



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

**BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, June 11, 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:

Meeting ID: 285 631 425 054 Passcode: zp6mn3bN

To join the Teams Meeting on <https://teams.microsoft.com/l/meetup-join>

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.*

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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

3. **AD HOC COMMITTEE APPOINTMENTS**

- a. **AUDIT COMMITTEE**

4. **INTRODUCTIONS AND GUEST RECOGNITION**

5. **OPEN PUBLIC MEETING RELATED TO AB2561 LOCAL PUBLIC EMPLOYEES – 10 minutes**

*Government Code Section 3502.3 requires that a public agency present the status of vacancies and recruitment and retention efforts at a public meeting of its governing body at least once per fiscal year. District staff will present an overview of current workforce vacancies and recruitment across all departments. District staff will summarize any written comments received and the Board will hear oral comments.*

- *Open Public Meeting*
- *Staff Presentation on Status of Vacancies and Recruitment and Retention Efforts*
- *Status of Vacancies and Recruitment and Retention Efforts (M#2117).....5*
- *Receive Public Comments or Testimony*
- *Close Public Meeting*

6. **CONSENT CALENDAR**

- a. Approval of Board Minutes, May 21, 2025 .....16
- b. Approval of Expenditure Report, May 2025 .....28
- c. Report of Excused Absences
  - o Robert Stewart, June 11, 2025, Board Meeting

7. **COMMITTEE REPORTS /ACTION ITEMS**

**Committee Reports**

**Action Items**

- A. **UNAUDITED FINANCIAL REPORT FOR MAY 2025 – 5 Minutes (M#2117)..... 39**  
 Presenter: Angie Quiroga  
 Recommendation: Review and approve the unaudited financial report for May 2025

- B. **CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL AS-NEEDED TECHNICAL WRITING AND DESIGN SERVICES WITH MINDS ILLUSTRATED – 5 Minutes (M#2118) ..... 50**  
 Presenter: Betsy Miller  
 Recommendation: Approve the Contract Services Agreement for Professional As-Needed Technical Writing and Design Services with Minds Illustrated for technical writing and graphic design services in an amount not-to-exceed \$66,960.

8. **INFORMATION ITEMS:**

- A. Environmental Update .....61
- B. Engineering Update .....63

- C. General Manager’s Report .....64
- D. Future Agenda Items & Staff Tasks

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

- A. Board Member Meeting Reports – 15 minutes

10. **UPCOMING MEETINGS:**

June 16, 2025	Board of Directors Special Meeting, 1:00 PM at Conservation District, Enhanced Recharge Facilities Tour
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 21, 2025	ASBCSD Dinner hosted by San Bernardino Valley Water Conservation District at Double Tree by Hilton
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)
September 10, 2025	Board of Directors Meeting, 1:30 PM at Conservation District (Teams Meeting ID: 232 147 436 001)

	Passcode: Db9Hh3gy)
September 24, 2025	Outreach and Communications Committee Meeting, 1:30 PM at Conservation District (Teams Meeting ID: 210 438 800 198 Passcode: 3hb7hC2G)

11. **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.

12. **ADJOURN MEETING.** The next meeting of the Board of Directors will be on July 16, 2025, at 1:00 PM, at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA for a special meeting consisting of a tour of the Enhanced Recharge Facilities.



# MEMORANDUM

No. 2117

**To:** Board of Directors

**From:** Betsy Miller, General Manager  
David B. Cosgrove, General Counsel

**Date:** June 11, 2025

**Subject:** Public Hearing on the Status of Vacancies and Recruitment and Retention Efforts

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## RECOMMENDATION

Conduct a public meeting on June 11, 2025, to review the District’s current status of employment vacancies, and recruitment and retention efforts, in compliance with Government Code section 3502.3.

## BACKGROUND AND DISCUSSION

On effective January 1, 2025, AB 2561 enacted Government Code section 3502.3, requiring local agencies to conduct an annual public hearing on the status of public employment vacancies and recruitment and retention efforts.

On May 21, 2025, the Board reviewed these matters through their consideration of the District’s Staffing and Succession Plan. However, this agenda item was reviewed as an action item rather than during a public hearing; therefore, staff has noticed this public meeting in order to ensure compliance with Government Code section 3502.3.

The District’s 2025 Staffing and Succession Plan, which was reviewed by the Finance and Administration Committee on January 22, 2025, and the Board on May 21, 2025, includes the following key components:

- **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 recruitments for Senior Engineer, Principal Engineer, and Field Specialist I as well as recruitment activities completed in FY25.

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### BOARD OF DIRECTORS

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Richard Corneille

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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.

At today's public hearing, the District seeks public input on our Staffing and Succession Plan, dated April 25, 2025, as well as general comments on our planned employment and staffing efforts.

## 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 approved FY26 budget, such as addition of a Field Operations Specialist I under GL 6230 Regular Salaries.

## ATTACHMENTS

SBVWCD 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

## Contents

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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.

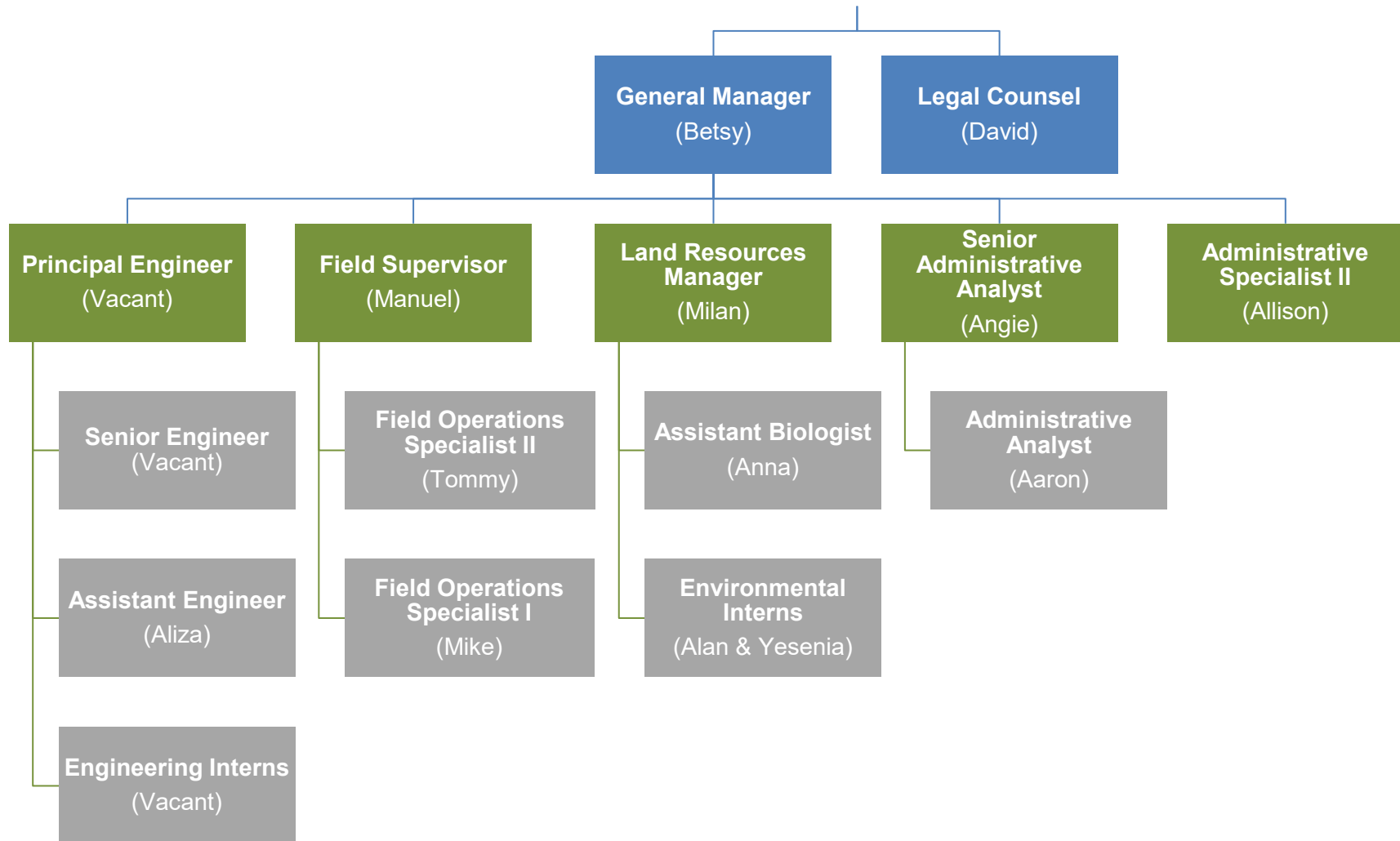
<b>Function</b>	<b>Description</b>
Groundwater Charge Administration	Preparing Engineering Investigation, setting annual groundwater charge, and managing groundwater charge collections.
Bookkeeping, Finance, Budget, and Audit	Managing financial reporting, budget development, and audit processes.
Office 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.

Organizational Functions	Contributors to Organizational Functions															Contracted Services
	Executive Staff		Engineering Staff				Field Ops Staff			Land Resources Staff			Admin Staff			
	General Manager (Betsy)	Legal Counsel (David)	Principal Engineer (Vacant)	Senior Engineer (Vacant)	Assistant Engineer (Aliza)	Engineering Interns (Vacant)	Field Supervisor (Manuel)	Field Operations Specialist II (Tommy)	Field Operations Specialist I (Mike)	Land Resources Manager (Milan)	Assistant Biologist (Anna)	Environmental Interns (Alan & Yesenia)	Senior Administrative Analyst (Angie)	Administrative Specialist II (Allison)	Administrative Analyst (Vacant)	
Groundwater Recharge Operations			✓	✓	✓	✓	✓	✓	✓							
Infrastructure Maintenance and Emergency Response			✓	✓	✓	✓	✓	✓	✓						✓	
Land Management							✓	✓	✓	✓						
Engineering Capital Projects and Improvements			✓	✓	✓	✓	✓	✓	✓	✓	✓				✓	
Water Resource Management			✓	✓	✓	✓	✓	✓	✓							
Environmental Monitoring and Compliance			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Natural Resources Management	✓						✓			✓	✓	✓			✓	
Groundwater Charge Administration				✓	✓	✓							✓	✓	✓	
Bookkeeping, Finance, Budget, and Audit													✓	✓	✓	
Office Management and Administration													✓	✓	✓	
Executive Management	✓									✓						
Board Support	✓	✓												✓		
Legal		✓													✓	
Contract Management	✓		✓	✓	✓		✓	✓		✓	✓		✓	✓	✓	
HR Support and Risk Management	✓						✓						✓	✓	✓	
Clerical and Customer Support													✓	✓	✓	
IT Support, GIS, and Data Management			✓	✓	✓	✓				✓	✓	✓		✓	✓	
Property Management			✓	✓	✓		✓	✓	✓				✓	✓	✓	
Government Affairs and Communications	✓	✓								✓					✓	
Education			✓	✓	✓										✓	
Public Relations and Outreach	✓		✓				✓			✓					✓	
Grant Writing and Funding Management	✓		✓	✓	✓					✓			✓	✓	✓	
Strategic Planning and Performance Management	✓		✓				✓			✓					✓	
Data Analytics, Program Evaluation, and Innovation	✓		✓	✓			✓			✓	✓			✓		

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF MAY 21, 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  
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  
Aliza Olmos, Assistant Engineer

GUESTS PRESENT:

Paul Kielhold, San Bernardino Valley Municipal Water District  
Wen Huan, San Bernardino Valley Municipal Water District  
Milford Harrison, San Bernardino Valley Municipal Water District  
Susan Longville, San Bernardino Valley Municipal Water District  
David Smith, East Valley Water District

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. CONSENT CALENDAR

The Board considered approval of the meeting minutes from April 23, 2025, and April 30, 2025, with a motion by Director Longville to approve the consent calendar, which Vice President Stewart seconded.

**It was moved by Director Longville and seconded by Vice President Stewart to approve the Consent Calendar. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

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

## 5. COMMITTEE REPORTS/ACTION ITEMS

### Committee Reports

Chair Corneille provided a verbal report on the Operations Committee meeting held on April 29, 2025. The Committee received an update from field operations staff, progress reports on the Mentone Shop construction and the Redlands Plaza office expansion, along with a detailed presentation and discussion on the Multi-Objective Decision Support System for the PERC project alternatives. The next Operations Committee meeting is scheduled for July 23, 2025.

### Action Items

#### A. UNAUDITED FINANCIAL REPORT FOR APRIL 2025

Ms. Quiroga provided an overview of the District's unaudited financial report for April 30, 2025, beginning on package page 32, with a focus on interest, Wash Plan, mining, property tax, and other revenue such as grants. The cumulative total revenue through April is \$4,938,608. On the expense side, Ms. Quiroga discussed costs related to professional services, field and vehicle operations, utility expenses, and general administration, including salaries and benefits and Board of Directors expenses. She highlighted notable April operating expenses and shared that the total operating expenses for April were \$398,239, bringing the year-to-date total to \$3,071,369.

Ms. Quiroga then reviewed the monthly changes to each budget enterprise, as shown on package page 33, and discussed the use of PERC enterprise fund gains to offset over a million dollars of capital expenditures. She also noted an accounting correction affecting the classification of revenue from the SBVMWD spreading agreement, which is now correctly allocated to the General Fund and the Groundwater Enterprise Fund.

Ms. Quiroga reviewed capital expenditures for April which totaled \$212,932 for the PERC project (GL 7126) and \$118,642.50 for Mentone Shop construction (GL 7140), as reflected on package page 36. Investment activity included the cash-out of a \$250,000 matured bond from UBS and transfers of \$1.1 million from PERC investment accounts to cover PERC-related expenses as

well as the proportion of the PERC interest allocated to the General Fund under the Partnership Agreement.

Ms. Quiroga concluded by directing attention to pages 38–44, which contain the new financial reporting format as requested by the Board. She indicated that, barring further Board input, this format will be formally adopted beginning in June. Director Falcone expressed support for the new format, noting the visibility it provides into capital expenditures. He suggested adding column headers for P&L statements on each page for clarity, particularly on pages 42 and 43. Ms. Miller confirmed that this improvement will be implemented.

**It was moved by Director Falcone and seconded by Director Longville to approve the Unaudited Financial Reports for April 2025 as presented. The motion carried 5-0-0.**

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

#### B. THIRD QUARTER UNAUDITED FINANCIAL REPORTS FOR FISCAL YEAR 2025

Ms. Quiroga presented the unaudited financial reports for the third quarter of Fiscal Year 2024–25, covering the period ending March 31, 2025. The financial statements begin on package page 47. She noted that these reports were reviewed in detail by the Finance and Administration Committee at its meeting on April 16, 2025.

Ms. Quiroga highlighted several key items from the report:

- GL 4010 Interest Income is projected to exceed the annual budget due to strategic management of the District’s cash and investment portfolio.
- GL 5020 Groundwater Production Revenue is also expected to surpass the annual budget due to higher-than-anticipated production during the July–December 2024 period.
- Overall Mining Revenue is trending below projections due to the CEMEX agreement that limited revenue during a portion of the year; however, GL 4036 Mining Revenue will exceed budget due to a one-time material processing project completed earlier this year.
- GL 4025 Wash Plan Revenue is projected to finish the year above budget. This increase reflects reimbursement activity from the District’s implementation of state permitting requirements and associated Wash Plan efforts.

Total expenses through March 31, 2025, amounted to \$4,607,937, with projected year-end expenditures estimated at approximately \$6,093,000. Expenses for the third quarter totaled \$2,681,592, and net operating revenue through Q3 was approximately \$1.9 million.

On package page 48, the report details capital project expenditures, which totaled \$1,368,272 through March 31. Ms. Quiroga noted that by the date of the meeting, capital expenses had increased further and were nearing \$2 million.

Ms. Quiroga then provided a summary of investment performance as shown in the Quarterly Investment Report on package page 49 and the detailed list of investment holdings shown on package pages 50-51.

The Citizens Business Bank general account declined by \$82,692.67, due to the timing of capital and operational expenditures. Ms. Quiroga noted this was consistent with the District's spending patterns and project deadlines.

There were no questions or comments from the Board following the presentation.

**It was moved by Director Corneille and seconded by Director Longville to approve the Third Quarter Unaudited Financial Reports for FY25 as recommended by the Finance & Administration Committee. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

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

#### C. GENERAL MANAGER BONUS, SALARY ADJUSTMENT, AND AGREEMENT AMENDMENT

Mr. Cosgrove presented the proposed bonus, salary adjustment, and agreement amendment for the General Manager, beginning with a brief note of appreciation for the General Manager's work under her first contract. He discussed the District's contractual obligation to review the General Manager's performance annually and reported on the contract extension recommendations made by the Ad Hoc General Manager Evaluation Committee at their meeting on March 6, 2025, and discussed by the Board in Closed Session on April 23, 2025. Based on those discussions, Mr. Cosgrove presented compensation recommendations under Ms. Miller's current contract as well as terms of a proposed extension for Ms. Miller's contract for three additional years.

Mr. Cosgrove detailed the recommended compensation adjustments under Ms. Miller's current contract, which include 1) 2.5% cost-of-living adjustment (COLA) consistent with increase provided to all District employees, resulting in an increase of \$7,208.09 to the prior base salary, 2) an additional 5% merit-based increase, equivalent to \$14,416.17, and 3) a \$15,000 bonus based on strong performance over the contract term. These adjustments bring the General Manager's new annual base salary to \$309,947.70.

Mr. Cosgrove then discussed the terms of the new three-year employment agreement included on page 56 of the meeting packet, including 1) a three-year term through May 2028; 2) increased severance provisions from three (3) months in the current contract to four (4) months for the first year, increasing by one month each year, up to a maximum of six (6) months by the end of the

third year; the addition of use-it-or-lose-it Executive Leave (40 hours in FY26, 80 hours in FY27, 100 hours in FY28) which cannot be cashed out upon termination of employment.

Mr. Cosgrove noted that the effective date of the new agreement would be retroactive to May 19, 2025, aligning with the expiration of the prior agreement and consistent with past Board actions, which is legally permissible if clearly stated in the Board's action.

He noted that the Board was scheduled to deliver Ms. Miller's review in today's Closed Session; however, due to Ms. Miller's online attendance at today's meeting due to illness, her evaluation will be moved to the June 11, 2025, Board meeting.

**It was moved by Director Longville and seconded by Vice President Stewart to 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. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

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

#### D. STAFFING AND SUCCESSION PLAN

Ms. Miller presented the District's updated Staffing and Succession Plan, noting its initial review by the Finance and Administration Committee on January 22, 2025. Ms. Miller highlighted the updated Organizational Functions section based on a review of current District projects, as well as updates to the Organizational Chart. At the request of President McDonald, she discussed the Succession Outlook shown on page 77 in the meeting packet along with staffing focus areas for FY26 shown on package page 78, specifically the addition of a Field Operations Specialist I to provide overlap and knowledge transfer with the current Field Supervisor and to support operations of the new Enhanced Recharge basins. Ms. Miller emphasized the importance of monitoring staffing needs following addition of these new facilities to the District's operations and noted that additional staffing recommendations may be brought to the Board for FY27 if necessary. She also discussed the addition of the unfunded Administrative Analyst I/Staff Accountant Role in the draft FY26 budget to allow hiring of a new staff member if the Senior Administrative Analyst role is vacated during FY26.

Ms. Miller discussed the Staffing and Succession Plan recommendations, which implement Strategic Plan Objective 7B and support broader agency goals:

- Training and Development: Building on a Board-supported FY 2025 increase, the District is continuing a training budget at approximately 1.5% of total salaries to support optimal productivity, engagement, and service delivery.
- Career Development and Classifications: The plan outlines efforts to expand job classifications on the salary table to provide a pathway for long-term staff growth and career pathways within the District.
- Salary Reviews: Informal compensation reviews will continue to ensure alignment with similar and local agencies. For FY26, the Senior Engineer salary range was found to be consistent with market benchmarks.
- Benefit Review: A comprehensive review of employee benefits is scheduled for presentation to the Finance and Administration Committee later this year, as directed by the District's Strategic Plan.

Director Falcone requested information on the timeline for recruitment of the proposed Field Operations Specialist I. Ms. Miller responded that recruitment would commence following budget approval with hiring aligned with the start of the fiscal year.

Director Falcone requested details on the succession planning methodology. Ms. Miller shared that prioritization was based on two factors: retirement eligibility and the presence of a qualified internal successor. She noted, by way of example, that the Field Operations Specialist II could be promoted to Field Supervisor, with the proposed Field Operations Specialist I backfilling the vacancy, and shared that East Valley Water District's recent summer internship program would be used as part of the recruitment strategy for the Field Operations Specialist I role.

Director Corneille discussed recruitment challenges for the Senior and Principal Engineer positions. He and Director Falcone confirmed support for hiring an external recruitment firm due to ongoing difficulty in filling these critical roles, if needed. Ms. Miller stated that staff would explore options for recruitment firms for these roles.

Vice President Stewart discussed the strategy of hiring the Principal Engineer in advance of the Senior Engineer in order to allow that individual to participate in selecting their team. Ms. Miller acknowledged the wisdom of this perspective while noting that recruitment for the Principal Engineer may be paused pending regional decisions on PERC project implementation, which may affect the role's scope.

Director Falcone suggested utilizing Mr. Tom Crowley as a resource for identifying potential candidates.

The Board expressed appreciation for the thoroughness of the staffing and succession plan and acknowledged the importance of proactive succession planning for the long-term stability and effectiveness of the District.

**It was moved by Director Longville and seconded by Vice President Stewart to approve Receive and File the Final 2025 Staffing and Succession Plan as presented. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

**President McDonald: Yes**

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

#### E. DISTRICT ENTERPRISE BUDGET APPROVAL FOR FISCAL YEAR 2025-2026

Ms. Miller presented the proposed District and Enterprise Budget for Fiscal Year 2025–2026, found on package page 80. Ms. Miller shared that the budget had been reviewed in detail at the Finance and Administration Committee meeting on April 16, 2025, and the Budget Workshop on April 30, 2025, and confirmed that comments received at those meetings were reviewed and incorporated into the budget proposal presented today where appropriate. Ms. Miller offered to review the budget approach, presented at previous meetings, which was outlined on packet pages 81–83, and received feedback to focus her presentation on updates made to the budget in response to Director feedback at previous meetings:

- Interest Income (GLs 4012, 4013, 4015, 4016): Following review the District’s financial consultant and Ms. Miller’s discussion with the CFO of a large public agency regarding their method for estimating interest income, no changes were made to these accounts.
- Property Tax Revenue (GL 4050): Increased from \$200,000 to \$240,000 to reflect recent growth trends in property tax revenues.
- Electricity (GL 5420): Increased to account for higher energy costs and expanded electrical needs at the new office space and shop building.
- Basin Cleaning (GL 5050): Ms. Miller reported that approximately 7,600 cubic yards of sand remain stockpiled near Mill Creek Basin 1, with a total removal cost estimated at \$155,000. If this full amount were expended, it would consume the full GL 5050 allocation for FY26. Ms. Miller requested Board input on whether to address the remaining stockpiled materials through 1) increasing the GL 5050 budget line by \$155,000, using reserves to complete full removal during FY26 or 2) maintain the current budget while continuing to pursue expanded access permits and/or materials processing licenses to allow third parties to remove the sand at their own cost or to pay the District to sell the material.

In discussion, Director Falcone asked Ms. Miller which course of action she would recommend. Ms. Miller stated her preference for continuing to pursue license expansion and free hauling opportunities and noted that over 27,000 cubic yards of stockpiled materials has been removed from the site since the summer of 2023. Director Corneille shared past community concerns about the stockpiled material while recognizing the substantial progress made to date in addressing the issue. Director Longville commended the team’s work to develop partnerships to remove significant amounts of stockpiled materials during this time. Directors expressed their support for maintaining the current budget and seeking partnerships to remove the stockpiled material at limited costs to the District’s rate-payers.

President McDonald recognized of the collaborative work between staff and the Board in finalizing the budget, and Vice President Stewart shared his appreciation for holding a workshop to discuss the budget prior to Board action along with a request for staff to review the common area maintenance (CAM) charges for District-occupied space for Redlands Plaza. Ms. Miller

acknowledged the comment and confirmed that adjustments would be considered in future financial planning.

Ms. Miller thanked Ms. Quiroga, Senior Administrative Analyst, for her outstanding efforts in preparing the budget. Ms. Miller highlighted Ms. Quiroga's strength of responsibility, her thorough review and revision of the budget, and her commitment to accuracy. President McDonald echoed the appreciation and emphasized the professional quality and diligence shown by the entire staff throughout the budget process.

**It was moved by Director Longville and seconded by Director Corneille to approve the FY26 District Enterprise Budget as presented with incorporated changes from the Budget Workshop held on April 30, 2025. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

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

#### F. CONTRACT SERVICES AGREEMENT FOR SAND LOADING AND HAULING SERVICES WITH JACINTO CONSTRUCTION INC.

Ms. Miller presented a proposed contract services agreement with Jacinto Construction Inc. for sand loading and hauling services to remove approximately 3,400 cubic yards of material that was removed from basins during recent maintenance efforts by District staff. She noted that these stockpiles, which do not have value for habitat restoration purposes were not related to the sand at Mill Creek 1 and stated that staff recommend this action to the Board in order to prevent long-term material stockpiles from accumulating in the future.

The project is budgeted within GL 5050 (Basin Cleaning) for the current fiscal year (FY25), which has approximately \$60,000 already expended. The remaining balance will accommodate this contract, with an additional \$13,000 expected to be expended in FY26.

In response to a question from Vice President Stewart, Ms. Miller confirmed that once transferred to the borrow pit, the material will be processed and sold under the District's license with Upland Rock. Vice President Stewart requested that staff ensure that the contract protect the District from risks associated with independent truckers, including a traffic control plan if needed and adequacy of the required insurance coverage. Mr. Cosgrove discussed the liability provisions in the contract.

**It was moved by Director Longville and seconded by Director Falcone to approve the Contract Services Agreement for Mill Creek Basin Sediment Transport and Deposit with Jacinto Construction, Inc., in substantially the form as Attachment A hereto, in an amount not-to-exceed for materials loading, hauling, and depositing services at an amount not-to-exceed \$71,300. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

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

## 6. INFORMATION ITEMS

### ENVIRONMENTAL UPDATE

Dr. Mitrovich provided an update on the District's ongoing environmental work, focusing on field activities required for Wash Plan implementation. Staff has completed 115 of the 141 annual habitat monitoring plots in the Santa Ana River Wash and Mill Creek. The team has also spent significant time on slender-horned spinyflower restoration, including outplanting trials, seed bulking, and annual monitoring, which have been conducted by District staff in FY25 to save costs.

Dr. Mitrovich also reported on recent progress toward securing long-term regulatory solutions. The District is in active discussions with the California Department of Fish and Wildlife (CDFW) to develop a mitigation credit agreement that aligns with the San Bernardino County Regional Conservation Investment Strategy, which would enable parties operating under the federal Wash Plan to also meet state requirements.

### ENGINEERING UPDATE

Ms. Miller provided an update on engineering activities, beginning with the status of construction at the Mentone shop. Ms. Miller expressed appreciation to Aliza for her on-site oversight during Mr. Crowley's recent travel and for preparing the CAD drawings required for the electrical service expansion submittal to Edison.

Additionally, major milestones were achieved on the PERC project. The final Multi-Objective Decision Support System has been completed and reviewed by both the Operations and PERC Policy Committees. Ms. Miller commended Mr. Lambie for finalizing information for the technical reports and coordinating with the consultant team. Technical writing for the feasibility study is well underway, supported by a standardized framework developed by staff. Key contributions from SBVMWD partners, including Mr. Wen Huang and Mr. Leo Ferrando, were acknowledged for ensuring well-informed and practical assumptions throughout the study. The final report is anticipated by early summer, after which project selection discussions with agency partners are expected to begin.

### GENERAL MANAGER'S REPORT

Ms. Miller discussed her General Manager's Report, beginning with appreciation for the Board and staff for their efforts in preparing and finalizing the FY26 Budget. She also thanked Mr. Lambie for his work in completing the Multi-Objective Decision Support System and associated reports for the PERC project alternatives, as well as Ms. Olmos and Mr. Crowley for their continued work on the Mentone shop. Ms. Miller noted that recharge for the current water year had exceeded 30,000 acre-feet, including nearly 14,000 acre-feet of State Project Water. She also recognized Ms. Quiroga for her upcoming 13th anniversary of employment with the District.

Ms. Miller briefly reviewed a series of educational and outreach events detailed in the board packet, including partner presentations, student field trips, and Earth Day activities in Redlands, including thanks to Ms. Olmos for serving as a judge at the 2025 SoCal STEAM Challenge. President McDonald noted Ms. Miller's recent participation in the ACWA JPIA Five podcast, and Ms. Miller congratulated President McDonald on her reelection to the ACWA JPIA Executive Committee.

In response to a question by Vice President Stewart, Ms. Miller confirmed that the State Water Project allocation had increased to 50%. Mr. Huang of Valley District further explained that current deliveries and recharge orders would be met, and additional outreach was underway to retail agencies for potential excess water purchases.

## FUTURE AGENDA ITEMS AND STAFF TASKS

Director Falcone requested that staff provide a report at the next Board meeting regarding Assembly Bill 2561, which mandates that all public agencies conduct a public hearing to report on recruitment, retention, and existing vacancies. Staff acknowledged the request and indicated they would review the legislation and prepare a report accordingly.

Director Corneille discussed the need for the Operations Committee to convene ahead of the next scheduled July Operations meeting to review the proposed structure of the final PERC Feasibility Study, for which Vice President Stewart expressed his support.

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

Director Falcone attended the following meetings:

- April 9 – SBVWCD Board Meeting
- April 10 – East Valley Water District Regular Board Meeting
- April 15 – SBVMWD Board Meeting
- April 15 – SBVWCD Ad Hoc Committee Audit Firm Selection Meeting
- April 16 – SBVWCD Finance and Administration Committee Meeting
- April 17 – UC Davis Groundwater Lecture #2
- April 21 to 24 – CSDA Leadership Training Conference
- April 29 – SBVWCD Operations Committee Meeting
- April 30 – SBVWCD Budget Workshop
- May 1 – UC Davis Groundwater Lecture #3
- May 1 – SBVMWD Policy and Administration Workshop
- May 6 – SBVMWD Board Meeting
- May 7 – SBVWCD PERC Policy Meeting
- May 13 – Highland City Council Meeting
- May 14 – East Valley Water District Regular Board Meeting
- May 15 – UC Davis Groundwater Lecture #4
- May 20 – SBVMWD Board Meeting
- May 21 – SBVWCD Board Meeting

Director Longville attended the following meetings:

- April 9 – SBVWCD Board Meeting

- April 15 – SBVMWD Board Meeting
- April 30 – SBVWCD Budget Workshop
- May 1 – SBVMWD Policy and Administration Workshop
- May 6 – SBVMWD Board Meeting
- May 13 to 15 – ACWA 2025 Spring Conference
- May 20 – SBVMWD Board Meeting
- May 21 – SBVWCD Board Meeting

Director Corneille attended the following meetings:

- April 9 – SBVWCD Board Meeting
- April 10 – SBVMWD Foundations Summit
- April 15 – SBVWCD Ad Hoc Committee Audit Firm Selection Meeting
- April 23 – SBVWCD Board Meeting
- April 29 – SBVWCD Operations Committee Meeting
- April 30 – SBVWCD Budget Workshop
- May 2 – Redlands Chamber Rise & Shine
- May 7 – SBVWCD PERC Policy Meeting
- May 13 to 15 – JPIA Summit and ACWA 2025 Spring Conference
- May 21 – SBVWCD Board Meeting

Vice President Stewart attended the following meetings:

- April 10 – Loma Linda Chamber of Commerce
- April 16 – SBVWCD Finance and Administration Committee Meeting
- April 23 – SBVWCD Board Meeting
- April 29 – SBVWCD Operations Committee Meeting
- April 30 – SBVWCD Budget Workshop
- May 1 – SBVMWD Policy and Administration Workshop
- May 7 – SBVWCD PERC Policy Meeting
- May 21 – SBVWCD Board Meeting

President McDonald attended the following meetings:

- April 9 – SBVWCD Board Meeting
- April 14 – ASBCSD Board of Director Meeting
- April 15 – SBVMWD Board Meeting
- April 20 – ACWA State Legislature Meeting
- April 22 – Highland Chamber of Commerce Meeting
- April 23 – SBVWCD Board Meeting
- April 30 – SBVWCD Budget Workshop
- May 6 – SBVMWD Board Meeting
- May 13 to 15 – ACWA 2025 Spring Conference
- May 20 – SBVMWD Board Meeting
- May 21 – SBVWCD Board Meeting

Board Member Comments

- President McDonald shared that she will be out of the office from May 21 through May 28.

- Vice President Stewart noted that he will be absent for the June 11 Board Meeting.
- Director Corneille announced that he will be out from June 13 through June 27.

8. CLOSED SESSION

Ms. Miller stated that staff wished to discuss the items listed under Closed Session with the Board at 2:08 p.m.

**It was moved by Director Corneille and seconded by Director Falcone to adjourn to Closed Session. The motion carried 5-0-0, with all Board members present voting in the affirmative.**

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

At 3:55 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.

9. 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.**

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

At 3:56 p.m. the meeting adjourned to the Board meeting scheduled for 1:30 p.m. on June 11, 2025, in-person, teleconference, and Teams meeting.

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Betsy Miller  
General Manager

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

Num	Date	Name	Account	Class	Original Amount
Online Pymt	05/20/2025	WEX Bank-Shell	1012 · Citizens Business B...		-1,564.65
	05/06/2025		5320 · Fuel	1-Groundwater E...	1,564.65
TOTAL					1,564.65
PC 05.14.25	05/14/2025	Paychex	1012 · Citizens Business B...		-146.27
			6042 · Payroll Processing	4-General Fund ...	146.27
TOTAL					146.27
PC 05.28.25	05/28/2025	Paychex	1012 · Citizens Business B...		-146.27
			6042 · Payroll Processing	4-General Fund ...	146.27
TOTAL					146.27
ACH0294	05/05/2025	Melody McDonald	1012 · Citizens Business B...		-1,456.01
			6410 · Mileage	4-General Fund ...	51.10
			6425 · Meals	4-General Fund ...	149.97
			6430 · Lodging	4-General Fund ...	349.09
			6415 · Air Fare	4-General Fund ...	813.95
			6420 · Other Travel	4-General Fund ...	91.90
TOTAL					1,456.01
ACH0295	05/05/2025	John Longville	1012 · Citizens Business B...		-578.00
			6410 · Mileage	4-General Fund ...	358.00
			6425 · Meals	4-General Fund ...	220.00
TOTAL					578.00
25673	05/06/2025	Aaron Pederson	1012 · Citizens Business B...		-100.00
	04/28/2025		6018 · Janitorial Services	4-General Fund ...	100.00
TOTAL					100.00
25674	05/06/2025	Aaron Rueda	1012 · Citizens Business B...		-40.00
	05/02/2025		6001 · General Administratio...	4-General Fund ...	40.00
TOTAL					40.00
25675	05/06/2025	ACWA/JPIA-Health	1012 · Citizens Business B...		-20,739.65
	05/02/2025		6110 · Vision Insurance	4-General Fund ...	63.88
			6110 · Vision Insurance	1-Groundwater E...	145.50
			6110 · Vision Insurance	2-Redlands Plaz...	14.20
			6110 · Vision Insurance	3-Land Resources	49.69
			6110 · Vision Insurance	5-Wash Plan	3.55
			6110 · Vision Insurance	6-Active Recharg...	78.08
			6130 · Dental Insurance	4-General Fund ...	155.08
			6130 · Dental Insurance	1-Groundwater E...	353.22
			6130 · Dental Insurance	2-Redlands Plaz...	34.46
			6130 · Dental Insurance	3-Land Resources	120.61
			6130 · Dental Insurance	5-Wash Plan	8.62
			6130 · Dental Insurance	6-Active Recharg...	189.53
			6150 · Medical Insurance	4-General Fund ...	3,514.19

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

Num	Date	Name	Account	Class	Original Amount
			6150 · Medical Insurance	1-Groundwater E...	8,004.52
			6150 · Medical Insurance	2-Redlands Plaz...	780.93
			6150 · Medical Insurance	3-Land Resources	2,733.25
			6150 · Medical Insurance	5-Wash Plan	195.23
			6150 · Medical Insurance	6-Active Recharg...	4,295.11
TOTAL					20,739.65
<b>25676</b>	<b>05/06/2025</b>	<b>Alan Salcedo</b>	<b>1012 · Citizens Business B...</b>		<b>-40.00</b>
	04/30/2025		6001 · General Administratio...	4-General Fund ...	40.00
TOTAL					40.00
<b>25677</b>	<b>05/06/2025</b>	<b>Aliza Olmos</b>	<b>1012 · Citizens Business B...</b>		<b>-114.90</b>
	04/28/2025		6001 · General Administratio...	4-General Fund ...	40.00
			6510 · Mileage	4-General Fund ...	29.95
			6510 · Mileage	1-Groundwater E...	18.73
			6510 · Mileage	3-Land Resources	7.49
			6510 · Mileage	6-Active Recharg...	18.73
TOTAL					114.90
<b>25678</b>	<b>05/06/2025</b>	<b>Allison Zecher</b>	<b>1012 · Citizens Business B...</b>		<b>-49.52</b>
	04/25/2025		6510 · Mileage	4-General Fund ...	3.81
			6510 · Mileage	1-Groundwater E...	2.38
			6510 · Mileage	3-Land Resources	0.95
			6510 · Mileage	6-Active Recharg...	2.38
			6001 · General Administratio...	4-General Fund ...	40.00
TOTAL					49.52
<b>25679</b>	<b>05/06/2025</b>	<b>American Express</b>	<b>1012 · Citizens Business B...</b>		<b>-973.39</b>
	04/23/2025		6001 · General Administratio...	4-General Fund ...	217.65
			6001 · General Administratio...	1-Groundwater E...	217.64
			6002 · Website Administration...	4-General Fund ...	365.00
			6027 · Computer Software	4-General Fund ...	34.20
			6027 · Computer Software	1-Groundwater E...	9.00
			6027 · Computer Software	2-Redlands Plaz...	13.50
			6027 · Computer Software	3-Land Resources	13.50
			6027 · Computer Software	5-Wash Plan	4.50
			6027 · Computer Software	6-Active Recharg...	15.30
			6525 · Meals	4-General Fund ...	19.09
			6525 · Meals	1-Groundwater E...	14.84
			6525 · Meals	3-Land Resources	8.48
			6004 · Meeting Expenses	4-General Fund ...	8.63
			6004 · Meeting Expenses	3-Land Resources	8.62
			6425 · Meals	4-General Fund ...	42.42
TOTAL					992.37
<b>25680</b>	<b>05/06/2025</b>	<b>American Power Security</b>	<b>1012 · Citizens Business B...</b>		<b>-795.00</b>
	04/30/2025		6026 · Redlands Plaza CAM...	2-Redlands Plaz...	795.00
TOTAL					795.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2025**

06/04/25

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
<b>25681</b>	<b>05/06/2025</b>	<b>Angie J. Quiroga</b>	<b>1012 · Citizens Business B...</b>		<b>-117.00</b>
	05/06/2025		6001 · General Administratio...	4-General Fund ...	40.00
			6510 · Mileage	4-General Fund ...	30.80
			6510 · Mileage	1-Groundwater E...	19.25
			6510 · Mileage	3-Land Resources	7.70
			6510 · Mileage	6-Active Recharg...	19.25
TOTAL					117.00
<b>25682</b>	<b>05/06/2025</b>	<b>Anna Frey</b>	<b>1012 · Citizens Business B...</b>		<b>-299.41</b>
	05/01/2025		6510 · Mileage	4-General Fund ...	94.17
			6510 · Mileage	1-Groundwater E...	58.85
			6510 · Mileage	3-Land Resources	23.54
			6510 · Mileage	6-Active Recharg...	58.85
			6001 · General Administratio...	4-General Fund ...	40.00
			6520 · Travel, Other (rental c...	4-General Fund ...	10.80
			6520 · Travel, Other (rental c...	1-Groundwater E...	6.00
			6520 · Travel, Other (rental c...	3-Land Resources	7.20
TOTAL					299.41
<b>25683</b>	<b>05/06/2025</b>	<b>Big Bear Municipal Wa...</b>	<b>1012 · Citizens Business B...</b>		<b>-7,491.58</b>
	05/01/2025		5125 · Engineering Services	1-Groundwater E...	7,491.58
TOTAL					7,491.58
<b>25684</b>	<b>05/06/2025</b>	<b>Burgeson's Heating &amp; ...</b>	<b>1012 · Citizens Business B...</b>		<b>-1,360.00</b>
	04/24/2025		6026 · Redlands Plaza CAM...	2-Redlands Plaz...	1,360.00
TOTAL					1,360.00
<b>25685</b>	<b>05/06/2025</b>	<b>CPS HR Consulting</b>	<b>1012 · Citizens Business B...</b>		<b>-163.75</b>
	04/26/2025		5120 · Misc. Professional Se...	4-General Fund ...	163.75
TOTAL					163.75
<b>25686</b>	<b>05/06/2025</b>	<b>Diamond Environment...</b>	<b>1012 · Citizens Business B...</b>		<b>-100.48</b>
	04/21/2025		5460 · Water / Trash / Sewer	4-General Fund ...	45.22
			5460 · Water / Trash / Sewer	1-Groundwater E...	35.16
			5460 · Water / Trash / Sewer	3-Land Resources	10.05
			5460 · Water / Trash / Sewer	6-Active Recharg...	10.05
TOTAL					100.48
<b>25687</b>	<b>05/06/2025</b>	<b>Dion and Sons, Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-1,214.59</b>
	04/25/2025		5320 · Fuel	1-Groundwater E...	1,214.59
TOTAL					1,214.59
<b>25688</b>	<b>05/06/2025</b>	<b>Dopudja and Wells Co...</b>	<b>1012 · Citizens Business B...</b>		<b>-5,192.50</b>
	04/14/2025		5120 · Misc. Professional Se...	1-Groundwater E...	5,192.50
TOTAL					5,192.50

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

Num	Date	Name	Account	Class	Original Amount
<b>25689</b>	<b>05/06/2025</b>	<b>East Valley Water Distr...</b>	<b>1012 · Citizens Business B...</b>		<b>-146.55</b>
	04/28/2025		5120 · Misc. Professional Se...	3-Land Resources	146.55
TOTAL					146.55
<b>25690</b>	<b>05/06/2025</b>	<b>Edison - 6256 (Redland...</b>	<b>1012 · Citizens Business B...</b>		<b>-119.26</b>
	04/30/2025		6026 · Redlands Plaza CAM...	2-Redlands Plaz...	119.26
TOTAL					119.26
<b>25691</b>	<b>05/06/2025</b>	<b>Edison - 9779</b>	<b>1012 · Citizens Business B...</b>		<b>-218.88</b>
	04/30/2025		5420 · Electricity	4-General Fund ...	61.28
			5420 · Electricity	1-Groundwater E...	43.78
			5420 · Electricity	2-Redlands Plaz...	91.93
			5420 · Electricity	6-Active Recharg...	21.89
TOTAL					218.88
<b>25692</b>	<b>05/06/2025</b>	<b>Empire Disposal</b>	<b>1012 · Citizens Business B...</b>		<b>-225.03</b>
	04/30/2025		5460 · Water / Trash / Sewer	4-General Fund ...	101.26
			5460 · Water / Trash / Sewer	1-Groundwater E...	78.76
			5460 · Water / Trash / Sewer	3-Land Resources	22.51
			5460 · Water / Trash / Sewer	6-Active Recharg...	22.50
TOTAL					225.03
<b>25693</b>	<b>05/06/2025</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Business B...</b>		<b>-341.27</b>
	04/28/2025		5440 · Telephone	4-General Fund ...	204.76
			5440 · Telephone	1-Groundwater E...	85.32
			5440 · Telephone	6-Active Recharg...	51.19
TOTAL					341.27
<b>25694</b>	<b>05/06/2025</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Business B...</b>		<b>-202.85</b>
	04/19/2025		5440 · Telephone	4-General Fund ...	36.55
			5440 · Telephone	1-Groundwater E...	15.23
			5440 · Telephone	6-Active Recharg...	9.14
			5470 · Internet Services	4-General Fund ...	63.87
			5470 · Internet Services	1-Groundwater E...	35.48
			5470 · Internet Services	2-Redlands Plaz...	7.10
			5470 · Internet Services	3-Land Resources	21.29
			5470 · Internet Services	6-Active Recharg...	14.19
TOTAL					202.85
<b>25695</b>	<b>05/06/2025</b>	<b>Frontier-9942</b>	<b>1012 · Citizens Business B...</b>		<b>-83.48</b>
	04/15/2025		5470 · Internet Services	4-General Fund ...	37.57
			5470 · Internet Services	1-Groundwater E...	20.87
			5470 · Internet Services	2-Redlands Plaz...	4.17
			5470 · Internet Services	3-Land Resources	12.52
			5470 · Internet Services	6-Active Recharg...	8.35
TOTAL					83.48

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2025**

06/04/25

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
<b>25696</b>	<b>05/06/2025</b>	<b>Grainger</b>	<b>1012 · Citizens Business B...</b>		<b>-77.40</b>
	04/16/2025		5210 · Equipment Maintenanc...	1-Groundwater E...	17.32
	04/17/2025		5210 · Equipment Maintenanc...	1-Groundwater E...	43.90
	04/18/2025		5210 · Equipment Maintenanc...	1-Groundwater E...	16.18
TOTAL					77.40
<b>25697</b>	<b>05/06/2025</b>	<b>Hamilton Raye</b>	<b>1012 · Citizens Business B...</b>		<b>-2,080.00</b>
	04/29/2025		5120 · Misc. Professional Se...	4-General Fund ...	228.80
			5120 · Misc. Professional Se...	1-Groundwater E...	1,102.40
			5120 · Misc. Professional Se...	3-Land Resources	748.80
TOTAL					2,080.00
<b>25698</b>	<b>05/06/2025</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Business B...</b>		<b>-608.71</b>
	04/28/2025		5210 · Equipment Maintenanc...	1-Groundwater E...	295.87
			5215 · Property Maintenance	1-Groundwater E...	41.74
			5215 · Property Maintenance	3-Land Resources	10.44
			6012 · Office Maintenance	4-General Fund ...	94.53
			6012 · Office Maintenance	2-Redlands Plaz...	141.79
			6016 · Redlands Plaza Maint...	2-Redlands Plaz...	24.34
TOTAL					608.71
<b>25699</b>	<b>05/06/2025</b>	<b>Intertelligence</b>	<b>1012 · Citizens Business B...</b>		<b>-2,370.00</b>
	04/25/2025		5120 · Misc. Professional Se...	4-General Fund ...	2,370.00
TOTAL					2,370.00
<b>25700</b>	<b>05/06/2025</b>	<b>Layne Construction, Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-92,947.50</b>
	05/05/2025		7140 · Mentone Property (Sh...	1-Groundwater E...	92,947.50
TOTAL					92,947.50
<b>25701</b>	<b>05/06/2025</b>	<b>Nakae &amp; Associates, Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-24,126.21</b>
	04/30/2025		5120 · Misc. Professional Se...	3-Land Resources	24,126.21
TOTAL					24,126.21
<b>25702</b>	<b>05/06/2025</b>	<b>PCtronics</b>	<b>1012 · Citizens Business B...</b>		<b>-4,951.91</b>
	04/29/2025		7210 · Computer Hardware-...	4-General Fund ...	3,713.93
			7210 · Computer Hardware-...	1-Groundwater E...	1,237.98
TOTAL					4,951.91
<b>25703</b>	<b>05/06/2025</b>	<b>Q3 Consulting, Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-82,759.75</b>
	04/28/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	82,759.75
TOTAL					82,759.75

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2025**

06/04/25

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
<b>25704</b>	<b>05/06/2025</b>	<b>R&amp;S Overhead Doors o...</b>	<b>1012 · Citizens Business B...</b>		<b>-550.50</b>
	12/26/2024		6012 · Office Maintenance	4-General Fund ...	220.20
			6012 · Office Maintenance	2-Redlands Plaz...	330.30
TOTAL					550.50
<b>25705</b>	<b>05/06/2025</b>	<b>Tetra Tech</b>	<b>1012 · Citizens Business B...</b>		<b>-27,790.71</b>
	04/28/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	27,790.71
TOTAL					27,790.71
<b>25706</b>	<b>05/06/2025</b>	<b>The Readmond Compa...</b>	<b>1012 · Citizens Business B...</b>		<b>-750.00</b>
	04/27/2025		6060 · Outreach	1-Groundwater E...	150.00
			6060 · Outreach	3-Land Resources	225.00
			6060 · Outreach	4-General Fund ...	225.00
			6060 · Outreach	6-Active Recharg...	112.50
			6060 · Outreach	5-Wash Plan	37.50
TOTAL					750.00
<b>25707</b>	<b>05/06/2025</b>	<b>Thompson Reuters</b>	<b>1012 · Citizens Business B...</b>		<b>-561.43</b>
	05/01/2025		5180 · Legal	4-General Fund ...	140.36
			5180 · Legal	1-Groundwater E...	140.36
			5180 · Legal	3-Land Resources	112.29
			5180 · Legal	6-Active Recharg...	168.42
TOTAL					561.43
<b>25708</b>	<b>05/06/2025</b>	<b>Ultra Plumbing Services</b>	<b>1012 · Citizens Business B...</b>		<b>-485.00</b>
	04/16/2025		6012 · Office Maintenance	4-General Fund ...	194.00
			6012 · Office Maintenance	2-Redlands Plaz...	291.00
TOTAL					485.00
<b>25709</b>	<b>05/06/2025</b>	<b>Visual Edge IT, Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-643.31</b>
	04/22/2025		6033 · Office Equipment Re...	4-General Fund ...	183.22
			6033 · Office Equipment Re...	1-Groundwater E...	12.22
			6033 · Office Equipment Re...	2-Redlands Plaz...	36.65
			6033 · Office Equipment Re...	3-Land Resources	12.22
	04/28/2025		6033 · Office Equipment Re...	4-General Fund ...	299.25
			6033 · Office Equipment Re...	1-Groundwater E...	19.95
			6033 · Office Equipment Re...	2-Redlands Plaz...	59.85
			6033 · Office Equipment Re...	3-Land Resources	19.95
TOTAL					643.31
<b>25710</b>	<b>05/06/2025</b>	<b>Water Education Foun...</b>	<b>1012 · Citizens Business B...</b>		<b>-2,250.00</b>
	04/23/2025		6093 · Memberships	4-General Fund ...	2,250.00
TOTAL					2,250.00

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

Num	Date	Name	Account	Class	Original Amount
25711	05/06/2025	Water Systems Consult...	1012 · Citizens Business B...		-8,582.50
	03/31/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	8,582.50
TOTAL					8,582.50
25712	05/06/2025	Yesenia Yangin	1012 · Citizens Business B...		-40.00
	04/30/2025		6001 · General Administratio...	4-General Fund ...	40.00
TOTAL					40.00
25713	05/20/2025	Brigham Young Univer...	1012 · Citizens Business B...		-5,382.00
	05/01/2025		5123 · Habitat Management-...	5-Wash Plan	5,382.00
TOTAL					5,382.00
25714	05/20/2025	CASC Engineering and...	1012 · Citizens Business B...		-15,693.33
	05/13/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	15,693.33
TOTAL					15,693.33
25715	05/20/2025	Corneille, Richard	1012 · Citizens Business B...		-11.20
	05/20/2025		6410 · Mileage	4-General Fund ...	11.20
TOTAL					11.20
25716	05/20/2025	Day Lite Maintenance, I...	1012 · Citizens Business B...		-34.89
	05/09/2025		6026 · Redlands Plaza CAM...	2-Redlands Plaz...	34.89
TOTAL					34.89
25717	05/20/2025	E-PUR LLC	1012 · Citizens Business B...		-35,551.25
	05/19/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	33,665.00
			7126 · PERC Engr/Prof Serv...	6-Active Recharg...	1,138.75
			7126 · PERC Engr/Prof Serv...	6-Active Recharg...	747.50
TOTAL					35,551.25
25718	05/20/2025	East Valley Water Distr...	1012 · Citizens Business B...		-572.43
	05/01/2025		5120 · Misc. Professional Se...	3-Land Resources	572.43
TOTAL					572.43
25719	05/20/2025	Edison - 6493	1012 · Citizens Business B...		-90.78
	05/09/2025		5420 · Electricity	4-General Fund ...	25.42
			5420 · Electricity	1-Groundwater E...	18.16
			5420 · Electricity	2-Redlands Plaz...	38.12
			5420 · Electricity	6-Active Recharg...	9.08
TOTAL					90.78

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

Num	Date	Name	Account	Class	Original Amount
<b>25720</b>	<b>05/20/2025</b>	<b>Edison - 8958</b>	<b>1012 · Citizens Business B...</b>		<b>-344.50</b>
	05/07/2025		5420 · Electricity	4-General Fund ...	96.46
			5420 · Electricity	1-Groundwater E...	68.90
			5420 · Electricity	2-Redlands Plaz...	144.69
			5420 · Electricity	6-Active Recharg...	34.45
TOTAL					344.50
<b>25721</b>	<b>05/20/2025</b>	<b>Layne Construction, Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-35,550.00</b>
	05/19/2025		7140 · Mentone Property (Sh...	1-Groundwater E...	35,550.00
TOTAL					35,550.00
<b>25722</b>	<b>05/20/2025</b>	<b>Mikael Romich</b>	<b>1012 · Citizens Business B...</b>		<b>-7,386.60</b>
	05/08/2025		5123 · Habitat Management-...	5-Wash Plan	2,118.60
			7151 · Mill Creek Permitting	1-Groundwater E...	2,838.00
			7151 · Mill Creek Permitting	1-Groundwater E...	2,430.00
TOTAL					7,386.60
<b>25723</b>	<b>05/20/2025</b>	<b>Milan Mitrovich</b>	<b>1012 · Citizens Business B...</b>		<b>-375.40</b>
	05/19/2025		6525 · Meals	4-General Fund ...	32.66
			6525 · Meals	1-Groundwater E...	25.40
			6525 · Meals	2-Redlands Plaz...	14.52
			6515 · Air Fare	4-General Fund ...	74.68
			6515 · Air Fare	1-Groundwater E...	24.90
			6515 · Air Fare	3-Land Resources	59.75
			6515 · Air Fare	6-Active Recharg...	89.63
			6001 · General Administratio...	4-General Fund ...	26.93
			6001 · General Administratio...	1-Groundwater E...	26.93
TOTAL					375.40
<b>25724</b>	<b>05/20/2025</b>	<b>O'Reilly</b>	<b>1012 · Citizens Business B...</b>		<b>-50.01</b>
	05/14/2025		5210 · Equipment Maintenanc...	1-Groundwater E...	50.01
TOTAL					50.01
<b>25725</b>	<b>05/20/2025</b>	<b>PCtronics</b>	<b>1012 · Citizens Business B...</b>		<b>-3,593.00</b>
	05/01/2025		6027 · Computer Software	4-General Fund ...	415.34
			6027 · Computer Software	1-Groundwater E...	109.30
			6027 · Computer Software	2-Redlands Plaz...	163.95
			6027 · Computer Software	3-Land Resources	163.95
			6027 · Computer Software	5-Wash Plan	54.65
			6027 · Computer Software	6-Active Recharg...	185.81
	05/02/2025		5160 · IT Support	4-General Fund ...	750.00
			5160 · IT Support	1-Groundwater E...	1,125.00
			5160 · IT Support	3-Land Resources	250.00
			5160 · IT Support	5-Wash Plan	125.00
			5160 · IT Support	6-Active Recharg...	250.00
TOTAL					3,593.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**May 2025**

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Original Amount</u>
<b>25726</b>	<b>05/20/2025</b>	<b>PEAC Solutions-Marlin...</b>	<b>1012 · Citizens Business B...</b>		<b>-337.44</b>
	05/02/2025		6033 · Office Equipment Re...	4-General Fund ...	253.08
			6033 · Office Equipment Re...	1-Groundwater E...	16.87
			6033 · Office Equipment Re...	2-Redlands Plaz...	50.62
			6033 · Office Equipment Re...	3-Land Resources	16.87
TOTAL					337.44
<b>25727</b>	<b>05/20/2025</b>	<b>RDO Equipment Comp.</b>	<b>1012 · Citizens Business B...</b>		<b>-9,699.50</b>
	05/12/2025		5050 · Basin Cleaning	1-Groundwater E...	9,699.50
TOTAL					9,699.50
<b>25728</b>	<b>05/20/2025</b>	<b>Smart &amp; Final</b>	<b>1012 · Citizens Business B...</b>		<b>-182.92</b>
	05/01/2025		6030 · Office Supplies	4-General Fund ...	16.17
			6030 · Office Supplies	1-Groundwater E...	10.78
			6030 · Office Supplies	2-Redlands Plaz...	5.39
			6030 · Office Supplies	3-Land Resources	8.08
			6030 · Office Supplies	5-Wash Plan	2.69
			6030 · Office Supplies	6-Active Recharg...	10.78
			6004 · Meeting Expenses	4-General Fund ...	64.52
			6004 · Meeting Expenses	3-Land Resources	64.51
TOTAL					182.92
<b>25729</b>	<b>05/20/2025</b>	<b>SoCalGas</b>	<b>1012 · Citizens Business B...</b>		<b>-72.18</b>
	05/14/2025		5450 · Natural Gas	4-General Fund ...	36.09
			5450 · Natural Gas	1-Groundwater E...	21.65
			5450 · Natural Gas	6-Active Recharg...	14.44
TOTAL					72.18
<b>25730</b>	<b>05/20/2025</b>	<b>Sonoma County Water ...</b>	<b>1012 · Citizens Business B...</b>		<b>-500.00</b>
	02/04/2025		6060 · Outreach	4-General Fund ...	150.00
			6060 · Outreach	1-Groundwater E...	100.00
			6060 · Outreach	3-Land Resources	150.00
			6060 · Outreach	5-Wash Plan	35.00
			6060 · Outreach	6-Active Recharg...	65.00
TOTAL					500.00
<b>25731</b>	<b>05/20/2025</b>	<b>Tetra Tech</b>	<b>1012 · Citizens Business B...</b>		<b>-64,472.05</b>
	05/09/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	64,472.05
TOTAL					64,472.05
<b>25732</b>	<b>05/20/2025</b>	<b>TLC Landscape Servic...</b>	<b>1012 · Citizens Business B...</b>		<b>-430.00</b>
	05/20/2025		6026 · Redlands Plaza CAM...	2-Redlands Plaz...	430.00
TOTAL					430.00

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

Num	Date	Name	Account	Class	Original Amount
<b>25733</b>	<b>05/20/2025</b>	<b>Unlimited Services</b>	<b>1012 · Citizens Business B...</b>		<b>-1,600.00</b>
	04/01/2025		6018 · Janitorial Services	4-General Fund ...	800.00
	05/01/2025		6018 · Janitorial Services	4-General Fund ...	800.00
TOTAL					1,600.00
<b>25734</b>	<b>05/20/2025</b>	<b>Verdantas Inc.</b>	<b>1012 · Citizens Business B...</b>		<b>-940.00</b>
	05/10/2025		7126 · PERC Engr/Prof Serv...	6-Active Recharg...	940.00
TOTAL					940.00
<b>25735</b>	<b>05/20/2025</b>	<b>Wilbur's</b>	<b>1012 · Citizens Business B...</b>		<b>-47.38</b>
	04/18/2025		5210 · Equipment Maintenanc...	1-Groundwater E...	47.38
TOTAL					47.38
<b>25736</b>	<b>05/28/2025</b>	<b>Powers Furniture</b>	<b>1012 · Citizens Business B...</b>		<b>0.00</b>
TOTAL					0.00
<b>25737</b>	<b>05/28/2025</b>	<b>Powers Furniture</b>	<b>1012 · Citizens Business B...</b>		<b>-3,917.02</b>
	05/28/2025		6030 · Office Supplies	4-General Fund ...	1,175.11
			6030 · Office Supplies	1-Groundwater E...	783.40
			6030 · Office Supplies	2-Redlands Plaz...	391.70
			6030 · Office Supplies	3-Land Resources	587.55
			6030 · Office Supplies	5-Wash Plan	195.85
			6030 · Office Supplies	6-Active Recharg...	783.41
TOTAL					3,917.02
<b>100384N</b>	<b>05/14/2025</b>	<b>PERS</b>	<b>1012 · Citizens Business B...</b>		<b>-7,329.79</b>
			6170 · PERS Retirement	4-General Fund ...	1,319.36
			6170 · PERS Retirement	1-Groundwater E...	3,005.21
			6170 · PERS Retirement	2-Redlands Plaz...	293.20
			6170 · PERS Retirement	3-Land Resources	1,026.17
			6170 · PERS Retirement	5-Wash Plan	73.30
			6170 · PERS Retirement	6-Active Recharg...	1,612.55
TOTAL					7,329.79

San Bernardino Valley Water Conservation District  
**Director Fees Expenditure Payroll Report**  
May 2025

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Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
5/14/2025	Richard Corneille	May-25	\$ 2,493.00	\$ 408.91	\$ 2,084.09
5/14/2025	Mark Falcone	Apr-25	\$ 2,770.00	\$ 649.56	\$ 2,120.44
5/28/2025	Richard Corneille	May-25	\$ 2,216.00	\$ 342.74	\$ 1,873.26
5/28/2025	Melody McDonald	May-25	\$ 2,216.00	\$ 342.76	\$ 1,873.24



# MEMORANDUM

No. 2118

**To: Board of Directors**

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

**Date: June 11, 2025**

**Subject: Unaudited Financial Report for May 2025**

## RECOMMENDATION

Review and approve the unaudited financial report for May 2025.

## BACKGROUND AND DISCUSSION

Staff presents a monthly unaudited financial report for the District at each Board meeting. The reports presented here cover the period ending May 31, 2025.

Interest income continues to make noticeable gains. Based on higher-than-expected revenue for the July-December 2024 groundwater assessment period and projected revenue for the current six-month assessment period, GL 4022 Groundwater Charge is expected to end the year over budget. GL 4031 Plant Site-Cemex is also expected to end the year over budget with adjusted plant site rent. GL 4032 Mining Revenue is projected to end the year under budget with adjustments for the agreement with CEMEX. GL 4036 Aggregate Maintenance is over budget due to sales under the materials processing license, as well as a special materials processing project which is now completed. GL 4050 Property Tax revenue is over budget with minor additional payments expected by yearend. GL 5123 Habitat Management for Wash Plan is over budget due to necessary actions for Wash Plan implementation. Total 5400 Utilities will end the year over budget due to increased expenses for phone and internet service and water, trash, and sewer. GL 6001 General Administration-Other is over budget due to postings for job recruitments and staff ergonomic assessments. Accruals will be made next month as year-end approaches.

## FISCAL IMPACT

Aside from staff time, there are no fiscal impacts from reporting the financial status of the District.

## POTENTIAL MOTIONS

1. Move approval of the Unaudited Financial Reports for May 2025 as presented.

### 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

2. Refer this item to the Finance & Administration Committee to consider specified issues.

## ATTACHMENTS

Income Statement for May 2025  
Expense Detail Report  
YTD (Year-to-Date) Graphs  
Capital Improvement Projects Expense Report  
Cash Status & Enterprise Tables  
Monthly Report of Investment Transactions



	Current Month	YTD Actual	Annual Budget	YTD vs Total Budget %
<b>INCOME</b>				
4010 Interest Income	\$ 60,073	\$ 2,140,917	\$ 1,660,000	129%
4020 Groundwater Charge	-	1,248,456	\$ 1,440,349	87%
4025 Wash Plan Revenue	27,776	390,903	\$ 120,255	325%
4030 Mining Income	40,120	383,970	\$ 713,000	54%
4040 Miscellaneous Income	246	78,505	\$ 95,375	82%
4043 Project Salary Reim.	-	114,033	\$ 53,154	215%
4050 Property Tax	54,510	246,186	\$ 169,775	145%
4051 Wash Plan Trails	-	-	\$ 66,000	0%
4055 SBVMWD Spreading Agre. Reim.	-	493,880	\$ 502,542	98%
4060 Property Income	-	200	\$ 100	200%
4065 Redlands Plaza	14,275	174,791	\$ 201,162	87%
4066 Redlands Plaza CAM	3,908	48,356	\$ 47,554	102%
4999 Trust Reimbursement - WP	-	-	\$ -	
<b>TOTAL INCOME</b>	<b>200,909</b>	<b>5,320,196</b>	<b>5,069,267</b>	<b>105%</b>
<b>EXPENSE</b>				
5040 Regional Programs	-	2,580	2,580	100%
5050 Basin Cleaning	9,700	178,116	250,000	71%
5100 Professional Services	44,302	605,053	882,362	69%
5133 Regional River HCP Cont.	-	-	30,000	0%
5200 Field Operations	657	70,208	115,000	61%
5223 Temp. Field Labor	-	3,525	10,000	35%
5300 Vehicle Operations	1,565	27,868	45,626	61%
5400 Utilities	1,619	32,048	33,137	97%
6000 General Administration	26,392	313,924	437,406	72%
6100 Benefits	25,605	460,082	720,602	64%
6200 Salaries	118,687	1,372,519	2,107,738	65%
6300 Insurance	-	74,909	55,256	136%
6400 Board of Directors	15,111	141,007	188,110	75%
6500 Admin/Staff Expenses	5,216	44,256	53,075	83%
9999 Contribution to Cap. Maint	-	-	50,000	0%
<b>TOTAL EXPENSES</b>	<b>248,852</b>	<b>3,326,094</b>	<b>4,980,891</b>	<b>67%</b>
<b>NET INCOME / (LOSS) Before CIP</b>	<b>(47,944)</b>	<b>1,994,102</b>	<b>88,376</b>	<b>2256%</b>
Capital Improvement Projects	<b>275,412</b>	<b>1,992,122</b>	<b>4,836,961</b>	<b>41%</b>
<b>Net Income / (loss)</b>	<b>(323,355)</b>	<b>1,981</b>	<b>(4,748,586)</b>	<b>0%</b>



**Expense Detail (Unaudited)**  
For the Period July 1, 2024 through May 31, 2025

		Current Month	YTD Actual	Annual Budget	YTD vs Total Budget %
<b>EXPENSE</b>					
<b>Regional Programs</b>					
5080	LAFCO Cont.	\$ -	\$ 2,580	\$ 2,580	100%
	<b>Total Regional Programs</b>	<b>-</b>	<b>2,580</b>	<b>2,580</b>	<b>100%</b>
<b>Basin Cleaning</b>					
5050	Basin Cleaning	9,700	178,116	250,000	71%
	<b>Total Basin Cleaning</b>	<b>9,700</b>	<b>178,116</b>	<b>250,000</b>	<b>71%</b>
<b>Professional Services</b>					
5120	Professional Services	26,248	372,615	558,875	67%
5122	Wash Plan	-	6,500	-	
5123	Habitat Management - WP	7,501	137,171	87,590	157%
5125	Engineering Services	7,492	7,492	35,000	21%
5126	GW Sustainability	-	-	-	
5127	Project Accounting	-	5,623	7,500	75%
5130	Aerial Photography	-	673	2,547	26%
5155	WP Trails	-	-	100,000	0%
5160	IT Support	2,500	30,281	34,500	88%
5170	Audit	-	30,960	31,350	99%
5180	Legal	561	13,738	25,000	55%
	<b>Total Professional Services</b>	<b>44,302</b>	<b>605,053</b>	<b>882,362</b>	<b>69%</b>
<b>Regional River HCP Cont.</b>					
5133	Regional River HCP Cont.	-	-	30,000	0%
	<b>Total Regional River HCP Con</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>0%</b>
<b>Field Operations</b>					
5210	Equipment Maint.	125	13,946	15,000	93%
5215	Property Maint.	478	6,693	40,000	17%
5225	Field Clean Up	54	49,569	60,000	83%
	<b>Total Field Operations</b>	<b>657</b>	<b>70,208</b>	<b>115,000</b>	<b>61%</b>
<b>Temp. Field Labor</b>					
5223	Temp. Field Labor	-	3,525	10,000	35%
	<b>Total Temp. Field Labor</b>	<b>-</b>	<b>3,525</b>	<b>10,000</b>	<b>35%</b>
<b>Vehicle Operations</b>					



**Expense Detail (Unaudited)**  
For the Period July 1, 2024 through May 31, 2025

		Current Month	YTD Actual	Annual Budget	YTD vs Total Budget %
5310	Vehicle Maintenance	-	7,261	10,626	68%
5320	Fuel	1,565	20,607	35,000	59%
	<b>Total Vehicle Operations</b>	<b>1,565</b>	<b>27,868</b>	<b>45,626</b>	<b>61%</b>
	<b>Utilities</b>				
5410	Alarm Service	-	3,540	1,260	281%
5420	Electricity	435	10,018	11,032	91%
5430	Mobile Phone	500	5,300	7,508	71%
5440	Telephone	70	3,915	3,240	121%
5450	Natural Gas	72	1,397	2,350	59%
5460	Water / Trash / Sewer	326	4,795	4,490	107%
5470	Internet	216	3,083	3,257	95%
	<b>Total Utilities</b>	<b>1,619</b>	<b>32,048</b>	<b>33,137</b>	<b>97%</b>
	<b>General Admin.</b>				
6001	General Admin. - Other	232	15,288	6,000	255%
6002	Website Administration	374	4,214	6,300	67%
6004	Meetings	187	2,385	2,500	95%
6006	Permits	-	4,103	15,000	27%
6007	Inter District Costs	-	500	10,000	5%
6009	Licenses	-	2,440	2,000	122%
6010	Surety Bond	-	3,025	1,900	159%
6012	Office Maintenance	-	2,665	10,000	27%
6013	Office Lease	4,167	45,833	50,000	92%
6015	Mentone House Maint.	-	89	4,000	2%
6016	Redlands Plaza Maint.	-	2,200	20,000	11%
6018	Janitorial Services	800	9,131	10,560	86%
6019	Janitorial Supplies	-	653	450	145%
6020	Vacancy Marketing	-	-	5,000	0%
6024	Computer Equipment	-	-	3,150	0%
6026	Redlands Plaza CAM	1,260	44,957	47,554	95%
6027	Computer Software	3,934	20,533	23,250	88%
6030	Office Supplies	4,588	9,949	10,000	99%
6033	Office Equipment Rental	337	7,868	8,100	97%



**Expense Detail (Unaudited)**  
For the Period July 1, 2024 through May 31, 2025

		Current Month	YTD Actual	Annual Budget	YTD vs Total Budget %
6036	Printing	-	2,500	2,500	100%
6039	Postage	100	2,117	1,200	176%
6042	Payroll Processing	293	4,132	5,000	83%
6045	Bank Service Fee	282	2,117	10,000	21%
6051	Uniforms	308	2,626	3,209	82%
6060	Outreach	9,513	60,856	130,000	47%
6087	Educational Reimb.	-	225	5,000	5%
6090	Subscriptions	-	2,834	3,150	90%
6091	Public Notices	-	6,497	4,000	162%
6093	Memberships	16	54,186	37,583	144%
	<b>Total General Admin.</b>	<b>26,392</b>	<b>313,924</b>	<b>437,406</b>	<b>72%</b>
	<b>Benefits</b>				
6110	Vision	355	2,603	3,735	70%
6120	Workers Comp.	-	14,355	27,435	52%
6130	Dental	862	8,680	14,299	61%
6150.01	Medical Employee Cont.	(1,904)	(25,021)	(39,230)	64%
6150	Medical - Other	19,523	221,628	328,027	68%
6160	Payroll Taxes - Employer	8,970	93,475	138,849	67%
6170.01	PERS Employee Cont.	(5,351)	(54,638)	(85,805)	64%
6170.02	457 Plan Employee Cont.	(4,180)	(49,020)	-	
6170	PERS - Other	7,330	248,020	333,293	74%
	<b>Total Benefits</b>	<b>25,605</b>	<b>460,082</b>	<b>720,602</b>	<b>64%</b>
	<b>Salaries</b>				
6230	Regular Salaries	118,687	1,372,519	2,107,738	65%
	<b>Total Salaries</b>	<b>118,687</b>	<b>1,372,519</b>	<b>2,107,738</b>	<b>65%</b>
	<b>Insurance</b>				
6310	Property / Auto	-	9,323	8,036	116%
6320	General Liability	-	65,587	47,220	139%
	<b>Total Insurance</b>	<b>-</b>	<b>74,909</b>	<b>55,256</b>	<b>136%</b>
	<b>Directors' Expense</b>				
6401.5	Payroll Taxes	805	7,069	-	
6401	Directors' Fees - Other	9,695	88,481	110,600	80%

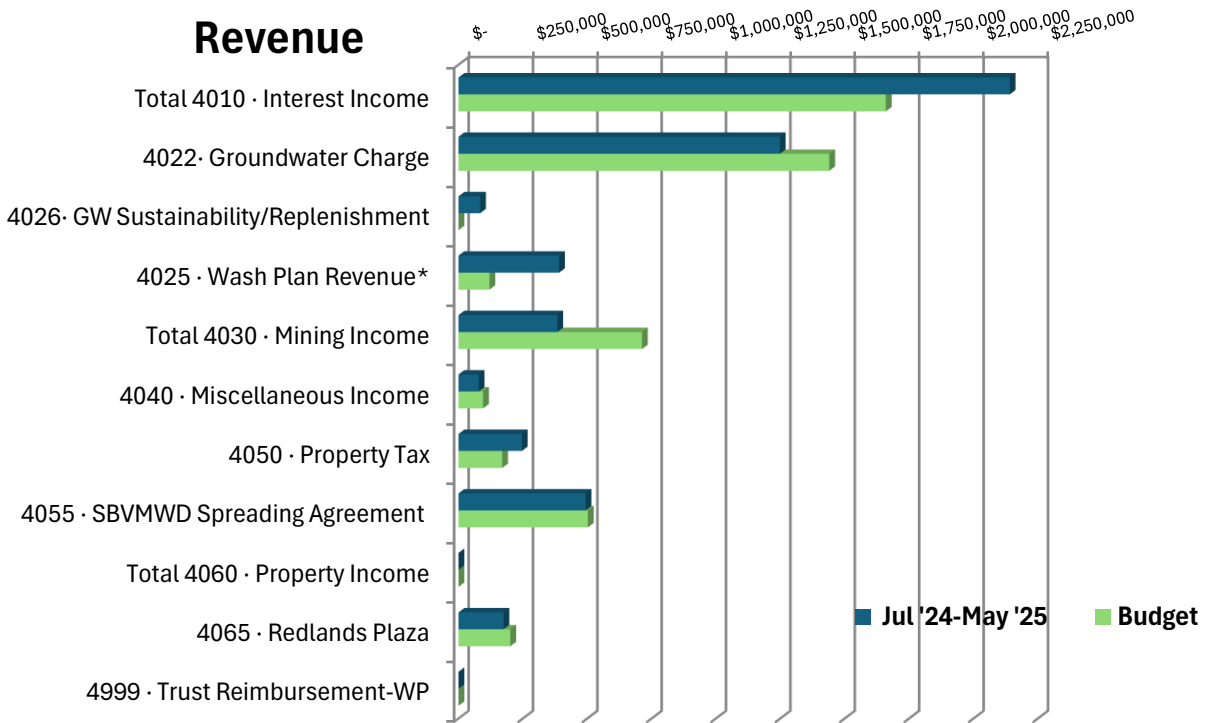


**Expense Detail (Unaudited)**  
For the Period July 1, 2024 through May 31, 2025

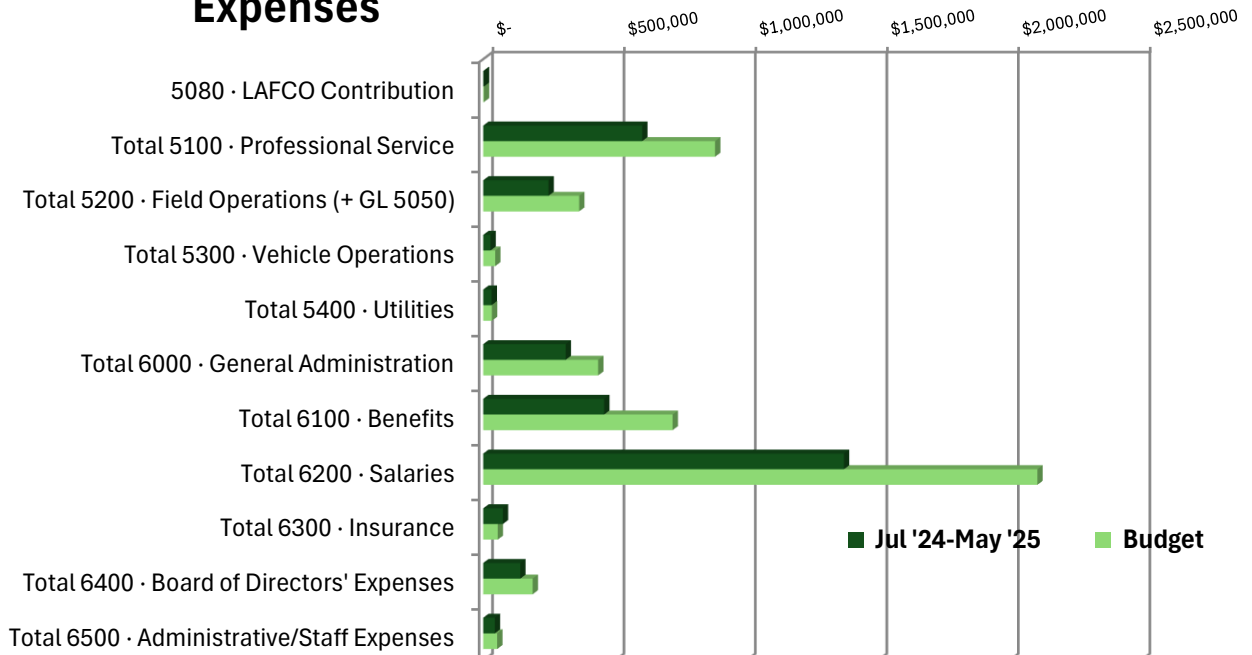
		Current Month	YTD Actual	Annual Budget	YTD vs Total Budget %
6410	Mileage	957	2,056	5,324	39%
6415	Air Fare	814	1,474	4,883	30%
6420	Travel - Other	138	138	666	21%
6425	Meals	540	1,956	4,659	42%
6430	Lodging	2,164	2,711	5,324	51%
6435	Conf / Seminar Registration	-	5,801	6,655	87%
6440	Election Fees	-	31,322	50,000	63%
	<b>Total Directors' Expense</b>	<b>15,111</b>	<b>141,007</b>	<b>188,110</b>	<b>75%</b>
	<b>Admin / Staff Expenses</b>				
6510	Mileage	1,089	3,719	3,025	123%
6515	Air Fare	249	1,464	6,750	22%
6520	Travel - Other	159	534	1,500	36%
6525	Meals	472	4,655	4,725	99%
6530	Lodging	3,171	10,232	8,800	116%
6535	Conf / Seminar Registration	75	23,652	28,275	84%
	<b>Total Admin / Staff Expenses</b>	<b>5,216</b>	<b>44,256</b>	<b>53,075</b>	<b>83%</b>
9999	Contributions to Cap. Maint.	-	-	50,000	0%
	<b>Total Expenses</b>	<b>248,852</b>	<b>3,326,094</b>	<b>4,980,891</b>	<b>67%</b>

# YTD (Year-to-Date) Graphs

## Revenue



## Expenses





## Capital Improvement Projects (Unaudited)

For the Period July 1, 2024 through May 31, 2025

		Current Month	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>0%</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	\$ 138,987	\$ 1,547,109	\$ 2,419,256	64%
7130	Mentone Property - House	\$ -	\$ -	\$ 7,000	0%
7140	Mentone Property - Shop	\$ 128,498	\$ 281,050	\$ 854,204	33%
7150	Mill Creek Diversion	\$ -	\$ -	\$ 250,000	0%
7151	Mill Creek Permitting	\$ 5,268	\$ 66,023	\$ 187,101	35%
7160	Mendoza Property	\$ -	\$ -	\$ 137,000	0%
	<b>Total Land &amp; Building</b>	<b>\$ 272,753</b>	<b>\$ 1,923,677</b>	<b>\$ 4,514,561</b>	<b>43%</b>
<b>Equipment &amp; Vehicles</b>					
7210	Computer Hardware	\$ -	\$ 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	\$ 2,659	\$ 8,782	\$ 30,400	29%
	<b>Total Equipment &amp; Vehicles</b>	<b>\$ 2,659</b>	<b>\$ 68,445</b>	<b>\$ 185,400</b>	<b>37%</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>\$ 275,412</b>	<b>\$ 1,992,122</b>	<b>\$ 4,836,961</b>	<b>41%</b>

<b>Cash Status</b>	As of 7/1/2024	As of 05/31/25
LAIF	\$ 1,026.17	\$ 1,073.98
Citizens Bank	\$ 601,274.36	\$ 736,806.97
UBS Financial-Gen	\$ 5,618,122.33	\$ 3,169,786.37
UBS Financial-PERC	\$ 28,215,679.82	\$ 24,901,248.05
US Bank-CAMP Gen	\$ 4,307,416.23	\$ 4,769,572.78
US Bank-CAMP PERC	\$ 5,188,179.38	\$ 9,849,511.14
<b>Total</b>	<b>\$ 43,931,698.29</b>	<b>\$ 43,427,999.29</b>
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Less PERC Obligation	\$ (35,292,240.70)	\$ (36,442,869.38)
<b>Cash Position</b>	<b>\$ 3,639,457.59</b>	<b>\$ 1,985,129.91</b>

<b>Enterprise</b>	<b>Actual</b>	<b>Budget</b>
Groundwater Revenue	\$ 1,609,312	\$ 1,899,063
Groundwater Expense	\$ 1,160,922	\$ 1,946,146
Revenue -Expense	\$ 448,390	\$ (47,083)
Redlands Plaza Revenue	\$ 223,347	\$ 228,090
Redlands Plaza Expense	\$ 113,457	\$ 203,448
Revenue -Expense	\$ 109,890	\$ 24,642
Land Enterprise Revenue	\$ 517,057	\$ 730,125
Land Enterprise Expense	\$ 436,930	\$ 751,103
Revenue -Expense	\$ 80,127	\$ (20,978)
General Fund Revenue *	\$ 1,239,877	\$ 904,708
General Fund Expense	\$ 1,076,022	\$ 844,085
Revenue -Expense	\$ 163,854	\$ 60,623
Wash Plan Revenue	\$ 390,903	\$ 115,234
Wash Plan Expense	\$ 350,922	\$ 115,494
Revenue-Expense	39,981	(260)
PERC Revenue	\$ 1,339,701	\$ 945,313
PERC Expense	\$ 187,840	\$ 691,527
Revenue-Expense	\$ 1,151,861	\$ 253,785
<b>Total All Revenue - Expense</b>	<b>\$ 1,994,102</b>	<b>\$ 270,729</b>

\* General Fund Revenue shown here does not include overhead

## Monthly Report of Investment Transactions

May 2025

Institution	Fund	Date	Transactions	Amount
UBS	General	N/A	None	\$ -
UBS	PERC	05/02/25	Interest income check received	\$ (121,641.93)
		05/22/25	Call Redemption-matured Bank of America CD plus interest income less \$25 wire fee-cash proceeds to Citizens Business Bank	\$ (307,801.21)
CAMP	General	05/30/25	Accrual Income Dividend Reinvestment	\$ 17,849.50
CAMP	PERC	05/30/25	Accrual Income Dividend Reinvestment	\$ 36,860.50



# MEMORANDUM

No. 2119

**To: Board of Directors**  
**From: Betsy Miller, General Manager**  
**Date: June 11, 2025**  
**Subject: Contract Services Agreement for Professional As-Needed Technical Writing and Design Services with Minds Illustrated**

## RECOMMENDATION

Approve the Contract Services Agreement for Professional As-Needed Technical Writing and Design Services with Minds Illustrated for technical writing and graphic design services in an amount not-to-exceed \$66,960.

## BACKGROUND AND DISCUSSION

On November 14, 2018, the Board approved the Partnership Agreement for Joint Active Recharge Project Development under the Upper Santa Ana River Habitat Conservation Plan (HCP) with San Bernardino Valley Municipal Water District. This agreement provided conservation easements on Conservation District-owned lands to meet HCP mitigation requirements in exchange for funds dedicated to increasing local groundwater recharge through analysis, design, and construction of planned active recharge projects. During the term of the Partnership Agreement to date, the Conservation District has completed technical studies to inform the feasibility study analyses and prepared a prioritization method for the ten alternatives based on input from local cities and water agencies.

On October 19, 2023, and February 11, 2025, the District entered into agreements with Minds Illustrated for graphic design and technical writing services, under the General Manager’s signature authority. In order to ensure timeliness of the work products, Minds Illustrated began support of the PERC Feasibility Study work products in early 2025 and, at the direction of the General Manager, has made significant progress on these tasks in late May and early June.

The Agreement before the Board today recommends the use of Minds Illustrated to complete the PERC Feasibility Study using initial materials prepared under the District’s previous contract with E-PUR LLC and technical reports prepared by the District’s PERC consultants, with review by the District’s Senior Consulting Engineer. Staff proposes Maria Pascoal of Minds Illustrated for this work based on over two decades of experience in technical engineering and scientific writing within California’s water resources

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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

industry, as well as her training in graphic design and technical writing from University of the Pacific and U.C. Santa Cruz Silicon Valley Extension, respectively. In addition to the work proposed for the PERC Feasibility Study, staff seeks to continue Minds Illustrated's as-needed graphic design and technical writing for non-PERC projects, as well.

The agreement terms include 372 hours total at a rate of \$180 per hour during FY26.

## FISCAL IMPACT

Approval of the recommended action would result in expenditure of up to \$66,960, with up to \$21,600 from GL 5120 Professional Services and up to \$45,360 GL 7126 PERC Engineering and Professional Services. Please note that the contract amount of \$66,960 does not include the previously contracted amount of \$25,000 per the existing agreement executed on February 11, 2025.

## POTENTIAL MOTIONS

1. 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.
2. Refer this item to the Operations Committee.
3. Provide other directions to staff.

## ATTACHMENTS

Contract Services Agreement for Professional As-Needed Technical Writing and Design Services with Minds Illustrated

# **CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL AS-NEEDED TECHNICAL WRITING AND DESIGN SERVICES**

**THIS CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL AS-NEEDED TECHNICAL WRITING AND DESIGN SERVICES** (“Agreement”) is entered into by and between the **SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**, a special district (“District”), and **MINDS ILLUSTRATED** (“Consultant”), is entered into this 11<sup>TH</sup> day of June, 2025 (“Effective Date”).

**NOW THEREFORE**, the parties hereto agree as follows:

## **1.0 SERVICES OF CONSULTANT**

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall provide the District with assistance with graphic design, technical writing, content editing, presentational formatting, document production and layout, and production of presentational materials for public meetings or briefings regarding the District’s PERC Comprehensive Feasibility Study Report; as well as as-needed professional graphic design assistance on other projects, including but not limited to preparing formatted reports and report templates, creation or development of tables, charts, images, infographics, text, mastheads, typesets, themes, color schemes, or other visual presentation features for the District’s public information and other written or graphic communications, consulting on content, tone, and emphasis for same, and other typical graphic design services as the District’s needs for same arise.

1.2 Authorization to Begin and Schedule of Performance. Consultant's direction term to begin work or services shall be on a per-task, as-needed basis, as requested by way of a task order confirmed in writing by the District’s Contract Officer (defined below). Each task order shall specify the work requested, any deliverables that are to be provided as a result of such task order, and the time within which such deliverables are to be provided by Consultant. No work or services other than that described in a written task order from the District shall be initiated by the Consultant, and District shall not be liable to pay for any services undertaken by Consultant that are not included in a written task order from the District.

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

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

## **2.0 COMPENSATION**

2.1 Contract Sum. For the services rendered pursuant to this Agreement, the Consultant shall be paid on an hourly basis at the rate of One Hundred Eighty Dollars (\$180.00) per hour. In no event shall Consultant's total compensation hereunder exceed Sixty-Six Thousand Nine Hundred Sixty dollars (\$66,960.00) over the term of this Contract, without written prior authorization by District's Contract Officer (defined below).

2.2 Method of Payment. Provided that Consultant is not in default under the terms of the Agreement, the Consultant shall be paid upon receipt of a detailed record of services performed and time spent. No later than the 15<sup>th</sup> of each month in which Consultant's services are requested by the District, Consultant shall furnish to District an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges with reference to the appropriate task order, specifying the work performed, the person or team member performing the work, hourly rates, a detailed description of the services performed, and the cumulative (including the then-current invoiced amount) total of billings by Consultant under this Agreement, for District's purposes in tracking the maximum compensation limit stated above. District shall independently review each invoice submitted by the Consultant to determine whether the work performed, and expenses incurred, comply with the provisions of this Agreement. If no charges or expenses are disputed, District will cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant, nor to constitute any waiver of any type of relief or remedy, legal or equitable, arising out of any breach or nonperformance of any aspect of the Agreement by Consultant.

**3.0 COORDINATION OF WORK**

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

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

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

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

## 4.0 INSURANCE AND INDEMNIFICATION

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

4.1-01 4.1-01 Workers' Compensation Insurance. By signature hereunder, Consultant certifies that Consultant 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 Consultant will comply with such provisions before commencing the performance or the work of this Agreement.

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

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

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

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

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

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

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

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

4.1-02.06 Evidence and Cancellation of Insurance. Prior to execution of this

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

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

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

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

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

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

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

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

4.2-05 Consultant shall reimburse District and its directors, officers, employees, or designated volunteers, for any and all legal expenses and costs incurred by each of

them in connection therewith or in enforcing the indemnity herein provided caused by or arising out of Consultant's actions.

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

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

4.4 Safety. The Consultant shall execute and maintain Consultant's work so as to avoid injury or damage to any person or property. In carrying out the work, the Consultant shall at all times, exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all federal, state and local statutory and regulatory requirements including State of California, Division of Industrial Safety (Cal/OSHA) regulations, and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act (as applicable). Consultant shall not include copyrighted material or other protected intellectual property in any work or deliverable provided to District hereunder without prior appropriate permissions or clearances, which it shall be Consultant's exclusive responsibility to provide, and pay for, as may be necessary to comply with law.

## **5.0 TERM OF AGREEMENT**

5.1 Term. This Agreement shall be effective from the Effective Date and shall continue in full force and effect for a period of one (1) year, unless extended by mutual consent, or until otherwise terminated under Section 6.11 below.

## **6.0 MISCELLANEOUS**

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

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

6.3 Conflict of Interest. No officer or employee of the District shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give, any third party any money or other

consideration for obtaining this Agreement.

6.4 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the District, to the General Manager and to the attention of the Contract Officer, San Bernardino Valley Water Conservation District, 1630 W. Redlands Boulevard, Suite A, Redlands, CA 92373-0581, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement.

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

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

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

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

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

6.10 Ownership of Work. All work performed and all work product generated by the Consultant hereunder shall be the exclusive property of the District. The Consultant shall provide to the District all notes, graphics, images, typesets, maps, graphs, worksheets, reports, computer databases and programs, or any other analysis or analytical tools created or produced by the Consultant in connection with its work performed hereunder ("work"), no later than the time of the completion of the Consultant's work or earlier termination of this Agreement under Section

6.11 below. The Consultant shall not disclose or utilize its work under this Contract in any other assignment or for any other purpose, or otherwise disclose or utilize such work, without the prior written consent of the District, which consent shall not be unreasonably withheld.

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

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

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

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

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

**CONSULTANT**

Minds Illustrated  
Attn: Maria Pascoal  
9340 Appalachian Drive  
Sacramento, CA 95827  
[maria@mindsillustrated.com](mailto:maria@mindsillustrated.com)

**DISTRICT**

SAN BERNARDINO VALLEY WATER  
CONSERVATION DISTRICT  
1630 West Redlands Blvd  
Redlands, CA 92373  
[bmiller@sbcwcd.org](mailto:bmiller@sbcwcd.org)

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

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

Maria Pascoal  
Owner

Melody McDonald  
President

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

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

Exhibit A  
Cost Breakdown

Task	Hours	Total
<b>1) PERC Comprehensive Feasibility Study Report: Technical Writing and Graphic Design</b>	<b>252</b>	<b>\$45,360.00</b>
<i>Complete Volume 1 (currently 50% complete)</i>	40	\$7,200.00
<i>Complete Volume 2 (started at 60% complete)</i>	40	\$7,200.00
<i>Complete Volume 3 (currently 20% complete)</i>	60	\$10,800.00
<i>Complete Volume 4 (currently 0% complete)</i>	80	\$14,400.00
<i>Edit and design graphical layout for Executive Summary (based on initial text provided by SBVWCD)</i>	12	\$2,160.00
<i>Respond to comments on draft Executive Summary and Volumes 1-4 (as needed)</i>	20	\$3,600.00
<b>2) On-Call Graphic Design Services (optional)</b>	<b>120</b>	<b>\$21,600.00</b>
<i>Additional tasks, as requested</i>	120	\$21,600.00
<b>Total:</b>	<b>372</b>	<b>\$66,960.00</b>



# Environmental Update

as of May 30, 2025

## Wash Plan Implementation – Monitoring Activities

- SBKR Monitoring
  - As of May 30, District staff completed SBKR habitat surveys at 131 of the 141 plots designated to be surveyed this spring within the Upper Santa Ana River Wash and Mill Creek Facilities. In addition to the Wash Plan requirement, data collected from 40 surveyed plots will be analyzed as part of the new regional SBKR monitoring effort, a priority action in USFWS’s SBKR Recovery Plan.
- Slender-horned Spineflower Monitoring
  - On May 13, 14, 15, and 20 District staff completed annual surveys of the 20 wild extant and historic patches of spineflower located within the Wash Plan Preserve.
- California Gnatcatcher Monitoring
  - Throughout April and May, Origin Biological conducted monitoring of the California gnatcatcher within the Wash Plan Preserve and at the Mill Creek Facilities.

## Wash Plan Implementation – Management Activities

- Slender-horned Spineflower Out-planting Trials
  - On May 13, 15, 20, and 21, District staff conducted the fifth 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 continued to develop within the range of the natural reference site.
- Slender-horned Spineflower Seed Bulking Activities
  - On May 22, District staff planted approximately 400 plants grown at the California Botanic Garden at the bulking site to bring the total number of plants growing at the site this season to more than 1,000 plants.
  - Twice-weekly watering of the plants growing at the bulking site occurred throughout the month of May and is expected to continue through the middle of June.

## Wash Plan Implementation – Organizational Structure, Planning, and Reporting

- On May 5, District staff met with San Bernardino Valley Municipal Water District to coordinate implementation of the mitigation required of the state regulatory permits covering the recently constructed Enhanced Recharge Phase 1B and discuss ongoing activities tied to management and monitoring of the Wash Plan Preserve.

## Wash Plan Programmatic Permits



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Water Conservation District**  
Helping Nature Store Our Water

- Discussions among District staff, CDFW, and representatives of both Robertson’s Ready Mix and CEMEX continued through May 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.
- In May, working with CDFW’s Habitat Conservation Planning Branch, District staff continued to advance of discussion of next steps for developing a Mitigation Credit Agreement (MCA) that complements the Wash Plan and addresses California Endangered Species Act permitting requirements tied to Wash Plan Covered Activities. An in-person meeting with CDFW staff is scheduled for June 3 in Sacramento at the Natural Resource Building to talk about the MCA process and lands to be covered.

### **Community Mitigation Program**

- On May 15, District staff participated in a tour of the Ordaz Mitigation Property with TREH Partners, environmental consultants, and the USFWS to view the results of recent restoration activities and discuss future management to be overseen by the Trust and District.
- On May 22, CDFW provided notice to District staff the Long-term Management Plan and Property Analysis Record for the SBCTA 4.2-acre HM Lands were deemed complete and final documents could be prepared.

### **Mill Creek Facilities**

- On May 6, Santa Ana Regional Water Quality Control Board issued a letter to the District concluding that coverage under a Waste Discharge Requirements permit for operations and maintenance of the Mill Creek Facilities is not required.
- On May 19, District staff conducted a pre-activity nest survey at Mill Creek Basin 32 in support of maintenance activities by the Operations Team.



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# Engineering Update

as of May 3, 2025

## **Mentone Shop Construction**

- Construction continues to progress with roll-up door installation and interior construction in process.

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

- All consultant-led technical studies for the Waterman, Twin Creek, and Lynwood recharge basins are complete
- The first draft of San Bernardino County Flood Control District sites Feasibility Study chapter is complete.

# General Manager's Report



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

**June 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 and the FY26 audit, PERC, fieldwork to implement Wash Plan requirements, and recharge basin maintenance.

## MAY 2025 HIGHLIGHTS

- Final FY26 budget complete and approved by the Board
- PERC Feasibility Study section on SBC Flood Control facilities has been drafted
- 93% of the Wash Plan-required San Bernardino kangaroo rat sites have been monitored
- Award through ACWA JPIA’s H.R. LaBounty Safety Program
- Construction of the Mentone Shop is nearing completion

### 💧 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 34,122 AF to date, including 14,535 of SWP water.

APRIL 2025 RECHARGE SUMMARY		
Mill Creek	Santa Ana River	Plunge Creek
<b>967 AF</b> <i>(0 AF SWP)</i>	<b>3,587 AF</b> <i>(including 677 AF SWP)</i>	<b>0 AF</b>

### Administrative Updates

TOPIC	<b>PERSONNEL</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• On May 12, the District was notified of our selection as an award recipient under ACWA JPIA’s H.R. LaBounty Safety Program for coordination and participation in wilderness first aid training by our Field and Natural Resource teams</li> <li>• On May 17, Intern Yesenia Yangin graduated from Cal Poly Pomona with a B.S in Environmental Biology</li> </ul>			
TOPIC	<b>FINANCE</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• On May 19, staff met with the selected audit consultant for a project kick-off meeting</li> <li>• On May 21, the Board approved the FY26 budget</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>• Mill Creek: Feasibility Study chapter is in progress</li> <li>• Oak Creek and Plunge Creek: Feasibility Study chapter is in progress</li> <li>• Waterman, Twin and Lynwood: All consultant-led technical studies are complete; Feasibility Study chapter has been drafted</li> </ul>			
PROJECT	<b>MENTONE SHOP CONSTRUCTION</b>	GOAL #	2
<ul style="list-style-type: none"> <li>• External walls, roof, and three roll-up doors have been installed, with drywall on the office 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 30, District staff had completed 131 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>• District staff are working with contracted land surveyors and the title company to prepare escrow materials requested by BLM</li> </ul>			
PROJECT	<b>WILDLANDS TRAILS</b>	GOAL #	3
<ul style="list-style-type: none"> <li>• None</li> </ul>			

## Operations & Maintenance Updates

TOPIC	<b>FACILITIES</b>	GOAL #	1
<ul style="list-style-type: none"> <li>• Water recharge operations are focused on basin maintenance</li> <li>• On May 6, the Santa Ana Regional Water Quality Control Board issued a letter stating that operations and maintenance of the District’s Mill Creek Groundwater Recharge Facility does not require a Waste Discharge Requirements permit</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 May 1, Ms. Miller and Mr. Colunga led a tour of District facilities for the Gage Canal Company</li> <li>• On May 15, Ms. Miller presented on the District’s groundwater modeling project at the ACWA 2025 Spring Conference Innovation Panel</li> <li>• On May 28, Ms. Miller presented on past and future Bunker Hill basin groundwater stewardship projects at the Southern California Dialogue</li> </ul>			
TOPIC	<b>CONFERENCES AND TRAININGS</b>	GOAL #	5
<ul style="list-style-type: none"> <li>• President McDonald, Director Corneille, Director Longville, Ms. Miller, and Mr. Cosgrove attended the ACWA 2025 Spring Conference from May 12-15 in Monterey</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



*Ms. Miller and Mr. Colunga led a tour of District facilities for the Gage Canal Company on May 1*



*President McDonald speaking on ACWA JPIA at the ACWA 2025 Spring Conference in Monterey on May 15*



*Ernie Avila, ACWA Vice President, Ms. Miller, and Cathy Green, ACWA President, celebrate the District's selection as a finalist for the Clair A. Hill Agency Award for Excellence at the ACWA 2025 Spring Conference in Monterey on May 15*



*Mentone Shop construction progress*



*On May 12, the Natural Resource Team was awarded ACWA JPIA's H.R. LaBounty Safety Program for coordination and participation in a wilderness first aid training*