing the bank's cash position. The Board discussed risk management protocols for wire transfers, confirming that all safety measures were in place and that funds were successfully moved.

It was moved by Vice President Stewart and seconded by Director Jenkins to approve Unaudited Financial Reports for September 2024. The motion carried 3-0-2, with all Board members present voting in the affirmative.

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

B. EXTENSION OF MOU AND LEASE AGREEMENT WITH STEPS 4 LIFE

Mr. Cosgrove presented the Steps 4 Life MOU and Lease Agreement. The District entered a partnership with Steps 4 Life in 2018, leasing property at 2181 Mentone Boulevard for transitional housing. In 2022, the Board extended the lease to November 30, 2024, with the option for three additional one-year extensions. We are currently approaching the first renewal.

Staff recommends exercising the first extension to November 30, 2025, and sought direction on either returning for future approvals or delegating authority to the General Manager. The lease forgoes potential market rental income but provides significant community benefits, including support for over ninety individuals previously experiencing homelessness since the original agreement in 2018.

It was moved by President McDonald and seconded by Vice President Stewart to extend the Amendment to Memorandum of Understanding and Lease Agreement with Steps 4 Life for the provision of transitional housing support services to November 30,

2025, with conditions that the General Manager is delegated the authority to approve future annual extensions unless changes to the agreement terms are proposed; staff conduct annual safety inspection of the premises; staff communicate with the tenant at least three months prior to the expiration of the final lease term; and staff clearly communicates to tenants the requirement for renters' insurance, as the District's liability insurance does not cover their personal property. The motion carried 3-0-2, with all Board members present voting in the affirmative.

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

C. CONTRACT WITH JACINTO CONSTRUCTION, INC. TO SUPPORT BUREAU OF LAND MANAGEMENT FUELS GRANT

Ms. Miller directed the group to Package Page 44. She presented a multi-benefit project that removes sand stockpiles at the Mill Creek facilities, supports fuel reduction goals under the California Fuels Management and Community Fire Assistance Program grant awarded in July 2023, and aligns with habitat restoration objectives from both the Wash Plan and a settlement agreement with DR Horton. This project is responsive to direction provided by the Operations Committee at their August 6th meeting to continue developing sand removal options.

After review of bids, staff recommend Jacinto Construction to load and haul sand to the project site, where it will be spread by Nakae & Associates under the supervision of District and consulting biologists. The project complies with CEQA and Resolution No. 617.

She stated that the total cost for the proposed Jacinto contract is \$200,940 for mobilization, export site preparation, and sand export. Funding is proposed from Basin Cleaning (GL 5050), settlement funds from DR Horton for off-site mitigation actions, and the existing BLM grant for spreading sand. Ms. Miller noted that staff reviewed alternatives where District staff loaded the material, which resulted in minimal cost savings.

Vice President Stewart expressed satisfaction with the plan and acknowledged that this work is a priority for the District. Stewart emphasized the importance of ensuring the long-term benefits of this project and commended staff for securing competitive bids. He requested an update on the fire suppression and environmental benefits of the project.

It was moved by Vice President Stewart and seconded by Director Jenkins to approve the Contract Services Agreement for Mill Creek Basin Sediment Transport and Deposit with Jacinto Construction, Inc. , in substantially the form as Attachment A hereto, in an amount not-to-exceed for sand loading, hauling, and depositing services at an amount not-to-exceed \$200,940. The motion carried 4-0-1, with all Board members present voting in the affirmative.

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

D. CONTRACT EXTENSION WITH E-PUR CONSULTING FOR THE PROGRAM FOR THE EXPANSION OF RECHARGE CAPACITY PROJECTS

Ms. Miller presented this item to extend the retention of John Lambie of E-PUR Consulting for four additional months to support the PERC feasibility studies. The proposed contract includes 25 hours per week with a total expenditure up to \$118,400. She commended Mr. Lambie for his progress on the projects to date.

Director Longville inquired about the contract extension, seeking clarity on whether Mr. Lambie could complete the work within this time. Ms. Miller confirmed that, based on the current progress of the feasibility studies, the timeline should be sufficient. The contract includes an extension provision by mutual agreement but does not automatically extend. Mr. Cosgrove explained that if the consultant fails to meet the terms, remedies such as breach of contract would apply.

Vice President Stewart expressed confidence in the progress made to date and emphasized the importance of maintaining this momentum. Director Jenkins requested information on the project schedule to date, and Ms. Miller provided details on parallel projects such as construction of the Mill Creek diversion that required significant efforts from District staff.

It was moved by Director Jenkins and seconded by Vice President Stewart to authorize the Agreement for Consulting Engineering Services with E-PUR LLC to support the PERC, in an amount not to exceed \$118,400. The motion carried 4-0-1, with all Board members present voting in the affirmative.

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

E. CONTRACT EXTENSION WITH THUNDERWHEEL FOR PUBLIC RELATIONS SERVICES

Ms. Miller directed the group to Package Page 64 which discussed the District's partnership with Thunderwheel since 2017 for public relations and outreach efforts. Thunderwheel has consistently delivered excellent work, as noted by the Board, and has continued to support the District in various capacities. Over the years, the scope of their work has evolved, with changes in staff and focus areas. The current scope of work includes producing the annual report, monthly newsletters, press releases, and social media.

As this scope exceeds the General Manager's signature authority, the matter was brought to the Outreach Committee on September 25, 2024. If approved by the full Board, the recommended action would result in a budgeted expenditure of up to \$45,000 from GL 6060 (Outreach).

Vice President Stewart inquired about the annual budget for GL 6060 (Outreach), noting that the current expenditure for Thunderwheel is only a portion of the total. Staff stated that the current budgeted amount for GL 6060 is \$130,000.

It was moved by Director Jenkins and seconded by Director Longville to approve the Contract Services Agreement for Public Information and Outreach Professional Services with Thunderwheel Communications in an amount not to exceed \$45,000. The motion carried 4-0-1, with all Board members present voting in the affirmative.

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

7. INFORMATION ITEMS

ENVIRONMENTAL UPDATE

Ms. Frey reviewed the written report highlighting Wash Plan Implementation activities, including trapping for the San Bernardino Kangaroo Rat (SBKR) which began on September 3rd within the Wash Plan preserve and Mill Creek facilities. To date, sixty-four plots of the 101 plots in the Wash Plan area and thirty-two plots at Mill have been trapped, with work continuing through the end of October. President McDonald asked about the purpose of the trapping, and Ms. Frey explained that it is conducted to monitor the location and size of SBKR populations and understand changes across time. Discussion ensued on specific trapping and individual tagging methods, and the importance of maximizing the value of data collection efforts.

Ms. Frey stated that the Slender-Horned Spineflower Restoration Primer was finalized and shared with wildlife agencies and members of the Slender-Horned Spineflower Working Group on September 20th. The document details progress made since the signing of the Wash Plan and outlines the key next steps in the restoration program for the species.

Ms. Frey provided an update on the Mill Creek Diversion and Debris Management Program as seen on Package Page 76. On September 3rd, District staff conducted a site assessment of the Mill Creek diversion project, focusing on areas temporarily impacted during construction. The assessment documented the recruitment of natural species and developed a plan for invasive species treatment. Vice President Stewart inquired about the duration of the monitoring efforts, and staff stated that the work is expected to conclude in three years.

Ms. Frey noted that District staff recently participated in critical habitat surveys for SBKR in the Etiwanda fan area and Mill Creek on September 17th and 19th. The data gathered supports the development of a regional SBKR monitoring program by the U.S.G.S. and the service.

ENGINEERING UPDATE

- Ms. Miller noted that work to date and other necessary materials have been compiled in order to secure bids to finish the Mentone Shop. Several parties have expressed interest in touring the site, and discussions with contractors are forthcoming. Ms. Miller also mentioned ongoing consultations with an attorney specializing in this area, ensuring proper legal guidance throughout the process. An Ad Hoc committee meeting is planned per Board request to review the materials prior to soliciting bids. She then provided a brief update on progress of the Enhanced Recharge construction.

Mr. Lambie provided an update on the PERC multi-objective decision analysis framework, noting that a meeting with project partners to discuss the draft criteria is scheduled for October 31. Mr. Lambie report on progress for the Waterman, Twin and Lynwood projects, noting that progress is being made on hydraulic assessments. Grading designs have been completed for Waterman, and hydraulic modeling is underway. Discussions are ongoing regarding potential operational alternatives and on the clogging model which is being informed by operational data from Waterman. For the Plunge and Oak Creek projects, statistical analysis of historic runoff has been completed and incorporated into a hydrologic report. While some aspects of the project are behind schedule, efforts are being made to accelerate progress. Finally, tasks for the Mill Creek projects are progressing well. The recharge capacity of the first alternative is estimated at 120 CFS.

GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Ms. Miller provided the General Manager's Report, sharing an invitation for a ribbon-cutting event at Waterman Hydroelectric Facility, organized by Valley District and the City of San Bernardino. The event is scheduled for October 23, 2024.

Ms. Miller shared that the water year ended with nearly 75,000 acre-feet of recharge, including 25,000 acre-feet from the State Water Project. While this was the fourth-highest year since 1912, Ms. Miller emphasized that new construction such as the Mill Creek Diversion, Enhanced Recharge, FIRO and PERC will allow for even higher recharge in future years. Ms. Miller stated that Ms. Martin celebrated her second anniversary with the district on October 10th. Additionally, Ms. Miller expressed both pride and sadness as they said farewell to Laura, who left the District to accept a role with Riverside County Flood Control District. Ms. Miller shared fond memories of working with Laura, highlighting her value to the team, and wished her well in her new agency. Ms. Miller provided an update on the recruitment process for the vacant Board Secretary position. After an extensive search, Alison Zecher was hired and will begin on October 21st. Alison brings relevant experience from her roles at Loma Linda University, in the nonprofit sector, and the tech industry, making her well-equipped for the role. The Board extended congratulations to Ms. Freya on her recent wedding and warmly welcomed new interns, Alan Salcedo and Yesenia Yangin, to the team.

Ms. Miller shared that an application for the FY24 State and Local Cybersecurity Grant Program was submitted on September 27 with the support of PCTronics, the district's technology vendor. The grant aims to further enhance cybersecurity measures, building on the progress made since PCTronics joined as a vendor.

Ms. Miller requested Board feedback on the idea of scheduling a Natural Resources Workshop to discuss significant findings from the natural resources work conducted to date as described in the Wash Plan Annual Report, which will be completed November 1. The Board supported the idea and discussed dates for the workshop.

➤ FUTURE AGENDA ITEMS AND STAFF TASKS

President McDonald updated the Board about her email to Ms. Miller concerning changes to the ACWA nomination process at the upcoming fall conference in Indian Wells, noting the need to designate a voter. She also mentioned her nomination for the ACWA JPIA Executive Committee, which will be elected in May, and her intention to include it on the agenda for early preparation. President McDonald encouraged Board members to reach out with any additional discussion items at any time.

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

Vice President Stewart attended the following meetings:

- SBVWCD Board of Director's Meeting on September 11th
- Bear Valley Mutual Water Company on September 24th
- SBVWCD Outreach Committee Meeting on September 25th
- City of Loma Linda Chamber of Commerce Meeting on October 2nd
- Valley District Policy Meeting on October 3rd

Director Longville attended the following meetings:

- SBVWCD Board of Director's Meeting on September 11th
- Special Districts dinner in Rancho Cucamonga on September 16th
- Valley District's Board Meeting September 17th
- Sierra Club Dinner on September 18th
- Valley District Board Workshop on September 19th
- Valley District Resources Engineering Workshop on September 19th
- SBVWCD Outreach Committee Meeting on September 25th
- H2O Women's Conference in Santa Barbara on October 3-4

Director Jenkins attending the following meetings:

- SBVWCD Board of Director's Meeting on September 11th
- Valley District Board Meeting on September 17th
- Redlands City Council Meeting on September 17th
- Headwater Resiliency Council Meeting on September 19th

- Highland District Summer Luncheon on September 24th
- Mentone Chamber of Commerce Meeting on September 24th
- Santa Ana River Symposium Planning Committee Meeting on September 30th
- Valley District Board Meeting on October 1st
- Redlands City Council Meeting on October 1st

President McDonald attended the following meetings:

- SBVWCD Board of Director's Meeting on September 11th
- Special District's dinner in Rancho Cucamonga on September 16th
- Redlands City Council Meeting on September 17th
- Chino Basin's 75th Anniversary Gala on September 19th
- Valley District's Resources Engineering Meeting on September 19th
- Highland Chamber of Commerce meeting on September 24th
- Santa Ana River Symposium planning committee meeting on September 30th
- Valley District Board of Directors meeting on October 1st
- H2O Women's Conference in Santa Barbara on October 3-4

9. UPCOMING MEETINGS

The list of upcoming meetings was quickly reviewed.

10. CLOSED SESSION

Mr. Cosgrove announced that the meeting would adjourn to a closed session to discuss Items 1, 3, 4 and 5 on the posted agenda.

It was moved by Director Longville and seconded by Director Corneille to adjourn to Closed Session on Item 1, 3, 4 and 5. The motion carried 4-0-1, with all Board members present voting in the affirmative.

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

At 4:07 p.m., the meeting reconvened to an open session. Under Government Code Section 54957.1, there was no other reportable action during Closed Session.

11. ADJOURN MEETING

It was moved by Director Longville and seconded by Vice President Stewart to adjourn. The motion carried 4-0-1, with all Directors present voting in the affirmative.

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

At 4:07 p.m. the meeting adjourned to the Board meeting scheduled for 1:30 p.m. on November 13, 2024, in-person, teleconference, and Zoom meeting.



Betsy Miller
General Manager