



**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.

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

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

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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 Update197
- B. Engineering Update198
- C. General Manager’s Report and Monthly Recharge Report199
- 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.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

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

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

ROLL CALL:

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

Richard Corneille, Director

STAFF PRESENT:

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

GUESTS PRESENT:

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

1. PUBLIC PARTICIPATION

There was no public participation.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the posted agenda.

3. GUEST RECOGNITIONS/SELF INTRODUCTIONS

The Board, staff, and Zoom attendees introduced themselves.

4. CONSENT CALENDAR

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

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

5. COMMITTEE REPORTS/ACTION ITEMS

A. OUTREACH COMMITTEE VERBAL UPDATE

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

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

Action Items

A. UNAUDITED FINANCIAL REPORTS FOR SEPTEMBER 2024

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

Ms. Quiroga highlighted key expenditures, including a \$62,000 increase in GL 4025 (Wash Plan Revenue) and an \$83,000 increase in GL 4030 (Mining Income). She discussed a reimbursement of \$91,000 to GL 4999 (Trust Reimbursement - Wash Plan), received last month under the promissory note, that was moved to the previous fiscal year (2023-2024) after the audit. With this adjustment,

the total revenue increase this month is \$281,000. She also noted that the GL 5100 (Professional Services) expenses increased by \$80,000, bringing total expenses for the month to \$276,526.

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

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

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

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

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

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

It was moved by President McDonald and seconded by Vice President Stewart to extend the Amendment to Memorandum of Understanding and Lease Agreement with Steps 4 Life for the provision of transitional housing support services to November 30, 2025, with conditions that the General Manager is delegated the authority to approve future annual extensions unless changes to the agreement terms are proposed; staff conduct annual safety inspection of the premises; staff communicate with the tenant at least three months prior to the expiration of the final lease term; and staff clearly communicates to tenants the requirement for renters' insurance, as the District's liability insurance does not cover their personal property. The motion carried 3-0-2, with all Board members present voting in the affirmative.

President McDonald: Yes

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

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

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

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

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

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

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

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

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

Ms. Miller presented this item to extend the retention of John Lambie of E-PUR Consulting for four additional months to support the PERC feasibility studies. The proposed contract includes 25 hours

per week with a total expenditure up to \$118,400. She commended Mr. Lambie for his progress on the projects to date.

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

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

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

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

E. CONTRACT EXTENSION WITH THUNDERWHEEL FOR PUBLIC RELATIONS SERVICES

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

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

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

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

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

7. INFORMATION ITEMS

A. ENVIRONMENTAL UPDATE

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

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

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

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

B. ENGINEERING UPDATE

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

Mr. Lambie provided an update on the PERC multi-objective decision analysis framework, noting that a meeting with project partners to discuss the draft criteria is scheduled for October 31st. Mr. Lambie report on progress for the Waterman, Twin and Lynwood projects, noting that progress is being made on hydraulic assessments. Grading designs have been completed for Waterman, and

hydraulic modeling is underway. Discussions are ongoing regarding potential operational alternatives and on the clogging model which is being informed by operational data from Waterman For the Plunge and Oak Creek projects, statistical analysis of historic runoff has been completed and incorporated into a hydrologic report. While some aspects of the project are behind schedule, efforts are being made to accelerate progress. Finally, tasks for the Mill Creek projects are progressing well. The recharge capacity of the first alternative is estimated at 120 CFS.

C. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

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

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

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

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

D. FUTURE AGENDA ITEMS AND STAFF TASKS

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

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

Vice President Stewart attended the following meetings:

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

Director Longville attended the following meetings:

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

Director Jenkins attending the following meetings:

- SBVWCD Board of Director's Meeting on September 11th
- Valley District Board Meeting on September 17th
- Redlands City Council Meeting on September 17th
- Headwater Resiliency Council Meeting on September 19th
- Highland District Summer Luncheon on September 24th
- Mentone Chamber of Commerce Meeting on September 24th
- Santa Ana River Symposium Planning Committee Meeting on September 30th
- Valley District Board Meeting on October 1st
- Redlands City Council Meeting on October 1st

President McDonald attended the following meetings:

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

9. UPCOMING MEETINGS

The list of upcoming meetings was quickly reviewed.

10. CLOSED SESSION

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

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

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

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

11. ADJOURN MEETING

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

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

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

Betsy Miller
General Manager

San Bernardino Valley Water Conservation District Expenditure Report October 2024

Num	Date	Name	Account	Class	Original Amount
PC 10.02.24	10/02/2024	Paychex	1012 · Citizens Busine...		-142.19
			6042 · Payroll Processing	4-General Fund Ent.	142.19
TOTAL					142.19
PC 10.16.24	10/16/2024	Paychex	1012 · Citizens Busine...		-167.66
			6042 · Payroll Processing	4-General Fund Ent.	167.66
TOTAL					167.66
PC 10.30.24	10/30/2024	Paychex	1012 · Citizens Busine...		-147.79
			6042 · Payroll Processing	4-General Fund Ent.	147.79
TOTAL					147.79
ACH0282	10/09/2024	Melody McDonald	1012 · Citizens Busine...		-77.77
			6410 · Mileage	4-General Fund Ent.	11.39
			6425 · Meals	4-General Fund Ent.	66.38
TOTAL					77.77
ACH0283	10/09/2024	Melody McDonald	1012 · Citizens Busine...		-79.06
			6410 · Mileage	4-General Fund Ent.	79.06
TOTAL					79.06
ACH0284	10/28/2024	Melody McDonald	1012 · Citizens Busine...		-1,323.63
			6410 · Mileage	4-General Fund Ent.	268.00
			6425 · Meals	4-General Fund Ent.	132.45
			6530 · Lodging	4-General Fund Ent.	923.18
TOTAL					1,323.63
ACH0285	10/28/2024	Melody McDonald	1012 · Citizens Busine...		-42.21
			6410 · Mileage	4-General Fund Ent.	42.21
TOTAL					42.21
25238	10/02/2024	RDO Equipment Comp.	1012 · Citizens Busine...		-20,442.38
	09/30/2024		7230 · Field Equipment ...	1-Groundwater Ent.	16,353.90
			7230 · Field Equipment ...	3-Land Resources	4,088.48
TOTAL					20,442.38
25239	10/08/2024	ACWA	1012 · Citizens Busine...		-15,570.00
	09/30/2024		6093 · Memberships	4-General Fund Ent.	15,570.00
TOTAL					15,570.00

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Num	Date	Name	Account	Class	Original Amount
25240	10/08/2024	ACWA/JPIA-Health	1012 · Citizens Busine...		-22,892.85
	10/02/2024		6110 · Vision Insurance	4-General Fund Ent.	59.63
			6110 · Vision Insurance	1-Groundwater Ent.	135.81
			6110 · Vision Insurance	2-Redlands Plaza/...	13.25
			6110 · Vision Insurance	3-Land Resources	46.37
			6110 · Vision Insurance	5-Wash Plan	3.31
			6110 · Vision Insurance	6-Active Recharge ...	72.87
			6130 · Dental Insurance	4-General Fund Ent.	176.76
			6130 · Dental Insurance	1-Groundwater Ent.	402.64
			6130 · Dental Insurance	2-Redlands Plaza/...	39.28
			6130 · Dental Insurance	3-Land Resources	137.49
			6130 · Dental Insurance	5-Wash Plan	9.82
			6130 · Dental Insurance	6-Active Recharge ...	216.05
			6150 · Medical Insurance	4-General Fund Ent.	3,884.32
			6150 · Medical Insurance	1-Groundwater Ent.	8,847.62
			6150 · Medical Insurance	2-Redlands Plaza/...	863.18
			6150 · Medical Insurance	3-Land Resources	3,021.14
			6150 · Medical Insurance	5-Wash Plan	215.80
			6150 · Medical Insurance	6-Active Recharge ...	4,747.51
TOTAL					22,892.85
25241	10/08/2024	AECOM Technical Serv...	1012 · Citizens Busine...		-6,647.68
	09/27/2024		7151 · Mill Creek Permi...	1-Groundwater Ent.	6,647.68
TOTAL					6,647.68
25242	10/08/2024	American Express	1012 · Citizens Busine...		-1,020.81
	09/23/2024		6002 · Website Adminis...	4-General Fund Ent.	365.00
			6525 · Meals	4-General Fund Ent.	58.78
			6525 · Meals	1-Groundwater Ent.	45.72
			6525 · Meals	3-Land Resources	26.13
			6425 · Meals	4-General Fund Ent.	40.88
			6530 · Lodging	4-General Fund Ent.	153.14
			6530 · Lodging	1-Groundwater Ent.	119.10
			6530 · Lodging	3-Land Resources	68.06
			6027 · Computer Softw...	4-General Fund Ent.	54.72
			6027 · Computer Softw...	1-Groundwater Ent.	14.40
			6027 · Computer Softw...	2-Redlands Plaza/...	21.60
			6027 · Computer Softw...	3-Land Resources	21.60
			6027 · Computer Softw...	5-Wash Plan	7.20
			6027 · Computer Softw...	6-Active Recharge ...	24.48
TOTAL					1,020.81
25243	10/08/2024	American Power Security	1012 · Citizens Busine...		-732.00
	09/30/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	732.00
TOTAL					732.00
25244	10/08/2024	City of Redlands -Muni...	1012 · Citizens Busine...		-3,155.32
	10/03/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	3,155.32
TOTAL					3,155.32

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Num	Date	Name	Account	Class	Original Amount
25245	10/08/2024	City of Redlands -Muni...	1012 · Citizens Busine...		-276.12
	09/25/2024		5215 · Property Mainte... 5215 · Property Mainte...	1-Groundwater Ent. 3-Land Resources	220.90 55.22
TOTAL					276.12
25246	10/08/2024	Corneille, Richard	1012 · Citizens Busine...		-15.00
	10/01/2024		6425 · Meals	4-General Fund Ent.	15.00
TOTAL					15.00
25247	10/08/2024	CSUSB Philanthropic F...	1012 · Citizens Busine...		-1,500.00
	09/27/2024		6060 · Outreach 6060 · Outreach 6060 · Outreach 6060 · Outreach 6060 · Outreach	4-General Fund Ent. 1-Groundwater Ent. 3-Land Resources 5-Wash Plan 6-Active Recharge ...	450.00 300.00 450.00 75.00 225.00
TOTAL					1,500.00
25248	10/08/2024	David Cosgrove	1012 · Citizens Busine...		-225.00
	09/25/2024		6087 · Educational Rei...	4-General Fund Ent.	225.00
TOTAL					225.00
25249	10/08/2024	Department of Pesticid...	1012 · Citizens Busine...		-140.00
	10/01/2024		6009 · Licenses 6009 · Licenses 6009 · Licenses	4-General Fund Ent. 1-Groundwater Ent. 6-Active Recharge ...	14.00 112.00 14.00
TOTAL					140.00
25250	10/08/2024	E-PUR LLC	1012 · Citizens Busine...		-9,636.00
	10/07/2024		5120 · Misc. Profession... 5120 · Misc. Profession...	1-Groundwater Ent. 6-Active Recharge ...	1,776.64 7,859.36
TOTAL					9,636.00
25251	10/08/2024	Edison - 6256 (Redland...	1012 · Citizens Busine...		-209.42
	09/30/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	209.42
TOTAL					209.42
25252	10/08/2024	Edison - 9779	1012 · Citizens Busine...		-542.13
	09/30/2024		5420 · Electricity 5420 · Electricity 5420 · Electricity 5420 · Electricity	4-General Fund Ent. 1-Groundwater Ent. 2-Redlands Plaza/... 6-Active Recharge ...	151.80 108.43 227.69 54.21
TOTAL					542.13

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Num	Date	Name	Account	Class	Original Amount
25253	10/08/2024	Eide Bailly LLP	1012 · Citizens Busine...		-1,090.69
	09/24/2024		5120 · Misc. Profession...	4-General Fund Ent.	1,090.69
TOTAL					1,090.69
25254	10/08/2024	Empire Disposal	1012 · Citizens Busine...		-225.03
	09/30/2024		5460 · Water / Trash / ...	4-General Fund Ent.	101.26
			5460 · Water / Trash / ...	1-Groundwater Ent.	78.76
			5460 · Water / Trash / ...	3-Land Resources	22.50
			5460 · Water / Trash / ...	6-Active Recharge ...	22.51
TOTAL					225.03
25255	10/08/2024	Frontier-7275	1012 · Citizens Busine...		-169.38
	09/19/2024		5440 · Telephone	4-General Fund Ent.	36.24
			5440 · Telephone	1-Groundwater Ent.	15.10
			5440 · Telephone	6-Active Recharge ...	9.06
			5470 · Internet Services	4-General Fund Ent.	49.03
			5470 · Internet Services	1-Groundwater Ent.	27.25
			5470 · Internet Services	2-Redlands Plaza/...	5.45
			5470 · Internet Services	3-Land Resources	16.35
			5470 · Internet Services	6-Active Recharge ...	10.90
TOTAL					169.38
25256	10/08/2024	Frontier-9942	1012 · Citizens Busine...		-73.48
	09/15/2024		5470 · Internet Services	4-General Fund Ent.	33.07
			5470 · Internet Services	1-Groundwater Ent.	18.37
			5470 · Internet Services	2-Redlands Plaza/...	3.67
			5470 · Internet Services	3-Land Resources	11.02
			5470 · Internet Services	6-Active Recharge ...	7.35
TOTAL					73.48
25257	10/08/2024	Hamilton Raye	1012 · Citizens Busine...		-5,302.45
	09/30/2024		5120 · Misc. Profession...	4-General Fund Ent.	530.25
			5120 · Misc. Profession...	1-Groundwater Ent.	2,810.30
			5120 · Misc. Profession...	3-Land Resources	1,961.90
TOTAL					5,302.45
25258	10/08/2024	Home Depot Credit Ser...	1012 · Citizens Busine...		-354.14
	09/27/2024		5210 · Equipment Maint...	1-Groundwater Ent.	252.92
			5310 · Vehicle Mainten...	1-Groundwater Ent.	10.78
			6015 · Mentone House ...	2-Redlands Plaza/...	44.75
			6060 · Outreach	4-General Fund Ent.	13.71
			6060 · Outreach	1-Groundwater Ent.	9.14
			6060 · Outreach	3-Land Resources	13.71
			6060 · Outreach	5-Wash Plan	2.28
			6060 · Outreach	6-Active Recharge ...	6.85
TOTAL					354.14

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Num	Date	Name	Account	Class	Original Amount
25259	10/08/2024	Horizon Water	1012 · Citizens Busine...		-21.50
	09/24/2024		5460 · Water / Trash / ...	4-General Fund Ent.	9.68
			5460 · Water / Trash / ...	1-Groundwater Ent.	7.53
			5460 · Water / Trash / ...	3-Land Resources	2.15
			5460 · Water / Trash / ...	6-Active Recharge ...	2.14
TOTAL					21.50
25260	10/08/2024	IERCD	1012 · Citizens Busine...		-14,494.00
	10/01/2024		5123 · Habitat Manage...	5-Wash Plan	14,494.00
TOTAL					14,494.00
25261	10/08/2024	Kelly Printing Supplies	1012 · Citizens Busine...		-352.30
	09/26/2024		6030 · Office Supplies	4-General Fund Ent.	105.68
			6030 · Office Supplies	1-Groundwater Ent.	70.46
			6030 · Office Supplies	2-Redlands Plaza/...	35.23
			6030 · Office Supplies	3-Land Resources	52.85
			6030 · Office Supplies	5-Wash Plan	17.62
			6030 · Office Supplies	6-Active Recharge ...	70.46
TOTAL					352.30
25262	10/08/2024	Lawyers Title Company	1012 · Citizens Busine...		-2,325.00
	09/23/2024		5120 · Misc. Profession...	3-Land Resources	825.00
	09/24/2024		5120 · Misc. Profession...	3-Land Resources	750.00
	09/24/2024		5120 · Misc. Profession...	3-Land Resources	750.00
TOTAL					2,325.00
25263	10/08/2024	Lowe's Companies, Inc.	1012 · Citizens Busine...		-16.29
	09/25/2024		5210 · Equipment Maint...	1-Groundwater Ent.	16.29
TOTAL					16.29
25264	10/08/2024	Mikael Romich	1012 · Citizens Busine...		-17,578.75
	10/01/2024		5123 · Habitat Manage...	5-Wash Plan	17,578.75
TOTAL					17,578.75
25265	10/08/2024	Patton Sales Corp	1012 · Citizens Busine...		-845.62
	09/19/2024		5210 · Equipment Maint...	1-Groundwater Ent.	845.62
TOTAL					845.62

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Num	Date	Name	Account	Class	Original Amount
25266	10/08/2024	PCtronics	1012 · Citizens Busine...		-5,244.55
	10/01/2024		6027 · Computer Softw...	4-General Fund Ent.	271.05
			6027 · Computer Softw...	1-Groundwater Ent.	71.33
			6027 · Computer Softw...	2-Redlands Plaza/...	107.00
			6027 · Computer Softw...	3-Land Resources	107.00
			6027 · Computer Softw...	5-Wash Plan	35.67
	10/01/2024		6027 · Computer Softw...	6-Active Recharge ...	121.25
			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
	10/01/2024		5160 · IT Support	4-General Fund Ent.	609.38
			5160 · IT Support	1-Groundwater Ent.	914.05
			5160 · IT Support	3-Land Resources	203.13
			5160 · IT Support	5-Wash Plan	101.56
			5160 · IT Support	6-Active Recharge ...	203.13
TOTAL					5,244.55
25267	10/08/2024	Press Enterprise	1012 · Citizens Busine...		-1,008.30
	08/28/2024		6090 · Subscriptions/Pu...	4-General Fund Ent.	1,008.30
TOTAL					1,008.30
25268	10/08/2024	Q3 Consulting, Inc.	1012 · Citizens Busine...		-7,488.00
	09/26/2024		7126 · PERC Engr/Prof...	6-Active Recharge ...	7,488.00
TOTAL					7,488.00
25269	10/08/2024	Redlands Ford-Ken Gr...	1012 · Citizens Busine...		-1,183.84
	09/23/2024		5310 · Vehicle Mainten...	1-Groundwater Ent.	200.64
	10/04/2024		5310 · Vehicle Mainten...	1-Groundwater Ent.	983.20
TOTAL					1,183.84
25270	10/08/2024	Redlands Tire Pros & S...	1012 · Citizens Busine...		-1,276.71
	09/30/2024		5310 · Vehicle Mainten...	1-Groundwater Ent.	1,276.71
TOTAL					1,276.71
25271	10/08/2024	Smart & Final	1012 · Citizens Busine...		-295.91
	09/25/2024		6019 · Janitorial Supplies	4-General Fund Ent.	39.37
			6019 · Janitorial Supplies	1-Groundwater Ent.	26.25
			6030 · Office Supplies	4-General Fund Ent.	25.75
			6030 · Office Supplies	1-Groundwater Ent.	17.17
			6030 · Office Supplies	2-Redlands Plaza/...	8.58
			6030 · Office Supplies	3-Land Resources	12.87
			6030 · Office Supplies	5-Wash Plan	4.29
			6030 · Office Supplies	6-Active Recharge ...	17.17
			6004 · Meeting Expenses	4-General Fund Ent.	72.23
			6004 · Meeting Expenses	3-Land Resources	72.23
TOTAL					295.91

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
25272	10/08/2024	Sonsray Machinery LLC.	1012 · Citizens Busine...		-33.60
	10/03/2024		5210 · Equipment Maint...	1-Groundwater Ent.	278.76
TOTAL					278.76
25273	10/08/2024	Thompson Reuters	1012 · Citizens Busine...		-561.43
	10/01/2024		5180 · Legal	4-General Fund Ent.	140.36
			5180 · Legal	1-Groundwater Ent.	140.36
			5180 · Legal	3-Land Resources	112.29
			5180 · Legal	6-Active Recharge ...	168.42
TOTAL					561.43
25274	10/08/2024	Unlimited Services	1012 · Citizens Busine...		-800.00
	10/01/2024		6018 · Janitorial Services	4-General Fund Ent.	800.00
TOTAL					800.00
25275	10/08/2024	Visual Edge IT, Inc.	1012 · Citizens Busine...		-259.88
	09/23/2024		6033 · Office Equipmen...	4-General Fund Ent.	194.91
			6033 · Office Equipmen...	1-Groundwater Ent.	12.99
			6033 · Office Equipmen...	2-Redlands Plaza/...	38.99
			6033 · Office Equipmen...	3-Land Resources	12.99
TOTAL					259.88
25276	10/08/2024	WEX Bank-Shell	1012 · Citizens Busine...		-1,331.29
	10/06/2024		5320 · Fuel	1-Groundwater Ent.	1,331.29
TOTAL					1,331.29
25277	10/22/2024	ACWA JPIA - Workers ...	1012 · Citizens Busine...		-4,938.64
	10/16/2024		6120 · Workers' Comp. ...	4-General Fund Ent.	888.96
			6120 · Workers' Comp. ...	1-Groundwater Ent.	2,024.83
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	197.55
			6120 · Workers' Comp. ...	3-Land Resources	691.41
			6120 · Workers' Comp. ...	5-Wash Plan	49.39
			6120 · Workers' Comp. ...	6-Active Recharge ...	1,086.50
TOTAL					4,938.64
25278	10/22/2024	Assoc. San Bernardino...	1012 · Citizens Busine...		-38.00
	10/14/2024		6425 · Meals	4-General Fund Ent.	38.00
TOTAL					38.00

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Num	Date	Name	Account	Class	Original Amount
25279	10/22/2024	Betsy Miller	1012 · Citizens Busine...		-1,074.87
	10/10/2024		6510 · Mileage	4-General Fund Ent.	115.88
			6510 · Mileage	1-Groundwater Ent.	72.43
			6510 · Mileage	3-Land Resources	28.97
			6510 · Mileage	6-Active Recharge ...	72.43
			6515 · Air Fare	4-General Fund Ent.	182.08
			6515 · Air Fare	1-Groundwater Ent.	60.70
			6515 · Air Fare	3-Land Resources	145.67
			6515 · Air Fare	6-Active Recharge ...	218.51
			6520 · Travel, Other (re...	4-General Fund Ent.	80.19
			6520 · Travel, Other (re...	1-Groundwater Ent.	44.55
			6520 · Travel, Other (re...	3-Land Resources	53.46
TOTAL					1,074.87
25280	10/22/2024	Burgeson's Heating & ...	1012 · Citizens Busine...		-1,360.00
	10/10/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	1,360.00
TOTAL					1,360.00
25281	10/22/2024	CASC Engineering and...	1012 · Citizens Busine...		-22,240.40
	10/15/2024		7126 · PERC Engr/Prof...	6-Active Recharge ...	22,240.40
TOTAL					22,240.40
25282	10/22/2024	CPS HR Consulting	1012 · Citizens Busine...		-1,536.25
	09/27/2024		5120 · Misc. Profession...	4-General Fund Ent.	1,536.25
TOTAL					1,536.25
25283	10/22/2024	Department of Pesticid...	1012 · Citizens Busine...		-140.00
	10/14/2024		6009 · Licenses	4-General Fund Ent.	14.00
			6009 · Licenses	1-Groundwater Ent.	112.00
			6009 · Licenses	6-Active Recharge ...	14.00
TOTAL					140.00
25284	10/22/2024	Diamond Environment...	1012 · Citizens Busine...		-128.35
	10/07/2024		5460 · Water / Trash / ...	4-General Fund Ent.	45.22
			5460 · Water / Trash / ...	1-Groundwater Ent.	35.16
			5460 · Water / Trash / ...	3-Land Resources	10.05
			5460 · Water / Trash / ...	6-Active Recharge ...	10.05
	10/16/2024		5460 · Water / Trash / ...	4-General Fund Ent.	12.54
			5460 · Water / Trash / ...	1-Groundwater Ent.	9.75
			5460 · Water / Trash / ...	3-Land Resources	2.79
			5460 · Water / Trash / ...	6-Active Recharge ...	2.79
TOTAL					128.35
25285	10/22/2024	Dion and Sons, Inc.	1012 · Citizens Busine...		-945.02
	10/15/2024		5320 · Fuel	1-Groundwater Ent.	945.02
TOTAL					945.02

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Num	Date	Name	Account	Class	Original Amount
25286	10/22/2024	E-PUR LLC	1012 · Citizens Busine...		-6,745.20
	10/17/2024		5120 · Misc. Profession...	1-Groundwater Ent.	1,264.73
			5120 · Misc. Profession...	6-Active Recharge ...	5,480.47
TOTAL					6,745.20
25287	10/22/2024	Edison - 8958	1012 · Citizens Busine...		-628.54
	10/07/2024		5420 · Electricity	4-General Fund Ent.	175.99
			5420 · Electricity	1-Groundwater Ent.	125.71
			5420 · Electricity	2-Redlands Plaza/...	263.99
			5420 · Electricity	6-Active Recharge ...	62.85
TOTAL					628.54
25288	10/22/2024	Frontier-4860	1012 · Citizens Busine...		-453.56
	09/28/2024		5440 · Telephone	4-General Fund Ent.	167.60
			5440 · Telephone	1-Groundwater Ent.	69.83
			5440 · Telephone	6-Active Recharge ...	41.90
			5470 · Internet Services	4-General Fund Ent.	78.40
			5470 · Internet Services	1-Groundwater Ent.	43.56
			5470 · Internet Services	2-Redlands Plaza/...	8.72
			5470 · Internet Services	3-Land Resources	26.13
			5470 · Internet Services	6-Active Recharge ...	17.42
TOTAL					453.56
25289	10/22/2024	Geoscience	1012 · Citizens Busine...		-13,128.00
	10/10/2024		5120 · Misc. Profession...	3-Land Resources	13,128.00
TOTAL					13,128.00
25290	10/22/2024	Horizon Water	1012 · Citizens Busine...		-43.25
	10/15/2024		5460 · Water / Trash / ...	4-General Fund Ent.	19.45
			5460 · Water / Trash / ...	1-Groundwater Ent.	15.14
			5460 · Water / Trash / ...	3-Land Resources	4.33
			5460 · Water / Trash / ...	6-Active Recharge ...	4.33
TOTAL					43.25
25291	10/22/2024	Minds Illustrated	1012 · Citizens Busine...		-3,690.00
	10/11/2024		6060 · Outreach	5-Wash Plan	2,790.00
			5120 · Misc. Profession...	4-General Fund Ent.	900.00
TOTAL					3,690.00
25292	10/22/2024	Neale Adair Photography	1012 · Citizens Busine...		-150.56
	09/28/2024		6036 · Printing	4-General Fund Ent.	150.56
TOTAL					150.56
25293	10/22/2024	O'Reilly	1012 · Citizens Busine...		-12.13
	10/10/2024		5210 · Equipment Maint...	1-Groundwater Ent.	14.13
TOTAL					14.13

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
25294	10/22/2024	Quill Corporation	1012 · Citizens Busine...		-191.39
	10/02/2024		6030 · Office Supplies	4-General Fund Ent.	57.41
			6030 · Office Supplies	1-Groundwater Ent.	38.28
			6030 · Office Supplies	2-Redlands Plaza/...	19.14
			6030 · Office Supplies	3-Land Resources	28.71
			6030 · Office Supplies	5-Wash Plan	9.57
			6030 · Office Supplies	6-Active Recharge ...	38.28
TOTAL					191.39
25295	10/22/2024	R&D Construction Co.	1012 · Citizens Busine...		-8,250.00
	10/09/2024		6012 · Office Maintenanc...	4-General Fund Ent.	2,400.00
			6012 · Office Maintenanc...	2-Redlands Plaza/...	3,600.00
	10/09/2024		7240 · Office Equipment	2-Redlands Plaza/...	2,250.00
TOTAL					8,250.00
25296	10/22/2024	Rebecca Martin	1012 · Citizens Busine...		-18.76
	10/09/2024		6510 · Mileage	4-General Fund Ent.	7.50
			6510 · Mileage	1-Groundwater Ent.	4.69
			6510 · Mileage	3-Land Resources	1.88
			6510 · Mileage	6-Active Recharge ...	4.69
TOTAL					18.76
25297	10/22/2024	Redlands Tire Pros & S...	1012 · Citizens Busine...		-187.84
	10/10/2024		5210 · Equipment Maint...	1-Groundwater Ent.	187.84
TOTAL					187.84
25298	10/22/2024	Rogers, Anderson, Mal...	1012 · Citizens Busine...		-4,500.00
	09/30/2024		5170 · Audit	4-General Fund Ent.	675.00
			5170 · Audit	1-Groundwater Ent.	1,980.00
			5170 · Audit	2-Redlands Plaza/...	225.00
			5170 · Audit	3-Land Resources	720.00
			5170 · Audit	6-Active Recharge ...	900.00
TOTAL					4,500.00
25299	10/22/2024	Securitas Technology ...	1012 · Citizens Busine...		-2,671.35
	09/02/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	246.06
	10/02/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	425.28
	10/02/2024		5410 · Alarm Service	4-General Fund Ent.	335.41
			5410 · Alarm Service	1-Groundwater Ent.	335.41
			5410 · Alarm Service	6-Active Recharge ...	167.71
			6026 · Redlands Plaza ...	2-Redlands Plaza/...	424.35
	10/02/2024		6026 · Redlands Plaza ...	2-Redlands Plaza/...	737.13
TOTAL					2,671.35
25300	10/22/2024	Sonsray Machinery LLC.	1012 · Citizens Busine...		-7,018.40
	10/15/2024		5050 · Basin Cleaning	1-Groundwater Ent.	7,018.40
TOTAL					7,018.40

San Bernardino Valley Water Conservation District Expenditure Report October 2024

Num	Date	Name	Account	Class	Original Amount
25301	10/22/2024	The Gas Company	1012 · Citizens Busine...		-1.58
	10/14/2024		5450 · Natural Gas	4-General Fund Ent.	0.79
			5450 · Natural Gas	1-Groundwater Ent.	0.47
			5450 · Natural Gas	6-Active Recharge ...	0.32
TOTAL					1.58
25302	10/22/2024	Xerox Financial Services	1012 · Citizens Busine...		-337.44
	10/02/2024		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
100368N	10/08/2024	PERS	1012 · Citizens Busine...		-9,479.55
			6170 · PERS Retirement	4-General Fund Ent.	1,706.32
			6170 · PERS Retirement	1-Groundwater Ent.	3,886.61
			6170 · PERS Retirement	2-Redlands Plaza/...	379.18
			6170 · PERS Retirement	3-Land Resources	1,327.14
			6170 · PERS Retirement	5-Wash Plan	94.80
			6170 · PERS Retirement	6-Active Recharge ...	2,085.50
TOTAL					9,479.55
100369N	10/08/2024	PERS	1012 · Citizens Busine...		-9,130.67
			6170 · PERS Retirement	4-General Fund Ent.	1,643.52
			6170 · PERS Retirement	1-Groundwater Ent.	3,743.57
			6170 · PERS Retirement	2-Redlands Plaza/...	365.23
			6170 · PERS Retirement	3-Land Resources	1,278.29
			6170 · PERS Retirement	5-Wash Plan	91.31
			6170 · PERS Retirement	6-Active Recharge ...	2,008.75
TOTAL					9,130.67

San Bernardino Valley Water Conservation District
Director Fees Expenditure Payroll Report

Oct 2024

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
10/2/2024	McDonald, M	Sep-24	\$ 1,080.00	\$ 106.73	\$ 973.27
10/2/2024	Jenkins, H	Jul-Sept 24	\$ 3,510.00	\$ 772.08	\$ 2,737.92
10/16/2024	McDonald, M	Oct-24	\$ 1,080.00	\$ 106.73	\$ 973.27
10/16/2024	Corneille, R	Sep-24	\$ 1,080.00	\$ 106.73	\$ 973.27
10/30/2024	McDonald, M	Oct-24	\$ 1,350.00	\$ 157.36	\$ 1,192.64
10/30/2024	Jenkins, H	Sept-Oct 24	\$ 2,430.00	\$ 443.28	\$ 1,986.72



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

Memorandum No. 2060

To: Board of Directors
From: Finance & Administration Committee
Angie Quiroga, Senior Administrative Analyst
Date: November 13, 2024
Subject: First Quarter Unaudited Financial Reports for Fiscal Year 2025

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

On October 30, 2024, the Finance and Administration Committee reviewed the first quarter unaudited financial reports and recommended Board approval of the materials as presented.

Fifty-two percent of budgeted interest income has been received through September 30, 2024. Total revenue received is approximately thirty percent of budget. GL 4050 Property Tax revenue and GL 4055 SBVMWD Lease Agreement payments are expected in the second quarter. Total groundwater revenue received is slightly below budget for the January-June 2024 reporting period. Overall expenses are low for the first quarter, with significant invoices expected in the upcoming months. Cash balance shows a significant, temporary increase as of September 30, 2024, due to matured and called investments that were moved from investments to our bank account prior to investment in our CAMP accounts.

FISCAL IMPACT

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

POTENTIAL MOTIONS

1. Approve the first quarter unaudited financial report for Fiscal Year 2025 as presented.
2. Refer this item to the Finance & Administration Committee to reconsider specific issues.
3. Provide other directions to staff.

ATTACHMENTS

2024-2025 First Quarter Rolled Up Budget Worksheet
SBVWCD Quarterly Investment Report

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

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

San Bernardino Valley Water Conservation District

Investment Report thru September 30, 2024

Investment Instruments	Beginning Balance as of Jul 1, 2024	ending Sept 30, 2024	Yield	Cumulative Unrealized Gain (Loss)
Pooled Money Investment Accounts				
LAIF	\$ 1,026.17	\$ 1,037.75	4.31%	\$ -
Investment Accounts				
UBS Financial Services				
CDs/Bonds/Securities-General	\$ 5,613,612.71	\$ 3,603,394.78	1.46%	\$ 103,173.76
Cash Dep Acct-General	\$ 4,509.62	\$ 3,791.49		
CDs/Bonds/Securities-PERC	\$ 28,215,679.82	\$ 22,140,982.00	3.02%	\$ 575,717.76
Money Market-PERC	\$ -	\$ 4,000,000.00	5.01%	
Cash Dep Acct-PERC	\$ -	\$ 136,951.14		
CAMP				
Investment Pool-General	\$ 1,182,416.23	\$ 805,416.09	5.29%	\$ -
1 Year Term-General	\$ 3,125,000.00	\$ 3,125,000.00	4.91%	
Investment Pool-PERC	\$ 3,188,179.38	\$ 3,120,972.10	5.29%	\$ -
1 Year Term-PERC	\$ 2,000,000.00	\$ 2,000,000.00	5.63%	
OPEB-Other Postemployment Benefits				
CERBT-CA Employers' Retiree Benefit Trust	\$ 729,461.56	\$ 788,768.03		
TOTAL	\$ 44,059,885.49	\$ 39,726,313.38		\$ 678,891.52

Net Change

\$ (4,333,572.11)
-10.91%

Banking Institutions	Beginning Balance as of Jul 1, 2024	ending Sept 30, 2024
Citizen's Business Bank	\$ 601,274.36	\$ 5,095,641.28
Cash and Cash Equivalents	\$ 601,274.36	\$ 5,095,641.28
Change in Value		\$ 4,494,366.92

Description	NAV	Annual Yield	Average Maturity	Shares
LAIF	N/A	4.31%	Not available	
CalTrust Short-Term Fund	\$10.10	5.03%	.85 years (310.25 days)	0.000
CERBT	\$24.54	16.94%		32,139.573
UBS-CD's, Bonds, Securities-see below				

UBS Investments-General

Certificates of Deposit (CDs), Bonds & Securities	Price	Yield	Maturity	Shares	Purchase Price	Market Value as of 09/30/24	Duration
1. Freedom First Fed BA US Rate 4.9% (Cusip: 35638CAG4)	\$0.998	4.91%	10/28/2024	248,000	\$248,000.00	\$248,039.68	1.5 yr
2. FHLB Bond-Rate 1.00% Bond (Cusip: 3130APNR2)	\$0.982	1.02%	11/22/2024	250,000	\$250,005.25	\$248,570.00	3 yr
3. Sallie Mae Bank UT US-Rate 1.00% fixed rate CD (Cusip: 795451BA0)	\$0.980	1.02%	12/16/2024	245,000	\$245,000.00	\$243,076.75	3 yr
4. FFCB Bond-Rate 2.19% fixed rate CD (Cusip: 3133ENSK7)	\$0.977	2.24%	3/21/2025	252,000	\$252,000.00	\$249,545.52	3 yr
5. FHLB Bond-Rate 3.00% fixed rate CD (Cusip: 3130ARLN9)	\$0.982	3.05%	4/25/2025	250,000	\$250,005.25	\$248,082.50	3 yr
6. FHLB Bond 4 Yr Step-Up Rate 1.2% Callable 120921 (Cusip: 3130ANRAO)	\$0.968	1.24%	9/9/2025	250,000	\$250,005.25	\$245,830.00	4 yr
7. FHLB Bond-Rate 0.75% PTY 5.05% (Cusip: 3130ALCV4)	\$0.904	0.80%	2/24/2026	2,210,000	\$2,000,099.06	\$2,113,202.00	2 yr, 4 mos
						\$7,048.33	Accrued Interest
Average	\$0.85	1.79%	Total Interest Withdrawals	\$90,047.25	TOTAL	\$3,495,114.81	\$3,603,394.78

UBS Investments-PERC

Certificates of Deposit (CDs), Bonds & Securities	Price	Yield	Maturity	Shares	Purchase Price	Market Value as of 09/30/24	Duration	
1. US Treasury Note Rate 2.5% (Cusip: 9128283V0)	\$0.984	2.54%	1/31/2025	1,022,000	\$1,000,454.16	\$1,015,142.38	1 yr	
2. Bank of America-Rate 5.4% (Cusip: 06051V5G7)	\$1.001	5.39%	5/22/2025	240,000	\$240,000.00	\$241,444.80	1.5 yr	
3. US Treasury Note-Rate .25% (Cusip: 9128282T0)	\$0.956	5.06%	5/31/2025	2,200,000	\$2,101,670.31	\$2,143,174.00	1 yr	
4. Wells Fargo Bank-Rate 5.35% (Cusip: 949764JD7)	\$1.004	5.33%	11/21/2025	240,000	\$240,000.00	\$243,801.60	2 yr	
5. US Treasury Note-Rate 0.375% (Cusip: 91282CAZ4)	\$0.938	4.960%	11/30/2025	2,000,000	\$1,827,262.42	\$1,920,700.00	2 yr	
6. US Treasury Bill-Rate 3.625% (Cusip: 91282CHB0)	\$0.980	3.700%	5/15/2026	2,137,000	\$2,096,053.08	\$2,133,409.84	2 yr	
7. US Treasury Note-Rate 4.125% (Cusip: 91282CHH7)	\$0.989	4.17%	6/15/2026	2,510,000	\$2,499,469.04	\$2,526,766.80	3 yr	
8. UBS BK USA-Rate 5.15% (Cusip: 90355GHN9)	\$1.006	5.12%	11/9/2026	240,000	\$240,000.00	\$246,585.60	3 yr	
9. Am Ex National Bank-Rate 5.15% (Cusip: 02589AF80)	\$1.006	5.12%	11/9/2026	240,000	\$240,000.00	\$246,492.00	3 yr	
10. Morgan Stanley BK N A-Rate 5.15% (Cusip: 61690DGP7)	\$1.006	5.12%	11/9/2026	240,000	\$240,000.00	\$246,492.00	3 yr	
11. Morgan Stanley Private Bk-Rate 5.15% (Cusip: 61768EE74)	\$1.006	5.12%	11/9/2026	240,000	\$240,000.00	\$246,492.00	3 yr	
12. California Credit Union-Rate 5.5% (Cusip: 130162BE9)	\$1.014	5.43%	11/16/2026	240,000	\$240,000.00	\$248,251.20	3 yr	
13. US Treasury Bill-Rate 4.125% (Cusip: 3130AKH3)	\$0.890	0.89%	2/10/2027	2,280,000	\$2,120,377.20	\$2,129,269.20	2.5 yr	
14. US Treasury Bill-Rate 4.125% (Cusip: 91282CKA8)	\$0.989	4.17%	2/15/2027	2,250,000	\$2,248,592.47	\$2,288,549.27	3 yr	
15. FFCB Bond-Rate 4.75% (Cusip: 3133EPYM1)	\$1.005	4.72%	10/13/2027	2,000,000	\$1,995,036.35	\$2,064,840.00	4 yr	
16. Maine Savings-Rate 5.2% (Cusip: 560507AS4)	\$1.013	5.14%	11/8/2027	240,000	\$240,000.00	\$250,020.00	4 yr	
17. Empower Fed Credit Union-Rate 5.35% (Cusip: 291916AH7)	\$1.018	5.26%	11/15/2027	240,000	\$240,000.00	\$251,203.20	4 yr	
18. Workers Credit Union-Rate 5.35% (Cusip: 98138MCB4)	\$1.017	5.26%	11/15/2027	240,000	\$240,000.00	\$251,172.00	4 yr	
19. US Treasury Note-Rate 2.75% (Cusip: 9128283W8)	\$0.943	2.92%	2/15/2028	1,060,000	\$999,925.49	\$1,031,761.60	4 yr	
20. FHLB-Rate 4.2% (Cusip: 3130B2H99)	\$1.000	4.19%	8/13/2029	2,250,000	\$2,250,000.00	\$2,252,835.00	5Yr	
Average	\$0.72	3.27%	Total Interest Withdrawals	\$312,528.73	TOTAL	\$19,288,840.52	\$162,579.51 Accrued Interest	\$22,140,982.00

GL DESCRIPTION:	Approved 2024-2025 Budget	Expended/ Received to Date as of 09/30/24	Actual Over/Under Budget	Projected Annual Costs (7/1/24- 6/30/25)	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCES			PERC			WASH PLAN & TRUST SUPPORT		
					2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:
APPROVED 2024-2025 Budget																						
INCOME:																						
4012-17 INTEREST INCOME	1,660,000	865,185	-794,815	1,660,000	521,234			107,516			0			0			1,031,250			0		
4022-26 GROUNDWATER	1,440,349	427,805	-1,012,544	1,440,349																		
4031-34 MINING	648,000	69,662	-578,338	648,000																		
4032 CEMEX - ROYALTY/LEASE	600,000	69,662	-530,338	600,000	0		Estimated sales	0			0		600,000	100%	Per Lease Agrmt	0			0			
4036,40,80 MISCELLANEOUS	129,000	28,074	-100,926	129,000																		
4036 AGGREGATE MAINTENANCE	65,000	25,772	-39,228	65,000	0			0			0		65,000	100%	Estimate	0			0			
4050 PROPERTY TAX	169,775	0	-169,775	169,775	169,775	100%	+20%	0			0		0			0			0			
4055 SBVMWD LEASE AGREEMENT	502,542	0	-502,542	502,542	226,144	45%	+1.4% CPI	276,398	55%		0		0			0			0			
4062-66 RENTALS	248,816	58,849	-189,967	248,816																		
4025 WASH PLAN REVENUE	120,255	104,009	-16,247	120,255	0			0			0		0			0			0		120,255	100%
4999 TRUST REIMBURSEMENT WP	0	0	0	0	0			0			0		0			0			0		0	100%
Trust proceed																						
TOTAL INCOME:	5,222,112	1,553,584	-3,668,528	5,222,112	924,653			2,100,637			248,816		796,500			1,031,250			120,255			Or Comm. M
EXPENSES:																						
5100 PROFESSIONAL SERVICES	745,977	123,943	-622,033	745,977	75,382			349,569			1,568		294,513			23,220			1,725			
5120 PROFESSIONAL SERVICES	477,500	89,285	-388,215	477,500	50,000			255,000		Consulting Services	0		172,500			0			0			
5123 WASH PLAN IMPLEMENTATON	87,590	38,408	-49,182	87,590	0			0			0		0			0			87,590	100%		
52-53 FIELD OPERATIONS	420,626	41,516	-379,110	420,626	0			388,626			0		32,000			0			0			
5400 UTILITIES	33,137	10,303	-22,833	33,137	12,075			10,365			4,796		1,688			4,212			0			
6000 GENERAL ADMINISTRATION	431,406	91,626	-339,779	431,406	151,762			61,975			93,691		54,663			62,903			6,413			
6100 BENEFITS	592,701	132,281	-460,420	592,701	106,686			307,747			30,024		105,084			165,133			5,927			
6200 SALARIES	1,831,083	342,980	-1,488,104	1,831,083	327,687			924,354			82,887		309,058			495,152			18,601			
6300 INSURANCE	55,257	26,254	-29,004	55,257	2,763			41,443			8,289		2,763			0			0			
6400 DIRECTOR EXPENSES	188,110	12,631	-175,479	188,110	188,110			0			0		0			0			0			
6500 ADMINSTRATIVE/STAFF EXPENSES	53,075	8,930	-44,145	53,075	22,720			16,436			0		10,733			3,186			0			
TOTAL EXPENSES:	4,544,962	831,689	-3,713,272	4,544,962	940,185	34	2,697,700	2,103,515	36	924,354	221,254	7	810,501	13	0	753,806	8	0	120,255			
Operating Revenue	5,222,112	1,553,584	-3,668,528	5,222,112	924,653			2,100,637			248,816		796,500			1,031,250			120,255			
NET OPERATING REVENUE	677,150	721,894	44,744	677,150	-15,532			-2,878			27,562		-14,001			277,444			0			

GL DESCRIPTION:	Approved 2024-2025 Budget	Expended/ Received to Date as of 09/30/24	Actual Over/Under Budget	Projected Annual Costs (7/1/24- 6/30/25)	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCES			PERC			WASH PLAN & TRUST SUPPORT		
					2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:	2025 BUDGET:	% BUDGET	BASIS:
APPROVED 2024-2025 Budget																						
Multi-year Capital Projects																						
7010 MATERIALS	12,000			12,000.00	0			6,000	50%	Field Security Changes	0			6,000	50%		0			0		
LAND & BUILDINGS																						
7100 CAPITAL REPAIRS	1,658,204	48,999	-611,001	1,658,204	20,000			1,161,704			207,000			269,500			0			0		
7110 PROPERTY - CAPITAL REPAIRS	590,000	0.00	0	590,000	20,000			307,500		Office interior paint	200,000			62,500			0			0		
7120 PROPERTY - LAND PURCHASE	70,000	26,013	26,013	70,000	0			0			0			70,000	100%		0			0		
7130 MENTONE PROPERTY (HOUSE) REPAIR	7,000	0.00	0	7,000	0			0			7,000	100%		0			0			0		
7140 MENTONE PROPERTY (SHOP) CIP #3b	854,204	22,985	-567,014	854,204	0			854,204	100%		0			0			0			0		
7160 MENDOZA PROPERTY CIP #9 & #12	137,000	0.00	-70,000	137,000	0			0			0			137,000	100%		0			0		
EQUIPMENT & VEHICLES																						
EQUIPMENT & VEHICLES	185,400	55,127	-946,077	185,400	16,100			126,640			1,520			34,114			5,864			1,162		
7210 COMPUTER HARDWARE REPAIRS	10,000	0.00	-854,204	10,000	7,500	75%		2,500	25%	Allocation basis 2011	0			0			0			0		
7220 COMPUTER SOFTWARE	5,000	5,417	-131,583	5,000	1,000	20%		1,500	30%	Allocation basis 2011	0			1,250	25%		1,000	20%		250	5%	
7230 FIELD EQUIPMENT / VEHICLES CIP #8	140,000	49,710	49,710	140,000	0			112,000	80%	New truck	0			28,000	20%		0			0		
7240 OFFICE EQUIPMENT	30,400	0.00	-10,000	30,400	7,600	25%		10,640	35%		1,520	5%		4,864	16%		4,864	16%		912	3%	
PROFESSIONAL SERVICES:																						
7126 PERC ENGR/PROF SERVICES CIP #31	2,419,256	64,051	-75,949	2,419,256	0			0			0			0			2,419,256	100%		0		
7150 MILL CREEK DIVERSION PROJECT CIP #	250,000	0	-30,400	250,000	0			250,000	100%		0			0			0			0		
7151 MILL CREEK PERMITTING CIP #7 & #36	187,101	24,432	24,432	187,101	0			187,101	100%	District Permitting +River	0			0			0			0		
7438 ENGINEERING SERVICES-OTHER CIP #1	125,000	0.00	-2,419,256	125,000	0			125,000	100%	Mill Creek O&M Plans	0			0			0			0		
CAPITAL EXPENSE	4,836,961	192,608	-4,070,252	4,836,961	36,100			1,856,445			208,520			309,614			2,425,120			1,162		



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

Memorandum No. 2061

To: Board of Directors

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

Date: November 13, 2024

Subject: Unaudited Financial Reports for October 2024

RECOMMENDATION

Review and approve the unaudited financials for October 2024.

BACKGROUND AND DISCUSSION

Staff presents the previous month’s unaudited financial reports at the subsequent Board meeting. The reports presented here include information through October 31, 2024.

Upland Rock made a significant royalties payment for September under GL 4036 Aggregate Maintenance in the amount of \$30,586.96. GL 5123 Habitat Management-Wash Plan incurred two significant payments in October: one to IERCDC for the final payment on the Nov 8, 2023, Conservation Services Agreement and one to Mikael Romich for SBKR monitoring. GL 6300 Insurance is over budget due to both GL 6310 Property Insurance and GL 6320 General Liability Insurance, which also includes auto. These increased insurance costs, which occur in response to a more expensive insurance market, will require a substantial adjustment in next year’s budget. Two significant progress payments were made under GL 7126 PERC Engr/Professional Services: \$22,240 to CASC Engineering and \$33,888 to Q3 Consulting, Inc. All other revenue and expenses are as expected.

FISCAL IMPACT

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

POTENTIAL MOTIONS

1. Approve the Unaudited Financial Reports for October 2024 as presented.
2. Refer this item to the Finance & Administration Committee to reconsider specific issues discussed.

ATTACHMENTS

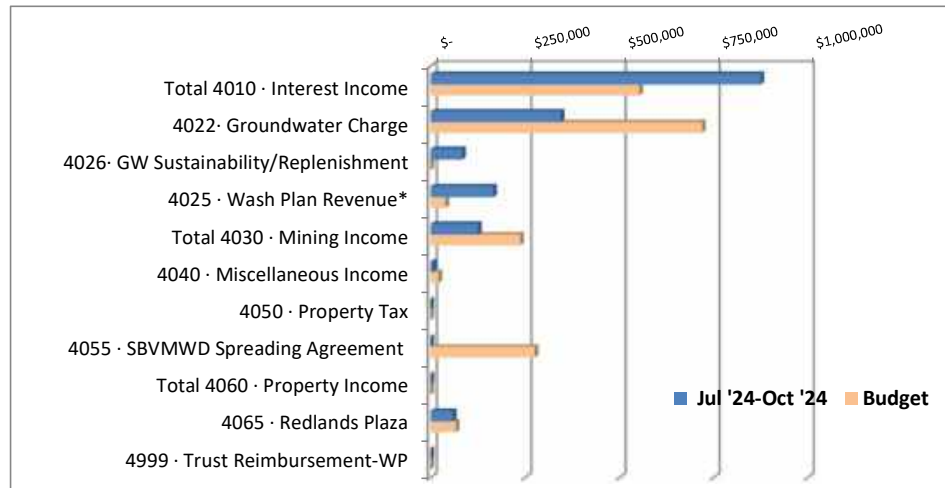
Graph Financials for October 2024
Profit & Loss to Date vs. Annual Budget

SBVWCD - All Enterprises Budget and Actual

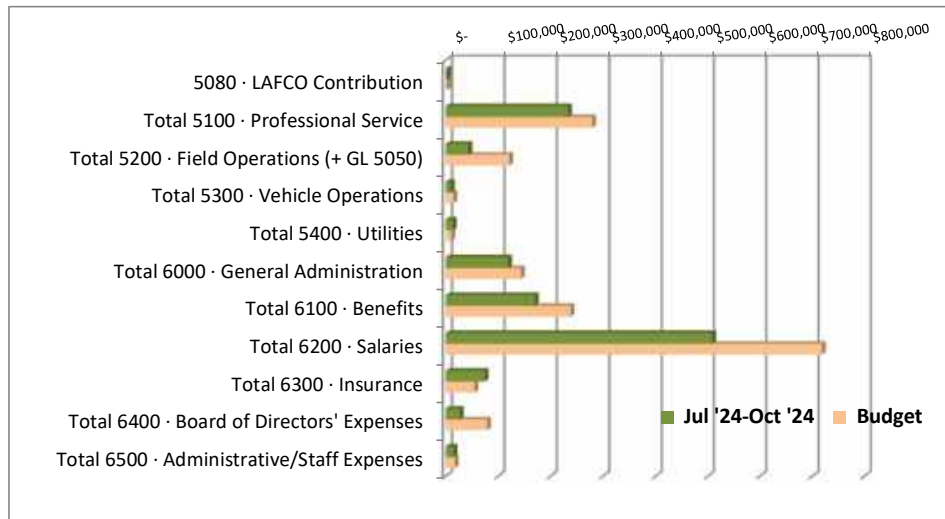
Oct 2024

REVENUE	Jul '24-Oct '24	Budget
Total 4010 · Interest Income	\$ 875,343	\$ 553,333
4022· Groundwater Charge	\$ 345,233	\$ 720,175
4026· GW Sustainability/Replenishment	\$ 83,965	\$ -
4025 · Wash Plan Revenue*	\$ 166,471	\$ 40,085
Total 4030 · Mining Income	\$ 126,021	\$ 237,667
4040 · Miscellaneous Income	\$ 6,038	\$ 21,333
4050 · Property Tax	\$ -	\$ -
4055 · SBVMWD Spreading Agreement	\$ -	\$ 276,398
Total 4060 · Property Income	\$ 200	\$ -
4065 · Redlands Plaza	\$ 59,517	\$ 67,054
4999 · Trust Reimbursement-WP	\$ -	\$ -
Total Revenue	\$ 1,662,788	\$ 1,916,045

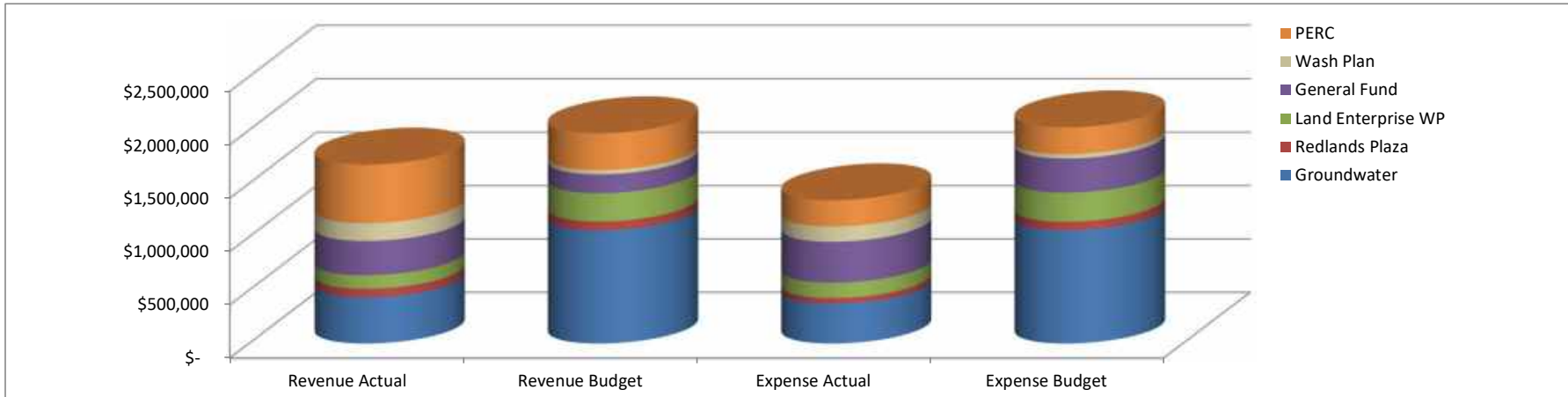
*District loans to the WP & State Permitting payments



EXPENSES Operating and Capital	Jul '24-Oct '24	Budget
5080 · LAFCO Contribution	\$ 2,580	\$ 2,580
Total 5100 · Professional Service	\$ 233,804	\$ 279,690
Total 5200 · Field Operations (+ GL 5050)	\$ 43,857	\$ 121,637
Total 5300 · Vehicle Operations	\$ 10,308	\$ 15,209
Total 5400 · Utilities	\$ 14,168	\$ 11,046
Total 6000 · General Administration	\$ 119,513	\$ 144,034
Total 6100 · Benefits	\$ 170,439	\$ 238,435
Total 6200 · Salaries	\$ 509,157	\$ 719,246
Total 6300 · Insurance	\$ 74,909	\$ 55,256
Total 6400 · Board of Directors' Expenses	\$ 27,379	\$ 79,370
Total 6500 · Administrative/Staff Expenses	\$ 15,327	\$ 17,692
Total Expense	\$ 1,221,440	\$ 1,684,194



Enterprises to Date (October 2024)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 434,149	\$ 1,062,869	41%
Groundwater Expense	\$ 374,444	\$ 733,570	51%
Revenue -Expense	\$ 59,705	\$ 329,299	
Redlands Plaza Revenue	\$ 80,680	\$ 82,905	97%
Redlands Plaza Expense	\$ 52,974	\$ 79,441	67%
Revenue -Expense	\$ 27,706	\$ 3,464	
Land Enterprise Revenue	\$ 126,021	\$ 265,500	47%
Land Enterprise Expense	\$ 143,140	\$ 274,385	52%
Revenue -Expense	\$ (17,119)	\$ (8,885)	
General Fund Revenue *	\$ 321,773	\$ 176,245	183%
General Fund Expense	\$ 385,022	\$ 318,666	121%
Revenue -Expense	\$ (63,249)	\$ (142,421)	
Wash Plan Revenue	\$ 166,471	\$ 40,085	415%
Wash Plan Expense	\$ 142,209	\$ 40,066	355%
Revenue-Expense	24,262	20	
PERC Revenue	\$ 549,657	\$ 343,750	160%
PERC Expense	\$ 246,805	\$ 251,399	98%
Revenue-Expense	\$ 302,852	\$ 92,351	
Total All Revenue - Expense	\$ 334,158	\$ 273,827	

Cash Status	As of 7/1/2024	As of 10/31/2024
LAIF	\$ 1,026.17	\$ 1,050.06
Cal Trust	\$ -	\$ -
Citizens Bank	\$ 601,274.36	\$ 474,354.09
UBS Financial-Gen	\$ 5,618,122.33	\$ 3,600,264.22
UBS Financial-PERC	\$ 28,215,679.82	\$ 24,954,232.35
US Bank-CAMP Gen	\$ 4,307,416.23	\$ 3,933,849.09
US Bank-CAMP PERC	\$ 5,188,179.38	\$ 10,668,397.28
Total	\$ 43,931,698.29	\$ 43,632,147.09
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less PERC Obligation	\$ (35,292,240.70)	\$ (35,593,861.10)
Cash Position	\$ 3,639,457.59	\$ 3,038,285.99

Increase (decrease) of -\$601,171.60

Percent Increase -16.5%

* General Fund Revenue shown here does not include overhead

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

4:23 PM
 11/05/2024
 Accrual Basis

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · Interest Income				
4012 · LAIF	12.31	0.00	12.31	100.0%
4015 · UBS Interest Income	668,679.63	1,275,000.00	-606,320.37	52.45%
4016 · Interest Income CAMP	206,650.76	385,000.00	-178,349.24	53.68%
Total 4010 · Interest Income	875,342.70	1,660,000.00	-784,657.30	52.73%
4017 · PERC Capital Income	0.00	0.00	0.00	0.0%
4020 · Groundwater Charge				
4022 · Groundwater Charge	345,233.00	1,440,349.41	-1,095,116.41	23.97%
4026 · GW Sustainability/Replenishment	83,965.07	0.00	83,965.07	100.0%
Total 4020 · Groundwater Charge	429,198.07	1,440,349.41	-1,011,151.34	29.8%
4025 · Wash Plan Revenue	166,470.94	120,255.44	46,215.50	138.43%
4030 · Mining Income				
4031 · Plant Site - CEMEX	0.00	48,000.00	-48,000.00	0.0%
4032 · Cemex - Royalty / Lease	69,662.40	600,000.00	-530,337.60	11.61%
4036 · Aggregate Maintenance	56,358.59	65,000.00	-8,641.41	86.71%
Total 4030 · Mining Income	126,020.99	713,000.00	-586,979.01	17.68%
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	5,328.17	0.00	5,328.17	100.0%
4040 · Miscellaneous Income - Other	710.00	64,000.00	-63,290.00	1.11%
Total 4040 · Miscellaneous Income	6,038.17	64,000.00	-57,961.83	9.44%
4043 · Project Salary Reimbursement	0.00	52,373.50	-52,373.50	0.0%
4050 · Property Tax	0.00	169,775.15	-169,775.15	0.0%
4051 · Wash Plan Trails	0.00	66,000.00	-66,000.00	0.0%
4055 · SBVMWD Spreading Agreement Reim	0.00	502,542.31	-502,542.31	0.0%
4060 · Property Income				
4062 · Mentone Property	200.00	100.00	100.00	200.0%
Total 4060 · Property Income	200.00	100.00	100.00	200.0%
4065 · Redlands Plaza	59,517.03	201,162.26	-141,645.23	29.59%
4066 · Redlands Plaza CAM	15,963.34	0.00	15,963.34	100.0%
4999 · Trust Reimbursement-Wash Plan	0.00	47,553.84	-47,553.84	0.0%
Total Income	1,678,751.24	5,037,111.91	-3,358,360.67	33.33%
Gross Profit	1,678,751.24	5,037,111.91	-3,358,360.67	33.33%
Expense				
5040 · Regional Programs				
5080 · LAFCO Contribution	2,579.88	2,579.88	0.00	100.0%
Total 5040 · Regional Programs	2,579.88	2,579.88	0.00	100.0%
5050 · Basin Cleaning	10,038.40	250,000.00	-239,961.60	4.02%
5100 · Professional Service				
5120 · Misc. Professional Services	125,773.13	477,500.00	-351,726.87	26.34%
5122 · Wash Plan Professional Services	0.00	0.00	0.00	0.0%
5123 · Habitat Management-WP	70,559.81	87,589.78	-17,029.97	80.56%
5125 · Engineering Services	0.00	35,000.00	-35,000.00	0.0%
5126 · GW Sustainability/Replenishment	0.00	0.00	0.00	0.0%
5127 · Project Accounting Services	0.00	7,500.00	-7,500.00	0.0%
5130 · Aerial Photography & Surveying	0.00	2,546.78	-2,546.78	0.0%
5155 · WP Trails Professional Services	0.00	100,000.00	-100,000.00	0.0%
5160 · IT Support	11,593.75	34,500.00	-22,906.25	33.61%
5170 · Audit	19,712.00	31,350.00	-11,638.00	62.88%
5175 · Legal - Wash Plan	0.00	0.00	0.00	0.0%
5180 · Legal	6,165.02	25,000.00	-18,834.98	24.66%
Total 5100 · Professional Service	233,803.71	800,986.56	-567,182.85	29.19%
5133 · Regional River HCP Contribution	0.00	30,000.00	-30,000.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	6,759.29	15,000.00	-8,240.71	45.06%
5215 · Property Maintenance	2,671.18	40,000.00	-37,328.82	6.68%
5225 · Field Clean Up-Illegal dumping	24,388.15	60,000.00	-35,611.85	40.65%
Total 5200 · Field Operations	33,818.62	115,000.00	-81,181.38	29.41%
5223 · Temp. Field Labor	1,973.47	10,000.00	-8,026.53	19.74%

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	4,004.69	10,626.00	-6,621.31	37.69%
5320 · Fuel	6,302.83	35,000.00	-28,697.17	18.01%
Total 5300 · Vehicle Operations	10,307.52	45,626.00	-35,318.48	22.59%
5400 · Utilities				
5410 · Alarm Service	1,614.81	1,260.00	354.81	128.16%
5420 · Electricity	5,657.26	11,032.00	-5,374.74	51.28%
5430 · Mobile Phone	1,925.00	7,507.51	-5,582.51	25.64%
5440 · Telephone	1,650.68	3,240.00	-1,589.32	50.95%
5450 · Natural Gas	4.70	2,350.00	-2,345.30	0.2%
5460 · Water / Trash / Sewer	1,783.19	4,489.72	-2,706.53	39.72%
5470 · Internet Services	1,532.54	3,257.38	-1,724.84	47.05%
Total 5400 · Utilities	14,168.18	33,136.61	-18,968.43	42.76%
6000 · General Administration				
6001 · General Administration - Other	3,004.13	6,000.00	-2,995.87	50.07%
6002 · Website Administration	1,642.94	6,300.00	-4,657.06	26.08%
6004 · Meeting Expenses	925.44	2,500.00	-1,574.56	37.02%
6006 · Permits	0.00	15,000.00	-15,000.00	0.0%
6007 · Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 · Licenses	332.25	2,000.00	-1,667.75	16.61%
6010 · Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 · Office Maintenance	6,084.19	10,000.00	-3,915.81	60.84%
6013 · Office Lease Payment	8,333.34	50,000.00	-41,666.66	16.67%
6015 · Mentone House Maintenance	89.16	4,000.00	-3,910.84	2.23%
6016 · Redlands Plaza Maintenance	449.19	20,000.00	-19,550.81	2.25%
6018 · Janitorial Services	3,215.66	10,560.00	-7,344.34	30.45%
6019 · Janitorial Supplies	340.91	450.00	-109.09	75.76%
6020 · Vacancy Marketing-Redlands Plaz	0.00	5,000.00	-5,000.00	0.0%
6024 · Computer Equip Maint.	0.00	3,150.00	-3,150.00	0.0%
6026 · Redlands Plaza CAM expenses	17,286.57	47,553.84	-30,267.27	36.35%
6027 · Computer Software	5,333.25	23,250.00	-17,916.75	22.94%
6030 · Office Supplies	2,683.36	10,000.00	-7,316.64	26.83%
6033 · Office Equipment Rental	2,448.49	8,100.00	-5,651.51	30.23%
6036 · Printing	284.31	2,500.00	-2,215.69	11.37%
6039 · Postage and Overnight Delivery	410.00	1,200.00	-790.00	34.17%
6042 · Payroll Processing	1,347.43	5,000.00	-3,652.57	26.95%
6045 · Bank Service Charges	813.34	10,000.00	-9,186.66	8.13%
6051 · Uniforms	1,284.62	3,209.23	-1,924.61	40.03%
6060 · Outreach	19,599.28	130,000.00	-110,400.72	15.08%
6087 · Educational Reimbursement	225.00	5,000.00	-4,775.00	4.5%
6090 · Subscriptions/Publications	1,712.04	3,150.00	-1,437.96	54.35%
6091 · Public Notices	327.26	4,000.00	-3,672.74	8.18%
6093 · Memberships	40,130.58	37,582.60	2,547.98	106.78%
Total 6000 · General Administration	119,512.74	437,405.67	-317,892.93	27.32%
6100 · Benefits				
6110 · Vision Insurance	1,064.70	3,734.85	-2,670.15	28.51%
6120 · Workers' Comp. Insurance	4,938.64	27,435.32	-22,496.68	18.0%
6130 · Dental Insurance	3,724.04	14,299.40	-10,575.36	26.04%
6150 · Medical Insurance				
6150.01 · Medical Employee Contribution	-10,169.60	-39,230.38	29,060.78	25.92%
6150 · Medical Insurance - Other	92,458.13	328,026.84	-235,568.71	28.19%
Total 6150 · Medical Insurance	82,288.53	288,796.46	-206,507.93	28.49%
6160 · Payroll Taxes-Employer	29,172.47	138,848.71	-109,676.24	21.01%
6170 · PERS Retirement				
6170.01 · PERS Employee Contributions	-20,687.28	-85,805.46	65,118.18	24.11%
6170.02 · 457 Plan Employee Contributions	-19,166.36	0.00	-19,166.36	100.0%
6170 · PERS Retirement - Other	89,104.38	333,292.72	-244,188.34	26.74%
Total 6170 · PERS Retirement	49,250.74	247,487.26	-198,236.52	19.9%
Total 6100 · Benefits	170,439.12	720,602.00	-550,162.88	23.65%
6200 · Salaries				
6230 · Regular Salaries	509,156.69	2,157,738.33	-1,648,581.64	23.6%
Total 6200 · Salaries	509,156.69	2,157,738.33	-1,648,581.64	23.6%
6300 · Insurance				
6310 · Property/ Auto Insurance	9,322.64	8,036.04	1,286.60	116.01%
6320 · General Liability Insurance	65,586.57	47,220.40	18,366.17	138.9%
Total 6300 · Insurance	74,909.21	55,256.44	19,652.77	135.57%

	Jul - Oct 24	Budget	\$ Over Budget	% of Budget
6400 · Board of Directors' Expenses				
6401 · Directors' Fees				
6401.5 · Payroll Taxes-Directors	1,565.43	0.00	1,565.43	100.0%
6401 · Directors' Fees - Other	20,250.00	110,600.00	-90,350.00	18.31%
Total 6401 · Directors' Fees	21,815.43	110,600.00	-88,784.57	19.73%
6410 · Mileage	474.36	5,324.00	-4,849.64	8.91%
6415 · Air Fare	659.96	4,882.81	-4,222.85	13.52%
6420 · Other Travel	0.00	665.50	-665.50	0.0%
6425 · Meals	435.69	4,658.50	-4,222.81	9.35%
6430 · Lodging	546.78	5,324.00	-4,777.22	10.27%
6435 · Conf/Seminar Registrations	3,447.00	6,655.00	-3,208.00	51.8%
6440 · Election Fees / Re-Districting	0.00	50,000.00	-50,000.00	0.0%
Total 6400 · Board of Directors' Expenses	27,379.22	188,109.81	-160,730.59	14.56%
6500 · Administrative/Staff Expenses				
6510 · Mileage	1,100.22	3,025.00	-1,924.78	36.37%
6515 · Air Fare	736.12	6,750.00	-6,013.88	10.91%
6520 · Travel, Other (rental car, taxi)	367.10	1,500.00	-1,132.90	24.47%
6525 · Meals	1,237.28	4,725.00	-3,487.72	26.19%
6530 · Lodging	2,699.97	8,800.00	-6,100.03	30.68%
6535 · Conf/Seminar Registrations	9,186.00	28,275.00	-19,089.00	32.49%
Total 6500 · Administrative/Staff Expenses	15,326.69	53,075.00	-37,748.31	28.88%
9999 · Contribution to Capital Maint.	0.00	50,000.00	-50,000.00	0.0%
Total Expense	1,223,413.45	4,949,516.30	-3,726,102.85	24.72%
Net Ordinary Income	455,337.79	87,595.61	367,742.18	519.82%
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	0.00	589,999.50	-589,999.50	0.0%
7120 · Property-Land Purchase	26,013.01	70,000.00	-43,986.99	37.16%
7126 · PERC Engr/Prof Services	120,179.40	2,419,256.35	-2,299,076.95	4.97%
7130 · Mentone Property (House)-CapRep	0.00	7,000.00	-7,000.00	0.0%
7140 · Mentone Property (Shop)-CapRep	22,985.49	854,204.37	-831,218.88	2.69%
7150 · Mill Creek Diversion	0.00	250,000.00	-250,000.00	0.0%
7151 · Mill Creek Permitting	24,431.57	187,101.11	-162,669.54	13.06%
7160 · Mendoza Property	0.00	137,000.00	-137,000.00	0.0%
Total 7100 · Land & Buildings	193,609.47	4,514,561.33	-4,320,951.86	4.29%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	10,000.00	-10,000.00	0.0%
7220 · Computer Software	5,416.67	5,000.00	416.67	108.33%
7230 · Field Equipment / Vehicles	49,710.41	140,000.00	-90,289.59	35.51%
7240 · Office Equipment	2,250.00	30,400.00	-28,150.00	7.4%
Total 7200 · Equipment & Vehicles	57,377.08	185,400.00	-128,022.92	30.95%
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	250,986.55	4,836,961.33	-4,585,974.78	5.19%
Net Other Income	-250,986.55	-4,836,961.33	4,585,974.78	5.19%
Net Income	204,351.24	-4,749,365.72	4,953,716.96	-4.3%



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

Memorandum No. 2062

To: Board of Directors
From: Betsy Miller, General Manager
David B. Cosgrove, General Counsel
Date: November 13, 2024
Subject: Interest Sharing Agreement with San Bernardino Conservation Trust

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

The Trust and the District entered into their Contract for the Provision of Administrative Services on or about October 5, 2017. Under that agreement, the Trust arranged to have the District provide certain administrative services to the Trust, related to the Trust’s Upper Santa Ana River Wash Habitat Conservation Plan (HCP) operations, at agreed hourly rates. In addition, the Trust agreed to convey to the District those Issuance Costs (i.e., proportionate accrued costs the District incurred in securing the various permits and other agency approvals necessary to implement and authorize the Wash Plan and its HCP) once the Trust collected same from applicants, whether through applications for Certificates of Inclusion, or through early payment by participants. Over time, the amounts of service costs, and Issuance Costs collected from others, remained with the Trust, with the amounts tracked for payment by Trust to District upon mutual agreement.

On January 11, 2024, the Trust paid the District One Million One Hundred Twenty-Five Thousand dollars (\$1,125,000,000.00) of retained Issuance Costs, monetary deposits by Wash Plan participants in lieu of habitat property dedications, and the value of deferred invoiced services pursuant to this arrangement. In addition, on March 29, 2024, the Trust paid the District some One Hundred Sixty Thousand Four Hundred Sixty-Six dollars and Twenty-three cents (\$160,466.23) of interest, calculated at the average return on District investments from fiscal year 2017-18 through December of fiscal year 2023-2024.

This was done for the benefit of both Trust and the District. For the District’s part, the interest payment made the District whole on advanced funds (or deferred billings) which effectively amounted to an in-kind advance of the value of services to the Trust, as the Wash Plan and its HCP wended its way through permitting processes, BLM Land Exchange hurdles, and other establishment

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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

procedures. For the Trust's part, it was able to hold the funds representing the value of such services to enhance the endowments and start-up cost funding.

Following discussions with our audit team, staff for both the District and Trust believe it is in the interest of both entities to formalize this long-standing arrangement in an agreement to ensure full transparency of accounting and other financial records.

The Interest Sharing Agreement developed to address this need provides that the District and Trust may, by and through their respective staffs, agree to have the District forbear from invoicing the Trust for services under the October 5, 2017, Contract for Provision of Administrative Services, or retain Issuance Costs collected by Trust from COI. The documented agreement would define the period of District forbearance. Such periods may be extended or shortened by mutual consent. The District will provide the Trust with an annual accounting of all accrued deferred charges or retained issuance Costs, as well as a calculation reflecting the average rate of returns for the period relating to such funds. Upon receipt of a District invoice, Trust shall remit both the principal amount due, and the average equivalent interest on such amounts, calculated on the entire principal amount at the time of payment. (The Interest Sharing Agreement does not compound interest by rolling accrued interest into additional principal due; the interest is calculated on a rolling basis, but each accrued interest amount is paid only upon payment of the principal.)

The Interest Sharing Agreement also ratifies prior practice, described above, leading to the March 29, 2024, payment, as consistent with the parties' knowledge, directions, and policy objectives. This Agreement was approved by the Trust Board of Directors on October 16, 2024.

FISCAL IMPACT:

Approval of the recommended item would result in ratification of revenue of \$160,466.23 in GL _GL 4999-Trust Reimbursement-Wash Plan. Future revenue based on this Agreement depends on any future agreements between the District and Trust regarding deferred invoicing, and prevailing interest rates at the time.

POTENTIAL MOTIONS

1. Approve the Interest Sharing Agreement between San Bernardino Conservation Trust and the San Bernardino Valley Water Conservation District.
2. Approve the Interest Sharing Agreement between San Bernardino Conservation Trust and the San Bernardino Valley Water Conservation District with specific changes to incorporate into the Agreement.
3. Refer consideration of the Interest Sharing Agreement between San Bernardino Conservation Trust and the San Bernardino Valley Water Conservation District to the Finance and Administration Committee for further consideration and recommendation to the Board.
4. Provide other directions to staff.

ATTACHMENT

Interest Sharing Agreement between San Bernardino Conservation Trust and the San Bernardino Valley Water Conservation District

INTEREST SHARING AGREEMENT BETWEEN
THE SAN BERNARDINO VALLEY CONSERVATION TRUST
AND THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT.

THIS INTERST SHARING AGREEMENT BETWEEN THE SAN BERNARDINO VALLEY CONSERVATION TRUST AND THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT (“Interest Sharing Agreement”) is entered into effective this ____ day of _____, 2024 (“Effective Date”) between the parties so referenced. This Interest Sharing Agreement is entered into in consideration of all of the following:

- A. The San Bernadino Valley Conservation Trust (“Trust”) is a 501(c)(3) non-profit public benefit corporation, whose primary purpose is the holding, administering, and funding of habitat preserves, and endowments for preservation of lands and conservation easements for the protection of endangered and threatened species, in connection with approved Habitat Conservation Plans, or otherwise.
- B. The San Bernardino Valley Water Conservation District (“District”) is a special district of the State of California, formed and existing under California Water Code sections 74000 et seq. District is the lead agency for the approval and implementation of the Upper Santa Ana River Wash Habitat Conservation Plan (“HCP”) which covers some 4,892 acres of land within the Upper Santa Ana River Wash.
- C. On or about October 5, 2017, Trust and District entered into that certain “Contract for the Provision of Administrative Services,” (“Administrative Services Contract.”) under which Trust and District agreed that Trust could utilize the services of District staff and consultants for ongoing efforts on permitting, start-up requirements, interim management, and long-term endowment administration in connection with the HCP, and other matters. Under the Administrative Services Contract, Trust was to periodically request services from the District, paying agreed specified hourly rates, and Trust was to remit to District defined “Issuance Costs” specified in the HCP, the Memorandum of Understanding to Implement the Habitat Conservation Plan for the Upper Santa Ana River Wash Plan (“MOU”), and its implementing agreements, once collected from Wash Plan participants seeking Certificates of Inclusion for Covered Activities under the HCP, which were to be collected by the Trust as part of the COI application process.

- D. While the Administrative Services Contract contemplated regular invoicing and payment of amounts by the Trust to the District pursuant to District invoicing, delays in permitting and the withholding of HCP long-term endowment moneys by certain participants, left the Trust in a reduced financial position. In part because of the benefits inuring to the District from the Trust initiating HCP activities pursuant to then-issued permitting, and in part as an accommodation to other HCP participants, including public agencies, District and Trust entered into an informal agreement, whereby the District would forbear from charging for administrative services under the Administrative Services contract or requiring remittance of Issuance Costs collected between July 2016-December 2020 under the MOU. District further authorized the Trust to hold certain monies collected by the Trust from Wash Plan participants in lieu of property dedications, to meet habitat mitigation requirements for Covered Activities under the HCP. This permitted the Trust to meet early requirements under issued HCP permits, begin building databases and inspection, survey, and species viability data, conduct mitigation property preparation and start-up actions, and generally begin the momentum necessary to launch the HCP's habitat preserve, and build data and a performance history of species benefits that might assist or expedite additional required permitting. It also permitted Trust to take advantage of higher interest rates it was able to achieve on its investments, as opposed to rates available to District, resulting in more overall funding for HCP purposes.
- E. Pursuant to this arrangement, from October 5, 2017 through December of fiscal year 2023-24, Trust accrued some One Million One Hundred Twenty-Five Thousand (\$1,125,000.00) of principal amounts from retained Issuance Costs, amounts collected by the Trust from Wash Plan participants for monetary contributions in lieu of property dedications for habitat requirements, and deferred invoicing of services under the Administrative Services Contract. These accrued amounts were reported to the Trust Board of Directors through regular financial reporting by Trust staff.
- F. On or about January 11, 2024, Trust paid to the District the sum of One Million, One Hundred Twenty-Five Thousand dollars (\$1,125,000.00) of principal. On March 29, 2024, Trust paid to District the sum of One Hundred Sixty Thousand Four Hundred Sixty-Six dollars and Twenty-Three cents (\$160,466.23) of interest, calculated at the average return on District investments over that time period of accrual referenced in Paragraph E above. The interest payment was designed to make the District whole on advanced funds to the Trust, while keeping additional interest above those return rates for the benefit of the Trust, for its ongoing HCP permitting and implementation activities.
- G. The District and the Trust now wish to formalize the arrangement leading up to the March 29, 2024, payment, to govern future deferrals and interest sharing, and as well to

ratify the prior arrangement, and toward that end, now enter into this Interest Sharing Agreement.

NOW THEREFORE, IN CONSIDERATION OF ALL OF THE FOREGOING, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

1. Recitals. The forgoing recitals are true and correct, and are incorporated into the body of this Interest Sharing Agreement, as though fully set forth herein.
2. Ratification of Arrangements Leading Up to March 29, 2024 Payment. The parties, and each of them, hereby approve and ratify their former informal agreement under which the District deferred invoicing of costs of services under the Administrative Services Contract, and Trust otherwise retained collected Issuance Costs and monetary deposits in lieu of habitat property dedication and the amounts and manner of principal and apportionment of interest accompanying the payment of March 29, 2024, and affirm that this was conducted with the knowledge and approval of the parties, and consistent with their direction and respective interests in advancing the HCP.
3. Prospective Deferral of Invoicing for Services and Remittance of Issuance Costs or Moneys in Lieu of Habitat Property. From and after the Effective Date, if District and Trust agree to have District defer invoicing under the Administrative Services Contract, or defer Trust's remittance of Issuance Costs to District, or to have Trust retain for a time moneys paid by Wash Plan participants in lieu of habitat property mitigation, Trust and District shall so confirm in writing. Such written agreement shall indicate the nature of the charges or costs to be kept with the Trust, the principal amount(s), the period of time over which the Trust may keep possession of such funds, and the date such funds must be remitted, with interest, to the District. The amount of interest on any such payments shall be equivalent to the average return on the District's investments calculated over that time period. Any interest earned on such principal amounts in excess of the average return on District investments shall be retained by, and shall be the property of, Trust. Interest amounts shall not compound, nor be added to principal for subsequent periods of accrual, but shall be calculated as fixed for the applicable period, and any subsequent interest will accrue on unpaid principal only. The Trust's Executive Director and Secretary, for its part, and the District's General Manager, for its part, are delegated the authority to enter into such arrangements without further Board of Directors' approval, provided that the amount of principal so retained by the Trust does not exceed Thirty Thousand dollars (\$30,000.00). All amounts higher than this \$30,000 figure shall require Board of Directors' approval of both agencies. Any such agreement may, but need not, provide a mechanism through which District can accelerate payment of withheld amounts by the

Trust, in the event District's finances so require, with appropriate notice requirements prior to accrual of Trust's obligation to pay such accelerated debt.

4. Accounting of Principal Amounts. District shall, no less frequently than annually, report to the Trust all accrued, non-invoiced principal amounts, including the value of services provided to the Trust by District, accruing under this Interest Sharing Agreement, no later than February of each year. Trust shall report to District, no less frequently than annually, any amounts retained or otherwise held by the Trust for collected Issuance Costs, or retained deposits by Wash Plan participants in lieu of habitat mitigation property dedications, under this Interest Sharing Agreement. The parties shall annually, no later than March 1 of each fiscal year, calculate the interest due to the District per the average rate of return on District investments over that time period, and reflect the actual amount of interest earned by Trust on such retained amounts, such that the parties may track the amount of interest due to the District, the amount of additional interest earned by the Trust. The parties shall each review the accounting provided by the other, and report in writing to the other within thirty (30) days of any disagreement or discrepancy in the amounts so reported. In the event of such discrepancy or disagreement, the parties shall meet and confer in good faith, in an effort to clarify or resolve any dispute. In the event such meet and confer processes fail to result in agreement, the matter shall be submitted to binding arbitration by a third-party neutral arbitrator, to be selected by both parties. The rules for the conduct of binding arbitration, and the method for selecting the arbitrator, shall be on such terms as the parties may agree at the time of the dispute or disagreement. Such binding arbitration shall occur within six (6) months of the report of the disagreement or discrepancy, unless otherwise agreed by the parties in writing.
5. Integration. This Interest Sharing Agreement contains the entire understanding of the parties with respect to its subject matter, and incorporates the entire accord among them. This Interest Sharing Agreement supersedes all prior representations, promises, negotiations, inducements, or other representations of the parties, and each of them, regarding its subject matter. This Interest Sharing Agreement may be amended only by an instrument in writing, signed by both parties.
6. Attorneys' Fees. In the event of any action, whether at law, equity, or otherwise, to enforce the provisions of this Interest Sharing Agreement, the prevailing party in such dispute shall be entitled to recovery of its reasonable attorneys' fees. As used herein, "attorneys' fees" includes the cost of legal representation, costs of experts or depositions, transcripts any costs of document duplication or exhibit preparation, and all other costs normally recoverable in civil actions.

7. Corporate Authority. The parties represent, each to the other, that the person whose signature below appears on the representing party's behalf has full authority to sign this Interest Sharing Agreement and bind the representing party to its terms, and that such party has executed this Agreement voluntarily, willingly, and without duress.

ENTERED INTO AS OF THE EFFECTIVE DATE AND AFFIRMED BY THE SIGNATURES OF THE PARTIES BELOW:

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
"DISTRICT"

BY: _____

Its: _____

SAN BERNARDINO VALLEY CONSERVATION TRUST
"TRUST"

BY: _____

Its: _____



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

Memorandum No. 2063

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: Second Amendment to the Contract Services Agreement for Managed Information Technology Services with PCtronics

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.

BACKGROUND AND DISCUSSION

On February 1, 2023, the District entered into a Contract Services Agreement for Managed Services and Information Technology Modernization with PCtronics. Under this contract and its initial amendment, approved on July 1, 2023, PCtronics has provided 24/7 helpdesk support, patch management, security, disaster recovery, back-ups, email system management, network support, asset inventory management, and other important information technology support to the District. The Second Amendment proposes an expansion of the existing support to include software license and procurement management as well as special project/task work, as directed by the District.

The proposed contract amendment includes the following:

- 1) Monthly managed IT services and support at \$2,500 per month.
- 2) IT-related special projects and tasks that are outside the scope of the monthly technology support at the request of the District up to \$4,500.
- 3) Software subscriptions purchased and/or managed by PCtronics at the request of the District up to \$10,000.
- 4) Computer and/or communications hardware purchased by PCtronics at the request of the District up to \$8,500.
- 5) Computer and/or communications systems repair and/or service at the request of the District up to \$10,000.

FISCAL IMPACT

Approval of the recommended action would result in expenditure of up to \$63,000, with up to \$34,500 from GL 5160 IT Support, up to \$10,000 total from GL 6027 Computer Software, up to \$8,500 total from GL 6024 Computer Hardware and GL 7240 Office Equipment, and up to \$10,000 from GL 7210 Computer Hardware Repairs.

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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

POTENTIAL MOTIONS

1. 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.
2. Provide other directions to staff.

ATTACHMENTS

Second Amendment to Contract Services Agreement For Managed Services and Information Technology Modernization

**SECOND AMENDMENT TO CONTRACT
SERVICES AGREEMENT FOR
FOR MANAGED SERVICES AND INFORMATION TECHNOLOGY
MODERNIZATION**

THIS SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR MANAGED SERVICES AND INFORMATION TECHNOLOGY MODERNIZATION ("Amendment") is hereby made this __ day of _____, 2024 ("Effective Date") by and between the **SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**, a California Special District ("SBVWCD" or "District"), and **TAQZIA INDUSTRIES, LLC dba PCtronics**, a California Limited Liability Company ("Contractor").

This Amendment is entered into in consideration of all the following:

- A.** On or about February 10, 2023, the District and Contractor entered into that certain **CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL SERVICES FOR MANAGED SERVICES AND INFORMATION TECHNOLOGY MODERNIZATION** ("Original Agreement").
- B.** On or about July 21, 2023, the District and Contractor entered into that certain **FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL SERVICES FOR MANAGED SERVICES AND INFORMATION TECHNOLOGY MODERNIZATION** ("First Amendment").
- C.** The parties have performed under the Original Agreement and the First Amendment, and now desire to extend the term of the Contractor's provision of ongoing services, as specified below.

NOW THEREFORE, the parties hereto agree as follows:

- 1. Section 1.2 of the Original Agreement is hereby amended to read as follows:

Authorization to Begin, Schedule and Retention Term. Contractor's services shall continue from the date of the expiration of the First Amendment until July 31, 2025. During that time, Contractor shall continue to provide information storage and technology professional consulting services consisting generally of all of the following under a set monthly fee: Offering 24/7 Helpdesk Support, Patch Management Services and Preventative Maintenance, Business Continuity and Disaster Recovery Services, Remote Backup, E-mail System Management, On Site Support, Network Support, Security Systems Monitoring, Warranty and Asset Inventory Management, Software Licensing Control, Procurement Management, PC On-site Deployment, Desktop & Laptop Support, Desktop Software Standardization and Software Licensing and Upgrades, Lifecycle Management of Hardware Units, Break Fixes and Installation, IMAC, Reporting, Technology Strategic Planning, Account Management, Onboarding and Offboarding Staff, Compliance, and Purchasing Support to Software and Hardware Needs, End-User Security Awareness Training ("General Services"). Contractor may also provide additional as-needed services, upon request by the District's Contract Officer, including

analysis and recommendations on strategies for IT Modernization Support, consisting of IT Systems Review and Modernization Requirements, IT Policy Review, Office 365 Optimization, Document Migration, Technology and Communication Hardware Repair/Replacement, and Wi-Fi Internet Optimization (“IT Modernization Services”). Contractor shall also advise District on District’s IT setup, hardware and software capabilities and constraints, needs, and implementation of Contractor’s IT modernization recommendations.

2. Section 2.1 of the Original Agreement is hereby amended to read as follows:

2.1 Contract Sum. For the services rendered pursuant to this Amendment as it modifies the First Amendment, the Contractor shall be paid the monthly sum of Two Thousand Five Hundred Dollars (\$2,500.00) per month. The value of Contractor’s work performed for the District shall be measured on an hourly basis for services performed at \$100 per hour. Contractor shall submit with its monthly invoice a summary of the hours worked in the applicable billing period, the person(s) performing the work, and the hourly rates for each. If the value of Contractor’s work on behalf of the District for a given month is less than Two Thousand Five Hundred Dollars (\$2,500.00), then any difference shall be credited to the District as an offset to the next monthly payment or payments due from District to Contractor. In addition, Contractor shall be paid the following amounts over the term of the Second Amendment the following amounts for the materials and services listed below:

2.1.1. Up to Four Thousand Five Hundred (\$4,500) for IT-related special projects and tasks that are outside the scope of the monthly technology support, provided that District gives Contractor prior written approval of the tasks.

2.1.2. Up to Ten Thousand Dollars (\$10,000.00) for software subscriptions ordered and used by District, which may be paid for and held in the name of Contractor,.

2.1.3. Up to Eight Thousand Five Hundred dollars (\$8,500.00) for computer or communications hardware ordered by District, provided the District gives prior written approval of the hardware ordered and its pricing.

2.1.4. Up to Ten Thousand dollars (\$10,000.00) for computer and communication systems hardware repair or servicing provided by Contractor to District, as requested or ordered by District, at the hourly rates provided for under the Original Contract.

3. Section 5.1 of the Original Agreement is hereby amended to read as follows:

5.1 Term. This Agreement shall be effective on the Effective Date and shall continue in full force and effect until July 31, 2025, unless extended by mutual consent documented in writing, or until otherwise terminated under Section 6.11 of the Original Agreement.

4. Except as specifically amended by this Amendment, the remainder of the Original Agreement and First Amendment are unaffected and shall continue in full force and effect throughout the term of this Second Amendment.

IN WITNESS WHEREOF, the parties have executed and entered into this Amendment by signature below:

SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT

By: _____
Melody McDonald
President

Date: _____

CONTRACTOR: Taqnia Industries, LLC dba
PCtronics

By: _____
Nick Harney
Taqnia Industries, LLC dba PCtronics
5225 Canyon Crest Dr. Ste. 71-737
Riverside, CA 92507

Date: _____



Memorandum No. 2064

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: Outreach Plan

RECOMMENDATION

Review and approve the San Bernardino Valley Water Conservation Outreach Plan.

BACKGROUND AND DISCUSSION

On January 10, 2024, the Board approved the scope of work for an Outreach Plan to support fulfillment of the goals and objectives of the District’s Strategic Plan 2024-2028 that was approved by the Board on December 13, 2023. The Outreach Plan establishes a framework, to be updated annually, 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. Specifically, the Outreach Plan includes detailed outreach and communication actions for applicable Strategic Plan objectives, communication-based information on partner agencies and interested parties, communication tools, key messages, and a conference and event tracker.

The Outreach Plan was reviewed by the Outreach Committee at their September 25, 2024, meeting.

FISCAL IMPACT

No expenditures would result from the approval of the recommended action.

POTENTIAL MOTIONS

1. Approve the San Bernardino Valley Water Conservation Outreach Plan.
2. Approve the San Bernardino Valley Water Conservation District Outreach Plan with revisions provided to staff.
3. Direct staff to make specific revisions to the San Bernardino Valley Water Conservation District Outreach Plan and bring the updated Plan to the Board for approval at a future date.
4. Provide other directions to staff.

ATTACHMENTS

San Bernardino Valley Water Conservation District Outreach Plan

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BOARD OF DIRECTORS

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John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

September 2024

San Bernardino Valley Water Conservation District

OUTREACH PLAN



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

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1. PURPOSE OF OUTREACH PLAN

The purpose of the San Bernardino Valley Water Conservation District (SBVWCD or District) Outreach Plan is to align the District's staff and Board with a shared understanding of the priority Outreach activities that will leverage the Strategic Plan (2028) with their interested parties and the communication tools available for use.

The goals for the Outreach Plan include but are not limited to:

Educating

- Interested Parties about the District's priority programs, projects, and initiatives
- Internal and external aligned messaging
- Public on the importance of the District's Mission, Vision, and Goals and its positive impact on water and the environment

Engaging

- The community with consideration for public input and comment
- Proactively to lead with aligned messaging on priorities
- Partners to collaboratively develop and build projects for the future
 - Public Agencies
 - Non-Governmental Organizations (NGO)
 - Private Industry
 - Tribal Governments
 - Federal and State Agencies
 - Academia
 - Industry Organizations
 - Local, State, and Federal Elected Officials
 - General Public

Advancing

- The District's Mission, Vision, and Values
- Support for multi-benefit, multi-jurisdictional projects that build trust-based partnerships and deliver cost-effective solutions for the larger community
- Priorities to build momentum, maximize mutual benefits, and minimize disruption to balance a resilient, reliable water supply with dependable infrastructure delivery and enhance the District's relationship to its lands while serving the greater San Bernardino Valley

2. STRATEGIC PLAN OUTREACH PRIORITIES

Section 2.0 of the OUTREACH Plan provides an overview of SP28 priority Goals and Objectives, beginning with a summary of Strategic Plan understanding followed by discussions of the topics listed below:

- Strategic Plan Understanding
- Mission and Vision
- Goals
- Calendar

STRATEGIC PLAN UNDERSTANDING

In 2023, the District adopted a Strategic Plan 2028 (SP28) to guide policy and implementation through 2028. In January 2024, the District engaged Strategy Driver, Inc. to develop and implement an Outreach Plan to develop a framework for maintaining close communication with our constituents. This Outreach Plan was developed to support engagement to elevate SP28 priority goals and objectives through specific programs, projects, and initiatives. Priorities will be determined and aligned through the annual budgeting process.

MISSION AND VISION

The District's Mission and Vision, as stated in the SP28, are as follows:

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.

Vision

With over a century of storing groundwater beneath our multi-functional lands and protecting diverse habitat and open space, our prescient District will continue to drive water availability, nature-based solutions, and collaborative partnerships to successfully expand our region's water reliability.

The District fosters economic vitality and endangered species to thrive compatibility in the face of competing resources. We advance sustainable climate-conscious practices to create a resilient future for our interconnected people and ecosystems for generations to come.

San Bernardino Valley Water Conservation District—Partnering With Nature To Store Our Water.

GOALS

The District’s Goals, as stated in the SP28, are listed below with corresponding communication and engagement opportunities for implementation.

- **Goal 1:** Water Supply Reliability through Groundwater Recharge
- **Goal 2:** Infrastructure Expansion and Operations Optimization
- **Goal 3:** Natural Resource Stewardship and Environmental Enhancement
- **Goal 4:** Community Engagement and Education
- **Goal 5:** Collaborative Partnerships
- **Goal 6:** Fiscal Commitment and Accountability
- **Goal 7:** Sustainable Organization & Governance

Goal 1: Water Supply Reliability through Groundwater Recharge

Goal 1 Objective	Outreach Action	Launch Date
Objective 1A Evaluate potential partnership for regional recharge projects on both District and non-District lands.	<ul style="list-style-type: none"> • Evaluate Increased Local Recharge through Zanja Restoration: Evaluate possible increased recharge benefits through restoration of the Historic Zanja <ul style="list-style-type: none"> ○ Recharge groundwater ○ Creative and multi-benefit project ○ Local and regional partnerships <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • City of Redlands • Property Owners • Redlands Conservancy • San Bernardino County Flood Control District (SBCFCD) • Tribes • University of Redlands 	Q4 2024
	<ul style="list-style-type: none"> • Build understanding of regional project needs: Connect with local and regional districts across Southern California to develop comprehensive understanding of regional groundwater projects and outstanding needs; offer District expertise, partnership and support 	Q3 2024
	<ul style="list-style-type: none"> • Rebraid streams: Identify project areas within the District to rebraid streams as done in the Plunge Creek Conservation Project and partner with appropriate agencies to pursue as a project <ul style="list-style-type: none"> ○ Recharge groundwater ○ Create wetlands credits (PCCP = 13 acres) ○ Restore native habitat 	2026

San Bernardino Valley Water Conservation District Outreach Plan

Goal 1 Objective	Outreach Action	Launch Date
	<p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Chino Basin Water Conservation District • City of Colton • City of Rialto • City of San Bernardino • CSU San Bernardino (joint funding) • Inland Empire Utilities Agency • Los Angeles Department of Water and Power • Los Angeles Sanitation District Groundwater Replenishment Project <p>TOOLS</p> <ul style="list-style-type: none"> • Presentations • Plunge Creek 	Ongoing
<p>Objective 1A Support the Enhanced Recharge Project Phase 1B in collaboration with Western Municipal Water District (WMWD) and San Bernardino Valley Municipal Water District (SBVMWD)</p>	<ul style="list-style-type: none"> • Quantify Increased Recharge from Project: Quantify increased recharge resulting from project completion after multiple years of operations (expected project completion date: Dec 2024) <ul style="list-style-type: none"> ○ Share quantified results of project with local interested parties in partnership with SBVMWD and WMWD <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Local and regional groundwater pumpers • SBVMWD • WMWD <p>TOOLS</p> <ul style="list-style-type: none"> • Presentation at BTAC, City Councils 	Q1 2028
<p>Objective 1B <i>(bullet 1)</i> During the tenure of the Groundwater Council, continue integrating the sustainability component of the groundwater charge for supplemental imported water sustainability efforts.</p>	<ul style="list-style-type: none"> • Continue close engagement with PERC partners and groundwater pumpers: Share regular updates on the PERC projects with PERC partners and local and regional groundwater pumpers, demonstrating the District’s Values in action. • Conduct PERC community outreach: Following completion of the feasibility studies and cost benefit analyses, share study results and solicit input from ratepayers and agencies. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • City of Riverside • Groundwater charge payees (individuals, organizations, and agencies) • Local and regional groundwater pumpers • San Bernardino County Flood Control District • SBVMWD • WMWD 	2024

San Bernardino Valley Water Conservation District Outreach Plan

Goal 1 Objective	Outreach Action	Launch Date
	<p>TOOLS</p> <ul style="list-style-type: none"> • Presentations at BTAC, City Councils, Southern California water conferences • Signage on accomplishments • Newsletter • Enclosure in annual rate-setting letter • Annual reports • PERC journal article 	
<p>Objective 1B (<i>bullet 3</i>) Advance Program for the Expansion of Recharge Capacity (PERC) projects for potential joint use of flood management facilities for recharge.</p>	<ul style="list-style-type: none"> • Use of funds: Communicate benefits from collection of Sustainability Component funds <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Sustainability Component ratepayers <p>TOOLS</p> <ul style="list-style-type: none"> • Enclosure in annual rate-setting letter 	<p>Ongoing</p>
	<ul style="list-style-type: none"> • Basin-sizing white paper: Partner with Cal Poly Pomona on Senior Project to develop journal article sharing PERC recharge basin sizing methodology. When complete, collaborate on presentation of journal article, sharing widely among academia and groundwater/flood community <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Cal Poly Pomona • Presentation Audiences <ul style="list-style-type: none"> ○ County Engineer’s Association of California ○ DWR ○ FMA ○ Funding Agencies ○ GRA ○ SGMA group <p>TOOLS</p> <ul style="list-style-type: none"> • Journal article • Presentation 	<p>2024</p>
	<ul style="list-style-type: none"> • Attend and Present at FMA: Attend the Floodplain Management Association (FMA) Annual Conference held annually in September to learn more about similar projects in other areas. Co-present PERC with SBFCF. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • SBFCF <p>TOOLS</p> <ul style="list-style-type: none"> • Presentation 	<p>Labor Day week, annually</p>

Goal 2: Infrastructure Expansion and Operations Optimization

Goal 2 Objective	Outreach Action	Launch Date
<p>Objective 2A Pursue opportunities to consolidate land ownership near District facilities as appropriate, to expand our ability to recharge groundwater and provide buffers for conservation of habitat.</p>	<ul style="list-style-type: none"> • For-sale properties: Identify areas that would benefit District operations and track for-sale properties. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Willing sellers near District facilities <p>TOOLS</p> <ul style="list-style-type: none"> • Real estate listing sites, meeting with interested owners upon request 	<p>2025</p>
<p>Objective 2B Coordinate with upstream operators on headwaters management to protect the District’s water supply.</p>	<ul style="list-style-type: none"> • Create a bi-annual Coordination Meeting with upstream operators • Participate in Joint Powers Authority for East End facilities acquisition and operation 	<p>Q1 & Q3, annually</p>
<p>Objective 2C Continue our PERC partnership to increase the ability to recharge the local aquifer to its full potential through state-of-the-art engineering.</p>	<ul style="list-style-type: none"> • PERC Awards: When Feasibility Studies are complete, identify organizations to present the PERC process as well as award opportunities. 	<p>Q1 2025</p>
	<ul style="list-style-type: none"> • Grant Funding for PERC: Identify and pursue grant funding opportunities for PERC (2024 Board Priority) <ul style="list-style-type: none"> ○ Grant application submitted ○ Consultant responsible for developing a tracking method and tracking grant opportunities 	<p>2024</p>
	<ul style="list-style-type: none"> • Share PERC Progress: See 1B 	<p>Ongoing</p>
<p>Objective 2D Obtain and maintain permits as required. Monitor for compliance through a comprehensive tracking database. Educate public and stakeholders on level of effort and schedule to obtain permits.</p>	<ul style="list-style-type: none"> • Tracking tool: Expand tool to track permits and compliance • Streamline process: Engage in initiatives that encourage improvements to and streamlining of permitting processes, share District permit tracking data with State or other officials/elected officials work on “cutting the green tape” efforts <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Elected officials • State officials <p>TOOLS</p> <ul style="list-style-type: none"> • Data from permit tracking tool 	<p>Ongoing, tool in Q1 2025</p>

Goal 3: Natural Resource Stewardship and Environmental Enhancement

Goal 3 Objective	Outreach Action	Launch Date
<p>Objective 3A Share monitoring and management results to inform regional and national conservation efforts.</p>	<ul style="list-style-type: none"> • Wash Tours: <i>See Objective 4G</i> • Publish journal articles: Publish endangered species monitoring and management results in industry organization newsletters <ul style="list-style-type: none"> ○ Frontiers in Ecology and the Environment ○ Journal of Wildlife Management (TWS) ○ Natural Areas Journal (NAA) ○ Other appropriate journals • Host meetings: Continue to host meetings with collaborators and interested parties to share key monitoring and management outcomes <ul style="list-style-type: none"> ○ Local meetings with regional partners ○ USFWS annual species meetings ○ Wash Plan Preserve Management Committee ○ Webinars to reach wider audience (for example via Natural Areas Association) • Share knowledge and expertise: Share the District’s hard-won knowledge and expertise in protecting endangered species to support conservation efforts at a larger scale. <ul style="list-style-type: none"> ○ In partnership with USFWS, support expansion of District’s program across entire species range ○ Present development of and results from monitoring programs at appropriate conferences (for example: slender horned spineflower (SHSF) seed bulking case study at California Native Plant Society conference) • Educate students: Share District’s work with students in Science, Technology, Engineering, and Math (STEM) <ul style="list-style-type: none"> ○ Partner with Water Education Foundation’s Project WET to create educational materials (e.g., identifying critters in their habitat) ○ Partner with San Bernardino City Unified School District to share materials • Learn from local tribes: Request opportunities to learn traditional ecological knowledge from our region’s native tribes for incorporation into management programs <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • California Native Plant Society • California Society for Ecological Restoration 	<p>Ongoing</p>

Goal 3 Objective	Outreach Action	Launch Date
	<ul style="list-style-type: none"> • Desert Institute • Dudek (SHSF projects) • Floodplain Management Association • Institute of the Environment and Sustainability at UCLA • National Habitat Conservation Plan Coalition (NHCCPC) • Native Plant Society • Natural Areas Association (NAA) • Natural Habitat Planning Coalition (Annual Meeting) • Natural Resources Defense Council • Northern CA Botanists • Public Policy Institute of California • Regional conservation partners • San Manuel Band of Mission Indians • Society for Ecological Restoration (SER) and California Chapter (SERCAL) • Southern CA Botanists • Southern CA Water Coalition • Sustainable Conservation • The Wildlife Society (TWS) • Urban Water Institute • U.S. Geological Survey (SBKR projects) • Water Education Foundation • Wildlife Society • Water Education Foundation • Academic journals • Agencies involved in completing mitigation requirements, including land and species management • Article/award partners <ul style="list-style-type: none"> ○ USGS (San Bernardino kangaroo rat) ○ Dudek (Slender-horned spineflower) • Local school districts • Regulatory agencies <p>TOOLS</p> <ul style="list-style-type: none"> • Conference/event presentations • District Website • Journal publications • Monitoring methods reports • Monitoring results reports • Published journal articles • Wash Plan Annual Report Executive Summary 	

San Bernardino Valley Water Conservation District Outreach Plan

Goal 3 Objective	Outreach Action	Launch Date
<p>Objective 3B Work with local and regional partners to limit unauthorized human activities on District owned and managed properties, including trespass, illegal dumping of debris, and the establishment of unauthorized encampments to minimize fire and other safety risks to humans and habitat.</p>	<ul style="list-style-type: none"> • Wash Tour materials • Steps4Life: Continue partnership with Steps4Life to provide transitional housing via District-owned property • Resources: Provide staff additional training and resources for interaction with persons experiencing homelessness on District lands • City/County Partnership: Continue to support City of Redlands and San Bernardino County Department of Public Works as they pursue opportunities for risk reduction and outreach to the unhoused population in the Wash • Service Organizations: <ul style="list-style-type: none"> ○ Continue partnership with Steps 4 Life ○ As resources allow, investigate opportunities to partner with additional local service organizations that assist people surrounding/in the Wash who are experiencing homelessness <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • City of Redlands • County of San Bernardino • County Engineer’s Association of California • Local Service Organizations <ul style="list-style-type: none"> ○ Homeless to Home ○ Lighthouse Social Services Center ○ Mary’s Mercy Center ○ San Bernardino County Community Development and Housing Homeless Partnership ○ Steps 4 Life ○ Sweet Dreams ○ Time for Change Foundation <p>TOOLS</p> <ul style="list-style-type: none"> • Materials for persons on District lands experiencing homelessness • Letters of Support for our partners’ grant applications • Collaborations with local artists to support persons experiencing homelessness and humanize the unhoused condition 	<p>Ongoing</p>
<p>Objective 3B Implement our plan and identify funding to partner with cities, the County, and local non-profit outreach organizations to resolve unauthorized occupancy and provide referrals for temporary and permanent housing and wellness programs.</p>	<p>(This cell content is merged with the cell above and is not explicitly repeated in the original image)</p>	<p>(This cell content is merged with the cell above and is not explicitly repeated in the original image)</p>
<p>Objective 3C Collaborate with the San Bernardino Valley Conservation Trust to</p>	<ul style="list-style-type: none"> • Educational materials: Support the Trust in creation and distribution of materials to educate collaborators and interested parties and the public about the Trust’s goals, mission, clarifying 	<p>2025</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 3 Objective	Outreach Action	Launch Date
<p>meet our permit requirements and demonstrate our land conservation and stewardship values to elevate conservation science.</p>	<p>the roles of the two agencies in their partnership, and commitment to conservation.</p> <ul style="list-style-type: none"> • Grants: Continue the existing partnership for grant applications and acceptance between the District and the Trust. • Funding: Support the Trust in raising awareness related to donations and other funding opportunities (donation walk, trail sign) • Community Mitigation Program: Continue the existing partnership supporting mitigation needs by local agencies or businesses. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Local agencies and businesses in need of mitigation • Residents, NGOs and agencies concerned about local conservation <p>TOOLS</p> <ul style="list-style-type: none"> • Educational materials • Website • Public fundraising campaign (example, “Adopt a” program) 	
<p>Objective 3C Leverage District expertise and knowledge to lead establishment and implementation of endangered species programs (e.g., San Bernardino kangaroo rat monitoring and habitat quality characterization, slenderhorned spineflower restoration).</p>	<ul style="list-style-type: none"> • See Objective 3A, <i>Share Monitoring Results</i> 	<p>2025</p>
<p>Objective 3D Leverage the success of the Plunge Creek Conservation Project to replicate and expand additional coordinated recharge and habitat restoration opportunities. Share successes broadly to advance demonstration of best management practices.</p>	<ul style="list-style-type: none"> • Track Grant Opportunities: Track and evaluate grant opportunities to fund project expansion and monitoring partnerships (i.e., CSUSB) • Present PCCP: Continue presenting the results of the PCCP, especially following multiple years of data collection and adaptive management, as long-term outcomes become clear • Feature in AR: Leverage Accomplishments Report (AR) to celebrate PCCP in the District. <ul style="list-style-type: none"> ○ In next issue, include information about topics identified in the SP28 that we want to promote 	<p>Q4 2024</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 3 Objective	Outreach Action	Launch Date
	<ul style="list-style-type: none"> • Awards Program: Review upcoming conferences and potential awards annually during Q4. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Groundwater Resources Association • SERCAL • TNC • Wildlife Society <p>TOOLS</p> <ul style="list-style-type: none"> • ACWA 2022 Innovation Award finalist distinction • Updated PCCP presentation 	
<p>Objective 3E Implement a trails system for hiking and biking to benefit the community at large with appropriate governance and protocols to protect both people and wildlands.</p>	<ul style="list-style-type: none"> • Coordinate with Cities: Continue collaboration with the cities of Redlands and Highland • Trails Committee: Reactivate Trails Committee following MOU approval by cities and implement next steps towards opening the trail system • Grant funding: Identify grants and add grant opportunities to tracking file quarterly • Education: Consider development of educational program <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • City of Highland • City of Redlands • Community trail users • Redlands Conservancy <p>TOOLS</p> <ul style="list-style-type: none"> • Educational materials • Grant tracking file • Memorandum of Understanding (MOU) • Trails Master Plan 	2024

Goal 4: Community Engagement and Education

Goal 4 Objective	Outreach Action	Launch Date
<p>Objective 4A Communicate, educate, and engage on value of the District to our community by quantifying our impact on groundwater levels since recharge began in 1912, and share the effects of long-term aquifer recharge with local and</p>	<ul style="list-style-type: none"> • Present Groundwater Model Update Results: Publish and distribute scientific paper about updated model, results, and District’s success. Present to community, partner, and industry organizations. • Informational content: Prepare informational material about the District’s history, mission, and project. 	2024

Goal 4 Objective	Outreach Action	Launch Date
<p>state governments and researchers working to promote aquifer recharge.</p>	<ul style="list-style-type: none"> ● Infographic: Create an interactive infographic to quantify outcomes from the District’s century of proactive groundwater stewardship ● Research reputation: Seek insight into the District’s reputation relative to our Values with outside organizations. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> ● Dr Zoi Dokou, Sacramento State (partner for USBR WaterSMART Applied Science grant application) ● Local, state, national and international groundwater proponents ● Local community <ul style="list-style-type: none"> ○ California Water: Inland Empire Edition ● Scientific paper distribution <ul style="list-style-type: none"> ○ ACWA GW Committee ○ DWR SGMA Group ○ FMA (FloodMAR) ○ GRA ○ SAWPA ○ Southern CA Water Coalition ○ TNC ○ Urban Water Institute ○ WEF Groundwater 101 ● Presentation audiences <ul style="list-style-type: none"> ○ ACWA ○ ACWA Groundwater Committee ○ Basin Technical Advisory Committee ○ BSMAR, Biennial Symposium on Managed Aquifer Recharge (<i>Arizona Hydrological Society</i>) ○ GRA ○ Towards Sustainable Groundwater in Agriculture Conference ○ Western Groundwater Congress ○ WEF Groundwater 101 <p>TOOLS</p> <ul style="list-style-type: none"> ● Recharge modeling results ● Modeling results PPT ● Modeling results animation ● Scientific paper ● Letter to ratepayers re: modeling results ● Conferences/Events <ul style="list-style-type: none"> ○ Present Plunge Creek results (received Spring 2022 ACWA Innovation Award) 	

San Bernardino Valley Water Conservation District Outreach Plan

Goal 4 Objective	Outreach Action	Launch Date
	<ul style="list-style-type: none"> ○ Present model results at Toward Sustainable Groundwater in Agriculture Conference in SF in June, Western Groundwater Conference in Tahoe in fall 2024, if ready, Groundwater 101 by the Water Education Foundation, GRA, ACWA Groundwater Committee, and Basin Technical Advisory Committee 	
<p>Objective 4B Communicate, educate, and engage on our recognized thought leadership and insights on groundwater recharge; integration of sustainable land and species management with operations; and regional habitat conservation.</p>	<ul style="list-style-type: none"> ● Stand ready to offer expertise and experience from 112 years of recharge to individuals, businesses, NGOS and agencies who seek to steward groundwater/aquifers ● Continue to share results of environmental monitoring and management programs (see Objective 3A) ● Prepare informational materials on the human, economic, and environmental benefits of the Conservation District’s conscious operations approach <ul style="list-style-type: none"> ○ Present on Conservation Benefit Agreement for the Mill Creek Groundwater Recharge Facility ● Prepare graphical representations of the District ethos of groundwater recharge, regional habitat conservation, and integration of sustainable land and species management with operations. ● Public Outreach: Collaborate with local educational specialists such as IERCD, local school districts, and the San Bernardino County Museum to prepare and host exhibits/educational programs on local native ecosystems using data collected through District and partner programs <ul style="list-style-type: none"> ○ Bee photographer event ● Attend groundwater events in other states that are progressively tackling groundwater challenges (i.e., Arizona, New Mexico, Nebraska, Texas, Florida) <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> ● Local, state, and national groundwater proponents ● Local, state, and national conservation and rewilding proponents <p>TOOLS</p> <ul style="list-style-type: none"> ● Collateral 	<p>2025</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 4 Objective	Outreach Action	Launch Date
<p>Objective 4C Communicate, educate, and engage on the District’s multi-beneficial accomplishments as technical and operational best management practices in sustainable groundwater and habitat management through aquifer recharge and recovery and habitat conservation (e.g., PERC, Plunge Creek Conservation Project, Mill Creek Diversion).</p>	<ul style="list-style-type: none"> ● Website: Meet the Experts section ● Strategic Outreach Report: Create SBVWCD “Strategic Outreach Report” <ul style="list-style-type: none"> ○ Track engagement ○ Include information about all the topics identified in the SP28+ that we want to promote ○ Complementary to Annual Report ● Merchandise: Celebrate SBVWCD’s eco-community with compelling merchandise/giveaways <ul style="list-style-type: none"> ○ BMP Calendar (hard copy or digital) with images of sensitive species and monthly/annual best practices on the appropriate dates ○ Business cards with variable backs with images of the various species District is protecting: image, name, one tidbit of info about what the District does for the species ○ Playing cards with sensitive species on the backs ○ Lapel pins of species ○ 5-minute shower timer (could be a fun shape like a bird) ○ Mural in lobby <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> ● Regional partners ● People who pay our groundwater charge <p>TOOLS</p> <ul style="list-style-type: none"> ● District merchandise ● Business cards 	<p>2024</p>
<p>Objective 4C Present the District’s accomplishments at conferences and professional and academic associations. Present at local community organizations.</p>	<ul style="list-style-type: none"> ● Continue to apply for awards for District projects as appropriate <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> ● Academic institutions <ul style="list-style-type: none"> ○ Cal Poly ○ Desert Institute ○ UC Davis World Water ○ UC Davis groundwater ○ University of Redlands ○ USGS ● ACWA ● American Planning Association ● American Society of Agricultural and Biological Engineers 	<p>Q1 2025</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 4 Objective	Outreach Action	Launch Date
	<ul style="list-style-type: none"> • California Special Districts Association • Groundwater charge payees • Hydrogeology Journal • International Association of Hydrogeologists (book series and newsletter) • International Water Management Institute • International Groundwater Conference • National Groundwater Association • Regional partners • Southern California Association of Governments • Southern California Water Coalition <p>TOOLS</p> <ul style="list-style-type: none"> • Slideshows 	
<p>Objective 4D Communicate, educate, and engage on our successful partnerships across the groundwater basin (i.e., PERC, Enhanced Recharge, Groundwater Council, Wash Plan Task Force, Woollystar Preserve Area managers).</p>	<ul style="list-style-type: none"> • See <i>Goal 3</i> <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Project partners <p>TOOLS</p> <ul style="list-style-type: none"> • Partnerships fact sheet • Video • Presentation Circuit 	2025
<p>Objective 4E Communicate, educate, and engage on collaboration with our partners to create a cohesive, unified message about the importance of groundwater basins and the status of our basin.</p>	<ul style="list-style-type: none"> • Unify Messaging: Collaborate with regional water agencies to create unified message about the local groundwater basin levels and management/stewardship actions <ul style="list-style-type: none"> ○ Consider survey/facilitated workshop approach <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • BTAC <p>TOOLS</p> <ul style="list-style-type: none"> • Consensus-based groundwater messages • Other educational materials as needed 	Q4 2024
<p>Objective 4F Communicate, educate, and engage on the District’s uniqueness through branding:</p> <ul style="list-style-type: none"> • Evaluate branding updates to promote our leadership role in serving the symbiotic relationship between 	<ul style="list-style-type: none"> • Consider a rebrand to serve as a foundation for new materials/updated website. <ul style="list-style-type: none"> ○ Evaluate the logo as it reflects the District’s Vision and dual goals of stewarding water <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • BTAC <p>TOOLS</p> <ul style="list-style-type: none"> • New logo, website, collateral 	2026/ 2028

San Bernardino Valley Water Conservation District Outreach Plan

Goal 4 Objective	Outreach Action	Launch Date
<p>habitat conservation and groundwater recharge.</p> <ul style="list-style-type: none"> • Celebrate our history as stewards of our aquifer and wildland. 		
<p>Objective 4G Communicate, educate, and engage on the role of the District in managing our public assets of open space, water security, and vital habitat that contribute to their lifestyles and livelihoods.</p> <p>Continue tours at recharge facilities to demonstrate operations, sponsor a water conservation demonstration garden, and invite new community leaders to participate and promote the District’s programs, projects, and initiatives.</p>	<ul style="list-style-type: none"> • Native Garden: Continue sponsorship of a native water-wise garden at the San Bernardino County Museum <ul style="list-style-type: none"> ○ Partner with native plant expert(s) to promote the garden through a speaker series at SBC Museum or other appropriate venues • Wash Tours: Continue to host interested parties for tours of the Wash to showcase environmental stewardship in action <ul style="list-style-type: none"> ○ Santa Ana River Science and Conservation Symposium ○ Conferences held in the region ○ Colleagues managing Habitat Conservation Plans and/or Natural Communities Conservation Plans in other areas ○ Tribal land managers ○ Researchers ○ Environmental non-profits • Facilities Tours: <ul style="list-style-type: none"> ○ Water-focused: Host facilities tours for groundwater pumpers, partners, and out-of-region groups interested in stewarding groundwater resources ○ Environmental-focused: Continue District-led facility tours ○ Consider District, partner- and/or volunteer-led Garden Docent Tours 	<p>Garden design (2024), garden install (2025)</p>
	<ul style="list-style-type: none"> • District collateral: Prepare a package of materials that explain the District and its programs that can be given to new community leaders, onboarding staff, and stakeholders when introducing new people to the District. • Welcome Video from the District Team <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Community • Staff from partner agencies • Local students • New community leaders 	<p>2025</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 4 Objective	Outreach Action	Launch Date
	<p>TOOLS</p> <ul style="list-style-type: none"> • Collateral • Video 	
<p>Objective 4H Communicate, educate, and engage on the District’s approach to supporting persons experiencing homelessness (e.g., District-leased property for transitional housing and support for independent living).</p>	<ul style="list-style-type: none"> • Share District Approach: Prepare materials describing the District’s contribution to transitional housing and efforts to reduce risk for people they encounter on District lands. <ul style="list-style-type: none"> ○ Continue to present this approach at conferences (for example: CSDA panel) ○ Provide co-presentations with Steps4Life • Provide materials: Continue distributing outreach materials for staff to give to unhoused people they encounter. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Agency landowners <p>TOOLS</p> <ul style="list-style-type: none"> • Materials developed by others 	<p>Q4 2024</p>
<p>Objective 4I Community invitations to understand our shared treasures and participate in the District’s natural resource stewardship activities, and engage support to minimize impact to habitat through outreach and key publications (e.g., educate and remove invasive plants, reduce littering and water consumption to retain sensitive species).</p>	<ul style="list-style-type: none"> • Educational materials: Create and provide educational materials to schools <ul style="list-style-type: none"> ○ Info sheet on how water conservation benefits local species (e.g., “How to Help Protect Local Habitat”) ○ Consider items to give to schools or to sell in the San Bernardino museum store • Children’s Book: Partner with local author to create educational book for kids together that they sell for \$1 in the SB museum which becomes a donation for museum, Steps 4 Life, or the Trust • Promote on website: Move “Conservation to-do items” to a more prominent location in the new website structure. • Link on materials: Add hyperlink to the “How to Help” or “Conservation to-do items” info to the bottom of all District publications <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • IERCD (in-school program) • Local schools • Museum <p>TOOLS</p> <ul style="list-style-type: none"> • Info sheet • Children’s book • Website 	<p>2025</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 4 Objective	Outreach Action	Launch Date
	<ul style="list-style-type: none"> • 5-min shower timer (see District merchandise under Objective 4C) with info sheet on water conservation for species benefit 	
<p>Objective 4J The District’s established Qualified Water Efficient Landscaper program to expand outreach to potential conservation practitioners.</p>	<ul style="list-style-type: none"> • Support local water conservation efforts by continuing to host QWEL trainings <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • People interested in QWEL training <ul style="list-style-type: none"> ○ Landscapers ○ Agribusiness ○ Irrigation installers <p>TOOLS</p> <ul style="list-style-type: none"> • QWEL website 	2025
<p>Objective 4K Internships and collaborative partnerships with local and regional institutions to expand opportunities for education (e.g., IERCD, San Bernardino County Museum, Chino Basin Water Conservation District, universities).</p>	<ul style="list-style-type: none"> • College outreach: Continue participating in university/college job fairs in the surrounding area • Internships: Continue District internship program for college students and recent graduates in accordance with project/staffing needs • K-12 outreach: Partner with IERCD to educate K-12 • PERC Senior Project: Fund a Senior Project through CalPoly Pomona for students to learn engineering skills by studying portions of the the PERC projects • Institute for Watershed Resiliency Partnership: Partner to support job readiness for students interested in the water sector. • University collaborations: Continue providing research and field study opportunities for local university professors and students <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Community Colleges • Private Colleges • CalPoly Pomona • CSU San Bernardino • Loma Linda University • University of Redlands <p>TOOLS</p> <ul style="list-style-type: none"> • Job fairs 	Ongoing

Goal 5: Collaborative Partnerships

Goal 5 Objective	Outreach Action	Launch Date
<p>Objective 5A Develop stronger connections to City Councils, Tribal Councils, and County Board of Supervisors to recognize benefits of District projects for our shared jurisdictions.</p>	<ul style="list-style-type: none"> • Meet with Local Officials: Directors and/or GM connect with local leaders to provide the District materials and solicit ideas for collaboration. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • San Manuel Band of Mission Indians Tribal Council • City Officials • County Officials • State Representatives • U.S. Representatives <p>TOOLS</p> <ul style="list-style-type: none"> • PPTs • Strategic Plan • Brochures 	<p>2025</p>
<p>Objective 5B Partner with researchers to publish our modeling, recharge, and environmental data to increase District visibility across the state, enhance grant eligibility, and expand public benefit of work conducted with public funds.</p>	<ul style="list-style-type: none"> • Build and support partnerships: Identify new partners and continue to collaborate with existing partners that share common goals with the District <ul style="list-style-type: none"> ○ Academic institutions ○ Water and environmental NGOs ○ Professional associations ○ State agencies ○ World Bank • Continue grant collaborations for such research partnerships <p>COLLAORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Consider all Collaborators/Interested Parties listed in this document <p>TOOLS</p> <ul style="list-style-type: none"> • Conference attendance • PPTs • White Papers • Publications 	<p>Ongoing</p>
<p>Objective 5C Encourage continued partnership with the Groundwater Council to ensure sustainability of healthy aquifer levels for water supply.</p>	<ul style="list-style-type: none"> • Support Groundwater Council goals by participating in discussions of a future Groundwater Council renewal or alternative means to achieve the goal of recharging additional imported water to support local water resilience via improved groundwater levels over time <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • District Board 	<p>Q2 2024</p>

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Goal 5 Objective	Outreach Action	Launch Date
	<ul style="list-style-type: none"> • Bear Valley Mutual Water Company • City of Colton • City of Loma Linda • City of Redlands • City of Rialto • East Valley Water District • Loma Linda University • SBVMWD • San Bernardino Municipal Water Department • West Valley Water District • Yucaipa Valley Water District <p>TOOLS</p> <ul style="list-style-type: none"> • Outreach 	
<p>Objective 5D Coordinate with regulatory agencies early in project conceptualization to inform them of key projects and understand opportunities to leverage their mission where possible.</p>	<ul style="list-style-type: none"> • Coordinate with Regulators: Continue coordination with regulatory agencies early and often during project development. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Regulatory agencies <p>TOOLS</p> <ul style="list-style-type: none"> • Vary, based on project • Wash Plan Annual Report distribution list 	Ongoing
<p>Objective 5E Continue engaging with local water agencies on water reliability strategies to benefit the region (e.g., maximize recharge in wet years).</p>	<ul style="list-style-type: none"> • Continue to participate in regional water resiliency efforts and engage in new programs/projects aligned with the District’s Mission and Values <ul style="list-style-type: none"> ○ Upper Santa Ana River Watershed IRUWMP ○ Share District groundwater recharge expertise and experience across the region ○ Pursue Watershed Resilience Plan grants when available <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • IRUWMP participants <p>TOOLS</p> <ul style="list-style-type: none"> • Upper Santa Ana River Watershed IRUWMP 	Q2 2024
<p>Objective 5F Coordinate closely with local aggregate producers to identify mutually beneficial lands feasible for mining and District-related activities in addition to partnering on mine reclamation,</p>	<ul style="list-style-type: none"> • Aggregate Producers: Continue regular communication with local aggregate producers who are Wash Plan Participating Entities and/or lease land from the District. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • CEMEX • Robertson’s Ready-Mix, Ltd. 	Annually

San Bernardino Valley Water Conservation District Outreach Plan

Goal 5 Objective	Outreach Action	Launch Date
anticipating eventual closures and opportunities to support groundwater recharge and habitat conservation.	<p>TOOLS</p> <ul style="list-style-type: none"> • Strategic Plan distribution or update 	
5H. Build upon our existing relationships and long-term partnerships to focus on stewardship initiatives related to the Santa Ana River Wash (e.g., San Manuel Band of Mission Indians, Wildlife Conservation Board).	<ul style="list-style-type: none"> • Promote stewardship for the Wash by: <ul style="list-style-type: none"> ○ Building a calendar of events by interested parties and partners to allow District to support/attend ○ Working with the San Manuel Band of Mission Indians to incorporate traditional ecological knowledge into the District’s practices ○ Adaptively manage and expand the Plunge Creek Conservation Project ○ Research grant opportunities, complete pre-award meetings, etc. ○ Participating in meetings to coordinate Wash HCP management with the Santa Ana Woolly Star Preserve Area and the River HCP Preserve ○ Supporting the SAR Science and Conservation Symposium <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Bureau of Land Management • San Bernardino County Flood Control District • SBVMWD • San Manuel Band of Mission Indians • Wildlife Conservation Board <p>TOOLS</p> <ul style="list-style-type: none"> • Event calendar • Symposium and/or similar regional events 	Q2 2024
5I. Strengthen our relationship with the Conservation Trust to improve nongovernmental organization (NGO) and political leadership alliances to explore opportunities that create joint value (e.g., grants).	<ul style="list-style-type: none"> • Fact sheet: Support the Trust in developing a fact sheet about the Conservation Trust that clearly defines the Trust and how it’s different from the District. • Visual identity: Support the Trust in developing a visual identity for the Trust so it has its own log and materials and carry though the website. 	Q3 2024
	<ul style="list-style-type: none"> • Co-host guests: Co-host guests to visit the District and tour the lands (e.g., hosted Secretary of the Interior) • Pursue grants: Identify and submit on grants (e.g., BLM) 	Ongoing

San Bernardino Valley Water Conservation District Outreach Plan

Goal 5 Objective	Outreach Action	Launch Date
	<p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> Local leaders with interest in conservation <p>TOOLS</p> <ul style="list-style-type: none"> District/Trust tours Fact sheets 	
<p>5J. Maintain a productive intergovernmental working relationship with San Bernardino County Flood Control District to achieve mutual Goals (e.g., PERC, Woollystar Preserve Area).</p>	<ul style="list-style-type: none"> Continue collaborating with San Bernardino County Flood Control District and discuss opportunities to share project successes (e.g., co-present) <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> San Bernardino County Flood Control District <p>TOOLS</p> <ul style="list-style-type: none"> Apply for awards on co-created projects (FMA) Co-present at FMA conference 	<p>2026</p>
<p>5K. Leverage our legislative relationships to educate our state and federal representatives on the District’s crucial Mission to minimize barriers and create opportunities.</p>	<ul style="list-style-type: none"> Share results of long-term regional dedication to aquifer stewardship: <ul style="list-style-type: none"> Attend meetings scheduled with local and state elected officials by CSDA, California Groundwater Coalition, etc. Schedule meetings to share groundwater stewardship successes with local and state elected officials Share materials on District work with legislators when appropriate Solicit grant support letters from local elected officials <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> See IP sheet <p>TOOLS</p> <ul style="list-style-type: none"> Local, State, and Federal Electeds IP sheet 	<p>Ongoing</p>
<p>Acknowledge the beneficial uses and continue to exercise the District’s Water Rights to serve our Mission and protect our assets.</p>	<ul style="list-style-type: none"> Incorporate benefits of District’s Water Rights to region in reports, mailed communications, etc. as appropriate. <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> Rate-payers Retail water agencies <p>TOOLS</p> <ul style="list-style-type: none"> Annual reports Annual mailings 	
<p>Support operation of dams for water conservation (e.g.,</p>	<ul style="list-style-type: none"> Promote Forecast Informed Reservoir Operations (FIRO) with our local partners <ul style="list-style-type: none"> Participate in FIRO Steering Committee Educate partners on FIRO 	<p>2025</p>

San Bernardino Valley Water Conservation District Outreach Plan

Goal 5 Objective	Outreach Action	Launch Date
Forecast-Informed Reservoir Operations).	<p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Elected officials • Entities who pay our groundwater charge <p>TOOLS</p> <ul style="list-style-type: none"> • Communications with bi-annual billing 	
5L. Partner with contiguous HCPs to maximize the “Santa Ana Supershed” for statewide recognition for both conservation and propagation of sensitive species by seeking joint funding, developing monitoring programs, data analysis, sharing lessons learned and innovative technologies, and promoting award-winning achievement.	<ul style="list-style-type: none"> • Lead formation of the Santa Ana Supershed with contiguous HCPs: <ul style="list-style-type: none"> ○ Consider hosting Supershed workshop, panel, or session to define the group, the advantages of being a Supershed, and short- and long-term goals in conjunction with the Santa Ana River Science Symposium ○ Invite similar agencies (e.g., Regional Water Authority) to participate <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Adjacent HCPs and associated agencies • Engage local legislators <p>TOOLS</p> <ul style="list-style-type: none"> • Workshop 	2028

Goal 6: Fiscal Commitment and Accountability

Goal 6 Objective	Outreach Action	Launch Date
Objective 6E Continue leveraging grant strategies and dedicate resources to manage and respond to state and federal grant opportunities (e.g., habitat conservation, new facilities).	<ul style="list-style-type: none"> • Pursue grant funding for the District’s projects: <ul style="list-style-type: none"> ○ Identify grant opportunities (beyond PERC) to accomplish the District’s objectives ○ Build a multi-year grant outlook document <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Funding agencies <p>TOOLS</p> <ul style="list-style-type: none"> • Grant outlook spreadsheet 	Ongoing

Goal 7: Sustainable Organization & Governance

Goal 7 Objective	Outreach Action	Launch Date
Objective 7C Develop a protocol for onboarding new Board Directors and transferring institutional context from those leaving the Board,	<ul style="list-style-type: none"> • New Director Onboarding: Prepare New Director Onboarding materials, including: <ul style="list-style-type: none"> ○ Procedures ○ Timeline, including major decisions and recurring events ○ Roles and Responsibilities ○ Guiding Principles 	TBD

San Bernardino Valley Water Conservation District Outreach Plan

Goal 7 Objective	Outreach Action	Launch Date
to foster uninterrupted governance.	<p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Board of Directors • Management team, including GM <p>TOOLS</p> <ul style="list-style-type: none"> • Onboarding document 	
Objective 7F Optimize both Staff and Board through identifying professional development and training to advance our leading-edge Vision.	<ul style="list-style-type: none"> • Water Leaders Program: Encourage staff to apply for WEF Water Leaders Program • ACWA training • Legislative training <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • District Staff • GM • ACWA • WEF <p>TOOLS</p> <ul style="list-style-type: none"> • WEF program 	2025
Objective 7I Empower professional partnerships between the District Board and Staff through clear roles and responsibilities and guiding principles to successfully implement the Strategic Plan.	<ul style="list-style-type: none"> • Annual one-on-one meetings of Board Directors with GM to discuss Strategic Plan implementation and partnering roles <p>COLLABORATORS/INTERESTED PARTIES</p> <ul style="list-style-type: none"> • Board Directors • GM <p>TOOLS</p> <ul style="list-style-type: none"> • SP 28 	Annual

2024 ENGAGEMENT ACTIVITIES CALENDAR

JANUARY 2024							FEBRUARY 2024							MARCH 2024							APRIL 2024							MAY 2024							JUNE 2024								
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
1	2	3	4	5	6	7				1	2	3	4					1	2	3	1	2	3	4	5	6	7				1	2	3	4	5							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30		

JULY 2024							AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7				1	2	3	4							1	1	2	3	4	5	6					1	2	3							1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
														30																					30	31					

2024 ACTIONS	STARTING	ENDING	MANAGER
1A. Consider joining efforts to restore Zanja	JAN 1	DEC 31	M. Mitrovich
1A. Research regional projects	JUL 1	DEC 31	
1B. Attend FMA	SEP 3	SEP 6	B. Miller
1B. Basin-sizing white paper and internship	JUL 1	TBD	
1B. Strengthen PERC relationships	Ongoing	Ongoing	
2C. PERC Funding	JAN 1	DEC 31	
2C. Share PERC progress	Ongoing	Ongoing	
2C. Conduct PERC community outreach	Ongoing	Ongoing	
3A. Wash Tours	Ongoing	Ongoing	
3A. Newsletter Articles	Ongoing	Ongoing	
3A. Host meetings with Interested Parties	Ongoing	Ongoing	
3A. Approach PPIC	Ongoing	Ongoing	
3B. Continue Steps 4 Life partnership	Ongoing	Ongoing	
3B. Resources for interaction with unhoused persons	Ongoing	Ongoing	Michael Guizar
3B. City/County partnership for outreach & grants	Ongoing	Ongoing	
3B. Service Organization Partnerships	Ongoing	Ongoing	
3E. Coordinate with Cities on trails program	JUN 1	OCT 1	
3E. Reactivate Trails Committee	JUN 1	OCT 1	
3E. Update Trails Master Plan	JUN 1	OCT 1	
3E. Identify and track grants for trails	JUN 1	OCT 1	
4A. Share model results	JUN 1	OCT 1	
4A. Create promotional content	JUN 1	OCT 1	
4A. Interactive infographic	JUN 1	OCT 1	
4A. Research and boost reputation	JUN 1	OCT 1	
4C. In Action Report	JAN 1	DEC 31	
4C. District merchandise	JAN 1	DEC 31	
4E. Unified messaging about groundwater basin	OCT 1	DEC 31	
4H. Share approach to helping unhoused people	OCT 1	DEC 31	
4H. Provide outreach materials to staff	OCT 1	DEC 31	

San Bernardino Valley Water Conservation District Outreach Plan

2024 ACTIONS	STARTING	ENDING	MANAGER
4H. Repeat and replicate CSDA panel	OCT 1	DEC 31	
4K. College outreach	Ongoing	Ongoing	
4K. K-12 outreach	Ongoing	Ongoing	
4K. PERC publication	Ongoing	Ongoing	
4K. WEF Water Leaders	Ongoing	Ongoing	
4K. SHSF publication	Ongoing	Ongoing	
5B. Build and support partnerships	Ongoing	Ongoing	
5C. Support Groundwater Council	JUL 1	OCT 1	
5D. Coordinate with regulatory agencies	Ongoing	Ongoing	
5E. Participate in regional efforts	APR 1	DEC 31	
5F. Outreach to mining companies	JAN 1	DEC 31	
5H. Promote stewardship for the Wash	APR 1	JUN 30	
5I. Conservation Trust fact sheet	JUL 1	OCT 1	
5I. Conservation Trust visual identity	JUL 1	DEC 31	
5I. Conservation Trust guests and grants	Ongoing	Ongoing	
5K. Improve District visibility with elected officials	Ongoing	Ongoing	
6E. Create schedule to discuss grants w funding agencies / electeds	JUL 1	OCT 1	
6E. Create and maintain 2-year grant outlook document	JUL 1	OCT 1	
7I. One-on-one meetings with Board Directors	Annual	Annual	B. Miller

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3. INTERESTED PARTIES DNA

Generally, the Conservation District’s interested parties fall into at least one of the categories shown on **Figure 1**. Detailed descriptions of each of the Interested Parties listed in Section 3 and more are provided as **Appendix A: Interested Party Profiles**.



Figure 1. Partnership Categories

1. NON-GOVERNMENTAL ORGANIZATIONS (NGO)

NGOs include non-profits and non-governmental organizations that have an interest such as environmental, tribal, disadvantaged communities, and community-based organizations.

- California Society for Ecological Restoration
- Center for Biological Diversity
- Desert Institute
- Endangered Habitats League
- Local service organizations that assist people surrounding/in the Wash who are experiencing homelessness

- Steps 4 Life
- Homeless to Home
- Lighthouse Social Services Center
- Mary's Mercy Center
- San Bernardino County Community Development and Housing Homeless Partnership
- Sweet Dreams
- Time for Change Foundation
- National Habitat Conservation Plan Coalition
- Native Plant Society
- Natural Areas Association
- Natural Resources Defense Council
- Public Policy Institute of California
- San Diego Zoo
- The Wildlife Society
- Wash Plan Preserve Management Committee

2. PUBLIC AGENCIES

Public agencies include any district, city, or county involved to enforce ordinances, policies, and local permitting.

2A. Districts

- Bear Valley Mutual Water Company
- East Valley Water District
- Inland Empire Resource Conservation District
- Orange County Flood Control District
- San Bernardino County Flood Control District
- San Bernardino Valley Municipal Water District
- Santa Ana Watershed Project Authority
- Southern California Association of Governments
- West Valley Water District
- Western Municipal Water District
- Western Riverside County Regional Conservation Authority
- Yucaipa Valley Water District

2B. Cities and Counties

- City of Colton
- City of Highland
- City of Loma Linda
- City of Redlands
- City of Rialto
- San Bernardino County

2C. Multi-agency Organizations

- Conservation Trust
- Wash Plan Preserve Management Committee
- Basin Technical Advisory Committee
- Groundwater Council
- Santa Ana Watershed Project Authority (SAWPA)

3. LOCAL, STATE, AND FEDERAL ELECTEDS

This group of interested parties are elected or appointed at the local, state, and federal level and have interest in the District from a policy, political, or funding perspective.

- State Representatives
 - Assemblymember Eloise Gómez Reyes
 - Senator Rosilicie Ochoa Bogh
- U.S. Representatives
 - Senator Laphonza Butler
 - Senator Alex Padilla
 - Representative Jay Obernolte
 - Representative Raul Ruiz
 - Representative Judy Chu
 - Representative Pete Aguilar
 - Representative Norma J. Torres
 - Representative Young Kim

4. INDUSTRY ORGANIZATIONS

Industry organizations include associations and other groups for professionals in the water and natural resources industries.

- American Planning Association
- American Public Works Association (APWA)
- American Society of Agricultural and Biological Engineers

- Association of California Water Agencies (ACWA)
- California Special Districts Association
- Floodplain Management Association
- Groundwater Council
- Groundwater Resources Association of California
- International Association of Hydrogeologists
- International Water Management Institute
- National Habitat Conservation Plan Coalition
- Natural Areas Association
- Northern California Botanists
- Southern California Botanists
- Southern California Water Coalition
- Urban Water Institute
- Water Education Foundation

5. ACADEMIA

Educational partners such as universities, colleges, and school districts.

- Cal Poly Pomona
- CSU Sacramento
- CSU San Bernardino
- Desert Institute
- Loma Linda University
- University of California, Davis
- University of Redlands

6. STATE AGENCIES

State agencies include water, power, natural resources, and transportation agencies that have an interest in the District from a regulatory, policy, right of way or funding perspective at the state level.

- California Department of Fish and Wildlife
- California Department of Natural Resources
- California Department of Water Resources
- State Water Resources Control Board

7. FEDERAL AGENCIES

Federal agencies include those with interest in the District for water, power, and/or natural resources from a regulatory, policy, right of way, or funding perspective at the federal level.

- U.S. Army Corps of Engineers (USACE)
- U.S. Bureau of Land Management (BLM)
- U.S. Bureau of Reclamation (USBR)
- U.S. Fish and Wildlife Service (USFWS)
- U.S. Geological Survey (USGS)

8. TRIBAL GOVERNMENTS

Tribal governments include native tribes and bands of indigenous peoples of California.

- San Manuel Band of Mission Indians

9. PRIVATE INDUSTRY

Private industry includes businesses such as utilities, aggregate mining, and chambers of commerce.

- Chambers of Commerce
- Construction Materials Pacific, LLC (CEMEX)
- Growers/Landowners
- (Real Estate Leasor)
- Riverside Public Utilities
- Robertson's Ready-Mix, Ltd.
- San Diego Gas
- Vulcan Materials Company (Vulcan)

10. GENERAL PUBLIC

The public is not represented as an organization but rather as individuals with interest in the Conservation District's activities (e.g., residents).

4. OUTREACH TOOLS

Throughout the project, several approaches and tools will be utilized to heighten awareness of District. Direct outreach as well as broad communication will be key to keeping Interested Parties informed and engaged throughout project phases. Tools that may be used throughout the process to ensure consistent and transparent communication are included below in **Table 1**.

Table 1: Tools to Facilitate Outreach

TOOL	CADENCE
District Website	Update as needed
Newsletter (internal)	Quarterly
Written letters (postal mail) <ul style="list-style-type: none"> • Personalized annual letter to ratepayers stating how their funds were used • Inserts with bi-annual billing 	Bi-annual
Social Media <ul style="list-style-type: none"> • Facebook • Next Door 	Prior to and following major milestones
Eblasts	As needed
FAQs/Fact Sheets <ul style="list-style-type: none"> • Partnerships • Groundwater sustainability and state of the basin (as unified message, developed with partners) • How conservation benefits native species 	Updated Quarterly
Media Relations <ul style="list-style-type: none"> • Radio • News • Editorials 	Prior to and following major milestones
Presentations <ul style="list-style-type: none"> • Technical model results • Plunge Creek • PERC and basin-sizing • Accomplishments Report in slideshow form • Groundwater sustainability and state of the basin (as unified message, developed with partners) 	As often as possible. Look for opportunities to co-present with project partners.
Scientific/White Papers <ul style="list-style-type: none"> • Endangered species monitoring and management (SBKR, SHSF) • Seed bulking case study • PERC • Model results (nature-based solutions for groundwater sustainability) • Basin-sizing 	During and following major projects and innovative initiatives
Awards <ul style="list-style-type: none"> • Endangered species monitoring and management • PERC basin sizing 	<ul style="list-style-type: none"> • When planning to attend a conference, look in advance for opportunities to apply for awards. • In 2025, apply for ACWA’s Clair A. Hill Agency Award for Excellence

San Bernardino Valley Water Conservation District Outreach Plan

<ul style="list-style-type: none"> • Leverage model results for District’s impact on groundwater sustainability via recharge • Plunge Creek • Apply together with SBCFCD for co-created projects 	<ul style="list-style-type: none"> • Leverage existing awards when practical
<p>Merchandise</p> <ul style="list-style-type: none"> • BMP Calendar • Business cards w variable backs • Playing cards w sensitive species on backs • Lapel pins • 5-minute shower timer • Mural in lobby • Children’s book 	<p>Annually, consider development of one of the suggested items.</p>
<p>Planning Documents</p> <ul style="list-style-type: none"> • Update Trails Master Plan • Strategic Plan 2028 	<p>Periodically</p>
<p>District Collateral</p> <ul style="list-style-type: none"> • Welcome packet • Annual reports • District leadership through conscious operations (including native species as stakeholders) • Educational materials (endangered species, habitat) • New Director onboarding package • Board/Staff Roles & Responsibilities document 	<p>Annual</p>
<p>Trust Collateral</p> <ul style="list-style-type: none"> • Educational materials • Trust website update 	<p>Per Calendar</p>
<p>Outreach Meetings</p> <ul style="list-style-type: none"> • See IP Profiles and Calendar 	<p>Regularly</p>
<p>Events</p> <ul style="list-style-type: none"> • Briefings • Open Houses • Santa Ana Supershed workshop • Tours • Adopt a Kangaroo Rat program • College job fairs • Pancake Breakfasts • Kiwanis Club • Lions Club • Rotary Club • Farm Bureau • Board of Supervisors • Chamber Meetings • Others 	<p>2X year</p>
<p>Graphics</p> <ul style="list-style-type: none"> • Modeling results animation • District ethos graphic (GW recharge plus habitat conservation with sustainable land and species management as part of operations) 	<p>2024</p>

San Bernardino Valley Water Conservation District Outreach Plan

Property Postings/Signage	As needed
Advertising	As needed
<p>Video</p> <ul style="list-style-type: none"> • District partnerships • Groundwater sustainability and state of the basin (as unified message, developed with partners) 	Prioritize Annually
<p>Tracking tools</p> <ul style="list-style-type: none"> • Conference tracker spreadsheet • Permit tracker spreadsheet • Grant tracker database or spreadsheet 	2-year lookahead updated monthly

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APPENDIX A

Interested Party Profiles

Interested Party Profiles are included for the following:

1. Non-Governmental Organizations (NGO)
2. Public Agencies
 - 2A. Districts
 - 2B. Cities and Counties
 - 2C. Multi-agency Organizations
3. Local, State, and Federal Electeds
4. Industry Organizations
5. Academia
6. State Agencies
7. Federal Agencies
8. Tribal Governments
9. Private Industry
10. General Public

Detailed information for each Interested Party group includes:

- Relationship(s) to District
- District benefits to the organizations
- District perceived threats to the organizations
- Potential District Opportunities
- Interested Party contacts
- Lead responsible for communication
- Outreach approach to improve District's position
- Six-month priority actions
- Completed activities

1. Non-Governmental Organizations (NGO)

This IP Profile includes information about NGOs in or near the District's boundary:

- California Society for Ecological Restoration (SERCAL)
- Center for Biological Diversity
- Desert Institute
- Endangered Habitats League
- Local service organizations assisting people experiencing homelessness
 - Steps 4 Life
 - Homeless to Home
 - Lighthouse Social Services Center
 - Mary's Mercy Center
 - San Bernardino County Community Development and Housing Homeless Partnership
 - Sweet Dreams
 - Time for Change Foundation
- National Habitat Conservation Plan Coalition (NHCCP)
- Native Plant Society
- Natural Areas Association
- Natural Resources Defense Council (NRDC)
- Public Policy Institute of California (PPIC)
- Redlands Conservancy
- San Diego Zoo
- Society for Ecological Restoration (SER)
- Southern California Water Coalition
- The Nature Conservancy
- The Wildlife Society (TWS)
- Urban Water Institute
- Water Education Foundation (WEF)

Relationships to District

-

District Benefits to the Organizations

- Improved habitat conditions for endangered and threatened species
- Opportunity for nature-based solutions
- Environmental mitigation opportunities

District Perceived Threats to the Organizations

-

Potential District Opportunities

- Sharing endangered species monitoring and management results
- Partnerships to reduce risk for people surrounding/in the Wash who are experiencing homelessness
- Coordination on trails project
- Elevate District's reputation
- New partnerships

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
Steps 4 Life	Cynthia McGuigan	Founder	(909) 335-1488	
Center for Biological Diversity				
Desert Institute				
Endangered Habitats League				
NHCPC				
Native Plant Society				
Natural Areas Association				
NRDC				
PPIC				
Redlands Conservancy				
San Diego Zoo				
SERCAL				
The Nature Conservancy				
TWS				
Urban Water Institute				
WEF				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District's position

How will the District better improve their position with these organizations?

-

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
3A	Invite interested parties for tours of the Wash	TWS, NRDC	Ongoing		
3A	Publish endangered species monitoring and management results in industry organization newsletters: <ul style="list-style-type: none"> • Conservation Connections (NHCPC) • Natural Areas Journal (NAA) • Natural Resources Defense Council • Journal of Wildlife Management (TWS) 	NHCPC, NAA, NRDC, TWS	Ongoing		
3A	Host meetings with Interested Parties to share key monitoring and management outcomes	SERCAL, Desert Institute, FMA,	Ongoing		

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
		NHCPC, Native Plant Society, NAA, NRDC, Northern CA Botanists, PPIC, Southern CA Botanists, Southern CA Water Coalition, TWS, WEF			
3A	Form partnership with Public Policy Institute of California (PPIC) to share “developing monitoring and management programs” as a topic	PPIC	Ongoing		
3B	Continue partnership with Steps4Life to provide transitional housing via District-owned property	Steps 4 Life	Ongoing		
3B	Investigate opportunities to partner with additional local service organizations that assist people surrounding/in the Wash who are experiencing homelessness: <ul style="list-style-type: none"> • Homeless to Home • Lighthouse Social Services Center • Mary’s Mercy Center • San Bernardino County Community Development and Housing Homeless Partnership • Sweet Dreams • Time for Change Foundation 	see bullet list in Action column	Ongoing		
3E	Coordinate on Trails project	Redlands Conservancy	Q3 2024		
4A	Seek insight into the District’s reputation with outside organizations. Elevate the District’s profile to promote a reputation for innovation, dedication, and natural solutions. Consider distributing a survey to outside organizations on if/how SBVWCD is known.	All NGOs	Q3 2024		
4C	Celebrate SBVWCD’s eco-community with compelling merchandise/giveaways	All	2024		
5B	Identify new partners and continue to collaborate with existing partners that share common goals with the District	Environmental Associations	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

2A. Public Agencies: Districts

This IP Profile includes information about districts in or near SBVWCD’s boundary:

- Bear Valley Mutual Water Company
- East Valley Water District
- Inland Empire Resource Conservation District (IERCD)
- Irvine Ranch Water District (IRWD)
- Orange County Flood Control District
- San Bernardino County Flood Control District (SBCFCD)
- San Bernardino Valley Municipal Water District (SBVMWD)
- Southern California Association of Governments (SCAG)
- West Valley Water District
- Western Municipal Water District (WMWD)
- Western Riverside County Regional Conservation Authority (WRCRCA)
- Yucaipa Valley Water District

Relationships to District

- SBVMWD and SBCFCD are on the Santa Ana Wollystar Preserve Area management committee
- Most of these districts are on the Groundwater Council

District Benefits to the Organizations

- How the District benefits the organizations: TBD

District Perceived Threats to the Organizations

- Any perceived threats the District poses to the organizations: TBD

Potential District Opportunities

- Regional projects
- Joint funding opportunities
- PERC partnerships
- Elevate District’s reputation
- Unified messaging about the state of the groundwater basin

Potential Funders or Co-Grant Applicants? YES NO

Why? Potential for joint projects

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
Bear Valley MWC				
East Valley WD	Michael Moore	General Manager	(909) 885-4900	
IERCD	Mandy Parkes	District Manager	(909) 885-6473	mparkes@iercd.org
IRWD	Paul Cook	General Manager	(949) 453-5300	GenManager@IRWD.com
Orange County FCD				
SBCFCD				
SBVMWD				
SCAG				
West Valley WD				
WMWD				
WRCRCA				

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
Yucaipa Valley WD				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District’s position

How will the District better improve their position with these organizations?

- Increase engagement with SBVMWD to build a stronger partnership PERC so SBVWCD is included in outreach and engagement efforts (including GM tours)
- Identify venues and opportunities to co-present Enhanced Recharge Project results

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
1A	Research nearby/overlapping districts and communicate with staff to gather intel on potential regional projects	All Districts, cities, counties, and multi-agency organizations	Q3 2024		
1B	Build relationships with PERC partner organizations to help widen partners’ perceptions. Support understanding that the District both conducts operations AND designs, prioritizes, and builds projects.	SBVMWD, WMWD, SBCFCD	2024		
2C	Identify and pursue funding opportunities for PERC	SBVMWD, WMWD, SBCFCD	Q1 2024		
2C	Keep PERC partners updated on progress	SBVMWD, WMWD, SBCFCD	Ongoing		
2C	Prior to PERC project construction, communicate with ratepayers and community agencies to share positive, affirming information about PERC.	SBVMWD, WMWD, SBCFCD	Ongoing		
3A	Host meetings with Interested Parties to share key monitoring and management outcomes		Ongoing		
4A	Create an interactive infographic to show the District’s progress and proactive management through ESRI’s GW modeling and celebrate partnerships	SBVMWD	Q3 2024		
4A	Seek insight into the District’s reputation with outside organizations. Elevate the District’s profile to promote a reputation for innovation, dedication, and natural solutions. Consider distributing a survey to outside organizations on if/how SBVWCD is known.	All Districts	Q3 2024		
4C	Celebrate SBVWCD’s eco-community with compelling merchandise/giveaways	All	2024		

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
4E	Create unified messaging with our neighboring agencies about the state of the groundwater basin	East Valley Water District, SBVMWD	Q4 2024		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

2B. Public Agencies: Cities and Counties

SBVWCD is located in the City of Redlands. This IP Profile includes information about cities/county in or near the District’s boundary:

- City of Redlands
- City of Colton
- City of Highland
- City of Loma Linda
- City of Rialto
- City of Riverside
- San Bernardino County

Relationships to District

- City of Redlands Mayor Tejeda is on the Santa Ana River Wash Committee

District Benefits to the Organizations

- How the District benefits the cities/county: TBD

District Perceived Threats to the Organizations

- Any perceived threats the District poses to any city/county: TBD

Potential District Opportunities

- Partnership to restore Historic Zanja
- Reduce risk for people experiencing homelessness on District lands
- Cooperate with Highland and Redlands on trails system
- Get to know the cities on the west end of the District
- Unified messaging on the state of the groundwater basin

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
City of Redlands	Charles Duggan, Jr	City Manager	(909) 798-7510	cduggan@cityofredlands.org
City of Redlands	Eddie Tejeda	Mayor	(909) 798-7533	--
City of Colton	William R. Smith	City Manager	(909) 370-5051	citymgr@coltonca.gov
City of Colton	Frank J. Navarro	Mayor	--	fnavarro@coltonca.gov
City of Highland	Carlos Zamano	City Manager	(909) 864-6861	--
City of Highland	Penny Lilburn	Mayor	909-864-6861, x306	plilburn@cityofhighland.org
City of Loma Linda	T. Jarb Thaipejr	City Manager	(909) 799-2811	Jthaipejr@lomalinda-ca.gov
City of Loma Linda	Phill Dupper	Mayor	(909) 799-2819	pdupper@lomalinda-ca.gov
City of Rialto	David Carmany	City Manager	909-820-2689	dcarmany@rialto.ca.gov
City of Rialto	Deborah Robertson	Mayor	--	--
City of San Bernardino		City Manager		
City of San Bernardino	Helen Tran	Mayor		

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
San Bernardino County	Dawn Rowe	Chair, Board of Supervisors	909.387.4855	Supervisor.Rowe@bos.sbcounty.gov
San Bernardino County	Col. Paul Cook (Ret.)	Vice Chair, Board of Supervisors		
San Bernardino County	Jesse Armendarez	Supervisor		
San Bernardino County	Curt Hagman	Supervisor		
San Bernardino County	Joe Baca, Jr.	Supervisor		
San Bernardino County	Noel Castillo	Director of Public Works		Noel.Castillo@dpw.sbcounty.gov

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District's position

How will the District better improve their position with these organizations?

- City of Redlands Strategic Plan 2022-2028: https://www.cityofredlands.org/sites/main/files/file-attachments/redlandsstrategicplan_final.pdf?1651172526

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
1A	Evaluate and consider joining efforts to restore historic Zanja	Redlands			
1A	Get to know the cities on the west end of the District	Rialto, Colton, San Bernardino	Q3 2024		
3A	Host meetings with Interested Parties to share key monitoring and management outcomes		Ongoing		
3B	Continue to partner with City of Redlands and San Bernardino County Department of Public Works to pursue opportunities for risk reduction and outreach to the unhoused population in the Wash, including pursuit of grant opportunities	Redlands, SB County			
3E	Continue outreach to collaborate on Trails project with cities (approval expected Summer 2024)	Redlands, Highland	Q3 2024		
5C	Support Groundwater Council	All cities			
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
4E	Create unified messaging with our neighboring agencies about the state of the groundwater basin	Redlands, Loma Linda	Q4 2024		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

2C. Public Agencies: Multi-agency Organizations

This IP Profile includes information about the following multi-agency organizations:

- **Conservation Trust:** “San Bernardino Valley Conservation Trust’s mission is to directly support the protection and stewardship of lands and endowments protecting natural resources, endangered species habitats, open space and outdoor recreational areas in the San Bernardino Valley through the Wash Plan and other future projects. The California Department for Fish and Wildlife has approved our application to Hold and Manage Mitigation Lands in the region.”
 - SBVWCD
 - SBVMWD
 - IERCD
- **Wash Plan Preserve Management Committee:** Consistent with the Wash Plan (Section 5.2.2), the Preserve Management Committee (PMC), which, at a minimum, includes a representative of the Conservation District, Flood Control (in accordance with its ITP), and one representative each from the USFWS, CDFW, BLM, and Santa Ana River WSPA Management Committee, is to provide technical advice, recommendations, and feedback to the Conservation District’s Preserve Manager on activities undertaken in support of implementation of the Wash Plan consistent with the Natural Resource Management Plan, including recommendations for approval of the annual management and monitoring budget and report.
 - SBVWCD
 - USFWS
 - CDFW
 - BLM
 - SBCFCD
 - Orange County FCD
 - SBVMWD
- **Basin Technical Advisory Committee (BTAC):** The BTAC is comprised of retail water agencies, flood control, wholesale water agencies, and other stakeholders that collectively represents nearly 1.5 million people. The BTAC works collaboratively on water-related issues and water resources management within the upper Santa Ana River Watershed.
 - SBVWCD
 - Bear Valley MWC
 - City of Colton
 - East Valley WD
 - City of Loma Linda
 - City of Redlands
 - City of Rialto
 - City of Riverside
 - SBCFCD
 - San Bernardino Municipal Water Department
 - SBVMWD
 - West Valley WD
 - Western MWD
 - Yucaipa Valley WD
- **Groundwater Council:** The goals of the Groundwater Council are to prepare for and coordinate the management of groundwater supply resources throughout the Basin, and to coordinate maintenance of conveyance and recharge facilities to expedite such management.
 - SBVWCD
 - Bear Valley Mutual Water Company
 - City of Colton
 - City of Loma Linda
 - City of Redlands
 - City of Rialto
 - East Valley Water District
 - Loma Linda University

- SBVMWD
- San Bernardino Municipal Water Department
- West Valley Water District
- Yucaipa Valley Water District
- **Santa Ana Watershed Project Authority (SAWPA):** SAWPA focuses on a broad range of water resource issues including water supply reliability, water quality improvement, recycled water, wastewater treatment, groundwater management, brine disposal, and integrated regional planning. Its stated mission is to develop and maintain regional plans, programs, and projects that will protect the Santa Ana River basin water resources to maximize beneficial uses within the watershed in an economically and environmentally responsible manner.
 - Eastern Municipal Water District
 - Inland Empire Utilities Agency
 - Orange County Water District
 - SBVMWD
 - Western Municipal Water District
- **Santa Ana Wollystar Preserve Area management committee:** The Santa Ana River Woolly-Star Preserve Area (WSPA) is an existing 764-acre area preserve established as mitigation for impacts to woolly-star resulting from the construction and operation of the Seven Oaks Dam.
 - SBVWCD
 - Bureau of Land Management
 - San Bernardino County Flood Control District (SBCFCD)
 - SBVMWD

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

- Communicate what the District does with the Sustainability Component funds
 - Continue collecting Sustainability Component
 - Demonstrate thoughtful and beneficial use of funds
- Distribute scientific paper about updated model, results, and District’s success
- Create unified messaging about the state of the groundwater basin
- Continue to conduct meetings of the Santa Ana Wollystar Preserve Area Management Committee
- Consider partnership for grant funding

Potential Funders or Co-Grant Applicants? YES NO

Why? Opportunity for shared projects

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
Conservation Trust	John Longville, SBVWCD	CT Board President		
Conservation Trust	Richard Corneille, SBVWCD	CT Board VP		
Conservation Trust	Jim Earson, IERCD	CT Board Director		
Conservation Trust	Paul Kielhold, SBVMWD	CT Board Director		

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
Wash Plan Preserve Management Committee				
BTAC				
Groundwater Council				
SAWPA				
Santa Ana Woollystar Preserve Area Management Committee				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District’s position

How will the District better improve their position with these organizations?

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
1B	Communicate what the District does with the Sustainability Component funds to demonstrate thoughtful and beneficial use	Groundwater Council	Ongoing		
3A	Host meetings with Interested Parties to share key monitoring and management outcomes	Wash Plan Preserve Management Committee	Ongoing		
4A	Publish and distribute scientific paper about updated model, results, and District’s success. Present to industry organizations.	SAWPA			
4C	Celebrate SBVWCD’s eco-community with compelling merchandise/giveaways	All	2024		
4E	Create unified messaging with our neighboring agencies about the state of the groundwater basin	BTAC	Q4 2024		
5C	Support Groundwater Council members by continuing with existing GWC structure until June 2024, then considering Board action to continue GWC (part 2) based on level of benefit	GW Council members	Q2 2024		
5H	Conduct meetings of the Santa Ana Woollystar Preserve Area management committee	Santa Ana Woollystar Preserve Area	Q2 2024		

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
		management committee			
5I	Create fact sheet about the Conservation Trust that clearly defines the Trust and how it's different from the District.	Conservation Trust	Q3 2024		
5I	Develop visual identity for the Trust so it has its own log and materials and carry through the website.	Conservation Trust	Q3 2024		
5I	Identify and submit on grants	Conservation Trust, BLM	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

3. Local, State, and Federal Electeds

This IP Profile includes information about interested parties who are elected or appointed at the local, state, and federal level and have interest in the District from a policy, political, or funding perspective.

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

-

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
State Elected	Eloise Gómez Reyes	Assemblymember		
State Elected	Rosilicie Ochoa Bogh	Senator		
Federal Elected	Laphonza Butler	Senator		
Federal Elected	Alex Padilla	Senator		
Federal Elected	Jay Obernolte	Representative		
Federal Elected	Raul Ruiz	Representative		
Federal Elected	Judy Chu	Representative		
Federal Elected	Pete Aguilar	Representative		
Federal Elected	Norma J. Torres	Representative		
Federal Elected	Young Kim	Representative		

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District's position

How will the District better improve their position with these organizations?

- Increase District visibility by meeting quarterly with priority electeds and following up as necessary
- Provide electeds with information about the District including a brochure and welcome packet

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
5K	Improve District visibility with elected officials: <ul style="list-style-type: none"> • Set up quarterly schedule to meet with priority electeds and follow up as necessary • Utilize brochure and welcome packet to interact with legislators when the opportunity is available • Identify grant opportunities to have electeds promote on behalf of the District 	All (see Interested Party Contacts)	Ongoing		
6E	Pursue grant funding for the District's projects. Set up a schedule to meet with funding agencies and legislators.	Funding agencies	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

4. Industry Organizations

This IP Profile includes information about associations and other groups for professionals in the water and natural resources industries:

- American Planning Association (APA)
- American Public Works Association (APWA)
- American Society of Agricultural and Biological Engineers
- Association of California Water Agencies (ACWA)
- California Special Districts Association (CSDA)
- Floodplain Management Association (FMA)
- Groundwater Resources Association of California (GRA)
- International Association of Hydrogeologists
- International Water Management Institute
- National Habitat Conservation Plan Coalition (NHCP)
- Natural Areas Association
- Northern California Botanists
- Southern California Botanists
- Southern California Water Coalition (SCWC)
- Urban Water Institute (UWI)
- Water Education Foundation (WEF)

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

- Present District’s accomplishments at conferences
- Host meetings to share endangered species monitoring and management outcomes
- Partner to reduce risk for people experiencing homelessness in and around District lands

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
APA				
APWA				
American Society of Agricultural and Biological Engineers				
ACWA				
CSDA				

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
FMA				
GRA				
International Association of Hydrogeologists				
International Water Management Institute				
NHPCP				
Natural Areas Association				
Northern California Botanists				
Southern California Botanists				
UWI				
WEF				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District’s position

How will the District better improve their position with these organizations?

-

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
1A	Groundwater 101 Workshop	WEF	April 2024	Betsy, Milan	
1A	Attend ACWA Spring Conference (Sacramento)	ACWA	May 2024	Betsy	
1A, 1B	Attend FMA Conference (Las Vegas)	FMA	September 2024		
1A	Attend WEF International Groundwater Conference (San Francisco)	WEF	June 2024		
3A	Host meetings with Interested Parties to share key monitoring and management outcomes	WEF	Ongoing		
3B	Continue to partner with City of Redlands and San Bernardino County Department of Public Works to pursue opportunities for risk reduction and outreach to the unhoused population in the Wash, including pursuit of grant opportunities	County Engineer’s Association of California	Ongoing		

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
4K	Partner with WEF Project WET to educate K-12	WEF	Ongoing		
4K	Encourage staff to apply for WEF Water Leaders Program	WEF	Ongoing		
5B	Identify new partners and continue to collaborate with existing partners that share common goals with the District	WEF	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

5. Academia

This IP Profile includes information about the District’s educational partners such as universities, colleges, and school districts:

- Cal Poly Pomona
- CSU Sacramento
- CSU San Bernardino
- Desert Institute
- Loma Linda University
- University of California, Davis
- University of Redlands

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

- Partner with University of Redlands to assist with restoration of the historic Zanja

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
CSU Sacramento	Dr. Zoi Doku	USBR WaterSMART grant partner		
Cal Poly Pomona				
CSU Sacramento				
CSU San Bernardino				
Desert Institute				
Loma Linda University				
UC Davis				
University of Redlands				

Lead Responsible for Communication

- GM Board Staff Other

Name

Outreach approach to improve District’s position

How will the District better improve their position with these organizations?

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
1B	Partner with Cal Poly Pomona on internship to develop white paper sharing PERC recharge basin sizing methodology.	Cal Poly Pomona	2024		
4A	Publish and distribute scientific paper about updated model, results, and District's success. Present to industry organizations.	ACWA GW Committee, DWR SGMA Group, FMA, GRA, SAWPA, Southern CA Water Coalition, TNC, Urban Water Institute, WEF Groundwater 101			
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
4K	Continue university/college outreach in the 5-county area, including internships and job fairs	Cal Poly Pomona, CSU San Bernardino, Loma Linda University, University of Redlands	Ongoing		
4K	Develop publication piece with CalPoly Pomona on sharing the new basin-sizing method developed as part of PERC	Cal Poly Pomona	Ongoing		
4K	Develop publication piece with University of Redlands on understanding the pollinators for slender-horned spineflower	University of Redlands	Ongoing		
5B	Identify new partners and continue to collaborate with existing partners that share common goals with the District	Academic institutions	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

6. State Agencies

This IP Profile includes information about agencies with interest in the District for water, power, and/or natural resources from a regulatory, policy, right of way, or funding perspective at the state level:

- California Department of Fish and Wildlife (CDFW)
- California Department of Natural Resources (CDNR)
- California Department of Water Resources (DWR)
- State Water Resources Control Board (SWRCB)

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

-

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
CDFW				
CDNR				
DWR				
SWRCB				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District's position

How will the District better improve their position with these organizations?

-

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
5B	Present to DWR, State Water Board, Regional Boards, other regulators to build credibility	DWR, SWRCB, Regional Boards, other regulators	Ongoing		
5D	Continue coordination with regulatory agencies early and often during project development.	Regulators	Ongoing		
5H	Promote stewardship for the Wash by meeting with Wildlife Conservation Board about grants for the region	Wildlife Conservation Board			
6E	Pursue grant funding for the District's projects. Set up a schedule to meet with funding agencies and legislators.	Funding agencies	Ongoing		
6E	Maintain 2-year grant outlook spreadsheet (similar to conference schedule)	Funding agencies	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

7. Federal Agencies

This IP Profile includes information about agencies with interest in the District for water, power, and/or natural resources from a regulatory, policy, right of way, or funding perspective at the federal level:

- U.S. Army Corps of Engineers (USACE)
- U.S. Bureau of Land Management (BLM)
- U.S. Bureau of Reclamation (USBR)
- U.S. Fish and Wildlife Service (USFWS)
- U.S. Geological Survey (USGS)

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

-

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
USACE				
BLM				
USBR				
USFWS				
USGS				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District's position

How will the District better improve their position with these organizations?

-

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
3A	Host meetings with Interested Parties to share key monitoring and management outcomes	USFWS	Ongoing		
3A	Partner for articles/awards for endangered species monitoring and management	USGS	Ongoing		
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
5D	Continue coordination with regulatory agencies early and often during project development.	Regulators	Ongoing		
6E	Pursue grant funding for the District's projects. Set up a schedule to meet with funding agencies and legislators.	Funding agencies	Ongoing		
6E	Maintain 2-year grant outlook spreadsheet (similar to conference schedule)	Funding agencies	Ongoing		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

8. Tribal Governments

This IP Profile includes information about tribal governments, native tribes, and bands of indigenous peoples operating within or near the District boundary:

- San Manuel Band of Mission Indians

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

-

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
San Manuel Band of Mission Indians	Lynn Valbuena	Chairwoman, Tribal Council		
San Manuel Band of Mission Indians	Johnny Hernandez, Jr.	Vice Chairman, Tribal Council		
San Manuel Band of Mission Indians	Audrey Martinez	Secretary, Tribal Council		
San Manuel Band of Mission Indians	Latisha Prieto	Treasurer, Tribal Council		
San Manuel Band of Mission Indians	Edward Duro	First Governing Council Member		
San Manuel Band of Mission Indians	Laurena Bolden	Second Governing Council Member		
San Manuel Band of Mission Indians	Karina Torres	Culture Seat Member, Tribal Council		

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District's position

How will the District better improve their position with these organizations?

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
5H	Collaborate with the San Manuel Band of Mission Indians to incorporate traditional ecological knowledge into the District's practices	San Manuel Band of Mission Indians	Q2 2024		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

9. Private Industry

This IP Profile includes information about businesses such as utilities and aggregate mining companies operating within or near the District boundary:

- Chambers of Commerce
- Construction Materials Pacific, LLC (CEMEX)
- Growers/Landowners
- (Real Estate Leasor)
- Riverside Public Utilities
- Robertson’s Ready-Mix, Ltd.
- San Diego Gas
- Vulcan Materials Company (Vulcan)

Relationships to District

-

District Benefits to the Organizations

-

District Perceived Threats to the Organizations

-

Potential District Opportunities

-

Potential Funders or Co-Grant Applicants? YES NO

Why?

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
Redlands Chamber of Commerce				
CEMEX				
Riverside Public Utilities				
Robertson’s Ready-Mix, Ltd.				
San Diego Gas				
Vulcan				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District’s position

How will the District better improve their position with these organizations?

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
3A	Partner for articles/awards for endangered species monitoring and management	Dudek	Ongoing		
4C	Celebrate SBVWCD's eco-community with compelling merchandise/giveaways	All	2024		
5F	Develop an outreach strategy for interaction with mining companies that includes regular communication and cooperation. <ul style="list-style-type: none"> • Construction Materials Pacific, LLC • Robertson's Ready-Mix, Ltd. • Vulcan Materials Company 	Mining companies including bullet list in Action column and more as appropriate	Annually		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

10. General Public

The public is not represented as an organization but rather as individuals with interest in the District’s activities (e.g., residents).

Public Relationship to District

-

District Benefits to the Public

-

District Perceived Threats to the Public

-

Potential District Opportunities

-

Interested Party Contacts

ORGANIZATION	NAME	POSITION	PHONE	EMAIL
See District Database				

Lead Responsible for Communication

GM Board Staff Other

Name

Outreach approach to improve District’s position

How will the District better improve their position with the public?

-

Six Month Priority Actions

Obj. #	ACTION	IPs	WHEN	WHO	STATUS
4C	Celebrate SBVWCD’s eco-community with compelling merchandise/giveaways	All	2024		

Completed Activities

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

Obj. #	ACTION	IPs	WHEN	WHO	STATUS

APPENDIX B

KEY MESSAGING

KEY MESSAGING WORKSHEET

Key messages will be developed on priority Goal and Objective basis. Following are the categories of consideration to be filled out in advance of engagement and collateral development by the assigned Outreach Manager. Examples are provided below.

GOAL/OBJECTIVE	COMMENT THEMES AND TOP COMMENTS	ADDITIONAL INFORMATION NEEDED TO DEVELOP RESPONSES/MESSAGES	TOOL
Environmental Benefits			
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC is creating nature-based solutions to improve native habitat and open space while enhancing groundwater recharge. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> Website PERC collateral Fact sheet Presentations to IPs
<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
Water Supply Reliability			
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC provides groundwater recharge to be stored for dry years, improving water supply reliability. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above
Funding			
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC was funded with X grant and groundwater fees investing in the beneficiaries' water reliability portfolio. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above
Groundwater Sustainability			
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC provides sustainable groundwater by creating opportunities to store water for people and habitat and utilize it when it is most needed. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above
Regional and Local Economy			
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC stabilizes the economy by ensuring water reliability during drought to sustain agriculture production that creates jobs and food security as well as municipal drinking water. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above
Disadvantaged Communities			
<ul style="list-style-type: none"> 2C PERC) 	<ul style="list-style-type: none"> PERC provides groundwater reliability that serves agriculture, local business, and municipal water affordably while providing job opportunities 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above
Agricultural / Mining Benefits			

GOAL/OBJECTIVE	COMMENT THEMES AND TOP COMMENTS	ADDITIONAL INFORMATION NEEDED TO DEVELOP RESPONSES/MESSAGES	TOOL
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC provides groundwater reliability that serves agriculture, local business, and municipal water affordably while providing job opportunities. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above
Public Benefits			
<ul style="list-style-type: none"> 2C (PERC) 	<ul style="list-style-type: none"> PERC provides a public service through open space, stores precious groundwater, and preserves habitat as a community asset while keeping water rates low. 	<ul style="list-style-type: none"> Check with PERC Project Manager Ask District PERC team to enhance messaging 	<ul style="list-style-type: none"> See above

APPENDIX C

CONFERENCE/EVENT TRACKER

Conference and Event Tracker

A Conference and Event Tracker spreadsheet was developed to serve as a two-year lookahead for the District.

Data for each event in the spreadsheet include:

- Event title
- Location
- Start and end dates
- List of anticipated attendees
- Awards given at event with deadlines for application
- Goals for staff attending the event
- Actions to facilitate attendance
- Notes including website registration links

A screenshot of the tracking spreadsheet is shown below for reference. [Access the spreadsheet here.](#)

Conference/Event	Location	Start Date	End Date	AWARDS			Goals	Actions	Notes
				Attn	Awar	Deadln			
ACVA Fall	Palm Desert	11/12/2024	11/20/2024	Betsy Director	Sept 1 annually	Present GV Model results to GV Committee	Coordinate through GV Chair Investigate opportunity to		
ACVA Spring	Sacramento	5/7/2024	5/9/2024	Betsy	Multiple Spr 2025 Cler A Hill Agency Award for	Present GV Model results to GV Committee Attend GV Committee on Tues AM Meet w Brian Lockwood, PV Water Meet w Montgomery & Associates with Ellen on first night		https://www.acva.com/conference/2024-spring-coordinates.aspx/	
Basin Technical Advisory Committee	Hyerson and Virtual	8/3, 8/5, 12/8		Betsy	n/a	Present GV Model Results		Dates posted on SEPMVD website: https://www.stemed.com/Board-of-Directors/08-08-2024/	
Biennial Symposium on Managed Aquifer Recharge (BSMAR)	Tucson, AZ	4/6/2024	4/6/2024				Check for posts (no conference currently on the	award typically given to an individual, but agencies qualify https://bsmar.com/bsmar2024/	
California Native Plant Society California Society for Ecological Restoration (SERCAL)	TBD University of Redlands	TBD 5/8/2024	TBD 5/8/2024					https://www.cnpss.org/events/ https://www.sercal.org/conference-2024 Classes offered but no info on a conference	
Desert Institute	veles				n/a			This year's Hyerson conference was Feb 2024, keep a look out for 2025 https://www.desertinst.edu/education/conferences/	
Environmental Bankers Association Environmental Markets Conference	Virtual Pittsburgh	9/16/2024 9/29/2024	9/16/2024 9/29/2024		new last year			Conference updates: https://www.enb.com/2024-09-16-environmental-bankers-association-annual-meeting/ https://www.enb.com/2024-09-29-environmental-bankers-association-annual-meeting/	
Floodplain Management Association (FMA)	Las Vegas	8/9/2024	8/6/2024	Betsy	12 awards	Present PERC?	Consider coordinating with SEV Flood	award info: https://floodplain.org/awards/	
GWA: Western Groundwater Congress Groundwater Council	Lake Tahoe	10/7/2024	10/9/2024	Betsy	n/a	Present GV Model Results	Submit about?		
International Symposium on Managed Aquifer Recharge (ISMAR)	Stellenbosch N. South	4/29/2025	5/2/2025	Betsy				https://ismar2025.org/	
National Habitat Conservation Plan Coalition Annual Meeting	Springe	10/10/2024	12/2/2024					https://www.nhcc.org/2024-annual-meeting/	
Natural Areas Conference (NAC)	Kansas	10/7/2024	10/9/2024					https://www.naturalareas.org/2024-nac-conference.php	
Northern California Botanists	Chico	10/2/2024	10/2/2024				Check for post re: 2025	https://nccbotanists.org/program/	
Southern California Botanists	Pomona College	annual annual					Check for post re: 2024	https://www.scbot.org/2024-annual-meeting/	
Southern California Water Coalition	veles Dunsmuir						Check for post re: 2024 annual dinner	Quarterly luncheons and Annual Meeting/Dinner https://www.sccwc.org/2024-annual-dinner/	
Urban Water Institute	Palm Springe	11/18/2024	12/2/2024				Check for posts (spring '24 issue is there a fall conf?)	https://www.urbwaterinstitute.com/	
Water Education Foundation (WEF) International Groundwater Conference "Toward Sustainable Groundwater in Agriculture 2024: 3rd International Conference Linking Science and Policy"	San Francisco	6/18/2024	6/20/2024	Betsy Milan		Present GV Model Results	Register: https://www.eventbrite.com/event/7447333567 toward sustainable groundwater in agriculture- linking-science-policy-tickets-7447333567	https://www.watereducationfoundation.com/toward-sustainable-groundwater-in-agriculture-2024-3rd-international-conference-linking-science-and-policy/	
WEF Annual Groundwater BI Workshop	Sacramento	4/4/2024	4/5/2024	Betsy		Set up meetings with a, g, z Present GV Model Results Set up meetings with a, g, z	Set up meetings with other attendees Call for papers open Summer 2024	https://www.watereducationfoundation.com/annual-groundwater-bi-workshop-2024/	
Wildlife Society: Western Section	Veles	2/9/2025	2/9/2025					https://www.wildlife.org/	



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

Memorandum No. 2065

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: Contract Services Agreement with GRIDDL for Professional Services for Website Design

RECOMMENDATION

Approve the Contract Services Agreement for Professional Services for Website Design in an amount not-to-exceed \$39,500.

BACKGROUND AND DISCUSSION

On December 13, 2024, the Board approved the District’s Strategic Plan 2024-2028. In support of Strategic Plan Goal 4, Community Engagement and Education: Engage, educate, and partner with our diverse community to promote water security and protect valued habitat and open space assets critical to our collective vitality, and Goal 5, Collaborative Partnerships: Create and actively maintain local, regional, state, and national partnerships that are mutually beneficial, accelerate the District’s Vision and Goals, and foster the District’s Values, staff have solicited and reviewed quotes from vendors to redesign and update the District’s website. This work is proposed at this time in order to be at or near completion prior to the start of outreach efforts planned for 2025 following Board adoption of the District’s Outreach Plan.

The proposed contract includes search engine optimization along with development of stylescapes, competitive benchmarking and user site flows, a revised sitemap, design of up to five unique page layouts, two rounds of revisions on the design, iconography and photography editing, and training on use of the new website.

This item was discussed by the Outreach Committee at their meeting on September 25, 2024.

FISCAL IMPACT

Approval of the recommended action would result in expenditure of up to \$39,500 from GL 5120 Professional Services and/or GL 6060 Outreach.

POTENTIAL MOTIONS

1. Approve the Contract Services Agreement for Professional Services for Website Design in an amount not-to-exceed \$39,500.
2. Provide other directions to staff.

ATTACHMENTS

Contract Services Agreement for Professional Services for Website Design

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

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

CONTRACT SERVICES AGREEMENT
FOR PROFESSIONAL SERVICES
FOR WEBSITE DESIGN

THIS CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL SERVICES FOR COMMUNICATIONS AND PUBLIC OUTREACH (“Agreement”) is entered into by and between the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT, a special district (“District”), and GRIDDL COMPANY LLC, a Limited Liability Company (“Consultant”), is effective November 13, 2024 (“Effective Date”).

NOW THEREFORE, the parties hereto agree as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all the terms and conditions of this Agreement, the Consultant shall provide the District with the following tasks:

Task 1: Baseline Search Engine Optimization

Task 2: Website Design & Development, Training & Support

The specific services to be provided by Consultant are detailed in the Scope of Service attached hereto as Attachment A. Consultant shall perform all work according to the contract Scope of Work, and Schedule of Performance and Compensation shown as Attachment B to this Agreement, which is incorporated herein by reference.

1.2 Authorization to Begin and Schedule of Performance. Consultant's term to begin work or services, shall initiate upon receipt of a written Notice to Proceed by District. Further, no work or services other than that described in the Scope of Work shall be initiated by the Consultant without express authorization of the District and documented as a Change Order to this Agreement. Consultant shall complete the Tasks specified in the Scope of Work in the periods indicated in Attachment B, the Schedule of Performance.

1.3 Compliance With Law and Professional Competency. All work and services rendered hereunder shall be provided in accordance with applicable ordinances, resolutions, statutes, rules, and regulations of the District and any Federal, State, or local governmental agency of competent jurisdiction, and to a standard of care and professionalism consistent with no less than the level of skill and care ordinarily exercised by professionals in Consultant’s field performing permitting assistance consulting work such as covered by this Agreement.

1.4 Licenses, Permits, Fees, and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by this Agreement, unless otherwise noted in the Scope of Work.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, the Consultant shall be paid on a task basis, consistent with the rates provided in the Schedule of Performance and Compensation attached hereto as Attachment B. Consultant shall invoice for work done to accomplish such tasks monthly. The parties recognize that the individual phased tasks listed in Attachment B may vary in effort or consumption of resources beyond those originally anticipated as of the Effective Date, and District shall retain the discretion and flexibility to vary the amounts of the overall Contract Sum allocated to each, and District may reallocate portions of the Contract Sum to such phased tasks as it may determine circumstances warrant, but in no event shall the total sum to be paid to Consultant for completion of all Tasks in the Scope of Services exceed the sum of Thirty-Nine Thousand Five Hundred (\$39,500) without prior written authorization from District's Contract Officer (defined below).

2.2 Method of Payment. Provided that Consultant is not in default under the terms of the Agreement, the Consultant shall be paid upon completion to the District's satisfaction of each individual phased task identified in Attachment B, following receipt by District of an invoice for same from Consultant. In the event the invoiced amount for the individual phased task exceeds the amount reflected for that task in Attachment B, the invoice shall reflect a detailed record of services performed, time spent, and the remaining amount of the Contract Sum after payment of the invoiced amount. Prior to payment of the final invoice, all work authorized by the District shall be completed. Any such invoice shall detail charges with reference to the Tasks specified in the Scope of Work, specifying the work performed, the person or team member performing the work, hourly rates, and a detailed description of the services performed. District shall independently review each invoice submitted by the Consultant to determine whether the work performed, and expenses incurred, comply with the provisions of this Agreement. If no charges or expenses are disputed, District will cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant, nor to constitute any waiver of any type of relief or remedy, legal or equitable, arising out of any breach or nonperformance of any aspect of the Agreement by Consultant.

3.0 COORDINATION OF WORK

3.1 Representative of Consultant. Anastassia Zukova is hereby designated as the principal-in-charge and project manager by the Consultant, authorized to act on its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. Any substitution of these designated representatives must be approved in advance and in writing by the District.

3.2 Contract Officer. The General Manager, Betsy Miller, is hereby designated as the representative of the District, authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith ("Contract Officer").

3.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work and services required of Consultant herein without the prior express written approval of the District. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the District. Any such prohibited assignment or transfer shall be void.

3.4 Independent Consultant. Consultant shall perform all work and services required herein as an independent contractor of the District and shall remain under only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of the District.

4.0 INSURANCE AND INDEMNIFICATION

4.1 Insurance. The Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

4.1-01 Reserved.

4.1-02 Liability Insurance. The Consultant shall provide and maintain at all times during the performance of this Agreement, the following commercial general liability insurance:

4.1-02.01 Coverage. Coverage shall be at least as broad as the following:

Commercial General Liability. Commercial General Liability coverage (Occurrence Form CG 0001) in the amount of one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2501 or insurer's equivalent endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.

Professional Liability. Professional Liability appropriate to the Consultant's profession covering Consultant's wrongful acts, negligent actions, errors, or omissions in the amount of one million dollars (\$1,000,000) per claim and annual aggregate.

4.1-02.02 Required Provisions. The policies specified in Section 4.1-03.01 are to state or be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days (10 days for nonpayment of premium) prior written notice by U.S. mail has been given to the District.

4.1-02.03 Required Format. All of the liability insurance shall be provided on policy forms satisfactory to the District. All insurance correspondence, notations, certificates, or other documents from the insurance carrier or agent/broker shall each separately reference the District project number.

4.1-02.04 Deductibles and Self-Insured Retention. Any deductible or self-insurance retention must be declared to and approved by the District. At the option of the District, the insurer shall reduce or eliminate such deductibles or self-insured retention.

4.1-02.05 Acceptability of Insurers. Insurance is to be placed with insurers having a current Best's rating of no less than A-VII or equivalent or as otherwise approved by the District.

4.1-02.06 Evidence and Cancellation of Insurance. Prior to execution of this Agreement, the Consultant shall file with the District evidence of insurance satisfactory to the District. The insurer will give by U.S. mail written notice to the District at least thirty (30) days prior to the effective date of any cancellation, except for nonpayment of premium for which ten (10) days prior written notice will be given. The Consultant shall, upon demand of the District, make available to the District all such policy or policies of insurance and the receipts for payment of premiums thereon, redacted to remove any proprietary or confidential information.

4.1-02.07 Errors and Omissions/Professional Negligence. Consultant shall procure and maintain errors and omissions insurance, or professional liability insurance, at all times this Agreement is in effect, covering the services to be provided hereunder in the amount of one million dollars per claim and annual aggregate.

4.1-03.08 Sub-Consultants. In the event that the Consultant employs other consultants, as part of the services covered by this Agreement, and after written approval by District of the use of such other consultant, consistent with Section 3.3 above, it shall be the Consultant's responsibility to confirm that each sub-consultant meets the minimum insurance requirements specified above.

4.2 Indemnification. To the fullest extent permitted by law, Consultant shall indemnify and hold harmless the District, its directors, officers, employees, or designated volunteers, and each of them from and against:

4.2-01 Any and all claims, demands, causes of action, damages, costs, expenses, losses, or liabilities, in law or in equity, of every kind of nature whatsoever for, but not limited to, injury to or death of any person including District and/or Consultant, or any directors, officers, employees or designated volunteers of District or Consultant, and damages to or destruction of property of any person, including but not limited to, District and/or Consultant and their directors, officers, employees or designated volunteers, arising out of or in any manner connected with the work to be performed under this Agreement, due to the Consultant's negligent acts, errors, or omissions committed or alleged to have been committed, except in those cases where the District is proven to be liable.

4.2-02 Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind of nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Consultant, except in those cases where the District is liable.

4.2-03 Consultant shall defend, at its own cost, expense, and risk, with Counsel of District's approval, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against District or District's directors, officers, employees or designated volunteers caused by or arising out of Consultant's actions.

4.2-04 Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officers, employees, or designated volunteers, in any and all such aforesaid suits, actions or other legal proceeding caused by or arising out of Consultant's actions.

4.2-05 Consultant shall reimburse District and its directors, officers, employees, or designated volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided caused by or arising out of Consultant's actions.

4.2-06 Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the District, or its directors, officers, employees, or designated volunteers.

4.3 Laws, Regulations and Permits. The Consultant shall give all notices required by law and comply with all laws, ordinances, rules, and regulations pertaining to the conduct of the work. The Consultant shall be liable for all violations of the law in connection with work furnished by the Consultant.

4.4 Safety. The Consultant shall execute and maintain Consultant's work so as to avoid injury or damage to any person or property. In carrying out the work, the Consultant shall at all times, exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (as applicable).

5.0 TERM OF AGREEMENT

5.1 Term. This Agreement shall be effective from the Effective Date and shall continue in full force and effect until completion and approval of the work and services described hereunder, unless extended by mutual consent, or until otherwise terminated under Section 6.11 below. In no event shall this contract extend beyond one (1) year from the Effective Date.

6.0 MISCELLANEOUS

6.1 Covenant Against Discrimination. The Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through it, that there shall be no discrimination against, or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement.

6.2 Non-liability of District Officers and Employees. No officer or employee of the District shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the District or for any amount that may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

6.3 Conflict of Interest. No officer or employee of the District shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants

that it has not paid or given and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

6.4 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the General Manager and to the attention of the Contract Officer, San Bernardino Valley Water Conservation District, 1630 W. Redlands Boulevard, Suite A, Redlands, CA 92373-0581, e-mail: bmiller@sbvwcd.org and in the case of the Consultant, to GRIDDL Company, LLC, 513 N. Sparks Street, Burbank, CA 91506; email: ana@griddl.com.

6.5 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement.

6.6 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements, and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time only by the mutual consent of the parties and only by an instrument in writing.

6.7 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or inability to enforce shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

6.8 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

6.9 Attorney's Fees. If either party to this Agreement is required to initiate or defend, or is made a party to, any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

6.10 Ownership of Work. All work performed and all work product generated by the Consultant hereunder shall be the exclusive property of the District. The Consultant shall provide to the District all notes, maps, graphs, worksheets, reports, computer databases and programs, or any other analysis or analytical tools created or produced by the Consultant in

connection with its work performed hereunder (“work”), no later than the time of the completion of the Consultant’s work or earlier termination of this Agreement under Section 6.11 below. Unless otherwise required by law, the Consultant shall not disclose or utilize its work under this Contract in any other assignment or for any other purpose, or otherwise disclose or utilize such work, without the prior written consent of the District, which consent shall not be unreasonably withheld.

6.11 Termination. This Agreement may be terminated by either party giving thirty (30) days’ notice in writing to the other party and sent by registered mail to the principal place of business that such notice is addressed. The rights, duties, and responsibilities of the Consultant shall continue in full force during the period of this 30-day notice, unless otherwise directed by District. After the expiration of the 30-day interval following notice, no rights or liabilities shall arise out of this relationship, except that the indemnification provisions of Section 4.2 above shall survive termination, and any task undertaken by Consultant on written District authorization, and still uncompleted at the expiration of the notice period, shall be carried to completion by Consultant and paid for by District at rates provided hereunder, unless mutually agreed in writing to the contrary, in accordance with the provisions herein.

6.12 Mediation. In the event of disagreement arising under this Agreement, the Consultant and District shall meet and confer in an attempt to resolve the issue. If the meet and confer process fails to resolve any controversy or claim arising out of or related to work performed under this Agreement, within 10 business days after written notice by one party to the other identifying the nature of the dispute and requesting a meet and confer conference, such claim or controversy shall be submitted to non-binding mediation unless the parties mutually agree otherwise. The submission to non-binding mediation shall be upon such terms, conditions, and procedures as the parties might mutually agree, and shall not preclude the initiation or exercise of any other remedy, legal, equitable, or otherwise, available to any party. The mediation proceedings shall take place in San Bernardino County, California.

6.13 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing

[The remainder of this page is intentionally left blank.]

this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement and affirm same by signature below:

CONSULTANT
GRIDDL Company LLC
Attn: Anastassia Zukova
513 North Sparks St.
Burbank, CA 91506
ana@griddl.com

DISTRICT
SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT
1630 West Redlands Blvd
Redlands, CA 92373
bmiller@sbnwcd.org

By: _____
Anastassia Zukova
CEO

By: _____
Betsy Miller
General Manager

Date: _____

Date: _____

ATTACHMENT A

SCOPE OF SERVICES

1. Baseline SEO

1. SEO Keyword Research: Identify keywords relevant to the client's industry, target audience, and content.
2. Pages Meta Snippets: Craft concise and compelling meta titles and descriptions for website pages to improve search engine visibility.
3. Image Optimization: Ensure all the new images are compressed for faster loading times and proper indexing, including alt text for accessibility and SEO benefits.
4. Sitemap Submission to Google: Generate and submit an XML sitemap of the new site to Google Search Console to facilitate indexing and improve the site's search engine presence.

2. Website Design & Development

1. Stylescapes: Develop two distinct stylescapes to align visual direction; (no revisions).
2. Discovery: Conduct research and analysis to inform design strategy, including Competitive Benchmarking, User Site Flows, Revised Sitemap, and Google Analytics highlights;
3. Page Layouts: Design up to five unique page layouts tailored to the client's needs and brand aesthetics.
4. Revisions: Allow 2 rounds of revisions for all pages alongside a final review of the completed site with minor adjustments (excl. major layout and design edits).
5. Iconography: Curate and, if necessary, edit icons to align with brand guidelines and design elements.
6. Photography: Curate photography and provide lite editing to ensure consistency and visual appeal across the site.
7. Blog Categories: Conduct a nomenclature audit of blog categories, providing recommendations to improve organization and SEO, if needed.
8. 3rd Party Integrations: Implement and configure any necessary third-party integrations (e.g., analytics, CRM, social media).

3. Training & Support

1. Website Training: Provide a 30-minute training session or a recorded tutorial on website management and updates.

2. Technical Support: Provide 2 weeks of technical support post-project completion, covering troubleshooting and minor adjustments.
-

Deliverables

1. SEO Keyword Report: A list of keywords that can be used for copywriting.
 2. Discovery document: A summary of the Discovery research and analysis
 3. Redesigned Website: Completed website with all specified pages and integrations.
 4. Training Materials: Access to the recorded training session or website manual.
-

Exclusions to Scope

The following services are not included in the project scope and will require Change Order, if needed:

1. Content Strategy Support: Guidance or development of a content strategy, including planning, structuring, or optimizing content beyond initial keyword research.
2. Copy Audit & Revision: Any review or editing of existing copy for tone, clarity, or brand consistency.
3. Supplemental Copywriting: Creation of any additional written content, including Calls to Action or headings.
4. Custom Illustrations: Original illustration work beyond standard iconography. This includes custom graphics tailored specifically to the project or brand.
5. Premium Plugin or Font Licenses: Licenses for any premium plugins, custom fonts, or third-party software are not covered. These must be purchased by the client separately if needed.
6. Ongoing Support/Maintenance: Continuous updates, troubleshooting, or maintenance services beyond the initial 2-week support period post-launch.

Additional Revisions: Any revisions beyond the two rounds accounted for in the scope will be charged hourly, at \$130/hour.

ATTACHMENT B
SCHEDULE OF PERFORMANCE AND COMPENSATION

Time periods stated are from Notice to Proceed.

Dates indicated presume prompt feedback and revision loops by both parties.

Weeks 1: Preparation - \$1,000

- Kick-off meeting
- District to inform main concerns and pain points
- District to provide site access & any relevant assets, including imagery and copy

Weeks 2-3: Discovery - \$4,000

- Conduct SEO keyword research
- Blog categories nomenclature audit and recommendations
- Discovery research and analysis
- Complete research and strategy for overall design direction

Weeks 4-10: Design & Development - \$30,000

Parties understand this phase cannot commence until Consultant has all the final content.

- Set up the staging environment
- Develop two distinct stylescapes (no revisions)
- Develop up to five unique page layouts.
- Curate and edit iconography and photography as needed.
- Conduct a blog categories audit and make recommendations
- Finalize page layouts and implement the approved design
- Integrate third party tools or plugins as specified
- Implement meta snippets
- Optimize images for load speed and accessibility

Week 11: Testing & Launch - \$2,500

- Test across devices and browsers
- Transfer site to production environment
- Sitemap submission to Google
- Google Analytics setup

Week 12: Training & Support - \$2,000

- Provide a 30-minute website training session or recorded tutorial
- Offer technical support for 2 weeks after project completion, assisting with troubleshooting and minor adjustments
- District to sign the Project Acceptance



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

Memorandum No. 2066

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: 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)

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).

BACKGROUND AND DISCUSSION

On August 9, 2023, the Board approved a Contract Services Agreement for Professional Services with Water Systems Consulting, Inc. (WSC) for Grant Funding Support for the Program for Enhanced Recharge Capacity in a not-to-exceed amount of \$108,150. Since adoption, this agreement has supported implementation of Board Priorities for 2024 and 2024: Apply and Secure Grant Funding for PERC Projects and Apply for and/or Secure Grant Funds, respectively. To date, WSC has supported applications for two grants: A WaterSMART Applied Science Grant for Fiscal Year 2023 titled Knowledge Systems Development Through Integrated Santa Ana River Model Enhancements to Quantify a Century of Managed Aquifer Recharge and Build Forecasting Capacity for the San Bernardino Basin, which was awarded on August 16, 2024, in the amount of \$361,117; and a WaterSMART Planning and Project Design Grant titled Mill Creek Managed Aquifer Recharge: Evolution of a Century of Stewardship, award of which has not yet been announced.

The First Amendment to the Agreement proposes to extend the expiration date from December 31, 2024, to December 31, 2025, in order to allow for additional time to expend the \$53,387.50 in remaining funds on the contract in accordance with state and federal grant application deadlines. Staff will review available funds as well as expected grant deadlines as part of the FY26 budgeting process and propose a second amendment to increase funding in the new fiscal year if needed.

FISCAL IMPACT

Approval of the recommended action may result in expenditure of up to \$53,387.50 from GL 5120, Professional Services, funded through the PERC Enterprise, which was previously approved but is not expected to be expended prior to the December 31, 2024, expiration date of the Agreement.

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

BOARD OF DIRECTORS

Division 1:
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Hillary Jenkins

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

POTENTIAL MOTIONS

1. 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).
2. Refer the item to the Operations Committee and/or the PERC Policy Committee for additional consideration.
3. Provide other directions to staff.

ATTACHMENTS

First Amendment to the Contract Services Agreement for Professional Services Agreement for Grant Funding Support for Program for the Expansion of Recharge Capacity by and between San Bernardino Valley Water Conservation District and Water Systems Consulting, Inc.

**AMENDMENT TO CONTRACT SERVICES
AGREEMENT FOR
PROFESSIONAL SERVICES**

THIS AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT FOR GRANT FUNDING SUPPORT FOR PROGRAM FOR THE EXPANSION OF RECHARGE CAPACITY ("Amendment") by and between the **SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**, a California Special District ("SBVWCD" or "District"), and **WATER SYSTEMS CONSULTING, INC.** ("Consultant"), (collectively the "Parties") is effective upon this 13th day of November, 2024 ("Effective Date"). This Amendment is entered into in consideration of the following:

RECITALS:

- A. District and Consultant entered into that certain "Professional Services Agreement for Grant Funding Support for Program for the Expansion of Recharge Capacity" on or about October 2, 2023 ("Original Agreement"); and
- B. The Term of the Original Agreement extended until December 31, 2024; and
- C. The Parties have performed under the Original Agreement, but have not expended the full Contract Sum as defined therein, and from the originally authorized amount of One Hundred Eight Thousand One Hundred Fifty dollars (\$108,150.00) there remains unexpended the amount of Fifty-Three Thousand Three Hundred Eighty-Seven Dollars and Fifty cents (\$53,387.50); and
- D. There remain ongoing tasks from the Original Agreement's Scope of Services that remain undone, or implicate ongoing services that Consultant might continue to perform to advance the purposes of the Original Agreement, on a prospective basis; and
- E. The Parties now desire to extend the term of the Original Agreement to December 31, 2025, making the new Contract Sum the amount remaining under the Original Agreement of Fifty-Three Thousand Three Hundred Eighty-Seven Dollars and Fifty cents (\$53,387.50), but in all other respects keeping the terms of the Original Contract the same;

NOW THEREFORE, in consideration of all of the foregoing, the parties hereto agree as follows:

- 1. Recitals. The foregoing Recitals are true and correct.
- 2. Amendment to Contract Sum. Section 2.1 of the Original Agreement is hereby amended to read as follows: For the services to be rendered pursuant to this Amendment, the Consultant shall be paid on a time and materials basis for an amount not to exceed a total payment of Fifty-Three thousand Three Hundred Eight-Seven Dollars and Fifty cents (\$53,387.50). Consultant's time shall be reimbursed on a time and materials basis through the progress of the work, to be billed at the hourly rates provided in Attachment 2 to the Original Agreement. In compliance with all the terms and conditions of this Agreement, the Consultant shall continue to provide Grant Funding Support for the Program for Expansion

of Recharge Capacity Projects (Projects) consistent with the Scope of Work appended to the Original Agreement as Attachment 1. Consultant warrants that all work and services will be performed in a competent, professional, and satisfactory manner.

- 3. Amendment to Term of Agreement. Section 5.1 of the Original Agreement is hereby amended to read as follows: This Amendment shall be effective from the Effective Date, and shall continue in full force and effect until completion and approval of the work and services described in the Original Agreement, unless extended by mutual written consent, or otherwise terminated under Section 6.11 of the Original Agreement. In no event, however, shall this Amendment extend the Original Agreement beyond December 31, 2025, unless expressly further extended by both Parties in writing.
- 4. Remainder of Original Agreement Unaffected. Except as specifically amended by this Amendment, the Original Agreement remains in full force and effect, as to all of its particulars. In the event of any conflict between the Original Agreement and this Amendment, this Amendment shall govern.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement by signature below:

SAN BERNARDINO VALLEY WATER
CONSERVATION DISTRICT

By: _____
Betsy Miller
General Manager

Date: _____

CONSULTANT
Water Systems Consulting, Inc.

By: _____
Laine Carlson
Vice President
3602 Inland Empire Blvd. Suite C230
Ontario, CA 91762
Phone: (909) 483-3200

Date: _____



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

Memorandum No. 2067

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: Administrative Analyst Position

RECOMMENDATION

Amend the approved FY25 budget to replace the part-time Administrative Assistant with a full-time Administrative Analyst.

BACKGROUND AND DISCUSSION

On February 9, 2022, the Board approved the District’s current Staffing and Succession Plan. In review of this Plan for presentation to the Finance and Administration Committee in early 2025, it was determined that the Senior Administrative Analyst will reach retirement eligibility in late 2025. Therefore, staff seeks Board direction on replacing the part-time Administrative Assistant in the FY25 budget with a full-time Administrative Analyst in early 2025 to ensure that there is approximately one year of overlap of these roles, allowing for training on the Groundwater Charge calculation, annual budget development, and audit.

FISCAL IMPACT

Approval of the recommended action would result in expenditure of up to \$42,593 from GL 6230 Regular Salaries. The expenditure for the recommended action does not require an amendment to the amount in GL 6230 in the approved FY25 budget due to cost savings from vacancies in the current fiscal year.

POTENTIAL MOTIONS

1. Amend the approved FY25 budget to replace the part-time Administrative Assistant with a full-time Administrative Analyst.
2. Direct staff to include the proposed action in the updated Staffing and Succession Plan for presentation to the Finance and Administration Committee and Board in early 2025.
3. Provide other directions to staff.

ATTACHMENTS

Job Classification for the Administrative Analyst

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

BOARD OF DIRECTORS

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John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

ADMINISTRATIVE ANALYST

DEFINITION

Under general direction, provides administrative, budgetary, financial, and work-flow support to District projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; develops, summarizes, and maintains administrative and fiscal records; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the junior-level classification in the administrative analyst series. Incumbents exercise discretion and independent judgment in performing accounting and financial activities for the District. Successful performance of the work requires considerable knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the General Manager and the Board of Directors by assisting with duties of an advanced, complex, sensitive, and confidential nature; provides administrative, programmatic, and technical support for the District in the daily management of operations.
- Participates in the implementation of goals, objectives, policies, and priorities for assigned programs including property management, accounting, billing, regulatory reports, contracts, insurance, and records/filing.
- Performs a variety of routine to complex property management activities involved in the management, maintenance, and acquisition of District properties and related rental, lease, and land use programs.
- Performs a variety of specialized and technical accounts receivable and accounts payable duties, including posting, balancing, adjusting, and maintaining accounting and financial records according to established policies and procedures.
- Assists in preparation of monthly, quarterly, and annual financial statements; prepares a variety of periodic and special financial reports for operational use, and for presentation to the Board of Directors.
- Analyzes and reconciles expenditure and revenue accounts, verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.

- Maintains and updates Internal Revenue Service (IRS) W-9 information of vendors for IRS 1099 year-end tax reporting and processing; prepares, verifies, and mails out 1099 forms; follows-up with IRS on notices to withhold taxes and related notifications.
- Researches and interprets accounting, financial, and statistical information and materials for various reports and year-end auditing process; compiles, reconciles, and verifies information and prepares various financial, budget, accounting, and state and federal mandated reports, schedules, statements, and analyses; generates and distributes routine monthly revenue and expenditure reports.
- Participates in the compilation and preparation of the annual budget, including assisting management with budget preparation, providing estimated grant revenues and expenditures, monitoring expenditures to ensure compliance with adopted budget, and assisting in publication of the budget.
- Serves as the lead employee for the District audit, working closely with management and contracted auditors to prepare and provide required documents and balances, and perform review of draft audit.
- Provides support to District committees; prepares and distributes agenda packets, attends meetings and prepares minutes, and follow-up on decisions as required.
- Composes, types, and edits a variety of documents including correspondence, forms, memos, and reports for the General Manager, Committee Members and other staff; proofreads materials for accuracy, completeness, format, and English usage, including grammar, punctuation, and spelling; updates website as necessary, inputs and retrieves data and text using a computer.
- Monitors and orders office, field and other related supplies.
- Receives and screens visitors, telephone calls, emails, and regular mail; provides information to the public to ensure an understanding of District policies and procedures; listens to questions and explains procedures according to existing guidelines; refers visitors to the appropriate department source as appropriate.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal management and government.
- Operations, services, programs, policies, procedures, and processes of the District.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, finance, budgeting, and other related governmental programs.
- Principles and practices of contract administration and evaluation; and public agency budget development and administration, and sound financial management policies and procedures.
- Basic principles and practices of auditing and general accounting.
- Reporting requirements of various state and federal agencies.
- Modern office management practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Principles and practices of data research, analysis, and report preparation.
- Business letter writing and the standard format for reports and correspondence.
- Methods of preparing and processing various records, reports, forms, and other documents specific to assigned program, department, or division.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform advanced and complex programmatic, technical, and administrative support work accurately and with use of independent judgment.
- Perform complex and detailed accounting and financial support work accurately and in a timely manner.
- Analyze, interpret, summarize, and present administrative, financial, and technical information and data in an effective manner.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Prepare, examine, analyze, and verify clear, complete, and concise financial documents and reports.
- Maintain accurate databases, records, and files.
- Perform arithmetic, financial, and statistical computations accurately.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in public administration, business administration, or a related field and five (5) years of increasingly responsible administrative experience. Bachelor's degree preferred.

Licenses and Certifications:

- Possession of a valid California Driver's License to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read

printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



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

Memorandum No. 2068

To: Board of Directors
From: Finance & Administration Committee
Betsy Miller, General Manager
Date: November 13, 2024
Subject: 2025 Per Diem Rate

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.

BACKGROUND AND DISCUSSION

In 2023, the Board increased the per diem rate by 5% (from \$258 to \$270) for 2024 after reviewing the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI-U) West Region for the 12-month period ending October 2023, which was 3.3%. On October 30, 2024, the Finance & Administration Committee voted to recommend an increase from 2-2.5% in the 2024 per diem rate (from \$270 to \$275-\$277) to account for 2024 CPI, which is 2.4% for the CPI-U West Region for the 12-month period ending September 2024 with the higher mid-year CPI of 2.5% that was used for District staff COLAs for FY25.

At the direction of the Finance & Administration Committee, staff prepared a comparison the rate and annual cost for increases 2% and 2.5% increases, including exact and rounded rates, for Board discussion. Staff seeks Board direction on the selected increase for 2025 in order to prepare a resolution to adopt the per diem increase for presentation to the Board in December. All proposed amounts are consistent with California Water Code section 20202, which limits rate increases to 5% per year or less, and the District's approved FY25 budget, which included a 5% increase in per diem.

POTENTIAL MOTIONS

1. Approve a new per diem rate of \$275 for Calendar Year 2025 and direct staff to prepare a resolution to adopt the selected rate for approval at the December Board meeting.
2. Approve a new per diem rate of \$277 for Calendar Year 2025 and direct staff to prepare a resolution to adopt the selected rate for approval at the December Board meeting.
3. Approve a different new per diem rate for Calendar Year 2025 and direct staff to prepare a resolution to adopt the selected rate for approval at the December Board meeting.

ATTACHMENTS

Draft Board Per Diem for 2025

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

BOARD OF DIRECTORS

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Melody McDonald

GENERAL MANAGER

Betsy Miller

DRAFT Board Per Diem for 2025

	Potential Increases						COLA Rate
	No Change	1%	2%	3%	4%	5%	2.50%
Current Rate \$270	\$270.00	\$272.70	\$275.40	\$278.10	\$280.80	\$283.50	\$276.75
Estimated Annual Cost	\$ 85,212.00	\$ 86,064.12	\$ 86,916.24	\$ 87,768.36	\$ 88,620.48	\$ 89,472.60	\$ 87,342.30
Cost Difference	\$ -	\$ 852.12	\$ 1,704.24	\$ 2,556.36	\$ 3,408.48	\$ 4,260.60	\$ 2,130.30

*Based on 315.6 meetings per year, which equals our Directors' average meeting attendance over the past five years

Finance & Administration Committee Recommendations:

Option	Increase	Rate	Rate Rounded To Nearest \$	Annual Cost	Annual Increase
1.	2%	\$275.40		\$ 86,916.24	\$ 1,704.24
2.	2%		\$275.00	\$ 86,790.00	\$ 1,578.00
3.	2.50%	\$276.75		\$ 87,342.30	\$ 2,130.30
4.	2.50%		\$277.00	\$ 87,421.20	\$ 2,209.20



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

Memorandum No. 2069

To: Board of Directors

From: Betsy Miller, General Manager

Date: November 13, 2024

**Subject: Association of California Water Agencies Joint Powers Insurance Authority
Executive Committee Nomination**

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.

BACKGROUND AND DISCUSSION

On January 13, 2021, the Board nominated President McDonald to seek reelection to the Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA), where she has served as a Director since 1991, as a member of the Executive Committee since 2001, and as the President of the Executive Committee since 2022. President McDonald seeks a nomination from the District Board to pursue reelection to a four-year term on the Executive Committee in 2025 as well as a resolution of their support as required for the application process.

FISCAL IMPACT

No expenditures would result from the approval of the recommended action.

POTENTIAL MOTIONS

1. 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.
2. Provide other directions to staff.

ATTACHMENTS

Resume for Ms. Melody McDonald
Resolution No. 626



Melody.sbywcd@gmail.com

**Melody
Henriques-McDonald**

P.O. BOX 830
Highland, CA 92346

*(909) 793-2503 District
(909) 499-5175 cell
(909) 867-9821 fax*

Like @ <https://www.facebook.com/Melody4Water>

Candidate for:

**ACWA JPIA
EXECUTIVE COMMITTEE**
(Incumbent, seeking re-election)



Melody & Board receiving, District of Distinction Award, the highest governance and best practices accreditation possible.

Kathleen Tieg, former Special Districts Board Member & ACWA President presenting. 2017

ASSOCIATIONS

Member, Board of Directors of the San Bernardino Valley Water Conservation District (Elected), Currently President, originally appointed in 1991, and first woman on the board.

Member, Executive Committee ACWA/JPIA since 2001

President, ACWA/JPIA BOD, Chair Executive Committee

Chair, Personnel Committee

Director, ACWA/Joint Powers Insurance Authority since 1991

Member ACWA State Legislative Committee

Board Member, Association of the San Bernardino County Special Districts

Over 32 + Years, Experience in the Water Industry includes:

Past Member, (CWA) California Women for Agriculture

Past Member, ACWA Water Management Committee

Past Member, ACWA Federal Affairs Committee

Past Chair & Vice-Chair, JPIA Liability, Property, & Workers Compensation Programs

Past Member, Board of Directors ACWA, Region 9 Chair

Past Chair, Water Management Certification Subcommittee

Chair, California Water Quality Control Board, Santa Ana Region
8 Years of service, Gubernatorial Appointment 1993-2000

CURRENT EMPLOYMENT

Southwest Lift & Equipment, Inc. (Heavy Duty Vehicle Lifts)
Broker/Associate, Century 21 Lois Lauer Realty

PROFESSIONAL ASSOCIATIONS & LICENSES

Redlands Association of Realtors
California Real Estate Broker's License
Arizona Real Estate Broker's License

ORGANIZATIONS AND SOCIETIES

Highland Chamber of Commerce
San Bernardino Chamber of Commerce
Immanuel Baptist Church Highland, CA
BSF International

EDUCATION

San Geronio High School, 1976
Western Real Estate School, 1989
Graduate, Special Districts Board Management Institute, 1997
Studied at Crafton Hills College

RESOLUTION NO. 626

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
NOMINATING ITS ACWA/JPIA BOARD
MEMBER TO THE EXECUTIVE COMMITTEE
OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES
JOINT POWERS INSURANCE AUTHORITY (“ACWA/JPIA”)**

WHEREAS, this District is a member district of the ACWA/JPIA that participates in all four of its Programs: Liability, Property, Workers’ Compensation, and Employee Benefits; and

WHEREAS, the Bylaws of the ACWA/JPIA provide that in order for a nomination to be made to ACWA/JPIA’s Executive Committee, the member district must place into nomination its member of the ACWA/JPIA Board of Directors for such open position; and

WHEREAS, President McDonald has served District and the ACWA/JPIA Executive Committee for many years and brings leadership experience and perspective.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Bernardino Valley Water Conservation District that its member of the ACWA/JPIA Board of Directors, Melody McDonald, be nominated as a candidate for the Executive Committee for the election to be held at JPIA’s Spring 2025 Conference.

BE IT FURTHER RESOLVED that the ACWA/JPIA staff is hereby requested, upon receipt of the formal concurrence of three other member districts to affect such nomination.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a certified copy of this resolution to the ACWA/JPIA at P.O. Box 619082, Roseville, California 95661-9082, forthwith.

ADOPTED this 13th day of November 2024.

Vice President, Board of Directors

ATTEST:

Secretary



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

Memorandum No. 2070

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: Association of California Water Agencies 2024 Membership Meeting Voting Representative

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.

BACKGROUND AND DISCUSSION

The Association of California Water Agencies (ACWA) has notified members of proposed bylaw changes, including:

- Increasing consistency between the Vice President and President roles;
- Expanding and clarifying the issues that may be discussed in closed sessions, including legal matters and property negotiations;
- Updating the Code of Conduct section to align with new board policies;
- Clarifying that the Board has final approval of the public salary schedule in compliance with CalPERS requirements;
- Revising several items related to Past President roles, including their attendance at closed session hearings and service on the Election Committee; and
- Specifying several items related to voting, including clarifying representative requirements, written ballot procedures, and terms for electronic notification.

The full text of the proposed bylaw changes are attached.

An in-person ACWA Membership Meeting will be held on December 4 at the Fall Conference to vote on proposed bylaws. ACWA member agencies are entitled to one vote cast by their authorized voting representative, which must be designated by submitting the Voting Representative Form by November 25, 2024. Staff seeks Board direction on the desired voting representative and alternate for the District for this vote.

FISCAL IMPACT

There is no fiscal impact from approval of the recommended item.

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Melody McDonald

GENERAL MANAGER

Betsy Miller

POTENTIAL MOTIONS

1. 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.
2. Take no action.

ATTACHMENTS

Proposed Amendments to the Bylaws of the Association of California Water Agencies

Amendment 1: ARTICLE 3, Officers

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 3.01. (c) Vice President. The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president.</p>	<p>Section 3.01. (c) Vice President. The vice president shall, in the absence of the president, assume all of the duties of that office and, if a vacancy occurs, succeed thereto for the unexpired term. The vice president shall sit as a member of the Executive Committee of the ACWA Joint Powers Insurance Authority and shall perform such other duties as assigned by the president. <u>The vice president shall be a non-voting, ex officio member of each committee, but shall not be an ex officio member of the Election Committee or the region boards.</u></p> <p><u>The vice president may be expelled from office with or without cause, upon the satisfaction of the following two events: (1) a two-thirds vote of the Board of Directors; and (2) a subsequent simple majority vote of the members of the Association during a meeting of the membership.</u></p>	<p>Amendment to add these provisions to the Vice President position, similar to Section 3.01(b) to provide procedural consistency to the two Board Officer positions.</p>

Note: Green text throughout this document reflects edits recommended by the Legal Affairs Committee (LAC) Workgroup in response to its review and analysis of the proposed amendments to the Bylaws, consistent with Section 9.09 of ACWA’s Bylaws. The ACWA Board included the LAC Workgroup’s recommended edits as part of its recommendation to the members.

Amendment 2: ARTICLE 4, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 4.07. Quorum. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters or enforcement of violations of the code of conduct.</p>	<p>Section 4.07. Quorum. At any meeting of the Board of Directors, the attendance of 50 percent of the voting members of the Board of Directors, or their permitted alternates as specified in these bylaws, shall constitute a quorum for the transaction of any business. The Board may hold a closed session for discussion of personnel matters; or enforcement of violations of the code of conduct; <u>pending or anticipated litigation or other legal matters, including, but not limited to, considering whether to file or join in an amicus brief; real property negotiations and discussions; and other confidential matters as determined by the Board to the extent permitted by applicable law.</u> (See Board Policy 2.1.8.3.)</p>	<p>Amendment to clarify the scope of issues that can be addressed by the Board in closed session.</p>

Amendment 3, ARTICLE 3, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(a) Code of Conduct Purpose and Adoption. The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association’s commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.</p>	<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(a) Code of Conduct Purpose and Adoption. The Board of Directors shall establish, and update as appropriate, a code of conduct for its Directors that recognizes the Association’s commitment of integrity, respect, and fair representation to its members and the public they serve and establishes minimum ethical standards for the performance of the duties of office. The code shall be consistent with the procedural processes contained in this section. <u>(See Code of Conduct Policy, Board Policy Manual, Policy No. GO-2.1A).</u> The code shall be consistent with the procedural processes contained in <u>the Code of Conduct Policy (See sections 2.1.3A and 2.1.4A of Policy No. GO-2.1A of the Board Policy Manual.)</u> The code shall be distributed to all new Directors and shall be distributed annually to all members of the Association.</p>	<p>Amendment to reflect consistency with recently adopted Board Policy GO-2.1A Code of Code and to delete reference to the Legal Affairs Committee Chair in Section 4.12(b). Amendment reflects deletion to this text to be less prescriptive due to the details in Board Policy GO-2.1A.</p>

Amendment 3 (cont'd), ARTICLE 3, Board of Directors

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(b) Violations and Enforcement Process. A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publicly censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a</p>	<p>Section 4.12. Code of Conduct of Board Members.</p> <p>(b) Violation and Enforcement Process. A violation of the code of conduct may result in removal, public censure, or private reprimand of a Director, or such other action as contained in the code of conduct. However, removal and public censure shall be reserved only for serious violations. A Director may not be removed or publicly censured absent an affirmative vote of two-thirds of the voting members of the Board of Directors. A Director may be privately reprimanded for a violation of the code of conduct upon the majority vote of the quorum. Complaints of violation of the code of conduct may be filed with the president, or the vice-president if the allegations are made against the president. The president may refer a complaint of violation to the executive director/secretary for investigation. The executive director/secretary may retain a special investigator or special counsel to conduct or assist the investigation. A Director accused of a violation shall be provided a</p>	<p>Amendment to reflect consistency with recently adopted Board Policy GO-2.1A Code of Code and to delete reference to the Legal Affairs Committee Chair in Section 4.12(b). Amendment reflects deletion to this text to be less prescriptive due to the details in Board Policy GO-2.1A.</p>

Amendment 4, Article 6, Executive Committee

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 6.02 Powers. Personnel. (a) Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable by the Board of Directors, in closed session, upon request of the Board of Directors; ...</p>	<p>Section 6.02 Powers. Personnel. (a) Subject to the budget adopted by the Board of Directors, the Executive Committee shall perform the following personnel actions: (1) recommend compensation for the executive director/secretary to the Board of Directors for approval; (2) perform annual reviews of the executive director/secretary and submit that review to the Board of Directors; (3) review and approve the classification and compensation plan and publicly posted salary schedule for Association employees submitted by the executive director/secretary, which shall be reviewable <u>approved</u> by the Board of Directors, in closed session, upon request of the Board of <u>Directors</u>; ...</p>	<p>Amendment to clarify that the ACWA Board is the approving authority for the public salary schedule, as required by CalPERS. The Executive Committee will review and make a recommendation to the Board.</p>

Amendment 5, ARTICLE 8, Special Council, Committees, and Task Forces

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 8.01 Council of Past Presidents.</p> <p>There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board meetings.</p>	<p>Section 8.01 Council of Past Presidents.</p> <p>There shall be a Council of Past Presidents composed of all past presidents of the Association who serve on the council until each is no longer able to or wishes to serve. The council shall provide a mechanism for past presidents to continue to make valuable contributions to the Association. With approval of the Board of Directors, the president and/or executive director/secretary may assign specific responsibilities to the council from time to time. Members of the Council of Past Presidents are invited to attend and participate in the Association’s Board <u>and Executive Committee meetings, including attending closed sessions. With the exception of the immediate past president, members of the Council of Past Presidents are non-voting.</u></p>	<p>Amendment to clarify that Past Presidents are non-voting representatives on ACWA’s Board and Executive Committee with the ability to participate in the full range of activities, including closed session.</p>

Amendment 6, ARTICLE 8, Special Council, Committees, and Task Forces

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 8.02 Election Committee.</p> <p>(b) Qualification. In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.</p>	<p>Section 8.02 Election Committee.</p> <p>Qualification. In order to serve on the Election Committee, an individual must be an officer, employee, or member of the governing body of a member agency of the Association, or other representative duly designated by a member agency of the Association to represent that member at the time of the appointment. <u>Past presidents, who are Honorary Life Members of the Association, may also serve on the Election Committee without meeting stated qualifications unless otherwise disqualified.</u> Where an individual ceases to meet these criteria during the election cycle, the individual may not continue to serve. When the disqualified member represented a Region Board, the affected Region Board shall select a replacement representative. When the disqualified member represented the President, the President shall select an alternate representative.</p>	<p>Amendment to allow unaffiliated Past Presidents to serve on the Election Committee without meeting the stated criteria since they are Honorary Life Members of the Association.</p>

Amendment 7, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 9.06 Voting. Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member’s responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identify of that member’s authorized representative for the purpose of casting ballots in any election of president and vice president. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.</p>	<p>Section 9.06 Voting. Each member of the Association in good standing at the time of the annual or special meeting shall be entitled to one vote that shall be cast by its authorized representative. Each member must designate its authorized representative prior to the annual or special meeting. It is the member’s responsibility to designate or update its authorized representative as needed. The Association may confirm with any member the identity of that member’s authorized representative for the purpose of casting ballots in any election of president and vice president, amendments to these Bylaws, or other Association business that requires a vote. All questions, except amendments or revisions of these bylaws, shall be determined by a majority of the members present and voting. A roll call may be requested by any authorized representative.</p>	<p>Amendment to expand this language to cover additional actions where an authorized representative will need to be confirmed for the purposes of casting a ballot (see newly added Section 9.15).</p>

Amendment 8, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 9.08 Quorums. The presence of the authorized representative of 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president.</p>	<p>Section 9.08 Quorums. The presence of the authorized representatives of at least 50 members of the Association at any meeting of the members shall constitute a quorum for transacting business. Written ballots timely received from the authorized representative of 50 members shall constitute a quorum for elections of president and vice president. <u>Actions taken by written ballot shall require the timely receipt of the written ballot from the authorized representatives of at least 50 members to constitute a quorum.</u></p>	<p>Amendment to clarify the written ballot quorum language to cover other actions besides the elections of president and vice president (see newly added Section 9.15)</p>

Amendment 9, ARTICLE 9, Meetings of Members

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 9.11. Election of President and Vice President. Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election.</p>	<p>Section 9.11. Election of President and Vice President. Each member of the Association in good standing at the time a vote is cast is entitled to one vote for election of the president and vice president that shall be cast by its authorized representative by written ballot. The ballot and any related material may be sent by first class, registered, or certified mail or electronic transmission by the Corporation that meets the requirements of Corporations Code section 20, and responses may be returned to the Corporation by mail or electronic transmission. On any written ballot for the election of president or vice president, an authorized representative acting on behalf of the member may write in a qualified candidate for election. Nominating resolutions for write-in candidates must be received by the deadline for the return of ballots.</p>	<p>Amendment to clarify that write-in candidates for president or vice presidents must submit a nominating resolution by the election deadline since they did not go through the Election Committee review process.</p>

Amendment 10, ARTICLE 9, Meeting of Members

Current Bylaw	Proposed Bylaw	Rationale
	<p>Newly Added Section. <u>Section 9.15. Action by Written Ballot.</u> To the extent permitted by applicable law and subject to all applicable requirements, any action that may be taken at a regular or special member meeting of the members may be approved by written ballot if a ballot is sent to each member entitled to vote on the matter. Ballots may be sent and returned by electronic transmission as permitted in the Corporations Code. Ballot format, solicitation and voting thresholds shall meet the requirements of the Corporations Code and be consistent with applicable provisions of these Bylaws.</p>	<p>Amendment to allow the flexibility to take action by written ballot beyond the currently approved process of electing the president and vice president by written ballot.</p>

Amendment 11, Article 11, Definitions

Current Bylaw	Proposed Bylaw	Rationale
<p>Section 11.04. Definitions. As used in these bylaws, the term “notice provided by electronic means” shall refer to notice given by fax or e-mail.</p>	<p>Section 11.04. Definitions. As used in the bBylaws, the terms <u>“electronic transmission” and</u> “notice provided by electronic means” shall refer to notice and <u>other communications</u> given by fax or email.</p>	<p>Amendment to add “electronic transmission,” to clarify the meaning of this term in Section 9.15 and to harmonize this term with currently accepted means of providing notice.</p>
	<p>Newly Added Section. <u>Section 11.05. Conflicts Between Bylaws and Other Association Policies. To the extent permitted by applicable law, these Bylaws shall govern in the event there is a conflict between these Bylaws and another Association policy, rule, or procedure.</u></p>	<p>Amendment to clarify that ACWA’s Bylaws govern in the event there is a conflict with another Association policy, rule, or procedure.</p>

Amendment 12, VARIOUS, References to ACWA

Current Bylaw	Proposed Bylaw	Rationale
Cleanup amendments:	Change the reference to ACWA to Association in the following Bylaws: Section 5.02 Officers (a) Section 7.01 Qualification. Section 7.05 Agriculture Committee Section 5.02 Officers (a): Delete reference to ACWA before Board of Directors.	Amendment to change references to ACWA to Association to provide consistency throughout the document.



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

Memorandum No. 2071

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: California Special District Association Bylaws Vote

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

The California Special District’s Association (CSDA) has notified members of proposed by law changes, including:

- Clarification that retired members are non-voting members;
- Clarification related to termination of membership;
- Changes to the process for early assumption of office;
- Changes in regular voting member affiliation;
- Updates to noticing, balloting and election timeframes to allow additional flexibility in the Board election process;
- Updates to disqualify CSDA directors from serving on the CSDA Board if they are no longer a board member or managerial employee of a regular member district in the network they were elected or appointed from; and
- Amends Committee structure to allow committee vice-chairs to be individuals from regular members districts in good standing, with the exception of the CSDA Finance Corporation Committee.

The full text of the proposed bylaw changes are attached.

The District’s vote may be placed electronically by the General Manager until November 20, 2024. Staff seeks Board direction to vote in support or against the proposed CSDA bylaw updates.

FISCAL IMPACT

There is no fiscal impact from approval of the recommended item.

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Redlands, CA 92373
Phone: 909.793.2503
Fax: 909.793.0188
www.sbvwd.org Email: info@sbvwd.org

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

POTENTIAL MOTIONS

1. Direct staff to vote in support of the proposed California Special District's Association bylaw updates by November 20, 2024.
2. Direct staff to vote against the proposed California Special District's Association bylaw updates by November 20, 2024.

ATTACHMENTS

California Special District Association Bylaws



BYLAWS

California Special Districts Association

Approved Bylaw Revision Dates:

Revised 1996

Revised 1999

Revised 2004

Revised October 1, 2009

Revised August 2, 2010

Revised August 1, 2011

Revised July 1, 2014

Revised July 1, 2016

Revised November 15, 2021

Revised XXXXX XX, 2024

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ARTICLE I – GENERAL

Section 1. Purpose:

In addition to the general and specific purposes set forth in the Articles of Incorporation of the California Special Districts Association (hereinafter referred to as “CSDA”), CSDA will provide outreach, advocacy, professional development, information, and other various services to member districts. CSDA will interact and collaborate, where appropriate, with the associations and groups that support or oppose its membership’s interests. The control and governance of CSDA shall be the responsibility of CSDA’s Board of Directors (the “Board of Directors”).

Section 2. CSDA Networks:

The state of California shall be divided ~~along county boundaries~~ into six voting networks, using county boundaries to shape the respective networks. The areas of the networks are determined by the Board of Directors of CSDA. A map of the six (6) networks of CSDA is attached as Exhibit A.

Section 3. Principal Office:

The principal business office of CSDA is located at 1112 I Street, Suite 200, Sacramento, California 95814. The Board of Directors shall have authority to change the principal office from one location to another.

ARTICLE II – MEMBERSHIP

Section 1. Qualification of Membership:

There may be several classes of membership in CSDA, as determined by the Board of Directors. The following classes have been adopted:

A. Regular Voting Members:

Regular voting members shall be any public agency formed pursuant to either general law or special act for the local performance of governmental or proprietary functions within limited boundaries, and which meets any one of the following criteria:

1. Meets the definition of “independent special district” set forth in Government Code Section 56044 by having a legislative body comprised entirely of elected members, or which members are appointed to fixed terms; or
2. The following public agencies: (a) air quality management districts; (b) air pollution control districts; (c) county water agencies or authorities; (d) transit or rapid transit districts, or transportation authorities; (e) metropolitan water districts; (f) flood control or water conservation districts; (g) sanitation agencies.

Regular voting members shall not include any state, cities, counties, school districts, community college districts, local agency formation commissions (LAFCOs), dependent districts, or joint powers authorities (JPAs) except as may be specifically referenced above.

Rights of Regular Membership: Regular voting members have voting privileges and may [have a member of the Board of Directors or a managerial employee](#) hold a seats on the Board of Directors. All Regular Members shall have the right to vote, as set forth in these bylaws, on the election of directors, on the disposition of all or substantially all of the corporation’s assets, on any merger and its principal terms and any amendment of those terms, and on any election to dissolve the corporation. In addition, Regular Members shall have all rights afforded members under the California Nonprofit Public Benefit Corporation Law.

B. Associate Non-Voting Members:

Associate members shall be public agencies such as dependent districts composed of appointees from a single public agency, cities, counties, joint powers authorities, and other public agencies that do not satisfy the criteria for regular voting membership specified in Section A above.

Associate members have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

C. Business Affiliate Non-Voting Members:

Business Affiliate members shall be those businesses or organizations that provide [products or](#) services to special districts and have evidenced interest in the purposes and goals of CSDA. Business Affiliates have no voting privileges, except as approved members on a CSDA committee, and may not hold a seat on the Board of Directors.

D. Retired Non-Voting Member (Individual Membership):

Retired Individual members shall be those persons that are retired from service as a staff or board member at a special district and have at least 1 year of previous service.

Retired members shall not be affiliated with or serve as a consultant to any agency eligible for regular, associate, or business affiliate membership in CSDA. Retired members cannot be employed by a company that provides services or products to special districts.

Retired members have no voting privileges and may not hold a seat on the CSDA Board of Directors or any CSDA committees.

CSDA benefits available to retired members shall be determined by the CSDA Board of Directors.

Section 2. Membership Application:

Application for membership to CSDA will be directed to staff, who will determine if the applicant's interest and purpose is in common with CSDA. If the applicant meets the requirements of membership, the Board of Directors shall approve the new member by a majority vote of the Board [at the next regularly scheduled Board meeting](#). Acceptance to membership shall authorize participation in CSDA activities as specified in these Bylaws. The Board shall retain the authority to deny membership in CSDA at its discretion.

Section 3. Membership Dues:

The membership dues of CSDA shall be established annually by a majority vote of the Board of Directors at a scheduled Board meeting. Authority to adjust the dues shall remain with the Board of Directors.

Section 4. Membership Voting:

Matters to be voted upon by the authorized voting membership shall be determined by the Board of Directors in accordance with these Bylaws. Only those matters of which notice has been given to voting members by CSDA may be voted upon.

A. Voting Designee:

In accordance with these Bylaws, regular voting members in good standing shall have voting privileges. The governing body of each regular voting member shall designate one representative from their respective district who shall have the authority to exercise the right of the regular voting member to vote. Such voting designee shall be a Board ~~member~~ [Member](#) or managerial employee of the regular voting member.

B. Voting Authorization:

Regular voting members who have paid the required dues as set by the Board of Directors are members in good standing. Each regular voting member in good standing shall be entitled to one vote on all matters brought before the membership for vote at any meeting or by ballot.

C. Non-Voting Members:

CSDA may refer to Associate Members, [Retired Members](#) and Business Affiliate Members or other persons or entities associated with it, as “members”, even though those persons or entities are not voting Regular Members as set forth in Article II Section I A ~~hereof~~. No such reference as “members” shall constitute anyone as a voting member of this corporation unless that person or entity has qualified for voting Regular Membership pursuant to Article II Section I A of these Bylaws. The Board of Directors may adopt policies which grant some or all of the rights of a Regular Member, other than voting rights, to an Associate Member, [Retired Member](#) or Business Affiliate Member, but no such person or entity shall be a Regular Member by virtue of such grant of rights.

Section 5. Membership Quorum:

A. Meeting Quorum:

Twenty-five voting designees, as defined in Article II, Section 4, present at any annual or special meeting of the CSDA shall constitute a quorum. No regular voting member shall have the right to vote by means of an absentee or proxy ballot.

B. Mailed or Electronic Ballot Quorum:

Mail ballots or electronic ballots received from 25 voting designees officially designated by each regular voting member shall constitute a quorum. Each regular voting member shall be entitled to one vote. No regular voting member shall have the right to vote by means of a proxy.

Section 6. Membership Meetings:

A. Annual Business Meeting:

The annual business meeting of the members shall be held at the [CSDA Annual CSDA Conference](#) at such time and place as determined by the Board of [Directors or Staff](#). Written notice of the annual business meeting distributed by mail or electronically shall include all matters that the Board intends to present for action and vote by the members [if such a vote is required](#).

B. Special Meetings:

Special meetings of the members may be called at any time by the President, by a majority of the Board of Directors, or at least a quorum of the members (25 members). Such a special meeting may be called by written request, specifying the general nature of the business proposed to be transacted and addressed to the attention of and submitted to the President of the Board. The President shall direct the Chief Executive

Officer to cause notice to be given promptly to the members stating that a special meeting will be held at a specific time and date fixed by the Board. No business other than the business that was set forth in the notice of the special meeting may be transacted at a special meeting.

C. Notice of Meetings:

~~Whenever members are permitted~~In any case that members are requested to take any action at any annual or special meeting, written notice of the meeting distributed by mail or electronically shall be ~~given sent~~ to each member entitled to vote at that meeting. The notice shall specify the place, date and hour of the meeting, and the means of communication to be utilized by and between CSDA and its members, if any, through which members may participate in the meeting. For the Annual Membership Meeting, the notice shall state the matters that the Board intends to present for action by the members. For a special meeting the notice shall state the general nature of the business to be transacted and shall state that no other business may be transacted. The notice of any meeting at which directors are to be elected shall include the names of all persons who are nominees when notice is given.

1. Notice Requirements. Written notice of any annual membership meeting shall be given at least 45 days before the meeting date either personally, by first class registered or certified mail, or by electronic transmission.

2. Electronic Notice. Notice given by electronic transmission by CSDA shall be valid if delivered by either (a) facsimile telecommunication or electronic mail when directed to the facsimile number or electronic mail address for that main contact member on record with CSDA; (b) posting on an electronic message board or ~~network website~~ community that CSDA has designated for such communications, together with a separate electronic notice to each member of the posting; or (c) any other means of electronic communication. Such electronic transmission must be directed to ~~each~~ each member which has ~~provided to CSDA an unrevoked~~ not revoked consent to the use of electronic transmission for such communications. The method of electronic communication utilized must create a record that is capable of retention, retrieval and review by CSDA.

All such electronic transmissions shall include a written statement that each member receiving such communication has the right to have the notice provided in non-electronic form. Any member may withdraw its consent to receive electronic transmissions in the place of written communications by providing written notice to CSDA of such withdrawal of consent.

Notice shall not be given by electronic transmission by CSDA if CSDA is unable to deliver two (2) consecutive notices to a member by that means, or otherwise becomes aware of the fact that the member cannot receive electronic communications.

D. Electronic Meetings:

Members not physically present in person at either an annual or special meeting of members may participate in such a meeting by electronic transmission or by ~~electronic video screen communication~~ use of web-based video communication software by and between such members and CSDA. Any eligible member participating in a meeting

electronically shall be deemed present in person and eligible to vote at such a meeting, whether that meeting is to be held at a designated place, conducted entirely by means of electronic transmission, or conducted in part by electronic communication between CSDA and those members who are not capable of being physically present at such designated meeting place.

Annual and special meetings of the members may be conducted in whole or in part by electronic transmission or by use of web-based video communication software ~~electronic video screen communication~~ by and between CSDA and its members if all of the following criteria are satisfied: (1) CSDA implements reasonable procedures to provide members participating by means of electronic communication a reasonable opportunity to participate in the meeting and to vote on matters submitted to the members, including an opportunity to hear the proceedings of the meeting including comments of members participating in person substantially concurrent with such proceedings; and (2) any votes cast by a member by means of electronic communication by and between CSDA and a member must be recorded and maintained in the minutes by CSDA.

E. Majority Vote:

Any matter submitted to the membership for action or approval shall constitute the action or approval of the members only when: (1) the number of votes cast by regular voting members present at the meeting equals or exceeds the quorum requirement of 25 ~~registered voters~~ regular voting members; and (2) the number of votes approving the action or proposal equals or exceeds a majority (i.e., 50% plus one) of the regular voting members present and casting votes on the issue.

F. Solicitation of Written Ballots from Members:

All solicitations of votes by written ballot, whether by means of electronic communication or first class mail, shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to returned ballots other than for election of directors, that the majority of returned ballots must indicate approval of each measure in order to adopt such measure; and (3) specify the time by which the written ballot must be received by CSDA in order to be counted. Each written ballot so distributed shall: (1) set forth the proposed action; (2) give members an opportunity to specify approval or disapproval of each proposal; and (3) provide a reasonable time in which to return the ballots to CSDA either electronically or by first class mail.

Each written ballot distributed by first class mail shall be mailed to each regular voting member at least 45 days in advance of the date designated for return of the ballot by each such member to CSDA. Written ballots transmitted electronically to members shall be electronically communicated at least 45 days in advance of the date designated for return of the ballot by each member to CSDA.

G. Return of Ballots:

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic

communication from regular voting members after the specified date shall be invalid and shall not be counted.

H. Number of Votes Required for Approval of Action on Written Ballot:

Approval by written ballot shall be valid only when (1) the number of votes cast by written ballot either by means of electronic communication or first class mail within the specified time equals or exceeds the quorum required to be present at a meeting authorizing the action (25 votes); and (2) the number of ~~approvals~~ votes in favor of the action equals or exceeds the number of votes that would be required for approval at a meeting of members, (i.e. 50% plus one) of those participating members casting written ballots either electronically or by first class mail.

Section 7. Termination of Membership:

~~A member shall not be in good standing, and membership may be terminated,~~ On occurrence of any of the following events, a member shall no longer be in good standing, and membership may be terminated:

- A. Any member delinquent in the payment of dues for a period of three months after said dues are due and payable, shall be notified in writing of such arrearage, and shall be given written notice of possible termination. If such delinquent dues remain unpaid for 45 days after notice, the delinquent member shall automatically cease to be a member of CSDA. CSDA's Chief Executive Officer may approve special payment arrangements if deemed necessary including with those districts that may be members of the Special District Risk Management Authority (SDRMA).
- B. Determination by the Board of Directors that a member has failed in a material and serious degree to observe the rules of conduct or operational policies of CSDA, including but not limited to the Corporation's Anti-Trust Policies, or has engaged in conduct materially and seriously prejudicial to ~~this~~ CSDA's purposes and interests.

Section 8. Procedure for Termination of Membership:

If grounds exist for terminating the membership of a member under Section 7 ~~hereof~~ these bylaws, the following procedures shall be followed:

- A. The Board of Directors shall give the member at least 15 days prior written notice of the proposed termination and the reasons for the proposed termination of membership. Notice ~~shall~~ may be given by any method reasonably calculated to provide actual notice. Notice given by mail shall be sent by first-class mail to the member's last address as shown on CSDA records.
- B. The member shall be ~~given an opportunity to be heard~~ provided an opportunity to contest the termination, either orally or in writing, at least 5 days before the effective date of the proposed termination of _____ membership. ~~The A hearing meeting~~ shall be held in a time and manner determined by the Chief Executive Officer, or the written statement considered, by the Board of Directors which is responsible for determining in its sole discretion whether the termination of membership should occur.

- C. The Board of Directors shall determine whether the membership shall be terminated. The decision of the Board of Directors shall be final.

ARTICLE III – DIRECTORS

Section 1. Number of Directors:

The authorized number of elected directors to serve on the Board of Directors shall be 18. Each regular voting member shall be limited to one seat on the Board.

There shall be three directors elected from three different regular voting members in each of the six CSDA networks. Directors elected from each of the six networks shall hold staggered three-year terms.

Section 2 Term of Office:

Directors elected from each of the six networks shall hold staggered three-year terms. After the annual election of directors, a meeting of the Board shall be held to ratify the election results. The term of office of the newly elected persons shall commence on the following January 1 and shall automatically terminate three years thereafter unless a newly elected or appointed Director is completing the remaining balance of an incomplete term due to a vacancy in a respective Director seat.

Early Assumption of Office.: In such cases, if there is a candidate-elect who has won the election and is willing to assume office early to fill a vacant seat, the Board of Directors may allow the candidate-elect to assume office prior to the regular January 1 start date.

Conditions: The candidate-elect assuming office early shall meet all eligibility requirements for Board membership.

Ratification: The early assumption of office by the candidate-elect shall be subject to ratification by the Board of Directors at its next regularly scheduled meeting following the completion of the election.

Change in Regular Voting Member Affiliation.: Any Director that is a board member or managerial employee of a member district and subsequently transitions to a board member or managerial employee position at another regular voting member district in the same Network, shall retain their seat and term.

Conditions: In order to retain voting rights on the CSDA Board of Directors, the Director shall provide a resolution or minute action from their new district within two months of the change affirming the individual Directors continued service on the CSDA Board of Directors.

Section 3. Nomination of Directors:

Nomination of Directors seeking to serve on the Board shall be by network. Any regular voting member in good standing is eligible to nominate one person from their district to run for director of CSDA. The CSDA director nominee shall be a member of the board of directors of the district or a managerial employee as defined by that district's board of directors. Nomination of the director designee shall be made by a resolution or minute action of the regular voting member's

Board of Directors. Only one individual from each regular voting member district may be nominated to run at each election.

CSDA staff will review all nominations received and accept all that meet the qualifications set by these Bylaws. A slate of each network's qualified nominees will be transmitted by mail or electronic ballot to that network's regular voting membership for election pursuant to Article III, Section 4

Section 4. Election of Directors:

The Election and Bylaws Committee shall have primary responsibility for establishing and conducting elections for the Board of Directors. The Committee may enforce any regulation to facilitate the conduct of said elections. Directors shall be voted upon and elected by the regular voting members from the network from which they are nominated.

The Election and Bylaws Committee shall meet each year to review, with [CSDA](#) staff, the networks where election of directors will be necessary. The Committee will coordinate, with staff, the dates nomination requests shall be mailed to the regular voting members, the official date for the nomination requests to be received at the CSDA office, and set the date of the election.

A. Written Notice:

Written notice requesting nominations of candidates for election to the Board of Directors shall be sent by first class mail or electronically to each regular voting member in good standing on the date specified by the Election and Bylaws Committee, which shall be at least ~~420~~[100](#) days prior to the election. The nominations must be received either by mail or electronically by CSDA before the established deadline which shall be no later than 60 days prior to the election. Nominations received after the deadline date shall be deemed invalid. In the event an incumbent does not re-run for their seat, the nomination period for that network shall be extended by ten days.

B. Balloting and Election:

Voting for directors shall be by written ballot distributed by mail or by electronic transmission by CSDA directly or via authorized third-party to members eligible to vote in each network.

After the nomination period for directors is closed, a written ballot specifying the certified nominees in each network shall be distributed by first class mail or electronically to each regular voting member in that network. Each such regular member in good standing in each network shall be entitled to cast one vote for each of that network's open seats on the Board. In the event there is more than one seat available for election, regular members shall be entitled to a number of votes equal to the seats available for election in their network.

The ballot for each network shall contain all nominations accepted and approved by CSDA staff. In the event there is only one nomination in a network, the nominee shall automatically assume the Seat up for election and a ballot shall not be mailed or electronically transmitted. Staff will execute a Proof of Service certifying the date upon which all regular voting members of each network were sent a ballot, either by first class

mail or by electronic transmission. The form of written ballot and any related materials sent by electronic transmission by CSDA and completed ballots returned to CSDA by electronic transmission by participating members must comply with all of the requirements of Article II, Section 6(F-H) of these Bylaws. If a member does not consent to electronic communication for balloting purposes, a form of written ballot will be mailed to such participating member no later than 45 days prior to the date scheduled for such election. All written ballots shall indicate that each participating member may return the ballot by electronic communication or ~~first-class~~first-class mail.

All solicitations of votes by written ballot shall: (1) state the number of returned ballots needed to meet the quorum requirement ; (2) state, with respect to ballots for election of directors, that those nominees receiving the highest number of votes for each Board position subject to election will be certified as elected to that Board position.

Election of a nominee to a Board position shall be valid only when: (1) the number of votes cast by written ballot, transmitted either electronically or by first class mail, within the time specified, equals or exceeds the quorum required to be present at a meeting of members authorized in such action ; and (2) the number of written ballots approving the election of a nominee must be the highest number of votes cast for each respective Board position subject to election, ~~as would be required for an election of a nominee at a meeting of the members.~~

Written ballots shall be returned either by first class mail or by electronic mail communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date, which shall be at least ~~45~~30 days prior to the Annual Conference. Written ballots received either by first class mail or electronic communication after the specified date shall be invalid and shall not be counted.

All written ballots received by mail shall remain sealed until opened in the presence of the Election and Bylaws Committee chairperson or their designee. All electronic ballots will be prepared, distributed, authenticated, received, tabulated, and kept secure and confidential. Election documents will be retained as outlined in CSDA's Board approved records retention policy.

Section 5. Event of Tie:

In the event of a tie vote, a supplemental written ballot containing only the names of those candidates receiving the same number of votes shall be distributed either by first class mail or electronically to each regular voting member in the network where the tie vote occurred.

Those written ballots received by mail or electronically prior to the close of business (5:00 pm) on the date designated by the Election and Bylaws Committee shall be considered valid and counted. All supplemental written ballots received after the designated date whether by first class mail or electronically shall be deemed invalid. All written ballots received either by mail or electronically shall remain sealed as provided in Article III, Section 4.B of these Bylaws.

In the event the supplemental written ballot also results in a tie vote, the successful candidate will be chosen by a drawing by lot.

Section 6. Director Vacancy:

In the event of a director vacating their seat on the Board of Directors, an individual who meets the qualifications as specified in [these Article III Section 3 of these Bylaws](#) may be appointed or elected to complete the director's unexpired term.

A. Two or Three Vacant Seats in the Same Network:

In the event more than one seat on the CSDA Board of Directors in any one network is vacant at the same time, such vacancies shall be filled by election. A written ballot shall be prepared; listing all nominees for that network accepted and approved by CSDA and distributed to each regular voting member in each such network either by first class mail or by electronic communication pursuant to the provisions of Article III, Section 4.A and B of these Bylaws

Regular members of each network shall be entitled to cast one vote for each open seat in that network by returning a completed written ballot to CSDA either by first class mail or by electronic communication. The candidate receiving the most votes will be elected to the vacant seat with the longest remaining term. The candidate receiving the second highest number of votes will be elected to fill the vacant seat with the second longest remaining term. The candidate receiving the third highest number of votes will be elected to fill the vacant position with the third longest remaining term.

B. Vacancy Outside of Nomination Period

In the event of a vacancy occurring outside of the nomination period timeframe, at the discretion of the CSDA Board, the vacancy may be filled by appointment or special election. The CSDA Board at its discretion may leave a vacancy that occurs outside of the nomination period unfilled until the next regularly scheduled election.

Should the CSDA Board choose to fill the vacancy by appointment, notification of the vacancy and request for nominations shall be sent by regular mail or electronic communication to all regular members in good standing in the network in which the vacancy occurred. The network's existing directors sitting on the CSDA Board shall interview all interested candidates of that network and bring a recommendation to the CSDA Board of Directors for consideration. The Board shall make the appointment to fill the unexpired term of the vacated Board position.

Should the CSDA Board choose to fill the vacancy by special election, written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in good standing in the network in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B hereof.

C. Vacancy During Nomination Period:

In the event of a vacancy occurring during the nomination period, the vacancy shall be filled by election. Written notification of the vacancy and request for nominations shall be sent either by first class mail or electronically to each regular member in the network

in which the vacancy occurred. Nominations will be accepted for the vacant seat by first class mail or by electronic communication and shall be placed on the written ballot for election in that network. Such election shall be conducted pursuant to the provisions of Article III, Section 4.A and B ~~hereof~~of these bylaws.

Section 7. Director Disqualification:

- A. A director shall be ~~come~~ disqualified from further service on the Board of Directors or any committee upon the occurrence of any of the following:
1. A director's district is no longer a member of CSDA;
 2. A director is no longer a board member or an employee of a member district;
 - ~~2.3.~~ A director is no longer a board member or an managerial employee of a regular member district in the Network they were elected or appointed from;
 - ~~3.4.~~ A director is elected or appointed to the Board of Directors of the Special District Risk Management Authority (SDRMA) or
 - ~~4.5.~~ A director's resignation from CSDA.

Any officer or director may resign at any time by giving written notice to the President or CEO. Any such resignation shall take effect at the date of the receipt of such notice or at any time specified therein.

- B. The position of a director may be declared vacant by a majority vote of the CSDA Board of Directors when a director is unexcused and fails to attend three consecutive meetings of the Board or has not completed the Board Member requirements and expectations as outlined in policy.

Section 8. Powers of Directors:

Subject to the limitations of these Bylaws, the Articles of Incorporation, and the California General Nonprofit Corporation Law, all corporate powers of the CSDA shall be exercised by or under the authority of the Board of Directors.

Directors shall serve without compensation. However, they shall be allowed reasonable reimbursement for pre-approved expenses incurred in the performance of their duties as Directors.

Annual Report: The Board of Directors shall cause an annual report to be sent to the members within 120 days after the end CSDA's fiscal year. That report shall contain the following information, in appropriate detail:

- The assets and liabilities of CSDA as of the end of the fiscal year;
- The principal changes in assets and liabilities;
- CSDA's revenue or receipts, both unrestricted and restricted to particular purposes;
- CSDA's expenses or disbursements for both general and restricted purposes.

The CSDA Annual Financial Audit shall serve as the Annual Report of CSDA.

Section 9. No Dual Directorships:

During any period that CSDA is a participant in the Alliance Executive Council Memorandum of Understanding (MOU), the Board of Directors of CSDA shall appoint three (3) members of its board to serve as members of the Alliance Executive Council. No member of the Board of Directors of CSDA shall serve as a director on the board of SDRMA during the term of the MOU. In the event a director is elected to SDRMA, that director shall immediately be disqualified from further service on the Board of Directors of CSDA.

ARTICLE IV – DIRECTOR MEETINGS

Section 1. Place of Meetings:

Meetings of the Board of Directors shall be held in the state of California, at such places as the Board may determine. Directors may participate and have voting privileges remotely from other states and countries.

Section 2. Ratification Meeting:

Following the election of Directors, the Board shall hold a meeting at such time and place as determined by the Board for the purpose of ratifying the newly elected directors and to transact other business of CSDA.

Section 3. Organization Meeting:

After the ratification meeting, an organizational meeting of the Board shall be held at such time and place as determined by the Board for the purpose of electing the officers of the Board of Directors and the transaction of other business of CSDA.

Section 4. Planning Session:

As directed by the Board of Directors, a special Strategic Planning Meeting shall be held to review, evaluate, and update the plans, policies and activities related to the business interests of CSDA. Timing and intervals of the Strategic Planning Meeting shall be determined by the Board of Directors.

Section 5. Regular Meetings:

The dates of the regular meetings of the Board of Directors [on an annual basis](#) shall be ratified at the last Board meeting of the previous year. The meetings shall be held at such time and place as the Board may determine. The dates and places of the Board meetings shall be published in the CSDA's publications for the benefit of the members.

Section 6. Special Meetings:

A special meeting of the Board of Directors may be called for any purpose at any time by the President or by any group of 10 directors or as described in Article II, Section 6.B.

Such meetings may be held at any place designated by the Board of Directors. In the event directors are unable to personally attend the special meeting, teleconferencing means will be made available.

Notice of the time and place of special meetings shall be given personally to the ~~directors,~~ ~~or directors or~~ sent by written or electronic communication. All written notices shall be sent at least ten days prior to the special meeting and electronic notices at least five days prior.

Section 7. Board of Directors Meeting Quorum:

A quorum of the Board of Directors for the purpose of transacting business of the CSDA shall consist of ten directors. A majority vote among at least ten directors present at a duly noticed meeting shall constitute action of the Board of Directors.

Section 8. Board Meetings by Telephone and Electronic Communications:

Any Board meeting may be held by conference telephone, use of web-based video communication software ~~video screen communication~~ or other electronic communications equipment. Participation in such a meeting under this Section shall constitute presence in person at the meeting if both of the following apply: (a) each Board member participating in the meeting can communicate concurrently with all other Board members; and (b) each member of the Board is provided a means of participating in all matters before the Board, including the capacity to propose or interpose an objection to a specific action to be taken by CSDA, and the capacity to vote on any proposal requiring action of the Board.

Section 9. Official Records:

All official records of the meetings of the CSDA shall be maintained at the principal business office of the CSDA or on official CSDA electronic file server(s).

ARTICLE V – OFFICERS

Section 1. Number and Selection:

The officers of CSDA shall be the President, Vice President, Secretary, Treasurer and the Immediate Past President. The officers shall be elected annually from the members of the Board of Directors without reference to networks. All officers shall be subordinate and responsible to the CSDA Board of Directors and shall serve without compensation.

Each officer shall hold office for the term of one year, or until resignation or disqualification.

The Board of Directors may appoint such other officers as the business of CSDA may require. Each of the appointed officers shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board of Directors may determine.

Section 2. Duties of the President:

The President shall be the chief officer of the CSDA and shall, subject to the approval of the Board of Directors, give supervision and direction to the business and affairs of CSDA.

The President shall preside at all Board of Director and membership meetings. The President shall be an ex-officio member of all Standing Committees. The President shall appoint committee chairs and vice-chairs and members of the Standing Committees, subject to confirmation by the Board of Directors.

The President shall have the general powers, duties and management usually vested in the office of the president of a corporation. The President shall have such other powers and duties as may be prescribed by these Bylaws or by the vote of the Board of Directors.

Section 3. Duties of the Vice President:

In the absence of, or disability of the President, the Vice President shall perform all of the duties of the President. When so acting, the Vice President shall have all the powers of the President, and be subject to all the restrictions upon the President.

The Vice President shall be an ex-officio member of all of the Standing Committees.

Section 4. Duties of the Secretary:

The Secretary or a designee appointed by the Board of Directors shall give notice of meetings to the Board of Directors, and notices of meetings to the members as provided by these Bylaws.

The Secretary or designee shall record and keep all motions and resolutions of the Board. A record of all meetings of the Board and of the members shall be maintained. All written records of the Secretary shall be kept at the business office of CSDA.

A list of the membership of CSDA shall be maintained by the Secretary or such designee. Such record shall contain the name, address and type of membership, of each member. The date of membership shall be recorded, and in the event the membership ceases, the date of termination.

The Secretary or designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 5. Duties of the Treasurer:

The Treasurer or a designee appointed by the Board of Directors shall keep and maintain adequate and correct accounts of the properties and the business transactions of CSDA, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any director or member of the CSDA.

The Treasurer or designee shall be responsible to cause the deposit of all moneys of the CSDA, and other valuables in the name and to the credit of CSDA, with such depositories as may be designated by the Board of Directors.

The Treasurer or designee, shall disburse, or cause to be disbursed by persons as authorized by resolution of the Board of Directors, the funds of CSDA, as ordered by the Board of Directors.

The Treasurer or designee shall serve as chair of the CSDA Fiscal Committee. The Treasurer shall render to the President and the Board of Directors an account of all financial transactions and the financial condition of CSDA at each Board meeting and on an annual basis, or upon request of the Board.

The Treasurer or designee shall, after the close of the fiscal year of CSDA, cause an annual audit of the financial condition of CSDA to be done.

The Treasurer or such designee shall perform such other duties as may be required by law, by these Bylaws, or by the Board of Directors.

Section 6. Disbursement of Funds:

No funds shall be disbursed by CSDA unless a check, draft or other evidence of such disbursement has been executed on behalf of CSDA by persons authorized by resolution of the Board of Directors.

Section 7. Removal of Officers:

Officers of the Board may be removed with or without cause at any meeting of the Board of Directors by the affirmative vote of a majority of the Board of Directors present at such meeting.

ARTICLE VI – COMMITTEES

Section 1. Committee Structure:

Each committee shall have a chair and a vice-chair. Committee chairs shall be a member of the Board of Directors, except for the CSDA Finance Corporation Committee. Committee Vice-Chairs may be individuals from Regular Member districts in good standing upon appointment by the CSDA Board President and ratification by the CSDA Board of Directors. Each committee shall have at least two Board members and no more than nine Board members. Directors may be appointed as alternate members of a committee, in the event of an absent committee member.

Other members of any committee may include designees of regular, associate or Business Affiliate members.

Section 2. Committee Actions:

All actions of any committee of the CSDA shall be governed by and taken in accordance with the provisions of these Bylaws. All committees shall serve at the pleasure of the Board and have such authority as provided by the Board of Directors. Minutes of each committee meeting shall be kept maintained and each committee shall present a report to the Board of Directors at each regularly scheduled Board meeting.

No committee may take any final action on any matter that, under these Bylaws, or under the California Nonprofit Public Benefit Corporation Law, also requires approval of the members of the CSDA.

All committees, regardless of Board resolution, are restricted from any of the following actions as imposed by the California Nonprofit Public Benefit Corporation Law:

- No committee may fill vacancies on the Board of Directors or on any committee that has authority of the Board, establish any other committees of the Board, or appoint the members of the committees of the Board.
- No committee may fix compensation of the directors for serving on the Board or on any committee, expend corporate funds to support a nominee for director, or approve any contract or transaction to which CSDA is a party and in which one or more of its directors has a material financial interest.
- No committee may amend or repeal Bylaws or adopt new Bylaws or amend or repeal any resolution of the Board that by its express terms is not subject to amendment or repeal.

Section 3. Committee Meetings:

Meetings of the committees of CSDA shall be held in accordance with the provisions of these Bylaws. The time and place for regular meetings of such committees may be determined by the Board or by such committees. Special meetings of the committees may be called by the chair of such committee, or by the Board of Directors.

Written notice of any regular or special committee meeting may be given either personally, by first class mail, or by electronic transmission as specified in Article II, Section 6.C.2 of these Bylaws. Any committee meeting may also be held by conference telephone, [use of web-based video communication software](#)~~web conference~~ or other electronic communication equipment. Participation in such a meeting under this Section shall constitute presence in person at the committee meeting if both of the following apply: (a) each committee member participating in the meeting can communicate concurrently with all other committee members; and (b) each member of the committee is provided a means of participating in all matters before the committee, including the capacity to propose or interpose an objection to a specific action to be taken by that committee, and the capacity to vote on any proposal requiring action or recommendation by the committee.

Section 4. Standing Committees:

Standing Committees of CSDA shall be advisory in nature except for the Finance Corporation (see Section 4D). The Standing Committees are: Executive, Professional Development, Elections and Bylaw, Finance Corporation, Fiscal, Legislative, Member Services and Audit.

The President shall recommend the appointment of committee officers and members of each Standing Committee except the Executive Committee. All committee members are subject to ratification by the Board of Directors.

A. Executive Committee:

The Executive Committee shall consist of all officers of CSDA: the President, Vice President, Secretary, Treasurer and the Immediate Past President of CSDA. If the Immediate Past President is no longer a member of the Board of Directors, a previous past president may be appointed. If there are no directors who have served previously as President, the President shall appoint a current director to serve as a member of the Executive Committee.

Subject to these Bylaws and approval of the Board of Directors, the Executive Committee shall have full power, authority and responsibility for the operation and function of the CSDA.

B. Professional Development Committee:

The Professional Development Committee shall provide advice, feedback and general guidance for CSDA professional development programs and events.

C. Election and Bylaws Committee:

The Election and Bylaws Committee shall be responsible for conducting all elections for the CSDA Board of Directors as provided in these Bylaws. The Committee shall annually review the Bylaws and shall be responsible for membership vote on any bylaw changes and approval of election materials.

D. Finance Corporation Committee:

The Finance Corporation Committee shall serve as ex officio members of the Board of Directors of the CSDA Finance Corporation, a California non-profit public benefit corporation organized to provide financial assistance to CSDA members in acquiring, constructing and financing various public facilities and equipment for the use and benefit of the public. The Finance Corporation Committee is not an advisory committee, but rather has all of the powers described in the CSDA Finance Corporation Bylaws, which are incorporated herein by this reference. Such powers include the powers to manage and control the business affairs of the corporation, to approve policies for the corporation's operations, and to enter into all contracts necessary to provide financial assistance to CSDA members.

E. Fiscal Committee:

The Treasurer shall serve as the chair of the Fiscal Committee and shall, with the Committee, be responsible for oversight of all the financial transactions of the CSDA. An annual budget shall be reviewed by the committee and ratified by the Board of Directors.

F. Legislative Committee:

The Legislative Committee shall be responsible for the development of CSDA's legislative agenda and advocacy priorities. The Legislative Committee shall review, direct and assist the CSDA Advocacy and Public Affairs Department with legislative and public policy issues.

G. Member Services Committee:

The Member Services Committee shall be responsible for recruitment and retention activities as well as recommendation of new members and benefits to the CSDA Board of Directors. All new members shall be ratified by the Board of Directors.

H. Audit Committee:

The Audit Committee is responsible for maintaining and updating internal controls. The Committee selects the Auditor for Board of Directors approval and provides guidance to the auditors on possible audit and fraud risks. The Committee reviews the audit and management letter and makes recommendation to the Board of Directors for action.

Section 5. Ad Hoc Committees:

The President may appoint other Ad Hoc Committees and their officers as may be determined necessary for the proper operation of the CSDA. The Standing Committees and the Ad Hoc Committees shall plan and authorize such programs as may be directed by the Board of Directors.

The Ad Hoc Committees shall be advisory in nature and shall be composed of at least two members of the Board of Directors. Other members of such committees may include designees of regular, associate or professional members, or members of the public, as approved by the Board of Directors.

Section 6. Special Committee of the Board:

A Special Committee may be granted authority of the Board as a Committee of the Board, as required by the California Nonprofit Public Benefit Corporation Law, provided by a specific resolution adopted by a majority of the Board of Directors then in office. In such case, the Special Committee shall be composed exclusively of two or more directors, but less than a quorum of the Board of Directors.

ARTICLE VII – INDEMNIFICATION

Section 1. Right of Indemnity:

To the fullest extent permitted by law, the CSDA shall defend, indemnify and hold harmless both its past and present directors, officers, employees and other persons described in Section 5238(a) of the California Corporations Code, against any and all actions, expenses, fines, judgments, claims, liabilities, settlements and other amounts reasonably incurred by them in connection with any “proceeding”, as that term is used in the Section 5238(a) of the California Corporations Code.

“Expenses”, as used in these Bylaws, shall have the same meaning as in Section 5238(a) of the California Corporations Code.

Section 2. Approval of Indemnity:

On written request to the Board by any person seeking indemnification under Section 5238(b) or Section 5238(c) of the California Corporations Code, the Board shall promptly determine under Section 5238(e) of the California Corporations code whether the applicable standard of conduct set forth in Section 5238(b) or Section 5238(c) has been met, and if so, the Board shall authorize indemnification.

If the Board cannot authorize indemnification because the number of directors who are parties to the proceeding with respect to which indemnification is sought prevents the formation of a quorum of directors who are not parties to that proceeding, the Board shall promptly call a meeting of the members.

At the request for indemnification meeting, the members shall determine under Section 5238(e) of the California Corporations Code whether the applicable standard or conduct set forth in Section 5238(b) or Section 5238(c) has been met, and, if so, the members present at the meeting in person or by proxy shall authorize indemnification.

Section 3. Insurance:

CSDA shall have the right to purchase and maintain insurance to the full extent permitted by law, on behalf of its officers, directors, employees, and agents, against any liability asserted against or incurred by any officer, director, employee or agent in such capacity, or arising out of the officer’s, director’s, employee’s, or agent’s status as such.

Section 4. Liability:

No member, individual, director, or staff member of the CSDA shall be personally liable to the CSDA's creditors, or for any indebtedness or liability. Any and all creditors shall look only to the CSDA's assets for payment.

ARTICLE VIII – AFFILIATED CHAPTERS

Section 1. Purpose:

The purpose of affiliated chapters is to provide local forums of members for the discussion, consideration and interchange of ideas concerning matters relating to the purposes and powers of special districts and the CSDA.

The affiliated chapters may meet to discuss issues bearing upon special districts and the CSDA. The chapters may make recommendations to the CSDA's Board of Directors.

Section 2. Organization:

The regular voting members of CSDA are encouraged to create and establish affiliated chapters. In order to be recognized as a CSDA Chapter, each Chapter must approve and execute a Chapter Affiliation Agreement in order to obtain the right to use the CSDA name, logo, membership mailing list, intellectual property, endorsements, and CSDA staff support and technical assistance in conducting Chapter activities. The terms and conditions of the Chapter Affiliation Agreement are incorporated herein by this reference.

Each chapter formed prior to August 1, 2011 must have at least one CSDA member in their membership at all times, including but not limited to the following chapters: Alameda, Butte, Contra Costa, Kern, Marin, Monterey, Orange (ISDOC), Placer, Sacramento, San Bernardino, San Diego, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara and Ventura. Such existing chapters may include as members: local organizations and businesses, districts and professionals who are not members of CSDA.

New chapters formed after August 1, 2011, are required to have 100 percent of their special district members as current members of CSDA in order to be a chapter affiliate of CSDA. Such chapters may include as members: local organizations/businesses and professionals who are not members of CSDA.

Affiliated chapters shall be determined upon approval and execution of the Chapter Affiliation Agreement by the chapter and approval and ratification of the Chapter Affiliation Agreement by the CSDA Board of Directors. The chapters shall be required to provide updated membership lists to the CSDA at least annually or upon request by the President or CEO.

No partnership or joint venture shall be established between CSDA and its affiliated chapters by reason of the provisions of these Bylaws or the Chapter Affiliation Agreement.

Section 3. Rules, Regulations and Meetings:

Each affiliated chapter shall adopt such rules and regulations, meeting place and times as the membership of such affiliated chapter may decide by majority vote. Rules and regulations of the affiliated chapter shall not be inconsistent with the Articles of Incorporation or Bylaws of CSDA.

Section 4. Financing of Affiliated Chapters:

No part of CSDA's funds shall be used for the operation of the affiliate chapters. CSDA is not responsible for the debts, obligations, acts or omissions of the affiliate chapters.

Section 5. Legislative Program Participation:

Affiliate chapters may function as a forum regarding federal, state and local legislative issues. The chapters may assist CSDA in the distribution of information to their members.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Section 1. Amendment Proposals:

Any regular voting member in good standing may propose changes to these Bylaws. The proposed amendments shall be reviewed by the Board of Directors and submitted to the Election and Bylaws Committee for their study.

After examination by the Election and Bylaws Committee and upon approval by the Board of Directors the amendment proposals may be submitted for vote at the Annual Business meeting of the members held by CSDA, at a specially called meeting, or by mail or electronic ballot.

Section 2. Amendment Membership Meeting:

Prior notice in writing of the proposed amendments to these Bylaws shall be given either by first class mail or by electronic transmission by the Board of Directors to the regular voting members in good standing, not later than 45 days in advance of the amendment meeting pursuant to the provisions of Article II, Section 6.C of these Bylaws. The electronic notice shall include copies of the proposed amendments.

Electronic copies of the proposed amendments shall also be available on the CSDA website for review by the regular voting members prior to the meeting. Copies of the proposed amendments shall also be available for the regular voting members at the amendment membership meeting.

The amendment membership meeting may be conducted as an electronic meeting pursuant to the provisions of Article II, Section 6.D of these Bylaws.

Section 3. Written Bylaw Amendment Ballot:

The Board of Directors of CSDA may submit Bylaw amendments for approval of regular voting members by mail or electronic ballot rather than by means of an amendment membership meeting.

When a written ballot is used to amend these Bylaws, the ballot shall include the text of all proposed Bylaw amendments the Board of Directors intends to present for vote by the members. Such written ballot shall contain the information specified in Article II, Section 6.F of these Bylaws and shall be distributed to regular voting members either by first class mail or by electronic transmission at least 45 days in advance of the date designated for return of the ballot.

Written ballots shall be returned either by first class mail or by electronic communication to either the principal business address of CSDA or CSDA's designated electronic format specified on the ballot prior to the close of business (5:00 pm) on the designated election date. Written ballots received either by first class mail or electronic communication after the specified date shall not be counted and will be deemed invalid.

Section 4. Bylaw Amendment Ratification:

A. Membership Meeting:

The proposed Bylaw amendments shall be deemed adopted by the members when the number of votes cast by regular voting members present at such membership meeting meets or exceeds the required quorum of 25 regular voting members, and the number of votes cast approving the Bylaw amendments constitutes a majority of votes cast, i.e., 50% plus one of regular voting members casting ballots at such meeting.

B. Mail or Electronic Ballot:

The proposed Bylaw amendment/s shall be deemed adopted by a majority of the regular voting members by mail or electronic ballot when the provisions of Article II, Section 6.H of these Bylaws have been satisfied.



California Special Districts Association
DISTRICT NETWORKS





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

Memorandum No. 2072

To: Board of Directors
From: Betsy Miller, General Manager
Date: November 13, 2024
Subject: District Board and Standing Committee Meeting Calendar Review for 2025

RECOMMENDATION

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

BACKGROUND AND DISCUSSION

Prior to each calendar year, staff prepares a draft Board meeting calendar for the subsequent year for review and consideration by the Board. The proposed calendar is based on a review of holidays observed by the District and our partner agencies, due dates for Board packets, and possible dates for ad hoc committees, should they be formed. Finally, the draft calendar schedules the May Board on the third Wednesday of the month in order to avoid conflicts with the ACWA Spring Conference, which will be held May 13-15, 2024, in Monterey, CA.

FISCAL IMPACTS

Approval of the recommended action would not result in an expenditure of District funds.

POTENTIAL MOTIONS

1. Approve the proposed 2025 District Board Meeting Calendar as presented.
2. Approve the proposed 2025 District Board Meeting Calendar with revisions.
3. Provide other direction to staff.

ATTACHMENTS

Draft 2025 District Board Meeting Calendar

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

BOARD OF DIRECTORS

Division 1:
Richard Corneille
Division 2:
Hillary Jenkins

Division 3:
Robert Stewart

Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL MANAGER

Betsy Miller

2025 Board Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

July						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

February						
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16	17	18	19	20	21	22
23	24	25	26	27	28	

August						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March						
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23	24	25	26	27	28	29
30	31					

September						
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14	15	16	17	18	19	20
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28	29	30				

April						
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27	28	29	30			

October						
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26	27	28	29	30	31	

May						
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November						
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30						

June						
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29	30					

December						
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	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			

Board Meeting

1/8/2025
2/12/2025
3/12/2025
4/9/2025
4/23/2025
5/21/2025
6/11/2025
7/9/2025
8/13/2025
9/10/2025
10/8/2025
11/12/2025
12/10/2025

Operations Meeting

1/29/2025
4/30/2025
7/23/2025
10/22/2025

Finance & Admin Meeting

1/22/2025
4/16/2025
8/20/2025
11/5/2025

Biannual Outreach

3/5/2025
9/24/2025

ACWA Conference

5/13 - 5/15
12/02 - 12/04



Environmental Update
as of November 1, 2024

Wash Plan Implementation – Monitoring Activities

- San Bernardino Kangaroo Rat (SBKR) Monitoring Program: Fall trapping for SBKR began on September 3 with trapping is complete across all 101 plots within the Wash Plan Preserve by October 30. In November, additional trapping will cover 32 plots at the Mill Creek Facilities, aligned with the draft Conservation Benefit Agreement.

Wash Plan Implementation – Management Activities

- Slender-horned Spineflower (SHSF) Restoration Program: District coordinated with California Botanic Garden in early October for the next SHSF out-planting trials and seed bulking activities in the Wash Plan Preserve. On October 17 and 22, two new locations were identified for trials, with sowing scheduled for November 6-7 at both the new and existing out-planting sites.
- BLM Fuels Management Grant: Following Board approval of the contract with Jacinto Construction, coordination continued with USFWS for fuel load reduction to enhance SBKR habitat. From October 16-28, approximately 10,000 cubic yards of sand were transported to the receiver site from Mill Creek Facilities and spread, guided by Nakae & Associates with Origin Biological oversight. Site enhancement will continue until November 6.

Wash Plan Implementation – Organizational Structure, Planning, and Reporting

- Highland Regional Connector Project: Staff is collaborating with the City of Highland and SBCTA regarding Wash Plan coverage for the Highland/Redlands Regional Connector project.
- Public Comment on Santa Ana Speckled Dace: On October 15, District staff provided input on the proposed federal listing of the Santa Ana speckled dace as a threatened species.
- City of Redlands Project Consultation: On October 17, staff consulted with the City of Redlands regarding permitting options for a new well project and the 2081 ITP process under the Wash Plan.
- 2024 Wash Plan Annual Report: Submitted to USFWS on November 1, this report summarizes fiscal year accomplishments and compliance with Wash Plan terms by the Conservation District and partners.

Wash Plan Programmatic Permits

- USACE 404 Programmatic Individual Agreement: Weekly meetings with USACE and AECOM are advancing the Environmental Assessment (EA) for a standard individual permit, expected by year-end.
- State Permitting for Mining Activities: District staff are in ongoing discussions with CDFW, Robertson's Ready Mix, and CEMEX to establish a state permit pathway that allows mining activities under the Wash Plan to proceed in 2024.



Engineering Update
as of November 1, 2024

Mentone Shop

- Staff is currently reviewing contractor bids for completing the Mentone Shop. These reviews will be presented to the Board in December for final consideration.

Enhanced Recharge Phase 1B

- Final grading and clean-up activities are ongoing, with work expected to conclude near the end of 2024.
- Additional basins will be ready for recharge operations starting in the first week of November, and all basins are projected to be fully operational by the end of November.

PERC (Active Recharge Transfer) Projects

- MODSS Development: A working draft of the Multiple-Objectives Decision Support System (MODSS) was completed in October, followed by a productive stakeholder/partner workshop held on October 31. The team gathered valuable input for the Multiple Accounts Analysis (MAA) method, with stakeholder comments due by November 18. A second MAA draft is expected in mid-December, and another workshop is planned for January 2025.
- Waterman, Twin Creek, and Lynwood Basins: Tetra Tech is conducting hydraulic analyses for recharge and flood impacts, evaluating various operational and grading alternatives. This includes modeling scenarios with different hydrographs to optimize water release from the Santa Ana River and determine flow paths for recharge efficiency. Work is challenging due to the high volume of model runs, and additional resources are being allocated to meet the November deadline.
- Plunge and Oak Creeks: CASC Consulting completed statistical evaluations of storm flows in October to establish typical hydrographs. Current designs for the Oak Creek site avoid regulatory requirements for a jurisdictional dam, and hydraulic modeling is scheduled for early November with regular team meetings to ensure progress.
- Mill Creek: Q3 completed five out of six model scenarios for Mill Creek's Alternative 1, with the final scenario in progress. The team is adjusting flow settings in Alternative 2 to minimize overflow, and grading design for interconnections in Alternative 3 will conclude in November. Grading data will also support cost estimations.

General Manager's Report



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

November 2024

Betsy Miller, General Manager

To implement the Board’s Goals and directed actions, significant staff resources were allocated last month to PERC, facilities maintenance, grant implementation, the audit, and recruiting for vacant roles.

OCTOBER 2024 HIGHLIGHTS

- Redlands City Council approved the Trails MOU
- 2024 Wash Plan Annual Report completed
- Draft FY24 Audit completed
- ~13,000 cy of stockpiled materials removed from Mill Creek Groundwater Recharge site
- Allison Zecher joined the District as our Administrative Specialist/Board Secretary

💧 Water Conservation Update 💧

Santa Ana River and Mill Creek continue to receive flows from snowmelt and the State Water Project (SWP). District recharge for WY24 is 4,920 AF to date, including 2,882 of SWP water.

OCTOBER 2024 RECHARGE SUMMARY		
Mill Creek	Santa Ana River	Plunge Creek
451 AF <i>(including 403 AF SWP)</i>	4,407 AF <i>(including 2,479 AF SWP)</i>	62 AF

Administrative Updates

TOPIC	PERSONNEL	GOAL #	1
<p><u>Employee Anniversaries</u></p> <ul style="list-style-type: none"> • Anna Frey, 3 years (11/4) <p><u>New Employees</u></p> <ul style="list-style-type: none"> • Alan Salcedo joined the District as an Intern on October 14 • Yesenia Yangin joined the District as an Intern on October 14 • Allison Zecher joined the District as Administrative Specialist/Board Secretary on October 21 <p><u>Recognitions</u></p> <ul style="list-style-type: none"> • Anna Frey was recognized by Assemblymember Eloise Gomez Reyes at her 30 Under 30 awards ceremony on October 30 			

TOPIC	FINANCE	GOAL #	1
<ul style="list-style-type: none"> The draft FY24 Audit was presented to the Ad Hoc Audit Committee on October 31 			
TOPIC	PROPERTY	GOAL #	1
<u>Redlands Plaza</u> <ul style="list-style-type: none"> Discussions are underway regarding the relocation of tenants to support expansion of District offices 			

Project and Program Updates

PROJECT	PROGRAM FOR EXPANSION OF RECHARGE CAPACITY (PERC)	GOAL #	1, 2, 4
<ul style="list-style-type: none"> Refer to Engineering Update for details 			
PROJECT	ENHANCED RECHARGE	GOAL #	1
<ul style="list-style-type: none"> Construction is expected to near completion by December 2024 			
PROJECT	MENTONE SHOP CONSTRUCTION	GOAL #	2
<ul style="list-style-type: none"> Staff is reviewing contractor bids to complete the Mentone Shop in order to present a recommendation to the Board in December 			
PROJECT	GRANTS	GOAL #	6
<ul style="list-style-type: none"> None 			
PROJECT	FORECAST-INFORMED RESERVOIR OPERATIONS	GOAL #	1
<ul style="list-style-type: none"> None 			
PROJECT	PLUNGE CREEK CONSERVATION	GOAL #	1, 4
<ul style="list-style-type: none"> Total project recharge is 62 AF for this water year to date 			
PROJECT	WASH PLAN HCP	GOAL #	4
<ul style="list-style-type: none"> Refer to Environmental Update for additional details 			
<u>Santa Ana River Wash Plan Land Exchange Act Implementation</u> <ul style="list-style-type: none"> BLM staff are expected to complete a required survey by late November 			

PROJECT	WILDLANDS TRAILS	GOAL #	3
<ul style="list-style-type: none"> Redlands City Council approved the Trails MOU on October 15 			

Operations & Maintenance Updates

TOPIC	FACILITIES	GOAL #	1
<p>Water recharge operations are focused on:</p> <ul style="list-style-type: none"> Coordination with the Enhanced Recharge team to maximize recharge during construction Operation of the completed Enhanced Recharge basins On-going recharge operations at existing facilities, with a focus on State Project Water High priority maintenance at the Mill Creek recharge basins Supporting removal of sand and rock stockpiles at Mill Creek 			
TOPIC	AGGREGATE MANAGEMENT	GOAL #	1
<ul style="list-style-type: none"> Upland Rock continues processing and selling sand/rock from District basin maintenance efforts to support efficient recharge operations 			

Partnership Updates

TOPIC	CONSERVATION TRUST	GOAL #	4
<ul style="list-style-type: none"> None 			
TOPIC	MINING	GOAL #	N/A
<ul style="list-style-type: none"> CEMEX continues to mine the Plant Site quarry under their lease with the District 			

Communication & Engagement Updates

TOPIC	EDUCATION	GOAL #	5
<ul style="list-style-type: none"> IERCDC presented water conservation education programs on the District’s behalf to a kindergarden class at Cole elementary in Highland on October 16, to a kindergarden/first grade class at Barton Elementary in San Bernardino on October 24, and to a third grade class at Franklin Elementary in Redlands on October 31 District staff participated in the planning meeting hosted by Valley District for the upcoming Santa Ana River Science Symposium 2025 on October 28 The District provided a \$1,500 donation to the CSU San Bernardino Institute for Watershed Resiliency to support student learning and job readiness initiatives 			

TOPIC	CONFERENCES/TRAINING	GOAL #	5
<ul style="list-style-type: none"> • President McDonald, Director Longville, and Ms. Miller attended the H2O Women Conference in Santa Barbara on October 3-4 • Dr. Mitrovich presented a talk titled Monitoring and Managing Threatened and Endangered Species on Conservation Lands: Percent Area Occupied (PAO) Approach at the 2024 Natural Areas Conference in Manhattan, Kansas, on October 8 • Ms. Zecher attended the California Special District’s Association Board Clerk/Board Secretary Conference on Octer 21-23, where she received her Certificate of Completion for the training courses 			
TOPIC	MEDIA/LEGISLATIVE	GOAL #	5
<ul style="list-style-type: none"> • The District’s end-of-water-year press release titled Strengthening Water Security in the Southland: San Bernardino Valley Water Conservation District Captures 24.4 Billion Gallons resulted in 127 pickups, 409 engagement actions, and 3,522 views • District recharge efforts were featured in the PBS Sustaining US program titled How California is Testing Cloud Seeding Weather Modification which aired on KLCS on October 28 and 30 			

FUTURE ACTIVITIES



Expected short-term items for Board consideration:

- Mentone Shop contract
- Waterwise garden at San Bernardino County Museum
- Consider support of regional groundwater calibration work

Photo Gallery



Anna Frey, seated next to Assemblywoman Gomez Reyes, with her fellow 30 Under 30 honorees on October 30



Anna Frey with Redlands City Councilman Saucedo and President McDonald on October 30



Allison Zecher receiving her Certificate of Completion for CSDA's Board Clerk/Board Secretary Conference on October 23



Work to decrease fire risk implemented by the BLM Fuel Management grant on October 22



Ms. Miller and fellow attendees at the H2O Women Conference in Santa Barbara on October 24

Monitoring and Managing Threatened and Endangered Species on Conservation Lands: Percent Area Occupied (PAO) Approach

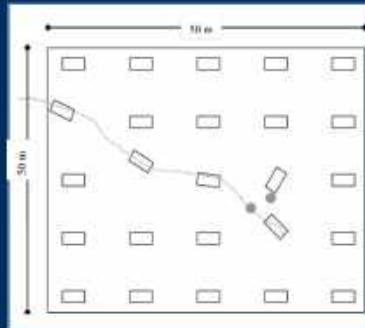
Milan Mitrovich¹, Betsy Miller¹, Cheryl Brehme², Robert Fisher²
1 - San Bernardino Valley Water Conservation District
2 - U.S. Geological Survey

U.S. Department of the Interior
U.S. Geological Survey

Detection of SBKR Live-Trapping



U.S. Department of the Interior
U.S. Geological Survey



- 50m x 50m plot (>= expected average SBKR core use area)
- 25 trap array
- 10m trap spacing
- 2 trap nights (+ 2 trap mornings)
- Mark/ Recapture
- Sampling in fall



SBKR Occupancy and Density Model Rankings

PAO Models (Occupancy)

- Grass cover (-) and the amount of sand (+), and presence of silt (-) explain SBKR occupancy patterns at a large spatial scale

N-mixture Models (Density)

- Although similar patterns exist, local abundance is more nuanced, and a variety of conditions contribute to measures of density

	Co-variables	Occupancy	Density
Soils	Clay	0.00	0.00
	SS	0.00	0.00
	Silt	0.00	0.00
	Sand	0.00	0.00
	Soil Depth	0.00	0.00
	Soil Conductivity	0.00	0.00
	Soil Organic Matter	0.00	0.00
	Soil Bulk Density	0.00	0.00
	Soil Moisture	0.00	0.00
	Soil pH	0.00	0.00
Disturbance	Disturbance Index	0.00	0.00
	Disturbance Index	0.00	0.00
	Disturbance Index	0.00	0.00
Competition	Competition Index	0.00	0.00
	Competition Index	0.00	0.00
Vegetation	Vegetation Index	0.00	0.00
	Vegetation Index	0.00	0.00
	Vegetation Index	0.00	0.00
	Vegetation Index	0.00	0.00
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	Vegetation Index	0.00	0.00

Select slides from Dr. Mitrovich's talk at the Natural Areas Conference on October 8

Strengthening Water Security in the Southland San Bernardino Valley Water Conservation District Captures 24.4 Billion Gallons

The district marks its fourth highest year of recharge since 1912

REDLANDS, Calif. (October 8, 2024) — With water scarcity becoming a greater concern in California, the San Bernardino Valley Water Conservation District announced today its fourth highest water recharge record of all time: 74,958-acre feet of water, or 24,425,171,383 gallons. This extraordinary figure includes 25,525-acre feet from the State Water Project and 6,409-acre feet from in-river channel recharge. The amount can be credited to high levels of rain and snowmelt as well as the district's efficient water capture and storage efforts in local underground aquifers.

“Groundwater recharge is the most economical, environmentally harmonious, and resilient way we can safeguard our region's water supply,” said General Manager Betsy Miller Vixie. “Alongside our interagency partners, the San Bernardino Valley Water Conservation District is committed to maximizing the capture and storage of available water sources every year. We are excited about our team's 2024 accomplishments and expect to far exceed these recharge numbers as new interagency projects come online in the coming months and years.”

The Conservation District began keeping records in 1912, including “in-river recharge” which is water that naturally sinks into the ground as it flows through the creeks and rivers locally. Since its inception, the SBVWCD has conserved more than 1.47-million-acre feet or 481.74-billion gallons of water by diverting the natural flow of the Santa Ana River and Mill Creek into 71 percolation basins. This allow the water to collect and seep naturally into the ground, where it can be pumped out for future use. Miller Vixie credits the historic capture to several projects and partnerships including:

- **2024:** Phased operation of newly constructed basins built as part of the Enhanced Recharge Project facilities in construction along the Santa Ana River, in partnership with the San Bernardino Valley Municipal Water District and others.
- **2023:** New Mill Creek Diversion completed in December 2023.
- **2020-2022:** Establishment of the [Plunge Creek Conservation Project](#), which restored the creek back to a naturally braided stream to significantly improve groundwater storage while increasing habitat for the endangered San Bernardino kangaroo rat and other sensitive species. It also created more than 13 acres of new wetted area to recharge the aquifer.
- **2020:** Approval of the [Upper Santa Ana River Wash Habitat Conservation Plan](#), which balances land uses within the wash to protect groundwater replenishment, native habitat for threatened species, along with industry and recreational uses for the community.
- **2019:** Completion of Phase 1 of an [Enhanced Recharge Project](#), [designed](#) and built by San Bernardino Valley Municipal Water District to clean waterflows released from Seven Oaks Dam prior to recharge by the Conservation District.

- **2018:** The formation of the [San Bernardino Basin Groundwater Council](#), which purchased State Project Water for recharge.

About the San Bernardino Valley Water Conservation District:

For nearly a century, the SBVWCD has stewarded the San Bernardino Valley water basin and the native species of the Upper Santa Ana River Wash.

Its collaborative approach to project management assures high-quality local water supplies for people, agriculture, and the environment. This includes groundwater recharge and oversight, and protection of habitat and native species in the Wash. Visit www.sbvwd.org.

REDLANDS, Calif. (March 11, 2024) — To celebrate Groundwater Week and California’s recent atmospheric rivers dumping inches on the southland, the San Bernardino Valley Water Conservation District announced its final groundwater recharge tally for 2023 which was a record-breaking water year.

“The district soundly surpassed our 100-year water recharge record from the year 1923 when we had recharged 84,981-acre feet (AF) of water,” says Betsy Miller Vixie, San Bernardino Valley Water Conservation District’s General Manager. “In 2023, we totaled 87,914 AF of water collected in the district’s basin, which includes 15,513 AF from the State Water Project.” Miller Vixie adds that this figure does not include water that naturally recharges within the river system on District-owned land. According to data going back to 1912, this is the district’s best yield for the recorded history of 111 years.

Since 1912, the San Bernardino Valley Water Conservation District has conserved more than 1.41-million-acre feet by diverting the natural flow of the Santa Ana River and Mill Creek into 71 percolation basins. This allow the water to collect and seep naturally into the ground, where it can be pumped out for future use.

According to the district’s engineers, February 2024’s atmospheric rivers have already resulted in more than 2.13 billion gallons of stormwater captured for groundwater recharge. The recharging of San Bernardino’s Bunker Hill Basin aquifer was significant, but only a drop in the bucket compared to the or 459.5-billion gallons of water the district collected since 1912.

The water captured and stored from February’s storms is enough to handle the indoor use needs of 117,000 Inland Empire residents for a year. The work making this possible was completed at the cost of \$98,000 – or less than \$1 per, person per year. Combined with recycled and imported water, this type of active stewardship of local groundwater supplies a critical piece of San Bernardino’s regional water reliability strategy.

Looking to 2024, existing facilities have been augmented by the newly built Santa Ana River Enhanced Recharge Project basins on district property, which began capturing stormwater on January 7. This collaborative joint-agency project, led by the San Bernardino Valley Municipal Water District, will increase capacity for recharge into the Bunker Hill Groundwater Basin by an additional 80,000-acre feet each year.

About the San Bernardino Valley Water Conservation District:

For nearly a century, the SBVWCD has stewarded the San Bernardino Valley water basin and the native species of the Upper Santa Ana River Wash. Its collaborative approach to project management assures high-quality local water supplies for people, agriculture, and the environment. This includes groundwater recharge and oversight, and protection of habitat and native species in the Wash. Visit www.sbvwd.org.

October 24, 2024

Betsy Miller
General Manager and Board Secretary
San Bernardino Valley Water Conservation District
1630 W Redlands Blvd Ste A
Redlands, CA 92373-8032

Dear Betsy:

On behalf of California State University, San Bernardino, I extend my deepest appreciation for the San Bernardino Valley Water Conservation District's recent gift to the Institute for Watershed Resiliency (IWR).

Your support is helping move the institute's mission forward in leading and advocating for community-university partnerships that seek to mitigate and resolve complex water resources issues in the greater Inland Empire region through interdisciplinary collaborative approaches.

Once again, thank you for your contributions to and investment in this university, its students, and the future of the Inland Empire region.

Sincerely,



Raymond W. Watts, CSPG
Associate Vice President, Philanthropic Giving

San Bernardino Valley

OCT 31 2024

Water Conservation
District

*Betsy -
Thank so much for
your support for IWR.
RW*