

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF JUNE 11, 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  
Richard Corneille, Director  
John Longville, Director  
Mark E. Falcone, Director

BOARD MEMBERS ABSENT:

Robert Stewart, Vice President

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:

Tom Crowley, Dopudja and Wells, Consultant for San Bernardino Valley Water Conservation District  
Leonardo Ferrando, San Bernardino Valley Municipal Water District  
Cindy Saks, San Bernardino Valley Municipal Water District  
Adekunle Ojo, San Bernardino Valley Municipal Water District  
David Smith, East Valley Water District  
Gail Shelton

1. PUBLIC PARTICIPATION

No public comments were made.

2. ADDITIONS/DELETIONS TO AGENDA

No additions or deletions were made to the agenda.

3. AD HOC AUDIT COMMITTEE APPOINTMENTS

President McDonald appointed Vice President Stewart and Director Corneille to serve on the committee, which will meet with the Auditors to prepare for and review the 2024-2025 Fiscal Year Audit.

#### 4. INTRODUCTIONS AND GUEST RECOGNITION

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

#### 5. PUBLIC MEETING RELATED TO AB2561 LOCAL PUBLIC EMPLOYEES

The Board held a public meeting pursuant to Government Code Section 3502.3, which requires local public agencies to annually present the status of vacancies, recruitment, and retention efforts at a public meeting. Mr. Cosgrove presented information on the District's Staffing and Succession Plan, which outlines core functions, provides an organizational chart of current employees, identifies upcoming retirements, and describes strategies for internal promotion and external recruitment. Current open positions include Senior Engineer, Principal Engineer, and Field Specialist I. The report also addressed employee development and retention efforts, including training and advancement opportunities designed to support internal career growth.

President McDonald opened the public meeting. Director Corneille inquired whether the plan required formal adoption. Mr. Cosgrove clarified that adoption was not necessary, as the staffing plan is a living document developed and updated as needed by the General Manager. It was confirmed that the hearing will occur annually, typically before the fiscal year budget process. There was no written or oral public comment submitted. Following a final call for public input, President McDonald closed the public meeting. Director Corneille expressed appreciation for the quality of the report and the proactive efforts to meet the statutory requirement.

#### 6. CONSENT CALENDAR

The Board considered approval of the meeting minutes from May 21, 2025, with a correction to pages 26 and 27 to correctly reflect President McDonald's notice of out-of-state travel.

The Board also confirmed the excused absence for Director Stewart from the June 11, 2025, meeting.

**It was moved by Director Corneille and seconded by Director Longville to approve the Consent Calendar, including the corrected meeting minutes on pages 26 and 27. The motion carried 4-0-1, with all Board members present voting in the affirmative.**

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

#### 7. COMMITTEE REPORTS/ACTION ITEMS

Action Items

A. UNAUDITED FINANCIAL REPORT FOR MAY 2025

Ms. Angie Quiroga presented the Unaudited Financial Report for May 2025, found on page 39 of the agenda packet. This marked the first use of a newly formatted financial report, intended to improve readability and transparency. Ms. Quiroga discussed the income statement on page 41, noting total revenue in May, including significant increases from interest income, Wash Plan revenue, mining revenue, property taxes, and Redlands Plaza. Year-to-date revenue stands at over \$5.3 million dollars, or 105% of the annual budget.

She also detailed expenses for the month, which exceeded revenue by nearly \$50,000. Ms. Quiroga discussed the major cost centers for the month, including professional services and salaries and benefits, and drew the Board's attention to specific expenses over \$3,000 as shown on pages 42-45.

Ms. Quiroga reviewed the monthly capital improvement expenses shown on page 47, including significant payments for the PERC projects and construction of the Mentone Shop. A correction on page 48 was noted regarding the PERC obligation. The updated cash position as of May 31 was \$3,532,238.75, with a corrected PERC obligation of \$34,895,760.54.

Finally, Ms. Quiroga discussed the enterprise fund net operating revenues through May, on page 48, and reviewed the Investment report on page 49.

Director Corneille shared his appreciation for the user-friendly, accessible new report format, and President McDonald thanked Ms. Quiroga and Mr. Rueda for developing the improved format. Director Longville asked about the LAFCO contribution listed under expenses. Staff discussed LAFCO's budget process, including the required annual fee for agencies within LAFCO's jurisdiction. Director Falcone thanked the staff and board for the financial report format updates.

**It was moved by Director Corneille and seconded by Director Longville to approve the Unaudited Financial Reports for May 2025 as presented. The motion carried 4-0-1.**

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

B. CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL AS-NEEDED TECHNICAL WRITING AND DESIGN SERVICES WITH MINDS ILLUSTRATED

Ms. Miller introduced the item found on packet page 50, explaining that this contract represents the next step in advancing the PERC initiative. Specifically, it supports the completion of the PERC Feasibility Study Report, which consolidates the various technical reports developed over the past years by various District consultants and with input from project partners.

The structure and draft content of the feasibility study were developed over the past several months with contributions from various consultants—including technical writing and design services provided by Minds Illustrated under a current as-needed contract that was executed under the General Manager’s signature authority. Based on the quality of the work to date, staff recommends expanding the agreement with Minds Illustrated to complete the Feasibility Study Report. The work will be completed under the technical oversight of Tom Crowley, and the proposed contract amendment includes a not-to-exceed amount of \$66,960. Of this, \$45,360 is allocated for the completion of the Feasibility Study Report, and an additional \$21,600 is allocated for as-needed technical writing and design services throughout the year, drawn from GL 5120 Professional Services. Ms. Miller noted that this new contract amount does not include the previously executed agreement of \$25,000, the majority of which has been expended on initial PERC-related deliverables.

Director Falcone and Director Corneille inquired about maintaining the consistency of the work during a transition to a new consulting team. Ms. Miller discussed the coordination of the District’s prior and current consultants on the development of both the technical reports needed to develop the Feasibility Study and the outline and first draft of a site-specific feasibility study chapter, which will be used as the template for the remaining work.

Director Corneille emphasized the importance of completing the Feasibility Study in a timely manner so that the District can proceed with future design, permitting, and construction phases. He requested that the Operations Committee have an opportunity to review draft sections of the report at their July meeting. Ms. Miller confirmed that she had previously discussed this milestone with the current consulting team.

**It was moved by Director Corneille and seconded by Director Falcone to approve the Consultant Services Agreement for Professional As-Needed Technical Writing and Design Services with Minds Illustrated in an amount not to exceed \$66,960. The motion carried 4-0-1, with all Board members present voting in the affirmative.**

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

## **8. INFORMATION ITEMS**

### **ENVIRONMENTAL UPDATE**

Dr. Mitrovich provided an update on the District’s environmental and habitat restoration efforts. With the spring field season wrapping up, the environmental team has completed a significant portion of its monitoring responsibilities under the Wash Plan, including surveys for Santa Ana sucker (SASU), slender-horned spineflower (SHSF), and coastal California gnatcatcher. In addition to monitoring, the team has made considerable progress in spineflower outplanting trials.

A collaborative effort between the Land Resources and Field Operations teams supports twice-weekly watering, simulating rainfall, and encouraging greater seed yield.

Dr. Mitrovich also highlighted growing regional interest in the District's innovative restoration work. The environmental team continues to engage with local, state, and federal partners to support short- and long-term permitting strategies. A recent meeting with the California Department of Fish and Wildlife's Habitat Conservation Planning Branch advanced discussions around Mitigation Credit Agreements, offering new opportunities to align state and federal permitting pathways for future mining and restoration activities.

Additionally, the District received confirmation from the Santa Ana Regional Water Quality Control Board that operations and maintenance activities at Mill Creek facilities do not require coverage under a Waste Discharge Requirements permit, reflecting the non-jurisdictional nature of these efforts.

## ENGINEERING UPDATE

Mr. Crowley provided an update on the construction of the Mentone Shop, noting that the contractor has made substantial progress, with exterior building work completed, including siding, roofing, insulation, roll-up doors, and windows. Interior framing, rough electrical, and plumbing work are also near completion, pending inspection. Once approved, drywall and insulation installation will begin. Although the building will be operational by the end of July, upgraded electrical service from Southern California Edison (SCE) is expected no earlier than September.

Mr. Crowley discussed the details of change orders totaling approximately \$50,000. Director Falcone and Director Corneille inquired if the building could be used before the upgraded SCE service is available. Mr. Crowley responded in the affirmative. President McDonald inquired about the air conditioning in the Mentone shop. Mr. Crowley confirmed that AC is available within the office space.

Mr. Crowley also reported on progress with the PERC Feasibility Study. Consultant Maria Pascoal has completed draft Volume 2 for East Twin Creek and is finalizing Volumes 3 for Plunge Creek and 4 for Mill Creek, incorporating technical reports from multiple consultants into a unified, consistent format. The full report will be delivered in four volumes, with Volume 1 serving as an executive summary. Volumes 2 and 3 are expected to be ready for Committee review in July, with the final document anticipated by the end of August. Ms. Miller confirmed that regional stakeholder input can begin prior to completion and that project prioritization findings will remain unchanged.

## GENERAL MANAGER'S REPORT

Ms. Miller provided a brief report beginning on packet page 64, highlighting continued strong recharge numbers for the water year. Although not at the record-setting levels of recent years, the District has recharged over 35,000 acre-feet, including nearly 15,000 acre-feet of State Project Water to date.

She announced that on May 12, the District was selected as an award recipient under ACWA JPIA's H.R. LaBounty Safety Award Program, in recognition of staff participation in wilderness first aid training. Ms. Miller also shared that Environmental Intern Yesenia Yangin graduated with her Bachelor's degree in Environmental Biology from Cal Poly Pomona on May 17.

Ms. Miller acknowledged several finance-related accomplishments in May, including the FY26 budget adoption on May 21 and the kickoff meeting with the District's new audit consultant on May 19. She also provided updates to information in the packet: since the memo was written, the District has completed monitoring on all 141 San Bernardino kangaroo rat habitat sites listed under the Wash Plan HCP on packet page 65.

She further noted that on May 1, she and Mr. Colunga led a tour of the District's facilities for the Gage Canal Company with San Bernardino Valley Municipal Water District. Ms. Miller also represented the District at the ACWA Spring Conference, presenting on the groundwater modeling project as part of the ACWA's Spring Conference Innovation Panel for Clair Hill, and later shared insights at the Southern California Water Dialogue on May 28 regarding local groundwater recharge and storage. Finally, she acknowledged President McDonald's statewide leadership with ACWA JPIA and her re-election to the ACWA JPIA Executive Committee.

#### FUTURE AGENDA ITEMS AND STAFF TASKS

Directors Falcone and Longville requested approval to attend the CSDA's 2025 Annual Conference & Exhibitor Showcase, scheduled for August 25-28. Staff confirmed there is adequate time to include this item on the July Board agenda for consideration.

In response to concerns raised regarding lodging costs at past conferences, staff will reassess hotel options to ensure reasonable pricing and availability before confirming accommodations.

#### 9. MONTHLY BOARD MEMBER MEETING REPORTS, AND/OR BOARD MEMBER COMMENTS

Director Falcone attended the following meetings:

- May 27 – Highland Chamber Luncheon
- May 28 – SBV Conservation Trust Meeting
- May 29 – UC Davis Groundwater Lecture #5
- June 2 – BTAC Committee Meeting
- June 3 – SBVMWD Board Meeting
- June 5 – SBVMWD Policy and Administration Workshop
- June 9 – SBVMWD Engineering Workshop

Director Longville attended the following meetings:

- May 28 – SBV Conservation Trust Meeting
- June 3 – SBVMWD Board Meeting
- June 11 – SBVWCD Board Meeting

Director Corneille attended the following meetings:

- May 28 – SBV Conservation Trust Meeting
- June 2 – Redlands Chamber State of the City
- June 6 – Redlands Chamber Rise & Shine
- June 11 – SBVWCD Board Meeting

President McDonald attended the following meetings:

- May 22 – SBVMWD Board of Directors Workshop
- May 29 – Region 9 ACWA Agenda Review Committee Meeting
- May 30 – ACWA State Legislative Committee Meeting
- June 2 – BTAC Committee Meeting
- June 3 – SBVMWD Board Meeting
- June 4 – SBVWCD to sign checks
- June 5 – SBVMWD Policy and Administration Workshop
- June 11 – SBVWCD Board Meeting

Board Member Comments

**10. CLOSED SESSION**

Ms. Miller stated that staff wished to discuss the items listed under Closed Session with the Board at 3:14 p.m.

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

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

At 4:30 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.

**11. ADJOURN MEETING**

**It was moved by Director Corneille and seconded by Director Falcone to adjourn. The motion carried 4-0-1, with all Directors present voting in the affirmative.**

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

At 4:31 p.m. the meeting adjourned to the Board meeting scheduled for 1:30 p.m. on July 9, 2025, in-person, teleconference, and Teams meeting.

  
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 Betsy Miller  
 General Manager