



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, January 10, 2024 – 1:30 p.m.

Location – 1630 W. Redlands Blvd., Ste. A, Redlands, CA 92373

Anyone wishing to listen to or participate in the meeting can join via Zoom:

Call in (669) 900-6833, Meeting ID: 846 8609 6002

To join the Zoom Meeting at <https://us02web.zoom.us/j/84686096002>

While the District makes every attempt to follow all guidance regarding COVID-19 safety protocols, the District cannot assure in-person attendees that they will not be exposed to COVID-19 or persons who have been so exposed, and attendees are advised to exercise caution in limiting their own incidences of exposure, particularly those who may be in groups at higher risk of infection, or severe symptoms of COVID-19 if infected.

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 pertaining 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 District's 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 a participant at this meeting, you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Laroche 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.

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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

Betsy Miller

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. GUEST RECOGNITION/SELF INTRODUCTIONS

4. DISTRICT COMMITTEE APPOINTMENTS

A. BOARD PRESIDENT APPOINTMENTS

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5. CONSENT CALENDAR

- A. Approval of Board Minutes, December 13, 2023.....10
- B. Approval of Expenditure Report, December 202321
- C. Report of Excused Absences

6. COMMITTEE REPORTS /ACTION ITEMS

Action Items

A. UNAUDITED FINANCIAL REPORTS FOR DECEMBER 2023 – 5 minutes (M#1996) ...32

Presenter: Angie Quiroga/Betsy Miller

Recommendation: Review and approve the unaudited financials for December 2023.

B. STATEMENT OF INVESTMENT POLICY FOR 2024 – 5 minutes (M#1997).....38

Presenter: Betsy Miller

Recommendation: The Finance & Administration Committee recommends the Board approve the Statement of Investment Policy as presented and renew their delegation of authority for investment management responsibility to the General Manager for 2024.

C. AMENDMENT TO 2003 AGREEMENT WITH ROBERTSON’S READY MIX TO INCLUDE ADVANCED TRANSFER PREMISES UNDER THE ORIGINAL 1992 LEASE – 5 minutes (M#1998)51

Presenter: David B. Cosgrove

Recommendation: Approve the attached “Amendment to 2003 Agreement” with Robertson’s Ready Mix, authorize the Board President to sign same on behalf of the District, and find that the action so doing is covered under CEQA by way of the Wash Plan EIR/EIS and that no further environmental review is warranted

- B. January 16, 2024 Big Bear Watermaster Committee, 11:00 a.m. at Conservation District
(Zoom Meeting ID: 840 3937 2064)
- C. January 17, 2024 San Bernardino Valley Conservation Trust, 2:00 p.m. at Conservation District
(Zoom Meeting ID: 889 1048 7828)
- D. January 22, 2024 Association of San Bernardino County Special Districts Dinner, 6:00 p.m. hosted by Cucamonga Valley Water District at Five Star Catering & Event Center in Rancho Cucamonga
Presentation by Shannon D. Dicus, San Bernardino County Sheriff
- E. January 24, 2024 Finance & Administration Committee Meeting, 1:30 p.m. at Conservation District
(Zoom Meeting ID: 823 1937 4596)
- F. February 13, 2024 Operations Committee, 9:00 a.m. at Conservation District
(Zoom Meeting ID: 812 0919 7861)
- G. February 14, 2024 Board of Directors Meeting, 1:30 p.m. at Conservation District
(Zoom Meeting ID: 846 8609 6002)
- H. February 15-16, 2024 2024 Santa Ana River Science and Conservation Symposium hosted by San Bernardino Valley Municipal Water District at ESRI Headquarters
Topic: Climate Whiplash: Riding the Highs and Lows of Extreme Weather
- I. February 19, 2024 Office Closed in Observance of President's Day

10. **CLOSED SESSION**

1. The Board will meet in Closed Session under the 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.: 2:16-cv-09178-MWF-E.
2. The Board may convene in Closed Session for Conference to discuss Real Property Negotiations pursuant to Government Code §54956.8; Owner: Southern California Edison East End Hydroelectric Generation Plant property located on various parcels and easements in Mill Creek and Santa Ana River Canyons, Negotiator: Betsy Miller and David Cosgrove Owner: Southern California Edison Negotiators Allison, Bahen, Property Manager and Steven Powell, Vice President.
3. The Board may meet in Closed Session under Government Code section 54956.8, to discuss the terms and conditions of the potential acquisition of Federal properties as part of the Wash Plan land exchange with BLM, consisting of 327.5 acres of the Federal Exchange Parcel, and 90 acres

of the Federal Equalization Parcels, in exchange for District property of Assessor Parcel Nos. 0291-151-01, -02, and-05. David Cosgrove and Betsy Miller are the District's negotiators, and Dara Glass is the lead negotiator for BLM.

4. The Board may convene in closed session under Government Code Sections 54956.9(a), (d)(2) and (4); and (e) (2), to discuss pending or potential litigation, relating to conditions of property at 1630 West Redlands Boulevard Suites G, H, and I.

5. The Board may meet in closed session under Government code section 54956.8 Real Property negotiations, to consider the terms of conditions of a possible lease for 1630 W. Redlands Boulevard, Suites G and H. Betsy Miller and David Cosgrove are the District's negotiators. Tae Sang Park is the negotiator on behalf of the prospective tenant.

11. **ADJOURN MEETING.** The next scheduled Regular Board Meeting will be on February 14, 2024, at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA, and via Zoom/teleconference.

APPENDIX “B”
BOARD COMMITTEES

STANDING COMMITTEES

COMMITTEE CHARTER

FINANCE/ADMINISTRATION

Chair – David E. Raley
Member – John Longville
Alternate – Robert Stewart

The Finance and Administration Committee may review or be referred items by the Board or General Manager in the areas of Finance, Budget, Investments and Reporting, Staffing and Human Resources, Benefits, Board and Employee Administrative Policies and Procedures, and other issues designated by the Board.

OPERATIONS (formerly Resources)

Chair – Richard Corneille
Member – Robert Stewart
Alternate – Melody McDonald

The Operations Committee may review or be referred items by the Board or General Manager in the areas of Water Management, Land and Habitat Resource Planning, Groundwater Recharge Monitoring and Reporting, Engineering Investigation, Groundwater Charge Rates. Facilities Operation, Maintenance and Development, Regulatory Compliance, Mineral Lease Oversight or other issues designated by the Board.

OUTREACH AND COMMUNICATIONS

Chair – John Longville
Member – Robert Stewart
Alternate – Richard Corneille

The Outreach and Communications Committee may review or be referred items by the Board or General Manager in the areas of Public Information, Outreach Programs, Conservation and Landscape Education, District Legislative Monitoring, Intergovernmental Press and Media Coordination or other issues designated by the Board.

AD HOC COMMITTEES

Ad Hoc Committees are informal, temporarily formed advisory committees to investigate or address situation specific occurrences, and are created by appointment of the President of the Board of Directors. For example, an Ad Hoc Audit committee is formed in the spring each year to oversee the District’s Annual Audit.

APPENDIX “C”

Roster of Organizations and Committees with Assigned Representatives

District Requested Meetings

District Requested Meetings are organizations that the Board has determined as essential for participation. The Board designates a primary and alternate; the alternate only attends if the primary indicates they are unavailable to attend. Included are all District Board meetings and Standing and Ad Hoc committees the member is appointed to, and those meetings or events a member is required to attend as a part of his or her role as a member of any other committee, board, or organization to which the member was appointed by the entire Board, or whose appointment was solicited or approved by the entire Board. If service on a committee requires travel or other costs such costs must be disclosed prior to appointment. Attendance by another Board member, other than the primary or alternate designee, may only be eligible for per diem compensation as a Director Selected meeting. Travel costs include conference registration, airfare car rental, hotel or similar reimbursable costs. Meeting Expenses include local mileage, meals, and parking. A cost estimate (Travel and Per Diem) must be presented to the Board in advance at its regularly scheduled Board meeting for approval for meetings listed as “Set by Board Action”. Once “Set by Board Action” meetings are approved by the Board they may be claimed as District Requested meetings. Any District Requested or Director Selected meetings beyond ten per month are eligible for reimbursement of Expenses only. California Government Code § 53232.3 requires Board members to report on each compensated meeting outside of meetings District Board or Committee meetings at the next regular Board Meeting as designated in the Agenda. The reports may be made verbally or provided in writing at the discretion of the director.

<u>Organization/Committee</u>	<u>Primary/Alternate</u>
1. Association of California Water Agencies/JPIA	McDonald/Raley
2. Association of California Water Agencies (Spring/Fall Conferences)	Set by Board Action
3. California Special Districts Association Annual Conference **	Set by Board Action
4. Association of San Bernardino County Special Districts	McDonald/Stewart
5. Special Presentations [only one per month per director]	All Board Limited
6. ACWA Region 9 Meetings	All Board Limited
7. Basin Technical Advisory Committee	Stewart/McDonald

- | | |
|---|---------------------------|
| 8. Upper SAR Water Forum | Corneille/Raley |
| 9. SBVMWD Board Meetings | McDonald/Raley |
| 9A. <u>Resources & Engineering Workshop</u> *** | McDonald/Corneille |
| 9B. <u>Policy & Administration Workshop</u> *** | Longville/Stewart |
| 9C. <u>Resources Workshop</u>*** | Raley/McDonald |
| 10. Wash Plan Task Force | Raley/Longville |
| 11. Big Bear Watermaster Committee
(Court Appointed Attendee-Scholte) | Raley/Stewart |
| 12. San Bernardino Valley Conservation Trust | Raley & Longville |
| 13. <u>Active Recharge Transfer Projects Program for the Expansion of Recharge Capacity (PERC) Policy Committee</u> | Corneille/McDonald |
| 14. Meeting(s) Requested by the General Manager and/or Board President | All Board Limited |
| 15. Any District Required/Mandated Training | All Board Limited |
| 16. Director attendance at District offices or elsewhere for tasks as requested by District staff, for internal staff meetings or administrative matters such as review of agendas or staff reports incident to committee or Board meetings, review of warrants or financial statements, signing checks, or the like. | All Board Limited |

Organization/Committee's selected by Outside Organization subject to Board Approval

Other Activities:

Organization/Committee

Primary/Alternate

- | | |
|------------------------------------|------------------------|
| a. Sacramento Legislative Forums | Set by Board Action |
| b. Washington DC Legislative Forum | Set by Board Action |
| c. ACWA Committees | When appointed** |
| d. CSDA Committees | When appointed** |
| e. Local Government Commission | Longville/No Alternate |

*Only one member should attend meeting on behalf of the District

** If appointed and while appointed.

***Both appointed members may attend as primary.

Director Selected Meetings - Maximum of 3

The Director Selected meetings are pre-approved; discretionary meetings that each Director may attend, in a number not to exceed three (3) per month, and are eligible for meeting per diem compensation and eligible Expense (local mileage, meals, and parking) reimbursement. Directors may attend more than three (3) Director Selected meetings in a single month; such attendance will be eligible only for reimbursement of Expenses, and ineligible for meeting per diem reimbursement. Reimbursement for Travel expenses (conference registration, airfare car rental, hotel or etc.) for any Director Selected meeting shall be paid only upon prior approval of the Board. A cost estimate must be presented to the Board in advance at a regularly scheduled Board meeting for approval. Expenses are subject to limitations provided for in the Board Policy Handbook Section 4025.1 for all Director Selected meeting.

Organization

A. Redlands Chamber of Commerce	Director Selected
B. Highland Area Chamber of Commerce	Director Selected
C. Loma Linda Chamber of Commerce	Director Selected
D. Mentone Chamber of Commerce	Director Selected
E. San Bernardino Chamber of Commerce	Director Selected
F. Various Water Related Meetings	Director Selected

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF DECEMBER 13, 2023
9:30 a.m.

President McDonald called the Board of Directors meeting to order at 9:30 a.m. in person, by teleconference, and by Zoom meeting. All those in attendance stood for the pledge of allegiance led by President McDonald.

ROLL CALL:

BOARD MEMBERS PRESENT:

Melody McDonald, President
Richard Corneille, Director
David E. Raley, Director
John Longville, Director (Arrival: 10:18 a.m.)

BOARD MEMBERS ABSENT:

Robert Stewart, Vice President

STAFF PRESENT:

Betsy Miller, General Manager
Katelyn Scholte, Principal Engineer
Milan Mitrovich, Land Resources Manager
Angie Quiroga, Senior Administrative Analyst
Athena Laroche, Administrative Specialist
David Cosgrove, District Counsel

GUESTS PRESENT:

Paul Kielhold, San Bernardino Valley Municipal Water District
T. Milford Harrison, San Bernardino Valley Municipal Water District
June Hayes, San Bernardino Valley Municipal Water District
Maria Pascoal, Strategy Driver
Ellen Cross, Strategy Driver
David E. Smith, East Valley Water District
Willow Green, Tetra Tech
Terry Shea, Rogers, Anderson, Malody & Scott, LLP
Randy Do, PCTronics
John Lambie

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the posted agenda.

3. GUEST RECOGNITIONS/SELF INTRODUCTIONS

The Board and staff made self-introductions. President McDonald introduced online attendees.

4. CONSENT CALENDAR

It was moved by Director Corneille and seconded by Director Raley to approve the Consent Calendar: Item A: Board Minutes, November 8, 2023; and Item B: Expenditure Report, November 2023. The motion carried 3-0, with all Board members present voting in the affirmative. Director Longville and Vice President Stewart were noted to be absent from the vote.

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

5. COMMITTEE REPORTS/ACTION ITEMS

A. FINANCE & ADMINISTRATION COMMITTEE VERBAL REPORT

Director Raley provided a verbal update on the Finance & Administration Committee meeting held on November 15. The Committee reviewed the 1st Quarter Unaudited Financial Reports for FY24 and quarterly investment report and recommended both items be forwarded to the Board for approval without changes. The Committee reviewed the staff recognition item and supports the closure of the District Office between Christmas and New Year's, as well as provision of an additional three days of annual leave for full-time staff to recognize the significant accomplishments completed in 2023. The Investment Policy was reviewed, and no changes are recommended at this time. Staff met with PFM to review the current investments; staff also evaluated hiring consultants to manage the District's investments, but due to significant costs is proceeding with in-house management with planned reviews by an outside firm such as PFM. The Committee reviewed Appendix B with no changes, and Appendix C with minor changes.

B. AD HOC AUDIT COMMITTEE VERBAL REPORT

Director Corneille provided a verbal update of the Ad Hoc Audit Committee meeting held on November 16. He noted that the Committee reviewed the draft audit report with Rogers, Anderson, Malody & Scott (RAMS). Ms. Miller indicated that the new GASB 96 requirement, Subscription Liability, was incorporated into this year's audit report. This item will be reviewed in more detail under Item 5E. Director Corneille said that RAMS stated that the audited statements were presented fairly and all internal controls were in place.

C. 1ST QUARTER UNAUDITED FINANCIAL REPORTS FOR FY 2023-2024

Ms. Quiroga reviewed this item, noting its inclusion on package page 27. Revenue is at 38% of what is expected for the first quarter of the fiscal year ending September 30, 2023. Expenses for the first quarter are at 22%, slightly below what was anticipated. Ms. Quiroga reviewed the Quarterly Investment Report on package page 31. She noted a net change in investments of \$512,512. Staff has separated the Program for the Expansion of Recharge Capacity (PERC) and General Fund investments for UBS Financial Services, shown on package page 31. The descriptions of investments are shown on package page 32.

It was moved by Director Corneille and seconded by Director Raley to approve the 1st Quarter Unaudited Financial Reports for FY24. The motion carried 3-0, with all Board members present voting in the affirmative. Director Longville and Vice President Stewart were noted absent from the vote.

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

D. UNAUDITED FINANCIAL REPORTS, NOVEMBER 2023

Ms. Quiroga introduced this item for discussion, noting its inclusion on package page 33. She stated that initial payments have been received for GL 4050 Property Tax. She noted significant expenditures under GL 6320 General Liability Insurance of \$54,000 and GL 7126 PERC Eng/Prof Services in the amount of \$21,000 for Tetra Tech. The District expended approximately \$15,000 for computer upgrades for engineering staff, District Counsel, and the Senior Administrative Analyst. Additional items were noted within the memo. Ms. Quiroga reviewed the graph financials on package page 35; the total revenue received through November was \$3,354,810. GL 5050 Basin Cleaning is over budget at this time due to basin maintenance being completed in advance of the rainy season. She noted that we are within budget for the overall fiscal year. The Board thanked Ms. Quiroga for her report.

It was moved by Director Raley and seconded by Director Corneille to approve the Unaudited Financial Reports for November 2023 as

presented. The motion carried 3-0, with all Board members present voting in the affirmative. Director Longville and Vice President Stewart were noted absent from the vote.

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

E. FY23 DISTRICT AUDIT

Terry Shea of RAMS presented this item for discussion, noting its inclusion beginning on package page 40. He said that two new GASB requirements since 2022 have increased the complexity of the audit reports. Mr. Shea noted that it was a clean, unmodified opinion. He reviewed the Statements of Revenues, Expenses, and Changes in Net Position, noting that the change in net position is \$1,254,191. The net position at the end of the year was \$14,412,946. The new GASB requirement, GASB 96, relates to subscription-based information technology services. A review of the audit continued. The pension liability was reviewed as noted on package pages 99 to 100. Ms. Miller stated that FY23 did not have any unfunded accrual liability from CalPERS; however, based on how the actuarial was completed, the audit shows a net pension liability of \$231,088. The Board thanked Mr. Shea for his presentation.

It was moved by Director Corneille and seconded by Director Raley to approve the Fiscal Year 2023 Audit Report as presented and direct the General Manager to file the Audit Report with the County Clerk. The motion carried 3-0, with all Board members present voting in the affirmative. Director Longville and Vice President Stewart were noted absent from the vote.

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

F. CAPITAL PURCHASE OF FORD F-250

Ms. Miller presented this item for discussion, noting its inclusion on package page 124. She said that on July 12, the Board authorized the purchase of a Ford F-350 in an amount not to exceed \$74,500. Unfortunately, the truck meeting the approved specifications for cab size is unavailable. The dealership has a 2023 Ford F-250 crew cab at an additional cost of \$5,665. She mentioned that the memo incorrectly states it is a Ford F-350. President McDonald shared her understanding of the limited availability. Director Corneille asked if the District would trade in the old district vehicle. Ms. Miller indicated that it will be kept for the Natural Resources team to utilize. She said that District Natural Resource staff currently use their own vehicles when going out into the field and obtain mileage reimbursement from

the District. Director Raley asked what prompted the need to purchase a new vehicle. Ms. Miller stated that field staff has large equipment that cannot be loaded onto their current F-150's, and were forced to make multiple trips from the shop to their field sites to complete projects. She said loading the larger equipment onto the new truck to perform maintenance directly in the field will increase efficiency.

It was moved by Director Corneille and seconded by Director Raley to approve the purchase of a 2023 F-250 in an amount not to exceed \$81,000. The motion carried 3-0, with all Board members present voting in the affirmative. Director Longville and Vice President Stewart were noted absent from the vote.

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

G. 2024 PER DIEM RATE

Ms. Miller introduced this item for discussion, noting its inclusion on package page 126. The Finance & Administration Committee reviewed this item at their November 15 meeting. The Committee recommends that the Board increase the 2024 per diem rate by \$12 to \$270 for the calendar year, and approve Resolution No. 618.

It was moved by Director Raley and seconded by Director Corneille to increase the Board per diem rate by \$12.00 to \$270 for calendar year 2024, and approve Resolution No. 618. Director Longville and Vice President Stewart were noted absent from the vote.

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

H. PROGRAM FOR THE EXPANSION OF RECHARGE CAPACITY FIRST AGREEMENT AMENDMENT

Mr. Cosgrove introduced this item for discussion, noting its inclusion on package page 128. He said that the amendment, which will extend the Program for the Expansion of Recharge Capacity by five years, was approved by the San Bernardino Valley Municipal Water District Board at their meeting yesterday with compliments to District staff on the progress toward partnership goals.

It was moved by Director Corneille and seconded by Director Raley to approve the First Amendment to the Partnership Agreement for Joint Active Recharge Project Development under the Upper Santa Ana River

Habitat Conservation Plan and authorize the Board president to sign on the District's behalf. Director Longville and Vice President Stewart were noted absent from the vote.

President McDonald: Yes

Vice President Stewart: Absent

Director Corneille: Yes

Director Longville: Absent

Director Raley: Yes

I. CONTRACT WITH GEOSCIENCE FOR GROUNDWATER MODELING

This item was included on package page 134. Ms. Miller stated that the contract with GeoScience would allow the District to expand use of the existing Integrated Model to better understand our recharge efforts and their effects on groundwater depth and storage. Funds for this item are included in the FY24 budget under GL 5120 Professional Services. Contracted tasks involve extending the current calibrated model from 1966-2016 to 1912-2023, running the extended model 1) with current calibrations and 2) without the District's recharge using annual data collected since 1912, and preparing draft and final technical reports describing the modeled results. Total costs for the project tasks will not exceed \$194,847. The work is anticipated to be completed in the summer of 2024 and presented at the 3rd Annual Groundwater Conference, which will be held in San Francisco in June. President McDonald spoke in support of the modeling and was excited to see it presented at the conference. She noted that the District had recharged 1.4 million acre-feet since its inception. Director Corneille noted this work's timeliness and interest in communicating this valuable information to our constituents. Ms. Miller noted the complimentary tasks included in the WaterSmart grant that the District applied for in October, which would also cover some of these costs if awarded. President McDonald asked for information on the conference to be shared with the Board.

It was moved by Director Corneille and seconded by Director Raley to authorize a Contract Services Agreement for Professional Services with GeoScience to modify the Integrated Santa Ana River Model to incorporate expanded groundwater recharge activity in an amount not to exceed \$194,847. Vice President Stewart was noted absent from the vote.

President McDonald: Yes

Vice President Stewart: Absent

Director Corneille: Yes

Director Longville: Yes

Director Raley: Yes

J. STAFF RECOGNITION FOR 2023

Ms. Miller reviewed this item beginning package page 147. The Finance & Administration Committee recommended Board approval of this item following review at their November 15 meeting. Ms. Miller

stated that the recommendation was developed in response to the direction to review options for staff recognition from our Board at their November meeting. The recommendation includes: 1) award 24 hours of leave to each full-time District employee and 2) authorize the closure of the District office from December 27-29, 2023. This proposal allows employees who wish to take the full week of the Christmas holiday off without using their current leave balance while ensuring that no one is required to work during this week to cover the three open office days between Christmas and New Year's holidays. This provides maximum flexibility for employees who may wish to utilize this leave at a different time of year, who may wish to cash out the extra leave for additional pay, or who may wish to work in between the holidays. Staff are coordinating a plan for communication during the office closure. The cash value of the awarded staff time is \$15,241, which is funded by the District's Compensated Absences Reserve for employees who choose to cash out awarded leave. Mr. Cosgrove noted the justification for these expenses for both retention and as an incentive for future performance. Director Corneille asked if this was a one-time occurrence. Ms. Miller said that the approval of this item is for 2023. President McDonald spoke in support of this item. Director Corneille asked if field staff would be available during this timeframe. Ms. Miller answered in the affirmative, noting that some field staff have elected to work.

It was moved by Director Longville and seconded by Director Corneille to approve the award of 24 hours of leave for each full-time District employee and authorize the closure of the District office from December 27-29, 2023. Vice President Stewart was noted absent from the vote.

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

K. APPROVAL OF THE STRATEGIC PLAN UPDATE

This item was included on package page 149. Ms. Cross asked for any feedback from the Board on the final plan. President McDonald expressed her support for the approval of the final plan and thanked Strategy Driver for their efforts. She said it was a great team effort, and that time was well spent on this document. Director Corneille stated that he would like to discuss the distribution and outreach efforts for the strategic plan at the next meeting. Director Longville addressed the importance of publicizing this document. Director Longville suggested the development of a white paper that summarizes key elements of our history, accomplishments, and functions of the District.

It was moved by Director Corneille and seconded by Director Raley to approve the Strategic Plan for 2024-2028. Vice President Stewart was noted absent from the vote.

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

Director Raley: Yes

6. INFORMATION ITEMS

A. ENGINEERING UPDATE

Ms. Scholte presented this item, noting its inclusion on package page 175. She reported that staff is awaiting remaining permits from the County for the Mentone Shop improvements. The building has been ordered and is anticipated to be received this month. Once staff has the County permit they will begin work on the foundation. The water line was installed, and the fire hydrant is installed and operational.

Ms. Scholte reviewed the Mill Creek Diversion and Debris Management Improvement Project. She presented photos of the project via Zoom. She said that it has been a busy month at the construction site. President McDonald asked if water was flowing in Mill Creek. Ms. Scholte said that flows are being diverted around the project site. President McDonald asked for a video of the first flows. Ms. Scholte noted that adjustments were made to the gates, and the consultant reviewed the modifications. She said that the new purchase of the F-250 will help ensure that field staff can have generators on their truck to lift the gates. She reviewed the catwalk and trash rack installations. The last working day for the project is December 14. Ms. Scholte summarized the project, noting that there were 27 submittals, 12 RFI's, 3 Field Directives, and 20+ onsite changes; the engineering team was onsite every day for at least four hours. The total project is anticipated to be on time and approximately \$130,000 under budget. The Board thanked staff for their outstanding performance.

Ms. Scholte reviewed the Enhanced Recharge Project, indicating that staff continues to work closely with the San Bernardino Valley Municipal Water District (SBVMWD). Staff toured the progress of construction on Monday. Based on construction progress, it is expected that some basins may be operational by early next year. Staff has had to adjust its operations and how much water can be taken at Santa Ana Low.

Ms. Scholte reviewed the current status of the PERC projects as follows:

- Waterman and Twin Creek – The basin routing and sediment transport models are underway. They are both dependent upon FCD accepting the hydraulics. We are waiting for FCD to finish their review, which may take several months. Once approved, we can tie those models to the basin routing model.
- Plunge and Oak Creek – Staff has received concurrence on the cross sections following four months of review by FCD. The sediment transport model is being set up; we are working with the geotechnical team to see if we can do more onsite testing once the land transfer is complete.
- Mill and Bledsoe Creek – An average annual flow calculation is complete for Bledsoe, and the site does not appear to be viable. Mill Creek has been progressing well, with staff integrating and developing new concepts. Staff have looked at data for the last ten years to study how flows move within Mill Creek. Staff has noted significant inter-annual changes within the system. This item was received and filed.

B. PERC STATUS REPORT NO. 16

This item is included on package page 178. Staff combined the update with engineering report. This item was received and filed.

C. ENVIRONMENTAL UPDATE

Mr. Mitrovich introduced this item for discussion, noting its inclusion on package page 182. He said that staff has been able to advance the work being performed on the San Bernardino Kangaroo Rat (SBKR). USGS has been working through their analysis of the SBKR data from 2021 and 2022, and habitat data from 2022. Mr. Mitrovich reviewed the Slender-horned Spineflower (SHSF) activities. He stated that we were able to harvest approximately 260,000 seeds during the bulking efforts. This is the first-ever translocation of SHSF seeds. Mr. Mitrovich reviewed Wash Plan Implementation efforts, noting that the 2023 Wash Plan Annual Report has been presented to FWS for review. He reviewed the Mill Creek Debris Management Project and thanked Anna Frey, Assistant Biologist, and the interns for their work supporting the project. He reviewed Partnership Activities as noted on package pages 184 to 185. The District will support the Santa Ana River Science Symposium hosted by SBVMWD at the ESRI headquarters on February 15 and 16. Director Harrison of SBVMWD spoke on the benefits of attending the annual National Habitat Conservation Planning Conference, which will be held in Coachella in 2024. Director Corneille said that he would like to see the District present at ACWA. Ms. Miller said that the District has been asked to present on the Safe Harbor Agreement, but we are waiting until it is completed. This item was received and filed.

D. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Ms. Miller indicated that the written General Manager's Report was included on package pages 186 through 189. She stated that as of this morning, the District has recharged 87,097 AF for this water year, noting that this beats the District's record of 84,981 AF of recharge from 1923. She said the District will have the ability to recharge more water following the completion of the FIRO process and construction of the Enhanced Recharge facilities. She provided an overview of recent basin maintenance and cleaning efforts. She noted that Erwin Fogerson, PERC Engineer, has announced his retirement effective December 31, 2023. Ms. Miller has begun the process of filling the PERC Engineer role, and is evaluating consultant support and hiring in-house staff alternatives. She will bring back related items to the Board in early 2024 to limit the effects on project timelines. She noted that the District has received ACWA/JPIA's President's Special Recognition Award for the Liability and Worker's Compensation programs. The District 2023 Annual Report was provided to the Board as a handout. Ms. Miller reviewed the Board Priorities for 2023, noting that items 1, 3, 4, 7, 9, and 10 have been completed. She thanked the team and the Board for their support. President McDonald thanked Ms. Miller for her update on the 2023 tasks. She expressed her appreciation for staff and the Board.

Ms. Miller noted that the Secretary of the Interior's visit has been rescheduled to Saturday, December 16. Attendees should be on site by 10:45 a.m. at the Borrow Pit. The Monthly Recharge Report was shown on package page 190. This item was received and filed.

E. FUTURE AGENDA ITEMS AND STAFF TASKS

Director Longville requested a white paper be developed on the history and purpose of the District to be used to enhance outreach efforts. Director Corneille asked that an outreach plan be developed on how to share the updated Strategic Plan with the public.

7. MONTHLY BOARD MEMBER MEETING REPORTS AND/OR BOARD MEMBER COMMENTS

Director Corneille attended the PERC Policy Committee on November 14, the Ad Hoc Audit Committee on November 16, and the ACWA Fall Conference from November 28 through November 30. He attended the Redlands Rise N Shine on December 1 and the Exchange Plan Committee on December 6.

Director Raley attended the Redlands Rise N Shine on December 1, signed expenditures on December 11, and the ACWA Fall Conference from November 28 through November 30. He attended the Finance & Administration Committee on November 15.

Director Longville attended the ACWA Fall Conference from November 28 through November 30, the Finance & Administration Committee on November 15, and the SBVMWD Board meeting on December 5.

President McDonald attended the Inland Empire Resources Conservation District (IERCD) presentation at Dominguez Elementary School on December 12. She noted that Laura Torres, Assistant Engineer, attended and presented the District's groundwater model. President McDonald attended the Basin Technical Advisory Committee (BTAC) on December 11, the SBVMWD Policy & Administration Workshop on December 7, and the ACWA Fall Conference from November 28 through November 30. She attended the SBVMWD Board meeting on December 5, the Association of the San Bernardino County Special Districts (ASBCSD) dinner on November 20, and the ASBCSD board meeting on November 13. She attended the SBVMWD Resources & Engineering Workshop on November 14,

8. UPCOMING MEETINGS

There were none discussed.

9. CLOSED SESSION

It was moved by Director Corneille and a second by Director Longville, adjourned to Closed Session. Vice President Stewart was noted absent from the vote.

President McDonald: Yes

Vice President Stewart: Absent

Director Corneille: Yes

Director Longville: Yes

Director Raley: Yes

Mr. Cosgrove announced that the meeting would adjourn to Closed Session to discuss all posted agenda items.

At 11:58 a.m., the meeting reconvened into an open session. Mr. Cosgrove noted that there was no reportable action during the closed session, under Government Code section 54957.1.

10. ADJOURN MEETING

It was moved by Director Corneille and a second by Director Longville, adjourn. Vice President Stewart were noted absent from the vote.

President McDonald: Yes

Vice President Stewart: Absent

Director Corneille: Yes

Director Longville: Yes

Director Raley: Yes

At 11:59 a.m., the meeting adjourned to the Board meeting scheduled for 1:30 p.m. on January 10, 2024, in-person, teleconference, and Zoom meeting.

Betsy Miller
General Manager

San Bernardino Valley Water Conservation District Expenditure Report December 2023

Num	Date	Name	Account	Class	Original Amount
Online Pymt	12/22/2023	WEX Bank-Shell	1012 · Citizens Busine...		-461.23
	12/22/2023		5320 · Fuel	1-Groundwater Ent.	461.23
TOTAL					461.23
PC 12.13.23	12/13/2023	Paychex	1012 · Citizens Busine...		-147.12
			6042 · Payroll Processing	4-General Fund Ent.	147.12
TOTAL					147.12
PC 12.27.23	12/27/2023	Paychex	1012 · Citizens Busine...		-145.35
			6042 · Payroll Processing	4-General Fund Ent.	145.35
TOTAL					145.35
ACH0265	12/04/2023	Raley, David	1012 · Citizens Busine...		-47.16
			6410 · Mileage	4-General Fund Ent.	47.16
TOTAL					47.16
ACH0266	12/14/2023	Melody McDonald	1012 · Citizens Busine...		-46.18
			6420 · Other Travel	4-General Fund Ent.	46.18
TOTAL					46.18
24571	12/05/2023	ACWA/JPIA-Health	1012 · Citizens Busine...		-24,307.78
	12/01/2023		6110 · Vision Insurance	4-General Fund Ent.	49.21
			6110 · Vision Insurance	1-Groundwater Ent.	170.35
			6110 · Vision Insurance	2-Redlands Plaza/...	15.14
			6110 · Vision Insurance	3-Land Resources	37.86
			6110 · Vision Insurance	5-Wash Plan	26.50
			6110 · Vision Insurance	6-Active Recharge ...	79.50
			6130 · Dental Insurance	4-General Fund Ent.	142.40
			6130 · Dental Insurance	1-Groundwater Ent.	492.90
			6130 · Dental Insurance	2-Redlands Plaza/...	43.81
			6130 · Dental Insurance	3-Land Resources	109.54
			6130 · Dental Insurance	5-Wash Plan	76.68
			6130 · Dental Insurance	6-Active Recharge ...	230.03
			6150 · Medical Insurance	4-General Fund Ent.	2,968.40
			6150 · Medical Insurance	1-Groundwater Ent.	10,275.24
			6150 · Medical Insurance	2-Redlands Plaza/...	913.35
			6150 · Medical Insurance	3-Land Resources	2,283.39
			6150 · Medical Insurance	5-Wash Plan	1,598.37
			6150 · Medical Insurance	6-Active Recharge ...	4,795.11
TOTAL					24,307.78
24572	12/05/2023	AECOM Technical Serv...	1012 · Citizens Busine...		-5,262.92
	11/30/2023		7151 · Mill Creek Permi...	1-Groundwater Ent.	5,262.92
TOTAL					5,262.92

San Bernardino Valley Water Conservation District Expenditure Report December 2023

Num	Date	Name	Account	Class	Original Amount
24573	12/05/2023	American Express	1012 · Citizens Busine...		-537.33
	11/23/2023		6525 · Meals	4-General Fund Ent.	38.82
			6525 · Meals	1-Groundwater Ent.	30.20
			6525 · Meals	3-Land Resources	17.25
			6002 · Website Adminis...	4-General Fund Ent.	365.00
			6027 · Computer Softw...	4-General Fund Ent.	36.25
			6027 · Computer Softw...	1-Groundwater Ent.	9.54
			6027 · Computer Softw...	2-Redlands Plaza/...	14.31
			6027 · Computer Softw...	3-Land Resources	14.31
			6027 · Computer Softw...	5-Wash Plan	4.77
			6027 · Computer Softw...	6-Active Recharge ...	16.22
TOTAL					546.67
24574	12/05/2023	American Power Security	1012 · Citizens Busine...		-1,120.00
	11/30/2023		6026 · Redlands Plaza ...	2-Redlands Plaza/...	1,120.00
TOTAL					1,120.00
24575	12/05/2023	Castro Landscaping Se...	1012 · Citizens Busine...		-250.00
	11/30/2023		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
24576	12/05/2023	Citrograph Printing Co.	1012 · Citizens Busine...		-110.93
	11/29/2023		6036 · Printing	4-General Fund Ent.	55.47
			6036 · Printing	1-Groundwater Ent.	44.37
			6036 · Printing	3-Land Resources	11.09
TOTAL					110.93
24577	12/05/2023	David Cosgrove	1012 · Citizens Busine...		-358.71
	12/05/2023		6510 · Mileage	4-General Fund Ent.	59.73
			6510 · Mileage	1-Groundwater Ent.	37.34
			6510 · Mileage	3-Land Resources	14.93
			6510 · Mileage	6-Active Recharge ...	37.34
			6525 · Meals	4-General Fund Ent.	81.29
			6525 · Meals	1-Groundwater Ent.	63.23
			6525 · Meals	3-Land Resources	36.13
			6520 · Travel, Other (re...	4-General Fund Ent.	12.92
			6520 · Travel, Other (re...	1-Groundwater Ent.	7.18
			6520 · Travel, Other (re...	3-Land Resources	8.62
TOTAL					358.71
24578	12/05/2023	Edison - 6256 (Redland...	1012 · Citizens Busine...		-239.31
	11/29/2023		6026 · Redlands Plaza ...	2-Redlands Plaza/...	239.31
TOTAL					239.31

San Bernardino Valley Water Conservation District Expenditure Report December 2023

Num	Date	Name	Account	Class	Original Amount
24579	12/05/2023	Edison - 9779	1012 · Citizens Busine...		-262.77
	11/29/2023		5420 · Electricity	4-General Fund Ent.	73.58
			5420 · Electricity	1-Groundwater Ent.	52.55
			5420 · Electricity	2-Redlands Plaza/...	110.36
			5420 · Electricity	6-Active Recharge ...	26.28
TOTAL					262.77
24580	12/05/2023	Empire Equipment Ser...	1012 · Citizens Busine...		-354,568.04
	12/04/2023		7150 · Mill Creek Divers...	1-Groundwater Ent.	354,568.04
TOTAL					354,568.04
24581	12/05/2023	Frontier-7275	1012 · Citizens Busine...		-151.80
	11/19/2023		5440 · Telephone	4-General Fund Ent.	26.30
			5440 · Telephone	1-Groundwater Ent.	10.96
			5440 · Telephone	6-Active Recharge ...	6.57
			5470 · Internet Services	4-General Fund Ent.	48.59
			5470 · Internet Services	1-Groundwater Ent.	26.99
			5470 · Internet Services	2-Redlands Plaza/...	5.40
			5470 · Internet Services	3-Land Resources	16.20
			5470 · Internet Services	6-Active Recharge ...	10.79
TOTAL					151.80
24582	12/05/2023	Hudson Property Mana...	1012 · Citizens Busine...		-199.85
	11/30/2023		6016 · Redlands Plaza ...	2-Redlands Plaza/...	199.85
TOTAL					199.85
24583	12/05/2023	IERCD	1012 · Citizens Busine...		-5,750.00
	10/26/2023		6060 · Outreach	4-General Fund Ent.	1,725.00
			6060 · Outreach	1-Groundwater Ent.	1,552.50
			6060 · Outreach	3-Land Resources	1,725.00
			6060 · Outreach	6-Active Recharge ...	747.50
TOTAL					5,750.00
24584	12/05/2023	Katelyn Scholte	1012 · Citizens Busine...		-250.60
	11/30/2023		6510 · Mileage	1-Groundwater Ent.	250.60
TOTAL					250.60
24585	12/05/2023	PCtronics	1012 · Citizens Busine...		-2,500.00
	12/01/2023		5160 · IT Support	4-General Fund Ent.	750.00
			5160 · IT Support	1-Groundwater Ent.	1,125.00
			5160 · IT Support	3-Land Resources	250.00
			5160 · IT Support	5-Wash Plan	125.00
			5160 · IT Support	6-Active Recharge ...	250.00
TOTAL					2,500.00

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Num	Date	Name	Account	Class	Original Amount
24586	12/05/2023	Q3 Consulting, Inc.	1012 · Citizens Busine...		-39,748.86
	11/27/2023		7126 · PERC Engr/Prof...	6-Active Recharge ...	39,748.86
TOTAL					39,748.86
24587	12/05/2023	Quill Corporation	1012 · Citizens Busine...		-63.47
	11/16/2023		6030 · Office Supplies	4-General Fund Ent.	11.58
			6030 · Office Supplies	1-Groundwater Ent.	9.26
			6030 · Office Supplies	2-Redlands Plaza/...	4.63
			6030 · Office Supplies	3-Land Resources	4.63
			6030 · Office Supplies	5-Wash Plan	6.95
			6030 · Office Supplies	6-Active Recharge ...	9.26
	11/17/2023		6030 · Office Supplies	4-General Fund Ent.	4.29
			6030 · Office Supplies	1-Groundwater Ent.	3.43
			6030 · Office Supplies	2-Redlands Plaza/...	1.72
			6030 · Office Supplies	3-Land Resources	1.72
			6030 · Office Supplies	5-Wash Plan	2.57
			6030 · Office Supplies	6-Active Recharge ...	3.43
TOTAL					63.47
24588	12/05/2023	Redlands Lock & Key	1012 · Citizens Busine...		-4.57
	11/30/2023		6016 · Redlands Plaza ...	2-Redlands Plaza/...	4.57
TOTAL					4.57
24589	12/05/2023	Rogers, Anderson, Mal...	1012 · Citizens Busine...		-9,800.00
	10/31/2023		5170 · Audit	4-General Fund Ent.	1,470.00
			5170 · Audit	1-Groundwater Ent.	4,312.00
			5170 · Audit	2-Redlands Plaza/...	490.00
			5170 · Audit	3-Land Resources	1,568.00
			5170 · Audit	6-Active Recharge ...	1,960.00
TOTAL					9,800.00
24590	12/05/2023	Smart & Final	1012 · Citizens Busine...		-281.28
	11/15/2023		6019 · Janitorial Supplies	4-General Fund Ent.	77.21
			6019 · Janitorial Supplies	1-Groundwater Ent.	51.48
			6525 · Meals	4-General Fund Ent.	5.62
			6525 · Meals	1-Groundwater Ent.	3.12
			6525 · Meals	3-Land Resources	3.75
			6004 · Meeting Expenses	4-General Fund Ent.	70.05
			6004 · Meeting Expenses	3-Land Resources	70.05
TOTAL					281.28
24591	12/05/2023	Tryco General Enginee...	1012 · Citizens Busine...		-7,800.00
	11/27/2023		7140 · Mentone Propert...	1-Groundwater Ent.	7,800.00
TOTAL					7,800.00
24592	12/05/2023	Unlimited Services	1012 · Citizens Busine...		-800.00
	12/01/2023		6018 · Janitorial Services	4-General Fund Ent.	800.00
TOTAL					800.00

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Num	Date	Name	Account	Class	Original Amount
24593	12/05/2023	Water Systems Consult...	1012 · Citizens Busine...		-11,771.25
	10/31/2023		7126 · PERC Engr/Prof... 5120 · Misc. Profession...	6-Active Recharge ... 1-Groundwater Ent.	7,298.18 4,473.07
TOTAL					11,771.25
24594	12/05/2023	WEX Bank-Valero	1012 · Citizens Busine...		-805.00
	11/23/2023		5320 · Fuel	1-Groundwater Ent.	805.00
TOTAL					805.00
24595	12/12/2023	Department of Pesticid...	1012 · Citizens Busine...		-60.00
			6535 · Conf/Seminar R... 6535 · Conf/Seminar R... 6535 · Conf/Seminar R...	4-General Fund Ent. 1-Groundwater Ent. 3-Land Resources	27.00 21.00 12.00
TOTAL					60.00
24596	12/19/2023	AAA Alarm Systems, Inc.	1012 · Citizens Busine...		-129.00
	01/01/2024		5410 · Alarm Service 5410 · Alarm Service 5410 · Alarm Service	4-General Fund Ent. 1-Groundwater Ent. 6-Active Recharge ...	51.60 51.60 25.80
TOTAL					129.00
24597	12/19/2023	Aaron Pederson	1012 · Citizens Busine...		-40.00
	12/08/2023		6018 · Janitorial Services	4-General Fund Ent.	40.00
TOTAL					40.00
24598	12/19/2023	Blum, Zachary	1012 · Citizens Busine...		-70.61
	12/08/2023		6510 · Mileage	1-Groundwater Ent.	70.61
TOTAL					70.61
24599	12/19/2023	City of Redlands -Muni...	1012 · Citizens Busine...		-2,275.49
	11/22/2023		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,275.49
TOTAL					2,275.49
24600	12/19/2023	Corneille, Richard	1012 · Citizens Busine...		-146.82
	12/14/2023		6410 · Mileage 6425 · Meals	4-General Fund Ent. 4-General Fund Ent.	69.43 77.39
TOTAL					146.82
24601	12/19/2023	CS-NK Construction S...	1012 · Citizens Busine...		-21,145.33
	12/06/2023		7140 · Mentone Propert...	1-Groundwater Ent.	21,145.33
TOTAL					21,145.33

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Num	Date	Name	Account	Class	Original Amount
24602	12/19/2023	Diamond Environment...	1012 · Citizens Busine...		-409.16
	12/04/2023		5460 · Water / Trash / ...	4-General Fund Ent.	45.22
			5460 · Water / Trash / ...	1-Groundwater Ent.	35.17
			5460 · Water / Trash / ...	3-Land Resources	10.05
	12/08/2023		5460 · Water / Trash / ...	6-Active Recharge ...	10.04
			5460 · Water / Trash / ...	4-General Fund Ent.	48.48
			5460 · Water / Trash / ...	1-Groundwater Ent.	37.71
			5460 · Water / Trash / ...	3-Land Resources	10.77
	12/11/2023		5460 · Water / Trash / ...	6-Active Recharge ...	10.77
			5460 · Water / Trash / ...	4-General Fund Ent.	90.43
			5460 · Water / Trash / ...	1-Groundwater Ent.	70.34
			5460 · Water / Trash / ...	3-Land Resources	20.09
			5460 · Water / Trash / ...	6-Active Recharge ...	20.09
TOTAL					409.16
24603	12/19/2023	DUDEK	1012 · Citizens Busine...		-6,847.27
	12/18/2023		5123 · Habitat Manage...	5-Wash Plan	6,847.27
TOTAL					6,847.27
24604	12/19/2023	Edison - 6493	1012 · Citizens Busine...		-81.78
	12/08/2023		5420 · Electricity	4-General Fund Ent.	22.90
			5420 · Electricity	1-Groundwater Ent.	16.35
			5420 · Electricity	2-Redlands Plaza/...	34.35
			5420 · Electricity	6-Active Recharge ...	8.18
TOTAL					81.78
24605	12/19/2023	Edison - 8958	1012 · Citizens Busine...		-234.81
	12/06/2023		5420 · Electricity	4-General Fund Ent.	65.75
			5420 · Electricity	1-Groundwater Ent.	46.96
			5420 · Electricity	2-Redlands Plaza/...	98.62
			5420 · Electricity	6-Active Recharge ...	23.48
TOTAL					234.81
24606	12/19/2023	Empire Disposal	1012 · Citizens Busine...		-273.35
	11/30/2023		5460 · Water / Trash / ...	4-General Fund Ent.	123.00
			5460 · Water / Trash / ...	1-Groundwater Ent.	95.67
			5460 · Water / Trash / ...	3-Land Resources	27.34
			5460 · Water / Trash / ...	6-Active Recharge ...	27.34
TOTAL					273.35
24607	12/19/2023	Empire Equipment Ser...	1012 · Citizens Busine...		-201,191.72
	12/15/2023		7150 · Mill Creek Divers...	1-Groundwater Ent.	201,191.72
TOTAL					201,191.72
24608	12/19/2023	Erwin Fogerson	1012 · Citizens Busine...		-205.67
	12/19/2023		6510 · Mileage	1-Groundwater Ent.	192.57
			6510 · Mileage	6-Active Recharge ...	13.10
TOTAL					205.67

San Bernardino Valley Water Conservation District
Expenditure Report
December 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
24609	12/19/2023	Frontier-4860	1012 · Citizens Busine...		-505.03
	11/28/2023		5440 · Telephone	4-General Fund Ent.	140.17
			5440 · Telephone	1-Groundwater Ent.	58.41
			5440 · Telephone	6-Active Recharge ...	35.04
			5470 · Internet Services	4-General Fund Ent.	122.14
			5470 · Internet Services	1-Groundwater Ent.	67.85
			5470 · Internet Services	2-Redlands Plaza/...	13.57
			5470 · Internet Services	3-Land Resources	40.71
			5470 · Internet Services	6-Active Recharge ...	27.14
TOTAL					505.03
24610	12/19/2023	G3 Quality, Inc.	1012 · Citizens Busine...		-28,246.50
	11/30/2023		7150 · Mill Creek Divers...	1-Groundwater Ent.	28,246.50
TOTAL					28,246.50
24611	12/19/2023	Home Depot Credit Ser...	1012 · Citizens Busine...		-543.51
	11/28/2023		5210 · Equipment Maint...	1-Groundwater Ent.	531.57
			5215 · Property Mainte...	1-Groundwater Ent.	9.55
			5215 · Property Mainte...	3-Land Resources	2.39
TOTAL					543.51
24612	12/19/2023	Hudson Property Mana...	1012 · Citizens Busine...		-310.00
	11/20/2023		6016 · Redlands Plaza ...	2-Redlands Plaza/...	310.00
TOTAL					310.00
24613	12/19/2023	Katelyn Scholte	1012 · Citizens Busine...		-1,278.79
	12/18/2023		6087 · Educational Rei...	4-General Fund Ent.	1,095.00
			6510 · Mileage	1-Groundwater Ent.	183.79
TOTAL					1,278.79
24614	12/19/2023	Larry Jacinto Construc...	1012 · Citizens Busine...		-5,630.00
	12/07/2023		5050 · Basin Cleaning	1-Groundwater Ent.	5,630.00
TOTAL					5,630.00
24615	12/19/2023	Laura Torres	1012 · Citizens Busine...		-211.10
	12/16/2023		6510 · Mileage	1-Groundwater Ent.	88.43
			6510 · Mileage	4-General Fund Ent.	21.66
			6510 · Mileage	1-Groundwater Ent.	13.54
			6510 · Mileage	3-Land Resources	5.42
			6510 · Mileage	6-Active Recharge ...	13.54
			6001 · General Adminis...	4-General Fund Ent.	34.25
			6001 · General Adminis...	1-Groundwater Ent.	34.26
TOTAL					211.10

San Bernardino Valley Water Conservation District Expenditure Report December 2023

Num	Date	Name	Account	Class	Original Amount
24616	12/19/2023	Milan Mitrovich	1012 · Citizens Busine...		-1,387.51
	11/09/2023		6525 · Meals	4-General Fund Ent.	7.80
			6525 · Meals	1-Groundwater Ent.	6.06
			6525 · Meals	3-Land Resources	3.47
			6520 · Travel, Other (re...	4-General Fund Ent.	246.69
			6520 · Travel, Other (re...	1-Groundwater Ent.	137.05
			6520 · Travel, Other (re...	3-Land Resources	164.46
			6530 · Lodging	4-General Fund Ent.	244.35
			6530 · Lodging	1-Groundwater Ent.	190.05
			6530 · Lodging	3-Land Resources	108.60
	12/18/2023		6170 · PERS Retirement	4-General Fund Ent.	36.27
			6170 · PERS Retirement	1-Groundwater Ent.	125.54
			6170 · PERS Retirement	2-Redlands Plaza/...	11.16
			6170 · PERS Retirement	3-Land Resources	27.90
			6170 · PERS Retirement	5-Wash Plan	19.53
			6170 · PERS Retirement	6-Active Recharge ...	58.58
TOTAL					1,387.51
24617	12/19/2023	Minds Illustrated	1012 · Citizens Busine...		-2,880.00
	12/01/2023		5122 · Wash Plan Profe...	5-Wash Plan	2,880.00
TOTAL					2,880.00
24618	12/19/2023	Najera Environmental, I...	1012 · Citizens Busine...		-1,938.57
	12/08/2023		6016 · Redlands Plaza ...	2-Redlands Plaza/...	475.00
	12/18/2023		6016 · Redlands Plaza ...	2-Redlands Plaza/...	1,463.57
TOTAL					1,938.57
24619	12/19/2023	Netsteller	1012 · Citizens Busine...		-305.00
	12/01/2023		6027 · Computer Softw...	4-General Fund Ent.	115.90
			6027 · Computer Softw...	1-Groundwater Ent.	30.50
			6027 · Computer Softw...	2-Redlands Plaza/...	45.75
			6027 · Computer Softw...	3-Land Resources	45.75
			6027 · Computer Softw...	5-Wash Plan	15.25
			6027 · Computer Softw...	6-Active Recharge ...	51.85
TOTAL					305.00
24620	12/19/2023	O'Reilly	1012 · Citizens Busine...		-26.42
	12/06/2023		5310 · Vehicle Mainten...	1-Groundwater Ent.	26.42
TOTAL					26.42
24621	12/19/2023	Panoramic	1012 · Citizens Busine...		-1,600.00
	12/13/2023		6036 · Printing	4-General Fund Ent.	800.00
			6036 · Printing	1-Groundwater Ent.	640.00
			6036 · Printing	3-Land Resources	160.00
TOTAL					1,600.00

San Bernardino Valley Water Conservation District
Expenditure Report
December 2023

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
24622	12/19/2023	Patton Sales Corp	1012 · Citizens Busine...		-21.24
	12/12/2023		5210 · Equipment Maint...	1-Groundwater Ent.	21.24
TOTAL					21.24
24623	12/19/2023	Quill Corporation	1012 · Citizens Busine...		-28.25
	12/04/2023		6030 · Office Supplies	4-General Fund Ent.	7.05
			6030 · Office Supplies	1-Groundwater Ent.	5.65
			6030 · Office Supplies	2-Redlands Plaza/...	2.83
			6030 · Office Supplies	3-Land Resources	2.83
			6030 · Office Supplies	5-Wash Plan	4.24
			6030 · Office Supplies	6-Active Recharge ...	5.65
TOTAL					28.25
24624	12/19/2023	R&S Overhead Doors o...	1012 · Citizens Busine...		-3,953.42
	11/30/2023		7110 · Property Capital ...	2-Redlands Plaza/...	3,953.42
TOTAL					3,953.42
24625	12/19/2023	Redlands Ford-Ken Gr...	1012 · Citizens Busine...		-80,783.38
	11/16/2023		7230 · Field Equipment ...	1-Groundwater Ent.	80,783.38
TOTAL					80,783.38
24626	12/19/2023	Rogers, Anderson, Mal...	1012 · Citizens Busine...		-1,000.00
	11/30/2023		5170 · Audit	4-General Fund Ent.	150.00
			5170 · Audit	1-Groundwater Ent.	440.00
			5170 · Audit	2-Redlands Plaza/...	50.00
			5170 · Audit	3-Land Resources	160.00
			5170 · Audit	6-Active Recharge ...	200.00
TOTAL					1,000.00
24627	12/19/2023	Sonsray Machinery LLC.	1012 · Citizens Busine...		-1,525.79
	12/14/2023		5210 · Equipment Maint...	1-Groundwater Ent.	1,525.79
TOTAL					1,525.79
24628	12/19/2023	Tetra Tech	1012 · Citizens Busine...		-28,819.87
	12/01/2023		7126 · PERC Engr/Prof...	6-Active Recharge ...	28,819.87
TOTAL					28,819.87
24629	12/19/2023	The Gas Company	1012 · Citizens Busine...		-82.71
	12/13/2023		5450 · Natural Gas	4-General Fund Ent.	41.36
			5450 · Natural Gas	1-Groundwater Ent.	24.81
			5450 · Natural Gas	6-Active Recharge ...	16.54
TOTAL					82.71

San Bernardino Valley Water Conservation District Expenditure Report December 2023

Num	Date	Name	Account	Class	Original Amount
24630	12/19/2023	Visual Edge IT, Inc.	1012 · Citizens Busine...		-270.12
	11/22/2023		6033 · Office Equipmen...	4-General Fund Ent.	202.58
			6033 · Office Equipmen...	1-Groundwater Ent.	13.51
			6033 · Office Equipmen...	2-Redlands Plaza/...	40.52
			6033 · Office Equipmen...	3-Land Resources	13.51
TOTAL					270.12
24631	12/19/2023	Wilbur's	1012 · Citizens Busine...		-96.39
	11/06/2023		5210 · Equipment Maint...	1-Groundwater Ent.	96.39
TOTAL					96.39
24632	12/19/2023	Xerox Financial Services	1012 · Citizens Busine...		-337.44
	12/02/2023		6033 · Office Equipmen...	4-General Fund Ent.	253.08
			6033 · Office Equipmen...	1-Groundwater Ent.	16.87
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.62
			6033 · Office Equipmen...	3-Land Resources	16.87
TOTAL					337.44
100345N	12/07/2023	PERS	1012 · Citizens Busine...		-10,764.82
			6170 · PERS Retirement	4-General Fund Ent.	1,399.43
			6170 · PERS Retirement	1-Groundwater Ent.	4,844.17
			6170 · PERS Retirement	2-Redlands Plaza/...	430.59
			6170 · PERS Retirement	3-Land Resources	1,076.48
			6170 · PERS Retirement	5-Wash Plan	753.54
			6170 · PERS Retirement	6-Active Recharge ...	2,260.61
TOTAL					10,764.82

San Bernardino Valley Water Conservation District
Director Fees Expenditure Payroll Report

November

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
12/13/2023	Corneille, R	23-Nov	\$ 2,064.00	\$ 315.45	\$ 1,748.55
12/13/2023	McDonald, M	23-Dec	\$ 774.00	\$ 66.18	\$ 707.82
12/27/2023	McDonald, M	23-Dec	\$ 1,806.00	\$ 256.74	\$ 1,549.26



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1996

To: Board of Directors

From: Angie Quiroga, Senior Administrative Analyst
Betsy Miller, General Manager

Date: January 10, 2024

Subject: Unaudited Financial Reports for December 2023

RECOMMENDATION

Review and approve the unaudited financials for December 2023.

BACKGROUND

Staff presents the previous month's unaudited financial report at the subsequent Board meeting. The reports presented here include information through December 31, 2023.

DISCUSSION

GL 4010 Interest Income continues to exceed budgeted amounts, and staff continues to evaluate appropriate investment options to maximize yield. Groundwater Charge revenue remains unchanged: Groundwater Charge statements were mailed to producers at the end of December for the July-December 2023 bi-annual billing cycle, and payments are expected to be received beginning in January. Increased Cemex mining has resulted in higher GL 4032 income due to royalty payments. Over \$100,000 in property tax revenue was received into GL 4050 in December. All other expenses are as expected. A quarterly report spreadsheet will be presented to the Finance & Administration Committee at its January 24, 2024, meeting.

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 December 2023 as presented.
2. Move to request this item be tabled and referred to the Finance & Administration Committee to reconsider specific issues discussed.

ATTACHMENTS OR MATERIALS

Graph Financials for December 2023
Profit & Loss to Date vs. Annual Budget

**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**

Betsy Miller

SBVWCD - All Enterprises Budget and Actual

December 2023

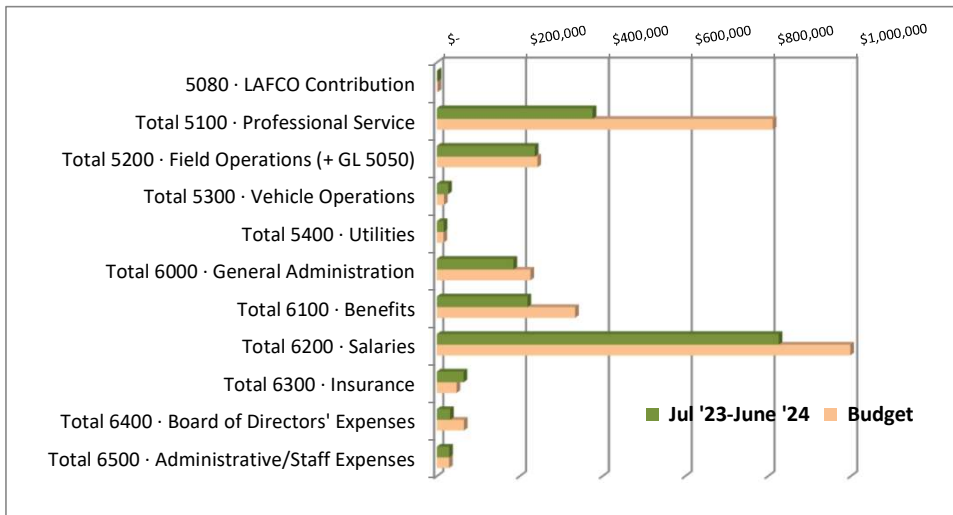
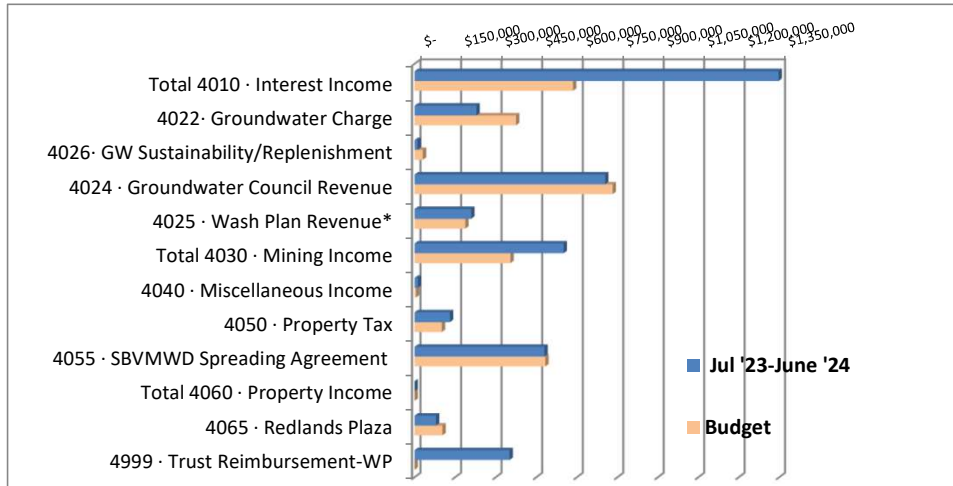
REVENUE	Jul '23-June '24	Budget
Total 4010 · Interest Income	\$ 1,347,368	\$ 585,521
4022 · Groundwater Charge	\$ 228,752	\$ 375,000
4026 · GW Sustainability/Replenishment	\$ 10,891	\$ 30,521
4024 · Groundwater Council Revenue	\$ 703,949	\$ 731,858
4025 · Wash Plan Revenue*	\$ 209,074	\$ 187,225
Total 4030 · Mining Income	\$ 550,721	\$ 354,000
4040 · Miscellaneous Income	\$ 12,056	\$ 5,000
4050 · Property Tax	\$ 130,464	\$ 100,740
4055 · SBVMWD Spreading Agreement	\$ 479,961	\$ 483,214
Total 4060 · Property Income	\$ 100	\$ 100
4065 · Redlands Plaza	\$ 78,891	\$ 103,080
4999 · Trust Reimbursement-WP	\$ 351,154	\$ -

Total Revenue \$ **4,103,381** \$ **2,956,258**

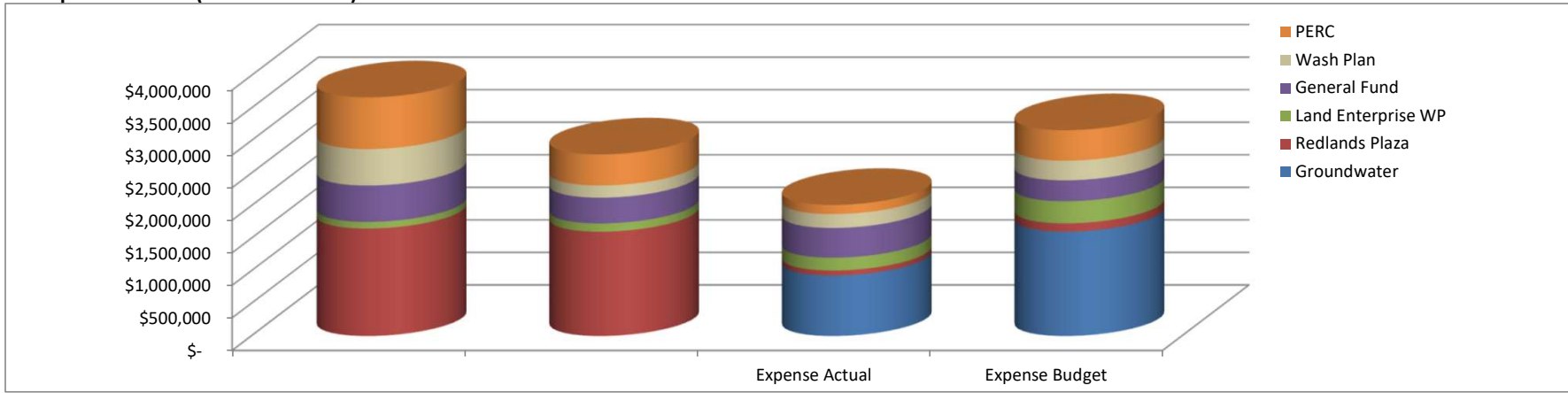
*District loans to the WP & State Permitting payments

EXPENSES Operating and Capital	Jul '23-June '24	Budget
5080 · LAFCO Contribution	\$ 2,048	\$ 2,057
Total 5100 · Professional Service	\$ 376,267	\$ 811,358
Total 5200 · Field Operations (+ GL 5050)	\$ 236,309	\$ 242,594
Total 5300 · Vehicle Operations	\$ 27,030	\$ 17,020
Total 5400 · Utilities	\$ 16,179	\$ 15,816
Total 6000 · General Administration	\$ 185,021	\$ 225,829
Total 6100 · Benefits	\$ 218,597	\$ 333,859
Total 6200 · Salaries	\$ 825,884	\$ 998,589
Total 6300 · Insurance	\$ 64,500	\$ 47,403
Total 6400 · Board of Directors' Expenses	\$ 31,989	\$ 65,038
Total 6500 · Administrative/Staff Expenses	\$ 29,793	\$ 29,138

Total Expense \$ **2,013,616** \$ **2,788,701**



Enterprises to Date (December 2023)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,651,463	\$ 1,603,146	103%
Groundwater Expense	\$ 929,327	\$ 1,250,254	74%
Revenue -Expense	\$ 722,136	\$ 352,892	
Redlands Plaza Revenue	\$ 101,510	\$ 126,491	80%
Redlands Plaza Expense	\$ 77,514	\$ 128,002	61%
Revenue -Expense	\$ 23,995	\$ (1,511)	
Land Enterprise Revenue	\$ 559,108	\$ 395,750	141%
Land Enterprise Expense	\$ 195,888	\$ 339,319	58%
Revenue -Expense	\$ 363,220	\$ 56,431	
General Fund Revenue *	\$ 695,115	\$ 516,301	135%
General Fund Expense	\$ 457,569	\$ 321,698	142%
Revenue -Expense	\$ 237,546	\$ 194,604	
Wash Plan Revenue	\$ 560,228	\$ 187,225	299%
Wash Plan Expense	\$ 212,924	\$ 300,513	71%
Revenue-Expense	347,304	(113,288)	
PERC Revenue	\$ 794,773	\$ 477,105	167%
PERC Expense	\$ 140,394	\$ 468,915	30%
Revenue-Expense	\$ 654,379	\$ 8,190	
Total All Revenue - Expense	\$ 2,348,581	\$ 497,318	

Cash Status	As of 7/1/2023	As of 12/31/23
LAIF	\$ -	\$ 1,005.22
Cal Trust	\$ 3,305,798.37	\$ -
Citizens Bank	\$ 814,215.58	\$ 1,254,445.22
UBS Financial-Gen	\$ 20,878,305.53	\$ 5,579,314.28
UBS Financial-PERC	\$ -	\$ 28,100,750.37
USBank-CAMP Gen	\$ 4,088,747.94	\$ 3,150,799.23
USBank-CAMP PERC	\$ 14,041,513.08	\$ 5,102,766.34
Total Cash	\$ 43,128,580.50	\$ 43,189,080.66
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less PERC Obligation	\$ (35,108,303.19)	\$ (34,459,686.00)
Cash Position	\$ 3,020,277.31	\$ 3,729,394.66

Increase (decrease) of \$709,117.35
Percent Increase 23.5%

* General Fund Revenue shown here does not include overhead

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

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	1,005.22	0.00	1,005.22	100.0%
4013 · Caltrust Investment Income	60,619.26	99,039.99	-38,420.73	61.21%
4015 · UBS Interest Income	935,176.10	510,000.00	425,176.10	183.37%
4016 · Interest Income CAMP	350,566.97	562,000.00	-211,433.03	62.38%
Total 4010 · Interest Income	1,347,367.55	1,171,039.99	176,327.56	115.06%
4017 · PERC Capital Income	0.00	171,900.00	-171,900.00	0.0%
4020 · Groundwater Charge				
4022 · Groundwater Charge	228,751.69	753,061.42	-524,309.73	30.38%
4024-2 · GW Council Passthrough	117,698.71	200,000.00	-82,301.29	58.85%
4024 · Groundwater Council Revenue	703,949.29	731,858.00	-27,908.71	96.19%
4026 · GW Sustainability/Replenishment	10,891.07	61,040.75	-50,149.68	17.84%
Total 4020 · Groundwater Charge	1,061,290.76	1,745,960.17	-684,669.41	60.79%
4025 · Wash Plan Revenue	209,074.46	374,450.00	-165,375.54	55.84%
4030 · Mining Income				
4031 · Plant Site - CEMEX	20,000.00	48,000.00	-28,000.00	41.67%
4032 · Cemex - Royalty / Lease	502,813.17	600,000.00	-97,186.83	83.8%
4036 · Aggregate Maintenance	27,907.36	60,000.00	-32,092.64	46.51%
Total 4030 · Mining Income	550,720.53	708,000.00	-157,279.47	77.79%
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	219.79	0.00	219.79	100.0%
4040 · Miscellaneous Income - Other	11,836.02	10,000.00	1,836.02	118.36%
Total 4040 · Miscellaneous Income	12,055.81	10,000.00	2,055.81	120.56%
4043 · Project Salary Reimbursement	8,387.12	15,000.00	-6,612.88	55.91%
4050 · Property Tax	130,464.38	141,479.29	-11,014.91	92.21%
4051 · Wash Plan Trails	0.00	66,000.00	-66,000.00	0.0%
4055 · SBVMWD Spreading Agreement Reim	479,961.36	483,213.76	-3,252.40	99.33%
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	78,890.82	206,160.35	-127,269.53	38.27%
4066 · Redlands Plaza CAM	22,518.68	46,621.41	-24,102.73	48.3%
4999 · Trust Reimbursement-Wash Plan	351,153.64	225,000.00	126,153.64	156.07%
Total Income	4,251,985.11	5,364,924.97	-1,112,939.86	79.26%
Gross Profit	4,251,985.11	5,364,924.97	-1,112,939.86	79.26%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	2,048.06	2,056.95	-8.89	99.57%
Total 5040 · Regional Programs	2,048.06	2,056.95	-8.89	99.57%
5050 · Basin Cleaning	194,062.98	250,000.00	-55,937.02	77.63%
5100 · Professional Service				
5120 · Misc. Professional Services	70,590.46	539,625.00	-469,034.54	13.08%
5122 · Wash Plan Professional Services	6,079.90	28,000.00	-21,920.10	21.71%
5123 · Habitat Management-WP	115,275.51	329,700.00	-214,424.49	34.96%
5125 · Engineering Services	4,500.00	35,000.00	-30,500.00	12.86%
5126 · GW Sustainability/Replenishment	0.00	61,040.75	-61,040.75	0.0%
5127 · Project Accounting Services	0.00	5,000.00	-5,000.00	0.0%
5128 · GC NonDistrict Facilities Maint	117,698.71	200,000.00	-82,301.29	58.85%
5130 · Aerial Photography & Surveying	0.00	2,425.50	-2,425.50	0.0%
5155 · WP Trails Professional Services	0.00	100,000.00	-100,000.00	0.0%
5160 · IT Support	17,887.19	45,625.00	-27,737.81	39.21%
5170 · Audit	29,800.00	28,500.00	1,300.00	104.56%
5180 · Legal	14,434.77	25,000.00	-10,565.23	57.74%
Total 5100 · Professional Service	376,266.54	1,399,916.25	-1,023,649.71	26.88%
5133 · Regional River HCP Contribution	0.00	30,000.00	-30,000.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	15,861.58	8,528.40	7,333.18	185.99%
5215 · Property Maintenance	2,507.57	40,000.00	-37,492.43	6.27%
5225 · Field Clean Up-Illegal dumping	23,877.00	60,000.00	-36,123.00	39.8%
Total 5200 · Field Operations	42,246.15	108,528.40	-66,282.25	38.93%
5223 · Temp. Field Labor	0.00	10,000.00	-10,000.00	0.0%
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	4,272.47	9,240.00	-4,967.53	46.24%
5320 · Fuel	22,757.56	21,560.77	1,196.79	105.55%
Total 5300 · Vehicle Operations	27,030.03	30,800.77	-3,770.74	87.76%

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

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
5400 · Utilities				
5410 · Alarm Service	468.00	1,200.00	-732.00	39.0%
5420 · Electricity	5,786.38	10,815.69	-5,029.31	53.5%
5430 · Mobile Phone	3,575.00	7,150.00	-3,575.00	50.0%
5440 · Telephone	1,643.22	3,000.00	-1,356.78	54.77%
5450 · Natural Gas	92.85	2,730.00	-2,637.15	3.4%
5460 · Water / Trash / Sewer	2,391.57	3,904.10	-1,512.53	61.26%
5470 · Internet Services	2,221.58	2,832.52	-610.94	78.43%
Total 5400 · Utilities	16,178.60	31,632.31	-15,453.71	51.15%
6000 · General Administration				
6001 · General Administration - Other	2,310.93	6,000.00	-3,689.07	38.52%
6002 · Website Administration	2,366.94	6,000.00	-3,633.06	39.45%
6004 · Meeting Expenses	1,516.34	2,200.00	-683.66	68.93%
6006 · Permits	2,767.00	15,000.00	-12,233.00	18.45%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	1,731.42	2,000.00	-268.58	86.57%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	7,334.20	10,000.00	-2,665.80	73.34%
6013 · Office Lease Payment	25,000.02	50,000.00	-24,999.98	50.0%
6015 · Mentone House Maintenance	0.00	4,000.00	-4,000.00	0.0%
6016 · Redlands Plaza Maintenance	5,324.26	47,000.00	-41,675.74	11.33%
6018 · Janitorial Services	4,915.00	10,500.00	-5,585.00	46.81%
6019 · Janitorial Supplies	372.05	375.00	-2.95	99.21%
6020 · Vacancy Marketing-Redlands Plaz	0.00	5,000.00	-5,000.00	0.0%
6024 · Computer Equip Maint.	1,296.26	3,000.00	-1,703.74	43.21%
6026 · Redlands Plaza CAM expenses	20,188.47	42,861.03	-22,672.56	47.1%
6027 · Computer Software	5,857.01	23,250.00	-17,392.99	25.19%
6030 · Office Supplies	2,244.48	12,100.00	-9,855.52	18.55%
6033 · Office Equipment Rental	3,759.21	8,000.00	-4,240.79	46.99%
6036 · Printing	2,277.95	2,500.00	-222.05	91.12%
6039 · Postage and Overnight Delivery	464.27	1,200.00	-735.73	38.69%
6042 · Payroll Processing	1,887.86	5,000.00	-3,112.14	37.76%
6045 · Bank Service Charges	584.12	10,000.00	-9,415.88	5.84%
6051 · Uniforms	1,809.46	3,115.76	-1,306.30	58.07%
6060 · Outreach	54,209.09	127,000.00	-72,790.91	42.68%
6087 · Educational Reimbursement	1,095.00	5,000.00	-3,905.00	21.9%
6090 · Subscriptions/Publications	1,398.26	3,000.00	-1,601.74	46.61%
6091 · Public Notices	0.00	3,200.00	-3,200.00	0.0%
6093 · Memberships	33,100.95	25,364.28	7,736.67	130.5%
Total 6000 · General Administration	185,020.55	444,566.07	-259,545.52	41.62%
6100 · Benefits				
6110 · Vision Insurance	1,916.46	3,776.71	-1,860.25	50.74%
6120 · Workers' Comp. Insurance	5,185.37	25,528.10	-20,342.73	20.31%
6130 · Dental Insurance	6,335.02	13,056.65	-6,721.63	48.52%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-17,937.53	-41,288.06	23,350.53	43.45%
6150 · Medical Insurance - Other	129,115.82	323,085.52	-193,969.70	39.96%
Total 6150 · Medical Insurance	111,178.29	281,797.46	-170,619.17	39.45%
6160 · Payroll Taxes-Employer	48,985.89	143,336.67	-94,350.78	34.18%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-32,722.60	-68,320.21	35,597.61	47.9%
6170.02 · 457 Plan Employee Contributions	-31,100.97			
6170 · PERS Retirement - Other	108,819.14	268,542.64	-159,723.50	40.52%
Total 6170 · PERS Retirement	44,995.57	200,222.43	-155,226.86	22.47%
Total 6100 · Benefits	218,596.60	667,718.02	-449,121.42	32.74%
6200 · Salaries				
6230 · Regular Salaries	825,883.90	1,997,177.80	-1,171,293.90	41.35%
Total 6200 · Salaries	825,883.90	1,997,177.80	-1,171,293.90	41.35%
6300 · Insurance				
6310 · Property/ Auto Insurance	7,653.37	6,374.80	1,278.57	120.06%
6320 · General Liability Insurance	56,847.00	46,295.48	10,551.52	122.79%
Total 6300 · Insurance	64,500.37	52,670.28	11,830.09	122.46%
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	-762.20	0.00	-762.20	100.0%
6401 · Directors' Fees - Other	25,350.18	105,600.00	-80,249.82	24.01%
Total 6401 · Directors' Fees	24,587.98	105,600.00	-81,012.02	23.28%

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

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
6410 · Mileage	394.98	4,840.00	-4,445.02	8.16%
6415 · Air Fare	577.96	3,906.25	-3,328.29	14.8%
6420 · Other Travel	129.01	605.00	-475.99	21.32%
6425 · Meals	1,901.00	4,235.00	-2,334.00	44.89%
6430 · Lodging	1,821.96	4,840.00	-3,018.04	37.64%
6435 · Conf/Seminar Registrations	2,576.17	6,050.00	-3,473.83	42.58%
Total 6400 · Board of Directors' Expenses	31,989.06	130,076.25	-98,087.19	24.59%
6500 · Administrative/Staff Expenses				
6510 · Mileage	3,282.23	2,750.00	532.23	119.35%
6515 · Air Fare	1,299.30	4,950.00	-3,650.70	26.25%
6520 · Travel, Other (rental car, taxi)	1,257.88	1,500.00	-242.12	83.86%
6525 · Meals	2,500.79	4,500.00	-1,999.21	55.57%
6530 · Lodging	6,417.47	6,500.00	-82.53	98.73%
6535 · Conf/Seminar Registrations	15,035.00	29,875.00	-14,840.00	50.33%
Total 6500 · Administrative/Staff Expenses	29,792.67	50,075.00	-20,282.33	59.5%
9999 · Contribution to Capital Maint.	0.00	220,000.00	-220,000.00	0.0%
Total Expense	2,013,615.51	5,425,218.10	-3,411,602.59	37.12%
Net Ordinary Income	2,238,369.60	-60,293.13	2,298,662.73	-3,712.48%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	12,000.00	-12,000.00	0.0%
Total 7000 · Construction	0.00	12,000.00	-12,000.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	28,110.80	387,999.50	-359,888.70	7.25%
7120 · Property-Land Purchase	0.00	70,000.00	-70,000.00	0.0%
7126 · PERC Engr/Prof Services	289,367.98	3,532,019.00	-3,242,651.02	8.19%
7130 · Mentone Property (House)-CapRep	29,000.00	7,000.00	22,000.00	414.29%
7140 · Mentone Property (Shop)-CapRep	110,090.83	891,649.15	-781,558.32	12.35%
7150 · Mill Creek Diversion	1,387,992.10	2,299,616.86	-911,624.76	60.36%
7151 · Mill Creek Permitting	193,164.10	285,207.27	-92,043.17	67.73%
7160 · Mendoza Property	0.00	137,000.00	-137,000.00	0.0%
Total 7100 · Land & Buildings	2,037,725.81	7,610,491.78	-5,572,765.97	26.78%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	13,691.60	10,000.00	3,691.60	136.92%
7220 · Computer Software	5,263.06	1,000.00	4,263.06	526.31%
7230 · Field Equipment / Vehicles	80,783.38	225,000.00	-144,216.62	35.9%
7240 · Office Equipment	50,894.03	54,400.00	-3,505.97	93.56%
Total 7200 · Equipment & Vehicles	150,632.07	290,400.00	-139,767.93	51.87%
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	2,188,357.88	8,037,891.78	-5,849,533.90	27.23%
Net Other Income	-2,188,357.88	-8,037,891.78	5,849,533.90	27.23%
Net Income	50,011.72	-8,098,184.91	8,148,196.63	-0.62%



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

Memorandum No. 1997

To: Board of Directors

From: Betsy Miller, General Manager

Date: January 10, 2024

Subject: Statement of Investment Policy for 2024

RECOMMENDATION

The Finance & Administration Committee recommends the Board approve the Statement of Investment Policy as presented and renew their delegation of authority for investment management responsibility to the General Manager for 2024.

BACKGROUND AND DISCUSSION

In accordance with Section 16 of the Statement of Investment Policy, the Board reviews the Statement of Investment Policy annually. In addition, the Board evaluates its delegation of authority for investment management responsibility to the General Manager on an annual basis in compliance with Section 4 of the Policy, and renews such delegation if desired in accordance with Section C.4 of Resolution 604 which defines the responsibility and authorities of the General Manager.

The current Policy was significantly revised in 2016 with additional updates in 2019 to appropriately invest funds associated with the PERC (Active Recharge Transfer) Projects. Additional minor revisions to sections 8 and 12 were recommended by PFM in their 2023 review of the Investment Policy as described below:

- Section 8: Prohibited Investments
 - The changes to Section 8 reflect updates to the code in response to 2020, when many central governments were issuing bonds with zero or negative interest rates. This clause now allows investment in such interest rates for securities issued by the US Government.
- Section 12: Max Maturities
 - This revision clarifies how maturity is determined based on the settlement date rather than the trade date, which restricts the ability to buy something that will settle more than 45 days in the future and thus limits speculation ability.

Following review at their July 26 and November 15, 2023, meetings, the Finance & Administration Committee recommends the Board review and approve the Statement of Investment Policy presented today, which is substantially consistent with the Policy adopted for 2023. Staff also recommends that the

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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

Betsy Miller

Board renew their delegation of authority to the General Manager to invest District reserves and fiduciary assets for 2024 in accordance with the Statement of Investment Policy and Agreement for Employment of the General Manager.

FISCAL IMPACT

There is no significant cost to review and approve the Statement of Investment Policy for 2024. In the case of a lapse in the Statement of Investment Policy, losses in investment income may occur.

POTENTIAL MOTIONS

1. Move to approve the Statement of Investment Policy for 2024.
2. Move to refer Statement of Investment Policy to the Finance & Administration Committee to discuss potential revisions.

ATTACHMENTS OR MATERIALS

Policy 0005-24-1 Statement of Investment Policy

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT STATEMENT OF INVESTMENT POLICY

Originally Approved: April 24, 2019

Amended: January 10, 2024

POLICY

This Investment Policy (the “Policy”) of the San Bernardino Valley Water Conservation District (the “District”) provides delegation and guidelines for the investment of the District’s surplus cash and reserves that are not required for near-term operational needs of the District. The District will invest these funds in such a manner as to comply with applicable state laws, including California Government Code Sections 53600, et seq. and Sections 53630 – 53686.

No investment shall be made unless authorized under California Government Code Sections 53600, et seq. and Sections 53630 – 53686. The District shall utilize conservative investment vehicles consistent with its objectives and investment strategies identified and listed in this document.

1. SCOPE

The Investment Policy applies to all surplus cash and reserves that are not required for near-term operational needs of the District and all investment activities of the District except for the investment of bond proceeds, which are governed by the appropriate bond documents, and any pension, other post-employment benefit funds, or any other funds held in a trust that has a separate Investment Policy.

2. PRUDENCE

The standard of prudence to be used by those authorized to invest on behalf of the District will be the “prudent investor” standard and will be applied in the context of managing an overall portfolio. The “prudent investor” standard states that:

“When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.”

3. OBJECTIVES

The primary objectives, in priority order, of the investment activities of the District are:

1. Safety—Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.
2. Liquidity—The investment portfolio will remain sufficiently liquid to enable the District to meet its cash flow requirements.
3. Return on Investment—The investment portfolio will be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into consideration the investment risk constraints of safety and liquidity needs.

4. DELEGATION OF AUTHORITY

In accordance with Government Code Section §53607, the Board of Directors hereby delegates investment management responsibility for the investment program to the General Manager, for a one-year period. Subject to review, the Board of Directors may renew the delegation of authority pursuant to this section each year. The General Manager, and the General Manager's designees, will monitor and review all investments for consistency with this Investment Policy. The General Manager may delegate day-to-day investment decision making and execution authority to an Investment Advisor. Eligible Investment Advisors must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisors Act of 1940. The Advisor will follow the Policy and such other written instructions as are provided.

Investments shall be limited to investments listed in this Policy or investments added to California Government Code with the approval of the Board. Further, any significant changes in investment strategy will be brought forth by the General Manager and/or Investment Advisor for consideration at a meeting of the Finance and Administration Committee (the "Committee"). If it is deemed necessary by the Committee, such changes in investment strategy may also be taken to the Board of Directors for approval.

5. ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process will refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials will disclose to the General Manager any material financial interests in financial institutions that conduct business within their jurisdiction, and they will further disclose any large personal financial/investment positions that could be related to the performance of the District's portfolio.

6. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The General Manager, or his/her designee, will maintain a list of financial dealers and institutions qualified and authorized to transact business with the District.

The purchase by the District of any investment other than those purchased directly from the issuer, will be purchased either from an institution licensed by the State as a broker-dealer, as defined in Section 25004 of the Corporations Code, who is a member of Financial Industry Regulatory Authority (FINRA), or a member of a Federally-regulated securities exchange, a National- or State-Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank.

The General Manager, or his/her designee, will investigate all institutions that wish to do business with the District, in order to determine if they are adequately capitalized, make markets in securities appropriate to the District's needs, and agree to abide by the conditions set forth in the District's Investment Policy and any other guidelines that may be provided. This will be done annually by requiring the financial institutions to submit in writing that they have read and will abide by the District's Investment Policy and submit its most recent Audited Financial Statement within 120 days of the institution's fiscal year-end.

If the District has retained the services of an Investment Advisor, the Investment Advisor may use its own list of authorized broker/dealers to conduct transactions on behalf of the District.

Purchase and sale of securities will be made on the basis of competitive bids and offers with a minimum of three quotes being obtained, whenever possible.

7. AUTHORIZED AND SUITABLE INVESTMENTS

The District will limit investments in any one issuer, except for U.S. Treasuries, federal agencies, U.S. instrumentalities, and pooled funds (i.e., money market funds, local government investment pools, and LAIF), to no more than 5% regardless of security type.

Where this section specifies a percentage limitation for a particular security type, that percentage is applicable only at the date of purchase. Credit criteria listed in this section refers to the credit rating category (inclusive of modifiers) at the time the security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the General Manager, or his/her designee, will perform a timely review and decide whether to sell or hold the investment. If the District has retained the services of an Investment Advisor, the Investment Advisor will notify the General Manager of such a downgrade and will recommend a plan of action.

The following instruments are hereby authorized for investment by the District. If a type of instrument is not specifically authorized by this Policy, it is not a permitted investment.

1. **U.S. Treasuries.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest.
2. **U.S. Federal Agency Obligations.** Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
3. **California State and Local Agency Obligations.** Obligations of the State of California or any local agency within the state, including bonds payable solely out of revenues from a revenue-producing property owned, controlled or operated by the state or any local agency or by a department, board, agency or authority of the state or any local agency. Obligations eligible for investment under this subdivision with maturities in excess of one year must be rated [in a rating category of "A,"](#) its equivalent, or better by two Nationally Recognized Statistical Rating Organizations ("NRSROs"). Obligations eligible for investment under this subdivision with maturities under one year must be rated [in a rating category of at least "A-1,"](#) its equivalent, or better by an NRSRO. No more than 30% of the District's portfolio may be invested in municipal obligations (combined with other state obligations, as described in section 8.4).
4. **Other State Obligations.** Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations eligible for investment under this subdivision with maturities in excess of one year must be rated [in a rating category of "A,"](#) its equivalent, or better by an NRSRO. Obligations eligible for investment under this subdivision with maturities under one year must be rated [in a rating category of at least "A-1,"](#) its equivalent, or better by an NRSRO. No more than 30% of the District's portfolio may be invested in municipal obligations (combined with California state and local agency obligations, described in section 8.3).

5. **Bankers' Acceptances.** Purchases of bankers' acceptances will have a maximum maturity of 180 days. No more than 30% of the District's portfolio may be invested in bankers' acceptances. Eligible bankers' acceptances must be rated in a rating category of at least "A-1," its equivalent, or better by an NRSRO.
6. **Commercial Paper.** Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by two NRSROs. The entity that issues the commercial paper will meet all of the following conditions in either paragraph a or paragraph b:
 - a. The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated in a rating category of "A" or higher by an NRSRO.
 - b. The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated in a rating category of "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper will have a maximum maturity of 270 days or less. No more than 25% of the District's portfolio may be invested in commercial paper. ~~The District may purchase no more than 10% of the outstanding commercial paper of any single issuer.~~

7. **Medium-Term Notes.** Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state, and operating within the U.S. medium-term notes must be rated in a rating category of "A," its equivalent, or better by an NRSRO. No more than 30% of the District's portfolio may be invested in medium-term notes.
8. **Bank Deposits.** Funds may be deposited in federally-insured or collateralized bank deposits to include, but not limited to, demand deposit accounts, savings accounts, market rate accounts, and time deposits. To be eligible to receive District deposits, the financial institution must be located in California and comply with the requirements listed in Government Code Section 53630 et. seq. The General Manager, at his/her discretion, may waive the collateralization requirements for any portion that is insured by the Federal Deposit Insurance Corporation or by the National Credit Union Administration. The District shall have a signed agreement with any depository accepting District funds per Government Code Section 53649. The final maturity of time deposits may not exceed five years. There is no limit on the percentage of the portfolio that may be invested in bank deposits. However, a maximum of ~~50% percent~~ of the portfolio may be invested in time deposits.
9. **Deposit Placement Services.** The District may invest a portion of its portfolio in deposits at a commercial bank, savings bank, savings and loan association, or credit union in the State of California (the selected depository) that uses a private sector entity that assists in the placement of deposits in the United States. The full amount of each deposit placed and the interest that may accrue on each such deposit will at all times be insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA). Additional required criteria for this investment type can be found in California Government Code Section 53601.8.

If the District also uses negotiable certificates of deposit (“CDs”) (described in section 8.10), the 30% limit applies to the combined total invested in negotiable CDs and with deposit placement services. The maximum maturity of these instruments may not exceed five years.

The District will monitor the financial institutions selected by deposit placement services to ensure that the District does not deposit more than the amount eligible for FDIC insurance in a single financial institution through non-negotiable CDs and deposit placement services.

10. **Negotiable Certificates of Deposit.** Negotiable certificates of deposit issued by a nationally- or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Eligible negotiable CDs with maturities in excess of one year must be rated in a rating category of “A,” its equivalent, or better by an NRSRO. Eligible negotiable CDs with maturities under one year must be rated in a rating category of at least “A-1,” its equivalent, or better by an NRSRO. No more than 30% of the District's investment portfolio may be invested in negotiable CDs. If the District also uses a deposit placement service (described in section 8.9), the 30% limit applies to the combined total invested in negotiable CDs and with deposit placement services.
11. **State of California's Local Agency Investment Fund (LAIF).** The State Treasurer established LAIF for the benefit of local agencies. The District can invest up to the maximum amount permitted by the State Treasurer.
12. **Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision these companies will either:
 - a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest NRSROs, or;
 - b. Have an Investment Advisor registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds and with assets under management in excess of \$500,000,000.

No more than 20% of the District's portfolio may be invested in money market funds.

13. **Local Government Investment Pools (LGIPs).** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive, of Government Code Section 53601. Each share will represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares will have retained an investment adviser that meets all of the following criteria:
 - a. The adviser is registered or exempt from registration with the Securities and Exchange Commission.
 - b. The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive of California Government Code Section 53601.

- c. The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).
14. **U.S. Instrumentalities.** United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision must be rated in a rating category of at least “AA” by an NRSRO. No more than 30% of the District’s portfolio may be invested in these obligations.
15. **Asset-Backed Securities (ABS).** A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-back certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having rated in a rating category of “A” or higher rating for the issuer’s debt as provided by an NRSRO and rated in a rating category of “AA” or its equivalent or better by an NRSRO. No more than 20% of the District’s portfolio may be invested in ABS with a maturity duration of no more than five (5) years.

8. PROHIBITED INVESTMENTS

Investments not described herein, including but not limited to stocks, inverse floaters, range notes, mortgage-derived, interest-only strips, or any security that could result in zero interest accrual if held to maturity are prohibited for purchase by the District. This prohibition does not apply to securities issued or backed by the U.S. government that could result in zero-or negative-interest accrual if held to maturity, in the event of, and for the duration of, a period of negative market interest rates. The District will not leverage or borrow money for the purpose of investing.

9. INVESTMENT POOLS

The District will complete due diligence for any pooled investments the District invests in. The General Manager will collect and evaluate the following information for each pool/fund:

- Permitted investments and objectives
- Description of interest calculations
- Method/frequency of interest distribution
- Treatment of gains and losses
- Method/frequency of audits
- Description of eligible investors
- Limits/minimum account sizes, type of assets, transaction sizes, and number of transactions
- Limits on withdrawals
- Frequency of statements and reporting of underlying investments
- Reserves or retained earnings
- Fee schedules

10. COLLATERALIZATION

Collateralization is required for deposits. Deposits must be collateralized as specified under Government Code Section 53630, et seq. The District, at its discretion, may waive the collateralization requirements for any portion that is covered by federal deposit insurance. Funds

may be deposited in active or inactive accounts, but may not exceed the total paid-up capital and surplus in any depository.

11. SAFEKEEPING AND CUSTODY

All deliverable securities owned by the District will be kept in safekeeping/custody by a third-party bank's trust department. All trades of marketable securities will be executed (cleared and settled) on a delivery vs. payment (DVP) basis to ensure that securities are deposited in the District's safekeeping/custody bank prior to the release of funds.

12. MAXIMUM MATURITIES

~~Maturities will be based on a review of cash flow forecasts. Maturities will be scheduled to permit the District to meet all projected obligations.~~

For purposes of compliance with this section, an investment's term or remaining maturity shall be measured from the settlement date to final maturity. A security purchased in accordance with this section shall not have a forward settlement date exceeding 45 days from the time of investment.

The purchase of U.S. Treasuries, Federal Agencies and Municipals with maturities in excess of five years is permitted, subject to the following constraints: U.S. Treasuries, Federal Agencies and Municipals shall have a maximum maturity at time of purchase of eleven years or less. This change to the investment policy [was](#) approved by the Board of Directors on April 24, 2019.

13. INTERNAL CONTROLS

The General Manager will establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

14. PERFORMANCE STANDARDS

The District will establish a performance benchmark consistent with its investment strategy and supportive of its investment objectives.

15. REPORTING REQUIREMENTS

The General Manager shall submit a monthly report of investment transactions, if any, that is in accordance with California Government Code §53607. In addition, on a regular basis, the General Manager may provide the Board of Directors with a report that shall disclose, at a minimum, the following information about the risk characteristics of District's portfolio: ~~A~~a listing of District assets showing par value, cost, and market value of each security, type of investment, issuer name, credit quality, coupon rate, and yield to maturity at cost. This report may also include a statement of compliance with the Investment Policy, including a schedule of any transactions or holdings which do not comply with this Policy or with the California Government Code, if any, including a justification for their presence in the portfolio and a timetable for resolution, and a statement that the District has adequate funds to meet its cash flow requirements for the next six months.

These reports shall also contain any additional information as is requested by the Board of Directors.

16. INVESTMENT POLICY ADOPTION AND REVIEW

The District's Investment Policy is hereby adopted by the District's Board of Directors. This Policy will be reviewed annually by the Board of Directors and any modifications made thereto must be approved by the

Board of Directors.

17. GLOSSARY

See attached **Appendix A**.

APPENDIX A GLOSSARY

AGENCIES: Federal agency securities and/or Government-sponsored enterprises.

BENCHMARK: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

BROKER: A broker brings buyers and sellers together for a commission.

CERTIFICATE OF DEPOSIT (CD): A deposit with a specific maturity evidenced by a Certificate. Large- denomination CDs are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies. California Government Code Sections 53630 – 53686 et seq. mandate the collateral requirements for public funds in the state of California.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per entity.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

PORTFOLIO: Collection of securities held by an investor.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)- registered securities broker-dealers, banks, and a few unregulated firms.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

APPENDIX A

SEC RULE 15(C)3-1: See Uniform Net Capital Rule.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1998

To: Board of Directors

From: David B. Cosgrove, General Counsel

Date: January 10, 2024

Subject: Amendment to 2003 Agreement with Robertson’s Ready Mix to Include Advanced Transfer Premises under the Original 1992 Lease

RECOMMENDATION

Approve the attached “Amendment to 2003 Agreement” with Robertson’s Ready Mix, authorize the Board President to sign same on behalf of the District, and find that the action so doing is covered under CEQA by way of the Wash Plan EIR/EIS and that no further environmental review is warranted.

BACKGROUND AND DISCUSSION

On October 5, 1992, the Board approved the District to enter into a “Lease Agreement for Mineral Excavation” with Robertson’s Ready Mix, which was signed on October 5, 1992 (“Original Lease”). The Original Lease provided a defined “Premises” owned by the District in Section 10, upon which Robertson’s might conduct sand and gravel mining and processing operations pending receipt of permits to be obtained by Robertson’s from regulatory agencies. Following new permitting requirements to address the listing of the San Bernardino kangaroo rat as endangered, the District and Robertson’s entered into an “Agreement” on August 11, 2003, effectively suspending Robertson’s permitting obligations under the Original Lease while Wash Plan efforts proceeded. Under this 2003 Agreement, the “Premises” as defined under the Original Lease were to transfer to Robertson’s allocated portion of the new mining area under the Upper Santa Ana River Wash Habitat Conservation Plan (Wash Plan) after the land transfers and permitting were completed. The Wash Plan effort ultimately resulted in the issuance of an Incidental Take Permit from the United States Fish and Wildlife Service in 2020, the Wash Plan land exchange with the BLM is now in its final processing stages, and the District is processing and expects to finalize a Certificate of Inclusion with Robertson’s in the near future. In 2022, the San Bernardino kangaroo rat was listed by the State of California as an endangered species, and a 2081 permit from the California Department of Fish and Wildlife for the proposed mining is forthcoming.

Unfortunately, these delays in 1) permitting and 2) processing the land exchange have resulted in the need to move forward with additional mining areas as soon as possible, pending all final approvals for Robertson’s to mine the “Transfer Premises” as contemplated in 2003. As a result, Robertson’s has requested the District’s cooperation in accelerating permitting of an approximately 50-acre piece of

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Division 1:
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Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

property already owned by the District, and included in the Wash Plan mining areas. This area is generally depicted in the map included with the Attachment to this report.

The District supports acceleration of permitting on the 50-acre piece, to avoid potential negative impacts to Robertson's and the regional economy. However, the 50-acre piece is not covered under the Original Lease, and the 2003 Agreement did not contemplate piecemeal inclusion of the Transfer Premises. To address this situation, the District proposes to accelerate the transfer of the 50-acre piece, denominated the "Advanced Transfer Premises," to assure that any mining that may occur there will fall within the Original Lease and will count toward the rights and obligations of both parties under it. The "Amendment to 2003 Agreement" now presented for approval is designed to do precisely that.

In July 2020, the District approved the EIR/EIS for all Wash Plan activities, including mining on the Advanced Transfer Premises, as part of the Covered Activities. No conditions under CEQA regulations 15162 have occurred since that date that would trigger the need for additional environmental review. Approving the Amendment to 2003 Agreement would not generate any significant environmental effects not analyzed under that document. The inclusion of the Advanced Transfer Premises provides business terms for mining activity on that piece but does not otherwise change the physical circumstances under which the mining activity analyzed for the Wash Plan will occur, and there are no new mitigation measures identified that were not analyzed in the EIR/EIS. Therefore, additional environmental review is not necessary.

FISCAL IMPACT

Approval of the recommended action would not result in fiscal impact to the District. Failure to approve the recommended action could result in significant delays or decreases in future mining revenue as the Advanced Transfer Premises fall within production contemplated under the Original Lease, and absent other agreement between the parties, will count toward realizing the twelve million ton prepaid royalty amount secured by Robertson's original deposit of \$5,000,000 with the District in 1992.

POTENTIAL MOTIONS

1. Approve the Amendment to 2003 Agreement, authorizing the Board President to sign on the District's behalf, and make a finding that the EIR/EIS for the Upper Santa Ana River Wash Habitat Conservation Plan adequately addresses the approval of the Amendment under the California Environmental Quality Act.
2. Refer the matter to the Operations Committee to review and provide alternative directions to staff.
3. Provide other directions to Staff.

ATTACHMENTS

Amendment to Agreement of August 11, 2003

AMENDMENT TO AGREEMENT OF AUGUST 11,
2003

This AMENDMENT TO AGREEMENT OF AUGUST 11, 2003 (“Amendment”) is entered into this 10TH day of January, 2024, by and between the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT, a political subdivision of the State of California, and a Water Conservation District duly formed and existing under Water Code sections 74000 et seq., (“District”); and ROBERTSON'S READY MIX LTD., a California Limited Partnership (“Robertson's”). This Amendment is entered into in consideration of all of the following:

RECITALS:

- A. District and Robertson’s entered into that certain “Lease Agreement for Mineral Excavation” dated October 5, 1992. (“Original Lease”) The Original Lease provided a defined “Premises” owned by the District, upon which Robertson’s might conduct sand and gravel mining and processing operations.
- B. The Original Lease required Robertson's to secure any and all required permits to conduct its sand and gravel mining operations on the Premises. This effort was delayed by the listing of the San Bernardino kangaroo rat as a federally endangered species under the Federal Endangered Species Act (“FESA”), among other regulatory hurdles.
- C. Beginning in or around 1993, the District initiated a multi-agency, private-public partnership initiative to provide comprehensive planning for then-conflicting existing and proposed land uses for the Upper Santa Ana River Wash, which included the Premises under the Original Lease, and implicated Robertson's' proposed sand and gravel mining operations, as well as those of others, in the region. This initiative, originally denominated “Plan B,” later developed into the Upper Santa Ana River Wash Habitat Conservation Plan (“HCP”), with an attendant Implementing Agreement (“IA”) between District as lead permittee and the United States Fish and Wildlife Service (“USFWS”) as issuer of an Incidental Take Permit under the FESA, and a Memorandum of Understanding to Implement the Habitat Conservation Plan and Associated Implementing Agreement" ("MOU") among the initiative's participants. This initiative is generally referred to as the "Wash Plan."
- D. Under the Wash Plan, the Premises under the Original Lease was contemplated to be preserved for groundwater recharge and habitat preserve establishment and operation, while the mining activity, contemplated under the Original Lease and other mining leases the District had entered into, was to be transferred to other lands, more closely proximate

to then-existing mining disturbances. The concept was to transfer the Premises under the Original Lease, and other leased mining lands, to property to be made newly available for mining under a land exchange the District was to pursue with the United States Bureau of Land Management. Those efforts remain underway.

- E. On or about August 11, 2003, District and Robertson's entered into an "Agreement," ("2003 Agreement") which halted performance and permitting deadlines under the Original Lease, pending development and anticipated approval of the Wash Plan and its various required permits and agreements (which it called the "Concept Plan"). The 2003 Agreement included the concept of a "Premises Transfer Date," defined as the date the Premises under the Original Lease would transfer to Robertson's proportionate allocated share of the property made newly available for mining under the Wash Plan (which it termed the "Robertson's WPA Allocation"). The 2003 Agreement made no provision of a phased or partial transfer of the Original Lease Premises to the Robertson's WPA Allocation.
- F. District has secured an Incidental Take Permit for the Wash Plan from USFWS, and is in the final stages of completing the Wash Plan land transfer with BLM. District was requested by the Wash Plan participants, and agreed, to pursue additional California Endangered Species Act ("CESA") permitting, made necessary in part by the listing of the San Bernardino Kangaroo rat as a California Endangered Species by the California Fish and Game Commission. That effort is ongoing, but has been slowed by the California Department of Fish and Wildlife's stated reluctance to issue CESA incidental take permits ("ITPs") for the entirety of the Wash Plan's newly available mining area, or even of the entirety of the Robertson's WPA Allocation.
- G. Robertson's has determined its operational needs would better be served by severing a portion of the lands it is contemplated to have newly available for mining under the Wash Plan, to see if CDFW will issue its State CESA ITPs more expeditiously, if the scope of initial Robertson's' additional mining is limited. As such, Robertson's has defined an area of approximately fifty (50) acres legally described in Exhibit A hereto and more generally depicted in the map attached hereto as Exhibit B ("Advanced Transfer Premises"), which is a portion of the Robertson's WPA Allocation that is already owned by District, and therefore need not await final completion of the Wash Plan BLM land exchange to permit State CESA ITP processing, and ultimately, active mining. Robertson's has requested District's assistance in attempting to secure a State CESA ITP for the Advanced Transfer Premises, ahead of and separate from any State CESA ITPs that may be applicable for the Wash Plan as a whole.
- H. The parties hereto, therefore, desire to accelerate the "Premises Transfer Date" under the 2003 Agreement solely for the Advanced Transfer Premises, to permit such expedited State CESA ITP issuance to proceed, and to define their respective rights and obligations regarding Robertson's occupancy and use of the Advanced Transfer Premises once such State CESA ITPs are secured. Towards that end, the parties now enter into this Amendment.

AGREEMENT

1. Recitals. The foregoing recitals are true and correct, and are incorporated as part of this Amendment as though fully set forth herein.

2. Premises Transfer Date for Advanced Transfer Premises. The effective date of this Amendment, meaning the date this Amendment is signed by both parties, shall be the Premises Transfer Date, as that term is used in the 2003 Agreement, for the Advanced Transfer Premises only. From and after such date, the Advanced Transfer Premises shall be governed by, and subject to, the Original Lease, as modified by the 2003 Agreement, including Paragraph 3.2 relating to Robertson's obligations to secure permitting, which shall apply to the Advanced Transfer Premises. The transfer of the Advanced Transfer Premises shall not trigger the end of the Concept Plan Term as defined in Section 1.7 of the 2003 Agreement as to the remainder of the Premises, and the Concept Plan Term, and the provisions of Section 2.2 of the 2003 Agreement relating to suspension of Robertson's Duty to Obtain Permits, shall continue as to those portions of the Premises not identified as the Advanced Transfer Premises.

3. Original Lease and 2003 Otherwise Unaffected. Except as specifically modified herein, the Original Lease (as modified by the 2003 Agreement), and the 2003 Agreement, remain valid and effective, and are otherwise unaffected by this Amendment.

Entered into effective the date this Amendment is signed by both parties.

ROBERTSON'S READY MIX, LTD.,

a California limited partnership

By: Robertson's Ready Mix, Ltd.

a California corporation

Its General Partner

By: _____

Its: President

Date: _____

SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT,
a political subdivision of the State of California

By: _____

Melody McDonald

Its: President of the Board of
Directors

Date: _____

State of California)
) ss.
County of Riverside)

On _____, 2024, before me _____,
notary public, personally appeared _____, personally known to me (or
proved to me on the basis of satisfactory evidence) to be the person whose name is
subscribed to the within instrument and acknowledged to me that he executed the same in
his authorized capacity, and that by his signature on the instrument the person, or the entity
upon behalf of which the person acted executed the instrument.

Witness my hand and official seal

State of California)
) ss.
County of Riverside)

On _____, 2024, before me _____,
notary public, personally appeared _____, personally known to me (or
proved to me on the basis of satisfactory evidence) to be the person whose name is
subscribed to the within instrument and acknowledged to me that he executed the same in
his authorized capacity, and that by his signature on the instrument the person, or the entity
upon behalf of which the person acted executed the instrument.

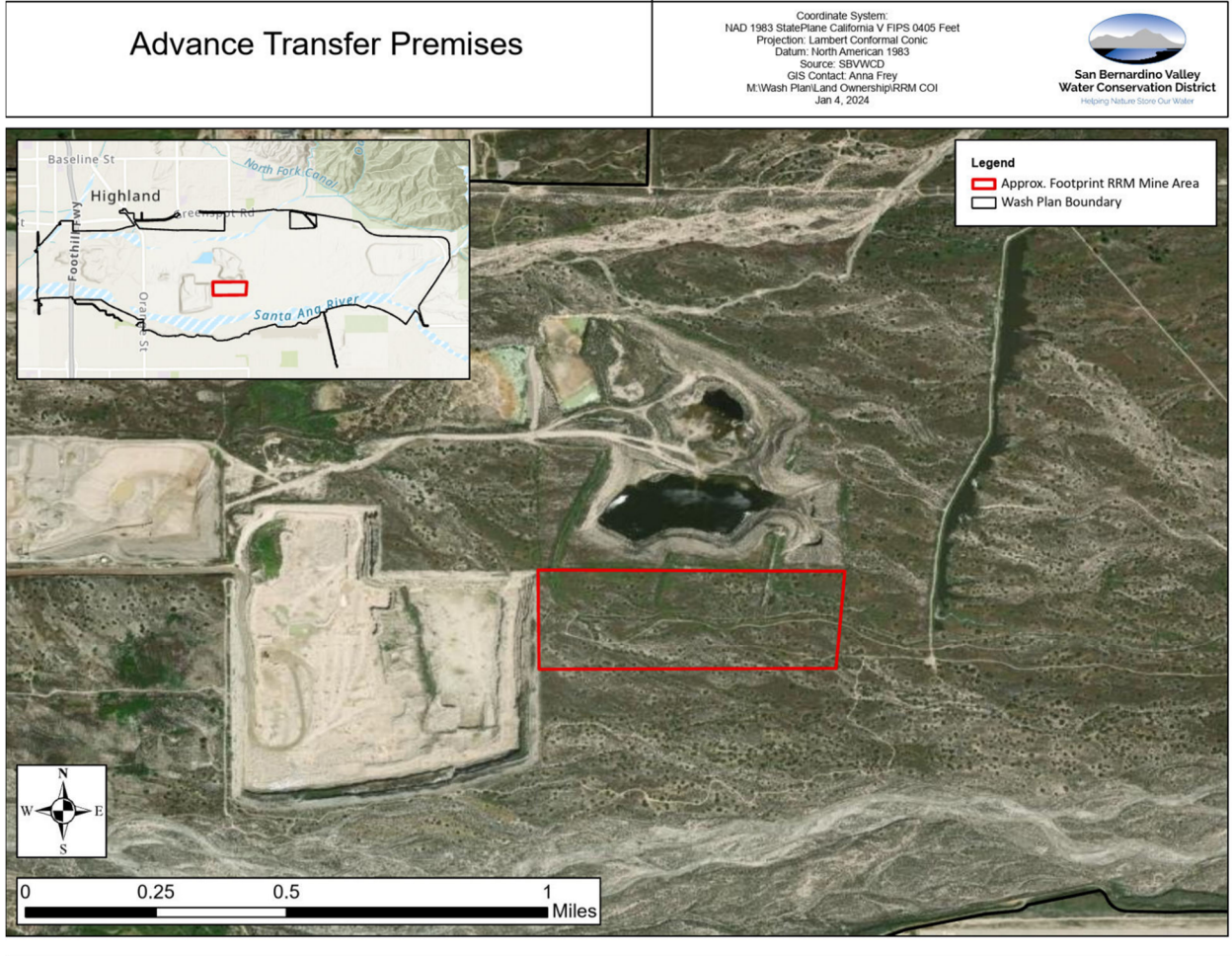
Witness my hand and official seal

EXHIBIT A
LEGAL DESCRIPTION TO ADVANCED TRANSFER PREMISES

(TO BE PROVIDED PRIOR TO RECORDING)

EXHIBIT B

MAP OF ADVANCED TRANSFER PREMISES





San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1999

To: Board of Directors
From: Betsy Miller, General Manager
Date: January 10, 2024
Subject: Agreement for Consulting Engineering Services with E-PUR LLC

RECOMMENDATION

Authorize an Agreement for Consulting Engineering Services with E-PUR LLC to support the PERC and other District engineering needs in an amount not to exceed \$90,489.

BACKGROUND AND DISCUSSION

On November 14, 2018, the Board approved the Partnership Agreement for Joint Active Recharge Project Development under the Upper Santa Ana River Habitat Conservation Plan (HCP) with San Bernardino Valley Municipal Water District, which provided conservation easements on Conservation District-owned lands to meet HCP mitigation requirements in exchange for funds dedicated to increasing local groundwater recharge through analysis, design, and construction of specific planned active recharge projects initially conceptualized by Valley District (e.g., PERC projects). During the five years of the Partnership Agreement to date, the Conservation District team has undertaken feasibility studies for nine potential recharge locations, which are currently in process with key analyses underway.

To ensure continued progress on these projects following the retirement of the PERC Engineer on December 31, 2023, staff recommends the Board authorize an Agreement for Consulting Engineering Services with E-PUR LLC to support PERC and other District engineering needs in an amount not to exceed \$90,489. Specifically, the Agreement proposes a minimum of 27 hours per week, and up to a maximum of 40 hours per week, of consulting engineering services to support the District's in-house engineering team with the PERC projects, regional inter-agency coordination, operations, and facilities maintenance, and habitat restoration, over a four-month period. The attached Agreement includes details on the scope of projects to be supported, terms, compensation, expense reimbursement, and termination.

FISCAL IMPACT

Approval of the recommended action would result in an expenditure of up to a total of \$90,489 from GL 7126 PERC Engineering/Professional Services and 5120 Professional Services.

POTENTIAL MOTIONS

1. Authorize an Agreement for Consulting Engineering Services with E-PUR LLC to support PERC and other District engineering needs in an amount not to exceed \$90,489.
2. Provide other directions to staff.

ATTACHMENTS

Consulting Engineering Services with E-PUR LLC

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Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

AGREEMENT FOR CONSULTING ENGINEERING SERVICES

This AGREEMENT FOR CONSULTING ENGINEERING SERVICES (“Agreement”) is entered into and effective the 16th of January, 2024, (“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 E-PUR LLC an Oregon Limited Liability Company licensed to do business in California (“Consultant”) on the terms and conditions stated herein.

1. Duties of Consultant

A. District hereby agrees to retain Consultant, and Consultant hereby accepts such retention with District, as District’s Senior Consulting Engineer, beginning on the Effective Date. The Consultant shall report to the District’s General Manager and shall provide professional technical services, which include the following:

(1) Formulate and oversee feasibility studies, design, construction bidding, and award processes, including formulation of contract specifications therefor, and initial operation and maintenance of facilities contemplated as part of the District’s Program for the Expansion of Recharge Capacity (“PERC”). The PERC is a regional water conservation and groundwater storage enhancement project, under which the District is investigating the possibility of joint use of properties and facilities of the San Bernardino County Flood Control District (“Flood”) for both flood control and water storage and groundwater recharge activities, as well as improvements to the District’s Mill Creek Groundwater Recharge Facility.

(2) Assist in regional coordination initiatives the District is leading or participating in with other agencies, such as the reformulation of the Exchange Plan, development of a Salt Nutrient Management Plan, Groundwater Council renewal and equitable allocation model refinements, Southern California Edison East End Electrical Facility acquisition efforts, litigation consulting for the Endangered Habitats League et al. v. Army Corps of Engineers litigation, Enhanced Recharge Project construction coordination, Basin Optimization study, Forecast Informed Reservoir Operations for Seven Oaks Dam, etc.

(3) Provide technical advice and support on the District’s habitat preserve establishment, management, and enhancement efforts, and restoration of natural processes, including sediment transport studies, High Flow Study recommendation implementation, Wash Plan Habitat preserve management implementation and refinement, consulting with the San Bernardino Valley Conservation Trust on its Wash Plan and community mitigation programs, Plunge Creek project monitoring, evaluation, and potential expansion, etc.

(4) Provide generalized engineering duties and assistance, including oversight of the preparation of the District’s annual Engineering Investigation, oversight of the District’s mining leases and permits, oversight of the collection and compilation of data for the Daily Flow Report, staff development, and mentoring, oversight of development of a Facilities Maintenance Plan, permitting and construction of a new shop facility, assistance with outside consultant oversight on the expansion of the Integrated Santa Ana River Model, preparation and presentation of engineering updates to the Board of Directors at its monthly meetings, property management

assistance for engineering issues arising from the District's facilities, including Redlands Plaza, and other general engineering-related duties as may be assigned by the General Manager.

B. Term of Agreement

This Agreement shall commence as of January 16, 2024 and shall remain in effect until May 17, 2024 (a period of 18 weeks), unless terminated earlier in accordance with the provisions of this Agreement. This Agreement may be extended beyond its initial termination date by mutual written Agreement of the parties, for an additional term as may be mutually agreeable.

C. On-Site Presence

Consultant shall be entitled to the use of District offices, facilities, computer equipment, support staff, and supplies while on-site at District offices, subject to the approval of the General Manager. The parties acknowledge, understand, and agree that personally interfacing with District staff, and District's intergovernmental and private partners, will be an important part of Consultant's anticipated duties, and toward this end, Consultant shall be present at the District offices in the performance of his duties for no less than three (3) weeks per six (6) weeks during the term of this Agreement.

D. Representation

Consultant shall be entitled to and shall utilize the email and information technology (IT) infrastructure of the District, for example its email domain and nomenclature assigned, when performing Services for the District under the Agreement. Consultant shall represent the District as an adjunct staff member of the District when interacting with the public and District project and community stakeholders. Consultant shall not have any delegated authority on behalf of the District under this Agreement but will serve in a review and advisory capacity when providing his Services.

2. Termination

This Agreement may be terminated by either party, with or without cause upon no less than thirty (30) day's written notice to the other party. In the event of such termination, Consultant and District may, by mutual Agreement, extend Consultant's termination date beyond the thirty (30) day notice period, or provide for an earlier termination date, before expiration of the thirty (30) day notice period.

3. Compensation

Consultant shall be paid monthly for services rendered, based upon an anticipated work schedule of twenty-seven (27) hours per week ("work schedule"), at a monthly retention of sixteen thousand dollars (\$16,000.00) over the four-month term of this Agreement. Time requested and authorized by the General Manager beyond 27 hours per week in a month (based on a 4.5 week month) shall be compensated at an hourly rate of \$113.20/hour. Provided that Consultant is not in default under the terms of the Agreement, Consultant shall be paid upon receipt of an invoice at the end of each month, reflecting a general description of the work performed, and time over the anticipated work schedule authorized and approved by the General Manager.

Consultant 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.

4. Expense Reimbursement

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

5. Standard of Care: Compliance with Law

Consultant agrees that the Services provided under the Agreement shall be performed in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession practicing contemporaneously under similar conditions, circumstances, and in a similar locality, and in accordance with the generally accepted industry standards prevailing at the time the Services are performed. No other provisions of this Agreement, or in any of Consultant's work products, will impose a higher standard of care. Consultant shall comply with all applicable federal, state, and local laws, ordinances, regulations, and permits in effect at the time of performing the Services

6. Insurance

Consultant shall maintain the following insurance coverage and policies: Commercial General (\$1,000,000 per occurrence), Contractual Liability Insurance (\$1,000,000 per claim), Comprehensive Automobile Liability for Non-Owned and Hired Automobiles Insurance (\$1,000,000 per occurrence), Environmental Professional Liability (\$1,000,000 per claim) and Pollution Legal Liability (\$1,000,000 per claim)

7. Integration

This Agreement contains the entire Agreement between the District and Consultant, and supersedes any and all prior negotiations, representations, or agreements, oral, 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.

8. 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.

9. Governing Law

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

10. Confidentiality

All communications between Consultant, District, and District's attorneys will be regarded as confidential. This Confidentiality provision shall remain in effect beyond the term of this Agreement.

11. Conflicts of Interest.

Consultant shall not undertake to perform any services for other persons or entities which will prevent Consultant from performing the Services under this Agreement. Consultant shall not perform any services for other persons or entities that may adversely affect District's interests unless District consents in writing, after full and complete disclosure; such consent shall not be unreasonably withheld. Where a potential conflict of interest exists, the Consultant shall promptly disclose and discuss such potential conflict with the District.

12. Dispute Resolution.

In the event of any dispute, claim, cause of action, or other disagreement arising from or relating to this Agreement, the complaining party shall notify the non-complaining party, by certified mail, of the existence of a claim or dispute. The parties shall, in good faith, use their best efforts to settle such dispute, claim, and cause of action, question, or disagreement. If they do not reach a just and equitable solution satisfactory to both parties within thirty (30) calendar days after receipt of the written notice, then the parties agree to submit the dispute to mediation.

In the event that a claim is made by one party against the other, at law or otherwise, for any alleged error, omission, or other act arising out of the performance of the Services or any breach of the Agreement, then the substantially prevailing party shall be entitled to recover all costs and fees, including but not limited to, attorney's fees, expert witness fees, and court costs, and including costs and fees of appeal, from the non-prevailing party. [The remainder of this page is intentionally left blank.]

13. Severance

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

Dated: January 10, 2024

SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT

By: _____
Melody McDonald, President
"District"

Dated: January 10, 2024

By: _____
Mr. John M. Lambie , P.E., C.E.G., P.G.
"On Behalf of Consultant E-PUR LLC"



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 2000

To: Board of Directors
From: Betsy Miller, General Manager
Date: January 10, 2024
Subject: District Board Priorities for 2024

RECOMMENDATION

Review, provide feedback, and consider approval of the 2024 District Board Priorities.

BACKGROUND AND DISCUSSION

Preparation of annual Board priorities provides an opportunity for Directors to discuss and provide direction on District projects, tasks, and goals based on staff and financial considerations. Since 2012, the Board has adopted annual Board Priorities based on the District's Strategic Plan.

In 2023, staff completed six of the District Board Priorities:

- Priority 1: Existing Groundwater Recharge Operations
- Priority 3: Mill Creek Diversion Permits (401, 404, 408, 1600, ESA)
- Priority 4: Mill Creek Diversion Construction Complete
- Priority 7: Wash Plan Natural Resources Management Plan
- Priority 9: Five-Year Strategic Plan Update
- Priority 10: Renew Groundwater Council Agreement.

In addition, staff made measurable progress on five of the remaining District Board Priorities:

- Priority 2: PERC Feasibility Studies
 - Geotechnical testing completed at accessible sites, revised average annual storm analyses prepared, basin routing and sediment transport models in development
- Priority 6: Wash Plan – Land Exchange and ROW
 - Received draft Patent and General Warranty deed
- Priority 8: Mill Creek Operations Permitting
 - Submitted draft Safe Harbor Agreement for USFWS review, preparing second draft incorporating responses to USFWS comments
- Priority 11: Apply and Secure Grant Funding for PERC Projects

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GENERAL MANAGER

Betsy Miller

- Application submitted for U.S. Bureau of Reclamation WaterSmart grant for PERC projects
- Award of Bureau of Land Management grant to the San Bernardino Valley Conservation Trust for removal of invasive grass on District property
- Priority 12: Mentone Shop Design and Permitting
 - Design completed
 - County permit expected in early 2024

Staff has prepared a draft matrix of priorities for 2024 for review, discussion, and ranking by our Directors with estimated resource needs and associated Strategic Plan 2024-2028 goals (see Attachment). The priority projects for 2024 include initial operation of the newly-completed Enhanced Recharge basins, the PERC projects, BLM land exchange, construction of the Mentone Shop, permitting of groundwater recharge facilities and other Wash Plan Covered Activities, development of a prioritized facilities maintenance plan, adopting an MOU with the City of Redlands for the Wash Plan trail system, preparing a Communications and Engagement Plan, expanding the Integrated SAR Model to understand the effects of the District's recharge on the Bunker Hill Groundwater Basin, analyzing the first three years of Wash Plan SBKR data, and continuing to apply for and secure grant funding.

FISCAL IMPACT

The approved FY24 budget, including approved staff positions, includes the resources necessary to accomplish the draft Board Priorities for 2024 with the potential exceptions of Priority 2: Operate Enhanced Recharge Basins and Priority 13: Initiate Final Design for Top Priority PERC Project. Additional funding/staffing needs for these priorities, if any, will be presented for Board evaluation as part of the FY25 budget planning and approval process.

POTENTIAL MOTIONS

1. Move to approve the District Board Priorities for 2024 as presented.
2. Move to approve the District Board Priorities for 2024 with specific changes.
3. Move to provide direction to staff to evaluate specific changes for incorporation into the matrix and place the revised matrix on the February agenda for approval.
4. Move to table the item to a future meeting of the Board.

ATTACHMENTS

2023 Final Board Priorities Report
Draft 2024 Board Priorities Matrix

SBVWCD Board Priorities 2023

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.	Project	Board Priority	Projected Completion	Resource Needs	Links to	Plan Goal
1	Existing Groundwater Recharge Operations	1	Ongoing	👤👤👤 \$\$\$	⇒	1
2	Active Recharge Transfer Projects Feasibility Studies	1	Dec-23	👤👤👤 \$\$\$	⇒	1
3	Mill Creek Diversion Permits (408, 401, 404, 1600, ESA)	1	May-23	👤👤 --\$	⇒	1
4	Mill Creek Diversion Construction Complete	1	Dec-23	👤👤👤 --\$	NEW	1
5	Wash Plan State and Waters Permits Issued	1	Jul-23	👤👤 \$\$	⇒	4
6	Wash Plan - Land Exchange and ROW	1	Sep-23	👤👤👤 \$\$	⇒	4
7	Wash Plan Natural Resources Management Plan	1	Jul-23	👤-\$	⇒	4
8	Mill Creek Operations Permitting	1	Dec-23	👤👤👤 \$\$\$	⇒	1
9	Five Year Strategic Planning Update	1	Jul-23	👤👤 --\$	NEW	N/A
10	Renew Groundwater Council Agreement	1	Jun-23	👤👤 --\$	NEW	1
11	Apply and Secure Grant Funding for ARTP Projects	1	Dec-23	👤👤👤 \$\$\$	NEW	4
12	Mentone Shop Design and Permitting	2	Jun-23	👤👤 \$\$	⇒	1
13	Mentone Shop Construction Complete	2	Dec-23	👤👤👤 \$\$\$	NEW	1
14	Wash Plan Trails MOU Approval	2	May-23	👤👤 \$	⇒	3
15	Community Mitigation Conservation Easements	3	Oct-23	👤👤 \$\$	⇒	4
16	Initiate ARTP Final Design	3	Dec-23	👤👤 \$\$\$	NEW	1/2

Priority Key		Staffing and Program Key		
1	Must Do in 2023/24 <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	District/GFE

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

SBVWCD BOARD PRIORITIES 2024

Priorities are set by the Board as special efforts or emphasis items for the General Manager and staff for the coming year.



#	Item	Priority	Projected Completion	Relative Staff Effort	Relative Financial Cost	Strategic Plan Goal #
1	Groundwater Recharge Operations	1	Ongoing	High	Medium	1A, 2A, 2B
2	Operate Enhanced Recharge Basins	1	3/2024	Medium	Medium	1A
3	PERC Project Feasibility Studies	1	9/2024	High	High	1B, 2C
4	Wash Plan BLM Land Exchange	1	4/2024	Medium	Medium	3A
5	Mentone Shop Permitting and Construction	1	5/2024	Medium	High	1A, 2A, 7G
6	Wash Plan State/Waters Permits	1	6/2024	Medium	Medium	2D
7	Facilities Maintenance Plan	2	7/2024	Medium	Low	2B
8	Mill Creek Operations Safe Harbor Agreement	2	8/2024	Medium	Low	2D
9	Wash Plan Trails MOU	2	9/2024	Medium	Low	3E
10	Communications and Engagement Plan	2	5/2024	Medium	Medium	4, 5
11	Expand Integrated SAR Model to Incorporate Recharge	2	8/2024	Low	Medium	4A
12	Analyze Wash Plan SBKR Data	2	10/2024	Medium	Low	3A
13	Initiate Final Design for Top Priority PERC Project	2	12/2024	High	High	1B, 2C
14	Apply for and/or Secure Grant Funds	3	12/2024	Medium	Medium	6E

Priority	Definition
1	Complete in 2024
2	Based on resources
3	If possible, as needed

SBVWCD MISSION

As one of California's first sustainable groundwater replenishment agencies, the District proactively recharges water, improving supply for the benefit of water users, local businesses, and native flora and fauna in a financially responsible way.

The District leverages our unparalleled expertise as stewards of the water and land, responsibly innovating in water and habitat conservation, harmonizing, and enhancing working landscapes, and enriching open space as a community asset.

GOAL TOPICS FROM STRATEGIC PLAN 2024–2028

IMPORTANT: Below is a list of the Goal **topics** presented in the SBVWCD Strategic Plan 2024–2028. The language is extremely abbreviated and should be read in conjunction with the Strategic Plan document. The list is provided as a key to the Board Priorities listed on the left side of this sheet and should not be construed as a full representation of the District's Strategic Goals.

Goal 1: Water Supply Reliability through Groundwater Recharge

- 1A. Groundwater spreading basins
- 1B. Supplemental supply sources

Goal 2: Infrastructure Expansion and Operations Optimization

- 2A. Operations management
- 2B. Facility-wide maintenance assessments
- 2C. PERC partnerships
- 2D. Permitting compliance and database

Goal 3: Natural Resource Stewardship and Environmental Enhancement

- 3A. Wash HCP implementation
- 3B. Trespassing
- 3C. San Bernardino Valley Conservation Trust
- 3D. Plunge Creek Conservation Project success
- 3E. Trails system
- 3F. Community Mitigation Program
- 3G. Environmental mitigation and enhancement tracking
- 3H. Regional cooperation
- 3I. Disturbed lands and retired facilities rewilding

Goal 4: Community Engagement and Education

- 4A. Quantifying recharge
- 4B. Thought leadership
- 4C. District accomplishments
- 4D. Successful partnerships
- 4E. Unified messaging
- 4F. Branding
- 4G. Public asset management
- 4H. Supporting persons experiencing homelessness
- 4I. Outreach and key publications
- 4J. Qualified Water Efficient Landscaper program
- 4K. Internships and education

Goal 5: Collaborative Partnerships

- 5A. City Councils, Tribal Councils, and County Board of Supervisors
- 5B. Research and publishing
- 5C. Groundwater Council
- 5D. Regulatory agencies
- 5E. Local water agencies
- 5F. Local aggregate producers
- 5G. Big Bear Watermaster
- 5H. Santa Ana River Wash partners
- 5I. Conservation Trust
- 5J. San Bernardino County Flood Control District
- 5K. Legislators
- 5L. Contiguous HCPs as "*Santa Ana Supershed*"

Goal 6: Fiscal Commitment and Accountability

- 6A. Groundwater charges
- 6B. Diversified income streams
- 6C. Hazard and vulnerability assessment
- 6D. Financial Strategy update
- 6E. Grant strategies and opportunities
- 6F. Financial forecasting
- 6G. Cost benefit ratio process

Goal 7: Sustainable Organization & Governance

- 7A. Employee benefits and recognition
- 7B. Staffing and Succession Plan
- 7C. Board Director changes
- 7D. Cybersecurity
- 7E. Facility and land security
- 7F. Professional development
- 7G. Facilities and Property Management strategy
- 7H. Project contract monitoring
- 7I. Roles and responsibilities
- 7J. Strategic Plan implementation



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 2001

To: Board of Directors
From: Betsy Miller, General Manager
Date: January 10, 2024
Subject: Communications and Engagement Plan Scope of Work

RECOMMENDATION

Provide direction to staff on the tasks to be included in a scope of work for a Communications and Engagement Plan focused on the San Bernardino Valley Water Conservation District Strategic Plan 2024-2028.

BACKGROUND AND DISCUSSION

On December 13, 2023, the Board approved the San Bernardino Valley Water Conservation District Strategic Plan 2024-2028, which updated the District’s 2017 Community Strategic Plan. During discussion on this item, the Board directed staff to evaluate the preparation of a plan to raise awareness and foster engagement with the District and our strategic initiatives, implement communication-related Goals and Objectives, and guide clear communication of the 2024-2028 Strategic Plan to partners, elected officials, and the communities we serve.

In response, staff obtained a scope to prepare a Communications and Engagement Plan focused on the 2024-2028 Strategic Plan from Strategy Driver, Inc., who both supported the preparation of the Strategic Plan and have significant experience preparing communication plans for water and other government agencies. The tasks below, for Board review and discussion, are based on a holistic approach to support and disseminate the District’s Goals and Objectives as established in the Strategic Plan 2024-2028. The cost to prepare the Communications and Engagement Plan is within the General Manager’s signature authority; however, staff seeks Board direction on the tasks to be included in the Communication Plan scope prior to contracting with the Consultant.

The Communications and Engagement Plan would establish a framework that may be revisited and updated annually so that engagement and outreach efforts continue to advance the District’s highest priorities year after year. The preliminary scope of work below outlines key engagement meetings, activities, and events with associated dates and targeted outcomes, over the coming eighteen months. Staff seeks direction on which of these tasks, as well as any additional tasks, that the Board would like included in the Communications and Engagement Plan scope of work:

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BOARD OF DIRECTORS

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Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

Task	Description	Estimated Cost ¹	Completed By
Task 1: 2024 Communications & Engagement Plan Development	Develop a comprehensive C&E Plan that identifies when, where, how, and with whom engagement shall take place, with a specific purpose and targeted outcome for each engagement. The C&E Plan will include a one-year calendar of events by quarter that establishes a framework for annual updates.	Total: \$12,510	
Task 1.1: Kickoff Meeting	Consultant will meet remotely with the Client’s General Manager to understand immediate and long-term priorities for Strategic Plan implementation and to discuss how communication and engagement may assist in achieving the priorities.	\$940	January 2024
Task 1.2: Menu of Opportunity	Consultant will review the Strategic Plan and identify priority activities that require communication and engagement. Leveraging the understanding gained from the kickoff meeting, Consultant will present a prioritized menu of opportunities to review with the Client’s General Manager, designated staff, and the District’s PR consultant.	\$1,230	February 2024
Task 1.3: Draft Plan	Based on the Menu of Opportunity discussion, the Consultant will develop a Draft 2024 C&E Plan and provide it to the Client for comment. The C&E Plan will identify: <ul style="list-style-type: none"> • Key activities, meetings, and events with intended outcomes • Key contacts, assigned lead, and 2024 engagement schedule • Key supporting communications collateral (i.e. white papers, website, eblasts, video, media etc.) 	\$8,460	March 2024
Task 1.4: Final Plan	Consultant will incorporate Client feedback and deliver a Final C&E Plan.	\$1,880	April 2024
Task 2: Plan Implementation Support	Support for implementation of the 2024 C&E Plan, such as planning, preparing for, and/or facilitating meetings with key stakeholders.	Total: \$15,060	

¹ Regardless of revisions to the preliminary scope of work, the General Manager will present a contract for Board approval for any Communications and Engagement Plan expenditures exceeding \$30,000.

<p>Task 2.1: Stakeholder Engagement</p>	<p>Consultant will reach out to key stakeholders, as identified by 2024 C&E Plan and Client (e.g., water agencies, academia, policymakers) to schedule, prepare for, and/or facilitate meetings and other events that achieve progress toward targeted outcomes as defined in the C&E Plan on an hourly Time and Materials basis, up to 44 hours. This work will be coordinated with the District’s PR consultant to ensure clarity of task ownership.</p>	<p>\$11,440</p>	<p>April – September 2024</p>
<p>Task 2.2: Engagement Collateral</p>	<p>Consultant will conceptualize and direct development of collateral materials (e.g., brochures, e-blasts, handouts, presentations) to support communication and engagement efforts as requested by Client on an hourly Time and Materials basis. This work will be coordinated with the District’s PR consultant to ensure clarity of task ownership.</p>	<p>\$3,620</p>	<p>April – September 2024</p>
<p>Task 3: Project Management</p>	<p>All activities associated with managing the work as well as the project budget and schedule to ensure the project is completed in a timely and cost-effective manner. It also includes regular meetings with the General Manager.</p>	<p>\$2,320</p>	<p>January – September 2024</p>

FISCAL IMPACT

Direction to proceed with the preliminary scope of work above would result in the expenditure of up to \$29,890.00 from GL 5120 Professional Services and/or GL 6060 Outreach. Direction to include additional tasks in the scope may result in increased expenditure; the General Manager will present a contract for Board approval for any Communications and Engagement Plan expenditures exceeding \$30,000.

POTENTIAL MOTIONS

1. Direct staff to implement the scope of work for a Communications and Engagement Plan with each task listed above.
2. Direct staff to prepare an amended scope of work for a Communications and Engagement Plan, with tasks deleted from those listed above.
3. Direct staff to prepare a scope of work for a Communications and Engagement Plan with tasks deleted or modified from those, as well as additional tasks. Direct the General Manager to present a contract for Board approval for expenditures exceeding \$30,000.
4. Refer the preparation of a Communications and Engagement Plan to the Outreach Committee, for further recommendations to the Board.

ATTACHMENTS

None.



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 2002

To: Board of Directors

From: Betsy Miller, General Manager

Date: January 10, 2024

Subject: Resolution No. 619 Honoring Mr. Thomas J. Crowley, P.E., on His Retirement

RECOMMENDATION

Approve Resolution No. 619 Honoring Mr. Thomas J. Crowley, P.E., on His Retirement.

BACKGROUND AND DISCUSSION

In recognition of Mr. Crowley's retirement from the City of Rialto, the San Bernardino Valley Water Conservation District Board wishes to recognize his contributions to our organization, our region, and our water throughout his distinguished career. In particular, the Board is grateful for Mr. Crowley's leadership, engineering skills, and sense of public service during his tenure as the District's Manager of Water Resources and Assistant General Manager from 2000-2006. The District is grateful to have benefitted from Mr. Crowley's straightforward and trustworthy approach to problem-solving that built his strong and respected legacy throughout our region. Our Directors also wish to recognize the greater impact of Mr. Crowley's contributions to our shared community outside of work, including Boy Scouts, youth soccer, and his church. On your well-earned and deeply deserved retirement, the Board of Directors of the San Bernardino Valley Water Conservation District extends our sincere thanks, congratulates Mr. Crowley on his next phase of life, and extends our wishes for a restful and satisfying retirement.

FISCAL IMPACT

None.

POTENTIAL MOTIONS

1. Approve Resolution No. 619 Honoring Mr. Thomas J. Crowley, P.E., on His Retirement.
2. Provide other directions to staff.

ATTACHMENTS

Resolution No. 619 Honoring Mr. Thomas J. Crowley, P.E., on His Retirement

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Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

RESOLUTION NO. 619

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT THANKING AND CONGRATULATING THOMAS CROWLEY ON THE OCCASION OF HIS RETIREMENT

WHEREAS, Thomas Crowley is a trusted professional engineer and valued former employee of the San Bernardino Valley Water Conservation District; and

WHEREAS, Mr. Crowley joined the District in early 2000; and

WHEREAS, throughout his tenure with the District, Mr. Crowley demonstrated a pragmatism born of his engineering skills, an affability born of his devotion to his family and his faith, and a patience level born of both to work through conflicts and professional differences to maintain focus on core mission advancement and betterment of the District, and to the public which the District serves; and

WHEREAS, prior to his tenure with the District, Mr. Crowley served a distinguished career with Caltrans, where he met his wife of some thirty-six years, working on major freeway infrastructure projects, then through a series of private engineering firms, where he honed his talents for efficient project delivery on water and wastewater projects, as well as personnel management and construction project administration; and

WHEREAS, while with the District, Mr. Crowley served as Assistant General Manager and Manager of Water Resources, developing the District's capital improvement program, conceptualizing the methodologies for the District's annual Engineering Investigation, effectively interfacing with other government agencies in times of both cooperation and conflict, and responsibly managing the District's facilities and personnel as part of the District's water conservation program;

WHEREAS, Mr. Crowley's straightforward and trustworthy approach to problem solving has gained him the trust and confidence of the entire regional water community his career has been devoted to serving, as reflected in his subsequent successes with West Valley Water District and the City of Rialto, and perhaps most visibly in his election as head of the Basin Technical Advisory Committee, which he has lead for over fifteen years; and

WHEREAS, Mr. Crowley is also a valued and contributing member of his community, having been heavily involved in the Boy Scouts, youth soccer, and his church, where his community contributions have complemented and enhanced his professional ones; and

WHEREAS, Mr. Crowley has announced a well-earned and deeply deserved retirement from professional pursuits, having earned the respect and friendship of colleagues throughout the region, including all of his former workmates at the District;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors of the San Bernardino Valley Water Conservation District hereby extends its sincere thanks and congratulates Mr. Crowley on his retirement and his strong, respected legacy both at the District and beyond, with hopes for a restful and satisfying next phase of life, beyond his impressive professional pursuits.

PASSED AND ADOPTED by the Board of Directors of the San Bernardino Valley Water Conservation District on this 10th day of January, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Melody McDonald, President

ATTEST:

Betsy Miller, Secretary



San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 2003

To: Board of Directors

From: Betsy Miller, General Manager

Date: January 10, 2024

Subject: Resolution No. 620 Honoring Colonel David E. Raley, USAF, Retired, on His 90th Birthday

RECOMMENDATION

Approve Resolution No. 620 Honoring Colonel David E. Raley, USAF, Retired, on His 90th Birthday.

BACKGROUND AND DISCUSSION

In recognition of Director Raley's 90th birthday on January 17, the San Bernardino Valley Water Conservation District Board wishes to recognize his contributions to our organization over his 14 years of Board service to date. In particular, the Board is grateful for Director Raley's commitment to the District's fiscal security and accountability, and his example of excellence, fairness, defined expectations, and devotion to public service honed through his distinguished military career. His fellow Board members appreciate Director Raley's intelligence, experience, and sense of humor, which enlivened and streamlined our meetings. On this milestone birthday, Board of Directors of the San Bernardino Valley Water Conservation District extends our heartfelt thanks and congratulates Director Raley on his continuing contributions to the District and the public generally, and offers our grateful and sincere wishes for a happy 90th birthday, with the hope and expectation of many more to come.

FISCAL IMPACT

None.

POTENTIAL MOTIONS

1. Approve Resolution No. 620 Honoring Colonel David E. Raley, USAF, Retired, on His 90th Birthday.
2. Provide other directions to staff.

ATTACHMENTS

Resolution No. 620 Honoring Colonel David E. Raley, USAF, Retired, on His 90th Birthday

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Melody McDonald

GENERAL MANAGER

Betsy Miller

RESOLUTION NO. 620

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN
BERNARDINO VALLEY WATER CONSERVATION DISTRICT
THANKING AND CONGRATULATING DIRECTOR DAVID RALEY ON
HIS NINETIETH BIRTHDAY**

WHEREAS, David Raley is a current member of the San Bernardino Valley Water Conservation District Board of Directors; and

WHEREAS, Director Raley joined the Board on December 4, 2009; and

WHEREAS, throughout his tenure as a Director with the District, Director Raley has consistently contributed a keen sense of fiscal responsibility and accountability to his constituents, and to the public which the District serves; and

WHEREAS, prior to his tenure with the District, Director Raley served a long and distinguished career as a military officer, and has brought to the District a host of strong leadership skills developed and honed through that military experience, including clearly defined and communicated expectations, preparation, a demand for excellence in performance for those under his charge, patriotism, and a devotion to public service and duty as worthy of one's unflinching and unflinching efforts; and

WHEREAS, Director Raley has represented the District in a responsible and effective way throughout the community, serving as a representative on the California Special Districts Association Fiscal and Audit Committees, and in each capacity, has given of his time, talents, and efforts in a manner that has reflected positively on the District and its mission;

WHEREAS, the San Bernardino Valley Water Conservation District has benefitted greatly over the years from Director Raley's inquiring mind, fairness in his evaluation of people and circumstances, collegiality among comrades, financial conservatism, and willingness to address difficult or unpopular issues; and

WHEREAS, Director Raley celebrates his ninetieth birthday on January 17, 2024,

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors of the San Bernardino Valley Water Conservation District hereby extends its heartfelt thanks and congratulates Director Raley on his continuing contributions to the District and the public generally, and offers its grateful and sincere wishes for a happy ninetieth birthday, with the hope and expectation of many more to come.

PASSED AND ADOPTED by the Board of Directors of the San Bernardino Valley Water Conservation District on this 10th day of January, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Melody McDonald, President

ATTEST:

Betsy Miller, Secretary



Engineering Update

as of December 28, 2023

Mentone Shop

- Architectural drawings, building manufacturer drawings/calculations, and structural foundation plan are complete. Revisions to the Geotechnical Report have been made and accepted by the County. The contractor is still awaiting the permit to be issued.
- The building has been ordered and is expected to be delivered in January.
- Coordination on compaction and concrete testing is in progress, pending building permits.
- Request for bids on septic in progress pending receipt of the building permit.

Mill Creek Diversion and Debris Management Improvement Project

- **Construction is complete.**
- Operations testing is underway.

Enhanced Recharge Phase 1B

- Grading of the B Basins is in process and expected to be completed in June 2024.
- Earthwork and concrete placement for main canal drop structures are underway.
- The grout curtain between the main canal and basins 13 & 14 is complete.

All PERC (Active Recharge Transfer) Projects

- The project cost for planning and budgeting is underway, including a review of potential project phasing.
- Project costs and project description updates are in process.

PERC Projects: Waterman, Twin Creek, and Lynwood Basins

- 1D and 2D hydraulic modes for the Waterman Basin diversions have been reviewed by staff, including running the models to check for the performance of the model runs.
- Preliminary basin routing results have been discussed with District staff. Results indicate that the proposed improvements per the concept plan require improvements to the basins to meet Flood Control design standards.
- The District received the revised average annual storm analysis.
- Tetra Tech is developing a summary of the hydraulic modeling to submit to Flood Control to serve as the overall site Hydraulic Report.
- Basin routing and sediment transport models are being developed.
- Draft Geotechnical Report (infiltration only) was reviewed by staff. The report will be finalized as part of the basin routing and groundwater modeling process.
- Geoscience has set up the focused groundwater model and is waiting for the basin routing models to be completed.



**San Bernardino Valley
Water Conservation District**
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PERC Projects: Plunge and Oak Creeks

- Final hydrology study and average annual storm event report received; Flood Control has approved the Q100 model.
- Staff worked with CASC to refine average storm event models based on actual precipitation data.
- The existing condition 1D Hydraulic models were submitted to SBCFCD for approval. Flood Control has accepted the cross-section locations but will only review the model once the proposed condition is submitted.
- The proposed condition 2D hydraulic model (for diversion analysis) and sediment transport analysis are being developed. Sediment grab samples for the sediment transport analysis are being collected this week.
- Initial infiltration testing is complete. Evaluation of additional geotechnical testing options on the Plunge Creek site is underway. Testing may be completed after the BLM land transfer.
- Analysis of existing City storm drains was recently submitted to the District and it is in review by staff.
- Geoscience has set up the focused groundwater model and is waiting for the basin routing models to be completed.

PERC Projects: Mill, Bledsoe, and Cook Creeks

- The proposed condition diversion hydraulic model has been adjusted based on field verification performed in May.
- Additional analysis of the proposed Mill Creek Diversion improvements was completed to incorporate the results into the other hydraulic models.
- Basin routing model was revised to incorporate percolation testing results. The model was revised again using decay rate values to simulate the historically observed function of the system.
- Received preliminary concept designs for two additional potential creek diversions.
- Geotechnical testing for infiltration and test pits is complete. Additional borings may be completed. A draft infiltration report is being prepared.
- Initial average annual hydrology study results for Bledsoe Creek are being revised based on staff comments.
- Cook Creek has been eliminated as a potential project site.



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

Environmental Update
as of December 29, 2023

Wash Plan Implementation – Monitoring Activities

- **SBKR Monitoring Program**
 - Early results of the USGS analysis of SBKR trapping data from 2021 and 2022 were shared with the Preserve Management Committee (PMC) on November 2. Results included the first documentation of SBKR habitat associations in the Wash made possible by the habitat data collected in 2022 by District staff.
 - A follow-up working session between the USGS and members of the PMC is scheduled for January 25 to allow for further discussion of the data analyses and implications of results for the management and monitoring of the species within the Wash Plan Preserve.

Wash Plan Implementation – Management Activities

- **Slender-horned Spineflower (SHSF) Restoration Program**
 - Dudek has coordinated the advancement and implementation of the restoration program with the California Botanic Garden (CalBG) and the Conservation District since the approval of the District's 2081(a) permit from CDFW in late November 2022.
 - On November 1, an estimated 103,360 seeds collected from bulking activities in 2023 were sown within the Wash Plan Preserve at six (6) out-planting locations as part of the planned out-planting trials.
 - On December 7, District staff revisited a subset of the out-planting locations and SHSF Patch No. 13 to check for early evidence of germination of SHSF. Photos were taken of the new plant growth observed for future species identification. Monitoring of the out-planting locations is scheduled to continue through the spring and early summer of 2024.
 - Activities tied to coordinating the logistics associated with the second year of the seed bulking site were initiated with CalBG and Dudek in November and advanced in December 2023.
 - District staff submitted a request for a three-year extension of the District's 2081(a) research permit from the CDFW Native Plant Program on December 8. When approved, the permit would cover activities tied to the restoration program through December 2026.
- **BLM Fuels Management Grant**
 - On December 7, District staff hosted staff from Nakae & Associates in the Santa Ana River Wash to review conditions of annual grasses and mustards and discuss phase one of fuels treatment to be implemented consistent with the BLM grant awarded to the Trust in September.



**San Bernardino Valley
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Helping Nature Store Our Water

- Beginning on December 11 and extending through December 18, working every day except for the weekend, Nakae & Associates treated approximately 70 acres of grass just west of Railroad Line Road and north and west of D-Dike. Nakae is scheduled to return to the site to review the effectiveness of initial herbicide treatments on January 2.
- On December 21, District staff met with James Gannon (BLM) and Mikael Romich at the Mill Creek Groundwater Recharge Facility to view the results of past sand spreading activities implemented by the District and discuss the potential benefits of such actions for SBKR and the management of fuels in the Santa Ana River Wash following treatment of grasses.

Wash Plan Implementation – Organizational Structure, Planning, and Reporting

- On December 15, District staff participated in a discussion with USFWS about the recent proposal by the Service to list the western spadefoot, *Spea hammondi*, and the implications for implementation of the Wash Plan.
- On December 19, District staff submitted to Robertson’s Ready Mix for their review and approval a draft Certificate of Inclusion (COI) Agreement with the accompanying exhibits (Exhibit 1 - COI Application, Exhibit 2 - Conditions of Approval, and Exhibit 3 - Fees & Charges), and an Amendment to the 2003 Lease Agreement, which will extend the Cone Camp Lease to the 50 plus acres Robertson’s is proposing to mine beginning early this next year. The COI Agreement is drawn from the Wash Plan MOU, and the Implementing Agreement the Conservation District has with USFWS, which the MOU incorporates.

Wash Plan Programmatic Permits

- USACE 404 Programmatic Individual Agreement –Beginning in January 2023 and extending through September, District staff and AECOM have continued to meet with USACE weekly to support the completion of the EA and eventual issuance of the standard individual permit. AECOM and District staff are awaiting a review of submitted materials by the Corp’s cultural resources officer and the engagement of the State Historic Preservation Officer prior to the finalization of the 404 permit, now estimated to occur in early 2024.
- District staff met with CDFW management team in mid-August to discuss the 2081 ITP for Wash Plan Covered Activities. In response to CDFW’s recommendation for a phased approach to permit Covered Activities, the District organized meetings to address near-term mining activities by Robertson’s Ready Mix and CEMEX.
- Details tied to a future translocation of SBKR found to be present on the mining site were discussed by District staff with Robertson’s on November 8, and a relocation plan, which includes habitat improvement activities for the area of District property at Plunge Creek, expected to receive translocated SBKR was shared by Robertson’s with CDFW on November 14.



**San Bernardino Valley
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- On December 27, CDFW indicated a 2081 Incidental Take Permit was expected to be signed in the first week of January, permitting the initiation of new mining activities by Robertson's Ready Mix. Activities supporting the planned translocation of SBKR are expected to be initiated at Plunge Creek within the first couple of weeks of the new year.

Mill Creek Programmatic Permits

- A second draft of the SHA, incorporating the new survey and trapping data from efforts completed by Mikael Romich on November 6, was completed by AECOM and shared with the District on December 18. A final draft of the SHA is scheduled to be provided to the Service in early January.

Mill Creek Diversion and Debris Management Project

- Beginning August 14 and extending through project completion, which occurred on December 15, consistent with approved environmental permit requirements, District staff served as the required Designated Biologist on the Mill Creek Diversion Project. Daily responsibilities performed by staff included early morning biological sweeps of the construction site and buffered areas for breeding birds, observational monitoring during ground disturbance activities, afternoon bio sweeps of the project site, performing environmental education training to contractors following morning safety briefings and completing a daily monitoring log to document activities consistent with environmental permit requirements.
- On December 20, District staff met in the field to discuss the restoration activities needing to be implemented at the project site consistent with permits following project completion.

Partnership Activities

- On Saturday, December 16, District staff hosted the Secretary of the Interior and Representative Aguilar in the Upper Santa Ana River Wash to recognize the BLM Fuels Management Grant awarded to the San Bernardino Valley Conservation Trust as part of the Biden Administration Bipartisan Infrastructure Law and the congressionally approved Land Exchange between the District and BLM. In addition to Secretary Haaland and Representative Aguilar, Assemblymember Ramos and Chairwoman of the San Manuel Band of Mission Indians, Lynn Valbuena, and BLM California State Director Mouritsen participated in the tour and press conference.

General Manager's Report

January 2024
Betsy Miller



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

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

- 1. Water Conservation – Plan Goal 1** – Santa Ana River and Mill Creek continue to receive small flows from rainfall and snowmelt. For the first three months of Water Year 2024, Mill Creek recharge totaled 7,039 AF, 6,850 AF of which was delivered via the State Water Project. Following completion of the Mill Creek Diversion and Debris Management Improvement Project on December 14, 2023, the Mill Creek spreading basins took Mill Creek flows through the new diversion beginning on December 19, 2023. Santa Ana River recharge for this period is 10,784 AF, including 3,189 AF of imported water. Plunge Creek recharge is 22 AF. The total recharge for Water Year 2024 to date is 17,845 AF, which is more than the total annual recharge for 90 years of the District’s history.
- 2. Facility Maintenance and Cleanout – Plan Goal 1** – Water recharge operations are focused on operating the new Mill Creek diversion, planning for operation of the first Enhanced Recharge basins, and on-going basin cleaning in areas where recharge is not currently taking place. As we begin a new high recharge year, the field operations, engineering, and natural resource teams continue to coordinate closely to review, prioritize, and schedule short- and long-term facilities maintenance needs.
- 3. Aggregate Management – Plan Goal 1** – Upland Rock continues screening and selling sand and rock from District basin cleaning efforts in support of land management efforts.
- 4. Personnel/Administration/Staff** – None.
- 5. Finance/Budget/Audit** – The final audit report for FY23 was approved by the Board on December 13, 2023.
- 6. Mill Creek Diversion Engineering – Plan Goals 1/4** – Please refer to the Engineering Update.
- 7. Plunge Creek Conservation Project – Plan Goals 1/4** – Total project recharge for this water year is currently 22 AF.
- 8. Enhanced Recharge Project – Plan Goal 1** – Grading for new basins for the Phase 1B basins is in progress, with first-constructed basins expected to begin recharge in early 2024. District biologists and engineers meet weekly with the Valley District team for project coordination, updates, and problem-solving.
- 9. Program for Expansion of Recharge Capacity Project Partnership – Plan Goals 1, 2, and 4** – Please refer to the Engineering Update.

10. **Edison Divestiture** – *Plan Goals 1/4* – Updates will be discussed in Closed Session.
11. **Groundwater Council** – *Plan Goal 1* – None.
12. **Shop Facilities for Field Staff** – *Plan Goals 1* – Please refer to the Engineering Update.
13. **Wildland Trails** – *Plan Goal 3* – District staff met with Redlands staff assigned to review the project on July 27, and the follow-up meeting initially scheduled for August 31 was rescheduled to September 8 and then postponed indefinitely pending City Attorney review. District staff followed up with Redlands in early and late October, November, and December to request an update.
14. **Wash Plan** – *Plan Goal 4* – Please refer to the Environmental Update.
15. **Santa Ana River Wash Plan Land Exchange Act Implementation** – *Plan Goal 4* – The District received an opening package from the title company on December 5, and the Bureau of Land Management (BLM) provided drafts of the patent and general warranty deed on December 6.
16. **Conservation Trust** – *Plan Goal 4* – The Conservation Trust began work under the California Fuels Management and Community Fire Assistance Program grant from BLM on District lands on December 11; approximately 70 acres have been treated to date.
17. **Property/Redlands Plaza** – Renovations have been completed in Suite K, which has been leased. Suite I passed its mold remediation test and final restoration efforts have been contracted.
18. **Mining** – Mining efforts by CEMEX contractors continue at the Plant Site quarry.
19. **Public Outreach and Legislative** – *Plan Goal 5* – On December 12, Assistant Engineer Laura Torres and President McDonald attended Career Day at Dominguez Elementary in San Bernardino.

On December 16, District staff hosted the Secretary of the Interior and Representative Aguilar in the Upper Santa Ana River Wash to recognize the BLM Fuels Management Grant awarded to the San Bernardino Valley Conservation Trust as part of the Biden Administration Bipartisan Infrastructure Law and the congressionally approved Land Exchange between the District and BLM. In addition to Secretary Haaland and Representative Aguilar, Assemblymember Ramos and Chairwoman of the San Manuel Band of Mission Indians, Lynn Valbuena, and BLM California State Director Mouritsen participated on the tour and press conference.

20. **Current Board Action Implementation** – Significant staff resources were allocated to the Mill Creek Diversion and Debris Management Improvement Project, coordination with Valley District on Enhanced Recharge construction, PERC, various permitting applications, and Redlands Plaza management.

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

- Septic contract for Mentone house
- Septic contract for Mentone shop
- Initial FY25 budget items

22. District Successes

- FY23 Audit Report approved by the Board on December 13.
- Strategic Plan 2024-2028 approved by the Board on December 13.
- Land Acknowledgement statement approved by the Board on December 13.
- Construction completed on the Mill Creek Diversion and Debris Management Improvement Project on December 14.
- District staff hosted Secretary of the Interior Haaland, Representative Aguilar, Assemblymember Ramos, Chairwoman of the San Manuel Band of Mission Indians Valbuena, and BLM California State Director Mouritsen on a tour and press conference in recognition of the BLM Fuels Management Grant awarded to the San Bernardino Valley Conservation Trust as part of the Biden Administration Bipartisan Infrastructure Law and the congressionally approved Land Exchange between the District and BLM on December 16.
- New Mill Creek diversion accepted first flows on December 19.



Assistant Engineer Laura Torres presents at Dominguez Elementary Career Day



First flows entering the new Mill Creek Diversion



First flows entering the new Mill Creek Diversion



Slender-horned spineflower sprouting at new population (e.g. outplanting) sites



Secretary Haaland and Dr. Mitrovich at the December 16 Wash tour



Director Longville and Mr. Colunga at the December 16 Wash tour



Attendees at the District-hosted December 16 Wash tour

San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 12/1/2023
To: 12/31/2023



	December				
	Avg Daily Recharge	Monthly Recharge	Recharge WYTD	10yr Avg Recharge*	BTAC Max**
Santa Ana River	89.4	2,772	7,610	14,913	71,250
Mill Creek	6.7	209	209	4,568	42,750
Plunge Creek	0.1	4.1	22	1,233	#N/A
State Water Project	91.3	2,830	10,369	7,093	#N/A
In River Channel Recharge***	5.1	158	1,506	#N/A	#N/A
Total	193	5973	19,716	27,807	114,000

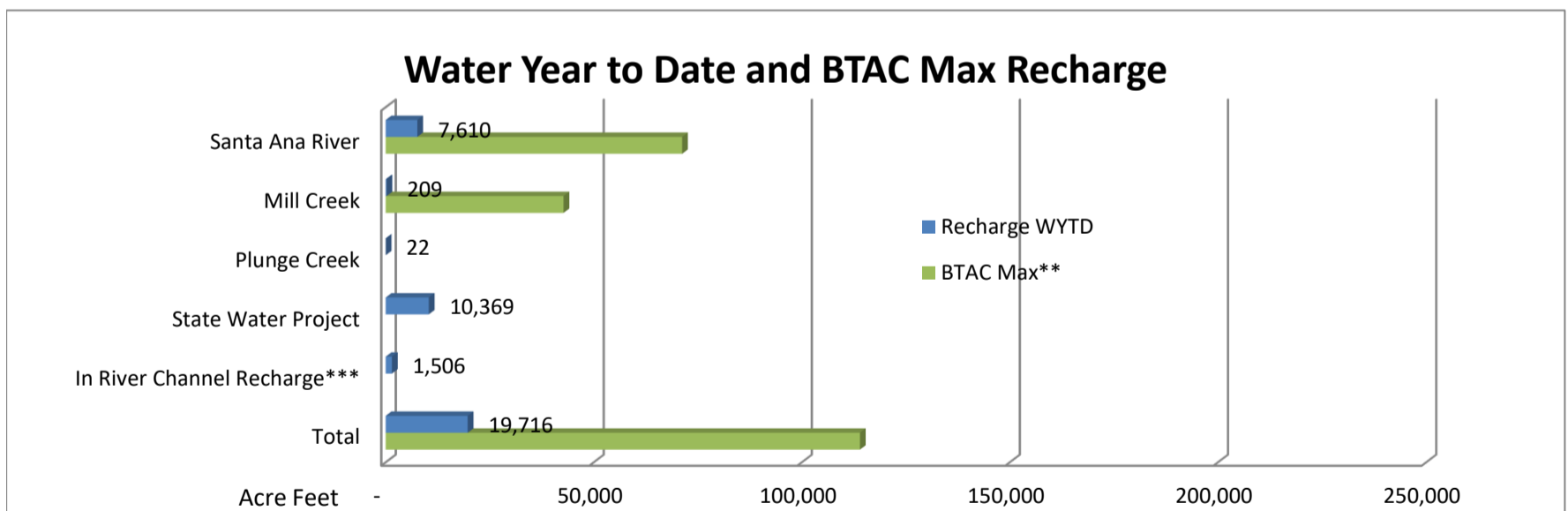
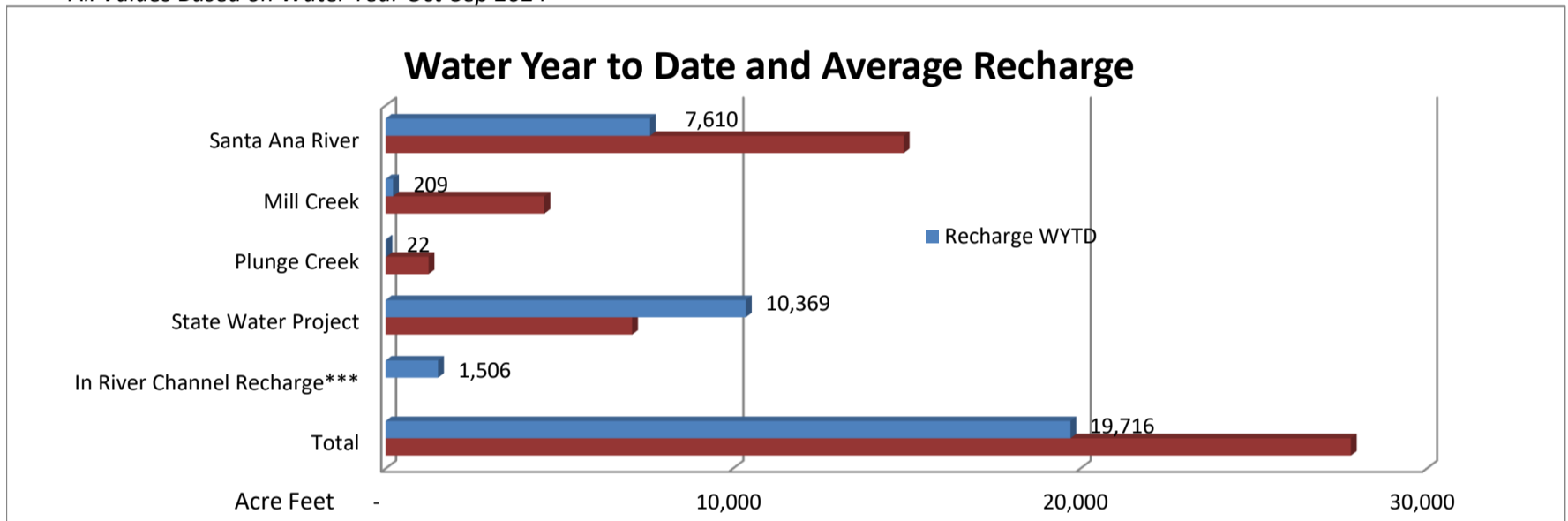
Values in Acre Feet

* Plunge Creek only has 3 years of available data

**BTAC Revised Max in December 2023

***Monitoring began in Mid-April 2011

**** All Values Based on Water Year Oct-Sep 2024



2024 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. 10 Board Meeting
Jan. 24 2nd Qtr. Finance & Admin Committee

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

Jul. 10 Board Meeting
Jul. 24 4th Qtr. Finance & Admin Committee

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

Feb. 6 Operations Committee
Feb. 14 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. 6 Operations Committee
Aug. 14 Board Meeting

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

Mar. 13 Board Meeting
Engineering Investigation Report Presentation

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

Sept. 11 Board Meeting

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

Apr. 10 Board Meeting
Public Meeting/Groundwater Charge
Apr. 24 Board Meeting
Public Hearing/Groundwater Charge
Apr. 25 3rd Qtr. Finance & Admin Committee

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

Oct. 9 Board Meeting
Oct. 30 1st Qtr. Finance & Admin Committee

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 15 Board Meeting
May 15 Budget Workshop
(Immediately following Board meeting)
May 21 Operations Committee

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. 5 Operations Committee
Nov. 13 Board Meeting

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

Jun. 12 Board Meeting

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

Dec. 11 Board Meeting
(@ 9:30 a.m.)
Annual Luncheon