

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS**

**REGULAR BOARD MEETING
AGENDA**

December 10, 2010 - 9:00 a.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 offices 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 offices and on the Districts website.

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

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

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

3. CONSENT CALENDAR

- Approval of the Board Minutes, November 10, 2010
- Un-audited Financials (based on the original budget) and Check Register, November 2010

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 Mr. Daniel Cozad (909)793-2503 at least 48 hours prior to the meeting to inform him 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.

4. INFORMATION ITEMS:

- A.** Board Committee Reports
- B.** Wash Plan Update
- C.** Other Reports from Staff
 - Field Update Randy Carlisle
 - Santa Ana Sucker
- D.** General Manager Report (Daniel B. Cozad)
- E.** Future Agenda Items & Staff Tasks from Directors

5. ACTION ITEMS, NEW BUSINESS

A. DRAFT STAFFING PLAN

Recommendation: Staff recommends that the Board provide comments on the Draft Staffing Plan and consider approval of interim document.

B. CERTIFICATES OF DEPOSIT FOR INVESTMENT OF RESERVES

Recommendation: Staff recommends the General Manager be authorized to open a deposit account with one or more the Banks or institutions listed in the Board Letter for the purposes of investing unrestricted reserves and royalty prepayments in Certificate of Deposits (CDs). Signers on the Account are to be the President of the Board of Directors, Clare Henry Day and the General Manager/Secretary of the Board, Daniel B. Cozad.

C. LEASING AGENT FOR REDLANDS PLAZA

Recommendation: The Administrative Committee recommends the Board authorize the General Manager to utilize Coldwell Banker Commercial Lazar & Associates as our leasing agent for Redlands Plaza.

D. MENTONE/CANYON PROPERTY

Recommendation: The Administrative and Resources Committee recommend the improvement of the Mentone House property with the expenditure not to exceed \$10,000.00 to get house ready to lease. In addition, authorize the General Manager to execute a contract with Escoto Construction for improvements; procure sanitation facilities for the Mentone shop not to exceed signature authority and advertise the property for lease.

E. SURPLUS PROPERTY OUTSIDE WASH PLAN

Recommendation: Staff recommends that the Board Declare the Canyon Property, 21 Acres, excess of its needs for water conservation which is outside the Wash Plan Boundaries as surplus and notice it to local public agencies.

F. FACILITY MAINTENANCE/OPERATIONS AND AGGREGATE MANAGEMENT PLAN OUTLINE

Recommendation: Staff recommends the Board provide comments and receive and file the update.

6. MONTHLY ACTIVITY REPORTS, AND/OR COMMENTS BY BOARD MEMBERS

7. UPCOMING MEETINGS:

Due to current staffing levels the district offices may be closed during normal business hours. Please accept our apologies.

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|----------------------|---|
| 1. December 13, 2010 | Association of San Bernardino County Special Districts, The Castaway Restaurant , San Bernardino, 6:00 p.m. |
| 2. December 24, 2010 | OFFICE CLOSED in observance of Christmas Eve Holiday |
| 3. December 31, 2010 | OFFICE CLOSED in observance of New Year's Eve Holiday |
| 4. January 3, 2011 | Basin Technical Advisory Committee San Bernardino Valley Municipal Water District, 1:30 p.m. |
| 5. January 12, 2011 | Board of Directors Meeting, District Office, 1:30 p.m. |

8. CLOSED SESSION

Conference with Real Property Negotiators related to the East Branch Extension Easement, located in the Santa Ana and Mill Creek Spreading Grounds APN 0168-321-10; 0168-341-04; 0168-342-04, 06, 09; 0168-381-02; 0297-051-01, 02; 0297-011-07, and 0168-311-06. Real Property negotiators are Daniel B. Cozad and David B. Cosgrove for the District and Doug Headrick for SBVMWD. Instructions are related to price and terms of payment.

and/or

Under the authority of Government Code Section 54956.9(b)(3)(a), and Section 54956.9(c), and Section 54956.9(b)(1), the Board may recess to Closed Session to confer with legal counsel regarding significant exposure to litigation in one case.

9. ADJOURN MEETING. The next regular Board meeting will be on January 12, 2010 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

MINUTES OF THE BOARD MEETING OF
November 10, 2010
1:30 P.M.

President Clare Henry Day called the Board Meeting of the Board of Directors to order at 1:30 p.m. All present stood for the pledge of allegiance, led by President Day.

ROLL CALL:

BOARD MEMBERS PRESENT:

Clare Henry Day, President
Melody McDonald, Vice President
Arnold Wright, Director
John Longville, Director
David E. Raley, Director
Manuel Aranda, Director

BOARD MEMBERS ABSENT:

Richard Corneille, Director

GENERAL COUNSEL PRESENT:

David B. Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager
Randy Carlisle, Field Supervisor

GUESTS PRESENT:

Charles Roberts, Highland Community News

1. PUBLIC PARTICIPATION

President Clare Henry Day announced this as the time for any persons present, who so desire, to make an oral presentation to the Board of Directors. There were no presentations made at the meeting by members of the public.

2. ADDITIONS/DELETIONS TO AGENDA

One addition to the agenda was proposed for an item which was received after publication of the agenda. Conference with Real Property Negotiators related to the East Branch Extension Easement, located in the Santa Ana and Mill Creek Spreading Grounds APN 0168-321-10; 0168-341-04; 0168-342-04, 06, 09; 0168-381-02; 0297-051-01, 02; 0297-011-07, and 0168-311-06. Real Property negotiators are Daniel B. Cozad and David B. Cosgrove for the District and Doug Headrick for SBVMWD. Instructions are related to price and terms of payment.

It was moved by Director McDonald and seconded by Director Aranda to, "Add the closed session item to the agenda under Government Code 54956.8. The motion carried unanimously.

3. CONSENT CALENDAR

Approval of the Board Minutes from October 27, 2010 and un-audited Financials and Check Register from September and October, 2010.

It was moved by Director McDonald and seconded by Director Aranda, "Approve the Consent Calendar with changes to the minutes as noted. The motion carried unanimously.

4. INFORMATION ITEMS

A. Board Committee Reports

Director Longville reported the Ad Hoc Committee on Budget Revisions met and agenda items would be discussed in the items on the agenda.

In discussion of the meeting report it was determined to take item 5. D. out of order.

It was moved by Director McDonald and seconded by Director Wright, "Take Item 5 D. (Amendments to the Policy Handbook of the Conduct of the Business of the Board) out of order." The motion carried unanimously.

Discussion continued with explanation on the changes proposed by the Ad Hoc committee especially with respect to the District Requested meetings and the Director Selected meetings. Director Aranda discussed the meetings he attends and the presentations he makes which would fall under the Director Selected meetings. It is understood that there were reductions in otherwise valuable efforts that the district can no longer afford. A correction by Counsel to "Appendix C" item b. Washington DC Legislative Forum was changed from "not attended in 2011" to Board selected so the policy did not need to be changed for 2012. Also typographic errors were identified for correction.

It was moved by Director Longville and seconded by Director McDonald, "Approve the changes to the Policy Handbook for the Conduct of the Business of the Board, with noted corrections". The motion carried unanimously.

B. Wash Plan Update

General Counsel Cosgrove provided a detailed update on the meetings held with Wash Plan Project Manager, Randy Scott, the Bureau of Land Management (BLM) and US Fish and Wildlife Service (USFWS) relative to the project. Mr. Cosgrove stated that USFWS had changed their position and wanted to review the property transaction documents with the EIS and HCP. Staff plans to reconvene both federal agencies to discuss the expansion of the scope of the Environmental Impact Statement (EIS). After meeting with the partners the next steps will be for the general manager, project manager and legal counsel to decide what to take back to the consultants with regard to revisions to the HCP and EIS and potential out of scope work, and not to exceed estimated costs associated.

C. Canyon House Update

Staff updated the Board on the status of efforts related to the Mentone property and Canyon House. The prior Board Direction to review the house and yard/shop separately and to obtain a market assessment of sale and rental to complete the analysis is underway and staff will have a complete update in December. Staff believes that a separate septic system is not permissible and will be evaluating other solutions for the Shop.

D. General Manager's Report

A written General Manager's Report was distributed to the Board and summarized by Mr. Cozad. Additionally, Mr. Cozad discussed the By-law changes proposed by ACWA and inquired if any Director would be attending the Wednesday session to vote, as there were none, he will cast the vote for the District. Mr. Cozad asked for volunteers for

interviews with candidates for the Board Secretary/Admin Manager position. Mr. Cozad also indicated the Ad Hoc Committee had recommended pot luck for the Holiday Luncheon with the staff and directors bringing sides and deserts. Athena will coordinate.

E. Future Agenda Items and Staff Tasks

No items were identified

5. ACTION ITEMS/NEW BUSINESS

A. Association of California Water Agencies Health Benefits Authority (ACWA/HBA) Election

Mr. Cozad identified the ballot and materials in the package. Director McDonald identified candidates that she thought would be appropriate. Discussion ensued on the candidates.

It was moved by Director McDonald and seconded by Director Aranda to, "Cast the District ballot voting for Gilmore, Gladbach, Boatman, Wilson, Moore, and Reed" The motion carried unanimously.

B. 2010-2011 Engineering Investigation Report

Staff provided an update on the changes. Director McDonald commended Staff on the work to outreach to the other districts and reported on SBVMWD's willingness to help being very beneficial.

It was moved by Director McDonald and seconded by Director Aranda to, "approved the Engineering Investigation Plan as recommended by staff". The motion carried unanimously.

C. Budget Revision and Amendment for 2010

Mr. Cozad provided an update of the items that were changed which were included in the staff report. Mr. Cozad summarized staff's efforts concerning budget revisions for the current fiscal year and staff's estimate of each line item based upon year to date cumulative totals. Mr. Cozad thanked the Ad Hoc Committee for their leadership and support on the budget changes. Director Day commended the Ad Hoc Committee and Staff for their work on the budget and making sure we are working from reality and minimizing District costs.

It was moved by Director Raley and seconded by Director McDonald to, "approve the Revised Budget for 2010-2011 for the General Fund

**and Redlands Plaza as recommended by the Ad Hoc Committee.”
The motion carried unanimously.**

D. Proposed Board of Directors Expenses Policy

This item was taken out of order and shown above.

E. 2011 Schedule of Board Meetings

It was moved by Director McDonald and seconded by Director Aranda to, “Approve Proposed Schedule of Board Meetings, as recommended by the staff.” The motion carried unanimously.

F. Temporary Staffing and Financial Assistance/Oversight

It was moved by Director McDonald and seconded by Director Wright to, “Approve Staff’s recommendation and authorize the General Manager to 1. Enter into contract for services for temporary or temporary to permanent staffing to fill vacancies in the District and; 2. Contract for financial assistance and oversight support from an independent contractor not to exceed \$25,000 for fiscal 2010-2011.” The motion unanimously.

6. Monthly Activity Reports, AND/OR Comments by Board Members

Director McDonald reported that she attended the Santa Ana Sucker Task Force meeting and the BTAC Meeting. Directors Longville, McDonald, Raley reported attending the Ad Hoc Committee.

7. UPCOMING EVENTS

Upcoming events were received and filed.

At 3:26 p.m., the Board took a ten minute break before going into Closed Session.

8. CLOSED SESSION

At approximately 3:35 p.m., it was moved by Director McDonald and seconded by Director Wright to adjourn to Closed Session, under the authority of Government Code Section 54956.8, Conference with Real Property Negotiators related to the East Branch Extension Easement, located in the Santa Ana and Mill Creek Spreading Grounds APN 0168-321-10; 0168-341-04; 0168-342-04, 06, 09; 0168-381-02; 0297-051-01, 02; 0297-011-07, and 0168-311-06. Real Property negotiators are Daniel B. Cozad and David B. Cosgrove for the District and Doug Headrick for SBVMWD. Instructions are related to price and terms of payment. The motion carried unanimously.

At approximately 4:15 p.m., the meeting reconvened into Open Session, direction to negotiators was provided, with no other reportable action under Government Code 54956.8.

9. ADJOURN MEETING

At 4:15 p.m., the meeting adjourned to the regular Board meeting scheduled for December 10, 2010, at 9:00 a.m., at 1630 W. Redlands Blvd., Redlands, CA.

Daniel B. Cozad
General Manager

San Bernardino Valley Water Conservation District
General Fund Profit & Loss Budget vs. Actual
 July through November 2010

	General Fund				TOTAL			
	Jul - Nov 10	Budget	\$ Over Budget	% of Budget	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4010 · Interest Income								
4012 · LAIF	7,910.93	40,000.00	-32,089.07	19.8%	7,910.93	40,000.00	-32,089.07	19.8%
Total 4010 · Interest Income	7,910.93	40,000.00	-32,089.07	19.8%	7,910.93	40,000.00	-32,089.07	19.8%
4020 · Groundwater Charge								
4021 · Assessments - Ag	11,199.06	32,281.44	-21,082.38	34.7%	11,199.06	32,281.44	-21,082.38	34.7%
4023 · Assessments - Non-Ag	251,637.91	841,355.15	-589,717.24	29.9%	251,637.91	841,355.15	-589,717.24	29.9%
Total 4020 · Groundwater Charge	262,836.97	873,636.59	-610,799.62	30.1%	262,836.97	873,636.59	-610,799.62	30.1%
4030 · Mining Income								
4031 · Cemex USA Plant Site Rent	6,333.25	18,000.00	-11,666.75	35.2%	6,333.25	18,000.00	-11,666.75	35.2%
4032 · Cemex Mining	9,562.92	48,000.00	-38,437.08	19.9%	9,562.92	48,000.00	-38,437.08	19.9%
4033 · Cemex USA Minimum Rent	1,583.31				1,583.31	0.00	1,583.31	100.0%
4034 · Redlands Aggregate 5% Royalty	18,000.00	36,000.00	-18,000.00	50.0%	18,000.00	36,000.00	-18,000.00	50.0%
Total 4030 · Mining Income	35,479.48	102,000.00	-66,520.52	34.8%	35,479.48	102,000.00	-66,520.52	34.8%
4036 · Aggregate Mining	3,144.00	12,000.00	-8,856.00	26.2%	3,144.00	12,000.00	-8,856.00	26.2%
4040 · Miscellaneous Income	6,352.16	1,000.00	5,352.16	635.2%	6,352.16	1,000.00	5,352.16	635.2%
4050 · Property Tax	3,017.97	75,000.00	-71,982.03	4.0%	3,017.97	75,000.00	-71,982.03	4.0%
4055 · SBVMWD Easement Agreement Reimb	0.00	12,000.00	-12,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4060 · Property Income								
4061 · Canyon Property	0.00	12,000.00	-12,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
4062 · Mentone Property	0.00	60,000.00	-60,000.00	0.0%	0.00	60,000.00	-60,000.00	0.0%
Total 4060 · Property Income	0.00	72,000.00	-72,000.00	0.0%	0.00	72,000.00	-72,000.00	0.0%
4072 · Reimbursed Expenses	3,331.19				3,331.19	0.00	3,331.19	100.0%
4080 · Exchange Plan	0.00	48,000.00	-48,000.00	0.0%	0.00	48,000.00	-48,000.00	0.0%
Total Income	322,072.70	1,235,636.59	-913,563.89	26.1%	322,072.70	1,235,636.59	-913,563.89	26.1%
Gross Profit	322,072.70	1,235,636.59	-913,563.89	26.1%	322,072.70	1,235,636.59	-913,563.89	26.1%
Expense								
5050 · Regional Programs								
5080 · LAFCO Contribution	2,193.73	3,500.00	-1,306.27	62.7%	2,193.73	3,500.00	-1,306.27	62.7%
5081 · Wash Plan	50.00	36,000.00	-35,950.00	0.1%	50.00	36,000.00	-35,950.00	0.1%
Total 5050 · Regional Programs	2,243.73	39,500.00	-37,256.27	5.7%	2,243.73	39,500.00	-37,256.27	5.7%
5100 · Professional Service								
5120 · Misc. Professional Services	117,172.25	57,500.00	59,672.25	203.8%	117,172.25	57,500.00	59,672.25	203.8%
5122 · Wash Plan Professional Services	16,833.50				16,833.50	0.00	16,833.50	100.0%
5125 · Engineering Services	739.00	25,000.00	-24,261.00	3.0%	739.00	25,000.00	-24,261.00	3.0%
5130 · Aerial Photography & Surveying	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00	-10,000.00	0.0%
5145 · Environmental Services	0.00	20,000.00	-20,000.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
5160 · Computer Services	9,813.33	30,000.00	-20,186.67	32.7%	9,813.33	30,000.00	-20,186.67	32.7%
5170 · Audit & Accounting	18,000.00	18,000.00	0.00	100.0%	18,000.00	18,000.00	0.00	100.0%
5175 · Legal - Wash Plan	15,619.92				15,619.92	0.00	15,619.92	100.0%
5180 · Legal	39,103.81	100,000.00	-60,896.19	39.1%	39,103.81	100,000.00	-60,896.19	39.1%
5185 · Special Counsel	192.50				192.50	0.00	192.50	100.0%
Total 5100 · Professional Service	217,474.31	260,500.00	-43,025.69	83.5%	217,474.31	260,500.00	-43,025.69	83.5%

San Bernardino Valley Water Conservation District
General Fund Profit & Loss Budget vs. Actual
 July through November 2010

	General Fund				TOTAL			
	Jul - Nov 10	Budget	\$ Over Budget	% of Budget	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
5200 · Field Operations								
5210 · Equipment Maintenance	1,293.57	3,000.00	-1,706.43	43.1%	1,293.57	3,000.00	-1,706.43	43.1%
5215 · Property Maintenance	233.33	16,000.00	-15,766.67	1.5%	233.33	16,000.00	-15,766.67	1.5%
5220 · Maintenance Materials/Shop/Fld	-26.62				-26.62	0.00	-26.62	100.0%
5230 · Field Tools	155.48				155.48	0.00	155.48	100.0%
5240 · Facility Maintenance	224.90				224.90	0.00	224.90	100.0%
Total 5200 · Field Operations	1,880.66	19,000.00	-17,119.34	9.9%	1,880.66	19,000.00	-17,119.34	9.9%
5300 · Vehicle Operations								
5310 · Vehicle Maintenance	3,628.47	4,500.00	-871.53	80.6%	3,628.47	4,500.00	-871.53	80.6%
5320 · Fuel	4,745.48	9,000.00	-4,254.52	52.7%	4,745.48	9,000.00	-4,254.52	52.7%
Total 5300 · Vehicle Operations	8,373.95	13,500.00	-5,126.05	62.0%	8,373.95	13,500.00	-5,126.05	62.0%
5400 · Utilities								
5410 · Alarm Service	145.12	600.00	-454.88	24.2%	145.12	600.00	-454.88	24.2%
5420 · Electricity	459.01	900.00	-440.99	51.0%	459.01	900.00	-440.99	51.0%
5430 · Mobile Phone	1,478.87	4,200.00	-2,721.13	35.2%	1,478.87	4,200.00	-2,721.13	35.2%
5440 · Telephone	2,709.41	9,600.00	-6,890.59	28.2%	2,709.41	9,600.00	-6,890.59	28.2%
5450 · Natural Gas	41.37	180.00	-138.63	23.0%	41.37	180.00	-138.63	23.0%
5460 · Water	2,714.29	800.00	1,914.29	339.3%	2,714.29	800.00	1,914.29	339.3%
5470 · Internet Services	2,769.43				2,769.43	0.00	2,769.43	100.0%
Total 5400 · Utilities	10,317.50	16,280.00	-5,962.50	63.4%	10,317.50	16,280.00	-5,962.50	63.4%
6000 · General Administration								
6001 · General Administration - Other	308.38	1,000.00	-691.62	30.8%	308.38	1,000.00	-691.62	30.8%
6002 · Website	197.94	1,000.00	-802.06	19.8%	197.94	1,000.00	-802.06	19.8%
6003 · Property Tax	-13.83	250.00	-263.83	-5.5%	-13.83	250.00	-263.83	-5.5%
6004 · Meeting Expenses	565.28	5,000.00	-4,434.72	11.3%	565.28	5,000.00	-4,434.72	11.3%
6006 · Permits	100.00	50.00	50.00	200.0%	100.00	50.00	50.00	200.0%
6009 · Licenses	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
6010 · Surety Bond	0.00	1,800.00	-1,800.00	0.0%	0.00	1,800.00	-1,800.00	0.0%
6012 · Office Maintenance	8.99				8.99	0.00	8.99	100.0%
6015 · Mentone House Maintenance	690.30	2,400.00	-1,709.70	28.8%	690.30	2,400.00	-1,709.70	28.8%
6018 · Janitorial Services	3,265.00	8,300.00	-5,035.00	39.3%	3,265.00	8,300.00	-5,035.00	39.3%
6024 · Computer Equipment Maint.	132.12				132.12	0.00	132.12	100.0%
6027 · Computer Supplies	259.73				259.73	0.00	259.73	100.0%
6030 · Office Supplies	1,342.20	5,000.00	-3,657.80	26.8%	1,342.20	5,000.00	-3,657.80	26.8%
6033 · Office Equipment Rental	3,378.51	8,400.00	-5,021.49	40.2%	3,378.51	8,400.00	-5,021.49	40.2%
6036 · Printing	615.02	1,500.00	-884.98	41.0%	615.02	1,500.00	-884.98	41.0%
6039 · Postage and Overnight Delivery	925.00	2,000.00	-1,075.00	46.3%	925.00	2,000.00	-1,075.00	46.3%
6042 · Payroll Processing	668.77	2,200.00	-1,531.23	30.4%	668.77	2,200.00	-1,531.23	30.4%
6045 · Bank Service Charges	260.71	200.00	60.71	130.4%	260.71	200.00	60.71	130.4%
6051 · Uniforms	0.00	2,000.00	-2,000.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
6087 · Educational Reimbursement	0.00	5,000.00	-5,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
6090 · Subscriptions/Publications	759.04	5,000.00	-4,240.96	15.2%	759.04	5,000.00	-4,240.96	15.2%
6091 · Public Notices	0.00	1,200.00	-1,200.00	0.0%	0.00	1,200.00	-1,200.00	0.0%
6093 · Memberships	100.00	12,000.00	-11,900.00	0.8%	100.00	12,000.00	-11,900.00	0.8%
Total 6000 · General Administration	13,563.16	64,800.00	-51,236.84	20.9%	13,563.16	64,800.00	-51,236.84	20.9%

San Bernardino Valley Water Conservation District
General Fund Profit & Loss Budget vs. Actual
 July through November 2010

	General Fund				TOTAL			
	Jul - Nov 10	Budget	\$ Over Budget	% of Budget	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
6100 · Benefits								
6110 · Vision Insurance	485.54	1,400.00	-914.46	34.7%	485.54	1,400.00	-914.46	34.7%
6120 · Workers' Comp. Insurance	4,203.00	7,140.00	-2,937.00	58.9%	4,203.00	7,140.00	-2,937.00	58.9%
6130 · Dental Insurance	2,059.39	6,200.00	-4,140.61	33.2%	2,059.39	6,200.00	-4,140.61	33.2%
6140 · State Unemployment Insurance	164.97	1,200.00	-1,035.03	13.7%	164.97	1,200.00	-1,035.03	13.7%
6150 · Medical Insurance	25,074.24	75,800.00	-50,725.76	33.1%	25,074.24	75,800.00	-50,725.76	33.1%
6160 · Social Security/Medicare Taxes	13,066.30	26,215.00	-13,148.70	49.8%	13,066.30	26,215.00	-13,148.70	49.8%
6170 · PERS Retirement	29,363.25	87,750.00	-58,386.75	33.5%	29,363.25	87,750.00	-58,386.75	33.5%
6190 · Life Insurance	0.00	4,600.00	-4,600.00	0.0%	0.00	4,600.00	-4,600.00	0.0%
Total 6100 · Benefits	74,416.69	210,305.00	-135,888.31	35.4%	74,416.69	210,305.00	-135,888.31	35.4%
6200 · Salaries								
6210 · Overtime	449.15	5,000.00	-4,550.85	9.0%	449.15	5,000.00	-4,550.85	9.0%
6230 · Regular Salaries	171,917.74	450,785.00	-278,867.26	38.1%	171,917.74	450,785.00	-278,867.26	38.1%
Total 6200 · Salaries	172,366.89	455,785.00	-283,418.11	37.8%	172,366.89	455,785.00	-283,418.11	37.8%
6300 · Insurance								
6310 · Property Insurance	0.00	3,500.00	-3,500.00	0.0%	0.00	3,500.00	-3,500.00	0.0%
6320 · General Liability Insurance	26,624.00	26,500.00	124.00	100.5%	26,624.00	26,500.00	124.00	100.5%
Total 6300 · Insurance	26,624.00	30,000.00	-3,376.00	88.7%	26,624.00	30,000.00	-3,376.00	88.7%
6400 · Board of Directors' Expenses								
6401 · Directors' Fees	27,404.00	80,000.00	-52,596.00	34.3%	27,404.00	80,000.00	-52,596.00	34.3%
6410 · Mileage	190.50	2,400.00	-2,209.50	7.9%	190.50	2,400.00	-2,209.50	7.9%
6415 · Air Fare	518.80	4,000.00	-3,481.20	13.0%	518.80	4,000.00	-3,481.20	13.0%
6420 · Other Travel	83.90	1,000.00	-916.10	8.4%	83.90	1,000.00	-916.10	8.4%
6425 · Meals	364.89	3,250.00	-2,885.11	11.2%	364.89	3,250.00	-2,885.11	11.2%
6430 · Lodging	10.83	4,000.00	-3,989.17	0.3%	10.83	4,000.00	-3,989.17	0.3%
6435 · Conf/Seminar Registrations	9,926.50	6,000.00	3,926.50	165.4%	9,926.50	6,000.00	3,926.50	165.4%
Total 6400 · Board of Directors' Expenses	38,499.42	100,650.00	-62,150.58	38.3%	38,499.42	100,650.00	-62,150.58	38.3%
6500 · Administrative/Staff Expenses								
6510 · Mileage	272.70	1,500.00	-1,227.30	18.2%	272.70	1,500.00	-1,227.30	18.2%
6515 · Air Fare	0.00	1,500.00	-1,500.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
6520 · Travel, Other (rental car, taxi	0.00	500.00	-500.00	0.0%	0.00	500.00	-500.00	0.0%
6525 · Meals	145.94	1,000.00	-854.06	14.6%	145.94	1,000.00	-854.06	14.6%
6530 · Lodging	0.00	2,000.00	-2,000.00	0.0%	0.00	2,000.00	-2,000.00	0.0%
6535 · Conf/Seminar Registrations	635.00	5,000.00	-4,365.00	12.7%	635.00	5,000.00	-4,365.00	12.7%
6540 · Training Registrations	398.83				398.83	0.00	398.83	100.0%
Total 6500 · Administrative/Staff Expenses	1,452.47	11,500.00	-10,047.53	12.6%	1,452.47	11,500.00	-10,047.53	12.6%
Total Expense	567,212.78	1,221,820.00	-654,607.22	46.4%	567,212.78	1,221,820.00	-654,607.22	46.4%
Net Ordinary Income	-245,140.08	13,816.59	-258,956.67	-1,774.2%	-245,140.08	13,816.59	-258,956.67	-1,774.2%
Other Income/Expense								
Other Expense								
7000 · Construction								
7010 · Materials	0.00	100,000.00	-100,000.00	0.0%	0.00	100,000.00	-100,000.00	0.0%
7050 · Basins	17,515.54				17,515.54	0.00	17,515.54	100.0%
Total 7000 · Construction	17,515.54	100,000.00	-82,484.46	17.5%	17,515.54	100,000.00	-82,484.46	17.5%

San Bernardino Valley Water Conservation District
General Fund Profit & Loss Budget vs. Actual
July through November 2010

	General Fund				TOTAL			
	Jul - Nov 10	Budget	\$ Over Budget	% of Budget	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
7100 · Land & Buildings								
7110 · Buildings	0.00	10,500.00	-10,500.00	0.0%	0.00	10,500.00	-10,500.00	0.0%
7130 · Mentone Property (House)	0.00	25,000.00	-25,000.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
7140 · Mentone Property (Shop)	0.00	10,000.00	-10,000.00	0.0%	0.00	10,000.00	-10,000.00	0.0%
Total 7100 · Land & Buildings	0.00	45,500.00	-45,500.00	0.0%	0.00	45,500.00	-45,500.00	0.0%
7200 · Equipment & Vehicles								
7210 · Computer Hardware	0.00	3,000.00	-3,000.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
7220 · Computer Software	39.00	7,000.00	-6,961.00	0.6%	39.00	7,000.00	-6,961.00	0.6%
7230 · Field Equipment	2,020.78	5,000.00	-2,979.22	40.4%	2,020.78	5,000.00	-2,979.22	40.4%
7240 · Office Equipment	0.00	5,000.00	-5,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
Total 7200 · Equipment & Vehicles	2,059.78	20,000.00	-17,940.22	10.3%	2,059.78	20,000.00	-17,940.22	10.3%
7400 · Professional Services								
7419 · Legal Water Rights	0.00	12,000.00	-12,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
Total 7400 · Professional Services	0.00	12,000.00	-12,000.00	0.0%	0.00	12,000.00	-12,000.00	0.0%
Total Other Expense	19,575.32	177,500.00	-157,924.68	11.0%	19,575.32	177,500.00	-157,924.68	11.0%
Net Other Income	-19,575.32	-177,500.00	157,924.68	11.0%	-19,575.32	-177,500.00	157,924.68	11.0%
Net Income	-264,715.40	-163,683.41	-101,031.99	161.7%	-264,715.40	-163,683.41	-101,031.99	161.7%

San Bernardino Valley Water Conservation District
Balance Sheet
As of November 30, 2010

	<u>Nov 30, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Bank of America - Checking	15,486.19
1015 · Redlands Plaza Bank	45,840.15
1020 · Petty Cash	200.00
1030 · LAIF	1,242,763.51
1031 · LAIF - Restricted	5,000,000.00
Total Checking/Savings	<u>6,304,289.85</u>
Accounts Receivable	
1200 · Accounts Receivable	222,000.00
Total Accounts Receivable	<u>222,000.00</u>
Other Current Assets	
1225 · Advance to Wash Plan	8,242.15
1450 · Prepaid Expenses	10,618.55
Total Other Current Assets	<u>18,860.70</u>
Total Current Assets	<u>6,545,150.55</u>
Fixed Assets	
1500 · Land	109,133.15
1510 · Buildings	862,703.13
1520 · Vehicles	140,484.14
1530 · Office Equipment	171,656.93
1540 · Field Equipment	181,563.40
1550 · Concrete Basins	330,191.74
1560 · Capital Assets - Redlands	342,979.00
1600 · Accumulated Depreciation	-657,659.00
Total Fixed Assets	<u>1,481,052.49</u>
TOTAL ASSETS	<u><u>8,026,203.04</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-2,344.78
Total Accounts Payable	<u>-2,344.78</u>
Credit Cards	
1025 · Bank of America	143.23
1027 · American Express	2,074.06
Total Credit Cards	<u>2,217.29</u>
Other Current Liabilities	
2001 · Accrued Liability	8,119.42
2100 · Payroll Liabilities	-15,811.54
2130 · Short Term Compensated Absences	19,518.00
2210 · Security Deposits - Redlands PI	5,825.00
Total Other Current Liabilities	<u>17,650.88</u>
Total Current Liabilities	<u>17,523.39</u>
Long Term Liabilities	
2700 · Deferred Revenue	5,000,000.00
2715 · Compensated Absences	58,554.00
Total Long Term Liabilities	<u>5,058,554.00</u>
Total Liabilities	<u>5,076,077.39</u>

San Bernardino Valley Water Conservation District
Balance Sheet
As of November 30, 2010

	<u>Nov 30, 10</u>
Equity	
3001 - Fund Balance	4,614,905.73
3010 - Retained Earnings	-1,429,467.90
Net Income	-235,312.18
	<u>2,950,125.65</u>
Total Equity	
	<u>2,950,125.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,026,203.04</u></u>

San Bernardino Valley Water Conservation District
Redlands Plaza Profit & Loss Budget vs. Actual
 July through November 2010

	Redlands Plaza				TOTAL			
	Jul - Nov 10	Budget	\$ Over Budget	% of Budget	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
4065 · Redlands Plaza	37,972.21				37,972.21	0.00	37,972.21	100.0%
Total Income	37,972.21				37,972.21	0.00	37,972.21	100.0%
Gross Profit	37,972.21				37,972.21	0.00	37,972.21	100.0%
Expense								
5100 · Professional Service								
5120 · Misc. Professional Services	1,950.00				1,950.00	0.00	1,950.00	100.0%
Total 5100 · Professional Service	1,950.00				1,950.00	0.00	1,950.00	100.0%
5400 · Utilities								
5410 · Alarm Service	1,695.45				1,695.45	0.00	1,695.45	100.0%
5420 · Electricity	4,783.26				4,783.26	0.00	4,783.26	100.0%
5450 · Natural Gas	23.13				23.13	0.00	23.13	100.0%
5460 · Water	2,164.52				2,164.52	0.00	2,164.52	100.0%
Total 5400 · Utilities	8,666.36				8,666.36	0.00	8,666.36	100.0%
6000 · General Administration								
6001 · General Administration - Other	653.00				653.00	0.00	653.00	100.0%
6003 · Property Tax	457.72				457.72	0.00	457.72	100.0%
6016 · Redlands Plaza Maintenance	2,757.70				2,757.70	0.00	2,757.70	100.0%
Total 6000 · General Administration	3,868.42				3,868.42	0.00	3,868.42	100.0%
Total Expense	14,484.78				14,484.78	0.00	14,484.78	100.0%
Net Ordinary Income	23,487.43				23,487.43	0.00	23,487.43	100.0%
Net Income	23,487.43				23,487.43	0.00	23,487.43	100.0%

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Accrual Basis

San Bernardino Valley Water Conservation District
Profit & Loss - Redlands Plaza
July through November 2010

	Jul - Nov 10
Ordinary Income/Expense	
Income	
4065 · Redlands Plaza	37,972.21
Total Income	37,972.21
Gross Profit	37,972.21
Expense	
5100 · Professional Service	
5120 · Misc. Professional Services	1,950.00
Total 5100 · Professional Service	1,950.00
5400 · Utilities	
5410 · Alarm Service	1,695.45
5420 · Electricity	4,783.26
5450 · Natural Gas	23.13
5460 · Water	2,164.52
Total 5400 · Utilities	8,666.36
6000 · General Administration	
6001 · General Administration - Other	653.00
6003 · Property Tax	457.72
6016 · Redlands Plaza Maintenance	2,757.70
Total 6000 · General Administration	3,868.42
Total Expense	14,484.78
Net Ordinary Income	23,487.43
Net Income	23,487.43

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San Bernardino Valley Water Conservation District
Check Detail
November 2010

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
2462	11/5/2010	City of Redlands - Municipal Utilities	1015 · Redlands Plaza Bank	-1,776.58
	11/1/2010	SBVWCD:General Administration	5460 · Water	1,776.58
TOTAL				1,776.58
2463	11/5/2010	SBC, Treasurer-Tax Collector	1015 · Redlands Plaza Bank	-140.62
100071510	11/1/2010	SBVWCD:Redlands Blvd. Property	6003 · Property Tax	140.62
TOTAL				140.62
2464	11/5/2010	SBC, Treasurer-Tax Collector	1015 · Redlands Plaza Bank	-183.21
100071505	11/1/2010	SBVWCD:Redlands Blvd. Property	6003 · Property Tax	183.21
TOTAL				183.21
2465	11/5/2010	SBC, Treasurer-Tax Collector	1015 · Redlands Plaza Bank	-133.89
100071508	11/1/2010	SBVWCD:Redlands Blvd. Property	6003 · Property Tax	133.89
TOTAL				133.89
2466	11/19/2010	Burgeson's Heating & Air Conditioning, In	1015 · Redlands Plaza Bank	-99.00
		SBVWCD:Redlands Blvd. Property	6001 · General Administration -...	99.00
TOTAL				99.00
2467	11/19/2010	Southern California Edison	1015 · Redlands Plaza Bank	-251.07
		SBVWCD:Redlands Blvd. Property	5420 · Electricity	251.07
TOTAL				251.07
2468	11/19/2010	Southern California Edison	1015 · Redlands Plaza Bank	-211.22
		SBVWCD:Redlands Blvd. Property	5420 · Electricity	211.22
TOTAL				211.22
2469	11/19/2010	Southern California Edison	1015 · Redlands Plaza Bank	-301.06
		SBVWCD:Redlands Blvd. Property	5420 · Electricity	301.06
TOTAL				301.06
2470	11/19/2010	Antimite Pest Control	1015 · Redlands Plaza Bank	-62.00
		SBVWCD:Redlands Blvd. Property	6001 · General Administration -...	62.00
TOTAL				62.00
2471	11/19/2010	Castro Landscaping Services	1015 · Redlands Plaza Bank	-300.00
		SBVWCD:Redlands Blvd. Property	6001 · General Administration -...	300.00
TOTAL				300.00
2472	11/23/2010	The Gas Company	1015 · Redlands Plaza Bank	-21.11
		SBVWCD:Redlands Blvd. Property	5450 · Natural Gas	21.11
TOTAL				21.11

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San Bernardino Valley Water Conservation District
Check Detail
November 2010

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
2473	11/23/2010	Day Lite Maintenance	1015 · Redlands Plaza Bank	-192.00
		SBVWCD:Redlands Blvd. Property	6001 · General Administration -...	192.00
TOTAL				192.00
17103	11/1/2010	Integrated Planning and Managemen Inc.	1010 · Bank of America - Che...	-11,520.00
	11/1/2010	SBVWCD:General Administration	5120 · Misc. Professional Servi...	11,520.00
TOTAL				11,520.00
17104	11/1/2010	R. Robert Neufeld	1010 · Bank of America - Che...	-10,500.00
	11/1/2010	SBVWCD:General Administration	5120 · Misc. Professional Servi...	10,500.00
TOTAL				10,500.00
17105	11/2/2010	Aranda, Manuel	1010 · Bank of America - Che...	-1,634.88
	10/12/2010	SBVWCD:General Administration	6401 · Directors' Fees	1,576.00
		SBVWCD:General Administration	6425 · Meals	4.88
		SBVWCD:General Administration	6420 · Other Travel	54.00
TOTAL				1,634.88
17106	11/2/2010	ACWA JPIA - Workers Comp	1010 · Bank of America - Che...	-4,203.00
	11/2/2010	SBVWCD:General Administration	6120 · Workers' Comp. Insuran...	4,203.00
TOTAL				4,203.00
17107	11/3/2010	Pierce, Lisa	1010 · Bank of America - Che...	-1,233.75
	11/3/2010	SBVWCD:General Administration	5120 · Misc. Professional Servi...	1,233.75
TOTAL				1,233.75
17108	11/5/2010	DMV Renewal	1010 · Bank of America - Che...	-46.00
	11/5/2010	SBVWCD:General Administration	5310 · Vehicle Maintenance	23.00
		SBVWCD:General Administration	5310 · Vehicle Maintenance	23.00
TOTAL				46.00
17109	11/5/2010	empire Disposal	1010 · Bank of America - Che...	-52.02
	11/1/2010	SBVWCD:General Administration	6015 · Mentone House Mainten...	52.02
TOTAL				52.02
17110	11/5/2010	J. R. Freeman	1010 · Bank of America - Che...	-23.91
	11/1/2010	SBVWCD:General Administration	6030 · Office Supplies	23.91
TOTAL				23.91
17111	11/5/2010	JAN-PRO Cleaning Systems of Ontario	1010 · Bank of America - Che...	-618.00
	11/1/2010	SBVWCD:General Administration	6018 · Janitorial Services	618.00
TOTAL				618.00

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San Bernardino Valley Water Conservation District
Check Detail
November 2010

Num	Date	Name	Account	Original Amount
17112	11/5/2010	linkLINE Communciations, Inc.	1010 · Bank of America - Che...	-32.90
	11/1/2010	SBVWCD:General Administration	5470 · Internet Services	32.90
TOTAL				32.90
17113	11/5/2010	Office Equipment Finance Services	1010 · Bank of America - Che...	-657.26
	11/1/2010	SBVWCD:General Administration	6033 · Office Equipment Rental	657.26
TOTAL				657.26
17114	11/5/2010	PR Printing	1010 · Bank of America - Che...	-70.69
61012	11/5/2010	SBVWCD:General Administration	6036 · Printing	70.69
TOTAL				70.69
17115	11/5/2010	Randy L. Scott	1010 · Bank of America - Che...	-6,566.50
2010-08	11/1/2010	SBVWCD:General Administration	5122 · Wash Plan Professional...	6,566.50
TOTAL				6,566.50
17116	11/5/2010	San Bernardino Valley Municipal Water Dis	1010 · Bank of America - Che...	-19,200.00
	11/5/2010	SBVWCD:General Administration	5120 · Misc. Professional Servi...	19,200.00
TOTAL				19,200.00
17117	11/5/2010	SBC, Treasurer-Tax Collector	1010 · Bank of America - Che...	-110.53
100223802	11/1/2010	SBVWCD:General Administration	6003 · Property Tax	110.53
TOTAL				110.53
17118	11/5/2010	Shanae Smith	1010 · Bank of America - Che...	-4,468.50
	11/5/2010	SBVWCD:General Administration	2100 · Payroll Liabilities	4,468.50
TOTAL				4,468.50
17119	11/5/2010	Shanae Smith	1010 · Bank of America - Che...	-1,397.77
	11/5/2010	SBVWCD:General Administration	6230 · Regular Salaries	1,397.77
TOTAL				1,397.77
17120	11/5/2010	Shanae Smith	1010 · Bank of America - Che...	-2,056.90
	11/5/2010	SBVWCD:General Administration	2100 · Payroll Liabilities	2,056.90
TOTAL				2,056.90
17121	11/5/2010	Verizon California	1010 · Bank of America - Che...	-122.16
	11/1/2010	SBVWCD:General Administration	5440 · Telephone	79.17
		SBVWCD:General Administration	5470 · Internet Services	42.99
TOTAL				122.16

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San Bernardino Valley Water Conservation District
Check Detail
November 2010

Num	Date	Name	Account	Original Amount
17122	11/5/2010	Athena Medina	1010 · Bank of America - Che...	-54.07
	11/5/2010	SBVWCD:General Administration	6004 · Meeting Expenses	10.99
		SBVWCD:General Administration	6036 · Printing	10.88
		SBVWCD:General Administration	6510 · Mileage	32.20
TOTAL				54.07
17123	11/19/2010	Pierce, Lisa	1010 · Bank of America - Che...	-1,974.00
		SBVWCD:General Administration	5120 · Misc. Professional Servi...	1,974.00
TOTAL				1,974.00
17124	11/19/2010	SDR Consulting, Inc.	1010 · Bank of America - Che...	-200.00
		SBVWCD:General Administration	5120 · Misc. Professional Servi...	200.00
TOTAL				200.00
17125	11/19/2010	The Gas Company	1010 · Bank of America - Che...	-5.10
		SBVWCD:General Administration	5450 · Natural Gas	5.10
TOTAL				5.10
17126	11/19/2010	City of Redlands - Municipal Utilities	1010 · Bank of America - Che...	-53.91
		SBVWCD:General Administration	5460 · Water	53.91
TOTAL				53.91
17127	11/19/2010	SCE - 7241	1010 · Bank of America - Che...	-76.45
		SBVWCD:General Administration	5420 · Electricity	76.45
TOTAL				76.45
17128	11/19/2010	SCE - 2445	1010 · Bank of America - Che...	-15.60
		SBVWCD:General Administration	5420 · Electricity	15.60
TOTAL				15.60
17129	11/19/2010	AT&T Teleconference Services	1010 · Bank of America - Che...	-7.60
		SBVWCD:General Administration	5440 · Telephone	7.60
TOTAL				7.60
17130	11/19/2010	ACWA Health Benefits Authority	1010 · Bank of America - Che...	-5,350.17
		SBVWCD:General Administration	6110 · Vision Insurance	88.28
		SBVWCD:General Administration	6130 · Dental Insurance	386.41
		SBVWCD:General Administration	6150 · Medical Insurance	4,875.48
TOTAL				5,350.17
17131	11/19/2010	Clerk of the Board of Supervisors	1010 · Bank of America - Che...	-100.00
		SBVWCD:General Administration	6006 · Permits	100.00
TOTAL				100.00

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San Bernardino Valley Water Conservation District
Check Detail
November 2010

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
17132	11/19/2010	Verizon California	1010 · Bank of America - Che...	-264.95
		SBVWCD:General Administration	5470 · Internet Services	264.95
TOTAL				264.95
17133	11/19/2010	Chevron & Texaco Card Services	1010 · Bank of America - Che...	-1,178.26
		SBVWCD:General Administration	5320 · Fuel	1,037.55
		SBVWCD:General Administration	6045 · Bank Service Charges	140.71
TOTAL				1,178.26
17134	11/19/2010	ACWA	1010 · Bank of America - Che...	-8,486.50
		SBVWCD:General Administration	6435 · Conf/Seminar Registrati...	8,486.50
TOTAL				8,486.50
17135	11/19/2010	Aaron Pederson	1010 · Bank of America - Che...	-35.00
		SBVWCD:General Administration	6018 · Janitorial Services	35.00
TOTAL				35.00
17136	11/19/2010	Raley, David	1010 · Bank of America - Che...	-591.00
		SBVWCD:General Administration	6401 · Directors' Fees	591.00
TOTAL				591.00
17137	11/19/2010	Castro Landscaping Services	1010 · Bank of America - Che...	-200.00
		SBVWCD:General Administration	5240 · Facility Maintenance	200.00
TOTAL				200.00
17138	11/19/2010	Postmaster	1010 · Bank of America - Che...	-176.00
		SBVWCD:General Administration	6039 · Postage and Overnight ...	176.00
TOTAL				176.00
17139	11/19/2010	Highland Area Chamber of Commerce	1010 · Bank of America - Che...	-60.00
		SBVWCD:General Administration	6425 · Meals	60.00
TOTAL				60.00
17140	11/19/2010	Verizon Wireless	1010 · Bank of America - Che...	-598.97
		SBVWCD:General Administration	5430 · Mobile Phone	532.91
		SBVWCD:General Administration	5470 · Internet Services	66.06
TOTAL				598.97
17141	11/19/2010	Arrowhead	1010 · Bank of America - Che...	-83.66
		SBVWCD:General Administration	6004 · Meeting Expenses	83.66
TOTAL				83.66

1:25 PM

12/07/10

San Bernardino Valley Water Conservation District
Check Detail
November 2010

Num	Date	Name	Account	Original Amount
17142	11/19/2010	Arrowhead	1010 · Bank of America - Che...	-64.91
		SBVWCD:General Administration	6004 · Meeting Expenses	64.91
TOTAL				64.91
17143	11/19/2010	Verizon California	1010 · Bank of America - Che...	-145.12
		SBVWCD:General Administration	5410 · Alarm Service	145.12
TOTAL				145.12
17144	11/19/2010	Star Auto Parts	1010 · Bank of America - Che...	-24.34
		SBVWCD:General Administration	5310 · Vehicle Maintenance	24.34
TOTAL				24.34
17145	11/19/2010	Valero Marketing & Supply Company	1010 · Bank of America - Che...	-6.53
		SBVWCD:General Administration	5320 · Fuel	6.53
TOTAL				6.53
17146	11/19/2010	Lowe's Companies, Inc.	1010 · Bank of America - Che...	-91.18
		SBVWCD:General Administration	5215 · Property Maintenance	82.19
		SBVWCD:General Administration	6012 · Office Maintenance	8.99
TOTAL				91.18
17147	11/19/2010	Home Depot Credit Services	1010 · Bank of America - Che...	-67.10
		SBVWCD:General Administration	5215 · Property Maintenance	47.10
		SBVWCD:General Administration	6045 · Bank Service Charges	20.00
TOTAL				67.10
17148	11/19/2010	American Express	1010 · Bank of America - Che...	-1,240.21
		SBVWCD:General Administration	5310 · Vehicle Maintenance	444.20
		SBVWCD:General Administration	6027 · Computer Supplies	39.00
		SBVWCD:General Administration	6039 · Postage and Overnight ...	43.78
		SBVWCD:General Administration	6045 · Bank Service Charges	55.00
		SBVWCD:General Administration	6415 · Air Fare	259.40
		SBVWCD:General Administration	6540 · Training Registrations	398.83
TOTAL				1,240.21
17149	11/19/2010	Verizon California	1010 · Bank of America - Che...	-666.33
	11/1/2010	SBVWCD:General	5440 · Telephone	466.33
		SBVWCD:General Administration	5470 · Internet Services	200.00
TOTAL				666.33
17150	11/23/2010	Expert Networks, Inc.	1010 · Bank of America - Che...	-2,500.00
		SBVWCD:General Administration	5160 · Computer Services	2,500.00
TOTAL				2,500.00

1:25 PM

12/07/10

San Bernardino Valley Water Conservation District
Check Detail
November 2010

Num	Date	Name	Account	Original Amount
17151	11/23/2010	Office Equipment Finance Services	1010 · Bank of America - Che...	-682.12
		SBVWCD:General Administration	6033 · Office Equipment Rental	682.12
TOTAL				682.12
17152	11/23/2010	Rutan & Tucker	1010 · Bank of America - Che...	-20,601.17
		SBVWCD:General Administration	5175 · Legal - Wash Plan	11,364.68
		SBVWCD:General Administration	5180 · Legal	9,236.49
TOTAL				20,601.17
17153	11/23/2010	J. R. Freeman	1010 · Bank of America - Che...	-208.98
		SBVWCD:General Administration	6030 · Office Supplies	208.98
TOTAL				208.98
17154	11/23/2010	Verizon California	1010 · Bank of America - Che...	-127.82
		SBVWCD:General Administration	5440 · Telephone	84.83
		SBVWCD:General Administration	5470 · Internet Services	42.99
TOTAL				127.82
17155	11/23/2010	Verizon California	1010 · Bank of America - Che...	-656.60
		SBVWCD:General Administration	5440 · Telephone	456.60
		SBVWCD:General Administration	5470 · Internet Services	200.00
TOTAL				656.60
17179	11/30/2010	Melody McDonald	1010 · Bank of America - Che...	-1,596.00
		SBVWCD:General Administration	6401 · Directors' Fees	1,576.00
		SBVWCD:General Administration	6425 · Meals	20.00
TOTAL				1,596.00
17180	11/30/2010	JAN-PRO Cleaning Systems of Ontario	1010 · Bank of America - Che...	-618.00
		SBVWCD:General Administration	6018 · Janitorial Services	618.00
TOTAL				618.00
17181	11/30/2010	Aaron Pederson	1010 · Bank of America - Che...	-35.00
		SBVWCD:General Administration	6018 · Janitorial Services	35.00
TOTAL				35.00
17182	11/30/2010	Bank of America	1010 · Bank of America - Che...	-25.00
		SBVWCD:General Administration	6045 · Bank Service Charges	25.00
TOTAL				25.00
17183	11/30/2010	Rutan & Tucker	1010 · Bank of America - Che...	-300.00
		SBVWCD:General Administration	5180 · Legal	300.00
TOTAL				300.00

1:25 PM

12/07/10

San Bernardino Valley Water Conservation District
Check Detail
November 2010

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Original Amount</u>
17184	11/30/2010	City of Redlands - Municipal Utilities	1010 - Bank of America - Che...	-344.75
		SBVWCD:General Administration	5460 - Water	344.75
TOTAL				344.75
17185	11/30/2010	Contractor Solutions	1010 - Bank of America - Che...	-262.50
		SBVWCD:General Administration	5120 - Misc. Professional Servi...	262.50
TOTAL				262.50
17186	11/30/2010	Expert Networks, Inc.	1010 - Bank of America - Che...	-489.33
		SBVWCD:General Administration	5160 - Computer Services	489.33
TOTAL				489.33
17187	11/30/2010	PR Printing	1010 - Bank of America - Che...	-183.79
		SBVWCD:General Administration	6036 - Printing	183.79
TOTAL				183.79
17188	11/30/2010	Integrated Planning and Managemen Inc.	1010 - Bank of America - Che...	-11,520.00
		SBVWCD:General Administration	5120 - Misc. Professional Servi...	11,520.00
TOTAL				11,520.00
100011N	11/23/2010	PERS	1010 - Bank of America - Che...	-2,055.69
		SBVWCD:General Administration	6170 - PERS Retirement	2,055.69
TOTAL				2,055.69



General Managers Report

For November 10- December 8, 2010

Daniel B. Cozad

This report summarizes the efforts and activities in the period of the between Board meetings in November and December.

1. **Personnel/Administration**– Prepared a staffing plan to be presented as an agenda item in December. Interviewed and hired replacement Admin Manager, Eunice Griffith, who began on December 8, 2010. Discontinued one probationary employee, replacement will be undertaken in December and January. Controller/Accounting support is working well.
2. **Financial Status and Recommendations** – Working to incorporate the 2010-2011 revised budget as approved into the accounting systems and reporting beginning in December financials presented in January.
3. **Conservation Facilities Maintenance/Aggregate Management** –Terra Cal completed work in MC basin 1. Staff to provide overall maintenance and aggregate management plan outline for review in December, Randy will provide update at meeting. Several requests from companies interested in taking material from basin cleaning.
4. **EI and BBWM Reports** – The Engineering Investigation plan was approved and coordination is ongoing. Data request letters will be mailed soon to collect November data for the report. The Big Bear Watermaster Annual Report efforts will be kicked off in January with a meeting of the members of the Watermaster.
5. **Collaborative Process** – Tim Moore provided a brief outline for discussion and the first meeting was held 12/9/10.
6. **Wash Plan** – The District hosted a field tour for US Fish and Wildlife Service related to the Wash Plan, Haul Road expansion, and East Branch Extension. A letter from US Fish and Wildlife is expected in early December on status. A meeting was held with the Wash Plan Mining Partners in late November.
7. **Water Conservation** – As of Monday, December 6, recharge of approximately 30 CFS from Santa Ana River water, which was turbid however acceptable for recharge. Ponds were clean and ready to take the flows. Recharge also occurred in Mill Creek.

- 8. East Branch Extension** –Working with engineering and legal for appraisal and Right of Entry Request and negotiation with SBVMWD and DWR.
- 9. Property/Redlands Plaza** – Shop moving costs and alternatives to be finalized and compared with revenue from the leasing/sale of property for December board action. Other property outside the Wash Plan to be considered for excess and opportunities will be explored. Redlands Plaza deferred maintenance becoming an issue, especially Hello Sushi plumbing. Also interviewed leasing agents for vacant units in Redlands Plaza.
- 10. Public Outreach** – Met with the City of San Bernardino and East Valley Water District. Other meetings are scheduled for December and January. Discussed board actions with press.
- 11. Current Board Action Implementation** – Continue to implement investment transfer to CD, as well as several other efforts delayed due to staffing issues.
- 12. Future Board Activities** – Expected short term items for consideration
 - a. Budget Revision Implementation
 - b. Draft enterprise approach review
 - c. Reserve Policy
- 13. Success Stories**
 - a. Significant work and coordination needed for Redlands Plaza Maintenance.
 - b. Athena Medina supported all board functions for November.
 - c. Staff planning prepared all basins for higher flows now provided.



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Email: info@sbvwcd.dst.ca.us
www.sbvwd.dst.ca.us

To: Board of Directors

From: General Manager, Daniel Cozad

Date: December 10, 2010

Subject: Draft Staffing Plan

RECOMMENDATION

Staff recommends that the Committee provide comments on the Draft Staffing Plan. Staff will provide a review of the plan which is attached to this letter. Staff will revise the plan for Board consideration and approval.

BACKGROUND AND PLAN COVERAGE

The San Bernardino Valley Water Conservation District (District) is at a critical time due to the status of its revenue streams. No long term funding plan was developed for District activities.

Staffing is a critical part of any organizations success. The staffing of the District has been impacted by staff retirements and departures. Rebuilding staff in areas of the core mission is needed. The Personnel Handbook should be updated for compliance and to review policy issues and cost containment on benefits and compensation. These efforts will take some time to undertake and complete. Employee evaluation is inconsistently performed and no performance planning and documentation is on record in the files. Employee performance planning is important for staff development, setting expectations, evaluating staff progress. Additionally addressing succession planning and the potential needs of the Strategic Plan are important for the future of the District.

The plan reviews the critical functions of the District and the level of effort and work area for each function. Discussion of the complications and opportunities for staffing for the District are presented with the current methods of fulfilling the position by District employees or contract support. Also presented are past, current and projected future organization charts based on efficient operations of the District. Future projections are dependent on funding and revenue to support the position of a District Engineer. The plan includes the implementation of a salary survey in the near future and updating the Personnel Handbook. Other changes are discussed based on potential future planning and the currently funded implementation areas of the Strategic Plan.

FISCAL IMPACT

Recently adjustments to the District budget were approved. The implementation of this Staffing Plan are in accordance with the budget as approved. Additionally, with prudent implementation of efficient staffing additional reductions may be possible. Changes related to salary survey or Personnel Handbook changes will be analyzed separately.

San Bernardino Valley Water Conservation District

DRAFT Staffing Plan 2010-2011

Background

The San Bernardino Valley Water Conservation District (District) is at a critical time due to the status of its revenue streams. No long term funding plan was developed for district activities. Currently, groundwater charges do not fully support water operations. Interest from district reserves has decreased and the reserve capital itself is being used for operations. Additionally, royalty income from mining on District owned lands is at an historic low.

Current staffing is also at a minimum due to staff retirements and departures. Rebuilding in areas of the core mission is needed. The Personnel Handbook should be updated for compliance and to review policy issues and cost containment on benefits and compensation. These efforts will take some time to undertake and complete. Employee evaluation is inconsistently performed and no performance planning and documentation is on record in the files. Employee performance planning is important for staff development, setting expectations, evaluating staff progress. Addressing the needs succession planning and the needs of the Strategic Plan are important for the future of the District.

Critical Functions Assessment

Identified in the lists below are the critical staff functions of the District that

Office

- Legal Counsel
- Executive Management
- Government Affairs/Communications
- Board Secretary
- Clerical/Customer Support
- Office Management and Admin
- Bookkeeping/Finance/Budget/Audit
- HR Support/Risk Management
- IT Support/GIS/ Data Management
- Property Management
- Engineering Reports and Project Management
- Planning and Resources Management and Biology
- Intern or engineering and planning support

Field Operations

- Field Engineering Support
- Field Supervisor
- Field Technician
- Field Operator/Maintenance
- Field Biologist support

Due to the Size and recourses of the agency these critical functions will be combined, done by part time staff or performed under contract. All small agencies and companies face the same issues with combining staff when jobs are less than full time obligations. The District has used these methods to support its mission and projects. Additionally, the District utilizes its board to accomplish some of these functions.

Historically the District functioned with a General Manager/Engineer and one or two field staff to run operations. This level of staffing could be adequate with contract or other support for the other office functions. Staffing levels are dependent on work level, and budget/revenue. However other factors must be accounted for proprietary or confidential nature of work, current staff capabilities, workforce capability, succession planning and future District business plans.

Because the District is currently in significant revenue deficit limited planning will be done for future business plans and this staffing plan will focus on current functions and the ability to serve the core mission needs as inexpensively and effectively as possible.

Current Staffing

Currently the District is staffed by 3 full time employees and support from contracted staff as shown below:

Employees of the District

- Administrative Manager (vacant)
- Admin Assistant I/II
- Field Supervisor (Full Time)
- Field Technician (Full time)
- Field Technician (Temp, vacant)

Contract Support

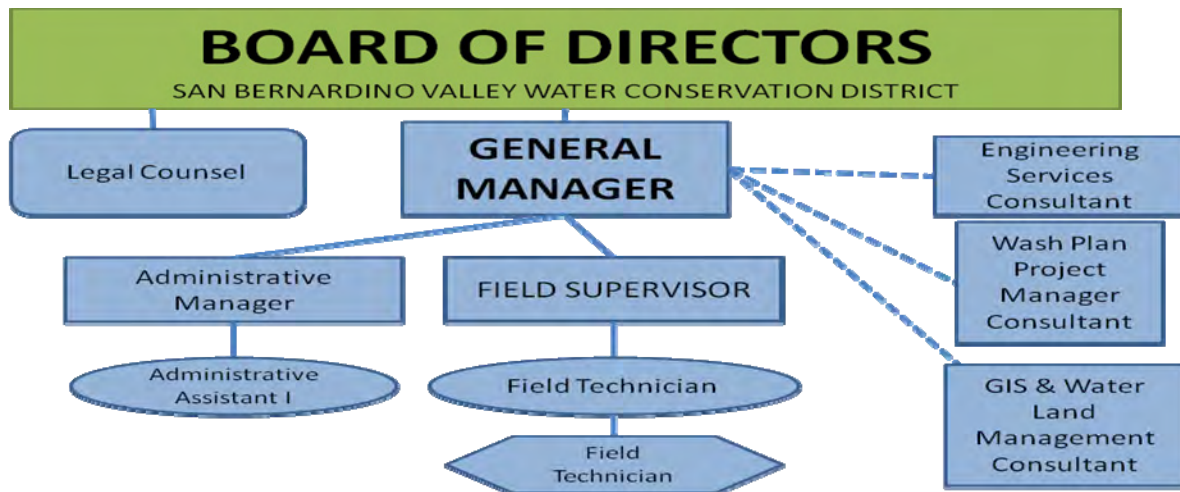
- General Manager
- District Counsel
- Project Manager, Wash Plan
- GIS and related support
- Engineering support
- Accounting support
- Auditing

Matrix approach to staffing

The matrix approach allows the function, the area of work and staffing to be compared side by side. This approach will indicate the level of effort for each function assigned to existing staff. The District Staffing Matrix is shown in Attachment A.

Current Staffing and Org Chart

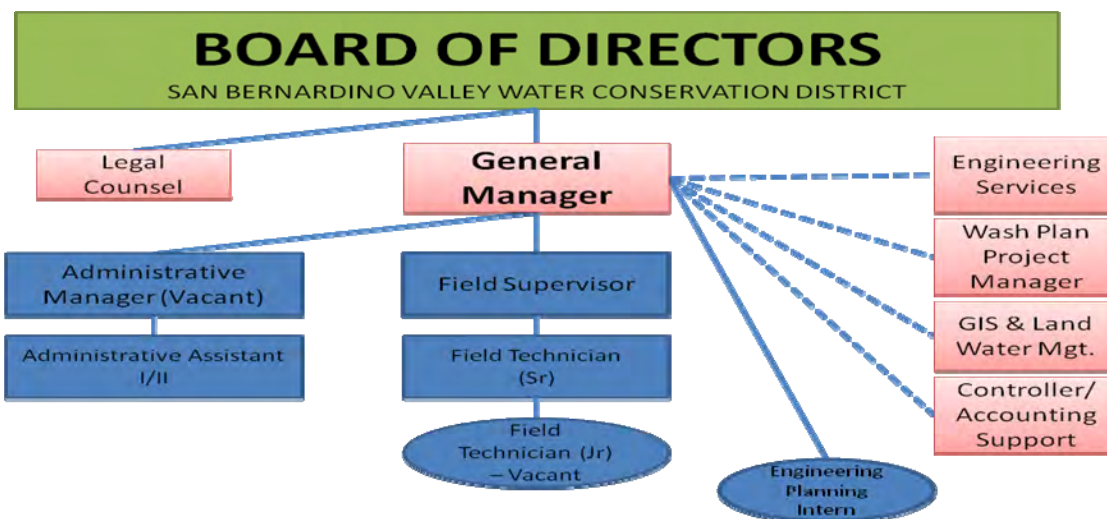
The September Org Chart and head count is shown below.



As of 9/22/10

4 full time, 1 Temporary, 3 contract, + GM contract

The current December 2010 chart is based on the revised budget and is shown below. Changes include the addition of intern support and accounting support.

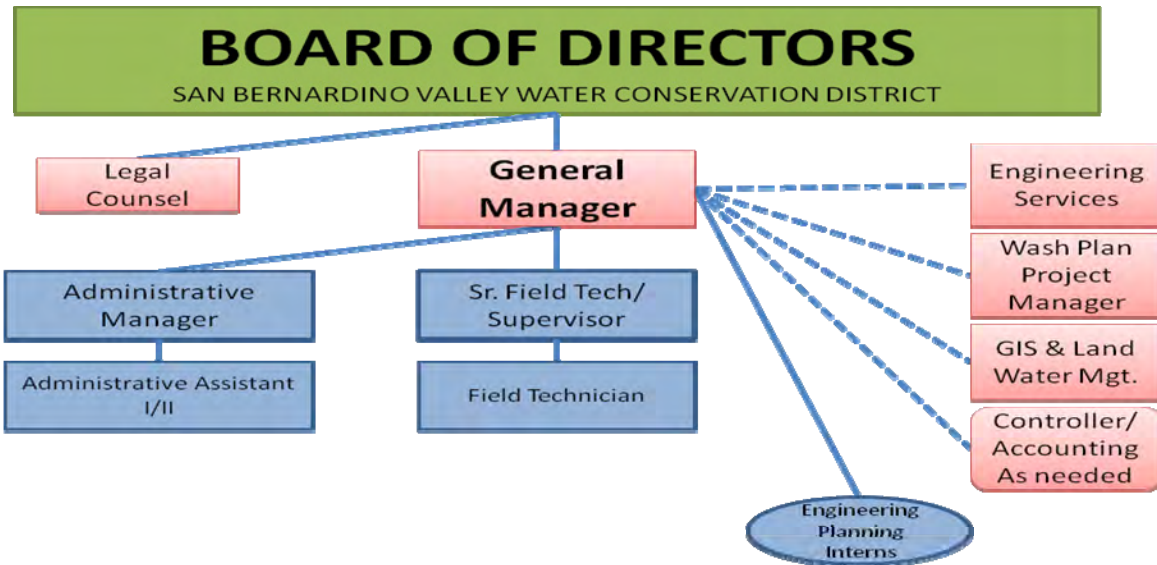


As of 12/1/10

4 full time (2 vacant), 1 Temporary, Intern, GM and District Counsel

Near Term Intermediate Staffing and Org Chart

By the budget for 2011-2012 the org chart and staffing plan is shown, dependent on revenue.

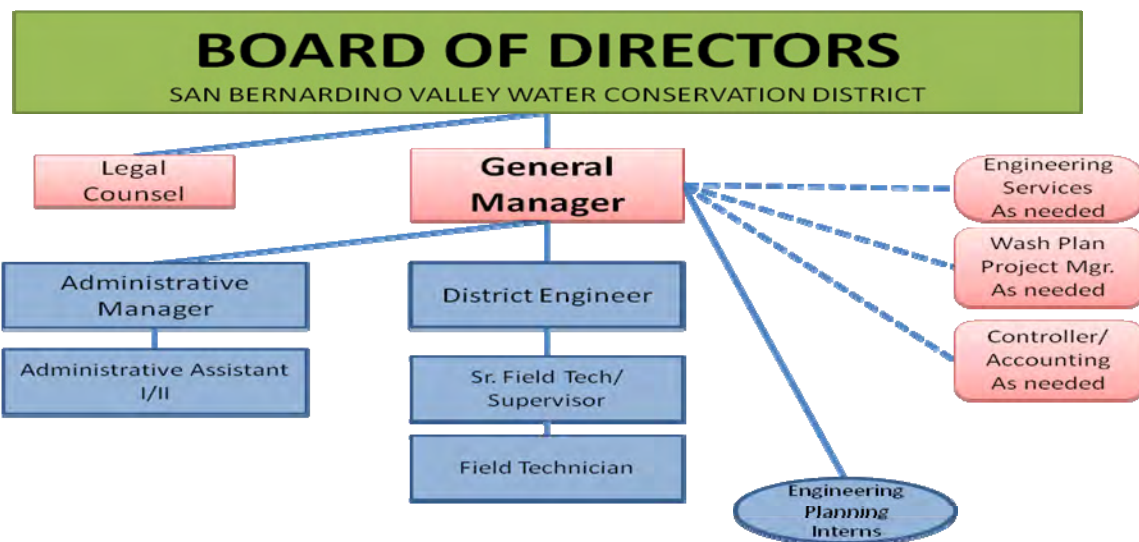


Projected 2011

4 full time, Interns, GM and District Counsel

Long Range Staffing Plan

Long Range staffing Org Chart is shown below based on the matrix. It is unlikely this staffing plan would occur at one time. Staffing would be increases or decreased dependent on the level of work and revenue for the Districts efforts. Potential projects and efforts that would increase staffing are shown if revenue is available for the efforts.



Projected 2012

5 full time, Interns, GM and District Counsel

Succession Planning

Successful organizations are as focused on their current staff as they are the development of the replacements for their critical staff members. This is very difficult for small organizations due to limited duplication of staff and limits to the promotion opportunities within the District. However, several opportunities exist to improve the likelihood that staff is trained to replace staff that depart the District.

Field Technicians

Field staff are essentially apprenticed to the District when they begin working. No formal training program readies them for the job. General construction, earthworks and hydraulics are useful backgrounds. Most information is learned on the job and through experience. Where possible entry level technicians should be hired well in advance any departure. In addition, supervisor staff should be available, potentially after departure to provide advice and guidance for District staff especially if they are not able to fully train a replacement.

Office Management

Within the office opportunities for training and advancement are limited but the Admin Assistant I/II may become fully capable and should be encouraged to learn all tasks that the Administrative Manager performs including taking notes and preparing agendas for the Board of Directors.

Engineering and Support

Limited opportunities to train staff are available in the District currently, however interns, engineering consultants, GIS Consultants, and others working on District plans and reports should be encouraged and time budgeted for them to cross train and provide some assurance the District is staffed in the future. Additionally, many staff from the District have become employed at local area agencies. These staff are an excellent resource and should be utilized to the extent possible.

Strategic Planning

The existing strategic plan framework provides a view of changes that may be possible in the future of the District. The first few steps in the plan have been implemented and are underway. Focus on the core mission and functions that the region relies on the District to perform are critical. Within the core mission, there exist many skills that can be exploited to provide additional assistance to the Cities and Agencies that are represented within the District boundary. Field water operations, monitoring, and management are strong skills that may be able to be expanded to provide field services to adjoin organizations in partnership with their staff. Additionally, as skills related to water level and quality are redeveloped this area of expertise can be an asset to the region.

The strategic plan also provided several potential new directions for the District which are not being pursued at this time. Community Recreation, Integrated Resource Management and Water Use Efficiency are not funded efforts in the current budget. As such staffing alignment with these tasks was not undertaken and may require other input or study to identify the skills staff may need to possess to undertake these efforts. The District may consider strategically partnering with agencies such as San

Bernardino County Parks and Recreation, the Inland Empire Resource Conservation District and others to develop skills or share staff in areas of interest as they may be funded in the future.

Performance Planning Evaluation and Salary Administration

The District has an Employee evaluation process that is identified in the employee handbook. The requirement for annual staff evaluation and documentation is incompletely implemented. Additionally, the performance planning process prior to evaluation is not documented. Salary administration should receive additional effort at the District. Salary ranges are inconsistent implemented and ranges may or may not be updated.

The Board has recommended a salary survey of public and private sector employers be performed in the near future. This information is should be used to ensure the District does not under or overstate salary ranges and staff compensation. It is critical to have salary ranges within the competitive range to attract and retain staff.

Implementation

Implementation of this Staffing Plan is primarily the responsibility of the General Manager with oversight from the Administrative Committee and the Board of Directors. The General Manager will endeavor to fill vacancies and complete the implementation of the plan in a cost effective manner within the existing approved budget.

Changes to the Personnel Handbook will be brought for consideration by the Board when a draft is completed.

Attachement A District Staffing Matrix

SBVWCD Critical Functions	Level of FTE						Area of Work					Staff					Contract Support							
	1/ 10	1/ 4	1/ 3	1/ 2	3/ 4	FT	Board	Admin	GW	Wash Plan	Red Plaza	Admin Mgr	Admin Asst	Field Super	Field Tech	Field Tech Temp	GM	District Counsel	PM Wash Plan	GIS Related	Engineering	Accounting	IT Related	Audit
Office																								
Legal Counsel																								
Executive Management																								
Government Affairs/Communications																								
Board Secretary																								
Clerical/Customer Support																								
Office Management and Admin																								
Bookkeeping/Finance/Budget/Audit																								
HR Support/Risk Management																								
IT Support/GIS/ Data Management																								
Property Management																								
Engineering Reports and Project Mgt																								
Planning, Resources Mgt./Biology																								
Intern Engineering and Planning																								
Field Operations																								
Field Engineering Support																								
Field Supervisor																								
Field Technician																								
Field Operator/Maintenance																								
Field Biologist support																								

Area of Work

Consistent Need

Potential or intermittant need

Fulfills Function

Acting or partially fulfills function

Fulfills Function

Acting or partially fulfills function



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Email: info@sbvwcd.dst.ca.us
www.sbvwd.dst.ca.us

To: Board of Directors

From: General Manager, Daniel Cozad

Date: December 10, 2010

Subject: Certificates of Deposit for Investment of Reserves

RECOMMENDATION

Staff recommends the General Manager be authorized to open a deposit account with one or more the banks or institutions listed in the Board Letter for the purposes of investing unrestricted reserves and royalty prepayments in Certificate of Deposits (CDs). Signers on the Account are to be the President of the Board of Directors, Clare Henry Day and the General Manager/Secretary of the Board, Daniel B. Cozad.

BACKGROUND

In accordance with the current investment policy of the District staff is directed to invest in FDIC insured investments of the Local Agency Investment Fund (LAIF). Because of the low interest rate being provided by LAIF, the Board has instructed staff to research alternatives. Director Raley has provided recommendations for the districts CD deposits but not all banks accept government funds for CDs.

Staff has developed a package for the banks to open new accounts. The banks require as part of the package action by the Board stating the institution and the signers of the account. To reduce transactional costs staff will keep and update a list of banks that are authorized for investment.

BANKING INSTITUTIONS

Based on rates and other financial health issues the General Manager will select from these institutions or propose others for authorization:

- Bank of America
- Wells Fargo
- Union Bank
- Chase
- Citibank
- Ally Financial (GMAC)
- Met Life Bank
- California First National
- Discover Bank
- AIG Bank
- One West Bank, FSB
- Aurora Bank

FISCAL IMPACT

Transactional cost is an issue with any investment. The costs for the first account have been expended and additional costs are not expected to be significant. Another option for lowering the transactional costs is to utilize a broker to make investments.



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To: Board of Directors

From: General Manager, Daniel Cozad

Date: December 10, 2010

Subject: Leasing Agent for Redlands Plaza

RECOMMENDATION

The Administrative Committee recommends the Board authorize the General Manager to utilize Coldwell Banker Commercial Lazar & Associates as our leasing agent for Redlands Plaza.

BACKGROUND

In early 2010 the District took over management of the Redlands Plaza property from the property management firm. This change has improved tenant satisfaction. However, with this change the District took the responsibility of managing the leasing that had been previously contracted. Two suites have been vacant for some time now and need to be filled to increase revenue for the Redlands Plaza enterprise.

LEASING AGENT RECOMMENDATION

Staff, with input from the Committee, solicited evaluation and proposals from several commercial real estate firms in the local area for assistance with leasing the vacant suites. Of the firms proposing, staff recommends Coldwell Banker Commercial - Lazar & Associates. They were responsive and appear to have the best level of service. Staff believes this would equate to the best opportunity to lease the vacant space in Redlands Plaza. Both agents proposed 6% of initial lease term and a 6 month exclusive listing. Staff has shown the two vacant suites to both proposing firms.

Lazar & Associates proposed rental levels based on fair market analysis. The proposals for both firms will be provided for review by the Committee.

Staff has cleaned and performed basic maintenance on the units.

FISCAL IMPACT

Recently adjustments to the District budget were approved. The detail of the Redlands Plaza budget included revenue from the lease of suite I and J for several months of 2010-2011 fiscal year and commission fees for leasing. At the budgeted rate per square foot the suites combined revenue would provide more than \$2,100.00 per month.



COLDWELL BANKER COMMERCIAL
LAZAR & ASSOCIATES
1901 ORANGE TREE LANE, SUITE 250
REDLANDS, CA 92374
(909) 793-3600
www.cbclazar.com

November 11, 2010

Sent via E-mail

Daniel B. Cozad
San Bernardino Valley Water Conservation District
1630 West Redlands Blvd., Suite A
P.O. Box 1839
Redlands, California 92373

**Re: Lease Analysis | 1630 W. Redlands Blvd.
Redlands, CA**

Dear Mr. Cozad,

The following is a brief lease rate analysis for the purposes of marketing the above referenced property for lease on the open market.

The subject property, known as Redlands Plaza, currently has two (2) vacant retail/office units. Suite I is a former chiropractic office with approximately 1,020 square feet of space, and consisting of a reception area, a restroom, and multiple private offices.

Suite J consists of approximately 1,344 square feet and has a large bull pen area, 2 private offices, and a restroom.

Based on my review of the above referenced property, other surrounding office/retail properties available, and recent comparable leases, I believe that a marketable Lease Rate should be in the range of **\$1.00-\$1.15/SF** on a **Modified Gross Lease** basis.

I hope this information proves to be helpful in determining a viable Lease Rate for the available units. Please feel free to call my office with any questions.

Sincerely,

COLDWELL BANKER COMMERCIAL | LAZAR & ASSOCIATES

Matthew M. Millett
Vice President

Recent Lease Comparables



<u>Type</u>	<u>Address</u>	<u>Size</u>	<u>Rate</u>	<u>Term</u>	<u>Use</u>	<u>Commencement</u>
Retail/Flex	1235 Indiana Ct., #113	1,722 SF	\$0.90/SF	5 years	Karate Studio	In negotiations
Retail/Flex	1235 Indiana Ct., #108	1,722 SF	\$0.75/SF	5 years	Photography	Oct. 1, 2010
Retail/Flex	1235 Indiana Ct., #109	1,722 SF	\$0.75/SF	2 years	Florist	July 1, 2010
Office	1740 Plum Ln., B	2,096 SF	\$1.25/SF	5 years	Training Center	June 1, 2010



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www.sbvwd.dst.ca.us

To: Board of Directors

From: General Manager, Daniel Cozad

Date: December 10, 2010

Subject: Mentone and Canyon Property

RECOMMENDATION

The Administrative and Resources Committee discuss Staff's recommended actions on the property on Mentone Boulevard and in the Santa Ana Canyon. Staff recommends the improvement of the Mentone House property with the expenditure not to exceed \$10,000.00 to get house ready to lease. In addition, authorize the General Manager to execute contracts with Escoto Construction for improvements; procure sanitation facilities for the Mentone shop not to exceed signature authority and advertise the property for lease.

Staff further recommends the property be evaluated for sale again in the spring to determine if it is financially advisable to move district maintenance operations to the Canyon shop area. Staff recommends the Resources Committee provide recommendations on the disposition of the Canyon house. Recent inspection indicates roof damage is causing water damage and will result in rapid deterioration of the house.

BACKGROUND

The District owns property on Mentone Boulevard in Mentone and in the Santa Ana canyon below the Seven Oaks Dam. Over several meetings of the Committees and Board the disposition and improvements have been contemplated. This Board Letter attempts to compile the alternatives and provide staff's recommendation.

Both properties have shop facilities, parking areas and houses in differing stages of repair and habitation. The Mentone property is currently the base of field operations and has a recently inhabited home. The property is about five acres and includes a well appointed shop and parking area as well as vacant land adjoining it. It is in an area zoned for limited residential use.

The Canyon property is remote and located beyond the US Army Corps of Engineers gate to Seven Oaks Dam. The property has an uninhabitable house and a relatively primitive shop. Improvements to the shop are estimated at approximately \$35,000.00. Attached estimate previously provided.

OPTIONS AND FISCAL IMPACT

Several options have been proposed. The options are shown below.

- 1. Sell Mentone Property** – List and transact the Mentone property as excess property. Residential sales in the Mentone area are mostly foreclosures and the property may be on the market for an extended period to achieve the maximum value. Property value ranges from approximately \$200,000.00 to more than \$500,000.00. Improvement costs may or may not be needed. Costs to move to the operations to the Canyon Shop of approximately \$35,000.00 repaid by proceeds of the sale. Net savings if transacted in 2010-2011 FY no future revenue.
- 2. Lease Mentone Property** – Improve the Mentone House and Shop property and lease for allowable zoned use. Rental of the house is estimated at \$1,500.00 to \$1,700.00 per month and the shop and lot at \$500.00 to \$1,500.00 per month. Leasing of the shop may require changing of zoning. Leasing would require the \$35,000.00 for upgraded of the Canyon Shop to be paid in advance of rental. Net cost for 2010-2011 FY due to rent repayment of the Canyon Shop upgrade.
- 3. Lease Mentone House** – Improve the Mentone House advertise and lease the house, expected rental income at \$1,500.00 to \$1,700.00 per month. Keep the shop in use to minimize the out of pocket costs and attain lease payments expected breakeven for 2010-2011 FY and beneficial future revenue.
- 4. Pursue Other Land Use** – Begin work with County of San Bernardino and City of Redlands for lot line changes and changes to the zoning to allow other business uses for the property to increase value prior to sale. Near term costs not warranted given the uncertainties.

Staff recommends Option 3, leasing the residential house property and keeping maintenance operations and shop on the back of the lot minimize the out of pocket costs for this fiscal year and provide future revenue. Staff also recommends the property be listed in the spring for sale to determine if an acceptable offer can be produced. Any investment would be repaid at sale and pay to move operations to the Canyon Shop.

CANYON HOUSE

Recent Inspection of the Canyon house indicated the deterioration of the house due to rodent infestation and water damage due to roof damage. Committee and Board to consider the future use of the structure and the cost of demolition versus repair.

FISCAL IMPACT

Recent adjustments to the District budget were approved and include the costs for the improvements to the Mentone House. Revenue from the lease would repay much of the improvement cost. Future fiscal year income is estimated at \$18,000.00 per year.



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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www.sbvwd.dst.ca.us

To: Board of Directors

From: General Manager, Daniel Cozad; District Counsel, David Cosgrove

Date: December 10, 2010

Subject: Surplus Property Outside Wash Plan

RECOMMENDATION

Staff recommends that the Board declare the Canyon Property, 21 Acres, excess of its needs for water conservation which is outside the Wash Plan boundaries as surplus and notice it to local public agencies.

BACKGROUND

Due to the fiscal condition of the District, Staff is evaluating many options to increase District revenue on both short and long term basis. The return of property excess of district needs may present a viable means to augment district funds and maintain valuable services that would otherwise be lost due to budget cuts.

The efforts in such are stepwise and the first step is the review of the property for the District's current and future needs. This step has not been done for all properties outside the Wash Plan however Staff would appreciate the opportunity to discuss the properties identified in the attached maps. Map 1 shows a 21 acre parcel which has been discussed by the Board as potentially being excess to current needs. Map 2 shows all property owned by the District that is not within the Wash Plan.

Staff would like to explore the opportunities on these lands further. This exploration would take into consideration the current and future needs of the property, buffer needs for existing operations, legal issues and market opportunities for these lands.

The steps required for the sale of the excess property are:

1. Declaration of Surplus (Completed in November, 2010)
2. Notice in accordance with Government Code § 54222 to local agencies
3. Advertisement solicitation of offers for the property
4. Appraisal and negotiation of terms of sale and preparation of agreements and documents for sale.

The next step is to provide notice to local public agencies, a draft letter is attached.

FISCAL IMPACT

Minimal fiscal impact is expected; GIS, legal and staff time would be required for preliminary evaluation should the Board determine properties are excess of need and available for surplus and sale additional costs would be related to these efforts. Such costs are not included in the current budget. Additionally, the revenue from sale or other use of such lands is not included in current budgets.



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December 10, 2010

[Agency]
[Name]
[Address]
[CityStateZip]

Re: Potential Sale or Lease of Surplus Property by San Bernardino Valley Water Conservation District

Dear [Salutation] [Name]:

This notice is being sent to you pursuant to the provisions of California Government Code § 54222. The San Bernardino Valley Water Conservation District, a water conservation district duly formed and existing under California Water Code Sections 74000 et seq., is the owner of some 21 acres of property located generally in the upper Santa Ana Rivers Canyon and bearing San Bernardino County Assessor Parcel No. 0297-041-07-0000. Please see Attachment 1 for a location map.

This notice is being sent to advise you that the Conservation District has determined this property to be surplus to its needs. In accordance with Government Code § 54222, the Conservation District is soliciting the interest of relevant agencies with jurisdiction over this property, to determine whether there is any interest for a sale of the property at fair market value for any of the following purposes:

1. Developing low and moderate income housing;
2. Park and recreational purposes or open space purposes;
3. Construction of school facilities or use by a school district for open space purposes;
4. Acquisition by a non-profit neighborhood enterprise association; or
5. Development in an infill opportunity zone.

If your agency is interested in initiating negotiations with the Conservation District for a sale of the property at fair market value for any of the above-listed purposes, provided such purposes are within the appropriate jurisdiction of the responding agency, the Conservation District would be happy to speak with you. In such event, please notify the undersigned of your interest, in writing, within sixty (60) days of the date of this letter.

Sincerely,

Daniel B. Cozad, General Manager
San Bernardino Valley Water Conservation District

Attachment: Location Map

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Arnold L. Wright
John Longville




David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad
47 of 50



Key

-  Streets
-  District Boundary
-  Proposed 21 Acre Property for Consideration



Data Source: SBVWCD
Imagery: SBVWCD Imagery 2009



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To: Board of Directors

From: General Manager, Daniel Cozad

Date: December 10, 2010

Subject: Facility Maintenance, Operations and Aggregate Management Plan Outline

RECOMMENDATION

Staff recommends that the Board provide comments and receive and file the update of the recommendations for development of a Facility Maintenance, Operations and Aggregate Management Plan (Plan) and review the Plan outline.

BACKGROUND

In March of 1994 an operations plan was developed for District field activities. The plans of the District have changed significantly and have not been documented since the development of the 1994 Operations Plan. Specifically, changes have been implemented to the maintenance of percolation basins to reduce impacts to surrounding land and to continue to percolate diverted water to groundwater. In addition, the District has had a variety of different approaches to managing the sand, silt, and rock that accumulated in the basins. Staff responding to Board requests proposed to coordinate and document basin maintenance, operations and aggregate management in a plan.

Plan and Outline

The development of the plan will be done largely by district staff with assistance from engineering consultants that have worked on the basins in the past. The following is an outline of the plan for Committee discussion:

1. Plan Purpose and Background
2. Facilities Description and design
 - a. Volume and effective capacity
 - b. Historic and current use
3. Management of the System

4. Basin maintenance
 - a. Activities
 - b. Frequency
 - c. Considerations and exceptions
 - d. Emergencies
5. Aggregate management
 - a. Movement
 - b. Removal
 - c. Contracts and methods
 - d. Recommendations

FISCAL IMPACT

There is limited fiscal impact to the preparation of the plan. Existing staff and interns are likely to provide the majority of the plan preparation. Engineering support may be useful but will be a minimal cost. Better managing the removal and management of aggregate may provide additional revenue to the district when the construction industry recovers from the current recession.