



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

**BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, May 21, 2025 – 1:30 PM**

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

Anyone wishing to listen to or participate in the meeting can join via Teams by clicking on this link, <https://teams.microsoft.com/l/meetup-join>, or by entering the following information at <https://www.microsoft.com/en-us/microsoft-teams/join-a-meeting>:  
Meeting ID: 259 588 786 602 Passcode: jJ6kr6Xe

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 Allison Zecher at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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**CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL**

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**1. PUBLIC PARTICIPATION**

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

**2. ADDITIONS/DELETIONS TO AGENDA**

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

**BOARD OF DIRECTORS**

**Division 1**  
Richard Corneille

**Division 2**  
Mark E. Falcone

**Division 3**  
Robert Stewart

**Division 4**  
John Longville

**Division 5**  
Melody McDonald

**GENERAL  
MANAGER**  
Betsy Miller

- 3. **INTRODUCTIONS AND GUEST RECOGNITION**
  
- 4. **CONSENT CALENDAR**
  - a. Approval of Board Minutes, April 23, 2025.....6
  - b. Approval of Budget Workshop Minutes, April 30, 2025 .....12
  - c. Approval of Expenditure Report, April 2025 .....18
  - d. Report of Excused Absences
    - o Mark E. Falcone, April 23, 2025, Board Meeting
    - o John Longville, April 23, 2025, Board Meeting

5. **COMMITTEE REPORTS /ACTION ITEMS**

**Committee Reports**

A. OPERATIONS COMMITTEE VERBAL REPORT

Presenter: Richard Corneille, Chair

Recommendation: The chair of the Operations Committee will provide a verbal update of the committee meeting held on April 29.

**Action Items**

A. UNAUDITED FINANCIAL REPORTS FOR APRIL 2025 – 5 Minutes (M#2111) ..... 30

Presenter: Angie Quiroga

Recommendation: Review and approve the Unaudited Financial Reports for April 2025.

B. THIRD QUARTER UNAUDITED FINANCIAL REPORTS FOR FISCAL YEAR – 5 Minutes (M#2112) .....45

Presenter: Angie Quiroga

Recommendation: The Finance & Administration Committee recommends the Board approve the Third Quarter Unaudited Financial Reports for FY25 as presented.

C. GENERAL MANAGER BONUS, SALARY ADJUSTMENT, AND AGREEMENT AMENDMENT – 5 Minutes (M#2113) .....52

Presenter: David Cosgrove

Recommendation: The Ad Hoc General Manager Evaluation Committee recommends that the Board, consistent with the compensation provisions of her employment contract, approve an increase the General Manager’s base salary in the amount of Twenty One Thousand Six Hundred Twenty Four dollars and Twenty-Six cents (\$21,624.26), which represents the cost-of-living percentage adjustment given to all District employees of 2.5 percent (2.5%) and a five percent (5%) merit increase; approve a merit bonus payment of \$15,000; and approve the Agreement for Continued Employment of General Manager through May 2028.

D. STAFFING AND SUCCESSION PLAN – 5 Minutes (M#2114) .....70

Presenter: Betsy Miller

Recommendation: Receive and File the Final 2025 Staffing and Succession Plan.

E. DISTRICT ENTERPRISE BUDGET APPROVAL FOR FISCAL YEAR 2025-2026 – 15  
 Minutes (M#2115) .....80  
 Presenter: Finance & Administration Committee/Betsy Miller  
 Recommendation: The Finance & Administration Committee recommends the Board approve the FY26 District Enterprise Budget as presented with incorporated changes from the Budget Workshop held on April 30, 2025.

F. CONTRACT SERVICES AGREEMENT FOR SAND LOADING AND HAULING SERVICES WITH JACINTO CONSTRUCTION INC. – 5 Minutes (M#2116) .....90  
 Presenter: Betsy Miller  
 Recommendation: Approve the Contract Services Agreement for Mill Creek Basin Sediment Transport and Deposit with Jacinto Construction, Inc. for sand loading, hauling, and depositing services at an amount not-to-exceed \$73,100.

**6. INFORMATION ITEMS:**

- A. Environmental Update .....102
- B. Engineering Update .....104
- C. General Manager’s Report .....105
- D. Future Agenda Items & Staff Tasks

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

A. Board Member Meeting Reports – 15 minutes

**8. UPCOMING MEETINGS:**

May 26, 2025	Memorial Day Holiday, Conservation District Closed
June 2, 2025	Basin Technical Advisory Committee Meeting, 1:30 PM at SBVMWD Boardroom
June 11, 2025	Board of Directors Meeting, 1:30 PM at Conservation District (Teams Meeting ID: 285 631 425 054 Passcode: zp6mn3bN)
June 16, 2025	Enhanced Recharge Basin Tour, 1:00 PM at 32251 Santa Ana Canyon Rd, Highland, CA 92346
July 9, 2025	Board of Directors Meeting, 1:30 PM at Conservation District (Teams Meeting ID: 221 199 414 73 Passcode: ex7FF2nf)

July 15, 2025	Big Bear Watermaster Meeting, 11:00 AM at 40524 Lakeview Drive, Big Bear Lake, CA 92315
July 23, 2025	Operation Committee Meeting, 9:00 AM at Conservation District (Teams Meeting ID: 296 112 730 526 Passcode: vq3pp7WN)
July 30, 2025	PERC Policy Committee Meeting, 10:00 AM at Conservation District (Teams Meeting ID: 233 488 319 273 Passcode: cM3TN9ZC)
August 13, 2025	Board of Directors Meeting, 1:30 PM at Conservation District (Teams Meeting ID: 247 209 090 168 Passcode: a9Kr7Jm7)
August 20, 2025	Finance and Administration Committee Meeting, 1:30 PM at Conservation District (Teams Meeting ID: 210 139 778 47 Passcode: P2jw76BT)

**9. CLOSED SESSION**

- A. The Board may meet in closed session pursuant to Government Code section 54957(b) to consider a public employee performance review-General Manager.
- B. The Board may convene in Closed Session for Conference to discuss Real Property Negotiations pursuant to Government Code §54956.8; Owner: Southern California Edison East End Hydroelectric Generation Plant property located on various parcels and easements in Mill Creek and Santa Ana River Canyons, Negotiator: Betsy Miller and David Cosgrove Owner: Southern California Edison Negotiators Allison, Bahen, Property Manager and Steven Powell, Vice President.
- C. 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 John Sullivan is the lead negotiator for BLM.
- D. The Board may meet in Closed Session under Government Code section 54956.8, to discuss the terms and conditions of a proposed restrictive covenant with the California Department of Fish and Wildlife and Robertson's Ready Mix on portions of San Bernardino County Assessor Parcel Nos. 0291-131-01 and 0291-115-01. The District's negotiators are Betsy Miller and David B. Cosgrove. The CDFW's negotiators are Eric

Chan and Kim Freeburn. Robertson's Ready Mix's negotiators are Bill Taylor and Kim Decker.

- E. 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 Hartzell.

10. **ADJOURN MEETING.** The next regularly scheduled Board of Directors meeting will be on June 11, 2025, at 1:30 PM, at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA and via Teams/teleconference.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF APRIL 23, 2025  
1:30 PM

President McDonald called the Board of Directors meeting to order at 1:30 PM with participation in person, via teleconference, and through Teams. 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  
Richard Corneille, Director

BOARD MEMBERS ABSENT:

John Longville, Director  
Mark Falcone, Director

STAFF PRESENT:

Betsy Miller, General Manager  
David Cosgrove, General Counsel  
Milan Mitrovich, Land Resources Manager  
Angie Quiroga, Senior Administrative Analyst  
Aaron Rueda, Administrative Analyst  
Allison Zecher, Board Secretary

GUESTS PRESENT:

Cindy Saks, San Bernardino Valley Municipal Water District  
David Smith, East Valley Water District  
Jeff Mosher, Santa Ana Watershed Project Authority

1. PUBLIC PARTICIPATION

No public comments were made.

2. ADDITIONS/DELETIONS TO AGENDA

No additions or deletions to the agenda were made.

3. INTRODUCTIONS AND GUEST RECOGNITION

The Board, staff, in-person, and Teams attendees introduced themselves.

4. PUBLIC HEARING RELATED TO ADOPTION OF THE GROUNDWATER CHARGE

President McDonald introduced the item and reviewed statutory requirements under California Water Code Section 75560, which require an annual engineering investigation before levying a

groundwater charge. Ms. Miller noted that staff were available to present the Engineering Investigation Report (EI Report) and Groundwater Replenishment Program budget, which were presented at previous Board meetings, upon request.

Staff recommend a 5% increase to the groundwater charge for FY 2025-2026, setting the proposed rate at \$18.69 per acre-foot for all groundwater production from July 1, 2025, to June 30, 2026.

President McDonald opened the public hearing and invited comments. Hearing none, Mr. Cosgrove confirmed all required procedures and notices were completed and summarized Proposition 26 compliance. He explained that the proposed charge meets both legal criteria: (1) revenue does not exceed service costs, and (2) a fair relationship exists between the charge and the benefits received. The estimated revenue of \$1,568,203 is less than projected expenditures, and the groundwater pumping charge structure ensures benefit based on extraction. It was confirmed no written comments were received during the notice period.

Director Dave Smith of East Valley Water District provided public comment in support of the proposed groundwater charge and commending the District's groundwater recharge work and stewardship of the Bunker Hill Basin.

President McDonald asked about development of a District reserve to purchase surplus water for recharge when available. Mr. Cosgrove stated that staff would develop options for Board review for the FY27 budget, noting the importance of input from rate-payers including local water retailers.

**It was moved by Director Corneille and seconded by Vice President Stewart to approve Resolution No. 632 as presented. The motion carried 3-0-2, with all Board members present voting in the affirmative. Director Longville and Director Falcone were absent from the vote.**

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

## **5. CONSENT CALENDAR**

The Board considered approval of the April 9, 2025, meeting minutes with a motion by Director Corneille to approve the consent calendar which was seconded by Vice President Stewart.

**It was moved by Director Corneille and seconded by Vice President Stewart to approve the Consent Calendar with corrections to dates on page 26: Board Minutes, April 9, 2025. The motion carried 3-0-2, with all Board members present voting in the affirmative. Director Longville and Director Falcone were absent from the vote.**

**President McDonald: Yes**

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

## 6. COMMITTEE REPORTS/ACTION ITEMS

### Committee Reports

Acting Chair Director Corneille provided a verbal update on the Ad Hoc Audit Firm Selection Committee meeting held on April 15. The committee reviewed four proposals and, following discussion, recommended Eadie & Payne LLP for audit services based on qualifications, staffing rotation, and overall cost.

Vice President Stewart provided a verbal update on the April 16 meeting of the Finance and Administration Committee. The committee reviewed budget projections, highlighting the challenges of forecasting mining revenue and interest income, and recommended clarification on which budget line includes grant income. The committee also discussed scenarios that would necessitate mid-year budget adjustments and discussed revisions to the monthly financial reporting format as discussed by the Ad Hoc Financial Report Review Committee. Staff coverage and strategic staffing decisions were also reviewed.

### Action Items

#### A. AUDIT FIRM SELECTION FOR FISCAL YEARS 2025-2028

Ms. Miller presented the Ad Hoc Audit Firm Selection Committee recommendation to approve Eadie and Payne LLP as the District's audit firm for fiscal years 2025 through 2028, based on the firm's qualifications and performance. Director Corneille made a motion to approve the selection, which was seconded by Vice President Stewart. The Board expressed appreciation to staff and the Ad Hoc Audit Firm Selection Committee for their thorough evaluation and analysis.

**It was moved by Director Corneille and seconded by Vice President Stewart to approve Eadie Payne LLP to perform the District's FY25 audit and authorize the General Manager to 1) enter into an Audit Engagement Letters to provide these services, as approved by District Counsel, and 2) up to three subsequent Audit Engagement Letters through audit year FY28 based on performance. The motion carried 3-0-2. Director Longville and Director Falcone were absent from the vote.**

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

## B. CONTRACT SERVICES AGREEMENT WITH NAKAE & ASSOCIATES FOR CACTUS SALVAGE & RELOCATION SERVICES

Dr. Mitrovich presented a proposed contract services agreement with Nakae & Associates to salvage and relocate several hundred to potentially several thousand cactus clumps, including prickly pear and Opuntia species, on a site that is planned for development. Dr. Mitrovich explained the value of the proposed effort, including its role in supporting Wash Plan covered species such as the cactus wren, contributing to fire-resistant habitat structure under the BLM fuels management grant, and addressing off-site mitigation obligations related to past trespass violations. The project aligns with the District's environmental objectives and is being funded through previously allocated mitigation funds.

The contract is structured as a time-and-materials agreement with a not-to-exceed amount of \$77,500. Based on cost estimates, this will cover approximately ten days of field activity, during which 150 to 200 cactus clumps may be salvaged per day. Section 2.1 of the agreement establishes the financial cap, and Section 1.2 clarifies that no work will proceed without explicit direction from the District.

Director Corneille and Vice President Stewart discussed potential salvage locations, cost considerations, and the possibility of additional restoration sites beyond the planned relocation area. The Board discussed the need to carefully track work completed under the time-and-materials contracts, particularly on mobilization days. Staff confirmed that insurance and liability requirements were adequately addressed under the District's standard contract provisions.

**It was moved by Director Corneille and seconded by Vice President Stewart to approve Contract Services Agreement with Nakae & Associates for implementation of Cactus Salvage and Relocation into the Upper Santa Ana River Wash Habitat Conservation Plan Preserve in an amount not to exceed \$77,500. The motion carried 3-0-2, with all Board members present voting in the affirmative. Director Longville and Director Falcone were absent from the vote.**

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

## 7. INFORMATION ITEMS

### JEFF MOSHER, CLOUD SEEDING UPDATES SAWPA – SANTA ANA WATERSHED PROJECT AUTHORITY

Mr. Jeff Mosher of SAWPA provided the Board with an update on the Santa Ana River Watershed Cloud Seeding Pilot Program. He began by expressing appreciation for the opportunity to present and thanked staff for coordinating the visit.

Mr. Mosher provided a brief overview of SAWPA's mission, structure, and key projects. The presentation then focused on SAWPA's regional cloud seeding pilot project, intended to test the

ability to increase local water supply by augmenting snowpack in strategic mountain areas. The project uses ground-based silver iodide generators to stimulate precipitation during storm events. Cloud seeding does not create storms but enhances natural precipitation by introducing additional ice nuclei into the atmosphere.

The project is funded 50% through a Proposition 1 grant, with the remainder provided by SAWPA member agencies and participating regional partners. SAWPA coordinated closely with local flood control agencies and implemented strict suspension criteria to prevent any possible contribution to flooding, including pausing seeding during severe storms and in areas with recent wildfire burn scars. Due to concerns over post-fire flooding, no cloud seeding occurred during the current season.

Operationally, the program ran from November 2023 through April 2024. A total of 12 storms were seeded out of 20, depending on storm characteristics and meteorologist's assessment. Mr. Mosher described the program's independent validation component, conducted by the Desert Research Institute (DRI). DRI uses a target/control methodology, comparing historical snow gauge data from seeded and unseeded areas to determine the increase in precipitation attributable to seeding. Preliminary results from the San Bernardino Mountains (Northeast Target Area) showed encouraging results, with a 10–15% increase in precipitation. One additional target area showed similar modest increases, while two areas did not exhibit measurable improvement.

Based on the results from Year One, SAWPA estimates approximately 20,000 acre-feet of additional snow water across the watershed, at an estimated cost of \$50–100 per acre-foot—an amount Mr. Mosher described as cost-effective when compared to other water supply options.

The Board thanked Mr. Mosher for his informative presentation and ongoing collaboration.

## FUTURE AGENDA ITEMS AND STAFF TASKS

### 8. UPCOMING MEETINGS

The upcoming meetings were reviewed.

### 9. CLOSED SESSION

Ms. Miller stated that staff wished to discuss the items listed under Closed Session with the Board at 2:42 p.m.

**It was moved by Director Corneille and seconded by Vice President Stewart to adjourn to Closed Session. The motion carried 3-0-2, with all Board members present voting in the affirmative. Director Longville and Director Falcone were absent from the vote.**

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

At 3:06 p.m., the meeting was reconvened to an open session. Under Government Code Section 54957.1, there was no other reportable action during Closed Session.

10. ADJOURN MEETING

**It was moved by Director Corneille and seconded by Vice President Stewart to adjourn. The motion carried 3-0-2, with all Directors present voting in the affirmative. Director Longville and Director Falcone were absent from the vote.**

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

At 3:08 p.m. the meeting adjourned to the Board meeting scheduled for 1:30 p.m. on May 21, 2025, in-person, teleconference, and Teams meeting.

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Betsy Miller  
General Manager

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BUDGET WORKSHOP

MINUTES OF APRIL 30, 2025  
1:30 P.M.

President McDonald called the Budget Workshop to order at 1:32 PM with participation in person, via teleconference, and through Teams.

ROLL CALL:

BOARD MEMBERS PRESENT:

Melody McDonald, President  
Robert Stewart, Vice President  
Richard Corneille, Director  
Jonn Longville, Director  
Mark E. Falcone, Director

STAFF PRESENT:

Betsy Miller, General Manager  
David Cosgrove, General Counsel  
Milan Mitrovich, Land Resources Manager  
Angie Quiroga, Senior Administrative Analyst  
Aaron Rueda, Administrative Analyst  
Aliza Olmos, Assistant Engineer  
Allison Zecher, Administrative Specialist

GUESTS PRESENT:

Cindy Saks, San Bernardino Valley Municipal Water District

1. PUBLIC PARTICIPATION

There were no public comments.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the posted agenda.

3. DISCUSSION ITEMS

A. DRAFT MONTHLY FINANCIAL REPORT TEMPLATE

Ms. Miller introduced the Draft Monthly Financial Report Template, which had been reviewed by the Ad Hoc Financial Report Review Committee (April 2, 2025) and the Finance and Administration Committee (April 16, 2025). These committees assessed revisions to the District's monthly financial reporting format, incorporating best practices and Board feedback.

The revised template includes the following:

- Quarterly Statement of Net Position (Balance Sheet)
- Consolidated Profit and Loss (P&L) Statement
- Detailed Expense Reports with sub-accounts for Operating and Capital Improvement Program (CIP) activity

Ms. Miller highlighted specific formatting changes and explained that the template aims to provide both high-level overviews and detailed breakdowns. Director Falcone noted the importance of ensuring the format complies with regulatory standards (e.g., GASB) while remaining accessible to both the Board and the public. Prior to developing the new template, the District's financial consultants reviewed the current monthly reporting format and noted that they did not have any comments to improve the report; however, they also stated that the format, layout, and details proposed for revision are at the Board's discretion in their efforts to ensure clarity and transparency.

Director Falcone shared his appreciation of the clarity of the revised reports, particularly the Statement of Net Position. He also noted that the consolidated P&L offers a helpful overview, while the detailed Expense Report allows for deeper analysis on operational and CIP items.

Directors discussed consolidating the Statement of Net Position into a single-page version, if allowed by reporting standards, and adding clear headers to bar graphs on pages 8 and 13 for clarity.

Ms. Miller acknowledged the feedback and confirmed that minor revisions would be made to the report template. Staff will continue to refine the format based on Board and consultant input.

Vice President Stewart discussed the importance of clear documentation of financial data budgeting, noting variable income such as tax revenue and mining royalties.

The Board expressed support for the revised template. Director Corneille recommended reviewing a sample report using actual District data before final approval. The Board agreed to delay implementation of the Balance Sheet until the third quarter of 2025 to allow time for staff to develop the updated report.

## B. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL YEAR 2024-2025

Ms. Miller introduced the Draft FY26 Enterprise Budget for discussion. She noted that the Finance & Administration Committee reviewed the draft budget on April 16, 2025, and the Operations Committee reviewed elements of the draft budget on April 29, 2025.

Ms. Miller reviewed the Draft FY26 Enterprise Budget following the memo on package page 16:

- GL 4015 and 4016 Interest Income – Ms. Miller explained that interest rates have fluctuated significantly in recent years, requiring a conservative approach to estimating

income for the FY25 budget. She noted that staff reviewed upcoming maturities, the current value of invested funds, and interest rates across various pools, along with reviewing interest estimates prepared by the District's financial consultant. Director Longville stated the importance of staff's efforts to ensure that appropriate estimates are made. Vice President Stewart discussed other options for professional input on the FY26 estimated interest income.

- GL 4022 Groundwater Charge – Ms. Miller noted that this item has been adjusted to reflect the most current data on water usage and supply rates.
- GL 4025 Wash Plan Revenue – Ms. Miller stated that the proposed budget reflects 4% interest earned on the current endowment balance, which does not yet include payments from all Wash Plan Participating Entities. She noted that a budget adjustment may be proposed to the Board if additional endowment funds are received during FY26.
- GL 4026 Groundwater Sustainability/Replenishment – This GL is shown as zero in the version presented to the Board and will be removed from the final budget due to the cessation of the Groundwater Council.
- GL 4040 Grants/Miscellaneous Income and 4043 Project Salary Reimbursement – Ms. Miller indicated that these GLs include funds to be received from the WaterSmart Applied Science Grant awarded to the District. Director Corneille asked which District staff are assigned to work related to this grant. Ms. Miller stated that 4043 includes reimbursement for Ms. Quiroga and Ms. Miller's time.
- GL 4032 CEMEX Royalty/Lease – Director Corneille inquired about the discrepancy between the FY24 budgeted revenue of \$600,000 and the actual amount received, which was approximately \$250,000. Ms. Miller confirmed that the shortfall was primarily due to a temporary agreement to offset pumping cost offsets, which significantly reduced net royalties. She noted that the FY25 projection has been increased to \$684,000 based on the District's guaranteed annual minimum under the royalty agreement, noting that a potential extension of the agreement may affect income.
- GL 4036 Aggregate Maintenance - Director Falcone noted that he had submitted questions in advance of the meeting and appreciated the staff's detailed responses. He requested clarification on GL 4036, specifically if the special project that resulted in increased income in FY25 would continue in FY26. Ms. Miller stated that the Mill Creek stockpile that resulted in higher-than-budgeted income had been fully processed.

Ms. Miller noted that while the previous stockpile is gone, there is currently a market for the remaining fines stockpiled at Mill Creek. If the District proceeds with a new RFP for materials processing under a consolidated license for all properties, future activity—and associated revenues—could increase, although this remains speculative at this time. Director Falcone acknowledged the uncertainty and advised caution in budgeting for royalties above the guaranteed minimum, given the recent slowdown in the construction industry and diminishing aggregate demand.

- GL 4025 Wash Plan Revenue – Director Corneille discussed the variance in the FY25 Wash Plan budgeted revenue and projected actuals. Ms. Miller noted the reimbursements related to Wash Plan Task Force permitting work, and discussed staff's efforts to limit the variance in FY25.
- GL 4050 Property Taxes - Vice President Stewart inquired about the FY25 revenue projection for property tax income, which remains unchanged from the prior year despite actuals trending higher. Ms. Quiroga discussed staff's efforts to obtain an estimate for property tax from the County to inform the budget and stated staff would adjust the budgeted amount to address the Board's comments.
- GL 4065 Redlands Plaza – The proposed budget includes District occupancy of an additional suite, assuming that the remaining units are leased.

Ms. Miller then moved into expenses.

- GL 5050 Basin Cleaning — The Board discussed maintenance of the new Enhanced Recharge basins, which more than doubled the footprint of the District's recharge basins. It is expected that these new facilities will require limited maintenance in FY26, although some basins need to be cleaned at this time following a recently conducted test.

Director Falcone discussed the approach to basin maintenance, including scheduled activities. Ms. Miller discussed the maintenance plan along with the basins that need maintenance more frequently due to their location in the multi-basin system.

Vice President Stewart emphasized the need to remove long-standing sediment stockpiles at Mill Creek and requested information to determine if this work could be completed in FY26. Ms. Miller noted the high costs of hauling all of the material off-site without an aggregate processing partner and stated that staff would provide cost estimates to remove the material for Board discussion.

- GL 5120 Professional Services – Director Corneille raised questions regarding the items proposed for this GL in FY25, noting the significantly lower budget allocation in FY26 than FY25. Staff and Directors discussed contractual items included in this GL, such as as-needed support for graphic design, human resources, etc., as well as contractual work for CIPs, which is included in the CIP budget. Ms. Miller noted that the study to understand benefits of the district's efforts on the groundwater basin over time, which increased GL 5120 by approximately \$200,000 in FY25, is complete.
- GL 5123 Wash Plan Implementation – The budget reflects 4% interest earned from the current Wash Plan endowment of approximately \$169,260.
- GL 5155 WP Trail Services – The trail services budget includes six months of funds to implement the Wash Plan trails to account for additional planning and permitting work

that is necessary to open the trails. Additionally, \$125,000 has been allocated in the capital budget for fencing, signing, and initial trail development tasks.

Director Corneille expressed support for moving forward with the trails project as soon as possible.

- GL 5180 Legal – Director Falcone inquired about the types of legal support provided by outside counsel. Mr. Cosgrove and Ms. Miller described its use for legal expertise such as tenant eviction, human resources, and contractor bankruptcy.
- GL 5410 Alarm Services – Director Falcone inquired about the effects of alarm system updates on the proposed budget. Ms. Quiroga discussed changes to the alarm system that occurred in 2024.
- GL 5420 Electricity – Director Falcone discussed the basis of the budget for electricity in relation to year-end actuals. He recommended increasing the budget by 20% to account for changes in pricing and expanded facilities including the new maintenance building in Mentone and increased office space. Ms. Miller thanked Director Falcone for this comment and requested that Ms. Quiroga revise the budget accordingly. Discussion ensued on the ability to install solar panels on the Mentone Shop buildings.
- GL 6060 Outreach – The proposed budget includes the District’s public relations contracts and design and installation of a Waterwise Garden at the San Bernardino County Museum.
- GL 6002 Website Administration - Director Falcone requested that this GL include additional costs, if needed, to address bandwidth issues responsible for the recent website crash. Ms. Miller shared information provided by the website vendor regarding the recent issue and agreed to review if additional funds will be needed to prevent similar outages in the future.
- GL 6120 Worker’s Comp Insurance - Director Falcone inquired about Worker’s Compensation Insurance, noting that the projected 4% budget increase may be lower than needed to address salary increases and classification changes. Ms. Quiroga explained that the estimate is based on salary projections and uses modified rates, reflecting the District’s limited claims history, provided by the District’s insurance provider.
- GL 6230 Regular Salaries – The proposed budget includes a full-time Senior Engineer as well as the addition of an additional Field Operations Specialist to support operation of the new Enhanced Recharge basins.

Director Falcone and President McDonald emphasized the importance of appropriate staffing levels to ensure optimal operation of the new facility. Ms. Miller agreed that ongoing maintenance is essential and noted that she will carefully review additional staffing needs in the first few years of Enhanced Recharge operations. She shared that

the operations plan in development by SBVMWD's consultant with provide important information in regards to staffing.

- GL 7110 Property – Capital Repairs – The proposed budget includes costs to expand the District office into an additional suite at Redlands Plaza.
- GL 7120 Property – Land Purchase – The proposed budget includes costs for the Land Exchange with BLM.

Director Falcone requested a review of data from previous fiscal years to inform the budget approval process and ensure responsible use of public funds. Mr. Cosgrove stated that staff would provide this information as requested.

Director Corneille expressed support for the level of detail provided for budget approval and stated his appreciation for the workshop to address questions and concerns.

Director Falcone thanked staff for their work to prepare the draft FY26 budget.

Ms. Miller thanked the Board for their valuable input and assured them that staff would review their comments and update the draft budget as needed prior to being considered by the Board at their May 21, 2025, meeting.

#### 4. ADJOURN MEETING

At 3:30 p.m., the meeting adjourned.

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Betsy Miller, General Manager

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>PC 04.02.25</b>	<b>04/02/2025</b>	<b>Paychex</b>	<b>1012 · Citizens Busine...</b>		<b>-137.17</b>
			6042 · Payroll Processing	4-General Fund Ent.	137.17
TOTAL					137.17
<b>PC 04.16.25</b>	<b>04/16/2025</b>	<b>Paychex</b>	<b>1012 · Citizens Busine...</b>		<b>-157.04</b>
			6042 · Payroll Processing	4-General Fund Ent.	157.04
TOTAL					157.04
<b>PC 04.21.25</b>	<b>04/21/2025</b>	<b>Paychex</b>	<b>1012 · Citizens Busine...</b>		<b>-462.15</b>
			6160 · Payroll Taxes-E...	4-General Fund Ent.	83.19
			6160 · Payroll Taxes-E...	1-Groundwater Ent.	189.48
			6160 · Payroll Taxes-E...	2-Redlands Plaza/...	18.49
			6160 · Payroll Taxes-E...	3-Land Resources	64.70
			6160 · Payroll Taxes-E...	5-Wash Plan	4.62
			6160 · Payroll Taxes-E...	6-Active Recharge ...	101.67
TOTAL					462.15
<b>PC 04.30.25</b>	<b>04/30/2025</b>	<b>Paychex</b>	<b>1012 · Citizens Busine...</b>		<b>-142.41</b>
			6042 · Payroll Processing	4-General Fund Ent.	142.41
TOTAL					142.41
<b>ACH0293</b>	<b>04/23/2025</b>	<b>Melody McDonald</b>	<b>1012 · Citizens Busine...</b>		<b>-11.90</b>
			6410 · Mileage	4-General Fund Ent.	11.90
TOTAL					11.90
<b>25609</b>	<b>04/08/2025</b>	<b>Aaron Pederson</b>	<b>1012 · Citizens Busine...</b>		<b>-45.00</b>
	03/28/2025		6018 · Janitorial Services	4-General Fund Ent.	45.00
TOTAL					45.00
<b>25610</b>	<b>04/08/2025</b>	<b>ACWA/JPIA-Health</b>	<b>1012 · Citizens Busine...</b>		<b>-20,941.88</b>
	04/01/2025		6110 · Vision Insurance	4-General Fund Ent.	51.11
			6110 · Vision Insurance	1-Groundwater Ent.	116.40
			6110 · Vision Insurance	2-Redlands Plaza/...	11.36
			6110 · Vision Insurance	3-Land Resources	39.75
			6110 · Vision Insurance	5-Wash Plan	2.84
			6110 · Vision Insurance	6-Active Recharge ...	62.46
			6130 · Dental Insurance	4-General Fund Ent.	166.33
			6130 · Dental Insurance	1-Groundwater Ent.	378.85
			6130 · Dental Insurance	2-Redlands Plaza/...	36.96
			6130 · Dental Insurance	3-Land Resources	129.37
			6130 · Dental Insurance	5-Wash Plan	9.24
			6130 · Dental Insurance	6-Active Recharge ...	203.29
			6150 · Medical Insurance	4-General Fund Ent.	3,552.11
			6150 · Medical Insurance	1-Groundwater Ent.	8,090.90
			6150 · Medical Insurance	2-Redlands Plaza/...	789.36
			6150 · Medical Insurance	3-Land Resources	2,762.75

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
			6150 · Medical Insurance	5-Wash Plan	197.34
			6150 · Medical Insurance	6-Active Recharge ...	4,341.46
TOTAL					20,941.88
<b>25611</b>	<b>04/08/2025</b>	<b>American Express</b>	<b>1012 · Citizens Busine...</b>		<b>-2,054.21</b>
	03/24/2025		6002 · Website Adminis...	4-General Fund Ent.	365.00
			6027 · Computer Softw...	4-General Fund Ent.	34.20
			6027 · Computer Softw...	1-Groundwater Ent.	9.00
			6027 · Computer Softw...	2-Redlands Plaza/...	13.50
			6027 · Computer Softw...	3-Land Resources	13.50
			6027 · Computer Softw...	5-Wash Plan	4.50
			6027 · Computer Softw...	6-Active Recharge ...	15.30
			6525 · Meals	4-General Fund Ent.	19.62
			6525 · Meals	1-Groundwater Ent.	15.26
			6525 · Meals	3-Land Resources	8.72
			6530 · Lodging	4-General Fund Ent.	707.79
			6530 · Lodging	1-Groundwater Ent.	550.51
			6530 · Lodging	3-Land Resources	314.58
TOTAL					2,071.48
<b>25612</b>	<b>04/08/2025</b>	<b>American Power Security</b>	<b>1012 · Citizens Busine...</b>		<b>-1,590.00</b>
	01/31/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	795.00
	03/31/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	795.00
TOTAL					1,590.00
<b>25613</b>	<b>04/08/2025</b>	<b>Black Gold Surveying</b>	<b>1012 · Citizens Busine...</b>		<b>-900.00</b>
	04/05/2025		5120 · Misc. Profession...	3-Land Resources	900.00
TOTAL					900.00
<b>25614</b>	<b>04/08/2025</b>	<b>California Dept of Fish ...</b>	<b>1012 · Citizens Busine...</b>		<b>-159.75</b>
	04/08/2025		5123 · Habitat Manage...	5-Wash Plan	159.75
TOTAL					159.75
<b>25615</b>	<b>04/08/2025</b>	<b>CASC Engineering and...</b>	<b>1012 · Citizens Busine...</b>		<b>-34,692.76</b>
	03/19/2025		7126 · PERC Engr/Prof...	6-Active Recharge ...	34,692.76
TOTAL					34,692.76
<b>25616</b>	<b>04/08/2025</b>	<b>City of Redlands -Muni...</b>	<b>1012 · Citizens Busine...</b>		<b>-2,598.78</b>
	03/20/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,598.78
TOTAL					2,598.78
<b>25617</b>	<b>04/08/2025</b>	<b>CPS HR Consulting</b>	<b>1012 · Citizens Busine...</b>		<b>-507.50</b>
	03/29/2025		5120 · Misc. Profession...	4-General Fund Ent.	507.50
TOTAL					507.50

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25618</b>	<b>04/08/2025</b>	<b>Day Lite Maintenance, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-476.16</b>
	03/18/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	476.16
TOTAL					476.16
<b>25619</b>	<b>04/08/2025</b>	<b>Diamond Environment...</b>	<b>1012 · Citizens Busine...</b>		<b>-100.48</b>
	03/24/2025		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
TOTAL					100.48
<b>25620</b>	<b>04/08/2025</b>	<b>Empire Disposal</b>	<b>1012 · Citizens Busine...</b>		<b>-225.03</b>
	03/31/2025		5460 · Water / Trash / ...	4-General Fund Ent.	101.26
			5460 · Water / Trash / ...	1-Groundwater Ent.	78.76
			5460 · Water / Trash / ...	3-Land Resources	22.51
			5460 · Water / Trash / ...	6-Active Recharge ...	22.50
TOTAL					225.03
<b>25621</b>	<b>04/08/2025</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-340.75</b>
	03/28/2025		5440 · Telephone	4-General Fund Ent.	204.45
			5440 · Telephone	1-Groundwater Ent.	85.19
			5440 · Telephone	6-Active Recharge ...	51.11
TOTAL					340.75
<b>25622</b>	<b>04/08/2025</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-192.36</b>
	03/19/2025		5440 · Telephone	4-General Fund Ent.	26.77
			5440 · Telephone	1-Groundwater Ent.	11.16
			5440 · Telephone	6-Active Recharge ...	6.69
			5470 · Internet Services	4-General Fund Ent.	66.48
			5470 · Internet Services	1-Groundwater Ent.	36.94
			5470 · Internet Services	2-Redlands Plaza/...	7.39
			5470 · Internet Services	3-Land Resources	22.16
			5470 · Internet Services	6-Active Recharge ...	14.77
TOTAL					192.36
<b>25623</b>	<b>04/08/2025</b>	<b>Hamilton Raye</b>	<b>1012 · Citizens Busine...</b>		<b>-2,080.00</b>
	03/31/2025		5120 · Misc. Profession...	4-General Fund Ent.	228.80
			5120 · Misc. Profession...	1-Groundwater Ent.	1,102.40
			5120 · Misc. Profession...	3-Land Resources	748.80
TOTAL					2,080.00
<b>25624</b>	<b>04/08/2025</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-84.25</b>
	03/28/2025		5210 · Equipment Maint...	1-Groundwater Ent.	23.77
			5310 · Vehicle Mainten...	1-Groundwater Ent.	60.48
TOTAL					84.25

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25625</b>	<b>04/08/2025</b>	<b>Intelligence</b>	<b>1012 · Citizens Busine...</b>		<b>-1,980.00</b>
	02/16/2025		5120 · Misc. Profession...	4-General Fund Ent.	660.00
	03/29/2025		5120 · Misc. Profession...	4-General Fund Ent.	1,320.00
TOTAL					1,980.00
<b>25626</b>	<b>04/08/2025</b>	<b>Lawyers Title Company</b>	<b>1012 · Citizens Busine...</b>		<b>-300.00</b>
	03/31/2025		5120 · Misc. Profession...	3-Land Resources	300.00
TOTAL					300.00
<b>25627</b>	<b>04/08/2025</b>	<b>Layne Construction, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-78,930.00</b>
	04/07/2025		7140 · Mentone Propert...	1-Groundwater Ent.	78,930.00
TOTAL					78,930.00
<b>25628</b>	<b>04/08/2025</b>	<b>Lowe's Companies, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-291.64</b>
	03/25/2025		5210 · Equipment Maint...	1-Groundwater Ent.	233.83
			5215 · Property Mainte...	1-Groundwater Ent.	46.25
			5215 · Property Mainte...	3-Land Resources	11.56
TOTAL					291.64
<b>25629</b>	<b>04/08/2025</b>	<b>Minds Illustrated</b>	<b>1012 · Citizens Busine...</b>		<b>-900.00</b>
	03/31/2025		5120 · Misc. Profession...	6-Active Recharge ...	900.00
TOTAL					900.00
<b>25630</b>	<b>04/08/2025</b>	<b>Nakae &amp; Associates, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-1,208.39</b>
	03/31/2025		5120 · Misc. Profession...	3-Land Resources	1,208.39
TOTAL					1,208.39
<b>25631</b>	<b>04/08/2025</b>	<b>Q3 Consulting, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-65,310.25</b>
	03/26/2025		7126 · PERC Engr/Prof...	6-Active Recharge ...	65,310.25
TOTAL					65,310.25
<b>25632</b>	<b>04/08/2025</b>	<b>Redlands Ford-Ken Gr...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,258.58</b>
	03/19/2025		5310 · Vehicle Mainten...	1-Groundwater Ent.	1,258.58
TOTAL					1,258.58
<b>25633</b>	<b>04/08/2025</b>	<b>Tetra Tech</b>	<b>1012 · Citizens Busine...</b>		<b>-75,379.21</b>
	03/31/2025		7126 · PERC Engr/Prof...	6-Active Recharge ...	75,379.21
TOTAL					75,379.21

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25634</b>	<b>04/08/2025</b>	<b>Thompson Reuters</b>	<b>1012 · Citizens Busine...</b>		<b>-561.43</b>
	04/01/2025		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
<b>25635</b>	<b>04/08/2025</b>	<b>Visual Edge IT, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-226.34</b>
	03/21/2025		6033 · Office Equipmen...	4-General Fund Ent.	169.75
			6033 · Office Equipmen...	1-Groundwater Ent.	11.32
			6033 · Office Equipmen...	2-Redlands Plaza/...	33.95
			6033 · Office Equipmen...	3-Land Resources	11.32
TOTAL					226.34
<b>25636</b>	<b>04/08/2025</b>	<b>WEX Bank-Shell</b>	<b>1012 · Citizens Busine...</b>		<b>-1,323.82</b>
	04/06/2025		5320 · Fuel	1-Groundwater Ent.	1,323.82
TOTAL					1,323.82
<b>25637</b>	<b>04/07/2025</b>	<b>Edison - 6256 (Redland...</b>	<b>1012 · Citizens Busine...</b>		<b>-187.40</b>
	03/31/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	187.40
TOTAL					187.40
<b>25638</b>	<b>04/07/2025</b>	<b>Edison - 9779</b>	<b>1012 · Citizens Busine...</b>		<b>-268.08</b>
	03/31/2025		5420 · Electricity	4-General Fund Ent.	75.06
			5420 · Electricity	1-Groundwater Ent.	53.62
			5420 · Electricity	2-Redlands Plaza/...	112.59
			5420 · Electricity	6-Active Recharge ...	26.81
TOTAL					268.08
<b>25639</b>	<b>04/07/2025</b>	<b>San Bernardino Area C...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	03/19/2025		6093 · Memberships	4-General Fund Ent.	250.00
TOTAL					250.00
<b>25640</b>	<b>04/01/2025</b>	<b>PCtronics</b>	<b>1012 · Citizens Busine...</b>		<b>-4,083.83</b>
	04/01/2025		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
	04/01/2025		6027 · Computer Softw...	4-General Fund Ent.	457.84
			6027 · Computer Softw...	1-Groundwater Ent.	120.48
			6027 · Computer Softw...	2-Redlands Plaza/...	180.72
			6027 · Computer Softw...	3-Land Resources	180.72
			6027 · Computer Softw...	5-Wash Plan	60.25
			6027 · Computer Softw...	6-Active Recharge ...	204.82
	04/01/2025		6027 · Computer Softw...	4-General Fund Ent.	379.00
TOTAL					4,083.83

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25641</b>	<b>04/22/2025</b>	<b>San Bernardino Valley ...</b>	<b>1012 · Citizens Busine...</b>		<b>-37,500.00</b>
			5120 · Misc. Profession...	1-Groundwater Ent.	37,500.00
TOTAL					37,500.00
<b>25642</b>	<b>04/22/2025</b>	<b>ACWA JPIA - Workers ...</b>	<b>1012 · Citizens Busine...</b>		<b>-5,036.95</b>
	04/08/2025		6120 · Workers' Comp. ...	4-General Fund Ent.	906.65
			6120 · Workers' Comp. ...	1-Groundwater Ent.	2,065.15
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	201.48
			6120 · Workers' Comp. ...	3-Land Resources	705.17
			6120 · Workers' Comp. ...	5-Wash Plan	50.37
			6120 · Workers' Comp. ...	6-Active Recharge ...	1,108.13
TOTAL					5,036.95
<b>25643</b>	<b>04/22/2025</b>	<b>Alan Salcedo</b>	<b>1012 · Citizens Busine...</b>		<b>-67.20</b>
	04/10/2025		6510 · Mileage	4-General Fund Ent.	26.88
			6510 · Mileage	1-Groundwater Ent.	16.80
			6510 · Mileage	3-Land Resources	6.72
			6510 · Mileage	6-Active Recharge ...	16.80
TOTAL					67.20
<b>25644</b>	<b>04/22/2025</b>	<b>Allison Zecher</b>	<b>1012 · Citizens Busine...</b>		<b>-19.25</b>
	04/14/2025		6510 · Mileage	4-General Fund Ent.	7.70
			6510 · Mileage	1-Groundwater Ent.	4.81
			6510 · Mileage	3-Land Resources	1.93
			6510 · Mileage	6-Active Recharge ...	4.81
TOTAL					19.25
<b>25645</b>	<b>04/22/2025</b>	<b>CASC Engineering and...</b>	<b>1012 · Citizens Busine...</b>		<b>-48,402.90</b>
	04/16/2025		7126 · PERC Engr/Prof...	6-Active Recharge ...	48,402.90
TOTAL					48,402.90
<b>25646</b>	<b>04/22/2025</b>	<b>CPS HR Consulting</b>	<b>1012 · Citizens Busine...</b>		<b>-223.75</b>
	01/29/2025		5120 · Misc. Profession...	4-General Fund Ent.	223.75
TOTAL					223.75
<b>25647</b>	<b>04/22/2025</b>	<b>David Cosgrove</b>	<b>1012 · Citizens Busine...</b>		<b>-40.00</b>
	04/22/2025		6001 · General Adminis...	4-General Fund Ent.	40.00
TOTAL					40.00
<b>25648</b>	<b>04/22/2025</b>	<b>DMV Renewal</b>	<b>1012 · Citizens Busine...</b>		<b>-507.00</b>
	04/18/2025		5310 · Vehicle Mainten...	1-Groundwater Ent.	507.00
TOTAL					507.00

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25649</b>	<b>04/22/2025</b>	<b>E-PUR LLC</b>	<b>1012 · Citizens Busine...</b>		<b>-31,296.25</b>
	04/16/2025		5120 · Misc. Profession...	1-Groundwater Ent.	62.50
			7126 · PERC Engr/Prof...	6-Active Recharge ...	26,296.25
			7126 · PERC Engr/Prof...	6-Active Recharge ...	3,312.50
			7126 · PERC Engr/Prof...	6-Active Recharge ...	187.50
			7126 · PERC Engr/Prof...	6-Active Recharge ...	1,437.50
TOTAL					31,296.25
<b>25650</b>	<b>04/22/2025</b>	<b>Edison - 6493</b>	<b>1012 · Citizens Busine...</b>		<b>-17.90</b>
	04/09/2025		5420 · Electricity	4-General Fund Ent.	5.01
			5420 · Electricity	1-Groundwater Ent.	3.58
			5420 · Electricity	2-Redlands Plaza/...	7.52
			5420 · Electricity	6-Active Recharge ...	1.79
TOTAL					17.90
<b>25651</b>	<b>04/22/2025</b>	<b>Edison - 8958</b>	<b>1012 · Citizens Busine...</b>		<b>-229.03</b>
	04/07/2025		5420 · Electricity	4-General Fund Ent.	64.13
			5420 · Electricity	1-Groundwater Ent.	45.81
			5420 · Electricity	2-Redlands Plaza/...	96.19
			5420 · Electricity	6-Active Recharge ...	22.90
TOTAL					229.03
<b>25652</b>	<b>04/22/2025</b>	<b>Grainger</b>	<b>1012 · Citizens Busine...</b>		<b>-173.70</b>
	03/31/2025		5123 · Habitat Manage...	5-Wash Plan	173.70
TOTAL					173.70
<b>25653</b>	<b>04/22/2025</b>	<b>Horizon Water</b>	<b>1012 · Citizens Busine...</b>		<b>-57.50</b>
	04/08/2025		5460 · Water / Trash / ...	4-General Fund Ent.	25.87
			5460 · Water / Trash / ...	1-Groundwater Ent.	20.13
			5460 · Water / Trash / ...	3-Land Resources	5.75
			5460 · Water / Trash / ...	6-Active Recharge ...	5.75
TOTAL					57.50
<b>25654</b>	<b>04/22/2025</b>	<b>Industrial Fire Protection</b>	<b>1012 · Citizens Busine...</b>		<b>-901.87</b>
	04/10/2025		5210 · Equipment Maint...	1-Groundwater Ent.	751.57
			6012 · Office Mainten...	4-General Fund Ent.	60.12
			6012 · Office Mainten...	2-Redlands Plaza/...	90.18
TOTAL					901.87
<b>25655</b>	<b>04/22/2025</b>	<b>Katz &amp; Associates Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-8,232.50</b>
	04/11/2025		6060 · Outreach	4-General Fund Ent.	2,469.74
			6060 · Outreach	1-Groundwater Ent.	1,646.50
			6060 · Outreach	3-Land Resources	2,469.75
			6060 · Outreach	5-Wash Plan	411.63
			6060 · Outreach	6-Active Recharge ...	1,234.88
TOTAL					8,232.50

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25656</b>	<b>04/22/2025</b>	<b>Layne Construction, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-39,712.50</b>
	04/21/2025		7140 · Mentone Propert...	1-Groundwater Ent.	39,712.50
TOTAL					39,712.50
<b>25657</b>	<b>04/22/2025</b>	<b>Manuel Colunga</b>	<b>1012 · Citizens Busine...</b>		<b>-40.00</b>
	04/21/2025		6001 · General Adminis...	4-General Fund Ent.	40.00
TOTAL					40.00
<b>25658</b>	<b>04/22/2025</b>	<b>O'Reilly</b>	<b>1012 · Citizens Busine...</b>		<b>-241.04</b>
	03/31/2025		5210 · Equipment Maint...	1-Groundwater Ent.	64.63
	03/31/2025		5210 · Equipment Maint...	1-Groundwater Ent.	176.41
TOTAL					241.04
<b>25659</b>	<b>04/22/2025</b>	<b>Panoramic</b>	<b>1012 · Citizens Busine...</b>		<b>-2,000.00</b>
	04/10/2025		6060 · Outreach	4-General Fund Ent.	600.00
			6060 · Outreach	1-Groundwater Ent.	400.00
			6060 · Outreach	3-Land Resources	600.00
			6060 · Outreach	5-Wash Plan	100.00
			6060 · Outreach	6-Active Recharge ...	300.00
TOTAL					2,000.00
<b>25660</b>	<b>04/22/2025</b>	<b>PEAC Solutions-Marlin...</b>	<b>1012 · Citizens Busine...</b>		<b>-337.44</b>
	04/02/2025		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
<b>25661</b>	<b>04/22/2025</b>	<b>Rutan &amp; Tucker</b>	<b>1012 · Citizens Busine...</b>		<b>-75.00</b>
	04/08/2025		5180 · Legal	1-Groundwater Ent.	75.00
TOTAL					75.00
<b>25662</b>	<b>04/22/2025</b>	<b>San Bernardino County...</b>	<b>1012 · Citizens Busine...</b>		<b>-31,322.00</b>
	04/01/2025		6440 · Election Fees / ...	4-General Fund Ent.	31,322.00
TOTAL					31,322.00
<b>25663</b>	<b>04/22/2025</b>	<b>Securitas Technology ...</b>	<b>1012 · Citizens Busine...</b>		<b>-2,446.53</b>
	04/01/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	737.13
	04/01/2025		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
	04/01/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	446.52
TOTAL					2,446.53

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25664</b>	<b>04/22/2025</b>	<b>Smart &amp; Final</b>	<b>1012 · Citizens Busine...</b>		<b>-81.61</b>
	04/09/2025		6030 · Office Supplies	4-General Fund Ent.	15.65
			6030 · Office Supplies	1-Groundwater Ent.	10.43
			6030 · Office Supplies	2-Redlands Plaza/...	5.22
			6030 · Office Supplies	3-Land Resources	7.82
			6030 · Office Supplies	5-Wash Plan	2.61
			6030 · Office Supplies	6-Active Recharge ...	10.43
			6004 · Meeting Expenses	4-General Fund Ent.	14.73
			6004 · Meeting Expenses	3-Land Resources	14.72
TOTAL					81.61
<b>25665</b>	<b>04/22/2025</b>	<b>SoCalGas</b>	<b>1012 · Citizens Busine...</b>		<b>-220.87</b>
	04/15/2025		5450 · Natural Gas	4-General Fund Ent.	110.44
			5450 · Natural Gas	1-Groundwater Ent.	66.26
			5450 · Natural Gas	6-Active Recharge ...	44.17
TOTAL					220.87
<b>25666</b>	<b>04/22/2025</b>	<b>Sonsray Machinery LLC.</b>	<b>1012 · Citizens Busine...</b>		<b>-1,430.67</b>
	04/18/2025		5210 · Equipment Maint...	1-Groundwater Ent.	1,430.67
TOTAL					1,430.67
<b>25667</b>	<b>04/22/2025</b>	<b>The Readmond Compa...</b>	<b>1012 · Citizens Busine...</b>		<b>-750.00</b>
	04/09/2025		6060 · Outreach	4-General Fund Ent.	225.00
			6060 · Outreach	1-Groundwater Ent.	150.00
			6060 · Outreach	3-Land Resources	225.00
			6060 · Outreach	5-Wash Plan	37.50
			6060 · Outreach	6-Active Recharge ...	112.50
TOTAL					750.00
<b>25668</b>	<b>04/22/2025</b>	<b>TLC Landscape Servic...</b>	<b>1012 · Citizens Busine...</b>		<b>-430.00</b>
	04/20/2025		6026 · Redlands Plaza ...	2-Redlands Plaza/...	430.00
TOTAL					430.00
<b>25669</b>	<b>04/22/2025</b>	<b>Verdantas Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-22,745.00</b>
	04/14/2025		7126 · PERC Engr/Prof...	6-Active Recharge ...	22,745.00
TOTAL					22,745.00
<b>25670</b>	<b>04/22/2025</b>	<b>Wilbur's</b>	<b>1012 · Citizens Busine...</b>		<b>-150.84</b>
	02/04/2025		5210 · Equipment Maint...	1-Groundwater Ent.	150.84
TOTAL					150.84

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>25671</b>	<b>04/22/2025</b>	<b>Yesenia Yangin</b>	<b>1012 · Citizens Busine...</b>		<b>-84.00</b>
	04/10/2025		6510 · Mileage	4-General Fund Ent.	33.60
			6510 · Mileage	1-Groundwater Ent.	21.00
			6510 · Mileage	3-Land Resources	8.40
			6510 · Mileage	6-Active Recharge ...	21.00
TOTAL					84.00
<b>25672</b>	<b>04/22/2025</b>	<b>Citizens Business Bank</b>	<b>1012 · Citizens Busine...</b>		<b>-9,230.46</b>
	04/22/2025		5123 · Habitat Manage...	5-Wash Plan	76.17
			5210 · Equipment Maint...	1-Groundwater Ent.	35.01
			5225 · Field Clean Up-II...	1-Groundwater Ent.	24.31
			5225 · Field Clean Up-II...	3-Land Resources	16.21
			6002 · Website Adminis...	4-General Fund Ent.	7.50
			6004 · Meeting Expenses	4-General Fund Ent.	45.96
			6004 · Meeting Expenses	3-Land Resources	45.97
			6009 · Licenses	4-General Fund Ent.	11.77
			6009 · Licenses	1-Groundwater Ent.	94.17
			6009 · Licenses	6-Active Recharge ...	11.77
			6012 · Office Maintenanc...	2-Redlands Plaza/...	9.77
			6525 · Meals	4-General Fund Ent.	110.61
			6027 · Computer Softw...	4-General Fund Ent.	130.23
			6027 · Computer Softw...	1-Groundwater Ent.	34.27
			6027 · Computer Softw...	2-Redlands Plaza/...	51.40
			6027 · Computer Softw...	3-Land Resources	51.41
			6027 · Computer Softw...	6-Active Recharge ...	58.26
			6027 · Computer Softw...	5-Wash Plan	17.14
			6030 · Office Supplies	4-General Fund Ent.	38.03
			6030 · Office Supplies	1-Groundwater Ent.	25.35
			6030 · Office Supplies	2-Redlands Plaza/...	12.68
			6030 · Office Supplies	3-Land Resources	19.01
			6030 · Office Supplies	6-Active Recharge ...	25.35
			6030 · Office Supplies	5-Wash Plan	6.34
			6036 · Printing	4-General Fund Ent.	32.62
			6036 · Printing	1-Groundwater Ent.	26.10
			6036 · Printing	3-Land Resources	6.53
			6039 · Postage and Ov...	4-General Fund Ent.	143.63
			6039 · Postage and Ov...	1-Groundwater Ent.	65.29
			6039 · Postage and Ov...	2-Redlands Plaza/...	26.11
			6039 · Postage and Ov...	3-Land Resources	26.11
			6051 · Uniforms	4-General Fund Ent.	14.13
			6051 · Uniforms	1-Groundwater Ent.	32.98
			6060 · Outreach	4-General Fund Ent.	5.67
			6060 · Outreach	1-Groundwater Ent.	3.78
			6060 · Outreach	3-Land Resources	5.67
			6060 · Outreach	6-Active Recharge ...	2.83
			6060 · Outreach	5-Wash Plan	0.94
			6093 · Memberships	4-General Fund Ent.	463.71
			6425 · Meals	4-General Fund Ent.	31.48
			6535 · Conf/Seminar R...	4-General Fund Ent.	3,385.80
			6535 · Conf/Seminar R...	1-Groundwater Ent.	2,633.40
			6535 · Conf/Seminar R...	3-Land Resources	1,504.80
			6525 · Meals	1-Groundwater Ent.	86.03
			6525 · Meals	3-Land Resources	49.16
TOTAL					9,505.46

## San Bernardino Valley Water Conservation District Expenditure Report April 2025

Num	Date	Name	Account	Class	Original Amount
<b>100380N</b>	<b>04/03/2025</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-9,877.72</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,777.99
			6170 · PERS Retirement	1-Groundwater Ent.	4,049.86
			6170 · PERS Retirement	2-Redlands Plaza/...	395.11
			6170 · PERS Retirement	3-Land Resources	1,382.88
			6170 · PERS Retirement	5-Wash Plan	98.78
			6170 · PERS Retirement	6-Active Recharge ...	2,173.10
TOTAL					9,877.72
<b>100381N</b>	<b>04/18/2025</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-7,890.05</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,420.21
			6170 · PERS Retirement	1-Groundwater Ent.	3,234.92
			6170 · PERS Retirement	2-Redlands Plaza/...	315.60
			6170 · PERS Retirement	3-Land Resources	1,104.61
			6170 · PERS Retirement	5-Wash Plan	78.90
			6170 · PERS Retirement	6-Active Recharge ...	1,735.81
TOTAL					7,890.05
<b>100382N</b>	<b>04/30/2025</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-11,496.03</b>
			6170 · PERS Retirement	4-General Fund Ent.	2,069.29
			6170 · PERS Retirement	1-Groundwater Ent.	4,713.37
			6170 · PERS Retirement	2-Redlands Plaza/...	459.84
			6170 · PERS Retirement	3-Land Resources	1,609.44
			6170 · PERS Retirement	5-Wash Plan	114.96
			6170 · PERS Retirement	6-Active Recharge ...	2,529.13
TOTAL					11,496.03
<b>100383N</b>	<b>04/30/2025</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-2,090.00</b>
			6170 · PERS Retirement	4-General Fund Ent.	376.20
			6170 · PERS Retirement	1-Groundwater Ent.	856.90
			6170 · PERS Retirement	2-Redlands Plaza/...	83.60
			6170 · PERS Retirement	3-Land Resources	292.60
			6170 · PERS Retirement	5-Wash Plan	20.90
			6170 · PERS Retirement	6-Active Recharge ...	459.80
TOTAL					2,090.00

San Bernardino Valley Water Conservation District  
**Director Fees Expenditure Payroll Report**

Apr 2025

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Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
4/2/2025	Falcone, M	Mar-25	\$ 1,662.00	\$ 305.76	\$ 1,356.24
4/16/2025	Cornille, R	Mar-25	\$ 831.00	\$ 73.55	\$ 757.45
4/16/2025	McDonald, M	Mar-Apr 25	\$ 2,216.00	\$ 342.74	\$ 1,873.26
4/30/2025	Longville, J	Mar-25	\$ 2,216.00	\$ 1,069.18	\$ 1,146.82
4/30/2025	Stewart, R	Mar-25	\$ 1,662.00	\$ 248.68	\$ 1,413.32



# MEMORANDUM

No. 2111

**To: Board of Directors**  
**From: Angie Quiroga, Senior Administrative Analyst  
Betsy Miller, General Manager**  
**Date: May 21, 2025**  
**Subject: Unaudited Financial Reports for April 2025**

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## RECOMMENDATION

Review and approve the Unaudited Financial Reports for April 2025.

## BACKGROUND AND DISCUSSION

Staff present the Unaudited Financial Reports for the previous month at the subsequent board meeting. The reports presented here include information through April 30, 2025.

Total Interest Income increased \$228,402 during this period. Cemex mining rent and royalties (GL 4031 and GL 4032) increased \$24,243 as payments were reconciled with the existing agreement. GL 4040 Miscellaneous Income-Other increased by \$54,000 due to a payment from the Bureau of Reclamation grant for completed groundwater modeling work. GL 4043 Project Salary Reimbursement increased by \$78,076 reimbursed for District staff time on agreements held by the San Bernardino Valley Conservation Trust with SBCTA and S-P Deerfield. GL 5100 Professional Services increased by nearly \$76,000, primarily for contracted natural resource and groundwater modeling tasks. GL 6440 Election Fees incurred expenses in the amount of \$31,322 for services provided by San Bernardino County Registrar of Voters for the Nov 5, 2024, General Election. Capital expenses for PERC projects and the Mentone shop increased Total GL 7100 by \$331,575.

## FISCAL IMPACT

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

## POTENTIAL MOTIONS

1. Move approval of the Unaudited Financial Reports for April 2025 as presented.
2. Refer this item to the Finance & Administration Committee to consider specified issues.

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### BOARD OF DIRECTORS

**Division 1**  
Richard Corneille

**Division 2**  
Mark E. Falcone

**Division 3**  
Robert Stewart

**Division 4**  
John Longville

**Division 5**  
Melody McDonald

### GENERAL MANAGER

Betsy Miller

## ATTACHMENTS

Graph Financials for April 2025

Profit & Loss to Date vs. Annual Budget

Monthly Report of Investment Transactions April 2025

Income Statement April 2025

Expense Detail April 2025

Capital Improvement Projects April 2025

## Graph Financials for April 2025

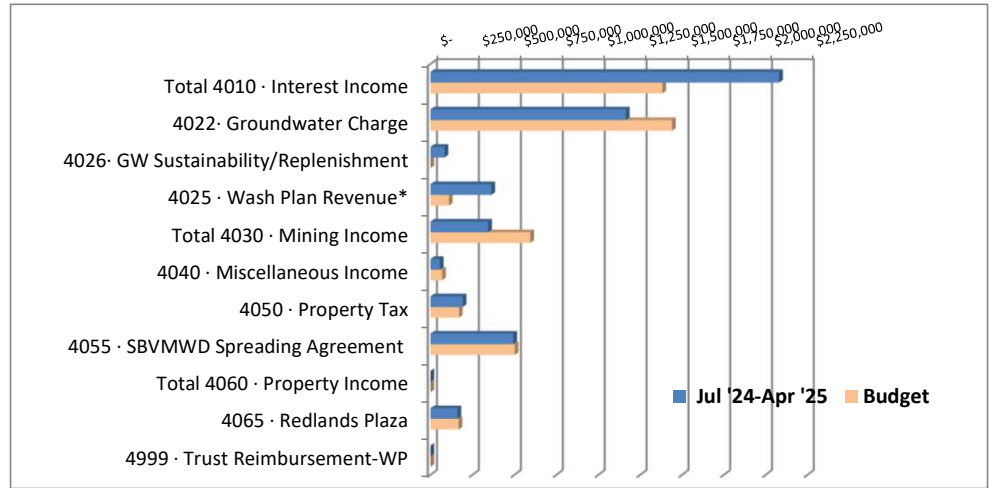
### SBVWCD - All Enterprises Budget and Actual

Apr 2025

REVENUE	Jul '24-Apr '25	Budget
Total 4010 · Interest Income	\$ 2,080,844	\$ 1,383,333
4022· Groundwater Charge	\$ 1,164,491	\$ 1,440,349
4026· GW Sustainability/Replenishment	\$ 83,965	\$ -
4025 · Wash Plan Revenue*	\$ 363,127	\$ 110,213
Total 4030 · Mining Income	\$ 343,850	\$ 594,167
4040 · Miscellaneous Income	\$ 56,060	\$ 69,021
4050 · Property Tax	\$ 191,676	\$ 169,775
4055 · SBVMWD Spreading Agreement	\$ 493,880	\$ 502,542
Total 4060 · Property Income	\$ 200	\$ 100
4065 · Redlands Plaza	\$ 160,516	\$ 167,635
4999 · Trust Reimbursement-WP	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 4,938,608</b>	<b>\$ 4,437,136</b>

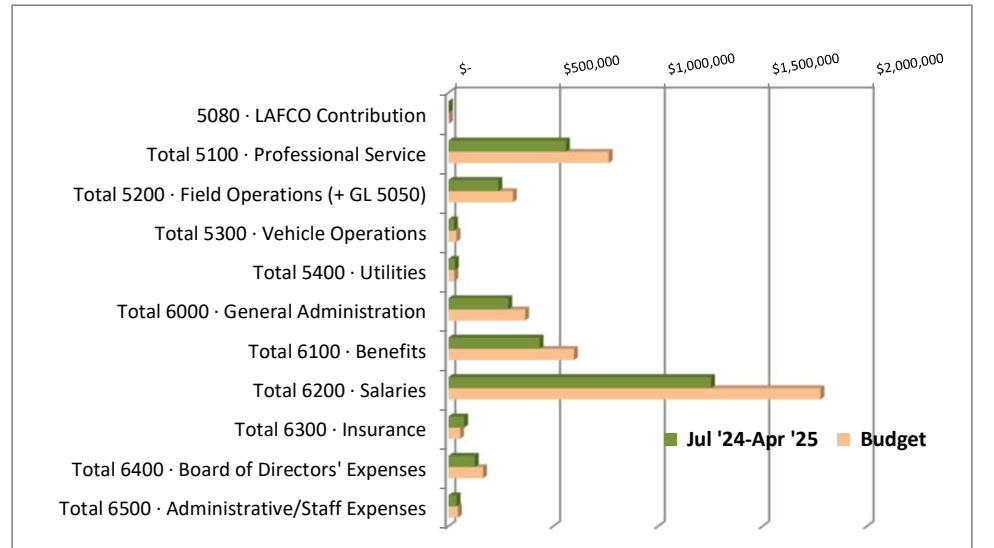
Lines highlighted in light gray = full annual budget, med gray = distributed by historical revenue/expense, unhighlighted = monthly pro-rated budget

\*District loans to the WP & State Permitting payments.

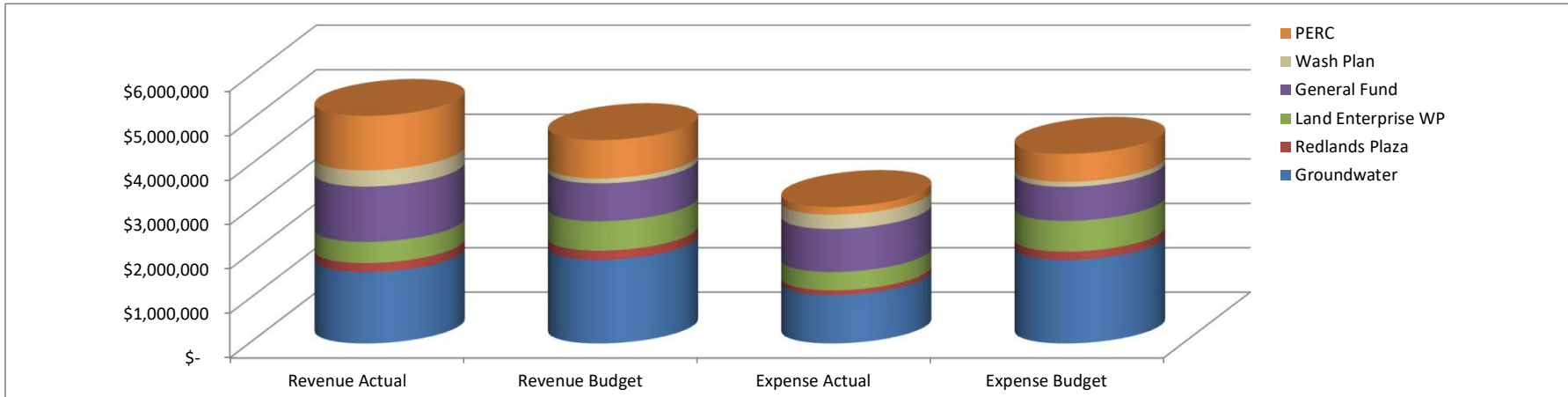


EXPENSES Operating and Capital	Jul '24-Apr '25	Budget
5080 · LAFCO Contribution	\$ 2,580	\$ 2,580
Total 5100 · Professional Service	\$ 560,751	\$ 764,999
Total 5200 · Field Operations (+ GL 5050)	\$ 237,920	\$ 307,159
Total 5300 · Vehicle Operations	\$ 26,303	\$ 38,022
Total 5400 · Utilities	\$ 30,428	\$ 27,634
Total 6000 · General Administration	\$ 285,233	\$ 365,553
Total 6100 · Benefits	\$ 434,477	\$ 598,736
Total 6200 · Salaries	\$ 1,253,833	\$ 1,778,115
Total 6300 · Insurance	\$ 74,909	\$ 55,256
Total 6400 · Board of Directors' Expenses	\$ 125,895	\$ 165,091
Total 6500 · Administrative/Staff Expenses	\$ 39,040	\$ 44,554
<b>Total Expense</b>	<b>\$ 3,071,369</b>	<b>\$ 4,147,699</b>

Lines highlighted in light gray = full annual budget, med gray = distributed by historical revenue/expense, unhighlighted = monthly pro-rated budget



**Enterprises to Date (April 2025)**



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,605,796	\$ 1,882,489	85%
Groundwater Expense	\$ 1,088,766	\$ 1,794,710	61%
Revenue -Expense	\$ 517,030	\$ 87,779	
Redlands Plaza Revenue	\$ 205,163	\$ 207,363	99%
Redlands Plaza Expense	\$ 108,545	\$ 185,926	58%
Revenue -Expense	\$ 96,619	\$ 21,437	
Land Enterprise Revenue	\$ 476,937	\$ 663,750	72%
Land Enterprise Expense	\$ 412,890	\$ 692,699	60%
Revenue -Expense	\$ 64,047	\$ (28,949)	
General Fund Revenue *	\$ 1,246,925	\$ 852,608	146%
General Fund Expense	\$ 969,220	\$ 767,657	126%
Revenue -Expense	\$ 277,705	\$ 84,951	
Wash Plan Revenue	\$ 363,127	\$ 110,213	329%
Wash Plan Expense	\$ 323,141	\$ 110,792	292%
Revenue-Expense	39,986	(579)	
PERC Revenue	\$ 1,221,193	\$ 859,375	142%
PERC Expense	\$ 172,333	\$ 629,249	27%
Revenue-Expense	\$ 1,048,860	\$ 230,126	
<b>Total All Revenue - Expense</b>	<b>\$ 2,044,247</b>	<b>\$ 394,766</b>	

Cash Status	As of 7/1/2024	As of 04/30/25
LAIF	\$ 1,026.17	\$ 1,073.98
Citizens Bank	\$ 601,274.36	\$ 631,297.42
UBS Financial-Gen	\$ 5,618,122.33	\$ 3,166,965.30
UBS Financial-PERC	\$ 28,215,679.82	\$ 25,328,148.89
US Bank-CAMP Gen	\$ 4,307,416.23	\$ 4,751,723.28
US Bank-CAMP PERC	\$ 5,188,179.38	\$ 9,812,650.64
<b>Total</b>	<b>\$ 43,931,698.29</b>	<b>\$ 43,691,859.51</b>
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less PERC Obligation	\$ (35,292,240.70)	\$ (34,931,378.53)
<b>Cash Position</b>	<b>\$ 3,639,457.59</b>	<b>\$ 3,760,480.98</b>

Increase (decrease) of \$121,023.39

Percent Increase 3.3%

\* General Fund Revenue shown here does not include overhead

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

10:15 AM  
 05/07/2025  
 Accrual Basis

	Apr 25	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4010 · Interest Income					
4012 · LAIF	11.71	36.23	0.00	36.23	100.0%
4015 · UBS Interest Income	174,485.04	1,412,028.96	1,275,000.00	137,028.96	110.75%
4016 · Interest Income CAMP	53,905.27	668,778.31	385,000.00	283,778.31	173.71%
<b>Total 4010 · Interest Income</b>	<b>228,402.02</b>	<b>2,080,843.50</b>	<b>1,660,000.00</b>	<b>420,843.50</b>	<b>125.35%</b>
4017 · PERC Capital Income	0.00	0.00	0.00	0.00	0.0%
4020 · Groundwater Charge					
4022 · Groundwater Charge	0.00	1,164,490.59	1,440,349.41	-275,858.82	80.85%
4026 · GW Sustainability/Replenishment	0.00	83,965.07	0.00	83,965.07	100.0%
<b>Total 4020 · Groundwater Charge</b>	<b>0.00</b>	<b>1,248,455.66</b>	<b>1,440,349.41</b>	<b>-191,893.75</b>	<b>86.68%</b>
4025 · Wash Plan Revenue	34,358.83	363,127.05	120,255.44	242,871.61	301.96%
4030 · Mining Income					
4031 · Plant Site - CEMEX	10,325.42	61,426.49	48,000.00	13,426.49	127.97%
4032 · Cemex - Royalty / Lease	13,917.09	112,804.88	600,000.00	-487,195.12	18.8%
4036 · Aggregate Maintenance	13,238.25	169,618.22	65,000.00	104,618.22	260.95%
<b>Total 4030 · Mining Income</b>	<b>37,480.76</b>	<b>343,849.59</b>	<b>713,000.00</b>	<b>-369,150.41</b>	<b>48.23%</b>
4040 · Miscellaneous Income					
4041 · Reimbursed Expenses	19,535.56	22,052.62	0.00	22,052.62	100.0%
4040 · Miscellaneous Income - Other	54,000.00	56,060.00	95,375.00	-39,315.00	58.78%
<b>Total 4040 · Miscellaneous Income</b>	<b>73,535.56</b>	<b>78,112.62</b>	<b>95,375.00</b>	<b>-17,262.38</b>	<b>81.9%</b>
4043 · Project Salary Reimbursement	78,076.68	114,033.05	53,153.50	60,879.55	214.54%
4050 · Property Tax	36,892.21	191,676.04	169,775.15	21,900.89	112.9%
4051 · Wash Plan Trails	0.00	0.00	66,000.00	-66,000.00	0.0%
4055 · SBVMWD Spreading Agreement Reim	0.00	493,880.24	502,542.31	-8,662.07	98.28%
4060 · Property Income					
4062 · Mentone Property	0.00	200.00	100.00	100.00	200.0%
<b>Total 4060 · Property Income</b>	<b>0.00</b>	<b>200.00</b>	<b>100.00</b>	<b>100.00</b>	<b>200.0%</b>
4065 · Redlands Plaza	17,360.28	160,515.91	201,162.26	-40,646.35	79.79%
4066 · Redlands Plaza CAM	4,324.87	44,447.58	47,553.84	-3,106.26	93.47%
4999 · Trust Reimbursement-Wash Plan	0.00	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>510,431.21</b>	<b>5,119,141.24</b>	<b>5,069,266.91</b>	<b>49,874.33</b>	<b>100.98%</b>
<b>Gross Profit</b>	<b>510,431.21</b>	<b>5,119,141.24</b>	<b>5,069,266.91</b>	<b>49,874.33</b>	<b>100.98%</b>
<b>Expense</b>					
5040 · Regional Programs					
5080 · LAFCO Contribution	0.00	2,579.88	2,579.88	0.00	100.0%
<b>Total 5040 · Regional Programs</b>	<b>0.00</b>	<b>2,579.88</b>	<b>2,579.88</b>	<b>0.00</b>	<b>100.0%</b>
5050 · Basin Cleaning	0.00	168,416.56	250,000.00	-81,583.44	67.37%
5100 · Professional Service					
5120 · Misc. Professional Services	72,541.51	346,366.43	558,875.00	-212,508.57	61.98%
5122 · Wash Plan Professional Services					
5122 · Wash Plan Professional Services - Other	0.00	6,500.00	0.00	6,500.00	100.0%
<b>Total 5122 · Wash Plan Professional Services</b>	<b>0.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>6,500.00</b>	<b>100.0%</b>
5123 · Habitat Management-WP	235.92	129,669.94	87,589.78	42,080.16	148.04%
5125 · Engineering Services	0.00	0.00	35,000.00	-35,000.00	0.0%
5126 · GW Sustainability/Replenishment	0.00	0.00	0.00	0.00	0.0%
5127 · Project Accounting Services	0.00	5,623.34	7,500.00	-1,876.66	74.98%
5130 · Aerial Photography & Surveying	0.00	673.15	2,546.78	-1,873.63	26.43%
5155 · WP Trails Professional Services	0.00	0.00	100,000.00	-100,000.00	0.0%
5160 · IT Support	2,500.00	27,781.25	34,500.00	-6,718.75	80.53%
5170 · Audit	0.00	30,960.00	31,350.00	-390.00	98.76%
5180 · Legal	636.43	13,176.80	25,000.00	-11,823.20	52.71%
<b>Total 5100 · Professional Service</b>	<b>75,913.86</b>	<b>560,750.91</b>	<b>882,361.56</b>	<b>-321,610.65</b>	<b>63.55%</b>
5133 · Regional River HCP Contribution	0.00	0.00	30,000.00	-30,000.00	0.0%
5200 · Field Operations					
5210 · Equipment Maintenance	2,590.52	13,773.61	15,000.00	-1,226.39	91.82%
5215 · Property Maintenance	52.18	6,214.74	40,000.00	-33,785.26	15.54%
5225 · Field Clean Up-Illegal dumping	40.52	49,514.67	60,000.00	-10,485.33	82.52%
<b>Total 5200 · Field Operations</b>	<b>2,683.22</b>	<b>69,503.02</b>	<b>115,000.00</b>	<b>-45,496.98</b>	<b>60.44%</b>
5223 · Temp. Field Labor	0.00	3,525.06	10,000.00	-6,474.94	35.25%
5300 · Vehicle Operations					
5310 · Vehicle Maintenance	507.00	7,261.39	10,626.00	-3,364.61	68.34%
5320 · Fuel	2,538.41	19,041.92	35,000.00	-15,958.08	54.41%
<b>Total 5300 · Vehicle Operations</b>	<b>3,045.41</b>	<b>26,303.31</b>	<b>45,626.00</b>	<b>-19,322.69</b>	<b>57.65%</b>
5400 · Utilities					
5410 · Alarm Service	967.53	3,540.37	1,260.00	2,280.37	280.98%
5420 · Electricity	465.81	9,583.21	11,032.00	-1,448.79	86.87%

	Apr 25	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
5430 · Mobile Phone	725.00	4,800.00	7,507.51	-2,707.51	63.94%
5440 · Telephone	402.19	3,844.77	3,240.00	604.77	118.67%
5450 · Natural Gas	220.87	1,324.38	2,350.00	-1,025.62	56.36%
5460 · Water / Trash / Sewer	383.01	4,469.42	4,489.72	-20.30	99.55%
5470 · Internet Services	225.41	2,866.31	3,257.38	-391.07	87.99%
<b>Total 5400 · Utilities</b>	<b>3,389.82</b>	<b>30,428.46</b>	<b>33,136.61</b>	<b>-2,708.15</b>	<b>91.83%</b>
<b>6000 · General Administration</b>					
6001 · General Administration - Other	400.29	15,055.88	6,000.00	9,055.88	250.93%
6002 · Website Administration	372.50	3,840.44	6,300.00	-2,459.56	60.96%
6004 · Meeting Expenses	138.63	2,197.63	2,500.00	-302.37	87.91%
6006 · Permits	0.00	4,103.00	15,000.00	-10,897.00	27.35%
6007 · Inter District Costs	0.00	500.00	10,000.00	-9,500.00	5.0%
6009 · Licenses	117.71	2,440.31	2,000.00	440.31	122.02%
6010 · Surety Bond	0.00	3,025.00	1,900.00	1,125.00	159.21%
6012 · Office Maintenance	881.39	2,665.08	10,000.00	-7,334.92	26.65%
6013 · Office Lease Payment	4,166.67	41,666.70	50,000.00	-8,333.30	83.33%
6015 · Mentone House Maintenance	0.00	89.16	4,000.00	-3,910.84	2.23%
6016 · Redlands Plaza Maintenance	24.34	2,199.78	20,000.00	-17,800.22	11.0%
6018 · Janitorial Services	100.00	7,530.66	10,560.00	-3,029.34	71.31%
6019 · Janitorial Supplies	0.00	652.98	450.00	202.98	145.11%
6020 · Vacancy Marketing-Redlands Plaz	0.00	0.00	5,000.00	-5,000.00	0.0%
6024 · Computer Equip Maint.	0.00	0.00	3,150.00	-3,150.00	0.0%
6026 · Redlands Plaza CAM expenses	4,312.26	43,697.58	47,553.84	-3,856.26	91.89%
6027 · Computer Software	2,016.54	16,598.50	23,250.00	-6,651.50	71.39%
6030 · Office Supplies	178.92	5,361.16	10,000.00	-4,638.84	53.61%
6033 · Office Equipment Rental	980.75	7,530.07	8,100.00	-569.93	92.96%
6036 · Printing	65.25	2,500.12	2,500.00	0.12	100.01%
6039 · Postage and Overnight Delivery	261.14	2,016.69	1,200.00	816.69	168.06%
6042 · Payroll Processing	436.62	3,839.94	5,000.00	-1,160.06	76.8%
6045 · Bank Service Charges	144.85	1,835.16	10,000.00	-8,164.84	18.35%
6051 · Uniforms	47.11	2,317.33	3,209.23	-891.90	72.21%
6060 · Outreach	11,751.39	49,843.22	130,000.00	-80,156.78	38.34%
6087 · Educational Reimbursement	0.00	225.00	5,000.00	-4,775.00	4.5%
6090 · Subscriptions/Publications	0.00	2,834.45	3,150.00	-315.55	89.98%
6091 · Public Notices	0.00	6,497.42	4,000.00	2,497.42	162.44%
6093 · Memberships	2,713.71	54,169.29	37,582.60	16,586.69	144.13%
<b>Total 6000 · General Administration</b>	<b>29,110.07</b>	<b>285,232.55</b>	<b>437,405.67</b>	<b>-152,173.12</b>	<b>65.21%</b>
<b>6100 · Benefits</b>					
6110 · Vision Insurance	283.92	2,247.70	3,734.85	-1,487.15	60.18%
6120 · Workers' Comp. Insurance	5,036.95	14,354.65	27,435.32	-13,080.67	52.32%
6130 · Dental Insurance	924.04	7,818.16	14,299.40	-6,481.24	54.68%
6150 · Medical Insurance					
6150.01 · Medical Employee Contribution	-3,053.27	-23,116.39	-39,230.38	16,113.99	58.93%
6150 · Medical Insurance - Other	19,733.92	202,105.16	328,026.84	-125,921.68	61.61%
<b>Total 6150 · Medical Insurance</b>	<b>16,680.65</b>	<b>178,988.77</b>	<b>288,796.46</b>	<b>-109,807.69</b>	<b>61.98%</b>
6160 · Payroll Taxes-Employer	14,136.79	84,505.16	138,848.71	-54,343.55	60.86%
6170 · PERS Retirement					
6170.01 · PERS Employee Contributions	-8,627.92	-49,287.33	-85,805.46	36,518.13	57.44%
6170.02 · 457 Plan Employee Contributions	-6,789.56	-44,840.30	0.00	-44,840.30	100.0%
6170 · PERS Retirement - Other	31,353.80	240,690.25	333,292.72	-92,602.47	72.22%
<b>Total 6170 · PERS Retirement</b>	<b>15,936.32</b>	<b>146,562.62</b>	<b>247,487.26</b>	<b>-100,924.64</b>	<b>59.22%</b>
<b>Total 6100 · Benefits</b>	<b>52,998.67</b>	<b>434,477.06</b>	<b>720,602.00</b>	<b>-286,124.94</b>	<b>60.29%</b>
<b>6200 · Salaries</b>					
6230 · Regular Salaries	175,481.75	1,253,832.87	2,107,738.33	-853,905.46	59.49%
<b>Total 6200 · Salaries</b>	<b>175,481.75</b>	<b>1,253,832.87</b>	<b>2,107,738.33</b>	<b>-853,905.46</b>	<b>59.49%</b>
<b>6300 · Insurance</b>					
6310 · Property/ Auto Insurance	0.00	9,322.64	8,036.04	1,286.60	116.01%
6320 · General Liability Insurance	0.00	65,586.57	47,220.40	18,366.17	138.9%
<b>Total 6300 · Insurance</b>	<b>0.00</b>	<b>74,909.21</b>	<b>55,256.44</b>	<b>19,652.77</b>	<b>135.57%</b>
<b>6400 · Board of Directors' Expenses</b>					
6401 · Directors' Fees					
6401.5 · Payroll Taxes-Directors	880.63	6,263.75	0.00	6,263.75	100.0%
6401 · Directors' Fees - Other	11,080.00	78,786.00	110,600.00	-31,814.00	71.24%
<b>Total 6401 · Directors' Fees</b>	<b>11,960.63</b>	<b>85,049.75</b>	<b>110,600.00</b>	<b>-25,550.25</b>	<b>76.9%</b>
6410 · Mileage	11.90	1,099.17	5,324.00	-4,224.83	20.65%
6415 · Air Fare	0.00	659.96	4,882.81	-4,222.85	13.52%
6420 · Other Travel	0.00	0.00	665.50	-665.50	0.0%
6425 · Meals	73.90	1,416.54	4,658.50	-3,241.96	30.41%
6430 · Lodging	0.00	546.78	5,324.00	-4,777.22	10.27%
6435 · Conf/Seminar Registrations	0.00	5,801.00	6,655.00	-854.00	87.17%
6440 · Election Fees / Re-Districting	31,322.00	31,322.00	50,000.00	-18,678.00	62.64%
<b>Total 6400 · Board of Directors' Expenses</b>	<b>43,368.43</b>	<b>125,895.20</b>	<b>188,109.81</b>	<b>-62,214.61</b>	<b>66.93%</b>

	Apr 25	Jul '24 - Apr 25	Budget	\$ Over Budget	% of Budget
<b>6500 · Administrative/Staff Expenses</b>					
6510 · Mileage	254.87	2,629.27	3,025.00	-395.73	86.92%
6515 · Air Fare	0.00	1,214.61	6,750.00	-5,535.39	17.99%
6520 · Travel, Other (rental car, taxi)	0.00	375.10	1,500.00	-1,124.90	25.01%
6525 · Meals	288.21	4,183.31	4,725.00	-541.69	88.54%
6530 · Lodging	-18.98	7,061.05	8,800.00	-1,738.95	80.24%
6535 · Conf/Seminar Registrations	7,524.00	23,576.72	28,275.00	-4,698.28	83.38%
<b>Total 6500 · Administrative/Staff Expenses</b>	<b>8,048.10</b>	<b>39,040.06</b>	<b>53,075.00</b>	<b>-14,034.94</b>	<b>73.56%</b>
9999 · Contribution to Capital Maint.	0.00	0.00	50,000.00	-50,000.00	0.0%
<b>Total Expense</b>	<b>394,039.33</b>	<b>3,074,894.15</b>	<b>4,980,891.30</b>	<b>-1,905,997.15</b>	<b>61.73%</b>
<b>Net Ordinary Income</b>	<b>116,391.88</b>	<b>2,044,247.09</b>	<b>88,375.61</b>	<b>1,955,871.48</b>	<b>2,313.14%</b>
<b>Other Income/Expense</b>					
<b>Other Expense</b>					
<b>7000 · Construction</b>					
7010 · Materials	0.00	0.00	12,000.00	-12,000.00	0.0%
<b>Total 7000 · Construction</b>	<b>0.00</b>	<b>0.00</b>	<b>12,000.00</b>	<b>-12,000.00</b>	<b>0.0%</b>
<b>7100 · Land &amp; Buildings</b>					
7110 · Property Capital Repairs	0.00	3,482.00	589,999.50	-586,517.50	0.59%
7120 · Property-Land Purchase	0.00	26,013.01	70,000.00	-43,986.99	37.16%
7126 · PERC Engr/Prof Services	212,932.11	1,406,870.46	2,419,256.35	-1,012,385.89	58.15%
7130 · Mentone Property (House)-CapRep	0.00	0.00	7,000.00	-7,000.00	0.0%
7140 · Mentone Property (Shop)-CapRep	118,642.50	152,552.49	854,204.37	-701,651.88	17.86%
7150 · Mill Creek Diversion	0.00	0.00	250,000.00	-250,000.00	0.0%
7151 · Mill Creek Permitting	0.00	60,754.78	187,101.11	-126,346.33	32.47%
7160 · Mendoza Property	0.00	0.00	137,000.00	-137,000.00	0.0%
<b>Total 7100 · Land &amp; Buildings</b>	<b>331,574.61</b>	<b>1,649,672.74</b>	<b>4,514,561.33</b>	<b>-2,864,888.59</b>	<b>36.54%</b>
<b>7200 · Equipment &amp; Vehicles</b>					
7210 · Computer Hardware-Capital Purch	4,951.91	4,951.91	10,000.00	-5,048.09	49.52%
7220 · Computer Software	0.00	5,416.67	5,000.00	416.67	108.33%
7230 · Field Equipment / Vehicles	0.00	49,294.91	140,000.00	-90,705.09	35.21%
7240 · Office Equipment	0.00	6,122.58	30,400.00	-24,277.42	20.14%
<b>Total 7200 · Equipment &amp; Vehicles</b>	<b>4,951.91</b>	<b>65,786.07</b>	<b>185,400.00</b>	<b>-119,613.93</b>	<b>35.48%</b>
<b>7400 · Professional Services Capital</b>					
7438 · Engineering Services-Other	0.00	0.00	125,000.00	-125,000.00	0.0%
<b>Total 7400 · Professional Services Capital</b>	<b>0.00</b>	<b>0.00</b>	<b>125,000.00</b>	<b>-125,000.00</b>	<b>0.0%</b>
<b>Total Other Expense</b>	<b>336,526.52</b>	<b>1,715,458.81</b>	<b>4,836,961.33</b>	<b>-3,121,502.52</b>	<b>35.47%</b>
<b>Net Other Income</b>	<b>-336,526.52</b>	<b>-1,715,458.81</b>	<b>-4,836,961.33</b>	<b>3,121,502.52</b>	<b>35.47%</b>
<b>Net Income</b>	<b>-220,134.64</b>	<b>328,788.28</b>	<b>-4,748,585.72</b>	<b>5,077,374.00</b>	<b>-6.92%</b>

## Monthly Report of Investment Transactions

April 2025

Institution	Fund	Date	Transactions	Amount
UBS	General	4/25/2025	Cashed out matured FHLB Bond (3%), CUSIP 3130ARLN9	\$ (250,000.00)
UBS	PERC	N/A	None	
CAMP	General	4/23/2025	Transfer in from PERC account	\$ 800,000.00
CAMP	PERC	4/23/2025	Transfer out to General Fund for PERC expenses	\$ (800,000.00)
		4/23/2025	Transfer out to Citizens Business Bank for cash needs	\$ (300,000.00)



# San Bernardino Valley Water Conservation District

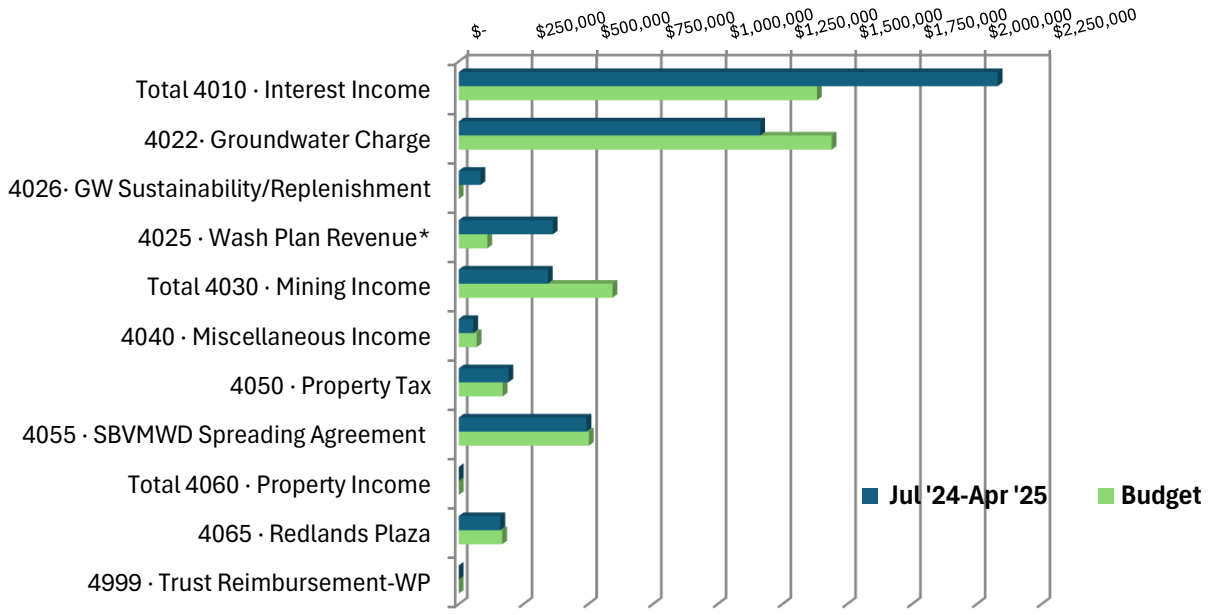
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Income Statement (Unaudited)

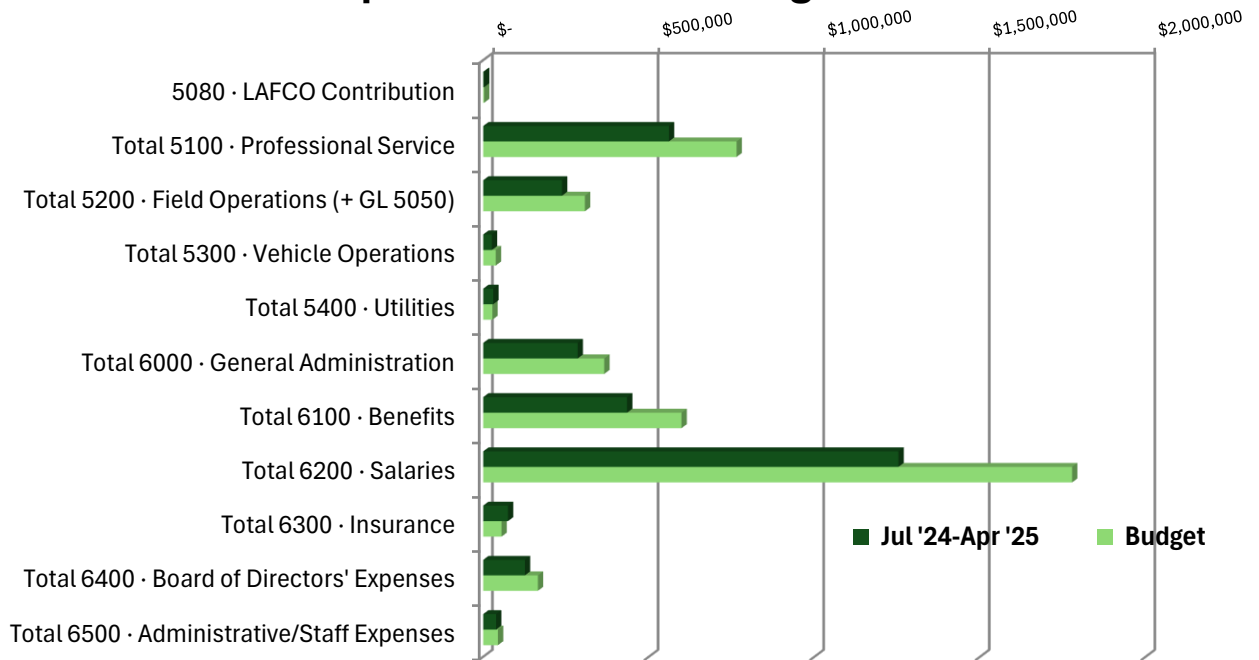
For the Period July 1, 2024 through April 30, 2025

	Apr-25	YTD Actual	Annual Budget	YTD vs Total Budget %
<b>INCOME</b>				
4010 Interest Income	\$ 228,402	\$ 2,080,844	\$ 1,660,000	125.35%
4020 Groundwater Charge	\$ -	\$ 1,248,456	\$ 1,440,349	86.68%
4025 Wash Plan Revenue	\$ 34,359	\$ 363,127	\$ 120,255	301.96%
4030 Mining Income	\$ 37,481	\$ 343,850	\$ 713,000	48.23%
4040 Miscellaneous Income	\$ 73,536	\$ 78,113	\$ 95,375	81.90%
4043 Project Salary Reim.	\$ 78,077	\$ 114,033	\$ 53,154	214.54%
4050 Property Tax	\$ 36,892	\$ 191,676	\$ 169,775	112.90%
4051 Wash Plan Trails	\$ -	\$ -	\$ 66,000	0.00%
4055 SBVMWD Spreading Agre. Reim.	\$ -	\$ 493,880	\$ 502,542	98.28%
4060 Property Income	\$ -	\$ 200	\$ 100	200.00%
4065 Redlands Plaza	\$ 17,360	\$ 160,516	\$ 201,162	79.79%
4066 Redlands Plaza CAM	\$ 4,325	\$ 44,448	\$ 47,554	93.47%
4999 Trust Reimbursement - WP	\$ -	\$ -	\$ -	0.00%
<b>TOTAL INCOME</b>	<b>510,431</b>	<b>5,119,141</b>	<b>5,069,267</b>	<b>100.98%</b>
<b>EXPENSE</b>				
5040 Regional Programs	-	2,580	2,580	100.00%
5050 Basin Cleaning	-	168,417	250,000	67.37%
5100 Professional Services	75,914	560,751	882,362	63.55%
5133 Regional River HCP Cont.	-	-	30,000	0.00%
5200 Field Operations	2,683	69,503	115,000	60.44%
5223 Temp. Field Labor	-	3,525	10,000	35.25%
5300 Vehicle Operations	3,045	26,303	45,626	57.65%
5400 Utilities	3,390	30,428	33,137	91.83%
6000 General Administration	29,110	285,233	437,406	65.21%
6100 Benefits	52,999	434,477	720,602	60.29%
6200 Salaries	175,482	1,253,833	2,107,738	59.49%
6300 Insurance	-	74,909	55,256	135.57%
6400 Board of Directors	43,368	125,895	188,110	66.93%
6500 Admin/Staff Expenses	8,048	39,040	53,075	73.56%
9999 Contribution to Cap. Maint	-	-	50,000	0.00%
<b>TOTAL EXPENSES</b>	<b>394,039</b>	<b>3,074,894</b>	<b>4,980,891</b>	<b>61.73%</b>
<b>NET INCOME / (LOSS) Before CIP</b>	<b>\$ 116,392</b>	<b>\$ 2,044,247</b>	<b>\$ 88,376</b>	<b>2313.13%</b>
Capitol Improvement Projects (District Funded)	336,527	1,715,459	4,836,961	35.47%
<b>Net Income / (loss)</b>	<b>\$ (220,135)</b>	<b>\$ 328,788</b>	<b>\$ (4,748,586)</b>	<b>-6.92%</b>

## YTD Revenue vs Annual Budget



## YTD Expenses vs Annual Budget



<b>Cash Status</b>	As of 7/1/2024	As of 04/30/25
LAIF	\$ 1,026	\$ 1,074
Citizens Bank	\$ 601,274	\$ 631,297
UBS Financial-Gen	\$ 5,618,122	\$ 3,166,965
UBS Financial-PERC	\$ 28,215,680	\$ 25,328,149
US Bank-CAMP Gen	\$ 4,307,416	\$ 4,751,723
US Bank-CAMP PERC	\$ 5,188,179	\$ 9,812,651
<b>Total</b>	<b>\$ 43,931,698</b>	<b>\$ 43,691,860</b>
Less Prepaid Royalty	\$ (5,000,000)	\$ (5,000,000)
Less PERC Obligation	\$ (35,292,241)	\$ (34,931,379)
<b>Cash Position</b>	<b>\$ 3,639,458</b>	<b>\$ 3,760,481</b>

<b>Enterprise</b>	<b>Actual</b>	<b>Budget</b>
Groundwater Revenue	\$ 1,605,796	\$ 1,882,489
Groundwater Expense	\$ 1,088,766	\$ 1,794,710
Revenue -Expense	\$ 517,030	\$ 87,779
Redlands Plaza Revenue	\$ 205,163	\$ 207,363
Redlands Plaza Expense	\$ 108,545	\$ 185,926
Revenue -Expense	\$ 96,619	\$ 21,437
Land Enterprise Revenue	\$ 476,937	\$ 663,750
Land Enterprise Expense	\$ 412,890	\$ 692,699
Revenue -Expense	\$ 64,047	\$ (28,949)
General Fund Revenue *	\$ 1,246,925	\$ 852,608
General Fund Expense	\$ 969,220	\$ 767,657
Revenue -Expense	\$ 277,705	\$ 84,951
Wash Plan Revenue	\$ 363,127	\$ 110,213
Wash Plan Expense	\$ 323,141	\$ 110,792
Revenue-Expense	39,986	(579)
PERC Revenue	\$ 1,221,193	\$ 859,375
PERC Expense	\$ 172,333	\$ 629,249
Revenue-Expense	\$ 1,048,860	\$ 230,126
<b>Total All Revenue - Expense</b>	<b>\$ 2,044,247</b>	<b>\$ 394,766</b>



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Expense Detail (Unaudited)  
For the Period July 1, 2024 through April 30, 2025

		Apr-25	YTD Actual	Annual Budget	YTD vs Total Budget %
<b>EXPENSE</b>					
<b>Regional Programs</b>					
5080	LAFCO Cont.	\$ -	\$ 2,580	\$ 2,580	100.00%
<b>Total Regional Programs</b>		<b>-</b>	<b>2,580</b>	<b>2,580</b>	<b>100.00%</b>
<b>Basin Cleaning</b>					
5080	Basin Cleaning	\$ -	168,417	250,000	67.37%
<b>Total Basin Cleaning</b>		<b>-</b>	<b>168,417</b>	<b>250,000</b>	<b>79.69%</b>
<b>Professional Services</b>					
5120	Misc. Profesional Services	72,542	346,366	558,875	61.98%
5122	Wash Plan	-	6,500	-	100.00%
5123	Habitat Management - WP	236	129,670	87,590	148.04%
5125	Engineering Services	-	-	35,000	0.00%
5127	Project Accounting	-	5,623	7,500	74.98%
5130	Aerial Photography	-	673	2,547	26.43%
5155	WP Trails	-	-	100,000	0.00%
5160	IT Support	2,500	27,781	34,500	80.53%
5170	Audit	-	30,960	31,350	98.76%
5180	Legal	636	13,177	25,000	52.71%
<b>Total Professional Services</b>		<b>75,914</b>	<b>560,751</b>	<b>882,362</b>	<b>63.55%</b>
<b>Regional River HCP Contributions</b>					
5133	Regional River HCP Cont.	-	-	30,000	0.00%
<b>Total Regional River HCP Contributio</b>		<b>-</b>	<b>-</b>	<b>30,000</b>	<b>0.00%</b>
<b>Field Operations</b>					
5210	Equipment Maint.	2,591	13,774	15,000	91.82%
5215	Property Maint.	52	6,215	40,000	15.54%
5225	Field Clean Up	41	49,515	60,000	82.52%
<b>Total Field Operations</b>		<b>2,683</b>	<b>69,503</b>	<b>115,000</b>	<b>60.44%</b>
<b>Temp. Field Labor</b>					

5223	Temp. Field Labor	-	3,525	10,000	35.25%
	<b>Total Temp. Field Labor</b>	<b>-</b>	<b>3,525</b>	<b>10,000</b>	<b>35.25%</b>
	<b>Vehicle Operations</b>				
5310	Vehicle Maintenance	507	7,261	10,626	68.34%
5320	Fuel	2,538	19,042	35,000	54.41%
	<b>Total Vehicle Operations</b>	<b>3,045</b>	<b>26,303</b>	<b>45,626</b>	<b>57.65%</b>
	<b>Utilities</b>				
5410	Alarm Service	968	3,540	1,260	280.98%
5420	Electricity	466	9,583	11,032	86.87%
5430	Mobile Phone	725	4,800	7,508	63.94%
5440	Telephone	402	3,845	3,240	118.67%
5450	Natural Gas	221	1,324	2,350	56.36%
5460	Water / Trash / Sewer	383	4,469	4,490	99.55%
5470	Internet	225	2,866	3,257	87.99%
	<b>Total Utilities</b>	<b>3,390</b>	<b>30,428</b>	<b>33,137</b>	<b>91.83%</b>
	<b>General Admin.</b>				
6001	General Admin. - Other	400	15,056	6,000	250.93%
6002	Website Administration	373	3,840	6,300	60.96%
6004	Meetings	139	2,198	2,500	87.91%
6006	Permits	-	4,103	15,000	27.35%
6007	Inter District Costs	-	500	10,000	5.00%
6009	Licenses	118	2,440	2,000	122.02%
6010	Surety Bond	-	3,025	1,900	159.21%
6012	Office Maintenance	881	2,665	10,000	26.65%
6013	Office Lease	4,167	41,667	50,000	83.33%
6015	Mentone House Maint.	-	89	4,000	2.23%
6016	Redlands Plaza Maint.	24	2,200	20,000	11.00%
6018	Janitorial Services	100	7,531	10,560	71.31%
6019	Janitorial Supplies	-	653	450	145.11%
6020	Vacancy Marketing	-	-	5,000	0.00%
6024	Computer Equip.	-	-	3,150	0.00%
6026	Redlands Plaza CAM	4,312	43,698	47,554	91.89%
6027	Computer Software	2,017	16,599	23,250	71.39%
6030	Office Supplies	179	5,361	10,000	53.61%
6033	Office Equipment Rental	981	7,530	8,100	92.96%
6036	Printing	65	2,500	2,500	100.00%
6039	Postage	261	2,017	1,200	168.06%
6042	Payroll Processing	437	3,840	5,000	76.80%
6045	Bank Service Fee	145	1,835	10,000	18.35%
6051	Uniforms	47	2,317	3,209	72.21%
6060	Outreach	11,751	49,843	130,000	38.34%
6087	Educational Reimb.	-	225	5,000	4.50%
6090	Subscriptions	-	2,834	3,150	89.98%
6091	Public Notices	-	6,497	4,000	162.44%

6093	Memberships	2,714	54,169	37,583	144.13%
	<b>Total General Admin.</b>	<b>29,110</b>	<b>285,233</b>	<b>437,406</b>	<b>65.21%</b>
	<b>Benefits</b>				
6110	Vision	284	2,248	3,735	60.18%
6120	Workers Comp.	5,037	14,355	27,435	52.32%
6130	Dental	924	7,818	14,299	54.67%
6150.0	Medical Employee Cont.	(3,053)	(23,116)	(39,230)	58.92%
6150	Medical - Other	19,734	202,105	328,027	61.61%
6160	Payroll Taxes - Employer	14,137	84,505	138,849	60.86%
6170.0	PERS Employee Cont.	(8,628)	(49,287)	(85,805)	57.44%
6170.0	457 Plan Employee Cont.	(6,790)	(44,840)	-	100.00%
6170	PERS - Other	31,354	240,690	333,293	72.22%
	<b>Total Benefits</b>	<b>52,999</b>	<b>434,477</b>	<b>720,602</b>	<b>60.29%</b>
	<b>Salaries</b>				
6230	Regular Salaries	175,482	1,253,833	2,107,738	59.49%
	<b>Total Salaries</b>	<b>175,482</b>	<b>1,253,833</b>	<b>2,107,738</b>	<b>59.49%</b>
	<b>Insurance</b>				
6310	Property / Auto	-	9,323	8,036	116.01%
6320	General Liability	-	65,587	47,220	138.89%
	<b>Total Insurance</b>	<b>-</b>	<b>74,909</b>	<b>55,256</b>	<b>135.57%</b>
	<b>Directors' Expense</b>				
6401.5	Payroll Taxes	881	6,264	-	100.00%
6401	Directors' Fees - Other	11,080	78,786	110,600	71.24%
6410	Mileage	12	1,099	5,324	20.65%
6415	Air Fare	-	660	4,883	13.52%
6420	Travel - Other	-	-	666	0.00%
6425	Meals	74	1,417	4,659	30.41%
6430	Lodging	-	547	5,324	10.27%
6435	Conf / Seminar Registration	-	5,801	6,655	87.17%
6440	Election Fees	31,322	31,322	50,000	62.64%
	<b>Total Directors' Expense</b>	<b>43,368</b>	<b>125,895</b>	<b>188,110</b>	<b>66.93%</b>
	<b>Admin / Staff Expenses</b>				
6510	Mileage	255	2,629	3,025	86.92%
6515	Air Fare	-	1,215	6,750	17.99%
6520	Travel - Other	-	375	1,500	25.01%
6525	Meals	288	4,183	4,725	88.54%
6530	Lodging	(19)	7,061	8,800	80.24%
6535	Conf / Seminar Registration	7,524	23,577	28,275	83.38%
	<b>Total Admin / Staff Expenses</b>	<b>8,048</b>	<b>39,040</b>	<b>53,075</b>	<b>73.56%</b>
	<b>Capital Maint.</b>				
9999	Contributions to Capitol Maint.	-	-	50,000	0.00%
	<b>Total Capital Maint.</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>0.00%</b>
		<b>394,039</b>	<b>3,074,894</b>	<b>4,980,891</b>	<b>61.73%</b>



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Capital Improvement Projects (Unaudited)  
For the Period July 1, 2024 through April 30, 2025

	Apr-25	YTD Actual	Annual Budget	YTD vs Total Budget %	
<b>Construction</b>					
7010	Materials	\$ -	\$ -	\$ 12,000	0%
<b>Total Construction</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	
<b>Land &amp; Buildings</b>					
7110	Property Cap. Repairs	\$ -	\$ 3,482	\$ 590,000	1%
7120	Property - Land Purchase	\$ -	\$ 26,013	\$ 70,000	37%
7126	PERC Engr/Prof Services	\$ 212,932	\$ 1,406,870	\$ 2,419,256	58%
7130	Mentone Property - House	\$ -	\$ -	\$ 7,000	0%
7140	Mentone Property - Shop	\$ 118,643	\$ 152,552	\$ 854,204	18%
7150	Mill Creek Diversion	\$ -	\$ -	\$ 250,000	0%
7151	Mill Creek Permitting	\$ -	\$ 60,755	\$ 187,101	32%
7160	Mendoza Property	\$ -	\$ -	\$ 137,000	0%
<b>Total Land &amp; Building</b>		<b>\$ 331,575</b>	<b>\$ 1,649,673</b>	<b>\$ 4,514,561</b>	<b>37%</b>
<b>Equipment &amp; Vehicles</b>					
7210	Computer Hardware	\$ 4,952	\$ 4,952	\$ 10,000	50%
7220	Computer Software	\$ -	\$ 5,417	\$ 5,000	108%
7230	Field Equip. Vehicles	\$ -	\$ 49,295	\$ 140,000	35%
7240	Office Equipment	\$ -	\$ 6,123	\$ 30,400	20%
<b>Total Equipment &amp; Vehicles</b>		<b>\$ 4,952</b>	<b>\$ 65,786</b>	<b>\$ 185,400</b>	<b>35%</b>
<b>Professional Services</b>					
7438	Engineering Services - Other	\$ -	\$ -	\$ 125,000	0%
<b>Total Professional Services</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>	<b>0%</b>
<b>Total Capital Improvement Projects</b>		<b>\$ 336,527</b>	<b>\$ 1,715,459</b>	<b>\$ 4,836,961</b>	<b>35%</b>



# MEMORANDUM

No. 2112

**To:** Board of Directors

**From:** Finance & Administration Committee  
Angie Quiroga, Senior Administrative Analyst  
Betsy Miller, General Manager

**Date:** May 21, 2025

**Subject:** Third Quarter Unaudited Financials for FY25

## RECOMMENDATION

The Finance & Administration Committee recommends the Board approve the Third Quarter Unaudited Financial Reports for FY25 as presented.

## BACKGROUND AND DISCUSSION

The Finance & Administration Committee reviewed the Second Quarter Unaudited Financial Reports at their April 16, 2025, meeting and recommended Board approval of the Reports as presented.

Revenue and expenditures are generally tracking in line with budget projections, with a few notable variances summarized below:

- GL 4010 – Interest Income is projected to exceed budget due to the District’s active management of liquid assets, including the strategic allocation of available funds into higher-yield investment vehicles as market conditions allowed.
- GL 5020 - Groundwater Production Revenue is anticipated to close the year above budgeted levels, reflecting higher-than-expected production volumes during the July–December 2024 reporting period.
- GL 4032 – Mining Revenue is expected to fall short of budget due to a temporary operational agreement that limited extraction activity in response to elevated groundwater conditions.
- GL 4036 – Mining Revenue is projected to exceed budget as a result of a one-time material processing project that was completed earlier in the fiscal year.
- GL 4025 – Wash Plan Revenue is forecasted to close the year above budget due to two factors:  
(1) District efforts to meet implementation requirements, with associated costs recorded under

### BOARD OF DIRECTORS

**Division 1**  
Richard Corneille

**Division 2**  
Mark E. Falcone

**Division 3**  
Robert Stewart

**Division 4**  
John Longville

**Division 5**  
Melody McDonald

### GENERAL MANAGER

Betsy Miller

GL 5123, and (2) reimbursement payments received for state permitting activities on behalf of Wash Plan Task Force member agencies.

- GL 4999 – Trust Reimbursement includes \$221,406 in reimbursement from the Conservation Trust for FY24 implementation-related expenditures. These funds have been applied as a reduction to the Trust’s outstanding liability to the District.
- GLs 5200, 5210, 5215, and 5225 – Field Operations are also anticipated to be slightly under budget, largely due to reduced expenditures on property maintenance and fuel.
- Capital Projects are estimated to conclude the fiscal year at or near budget. Notable ongoing work includes the District office expansion and continued progress on the PERC program, both of which will see substantial activity in FY26.

Please note that the Quarterly Investment Report reflects activity through March 2024, and the Q3 Financial Statements were used as a reference and validation tool during the development of the FY26 Budget.

## FISCAL IMPACT

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

## POTENTIAL MOTIONS

1. Approval the Third Quarter Unaudited Financial Reports for FY25 as recommended by the Finance & Administration Committee.
2. Refer this item to the Finance & Administration Committee for reconsideration of specified issues.

## ATTACHMENTS

FY25 Third Quarter Budget Worksheet  
Quarterly Investment Report dated March 31, 2025

FY25 Third Quarter Budget Worksheet

GL DESCRIPTION:	Amended 2024-2025 Budget	Expended/ Received to Date as of 03/31/2025	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:
<b>INCOME:</b>																						
4012-17 INTEREST INCOME	1,660,000	1,852,441	192,441	2,469,914	521,234			107,516			0			0			1,031,250			0		
4022-26 GROUNDWATER	1,440,349	1,248,456	-191,894	1,649,094																		
4022 GROUNDWATER CHARGE	1,440,349	1,164,491	-275,859	1,565,129	0			1,440,349	100%	5% increase	0			0			0			0		
4026 GW SUSTAIN./REPLENISHMENT	0	83,965	83,965	83,965	0			0	100%		0			0			0			0		
4031-34 MINING	648,000	149,989	-498,011	274,000																		
4031 PLANT SITE CEMEX	48,000	51,101	3,101	24,000	0		Agreement	0			0			48,000	100%	PER LEASE MIN	0			0		
4032 CEMEX - ROYALTY/LEASE	600,000	98,888	-501,112	250,000	0		Estimated sales	0			0			600,000	100%	Per Lease Agrmt	0			0		
4036,40,80 MISCELLANEOUS	160,375	160,957	582	296,755																		
4036 AGGREGATE MAINTENANCE	65,000	156,380	91,380	201,380	0			0			0			65,000	100%	Estimate	0			0		
4043 PROJECT SALARY REIMBURSEMENT	53,154	35,915	-17,239	53,154	780			37,374			0			15,000			0			0		
4050 PROPERTY TAX	169,775	154,784	-14,991	200,000	169,775	100%	+20%	0			0			0			0			0		
4051 WASH PLAN TRAILS	66,000	0	-66,000	0	0			0			0			66,000	100%		0			0		
4055 SBVMWD LEASE AGREEMENT	502,542	493,880	-8,662	493,880	226,144	45%	+1.4% CPI	276,398	55%		0			0			0			0		
4062-66 RENTALS	248,816	183,478	-65,338	238,229																		
4025 WASH PLAN REVENUE	120,255	328,036	207,780	418,036	0			0			0			0			0			120,255	100%	
4999 TRUST REIMBURSEMENT WP	0	0	0	0	0			0			0			0			0			0	100%	
4999 TRUST REIMBURSEMENT WP	0	0	0	0	0			0			0			0			0			0	100%	
4999 TRUST REIMBURSEMENT WP	0	0	0	0	0			0			0			0			0			0	100%	
<b>TOTAL INCOME:</b>	<b>5,254,267</b>	<b>4,607,937</b>	<b>-646,331</b>	<b>6,093,062</b>	<b>956,808</b>			<b>2,100,637</b>			<b>248,816</b>			<b>796,500</b>			<b>1,031,250</b>			<b>120,255</b>		
<b>EXPENSES:</b>																						
5080 LAFCO CONTRIBUTION/FEES	2,580	2,580	0	2,580	2,580	100%	LAFCO Charges	0			0			0			0			0		
5100 PROFESSIONAL SERVICES	827,352	359,837	-467,515	790,927	106,757			399,569			1,568			294,513			23,220			1,725		
5120 PROFESSIONAL SERVICES	558,875	275,679	-283,196	558,875	81,375			305,000		Consulting Services	0			172,500			0			0		
5123 WASH PLAN IMPLEMENTATON	87,590	129,260	41,671	169,260	0			0			0			0			0			87,590	100%	
52-53 FIELD OPERATIONS	420,626	261,627	-158,999	359,043	0			388,626			0			32,000			0			0		
5400 UTILITIES	33,137	27,039	-6,098	35,889	12,075			10,365			4,796			1,688			4,212			0		
6000 GENERAL ADMINISTRATION	437,406	255,572	-190,489	408,415	151,762			61,975			93,691			54,663			62,903			6,413		
6100 BENEFITS	592,701	381,478	-211,223	592,701	106,686			307,747			30,024			105,084			165,133			5,927		
6110 VISION INSURANCE	3,170	1,964	-1,206	3,170	571	18%		1,586	41%	Based on percent of hours	155	4%		541	14%		851	22%		32	1%	
6120 WORKER'S COMP INSURANCE	23,286	9,318	-13,968	23,286	4,191	18%	BASE ON LABOR	11,648	41%	Based on percent of hours	1,136	4%		3,977	14%		6,250	22%		233	1%	
6130 DENTAL INSURANCE	12,137	6,894	-5,243	12,137	2,185	18%	BASE ON LABOR	6,071	41%	Based on percent of hours	592	4%		2,073	14%		3,257	22%		121	1%	
6150 MEDICAL INSURANCE	278,414	182,371	-96,042	278,414	50,114	18%	Policy Reduction	139,262	41%	Based on percent of hours	13,587	4%		47,553	14%		74,726	22%		2,784	1%	
6150.01 MEDICAL EMPLOYEE CONTRIBUTION	-39,230	-20,063	19,167	-39,230	-7,061	18%		-16,084	41%	Based on percent of hours	-1,569	4%		-5,492	14%		-8,631	22%		-392	1%	
6160 PAYROLL TAXES - EMPLOYER	117,848	70,368	-47,480	117,848	21,213	18%		58,948	41%	Based on percent of hours	5,751	4%		20,128	14%		31,630	22%		1,178	1%	
6170 PERS RETIREMENT	282,883	209,336	-73,547	282,883	50,919	18%	Includes UA Liability	141,498	41%	Based on percent of hours	13,805	4%		48,316	14%		75,926	22%		2,829	1%	
6200 SALARIES	1,781,083	1,078,351	-702,732	1,781,083	327,687			874,354			82,887			309,057			495,151			18,601		
6300 INSURANCE	55,257	74,909	19,652	74,909	2,763			41,443			8,289			2,763			0			0		
6400 DIRECTOR EXPENSES	188,110	82,527	-105,583	188,110	188,110			0			0			0			0			0		
6500 ADMINSTRATIVE/STAFF EXPENSES	53,075	30,992	-22,083	53,075	22,720			16,436			0			10,733			3,186			0		
<b>TOTAL EXPENSES:</b>	<b>4,576,337</b>	<b>2,681,592</b>	<b>-1,894,744</b>	<b>4,322,682</b>	<b>971,560</b>			<b>2,103,516</b>			<b>221,254</b>			<b>810,501</b>			<b>753,805</b>			<b>120,255</b>		
Operating Revenue	5,254,267	4,607,937	-646,331	6,093,062	956,808			2,100,637			248,816			796,500			1,031,250			120,255		
<b>NET OPERATING REVENUE</b>	<b>677,931</b>	<b>1,926,344</b>	<b>1,248,413</b>	<b>1,770,381</b>	<b>-14,752</b>			<b>-2,878</b>			<b>27,562</b>			<b>-14,001</b>			<b>277,445</b>			<b>0</b>		

GL DESCRIPTION:	Amended 2024-2025 Budget	Expended/ Received to Date as of 03/31/2025	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:
<b>AMENDED 2024-2025 Budget</b>																						
<b>Multi-year Capital Projects</b>																						
7010 MATERIALS	12,000	0.00	-12,000.00	12,000.00	0			6,000	50%	Field Security Changes	0			6,000	50%		0			0		
<b>7100 CAPITAL REPAIRS</b>	<b>1,658,204</b>	<b>63,405</b>	<b>-1,594,799</b>	<b>1,658,204</b>	<b>20,000</b>			<b>1,161,704</b>			<b>207,000</b>			<b>269,500</b>			<b>0</b>			<b>0</b>		
7110 PROPERTY - CAPITAL REPAIRS	590,000	3,482	-586,518	590,000	20,000		Office interior paint	307,500		CIP #11 #15	200,000			62,500		CIP #14 #34	0			0		
7120 PROPERTY - LAND PURCHASE	70,000	26,013	-43,987	70,000	0			0			0			70,000	100%		0			0		
7130 MENTONE PROPERTY (HOUSE) REPAIR	7,000	0.00	-7,000	7,000	0			0			7,000	100%		0			0			0		
7140 MENTONE PROPERTY (SHOP) CIP #3b	854,204	33,910	-820,294	854,204	0			854,204	100%		0			0			0			0		
7160 MENDOZA PROPERTY CIP #9 & #12	137,000	0.00	-137,000	137,000	0			0			0			137,000	100%		0			0		
<b>EQUIPMENT &amp; VEHICLES</b>																						
<b>EQUIPMENT &amp; VEHICLES</b>	<b>185,400</b>	<b>60,834</b>	<b>-124,566</b>	<b>185,400</b>	<b>16,100</b>			<b>126,640</b>			<b>1,520</b>			<b>34,114</b>			<b>5,864</b>			<b>1,162</b>		
7126 PERC ENGR/PROF SERVICES CIP #31	2,419,256	1,183,278	-1,235,978	2,419,256	0			0			0			0			2,419,256	100%		0		
7150 MILL CREEK DIVERSION PROJECT CIP #	250,000	0	-250,000	250,000	0			250,000	100%		0			0			0			0		
7151 MILL CREEK PERMITTING CIP #7 & #36	187,101	60,755	-126,346	187,101	0			187,101	100%	District Permitting +River	0			0			0			0		
7438 ENGINEERING SERVICES-OTHER CIP #2	125,000	0	-125,000	125,000	0			125,000	100%	Mill Creek O&M Plans	0			0			0			0		
<b>CAPITAL EXPENSE</b>	<b>4,836,961</b>	<b>1,368,272</b>	<b>-3,468,689</b>	<b>4,836,961</b>	<b>36,100</b>			<b>1,856,445</b>			<b>208,520</b>			<b>309,614</b>			<b>2,425,120</b>			<b>1,162</b>		

# San Bernardino Valley Water Conservation District

Quarterly Investment Report dated March 31, 2025

Investment Instruments	Beginning Balance as of Jul 1, 2024	ending Mar 31, 2025	Yield	Cumulative Unrealized Gain (Loss)
<b>Pooled Money Investment Accounts</b>				
LAIF	\$ 1,026.17	\$ 1,062.27	4.51%	\$ -
<b>Investment Accounts</b>				
UBS Financial Services				
CDs/Bonds/Securities-General	\$ 5,613,612.71	\$ 3,401,564.92	4.09%	\$ 149,619.59
Cash Dep Acct-General	\$ 4,509.62	\$ 515.63		
CDs/Bonds/Securities-PERC	\$ 28,215,679.82	\$ 25,178,684.52	3.31%	\$ 518,862.62
Cash Dep Acct-PERC	\$ -	\$ 4,862.07		
CAMP				
Investment Pool-General	\$ 1,182,416.23	\$ 3,936,548.10	4.47%	\$ -
1 Year Term-General	\$ 3,125,000.00	\$ -		
Investment Pool-PERC	\$ 3,188,179.38	\$ 10,873,920.55	4.47%	\$ -
1 Year Term-PERC	\$ 2,000,000.00	\$ -		
<b>OPEB-Other Postemployment Benefits</b>				
CERBT-CA Employers' Retiree Benefit Trust	\$ 729,461.56	\$ 760,690.20		
<b>TOTAL</b>	<b>\$ 44,059,885.49</b>	<b>\$ 44,157,848.26</b>		<b>\$ 668,482.21</b>
<b>Net Change</b>		<b>\$ 97,962.77</b>	<b>0.22%</b>	

Banking Institutions	Beginning Balance as of Jul 1, 2024	ending Mar 31, 2025
Citizen's Business Bank	\$ 601,274.36	\$ 768,283.97
<b>Cash and Cash Equivalents</b>	<b>\$ 601,274.36</b>	<b>\$ 768,283.97</b>
Change in Value		\$ 167,009.61

Description	NAV	Annual Yield	Average Maturity	Shares
LAIF	N/A	4.51%	Not available	
CalTrust Short-Term Fund	\$10.07	4.80%	.85 years (310.25 days)	0.000
CERBT	\$21.98	9.42%		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 03/31/25	Duration
1. FHLB Bond-Rate 3.00% fixed rate CD (Cusip: 3130ARLN9)	\$0.999	3.00%	4/25/2025	250,000	\$250,005.25	\$249,767.50	3 yr
2. FHLB Bond 4 Yr Step-Up Rate 1.2% Callable 120921 (Cusip: 3130ANRAO)	\$0.986	2.42%	9/9/2025	250,000	\$250,005.25	\$247,760.00	4 yr
3. FHLB Bond-Rate 0.75% PTY 5.07% (Cusip: 3130ALCV4)	\$0.904	5.07%	2/24/2026	2,210,000	\$2,000,099.06	\$2,144,495.60	2 yr, 4 mos
4. TINT Treasury Rate -Zero coupon Bond (Cusip: 912833LZ1)	\$0.954	4.27%	5/15/2026	260,000	\$244,938.25	\$248,739.40	1.5 yr
5. US Treasury Note-Rate .395% (Cusip: 91282CAL5)	\$0.900	4.10%	9/30/2027	275,000	\$247,502.06	\$252,054.00	3 yr
6. St Clair Cnty Bond-discounted bond (Cusip: 788216DY2)	\$0.934	4.34%	2/1/2028	270,000	\$252,875.02	\$252,595.80	3 yr
Average	\$0.95	3.87%	Total Interest Withdrawals	\$45,182.97	TOTAL	\$3,245,424.89	\$6,152.62 Accrued Interest
						\$3,401,564.92	

**UBS Investments-PERC**

Certificates of Deposit (CDs), Bonds & Securities		Price	Yield	Maturity	Shares	Purchase Price	Market Value as of 03/31/25	Duration
1.	Bank of America-Rate 5.4% (Cusip: 06051V5G7)	\$1.001	5.39%	5/22/2025	240,000	\$240,000.00	\$240,326.40	1.5 yr
2.	US Treasury Note-Rate .25% (Cusip: 912828ZT0)	\$0.993	5.06%	5/31/2025	2,200,000	\$2,101,670.31	\$2,185,282.00	1 yr
3.	Wells Fargo Bank-Rate 5.35% (Cusip: 949764JD7)	\$1.007	5.31%	11/21/2025	240,000	\$240,000.00	\$241,728.00	2 yr
4.	US Treasury Note-Rate 0.375% (Cusip: 91282CAZ4)	\$0.975	4.96%	11/30/2025	2,000,000	\$1,827,262.42	\$1,950,740.00	2 yr
5.	US Treasury Bill-Rate 3.625% (Cusip: 91282CHB0)	\$0.995	3.64%	5/15/2026	2,137,000	\$2,096,053.08	\$2,127,233.91	2 yr
6.	US Treasury Note-Rate 4.125% (Cusip: 91282CHH7)	\$1.001	4.12%	6/15/2026	2,510,000	\$2,499,469.04	\$2,513,237.90	3 yr
7.	FHLB Bond-Rate 4.52% (Cusip: 3130B2ZX6)	\$0.998	4.53%	10/2/2026	1,500,000	\$1,500,000.00	\$1,496,580.00	1.5 yr
8.	UBS BK USA-Rate 5.15% (Cusip: 90355GHN9)	\$1.017	5.07%	11/9/2026	240,000	\$240,000.00	\$243,988.80	3 yr
9.	Am Ex National Bank-Rate 5.15% (Cusip: 02589AF80)	\$1.017	5.06%	11/9/2026	240,000	\$240,000.00	\$244,041.60	3 yr
10.	Morgan Stanley BK N A-Rate 5.15% (Cusip: 61690DGP7)	\$1.017	5.06%	11/9/2026	240,000	\$240,000.00	\$244,041.60	3 yr
11.	Morgan Stanley Private Bk-Rate 5.15% (Cusip: 61768EE74)	\$1.017	5.06%	11/9/2026	240,000	\$240,000.00	\$244,041.60	3 yr
12.	California Credit Union-Rate 5.5% (Cusip: 130162BE9)	\$1.023	5.38%	11/16/2026	240,000	\$240,000.00	\$245,402.40	3 yr
13.	US Treasury Bill-Rate 4.125% (Cusip: 3130AKYH3)	\$0.944	4.94%	2/10/2027	2,280,000	\$2,120,377.20	\$2,151,727.20	3 yr
14.	US Treasury Bill-Rate 4.125% (Cusip: 91282CKA8)	\$1.003	4.11%	2/15/2027	2,250,000	\$2,248,592.47	\$2,270,332.12	3 yr
15.	FFCB Bond-Rate 4.75% (Cusip: 3133EPYM1)	\$1.020	4.66%	10/13/2027	2,000,000	\$1,995,036.35	\$2,039,460.00	4 yr
16.	Maine Savings-Rate 5.2% (Cusip: 560507AS4)	\$1.027	5.06%	11/8/2027	240,000	\$240,000.00	\$246,453.60	4 yr
17.	Empower Fed Credit Union-Rate 5.35% (Cusip: 291916AH7)	\$1.031	5.19%	11/15/2027	240,000	\$240,000.00	\$247,418.40	4 yr
18.	Workers Credit Union-Rate 5.35% (Cusip: 98138MCB4)	\$1.031	5.19%	11/15/2027	240,000	\$240,000.00	\$247,387.20	4 yr
19.	US Treasury Note-Rate 2.75% (Cusip: 9128283W8)	\$0.969	2.84%	2/15/2028	1,060,000	\$999,925.49	\$1,026,790.20	4 yr
20.	FHLB-Rate 4.2% (Cusip: 3130B2H99)	\$0.993	4.23%	8/13/2029	2,250,000	\$2,250,000.00	\$2,235,217.50	5Yr
21.	FHLB-Rate 4.12% (Cusip: 3130B2ZE8)	\$0.987	4.10%	10/3/2029	1,500,000	\$1,500,005.02	\$1,480,860.00	5Yr
22.	FHLB-Rate 4.055% (CUSIP: 3130B4V40)	\$1.000	4.22%	2/10/2028	1,025,000	\$1,025,005.02	\$1,025,430.50	3 yr
Average		\$1.00	4.69%				\$230,963.59	Accrued Interest
Total Interest Withdrawals					\$769,827.07	TOTAL	\$24,563,396.40	\$25,178,684.52



# MEMORANDUM

No. 2113

**To: Board of Directors**

**From: David Cosgrove, General Counsel  
Ad Hoc General Manager Committee**

**Date: May 21, 2025**

**Subject: General Manager Bonus, Salary Adjustment, and Agreement Amendment**

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## RECOMMENDATION

The Ad Hoc General Manager Evaluation Committee recommends that the Board, consistent with the compensation provisions of her employment contract, approve an increase the General Manager’s base salary in the amount of Twenty One Thousand Six Hundred Twenty Four dollars and Twenty-Six cents (\$21,624.26), which represents the cost-of-living percentage adjustment given to all District employees of 2.5 percent (2.5%) and a five percent (5%) merit increase; approve a merit bonus payment of \$15,000; and approve the Agreement for Continued Employment of General Manager through May 2028.

## BACKGROUND AND DISCUSSION

On February 09, 2022, the Board authorized the Employment of General Manager and Resolution No. 587 with Betsy Miller to serve as the District’s General Manager from May 19, 2022 to May 18, 2025. This year marks the end of the District’s initial three-year contract with Betsy Miller, our General Manager. On November 9, 2022, the Board authorized Resolution No. 604 to amend Ms. Miller’s contract to remove service as the Executive Officer of the San Bernardino Valley Conservation Trust from her role.

On March 6, 2025, the Ad Hoc GM Evaluation Committee met to review the General Manager’s annual performance, consider extending Ms. Miller’s contract past its term, and to make recommendations to the full Board about changes to her compensation package, benefits, and other contract terms. To support these discussions, Ms. Miller provided the Ad Hoc Committee with a summary of activities, accomplishments, and achievements of defined District objectives, which is attached for reference. On April 23, 2025, the Board met in closed session to review the General Manager's annual performance and to discuss a contract extension. At this meeting, the Board directed the District Counsel to summarize the comments provided into a written review to be delivered on May 21, 2025.

The General Manager’s performance review will be provided in Closed session, per Government Code section 54957.1 (b). Any action on her contract and pay adjustments, however, is required to be in open session, as included in this agenda item. While the performance review is confidential, it likely violates no privacy concerns to report that the General Manager's performance review was positive. The Board is pleased with the progress the District

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### BOARD OF DIRECTORS

**Division 1**  
Richard Corneille

**Division 2**  
Mark E. Falcone

**Division 3**  
Robert Stewart

**Division 4**  
John Longville

**Division 5**  
Melody McDonald

### GENERAL MANAGER

Betsy Miller

has made under her leadership over the past three years, and looks forward to continued growth and achievement of Board objectives going forward.

The Ad Hoc Committee has made recommendations regarding adjustments to the General Manager's compensation package, consistent with her "Agreement for Employment of General Manager" dated May 19, 2022.

- The General Manager's annual salary is currently Two Hundred Eighty-Eight Thousand Three Hundred Twenty-Three dollars and Forty-Four cents (\$288,323.44), as set by action on the Board on June 12, 2024.
- Under paragraph 5 of the referenced agreement, Ms. Miller is entitled to the COLA percentage adjustment provided to all District employees, which is 2.5% in FY25, which equals an additional Seven Thousand Two Hundred Eight dollars and Nine cents (\$7,208.09) for the upcoming year.
- The Ad Hoc committee recommends a merit increase of an additional five percent (5%) of the prior base salary, which amounts to Fourteen Thousand Four Hundred Sixteen dollars and Seventeen cents (\$14,416.17).
- Together, these amounts add up to a new base salary for the General Manager of Three Hundred Nine Thousand Nine Hundred Forty-Seven dollars and Seventy cents (\$309,947.70).
- The General Manager is also entitled to a discretionary performance-based bonus of up to \$15,000.00.
- The Ad Hoc Committee recommends awarding the full eligible amount to the General Manager based on the Board's review of the achievement of District Board objectives for the year, personnel management, District outreach and recognition, and advancement of the District's capital projects goals, to name a few.

In addition, the Ad Hoc Committee recommends extension of the General Manager's contract with the following terms:

Term: The contract would be for a new three-year term.

Termination and Severance: Increase Ms. Miller's current severance of three (3) months of base salary for termination other than for cause to four (4) months in the first year of the new contract, with one (1) additional month for every year of service thereafter, for a total of up to six (6) months in the final year of the new term.

Administrative Leave: The General Manager will be entitled to Administrative Leave in addition to accrued vacation and sick leave. Such Administrative Leave will be granted at the beginning of each Fiscal Year in the amount to forty (40) hours in FY26, eighty (80) hours in FY27, and one hundred (100) hours in FY28, for a three-year aggregate of Two Hundred Twenty (220) hours. The Administrative Leave that is not used within the Fiscal Year that it was granted will be lost, and will not accrue as vacation or other compensable time off for payout purposes upon separation, and will not carry over year to year.

Life Insurance. The District will reimburse the General Manager up to One Thousand dollars (\$1,000.00) per year to pay for a term life insurance policy premium, to be selected by the General Manager, in such amount as the premium may cover.

## FISCAL IMPACT

Approval of this item would result in expenditure of up to Three Hundred Twenty-Four Thousand Nine Hundred Forty-Seven dollars and Seventy cents (\$324,947.70) in total possible compensation for the General Manager if she is awarded a full bonus in FY26, plus a thousand dollars per year of reimbursed life insurance premium, from GL 6320 Regular Salaries.

## POTENTIAL MOTIONS

1. Approve, consistent with the compensation provisions of her employment contract, an increase the General Manager's base salary in the amount of Twenty One Thousand Six Hundred Twenty Four dollars and Twenty-Six cents (\$21,624.26), which represents the cost-of-living percentage adjustment given to all District employees of 2.5 percent (2.5%) and a five percent (5%) merit increase; approve a merit bonus payment of \$15,000; and approve the Agreement for Continued Employment of General Manager through May 2028.
2. Refer this item to the Ad Hoc General Manager Evaluation Committee for consideration of specified items.
3. Provide other directions to staff.

## ATTACHMENTS

Year 3 Accomplishments Table

Agreement for Continued Employment of General Manager

Year 3 Accomplishment Table

2022		2023		2024		Progress Report
Existing Groundwater Recharge Operations	1	Existing Groundwater Recharge Operations	1	Groundwater Recharge Operations	1	<ul style="list-style-type: none"> <li>Recharge = 85,302 AF in Water Year 2022-2023 (highest recharge record ever 1912-2024).</li> <li>Recharge = 74,958 AF in Water Year 2023-2024.</li> </ul>
Active Recharge Transfer Projects Feasibility Studies	2	Active Recharge Transfer Projects Feasibility Studies	2	PERC Project Feasibility Studies	3	<ul style="list-style-type: none"> <li>Resolution supporting PERC projects passed by the County Board of Supervisors on 4/26/2022.</li> <li>Feasibility study report in preparation; completion expected in Q2 2025.</li> </ul>
ARTP Final Design (selected site)	3					See 2024 Priority 13.
Mill Creek Diversion Permits	4	Mill Creek Diversion Permits	3			Complete - 2023.
Mill Creek Diversion Construction	5	Mill Creek Diversion Construction Complete	4			Complete - 2023.
Wash Plan Permit State and Waters Permits Issued	6	Wash Plan State and Waters Permits Issued	5	Wash Plan State/Waters Permits	6	<ul style="list-style-type: none"> <li>RWQCB 401 Water Quality Certification and Order for the Upper Santa Ana River Wash Habitat Conservation Plan, Covered Activities was issued on 7/29/2022 (SARWQCB WDID # 362021-07), with an amended permit issued on 1/22/2025.</li> <li>CDFW Streambed Alteration Agreement for Routine Maintenance was issued on 11/9/2022 (1600-2021-0005-R6)</li> <li>CDFW Streambed Alteration Agreement for construction projects was issued on 12/13/2022 (EPIMS-SBR-23918-R6).</li> <li>USACE 404 Programmatic Individual Agreement was issued on 1/29/2025 (SPL-2021-00336-DLC).</li> <li>CDFW 2081 permit was drafted for Robertson's mining in January 2024, with revised drafts prepared by CDFW in May 2024 and January 2025.</li> <li>CDFW 2081 permit application is in preparation for CEMEX's mining.</li> </ul>
Wash Plan - Land Exchange MOU Appraisal and ROW	7	Wash Plan - Land Exchange and ROW	6	Wash Plan BLM Land Exchange	4	Transfer documents have been signed by BLM State Office and are currently in review by the solicitor.
2020 Census Based Redistricting	8					Complete - 2023.
Wash Plan Natural Resources Management Plan	9	Wash Plan Natural Resources Management Plan	7			Complete - 2023.
Mentone Shop Study Approved, Design, Permitting	10	Mentone Shop Design and Permitting	12			Complete - 2023.
Mentone Shop Construction	11	Mentone Shop Construction Complete	13	Mentone Shop Permitting and Construction	5	Construction began on 3/26/2024 and paused on 8/6/2024 with notice that the contractor had filed for bankruptcy. The contract with a new contractor was approved by the Board on 2/12/2025.
Mill Creek Operations Permitting	12	Mill Creek Operations Permitting	8	Mill Creek Operations Safe Harbor Agreement	8	The final Conservation Benefit Agreement (formerly called Safe Harbor Agreement) incorporating USFWS comments was submitted to USFWS on 6/24/2024, and is currently awaiting USFWS review and publication in the Federal Register.
Wash Plan Trails MOU Approval	13	Wash Plan Trails MOU Approval	14	Wash Plan Trails MOU, Permitting and Operations Plan	9	<ul style="list-style-type: none"> <li>Trails MOU approved by City of Highland on 1/11/2022.</li> <li>Trails MOU approved by City of Redlands on 10/15/2024.</li> </ul>
Five Year Strategic Plan	14	Five Year Strategic Planning Update	9			Complete - 2023.
Community Mitigation Conservation Easements	15	Community Mitigation Conservation Easements	15			CDFW is completing review of the Conservation Easement and associated easement documents.
ARTP Final Design	16	Initiate ARTP Final Design	16	Initiate Final Design for Top Priority PERC Project	13	Pending additional feasibility study results (see 2024 Priority 3).
		Renew Groundwater Council Agreement	10			Complete - 2023.
		Apply and Secure Grant Funding for ARTP Projects	11	Apply for and/or Secure Grant Funds	14	<ul style="list-style-type: none"> <li>District's application for the WaterSMART Applied Science Grants 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 was selected for award in the amount of \$361,117.</li> <li>District's application for a WaterSMART Planning and Project Design Grant titled Mill Creek Managed Aquifer Recharge: Evolution of a Century of Stewardship was selected for award in the amount of \$400,000.</li> <li>District's application for a State &amp; Local Cybersecurity Grant for Local &amp; Tribal Governments Program Grant was selected for award in the amount of \$32,935.</li> </ul>
				Operate Enhanced Recharge Basins	2	Recharge began at newly constructed Enhanced Recharge basins on 1/7/2024.
				Facilities Maintenance Plan	7	Final Maintenance Plan for Mill Creek Groundwater Recharge Facility was presented to the Operations Committee on 11/5/2024.
				Communications and Engagement Plan	10	Outreach Plan was approved by the Board on 11/13/2024.
				Expand Integrated SAR Model to Incorporate Recharge	11	Results presented to Operations Committee on 1/29/2024 and the Board on 2/12/2025.
				Analyze Wash Plan SBKR Data	12	In progress.

Shaded cells show completed Board priorities.

## **AGREEMENT FOR CONTINUED EMPLOYMENT OF GENERAL MANAGER**

This AGREEMENT FOR CONTINUED EMPLOYMENT OF GENERAL MANAGER (“Agreement”) is entered into effective on the 19<sup>th</sup> day of May, 2025 (“Effective Date”) by and between the SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT, a public agency and water conservation district duly formed and existing under the Water Conservation Act, California Water Code sections 74000 *et seq.* (“District”) and Betsy Miller (“Employee”) on the terms and conditions stated herein. This Agreement follows a prior Agreement between the parties dated May 19, 2025, and is intended to replace, and supersede in its entirety, that prior agreement.

### **1. Duties of Employee**

A. District hereby agrees to employ Employee, and Employee hereby accepts employment with District, as District’s General Manager, beginning on the Effective Date. Employee shall perform all managerial duties of the District, including, but not limited to, all of those duties set forth in Resolutions Nos. 587 and 604, copies of which are attached hereto as Exhibits A and B, and incorporated herein by reference, and as may be amended. Employee shall perform such other legally permissible and proper duties as may be necessary or beneficial to manage and conduct the District’s business and operations, as the District’s Board of Directors may assign or require. Employee agrees to fulfill and abide by the terms of Resolution Nos. 587 and 604, and by all other District adopted policies and procedures. Employee specifically will work to implement the Board of Director’s approved Strategic Plan, and Policies and the Priorities establishes each January, including any additions or changes to the priorities made by the Board from time to time.

B. It is expressly understood that Employee shall be required to devote full time and effort to the business of the District during the term of this Agreement. This Agreement shall not be interpreted to prohibit Employee from making personal investments, conducting private business affairs, or pursuing personal political activities, so long as such activities do not materially interfere with the duties and services Employee is required to perform under this Agreement.

C. It is no longer the duty of the Employee acting as General Manager to serve also as the Executive Director and Chief Financial Officer of the San Bernardino Valley Conservation Trust (“SBVCT”), and Employee shall have no continuing duties or obligations in this regard following the Effective Date of this Agreement.

### **2. Term of Agreement and At-Will Status**

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

B. This Agreement shall commence as of May 19, 2025, and shall remain in effect until May 18, 2028, unless terminated earlier in accordance with the provisions of this Agreement.

**3. Termination and Severance**

This Agreement may be terminated by District at any time, with or without cause, consistent with Employee's at will status. This Agreement may be terminated by Employee upon no less than sixty (60) days written notice to the President of the Board of Directors of the intent to resign, retire, or otherwise separate from employment with the District. In the event of termination by Employee, Employee's employment shall be terminated at the end of the 60-day period, unless District's Board of Directors determines, in its sole discretion, to designate the operative date of the termination at an earlier date. Employee and District may, by mutual agreement, extend Employee's termination date beyond the 60-day notice period.

Upon termination or other separation from employment with the District, Employee shall be paid all accrued salary and benefits, including a pro rata monthly amount for any partial year, and for all accrued, unused vacation, and compensable sick leave consistent with the District's Personnel Manual policies applicable to other District employees in effect at the time of separation or termination. Upon termination or separation, Employee shall turn over to the District all District's property, including but not limited to, any credit cards, computer hardware or software, and all files, reports, or presentation materials.

If Employee's employment is terminated without cause, Employee shall, upon delivery to the District of a signed full waiver and release of claims for any claims, demands, or causes of action arising out of her employment, be entitled to payment of the lesser of the following number amount of months' base salary at Employee's then-current rate, exclusive of merit bonus pay or any other benefits, or the same amounts as may be applicable to the number of months remaining in the contract term:

YEAR 1 (until May 19, 2026);	4 months
YEAR 2 (from May 20, 2026 to May 19, 2027);	5 months
YEAR 3 (from May 20, 2027 to May 19, 2028);	6 months

**4. Disability**

In the event Employee becomes permanently disabled or is otherwise unable to perform her duties, as determined by a licensed physician designated by the District's Board of Directors, because of sickness, accident, injury, mental incapacity or other medical condition ("qualifying event") for a period of twelve (12) weeks in any one (1) year period measured from the first date of absence for such reason, this absence shall be defined as "FMLA/CFRA Leave" for a qualifying event. During the Employee's FMLA/CFRA Leave, to the extent Employee seeks such leave to be compensated, and except as otherwise provided in Paragraph 13 regarding Maternity Leave below, Employee shall be required to utilize all accrued and unused sick leave and paid leave concurrently during this time period. Employee may choose to take unpaid leave, consistent with time frames provided by the FMLA/CFRA, at her option, in which case no vacation or sick leave shall be required. Employee, in her capacity as General Manager, is deemed a key employee under

the FMLA/CFRA. Employee is therefore not entitled to reinstatement to her former position of General Manager at the expiration of the FMLA/CFRA Leave of twelve (12) weeks in a one (1) year period measured from the first day of Employee's absence for a qualifying event, and such inability to return to work constitutes just cause for Employee's termination.

## **5. Salary**

Employee shall be paid as determined by the Board of Directors, in accordance with District's standard payroll procedures. Employee's base salary for the first year of this contract shall be Three hundred Nine thousand Nine hundred Forty-Seven dollars and Seventy cents (\$309,947.70). Beginning in the second year of the term of this contract, Employee shall receive a Cost of Living ("COLA") adjustment to her base salary amount, in the same percentage as the COLA adjustment granted to other COLA-eligible employees of the District, to be effective at the same time such other employees' COLA adjustments are effective.

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

Employee shall be eligible for an annual merit performance bonus, in addition to the salary provided for herein, in an amount up to fifteen thousand dollars (\$15,000.00). Such merit performance bonus may be awarded by the Board of Directors in its sole and absolute discretion, in any amount up to fifteen thousand dollars (\$15,000.00), or no amount at all, or any figure in between. The merit performance bonus shall be determined based upon Employee's perceived progress in successfully implementing the District Strategic Plan, Policies, and Priorities as referenced in paragraph 1(A) above. Employee's job performance may be evaluated by the Board of Directors at any time, but Board consideration of salary adjustment, benefits adjustment, or merit performance bonus shall be made only one time per year. The merit performance bonus shall be in addition to the base salary provided for hereunder, but shall not be included as salary for determination of Employee's base salary for any future extension of this Agreement to subsequent employment terms, nor for any other retirement or other benefits. Any base salary increase or Cost of Living increase that may be made to Employee's salary in subsequent years shall be credited as additional salary for consideration of any future base year salary for Employee, however, to the effect that only the merit performance bonus shall be excluded from Employee's future base salary determination. It shall be the responsibility of Employee to work with the Board President to place Employee's reviews and consideration of salary adjustments on a meeting agenda for consideration by the Board of Directors in a timely fashion, and to place before the Board any consideration of extension or renewal of this Agreement at the end of its three (3)-year term no later than six (6) months prior to the expiration of such term.

## **6. Uniqueness of Services**

Employee represents and agrees that the services to be performed by this Agreement are special, unique, unusual, extraordinary, and of an intellectual character, that gives her a peculiar

value to the District, the loss of which cannot be reasonably or adequately compensated for monetary damages.

**7. Vacation**

As of the Effective Date, Employee has accrued vacation in the amount of one hundred thirty-six (136) hours. In addition to any vacation already accrued by Employee in her prior employment tenure with the District, Employee shall accrue additional vacation at a rate of 13.33 hours per month of completed employment, up to a maximum total accrual of three hundred sixty (360) hours. Employee may at any time elect to cash out some or all of then-currently accrued vacation. Any unused vacation or compensable sick leave shall be compensated at the base salary rate in effect when paid.

**8. Sick Leave**

Sick leave is a protection to Employee granted by District to assist Employee in times or circumstances of illness, incapacity, or physical adversity, and is intended to serve as a protection for Employee's health and welfare; it is not an earned right to time off work. In addition to any sick leave already accrued by Employee in her prior employment tenure with the District, Employee shall accrue sick leave at a rate of one (1) day per month of completed employment as stipulated in the Personnel Manual for all employees, except the Manager may accrue sick time without limitation during the term of employment and may at any time elect to cash out for compensation some or all of currently accrued sick time, provided such cash out is consistent with sick leave compensability amounts provided for other employees in the District's Personnel Manual in effect at the time.

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

**9. Administrative Leave**

Employee shall be entitled to Administrative Leave in addition to accrued vacation and sick leave. Such Administrative Leave will be granted at the beginning of each Fiscal Year in the amount to forty (40) hours in FY26, eighty (80) hours in FY27, and one hundred (100) hours in FY28, for a three-year aggregate of Two Hundred Twenty (220) hours. The Administrative Leave that is not used within the Fiscal Year in which it was granted will be lost, and will not accrue as vacation or other compensable time off for payout purposes upon separation, and will not carry over year to year.

**10. Mileage Reimbursement**

Employee shall be reimbursed for actual mileage travelled in Employee's own automobile, for such meetings and other events outside of the District's main offices as District reasonably requires Employee to attend. Mileage for commuting to and from employee's residence to the District offices shall not be eligible for reimbursement. Reimbursement shall be at the IRS forced mileage rate then in effect. Employee shall maintain collision and liability insurance on any

automobile Employee uses for any District business, at Employee's own expense, with coverage no less than \$100,000 per occurrence, \$300,000 per incident.

#### **11. Retirement and Other Benefits**

Employee shall be provided medical, dental, and vision benefits under District's medical and health insurance policies in effect as of the Effective Date, at District's expense, and as such medical and health insurance benefits may change through action of the District's Board of Directors, over the course of Employee's employment. Employee shall be provided with retirement benefit contributions covering both the employer and percentage of the employee cost in accordance with District Policy applicable to District's employees, at District's expense under District's PERS retirement plan participation, at the 2.5% at 55 rate in effect on the Effective Date, and as may be thereafter be amended or further defined by District's Board of Directors. Employee shall also be entitled to reimbursement for the cost of any term life insurance policy she may choose to take out on herself, of premium costs up to One Thousand Dollars (\$1,000.00) for each year this Agreement is in effect.

#### **12. Expense Reimbursements**

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

#### **13. Professional Development**

In addition to vacation and administrative leave, Employee shall be entitled to one (1) week of paid time off work annually, to pursue classes, seminars, or other professional development courses or training. Such courses or training shall be as selected by Employee, and approved in advance in writing by the District's Board of Directors. Prior to enrolling in any such training or courses, Employee shall secure approval of the District's Board of Directors of the course, its location, any travel, lodging, and tuition or course enrollment fee costs, which may be reasonably estimated, if not capable of being ascertained precisely at the time of consideration by the District's Board of Directors. Employee shall be responsible to schedule such courses or training at such times that Employee's duties and responsibilities are not unreasonably impacted.

#### **14. Maternity Leave**

In the event Employee experiences pregnancy disability, and notwithstanding Section 4 above, Employee shall be entitled to up to six (6) weeks of paid maternity leave. Such maternity leave pay may be taken as full pay for six (6) weeks, or one-half pay for twelve (12) weeks, at Employee's option. Such maternity leave shall not disqualify Employee for any FMLA/CFRA leave Employee may otherwise qualify for arising out of any reason other than pregnancy within the applicable twelve (12) month period.

**15. Integration**

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

**16. Waiver**

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

**17. Governing Law**

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

**18. Severance**

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

Dated: May 21, 2025

SAN BERNARDINO VALLEY WATER  
CONSERVATION DISTRICT

By: \_\_\_\_\_  
Melody McDonald, President  
“District”

Dated: May 21, 2025

By: \_\_\_\_\_  
Betsy Miller  
“Employee”

ATTACHMENT

Exhibit A Resolution No. 587  
Exhibit B Resolution No. 604

## RESOLUTION NO. 587

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT SUPERSEDING RESOLUTIONS NO. 347, 441, 459 AND 493, 537, 544, 558, 573, 578 AND DEFINING THE RESPONSIBILITIES AND AUTHORITY OF THE GENERAL MANAGER

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

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

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

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

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

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

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

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

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

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

6. Purchasing. It is the duty of the Manager to be responsible for the purchase of all supplies and equipment for the District. The General Manager's discretionary expenditure authority, without the requirement of prior Board of Directors' approval, is Thirty Thousand Dollars (\$30,000.00): for capital assets, professional services, maintenance, equipment vehicles and supplies subject to budget limitations. In cases of emergency, the General Manager may contract for construction work, services, or the purchase of materials without competitive bidding or prior Board approval. If possible, the General Manager will attempt to seek the concurrence of the Board President or Vice President prior to awarding any emergency contract. If the Board President and Vice-President are unavailable, the General Manager will attempt to seek the concurrence of another member of the Board of Directors. For purposes of this paragraph, "emergency" is defined as those circumstances requiring immediate work, services, equipment, materials, supplies, or construction to prevent the immediate interruption or cessation of necessary District services or to safeguard life, property or the public health and welfare. The General Manager must report on the award of any such contract for emergency work, services, or materials not later than the next meeting of the Board of Directors.

i) Any expenditure in excess of Thirty Thousand Dollars (\$30,000.00) shall be submitted to the Board of Directors for approval.

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

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

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

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

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

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

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

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

13. Reports to the Board.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 12<sup>th</sup> day of May, 2021, by the following vote:

YES: McDonald, Corneille, Longville, Stewart

NO:

ABSTAIN: Raley

ABSENT:

  
\_\_\_\_\_  
Melody McDonald, President

ATTEST:

  
\_\_\_\_\_  
Daniel B. Cozad,  
General Manager/Board Secretary

## RESOLUTION NO. 604

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT SUPERSEDING RESOLUTIONS NO. 347, 441, 459 AND 493, 537, 544, 558, 573, 578 AND 587 DEFINING THE RESPONSIBILITIES AND AUTHORITY OF THE GENERAL MANAGER

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

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

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

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

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

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

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

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

4. Investments. It is the duty of the Manager to invest District reserves and fiduciary assets in accordance with the approved Statement of Investment Policy. The Manager

shall authorize and direct investment and changes to holding in the best interest of the District. Significant changes shall be reported to the Board at their next meeting. The Manager shall work with investment managers and advisors to seek the best possible use of District funds based on need for capital, cash flow and accordance with District Statement of Investment policy and applicable laws and regulations.

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

6. Purchasing. It is the duty of the Manager to be responsible for the purchase of all supplies and equipment for the District. The General Manager's discretionary expenditure authority, without the requirement of prior Board of Directors' approval, is Thirty Thousand Dollars (\$30,000.00): for capital assets, professional services, maintenance, equipment vehicles and supplies subject to budget limitations. In cases of emergency, the General Manager may contract for construction work, services, or the purchase of materials without competitive bidding or prior Board approval. If possible, the General Manager will attempt to seek the concurrence of the Board President or Vice President prior to awarding any emergency contract. If the Board President and Vice-President are unavailable, the General Manager will attempt to seek the concurrence of another member of the Board of Directors. For purposes of this paragraph, "emergency" is defined as those circumstances requiring immediate work, services, equipment, materials, supplies, or construction to prevent the immediate interruption or cessation of necessary District services or to safeguard life, property or the public health and welfare. The General Manager must report on the award of any such contract for emergency work, services, or materials not later than the next meeting of the Board of Directors.

i) Any expenditure in excess of Thirty Thousand Dollars (\$30,000.00) shall be submitted to the Board of Directors for approval.

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

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

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

9. Hours of Employment. It shall be the duty of the Manager to devote his or her, full time efforts to the duties of the office. Any outside employment shall be set out in the terms of the Employment Contract of the General Manager and approved by the Board of Directors. The Manager shall see that the office is open to the public regularly in accordance with

the posted hours or as needed, except in case of emergency, or as ordered the State or County Health Officials.

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

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

13. Reports to the Board.

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

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

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

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

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

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

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

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

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

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

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

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

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

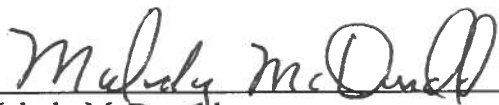
PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 9<sup>th</sup> day of November, 2022, by the following vote:

YES: McDonald, Corneille, Raley, Longville, Stewart

NO:

ABSTAIN:

ABSENT:

  
\_\_\_\_\_  
Melody McDonald  
President

ATTEST:

  
\_\_\_\_\_  
Betsy Miller  
General Manager/Board Secretary



# MEMORANDUM

No. 2114

**To: Board of Directors**  
**From: Betsy Miller, General Manager**  
**Date: May 21, 2025**  
**Subject: 2025 Staffing and Succession Plan**

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## RECOMMENDATION

Receive and File the Final 2025 Staffing and Succession Plan.

## BACKGROUND AND DISCUSSION

Effective staffing and succession planning contribute to stability and continuity in public agencies. These plans help prepare for transitions, maintain institutional knowledge, and support ongoing operations—considerations that are especially important in smaller agencies where staff often serve in specialized or cross-functional roles. A clear framework for workforce planning also helps guide recruitment, development, and contingency efforts over time. The draft 2025 Staffing and Succession Plan was reviewed and approved by the Finance and Administration Committee on January 22, 2025.

The District’s 2025 Staffing and Succession Plan updates the previous version, which was prepared in 2021. This Plan is a working document that is revised and provided to the Board as needed, generally on an annual basis or prior to significant known staffing changes.

Key components of the Plan include:

- **Organizational Functions:** An updated listing of the District’s core functions and responsibilities needed to fulfill its mission and Strategic Plan objectives.
- **District Staffing Structure:** A current organizational chart reflecting all paid staff positions and contracted roles, along with budget allocations for payroll and professional services.
- **Succession Outlook:** A position-by-position summary of retirement eligibility, emergency coverage, internal candidates, and planning priorities.
- **Staffing Activities:** A summary of active and planned recruitments in FY25 and areas under evaluation for FY26, including potential new roles in field operations and administrative support.

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### BOARD OF DIRECTORS

**Division 1**  
Richard Corneille

**Division 2**  
Mark E. Falcone

**Division 3**  
Robert Stewart

**Division 4**  
John Longville

**Division 5**  
Melody McDonald

### GENERAL MANAGER

Betsy Miller

- Staff Development and Retention Measures: Recommendations to enhance training, expand career pathways, and review compensation and benefits to support workforce sustainability and staff engagement.

The Plan is aligned with Strategic Plan Objective 7B and supports broader agency goals related to leadership development, operational effectiveness, and employee satisfaction.

## FISCAL IMPACT

The 2025 Staffing and Succession Plan was prepared by the General Manager and therefore did not result in expenditures under GL 5120 Professional Services. Implementation of Plan actions are included in the draft FY26 budget, such as addition of a Field Operations Specialist I under GL 6230 Regular Salaries.

## POTENTIAL MOTIONS

1. Receive and File the Final 2025 Staffing and Succession Plan as presented.
2. Direct staff to make specific revisions to the Final 2025 Staffing and Succession Plan.

## ATTACHMENTS

Final 2025 Staffing and Succession Plan dated April 25, 2025



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

# Staffing and Succession Plan

Submitted: April 25, 2025

Prepared by:

San Bernardino Valley Water Conservation District  
1630 West Redlands Blvd., Suite A  
Redlands, CA 92373





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

# STAFFING AND SUCCESSION PLAN

April 25, 2025

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## Executive Summary

The Staffing and Succession Plan presents short- and long-term strategies to maintain a stable and high-functioning organization, including:

- **Organizational Functions:** Functions and responsibilities necessary to the organization.
- **District Staff:** Organizational chart of paid positions with current staff and vacancies.
- **Succession Outlook:** Detailed succession information for each staff role.
- **Staffing and Succession Planning Activities:** Activities identified for the coming year.
- **Staff Development and Retention Measures:** Measures identified for the coming year.

## Introduction

The San Bernardino Valley Water Conservation District (SBVWCD) recognizes the importance of proactive staffing and succession planning to ensure continuity, resilience, and efficiency in delivering our mission to protect and manage local groundwater resources. In accordance with Strategic Plan Objective 7B, this staffing and succession plan provides a roadmap for addressing immediate succession needs and preparing for long-term workforce sustainability to deliver our Strategic Plan goals through intentional planning for continued operational excellence using strategies to attract, develop, and retain talent while fostering a culture of collaboration and professional growth.

## Organizational Functions

The following functions and responsibilities are necessary to deliver SBVWCD’s mission, Strategic Plan objectives, and annual Board priorities.

Function	Description
Groundwater Recharge Operations	Operating facilities to maximize efficient groundwater recharge.
Infrastructure Maintenance and Emergency Response	Performing inspections, repairs, and emergency preparedness for District facilities.
Land Management	Patrolling District lands to ensure operations remain unimpeded by trespass, dumping, habitat removal, fire, etc.
Engineering Capital Projects and Improvements	Managing infrastructure upgrades and major construction projects in support of PERC and District operations.
Water Resource Management	Participating in regional water resource planning and reporting annual water rights.
Environmental Monitoring and Compliance	Obtaining regulatory permits for CIPs and operations and overseeing adherence to permit requirements.
Natural Resources Management	Planning and implementing habitat restoration and conservation initiatives required by operations permits, such as the Upper Santa Ana River Wash Habitat Conservation Plan.

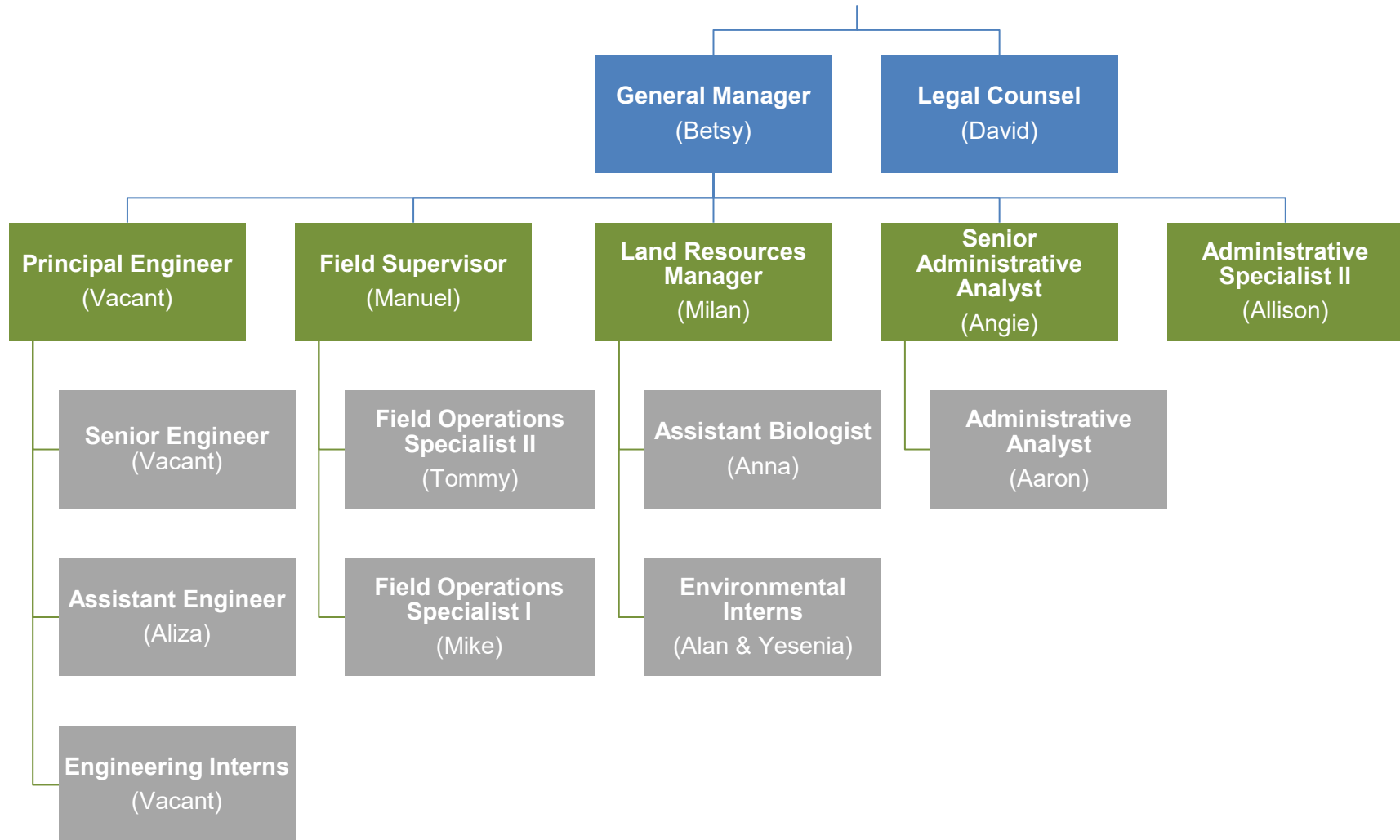
Function	Description
Groundwater Charge Administration	Preparing Engineering Investigation, setting annual groundwater charge, and managing groundwater charge collections.
Bookkeeping, Finance, Budget, and Audit	Managing financial reporting, budget development, and audit processes.
Office Management and Administration	Overseeing day-to-day office functions and ensuring operational efficiency.
Executive Management	Leading and directing overall District operations and strategic priorities.
Board Support	Preparing Board of Director meeting materials and maintaining official records.
Legal	Providing legal advice and ensuring compliance with local, state, and federal regulations.
Contract Management	Managing contracts for professional services.
HR Support and Risk Management	Administering employee policies, benefits, and workplace safety programs.
Clerical and Customer Support	Supporting public inquiries and managing groundwater charge collections.
IT Support, GIS, and Data Management	Maintaining technology infrastructure and managing GIS mapping and data systems.
Property Management	Administering leases and maintaining District properties.
Government Affairs and Communications	Managing relationships with local, state, and federal agencies and leading public communication efforts.
Education	Engaging the public through water conservation education presentations and training programs like QWEL.
Public Outreach	Building community awareness about groundwater conservation and habitat management.
Grant Writing and Funding Management	Securing external funding and ensuring compliance with grant requirements.
Strategic Planning and Performance Management	Aligning District activities with strategic goals and tracking progress of delivery.
Data Analytics, Program Evaluation, and Innovation	Reviewing data to assess program effectiveness and exploring innovative solutions for operational improvement.

## District Staff

The District's current staffing plan, as approved in the FY25 budget and subsequent Board actions, is shown below. In addition to the staff shown below, the District contracts for 1) specific, planned projects that exceed the knowledge and/or capacity of staff, such as annual monitoring for San Bernardino kangaroo rat and the PERC Feasibility studies, and 2) human resources, finance, technology, graphic design, public relations, and legal support that is utilized in an as-needed capacity to augment staff experience and efforts and provide ready assistance in the case of unplanned staff shortages. The District's approved FY25 budget includes \$1,831,083 in payroll and \$477,500 in professional services contracts, with additional contracted work included for recharge basin maintenance.



**San Bernardino Valley  
Water Conservation District  
Board of Directors**



## Succession Outlook

The District's current staffing plan with retirement eligibility, emergency back-up planning, and succession details is provided below.

Role	Retirement Eligibility	Emergency Back-up	Internal Qualified Candidate	Succession Planning Priority
<b>General Manager</b>	>5 years	Natural Resources Manager, General Counsel	Natural Resources Manager (Interim)	Low
<b>District Counsel</b>	Currently eligible	Consultant	No	Moderate
<b>Principal Engineer</b>	-	Senior Engineer	Senior Engineer after 15 years of experience	-
<b>Senior Engineer</b>	-	Principal Engineer	Assistant Engineer after 10 years of experience	-
<b>Assistant Engineer</b>	>5 years	Senior Engineer, Principal Engineer	No	Low
<b>Natural Resources Manager</b>	>5 years	Assistant Biologist, General Manager	Assistant Biologist after 10 years of experience	Low
<b>Assistant Biologist</b>	>5 years	Natural Resources Manager, Consultant	Former and current Interns	Low
<b>Senior Administrative Analyst</b>	<1 year	Consultant, Administrative Specialist	Administrative Analyst/Accountant	High
<b>Administrative Analyst</b>	>5 years	Senior Administrative Analyst, Administrative Specialist, Consultant	No	Low
<b>Administrative Specialist</b>	>5 years	Senior Administrative Analyst, Administrative Analyst	No	Low
<b>Field Supervisor</b>	Currently eligible	Field Operations Specialist II	Field Operations Specialist II	High
<b>Field Operations Specialist II</b>	>5 years	Field Supervisor, Field Operations Specialist I	Field Operations Specialist I	High
<b>Field Operations Specialist I</b>	>5 years	Field Supervisor, Field Operations Specialist II	No	Moderate

## Staffing and Succession Planning Activities

In FY25, the District’s staffing actions have focused on the activities listed below.

Activity	In Process	Complete
Contract to temporarily fill Senior Engineer role during extended leave		✓
Recruitment for vacant Administrative Specialist/Board Secretary role		✓
Recruitment for vacant Assistant Engineer role		✓
Addition of an Administrative Analyst/Staff Accountant role to plan for succession of Senior Administrative Analyst role		✓
Recruitment for vacant Senior Engineer role	✓	
Recruitment for vacant Principal Engineer role	✓	
Recruitment for Administrative Analyst/Staff Accountant role		✓

Staff are evaluating staffing needs for FY26, including:

- Addition of a second Field Operations Specialist I role to plan for succession of Field Supervisor and support operations of the new Enhanced Recharge basins (under analysis)
- Addition of an Administrative Analyst I/Staff Accountant role to support grants and capital construction projects

## Staff Development and Retention Measures

In alignment with Strategic Plan Objectives 7A and 7F, staff proposes the following initiatives focused on staff development and retention for 2025.

**Commitment to Training:** We proposed a continued focus on training and development of our workforce through the FY25 budget for training (\$28,275 or 1.5% of budgeted salaries). To date, three staff members have participated in the ACWA JPIA’s Leadership Essentials for the Water Industry program, and the District is currently partnered with a Gallup StrengthFinder-certified coach to conduct team strengths assessments, sub-team training sessions, and individual coaching.

**Develop Career Pathways:** Staff recommends review of classifications in our current salary table and the addition of appropriate classification steps to the salary chart where appropriate to provide clear career paths for staff. For example, the Administrative Analyst role may be revised to Administrative Analyst I and Administrative Analyst II. The goal of this effort is to provide promotional opportunities for staff hired for entry- and mid-level roles as they grow and expand

their contributions to the agency while fostering a culture of continuous improvement and long-term commitment.

**Salary Review:** Following the recruitment of several key positions in FY25, staff recommends review of the salary table compared to similar local agencies as part of the FY26 budget process.

**Employee Benefit Review:** Staff recommends a comprehensive review of employee benefits with a proposal for updates presented to the Finance and Administration Committee and Board in 2025.



# MEMORANDUM

No. 2115

**To: Board of Directors**  
**From: Finance & Administration Committee  
Betsy Miller, General Manager**  
**Date: May 21, 2025**  
**Subject: FY26 Enterprise Budget**

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## RECOMMENDATION

The Finance & Administration Committee recommends the Board approve the FY26 District Enterprise Budget as presented with incorporated changes from the Budget Workshop held on April 30, 2025.

## BACKGROUND AND DISCUSSION

Each year, San Bernardino Valley Water Conservation District (District) staff prepares revenue and expense estimates for the Groundwater Enterprise in February to support Board action on a proposed Groundwater Charge amount for public notice purposes. Based on this analysis, the Board noticed a 5% increase in the Groundwater Charge using the current unitary groundwater rate in the newspaper and via mail to groundwater producers, with opportunities for community input and feedback at both a public meeting on April 9, 2025, and a Board hearing on April 23, 2025, to determine the annual Groundwater Charge. The remainder of the budget is prepared based on a similar analysis of the other enterprise funds and Board priorities.

Based on the three quarters of the current fiscal year, staff has prepared a projected budget for each enterprise along with updated capital expenses. The Board reviewed the draft budget at the Budget Workshop on April 30, 2025; based on feedback at the workshop, the following revisions have been incorporated into the final FY26 budget:

- Interest Income: Staff reached out to larger agencies to discuss their approach to estimating interest income; given that these approaches did not vary from the District’s approach, no changes were made to GLs 4012, 4013, 4015 or 4016.
- GL 4050 Property Tax was increased from \$200,000 to \$240,000 to more closely align with recent annual increases.
- GL 5420 Electricity from \$12,400 to \$14,588 (20%) to address additional electricity use in the expanded office space and the new Mentone Shop.

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### BOARD OF DIRECTORS

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**Division 2**  
Mark E. Falcone

**Division 3**  
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John Longville

**Division 5**  
Melody McDonald

### GENERAL MANAGER

Betsy Miller

- GL 5050 Basin Cleaning: Following review of recent hauling contracts, staff estimates that removal of the remaining 7,600 cubic yards of sand stockpiled near Mill Creek Basin 1 will cost approximately \$155,000. Staff seeks Board direction on increasing GL 5050 Basin Cleaning to address all of this work in FY26.
- GL 6002 Website Admin: Staff reviewed additional costs to address a recent website issue; however, the vendor indicated their ability to address the issue under our current agreement/cost structure
- GL 6320 Regular Salaries: Following staff review of comparable salaries for the Senior Engineer role, no changes are proposed to this line item.

### **Budget Approach and Assumptions**

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

- Utilize the Groundwater Enterprise Budget to develop the proposed Groundwater Charge.
- Review the draft budget with the Finance & Administration Committee and a Board workshop before submitting it to the Board for approval.
- Solicit public feedback in public meetings such as a public meeting, public hearing, Board workshop and Board meetings.

The budget process used for FY26 followed that used for previous budgets, including the following specific assumptions:

#### Revenue:

- Groundwater Charge revenue is based on actual usage/pumping reported, averaged over a five-year period to minimize inter-annual variability in groundwater pumping due to precipitation.
- Property tax is estimated from FY25 actual receipts.
- Mining revenue is estimated based on lease-guaranteed annual minimum payments.
- Interest revenue is based on known yields for term investments and projected interest rates for cash.
- Program for Expansion of Recharge Capacity (PERC) (formerly ARTP) revenue is based on interest and capital income needed to complete existing contracts and new work planned for FY26.
- Wash Plan revenue is based on 4% interest generated on the Wash Plan endowment held by the Conservation Trust.

#### Expenses:

- Expenses are estimated at zero or actual costs/estimates modified based on specific needs and actual FY24 costs.
- Board administrative costs and staff COLA increases are based on the Bureau of Labor Statistics CPI-U All West December 2024 rate of 2.5% ([https://www.bls.gov/regions/west/news-release/consumerpriceindex\\_west.htm](https://www.bls.gov/regions/west/news-release/consumerpriceindex_west.htm)).
- Utilities increase between 0-25%, based on staffing needs, sector CPI or projected rate changes.
- Salaries include a merit-based raise pool of up to 5% of total salary expenditures, with individual pay adjustments aligned to the established minimum and maximum ranges for each classification in the District's Salary Schedule.
- Miscellaneous expenses generally increase by 5-10% when no other basis is available.
- Annual permit fees for state and waters permits for Santa Ana Groundwater Recharge Facility operations & maintenance.

- Year 6 of Upper Santa Ana River Wash HCP Implementation.
- Outreach expenses include design and installation of a low water demonstration garden (following construction, garden maintenance will be funded by San Bernardino County)
- Basin cleaning and maintenance at the Mill Creek and Santa Ana Groundwater Recharge Facilities, including equipment rentals and contracted work, will address remaining maintenance needs following significant recharge during multiple high precipitation years; includes \$50,000 from the Groundwater Recharge Enterprise Reserve.

### *Capital Improvement Projects*

CIP expenses are incorporated into the annual operating budget to account for specific instances where operating revenue is paid to capital projects, and capital funding covers annual costs such as salaries. Capital Improvement Projects scheduled for planning, permitting, and/or construction in FY25 include:

- Final design and initial construction for one PERC alternative.
- Installation of the Mill Creek North Canal Flume Flow Meter.
- Expansion of District office space.
- Initial Wash Plan trails tasks.

### *Salary and Benefits*

- A new Field Operations Specialist I is included to provide support for operation of the new Enhanced Recharge basins.
- Principal Engineer role will be filled/not filled depending on funding for specific PERC alternative(s) following regional review of PERC Feasibility Study.
- Administrative Analyst I is included to provide support to Administrative Analyst if Senior Administrative Analyst retires.

Additional staffing needs related to the operations of the new Enhanced Recharge basins will be evaluated throughout FY26 and, if necessary, included in the proposed FY27 budget.

### **Groundwater Enterprise**

The Groundwater Enterprise fund revenue has met its expenditures for the past seven years, with reserves used to fund significant maintenance following high recharge years in FY23 and FY24 and several capital projects, including the completed Mill Creek Diversion and in-process Mentone Shop construction.

### **Wash Plan Issuance Costs and Implementation**

FY26 is the sixth year of the implementation of the Wash Plan. Jump-start costs (\$33,000 per Wash Plan Table 7-5) and endowment earnings at four percent interest (\$88,038) are available for expenditure to implement the Wash Plan. Not all Wash Plan Participating Entities have paid endowment funds at this time, resulting in a shortfall of approximately \$300,000 below what is needed to fulfill planned Wash Plan tasks for FY26. If additional Wash Plan endowment funds are deposited with the San Bernardino Valley Conservation Trust before or during FY26, staff will bring a budget adjustment to the Board to account for additional revenue and expenses.

### **Other Income**

*Community Mitigation Program*

The San Bernardino Valley Conservation Trust has been contracted by local developers and government entities to support the implementation of certain mitigation measures required by CDFW for California Endangered Species Act permit requirements, mitigating on District lands. The Trust reimburses District staff time for these efforts, with \$50,000 budgeted for salary reimbursements in FY26.

### *Grants*

The District was awarded a U.S. Bureau of Reclamation WaterSmart Applied Science grant and a Planning and Design grant, which funds consultants support and District staff salaries. In FY26, \$200,000 of grant funds are budgeted for GL4040, Grants/Misc. Income, and \$20,582 is budgeted for GL 4043, Project Salary Reimbursement.

## POLICY CONSIDERATIONS

To support Board consideration of the proposed FY26 budget, notable changes and trends in the District's budgets over time are highlighted here.

- **Interest Income Revenue**  
Interest income has varied significantly over the past five years, reflecting major market shifts during and following the COVID-19 pandemic. With much of the District's investments held in CAMP and LAIF during historically low interest rates prior to 2020, the District was able to move funds to take advantage of unprecedented rate increases in 2022, locking in 20-year-high interest rates in laddered investments across a five-year horizon. Interest income projections for FY26 incorporated expected interest rate changes in the coming year.
- **Stable Operating Costs**  
Core accounts related to general operations and staffing have remained relatively stable, demonstrating consistent cost control. Modest increases in professional services and strategic planning categories in recent years reflect an intentional investment in capacity building, policy compliance, and interagency coordination.
- **Use of Reserves and Capital Strategy**  
The proposed FY26 budget includes continued strategic use of reserves, aligned with capital needs such as major facility maintenance projects, required permitting, critical infrastructure improvements, and support of increased regional groundwater recharge through the PERC projects. With nearly 60% (\$1,600,000) of the Groundwater Enterprise Reserve expended since FY21 to replace the Mill Creek Diversion, construct the Mentone Shop, and clean basins following significant rainfall/recharge, reserve amounts will continue to be monitored to ensure compliance with policy minimums and preserve long-term financial stability.
- **Support for Recharge Operations**  
Over time, changes in the annual budgets reflect inclusion of both revenue (e.g. Wash Plan and Community Mitigation Program endowments) and expenses related to a portfolio of projects to support optimized groundwater recharge operations, including land stewardship, real property management, and permit compliance such as implementation of the Wash Plan. These changes support the District's ability to meet rising regulatory complexity while continuing to deliver cost-effective groundwater recharge.

The proposed budget presented to the Board today incorporates comments received at the Board's April 30, 2025, Budget Workshop, the District's Strategic Plan and financial policies, the Board's prior action

on the Groundwater Charge, and reflects the District's continued commitment to conservative fiscal management, operational effectiveness, and transparent use of public funds.

## FISCAL IMPACT

Approval of the proposed FY26 budget would result in annual operating expenditures of up to \$4,544,962 from July 1, 2025, to June 30, 2026, and an additional \$4,750,921 in CIP expenses authorized for expenditure during the same period. As proposed, the District's FY26 revenues and \$50,000 in reserves to cover significant facilities maintenance needs following high rainfall years are sufficient to support the proposed FY26 expenditures.

## POTENTIAL MOTIONS

1. Approve the FY26 District Enterprise Budget as presented with incorporated changes from the Budget Workshop held on April 30, 2025.
2. Approve the FY26 budget with specific changes.
3. Provide feedback to staff and request that a revised budget be presented for approval on June 11, 2025.

## ATTACHMENTS

Draft District Enterprise Budget for FY26  
Capital Improvement Program Budget for FY26  
Projected Reserve Balances as of June 30, 2025

Draft District Enterprise Budget for FY26

GL DESCRIPTION:	Amended 2024-2025 Budget	Expended to Date as of 03/31/25	Projected Annual Costs (7/1/24-6/30/25)	Increase/Decrease from Amended 2024-2025	Draft 2025-2026 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY-MENTONE HOUSE			LAND RESOURCES			PERC			WASH PLAN & TRUST SUPPORT						
						2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	
<b>INCOME:</b>																											
4012 INTEREST INCOME-LAIF	0	25	25	0	0	0	100%		0			0			0			0			0			0			
4013 INTEREST INCOME-CALTRUST	0	0	0	0	0	0	100%		0			0			0			0			0			0			
4015 INTEREST INCOME-UBS	1,275,000	1,237,544	1,650,059	-95,293	1,179,707	395,446			15,465		Shared Interest	0			0			768,796			0			0			
4016 INTEREST INCOME CAMP	385,000	614,873	819,831	141,887	526,887	229,342			15,018		Shared Interest	0			0			282,527			0			0		5% of \$5M -25%	
4017 PERC CAPITAL INCOME	0	0	0	0	0	0	10%		0			0			0			0			0			0		90%	
4022 GROUNDWATER CHARGE	1,440,349	1,164,491	1,565,129	127,854	1,568,203	0			1,568,203	100%	5% increase	0			0			0			0			0			
4026 GW SUSTAIN./REPLENISHMENT	0	83,965	83,965	0	0	0			0	100%		0			0			0			0			0			
4031 PLANT SITE CEMEX	48,000	51,101	24,000	11,776	59,776	0			0		Agreement	0			59,776	100%	PER LEASE MIN	0			0			0			
4032 CEMEX - ROYALTY/LEASE	600,000	98,888	250,000	84,936	684,936	0			0		Estimated sales	0			684,936	100%	Per Lease Agrmt	0			0			0			
4036 AGGREGATE MAINTENANCE	65,000	156,380	201,380	10,000	75,000	0			0			0			75,000	100%	Estimate	0			0			0			
4040 GRANT/MISC. INCOME	95,375	4,577	95,375	137,125	232,500	0			0		Estimated	0			32,500		Estimate	200,000			0			0			Bureau of Rec
4043 PROJECT SALARY REIMBURSEMENT	53,154	35,915	53,154	17,418	70,572	0			20,572			0			50,000			0			0			0			
4050 PROPERTY TAX	169,775	154,784	200,000	70,225	240,000	240,000	100%	+20%	0			0			0			0			0			0			
4051 WASH PLAN TRAILS	66,000	0	0	-21,000	45,000	0			0			0			45,000	100%		0			0			0			
4055 SBVMWD LEASE AGREEMENT	502,542	493,880	493,880	3,685	506,227	151,868	30%	+2.5% CPI	354,359	70%		0			0			0			0			0			
4062 MENTONE PROPERTY INCOME	100	200	100	0	100	0			0			100	100%	PER LEASE	0			0			0			0			
4065 REDLANDS PLAZA	201,162	143,156	183,637	10,887	212,049	0			0			212,049	100%	Est. via revised leases	0			0			0			0			
4066 REDLANDS PLAZA CAM	47,554	40,123	54,492	8,573	56,127	0			0			56,127	100%		0			0			0			0			
4080 EXCHANGE PLAN	0	0	0	30,000	30,000	0			30,000	100%		0			0			0			0			0			
4025 WASH PLAN REVENUE	120,255	328,036	418,036	30,782	151,038	0			0			0			0			0			0			0			151,038
GW Recharge Enterprise Reserve	185,000	0	0	-135,000	50,000	0			50,000	100%		0			0			0			0			0			100%
4998 RATE STABILIZATION *From Reserves	0	0	0	0	0	0			0	100%		0			0			0			0			0			
4999 TRUST REIMBURSEMENT WP	0	0	0	0	0	0			0	100%		0			0			0			0			0			100%
<b>TOTAL INCOME:</b>	<b>5,254,267</b>	<b>4,607,937</b>	<b>6,093,062</b>	<b>433,856</b>	<b>5,688,124</b>	<b>1,016,655</b>			<b>2,053,618</b>			<b>268,277</b>			<b>947,213</b>			<b>1,251,323</b>			<b>151,038</b>						Or Comm. Mi
<b>EXPENSES:</b>																											
5080 LAFCO CONTRIBUTION/FEES	2,580	2,580	2,580	7,420	10,000	10,000	100%	LAFCO Charges	0			0			0			0			0			0			
5120 PROFESSIONAL SERVICES	558,875	275,679	558,875	-293,875	265,000	80,000			85,000		Consulting Services	0			70,000			0			0			30,000			
5122 WASH PLAN PROF. SERVICES	0	6,500	0	0	0	0			0			0			0			0			0			0			100%
5123 WASH PLAN IMPLEMENTATON	87,590	129,260	169,260	448	88,038	0			0			0			0			0			0			88,038			100%
5125 ENGINEERING SERVICES	35,000	0	35,000	0	35,000	0			35,000	100%		0			0			0			0			0			
5126 GW SUSTAIN./REPLENISHMENT	0	0	83,965	0	0	0			0	100%	Pass through of GC cost	0			0			0			0			0			
5127 PROJECT ACCOUNTING SERVICES	7,500	5,623	7,500	0	7,500	3,750	50%		0			0			0			3,750	50%		0			0			
5130 AERIAL PHOTO/SURVEYING/MARKET	2,547	673	2,547	128	2,674	0			0			0			2,674	100%		0			0			0			
5133 Regional River HCP Contribution	30,000	0	0	0	30,000	0			24,000	80%		0			6,000	20%		0			0			0			
5155 WP TRAILS SERVICES	100,000	0	20,000	0	100,000	0			0			0			100,000	100%	Dst/Cemex/Rob	0			0			0			
5160 IT SUPPORT	34,500	25,281	34,500	1,500	36,000	10,800	30%		16,200	45%	Share by need	0			3,600	10%		3,600	10%		3,600	10%		1,800			5%
5170 AUDIT	31,350	30,960	30,960	-350	31,000	4,650	15%	Based on Revenue	13,640	44%	Share based on Revenue	1,550	5%	Based on Revenue	4,960	16%	Based on Rev.	6,200	20%	Based on Rev	0			0			
5180 LEGAL	25,000	12,540	15,000	0	25,000	6,250	25%	HR	6,250	25%	Construction	0			5,000	20%	Agreements	7,500	30%		0			0			
<b>FIELD OPERATIONS:</b>																											
5210 EQUIPMENT MAINTENANCE	15,000	10,791	15,000	0	15,000	0	0%		15,000	100%	based on average actual	0			0			0			0			0			
5215 PROPERTY MAINTENANCE	40,000	6,163	20,000	0	40,000	0	0%		32,000	80%		0			8,000	20%	Comm Mitigatio	0			0			0			
5223 TEMP FIELD LABOR	10,000	3,525	10,000	0	10,000	0	0%		10,000	100%	Invasive and canal cleanir	0			0			0			0			0			
5225 FIELD CLEAN UP-DUMPING/VECTOR	60,000	49,474	60,000	0	60,000	0	0%		36,000	60%		0			24,000	40%	Comm Mitigatio	0			0			0			
5050 BASIN CLEANING	250,000	168,417	213,417	-125,000	125,000	0	0%		125,000	100%		0			0			0			0			0			
<b>VEHICLE OPERATIONS:</b>																											
5310 VEHICLE MAINTENANCE	10,626	6,754	10,626	1,594	12,220	0	0%		12,220	100%		0			0			0			0			0			
5320 FUEL	35,000	16,504	30,000	-5,000	30,000	0	0%		30,000	100%		0			0			0			0			0			
<b>UTILITIES:</b>																											
5410 ALARM SERVICE	1,260	2,573	3,300	2,740	4,000	1,600	40%		1,600	40%	FACILITIES SHARE	0			0			800	20%		0			0			
5420 ELECTRICITY	11,032	9,117	12,157	3,556	14,588	4,085	28%		2,918	20%	FACILITIES SHARE	6,127	42%		0			1,459	10%		0			0			
5430 MOBILE PHONES	7,508	4,075	5,825	-358	7,150	1,788	25%		3,575	50%	FACILITIES SHARE	0			715	10%		1,073	15%		0			0			
5440 TELEPHONE	3,240	3,443	4,224	1,322	4,562	2,737	60%		1,141	25%	FACILITIES SHARE	0			0			684	15%		0			0			
5450 NATURAL GAS	2,350	1,104	1,471	0	2,350	1,175	50%		705	30%	FACILITIES SHARE	0			0			470	20%		0			0			
5460 WATER / TRASH / SEWER	4,490	4,086	5,391	1,440	5,930	2,668	45%		2,075	35%	FACILITIES SHARE	0			593	10%		593	10%		0			0			
5470 INTERNET SERVICES	3,257	2,641	3,521	792	4,049	1,822	45%		1,012	25%	FACILITIES SHARE	202	5%		607	15%		405	10%		0			0			
<b>GENERAL ADMINISTRATION:</b>																											
6001 GENERAL ADMIN-OTHER	6,000	14,656	15,000	4,000	10,000	5,000	50%		5,000	50%	ESTIMATE BY USE	0			0			0			0			0			
6002 WEBSITE ADMINISTRATION	6,300	3,468	4,563	-300	6,000	6,000	100%		0			0			0			0			0			0			
6003 PROPERTY TAX	0	0	0	0	0	0	100%		0			0			0												

GL DESCRIPTION:	Amended 2024-2025 Budget	Expended to Date as of 03/31/25	Projected Annual Costs (7/1/24-6/30/25)	Increase/Decrease from Amended 2024-2025	Draft 2025-2026 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY-MENTONE HOUSE			LAND RESOURCES			PERC			WASH PLAN & TRUST SUPPORT					
						2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:	2026 BUDGET:	% BUDGET	BASIS:
6010 SURETY BOND	1,900	3,025	1,815	0	1,900	0	0%		0			0			1,900	100%		0			0			0		
6012 OFFICE MAINTENANCE	10,000	1,233	5,000	0	10,000	4,000	40%		0			6,000	60%	upkeep	0			0			0			0		
6013 OFFICE LEASE PAYMENT	50,000	37,500	50,000	25,000	75,000	26,250	35%		15,000	20%	Share by allocation	7,500	10%		15,000	20%		11,250	15%		0			0		
6015 MENTONE HOUSE MAINTENANCE	4,000	89	4,000	0	4,000	0	0%		0			4,000	100%		0			0			0			0		
6016 REDLANDS PLAZA MAINTENANCE	20,000	2,175	20,000	-10,000	10,000	0	0%		0			10,000	100%		0			0			0			0		
6026 REDLANDS PLAZA CAM EXPENSES	47,554	39,385	54,220	9,377	56,931	0	0%		0			56,931	100%	ADJUST FOR CAM	0			0			0			0		
6018 JANITORIAL SERVICES	10,560	7,431	10,560	0	10,560	10,560	100%		0			0	0%		0			0			0			0		
6019 JANITORIAL SUPPLIES	450	653	750	300	750	450	60%		300	40%	FACILITIES SHARE	0			0			0			0			0		
6020 VACANCY MARKETING-RP	5,000	0	5,000	0	5,000	0	0%		0			5,000	100%	RENTAL SUPPORT	0			0			0			0		
6024 COMPUTER HARDWARE	3,150	0	3,150	158	3,308	910	28%		2,067	63%	FACILITIES SHARE	331	10%		0			0			0			0		
6027 COMPUTER SOFTWARE	23,250	14,582	23,250	2,000	25,250	9,595	38%		2,525	10%	FACILITIES SHARE	3,788	15%		3,788	15%		4,293	17%		1,263	5%				
6030 OFFICE SUPPLIES	10,000	5,182	8,000	0	10,000	3,000	30%		2,000	20%	FACILITIES SHARE	1,000	10%		1,500	15%		2,000	20%		500	5%				
6033 OFFICE EQUIPMENT RENTAL	8,100	6,549	8,100	0	8,100	6,075	75%		405	5%	FACILITIES SHARE	1,215	15%		405	5%		0			0			0		
6036 PRINTING	2,500	2,435	2,500	0	2,500	1,250	50%		1,000	40%		0			250	10%		0			0			0		
6039 POSTAGE AND OVERNIGHT DELIVERY	1,200	1,756	1,956	300	1,500	825	55%		375	25%		150	10%		150	10%		0			0			0		
6042 PAYROLL PROCESSING FEES	5,000	3,403	5,000	2,000	7,000	7,000	100%		0			0			0			0			0			0		
6045 BANK INVESTMT. SERVICE CHARGES	10,000	1,690	3,000	0	10,000	10,000	100%		0			0			0			0			0			0		
6051 UNIFORMS	3,209	2,270	3,209	96	3,305	992	30%		2,314	70%	Field Uniforms	0			0			0			0			0		
6060 OUTREACH	130,000	38,092	130,000	206,000	336,000	9,000			177,000		share by mission	0			108,000			42,000			0			0		
6087 EDUCATIONAL REIMBURSEMENT	5,000	225	225	0	5,000	5,000	100%		0			0			0			0			0			0		
6090 SUBSCRIPTIONS/PUBLICATIONS	3,150	2,834	3,150	158	3,308	3,308	100%		0			0			0			0			0			0		
6091 PUBLIC NOTICES	4,000	6,497	4,000	2,500	6,500	1,300	20%	Ordinance Change	5,200	80%		0			0			0			0			0		
6093 MEMBERSHIPS	37,583	51,456	35,145	7,534	45,117	45,117	100%	ACWA CSDA Etc.	0			0			0			0			0			0		
<b>BENEFITS:</b>								Benefits	833,446.60																	
6110 VISION INSURANCE	3,170	1,964	3,170	865	4,035	726	18%		2,018	41%	Based on percent of hours	197	4%		689	14%		1,083	22%		40	1%				
6120 WORKER'S COMP INSURANCE	23,286	9,318	23,286	922	24,208	4,357	18%	BASE ON LABOR	12,109	41%	Based on percent of hours	1,181	4%		4,135	14%		6,497	22%		242	1%				
6130 DENTAL INSURANCE	12,137	6,894	12,137	1,205	13,341	2,401	18%	BASE ON LABOR	6,673	41%	Based on percent of hours	651	4%		2,279	14%		3,581	22%		133	1%				
6150 MEDICAL INSURANCE	278,414	182,371	278,414	79,761	358,175	64,471	18%	Policy Reduction	179,159	41%	Based on percent of hours	17,479	4%		61,176	14%		96,134	22%		3,582	1%				
6150.01 MEDICAL EMPLOYEE CONTRIBUTION	-39,230	-20,063	-39,230	-3,801	-43,031	-7,746	18%		-17,643	41%	Based on percent of hours	-1,721	4%		-6,024	14%		-9,467	22%		-430	1%				
6160 PAYROLL TAXES - EMPLOYER	117,848	70,368.37	117,848	23,635	141,483	25,467	18%		70,770	41%	Based on percent of hours	6,904	4%		24,165	14%		37,974	22%		1,415	1%				
6170 PERS RETIREMENT	282,883	209,336	282,883	52,354	335,237	60,343	18%	Includes UA Liability	167,685	41%	Based on percent of hours	16,360	4%		57,258	14%		89,978	22%		3,352	1%				
6170.01 PERS EMPLOYEE CONTRIBUTION	-85,805	-40,659	-85,805	-19,638	-105,443	-18,980	18%		-43,231	41%	Based on percent of hours	-4,218	4%		-14,762	14%		-23,197	22%		-1,054	1%				
6170.02 457 Plan EMPLOYEE CONTRIBUTION	0	-38,051	0	0	0	0																				
<b>SALARIES:</b>								Overhead Offset 22%																		
6210 OVERTIME				0		0			0			920,380.03			0			0			0			0		
6230 REGULAR SALARIES	1,781,083	1,078,351	1,535,352	248,344	2,029,428																					
Sub Field Staff Part Time	0	0	0	0	0	0			0	100%	Salary+overhead 22% time	0			0			0			0	0%				
Sub Field Supervisor	109,872		119,203	8,234	118,106	0	0%		144,089	100%	Salary+overhead 22% time	0	0%		0	0%		0	0%		0	0%				
Sub Field Operations Spec II	76,192		85,816	9,469	85,661	0	0%		104,507	100%	Salary+overhead 22% time	0	0%		0	0%		0	0%		0	0%				
Sub Field Operations Spec I	64,898		74,883	8,622	73,520	0	0%		80,725	90%	Salary+overhead 22% time	0	0%		8,969	10%		0	0%		0	0%				
Sub Field Operations Spec I	0		0	62,400	62,400	0	0%		68,515	90%	Salary+overhead 22% time	0	0%		7,613	10%		0	0%		0	0%				
Sub Lands Resources Mgr.	185,861		185,861	13,948	199,809	19,981	10%		36,565	15%	Salary+overhead 22% time	0	0%		158,449	65%		12,188	5%		9,990	5%				
Sub Admin Services Spec.	100,888		89,511	-13,706	87,182	34,873	40%		37,227	35%	Salary+overhead 22% time	10,636	10%		10,636	10%		5,318	5%		0	0%				
Sub Senior Admin Analyst	112,350		127,838	8,416	120,766	48,307	40%		29,467	20%	Salary+overhead 22% time	13,260	9%		14,733	10%		29,467	20%		1,208	1%				
Sub Admin Analyst	0		28,200	105,092	105,092	42,037	40%		6,411	5%	Salary+overhead 22% time	11,539	9%		12,821	10%		44,874	35%		1,051	1%				
Sub Assistant Admin Analyst	0		0	0	0	0	40%		0	20%	Salary+overhead 22% time	0	9%		0	10%		0	20%		0	1%				
Sub Principal Engineer	136,800		0	40,000	176,800	14,144	8%		21,570	10%	Salary+overhead 22% time	0	0%		10,785	5%		166,086	77%		0	0%				
Sub Senior Engineer	150,268		21,273	6,252	156,520	12,522	8%		38,191	20%	Salary+overhead 22% time	0	0%		9,548	5%		137,487	72%		0	0%				
Sub Assistant Engineer	88,274		65,221	-10,975	77,299	0	0%		47,152	50%	Salary+overhead 22% time	0	0%		4,715	5%		42,437	45%		0	0%				
Sub Assistant Engineer/Biologist	78,745		85,893	9,667	88,411	6,189	7%		53,931	50%	Salary+overhead 22% time	0	0%		22,651	21%		16,179	15%		6,189	7%				
Sub Legal Counsel	305,929		305,929	7,799	313,728	47,059	15%		133,962	35%	Salary+overhead 22% time	38,275	10%		95,687	25%		57,412	15%		0	0%				
Sub General Manager	288,323		293,323	21,631	309,954	108,484	35%		113,443	30%	Salary+overhead 22% time	18,907	5%		56,722	15%		56,722	15%		0	0%				
Sub Clerical (Part-time)	27,305		16,675	-27,305	0	0	85%		0	5%	Salary+overhead 22% time	0	10%		0	0%		0	0%		0	0%				
Sub Doc Imaging Intern	17,202		0	858	18,060	7,224	40%		1,102	5%	Salary+overhead 22% time	0	0%		9,915	45%		2,203	10%		0	0%				
sub Engineering/GIS Intern	19,089		11,817	-1,029	18,060	903	5%		1,763	8%	Salary+overhead 22% time	0	0%		17,627	80%		0	0%		1,264	7%				
sub Biology Intern	19,089		23,909	-1																						





Projected Reserve Balances as of June 30, 2025

District Policy Reserves	Jun 2024-FINAL				Estimated June 2025			
	Changes	2024	Target or Max	Percent Funded	Changes	2025	Target or Max	Percent Funded
Groundwater Recharge Enterprise Reserve	-\$586,666	\$1,104,450	\$1,250,000	88%	\$29,185	\$1,133,635	\$1,250,000	91%
Groundwater ER Maintenance Reserve		\$350,000	\$250,000	140%		\$350,000	\$250,000	140%
GWA Rate Stabilization		\$200,000	\$200,000	100%		\$200,000	\$200,000	100%
GW Sustainability Charge Fund Reserve	-\$16,260	\$0	\$0	N/A	\$0	\$0	\$0	N/A
Redlands Plaza Reserve	-\$17,323	-\$144,450	\$81,418	-177%	\$104,025	-\$40,425	\$81,418	-50%
Land Resources Reserve	\$2,221,130	-\$666,898	\$816,743	-82%	\$456,557	-\$210,341	\$816,743	-26%
General Liability Fund Reserve	\$645,863	\$1,382,546	\$1,250,000	111%	\$734,285	\$2,116,832	\$1,250,000	169%
Self Insurance Reserve	\$10,000	\$50,000	\$50,000	100%	\$0	\$50,000	\$50,000	100%
Compensated Absences Reserve	\$27,787	\$123,027	\$175,000	70%	\$59,377	\$182,404	\$175,000	104%
Capital Improvement/Equipment Reserve	-\$1,788,366	\$635,968	\$750,000	85%	-\$425,596	\$210,372	\$750,000	28%
Prepaid Royalties Reserve		\$5,000,000	\$5,000,000	100%		\$5,000,000	\$5,000,000	100%
PERC Projects-formerly Active Recharge TP	\$176,944	\$35,291,009	\$35,291,009	100%	-\$601,724	\$34,689,285	\$34,689,285	100%
DR Horton Trespass Reparations Deposit	-\$12,860	\$205,278	\$205,278	100%	-\$100,525	\$104,753	\$104,753	100%
<b>Total All Allocated Reserves</b>	<b>\$660,248.00</b>	<b>\$43,530,930</b>	<b>\$ 45,319,447</b>	<b>96%</b>	<b>\$255,584</b>	<b>\$43,786,514</b>	<b>\$ 44,617,199</b>	<b>98%</b>



# MEMORANDUM

No. 2116

**To: Board of Directors**  
**From: Betsy Miller, General Manager**  
**Date: May 21, 2025**  
**Subject: Contract Services Agreement for Sand Loading and Hauling Services**

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## RECOMMENDATION

Approve the Contract Services Agreement for Mill Creek Basin Sediment Transport and Deposit with Jacinto Construction, Inc. for sand loading, hauling, and depositing services at an amount not-to-exceed \$73,100.

## BACKGROUND AND DISCUSSION

On November 5, 2024, the Operations Committee approved the District’s Facilities Maintenance Plan, and provided direction to staff to prioritize removal of stockpiled materials within District facilities as resources allow. The proposed Agreement will remove approximately 3,400 cubic yards of material stockpiled near various Mill Creek recharge basins by District staff during recent maintenance activities. Removal of this stockpiled material will support efficient operation of the Mill Creek Groundwater Recharge Facility and limit future deferred maintenance.

As proposed, the material would be loaded and hauled by Jacinto Construction, who is recommended following a solicitation of three quotes and review of two received quotes. Upon delivery of the material to the Borrow Pit, the District’s materials processing licensee will process and sell the material as market conditions allow.

The work proposed under this contract falls within Resolution No. 617, approved by the Board on November 8, 2023, and qualifies as a ministerial project under CEQA because it 1) is limited to stockpiled material from the District’s basins, and implicates no new expansion of the extent or design capacity of such basins, 2) loading will be limited to District-approved locations outside of sensitive or endangered species habitats, and 3) hauling will occur on existing, previously-disturbed haul routes.

## FISCAL IMPACT

Approval of the recommended action would result in the expenditure of up to \$73,100 from GL 5050 Basin Cleaning, with approximately \$60,000 expended in FY25 and approximately \$13,100 expended in FY26.

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### BOARD OF DIRECTORS

**Division 1**  
Richard Corneille

**Division 2**  
Mark E. Falcone

**Division 3**  
Robert Stewart

**Division 4**  
John Longville

**Division 5**  
Melody McDonald

### GENERAL MANAGER

Betsy Miller

## POTENTIAL MOTIONS

1. 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 materials loading, hauling, and depositing services at an amount not-to-exceed \$71,300.
2. Refer this item to the Operations Committee, noting that all work would be completed in FY26.
3. Table the item to a future meeting for consideration.

## ATTACHMENTS

Contract Services Agreement for Mill Creek Basin Sediment Transport and Deposit

**CONTRACT SERVICES AGREEMENT FOR  
MILL CREEK BASIN SEDIMENT TRANSPORT AND DEPOSIT**

**THIS CONTRACT-SERVICES AGREEMENT FOR MILL CREEK BASIN SEDIMENT TRANSPORT AND DEPOSIT** ("Agreement") is made by and between the **SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**, a California special district ("District"), and **JACINTO CONSTRUCTION, INC.**, a California corporation ("Contractor"), is effective May 21, 2025 ("Effective Date"). This agreement is entered into in consideration of all the following:

**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, Contractor shall pick up, load, haul, and deposit some three thousand four hundred and five (3,405) cubic yards of sand, sediment, and related material from the District's Mill Creek spreading basins, picking up from the loading point designated on the mapping shown in Attachment A as "Point A," and shall convey such material over the haul route designated in the map attached hereto as Attachment A, to the deposition site reflected thereon as "Point B." All loading activity, hauling, and deposition of hauled material shall be performed by Contractor, and shall occur exclusively at the locations specified in Attachment A. Hauled material shall be deposited in the areas identified as Point B in Attachment A. Speed limits for all vehicles traversing dirt roads in furtherance of the hauling activity contemplated by this Agreement shall be no more than fifteen (15) miles per hour. All stockpiling at the Point B deposition site shall be per specifications and directions as shall be provided to Contractor by District. Contractor shall be responsible for all water supplies needed to accomplish effective dust suppression for all work provided hereunder, including any permits required to secure same; District may provide access to water sources, if available. Such work is referred to herein as the "Scope of Services." Contractor warrants that all work and services hereunder will be performed in a competent, professional, and satisfactory manner, consistent with standards of performance prevailing in Contractor's industry.

1.2 Authorization to Begin. Contractor shall begin work or services upon receipt of a written Notice to Proceed. No work or services other than that described in Section 1.1 above shall be initiated by the Contractor without express authorization of District and documented as a Change Order to this Agreement.

1.3 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with applicable ordinances, resolutions, statutes, rules, and regulations of District and any Federal, State, or local governmental agency.

1.4 Licenses, Permits, Fees, and Assessments. Contractor 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.

1.5 Time for Compliance. Contractor's services shall be completed no later than June

30, 2025.

## **2.0 COMPENSATION**

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be paid a total fee not to exceed Seventy-Three Thousand One Hundred Dollars (\$73,100.00) ("Contract Price"). Sixty Thousand dollars (\$60,000.00) of the total Contract Price shall be for work done on or before July 1, 2025, and Contractor shall perform and invoice for such portion of the total Contract Price on or before June 30, 2025. Contractor shall provide to District certified daily counts of truckloads of material excavated and removed, along with aggregate totals since the inception of the work, which counts shall at all times be subject to field verification by District's Contract Officer or his or her designee. The total charges for material excavated and removed shall not exceed the Contract Price without prior written authorization from the District's Contract Officer, and any invoices for material whose value exceeds the Contract Price, without prior written authorization of the District's Contract Officer, shall not be paid.

2.2 Method of Payment. Provided that Contractor is not in default under the terms of this Agreement, Contractor shall be paid upon completion the items described in the Scope of Services after submission of a written invoice, provided that before payment of the final invoice, all work authorized by District shall be completed, in a manner acceptable to the District.

2.3 Content of Invoices. Each invoice submitted by Contractor shall reflect the amount of work performed for each bid item, including quantities of material excavated, hauled, or otherwise removed. Invoices without this information shall not be paid.

2.4 Additional Work or Change Order. Any work performed by Contractor not specified in the Scope of Services shall not be paid for unless and until such work has been specifically directed by the District in writing, or approved in writing by the District after Contractor submits a written Change Order, detailing the work not earlier described within the Scope of Services that will be performed pursuant to the Change Order. The District, acting by and through the Contract Officer, may approve, partially approve, or disapprove any requested Change Order, in its sole and absolute discretion, provided, however, that the cumulative amount of additional expenditures under Change Order approvals permitted to be approved by the Contract officer shall not in any event exceed ten percent (10%) of the original Contract Sum, unless previously authorized by the District's Board of Directors.

## **3.0 COORDINATION OF WORK**

3.1 Representative of Contractor. Eric Nixon is hereby designated as the principal representative of Contractor, authorized to act on its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. A substitution of the designated representative must be approved in advance by District.

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

Colunga as Project Manager, who is authorized to direct the work of Contractor.

3.3 Prohibition Against Subcontracting or Assignment. Contractor shall not contract with any entity to perform in whole or in part the work and services required of Contractor by this Agreement without the prior express written approval of 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 District. Any such prohibited assignment or transfer shall be void.

3.4 Independent Contractor. Contractor shall perform all services required herein as an independent contractor of District and shall remain at all times as to District a wholly independent contractor. District shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Contractor. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of District. Neither Contractor nor any of its employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from District; and neither Contractor nor any of its employees shall be paid by District time and one-half for working in excess of forty (40) hours in any one week. District is under no obligation to withhold State and Federal tax deductions from Contractor's compensation. Neither Contractor nor any of Contractor's employees shall be included in the competitive service, have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

#### **4.0 INSURANCE AND INDEMNIFICATION**

4.1 Insurance. Contractor 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:

4.1.1 Workers' Compensation Insurance. By signature hereunder, Contractor certifies that Contractor is aware of the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and Contractor will comply with such provisions before commencing the performance or the work of this Agreement.

4.1.2 Workers' Compensation and Employer's Liability Insurance. Contractor and all sub-contractors shall cover or insure under the applicable laws relating to workers' compensation insurance, all of their employees employed directly by them or through approved sub-contractors in carrying out the work contemplated under this Agreement, all in accordance with the Workers' Compensation and Insurance Act, Division IV of the Labor Code of the State of California and any Acts amendatory thereof. Contractor shall provide employer's liability insurance in the amount of, at least, \$1,000,000.00 per accident for bodily injury and disease.

4.1.3 Liability Insurance. Contractor shall provide and maintain at all times during the performance of this Agreement, the following commercial general liability

insurance:

(a) Coverage. Coverage shall be at least as broad as the following:

(1) Commercial General Liability. Commercial General Liability coverage (Occurrence Form CG 0001) in the amount of one million dollars (\$1,000,000.00) 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 District) or the general aggregate limit shall be twice the required occurrence limit.

(2) Professional Liability. Professional Liability appropriate to Contractor's profession covering Contractor's wrongful acts, negligent actions, errors, or omissions in the amount of one million dollars (\$1,000,000.00) per claim and annual aggregate.

(b) Required Provisions. The policies specified in Section 4.1-03.01 is 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 District.

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

(d) Deductibles and Self-Insured Retention. Any deductible or self-insurance retention must be declared to and approved by District. At the District's option, the insurer shall reduce or eliminate such deductibles or self-insured retention.

(e) Acceptability of Insurers. Insurance is to be placed with insurers having a current A.M. Best's rating of no less than A-:VII or equivalent or as otherwise approved by District.

(f) Evidences and Cancellation of Insurance. Prior to execution of this Agreement, Contractor shall file with District evidence of insurance satisfactory to District. The insurer will give by U.S. mail written notice to 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. Contractor shall, upon demand of District, deliver to District all such policy or policies of insurance and the receipts for payment of premiums thereon.

(g) Sub-Contractors. In the event that Contractor is approved to employ other contractors as part of the services covered by this Agreement, it shall be

Contractor's responsibility to confirm that each sub-contractor meets the minimum insurance requirements specified above.

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

4.2.1 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 Contractor, or any directors, officers, employees or designated volunteers of District or Contractor, and damages to or destruction of property of any person, including but not limited to, District and/or Contractor and their directors, officers, employees or designated volunteers, arising out of or in any manner directly or indirectly connected with the work to be performed under this Agreement, due to Contractor's willful or negligent acts, errors, or omissions committed or alleged to have been committed, except in those cases where District is solely liable.

4.2.2 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 Contractor, except in those cases where District is solely liable.

4.2.3 Contractor shall defend, at its own cost, expense, and risk, with Counsel of District's choice, any and all such previously mentioned 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.

4.2.4 Contractor 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 previously mentioned suits, actions or other legal proceedings.

4.2.5 Contractor 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.

4.2.6 Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by District, or its directors, officers, employees, or designated volunteers.

4.3 Laws, Regulations and Permits; Prevailing Wage. Contractor shall give all notices required by law and comply with all laws, ordinances, rules, and regulations pertaining to the conduct of the work, including laws relating to payment of prevailing wages. District has advised Contractor the services called for under this Agreement are subject to the payment of prevailing

wages, and Contractor shall assure that all persons working on Contractor's behalf, and all approved subcontractors, pay such prevailing wages, and maintain such payroll and other records as are fully compliant with such requirements. Contractor is responsible for meeting all requirements for payment of prevailing wages, use of apprentices or apprenticeships, and all payroll and other administrative recordkeeping to comply with all applicable requirements of same. District shall file with the California Department of Industrial Relations ("DIR") the applicable notice for the services to be provided hereunder, and shall provide the Contractor the DIR Project 1.0. number for Contractor's reporting and compliance obligations in connection therewith. Contractor shall be liable for all violations of the law in connection with work furnished by Contractor, including any fines, penalties, or interest related to same.

4.4 Safety. Contractor shall execute and maintain Contractor's work to avoid injury or damage to any person or property. In carrying out the work, Contractor 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 full compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations.

## **5.0 TERM OF AGREEMENT**

5.1 Term. This Agreement shall be effective from date of signature of both Parties and shall continue in full force and effect until completion and approval of the work and services described hereunder, but no later than September 1, 2025, unless extended by mutual consent, or until otherwise terminated under Section 6.11 below. The September 1, 2025 end date shall not extend nor enlarge the time for the portion of the total Contract Price that is required to be performed and invoiced prior to June 30, 2025, per Paragraph 2.1 above, but shall relate only to the remaining portion of the total Contract Price for work not performed by Contractor nor invoiced by June 30, 2025.

## **6.0 MISCELLANEOUS PROVISIONS**

6.1 Covenant Against Discrimination. Contractor covenants for itself, its heirs, executors/assigns, and all persons claiming under or through it, that there shall be no discrimination against any person on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor further covenants and agrees to comply with the terms of the Americans with Disabilities Act of 1990 (42 U.S.C. §1210 et seq.) as the same may be amended from time to time.

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

6.3 Conflict of Interest. No officer or employee of 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. Contractor 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. Unless otherwise provided herein, all notices required to be delivered under this Agreement or under applicable law shall be personally delivered, or delivered by United States mail, prepaid, certified, return receipt requested, or by overnight document delivery service that provides a receipt showing date and time of delivery. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by overnight mail shall be effective at 5:00 p.m. on the business day following dispatch. Notices to the District and Contractor shall be delivered to the following addresses:

<b>District</b>	General Manager  San Bernardino Valley Water Conservation District 1630 West Redlands Boulevard, Suite A Redlands, CA 92373-8032
<b>Contractor</b>	President  Larry Jacinto Construction, Inc P.O. Box 615 Mentone, CA 92359

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. The headings of sections and paragraphs of this Agreement are for convenience or reference only, and shall not be construed to limit or extend the meaning of the terms, covenants, and conditions of this Agreement.

6.6 Integration. 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.

6.7 Integration and Amendment. This Agreement contains the entire agreement between the parties, and supersedes all prior negotiations or representations made by any party with respect to the subject matters encompassed herein. This Agreement may only be amended by the mutual consent of the Parties by an instrument in writing, signed by both parties.

6.8 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.

6.9 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.

6.10 Attorney's Fees. In any action between the Parties hereto seeking enforcement of any of the terms or provisions of this Agreement or in connection with the performance of the work hereunder, the party prevailing in the final judgment or other resolution in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to have and recover from the other party its reasonable costs and expenses including, but not limited to, reasonable attorneys' fees, expert witness fees, and court costs. If either party to this Agreement is required to initiate or defend litigation with a third party because of the violation of any term or provision of this Agreement by the other party, then the party so litigating shall be entitled to its reasonable attorney's fees and costs from the other party to this Agreement.

6.11 Termination. District may terminate this Agreement, upon giving five (5) days' notice in writing to Contractor. The indemnification provisions of Section 4.2 above shall survive termination, and any task undertaken by Contractor on written District authorization, and still uncompleted at the expiration of the notice period, shall be carried to completion by Contractor 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 from the performance of the work hereunder, including any termination of this Agreement, Contractor and District shall meet and confer 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 five (5) business days after written notice by one party to the other identifying the nature of the dispute and requesting a meet and 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) he or she is duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing 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.

**[Signature Page to Follow]**

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

“CONTRACTOR”

“DISTRICT”

**LARRY JACINTO CONSTRUCTION**

**SAN BERNARDINO VALLEY WATER  
CONSERVATION DISTRICT**

9555 Wabash Avenue  
Redlands, CA 92374  
909-794-2151  
Email:

1630 West Redlands Blvd, Suite A  
Redlands, CA 92373  
909-793-2503

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Melody McDonald

Title: \_\_\_\_\_

President

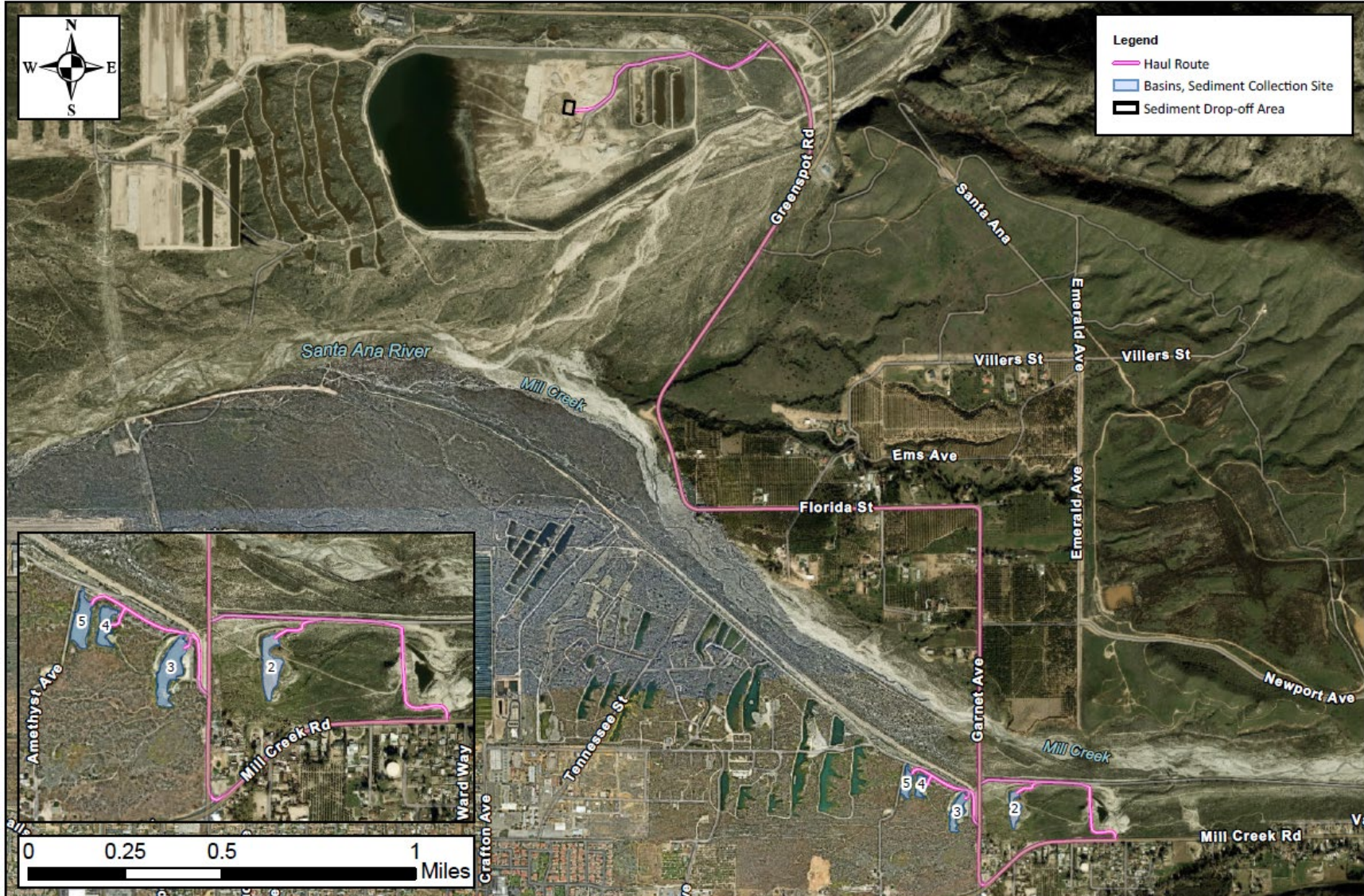
Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A

# Sediment Hauling Route

Coordinate System:  
NAD 1983 StatePlane California V FIPS 0405 Feet  
Projection: Lambert Conformal Conic  
Datum: North American 1983  
GIS Contact: Anna Frey  
M:\Operations and Maintenance\Mill Creek Cleaning\_Sediment Haul to\_Pit\_05.2025  
May 9, 2025





# Environmental Update

as of May 2, 2025

## Wash Plan Implementation – Monitoring Activities

- SBKR Monitoring
  - As of May 1, District staff completed habitat surveys supporting the monitoring program on 89 of the 141 plots designated to be surveyed this spring within the Upper Santa Ana River Wash and Mill Creek Facilities. Data collected from 40 of the 141 plots surveyed will directly inform the regional monitoring effort identified as a priority by the USFWS in the recently completed SBKR Recovery Plan.

## Wash Plan Implementation – Management Activities

- Slender-horned Spineflower Out-planting Trials
  - On April 15 and 16, District staff conducted the fourth of six rounds of monitoring of the out-planting sites scheduled to be completed in 2025. At all three out-planting sites, the numerical abundance and individual size of slender-horned spineflower were continuing to develop within a reasonable trajectory for growth consistent with the wild reference site. Importantly, the counts of SHSF at both the out-planting and reference sites peaked in March consistent with the environmental conditions created by the abbreviated rain year.
- Slender-horned Spineflower Seed Bulking Activities
  - On May 1, District staff planted approximately 300 plants grown at the California Botanic Garden at the bulking site to complement the more than 300 plants growing from seed at the site that escaped last year's collection efforts. In mid-May, staff is scheduled to plant another 200 plants at the bulking site bringing the number of spineflower growing at the site to approximately 800 plants.
  - Watering of the plants growing at the bulking site was initiated by staff on April 22 and is expected to continue twice weekly through the middle of June.

## Wash Plan Programmatic Permits

- Discussions among District staff, CDFW, and representatives of both Robertson's Ready Mix and CEMEX continued through April with the goal of identifying an appropriate state permitting process and acceptable Habitat Management Lands on District Property that allows mining activities covered under the Wash Plan to move forward in 2025.
- On April 4, 11 and 28, District staff met with CDFW's Habitat Conservation Planning Branch, CDFW Region 6 staff, and representatives from CEMEX and Robertson's Ready Mix to discuss the approved San Bernardino County Regional Conservation Investment Strategies and possibility of developing a Mitigation Credit Agreement to complement the Wash Plan and address California Endangered Species Act permitting requirements tied to Wash Plan Covered Activities.
- On April 14, District staff met with CDFW, VCS Environmental, and SBCTA to discuss state permitting of the Highland/Redlands Regional Connector Project. The project is a Covered Activity under the Wash Plan and requires issuance of a 2081 ITP from CDFW prior to proceeding with construction.



**San Bernardino Valley  
Water Conservation District**  
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### **Community Mitigation Program**

- District staff continued work in April aimed at supporting advancement of the state and federal approval process for offsite mitigation areas occurring on District-owned property required of the San Bernardino County Transportation Authority SR-210 Mixed Flow Lane Addition Project and the Blossom Trails Development in the City of Highland, located just south of Greenspot Road at Church Street.
- On April 29, District staff led a tour of the 20.85-acre Habitat Management Lands serving as mitigation for Blossom Trails. The meeting was organized by Camille Bahri and attended by CDFW and ELMT Consulting. During the tour District staff discussed the trapping history for SBKR and the first management steps to be completed when funding is provided to the Trust consistent with the 2081 ITP.

### **Operations Support**

- On April 14 and 25, District staff conducted pre-activity nest surveys at Mill Creek Basins 2–5, and 22 & 36–40, respectively.

### **Partnership Activities & Training**

- On April 18, District staff participated in the Seven Oaks Dam (SOD) Environmental Working Group Meeting. During the meeting participants discussed draft environmental goals and metrics to evaluate the performance and impact of FIRO implementation at SOD.
- On April 23, District staff led a tour of the Upper Santa Ana River Wash for local sponsors of the Woolly Star Preserve Area (WSPA), specifically, Orange County Flood Control District, San Bernardino County Flood Control District, and Riverside County Flood Control District. During the tour, staff highlighted the management initiatives undertaken on the neighboring Wash Plan Preserve and the relevancy of the work to the management of WSPA.
- On April 24 and 25, District staff participated in the Yucca Harvest and Ceremony held by the Yuhaaviatam of San Manuel Nation within the Upper Santa Ana River Wash and at the Reservation, respectively. The Yucca (*Yucca whipplei*) is one of the many native plants identified for collection by the Tribe in the Memorandum of Agreement between the District and Tribe signed in 2016.
- On April 25, District staff participated in Earth Day activities celebrated at Smiley Park in the City of Redlands. Staff, together with IERCD, shared water conservation activities implemented by the District to participants during the event.



## Engineering Update

as of May 3, 2025

### **Mentone Shop Construction**

- The shop construction has progressed, with external walls, roof, and interior construction in place.

### **Program for the Expansion of Recharge Capacity (PERC)**

- The first draft of the comprehensive Feasibility Study Report for the ten PERC project alternatives is in progress.
- The final Multi-Objective Decision Support System comparing the ten PERC project alternatives is complete.

### **Waterman Percolation Basins, Twin Creek Spreading Grounds, and Lynwood Basins**

- All reports have been received except for the final Preliminary Design Report (PDR) incorporating District comments.
- Final groundwater modeling report is complete; this report shows that groundwater mounding at is not expected to negatively affect percolation rates or seismic stability risks.
- On April 10, the Flood Control District provided comments on the analysis and technical memo of PERC alternatives in Waterman Percolation Basins and Twin Creek Spreading Grounds under Flood District's provided 100-year return frequency AES flood hydrograph. The District has provided clarifications where requested and discussed next steps if a PERC Project Alternative in Waterman Percolation or Twin Creek inside the flood levees goes forward, as well as transmitting the 2D HEC-RAS flood modeling on April 30, 2025.

### **Plunge Creek Basins and Oak Creek Basins**

- All consultant-led technical studies are complete and final.

### **Mill Creek Spreading Grounds**

- Permitting is underway for additional geotechnical work, likely to be conducted this summer or fall.
- Initiated monthly sampling and analysis program for total suspended solids and particle size distribution smaller than fine sand to inform development of the 65% design plans.

# General Manager's Report



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

**May 2025**

*Betsy Miller, General Manager*

To implement the 2025 Board Priorities and critical District operating functions, significant staff resources were allocated for preparation of the FY26 budget, PERC, fieldwork to implement Wash Plan requirements, and recharge basin maintenance.

## APRIL 2025 HIGHLIGHTS

- Draft FY26 budget is complete
- Multi-Objective Decision Support System comparing the ten PERC project alternatives is complete
- 63% of the Wash Plan-required San Bernardino kangaroo rat sites have been monitored
- Construction is underway on the Mentone Shop

## 💧 Water Conservation Update 💧

Santa Ana River and Mill Creek continue to receive flows from storms, snowmelt, and the State Water Project (SWP). District recharge for WY25 is 31,360 AF to date, including 13,818 of SWP water.

APRIL 2025 RECHARGE SUMMARY		
Mill Creek	Santa Ana River	Plunge Creek
<b>1,271 AF</b> <i>(including 96 AF SWP)</i>	<b>3,476 AF</b> <i>(including 198 AF SWP)</i>	<b>148.9 AF</b>

## Administrative Updates

TOPIC	<b>PERSONNEL</b>	GOAL #	1
<u>Employee Anniversaries</u>			
<ul style="list-style-type: none"> <li>• Angie Quiroga, 13 years of service (5/31)</li> </ul>			
TOPIC	<b>FINANCE</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• Ad Hoc Auditor Selection Committee met on April 15</li> <li>• Finance &amp; Administration Committee met on April 16</li> <li>• Audit consulting firm was approved by the Board on April 23</li> <li>• FY26 Budget Workshop was held on April 30</li> </ul>			

TOPIC	<b>PROPERTY</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• None</li> </ul>			

## Project and Program Updates

PROJECT	<b>PROGRAM FOR EXPANSION OF RECHARGE CAPACITY (PERC)</b>	GOAL #	1, 2, 4
<ul style="list-style-type: none"> <li>• Final Multi-Objective Decision Support System comparing the ten PERC project alternatives is complete</li> <li>• Mill Creek: District review complete for draft hydraulic modeling technical memo; final groundwater modeling report is complete</li> <li>• Oak Creek and Plunge Creek: All consultant-led technical studies are complete</li> <li>• Waterman, Twin and Lynwood: District comments were provided on the draft Preliminary Design Report (PDR); final groundwater modeling report is complete</li> </ul>			
PROJECT	<b>MENTONE SHOP CONSTRUCTION</b>	GOAL #	2
<ul style="list-style-type: none"> <li>• Construction is underway</li> </ul>			
PROJECT	<b>GRANTS</b>	GOAL #	6
<ul style="list-style-type: none"> <li>• None</li> </ul>			
PROJECT	<b>FORECAST-INFORMED RESERVOIR OPERATIONS</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• None</li> </ul>			
PROJECT	<b>PLUNGE CREEK CONSERVATION</b>	GOAL #	1, 4
<ul style="list-style-type: none"> <li>• Total project recharge is 565 AF for the 2025 Water Year to date</li> </ul>			
PROJECT	<b>WASH PLAN HCP</b>	GOAL #	4
<ul style="list-style-type: none"> <li>• On May 1, District staff had completed 89 of the 141 sites selected for San Bernardino kangaroo rat monitoring in 2025 in compliance with requirements of the Upper Santa Ana River Wash Habitat Conservation Plan</li> </ul> <p><u>Santa Ana River Wash Plan Land Exchange Act Implementation</u></p> <ul style="list-style-type: none"> <li>• On April 23, BLM provided draft escrow instructions for the land exchange</li> <li>• District staff are working with contracted land surveyors to provide responses to BLM requests</li> </ul>			
PROJECT	<b>WILDLANDS TRAILS</b>	GOAL #	3

- None

## Operations & Maintenance Updates

TOPIC	<b>FACILITIES</b>	GOAL #	1
Water recharge operations are focused on: <ul style="list-style-type: none"> <li>• Maintenance of recharge basins</li> </ul>			
TOPIC	<b>AGGREGATE MANAGEMENT</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• Upland Rock continues processing and selling stockpiled sand and rock from District basin maintenance efforts to support efficient recharge operations</li> </ul>			

## Partnership Updates


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

## Communication & Engagement Updates

TOPIC	<b>EDUCATION AND PRESENTATIONS</b>	GOAL #	5
<ul style="list-style-type: none"> <li>• On April 7, Ms. Miller provided a short presentation on the District’s annual recharge, PERC projects, and groundwater modeling study to the Basin Technical Advisory Committee</li> <li>• On April 10, IERCD led a water conservation-focused field trip for 56 3<sup>rd</sup> graders from Smiley Elementary in Redlands to the San Bernardino County Museum on the District’s behalf</li> <li>• On April 15, District staff led a tour of District facilities for Big Bear Watermaster agencies</li> <li>• On April 22, Ms. Miller participated in a podcast on ACWA JPIA’s Leadership Essentials Program</li> <li>• On April 26, District and IERCD staff hosted a table at Redlands Earth Day providing educational opportunities around water conservation and native plants</li> <li>• On April 26, the District and San Bernardino Valley Audubon Society sponsored a bird-watching walk on District lands as part of Redlands Earth Day</li> <li>• On April 26, the District and the San Bernardino County Museum sponsored Ms. Briana Boaz to speak on Growing Wildfire Resilience at Redlands Earth Day; Ms. Boaz’s talk</li> </ul>			

<p>explored fire’s natural role in California’s landscapes and how we can better coexist with this powerful force</p> <ul style="list-style-type: none"> <li>Ms. Olmos served as a judge for the 2025 SoCal STEAM Challenge Committee</li> </ul>			
TOPIC	<b>CONFERENCES AND TRAININGS</b>	GOAL #	5
<ul style="list-style-type: none"> <li>None</li> </ul>			
TOPIC	<b>MEDIA AND LEGISLATIVE ENGAGEMENT</b>	GOAL #	5
<ul style="list-style-type: none"> <li>None</li> </ul>			

**FUTURE ACTIVITIES**



Expected short-term items for Board consideration:

- Materials processing license
- FY26 contracts

Photo Gallery



*Walls going up on the Mentone Shop on April 7*



*District and IERCD staff hosting a table at Redlands Earth Day on April 26*