

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

**REGULAR BOARD MEETING
AGENDA**

March 28, 2012 – 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.

**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

1. Approval of Board Minutes, March 7, 2012

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 Medina 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.

4. **ACTION ITEMS, NEW BUSINESS**

A. CALPERS SIDE LOAN PAYOFF

Recommendation: Staff recommends the Board review and consider approval of the transfer of approximately \$178,152.00 from District general reserves to CalPERS for payment in full of the side loan.

B. OFFICE STAFFING & REVISED POSITION DESCRIPTION

Recommendation: Staff recommends the Board discuss and consider approval of the revised position descriptions and salary ranges.

C. GREENSPOT ROAD CULVERT AGREEMENT

Recommendation: Staff recommends that Board review and consider approval of the Agreement between the City of Highland and the District for the reconstruction of the Districts culvert under the new Greenspot road to be funded by SBVMWD.

D. BUDGET WORKSHOP

Recommendation: Staff recommends the Board review draft budget for all remaining enterprises and provide feedback to staff for revisions.

E. REDISTRICTING

Recommendation: Staff recommends the Board review and discuss version three of redistricting guidelines provided by legal counsel.

F. COLLABORATIVE AGREEMENT VERBAL UPDATE

Recommendation: Staff Recommends the Board Receive and File the Update from District Counsel.

5. **INFORMATION ITEMS:**

A. Future Agenda Items & Staff Task requests from Directors

B. Form 700 – Deadline March 23, 2012, Due April 2nd.

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

7. **UPCOMING MEETINGS:**

1. April 2, 2012 Basic Technical Advisory Committee at SBVWCD, 1:30 – 3:30 p.m.
2. April 3, 2012 San Bernardino Valley Municipal Water District at SBVWCD, 2:30 p.m.
3. April 9, 2012 Bureau of Reclamation at District, 9:00 a.m. – 11:00 a.m.
4. April 19, 2012 2012 Outstanding Senior Honoree former Director Bud & Margaret Wright, Golf Tournament at Highland Senior Center 11:00 a.m. Registration, 5:30 p.m.
5. April 21, 2012 70th Annual Awards in Water Resources Banquet at Cal State University, San Bernardino
6. May 8-11, 2012 ACWA Spring Conference and Exhibition at Conference Center, Portola & Marriott Hotels, Monterey, CA.

8. **CLOSED SESSION**

1. Under authority of government code section 54956.8, the board may recess to a Closed Session for a 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.
2. The Board may convene in Closed Session to discuss exposure to litigation, under Government Code section 54956.9(b)(3)(e).
3. Under authority of Government Code section 54956.9 (c), the Board may meet in Closed Session to decide whether to initiate litigation.

9. **ADJOURN MEETING.** The next regular Board meeting will be on April 11, 2012 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 March 7, 2012
1:30 P.M.

President 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:

Richard Corneille, President
Melody McDonald, Vice President
Clare Henry Day, Director
Bob Glaubig, Director
John Longville, Director (1:44 p.m.)
David E. Raley, Director
Manuel Aranda, Director

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

Absent

STAFF PRESENT:

Daniel Cozad, General Manager
Athena Medina, Administrative Assistant

GUESTS PRESENT:

Alan Dyer, West Valley Water District
Charles Roberts, Highland Community News
Chris Brown, Charles Z. Fedak

1. PUBLIC PARTICIPATION

President Corneille announced this as the time for any persons present, who so desire, 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 no additions/deletions to the agenda.

3. CONSENT CALENDAR

Approval of the Board Minutes from February 8, 2012

It was moved by Director Day and seconded by Director Aranda to approve minutes from the February 8, 2012 meeting. The motion carried 6-0, with Director Longville noted absent from the vote.

Unaudited Financials

It was moved by Director Day and seconded by Director Aranda to approve the February Unaudited Financials. The motion carried 6-0 with Director Longville noted absent from the vote.

Update on Groundwater Charge Collections

Mr. Cozad reviewed the Groundwater Assessment Report with the Board, making notation that Gage Canal and City of Riverside have paid or reported for this assessment period since report was printed for the package. The City of Riverside's production is not indicated in the GWA 37 report that was presented in board packet. Mr. Cozad also noted that the late fees and penalties are being enforced. A discussion ensued. The Board accepted the report.

4. ACTION ITEMS, NEW BUSINESS

A. AUDIT REPORT PRESENTATION FOR FY 2010-2011

Director Corneille noted that the Ad Hoc Audit Committee did meet prior to the Board meeting to discuss and note their changes. Chris Brown with Charles Z. Fedak & Company presented the 2010-2011 audit report to the Board. Mr. Brown noted that the

Audit was an unqualified opinion or clean audit. Mr. Brown covered the report in detail and answered questions from the Board. Specifically noted by Director McDonald was the significant decrease in operating expenses at a percentage of 48.8% less than the previous fiscal year.

It was moved by Director Longville and seconded by Director Aranda to accept the 2010-2011 Audit Report. The motion carried unanimously.

B. ENGINEERING INVESTIGATION REPORT (EI REPORT)

Mr. Cozad presented the Engineering Investigation Report (EI Report) to the Basin Technical Advisory Commission (BTAC) on March 5, 2012. He presented the same information being presented to the Board today. He noted that the EI Report is required in order to establish a groundwater charge. The EI Report format used for the current year was based on the 2005 year approach which was widely accepted and used in 2011. The primary individual responsible for preparing the report was the Districts Engineering Intern, Ryan Hejka as well as our GIS Intern, Cristina Maxey with additional help from staff and partner agencies listed in report. Provisional estimates of data are included in the report for the Fontana water agency which were unable to provide us with data at this time. EI Report is based on water levels, production data, and diversion data provided by partner agencies. Mr. Cozad indicated it was a wet year last year and continued with his presentation. Mr. Cozad answered questions and discussion ensued. Director McDonald and Director Corneille commended staff on the preparation of the EI Report at a reduced cost to the District and how it was presented to the public and asked the General Manager to commend the staff of their work.

It was moved by Director Aranda and seconded by Director McDonald to accept and approve the EI Report. The motion carried unanimously.

C. FY 2012-2013 GROUNDWATER ENTERPRISE BUDGET

Mr. Cozad presented the Groundwater Enterprise Budget to the Board. The primary revenue source for the Groundwater Enterprise is the production groundwater charges paid by district producers. Director Glaubig inquired as to whether or not we will be receiving the Wash Plan income as budgeted; Mr. Cozad indicated we were not as the Wash Plan is not yet underway. In the Groundwater Enterprise there were increases in costs due to basin maintenance needed after the wet year and a decrease in field staffing to reduce one position to two thirds. He reviewed revenue sources, expenses and identified that this would create a \$49,000.00 deficit in the Groundwater Enterprise. Mr. Cozad noted in the staff report a range of increases and is recommending an increase in the groundwater assessment charge. It is a decision of the Board as to the percentage of the increase they select for public notice, public meeting and public hearing. Discussion ensued.

Director Raley stated that he believes we have sufficient revenue from other sources at this time to cover the deficit. Director Longville noted that there should be at least an incremental increase for additional costs and to cover the deficit rather than large increases later. Director Glaubig believes that we should take into consideration the Collaborative Agreement monies that the District anticipates it may receive upon signing of the agreement. Director Corneille stated that the money from the Collaborative Agreement will be to cover any additional costs in basin maintenance and land lease. Director Glaubig is optimistic in our current financial condition. Director McDonald noted that she has traveled throughout California and our rates are one of the lowest in California. Additional discussion ensued.

It was moved by Director Raley and seconded by Director Glaubig not to raise the rate of the groundwater assessment charge. The motion failed 2-5 with Directors Raley and Glaubig voting in the affirmative.

Director McDonald recommended that we notice the potential increase needed to cover the shortfall and allow the public to have the opportunity to speak on this issue. Director Raley posed the question to Director Longville as to if he would propose an increase every year. Director Longville noted that we only propose an increase when the budget deems it necessary as in this budget where a deficit was noted and to avoid larger increased being needed later. Additional discussion ensued.

It was moved by Director McDonald and seconded by Director Aranda to notice a potential increase in the groundwater charge at a rate not to exceed 15%. The motion carried 5-2, with Director Raley and Director Glaubig in opposition.

D. WASH PLAN SUPPORT FOR CONSERVATION STRATEGY

Mr. Cozad performed a brief overview on the Wash Plan. The District continues to work closely with the United States Fish & Wildlife Service (USFWS) to prepare to implement the Wash Plan studies. The USFWS presented the District with the proposed changes that they would like to see to the Conservation Strategy map which specifies what mining and mitigation will be performed within what boundaries. The work order presented to the Board is for RBF Consulting to work with the mining entities themselves under the supervision of the District to develop new boundaries to present to the USFWS. The mining entities agreed to cover the costs of the work to be performed with biologist. A cost benefit analysis was presented to the Board as well. The cost of the work to be performed is estimated at an amount not to exceed \$35,000.00. Director Raley noted that there would be zero impact to the District in regards to contract dollar amount. There is a meeting scheduled for later this month.

It was moved by Director Corneille and seconded by Director Aranda to approve the contract and scope of work for RBF Consulting. The motion carried unanimously.

E. GENERAL MANAGER – ANNUAL PERFORMANCE REVIEW AND EMPLOYMENT AGREEMENT

Director Corneille presented the recommendation from the Ad Hoc Committee on the Review of the Performance of the General Manager. He noted that the Committee commended Mr. Cozad on the performance of the District over the past year. He briefly reviewed the recommendations of the committee and noted that the contract term was extended by fifteen months. Director Raley identified that the agreement in regards to the amount of PERS contribution should reflect District Policy because employees now pay a portion of the PERS Cost. Mr. Cozad agreed and the oversight will be made prior to signing of agreement and that his benefit contribution will fall in line with the rest of Staffs pursuant to District policy. Discussion ensued.

It was moved by Director Longville and seconded by Director Raley to accept the committee suggestions and approve the employment agreement for the General Manager with amendments as noted. The motion carried unanimously.

F. COLLABORATIVE AGREEMENT VERBAL UPDATE

Mr. Cozad presented a brief overview of the Collaborative Agreement development on behalf of District Counsel. The agreement is still in negotiations with counsels from all agencies and making good progress. There will be an additional update at the next Board of Directors meeting on March 28th. The Board accepted the update.

5. INFORMATION ITEMS:

A. General Managers Report and Field Operations Recharge Update

The written report was included in the Agenda package. Mr. Cozad noted that the Districts Board Secretary had resigned and that Athena Medina would be taking those responsibilities and that there would office closures on Friday's to accommodate the short staffing..

B. ACWA State Legislative Committee Bill Packet-Status

Director McDonald stated that this item has been distributed to the Board via email. Also, that the biggest emphasis is on the Water Bond and a survey is being performed as to ways to cut costs down to \$9 billion. The Colorado River Board may be consolidated into another board as proposed in the Governors Budget recommendations.

C. Future Agenda Items & Staff Task requests from Directors

There were no requests from Directors.

D. Form 700-Deadline March 23, 2012, Due April 2nd

Director Corneille noted that these are due by March 23rd. Mr. Cozad thanked those who have turned them in early.

E. LAFCO-Nomination of Regular Special District Member – Deadline March 12, 2012. Nomination via Board Vote

This item was a handout no direction provided to staff

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

A. Board approval for Director Selected meeting/travel requests

President Corneille opened discussion of the item. He also stressed the importance of our directors not exceeding their approved budget. Director McDonald, President Corneille and Director Aranda requested approval to attend the ACWA Spring Conference and provided a cost proposal to the Board.

It was moved by Director Day and seconded by Director McDonald to approve the cost proposals as submitted for Director McDonald, President Corneille and Director Aranda to attend the ACWA Spring Conference. The motion carried 6-1 with Director Raley in opposition.

Director Raley proposes an amendment to the motion to include that travel days are not to be paid a per diem by the District and that mileage should be paid if lessor than airfare. There was no second and therefore amendment failed.

Director Activity Reports

Director Day had nothing to report at this time.

Director Longville noted that there will be an Ad Hoc Committee meeting on March 22nd that he will be attending. He stated there has been no significant activity since the last meeting. Director Glaubig and Director McDonald will attend as well.

Director McDonald attended the BTAC meeting and commended Mr. Cozad on his presentation of the EI Report. She indicated that the Engineering Subcommittee will have a presentation by Kennedy-Jenks on the Urban Water Management Plan. This year's allocation for the State Water Supply had a 10% reduction between last year and this year. She also attended San Bernardino Valley Municipal Water District's Board of Directors meeting yesterday.

Director Aranda attended the ACWA Communications Committee. The primary concern was the Water Bond. He also attended the USAWRA meeting and updated them on legislation. The USAWRA is working on updating their bylaws to be more relevant for the Region.

Director Raley attended the Rise N Shine breakfast at the Redlands Chamber of Commerce (RCC) where they discussed the Americans with Disabilities Act (ADA). Senator Dutton introduced legislation to allow owners to fix the violations prior to suit. He also attended Mentone Chamber of Commerce meeting. There will be an upcoming election with regards to the 3rd District Supervisor where Neil Derry is running against James Ramos.

President Corneille attended Ethics training and the SBVMWD Advisory Commission meeting. May 3rd is the next Advisory Commission meeting. President Corneille and Mr. Cozad met with the Inland Empire Resource Conservation District (IERCD) staff including Mandy Parkes. IERCD presented the District with suggestions for cost of maintenance of the habitat conservation areas. President Corneille and Mr. Cozad also met with United Conservation District in Santa Paula. He met with Mike Huffstutler and he indicated he is pleased with the District's current operations. President Corneille noted that Bear Valley Mutual has spreading basins by the Redlands Airport where they are primarily operational during the winter.

7. UPCOMING MEETINGS

Mr. Cozad noted that there will be an upcoming Water Resources Institute Annual Awards Banquet honoring Bill Steele from the Bureau of Reclamation as well as Robert Martin of East Valley Water District on April 21st.

8. CLOSED SESSION

At 4:15 p.m. it was moved by President Corneille and seconded by Director McDonald to adjourn to Closed Session. The motion carried 7-0.

The General Manager announced the Board would adjourn to closed session on one item. Under the authority of Government Code section 54957 (b)(1) the Board entered closed session to consider public employee appointment for the position of Administrative Manager.

At 4:40 p.m. the Board reconvened into open session and the General Manager reported the Board took no reportable action in closed session.

9. ADJOURN MEETING

It was moved by Director Day and seconded by Director Aranda to adjourn to the next scheduled meeting. The motion carried.

At 4:40 p.m. the meeting adjourned to the regular Board meeting scheduled for March 28, 2012 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

Daniel B. Cozad
General Manager



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Memorandum No. 1085

To: Board of Directors

From: General Manager, Daniel Cozad

Date: March 28, 2012

Subject: CalPERS Side Loan Payoff

RECOMMENDATION

Staff recommends the Board review and consider approval of the transfer of approximately \$178,152.00 from District general reserves to CalPERS for payment in full of the side loan. Authorize and direct the General Manager to implement this payment outside the Operating Reserve authorized by the Board.

BACKGROUND

In 2005, CalPERS took all retirement plans with less than 100 employees and merged them into risk pools according to the type of benefit offered. CalPERS intended to reduce the volatility in pension costs that was occurring for many agencies due to their small population base. When these risk pools were established, CalPERS assigned each entity in the pool their share of the unfunded liability, and assessed an interest rate of 7.75% annually, the same rate of return they assume on investments. CalPERS this month revised this rate to 7.50% annually.

DISCUSSION AND CONSIDERATIONS

For the District our share of the unfunded liability is approximately \$180,000 March 1, 2012. Contributions to repay this loan are included in the Districts annual CalPERS rate and included in the District budget. The unfunded liability resulted from lower than expected rates of return from CalPERS. Based on CalPERS change the District would be paying \$13,500 dollars interest on the loan and earning approximately \$2,700 on invested reserves in the same amount. By paying off the side loan the District would save as much \$10,800 and approximately \$7,000 on average annually for the remaining nine years. The net savings to ratepayers and taxpayers in the District would total as much as \$68,000, if CalPERS rates are kept at 7.50%.

CalPERS Actuarial Staff have estimated the payoff would reduce the Districts CalPERS costs by approximately 3.043%. They have prepared a request letter (Attachment 1) based on a payoff by April 30,

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2012. In addition to reducing the CalPERS costs the payoff of the side loan would allow the District to report no unfunded pension related debt in its annual audit.

FISCAL IMPACT

The District would see a reduction in reserves in the amount of \$178,152.00 for Fiscal Year 2011/2012 but this would offset the existing liability for pension debt. The result would be less available reserves for the District but lower operating costs and up to a \$68,000 savings over 9 years. All enterprises would experience modest savings due to the action reducing the CalPERS related payroll costs. The action increased the Districts reliance on annual revenue and remaining reserves. This cost is not included in the approved 2011/2012 budget and obligates reserves outside the Operating Reserve level established by the Board in January 2012.



California Public Employees' Retirement System
Actuarial Office
P.O. Box 942709
Sacramento, CA 94229-2709
TTY: (916) 795-3240
(888) 225-7377 phone • (916) 795-2744 fax
www.calpers.ca.gov

March 19, 2012

CalPERS ID: 1409

Employer Name: SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Rate Plan: MISCELLANEOUS PLAN

Re: Lump Sum Payment to reduce 2011-2012 & 2012-2013 pooled employer contribution rates

Dear Requestor:

As requested, 2011-2012 & 2012-2013 employer contribution rate information on your lump sum payment follows.

If you are aware of others interested in this information (i.e. payroll staff, county court employees, port districts, etc.), please inform them.

The information is based on the most recent annual valuation and assumes payment *by April 30, 2012* and no further contractual or financing changes taking effect before June 30, 2013. The Side Fund resulting from risk pooling valued at **\$176,799** (including any adjustments due to plan amendments, vouchers, golden handshakes, etc.) as of June 30, 2012, will be reduced or eliminated by a lump sum payment in the amount of **\$178,152**. Any later adjustments due to plan amendments, vouchers, golden handshakes, or financing changes could increase or reestablish a negative side fund.

The change in your 2011/2012 & 2012/2013 employer contribution rates after you make the proposed lump sum payment, is displayed in the "Change to Total Employer Rate" line below.

Valuation as of June 30, 2009	Pre-Payment	Post-Payment
Projected 6/30/12 Side Fund (SF)	(\$176,799)	
Proposed Lump Sum Pmt by 4/30/12	\$178,152	
Revised projected 4/30/2012 SF		\$0
2011-2012 Employer Contribution Rate		
Risk Pool's Net Employer Normal Cost	8.715%	8.715%
Risk Pool's Payment on Amortization Bases	4.034%	4.034%
Surcharges for Class 1 Benefits	0.604%	0.604%
Phase out of Normal Cost Difference	0.000%	0.000%
Amortization of Side Fund	3.082%	0.000%
Total Employer Contribution Rate	16.435%	13.353%
Amortization Period	11 years	N/A
Change to 11/12 Total Employer Contribution Rate		(3.082%)

Valuation as of June 30, 2010	Pre-Payment	Post-Payment
2012-2013 Employer Contribution Rate		
Risk Pool's Net Employer Normal Cost	8.780%	8.780%
Risk Pool's Payment on Amortization Bases	4.527%	4.527%
Surcharges for Class 1 Benefits	0.607%	0.607%
Phase out of Normal Cost Difference	0.000%	0.000%
Amortization of Side Fund	3.043%	0.000%
Total Employer Contribution Rate	16.957%	13.914%
Amortization Period	10 years	N/A
Change to 12/13 Total Employer Contribution Rate		(3.043%)

To initiate this change, the enclosed Lump Sum Payment Request must be completed and returned to the Fiscal Services Division with a wire transfer or a check by April 30, 2012. A copy should be sent to us.

If you have questions, please call (888) CalPERS (225-7377).



KERRY J. WORGAN, MAAA, FSA, FCIA
Senior Pension Actuary, CalPERS

LUMP SUM PAYMENT REQUEST

Please complete and return this form to the following address:

CalPERS
Fiscal Services Division
Attn: Retirement Program Accounting
P O Box 942703
Sacramento, CA 94229-2703

Or fax to: 916-795-7622.

If a wire transfer is being used, it should go to the following account:

ABA#0260-0959-3

Bank of America Sacramento Main
555 Capitol Mall, Suite 1555
Sacramento, CA 95814

For credit to State of CA, CalPERS
Account # 01482-80005

Please e-mail FCSD_public_agency_wires@calpers.ca.gov and your actuary on the day of the wire to ensure timely crediting to your account. Any individual wire totaling over \$5,000,000 requires a 72 hour notice.

Employer Name: SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

CalPERS ID: 4303312904

Member Group or Plan: MISCELLANEOUS PLAN

Rate Plan ID: 1510

Coverage Group affected by the Payment (choose one within the affected plan): 70002

Amount: **\$178,152**

Purpose:	Pay off the side fund
Base(s) to which payment is applied:	N/A

In recognition of our payment please revise our employer contribution rate effective April 30, 2012:

Name and Title: (Please Print): _____

Signature: _____ Date: _____

Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____ Fax Number: _____

E-mail Address: _____

Fiscal Services verification Date Received _____ Amount Received _____

PERS01F0036 DMC (02-2009) Reference # _____ Name and Date: _____



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Memorandum No. 1086

To: Board of Directors

From: General Manager, Daniel Cozad

Date: March 28, 2012

Subject: Office Staffing and Revised Position Description

RECOMMENDATION

Staff recommends the Board discuss and consider approval of the revised position descriptions and salary ranges.

BACKGROUND

The District has recently experienced turnover in the Administrative Manager position. Prior staffing planning and district was more hierarchical, but in recent times with smaller staffing the general manager has supervised the staff. Staffing is a critical part of any organization's success. The staffing of the District has been impacted by staff retirements and departures.

Proposed Changes

In order to accommodate the limited funding and staffing at the District, staff proposed replacing the Administrative Manager and Administrative Assistant I/II positions with two Administrative Services Specialists I/II. This would allow more cross training and allow both positions to assume the others duties when one is out of the office for flex days, vacation, sick or other absences.

The primary difference is to reduce the staff management responsibility and reduce salary of the Administrative Manager. This would also increase the responsibilities and salary for the Administrative Assistant requisite with the additional duties and skills expected.

Attachment 1 presents the new Administrative Services Specialist I/II job description. Defining two levels in the position allows for career growth and to accommodate the variety of skills and education of candidates for the position. Attachment 2 presents the salary ranges for the positions from the approved Salary Range Scales. In brief review of the private and public sectors, salaries and salary ranges vary considerable with duties, responsibilities, staff management and education requirements.

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Daniel B. Cozad

Salaries generally range from \$30,000 to \$60,000 for lower responsibilities/experience and \$50,000 to \$80,000 for high responsibility, education and personnel management expectations. A chart is shown below for the lower range form PayScale.com. Water Agency pay scales appear to be 15-20% higher. Many organizational types have similar position descriptions and salary ranges.

Administrative Services Specialist 1 Salary Range 12	from \$46,636 to 56,687 annually
Administrative Services Specialist 2 Salary Range 16	from \$56,791 to 69,030 annually

FISCAL IMPACT

The net difference in expected labor costs are minimal, but difficult to determine until the position is filled. The former position of Administrative Manager was Range M-5 from \$86,369 to \$104,982; however the position was last staffed at the Executive Assistant level R-16 from \$56,791 to \$69,030 based on qualifications and experience. The net changes will be evaluated in the budget process for 2012-13.



Administrative Support Specialist



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

POSITION DESCRIPTION

ADMINISTRATIVE SERVICES SPECIALIST I/II

DEFINITION

The definition and description of these positions is similar and differentiating between them is a matter of the degree of experience and expertise. Among this continuum and staff are expected to progress in knowledge, skills and mastery. The section below indicates elements of differentiation between the positions.

Administrative Services Specialist I – Salary Range 12

Initially meets all skills, may be limited in experience in one or more areas and in need of training in one or more areas. By higher levels this position is expected to gain experience, knowledge and skill to accomplish all elements of the position.

Administrative Services Specialist II – Salary Range 16

Initially meets all skills and education, may be limited in experience. Should rapidly gain training and experience to attain skills, expand knowledge and experience to be able to fully accomplish position requirements. Higher levels should exhibit mastery of all elements of the position and be prepared for advancement.

Position

Under Direction of the General Manager, provide highly responsible administrative support to the General Manager and to the San Bernardino Valley Water Conservation District (SBVWCD) Board of Directors; develop, promote, implement, administer, and maintain policies, procedures, and programs relating to employee relations, purchasing, contracts, compensation, and employee benefits in order to achieve the highest level of employee morale, welfare and productivity; and other duties as directed. Maintain confidentiality of all files and information considered to be personnel related and/or of attorney/client privilege or of a sensitive nature.

Provide administrative support for the District staff by performing a wide variety of complex, responsible, and technical secretarial and administrative duties; as needed, prepare, copy, and distribute agenda packets; prepare forms, reports, schedules, manuals, work orders, purchase orders, contracts, invoices, and various other correspondence and materials; type, format, and proofread a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts; type from rough draft, verbal instruction, or transcribing machine recordings; review drafts for punctuation, spelling, and grammar; independently compose letters, memoranda, or basic reports from general instructions or

information related to assigned responsibilities; arrange for or distribute copies of material; enter and track project data from invoices received.

Provide accurate and timely recording of minutes of Board, Committee and Big Bear Watermaster meetings as assigned and for assuring that those minutes are accurately transcribed and presented for approval by the General Manager, Board and Committee members.

Provide a full range of complex administrative and staff support for the General Manager and District requiring use of specialized knowledge and familiarity with District policies and procedures, maintaining District records, logs, and files, assisting in training others as required, and providing assistance to other administrative and field personnel as needed.

SUPERVISION EXERCISED

Supervision of interns, temporary or other staff may be required.

EXAMPLES OF ESSENTIAL DUTIES

Administrative and Office Management

Manage and participate in the implementation of goals, objectives, policies, and priorities for assigned programs including human resources, benefits, purchasing, property management, bookkeeping, billing, groundwater reports, website management, contracts, insurance and records/filing.

Assist SBVWCD Board of Directors in their activities, including recording of minutes of Board and committee meetings, preparing resolutions and other legal documentation, and District elections; provide assistance, as needed, to Board members for attending District approved programs.

Assist in the development and preparation of the District's annual operating and capital budgets, as they develop projections and estimates of revenue, expenses, and expenditures. Develop for review by the General Manager monthly budget reports and a comprehensive mid-year budget review with recommended adjustments as necessary. Provide monthly budget reports for the Board package.

Administer payroll, accounts payable, accounts receivable, and monthly bank balances.

Administer and manage property management and coordinate with tenants. Administer all accounting functions related to property management. Prepare quarterly reports for and the Board of Directors on all property management activities.

Personnel and Human Resources

Coordinate programs for employee recruitment, selection, training, development, evaluation, safety, promotion, and retention to assure proper and effective staffing;

developing and promoting a philosophy which enhances morale, productivity and encourages a culture of professionalism and excellence.

Administer employee benefit programs under direction of the General Manager. Stay informed of Federal and State legislation and related regulations that govern human resource functions; recommend actions required for compliance.

Administer personnel procedures in accordance with the Personnel Manual. Develop necessary changes to Job Descriptions, Policies and Manuals for timely review by the General Manager.

Other Job Related Duties

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Organizational and management practices as applied to the internal administrative programs, policies and operational needs
- Brown Act principals and District Board secretary procedures
- Principles and practices of human resources management including employer-employee relations, recruitment process, classification and compensation, benefits, affirmative action and training. Pertinent Federal, State, and local laws, codes, and regulations regarding human resources
- Principles and practices of budget preparation and administration
- Safe driving principles and practices

Ability to:

- Provide administrative and professional leadership and direction for assigned programs
- Understand the organization and operation of the District as necessary to assume assigned responsibilities
- Under direction of the General Manager, prepare and negotiate for capital equipment, facilities maintenance, and telephone equipment
- Analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals
- Communicate clearly and concisely, both orally and in writing

- Work to establish, maintain and foster positive and harmonious working relationships with those including District and other officials, community groups and the general public

Education, Training and Experience:

Associates or Bachelor's Degree in Public Administration, Business Administration including courses in human resources, finances; five years of administrative responsibility is ideal.

License or Certificate:

- Possession of valid California Driver's License
- Progress toward CSDA or other Admin Related or HR certifications is recommended

Special Requirements:

Essential duties require the following physical skills and work environment; see in the normal visual range with or without correction; hear in the normal audio range with or without correction; lift 5-20 pounds to eye level; ability to work in a standard office environment.

SBVWCD District Salary Range

JOB TITLE

5% Steps Based on Merit Increases Earned

Non-Exempt

INTERN

Range 1	\$ 12,000.00	\$ 26,208.00	\$ 27,518.40	\$ 28,894.32	\$ 30,339.04
1000 HRS/YR	\$ 1,000.00	\$ 2,184.00	\$ 2,293.20	\$ 2,407.86	\$ 2,528.25
	\$ 461.54	\$ 1,008.00	\$ 1,058.40	\$ 1,111.32	\$ 1,166.89
	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59

**Yearly
Monthly
Bi-Weekly
Hourly**

Range 2	\$ 28,480.09	\$ 29,904.09	\$ 31,399.30	\$ 32,969.26	\$ 34,617.72
	\$ 2,373.34	\$ 2,492.01	\$ 2,616.61	\$ 2,747.44	\$ 2,884.81
	\$ 1,095.39	\$ 1,150.16	\$ 1,207.67	\$ 1,268.05	\$ 1,331.45
	\$ 13.69	\$ 14.38	\$ 15.10	\$ 15.85	\$ 16.64

FIELD TECH I

Range 3	\$ 29,936.82	\$ 31,433.66	\$ 33,005.34	\$ 34,655.61	\$ 36,388.39
	\$ 2,494.73	\$ 2,619.47	\$ 2,750.44	\$ 2,887.97	\$ 3,032.37
	\$ 1,151.42	\$ 1,208.99	\$ 1,269.44	\$ 1,332.91	\$ 1,399.55
	\$ 14.39	\$ 15.11	\$ 15.87	\$ 16.66	\$ 17.49

ADMIN ASST I

Range 4	\$ 31,435.77	\$ 33,007.56	\$ 34,657.93	\$ 36,390.83	\$ 38,210.37
	\$ 2,619.65	\$ 2,750.63	\$ 2,888.16	\$ 3,032.57	\$ 3,184.20
	\$ 1,209.07	\$ 1,269.52	\$ 1,333.00	\$ 1,399.65	\$ 1,469.63
	\$ 15.11	\$ 15.87	\$ 16.66	\$ 17.50	\$ 18.37

*Classified Hourly Salaries
are determined by Job
Descriptions. Upon a
Job Performance
Evaluation, employee can be
increased in salary.*

Range 5	\$ 33,061.39	\$ 34,714.46	\$ 36,450.18	\$ 38,272.69	\$ 40,186.33
	\$ 2,755.12	\$ 2,892.87	\$ 3,037.52	\$ 3,189.39	\$ 3,348.86
	\$ 1,271.59	\$ 1,335.17	\$ 1,401.93	\$ 1,472.03	\$ 1,545.63
	\$ 15.89	\$ 16.69	\$ 17.52	\$ 18.40	\$ 19.32

*Salary Surveys are to be
conducted and
adjustments to salary schedules
made when approved by the Board*

Range 6	\$ 34,687.02	\$ 36,421.37	\$ 38,242.44	\$ 40,154.56	\$ 42,162.28
	\$ 2,890.58	\$ 3,035.11	\$ 3,186.87	\$ 3,346.21	\$ 3,513.52
	\$ 1,334.12	\$ 1,400.82	\$ 1,470.86	\$ 1,544.41	\$ 1,621.63
	\$ 16.68	\$ 17.51	\$ 18.39	\$ 19.31	\$ 20.27

*COLA adjustments are made when
approved by the Board*

Range 7	\$ 36,439.31	\$ 38,261.28	\$ 40,174.34	\$ 42,183.06	\$ 44,292.21
	\$ 3,036.61	\$ 3,188.44	\$ 3,347.86	\$ 3,515.25	\$ 3,691.02
	\$ 1,401.51	\$ 1,471.59	\$ 1,545.17	\$ 1,622.43	\$ 1,703.55
	\$ 17.52	\$ 18.39	\$ 19.31	\$ 20.28	\$ 21.29

SBVWCD District Salary Range

JOB TITLE		5% Steps Based on Merit Increases Earned					Yearly Monthly Bi-Weekly Hourly
ADMIN ASST II	Range 8	\$ 38,297.17	\$ 40,212.03	\$ 42,222.63	\$ 44,333.76	\$ 46,550.45	
		\$ 3,191.43	\$ 3,351.00	\$ 3,518.55	\$ 3,694.48	\$ 3,879.20	
		\$ 1,472.97	\$ 1,546.62	\$ 1,623.95	\$ 1,705.14	\$ 1,790.40	
		\$ 18.41	\$ 19.33	\$ 20.30	\$ 21.31	\$ 22.38	
	Range 9	\$ 39,732.78	\$ 41,719.42	\$ 43,805.39	\$ 45,995.66	\$ 48,295.45	
		\$ 3,311.07	\$ 3,476.62	\$ 3,650.45	\$ 3,832.97	\$ 4,024.62	
		\$ 1,528.18	\$ 1,604.59	\$ 1,684.82	\$ 1,769.06	\$ 1,857.52	
		\$ 19.10	\$ 20.06	\$ 21.06	\$ 22.11	\$ 23.22	
	Range 10	\$ 42,245.11	\$ 44,357.37	\$ 46,575.24	\$ 48,904.00	\$ 51,349.20	
		\$ 3,520.43	\$ 3,696.45	\$ 3,881.27	\$ 4,075.33	\$ 4,279.10	
		\$ 1,624.81	\$ 1,706.05	\$ 1,791.36	\$ 1,880.92	\$ 1,974.97	
		\$ 20.31	\$ 21.33	\$ 22.39	\$ 23.51	\$ 24.69	
	Range 11	\$ 44,377.42	\$ 46,596.30	\$ 48,926.11	\$ 51,372.42	\$ 53,941.04	
		\$ 3,698.12	\$ 3,883.02	\$ 4,077.18	\$ 4,281.03	\$ 4,495.09	
		\$ 1,706.82	\$ 1,792.17	\$ 1,881.77	\$ 1,975.86	\$ 2,074.66	
		\$ 21.34	\$ 22.40	\$ 23.52	\$ 24.70	\$ 25.93	
Administrative Service Specialist I Proposed	Range 12	\$ 46,636.41	\$ 48,968.23	\$ 51,416.64	\$ 53,987.47	\$ 56,686.85	
		\$ 3,886.37	\$ 4,080.69	\$ 4,284.72	\$ 4,498.96	\$ 4,723.90	
		\$ 1,793.71	\$ 1,883.39	\$ 1,977.56	\$ 2,076.44	\$ 2,180.26	
		\$ 22.42	\$ 23.54	\$ 24.72	\$ 25.96	\$ 27.25	
	Range 13	\$ 49,317.63	\$ 51,783.51	\$ 54,372.69	\$ 57,091.32	\$ 59,945.89	
		\$ 4,109.80	\$ 4,315.29	\$ 4,531.06	\$ 4,757.61	\$ 4,995.49	
		\$ 1,896.83	\$ 1,991.67	\$ 2,091.26	\$ 2,195.82	\$ 2,305.61	
		\$ 23.71	\$ 24.90	\$ 26.14	\$ 27.45	\$ 28.82	
FIELD OPERATIONS TECH II FIELD OPERATIONS SPECIALIST	Range 14	\$ 51,471.06	\$ 54,044.61	\$ 56,746.84	\$ 59,584.18	\$ 62,563.39	
		\$ 4,289.25	\$ 4,503.72	\$ 4,728.90	\$ 4,965.35	\$ 5,213.62	
		\$ 1,979.66	\$ 2,078.64	\$ 2,182.57	\$ 2,291.70	\$ 2,406.28	
		\$ 24.75	\$ 25.98	\$ 27.28	\$ 28.65	\$ 30.08	

SBVWCD District Salary Range

JOB TITLE		5% Steps Based on Merit Increases Earned					Yearly Monthly Bi-Weekly Hourly
Range 15		\$ 54,067.83	\$ 56,771.22	\$ 59,609.78	\$ 62,590.27	\$ 65,719.79	
		\$ 4,505.65	\$ 4,730.94	\$ 4,967.48	\$ 5,215.86	\$ 5,476.65	
		\$ 2,079.53	\$ 2,183.51	\$ 2,292.68	\$ 2,407.32	\$ 2,527.68	
		\$ 25.99	\$ 27.29	\$ 28.66	\$ 30.09	\$ 31.60	
FIELD OPERATIONS SUPERVISOR EXECUTIVE ASSISTANT Administrative Service Specialist II Proposed	Range 16	\$ 56,791.28	\$ 59,630.84	\$ 62,612.39	\$ 65,743.01	\$ 69,030.16	
		\$ 4,732.61	\$ 4,969.24	\$ 5,217.70	\$ 5,478.58	\$ 5,752.51	
		\$ 2,184.28	\$ 2,293.49	\$ 2,408.17	\$ 2,528.58	\$ 2,655.01	
		\$ 27.30	\$ 28.67	\$ 30.10	\$ 31.61	\$ 33.19	
Range 17		\$ 59,683.62	\$ 62,667.81	\$ 65,801.20	\$ 69,091.26	\$ 72,545.82	
		\$ 4,973.64	\$ 5,222.32	\$ 5,483.43	\$ 5,757.60	\$ 6,045.48	
		\$ 2,295.52	\$ 2,410.30	\$ 2,530.82	\$ 2,657.36	\$ 2,790.22	
		\$ 28.69	\$ 30.13	\$ 31.64	\$ 33.22	\$ 34.88	
Range 18		\$ 62,681.53	\$ 65,815.60	\$ 69,106.38	\$ 72,561.70	\$ 76,189.79	
		\$ 5,223.46	\$ 5,484.63	\$ 5,758.87	\$ 6,046.81	\$ 6,349.15	
		\$ 2,410.83	\$ 2,531.37	\$ 2,657.94	\$ 2,790.83	\$ 2,930.38	
		\$ 30.14	\$ 31.64	\$ 33.22	\$ 34.89	\$ 36.63	
Range 19		\$ 68,149.54	\$ 71,557.01	\$ 75,134.86	\$ 78,891.61	\$ 82,836.19	
		\$ 5,679.13	\$ 5,963.08	\$ 6,261.24	\$ 6,574.30	\$ 6,903.02	
		\$ 2,621.14	\$ 2,752.19	\$ 2,889.80	\$ 3,034.29	\$ 3,186.01	
		\$ 32.76	\$ 34.40	\$ 36.12	\$ 37.93	\$ 39.83	
Range 20		\$ 66,882.82	\$ 69,180.80	\$ 73,738.30	\$ 77,425.22	\$ 81,296.48	
		\$ 5,573.57	\$ 5,765.07	\$ 6,144.86	\$ 6,452.10	\$ 6,774.71	
		\$ 2,572.42	\$ 2,660.80	\$ 2,836.09	\$ 2,977.89	\$ 3,126.79	
		\$ 32.16	\$ 33.76	\$ 35.45	\$ 37.22	\$ 39.08	

SBVWCD District Salary Range

JOB TITLE		5% Steps Based on Merit Increases Earned					
Executive Management Exempt	Range M1	\$ 64,666.06	\$ 67,899.36	\$ 71,294.33	\$ 74,859.04	\$ 78,602.00	Yearly Monthly Bi-Weekly Hourly
		\$ 5,388.84	\$ 5,658.28	\$ 5,941.19	\$ 6,238.25	\$ 6,550.17	
		\$ 2,487.16	\$ 2,611.51	\$ 2,742.09	\$ 2,879.19	\$ 3,023.15	
		\$ 31.09	\$ 32.64	\$ 34.28	\$ 35.99	\$ 37.79	
<i>Management Salaries are set within a Salary Range ranging from Low to High</i>		Range M2	\$ 69,521.82	\$ 72,997.91	\$ 76,647.80	\$ 80,480.19	\$ 84,504.20
		\$ 5,793.48	\$ 6,083.16	\$ 6,387.32	\$ 6,706.68	\$ 7,042.02	
		\$ 2,673.92	\$ 2,807.61	\$ 2,947.99	\$ 3,095.39	\$ 3,250.16	
		\$ 33.42	\$ 35.10	\$ 36.85	\$ 38.69	\$ 40.63	
<i>Employee's in this group are considered exempt and are not eligible for overtime</i>		Range M3	\$ 74,736.48	\$ 78,473.30	\$ 82,396.97	\$ 86,516.82	\$ 90,842.66
		\$ 6,228.04	\$ 6,539.44	\$ 6,866.41	\$ 7,209.73	\$ 7,570.22	
		\$ 2,874.48	\$ 3,018.20	\$ 3,169.11	\$ 3,327.57	\$ 3,493.95	
		\$ 35.93	\$ 37.73	\$ 39.61	\$ 41.59	\$ 43.67	
		Range M4	\$ 80,331.16	\$ 84,347.72	\$ 88,565.10	\$ 92,993.36	\$ 97,643.03
		\$ 6,694.26	\$ 7,028.98	\$ 7,380.43	\$ 7,749.45	\$ 8,136.92	
		\$ 3,089.66	\$ 3,244.14	\$ 3,406.35	\$ 3,576.67	\$ 3,755.50	
		\$ 38.62	\$ 40.55	\$ 42.58	\$ 44.71	\$ 46.94	
ADMIN SERVICES MGR. Not Budgeted	Range M5	\$ 86,369.19	\$ 90,687.65	\$ 95,222.03	\$ 99,983.14	\$ 104,982.29	
		\$ 7,197.43	\$ 7,557.30	\$ 7,935.17	\$ 8,331.93	\$ 8,748.52	
		\$ 3,321.89	\$ 3,487.99	\$ 3,662.39	\$ 3,845.51	\$ 4,037.78	
		\$ 41.52	\$ 43.60	\$ 45.78	\$ 48.07	\$ 50.47	
		Range M6	\$ 92,343.89	\$ 96,961.08	\$ 101,809.14	\$ 106,899.59	\$ 112,244.57
		\$ 7,695.32	\$ 8,080.09	\$ 8,484.09	\$ 8,908.30	\$ 9,353.71	
		\$ 3,551.69	\$ 3,729.27	\$ 3,915.74	\$ 4,111.52	\$ 4,317.10	
		\$ 44.40	\$ 46.62	\$ 48.95	\$ 51.39	\$ 53.96	
		Range M7	\$ 99,289.74	\$ 104,254.22	\$ 109,466.93	\$ 114,940.28	\$ 120,687.29
		\$ 8,274.14	\$ 8,687.85	\$ 9,122.24	\$ 9,578.36	\$ 10,057.27	
		\$ 3,818.84	\$ 4,009.78	\$ 4,210.27	\$ 4,420.78	\$ 4,641.82	
		\$ 47.74	\$ 50.12	\$ 52.63	\$ 55.26	\$ 58.02	

SBVWCD District Salary Range

JOB TITLE	5% Steps Based on Merit Increases Earned					Yearly Monthly Bi-Weekly Hourly
Range M8	\$ 106,721.16	\$ 112,057.22	\$ 117,660.08	\$ 123,543.08	\$ 129,720.24	
	\$ 8,893.43	\$ 9,338.10	\$ 9,805.01	\$ 10,295.26	\$ 10,810.02	
	\$ 4,104.66	\$ 4,309.89	\$ 4,525.39	\$ 4,751.66	\$ 4,989.24	
	\$ 51.31	\$ 53.87	\$ 56.57	\$ 59.40	\$ 62.37	
Range M9	\$ 114,722.61	\$ 120,458.74	\$ 126,481.68	\$ 132,805.76	\$ 139,446.05	
	\$ 9,560.22	\$ 10,038.23	\$ 10,540.14	\$ 11,067.15	\$ 11,620.50	
	\$ 4,412.41	\$ 4,633.03	\$ 4,864.68	\$ 5,107.91	\$ 5,363.31	
	\$ 55.16	\$ 57.91	\$ 60.81	\$ 63.85	\$ 67.04	
ASST. GENERAL MANAGER	\$ 123,315.19	\$ 129,480.95	\$ 135,955.00	\$ 142,752.75	\$ 149,890.39	
	\$ 10,276.27	\$ 10,790.08	\$ 11,329.58	\$ 11,896.06	\$ 12,490.87	
	\$ 4,742.89	\$ 4,980.04	\$ 5,229.04	\$ 5,490.49	\$ 5,765.01	
	\$ 59.29	\$ 62.25	\$ 65.36	\$ 68.63	\$ 72.06	
Range M11	\$ 132,583.36	\$ 139,212.53	\$ 146,173.15	\$ 153,481.81	\$ 161,155.90	
	\$ 11,048.61	\$ 11,601.04	\$ 12,181.10	\$ 12,790.15	\$ 13,429.66	
	\$ 5,099.36	\$ 5,354.33	\$ 5,622.04	\$ 5,903.15	\$ 6,198.30	
	\$ 63.74	\$ 66.93	\$ 70.28	\$ 73.79	\$ 77.48	
Range M12	\$ 142,527.11	\$ 149,653.47	\$ 157,136.14	\$ 164,992.95	\$ 173,242.60	
	\$ 11,877.26	\$ 12,471.12	\$ 13,094.68	\$ 13,749.41	\$ 14,436.88	
	\$ 5,481.81	\$ 5,755.90	\$ 6,043.70	\$ 6,345.88	\$ 6,663.18	
	\$ 68.52	\$ 71.95	\$ 75.55	\$ 79.32	\$ 83.29	
GENERAL MANAGER*	\$ 153,209.78	\$ 160,870.27	\$ 168,913.79	\$ 177,359.48	\$ 186,227.45	
	\$ 12,767.48	\$ 13,405.86	\$ 14,076.15	\$ 14,779.96	\$ 15,518.95	
	\$ 5,892.68	\$ 6,187.32	\$ 6,496.68	\$ 6,821.52	\$ 7,162.59	
	\$ 73.66	\$ 77.34	\$ 81.21	\$ 85.27	\$ 89.53	

**GM Salary Set by Contract
based on Board Action*



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

Memorandum No. 1087

To: Board of Directors

From: General Manager, Daniel Cozad

Date: March 28, 2012

Subject: Greenspot Road Culvert Agreement

RECOMMENDATION

Staffs recommends that Board review and consider approval of the Agreement as shown in Attachment 1 between the City of Highland and the District for the reconstruction of the Districts culvert under the new Greenspot road to be funded by SBVMWD.

BACKGROUND

Staff has been working with the City of Highland (City) and San Bernardino Valley Municipal Water District (SBVMWD) on efforts to reconstruct the Districts main canal (culvert) under Greenspot Road. The City is realigning and expanding the road to accommodate a new bridge structure. Staff approached SBVMWD identify needs to reconstruct the facility with additional freeboard to prevent damage at high flow rates. SBVMWD's enhanced recharge facilities will be able to utilize higher flows that would be accommodated by the reconstruction. The Board of SBVMWD approved the cost to enhance the culvert.

District Counsel, the City and SBVMWD have reviewed the agreement and recommend approval.

FISCAL IMPACT

SBVMWD would cover the \$30,000 for the costs to the City as show in Attachment 2. District staff costs and expenses including legal and coordination would be allocated to the Groundwater Enterprise and are covered in the Approved Budget. The fixed cost state in the agreement presents little at risk cost to the District.

BOARD
OF
DIRECTORS

Richard W. Corneille
Clare Henry Day

Bob Glaubig
John Longville

David E. Raley
Melody McDonald
Manuel Aranda, Jr.

GENERAL
MANAGER

Daniel B. Cozad

County	Route	P.M.	Project No.
SBd	N/A	N/A	08-924842L
Federal Aid No.: BRLO 5449 (015)			
Owner's File: Greenspot over Santa Ana River			
FEDERAL PARTICIPATION: On the Project		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
On the Utilities		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

DATE: March 28, 2012

The City of Highland, hereinafter called "LOCAL AGENCY", proposes to construct a new 4-lane bridge (striping for 2 lanes) adjacent to the existing bridge, preserve and rehabilitate the existing historic bridge for trail purposes, construct approximately 2,400' of realigned 2 lanes approaches to match the new bridge to accommodate the design speed, and reconstruct channel improvements, in the City of Highland, California. **San Bernardino Valley Water Conservation District hereinafter called "OWNER," owns and maintains** the reinforced concrete box culvert **within the limits of LOCAL AGENCY's project that requires** relocation of said facilities to accommodate **LOCAL AGENCY's project**. OWNER has requested to have the box culvert reconstructed larger, per the below specifications, for the mutually agreed fixed fee included in this agreement.

It is hereby mutually agreed that:

I. WORK TO BE DONE

In accordance with this agreement, LOCAL AGENCY shall construct OWNER's double 8-ft by 3-ft Cast-in-place Reinforced Concrete Box as shown on LOCAL AGENCY's contract plans for the Greenspot Road Improvement, which by this reference are made a part hereof. OWNER hereby acknowledges review of LOCAL AGENCY's plans for work and agrees to the construction in the manner proposed and approved by owner. Deviations from the plan described above initiated by either the LOCAL AGENCY or the OWNER, shall be agreed upon by both parties hereto under a Revised Notice to Owner. Such Revised Notices to Owner, approved by the LOCAL AGENCY and acknowledged by the OWNER, will constitute an approved revision of the plan described above and are hereby made a part hereof. No work under said deviation shall commence prior to receipt by the OWNER of the Revised Notice to Owner. Changes in the scope of the work will require an amendment to this Agreement in addition to the revised Notice to Owner. OWNER shall have the right to inspect the work during construction. Upon completion of the work by LOCAL AGENCY, OWNER agrees to accept ownership and maintenance of the constructed facilities and relinquishes to LOCAL AGENCY ownership of the reconstructed facilities.

II. LIABILITY FOR WORK

The existing facilities described in Section I above will be constructed for a fixed cost to the OWNER, per agreement among the parties. The fixed total amount is Thirty Thousand (\$30,000.00) dollars.

III. PERFORMANCE OF WORK

LOCAL AGENCY will notify OWNER before beginning reconstruction of OWNER's facilities and OWNER shall have access to all phases of the-reconstruction work to be performed by LOCAL AGENCY for the purpose of inspection to ensure that the work is in accordance with the specifications contained in the Highway Contract; however, all questions regarding the work being performed will be directed to LOCAL AGENCY's Resident Engineer for their evaluation and final disposition.

IV. PAYMENT FOR WORK

The LOCAL AGENCY shall perform the work under Section I above at no expense to OWNER except as hereinafter provided.

It is understood that the relocation as herein contemplated includes reconstruction of OWNER's facilities in the agreed estimated amount of \$30,000, said amount to be deposited upon demand in the Division of

Public Works Office of the LOCAL AGENCY prior to the time that the subject freeway/highway contract bid is opened by the LOCAL AGENCY.

V. GENERAL CONDITION

All costs accrued by OWNER as a result of LOCAL AGENCY's request to review, study and/or prepare relocation plans and estimates for the project associated with this Agreement may be billed pursuant to the terms and conditions of this Agreement.

If LOCAL AGENCY's project which precipitated this Agreement is cancelled or modified so as to eliminate the necessity of work by OWNER, LOCAL AGENCY will notify OWNER in writing, and LOCAL AGENCY reserves the right to terminate this Agreement by Amendment. The Amendment shall provide mutually acceptable terms and conditions for terminating the Agreement.

THE TOTAL FIXED COST TO LOCAL AGENCY FOR ITS SHARE OF THE ABOVE-DESCRIBED WORK IS \$ 30,000.

IN WITNESS WHEREOF, the above parties have executed this Agreement the day and year above written.

LOCAL AGENCY:
CITY OF HIGHLAND

OWNER:
SAN BERNARDINO VALLEY
WATER CONSERVATION DISTRICT

By _____
Ernest Wong, P.E.
City Engineer, City of Highland

By _____
Daniel B. Cozad
General Manager, SBVWCD

Date _____

Date _____



DATE: July 5, 2011
TO: Board of Directors
FROM: Bob Tinch, Manager of Engineering & Planning
SUBJECT: Proposed "Upsizing" of Culvert Under the New Alignment of Greenspot Road

BACKGROUND

This item was first presented at the February 14, 2011 Engineering Committee Workshop.

The City of Highland (City) is planning to construct a new alignment for Greenspot Road in the vicinity of Seven Oaks Dam. The new road alignment will cross over the San Bernardino Valley Water Conservation District's (Conservation District) main canal that delivers water to their Santa Ana River recharge basins. The current capacity of the Conservation District canal is limited to 300 cfs due to the existing culvert underneath the current alignment of Greenspot Road which acts as a "bottleneck" (this bottleneck will be removed during construction of the Enhanced Recharge in the Santa Ana River Recharge Basins Project). So, the City is only obligated to provide a culvert under the new alignment of Greenspot Road that has a capacity of 300 cfs. However, Valley District and Western Municipal Water District have plans to deliver as much as 500 cfs of Santa Ana River water diverted under our water rights permits through this canal system to the Santa Ana River recharge basins.

Valley District and Conservation District Staff worked with the City to obtain a construction cost estimate to upsize the culvert from 300 cfs to 500 cfs. The City provided the following two options for consideration:

Option	Capacity	Freeboard	Additional Cost
A	500 cfs	½ ft	\$10,640
B	500 cfs	1 ft	\$35,850

The Committee considered these options at their February 14, 2011 workshop and agreed that the project was necessary and that a certain amount of "extra" capacity is needed above 500 cfs to ensure this flow rate can be achieved even if debris is partially clogging the culvert. Given the importance of this facility and the natural surroundings that could result in debris clogging this facility, the Committee asked Staff to return to the Committee with additional options that could handle even more debris while still allowing 500 cfs of flow.

Staff worked with Conservation District Staff and City Staff on the following additional options for consideration by the Board:

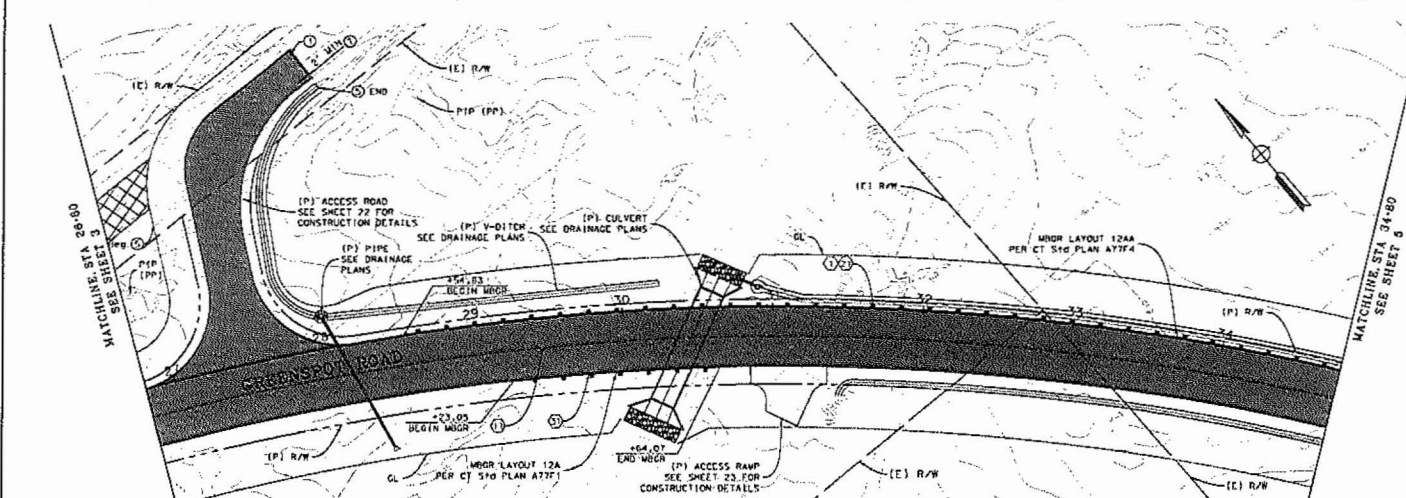
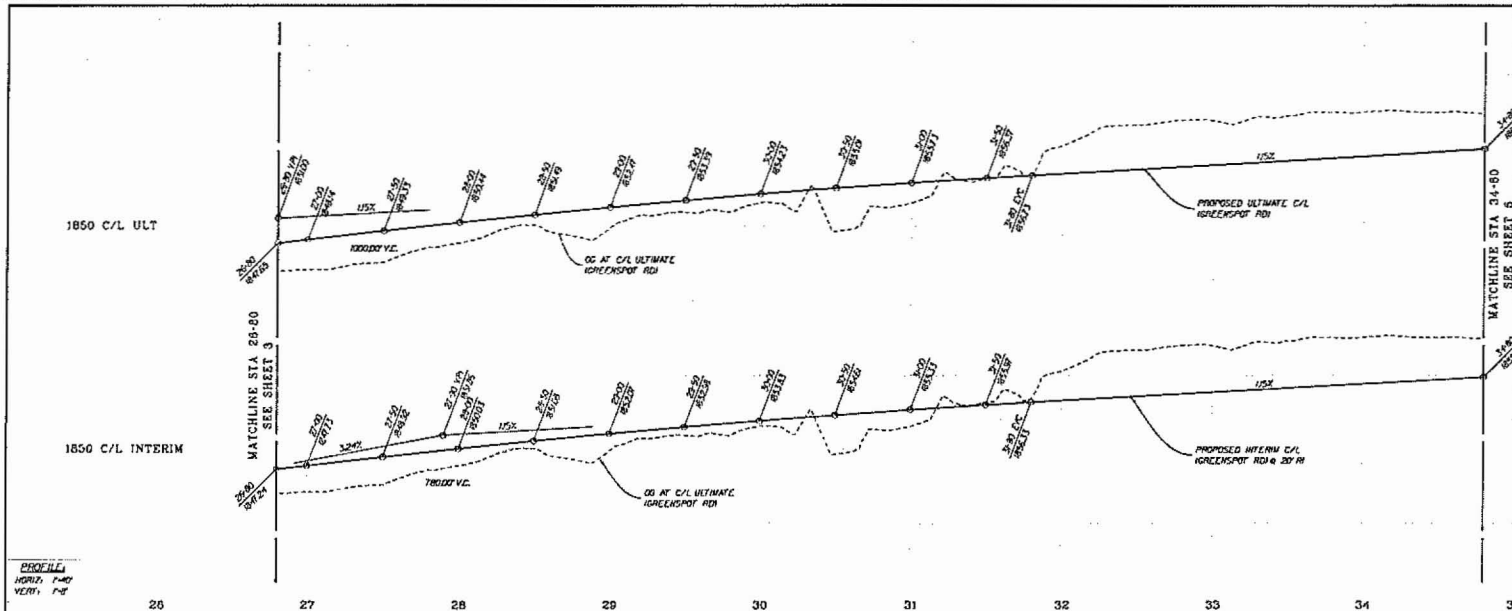
Size	Capacity	Freeboard	Total Cost	SBVMWD Oversizing Cost
Single 10x3	300 cfs	None	\$219,000	none
Single 14x3	500 cfs	.94 ft	\$257,000	\$38,000
Dbl 7X3	600 cfs	.65 ft	\$231,000	\$12,000
Dbl 8x3	600 cfs	1.02 ft	\$249,000	\$30,000

Staff Recommendation

Authorize payment of \$30,000 to oversize the culvert under the new alignment of Greenspot Road to two (2) 8 ft x 3 ft box culverts. Cost to be shared by Valley District and Western Municipal Water using the "watermaster split" of 72% (\$21,600) and 28% (\$8,400), respectively.

Attachments

1. Plan view of proposed culvert location



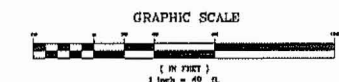
CONSTRUCTION NOTES

1. SANITARY EXISTING PAVEMENT
2. REMOVE EXISTING FENCE
3. COLD PLANE EXISTING PAVEMENT AND CONSTRUCT HMA OVERLAY PER JOIN DETAIL ON SHEET 2

HATCH LEGEND

- CONSTRUCT 0.40" THICK HMA PAVEMENT OVER 0.60" THICK AGGREGATE BASE
- OBLITERATE SURFACING
- COLD PLANE EXISTING PAVEMENT AND CONSTRUCT HMA OVERLAY PER JOIN DETAIL ON SHEET 2

CURVE DATA				
NO.	R	Δ	T	L
1	1625.00'	121°20'22"	2892.13'	3441.38'
11	1605.00'	77°34'11"	1289.75'	2172.92'
21	1625.00'	77°34'11"	1305.83'	2200.00'
31	1585.00'	77°34'11"	1273.68'	2145.85'



DIG ALERT CALL BEFORE YOU DIG 811	BENCHMARK PL 150 N. 160274.34' E. 883258.80' Elev 1624.48' FOUND 3" BRASS DISK FLUSH W/HEAD WALL "BIRD" TURN 12.14 1901" PL 151 N. 160274.34' E. 883258.80' Elev 1624.48' FOUND 3" ALUM DISK "SPACE LA DIST J-T BM 500" BRKAT FLUSH PL 152 N. 160274.34' E. 883258.80' Elev 1624.48' FOUND 1.5" BRASS DISK IN HOLE "TIR 10 115 100" PL 153	PLANS PREPARED UNDER THE SUPERVISION OF: DATE: _____ RODRIGO GONZALEZ, R.C.E., No. 078574	PLANS PREPARED BY: TYLIN INTERNATIONAL 3550 Vito Street Suite 120 Alhambra, CA 91807 TEL 959 786-4680 www.tylin.com	REVISIONS <table border="1"> <tr> <th>NO.</th> <th>DESCRIPTION</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	DESCRIPTION	DATE										CITY OF HIGHLAND APPROVED BY: _____ TRINET WONG, CITY ENGINEER, DATE: _____ R.C.E., No. 1515 EXP. 1-30-19	GREENSPOT RD AT SANTA ANA RIVER STREET IMPROVEMENTS PROJECT NO. BRGD4005 PLAN AND PROFILE GREENSPOT ROAD STA 26+80 TO STA 34+80 SHEET 4 OF 29
	NO.	DESCRIPTION	DATE															
PROFESSIONAL SEAL OF RODRIGO GONZALEZ, R.C.E., No. 078574																		
DRAWER NO. _____																		

18/28

3 a) Consider Proposed Upsizing of Culvert Under the New Alignment of Greenspot Road. Bob Tinchler stated that this item was presented at the February 14, 2011, Engineering Committee Workshop. The City of Highland is planning to construct a new alignment for Greenspot Road in the vicinity of Seven Oaks Dam. The new road alignment will cross the San Bernardino Valley Water Conservation District (SBVWCD) canal that delivers water to the Santa Ana River recharge basins. The current capacity of the SBVWCD's canal is limited to 300 cubic feet per second (cfs). The City of Highland is not obligated to provide a culvert underneath the new alignment of Greenspot Road rated at more than 300 cfs. San Bernardino Valley Municipal Water District (SBVMWD) and SBVWCD staff worked with the City of Highland to obtain construction cost estimates to upsize the flow capacity from 300 cfs to 500 cfs. The District, in conjunction with Western Municipal Water District (WMWD), plans to deliver as much as 500 cfs to the Santa Ana River spreading grounds. The City of Highland provided two options which were presented at the February 14, 2011, Engineering Committee Workshop. The Committee instructed staff to bring back estimates for a culvert rated higher than 500 cfs to allow for possible debris that could clog the culvert. Mr. Tinchler drew the Board's attention to an option that allows for 600 cfs with a foot of available freeboard. Staff recommended that the Board pursue the 600 cfs oversizing option and authorize payment of \$30,000 to oversize the culvert and allow staff to work on the necessary legal documents with the District's house counsel. The cost will be shared with WMWD using the Watermaster split formula with the District paying 72 percent (\$21,600) and WMWD paying 28 percent (\$8,400). Mr. Headrick requested that the Board consider authorizing 10 percent above the engineer's estimate to cover any unforeseen costs. He stated that if the costs would go above 10 percent of the engineer's estimate, staff would come back before the Board for further authorization.

Director Copelan moved staff's recommendation including the 10 percent contingency requested by Mr. Headrick. Director Bulot seconded. The motion was unanimously adopted.

3 b) Consider California Special Districts Association 2011 Board Elections. Douglas Headrick stated that SBVMWD is a member of the California Special Districts Association (CSDA). The CSDA is split into six divisions and each division has three seats on the Board of Directors. The CSDA is requesting that the District consider voting for a member to represent Region 5, Seat C. Mr. Headrick listed the three candidates for the Board to consider.

Director Copelan moved nomination of Jim Acosta for Region 5, Seat C on the California Special Districts Association Board of Directors. Director Aguilar seconded. The motion was unanimously adopted.

Agenda Item 4. Reports (Discussion and Possible Action).

4 a) General Managers Report. Douglas Headrick reported that in closed session on May 17, 2011, the Board provided staff the authority to negotiate on real property located at 964 Acacia Avenue which is within the footprint of the District's Reservoir Project area.



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Redlands, CA 92373-8032
(909) 793-2503
Fax: (909) 793-0188

P.O. Box 1839
Redlands, CA 92373-0581
Email: info@sbvwcd.dst.ca.us
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Memorandum No. 1088

To: Board of Directors

From: General Manager, Daniel Cozad

Date: March 28, 2012

Subject: Budget Workshop – Preliminary District and Enterprise Budgets for Fiscal Year 2012-2013

RECOMMENDATION

Staff recommends the Board review draft budget for all remaining enterprises and provide feedback to Staff for revisions.

BACKGROUND

Based on the Enterprise Policy and Budget approved by the Board in May 2011 and amended in January 2012, staff has prepared the preliminary draft District and Enterprise Budget shown in Attachment A. This budget aggregates all District enterprises to develop the District budget in the same manner as was done in 2011. The Board reviewed the preliminary Groundwater Enterprise budget in its March 7, 2012 meeting and directed staff to notice a Groundwater Charge rate change for the 2012-2013 Fiscal Year. These will be heard in Public Meetings and Hearings. Any changes to the Groundwater Enterprise will be reflected in the next budget version. Final budget approval must be completed before the end of June 2012.

The preliminary budget follows the approved the budget approach which includes:

- Develop and review draft budget with groundwater partners (those who pay the groundwater charge)
- Review the budget with the Admin Committee or in a Board Workshop and with partners and others before submitting to the Board for approval.
- Utilize the Groundwater Enterprise Budget to develop the proposed groundwater charge
- Review and discuss the groundwater charge with the groundwater partners

Assumptions: The approved budget approach uses the following assumptions and basis for the 2012-13 budget:

Revenue

- Groundwater revenue based on actual charges and overhead with review from groundwater partners
- Groundwater revenue will include the lease or services reimbursement from groundwater operations
- Mining Revenue will be estimated based on lease and market conditions

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

Expenses

- Expenses will be estimated on a zero basis from actual costs or estimates documented in 2011
- COLA increases based on Bureau of Labor Statistics CPI-U at 3% <http://www.bls.gov/cpi/cpid1012.pdf>
- Salary forecast includes raise pool at 5% of total salaries
- Utilities, fuel and electricity increase at 8% based on sector CPI
- Miscellaneous expense increase (no other basis available) 3% or less.

DISCUSSION

The Budget prepared by staff is based on full costs of field and office operations, repairs and regular maintenance, reporting and management. Additionally, it includes cost reductions in the following areas compared to the 2010 budget:

1. Computer services,
2. Telephone and Cell Phone costs
3. Engineering and Professional services
4. Health Care costs shift cost to employees in 2011
5. CALPERS costs shifted to employees in 2011
6. Reduced Board of Directors costs based on policy direction in 2010 and 2011-12 actual

Budget Summary

Based on the approval of the Groundwater Enterprise budget and Groundwater Charge rates the budget aggregates the other enterprises to form the District budget. The following table shows the overall enterprise with its operating gains or losses:

Groundwater Enterprise Revenue	\$768,520
Groundwater Enterprise Expenses	<u>\$771,340</u>
Gain or Loss	\$ 2,820
Redlands Plaza Enterprise Revenue	\$124,150
Redlands Plaza Enterprise Expenses	<u>\$118,086</u>
Gain or Loss	\$ 6,063
Land and Wash Plan Revenue	\$736,833
Land and Wash Plan Expenses	<u>\$549,780</u>
Gain or Loss	\$187,253
General Fund Revenue	\$162,500
General Fund Expenses	<u>\$555,063</u>
Gain or loss	(\$392,563)
Net Gain or Loss	\$4,131

The existing estimated revenue projects the District and Enterprises will have an operating surplus of approximately \$4,131, with the 15% increase in groundwater rates.

Risks

No election costs are budgeted this year, however some cost for redistricting is included. The year has been dry and so groundwater production is likely to be higher than recent years. This level of production is used for the revenue estimates. Actual production and payments may be lower.

A large part of the budget, both revenue and expense is dependent on efforts related to the Wash Plan. If the Wash Plan is not initiated in the current fiscal year it is likely that revenue will be significantly reduced for Fiscal Year 2012-13. Costs will lower commensurate with the reduction in revenue. Some costs for land planning will be required if the Wash Plan is not approved.

Other major risks include increased costs or reduced revenue due to changes in general economy or climatic conditions affecting reimbursements or minimum royalties.

Reserves

The proposed budget is unable to fund any of the Reserves identified in the District Reserve policy. The total reserve contributions are show within the budget document. Inadequate revenue exists to meet expenses and make contributions to reserves. One time revenue or new revenue should be allocated to repay prior use of reserves. Excess revenue should be credited to the reserves and repayment of loans provided by the enterprises.

Loans

The Land Resources/Wash Plan and Mentone Property/Redlands Plaza Enterprise are loaning all excess revenue \$196,136 to the General Fund Enterprise to cover costs.

Opportunities for additional Revenue

Revenue opportunities not included in the budget include the sale of real property, approximately 22 acres above the Cuttle Weir in the Santa Ana Canyon. This property is estimated to sell for more than \$1.3 million after commission and other costs. Other agreements for groundwater cost reimbursement may yield additional revenue for the Groundwater Enterprise if finalized and approved.

FISCAL IMPACT

The development of the budget itself does not have a fiscal impact however the development of a balanced budget is critical to the ongoing financial health of the District. The Draft Budget has a goal of a balanced budget. A primary goal for the budget is to eliminate the use of District reserves by recovering all cost in each enterprise and begin to fund enterprise reserves so that they minimize future costs.

GL ACCT:	GL DESCRIPTION:	ANNUALIZED COSTS (BASED ON ACTIVITY 7/1/10-2/28/11):	2011 AMENDED BUDGET:	ANNUALIZED COSTS (BASED ON ACTIVITY 7/1/11-2/29/12)	Increase/ Decrease	Proposed 2012-2013 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE (WASH PLAN & MINING)		
	Draft Budget						2012 BUDGET:	% BUDGET	BASIS:	2012 BUDGET:	% BUDGET	BASIS:	2012 BUDGET:	% BUDGET	BASIS:	2012 BUDGET:	% BUDGET	BASIS:
	INCOME:																	
4012	INTEREST INCOME-LAIF	22,660.44	25,000.00	12,358.32	0.00	25,000.00	25,000.00	100.00%		0.00			0.00			0.00		
4013	INTEREST INCOME-CALTRUST			30,000.00	50,000.00	50,000.00	50,000.00	100.00%		0.00			0.00			0.00		
4021	GROUNDWATER CHARGE-AG	17,151.72	36,639.00	36,639.00	0.00	48,730.50	0.00			48,730.50	100.00%	15% INCREASE TO \$48,731	0.00			0.00		
4023	GROUNDWATER CHARGE-NON AG	432,742.08	505,100.00	505,100.00	0.00	652,610.25	0.00			652,610.25	100.00%	15% INCREASE TO \$652,610	0.00			0.00		
4031	PLANT SITE CEMEX	16,624.68	47,500.00	47,500.00	500.00	48,000.00	0.00			0.00			0.00			48,000.00	100.00%	PER LEASE MIN GUAREN
4032	CEMEX - ROYALTY/LEASE	27,187.20	100,000.00	100,000.00	108,333.00	208,333.00	0.00			0.00			0.00			208,333.00	100.00%	EST
4034	REDLANDS AGGREGATE 5% ROYALTY	27,000.00	36,000.00	36,000.00	0.00	36,000.00	0.00			0.00			0.00			36,000.00	100.00%	PER CONTRACT
4036	AGGREGATE MAINTENANCE	4,843.56	7,500.00	23,010.00	16,000.00	23,500.00	0.00			0.00			0.00			23,500.00	100.00%	EST FROM 2010
4040	MISCELLANEOUS INCOME	20,367.24	25,000.00	23,562.48	0.00	25,000.00	12,500.00	50.00%	ESTIMATE	0.00			0.00			12,500.00	50.00%	ESTIMATE
4050	PROPERTY TAX	67,831.98	75,000.00	70,000.00	0.00	75,000.00	75,000.00	100.00%	PER ASSESSOR	0.00			0.00			0.00		
4055	SBVMWD SPREADING AGREEMENT REIMB	94,122.24	172,000.00	172,000.00	-132,000.00	40,000.00	0.00		HISTORIC	40,000.00	100.00%	HISTORIC	0.00			0.00		
4062	MENTONE PROPERTY INCOME	0.00	19,200.00	19,800.00	0.00	19,800.00	0.00			0.00			19,800.00	100.00%	PER LEASE	0.00		
4065	REDLANDS PLAZA	94,122.24	110,951.52	101,185.56	-26,000.00	88,349.58	0.00			0.00			88,349.58	100.00%	Estimated via revised leases	0.00		
4066	REDLANDS PLAZA CAM				16,000.00	16,000.00	0.00			0.00			16,000.00	100.00%	Estimated via revised leases	16,000.00	100.00%	
4080	EXCHANGE PLAN	0.00	25,000.00	25,000.00	5,000.00	30,000.00	0.00			30,000.00	100.00%	HISTORIC	0.00			0.00		
4025	WASH PLAN REVENUE		422,500.00	0.00	-30,000.00	392,500.00	0.00			0.00			0.00			392,500.00	100.00%	
4085	AB 303 GRANT			12,485.57														
	TOTAL INCOME:	824,653.38	1,607,390.52	1,214,640.93	7,833.00	1,778,823.33	162,500.00			771,340.75			124,149.58			736,833.00		
	EXPENSES:																	
5080	LAFCO CONTRIBUTION	3,290.60	3,750.00	1,022.64	0.00	3,750.00	3,750.00	100.00%		0.00			0.00			0.00		
5081	WASH PLAN	75.00					0.00			0.00			0.00			0.00	100.00%	
5120	MISC. PROFESSIONAL SERVICES	238,043.63	95,000.00	90,000.00		95,000.00	85,500.00	90.00%	Accounting/Sub.	9,500.00	10.00%		0.00	0.00%		0.00		
5122	WASH PLAN PROFESSIONAL SERVICES	31,861.56	127,000.00	45,737.28		127,000.00	0.00		Per Wash Plan Budget	0.00			0.00			127,000.00	100.00%	Per Wash Plan Budget
5125	ENGINEERING SERVICES	1,393.56	15,000.00	0.00		15,000.00	0.00			15,000.00	100.00%	GENERAL ENG./GIS	0.00			0.00		
5130	AERIAL PHOTO/SURVEYING/MARKET		50,000.00	0.00		60,000.00	0.00			0.00			0.00			60,000.00	100.00%	
5145	ENVIRONMENTAL SERVICES (WASH PLAN)		213,000.00	12,000.00		213,000.00	0.00		Per Wash Plan Budget	0.00			0.00			213,000.00	100.00%	Per Wash Plan Budget
5160	IT SUPPORT	19,872.46	7,500.00	6,000.00		7,500.00	2,750.00	36.67%		4,000.00	53.33%	% OF 2010	0.00			750.00	10.00%	
5170	AUDIT	18,000.00	19,000.00	18,000.00		19,000.00	1,900.00	10.00%		10,640.00	56.00%	ON REVENUE	2,850.00	15.00%	ON REVENUE	3,610.00	19.00%	ON REVENUE
5175	LEGAL-WASH PLAN	28,004.88	42,000.00	5,000.00		42,000.00	0.00		Per Wash Plan Budget	0.00			0.00			42,000.00	100.00%	Per Wash Plan Budget
5180	LEGAL	71,229.40	120,000.00	90,000.00		160,000.00	64,000.00	40.00%	Per Wash Plan Budget	80,000.00	50.00%	Colaboative Agreement Etc.	16,000.00	10.00%	REV/NO WASH PLAN	0.00		
	FIELD OPERATIONS:																	
5123	TEMP FIELD LABOR			12,108.30		2,500.00	0.00			2,500.00	100.00%		0.00			0.00		
5210	EQUIPMENT MAINTENANCE	2,324.16	2,500.00	8,643.72		2,500.00	0.00			2,500.00	100.00%	EST. FROM 2010	0.00			0.00		
5215	PROPERTY MAINTENANCE	2,747.40	5,500.00	5,000.00	1,000.00	6,500.00	0.00			6,500.00	100.00%	EST. FROM 2010	0.00			0.00		
	VEHICLE OPERATIONS:																	
5310	VEHICLE MAINTENANCE	6,482.64	10,000.00	8,500.00	2,500.00	12,500.00	0.00			12,500.00	100.00%	EST. FROM 2010	0.00			0.00		
5320	FUEL	11,677.68	15,000.00	13,161.48		15,000.00	0.00			15,000.00	100.00%	EST. PLUS FUEL COST	0.00			0.00		
	UTILITIES:																	
5410	ALARM SERVICE	3,609.24	3,650.00	3,294.48	500.00	4,150.00	2,075.00	50.00%		2,075.00	50.00%		0.00			0.00		
5420	ELECTRICITY	12,051.00	15,000.00	12,709.80		15,000.00	4,200.00	28.00%		3,000.00	20.00%	% OF 2010	7,800.00	52.00%		0.00		
5430	MOBILE PHONES	3,519.36	2,000.00	1,432.20	-500.00	1,500.00	40.00	2.67%		1,460.00	97.33%	% OF 2010	0.00			0.00		
5440	TELEPHONE	5,243.40	6,000.00	6,687.72	1,000.00	7,000.00	4,900.00	70.00%		2,100.00	30.00%	% OF 2010	0.00			0.00		
5450	NATURAL GAS	584.76	600.00	847.80	450.00	1,050.00	630.00	60.00%		420.00	40.00%	% OF 2010	0.00			0.00		
5460	WATER / TRASH / SEWER	2,516.51	8,600.00	9,394.32	2,000.00	10,600.00	6,115.14	57.69%		4,484.60	42.31%	% OF 2010	0.00			0.00		
5470	INTERNET SERVICES			6,225.72	774.28	7,000.00	4,200.00	60.00%		2,100.00	30.00%		350.00	5.00%		350.00	5.00%	
	GENERAL ADMINISTRATION																	
6001	GENERAL ADMIN-OTHER	12,605.64	10,000.00	10,000.00		10,000.00	6,000.00	60.00%		4,000.00	40.00%		0.00			0.00		
6002	WEBSITE ADMINISTRATION	519.24	3,100.00	3,100.00		3,100.00	3,100.00	100.00%		0.00			0.00			0.00		
6003	PROPERTY TAX	665.84	2,170.00	2,000.00		2,170.00	2,170.00	100.00%		0.00			0.00			0.00		
6004	MEETING EXPENSES	1,294.08	2,500.00	1,750.00		2,500.00	1,875.00	75.00%		0.00			0.00			625.00	25.00%	
6006	PERMITS	150.00	1,600.00	1,500.00		1,600.00	800.00	50.00%		800.00	50.00%	% OF 2010	0.00			0.00		
6009	LICENSES	843.84	1,000.00	1,228.56		1,000.00	200.00	20.00%		800.00	80.00%	% OF 2010	0.00			0.00		
6010	SURETY BOND		1,800.00	1,800.00	100.00	1,900.00	0.00	0.00%		0.00			0.00			1,900.00	100.00%	
6012	OFFICE MAINTENANCE	184.02	500.00	783.48	500.00	1,000.00	1,000.00	100.00%		0.00			0.00			0.00		
6015	MENTONE HOUSE MAINTENANCE	1,113.48	1,800.00	582.00		1,800.00	0.00	0.00%		0.00			1,800.00	100.00%		0.00		
6016	REDLANDS PLAZA MAINTENANCE	11,472.47	30,000.00	22,147.77	-16,000.00	14,000.00	0.00	0.00%		0.00			14,000.00	100.00%		0.00		
6016.01	REDLANDS PLAZA CAM EXPENSES					16,000.00	0.00	0.00%		0.00			16,000.00	100.00%		0.00		
6017	MANAGEMENT LABOR-REDLANDS PLAZA			0.00		0.00	0.00	0.00%		0.00			0.00	100.00%		0.00		
6018	JANITORIAL SERVICES	6,779.46	7,000.00	8,068.56	1,000.00	8,000.00	8,000.00	100.00%		0.00			0.00	0.00%		0.00		
6019	JANITORIAL SUPPLIES			150.84		300.00	180.00	60.00%		120.00	40.00%		0.00			0.00		
6020	VACANCY MARKETING-REDLANDS PLAZA	276.90	5,040.00	5,000.00	500.00	5,540.00	0.00			0.00			5,540.00	100.00%		0.00		
6024	COMPUTER EQUIPMENT MAINTENANCE	973.28		71.40		100.00	27.50	27.50%		62.50	62.50%	% OF 2010	10.00	10.00%		0.00		
6027	COMPUTER SUPPLIES			409.56		500.00	350.00	70.00%		100.00	20.00%		50.00	10.00%		0.00		
6030	OFFICE SUPPLIES	2,911.52	3,500.00	2,555.04		3,500.00	2,800.00	80.00%		175.00	5.00%	% OF 2010	350.00	10.00%		175.00	5.00%	
6033	OFFICE EQUIPMENT RENTAL	5,067.77	7,000.00	7,500.12	1,000.00	8,000.00	6,000.00	75.00%		400.00	5.00%	% OF 2010	1,200.00	15.00%		400.00	5.00%	
6036	PRINTING	1,026.93	1,000.00	447.48		1,000.00	500.00	50.00%		400.00	40.00%		0.00			100.00	10.00%	
6039	POSTAGE AND OVERNIGHT DELIVERY	1,712.42	2,100.00	998.52	-500.00	1,600.00	880.00	55.00%		400.00	25.00%	% OF 2010	160.00	10.00%		160.00	10.00%	
6042	PAYROLL PROCESSING FEES	2,000.27	2,050.00	803.40	-550.00	1,500.00	1,500.00	100.00%		0.00			0.00			0.00		
6045	BANK SERVICE CHARGES	421.07	500.00	93.12		500.00	500.00	100.00%		0.00			0.00			0.00		
6045.01	WASH PLAN BANK CHARGES			127.20		0.00	0.00	0.00%		0.00			0.00			0.00	100.00%	
6051	UNIFORMS	125.67	600.00	714.60	150.00	750.00	300.00	40.00%		450.00	60.00%	% OF 2010	0.00			0.00		
6087	EDUCATIONAL REIMBURSEMENT		2,000.00	0.00		2,000.00	2,000.00	100.00%		0.00			0.00			0.00		
6090	SUBSCRIPTIONS/PUBLICATIONS	1,138.56	2,500.00	37														

GL ACCT:	GL DESCRIPTION:	ANNUALIZED COSTS (BASED ON ACTIVITY 7/1/10-2/28/11):	2011 AMENDED BUDGET:	ANNUALIZED COSTS (BASED ON ACTIVITY 7/1/11-2/29/12)	Increase/ Decrease	Proposed 2012-2013 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE (WASH PLAN & MINING)		
	Draft Budget						2012 BUDGET:	% BUDGET	BASIS:	2012 BUDGET:	% BUDGET	BASIS:	2012 BUDGET:	% BUDGET	BASIS:	2012 BUDGET:	% BUDGET	BASIS:
6110	VISION INSURANCE	993.15	1,466.00	1,397.88	102.62	1,568.62	434.35	27.69%	BASE ON LABOR	794.04	50.62%	Based on percent of hours	80.47	5.13%		259.76	16.56%	
6115	MAINT/REP. ROLLING MAINT. EQUIP			1,574.28		1,500.00	415.35	27.69%		759.30	50.62%		76.95	5.13%		248.40	16.56%	
6120	WORKER'S COMP INSURANCE	11,789.72	13,000.00	9,993.48		13,000.00	3,599.70	27.69%	BASE ON LABOR	6,580.60	50.62%	Based on percent of hours	666.90	5.13%		2,152.80	16.56%	
6130	DENTAL INSURANCE	4,239.78	4,924.00	4,884.24	246.20	5,170.20	1,431.63	27.69%	BASE ON LABOR	2,617.16	50.62%	Based on percent of hours	265.23	5.13%		856.19	16.56%	
6140	STATE UNEMPLOYMENT INSURANCE	264.98	550.00	0.00	137.50	687.50	190.37	27.69%	BASE ON LABOR	348.01	50.62%	Based on percent of hours	35.27	5.13%		113.85	16.56%	
6150	MEDICAL INSURANCE	53,862.92	84,566.00	71,100.48	8,456.60	93,022.60	25,757.96	27.69%	Policy Reduction	47,088.04	50.62%	Based on percent of hours	4,772.06	5.13%		15,404.54	16.56%	
6160	PAYROLL TAXES - EMPLOYER	28,176.98	32,000.00	33,827.16	3,360.00	35,360.00	9,791.18	27.69%	BASE ON LABOR	17,899.23	50.62%	Based on percent of hours	1,813.97	5.13%		5,855.62	16.56%	
6170	PERS RETIREMENT	64,647.63	85,509.00	62,691.00	2,141.15	87,650.15	24,270.33	27.69%	Includes payoff + 7.5%	44,368.50	50.62%	Based on percent of hours	4,496.45	5.13%		14,514.86	16.56%	
	SALARIES:								Overhead Offest									
6230	REGULAR SALARIES	361,247.87		390,271.92					70,169.45									
Sub	Field Supervisor		70,373.60		-20,373.60	50,000.00	0.00		66% due to retirement	50,000.00	100.00%	Salary+overhead 20% % time	0.00	0.00%		0.00		
Sub	Field Tech II		61,504.43		4,920.35	66,424.78	0.00		Increase COLA/RP	63,103.55	95.00%	Salary+overhead 20% % time	3,321.24	5.00%		0.00		
Sub	Field Tech I		31,972.50		2,557.80	34,530.30	0.00		Increase COLA/RP	34,530.30	100.00%	Salary+overhead 20% % time	0.00			0.00		
Sub	Admin Mgr.		55,000.00		4,400.00	59,400.00	35,640.00	50.00%	Increase COLA/RP	17,820.00	30.00%	Salary+overhead 20% % time	2,970.00	5.00%		8,910.00	15.00%	
Sub	Admin Asst		52,000.00		4,160.00	56,160.00	16,848.00	25.00%	Increase COLA/RP	16,848.00	30.00%	Salary+overhead 20% % time	16,848.00	30.00%		8,424.00	15.00%	
Sub	Interns		9,135.00		3,000.00	12,135.00	728.10	5.00%	Increase COLA/RP	9,708.00	80.00%	Salary+overhead 20% % time	0.00			1,820.25	15.00%	
Sub	GIS		10,000.00		0.00	10,000.00	600.00	5.00%	Increase COLA/RP	8,000.00	80.00%	% Contract Time	0.00			1,500.00	15.00%	
Sub	General Manager		165,191.25		13,215.30	178,406.55	85,635.14	40.00%	Increase COLA/RP	58,874.16	33.00%	Salary overhead 20% % time	8,920.33	5.00%		39,249.44	22.00%	
	INSURANCE:								Labor Total \$ 467,056.63			0.44			0.05			0.10
6310	PROPERTY / AUTO INSURANCE	3,424.00	3,424.00	3,350.00		3,424.00	171.20	5.00%		2,568.00	75.00%	FROM INSURER	684.80	20.00%		0.00		
6320	GENERAL LIABILITY INSURANCE	28,749.24	27,624.00	30,574.56	-2,500.00	25,124.00	2,512.40	10.00%		17,586.80	70.00%	FROM INSURER	5,024.80	20.00%		0.00		
	DIRECTOR'S EXPENSES:																	
6401	DIRECTOR'S FEES	64,155.00	70,000.00	66,487.56	-2,500.00	67,500.00	67,500.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6410	MILEAGE	879.36	3,100.00	2,145.60	-250.00	2,850.00	2,850.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6415	AIR FARE	1,201.80	3,000.00	2,822.16		3,000.00	3,000.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6420	OTHER TRAVEL	165.08	600.00	192.36	-250.00	350.00	350.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6425	MEALS	1,021.46	1,500.00	1,333.56		1,500.00	1,500.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6430	LODGING	6,414.57	4,000.00	3,029.04	-500.00	3,500.00	3,500.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6435	CONF/SEMINAR REGISTRATIONS	11,627.25	7,000.00	5,000.00	-2,500.00	4,500.00	4,500.00	100.00%	Based on 2010 budget/act	0.00			0.00			0.00		
6440	ELECTION FEES/REDISTRICTING		81,000.00	40,000.00	-35,000.00	5,000.00	5,000.00	100.00%		0.00			0.00			0.00		
	ADMINISTRATIVE/STAFF EXPENSES:																	
6505	MEETING SUPPORT EXP (FOOD,BEV...)			147.96		1,500.00	1,500.00	100.00%		0.00			0.00			0.00		
6510	MILEAGE	687.62	1,000.00	474.48	500.00	1,500.00	1,200.00	80.00%		300.00	20.00%	Allocation of 2011	0.00			0.00		
6515	AIR FARE	600.00	1,500.00	0.00		1,500.00	1,200.00	80.00%		300.00	20.00%	Allocation of 2011	0.00			0.00		
6520	OTHER TRAVEL		500.00	0.00		500.00	400.00	80.00%		100.00	20.00%	Allocation of 2011	0.00			0.00		
6525	MEALS	1,456.41	1,500.00	930.72		1,500.00	1,200.00	80.00%		300.00	20.00%	Allocation of 2011	0.00			0.00		
6530	LODGING	600.00	1,200.00	219.96		1,200.00	960.00	80.00%		240.00	20.00%	Allocation of 2011	0.00			0.00		
6535	CONF/SEMINAR REGISTRATIONS	1,550.75	2,000.00	127.56		2,000.00	2,000.00	100.00%		0.00			0.00			0.00		
6502.01	WASH PLAN-ENVIRON SERVICES			44,013.00			0.00			0.00			0.00			0.00	100.00%	
	CONSTRUCTION COSTS																	
7010	MATERIALS		5,000.00		25,000.00	30,000.00	0.00			30,000.00	100.00%	Field Security Changes	0.00			0.00		
7050	BASINS -CAPITAL ANNUAL REPAIRS	60,000.00	60,000.00	90,000.00		60,000.00	0.00			60,000.00	100.00%	ANNUAL MAINTENANCE	0.00			0.00		
	3 year Maintenance	30,000.00	30,000.00			30,000.00	0.00			30,000.00	100.00%	25% OF \$120K IN 3 YEARS	0.00			0.00		
	LAND & BUILDINGS																	
7110	PROPERTY - CAPITAL REPAIRS	500.00	2,500.00			2,500.00	0.00			2,500.00	100.00%	Allocation of 2011	0.00			0.00		
7130	MENTONE PROPERTY (HOUSE) CAPITAL REPAIRS	14,737.50	2,000.00	2,000.00		2,000.00	0.00			0.00			2,000.00	100.00%		0.00		
7140	MENTONE PROPERTY (SHOP) CAPITAL REPAIRS	1,000.00	2,500.00			2,500.00	0.00			2,500.00	100.00%	Allocation of 2011	0.00			0.00		
	EQUIPMENT & VEHICLES																	
7210	COMPUTER HARDWARE CAPITAL REPAIRS	2,500.00	2,500.00	749.88		2,500.00	1,875.00	75.00%		625.00	25.00%	Allocation of 2011	0.00			0.00		
7220	COMPUTER SOFTWARE	5,500.00	3,500.00	4,518.60	2,000.00	5,500.00	1,925.00	35.00%		3,575.00	65.00%	Allocation of 2011	0.00			0.00		
7230	FIELD EQUIPMENT / VEHICLES	3,031.17	13,500.00	12,978.48	17,000.00	30,500.00	0.00			30,500.00	100.00%	Vehicle expense/Replacement	0.00			0.00		
7240	OFFICE EQUIPMENT		500.00	500.00		500.00	500.00	100.00%		0.00			0.00			0.00		
	PROFESSIONAL SERVICES:																	
7438	ENGINEERING SERVICES-OTHER	10,000.00	5,000.00		20,000.00	25,000.00	0.00			25,000.00	100.00%	Add Rate Study for 13-14	0.00			0.00		
	TOTAL EXPENSES:	1,296,452.44	1,887,634.78	1,338,805.27	42,748.20	1,968,008.70	555,063.35			768,520.78			118,086.47			549,579.71		
	Projected Revenue		1,607,390.52	1,214,640.93		1,778,823.33	162,500.00			771,340.75			124,149.58			736,833.00		
	Overhead Charged out		87,000.00	76,000.00		70,169.45	70,169.45											
	Excess Revenue Redlands Plaza		9,874.40	7,250.00		6,063.11												
	Excess Revenue Land/Wash Plan	4%	100,000.00	90,000.00		187,253.29												
	EBX Minimum Revenue	15%	146,750.00	146,750.00		0.00												
	Contributions to Reserves	27%	150,000.00	150,000.00		0.00	0.00			0.00			0.00			0.00		
	Projected Deficit (-Credit)		-1,000.14	30,164.34		-4,131.03	392,563.35			-2,819.97			-6,063.11			-187,253.29		
	Forcast July 1, 2011 Reserve Level						1,000,000.00			0.00			20,000.00			5,000,000.00		
	Minimum Reserve Contribution						206,500.00			56,100.00			21,450.00			150,000.00		
	Total Reserve Target						1,800,000.00			170,000.00			65,000.00			6,000,000.00		
	% funded						56%			0%			31%			83%		

MEMORANDUM

TO: The Board of Directors
FROM: David B. Cosgrove, General Counsel
DATE: March 21, 2012
FILE NO.: 015042-0001
RE: Issues of Incumbency in Connection with Potential Redistricting

I. INTRODUCTION

On January 12, 2012, the Board of Directors discussed various options in connection with potential redistricting of the District as authorized by recently enacted SB-235. That legislation permits the Board to reduce the number of divisions, and correspondingly the number of directors representing such divisions, from seven to five.

In connection with the Board's conceptual review of how this might be accomplished, the question arose regarding the tenure of existing directors, and the timing of re-elections in districts which might be consolidated to include the principal residence of two or more sitting directors. Our office was asked to determine how the succession of such reconfigured divisions would follow, under applicable law.

II. CONCLUSIONS

While no statute is directly on point, we believe the analogous provision in the Conservation District's organic act, Water Code section 74200.5, would apply. Under this statute, the director of the reconfigured division whose tenure is the longest would be the one whose term would govern the timing of the next election cycle for voting on the seat.

III. DISCUSSION

As the Board has previously been advised, no consolidation for reformation of the composition of the divisions of the District can result in the elimination or reduction of the term of any director. Elections Code section 22000(e) provides as follows:

- A. A change in division boundaries shall not affect the term of office of any director.
- B. If division boundaries are adjusted, the director of the division whose boundaries have been adjusted shall continue to be the director of the division bearing the number of his or her division as formerly comprised until the office becomes vacant by means of term expiration or otherwise, whether or not the director is a resident within the boundaries of the division as adjusted.

(Ibid.) In addition, SB-235 enacts section 74209 of the Water Code, and subsection (f) of the new statute provides:

A reduction in the number of directors and a change in division boundaries pursuant to this section shall not affect the term of office of any director. A director of a division for which boundaries have been changed shall continue to be the director of the division bearing the number of his or her division until the office becomes vacant by means of term expiration or otherwise, whether or not the director is a resident within the boundaries of the division as changed. The successor to the office of a division for which boundaries have been changed shall be a resident and voter of that division.

(Ibid.)

Together, these provisions assure that the reduction in the number of divisions will not result in any compulsory relinquishment of any director's seat, or reduction in term.

Neither statute addresses the timing of the election cycle to be established for the new division, however, in the event that the reconfigured division boundaries include two or more existing directors. The closest analogous provision we could find in the law on this matter relates to how divisions are reconfigured in the event of a LAFCO consolidation or reorganization. Specifically, existing Government Code section 74200.5 sets forth the determination of the number of directors when districts, as opposed to divisions, are consolidated, or two or more districts are reorganized. Subsection (b) of that statute states:

Unless the local agency formation commission provides for an alternative schedule for reducing the size of the board of directors of the consolidated or reorganized district, upon the expiration of the terms of the members of the board of directors of the consolidated or reorganized district *whose terms first expire* following the effective date of the consolidation or reorganization, the total number of members on the board of directors shall be reduced until the number equals five, seven, or nine, as may be determined by the local agency formation commission and approving the consolidation or reorganization. (Emphasis added)

This provision suggests that, if directors' positions are to be eliminated, that elimination follows the first term to expire.

This result would also seem to be consistent with the intent of SB-235, and its underlying legislative preference for lowering the number of directors. If the re-election of the reconfigured division were to follow from the director with the shorter term, the seated director from that division with the longer term would be forced to run for re-election before the expiration of his

or her term. While technically such a director would be allowed to sit out the remainder of his or her previously-elected term, in essence as a “lame duck” second director from the reconstituted division, that director would be put to an accelerated re-election campaign, or commit himself or herself to the “lame duck” status for the remainder of the holdover term. This would seem to go against both the underlying intent to reduce the number of directors, and the statement in SB-235 and elsewhere in the law that consolidation should not limit the terms of existing office holders.

Conversely, fixing the election cycle to the later of the two directors’ expiring terms from the same reconstituted division does no violence to the statutory policy of allowing existing directors to serve out their terms, and likewise promotes the legislative purpose of overall reduction in the number of directors.

Based on all the foregoing, we believe that in any reconstituted division where two existing directors are both residents of the same division, that division’s election cycle should be established from the expiration of the later of the two directors’ elected terms.