



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

## **BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, November 13th, 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 on <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. 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 serious 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 posting 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. The San Bernardino Valley Water Conservation District intends to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance concerning 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 Angie Quiroga at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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#### **1. PUBLIC PARTICIPATION**

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

#### **2. ADDITIONS/DELETIONS TO AGENDA**

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

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#### **BOARD OF DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
Hillary Jenkins

Division 3:  
Robert Stewart

Division 4:  
John Longville

Division 5:  
Melody McDonald

#### **GENERAL MANAGER**

Betsy Miller

- 3. **GUEST RECOGNITION/SELF INTRODUCTIONS**
  
- 4. **CONSENT CALENDAR**
  - A. Approval of Board Minutes, October 9, 2024.....6
  - B. Approval of Expenditure Report, October 2024.....15
  - C. Report of Excused Absences

5. **COMMITTEE REPORTS /ACTION ITEMS**

**Committee Reports**

A. FINANCE AND ADMINISTRATION COMMITTEE VERBAL UPDATE

*Presenter: John Longville, Chair*

*Recommendation:* The chair of the Finance and Administration Committee will provide a verbal update of the committee meeting held on October 30, 2024.

B. AD HOC AUDIT COMMITTEE VERBAL UPDATE

*Presenter: Richard Corneille, Chair*

*Recommendation:* The chair of the Operations Committee will provide a verbal update of the committee meeting held on October 31, 2024.

C. OPERATIONS COMMITTEE VERBAL UPDATE

*Presenter: Richard Corneille, Chair*

*Recommendation:* The chair of the Operations Committee will provide a verbal update of the committee meeting held on November 5, 2024.

**Action Items**

D. FIRST QUARTER UNAUDITED FINANCIAL REPORTS FOR FISCAL YEAR 2025 –  
5 Minutes (M#2060) .....27

*Presenter: Angie Quiroga*

*Recommendation:* The Finance & Administration Committee recommends approval of the first quarter unaudited financial report for Fiscal Year 2025 as presented.

E. UNAUDITED FINANCIAL REPORTS FOR OCTOBER 2024 – 5 Minutes (M#2061) .....33

*Presenter: Angie Quiroga*

*Recommendation:* Review and approve the unaudited financials for October 2024.

F. INTEREST SHARING AGREEMENT WITH SAN BERNARDINO CONSERVATION  
TRUST – 5 Minutes (M#2062).....39

*Presenter: Betsy Miller*

*Recommendation:* Approve the Interest Sharing Agreement between San Bernardino Conservation Trust and the San Bernardino Valley Water Conservation District.

- G. SECOND AMENDMENT TO THE CONTRACT SERVICES AGREEMENT FOR MANAGED INFORMATION TECHNOLOGY SERVICES WITH PCTRONICS – 5 Minutes (M#2063).....46  
*Presenter: Betsy Miller*  
*Recommendation:* Approve the Second Amendment to the Contract Services Agreement for Managed Services and Information Technology Modernization with PCtronics in an amount not to exceed \$63,000.
- H. OUTREACH PLAN – 5 Minutes (M#2064).....51  
*Presenter: Betsy Miller*  
*Recommendation:* Review and approve the San Bernardino Valley Water Conservation Outreach Plan.
- I. CONTRACT SERVICES AGREEMENT WITH GRIDDL FOR PROFESSIONAL SERVICES FOR WEBSITE DESIGN – 5 Minutes (M#2065).....124  
*Presenter: Betsy Miller*  
*Recommendation:* Approve the Contract Services Agreement for Professional Services for Website Design in an amount not-to-exceed \$39,500.
- J. FIRST AMENDMENT TO THE CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL SERVICES WITH WATER SYSTEMS CONSULTING FOR GRANT FUNDING SUPPORT FOR PROGRAM FOR THE EXPANSION OF RECHARGE CAPACITY (PERC) – 5 Minutes (M#2066).....136  
*Presenter: Betsy Miller*  
*Recommendation:* Approve the First Amendment to the Contract Services Agreement for Professional Services with Water Systems Consulting for Grant Funding Support for the Program for the Expansion of Recharge Capacity (PERC).
- K. ADMINISTRATIVE ANALYST POSITION – 5 Minutes (M#2067).....140  
*Presenter: Betsy Miller*  
*Recommendation:* Amend the approved FY25 budget to replace the part-time Administrative Assistant with a full-time Administrative Analyst.
- L. 2025 PER DIEM RATE – 5 Minutes (M#2068).....145  
*Presenter: Betsy Miller*  
*Recommendation:* The Finance & Administration Committee recommends the Board select an increase in the Board per diem rate between 2-2.5% for calendar year 2025 and direct staff to prepare a resolution to adopt the selected rate for approval at the December Board meeting.
- M. ASSOCIATION OF CALIFORNIA WATER AGENCIES JOINT POWERS INSURANCE AUTHORITY EXECUTIVE COMMITTEE NOMINATION – 5 Minutes (M#2069).....147  
*Presenter: Betsy Miller*  
*Recommendation:* Nominate Ms. Melody McDonald to serve on the ACWA JPIA Executive Committee, approve Resolution No. 626, and direct staff to prepare and submit a nomination form and prepare concurring nomination requests.

- N. ASSOCIATION OF CALIFORNIA WATER AGENCIES 2024 MEMBERSHIP MEETING VOTING REPRESENTATIVE – 5 Minutes (M#2070).....150

*Presenter: Betsy Miller*

*Recommendation:* Appoint an authorized voting representative and alternate for ACWA’s 2024 Fall Conference and direct staff to submit the Voting Representative Form by November 25, 2024.

- O. CALIFORNIA SPECIAL DISTRICT ASSOCIATION BYLAWS VOTE – 5 Minutes (M#2071).....165

*Presenter: Betsy Miller*

*Recommendation:* Direct staff to vote in support or against the proposed California Special District’s Association bylaw updates by November 20, 2024.

- P. DISTRICT BOARD AND STANDING COMMITTEE MEETING CALENDAR REVIEW FOR 2025 – 5 Minutes (M#2072).....195

*Presenter: Betsy Miller*

*Recommendation:* Review and consider approval of the draft 2025 District Board Meeting Calendar.

**6. INFORMATION ITEMS:**

- A. Environmental Update .....197
- B. Engineering Update .....198
- C. General Manager’s Report and Monthly Recharge Report .....199
- D. Future Agenda Items & Staff Tasks

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

- A. Notice of ACWA Membership Meeting – December 4, 2024 .....

**8. UPCOMING MEETINGS:**

- A. November 20, 2024                      PERC Policy Committee, 10:00 a.m. at Conservation District (Zoom Meeting ID: 885 9602 6679)
- B. November 20, 2024                      Natural Resources Workshop, 12:00 p.m. at Conservation District
- C. December 3-5, 2024                      ACWA Fall Conference, Palm Desert, CA  
*(Board Approval Required)*
- D. December 9, 2024                        BTAC Meeting, 380 East Vanderbilt Way, San Bernardino, CA 92408  
*(Zoom Meeting ID: 864 6271 4600)*
- E. December 10-12, 2024                   National Habitat Conservation Planning Coalition 2024 Annual Meeting in Palm Springs, CA  
*(Board Approval Required)*

F. December 11, 2024

Board of Directors Meeting, 9:30 a.m. at  
Conservation District  
(Zoom Meeting ID: Meeting ID: 846 8609  
6002)

9. **CLOSED SESSION**

1. 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.
  2. The Board may meet in closed session under authority of Government Code Section 54956.8 to discuss potential terms and conditions of the acquisition of real property, consisting of San Bernardino County Assessor parcel numbers 0298-251-04, 0298-251-05, and 0302-101-09. The District's negotiators are Betsy Miller and David Cosgrove. The party with whom the District is negotiating is Tom Robinson, Vantage One Real Estate.
  3. The Board may meet in closed session under authority of Government Code Section 54956.9(d)(4), regarding the District's potential decision to initiate litigation, in one case.
  4. The Board may meet in closed session pursuant to Government Code section 54956.8 to discuss potential terms and conditions of a lease with Discover Cruises for property located at 1630 West Redlands Boulevard, Suite I. The District's negotiators are Betsy Miller and David Cosgrove. The party with whom the District is negotiating is Chris Pohren, Discover Cruises.
  5. The Board may meet in closed session under authority of Government Code Section 54956.8 to discuss potential terms and conditions of the potential sale of a conservation easement over some 20.81 acres of District property, consisting of portions of San Bernardino County Assessor Parcel Nos. 0297-051-01 and 0297-071-08, in favor of the San Bernardino Valley Conservation Trust. The District's negotiators are Betsy Miller and David Cosgrove. The party with whom the District is negotiating is S-P Deerfield, LLC, Camille Bahri, and Andrew Hertzell.
10. **ADJOURN MEETING.** The next regularly scheduled Board of Directors meeting will be on December 11, 2024, at 9:30 a.m., via Zoom/teleconference.