



**BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, January 11, 2017 – 1:30 p.m.**

**Location--1630 West Redlands Boulevard, Suite A, Redlands, California**

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 relating to agenda topics listed, received, or generated by the District after the posting of this agenda, but before the meeting, will be made available upon request at the District office and in the Agenda Package on the Districts website. It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge 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.*

**3. DISTRICT STANDING COMMITTEE APPOINTMENTS**

**A. Board President Appointments**

- Appendix B-Standing Committees ..... 5
- Appendix C-Roster of Organizations and Committees with Assigned  
Representatives ..... 6

**4. CONSENT CALENDAR**

- A. Approval of Board Minutes, December 7, 2016 ..... 9
- B. Approval of Expenditure Report, December 2016 ..... 16

## 5. COMMITTEE REPORTS /ACTION ITEMS

### Committee Reports-There are no Committee Reports.

#### Action Items

- A. UNAUDITED FINANCIAL REPORTS, DECEMBER 2016 – 5 minutes (M#1463) ..... 25  
*Presenter: Daniel Cozad*  
**Recommendation:** Review and approve the unaudited financials for December 2016.
- B. DISTRICT BOARD PRIORITIES FOR 2017 – 5 minutes (M#1464) ..... 31  
*Presenter: Daniel Cozad*  
**Recommendation:** Review, provide new or revised priorities, feedback and ranking then consider approval of the 2017 District Board Priorities. Review Strategic Plan.
- C. AUDITOR PROCUREMENT AND SELECTION FOR 2017 – 5 minutes (M#1465) ..... 44  
*Presenter: Daniel Cozad*  
**Recommendation:** The Ad Hoc Audit Selection Committee recommends the selection of Rogers, Anderson, Malody and Scott (RAMS) as the District’s Auditor for the 2017 audit and authorizes the General Manager to enter into an agreement for an amount not to exceed \$25,135 for the 2016-2017 audit. The agreement may be extended two additional years based on performance.
- D. CEQA COMPLIANCE DOCUMENT PREPARATION MILL CREEK DIVERSION AND DEBRIS MANAGEMENT IMPROVEMENT PROJECT – 5 minutes (M#1470) ..... 46  
*Presenter: Daniel Cozad*  
**Recommendation:** Staff requests the Board authorize the General Manager to enter into an agreement with Jericho Systems for preparation of a Mitigated Negative Declaration (MND) required for permits for the Mill Creek Project at a cost not-to-exceed \$25,770.00
- E. RESERVE POLICY REVISION AND REALLOCATION – 5 minutes (M#1466) ..... 50  
*Presenter: Daniel Cozad*  
**Recommendation:** Staff recommends that the Board review the 2016 audited reserve levels and consider approval of the revisions to the Reserve Policy and target levels.
- F. DISTRICTS RECORDS DESTRUCTION – 5 minutes (M#1467) ..... 58  
*Presenter: Daniel Cozad*  
**Recommendation:** Requests approval of the destruction of District records in accordance with existing policy of the documents listed within Destruction Logs #00010-00012, 00014.
- G. ACWA JPIA EXECUTIVE COMMITTEE NOMINATION – 5 minutes (M#1468) ..... 63  
*Presenter: Daniel Cozad*  
**Recommendation:** Review and consider providing a nominating resolution for Vice President McDonald for the ACWA JPIA Executive Committee and approve Resolution No. 542.
- H. ACWA REGION 9 NOMINATION – 5 minutes (M#1471) ..... 66  
*Presenter: Daniel Cozad*  
**Recommendation:** Review ACWA Region 9 Board Member requirements and consider nominating Director Harrison to run for election for a seat on the ACWA Region 9 Board of Directors and approve Resolution No. 543.

- I. LEGISLATIVE AND REGULATORY PLATFORM 2017 – 5 minutes (M#1469)..... 69  
*Presenter: Daniel Cozad*  
*Recommendation:* Review, discuss and consider approval of Legislative and Regulatory Platform for 2017.
6. **INFORMATION ITEMS:**
  - A. Wash Plan Report – 10 Minutes ..... 72
  - B. General Manager’s Report and Monthly Recharge Report – 5 Minutes ..... 75
  - C. Future Agenda Items & Staff Tasks
7. **MONTHLY BOARD MEMBER MEETING REPORTS, AND/OR BOARD MEMBER COMMENTS**
  - A. Board Member Meeting Reports – 15 minutes
8. **UPCOMING MEETINGS:**
  - A. January 16, 2017 Office Closed in Observance of Martin Luther King, Jr. Day
  - B. January 17, 2017 San Bernardino Valley Municipal Water District Board of Directors Meeting, 2:30 p.m. at Valley Municipal
  - C. January 23, 2017 Baseline Feeder Committee, 3:00 p.m. at Valley Municipal
  - D. January 23, 2017 Association of San Bernardino County Special Districts’ Dinner Meeting, 6:00 p.m. at Antonino’s Restaurant (Rancho Cucamonga)
  - E. January 25, 2017 Finance & Administration Committee Meeting, 1:30 p.m. at Conservation District
  - F. February 6, 2017 Basin Technical Advisory Committee, 1:30 p.m. at Valley Municipal
  - G. February 7, 2017 San Bernardino Valley Municipal Water District Board of Directors Meeting, 2:30 p.m. at Valley Municipal
9. **CLOSED SESSION**
  1. The Board will meet in closed session under authority of Government Code §54956.8 regarding the potential renewal of lease of various properties located within section 11 and 12 more specifically described in “Mineral Lease for Extraction of Sand and Gravel Materials” dated November 1, 2011. The discussion will concern the price and terms of a potential renewal of the lease. The district’s negotiators are Daniel Cozad and David Cosgrove. The party with whom the District will negotiate is Cemex Materials Pacific, LLC, and its negotiators are Brian Forgey and Christine Jones.
  2. The Board will meet in Closed Session under authority of Government Code §54956.9 (d) (4) in order to determine whether to initiate litigation in two cases.

10. **ADJOURN MEETING.** The next regular scheduled Board of Directors Meeting will be on February 8, 2016 at 9:30 a.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

## APPENDIX “B”

### BOARD COMMITTEES

#### STANDING COMMITTEES

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##### **FINANCE/ADMINISTRATION**

**Chair** – Melody McDonald  
**Member** - David E. Raley  
**Alternate:** John Longville

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##### **OPERATIONS (formerly Resources)**

**Chair** – Richard Corneille  
**Member** – T. Milford Harrison  
**Alternate** – David E. Raley

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##### **OUTREACH AND COMMUNICATIONS**

**Chair** – John Longville  
**Member** – T. Milford Harrison  
**Alternate** – Melody McDonald

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#### COMMITTEE CHARTER

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The Finance and Administration Committee may review or be referred items by the Board or General Manager in the areas of Finance, Budget, Investments and Reporting, Staffing and Human Resources, Benefits, Board and Employee Administrative Policies and Procedures, and other issues designated by the Board.

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The Operations Committee may review or be referred items by the Board or General Manager in the areas of Water Management, Land and Habitat Resource Planning, Groundwater Recharge Monitoring and Reporting, Engineering Investigation, Groundwater Charge Rates. Facilities Operation, Maintenance and Development, Regulatory Compliance, Mineral Lease Oversight or other issues designated by the Board.

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The Outreach and Communications Committee may review or be referred items by the Board or General Manager in the areas of Public Information, Outreach Programs, Conservation and Landscape Education, District Legislative Monitoring, Intergovernmental Press and Media Coordination or other issues designated by the Board.

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#### AD HOC COMMITTEES

Ad Hoc Committees are informal, temporarily formed advisory committees to investigate or address situation specific occurrences, and are created by appointment of the President of the Board of Directors. For example, an Ad Hoc Audit committee is formed in the spring each year to oversee the District's Annual Audit.

## APPENDIX "C"

### Roster of Organizations and Committees with Assigned Representatives

#### District Requested Meetings

District Requested Meetings are organizations that the Board has determined as essential for participation. The Board designates a primary and alternate; the alternate only attends if the primary indicates they are unavailable to attend. Included are all District Board meetings and Standing and Ad Hoc committees the member is appointed to. Attendance by another Board member, other than the primary or alternate designee, may only be eligible for per diem compensation as a Director Selected meeting. Travel costs include conference registration, airfare car rental, hotel or similar reimbursable costs. Meeting Expenses include local mileage, meals, and parking. A cost estimate (Travel and Per Diem) must be presented to the Board in advance at its regularly scheduled Board meeting for approval for meetings listed as "Set by Board Action". Once "Set by Board Action" meetings are approved by the Board they may be claimed as District Requested meetings. Any District Requested or Director Selected meetings beyond ten per month are eligible for reimbursement of Expenses only. California Government Code § 53232.3 requires Board members to report on each compensated meeting outside of meetings District Board or Committee meetings at the next regular Board Meeting as designated in the Agenda. The reports may be made verbally or provided in writing at the discretion of the Director.

#### Organization/Committee

#### Primary/Alternate

- |  |   |
|--|---|
| 1. Association of California Water Agencies/JPIA<br><u>(member request related to Action Item G)</u> | McDonald/ <u>Aranda</u> <u>No Alternate</u> |
| 2. Association of California Water Agencies<br>(Spring/Fall Conferences)                             | Set by Board Action                         |
| 3. California Special Districts Association Annual<br>Conference **                                  | Set by Board Action                         |
| 4. <del>California Special Districts Association<br/>Legislative Days</del>                          | <u>Aranda</u> /No Alternate                 |
| 5. Association of San Bernardino County Special<br>Districts   | <u>Harrison</u> /McDonald                   |

6. Special Presentations [only one per month per director]	All Board Limited
7. <u>ACWA Region 9 <del>Board Meetings</del> (member request related to Action Item H)</u>	<del>All Board Limited</del> <u>Harrison/No Alternate</u>
8. Basin Technical Advisory Committee	McDonald/ <u>Harrison</u>
9. SBVMWD Advisory Commission on Water Policy	Corneille/Raley
10. SBVMWD Board Meetings	McDonald/ <del>Corneille</del> <u>Raley</u>
11. <del>Upper Santa Ana Water Resources Association</del>	<del>Aranda/McDonald</del>
12. Wash Plan Task Force	Raley/Longville
13. Big Bear Watermaster Committee (Court Appointed Attendee-Cozad)	Raley/Corneille
14. Meeting(s) Requested by the General Manager and/or Board President	All Board Limited
15. Any District Required/Mandated Training	All Board Limited

**Organization/Committee's selected by Outside Organization subject to Board Approval**

**Other ACWA/CSDA Activities:**

<u>Organization/Committee</u>	<u>Primary/Alternate</u>
a. Sacramento Legislative Forums	Set by Board Action
b. Washington DC Legislative Forum	Set by Board Action
c. ACWA Groundwater Committee*	Corneille/McDonald
d. <u>ACWA State Legislative Committee</u>	<u>McDonald/No Alternate**</u>
<del>d.e. ACWA Communications Committee</del>	<del>Aranda/No Alternate</del>
f. <u>ACWA Local Government Committee**</u>	<u>Harrison/No Alternate</u>
<del>e.g. CSDA Audit Committee**</del>	<del>Raley/No Alternate</del>
f.h. <u>CSDA Professional Development Committee**</u>	<u>Aranda/No Alternate</u>

\*Only one member should attend meeting on behalf of the District

\*\* If appointed and while appointed, ~~by the CSDA Board.~~

### **Director Selected Meetings - Maximum of 3**

The Director Selected meetings are pre-approved; discretionary meetings that each Director may attend, in a number not to exceed three (3) per month, and are eligible for meeting per diem compensation and eligible Expense (local mileage, meals, and parking) reimbursement. Directors may attend more than three (3) Director Selected meetings in a single month; such attendance will be eligible only for reimbursement of Expenses, and ineligible for meeting per diem reimbursement. Reimbursement for Travel expenses (conference registration, airfare car rental, hotel or etc.) for any Director Selected meeting shall be paid only upon prior approval of the Board. A cost estimate must be presented to the Board in advance at a regularly scheduled Board meeting for approval. Expenses are subject to limitations provided for in the Board Policy Handbook Section 4025.1 for all Director Selected meeting.

### **Organization**

A. Redlands Chamber of Commerce	Director Selected
B. Highland Area Chamber of Commerce	Director Selected
C. Loma Linda Chamber of Commerce	Director Selected
D. Mentone Chamber of Commerce	Director Selected
E. San Bernardino Chamber of Commerce	Director Selected
F. Various Water Related Meetings	Director Selected

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS MEETING

MINUTES OF December 7, 2016  
9:30 A.M.

President Corneille called the Board Meeting of the Board of Directors to order at 9:30 a.m. All present stood for the pledge of allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Melody McDonald, Vice President  
David E. Raley, Director  
T. Milford Harrison, Director  
John Longville, Director  
Richard Corneille, President

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager  
Athena Monge, Administrative Services Specialist  
Jeff Beehler, Land Resources Manager

GUESTS PRESENT:

None

1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desired, to make an oral presentation to the Board of Directors. Hearing none, the meeting continued with published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

### 3. AD HOC COMMITTEE APPOINTMENTS

President Corneille appointed himself and Vice President McDonald to Groundwater Sustainability Council Development Ad Hoc Committee. He appointed Directors Raley and Longville to Wash Plan Ad Hoc Committee. President Corneille stated that included on package pages 4-5 are the roles and responsibilities of Committees and General Manager.

### 4. CONSENT CALENDAR

**It was moved by Vice President McDonald and seconded by Director Longville to approve Consent Calendar Item A: Board Minutes, November 16, 2016 and Item B: Expenditure Report, November 2016. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

### 5. COMMITTEE REPORTS/ACTION ITEMS

#### A. PERSONNEL MANUAL REVISIONS

Vice President McDonald introduced this item for discussion. The Finance & Administration Committee met on November 14<sup>th</sup> to discuss this item and is recommending approval of Personnel Manual Revisions. She noted revisions presented in a memo on package pages 24-27. There are minor revisions to Employee Categories to allow the addition of a category for three-quarter time employees and what benefits they are allowed. There is another change to the Hours of Work which suggests for Field Personnel to be able to work a 9/80 flex schedule. Additionally, there were revisions suggested to Educational Assistance which would allow for three-quarter time employees to utilize this as well as allow for employees to have funds advanced covering such costs at the discretion of the General Manager. Funds would be advanced as a loan to employee with specific terms and conditions and would require a written agreement.

**It was moved by Vice President McDonald and seconded by Director Raley to approve the proposed revisions to the Personnel Manual with minor corrections. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

## B. TRANSITION, STAFFING AND SUCCESSION PLAN

Vice President McDonald introduced this item for discussion. The Finance & Administration and Operations Committee met on October 21<sup>st</sup> and November 14<sup>th</sup> to discuss this item and are recommending this item for approval as presented. The Plan shows current staffing of the District and the procedure for transition and succession as current staff changes due to retirement or other reasons. Mr. Cozad reviewed the organizations charts for current and future years stating that the dashed blue lines are as needed positions. These positions are primarily for when the Enhanced Recharge Project and Wash Plan projects are fully implemented.

**It was moved by Director Raley and seconded by Director Longville to approve the Transition, Staffing and Succession Plan as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

## A. INFO ITEM: WASH PLAN UPDATE

This item was taken out of order due to Mr. Beehler's need to attend a meeting with CADFW.

Mr. Beehler indicated his written report is included on package pages 61-63. He stated that the HCP is completed and ready for publishing in the Federal Register. It was reviewed and approved by FWS for publishing. The Implementing Agreement has been developed and a draft has been sent to FWS for review. Mr. Beehler reviewed the requirements to implement the Wash Plan including the Land Transfer. The legislation sponsored by Congressmen Cook and Aguilar for the Land Transfer was not able to be approved in this session of congress but will be reintroduced in the next session. The consultant is finishing the EIR/EIS which will also need to be published in the Federal Register with the HCP. The EIR/EIS is a federal document and will undergo additional federal review prior to publication in Federal Register. Mr. Beehler estimates a review time of 4-6 weeks for BLM and FWS review of the EIR/EIS. They reviewed screen check version now they have to review updated draft that includes FWS comments. Vice President McDonald asked if there was anything the Board could do to keep the Wash Plan on current schedule. Mr. Beehler said that the documents are in the federal system and moving forward. President Corneille said that the Board's Ad Hoc Wash Plan Committee will be the ones who will keep the Board up to date and report to the Board progress or issues. The City of Highland has adopted the Wash Plan MOU. Mr. Beehler stated that at the beginning of next year we should have more information about schedule. President Corneille indicated that the Ad Hoc Committee should meet then. Director Raley discussed trail heads and parking. Mr. Beehler stated that the governance structure in Trails Master Plan will be very important in identifying the agency responsible for developing and maintaining potential trail heads. The Board thanked Mr. Beehler for his efforts and detailed report. This item was received and filed.

## C. BOARD PER DIEM RESOLUTION FOR 2017

The Finance & Administration reviewed the current resolution and ordinance and are recommending no increase to the Board of Directors meeting reimbursement per diem for 2017.

Mr. Cosgrove clarified that the fourth and fifth “whereas clauses” needed to be removed from Resolution No. 541 with additional minor edits. Brief discussion ensued. The Board is in concurrence of forgoing an increase in per diem for calendar year 2017.

**It was moved by Director Longville and seconded by Director Raley to approve Resolution No. 541 Forgoing an Increase in Per Diem rate. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

**D. UNAUDITED FINANCIAL REPORTS, NOVEMBER 2016**

Mr. Cozad introduced this item for discussion noting that the graph financial and profit and loss were provided as a handout. He indicated that the cash status indicates we are negative due to the purchase of the Mendoza Property. Also, the Profit & Loss report reflects the overage in Land GL due to the purchase. LAIF income is now posted and a check from CEMEX has been received recently to bring those GL's current.

**It was moved by Director Longville and seconded by President Corneille to approve the Unaudited Financial Reports for November 2016 as presented. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

**E. BOARD CALENDAR FOR 2017**

The Board reviewed calendar and requested the May 10<sup>th</sup> meeting be moved to May 24<sup>th</sup> due to conflict with ACWA Spring Conference which will be attended by the General Manager and some of the Board members.

**It was moved by President Corneille and seconded by Vice President McDonald to approve the Board Calendar for 2017 with the one stated revision. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

F. ENGINEERING INVESTION PLAN FOR ENSUING YEAR

President Corneille thanked staff for the detailed Plan. Mr. Cozad indicated that Assistant Engineer, Katelyn Scholte prepared the Plan independently. The Board thanked Ms. Scholte for her efforts.

**It was moved by President Corneille and seconded by Director Raley to approve the Engineering Investigation Plan for Ensuing Year with minor revisions to be incorporated. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

G. WASH PLAN MEMORANDUM OF UNDERSTANDING WITH SBC FLOOD CONTROL

Mr. Cozad presented handout to Board of MOU with minor revisions from package version. He said it does two things: 1) the District receives payment for Wash Plan expenses, and; 2) gives District right of access to be able to maintain SBFCFCD land. Mr. Cosgrove stated that the MOU with SBFCFCD allows for the District to operate on their land without requiring a conservation easement. He said that there is a provision in MOU that allows for SBFCFCD to terminate agreement unless it adversely affects the Districts ability to comply with the HCP. President Corneille will need to sign MOU. Mr. Cosgrove recommends the MOU for approval.

**It was moved by Director Harrison and seconded by Director Raley to approve the Memorandum of Understanding with SBC Flood Control District as handed out to the Board. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes  
Vice President McDonald: Yes  
Director Longville: Yes  
Director Raley: Yes  
Director Harrison: Yes**

6. INFORMATION ITEMS

A. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Mr. Cozad indicated that the written General Manager's Report is included in the Board Package on pages 64. An updated acronyms list is included on package page 67. Mr. Cozad said that escrow closed on the Mendoza Property; interns are preparing a Preliminary Land Management Plan. He handed out a calendar for 2017 of District photos, facilities and

activities. Mr. Cozad asked for feedback regarding Board Priorities. He provided a handout for the vacancy for LAFCO Alternate Public Member position indicating that if the Board knows of anyone who would be interested the applications must be received by December 31<sup>st</sup>. The monthly recharge through November 30<sup>th</sup> is 1709 AF. This item was received and filed.

## B. GROUNDWATER SUSTAINABILITY COUNCIL UPDATE

Mr. Cozad indicated that the written GSC Status Update is included on package page 72. He said there will not be a December meeting of the GSC. Some members of the GSC were asking what Valley Municipal's property tax revenue is being used for. Valley Municipal will meet with their Board to discuss and follow up with the GSC in January 2017. Director Harrison and Vice President McDonald attending the December 6<sup>th</sup> Board meeting for Valley Municipal and provided feedback on the presentation on GSC formation. They provided feedback to the Board. The GSC is working on developing a simplified Framework Agreement. Mr. Cozad reviewed the equitable allocation model. He said the GSC process has lots of engagement and there will be follow up meetings to get feedback from partner agencies. Discussion ensued. This item was received and filed.

## C. FUTURE AGENDA ITEMS & STAFF TASKS

President Corneille requested that the Board review the Strategic Plan (Plan) on an annual basis and hold a workshop early next year to review Plan.

### 7. MONTHLY BOARD MEMBER COMMITTEE ACTIVITY REPORTS, AND/OR COMMENTS BY BOARD MEMBERS

Director Harrison attended the November 23<sup>rd</sup> Valley Municipal Board Meeting and November 28<sup>th</sup>-December 1<sup>st</sup> was ACWA Fall Conference. He took Sexual Harassment Prevention Training on November 29<sup>th</sup> and Ethics Training on December 1<sup>st</sup> at the conference. Director Harrison attended the Valley Municipal meeting December 6<sup>th</sup>. This morning he attended the Loma Linda Chamber of Commerce meeting.

Vice President McDonald attended the Valley Municipal meeting on December 6<sup>th</sup>. She attended BTAC December 5<sup>th</sup>. Vice President McDonald attended the ACWA Fall Conference November 28<sup>th</sup> thru December 1<sup>st</sup>. She attended ACWA Region meeting on December 1<sup>st</sup>. Vice President McDonald attended the Highland Chamber of Commerce Luncheon on November 22<sup>nd</sup>.

Director Raley attended the Highland Chamber of Commerce Luncheon on November 22<sup>nd</sup>.

Director Longville attended the swearing in of Assembly member Eloise Reyes on December 5<sup>th</sup> in Sacramento. He also met with legislators and requested that he receive a per diem only for attending the Sacramento Session, December 4<sup>th</sup>-December 6<sup>th</sup>. Director Longville also attended the grand opening of the George Brown Archives at UC Riverside on November 17<sup>th</sup>.

President Corneille attended the ACWA Fall Conference from November 29<sup>th</sup> thru December 1<sup>st</sup>. He attended the Groundwater Management Committee meeting on November 29<sup>th</sup>. President Corneille and Director Harrison attended a meeting on December 1<sup>st</sup> at ACWA on reserves and he stressed the importance of having reserves dedicated for specific projects or purposes.

8. UPCOMING MEETINGS

There were none discussed.

9. ADJOURN MEETING

**It was moved by Director Longville and seconded by Vice President McDonald to adjourn. The motion carried 5-0 with all Directors present voting in the affirmative.**

**President Corneille: Yes**

**Vice President McDonald: Yes**

**Director Longville: Yes**

**Director Raley: Yes**

**Director Harrison: Yes**

At 11:49 A.m. the meeting adjourned to the next regular Board Meeting January 11, 2017 at 1:30 p.m. at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

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Daniel B. Cozad  
General Manager

# San Bernardino Valley Water Conservation District

## Expenditure Report

### December 2016

Num	Date	Name	Account	Class	Original Amount
PC 12.07.16	12/07/2016	Paychex	1012 · Citizens Busine...		-80.13
			6042 · Payroll Processing	4-General Fund Ent.	80.13
TOTAL					80.13
ACH0075	12/05/2016	T. Milford Harrison	1012 · Citizens Busine...		-57.24
			6410 · Mileage	4-General Fund Ent.	57.24
TOTAL					57.24
ACH0076	12/05/2016	Raley, David	1012 · Citizens Busine...		-9.18
			6410 · Mileage	4-General Fund Ent.	9.18
TOTAL					9.18
ACH0077	12/06/2016	T. Milford Harrison	1012 · Citizens Busine...		-70.20
			6410 · Mileage	4-General Fund Ent.	70.20
TOTAL					70.20
ACH0078	12/06/2016	Melody McDonald	1012 · Citizens Busine...		-30.24
			6410 · Mileage	4-General Fund Ent.	30.24
TOTAL					30.24
20448	12/02/2016	Frontier-7275	1012 · Citizens Busine...		-139.22
	11/19/2016		5440 · Telephone	4-General Fund Ent.	58.94
			5440 · Telephone	1-Groundwater Ent.	25.26
			5470 · Internet Services	4-General Fund Ent.	27.51
			5470 · Internet Services	1-Groundwater Ent.	16.51
			5470 · Internet Services	2-Redlands Plaza/...	2.75
			5470 · Internet Services	3-Land Resources	8.25
TOTAL					139.22
20449	12/02/2016	Image Source	1012 · Citizens Busine...		-214.92
	11/16/2016		6033 · Office Equipmen...	4-General Fund Ent.	161.18
			6033 · Office Equipmen...	1-Groundwater Ent.	10.75
			6033 · Office Equipmen...	2-Redlands Plaza/...	32.24
			6033 · Office Equipmen...	3-Land Resources	10.75
TOTAL					214.92
20450	12/02/2016	JAN-PRO Cleaning Sys...	1012 · Citizens Busine...		-618.00
	12/01/2016		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00

# San Bernardino Valley Water Conservation District

## Expenditure Report

### December 2016

Num	Date	Name	Account	Class	Original Amount
<b>20451</b>	<b>12/02/2016</b>	<b>Robertson's</b>	<b>1012 · Citizens Busine...</b>		<b>-972.00</b>
	11/23/2016		5215 · Property Mainte...	1-Groundwater Ent.	777.60
			5215 · Property Mainte...	3-Land Resources	194.40
TOTAL					972.00
<b>20452</b>	<b>12/02/2016</b>	<b>Schubert Landscaping</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	11/20/2016		6015 · Mentone House ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>20453</b>	<b>12/13/2016</b>	<b>ACWA/JPIA-Health</b>	<b>1012 · Citizens Busine...</b>		<b>-12,635.43</b>
	12/07/2016		6110 · Vision Insurance	4-General Fund Ent.	26.60
			6110 · Vision Insurance	1-Groundwater Ent.	84.25
			6110 · Vision Insurance	2-Redlands Plaza/...	8.45
			6110 · Vision Insurance	3-Land Resources	24.67
			6110 · Vision Insurance	5-Wash Plan	21.65
			6130 · Dental Insurance	4-General Fund Ent.	112.73
			6130 · Dental Insurance	1-Groundwater Ent.	357.06
			6130 · Dental Insurance	2-Redlands Plaza/...	35.80
			6130 · Dental Insurance	3-Land Resources	104.59
			6130 · Dental Insurance	5-Wash Plan	91.74
			6150 · Medical Insurance	4-General Fund Ent.	1,889.92
			6150 · Medical Insurance	1-Groundwater Ent.	5,986.33
			6150 · Medical Insurance	2-Redlands Plaza/...	600.16
			6150 · Medical Insurance	3-Land Resources	1,753.42
			6150 · Medical Insurance	5-Wash Plan	1,538.06
TOTAL					12,635.43
<b>20454</b>	<b>12/13/2016</b>	<b>American Power Security</b>	<b>1012 · Citizens Busine...</b>		<b>-475.00</b>
	12/01/2016		6026 · Redlands Plaza ...	2-Redlands Plaza/...	475.00
TOTAL					475.00
<b>20455</b>	<b>12/13/2016</b>	<b>Angie J. Quiroga</b>	<b>1012 · Citizens Busine...</b>		<b>-14.31</b>
	12/07/2016		6510 · Mileage	4-General Fund Ent.	14.31
TOTAL					14.31
<b>20456</b>	<b>12/13/2016</b>	<b>Assoc. San Bernardino...</b>	<b>1012 · Citizens Busine...</b>		<b>-60.00</b>
	12/05/2016		6425 · Meals	4-General Fund Ent.	60.00
TOTAL					60.00
<b>20457</b>	<b>12/13/2016</b>	<b>Athena Monge</b>	<b>1012 · Citizens Busine...</b>		<b>-15.77</b>
	12/07/2016		6410 · Mileage	4-General Fund Ent.	15.77
TOTAL					15.77
<b>20458</b>	<b>12/13/2016</b>	<b>Bob's Plumbing</b>	<b>1012 · Citizens Busine...</b>		<b>-280.00</b>
	11/29/2016		6015 · Mentone House ...	2-Redlands Plaza/...	280.00
TOTAL					280.00

# San Bernardino Valley Water Conservation District

## Expenditure Report

### December 2016

Num	Date	Name	Account	Class	Original Amount
<b>20459</b>	<b>12/13/2016</b>	<b>Castro Landscaping Se...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	11/30/2016		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>20460</b>	<b>12/13/2016</b>	<b>Corneille, Richard</b>	<b>1012 · Citizens Busine...</b>		<b>-74.12</b>
	12/06/2016		6410 · Mileage	4-General Fund Ent.	42.12
			6420 · Other Travel	4-General Fund Ent.	32.00
TOTAL					74.12
<b>20461</b>	<b>12/13/2016</b>	<b>Cozad, Daniel B</b>	<b>1012 · Citizens Busine...</b>		<b>-173.06</b>
	12/07/2016		6510 · Mileage	4-General Fund Ent.	183.06
TOTAL					183.06
<b>20462</b>	<b>12/13/2016</b>	<b>Edison - 8812</b>	<b>1012 · Citizens Busine...</b>		<b>-127.02</b>
	12/02/2016		5420 · Electricity	4-General Fund Ent.	35.57
			5420 · Electricity	1-Groundwater Ent.	25.40
			5420 · Electricity	2-Redlands Plaza/...	66.05
TOTAL					127.02
<b>20463</b>	<b>12/13/2016</b>	<b>Edison - Redlands Plaza</b>	<b>1012 · Citizens Busine...</b>		<b>-222.98</b>
	12/02/2016		6026 · Redlands Plaza ...	2-Redlands Plaza/...	222.98
TOTAL					222.98
<b>20464</b>	<b>12/13/2016</b>	<b>Edison -5552</b>	<b>1012 · Citizens Busine...</b>		<b>-298.44</b>
	12/10/2016		5420 · Electricity	4-General Fund Ent.	76.20
			5420 · Electricity	1-Groundwater Ent.	54.43
			5420 · Electricity	2-Redlands Plaza/...	141.52
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	26.29
TOTAL					298.44
<b>20465</b>	<b>12/13/2016</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-475.11</b>
	11/28/2016		5440 · Telephone	4-General Fund Ent.	231.08
			5440 · Telephone	1-Groundwater Ent.	99.04
			5470 · Internet Services	4-General Fund Ent.	72.50
			5470 · Internet Services	1-Groundwater Ent.	43.50
			5470 · Internet Services	2-Redlands Plaza/...	7.25
			5470 · Internet Services	3-Land Resources	21.74
TOTAL					475.11
<b>20466</b>	<b>12/13/2016</b>	<b>Green Geeks</b>	<b>1012 · Citizens Busine...</b>		<b>-214.20</b>
	12/06/2016		6002 · Website Adminis...	4-General Fund Ent.	214.20
TOTAL					214.20

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**December 2016**

Num	Date	Name	Account	Class	Original Amount
<b>20467</b>	<b>12/13/2016</b>	<b>Highland Area Chambe...</b>	<b>1012 · Citizens Busine...</b>		<b>-165.00</b>
	12/01/2016		6093 · Memberships	4-General Fund Ent.	125.00
			6425 · Meals	4-General Fund Ent.	40.00
TOTAL					165.00
<b>20468</b>	<b>12/13/2016</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-116.39</b>
	11/28/2016		5210 · Equipment Maint...	1-Groundwater Ent.	23.72
			5215 · Property Mainte...	1-Groundwater Ent.	32.74
			5215 · Property Mainte...	3-Land Resources	8.19
			6012 · Office Maintenanc...	2-Redlands Plaza/...	31.04
			6012 · Office Maintenanc...	4-General Fund Ent.	20.70
TOTAL					116.39
<b>20469</b>	<b>12/13/2016</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-14,157.50</b>
	12/01/2016		5145 · Environmental S...	5-Wash Plan	14,157.50
TOTAL					14,157.50
<b>20470</b>	<b>12/13/2016</b>	<b>Kelly Associates Mana...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,996.25</b>
	12/05/2016		5120 · Misc. Profession...	4-General Fund Ent.	499.06
			5120 · Misc. Profession...	1-Groundwater Ent.	399.25
			5120 · Misc. Profession...	3-Land Resources	1,097.94
TOTAL					1,996.25
<b>20471</b>	<b>12/13/2016</b>	<b>Lowe's Companies, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-349.43</b>
	11/25/2016		5210 · Equipment Maint...	1-Groundwater Ent.	203.67
			5215 · Property Mainte...	1-Groundwater Ent.	80.96
			5215 · Property Mainte...	3-Land Resources	20.24
			6030 · Office Supplies	4-General Fund Ent.	35.64
			6030 · Office Supplies	1-Groundwater Ent.	2.23
			6030 · Office Supplies	2-Redlands Plaza/...	4.46
			6030 · Office Supplies	3-Land Resources	2.23
TOTAL					349.43
<b>20472</b>	<b>12/13/2016</b>	<b>Netsteller</b>	<b>1012 · Citizens Busine...</b>		<b>-855.00</b>
	12/01/2016		5160 · IT Support	4-General Fund Ent.	342.00
			5160 · IT Support	1-Groundwater Ent.	427.50
			5160 · IT Support	3-Land Resources	85.50
TOTAL					855.00
<b>20473</b>	<b>12/13/2016</b>	<b>Office Solutions</b>	<b>1012 · Citizens Busine...</b>		<b>-108.54</b>
	12/05/2016		6030 · Office Supplies	4-General Fund Ent.	86.83
			6030 · Office Supplies	1-Groundwater Ent.	5.43
			6030 · Office Supplies	2-Redlands Plaza/...	10.85
			6030 · Office Supplies	3-Land Resources	5.43
TOTAL					108.54

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**December 2016**

Num	Date	Name	Account	Class	Original Amount
<b>20474</b>	<b>12/13/2016</b>	<b>ReadyRefresh by Nestle</b>	<b>1012 · Citizens Busine...</b>		<b>-76.59</b>
	11/26/2016		5460 · Water / Trash / ...	4-General Fund Ent.	38.30
			5460 · Water / Trash / ...	1-Groundwater Ent.	30.64
			5460 · Water / Trash / ...	3-Land Resources	7.65
TOTAL					76.59
<b>20475</b>	<b>12/13/2016</b>	<b>Redlands Chamber of ...</b>	<b>1012 · Citizens Busine...</b>		<b>-100.00</b>
	12/06/2016		6093 · Memberships	4-General Fund Ent.	100.00
TOTAL					100.00
<b>20476</b>	<b>12/13/2016</b>	<b>Redlands Ford</b>	<b>1012 · Citizens Busine...</b>		<b>-30.20</b>
	12/12/2016		5310 · Vehicle Mainten...	1-Groundwater Ent.	30.20
TOTAL					30.20
<b>20477</b>	<b>12/13/2016</b>	<b>Sonsray Machinery</b>	<b>1012 · Citizens Busine...</b>		<b>-1,683.26</b>
	12/08/2016		5210 · Equipment Maint...	1-Groundwater Ent.	1,683.26
TOTAL					1,683.26
<b>20478</b>	<b>12/13/2016</b>	<b>Valero Marketing &amp; Su...</b>	<b>1012 · Citizens Busine...</b>		<b>-586.60</b>
	11/30/2016		5320 · Fuel	1-Groundwater Ent.	586.60
TOTAL					586.60
<b>20479</b>	<b>12/29/2016</b>	<b>AAA Alarm Systems, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-129.00</b>
	01/01/2017		5410 · Alarm Service	4-General Fund Ent.	64.50
			5410 · Alarm Service	1-Groundwater Ent.	64.50
TOTAL					129.00
<b>20480</b>	<b>12/29/2016</b>	<b>Citizens Business Bank</b>	<b>1012 · Citizens Busine...</b>		<b>-6,003.21</b>
	12/14/2016		5210 · Equipment Maint...	1-Groundwater Ent.	2,599.59
			5215 · Property Mainte...	1-Groundwater Ent.	777.60
			5215 · Property Mainte...	3-Land Resources	194.40
			6002 · Website Adminis...	4-General Fund Ent.	175.00
			6004 · Meeting Expenses	4-General Fund Ent.	22.24
			6004 · Meeting Expenses	3-Land Resources	22.24
			6030 · Office Supplies	4-General Fund Ent.	28.08
			6030 · Office Supplies	1-Groundwater Ent.	1.75
			6030 · Office Supplies	2-Redlands Plaza/...	3.51
			6030 · Office Supplies	3-Land Resources	1.75
			6430 · Lodging	4-General Fund Ent.	961.29
			6425 · Meals	4-General Fund Ent.	285.45
			6520 · Travel, Other (re...	4-General Fund Ent.	34.52
			6520 · Travel, Other (re...	1-Groundwater Ent.	26.85
			6520 · Travel, Other (re...	3-Land Resources	15.34
			6525 · Meals	4-General Fund Ent.	245.91
			6525 · Meals	1-Groundwater Ent.	191.26
			6525 · Meals	3-Land Resources	109.29
			6530 · Lodging	4-General Fund Ent.	138.21

# San Bernardino Valley Water Conservation District

## Expenditure Report

### December 2016

Num	Date	Name	Account	Class	Original Amount
			6530 · Lodging	1-Groundwater Ent.	107.50
			6530 · Lodging	3-Land Resources	61.43
TOTAL					6,003.21
<b>20481</b>	<b>12/29/2016</b>	<b>City of Redlands -Muni...</b>	<b>1012 · Citizens Busine...</b>		<b>-1,664.18</b>
	12/15/2016		6026 · Redlands Plaza ...	2-Redlands Plaza/...	1,664.18
TOTAL					1,664.18
<b>20482</b>	<b>12/29/2016</b>	<b>Edison - 7241</b>	<b>1012 · Citizens Busine...</b>		<b>-54.50</b>
	12/13/2016		5420 · Electricity	4-General Fund Ent.	15.26
			5420 · Electricity	1-Groundwater Ent.	10.90
			5420 · Electricity	2-Redlands Plaza/...	28.34
TOTAL					54.50
<b>20483</b>	<b>12/29/2016</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-141.31</b>
	12/19/2016		5440 · Telephone	4-General Fund Ent.	46.42
			5440 · Telephone	1-Groundwater Ent.	19.90
			5470 · Internet Services	4-General Fund Ent.	37.50
			5470 · Internet Services	1-Groundwater Ent.	22.50
			5470 · Internet Services	2-Redlands Plaza/...	3.75
			5470 · Internet Services	3-Land Resources	11.24
TOTAL					141.31
<b>20484</b>	<b>12/29/2016</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-3,160.00</b>
	12/14/2016		5124 · Plunge Creek Pr...	3-Land Resources	3,160.00
TOTAL					3,160.00
<b>20485</b>	<b>12/29/2016</b>	<b>IERCD</b>	<b>1012 · Citizens Busine...</b>		<b>-8,440.44</b>
	12/05/2016		5145 · Environmental S...	5-Wash Plan	8,440.44
TOTAL					8,440.44
<b>20486</b>	<b>12/29/2016</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-788.79</b>
	12/19/2016		6033 · Office Equipmen...	4-General Fund Ent.	591.59
			6033 · Office Equipmen...	1-Groundwater Ent.	39.44
			6033 · Office Equipmen...	2-Redlands Plaza/...	118.32
			6033 · Office Equipmen...	3-Land Resources	39.44
TOTAL					788.79
<b>20487</b>	<b>12/29/2016</b>	<b>JAN-PRO Cleaning Sys...</b>	<b>1012 · Citizens Busine...</b>		<b>-618.00</b>
	01/01/2017		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
<b>20488</b>	<b>12/29/2016</b>	<b>Manuel Colunga</b>	<b>1012 · Citizens Busine...</b>		<b>-40.00</b>
	12/22/2016		5320 · Fuel	1-Groundwater Ent.	40.00
TOTAL					40.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**December 2016**

Num	Date	Name	Account	Class	Original Amount
<b>20489</b>	<b>12/29/2016</b>	<b>Pat's Pots</b>	<b>1012 · Citizens Busine...</b>		<b>-320.00</b>
	12/19/2016		5460 · Water / Trash / ...	4-General Fund Ent.	160.00
			5460 · Water / Trash / ...	1-Groundwater Ent.	128.00
			5460 · Water / Trash / ...	3-Land Resources	32.00
TOTAL					320.00
<b>20490</b>	<b>12/29/2016</b>	<b>Patton Sales Corp</b>	<b>1012 · Citizens Busine...</b>		<b>-553.02</b>
	12/13/2016		5215 · Property Mainte...	1-Groundwater Ent.	442.42
			5215 · Property Mainte...	3-Land Resources	110.60
TOTAL					553.02
<b>20491</b>	<b>12/29/2016</b>	<b>Rutan &amp; Tucker</b>	<b>1012 · Citizens Busine...</b>		<b>-10,225.70</b>
	12/13/2016		5180 · Legal	4-General Fund Ent.	1,690.71
			5180 · Legal	1-Groundwater Ent.	1,690.71
			5180 · Legal	2-Redlands Plaza/...	563.57
			5180 · Legal	3-Land Resources	1,690.71
			5180 · Legal	3-Land Resources	1,350.00
			5175 · Legal - Wash Plan	5-Wash Plan	3,240.00
TOTAL					10,225.70
<b>20492</b>	<b>12/29/2016</b>	<b>Schubert Landscaping</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	12/20/2016		6015 · Mentone House ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>20493</b>	<b>12/29/2016</b>	<b>The Alarm and Sprinkle...</b>	<b>1012 · Citizens Busine...</b>		<b>-490.00</b>
	12/15/2016		6016 · Redlands Plaza ...	2-Redlands Plaza/...	490.00
TOTAL					490.00
<b>20494</b>	<b>12/29/2016</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-106.39</b>
	12/13/2016		5450 · Natural Gas	4-General Fund Ent.	63.83
			5450 · Natural Gas	1-Groundwater Ent.	42.56
TOTAL					106.39
<b>20495</b>	<b>12/29/2016</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-362.20</b>
	12/14/2016		6033 · Office Equipmen...	4-General Fund Ent.	271.65
			6033 · Office Equipmen...	1-Groundwater Ent.	18.11
			6033 · Office Equipmen...	2-Redlands Plaza/...	54.33
			6033 · Office Equipmen...	3-Land Resources	18.11
TOTAL					362.20

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**December 2016**

Num	Date	Name	Account	Class	Original Amount
100155N	12/01/2016	PERS	1012 · Citizens Busine...		-4,917.02
			6170 · PERS Retirement	4-General Fund Ent.	789.67
			6170 · PERS Retirement	1-Groundwater Ent.	2,501.29
			6170 · PERS Retirement	2-Redlands Plaza/...	250.77
			6170 · PERS Retirement	3-Land Resources	732.64
			6170 · PERS Retirement	5-Wash Plan	642.65
TOTAL					4,917.02
100156N	12/06/2016	PERS	1012 · Citizens Busine...		-4,885.78
			6170 · PERS Retirement	4-General Fund Ent.	784.66
			6170 · PERS Retirement	1-Groundwater Ent.	2,485.40
			6170 · PERS Retirement	2-Redlands Plaza/...	249.17
			6170 · PERS Retirement	3-Land Resources	727.98
			6170 · PERS Retirement	5-Wash Plan	638.57
TOTAL					4,885.78
100157N	12/07/2016	PERS	1012 · Citizens Busine...		-4,875.37
			6170 · PERS Retirement	4-General Fund Ent.	782.99
			6170 · PERS Retirement	1-Groundwater Ent.	2,480.10
			6170 · PERS Retirement	2-Redlands Plaza/...	248.64
			6170 · PERS Retirement	3-Land Resources	726.43
			6170 · PERS Retirement	5-Wash Plan	637.21
TOTAL					4,875.37
100158N	12/20/2016	PERS	1012 · Citizens Busine...		-4,921.79
			6170 · PERS Retirement	4-General Fund Ent.	790.44
			6170 · PERS Retirement	1-Groundwater Ent.	2,503.71
			6170 · PERS Retirement	2-Redlands Plaza/...	251.01
			6170 · PERS Retirement	3-Land Resources	733.35
			6170 · PERS Retirement	5-Wash Plan	643.28
TOTAL					4,921.79

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

December 2016

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
12/7/2016	Corneille, D	Nov-16	\$ 1,442.00	\$ 216.88	\$ 1,225.12
12/7/2016	Harrison, T.M.	Nov-16	\$ 1,030.00	\$ 127.03	\$ 902.97
12/7/2016	McDonald, M	Nov-16	\$ 1,030.00	\$ 88.07	\$ 941.93
12/21/2016	Harrison, T.M.	Dec-16	\$ 1,236.00	\$ 169.72	\$ 1,066.28



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwd.org](http://www.sbvwd.org)

Memorandum No. 1463

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: January 11, 2017**

**Subject: Unaudited Financial Reports, December 2016**

## **RECOMMENDATION**

Review and approve the unaudited financials for December 2016.

## **BACKGROUND**

Each month staff presents the unaudited financials for the District. The reports to be presented are as of December 31, 2016.

## **DISCUSSION**

Most funds and accounts are as expected. \$55,297.16 of the District's loan commitment to fund Wash Plan costs was booked to revenue from reserves totaling \$412,988.94 of the \$430,000 commitment for this fiscal year. Staff anticipates San Bernardino County Flood Control will be paying their \$97,500 Wash Plan change order fee in the near future. A quarterly report spreadsheet will be presented to the Finance & Administration Committee at the next scheduled meeting, January 25, 2017.

## **FISCAL IMPACT**

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

## **POTENTIAL MOTIONS**

1. Move approval of the Unaudited Financials for December 2016 as presented.
2. Move to request this item be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

## **ATTACHMENTS OR MATERIALS**

Graph Financials for December 2016  
Profit & Loss to Date vs. Annual Budget

BOARD  
OF  
DIRECTORS

Division 1:  
Richard Corneille  
Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison  
Division 4:  
John Longville

Division 5:  
Melody McDonald

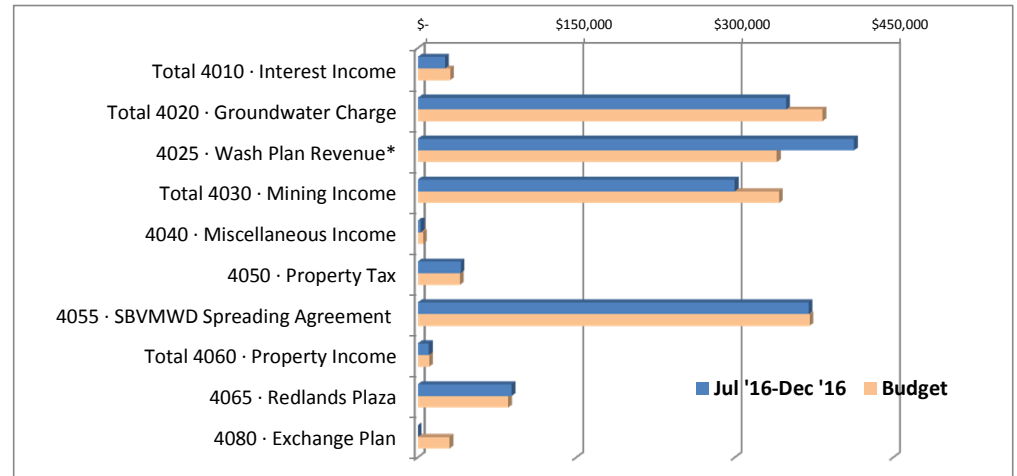
GENERAL  
MANAGER

Daniel B. Cozad

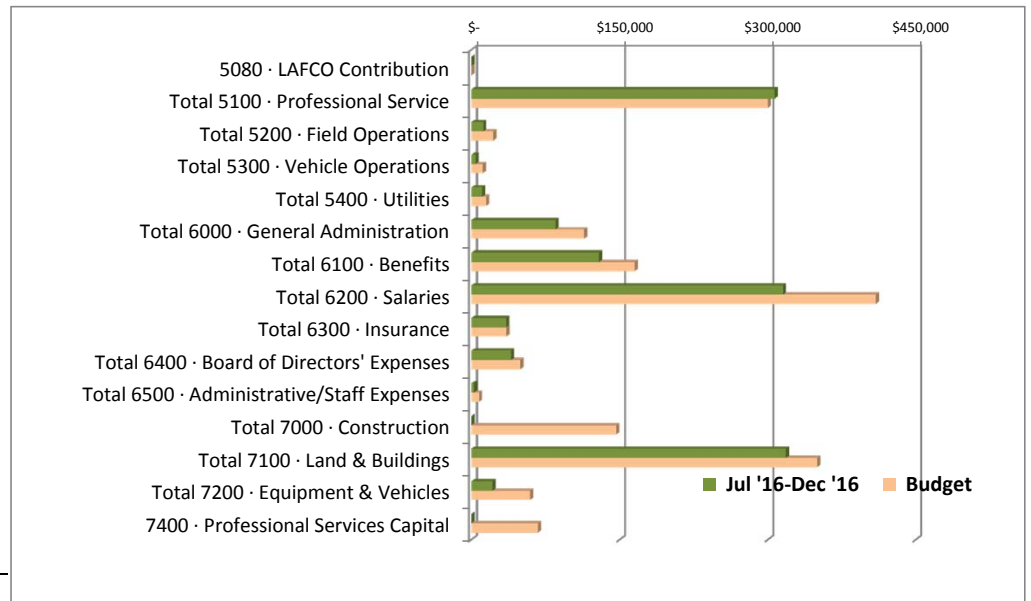
**SBVWCD - All Enterprises Budget and Actual**
**December 2016**

<b>REVENUE</b>	<b>Jul '16-Dec '16</b>	<b>Budget</b>
Total 4010 · Interest Income	\$ 25,781	\$ 30,656
Total 4020 · Groundwater Charge	\$ 348,712	\$ 383,199
4025 · Wash Plan Revenue*	\$ 412,989	\$ 340,000
Total 4030 · Mining Income	\$ 299,980	\$ 342,008
4040 · Miscellaneous Income	\$ 2,743	\$ 5,000
4050 · Property Tax	\$ 40,529	\$ 39,900
4055 · SBVMWD Spreading Agreement	\$ 370,011	\$ 370,887
Total 4060 · Property Income	\$ 10,505	\$ 10,800
4065 · Redlands Plaza	\$ 88,780	\$ 85,453
4080 · Exchange Plan	\$ -	\$ 30,000
<b>Total Revenue</b>	<b>\$ 1,600,030</b>	<b>\$ 1,637,902</b>

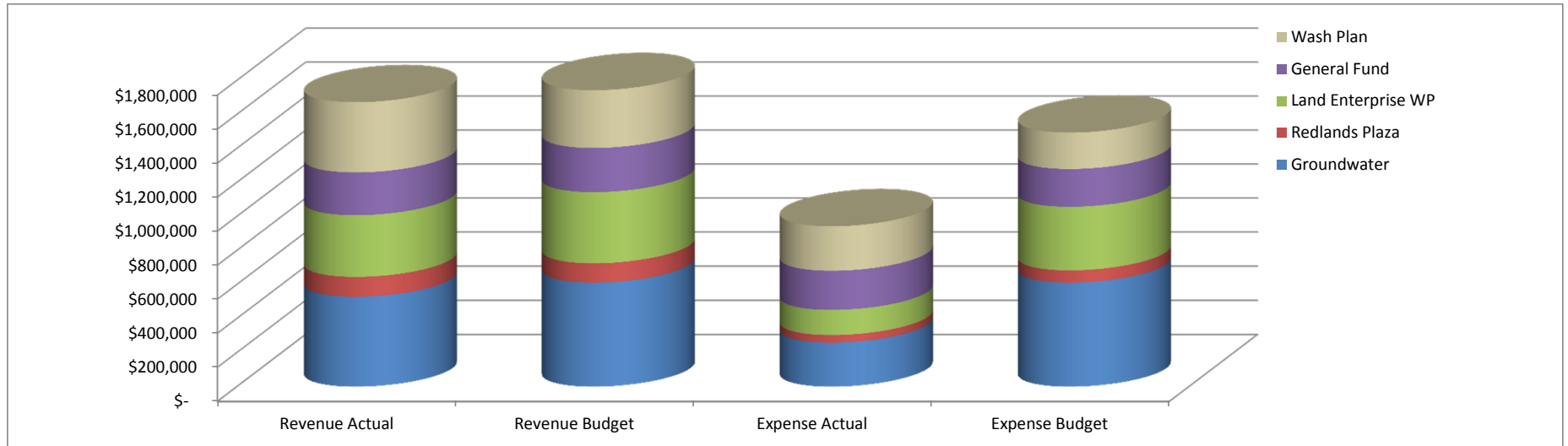
\*current income is from District loans to the WP



<b>EXPENSES Operating and Capital</b>	<b>Jul '16-Dec '16</b>	<b>Budget</b>
5080 · LAFCO Contribution	\$ -	\$ 200
Total 5100 · Professional Service	\$ 307,049	\$ 300,068
Total 5200 · Field Operations	\$ 12,002	\$ 22,250
Total 5300 · Vehicle Operations	\$ 4,257	\$ 11,500
Total 5400 · Utilities	\$ 10,956	\$ 14,880
Total 6000 · General Administration	\$ 85,210	\$ 114,219
Total 6100 · Benefits	\$ 129,208	\$ 165,097
Total 6200 · Salaries	\$ 315,348	\$ 409,470
Total 6300 · Insurance	\$ 35,221	\$ 35,374
Total 6400 · Board of Directors' Expenses	\$ 40,169	\$ 49,519
Total 6500 · Administrative/Staff Expenses	\$ 2,712	\$ 7,702
Total 7000 · Construction	\$ -	\$ 146,508
Total 7100 · Land & Buildings	\$ 318,512	\$ 350,018
Total 7200 · Equipment & Vehicles	\$ 21,542	\$ 59,500
7400 · Professional Services Capital	\$ -	\$ 67,500
<b>Total Expense</b>	<b>\$ 1,282,186</b>	<b>\$ 1,753,805</b>



## Enterprises to Date (December 2016)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 528,217	\$ 611,071	86%
Groundwater Expense	\$ 258,986	\$ 430,243	60%
Revenue -Expense	\$ 269,232	\$ 180,828	
Redlands Plaza Revenue	\$ 116,705	\$ 113,753	103%
Redlands Plaza Expense	\$ 44,172	\$ 72,092	61%
Revenue -Expense	\$ 72,532	\$ 41,661	
Land Enterprise Revenue	\$ 362,430	\$ 418,258	87%
Land Enterprise Expense	\$ 147,929	\$ 373,527	40%
Redlands Plaza Expense	\$ 214,501	\$ 44,731	
General Fund Revenue	\$ 251,556	\$ 259,749	97%
General Fund Expense	\$ 229,708	\$ 222,133	103%
Land Enterprise Expense	\$ 21,848	\$ 37,616	
Wash Plan Revenue	\$ 412,989	\$ 340,000	121%
Wash Plan Expense	\$ 261,469	\$ 214,538	122%
Revenue-Expense	151,519	125,462	
Total All Revenue - Expense	\$ 729,633	\$ 430,298	41%

Cash Status	As of 7/1/2016	As of 12/31/2016
LAIF	\$ 447,930.82	\$ 449,221.75
Cal Trust	\$ 2,980,263.74	\$ 2,989,107.45
Citizens Bank	\$ 616,344.18	\$ 395,165.73
UBS Financial Services	\$ 1,871,300.49	\$ 1,869,471.05
Cal Credit Union	\$ 3,250,385.53	\$ 3,263,451.49
Total Cash	\$ 9,166,224.76	\$ 8,966,417.47
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
<b>Cash Position</b>	<b>\$ 4,166,224.76</b>	<b>\$ 3,966,417.47</b>
	Increase of	\$ (199,807.29)
	Percent Increase	-4.8%

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

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Interest Income				
4012 · LAIF	1,290.93	1,300.00	-9.07	99.3%
4013 · Caltrust Investment Income	6,706.72	20,000.00	-13,293.28	33.53%
4014 · CalCredit Union Interest Income	13,065.95	20,000.00	-6,934.05	65.33%
4015 · UBS Interest Income	4,717.61	20,000.00	-15,282.39	23.59%
<b>Total 4010 · Interest Income</b>	<b>25,781.21</b>	<b>61,300.00</b>	<b>-35,518.79</b>	<b>42.06%</b>
4020 · Groundwater Charge				
4021 · Assessments - Ag	15,994.83	47,158.00	-31,163.17	33.92%
4023 · Assessments - Non-Ag	332,716.93	719,239.60	-386,522.67	46.26%
<b>Total 4020 · Groundwater Charge</b>	<b>348,711.76</b>	<b>766,397.60</b>	<b>-417,685.84</b>	<b>45.5%</b>
4025 · Wash Plan Revenue	412,988.94	430,000.00	-17,011.06	96.04%
4030 · Mining Income				
4031 · Plant Site - CEMEX	24,000.00	48,000.00	-24,000.00	50.0%
4032 · Cemex - Royalty / Lease	247,166.65	586,000.00	-338,833.35	42.18%
4034 · Redlands Aggregate 5% Royalty	0.00	0.00	0.00	0.0%
4036 · Aggregate Maintenance	28,813.42	50,000.00	-21,186.58	57.63%
<b>Total 4030 · Mining Income</b>	<b>299,980.07</b>	<b>684,000.00</b>	<b>-384,019.93</b>	<b>43.86%</b>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	0.00	0.00	0.00	0.0%
4040 · Miscellaneous Income - Other	2,743.00	10,000.00	-7,257.00	27.43%
<b>Total 4040 · Miscellaneous Income</b>	<b>2,743.00</b>	<b>10,000.00</b>	<b>-7,257.00</b>	<b>27.43%</b>
4050 · Property Tax	40,529.21	79,800.00	-39,270.79	50.79%
4055 · SBVMWD Spreading Agreement Reim	370,010.78	370,886.54	-875.76	99.76%
4060 · Property Income				
4062 · Mentone Property	10,505.00	21,600.00	-11,095.00	48.63%
<b>Total 4060 · Property Income</b>	<b>10,505.00</b>	<b>21,600.00</b>	<b>-11,095.00</b>	<b>48.63%</b>
4065 · Redlands Plaza	88,779.87	170,905.56	-82,125.69	51.95%
4066 · Redlands Plaza CAM	17,236.44	35,000.00	-17,763.56	49.25%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	54,630.71	150,000.00	-95,369.29	36.42%
4998 · Rate Stabilization *From Reserv	0.00	24,857.00	-24,857.00	0.0%
<b>Total Income</b>	<b>1,671,896.99</b>	<b>2,834,746.70</b>	<b>-1,162,849.71</b>	<b>58.98%</b>
<b>Gross Profit</b>	<b>1,671,896.99</b>	<b>2,834,746.70</b>	<b>-1,162,849.71</b>	<b>58.98%</b>
<b>Expense</b>				
5050 · Regional Programs				
5080 · LAFCO Contribution	0.00	400.00	-400.00	0.0%
5081 · Wash Plan	15.34			
<b>Total 5050 · Regional Programs</b>	<b>15.34</b>	<b>400.00</b>	<b>-384.66</b>	<b>3.84%</b>
5100 · Professional Service				
5120 · Misc. Professional Services	14,442.86	150,000.00	-135,557.14	9.63%
5122 · Wash Plan Professional Services	27,483.96	70,000.00	-42,516.04	39.26%
5124 · Plunge Creek Prof Services	27,527.91	50,000.00	-22,472.09	55.06%
5125 · Engineering Services	0.00	16,000.00	-16,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5145 · Environmental Services (WP)	157,846.49	160,000.00	-2,153.51	98.65%
5160 · IT Support	2,655.00	6,000.00	-3,345.00	44.25%
5170 · Audit	23,134.00	22,000.00	1,134.00	105.16%
5175 · Legal - Wash Plan	13,982.00	25,000.00	-11,018.00	55.93%
5180 · Legal	39,976.39	90,000.00	-50,023.61	44.42%
<b>Total 5100 · Professional Service</b>	<b>307,048.61</b>	<b>590,000.00</b>	<b>-282,951.39</b>	<b>52.04%</b>
5123 · Temp. Field Labor	0.00	10,000.00	-10,000.00	0.0%
5133 · Regional River HCP Contribution	0.00	30,000.00	-30,000.00	0.0%
5143 · SBVCT District Contribution	116.55	50,000.00	-49,883.45	0.23%
5200 · Field Operations				
5210 · Equipment Maintenance	5,335.60	6,000.00	-664.40	88.93%
5215 · Property Maintenance	6,666.46	32,500.00	-25,833.54	20.51%
5225 · Field Clean Up-Illegal dumping	0.00	6,000.00	-6,000.00	0.0%
<b>Total 5200 · Field Operations</b>	<b>12,002.06</b>	<b>44,500.00</b>	<b>-32,497.94</b>	<b>26.97%</b>
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	1,323.21	10,000.00	-8,676.79	13.23%
5320 · Fuel	2,933.61	13,000.00	-10,066.39	22.57%
<b>Total 5300 · Vehicle Operations</b>	<b>4,256.82</b>	<b>23,000.00</b>	<b>-18,743.18</b>	<b>18.51%</b>
5400 · Utilities				

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

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
5410 • Alarm Service	559.00	2,500.00	-1,941.00	22.36%
5420 • Electricity	3,486.72	9,500.00	-6,013.28	36.7%
5430 • Mobile Phone	1,755.00	3,500.00	-1,745.00	50.14%
5440 • Telephone	2,971.80	8,700.00	-5,728.20	34.16%
5450 • Natural Gas	109.55	900.00	-790.45	12.17%
5460 • Water / Trash / Sewer	867.08	2,160.00	-1,292.92	40.14%
5470 • Internet Services	1,207.28	2,500.00	-1,292.72	48.29%
<b>Total 5400 • Utilities</b>	<b>10,956.43</b>	<b>29,760.00</b>	<b>-18,803.57</b>	<b>36.82%</b>
<b>6000 • General Administration</b>				
6001 • General Administration - Other	523.02	7,000.00	-6,476.98	7.47%
6002 • Website Administration	1,233.14	3,100.00	-1,866.86	39.78%
6003 • Property Tax	0.00	235.10	-235.10	0.0%
6004 • Meeting Expenses	673.04	2,200.00	-1,526.96	30.59%
6006 • Permits	370.00	10,000.00	-9,630.00	3.7%
6007 • Inter District Costs	0.00	12,500.00	-12,500.00	0.0%
6009 • Licenses	288.60	1,639.00	-1,350.40	17.61%
6010 • Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 • Office Maintenance	51.74	3,180.00	-3,128.26	1.63%
6013 • Office Lease Payment	30,000.00	60,000.00	-30,000.00	50.0%
6015 • Mentone House Maintenance	1,820.19	6,500.00	-4,679.81	28.0%
6016 • Redlands Plaza Maintenance	549.00	15,000.00	-14,451.00	3.66%
6018 • Janitorial Services	3,848.00	9,108.89	-5,260.89	42.24%
6019 • Janitorial Supplies	129.42	500.00	-370.58	25.88%
6020 • Vacancy Marketing-Redlands Plaz	129.96	5,050.00	-4,920.04	2.57%
6024 • Computer Equip Maint.	0.00	200.00	-200.00	0.0%
6026 • Redlands Plaza CAM expenses	11,972.49	25,000.00	-13,027.51	47.89%
6027 • Computer Supplies	88.71	689.00	-600.29	12.88%
6030 • Office Supplies	936.76	4,250.67	-3,313.91	22.04%
6033 • Office Equipment Rental	4,445.17	8,734.40	-4,289.23	50.89%
6036 • Printing	211.68	980.00	-768.32	21.6%
6039 • Postage and Overnight Delivery	207.36	1,800.00	-1,592.64	11.52%
6042 • Payroll Processing	863.06	2,347.54	-1,484.48	36.76%
6045 • Bank Service Charges	627.38	3,150.00	-2,522.62	19.92%
6051 • Uniforms	391.53	2,000.00	-1,608.47	19.58%
6060 • Outreach	51.98	20,000.00	-19,948.02	0.26%
6087 • Educational Reimbursement	0.00	2,500.00	-2,500.00	0.0%
6090 • Subscriptions/Publications	859.69	750.00	109.69	114.63%
6091 • Public Notices	420.85	2,940.00	-2,519.15	14.32%
6093 • Memberships	23,307.67	17,500.00	5,807.67	133.19%
6000 • General Administration - Other	0.00	0.00	0.00	0.0%
<b>Total 6000 • General Administration</b>	<b>85,210.44</b>	<b>230,754.60</b>	<b>-145,544.16</b>	<b>36.93%</b>
<b>6100 • Benefits</b>				
6110 • Vision Insurance	946.40	2,355.91	-1,409.51	40.17%
6120 • Workers' Comp. Insurance	5,051.00	14,341.09	-9,290.09	35.22%
6130 • Dental Insurance	4,081.12	10,566.73	-6,485.61	38.62%
6150 • Medical Insurance				
6150.01 • Medical Employee Contribution	-8,181.03	-20,773.25	12,592.22	39.38%
6150 • Medical Insurance - Other	63,915.30	157,423.96	-93,508.66	40.6%
<b>Total 6150 • Medical Insurance</b>	<b>55,734.27</b>	<b>136,650.71</b>	<b>-80,916.44</b>	<b>40.79%</b>
6160 • Payroll Taxes-Employer	16,667.18	60,382.29	-43,715.11	27.6%
6170 • PERS Retirement				
6170.01 • PERS Employee Contributions	-16,126.43	-22,897.65	6,771.22	70.43%
6170 • PERS Retirement - Other	62,854.40	128,793.80	-65,939.40	48.8%
<b>Total 6170 • PERS Retirement</b>	<b>46,727.97</b>	<b>105,896.15</b>	<b>-59,168.18</b>	<b>44.13%</b>
<b>Total 6100 • Benefits</b>	<b>129,207.94</b>	<b>330,192.88</b>	<b>-200,984.94</b>	<b>39.13%</b>
<b>6200 • Salaries</b>				
6220 • Contingency/Temporary	0.00	0.00	0.00	0.0%
6230 • Regular Salaries	315,348.31	826,162.50	-510,814.19	38.17%
<b>Total 6200 • Salaries</b>	<b>315,348.31</b>	<b>826,162.50</b>	<b>-510,814.19</b>	<b>38.17%</b>
<b>6300 • Insurance</b>				
6310 • Property/ Auto Insurance	3,164.24	6,924.00	-3,759.76	45.7%
6320 • General Liability Insurance	32,057.00	32,209.32	-152.32	99.53%
<b>Total 6300 • Insurance</b>	<b>35,221.24</b>	<b>39,133.32</b>	<b>-3,912.08</b>	<b>90.0%</b>
<b>6400 • Board of Directors' Expenses</b>				
6401 • Directors' Fees				
6401.5 • Payroll Taxes-Directors	2,662.92	0.00		

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

	Jul - Dec 16	Budget	\$ Over Budget	% of Budget
6401 · Directors' Fees - Other	32,754.00	78,718.78	-45,964.78	41.61%
Total 6401 · Directors' Fees	35,416.92	78,718.78	-43,301.86	44.99%
6410 · Mileage	845.16	4,000.00	-3,154.84	21.13%
6415 · Air Fare	445.96	3,000.00	-2,554.04	14.87%
6420 · Other Travel	32.00	500.00	-468.00	6.4%
6425 · Meals	857.31	2,600.00	-1,742.69	32.97%
6430 · Lodging	961.29	3,200.00	-2,238.71	30.04%
6435 · Conf/Seminar Registrations	1,610.00	7,000.00	-5,390.00	23.0%
6440 · Election Fees / Re-Districting	0.00	0.00	0.00	0.0%
Total 6400 · Board of Directors' Expenses	40,168.64	99,018.78	-58,850.14	40.57%
6500 · Administrative/Staff Expenses				
6510 · Mileage	371.25	2,000.00	-1,628.75	18.56%
6515 · Air Fare	300.96	2,000.00	-1,699.04	15.05%
6520 · Travel, Other (rental car, taxi	86.71	1,400.00	-1,313.29	6.19%
6525 · Meals	700.47	1,500.00	-799.53	46.7%
6530 · Lodging	307.14	3,500.00	-3,192.86	8.78%
6535 · Conf/Seminar Registrations	945.00	5,000.00	-4,055.00	18.9%
Total 6500 · Administrative/Staff Expenses	2,711.53	15,400.00	-12,688.47	17.61%
8010 · Capital Reserve GWE/Rate Stabil	0.00	0.00	0.00	0.0%
9999 · Contribution to Capital Maint.	0.00	297,000.00	-297,000.00	0.0%
Total Expense	942,263.91	2,615,322.08	-1,673,058.17	36.03%
Net Ordinary Income	729,633.08	219,424.62	510,208.46	332.52%
Other Income/Expense				
Other Expense				
7000 · Construction				
7010 · Materials	0.00	8,000.00	-8,000.00	0.0%
7050 · Basins- Capital Annual Repair	0.00	20,000.00	-20,000.00	0.0%
7053 · HCP Endowment	0.00	55,000.00	-55,000.00	0.0%
7055 · Plunge Creek Expansion	0.00	210,000.00	-210,000.00	0.0%
Total 7000 · Construction	0.00	293,000.00	-293,000.00	0.0%
7100 · Land & Buildings				
7110 · Property Capital Repairs	7,400.00	50,000.00	-42,600.00	14.8%
7120 · Property-Land Purchase	311,111.50			
7130 · Mentone Property (House)-CapRep	0.00	0.00	0.00	0.0%
7140 · Mentone Property (Shop)-CapRep	0.00	50,000.00	-50,000.00	0.0%
7150 · Mill Creek Diversion	0.00	600,000.00	-600,000.00	0.0%
Total 7100 · Land & Buildings	318,511.50	700,000.00	-381,488.50	45.5%
7200 · Equipment & Vehicles				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	4,262.00	12,500.00	-8,238.00	34.1%
7230 · Field Equipment / Vehicles	17,280.00	100,000.00	-82,720.00	17.28%
7240 · Office Equipment	0.00	1,500.00	-1,500.00	0.0%
Total 7200 · Equipment & Vehicles	21,542.00	119,000.00	-97,458.00	18.1%
7400 · Professional Services Capital				
7438 · Engineering Services-Other	0.00	135,000.00	-135,000.00	0.0%
Total 7400 · Professional Services Capital	0.00	135,000.00	-135,000.00	0.0%
9010 · General Fund - Transfer Out	0.00	0.00	0.00	0.0%
Total Other Expense	340,053.50	1,247,000.00	-906,946.50	27.27%
Net Other Income	-340,053.50	-1,247,000.00	906,946.50	27.27%
Net Income	389,579.58	-1,027,575.38	1,417,154.96	-37.91%



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwd.org](http://www.sbvwd.org)

Memorandum No.1464

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: January 11, 2017**

**Subject: District Board Priorities for 2017**

## **RECOMMENDATION**

Review, provide new or revised priorities, feedback and ranking then consider approval of the 2017 District Board Priorities. Review Strategic Plan.

## **BACKGROUND**

The Board has set annual priorities since 2012. This process provides an opportunity for Board Members to discuss and prioritize District projects, tasks, and set goals based on staffing and other constraints. Each year since 2012 the Board has reviewed its priorities in January so they may be incorporated into District resource planning and budgets. The priorities are derived from the Board's Community Strategic plan. Staff will present the updated priorities and status from 2016 as well as an overview of the Community Strategic Plan approved in May 2013.

## **POLICY CONSIDERATION**

For consideration staff prepared a draft priorities matrix for 2017 for the Board's review and ranking. Staffing and funding are the primary limitations to existing and new priority tasks. Staff has suggested that the Board schedule an offsite meeting to review the 2013 Community Strategic Plan. The Board has reviewed the plan in past years but since it has been 4 years the Board may want to have an expanded time to consider the next 4 years opportunities and challenges. The Board could consider adjusting priorities after the Strategic Planning workshop later in 2017.

## **ALTERNATIVES**

Potential Board Actions include:

- Approve the 2017 priorities for incorporation into District budgets and plans.
- Provide specific feedback for staff to revise the plan
- Table the issue to a future meeting of the Board

## **FISCAL IMPACT**

Planning efforts and staff costs are included in the approved 2016-2017 budget. Costs for the elements which are prioritized are included in the District budget to the extent possible. Additional efforts may be included in the 2017-2018 budget planning.

BOARD  
OF  
DIRECTORS

Division 1:  
Richard Corneille  
Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison  
Division 4:  
John Longville

Division 5:  
Melody McDonald

GENERAL  
MANAGER

Daniel B. Cozad

**POTENTIAL MOTIONS**

1. Move to approve the priorities as listed or with changes
2. Move to direct staff on specific changes to incorporated into the plan and place it on the February agenda for approval
3. Move to table the item to a future meeting of the Board in 2017.

**ATTACHMENTS OR MATERIALS**

2016 Final Priorities Report  
Draft 2017 Priorities Matrix  
May 2013 Strategic Plan

## SBVWCD Board Priorities 2016

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.\*

### 2016 PRIORITIES

UPDATED 12/12/2016

No.	Area or Item	Status	Board Priority	Target Completion	Resources	Links	Plan Goal #	Estimate
1	Regional Groundwater Sustainability Council Formed	Draft FA and EAM	1	Dec-16	👤👤👤 \$\$\$	➡	1/7	Jun-17
2	Wash Plan - Draft EIS progress for Public Hearing	Final Draft	1	Feb-16	👤👤 \$\$	➡	2	Feb-17
3	Wash Plan - Implementing Agreement / MOU	Complete	1	Mar-16	👤👤👤 \$\$	➡	2	Completed
4	Wash Plan - Land Exchange Act Introduction	Awaiting Hearing	1	Mar-16	👤👤 \$\$	➡	2	Completed
5	Wash Plan Implementation Plan/Organization	Submitted	1	Mar-16	👤👤👤 \$\$	➡	2	Ongoing
6	Plunge Creek Conservation Project Design for Permitting	Final Design	1	Jul-16	👤👤👤 \$\$	➡	1/4	Completed
7	Mill Creek Diversion Design for Permitting	Final Design	1	Jun-16	👤👤👤 \$\$\$	➡	1	Completed
8	Operations & Maintenance permits - Scoping - Mill Creek	Ongoing	1	Oct-16	👤👤👤 \$	➡	1/8	Mar-17
9	Enhanced/Active Recharge Support	Bidding for Phase I	2	Ongoing	👤👤 \$	➡	1	Ongoing
10	Trails Plan Phase II - Completed	Appoved	2	Nov-16	👤👤 \$	➡	5	Completed
11	Support Outreach/Conservation QWEL Training	Ongoing	2	Ongoing	👤👤 \$\$	➡	4	Ongoing
12	Community Garden Conservation Plan finalization	Completed	3	Mar-16	👤 \$	➡	2	Completed
13	Updated Mining Agreement - CEMEX	Innitiated	3	Dec-16	👤👤 \$\$	➡	2/3	Ongoing
14	Harmony Development Coordination	Watch	3	2016	👤 \$		7	Ongoing

1	Must Do in 2016 <i>as noted</i>
2	Do based on resources
3	If possible, as needed

Groundwater	On Schedule
Land/Wash Plan	Watch
District/GFE	Caution

\* District Mission and Policy Principals are shown on the District website, boardroom and offices.

## SBVWCD Board Priorities 2017

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.\*

### 2017 PRIORITIES

DRAFT 1/11/2017

No.	Area or Item	Status	Board Priority	Target Completion	Resource Needs	Links to	Plan Goal #
1	Regional Groundwater Sustainability Council Formed	Draft FA and EAM	1	Jun-17	👤👤👤 \$\$\$	➡	1/7
2	Wash Plan - Federal Register Publication	Document Prep.	1	Apr-17	👤👤 \$\$	➡	2
3	Wash Plan - All Members Complete MOU	2 of 9 complete	1	May-17	👤👤👤 \$\$	➡	2
4	Wash Plan - Land Exchange Act Congressional Hearing	Reintroduction	1	May-17	👤👤 \$\$	➡	2
5	Wash Plan Implementation and Trust development	CDFW Submission	1	Jul-17	👤👤👤 \$\$	➡	2
6	Plunge Creek Conservation Project Permits	Ongoing	1	Jul-17	👤👤👤 \$\$	➡	1/4
7	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Permitting Strategy	1	Jan-18	👤👤👤 \$\$\$	➡	1
8	ESA Permitting for O&M at Mill Creek	Permitting Strategy	2	Jan-18	👤👤👤 \$	➡	1/8
9	Enhanced/Active Recharge Support Phase II	Bidding for Phase I	2	Ongoing	👤👤 \$	➡	1
10	Trails Governance Agreement	Innitiate	2	Oct-17	👤👤 \$\$	➡	5
11	Support Outreach/Conservation QWEL Training	Ongoing	2	Ongoing	👤👤 \$\$	➡	4
12	Updated Mining Agreement - CEMEX	Innitiated	3	Jul-17	👤👤 \$\$	➡	2/3

1	Must Do in 2016 <i>as noted</i>
2	Do based on resources
3	If possible, as needed

Groundwater
Land/Wash Plan
District/GFE

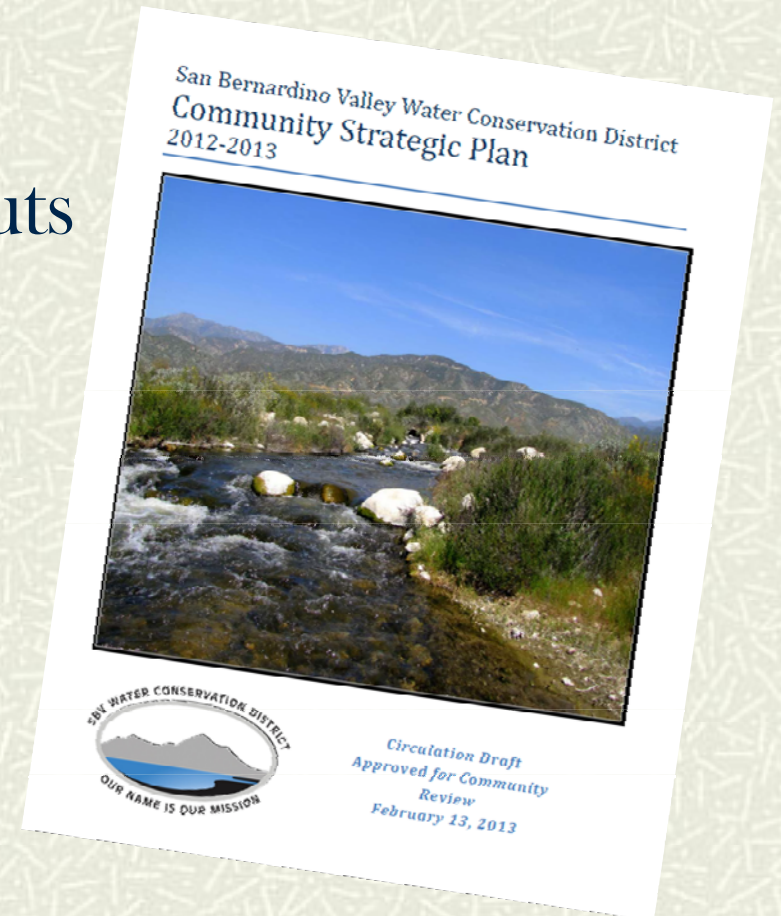
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# San Bernardino Valley Water Conservation District



# Community Strategic Plan

- # Approved May 15, 2013
- # Based on Community inputs
- # District Partners
  - Water
  - Land Use Planning
  - Habitat
  - Mining
- # Excellent Progress to Date



# Mission

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The mission of the San Bernardino Valley Water Conservation District is to ensure recharge of the Bunker Hill Groundwater Basin in an environmentally and economically responsible way, using local native surface water to the maximum extent practicable. We strive to improve the supply and quality of groundwater, balancing such demands with those of land, mineral, and biological resources.

# Summary of Goals

No.	Community Strategic Plan Goal
1	Increase and enhance basin water resources and conservation management through core mission efforts and enhancement projects
2	Provide effective stewardship of District lands for environmental, water conservation and habitat management through the Wash Plan
3	Continue to develop and improve financially sound and efficient District organization with secure foundation to better serve District Partners and Communities
4	Deliver services and programs to improve non-retail outdoor water use efficiency and new groundwater recharge in the valley watershed.
5	Support Trails and outdoor recreation identified in the Wash Plan and in cooperation with District Partners and Communities where financially viable
6	Develop staff and District organization to support District Mission and regional projects and programs
7	Support and lead regional efforts related to water conservation and management of natural resources with District partners and communities

# Policy Principles

Adopted 10/2014

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1. Water recharge facilities and recharge management to benefit basin producers and the region's water basin and managing District land resources are Job #1!
  2. Undertake all actions and efforts in an open, responsive, fair and transparent manner
  3. Continuously maintain open working relationships and communications with our communities, water entities, partners, and local, regional, state and federal agencies
  4. Operate and manage lands properties and facilities as safely, efficiently, and sustainably as possible
  5. Forecast and maintain fair and affordable groundwater charges, which maintain the overall financial viability of efficient District operations
  6. Seek, train, and retain excellent staff, utilize highly qualified consultants contractors and quality suppliers
  7. Seek to understand and support the needs and plans of the communities we serve related to our mission, including water, lands and public access.
  8. Participate in regional and statewide water and habitat related efforts of high value to the District, and support or oppose legislation and policy in accordance with these principles
  9. Continually evaluate our strategies, policies, technology and performance to seek opportunities for improvement
-

# 2015 Priorities Report

## SBVWCD Board Priorities 2015

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.\*

### DRAFT 2015 Priorities

12/9/2015

No.	Area or Item	Status	Board Priority	Target Completion	Resources	Links	Plan Goal #	Estimate
1	Sphere of Influence Reinstatement and MSR	COMPLETED	1	Apr-15	👤👤👤 \$\$	✓	3	COMPLETE
2	Wash Plan - Draft EIS progress for Public Hearing	Draft Final	1	Mar-15	👤👤 \$\$	➡	2	Jan-16
3	Wash Plan - Implementing Agreement	USFWS Review	1	Sep-15	👤👤👤 \$\$	➡	2	Jan-16
4	Wash Plan - Land Transfer Progress	Bill Introduced	1	Nov-15	👤👤👤 \$\$	➡	2	Ongoing
5	Regional Groundwater Sustainability Council	MOU for Devt.	1	Jul-15	👤👤👤 \$	➡	1/7	Feb-16
6	Operations and Maintenance permits for facilities	Ongoing	1	Jun-15	👤👤👤 \$	➡	1/8	Oct-16
7	Enhanced Recharge Support SBVMWD/WMWD	Env. Permitting	1	Jul-15	👤👤👤 \$	➡	1	Ongoing
8	Plunge Creek Conservation Project Design	Design ongoing	1	Nov-15	👤👤 \$\$	➡	1/4	Jan-16
9	Implement Mill Creek Diversion Improvement	Design ongoing	1	Sep-15	👤👤👤 \$\$\$	➡	1	Jan-16
10	Mining Agreement Updates - Cemex	Complete	2	Mar-15	👤👤 \$\$\$	✓	2/3	COMPLETE
11	Trails Plan completion and Trails Days support	Complete	2	May-15	👤👤👤 \$	✓	5	COMPLETE
12	Support Outreach/Conservation QWEL Training	Ongoing	2	Nov-15	👤👤 \$\$	➡	4	Ongoing
13	East Branch Extension Easement and Construction	Closeout	3	Jul-15	👤👤 \$	✓	2	COMPLETE
14	Community Garden and Conservation Support	Complete	3	Oct-15	👤 \$	✓	2	COMPLETE
15	Harmony Development	Minimal	3	2016	👤 \$		7	Ongoing

1	Must Do 2015 as noted	Groundwater
2	Do based on resources	District/GFE
3	If possible, as needed	Land/Wash Plan

On Schedule
Watch
Caution

# 2016 Priorities Report

## SBVWCD Board Priorities 2016

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements such as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.\*

### 2016 PRIORITIES

UPDATED 12/12/2016

No.	Area or Item	Status	Board Priority	Target Completion	Resources	Links	Plan Goal #	Estimate
1	Regional Groundwater Sustainability Council Formed	Draft FA and EAM	1	Dec-16	👤👤👤 \$\$\$	➡	1/7	Jun-17
2	Wash Plan - Draft EIS progress for Public Hearing	Final Draft	1	Feb-16	👤👤 \$\$	➡	2	Feb-17
3	Wash Plan - Implementing Agreement / MOU	Complete	1	Mar-16	👤👤👤 \$\$	➡	2	Completed
4	Wash Plan - Land Exchange Act Introduction	Awaiting Hearing	1	Mar-16	👤👤 \$\$	➡	2	Completed
5	Wash Plan Implementation Plan/Organization	Submitted	1	Mar-16	👤👤👤 \$\$	➡	2	Ongoing
6	Plunge Creek Conservation Project Design for Permitting	Final Design	1	Jul-16	👤👤👤 \$\$	➡	1/4	Completed
7	Mill Creek Diversion Design for Permitting	Final Design	1	Jun-16	👤👤👤 \$\$\$	➡	1	Completed
8	Operations & Maintenance permits - Scoping - Mill Creek	Ongoing	1	Oct-16	👤👤👤 \$	➡	1/8	Mar-17
9	Enhanced/Active Recharge Support	Bidding for Phase I	2	Ongoing	👤👤 \$	➡	1	Ongoing
10	Trails Plan Phase II - Completed	Approved	2	Nov-16	👤👤 \$	➡	5	Completed
11	Support Outreach/Conservation QWEL Training	Ongoing	2	Ongoing	👤👤 \$\$	➡	4	Ongoing
12	Community Garden Conservation Plan finalization	Completed	3	Mar-16	👤 \$	➡	2	Completed
13	Updated Mining Agreement - CEMEX	Innitiated	3	Dec-16	👤👤 \$\$	➡	2/3	Ongoing
14	Harmony Development Coordination	Watch	3	2016	👤 \$		7	Ongoing

1	Must Do in 2016 <i>as noted</i>
2	Do based on resources
3	If possible, as needed

Groundwater	On Schedule
Land/Wash Plan	Watch
District/GFE	Caution

\* District Mission and Policy Principals are shown on the District website, boardroom and offices.

# 2017 Draft Priorities Matrix

## SBVWCD Board DRAFT Priorities 2017

Priorities are special efforts or emphasis items for the General Manager and staff. These are in addition to core mission elements as water spreading, conservation, and policy principals such as collaboration, transparency, sustainability and safety.\*

### 2017 DRAFT PRIORITIES

DRAFT 1/11/2017

No.	Area or Item	Status	Board Priority	Target Completion	Resource Needs	Links to	Plan Goal #
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3	Wash Plan - All Members Complete MOU	2 of 9 complete	1	May-17	👏👏👏 \$\$	➡	2
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7	Mill Creek Diversion Permitted (408, 404, 1600, ESA)	Permitting Strategy	1	Jan-18	👏👏👏 \$\$\$	➡	1
8	ESA Permitting for O&M at Mill Creek	Permitting Strategy	2	Jan-18	👏👏👏 \$	➡	1/8
9	Enhanced/Active Recharge Support Phase II	Bidding for Phase I	2	Ongoing	👏👏 \$	➡	1
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11	Support Outreach/Conservation QWEL Training	Ongoing	2	Ongoing	👏👏 \$\$	➡	4
12	Updated Mining Agreement - CEMEX	Innitiated	3	Jul-17	👏👏 \$\$	➡	2/3

1	Must Do in 2016 <i>as noted</i>
2	Do based on resources
3	If possible, as needed

Groundwater  
Land/Wash Plan  
District/GFE

\* District Mission and Policy Principals are shown on the District website, boardroom and offices.

# Feedback

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- # Questions?
- # Changes?
- # Strategic Planning Workshop in March
  - Offsite
  - Opportunities and Challenges
  - Future Implementations
    - Wash Plan
    - GSC



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
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Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwcd.org](http://www.sbvwcd.org)

Memorandum No. 1465

**To: Board of Directors**

**From: Ad Hoc Audit Selection Committee/General Manager, Daniel Cozad**

**Date: January 11, 2017**

**Subject: Auditor Procurement and Selection for 2017**

## **RECOMMENDATION**

The Ad Hoc Audit Selection Committee recommends the selection of Rogers, Anderson, Malody and Scott (RAMS) as the District's Auditor for the 2017 audit and authorizes the General Manager to enter into an agreement for an amount not to exceed \$25,135 for the 2016-2017 audit. The agreement may be extended two additional years based on performance.

## **BACKGROUND**

Staff developed and issued a request for proposals (RFP) for Audit Services for the District in September 2016. The President appointed an Ad Hoc Audit Committee on April 13, 2016. The RFP was posted to the District Website and forwarded to firms with letters on file. Proposals were due by October 20, 2016. Seven proposals were received from the firms shown below:

- Patel & Associates, LLP
- Rogers, Anderson, Malody & Scott, LLP
- Mayer Hoffman McCann P.C.
- Vincenti, Lloyd, & Stutzman LLP
- Nigro & Nigro, PC
- Eadie and Payne
- Burkey, Cox, Evans & Bradford, Corp

All proposals were received in a timely manner and appeared to contain all required items for review. The proposals were distributed to the Ad Hoc Committee for review and evaluation.

## **COMMITTEE RECOMMENDATION**

The Ad Hoc Committee reviewed the proposals and met on November 9, 2016. The Ad Hoc Committee reviewed each proposal separately scoring and ranking it based on the evaluation criteria in the RFP. The consensus recommendation of the Ad Hoc Audit Committee is to contract with Rogers, Anderson, Malody & Scott, LLP. Staff verified references and received positive on their experience with water and special district audits. The Audit agreement is a one year agreement with further one year extensions subject to evaluation of performance up to four years. The cost of the audit alone is \$18,590 for the first two years and \$19,020 for the third year with other requested services making up the balance.

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John Longville

Division 5:  
Melody McDonald

GENERAL  
MANAGER

Daniel B. Cozad

### **ALTERNATIVES**

Potential Board Actions include:

- Approve the committee recommendation
- Provide specific changes with the approval motion
- Table the issue and refer to the Ad Hoc Audit committee, Finance & Administration Committee or to a future meeting of the Board

### **FISCAL IMPACT**

The District budget for fiscal 2016-17 includes \$22,000 in funding for the annual Audit. The expected services will exceed the budget if all tasks are contracted. The Budget would need to increase by \$3,135 if all tasks are performed.

### **POTENTIAL MOTIONS**

1. Move to approve the Ad Hoc Committee recommendation of RAMS as the Districts auditor and authorize the General Manager to execute engagement documents.
2. Move to approve the Committee recommendation with specific changes to the policy or transfers.
3. Move to table the item to a future meeting of the Finance and Administration Committee or the Board.

### **APPROVALS**

Recommended by the Ad Hoc Audit Committee

Reviewed by General Manager

Reviewed by District Counsel



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Memorandum No. 1470

**To: Board of Directors**

**From: Daniel Cozad, General Manager/Jeffrey Beehler, Land Resources Manager**

**Date: January 11, 2017**

**Subject: CEQA Compliance Document Preparation for Mill Creek Diversion and Debris Management Improvement Project**

## **RECOMMENDATION**

Staff requests the Board authorize the General Manager to enter into an agreement with Jericho Systems for preparation of a Mitigated Negative Declaration (MND) required for permits for the Mill Creek project at a cost not-to-exceed \$25,770.

## **BACKGROUND**

The District Operations Committee recently approved moving forward with acquiring permits for the Mill Creek Diversion project upon completion of 90% design drawings. These drawings have been provided to the San Bernardino County Flood Control District (Flood) to determine whether a Section 408 (alteration of a Corps Flood Facility) permit is needed. If needed, the Section 408 permit will take the longest to acquire and will ultimately influence the project schedule. In order to make this determination, Flood requires the Board adopt a California Environmental Quality Act (CEQA) finding for the proposed project. Staff has determined that a MND will fulfill the CEQA requirements with the most probable impacts being to listed species and to Waters of the State.

As the 408 permit determination is important to project schedule, this determination needs to be made as soon as possible. Planning for additional needed permits and project implementation cannot be accurately addressed until that time. As this information is needed in a timely fashion, staff is requesting that this agreement be made as a sole source contract. Jericho Systems has completed an MND for State permits needed for the operation of Mill and Santa Ana facilities. As a result of this work, much of the needed data has been collected by the consultant. Additionally, ICF is currently completing a technical memorandum outlining permit options for the project and this information will inform that process.

As Jericho Systems has completed a Jurisdictional Determination for the Mill Creek and Santa Ana Facilities, staff has determined that this new contract cost would be significantly less than one resulting from other proposals and is recommending that the Board consider a sole source contract.

The MND will be ready for Board consideration (after a 30 day comment period) approximately three months. This will include a biological and cultural resources report needed for other permits, as well as, a Jurisdictional Determination report for the Corps of Engineers.

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GENERAL  
MANAGER

Daniel B. Cozad

**POLICY CONSIDERATIONS**

Developing a MND for this project will result in a final project description for the Mill Creek Diversion Enhancement. Significant later changes to the design will result in additional permit and CEQA requirements.

**POTENTIAL MOTIONS**

1. Move to authorize Staff to enter into agreement with Jericho Systems for preparation of a Mitigated Negative Declaration not to exceed \$25,770.00.
2. Move to table the action and refer back to the Operations Committee to discuss specific technical or procurement issues.

**ATTACHMENTS OR MATERIALS**

Jericho Systems Letter of Proposal

**FISCAL IMPACT**

These costs are budgeted in this year's budget as a Capital Expense for the Mill Creek Diversion.



47 N 1<sup>ST</sup> ST  
Redlands, CA 92373  
(909) 307-5633

January 3, 2017

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

RE: COST PROPOSAL FOR CEQA COMPLIANCE DOCUMENT PREPARATION  
MILL CREEK DIVERSION AND DEBRIS MANAGEMENT IMPROVEMENT PROJECT

Dear Mr. Beehler:

On behalf of Jericho Systems, Inc. (Jericho), I want to thank you for the opportunity to submit this letter proposal to assist the San Bernardino Valley Water Conservation District (SBVWCD) by preparing the California Environmental Quality Act (CEQA) compliance document in support the SBVWCD's Mill Creek Diversion and Debris Management Improvement Project (Project).

### ***SCOPE OF SERVICES***

#### **Task 1: CEQA Documentation**

We have reviewed the SBVWCD's options for complying with the CEQA for this project and we assume an Initial Study with Mitigated Negative Declaration (MND) will be the appropriate CEQA environmental determination for this project. Jericho will rely on SBVWCD staff to provide construction and maintenance scenarios and schedules to implement the proposed project. Any technical reports or memos required to substantiate CEQA findings in addition to what the City has existing, will be prepared by Jericho.

- a) **CEQA Project Description:** In order to complete a MND it will first be necessary to prepare a current project description. Jericho will utilize all available relevant information and confer with SBVWCD staff to finalize this description.
- b) **AB52 Tribal notification for interest in consultation:** Once we have the project description we will initiate the AB52 process with the Tribes which requires us to send a letter requesting their desire for consultation. We will follow through with all aspects of complying with AB-52 which can range from 30 to 75 days.
- c) **Technical Studies and Memos:** will need to compile the following technical evaluations / memorandums to substantiate the Initial Study:
  - i. focused biological resources survey
  - ii. jurisdictional waters delineation
  - iii. field paleo-cultural resources evaluation.
- d) **CEQA Technical Analysis:** With the information obtained from the technical reports and developed in the project description, Jericho will prepare a comprehensive Initial Study for this project so we can verify compliance with the MND environmental determination.

- e) **Public Review:** The Initial Study will be reviewed internally and then released for public review. We will process the IS/MND with the State Clearinghouse, which is required because State agencies, the CDFW and RWQCB, are responsible agencies for this project, i.e., permits are required from them for the in channel work. Jericho will prepare the public notices including a Notice of Intent to Adopt an MND; Notice of Determination; Notice of Completion and Environmental Document Transmittal Form for submittal to the State Clearinghouse. In addition to identifying the responsible agencies and trustee agencies Jericho will identify all other potentially interested parties to include on the mailing list.
- f) **Final MND for Adoption:** Jericho will prepare a master copy of the MND documentation and distribute it; we will prepare a mitigation monitoring and reporting program; we will assemble and bracket any responses to comments on the IS/MND; respond to these comments; and compile a final MND package for approval by the City.
- g) **Meetings:** Jericho will attend all required meetings such as the Kick off (1), information gathering (2), progress reporting (2) and Board adoption meeting (1). We assume it will be necessary to attend up to 5 meetings

**Deliverable:** Final MND package for approval by the SBVWCD Board.

**Timing:** The total time to prepare and process an IS/MND through to Board adoption is no less than 120 days to account for technical studies, draft document preparation, internal review, 30-day public review, responses to comments, and final Board adoption and filing.

#### ***COSTS***

<b>Tasks</b>	<b>Staff Assigned</b>	<b>Anticipated man hours</b>	<b>Cost</b>
Task 1: CEQA Documentation			
a Project Description	S. Lawrey - \$135/hour - CEQA	4	540.00
b AB-52	S. Lawrey - \$135/hour - CEQA	4	540.00
c Tech Studies	BRC Consulting- Paleo Cultural Jericho – Bio Jericho – JD	Flat fee Flat fee Flat fee	2,200.00 5,000.00 800.00
d Draft IS-CEQA Analysis	S. Lawrey - \$135/hour - CEQA	90	12,100.00
e Public Review prep	S. Lawrey - \$135/hour - CEQA	8	1,080.00
f Final IS-MND	S. Lawrey - \$135/hour - CEQA	16	2,160.00
g Meetings	S. Lawrey - \$135/hour - CEQA	10	1,350.00
<b>Total</b>			<b>25,770.00</b>

Sincerely,



Shay Lawrey, President



## SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Memorandum No. 1466

**To: Board of Directors**

**From: Finance & Administration Committee/General Manager, Daniel Cozad**

**Date: January 11, 2017**

**Subject: Reserve Policy Revisions and Reallocation**

### **RECOMMENDATION**

Staff recommends that the Board review the 2016 audited reserve levels and consider approval of the revisions to the Reserve Policy and target levels.

### **BACKGROUND**

At the close of the 2015-2016 year staff allocated fixed assets and depreciation by enterprise and posted end of year enterprise balances for the fiscal year. These balances are reflected in the District's Audit in 2016. Each year after the audit staff reviews the reserves and recommends changes the Board may consider.

### **DISCUSSION**

Staff has attached the spreadsheet summarizing target level for each reserve for 2017-2018. The basis of these target levels are spelled out for each reserve. Several reserve funds have significant capital and or project costs expected in 2017-2018 budget year:

1. Transfer of reserve from the Groundwater Recharge Reserve to the Capital Improvement/Equipment Reserve to fund two active projects: Mill Creek Diversion Improvement and Plunge Creek Conservation program. These projects and equipment needs will require about \$750,000 in the next two years and so the target for this reserve is set to \$750,000.
2. Transfer \$200,000 from the Land Reserve to the General Fund Reserve to maintain the balance of reserves and limit overhead costs to other enterprises

A redline/strikeout version of the policy is attached to this letter. Other minor non-substantive updates were made to the policy.

### **POLICY CONSIDERATIONS**

The Board has instituted the Reserve Policy and endorsed sound reserve policy for many years. This policy has provided assurance that funding will be available for the enterprises when needed. The Board could consider other revisions or levels suggested by staff.

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GENERAL  
MANAGER

Daniel B. Cozad

**ALTERNATIVES**

Potential Board Actions include:

- Approve the revised policy, targets and transfers for incorporation into District budget.
- Provide specific changes with the approval motion
- Table the issue and refer to the Finance and Administration Committee or to a future meeting of the Board

**FISCAL IMPACT**

The allocation of reserves based on policy does not affect the overall financial status of the District. The changes to the reserve policy do not have direct fiscal impacts because they are primarily funded from one time revenue and budget savings. The development and funding of appropriate reserve levels from available cash in the short term and managing with reduced costs in the long term will maintain and build fiscal health for the enterprises. The clarity and transparency achieved by the system is believed to outweigh the small increase in transactional costs required for the implementation of enterprise and reserve policies.

**POTENTIAL MOTIONS**

1. Move to approve the revised reserve policy and authorize transfers among reserve funds
2. Move to approve with specific changes to the policy or transfers
3. Move to table the item to a future meeting of the Finance and Administration Committee or the Board.

**ATTACHMENTS OR MATERIALS**

Reserve Policy

Reserve History, Balances and Revisions

**APPROVALS**

Discussed with the Finance & Administration Committee

Reviewed by General Manager

Reviewed by District Counsel

## San Bernardino Valley Water Conservation District Policy

Policy Number 0001

Date: Proposed Revised

4/22/2015 1/11/2017

**Policy Name:** District and Enterprise Reserve Policy

**History:** **Adopted** 1/2011 revised 4/15/2013, 9/11/13, 11/19/14, 4/22/15, and 1/11/17

**Application:** All SBVWCD Employees, Board Members, Enterprises, Partners and Financial Advisors

### GENERAL POLICY:

SBVWCD desires to better document and communicate its reserve policy to identify the necessity, purpose, development and use of District General and Enterprise reserves.

Additionally the District needs to: 1) document a calculation methodology and/or maintained level of reserves for all existing and future needs within the agency where reserve funds are required and/or necessary; 2) allocate and separate fund excesses for similar use, restrict transfer without Board Approval. The policy addresses the following:

Consideration on the establishment and development/continuation of a reserve fund will be decided based on the following criteria:

- Purpose and need for the reserve fund;
- Availability and source of funds to continue, replenish or establish the reserve;
- Operating expenditures approved by annual budgets or Groundwater Charge processes;
- Current and future emergency repairs, capital expenditures and debt service requirements;
- Board approval or changes to the reserve policy.

SBVWCD recognizes the importance of operating an agency or company with sound reserve levels in place that provides for unanticipated/emergency costs, should they arise within a budgeted fiscal year. These costs would be set aside to avoid requesting significant increased funding from year to year from groundwater charge entities or other revenue sources and to insure that the District is able to perform required critical tasks and respond to emergencies.

### SCOPE:

The development of the enterprise model was proposed based on the review of the District's operation and performance in prior fiscal years. Additionally the enterprise model requires a policy and process for transferring reserves. It is critical to identify and build a General Fund operating reserve to provide funding for both District special contingencies and annual budget shortfalls.

This policy will provide direction to staff for the following areas:

- Sources of funds and segregation of the accounts and reserves
- Level and/or target for a reserve;
- Limits placed on the use of reserves;
- Requirements for reporting trends for reserves
- Limitation of transfers without Board Approval;

### SPECIFIC PROVISIONS:

#### A. Groundwater Recharge Enterprise Reserve

The Groundwater Recharge Enterprise Reserve (GRER) shall be developed to fund general operating cash flow needs relative to the operation of the GRER fund. Through the Groundwater Charge rate setting process, each year Staff shall coordinate with Groundwater Charge payees on the level of this

## San Bernardino Valley Water Conservation District Policy

reserve in accordance with this policy. Initially it is proposed that the reserve level be set at an amount equal to 100% of the GRE operating budget or a target of \$1,250,000 until the completion of Mill Creek diversion and environmental permitting requirements. The additional funding is intended to be expended toward Mill Creek and return to approximately 1 year's operating budget over the years to cover large emergency repairs and significant operations costs as needed. The District's cost is higher in the year after a wet year and the District's revenue is highest in drought times. This countercyclical relationship requires a higher reserve and prudent planning. The primary source of these funds is the District Groundwater Charge and the GW Emergency Repair Reserve when approved by the Board. The GRER shall, upon completion of Mill Creek project, stop accumulating funding when it contains one year's operating costs for the Groundwater Enterprise.

An Agreement with SBVMWD and WMWD provides separate funding for Enhanced Recharge operation and maintenance. While this funding is separate from funding received from the Groundwater Charge the uses of the funding are very similar. A specific allocation of a portion of Enhanced Recharge funds annually to fund exceptional water year event costs is recommended. Allocation of a maximum of \$50,000 per year contribution up to \$250,000 will be included in the GRER.

### **B. Groundwater Assessment Rate Stabilization Reserve**

This is a new reserve recommended to assist the District in providing stability and predictability in the Groundwater Assessment Fee. The reserve budget and excess funds will allow multi-year stability and support when costs increase or revenues decrease due to adverse weather or other changes. This reserve will accumulate 10% of any net retained earnings of the Groundwater Enterprise and beginning in 2014 will be budgeted at up to 5% of the total rate. This 5% may be phased in over time. The reserve shall no longer be budgeted when it reaches \$400,000.

### **C. Redlands Plaza Reserve**

The District's offices are in Redlands Plaza and it manages the building for itself and its tenants. In addition, other real property owned by the District that is leased is also managed under this enterprise. The Redlands Plaza Reserve (RPR) shall be developed solely of lease payments of the property leased up to an amount not to exceed greater of 150% of the average annual maintenance costs or 50% of annual rental proceeds plus any capital improvement needed. For ~~2015-2017~~ the level is set at ~~\$65,000~~\$81,418. The purpose of the RPR is to accumulate funding to pay for major maintenance, upgrades, marketing, or emergency repairs.

### **D. Land Resources Reserve**

The Land Resources Reserve (LRR) shall be developed to fund general operating cash flow needs relative to the land management, planning, habitat, wash plan and other costs related to the Districts held lands. Through the payment of Aggregate royalties and other revenue, the LRR will accumulate capital to be able to fund the management needs and establish security against future unexpected expenses. Staff shall coordinate with Land Resource Partners on likely income for each fiscal year and plan for the contribution or use of this reserve fund.

Initially in 2011 this reserve did not have funding contribution due to limited mining activities. Costs to the Land Resources Enterprise will be funded by mining royalties. For 2017, the reserve is increased to ~~\$750,000~~\$16,743. Future levels may be set by modifications or in the Annual Budget.

### **E. Prepaid Royalties Reserve**

The District holds a \$5 Million prepaid royalty from Robertsons. This reserve is subject to call provisions in the contract with Robertsons and is invested in 1 year or shorter investments. This Prepaid Royalties

## San Bernardino Valley Water Conservation District Policy

Reserve (PRR) is intended to provide the assurance to the District from Robertsons for the long term lease of District property and the payment of future royalties. District revenue from interest may be used in the General Fund or fund the PRR if identified in the Annual Budget.

### ~~F. Habitat Management Endowment Reserve/Trust (future)~~

~~This reserve is to provide multi-year funding to support future habitat projects required in the Habitat Conservation Plan for the Wash Plan. This endowment requires a restricted reserve or trust to insure funding is available from interest to pay for future costs. These funds may be contributed to a Trust for safekeeping, if required. The District does not currently have any habitat management requirements budgeted for reserve but may have such requirements will when the wash plan is implemented. The level for this reserve will be determined when a plan is approved by the Board.~~

## General Fund Reserves

### 1. General Fund Reserve

This reserve is to secure funding to the General Fund for District operations in time of temporary deficit and to balance the large swings in District cash flow. The sources of funding to the District are ephemeral and tend toward moving together so when one revenue source is down others are as well. Thus, the District needs to have longer term reserves and short term operating funds and capital.

Because there will be urgent needs and possible unforeseen costs after the District sets rates and or costs which are over budget the District will use the General Fund Reserve (GFR). This allows the District flexibility to operate even in down economic cycles.

This is the only existing reserve (with the exception of the Prepaid Royalty Reserve) ~~and it that~~ has been significantly depleted in the past years due to the general economy and litigation costs. This reserve will be budgeted each year to increase and/or decrease based on annual operating expenditures of the General Fund and annual decisions made by the Board. It is envisioned that this reserve level balance once achieved, will be maintained at a level equal to two years of General Fund operating expenses, currently approximately \$1,205,000.

### 2. Operating Funds and Levels

The Board has established an "Operating Fund" as a subset of the General Fund Reserve. This fund, not to exceed \$300,000, is established and may be withdrawn by the General Manager, from LAIF or other investments to meet the projected operating cash flow needs of the District within the budget year. Because revenue and expense timing as well as contract reimbursements do not align with expenses this Operating Funding is important. Costs vary from year to year; therefore the Operating Fund level should be reviewed and may be modified by the Board as part of the Annual Budget process. The General Manager shall not transfer operating funds from investments beyond the level of the Operating Fund without Board approval.

Additionally Specific Projects (such as the Wash Plan and Plunge Creek) will have project funding that must be illustrated in the District Annual Budget, but is not received or expended with regard for fiscal year. Planned spending of these project funds will be identified in the budget to the extent possible and will be subject to the segregation requirements of the Reserve Policy, but are not technically reserves for other purposes.

### 3. Compensated Absences Reserve

The Board established this reserve to reflect the set aside of earned but unpaid annual leave, sick time and Vacation. The purpose of the reserve is to insure the District can pay for sick or vacation at employee separation.

### 4. PERS Employer Contribution and Post Employment Expense Reserve

The District has limited post-employment liabilities due to its prudent management of benefits. The District shall complete an actuarial evaluation every ~~three~~two years or similar report to provide reserve funding adequate to fund projected post-employment expenses. In May, 2014 the Board authorized \$32,423.00 allocated to this Reserve for the full funding of anticipated costs. ~~The Board may authorize increases to this reserve. The actuarial evaluation also recommended additional annual contributions of \$8,883.00. Additional funds were added to the reserve until the Board approved the CalPERS OPEB Trust to hold funds for the OPEB liability. No funding is included in this reserve due to the Trust.~~

This reserve ~~also is to~~ provides funding for the District to protect against future fluctuations in the employer contribution as witnessed over the past several years. SBVWCD, as most agencies, ~~were~~was not obligated to contribute to the PERS retirement program as interest rates and earnings exceeded the projected liabilities of the retirement fund. Over the past few years the SBVWCD Employer Contribution has increased and additional increases are forecasted in the future. This reserve will be created to set aside funds at 7% of payroll even when the requested contribution from PERS falls below this level. No contribution and/or set aside will be required at this time.

### 5. Self-Insurance Reserve

This reserve is to provide insurance protection to the District for losses that could arise from property, general liability and worker's compensation claims. The reserve should be maintained at a level that together with SBVWCD's existing insurance policies would adequately protect the District. The Self-Insurance Reserve (SIR) will accumulate funds at an annual rate of \$5,000 earning interest allocated quarterly on balances maintained. The fund shall be utilized to cover insurance losses experienced by the agency that may or may not be awaiting insurance claim reimbursement or deductibles. The agency shall cease to contribute set-aside funds upon reaching a \$50,000 balance.

### 6. Capital Improvement and Equipment Reserve

This reserve is to provide multi-year funding to support future capital projects and equipment identified and approved by the Board in the District plans and budgets. Costly equipment or vehicles are budgeted and reserves maintained as an alternative to funding depreciation in the budget process. The District has reviewed its capital improvement and equipment reserve based on capital repairs and equipment. This reserve target ~~was is~~ set to \$400,000 in 2015 and has been increased to \$750,000 to accommodate future capital needs primarily for Mill and Plunge Creek projects.

#### CLARIFICATION:

##### Restricted Reserves

The only funds classified as restricted are those which are specifically governed by a written contract with the agency or outlined within the "bond covenants" of a bond issue.

##### Unrestricted Reserves

Reserve levels classified as unrestricted are set by SBVWCD Board Resolution. The Board may modify or transfer funds between reserves by Board action.

### Reserve and Enterprise Transfers, Loans and Approval

## **San Bernardino Valley Water Conservation District Policy**

The District Board has authority over all transfers and loans among enterprises and their Reserve accounts. The Board delegates day to day management of the funds of the enterprises to the General Manager. Under this authority, the General Manager may approve the transfer/loan of funds from one enterprise/reserve to/from another within the fiscal year in an amount not to exceed \$50,000. Such transfers/loans must be repaid within the same fiscal year and accrued interest (at the LAIF rate) is due to the lending enterprise reserve from the borrowing enterprise reserve. Invested funds are pooled and interest is allocated to the general fund unless specifically identified. Transactions above this limit or which will extend past the end of the fiscal year shall be disclosed and approved by the Board unless included in the annual budget.

## Reserve Balances, Contributions, Uses and Loans

6/30/2015  
Ending

6/30/2016  
Ending

Proposed

District Policy Reserves	July 2015				Retirement Unfunded Liability payment	June-16				Target or Max	Changes	Jan-17		Notes
	New Balance	Audited 2015	Target or Max	Percent Funded		Changes	Estimated Balance	Audited 2016	Percent Funded			New Balance	Percent Funded	
Groundwater Recharge Enterprise Reserve	\$1,290,120	\$1,970,947	\$1,250,000	158%	-\$325,073	-\$51,909	\$1,919,038	\$2,066,431	165%	\$ 1,250,000	-\$700,000	\$ 1,366,431	109%	Move to Capital
Groundwater ER Maintenance Reserve	\$250,000	\$250,000	\$250,000	100%		\$0	\$250,000	\$250,000	100%	\$ 250,000	\$ -	\$ 250,000	100%	
GWA Rate Stabilization	\$65,605	\$65,605	\$400,000	16%		\$41,869	\$107,474	\$107,474	27%	\$ 400,000	\$ -	\$ 107,474	27%	
Redlands Plaza Reserve	\$81,418	\$56,359	\$81,418	69%	-\$36,119	\$8,528	\$64,887	\$142,619	175%	\$ 81,418	\$ -	\$ 142,619	175%	
Land Resources Reserve	\$968,387	\$1,187,296	\$816,743	145%	-\$144,477	\$45,643	\$1,232,939	\$1,162,749	142%	\$ 816,743	-\$200,000	\$ 962,749	118%	Move to GF
Prepaid Royalties Reserve	\$5,000,000	\$5,000,000	\$5,000,000	100%		\$0	\$5,000,000	\$5,000,000	100%	\$ 5,000,000	\$ -	\$ 5,000,000	100%	
PERS/Post Employment Expense Trust	\$41,306	\$41,306	\$41,306	100%	-\$41,770	-\$41,306	\$0	\$0	0%	\$ 45,500	\$ -	\$ -	0%	
Self Insurance Reserve	\$20,000	\$20,000	\$50,000	40%		\$5,000	\$25,000	\$25,000	50%	\$ 50,000	\$ -	\$ 25,000	50%	
Capital Improvement/Equipment Reserve	\$400,000	\$60,000	\$400,000	15%		\$0	\$60,000	\$60,000	15%	\$ 750,000	\$ 700,000	\$ 760,000	101%	For GW Projects
General Fund Reserve	\$1,211,566	\$521,687	\$1,211,566	43%	-\$216,715	-\$121,800	\$399,887	\$223,086	18%	\$ 1,211,566	\$ 200,000	\$ 423,086	35%	From Land Fund
Compensated Absences Reserve						\$107,000	\$107,000	\$107,000	100%	\$ 107,000	\$ -	\$ 107,000	100%	
<b>Total All Allocated Reserves</b>	<b>\$9,328,402</b>	<b>\$9,173,200</b>	<b>\$19,501,033</b>	<b>47%</b>	<b>-\$764,154</b>	<b>-\$6,975</b>	<b>\$9,166,225</b>	<b>\$9,144,359</b>	<b>47%</b>	<b>\$ 19,962,227</b>	<b>\$ -</b>	<b>\$ 9,144,359</b>	<b>46%</b>	

Cash & Cash Equivalents (Enter Audited #)

\$ 9,173,200

\$ 9,144,359

Changes



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwd.org](http://www.sbvwd.org)

Memorandum No. 1467

**To: Board of Directors**

**From: Daniel Cozad, General Manager**

**Date: January 11, 2017**

**Subject: District Records Destruction**

## **RECOMMENDATION**

Requests approval of the destruction of District records, in accordance with existing policy, of the documents listed within Destruction Logs #00010-00012, 00014.

## **BACKGROUND**

The District hired two Document Imaging Interns through the University of Redlands Work Study program to assist in managing documents held by the District. Over the past few months the interns have identified approximately 21 boxes of obsolete records for destruction in accordance with existing policy. Administrative staff has reviewed the Destruction Logs and documents and concurs with the Document Imaging Interns recommendations.

The Destruction Logs are included within the Board Packet.

## **FISCAL IMPACT**

The cost to have an outsourced shredding company to destroy these documents is approximately \$150.00.

## **POTENTIAL MOTIONS**

1. Move to approve the Destruction Logs as presented.
2. Move to table the item to a future meeting of the Finance & Administration Committee or the Board.

## **ATTACHMENTS OR MATERIALS**

Destruction Logs #00010-00014

BOARD  
OF  
DIRECTORS

Division 1:  
Richard Corneille  
Division 2: David E.  
Raley

Division 3:  
T. Milford Harrison  
Division 4:  
John Longville

Division 5:  
Melody McDonald

GENERAL  
MANAGER

Daniel B. Cozad



SBVWCD Log#: 00010

## AUTHORIZATION FOR DESTRUCTION OF OBSOLETE RECORDS

Record Type:    Hard Copy                  X  
                     Electronic

(1) Record Series	(2) Description	(3) File Location	(4) Media Type	(5) Years Covered	(6) Reference Status	(7) Document (Original/Copy)	(8) REMARKS (Vital or Confidential Records, Retention Authority, etc.)
Human Resources	Correspondence	Annex	Hard Copy	2001, 2003-07	Expired	Working Files	Retention Term Ended
Correspondence	Correspondence	Annex	Hard Copy	1998, 2000-2001	Expired	Working Files	Retention Term Ended
Human Resources	Applications/Resumes	Annex	Hard Copy	2003-2006	Expired	Original	Retention Term Ended
Human Resources	C. Theuer Notary Registration	Annex	Hard Copy	2007	Expired	Original	Retention Term Ended
Accounting/Finance	Expenditures Processed	Annex	Hard Copy	2008	Expired	Original	Retention Term Ended
Correspondence	Correspondence	Annex	Hard Copy	1993-2003, 2008	Expired	Working Files	Retention Term Ended
Correspondence	FPPC Filings - Lobbyist	Annex	Hard Copy	2000-2006	Expired	Original	Retention Term Ended
Correspondence	ACWA/JPIA	Annex	Hard Copy	2003-2007	Expired	Original	Retention Term Ended
Accounting/Finance	Annual Report Financial Transactions Concerning Special Districts of CA	Box 1K	Hard Copy	1969-89	Expired	Original	Retention Term Ended
Human Resources	Payroll Reports	Box 2	Hard Copy	1984-1995	Expired	Original	Retention Term Ended
Big Bear Watermaster	Annual Reports	Box 1A	Hard Copy	1978-2013	Expired	Duplicates	Retention Term Ended
Conference Booklets	Drought & Water Conservation from DWR	Box 1N	Hard Copy	1976-1977	Expired	Original	Retention Term Ended
Engineering	SAR Watermaster Annual Report	Box 2A	Hard Copy	1977-1990	Expired	Duplicates	Retention Term Ended
Legal	OCWD v. Chino Settlements & Stipulations	Box 2A	Hard Copy	1966-1969	Expired	Duplicates	Retention Term Ended

**Requested by:** Gilbert N. Chavez  
**Date:** 1/5/2017

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_



SBVWCD Log#: 00011

# AUTHORIZATION FOR DESTRUCTION OF OBSOLETE RECORDS

Record Type: Hard Copy X  
Electronic \_\_\_\_\_

(1) Record Series	(2) Description	(3) File Location	(4) Media Type	(5) Years Covered	(6) Reference Status	(7) Document (Original/Copy)	(8) REMARKS (Vital or Confidential Records, Retention Authority, etc.)
Accounting/Finance	Auditor Controller Tax Receipts	1D	Hard Copy	1996-2006	Expired	Original	Retention Term Ended
Accounting/Finance	Open Charge Accounts	Annex	Hard Copy	1990	Expired	Original	Retention Term Ended
Administration	Redlands Aggregate Royalty Statements	Annex	Hard Copy	2000-2001	Expired	Original	Retention Term Ended
Administration	Cemex Royalty Statements	Annex	Hard Copy	1998-2006	Expired	Original	Retention Term Ended
Administration	Sunwest Materials Royalty Statements	Annex	Hard Copy	1996-1998	Expired	Original	Retention Term Ended
Real Property	Sunwest Leases	Annex	Hard Copy	2001-2003	Expired	Duplicates	Retention Term Ended
Real Property	Cemex Lease Minimum Rents	Annex	Hard Copy	2003-2005	Expired	Duplicates	Retention Term Ended
Engineering	Highland Redev Draft Reports	Box 1D	Hard Copy	1991	Expired	Working Materials	Retention Term Ended
Engineering	Draft Bunker Hill-San Timoteo Reports	Box 1D	Hard Copy	1970	Expired	Working Materials	Retention Term Ended
Engineering	Notices	Box 1D	Hard Copy	1988-1991	Expired	Original	Retention Term Ended
Correspondence	Muni, DWR, Todd Eng, CEQA	Annex	Hard Copy	2001-2003	Expired	Original	Retention Term Ended
Accounting/Finance	SBC Special District Budgets	Box 1P	Hard Copy	1974-1983	Expired	Original	Retention Term Ended
Accounting/Finance	SBC Special District Budgets	Box 1V	Hard Copy	1966-1971	Expired	Original	Retention Term Ended
Engineering	Studies, Reports	Box 1J	Hard Copy	1984, 1992	Expired	Duplicates	Retention Term Ended
Accounting/Finance	SBC Special District Budgets	Box 1M	Hard Copy	1971-1976	Expired	Original	Retention Term Ended
Engineering	Reports - USGS	Box 1V	Hard Copy	1964 - 71, 88, 89	Expired	Original	Retention Term Ended

Requested by: Gilbert N. Chavez  
Date: 1/5/2017

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_





# AUTHORIZATION FOR DESTRUCTION OF OBSOLETE RECORDS

SBVWCD Log#: 00014

Record Type: Hard Copy X  
Electronic \_\_\_\_\_

(1) Record Series	(2) Description	(3) File Location	(4) Media Type	(5) Years Covered	(6) Reference Status	(7) Document (Original/Copy)	(8) REMARKS (Vital or Confidential Records, Retention Authority, etc.)
Engineering	USGS Hydrology, Description	Annex	Hard Copy	1997	Expired	Draft	Retention Term Ended
Information Technology	SBVWCD Maps Spreading Facilities	Annex	Hard Copy	1990	Expired	Original	Retention Term Ended
Engineering	MWD Inland Feeder Project Correspondence	Annex	Hard Copy	1990-1999	Expired	Original	Retention Term Ended
Legal	MWD Legal Correspondence	Annex	Hard Copy	1999	Expired	Copy	Retention Term Ended
Lockheed	Miscellaneous	Box A	Hard Copy	1970-1980	Expired	Duplicate	Retention Term Ended
Lockheed	Miscellaneous	Box D	Hard Copy	1975-1986	Expired	Duplicate	Retention Term Ended
Lockheed	Miscellaneous	Box B	Hard Copy	1968-1973	Expired	Duplicate	Retention Term Ended
Lockheed	Miscellaneous	Box C,E,F	Hard Copy	1961-1979	Expired	Duplicate	Retention Term Ended

Requested by: Gilbert N. Chavez  
Date: 1/5/2017

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

P.O. Box 1839  
Redlands, CA 92373-0581

Memorandum No. 1468

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: January 11, 2017**

**Subject: ACWA JPIA Executive Committee Nomination**

## **RECOMMENDATION**

Review, discuss and consider approval of providing nominating resolution for Vice President McDonald for the ACWA JPIA Executive Committee and approve Resolution No. 542.

## **BACKGROUND**

The District has received a request from Vice President McDonald requesting support for a position on the ACWA JPIA Executive Committee. No other requests have been received for position.

## **FISCAL IMPACT**

The costs are already included in 2016-2017 approved budget for Vice President McDonald's position on the JPIA Committee.

## **POTENTIAL MOTIONS**

1. Move to authorize staff to prepare resolutions for specific nominees for the ACWA JPIA Executive Committee.
2. Move to request this item to be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

## **ATTACHMENTS OR MATERIALS**

ACWA JPIA Notice  
Resolution No. 542

BOARD  
OF  
DIRECTORS

Division 1:  
Richard Corneille  
Division 2: David E.  
Raley

Division 3:  
T. Milford Harrison  
Division 4:  
John Longville

Division 5:  
Melody McDonald

GENERAL  
MANAGER

Daniel B. Cozad



**To:** JPIA Directors, Alternates, and Others  
**From:** Sylvia Robinson, Publications & Web Editor  
**Date:** January 3, 2017  
**Subject:** 2017 ACWA JPIA Executive Committee Election Notice

Notice is hereby given that there will be an Executive Committee election during the JPIA's Board of Directors' meeting to be held on May 8, 2017, at the spring conference in Monterey, California.

This election will fill four Executive Committee member positions, each for a four-year term each.

The incumbents are Tom Cuquet, South Sutter WD; David Drake, Rincon Del Diablo MWD; and Melody McDonald, San Bernardino Valley WCD. There is one vacant position.

Candidates for the election must be elected or appointed directors of the JPIA member that they represent and must have been appointed by that member to be on the JPIA's Board of Directors. Further, candidates for the election must also be representatives of JPIA members that participate in all four of the JPIA's Programs: Liability, Property, Workers' Compensation, and Employee Benefits.

The candidates must also each receive concurring in nomination resolutions from **three** other JPIA members. However, JPIA members may **concur** in the nomination of as many candidates as they wish. When asking other JPIA members to concur in a nomination, it would be helpful to them to include some information about the Director and his/her background.

The submission of the nominating resolution, the three concurring in nomination resolutions, and the candidate's statement of qualifications is the sole responsibility of the nominating member. These nominations must reach the JPIA by the close of business (4:30 pm) on **Friday, March 24, 2017**. Nominations may be mailed to the attention of Sylvia Robinson at the JPIA: P. O. Box 619082, Roseville, CA 95661-9082 or emailed to [srobinson@acwajpia.com](mailto:srobinson@acwajpia.com).

Final notice of the qualified candidates will be included as part of the Board of Directors' meeting packet, which will be mailed on or before April 24, 2017, to those who request a meeting packet.

Use this [link](#) to find copies of this notice, the nominating procedures, and sample resolutions on the JPIA's website.

## RESOLUTION NO. 542

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the San Bernardino Valley Water Conservation District that its member of the ACWA/JPIA Board of Directors, Melody McDonald, be nominated as a candidate for the **Executive Committee** for the election to be held on May 8, 2017.

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

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

**ADOPTED** this 11th day of January, 2017.

---

President, Board of Directors

ATTEST:

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Secretary



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwd.org](http://www.sbvwd.org)

Memorandum No. 1471

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: January 11, 2017**

**Subject: ACWA Region 9 Candidate Nomination for 2016-2017**

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## **RECOMMENDATION**

Review ACWA Region 9 Board Member requirements and consider nominating Director Harrison to run for election for a seat on the ACWA Region 9 Board of Directors and approve Resolution No. 543.

## **BACKGROUND**

The ACWA Region 9 Board has a vacancy for the remainder of the 2016-2017. This is a volunteer elected position; each member agency would be responsible for compensating their director for all expenses. Meetings are held bi-monthly primarily by conference call and there are meetings held at Fall and Spring conferences.

The deadline for nomination by Board Resolution is **February 6, 2017**. Additional details are included in package.

## **FISCAL IMPACT**

The increase in Board of Directors expenses are estimated to increase by approximately \$2,000 due to required bi-monthly meeting attendance.

## **POTENTIAL MOTIONS**

1. Move to authorize staff to prepare resolutions for specific nominees for the ACWA Region 9 Board.
2. Move to request this item to be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

## **ATTACHMENTS OR MATERIALS**

ACWA Region 9 Notice  
Resolution No. 543

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BOARD  
OF  
DIRECTORS

Division 1:  
Richard Corneille  
Division 2: David E.  
Raley

Division 3:  
T. Milford Harrison  
Division 4:  
John Longville

Division 5:  
Melody McDonald

GENERAL  
MANAGER

Daniel B. Cozad

## Athena Monge

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**From:** Ana Javaid <AnaJ@acwa.com>  
**Sent:** Thursday, December 08, 2016 2:43 PM  
**Subject:** ACWA Region 9 Call for Candidates



## MEMORANDUM

Date: December 8, 2016

To: ACWA Region 9 Member Agency Presidents and General Managers  
(sent via e-mail)

From: ACWA Region 9 Board

The Region 9 Board is looking for ACWA members who are interested in leading the direction of ACWA Region 9 for the 2016-2017 term. The Board is seeking candidates to fill one Board Member vacancy.

The leadership of ACWA's ten geographical regions is integral to the leadership of the Association as a whole. The Chair and Vice Chair of Region 9 serve on ACWA's Statewide Board of Directors and recommend all committee appointments for Region 9. The members of the Region 9 Board determine the direction and focus of region issues and activities. Additionally, they support the fulfillment of ACWA's goals on behalf of members.

If you, or someone within your agency, are interested in serving in a leadership role within ACWA by becoming a Region 9 Board Member, please familiarize yourself with the Role of the Regions and Responsibilities; and the Region 9 Rules and Regulations ([HERE](#)) and complete the following steps:

- **Complete the attached Nomination Form [HERE](#)**
- **Obtain a Resolution of support from your agency's Board of Directors (Sample Resolution [HERE](#))**
- **Submit the requested information to ACWA as by **February 6, 2017****

The Region 9 Board will make their appointment shortly thereafter and will inform the region of the results.

If you have any questions, please contact ACWA Regional Affairs Representative Brandon Ida at [brandoni@acwa.com](mailto:brandoni@acwa.com) or ACWA Region & Member Services Specialist II Ana Javaid, at [anaj@acwa.com](mailto:anaj@acwa.com) or call (916) 441-4545.

**RESOLUTION NO. 543**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN  
BERNARDINO VALLEY WATER CONSERVATION DISTRICT IN  
PLACING IN NOMINATION T.MILFORD HARRISON. AS A  
MEMBER OF THE ASSOCIATION OF CALIFORNIA WATER AGENCIES  
REGION 9**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SAN  
BERNARDINO VALLEY WATER CONSERVATION DISTRICT AS FOLLOWS:**

**WHEREAS**, The Board of Directors (Board) of the San Bernardino Valley Water Conservation District does encourage and support the participation of its members in the affairs of the Association of California Water Agencies (ACWA); and

**WHEREAS**, T. Milford Harrison has indicated a desire to serve as a member of the ACWA Region 9 Board.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Directors of San Bernardino Valley Water Conservation District does place its full and unreserved support in the nomination of T. Milford Harrison. for the ACWA Board position representing Region 9. The Board of Directors also hereby determines that the expenses attendant with the service of T. Milford Harrison to ACWA Region 9 shall be bore by the San Bernardino Valley Water Conservation District.

**PASSED, APPROVED AND ADOPTED** at a regular meeting of the Board of Directors this 11th day of January 2017, by the following vote:

YES:	DIRECTORS:
NO:	DIRECTORS:
ABSTAIN:	DIRECTORS:
ABSENT:	DIRECTORS:

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Richard Corneille, President

ATTEST:

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Daniel B. Cozad, Secretary



# SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

1630 West Redlands Boulevard, Suite A  
Redlands, CA 92373-8032  
(909) 793-2503  
Fax: (909) 793-0188

Email: [info@sbvwcd.org](mailto:info@sbvwcd.org)  
[www.sbvwcd.org](http://www.sbvwcd.org)

Memorandum No.1469

**To: Board of Directors**

**From: Daniel Cozad, General Manager**

**Date: January 11, 2017**

**Subject: Legislative and Regulatory Platform**

## **RECOMMENDATION**

Review, discuss and consider approval of Legislative and Regulatory Platform for 2017.

## **BACKGROUND**

Staff developed a legislative platform for the Upper Santa Ana Water Resources Association which was accepted for the Association in 2015 before it concluded. As part of the Boards planning efforts for the year staff revised and updated the platform for the District.

## **Legislative & Regulatory Platform**

While the District is not active in lobbying highly focused on legislation or regulation the Legislative Platform reflects water and habitat related issues in the San Bernardino Valley area. It is intended to guide legislative or regulatory advocacy efforts which often arise with timeframes that do not allow the Board of Directors to provide specific staff direction. Staff will still bring issues not covered or potentially controversial issues to the Board where possible. Resolution 537, on the powers of the general manager states:

“19. Comments on Pending Legislation or Policy Matters. The General Manager may, from time to time, comment upon proposed statutes, regulations, or other legislative or quasi-legislative acts, or other items of policy facing or affecting the District or its operations, when such acts directly impact the District and its functions. Comments shall conform to the District Strategic Plan and Annual Goals. If there is any question about the position of the District and to the extent the need for comment on such acts rises without sufficient time for the General Manager to consult the Board President or Vice-President, or Board of Directors, the General Manager may comment upon such acts to the legislative or quasi-legislative body considering them, or the persons, institutions, corporations, or agency or agencies implicated in the policy matter, on District letterhead, consistent with what the General Manager perceives to be in the District’s best interest. No such comment shall reflect that the General Manager’s position as stated in the comment is the position of the Board of Directors, unless the Board of Directors has so authorized the General Manager. In the event the General Manager undertakes to comment on such acts in the manner provided herein, a copy of any and all communications so made shall be provided to the Board of Directors at its next regularly scheduled meeting for ratification.”

BOARD  
OF  
DIRECTORS

Division 1:  
Richard Corneille  
Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison  
Division 4:  
John Longville

Division 5:  
Melody McDonald

GENERAL  
MANAGER

Daniel B. Cozad

To further clarify and provide direction the following was developed and borrows from several legislative platforms of groups in which the District is involved.

**Consider Supporting**

1. Federal and State funding programs for developing and improving water supplies, including new surface and groundwater storage, recycled water, water quality improvements and conservation programs.
2. Federal and State funding programs, bills and bonds supporting habitat conservation, trail and park improvements; including but not limited to Endangered Species Act (ESA) Section 6 appropriations, bond funding for wildlife conservation board, and allocation of cap and trade funds for habitat, trails, recreation and conservation.
3. State or local ordinances that provide tools to allow local agencies to more effectively respond to trespass, theft and destruction of public resources and property including land and water resources.
4. State legislation and administrative action related to the sensible implementation of the Sustainable Groundwater Management Act that continues to focus on local control.
5. State legislation and regulation that would encourage and fund water use efficiency programs for commercial and industrial facilities as well as residential users.
6. State legislation and administrative action related to the sensible implementation water quality regulations safeguarding water quality from the impacts of industrial and other contaminants.
7. Federal and State legislation and regulations support increased resources to resource agencies to process and fund local habitat management plans and their projects.
8. Federal and State efforts to encourage resource agencies implementing the ESA and California ESA in a more integrated and holistic manner to address species recovery. Encourage partnerships for habitat planning and support of land exchanges to facilitate habitat conservation plans.
9. Federal and State efforts that reduce impediments and delays and increase grant funding options in the development of recycled water and other new water resources.
10. State legislation, regulation and administrative actions to improve the efficient and fair implementation of water and park bond programs to benefit the region.

**Consider Opposing**

1. State Legislation that impacts fair allocation of tax proceeds or creates unfunded mandates.
2. State legislation that seeks to limit the authority and fiduciary role of water Agency Boards and Councils to manage the water resources.
3. State legislation that would inappropriately assert the authority of the State, County or Local Agency Formation Commissions or remove appropriate constraints to consolidation or merger of well managed Special Districts.
4. State legislation that would hinder the exercise of existing agency authority in the area of public contracts, procurement, financial administration, public records, and human resources.
5. Federal and State legislation and regulations that hinder the ability of agencies to protect and secure critical infrastructure from cyber or physical threats and damages.
6. Regulatory expansion of water conservation and water use efficiency program mandates that remove or reduce the authority of the local agencies to design and implement at the local level.
7. State or Federal legislation or regulation that reduces or dilutes the value and commitments made by the Wash Plan Task Force members.

**FISCAL IMPACT**

There is no fiscal impact to Legislative Platform adoption. Various bills or regulations may have varying impact to the Water Conservation Districts. Positions taken would attempt to mitigate unfavorable impacts and enhance favorable outcomes. Fiscal impacts cannot be determined prior to analysis of any legislative or regulatory proposal.



# Wash Plan Update

Dec. 2 through Jan. 4, 2016



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## **Wash Plan Habitat Conservation Plan (HCP) and Implementing Agreement (IA)**

The Habitat Conservation Plan and Implementing Agreement (IA) documents are the basis for the Wash Plan HCP. The Endangered Species Act Incidental Take Permit (ITP) needed to construct Covered Activity projects will be based on the HCP document. Fish and Wildlife Service is reviewing IA.

Tasks completed this month include:

- Wash Plan HCP ready for publication in the Federal Register (completed in December)
- Staff worked with CA Department of Fish and Wildlife staff on Durability agreement between the Department and the Bureau of Land Management to provide additional protection on Bureau of Land Management lands that are “additionally managed”.
- CA Department of Fish and Wildlife Department’s state level review of materials for Trust to hold easements and endowment funds complete. Referred to Region for final review.
- MOU between the District and SB County Flood to Board of Supervisors for consideration at the January meeting.

## **Environmental Review (EIR/EIS)**

The joint supplemental Environmental Impact Report (EIR) and Environment Impact Statement (EIS) documents will be noticed with the HCP document and will provide information needed for Federal, State and Local agencies, including the District, to determine whether to implement the HCP after public comment is received. Staff is assisting consultant final draft for publication in Federal Register. First one-third of document was distributed to Federal Partners for final review this week.

## **Land Transfers**

The successful implementation of the Wash Plan HCP requires two land transfers, one between Flood Control and Robertson’s Ready mix and a transfer between the District and the Bureau of Land Management (BLM). The District and BLM transfer requires Congressional action. Congressmen Cook and Aguilar will introduce H.R. 4024 this term.

Wash Plan Timeline	Committee Selected	Schedule Date	Actual**/ Revised	Meeting
Make Changes to Wash Plan to reflect SBCFC as a separate Permittee	30	5/15/2016	5/25/2016**	
Review	15	5/30/2016	7/9/2016**	
Finish EIS/EIR, IA, MOU*	45	7/15/2016	9/15/2016	
Review	20	7/30/2016	9/30/2016	
Documents to the Federal Register	20	8/15/2016	2/15/2016	Milestone
Public Review - fixed time period	90	11/15/2016	5/15/2017	
Respond to comments	45	12/31/2016	9/15/2017	
FWS -Complete, review, and approve biological opinion and other internal documents	30	1/30/2017	10/15/2017	
ROD and other documents to Federal Register	25	2/15/2017	10/15/2017	Milestone
CEQA Public Hearing		2/8/2017	10/8/2017	Milestone
FWS - Region review of final documents ITP issuance	45	4/15/2017	12/15/2017	Milestone
Timeline to Issuance:	365		545	
*MOU complete **Complete	Permit Issuance			

# WASH PLAN

## PROFIT & LOSS BUDGET VS ACTUAL

FY 2016-2017 AND TOTAL BUDGET through December 2016

	FY 2015-2016 Wash Plan				FY 2016-2017 Wash Plan				TOTAL WP Budget as of December 31, 2016			
	Jul '15 - Jun '16	Budget	\$ Over Budget	% of Budget	Jul '16 - Jun '17	Budget	\$ Over Budget	% of Budget	Jul '13 - Nov '16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense												
Income												
4025 · Wash Plan Revenue	0.00	175,355.20	-175,355.20	0.0%	412,988.94	430,000.00	-17,011.06	96.04%	1,364,985.23	1,425,855.20	-60,869.97	95.73%
Total Income	0.00	175,355.20	-175,355.20	0.0%	412,988.94	430,000.00	-17,011.06	96.04%	1,364,985.23	1,425,855.20	-60,869.97	95.73%
Expense												
5081 · Wash Plan	0.00	0.00	0.00	0.0%	15.34	0.00	0.00	100.0%	297.80	0.00	297.80	100.0%
5083 · Repayment of Wash Plan Advance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%	188,365.40	0.00	188,365.40	100.0%
5122 · Wash Plan Professional Services	82,109.55	62,000.00	20,109.55	132.44%	27,483.96	70,000.00	-42,516.04	39.26%	492,087.63	421,000.00	71,087.63	116.89%
5145 · Environmental Services (WP)	0.00	55,000.00	-55,000.00	0.0%	157,846.49	160,000.00	-2,153.51	98.65%	177,512.74	733,000.00	-555,487.26	24.22%
5175 · Legal - Wash Plan	76,318.21	44,500.00	31,818.21	171.5%	13,982.00	25,000.00	-11,018.00	55.93%	115,222.97	156,000.00	-40,777.03	73.86%
* District Support-overhead, benefits, salary	127,083.41	144,952.94	-17,869.53	87.67%	62,157.01	175,075.05	-112,918.04	35.5%	391,796.49	599,507.10	-207,710.61	65.35%
Total Expense	285,511.17	306,452.94	-20,941.77	93.17%	261,469.46	430,075.05	-168,605.59	60.8%	1,364,985.23	1,909,507.10	-544,521.87	71.48%
Net Income	-285,511.17	-131,097.74	-154,413.43	217.79%	151,519.48	-75.05	151,594.53	-201,891.38%	0.00	-483,651.90	483,651.90	0.0%

*WP Professional Services	Total due to District
Baker (RBF Consulting) (EIS)-Complete	\$412,988.94
Baker (RBF Consulting) (1st Amendment)-67% remaining	
Michael Baker International (survey work)-Complete	
Jericho Systems (survey work)-Complete	
Randy Scott (management)-38% spent-Contract Expired	
ICF Jones & Stokes (HCP)-Complete	
ICF Jones & Stokes (1st Amendment)-Complete	
ICF Jones & Stokes (2nd Amendment)-Complete	
ICF Jones & Stokes (3rd Amendment)-26% remaining	
CDM Smith (Trail Planning)-4% remaining	




# General Manager's Report

For December 2, 2016 to January 6, 2017

Daniel B. Cozad

The following report covers the weeks between meetings and the efforts and activities during the reporting period.

1. **Water Conservation – Plan Goal 1** – Storms brought measurable precipitation to the watershed above our diversions in late December and early January. Storms have also increased the debris pool behind Seven Oaks Dam and provided some spread water in Santa Ana 1165 AF and Mill Creek 269 AF. Over half of the Mill Creek recharge is coming from Santa Ana River. State Project water is still the most significant source of recharged water in Santa Ana about 4155 acre feet. Despite limited native water supplies many basins are in use with imported water.
2. **Facility Maintenance and Cleanout- Plan Goal 1** – All water facilities continue to be fully operable and ready for additional stormflows. Field staff completed installation of the main gate heading the Borrow pit. The existing gate had been damaged many times in the past few months. Gate materials are also being prepared for the Mill Creek North Canal. Basin 15 in Santa Ana developed a small leak in the Levee and field staff excavated and compacted the levee to repair the leak without damage.
3. **Aggregate Management – Plan Goal 2** – Staff met with Upland Rock to plan efforts related to construction in the area and coordinate work on Phase 1 of the Enhanced Recharge Project.
4. **Personnel/Administration/Staff – Plan Goal 6** – Staff prepared for end of the calendar year activities. Staff sent out the Groundwater Charge notices and prepared related documents.
5. **Finance/Budget/Audit – Plan Goal 6** – Staff notified the successful and unsuccessful firms that responded to the District's Audit RFP. The Committee's selection and recommendation is presented in this package for Board consideration.
6. **East Branch Extension – Plan Goal 7** – Planning continued to develop an agreement for the District to perform the habitat management required for the EBX2 easement areas on District Owned property for Valley District to improve habitat management efforts and reduce their costs.
7. **Mill Creek Diversion Engineering – Plan Goals 1/7** – Staff and ICF met to discuss project requirements and schedule the meetings with the environmental regulatory

agencies, USACOE and SB County Flood Control in December 2016. A meeting with USACOE is being coordinated for mid-January.

8. **Plunge Creek Project** – *Plan Goals 1/4/7* – ICF Jones and Stokes is supporting regulatory permitting Plunge Creek and Mill Creek. Permitting meetings are ongoing for requirements needed for permitting and being coordinated where possible with Mill Creek permitting (except 408).
9. **Collaborative Enhanced Recharge Project** – *Plan Goal 7* – Staff received an update from Valley District on the project in October. They are preparing materials for bidding in January, while final property acquisition is completed.
10. **Groundwater Sustainability Council** – No meeting was held in December and so no Separate Report is prepared. District Counsel is preparing an updated version of the Framework agreement. Staff made presentations at the SBVMWD Advisory Council and the Western Watermaster group to explain efforts and costs.
11. **Wash Plan** – *Plan Goal 2* – A separate report is provided in the agenda on the Wash Plan.
12. **Santa Ana River Wash Plan Land Exchange Act** – Staff in the congressmen's offices had reported they plan to reintroduce the bills, as they expired without hearing. Staff and lobbyists are working on a plan for 2017 with the new administration.
13. **Conservation Trust** – The Conservation Trust Board of Directors last met on August 15, reviewed policy and financial status and conditions. They authorized filing diligence information with California Department of Fish and Wildlife. The diligence information was reviewed at the regional level and routed to Sacramento for State Review. The next planned meeting is in February.
14. **Property/Redlands Plaza** – *Plan Goal 3* – Staff continues to manage Redlands Plaza. All units are leased but the chiropractor's unit is vacant. Efforts are ongoing to obtain a new tenant. Efforts to support the closing of the Mendoza property acquisition were completed in November.
15. **Mining** – *Plan Goal 2/3* – Mining efforts by CEMEX Contractors continue on the Plant Site. Staff met with CEMEX to initiate discussions about the plan for mining and for amendments to the mining agreement with a goal for summer approval. Staff is planning to utilize the help of the new Audit firm to assist staff with planning a review of payments under the agreements.
16. **Public Outreach and Legislative** – *Plan Goal 4* – Staff continue to provide information and outreach to legislative and other local leaders. Staff participates in various efforts related to regional monitoring of species and issues of public importance. Staff worked with the Cities and SAR Conservancy on trails plan issues. iEfficient
17. **Current Board Action Implementation** – *Plan Goal 3* – Staff is implementing the updated priorities of the Board. Most of these are segregated into separate sections of the General Managers Report or separate reports. ADH Limited received a follow-up letter

from Legal Counsel related to the billing for the Groundwater Charge based upon estimated production. Staff coordinated related to the US District Court case filed against the USACOE over Seven Oaks Dam.

**18. Future Board Activities** – Expected short term items for consideration or note

- Post Audit reserve balance adjustment recommendations in this meeting
- District Committee Appointments in this meeting
- District priority efforts for 2017 in this meeting
- EI Draft and advertised rate for groundwater charge in February
- Groundwater Enterprise Budget in February or March
- BLM MOU for Wash Plan and other District efforts in February or March
- Mill Creek Project permitting recommendations in March
- Board Strategic Planning Workshop in March or April

**19. District Successes** – *Plan Goal 6*

- President's Special Recognition Award by ACWA JPIA for having a Loss Ratio of 20% or less for Liability, Property and Workers' Compensation programs
- Appreciation of the Board for District Accomplishments in December

# San Bernardino Valley Water Conservation District

## Monthly Recharge Report

From: 12/1/2016

To: 12/31/2016



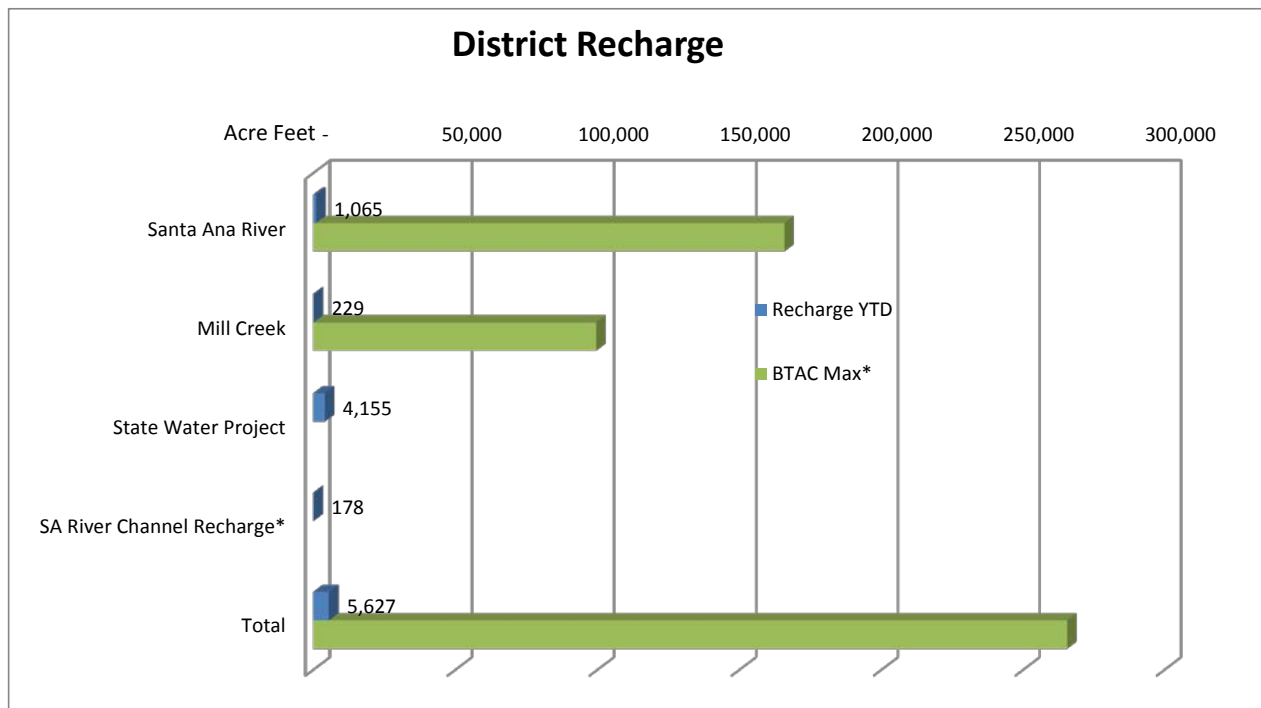
	Decmeber				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	17.7	549	1,065	166,000	1%
Mill Creek	5.1	157	229	99,700	0%
State Water Project	45.7	1418	4,155	NA	NA
In River Channel Recharge**	5.7	178	178	NA	NA
<b>Total</b>	<b>74</b>	<b>2302</b>	<b>5,627</b>	<b>265,700</b>	<b>2%</b>

Values in Acre Feet

\*BTAC Revised Max in December 2016

\*\*Monitoring began in Mid-April 2011

\*\*\* All Values Based on Water Year Oct-Sep 2017





## 2017 Board Calendar - San Bernardino Valley Water Conservation District

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

Jan. 11 Board Meeting  
 Jan. 25 2<sup>nd</sup> Qtr. Finance & Admin Mtg.

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

Jul. 12 Board Meeting  
 Jul. 19 4<sup>th</sup> Qtr. Finance & Admin Mtg.

FEBRUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 08 Board Meeting

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

Aug. 09 Board Meeting

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

Mar. 8 Board Meeting  
Engineering Investigation Report Presentation

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

Sept. 13 Board Meeting

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

Apr. 12 Board Meeting  
Public Meeting/Groundwater Charge  
 Apr. 19 3<sup>rd</sup> Qtr. Finance & Admin Mtg.  
 Apr. 26 Board Meeting  
Public Hearing/Groundwater Charge

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

Oct. 11 Board Meeting

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

May 24 Board Meeting

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

Nov. 08 Board Meeting  
 Nov. 15 1<sup>st</sup> Qtr. Admin Mtg.

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

Jun. 14 Board Meeting

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

Dec. 13 Board Meeting  
 (@ 9:30 a.m.)  
Holiday Luncheon