

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

**REGULAR BOARD MEETING
AGENDA.**

**May 14, 2014
1:30-3:30 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

- A. Approval of Board Minutes, April 23, 2014.....5
- B. Approval of Board Workshop Minutes, April 23, 201411
- C. Approval of Expenditure Report, March 201414

It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

4. **COMMITTEE REPORTS /ACTION ITEMS**

Finance & Administration Committee

A. BOARD POLICY MANUAL REVISIONS -20 minutes (M#1264)20

Presenter: Vice President McDonald (Chair of the Finance & Administration Committee)

Recommendation: Review, recommend and consider revisions to the Board Policy Manual as suggested by Finance & Administration Committee as well as adopt Resolution No. 511 as prescribed by Ordinance 2014-1.

B. DISTRICT VEHICLE POLICY ON PERSONAL USE-10 minutes (M#1265)28

Presenter: Vice President McDonald (Chair of the Finance & Administration Committee)

Recommendation: The Finance & Administration Committee recommends the Board review, approve and implement the attached District Vehicle Use Policy and incorporate it to the Employee Handbook at its next revision.

C. PER DIEM RESOLUTION SETTING COMPENSATION AND NUMBER OF MEETINGS – 20 minutes (M#1266).....33

Presenter: Vice President McDonald (Chair of Finance & Administration Committee)

Recommendation: The Finance & Administration Committee recommends the Board review, discuss and approve the proposed five percent increase of the Board of Directors per diem and increase the number of meetings a director is allowed to attend and receive compensation for from nine meetings to ten meetings per month as outlined in Resolution No. 509.

Other Board Actions

D. UNAUDITED FINANCIAL REPORTS, APRIL 2014- 2 minutes (M#1267)36

Presenter: Daniel Cozad

Recommendation: Review and approve the unaudited financials for April 2014.

E. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL 2014-2015–10 minutes (M#1268)43

Presenter: Daniel Cozad

Recommendation: The Finance & Administration Committee recommends the Board consider approval of the 2014-2015 District and Enterprise Budget including changes recommended at the April 23, 2014 workshop.

F. CALPERS CONTRIBUTIONS FOR EMPLOYEES – 10 minutes (M#1269).....50

Presenter: Daniel Cozad

Recommendation: In accordance with existing Policy review and adopt Resolution No. 510 which incorporates the employee share contribution increase to 2.5% and also identifies the requirements of employees hired after January 1, 2013 to pay their employee contribution rate of 6.25%.

5. **INFORMATION ITEMS:**

- A. Board Committee Reports- Without Actions – 5 minutes
- B. General Manager’s Report – 2 minutes53
- C. Monthly Recharge Report, April 201454
- D. Future Agenda Items & Staff Task requests from Directors

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

- A. Board Member Meeting Reports - 15 minutes56

7. **UPCOMING MEETINGS:**

- A. May 19, 2014 Association of San Bernardino County Districts, 6:00 p.m., Location To Be Determined
- B. May 20, 2014 San Bernardino Valley Municipal Water District, 2:30 p.m. at Valley District
- C. May 20-21, 2014 CSDA Special Districts Legislative Days, Sacramento
- D. May 21, 2014 Ad Hoc Committee on General Manager Evaluation 10:00 a.m. at District Office
- E. May 22, 2014 Western-San Bernardino Watermaster Collaborative Meeting, 1:30 p.m. at Valley District
- F. May 26, 2014 Office Closed in Observance of Memorial Day
- G. June 2, 2014 Basin Technical Advisory Commission, 2:30 p.m. at Valley District
- H. June 3, 2014 San Bernardino Valley Municipal Water District, 2:30 p.m. at Valley District
- I. June 5, 2013 Three Valleys Municipal Water District Leadership Breakfast, 7:30 a.m.-9:00 a.m.
- J. June 5, 2014 Advisory Commission on Water Policy, 6:30 p.m. at Valley District
- K. June 6, 2014 ACWA State Legislative Committee Meeting, 10:00 a.m., Sacramento
- L. June 9, 2014 Ad Hoc Audit Committee, 9:00 a.m. at District Office

8. **CLOSED SESSION**

A. The Board may convene in Closed Session under Government Code section 54956.8, to discuss real property negotiations, relating to lease terms on portions of property located in the Santa Ana River Wash, and depicted as “Cemex” in Figure 3.7 of the Final Environmental Impact Report for the Upper Santa Ana Wash Land Management and Habitat Conservation Plan, with CEMEX Construction Materials Pacific, LLC. Daniel B. Cozad and David B. Cosgrove are the negotiators for the District. Bryan Forgey, Scott Hess and Christine Jones are the negotiators for CEMEX.

B. 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 June 11, 2014 at 1:30 p.m., at District Headquarters, 1630 W. Redlands Blvd., Redlands, CA.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF April 23, 2014
1:30 P.M.

President Corneille called the Board Meeting of the Board of Directors to order at 1:31 p.m. All present stood for the pledge of allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
David E. Raley, Director
Manuel Aranda, Director

BOARD MEMBERS ABSENT:

John Longville, Director

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

Charles Roberts, Highland Community News
Wayne Brown

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 or deletions.

3. PUBLIC HEARING RELATED TO ADOPTION OF GROUNDWATER CHARGE

President Corneille opened the Public Meeting on the Groundwater Charge for comment. He indicated that there is an Engineering Investigation presentation available for those who wish to hear one. Public present declined. Hearing no comments, President Corneille closed the public hearing.

It was moved by Director Aranda and seconded by Vice President McDonald to adopt Resolution No. 508. The motion carried with all directors present voting in the affirmative, 4-0 with Director Longville absent from the vote.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Absent
Director Raley: Yes
Director Aranda: Yes**

4. CONSENT CALENDAR

It was moved by Vice President McDonald and Director Raley seconded by to approve Consent Calendar Items A-Board Minutes, April 9, 2014 and Item B-Board Workshop Minutes, April 9, 2014. The motion carried with all directors present voting in the affirmative 4-0 with Director Longville absent from the vote.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Absent
Director Raley: Yes
Director Aranda: Yes**

5. ACTION ITEMS

A. THIRD QUARTER FINANCIALS REVIEW AND APPROVAL

Vice President McDonald gave a report on the Finance & Administration Committee meeting held on April 16th. The items for May 14th that were reviewed are: District Vehicle Policy, Board Member Meeting Reports, and Per Diem Resolution.

Mr. Cozad indicated that the reductions in expected costs are related to the fact that the Wash Plan expenses will not be expended until next fiscal year as well as Plunge Creek. He indicated the District is on budget. Mr. Cozad said that groundwater production has been higher due to current drought conditions. He noted the large expenditures related to the purchase of the tractor and repairs to dike d as previously discussed in detail in the previous Board meeting. This item was received and filed.

B. OUTREACH REPORT AND RECOMMENDATIONS

Director Aranda gave a report on the Outreach and Communications Committee held on April 21st. He indicated that due to staff limitations the District is not as actively involved in outreach efforts as in previous years. He reviewed the events and methods previously used by the District. Director Aranda indicated that the District used to give regular tours to the Seven Oaks Dam (SOD), but this was discontinued as the District moved to cut costs. He continues to make regular presentations to chambers and local service clubs to keep them abreast of the water issues in California. Director Aranda indicated that East Valley Water District (EVWD) willing to host the tours to SOD. They also indicated potentially working with San Bernardino Valley Municipal Water District (SBVMWD) on this. Director Aranda reviewed the recommendation for Director Longville to work with local landscapers to develop drought tolerant landscaping.

Mr. Cozad stated that included in your package is a memo which lists the items the Committee is asking for your approval and support on: 1) Concur that Staff develop an approach with the BTAC Conservation Committee to reach landscape firms/contractors who can support conservation and assist leased space 2) Approve the District's participation in the BTAC Conservation Committee Outreach effort at the 1/20 level with other agencies, and 3) Cooperatively plan and attend events and efforts focused on our customers with the Outreach Budget. He noted that web links are included in the memo and that the California Landscape Contractors Associations offers a certificate program for large commercial landscapers. The District will need to write up the program information in order to participate in the Qualified Water Efficient Landscaper program in both English and Spanish. Staff would like to discuss and suggest these items to the BTAC Conservation Committee. Discussion ensued. Director Aranda indicated that additional information will be brought to the Board as it becomes available. President Corneille indicated the need to have a press release published in the newspaper on the Wash Plan. The Board thanked Staff for their efforts on the Special District's Dinner that the District hosted on April 21st; where Mr. Cozad presented on the Wash Plan.

It was moved by Vice President McDonald and seconded by Director Aranda to: 1) Concur that Staff develop an approach with the BTAC Conservation Committee to reach landscape firms/contractors who can support conservation and assist leased space 2) Approve the District's participation in the BTAC Conservation Committee Outreach effort at the 1/20 level with other agencies which would include an expenditure not to exceed \$10,000, and 3) Cooperatively plan and attend events and efforts focused on our customers with the Outreach Budget. The motion carried with all directors present voting in the affirmative, 4-0 with Director Longville absent from the vote.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Absent
Director Raley: Yes
Director Aranda: Yes**

C. DROUGHT AND BASIN MANAGEMENT RECOMMENDATIONS

President Corneille referred to the Drought and Basin Management Recommendations summary in package. He indicated that the following items will be included in the letter to partner agencies:

- Collaborate with BTAC, Valley District, USAWRA and others, develop information on the capital improvement and increased operations cost impacts of low basin water levels, (i.e. within 10% of historic low levels)
- To capitalize on the current condition encourage dialog about identification of optimum levels for the basin under various conditions.
- Encourage discussion of methods and procedures to establish a method to collectively develop funding to purchase additional wet year water supplies when there can be recharge to support optimum basin levels, reduce low water level impacts and minimize subsidence.
- Support additional recycled water development, recharge and conjunctive use facilities to help the basin reach the optimum levels. Support funding and expedited development of such facilities.

Director Aranda requested clarification. President Corneille stated that when the water levels go beyond a certain depth a well owner will have to drill down deeper and that the operating costs need to be identified and documented. He also expanded on it to say that it would be beneficial to know which wells within the Bunker Hill Basin are affected by the drought. Discussion ensued. Mr. Cozad indicated that BTAC Engineering Committee has the capability to pull most this information together.

Vice President McDonald indicated that SBVMWD approved the expenditure of \$750,000 to uncap some wells and get them back into production because of the drought. She reviewed the need for partner agencies to purchase water at a lower rate when available rather than wait until the cost of water increases. Director Raley stated that his ultimate goal is for the optimum level of the Basin to be identified in efforts to maintain the Basin within safe levels. He would like to see all water agencies within the Basin collaborate to keep within optimum levels to avoid reaching lower levels and having to purchase water at a high rate. President Corneille said that he will prepare the letter for submission to BTAC, SBVMWD, USAWRA and other agencies. Brief discussion ensued.

It was moved by Director Raley and seconded by Vice President McDonald to have the Board move forward with communications to the BTAC, USAWRA, and Advisory Commission on all bullet point items indicated above with authorization for the Board President to sign letter consistent with those points. The motion carried with all directors present voting in the affirmative, 4-0 with Director Longville noted absent.

President Corneille: Yes

Vice President McDonald: Yes

Director Longville: Absent
Director Raley: Yes
Director Aranda: Yes

D. BOARD SELF-EVALUATION WORKSHOP SUMMARY

President Corneille briefly reviewed the recommendations included in package. Director Raley asked for the instrument used for the next board self-evaluation. He indicated that the evaluation was useful but wants an instrument that is easily measured. Brief discussion ensued. President Corneille indicated that overall the Board is operating efficiently. Mr. Cozad will identify another instrument to be used next time. It was the consensus of the Board to receive and file the summary.

E. ACWA GENERAL SESSION VOTING DELEGATE

President Corneille nominated Vice President McDonald as voting delegate at the ACWA Spring Conference general session. Vice President McDonald indicated there will be minor changes to by-laws on that agenda.

It was moved by Director Raley and seconded by Director Aranda to nominate Vice President McDonald as ACWA General Session Voting Delegate. The motion carried with all directors present voting in the affirmative, 4-0 with Director Longville noted absent.

President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Absent
Director Raley: Yes
Director Aranda: Yes

6. INFORMATION ITEMS

A. BOARD COMMITTEE REPORTS-WITHOUT ACTION

There were no reports made.

B. GENERAL MANAGER'S REPORT

Mr. Cozad handed out an updated version of the El Nino report where the red bars indicate an El Nino year estimated at 80% for October-December. Staff has begun discussions with Flood Control District and FWS to prepare just in case. Brief overview of General Manager's Report continued.

C. FUTURE AGENDA ITEMS & STAFF TASK REQUEST FROM DIRECTORS

There were no items discussed.

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

Director Raley attended the Association of San Bernardino County Special District's Dinner (ASBCSD) meeting hosted by the District on April 21st.

Director Aranda included his reports in the Board Package.

President Corneille attended the ASBCSD and thanked Staff for their efforts. He will be meeting with Doug Headrick of SBVMWD to discuss the Advisory Commission meeting.

Vice President McDonald attended USAWRA, SBVMWD Board meeting, ASBCSD Dinner, and Finance & Administration.

8. UPCOMING MEETINGS

President Corneille indicated that June 5th is the next Advisory Commission meeting. Director Raley indicated that the April 25th CSDA Fiscal Committee meeting has been cancelled.

9. ADJOURN MEETING

It was moved by Director Raley and seconded by Director Aranda to adjourn. The motion carried with all directors present voting in the affirmative, 4-0 with Director Longville noted absent.

**President Corneille: Yes
Vice President McDonald: Yes
Director Longville: Absent
Director Raley: Yes
Director Aranda: Yes**

At 2:33 p.m. the meeting adjourned to the Budget Workshop immediately following this meeting and the next regular Board Meeting scheduled for May 14, 2014 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
BUDGET WORKSHOP

MINUTES OF April 23, 2014
2:45 P.M.

President Corneille called the Board Self-Evaluation Workshop to order at 2:45 p.m.

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
David E. Raley, Director
Manuel Aranda, Director

BOARD MEMBERS ABSENT:

John Longville, Director

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

Charles Roberts, Highland Community News

1. PUBLIC COMMENT

There was no public comment.

2. DISCUSSION ITEMS

A. DISTRICT AND ENTERPRISE BUDGET FOR FISCAL YEAR 2014-2015

Mr. Cozad presented an overview on this item. He indicated that the budget is similar to previous years; noting that the Reserve and Operations policies have been incorporated into this proposed budget. Mr. Cozad also said that the Overhead Policy is fully implemented.

Mr. Cozad continued his review noting the following changes in the Budget:

- ❖ Salaries: CPI of 1.8% has been used to estimate salaries and a 5% raise pool has been included.

- ❖ Wash Plan: The expenses for this carried over into 2014-2015 and were not expended in fiscal year 2013-2014.
- ❖ Professional Services: Increased to incorporate funds for the trails concept project and enhanced recharge.
- ❖ Plunge Creek: The income and expenses for Plunge Creek have been moved from 2013-2014 fiscal year budget to 2014-2015 fiscal year budget. Project is not anticipated to be awarded until end of this fiscal year.
- ❖ Legal Fees: Increased due to likely arbitration with CEMEX.
- ❖ Groundwater Budget: Includes funds for invasive plant removal (tamarisk) and increase to salaries for interns for trail concept plan as part of the Wash Plan.
- ❖ Capital: Increases to general ledger (GL) accounts 7110, 7130 and 7140 to allow for repairs to Canyon Shop and potential demolition of Canyon House.
- ❖ Miscellaneous Professional Services: Includes funds for Mill Creek design wherein a method for improvements of District facilities are to be identified.

Upon completion of Mr. Cozad's overview, Director Raley asked for the estimated cash position to be identified for both fiscal year 2013-2014 and 2014-2015. Mr. Cozad indicated that there is a \$200,000 increase in overall reserve levels for fiscal year 2014-2015. His estimate is based on an estimated the cash position of \$1.8 million at the end of this year and approximately \$2.1 million for next year. Discussion ensued. Mr. Cozad indicated that \$1 million of the budget is related to both Wash Plan and Plunge Creek. He also indicated that reserves are located in CalTrust or LAIF otherwise all other funds are cash. Discussion ensued.

The Board continued with questions and comments:

- ❖ 5120 Miscellaneous Professional Services: Includes funds for everything not covered by 5125 and 7438.
- ❖ 5125 Engineering Services: Includes funds for engineering support directly related to the Groundwater Enterprise.
- ❖ 7438 Professional Services: Includes funds for rate study and capital. President Corneille suggested that any expenses related to the Mill Creek redesign and construction projects should be allocated here.
- ❖ Director Expenses: President Corneille requested an informal survey be done on how the District compares to other water conservation districts and water agencies in the area.

It was the consensus of the Board to bring the District and Enterprise Budget for fiscal year 2014-2015 with revisions suggested to the May 14th Board of Directors Meeting for consideration of approval.

3. ADJOURN MEETING

By consensus of the Board the workshop adjourned.

At 3:52 p.m. the meeting adjourned to the next regular Board Meeting scheduled for May 14, 2014 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

Expenditure Report

April 2014

Num	Date	Name	Account	Class	Original Amount
ADP 3.28.14	04/04/2014	ADP	1012 · Citizens Busine...		-72.65
			6042 · Payroll Processing	4-General Fund Ent.	72.65
TOTAL					72.65
ADP 4.30.14	04/30/2014	ADP	1012 · Citizens Busine...		-76.45
			6042 · Payroll Processing	4-General Fund Ent.	76.45
TOTAL					76.45
18980	04/08/2014	Aaron Pederson	1012 · Citizens Busine...		-35.00
	03/29/2014		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
18981	04/08/2014	ACWA JPIA - Workers ...	1012 · Citizens Busine...		-2,526.00
	03/31/2014		6120 · Workers' Comp. ...	4-General Fund Ent.	405.73
			6120 · Workers' Comp. ...	1-Groundwater Ent.	1,285.03
			6120 · Workers' Comp. ...	2-Redlands Plaza/...	128.88
			6120 · Workers' Comp. ...	3-Land Resources	376.17
			6120 · Workers' Comp. ...	5-Wash Plan	330.19
TOTAL					2,526.00
18982	04/08/2014	ACWA/JPIA	1012 · Citizens Busine...		-9,122.49
	04/02/2014		6110 · Vision Insurance	4-General Fund Ent.	22.81
			6110 · Vision Insurance	1-Groundwater Ent.	72.22
			6110 · Vision Insurance	2-Redlands Plaza/...	7.24
			6110 · Vision Insurance	3-Land Resources	21.14
			6110 · Vision Insurance	5-Wash Plan	18.55
			6130 · Dental Insurance	4-General Fund Ent.	107.84
			6130 · Dental Insurance	1-Groundwater Ent.	341.55
			6130 · Dental Insurance	2-Redlands Plaza/...	34.25
			6130 · Dental Insurance	3-Land Resources	99.98
			6130 · Dental Insurance	5-Wash Plan	87.76
			6150 · Medical Insurance	4-General Fund Ent.	1,334.61
			6150 · Medical Insurance	1-Groundwater Ent.	4,227.02
			6150 · Medical Insurance	2-Redlands Plaza/...	423.94
			6150 · Medical Insurance	3-Land Resources	1,237.40
			6150 · Medical Insurance	5-Wash Plan	1,086.18
TOTAL					9,122.49
18983	04/08/2014	Aranda, Manuel	1012 · Citizens Busine...		-212.00
	04/07/2014		6401 · Directors' Fees	4-General Fund Ent.	197.00
			6425 · Meals	4-General Fund Ent.	15.00
TOTAL					212.00
18984	04/08/2014	Arrowhead	1012 · Citizens Busine...		-47.71
	03/25/2014		5460 · Water / Trash / S...	4-General Fund Ent.	23.86
			5460 · Water / Trash / S...	1-Groundwater Ent.	19.08
			5460 · Water / Trash / S...	3-Land Resources	4.77
TOTAL					47.71

San Bernardino Valley Water Conservation District

Expenditure Report

April 2014

Num	Date	Name	Account	Class	Original Amount
18985	04/08/2014	California Strategies	1012 - Citizens Busine...		-4,000.00
	03/20/2014		5120 - Misc. Profession...	4-General Fund Ent.	4,000.00
TOTAL					4,000.00
18986	04/08/2014	Castro Landscaping Se...	1012 - Citizens Busine...		-500.00
	03/28/2014		6015 - Mentone House ...	2-Redlands Plaza/...	200.00
			6026 - Redlands Plaza ...	2-Redlands Plaza/...	300.00
TOTAL					500.00
18987	04/08/2014	Corneille, Richard	1012 - Citizens Busine...		-805.92
	04/04/2014		6401 - Directors' Fees	4-General Fund Ent.	788.00
			6410 - Mileage	4-General Fund Ent.	17.92
TOTAL					805.92
18988	04/08/2014	Daily Journal Corporati...	1012 - Citizens Busine...		-1,388.20
	03/31/2014		6091 - Public Notices	4-General Fund Ent.	138.82
			6091 - Public Notices	1-Groundwater Ent.	1,110.56
			6091 - Public Notices	3-Land Resources	138.82
TOTAL					1,388.20
18989	04/08/2014	Edison - 8812	1012 - Citizens Busine...		-162.09
	04/03/2014		5420 - Electricity	4-General Fund Ent.	45.39
			5420 - Electricity	1-Groundwater Ent.	32.42
			5420 - Electricity	3-Land Resources	84.28
TOTAL					162.09
18990	04/08/2014	Edison - Redlands Plaza	1012 - Citizens Busine...		-216.50
	04/03/2014		6026 - Redlands Plaza ...	2-Redlands Plaza/...	216.50
TOTAL					216.50
18991	04/08/2014	Home Depot	1012 - Citizens Busine...		-240.17
	03/28/2014		5210 - Equipment Maint...	1-Groundwater Ent.	42.06
			5215 - Property Mainten...	1-Groundwater Ent.	198.11
TOTAL					240.17
18992	04/08/2014	IERCD	1012 - Citizens Busine...		-196.10
	01/23/2014		6060 - Outreach	4-General Fund Ent.	98.05
			6060 - Outreach	1-Groundwater Ent.	78.44
			6060 - Outreach	3-Land Resources	19.61
TOTAL					196.10
18993	04/08/2014	JAN-PRO Cleaning Sys...	1012 - Citizens Busine...		-618.00
	04/01/2014		6018 - Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00

San Bernardino Valley Water Conservation District

Expenditure Report

April 2014

Num	Date	Name	Account	Class	Original Amount
18994	04/08/2014	Netsteller	1012 · Citizens Busine...		-450.00
	04/02/2014		5160 · IT Support	4-General Fund Ent.	165.01
			5160 · IT Support	1-Groundwater Ent.	239.99
			5160 · IT Support	3-Land Resources	45.00
TOTAL					450.00
18995	04/08/2014	Otak Kwon A/C Constr...	1012 · Citizens Busine...		-1,650.00
	03/29/2014		6016 · Redlands Plaza ...	2-Redlands Plaza/...	1,650.00
TOTAL					1,650.00
18996	04/08/2014	Press Enterprise	1012 · Citizens Busine...		-265.04
	03/29/2014		6090 · Subscriptions/Pu...	4-General Fund Ent.	265.04
TOTAL					265.04
18997	04/08/2014	Rutan & Tucker	1012 · Citizens Busine...		-4,943.52
	03/18/2014		5180 · Legal	4-General Fund Ent.	4,717.52
			5180 · Legal	3-Land Resources	136.00
			5175 · Legal - Wash Plan	5-Wash Plan	90.00
TOTAL					4,943.52
18998	04/08/2014	San Bernardino Valley ...	1012 · Citizens Busine...		-1,208.33
	03/25/2014		6060 · Outreach	4-General Fund Ent.	604.17
			6060 · Outreach	1-Groundwater Ent.	483.33
			6060 · Outreach	3-Land Resources	120.83
TOTAL					1,208.33
18999	04/08/2014	Smart & Final	1012 · Citizens Busine...		-30.01
	03/30/2014		6030 · Office Supplies	4-General Fund Ent.	30.01
TOTAL					30.01
19000	04/08/2014	Star Auto Parts	1012 · Citizens Busine...		-262.49
	03/31/2014		5215 · Property Mainten...	1-Groundwater Ent.	10.78
			5310 · Vehicle Mainten...	1-Groundwater Ent.	251.71
TOTAL					262.49
19001	04/08/2014	Valero Marketing & Sup...	1012 · Citizens Busine...		-1,011.87
	03/31/2014		5320 · Fuel	1-Groundwater Ent.	1,011.87
TOTAL					1,011.87
19002	04/08/2014	Verizon California-4860	1012 · Citizens Busine...		-410.09
	03/28/2014		5440 · Telephone	4-General Fund Ent.	270.97
			5440 · Telephone	1-Groundwater Ent.	116.13
			5470 · Internet Services	4-General Fund Ent.	22.99
TOTAL					410.09

San Bernardino Valley Water Conservation District

Expenditure Report

April 2014

Num	Date	Name	Account	Class	Original Amount
19003	04/08/2014	Verizon California -7275	1012 · Citizens Busine...		-48.09
	03/25/2014		5440 · Telephone	4-General Fund Ent.	33.66
			5440 · Telephone	1-Groundwater Ent.	14.43
TOTAL					48.09
19004	04/08/2014	Wilbur's	1012 · Citizens Busine...		-40.00
	04/01/2014		5210 · Equipment Maint...	1-Groundwater Ent.	40.00
TOTAL					40.00
19005	04/08/2014	San Bernardino Valley ...	1012 · Citizens Busine...		-177.50
	04/02/2014		6060 · Outreach	4-General Fund Ent.	88.75
			6060 · Outreach	1-Groundwater Ent.	71.00
			6060 · Outreach	3-Land Resources	17.75
TOTAL					177.50
19006	04/22/2014	Adeniji, Felicia	1012 · Citizens Busine...		-2,250.00
	03/29/2014		6016 · Redlands Plaza ...	2-Redlands Plaza/...	2,250.00
TOTAL					2,250.00
19007	04/22/2014	Antimite Pest Control, I...	1012 · Citizens Busine...		-66.00
	04/12/2014		6026 · Redlands Plaza ...	2-Redlands Plaza/...	66.00
TOTAL					66.00
19008	04/22/2014	Aranda, Manuel	1012 · Citizens Busine...		-1,379.00
	04/22/2014		6401 · Directors' Fees	4-General Fund Ent.	1,379.00
TOTAL					1,379.00
19009	04/22/2014	Assoc. San Bernardino...	1012 · Citizens Busine...		-315.00
	04/22/2014		6060 · Outreach	4-General Fund Ent.	157.50
			6060 · Outreach	1-Groundwater Ent.	126.00
			6060 · Outreach	3-Land Resources	31.50
TOTAL					315.00
19010	04/22/2014	California Strategies	1012 · Citizens Busine...		-4,000.00
	04/20/2014		5120 · Misc. Profession...	4-General Fund Ent.	4,000.00
TOTAL					4,000.00
19011	04/22/2014	Citizens Business Bank	1012 · Citizens Busine...		-2,171.77
	04/13/2014		6001 · General Adminis...	1-Groundwater Ent.	7.49
			6002 · Website Adminis...	4-General Fund Ent.	150.00
			6004 · Meeting Expenses	4-General Fund Ent.	17.36
			6004 · Meeting Expenses	1-Groundwater Ent.	5.79
			6030 · Office Supplies	4-General Fund Ent.	107.10
			6030 · Office Supplies	1-Groundwater Ent.	6.69
			6030 · Office Supplies	2-Redlands Plaza/...	13.39
			6030 · Office Supplies	3-Land Resources	6.69
			6039 · Postage and Ov...	4-General Fund Ent.	28.46
			6039 · Postage and Ov...	1-Groundwater Ent.	12.94
			6039 · Postage and Ov...	2-Redlands Plaza/...	5.18
			6039 · Postage and Ov...	3-Land Resources	5.18

San Bernardino Valley Water Conservation District

Expenditure Report

April 2014

Num	Date	Name	Account	Class	Original Amount
			6060 · Outreach	4-General Fund Ent.	681.00
			6060 · Outreach	1-Groundwater Ent.	544.80
			6060 · Outreach	2-Redlands Plaza/...	136.20
			6415 · Air Fare	4-General Fund Ent.	194.50
			6435 · Conf/Seminar R...	4-General Fund Ent.	175.00
			6535 · Conf/Seminar R...	4-General Fund Ent.	74.00
TOTAL					2,171.77
19012	04/22/2014	City of Redlands - Muni...	1012 · Citizens Busine...		-2,195.36
	04/17/2014		6026 · Redlands Plaza ...	2-Redlands Plaza/...	2,195.36
TOTAL					2,195.36
19013	04/22/2014	Corneille, Richard	1012 · Citizens Busine...		-197.00
	04/09/2014		6401 · Directors' Fees	4-General Fund Ent.	197.00
TOTAL					197.00
19014	04/22/2014	DMV Renewal	1012 · Citizens Busine...		-505.00
	04/14/2014		5310 · Vehicle Mainten...	1-Groundwater Ent.	505.00
TOTAL					505.00
19015	04/22/2014	Edison - 7241	1012 · Citizens Busine...		-53.55
	04/12/2014		5420 · Electricity	4-General Fund Ent.	14.99
			5420 · Electricity	1-Groundwater Ent.	10.71
			5420 · Electricity	3-Land Resources	27.85
TOTAL					53.55
19016	04/22/2014	Edison -5552	1012 · Citizens Busine...		-270.90
	04/11/2014		5420 · Electricity	4-General Fund Ent.	55.03
			5420 · Electricity	1-Groundwater Ent.	39.30
			5420 · Electricity	2-Redlands Plaza/...	102.19
			5420 · Electricity	2-Redlands Plaza/...	74.38
TOTAL					270.90
19017	04/22/2014	ICF Jones & Stokes, Inc	1012 · Citizens Busine...		-2,249.00
	04/07/2014		5122 · Wash Plan Profe...	5-Wash Plan	2,249.00
TOTAL					2,249.00
19018	04/22/2014	Image Source	1012 · Citizens Busine...		-406.98
	04/14/2014		6033 · Office Equipmen...	4-General Fund Ent.	305.23
			6033 · Office Equipmen...	1-Groundwater Ent.	20.35
			6033 · Office Equipmen...	2-Redlands Plaza/...	61.05
			6033 · Office Equipmen...	3-Land Resources	20.35
TOTAL					406.98
19019	04/22/2014	J. R. Freeman	1012 · Citizens Busine...		-140.47
	04/14/2014		6030 · Office Supplies	4-General Fund Ent.	112.38
			6030 · Office Supplies	1-Groundwater Ent.	7.02
			6030 · Office Supplies	2-Redlands Plaza/...	14.05
			6030 · Office Supplies	3-Land Resources	7.02
TOTAL					140.47

San Bernardino Valley Water Conservation District

Expenditure Report

April 2014

Num	Date	Name	Account	Class	Original Amount
19020	04/22/2014	Mars Carpets	1012 - Citizens Busine...		-2,963.00
	03/26/2014		6016 - Redlands Plaza ...	2-Redlands Plaza/...	2,963.00
TOTAL					2,963.00
19021	04/22/2014	Melody McDonald	1012 - Citizens Busine...		-2,334.57
	04/22/2014		6401 - Directors' Fees	4-General Fund Ent.	1,773.00
			6410 - Mileage	4-General Fund Ent.	96.32
			6425 - Meals	4-General Fund Ent.	13.50
			6415 - Air Fare	4-General Fund Ent.	437.50
			6420 - Other Travel	4-General Fund Ent.	14.25
TOTAL					2,334.57
19022	04/22/2014	Rogers, Anderson, Mal...	1012 - Citizens Busine...		-540.00
	03/31/2014		5080 - LAFCO Contribu...	4-General Fund Ent.	540.00
TOTAL					540.00
19023	04/22/2014	Stanley Convergent Se...	1012 - Citizens Busine...		-302.70
	04/01/2014		5410 - Alarm Service	4-General Fund Ent.	151.35
			5410 - Alarm Service	1-Groundwater Ent.	151.35
TOTAL					302.70
19024	04/22/2014	The Gas Company	1012 - Citizens Busine...		-111.55
	04/17/2014		5450 - Natural Gas	4-General Fund Ent.	66.90
			5450 - Natural Gas	1-Groundwater Ent.	44.65
TOTAL					111.55
100080N	04/28/2014	PERS	1012 - Citizens Busine...		-13,754.85
			6170 - PERS Retirement	4-General Fund Ent.	2,006.53
			6170 - PERS Retirement	1-Groundwater Ent.	6,395.83
			6170 - PERS Retirement	2-Redlands Plaza/...	627.04
			6170 - PERS Retirement	3-Land Resources	1,881.13
			6170 - PERS Retirement	5-Wash Plan	1,630.31
			2102 - Pers Retirement ...	4-General Fund Ent.	1,214.01
TOTAL					13,754.85



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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

Email: info@sbvwcd.org
www.sbvwd.org

Memorandum No. 1264

To: Board of Directors

From: General Manager, Daniel Cozad

Date: March 12, 2014

Subject: Board Policy Manual Revisions

RECOMMENDATION

Review, recommend and consider revisions to the Board Policy Manual as suggested by Finance & Administration Committee as well as adopt Resolution No. 511 as prescribed by Ordinance 2014-1.

BACKGROUND

The Finance & Administration Committee met on March 19th and April 16th and discussed the Board Policy Manual and recommended policy changes that are designated in Resolution No. 511. The policy changes are recommending modifications to Section 4025-Expense Reimbursement of Directors and Appendix "C". The recommended changes reduce ambiguity previously identified by the Committee pertaining to Board Member Meeting Reports allowing one written report to be submitted in the event multiple directors are in attendance and no written report needed where all member are in attendance.

The Committee also recommends minor changes to Appendix "C" to allow for directors to be compensated as a District Requested meeting for meetings "Requested by General Manager" and as listed elsewhere in the Board Policy Manual for District required or mandated training. The Committees' recommendations are presented in the attached and shown in redline strikeout.

Staff also suggests the removal of language providing for quorum and another requirement for seven directors since the reduction of the Board has been achieved leaving the Board at five directors.

FISCAL IMPACT

There is no fiscal impact determined at this time.

BOARD
OF
DIRECTORS

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

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

San Bernardino Valley Water Conservation District

POLICY HANDBOOK

POLICY TITLE: Directors Expense Policy
POLICY NUMBER: 4025

4025.1 Eligible Compensation Reimbursement. Directors' compensation shall be in accordance with the California Water Code. The Board enacted Resolution 201~~04-01~~ and a companion Resolution ~~No. 509457~~ setting forth the compensation of Board Directors and setting the maximum number of compensated meetings to ~~nineteen~~ per month. The District shall compensate Directors for attendance at approved District Requested and Director Selected meetings in accordance with the following:

(a) District Requested meetings

District requested meetings are pre-approved, organizations that the Board has determined as essential for participation. The Board designates a primary and alternate; the alternate only attends if the primary indicates they are unavailable to attend. Any additional Board member attending is only eligible for reimbursement of eligible expense or per-diem compensation as a Director Selected meeting.

(b) Director Selected meetings-Maximum of 3

Director Selected meetings are pre-approved, discretionary meetings that each Director may attend in a number not to exceed (3) per month, and are eligible for meeting per diem compensation and eligible expense reimbursement. Reimbursement for travel expenses (such as meeting registration, airfare and hotel) for any Director Selected meeting shall be paid only upon prior approval of the Board in advance. A cost estimate must be presented to the Board in advance at regular scheduled Board meetings for approval.

(c) Compensation - Directors shall receive compensation for each District Requested meeting indicated in Appendix "C," Roster of Organizations and Committees with Assigned Representatives. The amount of compensation shall be established by a resolution of the Board.

(d) Meeting Definition - For the purpose of determining compensation for Directors only, a "meeting" is defined as a District Requested or Director Selected activity of several parties conducting business related to the parties, of which the District is a party. A simple phone call is not a meeting, but a scheduled teleconference conducted between the parties in lieu

of a scheduled meeting is a "meeting." Conducting research, involvement in a discussion, or discussion by telephone in preparation for a meeting is also not a "meeting."

- (e) Any and all meetings in a single day where a Director is representing the District, qualifies for compensation for only one meeting.
- (f) Compensation for serving on another agency board of directors is the responsibility of that other agency. However, if serving on that other agency's board of directors is a direct result of appointment by the District Board of Directors, then attendance at meetings of both agencies on one day would be compensated as one day's pay, which would be paid by the District, and compensation from the other agency would not be permitted.

4025.1.1 Eligible Expense Reimbursement.

- (a) District Requested - The District shall reimburse Directors for costs incurred related to approved attendance at District Requested meetings, seminars, or conferences, as provided herein.

Expenses eligible for reimbursement shall be limited to (1) registration or tuition costs, or other charges for participation in the District Requested listed in Appendix "C"; (2) transportation to and from the event, including airfare, car rental, or mileage for use of Director's own automobile, and other miscellaneous transportation costs (shuttle, taxi, etc.); (3) lodging at the event rate or the State/Federal rate for the area; and (4) limited costs of meals. Out of state travel shall be prohibited without specific Board approval, (i.e.: Association of California Water Agencies' (ACWA) Washington, D.C. Conference, etc.).

- (b) Director Selected - The District shall reimburse Directors for costs incurred related to approved attendance at Director Selected meetings, seminars, or conferences, as provided herein.

Expenses eligible for reimbursement shall be limited to (1) mileage for use of Director's own automobile or reasonable airfare if a lower cost, and other miscellaneous transportation costs (shuttle, parking, etc.); (2) limited costs of meals. Reimbursement for other travel expenses (such as meeting registration, airfare and hotel) for any Director Selected meeting shall be paid only upon prior approval of the Board in advance. A cost estimate must be presented to the Board in advance at regular scheduled Board meetings for approval. Out of state travel shall be prohibited without specific Board approval, (i.e.: Association of California Water Agencies' (ACWA) Washington, D.C. Conference, etc.).

- (c) Exceptions - Any other costs incurred by the Director shall be at the expense of the Director, as a Director Selected meeting, unless, because of unusual circumstances, the Board, in its discretion, determines that any additional cost shall be authorized as an expense of the District.

Directors must include per-diem request with cost proposals for the following Conferences/ Forums:

Association of California Water Agencies Conferences
Sacramento/Washington DC Legislative Forums
California Special Districts Association Annual Conference

- (d) Mileage - Directors shall be reimbursed for mileage on the basis of total miles driven for business purposes and at the rate specified in the Internal Revenue Code in effect at the time of the vehicle usage. The District will reimburse the lesser cost of mileage reimbursement as described above or the lowest reasonable airfare and related costs to the travel location.
- (e) Board Member Meeting Reports – Directors are required by government code to report meetings for which they are compensated. The Board has determined it is appropriate for some meetings to have written reports. Board members shall submit a written Board Member Meeting Report, in a format acceptable to the Board, for all compensated meetings which are indicated in Appendix C, as Written Report Required. Written reports that are submitted with expense reports will appear in the next monthly Board Package and payment will be processed. If not submitted with expense report payment of expenses will not be made until the report is submitted or the Board specifically approves payment. Oral reports will not be tracked by staff. Written reports may be submitted for any meeting, at the discretion of the director, even if not required in Appendix C. When multiple directors attend a function it is sufficient that one written report be submitted. In the event all directors are in attendance at a function no written report is required.
- (f) Service Day – A director may claim and be paid per diem for one travel day to or from a District Requested meeting where overnight stay is required to participate, as approved by the Board. A Director may also request and be paid a per diem for critical District Requested functions as a meeting.

APPENDIX “C”

Roster of Organizations and Committees with Assigned Representatives

District Requested Meetings

District Requested Meetings are organizations that the Board has determined as essential for participation. The Board designates a primary and alternate; the alternate only attends if the primary indicates they are unavailable to attend. Included are all District Board meetings and Standing and Ad Hoc committees the member is appointed to. Attendance by another Board member, other than the primary or alternate designee, may only be eligible for per diem compensation as a Director Selected meeting. Director Selected travel reimbursements (including meeting registration, airfare and hotel) for any Board member attending any of the following meetings as a Director Selected meeting shall be paid only upon prior approval of the Board. A cost estimate must be presented to the Board in advance at its regularly scheduled Board meeting for approval. California Government Code requires Board members to report on each compensated meeting outside of meetings Board or Committee meetings. The reports are generally made orally at regular Board Meetings, as designated in the Agenda. However, the Board has designated some meetings as Written Report Required (WRR) shown below.

<u>Organization/Committee</u>	<u>(Report Required)</u>	<u>Primary/Alternate</u>
1. Association of California Water Agencies JPIA	(oral)	McDonald/Aranda
2. Association of California Water Agencies (Spring/Fall Conferences)	(WRR)	Set by Board Action
3. California Special Districts Assoc. Annual Conf.	(WRR)	Set by Board Action
4. Association of San Bernardino County Spec Dist.	(WRR)	Aranda/McDonald
5. Special Presentations [only one Month per Director]	(WRR)	All Board Limited
6. Basin Technical Advisory Committee	(oral)	McDonald/Aranda
7. SBVMWD Advisory Commission on Water Policy	(oral)	Corneille/Raley
8. SBVMWD Board Meetings	(oral)	McDonald/Corneille
9. Santa Ana Sucker Task Force	(oral)	McDonald/Aranda
10. Upper Santa Ana Water Res. Assoc.	(oral)	Aranda/McDonald
11. Wash Plan Task Force	(oral)	Raley/Corneille
12. Big Bear Watermaster Committee	(oral)	Raley/Corneille
13. (Court Appointed Attendee-Cozad)		

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13. Meetings Requested by the General ~~Manager~~Manager (oral)

14. Any District Required/Mandated Training (oral)

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

<u>Organization/Committee</u>	(Report Required)	<u>Primary/Alternate</u>
Other ACWA Activities:		
a. Sacramento Legislative Forums	(WRR)	Set by Board Action
b. Washington DC Legislative Forum	(WRR)	Set by Board Action
c. Groundwater Committee-ACWA Region 9	(WRR)	Corneille/McDonald*
d. State Legislative Committee	(WRR)	McDonald/Longville
e. Communication Committee-ACWA Region 9	(WRR)	Aranda/No Alternate
f. Water Management Committee	(WRR)	McDonald/Corneille
g. CSDA Finance Committee **	(WRR)	Raley/No Alternate
h. CSDA Education Committee **	(WRR)	Aranda/No Alternate

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

** If appointed and while appointed by the CSDA Board.

Director Selected Meetings - Maximum of 3

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

<u>Organization</u>	(Report Required)
A. Redlands Chamber of Commerce	(WRR) Director Selected
B. Highland Area Chamber of Commerce	(WRR) Director Selected
C. Loma Linda Chamber of Commerce	(WRR) Director Selected
D. Mentone Chamber of Commerce	(WRR) Director Selected

- E. San Bernardino Chamber of Commerce (WRR) Director Selected
- F. ACWA Region 9 Meetings (WRR) Director Selected
- ~~G. Meeting requested by the General Manager Designated by GM~~

RESOLUTION NO. 511

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
ADOPTING REVISIONS TO
THE BOARD POLICY MANUAL**

WHEREAS, The Board of Directors (Board) of the San Bernardino Valley Water Conservation District as required by Ordinance No. 2014-1 must pass by resolution and adopt any revisions made to the Board Policy Manual of the Board of Directors of the San Bernardino Valley Water Conservation District; and

WHEREAS, the Finance & Administration Committee met on March 19th and April 16th to identify revisions recommended to be made to Board Policy Manual; and

WHEREAS, questions have arisen in the application of the written and oral reporting requirements set out in Section 4025.1.1 (e), which may lead to confusion regarding the necessity of, and potential duplication of effort on, written reports called for under that section; and

WHEREAS, the objective of the written reports are to share information with other directors and to comply with Government Code meeting reporting requirements, and these objectives can be met with a single report when all directors are present at the same meeting, and

WHEREAS, the existing policy does not explicitly recommend Board Members collaborate on meeting reports as efficiency would suggest; and

WHEREAS, while the existing policy allows Board members to be paid for meetings whose attendance by the Director(s) is requested by the General Manager, Directors are ineligible to be compensated for the meeting if they have previously used their three Director Selected meetings for the month; and

WHEREAS, the District's prior stated goal of reduction in the number of Board members from seven to five is fully implemented; and an update to the Board Policy Manual to reflect that change is appropriate.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of San Bernardino Valley Water Conservation District does hereby adopt revisions to the Board Policy Manual as follows:

A Section 4025.1.1 (e) is amended to add to the end of the section the following "When multiple directors attend a function it is sufficient that one written report be submitted. In the event all directors are in attendance at a function no written report shall be required."

B Appendix "C" is revised to specify that all District Required/Mandated Educational or Ethical Training sessions or meetings, and meetings where attendance of a Director is specifically requested by the General Manager, shall be listed and compensated as District Requested meetings.

C All references to Seven Directors listed in the existing Board Policy Manual shall be revised to reflect five directors.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors this 14th day of May 2014, by the following vote:

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

Richard Corneille, President

ATTEST:

Daniel B. Cozad, Secretary



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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

Email: info@sbvwcd.org
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Memorandum No. 1265

To: Board of Directors

From: Finance & Administration Committee and General Manager, Daniel Cozad

Date: May 14, 2014

Subject: District Vehicle Policy on Personal Use

RECOMMENDATION

The Finance & Administration Committee recommends the Board review, approve and implement the attached District Vehicle Use Policy and incorporate it to the Employee Handbook at its next revision.

BACKGROUND

At the March 19th Committee meeting staff discussed historic district practice and current need and vehicle use to commute from home to District facilities by field staff. The Committee provided general suggestions to staff to develop the policy supporting the field staffs use of District field vehicles for commute travel from home to District facilities. Staff developed the draft policy which was edited based on Committee feedback and presented following this Board letter.

DISCUSSION

The District historically provided vehicle and in the past housing allowance for field staff to be very close to District facilities and able to respond to emergencies or quickly check recharge and canals. The housing or allowance was discontinued many years ago. Providing the two field staff with vehicles for on call work has occurred intermittently but is not well documented. In the use that has occurred there have not been any accidents or incidents in the past 4 years. The draft policy may need to be reviewed if additional field staff are hired. With the two field staff the District currently employs the proposed policy appears appropriate. Field staff live in close proximity to District facilities and frequently travel directly to District facilities after work or weekends if there is water or construction work ongoing. No around-the-clock staffing is available.

Approval of this policy and allowance for personal commuting use for field staff must comply with IRS rules and has tax implications to the employee. The value of the personal (commuting) use is considered a taxable income benefit to the employee. Field staff will have to report and office staff will have to calculate the reported income with other income and benefits to the IRS.

In coordinating with the District's insurer ACWA/JPIA; they indicated that they cover all District vehicles and commuting use is permissible and covered. The policy authorizes the General Manager to grant Field Staff use or withdraw it for any reason. Likely reasons would include safety or abuse of the vehicle or other reasonable cause. Staff has estimated the cost to be approximately \$3.00 to \$5.00 per day per vehicle, so

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Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

long as additional vehicles are not required. The policy allows other District Employees to use a district vehicle for District Business and to include commuting if it is in the best interest of the District and pre-authorized by the General Manager. All other employee vehicle needs will be provided by personal vehicle and staff will be reimbursed for travel by mileage, which is currently covered in the employee manual.

FISCAL IMPACT

The Fiscal impact is not a significant increase from current costs as it is historic for the Field Supervisor and on call staff to use their District Vehicle for commuting. At times the District has provided a vehicle or vehicle allowance to District Managers, however it no longer does, resulting in a significant reduction in costs to the District.



San Bernardino Valley Water Conservation District Policy

Policy Number 0004

Date: NEW 04/16/2014

Policy Name: Employee Use of District Vehicles
History: Adopted 5/14/2014
Application: All SBVWCD Employees and Board Members

GENERAL POLICY:

SBVWCD strategic plan and other policies seek to maximize efficiency, safety and quality of work and balance it with cost and the limited staff of the District. The District has a current Personnel Manual setting forth policy and procedures for staff. The current document does not contain guidance or policy on employee use of District Vehicles or commuting/personal use. This policy fills the void and provides guidance to ensure proper record keeping and accounting related to person use. The General Manager is authorized by the Board of Directors to interpret and implement this policy. Exceptions to the specific provisions or of limited duration may be made by the General Manager if in the best interest of the District. The Board of Directors of the District may make exceptions, modify or revoke the policy at any time.

SCOPE:

The purpose of this policy is to provide rules and guidelines to staff regarding the use of District Vehicles and the requirements if used for commuting to/from District Field Facilities.

SPECIFIC PROVISIONS:

The following are requirement for District vehicle use:

- A. The District provides vehicles for business use to allow employees to drive on District-designated business and to reimburse employees for business use of personal vehicles according to the guidelines approved by the Board, under the authorization of the General Manager. The District retains the right to amend or terminate this policy at any time. (The term "vehicle," as used in this policy, includes, but is not limited to, cars, trucks, front-end loaders, dump trucks, excavators and any motorized vehicle.) Employees may not drive any District vehicles without prior approval of their supervisor.
- B. Employees must have a valid driver's license to drive any vehicle on District business and shall not drive District vehicles to perform District business if their license is suspended or revoked. Employees operating District Vehicles must inform their immediate supervisor and the Department of Risk Management and Safety immediately upon the suspension or revocation of their driver's license or driving privileges and may not operate District Vehicles. Employees must be at least eighteen years old to drive District vehicles.
- C. Supervisors will periodically and before approving a driver check the employee's driving record, and verify the existence of a valid driver's license. Employees approved to drive on District business are required to inform their supervisor of any changes that may affect either their legal or physical ability to drive or their continued insurability.
- D. Employees holding field jobs requiring regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times. For all other jobs, driving is considered only an incidental function of the position. District employees who spend the majority of their work time driving must complete a safe



San Bernardino Valley Water Conservation District Policy

driving course within a reasonable period of time after they are hired. Other employees who drive District Vehicles are encouraged to attend a safe driving course every three years.

- E. Field employees who must have transportation for their normal work will be assigned a District vehicle for their use. All other employees needing transportation for District business may use a filed vehicle, if available or employees may use their own vehicles for District purposes.
- F. Employees who drive a vehicle on District business must, in addition to meeting the approval requirements above, exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Employees are also responsible for any driving infractions or fines as a result of their driving. Nonemployees and non-District passengers (i.e., family and friends) are prohibited from riding in District vehicles unless approved by the General Manager. Employees must not permit any unauthorized person to drive a District Vehicle under conditions which violate this policy, except when necessary in an emergency.
- G. Employees who use their personal vehicles for approved District purposes will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage as described in the reimbursement section of the Personnel Handbook. Employees who operate personal vehicles for District business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for District use, when necessary as determined by their personal insurance agent.
- H. Employees must use seatbelts or other available occupant restraints and require other occupants to do likewise in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle, except when necessary in an emergency. Employees must operate the vehicle in accordance with District regulations, know and observe applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times and drive the vehicle at legal speeds appropriate for traffic, weather and road conditions.
- I. Employees must report any accident, theft or malicious damage involving a District vehicle to their supervisor regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.
- J. Field Employees are on call on a 24-hour basis during certain times of the year and may be allowed at the discretion of the General Manager, to take a District vehicle home so they can respond as soon as possible. Such employees need to provide a written acknowledgment that they fully understand this policy and that the vehicle is used only as transport to and from home and District facilities and District purposes and is not for other personal use.
- K. Employees are not permitted, under any circumstances, to operate a District vehicle or a personal vehicle for District business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any District vehicle at any time or operate any personal vehicle while on District business while using or consuming alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.



San Bernardino Valley Water Conservation District Policy

- L. District Staff using District vehicles for commuting will record commuting mileage at least monthly in accordance with supervisor's direction. This information will be used for reporting the benefit to the IRS in accordance with IRS Publication 15B.
- M. An employee's use of District vehicle for any personal commuting use, results in taxable compensation to that employee. The value of the personal use of a company-provided vehicle is included with wages as compensation and reported on the employee's W-2. The District will report only the personal use portion of the value of the vehicle on Form W-2. The District will use the general valuation rule to determine the value the benefits. Under this rule, the value of a fringe benefit is its fair market value. The fair market value for personal use is the determined to be the IRS Internal Revenue Service optional mileage allowance, which is adjusted at least annually.



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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

Email: info@sbvwcd.org
www.sbvwd.org

Memorandum No. 1266

To: Board of Directors

From: Finance and Administration Committee and General Manager, Daniel B. Cozad

Date: May 14, 2014

Subject: Per Diem Resolution Setting Compensation and Number of Meetings

RECOMMENDATION

The Finance & Administration Committee recommends the Board review, discuss and approve the proposed five percent increase of the Board of Directors per diem and increase the number of meetings a director is allowed to attend and receive compensation for from nine meetings to ten meetings per month as outlined in Resolution No. 509.

BACKGROUND

In February 2014 the Board approved ordinance 2014-1 which amended District policy regarding compensation to District Directors and the process for changes to the rate which is set annually. This change superseded Ordinance 2010-1 and 95-1 for the per diem paid to directors. Both ordinances provided for an automatic increase of 5% unless a resolution was passed forgoing increase. Resolution 2014-1 requires specific action by the Board related to the Per Diem paid each year at the Boards regular December Meeting.

DISCUSSION

The Finance & Administration Committee reviewed Resolutions and Ordinances and requested staff prepare a new resolution in accordance with Ordinance 2014-1 to address two related items, shown below:

1. California Water Code provides that directors can be compensated for no more than 10 meetings per month and other process requirements. The District's current policy limits Board compensated meetings to 9 meeting per month. Some directors exceed nine meetings per month on a somewhat frequent basis. The requested Resolution No. 509 proposed to increase this to 10 meetings per month as of July 1, 2014.
2. The District per diem rate for a day of service is set each year in December. The Board has not increased its rate since 2009. Resolution No. 509 proposes to increase the Board member Per Diem Rate from \$197.00 per meeting by approximately 5% to \$206.00, effective January 1, 2015. Resolution No. 509 is proposed to replace the requirement for a rate setting in December 2014 as would be required by Ordinance 2014-1.

BOARD
OF
DIRECTORS

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

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

RESEARCH

The Board requested staff research rates and revenue/expense budgets for water conservation districts and for agencies within the region. The table below indicates the rates identified by Staff from websites or other public information sources. The table is separated into water conservation districts and other water districts in San Bernardino County. Some information is estimated or from slightly different years, latest data available was used.

Agency	Rate	Low	High	Max meetings	Revenue	% of Rev.
United Water Conservation District	\$ 171	\$ 5,624	\$ 11,186		\$ 7,500,000	0.1496%
Chino Basin Water Conservation Dst**	\$ 150	\$ 150	\$ 4,800		\$ 1,500,000	0.1700%
Kaweah Delta Water Conservation Dst	\$ 150	\$ 1,500	\$ 5,400		\$ 8,467,000	0.0496%
SBV Water Conservation District	\$ 197	\$ 4,340	\$ 32,938	9	\$ 2,600,000	0.8003%
SBV WATER Conservation District PROPOSED**	\$ 206	\$ 4,774	\$ 36,232	10	\$ 2,600,000	0.8804%
SBV Municipal Water District*	\$ 404	\$ 30,303	\$ 45,150	10	\$ 69,609,613	0.0760%
Western Municipal Water District	\$ 241	\$ 16,200	\$ 28,640	10	\$ 66,957,217	0.0456%
Monta Vista Water District	\$ 232	\$ 1,348	\$ 31,084	10	\$ 15,996,569	0.1056%
Cucamonga Valley Water District	\$ 223	\$ 4,460	\$ 18,400	10	\$ 128,599,349	0.0106%
East Valley Water District	\$ 175	\$ 9,096	\$ 18,037	10	\$ 16,639,660	0.1089%
Metropolitan Water District of SC**	\$ 133	\$ 4,788	\$ 15,960	10	\$1,720,000,000	0.0007%
West Valley Water District	\$ 116	\$ 4,505	\$ 7,970	\$15,000/yr	\$ 28,822,176	0.0295%

* Some directors do not take full amount

From California State Controller's Website

** Estimated

Based on the information staff compiled for the table the current District rate is neither the highest nor lowest of the agencies, however it is the highest among water conservation districts. Staff attempted to scale the rate to the size of district, based on a % of revenue. The current District rate is high when calculated as a percentage of District revenue. The Committee proposed rate of \$206 does not significantly change the assessment.

FISCAL IMPACT

The 2013-14 budget did not address any changes to the per diem rate. For the proposed budget Staff included the changes proposed by the Committees recommendations in the draft budget for 2014-2015. The combination of the 5% increase in per diem compensation and the addition of one meeting per month could result in a maximum increase of 15%.

RESOLUTION NO. 509

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
AMENDING DISTRICT POLICY TO ALLOW
FOR A 5% INCREASE IN PER DIEM COMPENSATION AND INCREASE THE
NUMBER OF MEETINGS PER MONTH**

WHEREAS, the Board of Directors of the San Bernardino Valley Water Conservation District adopted Ordinance 2014-1 amending District Policy as to how to process changes to rates previously set annually at the December 11, 2013 Board meeting; and

WHEREAS, Ordinance No. 2010-1 and Ordinance No. 95-1 have been superseded by the adoption of Ordinance No. 2014-1 allowing for any amendments to compensation and number of meetings a director may attend and receive compensation for by passing of resolution foregoing the requirement for a rate setting in December 2014; and

WHEREAS, the Finance & Administration Committee met to review and discuss the current per diem rate and have recommended an increase in the Directors' per diem compensation rate and number of meetings allowed per month; and

WHEREAS, the District Board of Directors has not increased the meeting per diem compensation rate since 2009; and

WHEREAS, the District has surveyed the per diem compensation rate of water conservation districts and nearby public water agencies; and

WHEREAS, California Water Code Sections 20201 et seq. authorize a water district to set the number of meetings a director may be compensated for not to exceed ten days per month; and

WHEREAS, the District's current policy allows for a director to attend nine meetings per month and receive compensation at a per diem rate of one hundred and ninety seven (\$197) per meeting.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY
WATER CONSERVATION DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Each director shall receive compensation for meetings set forth in the Board Policy Manual;

Section 2. The Board per diem rate shall increase by 5% effective January 2, 2015; from One hundred Ninety Seven Dollars (\$197.00) to Two Hundred Six Dollars (\$206.00).

Section 3. Each director shall receive per diem compensation in an amount of two hundred and six dollars (\$206) per meeting for calendar year 2015 for attendance at each regular, adjourned or special meeting of the Board of Directors, as provided for and under the conditions specified in the Board Policy Manual;

Section 4. Pursuant to Section 3 of Ordinance 2014-1, the Board approves a change in Board Policy No. 4025.1 to increase the number of meetings individual Directors are permitted to be compensated for attending per month from nine (9) to ten (10) meetings per month, effective July 1, 2014.

PASSED, APPROVED, AND ADOPTED at the regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 14th day of May, 2014, by the following vote:

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

Richard Corneille, President

ATTEST:

Daniel Cozad, Secretary



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Memorandum No. 1267

To: Board of Directors

From: General Manager, Daniel Cozad

Date: May 14, 2014

Subject: Unaudited Financial Reports, April 2014

RECOMMENDATION

Review and approve the unaudited financials for April 2014.

BACKGROUND

Staff provides the Unaudited Financial Reports for Board review and approval each month. Due to new tenant improvements, previous vandalism claims and pending new sign deposit; GL 6016 Redlands Plaza Maintenance is higher than normal.

FISCAL IMPACT

None.

BOARD
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DIRECTORS

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Division 2: David E.
Raley

Division 3:
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Division 4:
John Longville

Division 5:
Melody McDonald

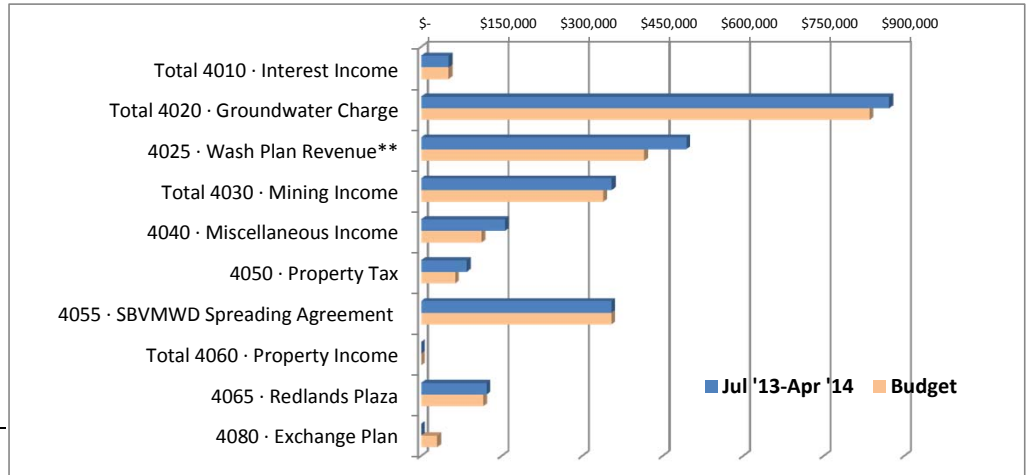
GENERAL
MANAGER

Daniel B. Cozad

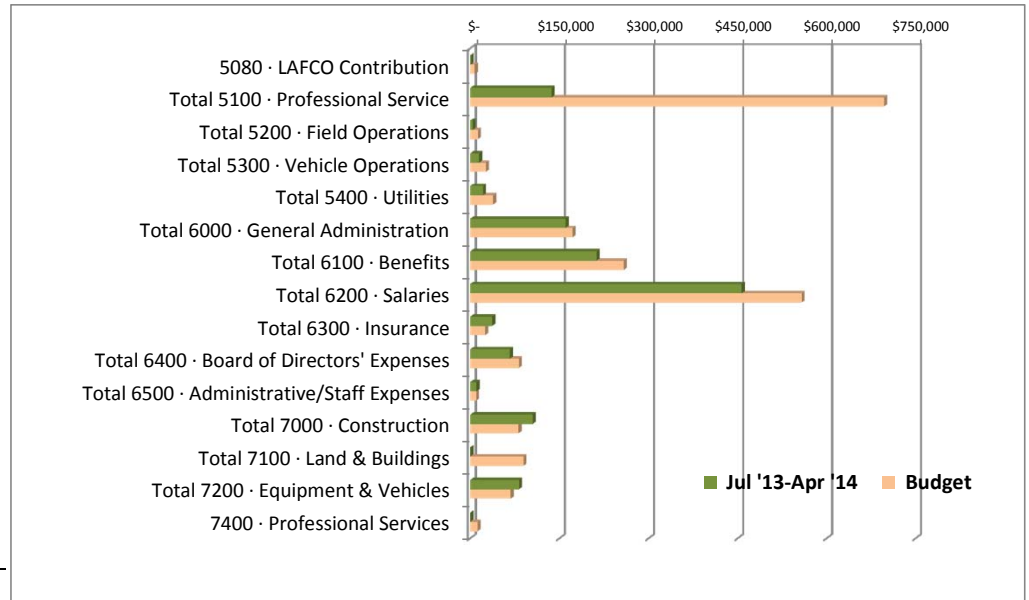
SBVWCD - All Enterprises Budget and Actual
April 2014

REVENUE	Jul '13-Apr '14	Budget
Total 4010 · Interest Income	\$ 51,622	\$ 51,350
Total 4020 · Groundwater Charge	\$ 872,176	\$ 835,610
4025 · Wash Plan Revenue**	\$ 494,393	\$ 415,800
Total 4030 · Mining Income	\$ 355,421	\$ 339,528
4040 · Miscellaneous Income	\$ 156,262	\$ 112,500
4050 · Property Tax	\$ 85,146	\$ 63,333
4055 · SBVMWD Spreading Agreement	\$ 354,550	\$ 354,550
Total 4060 · Property Income	\$ -	\$ -
4065 · Redlands Plaza	\$ 121,985	\$ 115,886
4080 · Exchange Plan	\$ -	\$ 30,000
Total Revenue	\$ 2,491,556	\$ 2,318,557

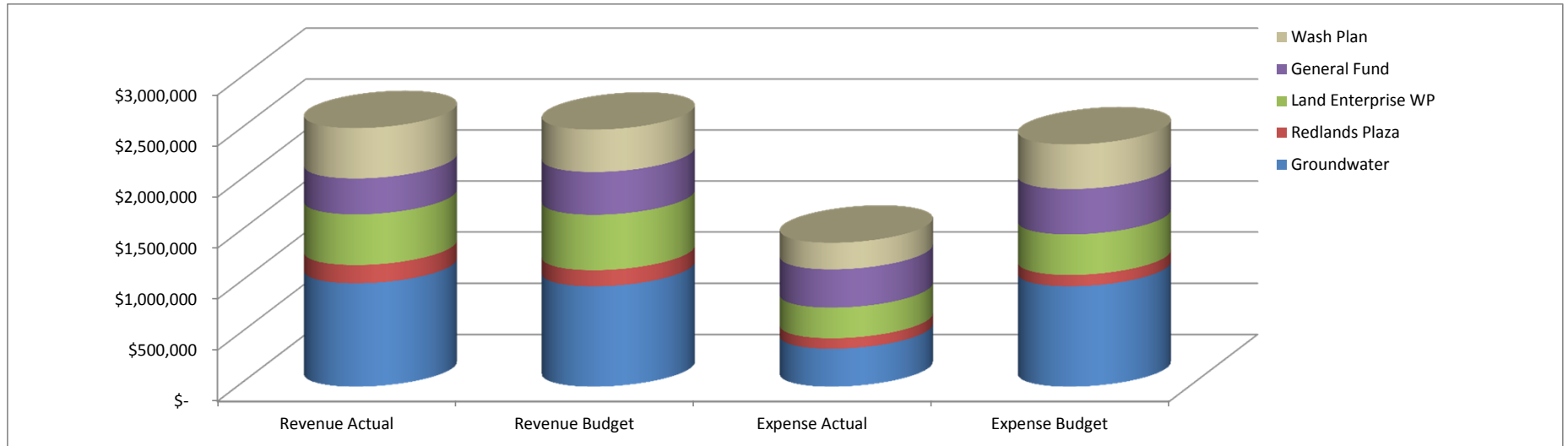
**4025 reported on cash basis



EXPENSES Operating and Capital	Jul '13-Apr '14	Budget
5080 · LAFCO Contribution	\$ 867	\$ 7,788
Total 5100 · Professional Service	\$ 136,660	\$ 696,883
Total 5200 · Field Operations	\$ 3,990	\$ 12,917
Total 5300 · Vehicle Operations	\$ 15,172	\$ 26,250
Total 5400 · Utilities	\$ 21,514	\$ 38,383
Total 6000 · General Administration	\$ 160,313	\$ 172,000
Total 6100 · Benefits	\$ 212,782	\$ 258,326
Total 6200 · Salaries	\$ 456,883	\$ 557,864
Total 6300 · Insurance	\$ 36,823	\$ 24,979
Total 6400 · Board of Directors' Expenses	\$ 66,882	\$ 81,892
Total 6500 · Administrative/Staff Expenses	\$ 10,585	\$ 9,800
Total 7000 · Construction	\$ 105,272	\$ 81,250
Total 7100 · Land & Buildings	\$ -	\$ 89,372
Total 7200 · Equipment & Vehicles	\$ 82,105	\$ 68,126
7400 · Professional Services	\$ -	\$ 12,500
Total Expense	\$ 1,309,848	\$ 2,138,329



Enterprises to Date (April 2014)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,011,776	\$ 982,612	103%
Groundwater Expense	\$ 371,501	\$ 618,466	60%
Revenue -Expense	\$ 640,275	\$ 364,146	
Redlands Plaza Revenue	\$ 178,729	\$ 157,634	113%
Redlands Plaza Expense	\$ 102,692	\$ 110,909	93%
Revenue -Expense	\$ 76,037	\$ 46,725	
Land Enterprise Revenue	\$ 496,778	\$ 542,888	92%
Land Enterprise Expense	\$ 299,753	\$ 397,563	75%
Revenue -Expense	\$ 197,024	\$ 145,325	
General Fund Revenue	\$ 351,190	\$ 418,913	84%
General Fund Expense	\$ 374,417	\$ 443,396	84%
Revenue -Expense	\$ (23,228)	\$ (24,482)	
Wash Plan Revenue	\$ 494,393	\$ 415,800	119%
Wash Plan Expense	\$ 260,677	\$ 438,772	59%
Revenue-Expense	\$ 233,716	\$ (22,972)	
Total All Revenue - Expense	\$ 1,123,825	\$ 508,742	

Cash Status	As of 7/1/2013	As of 4/30/2014
LAIF	\$ 444,140.23	\$ 445,236.84
Cal Trust	\$ 6,041,653.21	\$ 7,465,631.35
Citizens Bank	\$ 992,497.69	\$ 702,327.32
Total Cash	\$ 7,478,291.13	\$ 8,613,195.51
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
Cash Position	\$ 2,478,291.13	\$ 3,613,195.51

Increase of \$ 1,134,904.38

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

	Jul '13 - Jun 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 - Interest Income				
4012 - LAIF	543.67	1,800.00	-1,256.33	30.2%
4013 - Caltrust Investment Income	54,655.55	60,000.00	-5,344.45	91.09%
4010 - Interest Income - Other	0.00	0.00	0.00	0.0%
Total 4010 - Interest Income	55,199.22	61,800.00	-6,600.78	89.32%
4020 - Groundwater Charge				
4021 - Assessments - Ag	49,961.64	43,357.64	6,604.00	115.23%
4023 - Assessments - Non-Ag	822,214.56	792,252.81	29,961.75	103.78%
Total 4020 - Groundwater Charge	872,176.20	835,610.45	36,565.75	104.38%
4025 - Wash Plan Revenue	730,594.84	415,800.00	314,794.84	175.71%
4030 - Mining Income				
4031 - Plant Site - CEMEX	40,000.00	48,000.00	-8,000.00	83.33%
4032 - Cemex - Royalty / Lease	250,000.00	308,333.33	-58,333.33	81.08%
4034 - Redlands Aggregate 5% Royalty	27,000.00	36,000.00	-9,000.00	75.0%
4036 - Aggregate Maintenance	38,421.11	23,500.00	14,921.11	163.49%
Total 4030 - Mining Income	355,421.11	415,833.33	-60,412.22	85.47%
4040 - Miscellaneous Income	156,261.79	135,000.00	21,261.79	115.75%
4050 - Property Tax	85,146.07	76,000.00	9,146.07	112.03%
4055 - SBVMWD Spreading Agreement Reim	354,550.00	354,550.00	0.00	100.0%
4060 - Property Income				
4062 - Mentone Property	15,750.00	18,900.00	-3,150.00	83.33%
Total 4060 - Property Income	15,750.00	18,900.00	-3,150.00	83.33%
4065 - Redlands Plaza	127,989.39	139,063.00	-11,073.61	92.04%
4066 - Redlands Plaza CAM	28,631.26	31,198.00	-2,566.74	91.77%
4072 - Reimbursed Expenses	73.48			
4080 - Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 - Plunge Creek IRWMP	0.00	189,050.00	-189,050.00	0.0%
Total Income	2,781,793.36	2,702,804.78	78,988.58	102.92%
Gross Profit	2,781,793.36	2,702,804.78	78,988.58	102.92%
Expense				
5050 - Regional Programs				
5080 - LAFCO Contribution	867.07	9,345.83	-8,478.76	9.28%
5081 - Wash Plan	27.54			
5082 - Plunge Creek	0.00	8,617.03	-8,617.03	0.0%
5083 - Repayment of Wash Plan Advance	188,365.40	0.00	188,365.40	100.0%
Total 5050 - Regional Programs	189,260.01	17,962.86	171,297.15	1,053.62%
5100 - Professional Service				
5120 - Misc. Professional Services	41,562.52	120,000.00	-78,437.48	34.64%
5122 - Wash Plan Professional Services	21,092.26	100,000.00	-78,907.74	21.09%
5124 - Plunge Creek Prof Services	2,375.00	179,510.00	-177,135.00	1.32%
5125 - Engineering Services	1,490.21	15,000.00	-13,509.79	9.94%
5130 - Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5145 - Environmental Services (WP)	0.00	250,000.00	-250,000.00	0.0%
5160 - IT Support	7,387.50	7,500.00	-112.50	98.5%
5170 - Audit	18,550.00	19,000.00	-450.00	97.63%
5175 - Legal - Wash Plan	7,080.70	42,000.00	-34,919.30	16.86%
5180 - Legal	37,572.18	100,227.78	-62,655.60	37.49%
Total 5100 - Professional Service	137,110.37	834,237.78	-697,127.41	16.44%
5123 - Temp. Field Labor	0.00	0.00	0.00	0.0%
5133 - Regional River HCP Contribution	20,000.00	20,000.00	0.00	100.0%
5143 - Wash Plan District Contribution	78,176.00	78,176.00	0.00	100.0%
5175.01 - Legal Expense	0.00	0.00	0.00	0.0%

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

	Jul '13 - Jun 14	Budget	\$ Over Budget	% of Budget
5200 • Field Operations				
5210 • Equipment Maintenance	1,300.35	8,000.00	-6,699.65	16.25%
5215 • Property Maintenance	2,689.81	7,500.00	-4,810.19	35.86%
Total 5200 • Field Operations	3,990.16	15,500.00	-11,509.84	25.74%
5300 • Vehicle Operations				
5310 • Vehicle Maintenance	7,593.72	15,000.00	-7,406.28	50.63%
5320 • Fuel	8,540.61	16,500.00	-7,959.39	51.76%
Total 5300 • Vehicle Operations	16,134.33	31,500.00	-15,365.67	51.22%
5400 • Utilities				
5410 • Alarm Service	2,554.12	3,000.00	-445.88	85.14%
5420 • Electricity	6,379.96	14,000.00	-7,620.04	45.57%
5430 • Mobile Phone	1,347.50	1,000.00	347.50	134.75%
5440 • Telephone	5,237.25	7,400.00	-2,162.75	70.77%
5450 • Natural Gas	752.66	1,500.00	-747.34	50.18%
5460 • Water / Trash / Sewer	1,196.23	11,660.00	-10,463.77	10.26%
5470 • Internet Services	4,046.57	7,500.00	-3,453.43	53.95%
Total 5400 • Utilities	21,514.29	46,060.00	-24,545.71	46.71%
6000 • General Administration				
6001 • General Administration - Other	548.29	7,500.00	-6,951.71	7.31%
6002 • Website Administration	1,413.20	3,100.00	-1,686.80	45.59%
6003 • Property Tax	0.00	2,170.00	-2,170.00	0.0%
6004 • Meeting Expenses				
6004.01 • Wash Plan Meeting expense	0.00	0.00	0.00	0.0%
6004 • Meeting Expenses - Other	672.15	5,200.00	-4,527.85	12.93%
Total 6004 • Meeting Expenses	672.15	5,200.00	-4,527.85	12.93%
6006 • Permits	50.00	1,648.00	-1,598.00	3.03%
6007 • Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 • Licenses	850.14	1,300.00	-449.86	65.4%
6010 • Surety Bond	1,815.00	2,000.00	-185.00	90.75%
6012 • Office Maintenance	3,007.79	3,000.00	7.79	100.26%
6013 • Office Lease Payment	54,747.00	59,724.00	-4,977.00	91.67%
6015 • Mentone House Maintenance	1,866.61	3,050.00	-1,183.39	61.2%
6016 • Redlands Plaza Maintenance	33,127.27	14,000.00	19,127.27	236.62%
6018 • Janitorial Services	7,113.00	8,343.00	-1,230.00	85.26%
6019 • Janitorial Supplies	199.93	315.00	-115.07	63.47%
6020 • Vacancy Marketing-Redlands Plaz	6,009.12	5,817.00	192.12	103.3%
6024 • Computer Equip Maint.	85.58	200.00	-114.42	42.79%
6026 • Redlands Plaza CAM expenses	18,401.28	25,000.00	-6,598.72	73.61%
6027 • Computer Supplies	74.63	650.00	-575.37	11.48%
6030 • Office Supplies	2,728.18	4,250.67	-1,522.49	64.18%
6032 • Small Office Equipment	0.00	0.00	0.00	0.0%
6033 • Office Equipment Rental	4,680.00	8,240.00	-3,560.00	56.8%
6036 • Printing	507.60	1,000.00	-492.40	50.76%
6039 • Postage and Overnight Delivery	1,398.37	1,600.00	-201.63	87.4%
6042 • Payroll Processing	1,719.95	1,728.40	-8.45	99.51%
6045 • Bank Service Charges	686.96	3,000.00	-2,313.04	22.9%
6051 • Uniforms	1,022.29	1,450.00	-427.71	70.5%
6060 • Outreach	3,379.52	5,000.00	-1,620.48	67.59%
6087 • Educational Reimbursement	3,559.63	3,135.00	424.63	113.55%
6090 • Subscriptions/Publications	606.95	1,500.00	-893.05	40.46%
6091 • Public Notices	2,508.20	2,000.00	508.20	125.41%
6093 • Memberships	13,129.00	20,000.00	-6,871.00	65.65%
Total 6000 • General Administration	165,907.64	205,921.07	-40,013.43	80.57%
6046 • Interest expense	0.00	0.00	0.00	0.0%
6100 • Benefits				
6110 • Vision Insurance	1,404.19	1,910.64	-506.45	73.49%
6115 • Maint/Rep. Rolling Maint. Equip	0.00	0.00	0.00	0.0%

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

	Jul '13 - Jun 14	Budget	\$ Over Budget	% of Budget
6120 • Workers' Comp. Insurance	11,747.00	21,409.57	-9,662.57	54.87%
6130 • Dental Insurance	6,693.21	9,511.40	-2,818.19	70.37%
6140 • State Unemployment Insurance	0.00	0.00	0.00	0.0%
6150 • Medical Insurance	68,017.10	95,267.79	-27,250.69	71.4%
6160 • Payroll Taxes-Employer	35,187.82	41,175.34	-5,987.52	85.46%
6170 • PERS Retirement	89,732.65	140,715.94	-50,983.29	63.77%
6100 • Benefits - Other	0.00	0.00	0.00	0.0%
Total 6100 • Benefits	212,781.97	309,990.68	-97,208.71	68.64%
6200 • Salaries				
6230 • Regular Salaries	456,882.83	669,436.37	-212,553.54	68.25%
6231 • Salary Overhead Charge	0.00	0.00	0.00	0.0%
Total 6200 • Salaries	456,882.83	669,436.37	-212,553.54	68.25%
6250 • Allocated Overhead	0.00	0.00	0.00	0.0%
6300 • Insurance				
6310 • Property/ Auto Insurance	4,516.00	6,924.00	-2,408.00	65.22%
6320 • General Liability Insurance	32,306.55	19,209.32	13,097.23	168.18%
Total 6300 • Insurance	36,822.55	26,133.32	10,689.23	140.9%
6400 • Board of Directors' Expenses				
6401 • Directors' Fees	51,417.00	79,000.00	-27,583.00	65.09%
6410 • Mileage	2,599.39	3,000.00	-400.61	86.65%
6415 • Air Fare	3,688.15	4,750.00	-1,061.85	77.65%
6420 • Other Travel	164.50	500.00	-335.50	32.9%
6425 • Meals	1,703.32	2,930.37	-1,227.05	58.13%
6430 • Lodging	2,568.66	3,500.00	-931.34	73.39%
6435 • Conf/Seminar Registrations	5,650.00	4,590.00	1,060.00	123.09%
6440 • Election Fees / Re-Districting	300.00	0.00	300.00	100.0%
Total 6400 • Board of Directors' Expenses	68,091.02	98,270.37	-30,179.35	69.29%
6500 • Administrative/Staff Expenses				
6505 • Mtg. Support Expense (food, bev	0.00	0.00	0.00	0.0%
6510 • Mileage	2,243.26	2,672.72	-429.46	83.93%
6515 • Air Fare	338.30	1,500.00	-1,161.70	22.55%
6520 • Travel, Other (rental car, taxi	518.28	1,327.28	-809.00	39.05%
6525 • Meals	721.10	1,500.00	-778.90	48.07%
6530 • Lodging	2,760.21	2,128.51	631.70	129.68%
6535 • Conf/Seminar Registrations	4,093.00	2,631.32	1,461.68	155.55%
Total 6500 • Administrative/Staff Expenses	10,674.15	11,759.83	-1,085.68	90.77%
6700 • Depreciation Expense	0.00	0.00	0.00	0.0%
8010 • Capital Reserve GWE/Rate Stabil	0.00	20,000.00	-20,000.00	0.0%
Total Expense	1,417,345.32	2,384,948.28	-967,602.96	59.43%
Net Ordinary Income	1,364,448.04	317,856.50	1,046,591.54	429.27%
Other Income/Expense				
Other Expense				
7000 • Construction				
7010 • Materials	0.00	7,500.00	-7,500.00	0.0%
7050 • Basins- Capital Annual Repair	105,272.00	60,000.00	45,272.00	175.45%
7055 • Plunge Creek Expansion	0.00	30,000.00	-30,000.00	0.0%
Total 7000 • Construction	105,272.00	97,500.00	7,772.00	107.97%
7100 • Land & Buildings				
7110 • Property Capital Repairs	0.00	30,000.00	-30,000.00	0.0%
7130 • Mentone Property (House)-CapRep	0.00	1,746.00	-1,746.00	0.0%
7140 • Mentone Property (Shop)-CapRep	0.00	15,500.00	-15,500.00	0.0%
7150 • Mill Creek Maint. Permitting	0.00	50,000.00	-50,000.00	0.0%
Total 7100 • Land & Buildings	0.00	97,246.00	-97,246.00	0.0%

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

	<u>Jul '13 - Jun 14</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
7200 - Equipment & Vehicles				
7210 - Computer Hardware-Capital Purch	0.00	4,500.00	-4,500.00	0.0%
7220 - Computer Software	3,265.95	3,500.00	-234.05	93.31%
7230 - Field Equipment / Vehicles	77,603.01	78,480.00	-876.99	98.88%
7240 - Office Equipment	1,235.99	1,235.99	0.00	100.0%
Total 7200 - Equipment & Vehicles	<u>82,104.95</u>	<u>87,715.99</u>	<u>-5,611.04</u>	<u>93.6%</u>
7400 - Professional Services Capital				
7438 - Engineering Services-Other	0.00	15,000.00	-15,000.00	0.0%
Total 7400 - Professional Services Capital	<u>0.00</u>	<u>15,000.00</u>	<u>-15,000.00</u>	<u>0.0%</u>
Total Other Expense	<u>187,376.95</u>	<u>297,461.99</u>	<u>-110,085.04</u>	<u>62.99%</u>
Net Other Income	<u>-187,376.95</u>	<u>-297,461.99</u>	<u>110,085.04</u>	<u>62.99%</u>
Net Income	<u><u>1,177,071.09</u></u>	<u><u>20,394.51</u></u>	<u><u>1,156,676.58</u></u>	<u><u>5,771.51%</u></u>



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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Email: info@sbvwcd.org
www.sbvwcd.org

Memorandum No.1268

To: Board of Directors

From: Finance & Administration Committee and the General Manager, Daniel Cozad

Date: May 14, 2014

Subject: District and Enterprise Budget for Fiscal Year 2014-2015

RECOMMENDATION

The Finance & Administration Committee recommends the Board consider approval of the 2014-2015 District and Enterprise Budget including changes recommended at the April 23, 2014 workshop.

BACKGROUND AND PROCESS

Many District policies, approaches and precedents approved by the Board have been used by staff in the preparation of the 2014-2015 budget and are incorporated into the Budget by reference. The final Budget document will contain the policies for reference. Some of the more significant sources are shown below:

- Budget development approach
- District Enterprise Policy and separate enterprise for the Wash Plan
- Reserve and Operating Fund Policies
- Policy Changes to meetings, potential changes to meetings and Board Policy
- Implementation of the Overhead Policy
- Groundwater Enterprise Budget and groundwater charges considered for approval on April 23, 2014
- Policy reductions to CalPERS and Health Care Employer share contributions
- Comments and feedback from the Finance & Administration Committee, Public Meeting and Hearing

Based on these guiding documents and Board feedback Staff has prepared the District and Enterprise Budget for 2014-2015. This financial spreadsheet looks similar to the prior years but has been redesigned to facilitate transparency in budgeting efforts, better document the basis of the budget, and separate District enterprises and capital expenses. This budget aggregates all District Enterprises including the Wash Plan and District projects to develop the District-wide budget, as has been done since 2010. Staff also used the projected 2014-2015 budget to guide staff and provide for multiyear planning. The spreadsheet and the companion documents, reserve, investment, overhead and other policies will comprise the final budget document. On April 23, the Board held a workshop on the budget. After review and discussion recommended some costs for field engineering be considered capital costs. Board members requested projected end of year and end of budget year projections for cash reserves. Additionally the Board recommended the budget be considered for approval at the May 14, 2014 meeting.

BOARD
OF
DIRECTORS

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

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

The recommended budget follows the approved budget approach which includes the following elements and activities:

- Develop and review draft budget with groundwater partners (those who pay the groundwater charge)
- Review the budget with the Finance & Administration Committee or in a Board Workshop and with groundwater 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
- Review other budgets with appropriate partners and stakeholders
- Utilize feedback from all of the above in the development of the budget

The Board has reviewed the draft Groundwater Enterprise budget. The Finance & Administration Committee has reviewed the draft District budget and provided feedback. All requests or comments have been incorporated into the Draft Budget.

Assumptions

The budget, as presented, uses the approved approach which uses the following assumptions and basis for the 2014-2015 budget where known:

Revenue

- Groundwater revenue based on actual charges paid and with review from groundwater partners
- Groundwater revenue will include a portion of the lease/services reimbursement from SBVMWD allocated to the Enterprises where the preliminary work, engineering review, maintenance and environmental permitting is occurring
- Mining Revenue will be estimated based on lease guaranteed annual minimum

Expenses

- Expenses are estimated on the 2010 zero basis or actual costs/estimates modified based on specific needs and actual in 2012, 2013 and 2014.
- COLA increases based on Bureau of Labor Statistics CPI-U at 1.8%
- Salary forecast includes raise pool at 5% of total salaries
- Utilities, fuel and electricity increase at approximately 4-8% based on sector CPI
- Miscellaneous expenses were generally increased where no other basis is 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 for all enterprises. Decreases in several areas were made including changes to the Plunge Creek Project and vehicle maintenance due to equipment replacements.

Increases to the budget include

1. Wash Plan cost and revenue has been adjusted to budgeted expected costs
2. Professional Services was increased to accommodate trails and expanded recharge studies requested by the Board.
3. Plunge Creek Project costs for year one moved from the prior year due to contracting (mostly grant reimbursed). Capital cost included for District matching funds, however not all will likely be needed in the current FY.

4. Legal Fees related to Arbitration
5. Invasive Plant Removal from Basins and Canals (year 1)
6. Salaries for interns were increased to support Trail Conceptual Plan
7. Inclusion of capital improvements to the Canyon shop and Vehicle replacement

Estimated Total Revenue for the District is estimated at \$2,791,448. Estimated costs including contributions to reserves are expected to be \$2,968,937. This budget projects includes a contribution to GWE Rate Stabilization Reserve of \$20,000 and contribution to Capital Maintenance of \$346,039. The increase in cost from prior versions is based on payable costs from the Wash Plan project. The Wash Plan Reserve will be used to pay \$245,708.

Reserves

Operating costs were lower than budgeted in 2013-2014 initial and amended budgets. The proposed budget contributes to reserves with a contribution to capital maintenance and Groundwater Enterprise Rate Stabilization Reserve which is included in the revised District Reserve Policy. By policy one time 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. These will be accomplished in July when audited costs documented and fiscal year is closed. Based on March 2014 financials, the 2013-14 existing cash position, including LAIF, CalTrust, and Citizens Bank totals \$3,643,214. This total does not include the \$5,000,000 prepaid royalty. Most groundwater revenue has been received and most major expenses have been incurred for the year. Staff projects expenses between March and June will be approximately \$345,000, resulting in an end of year balance or approximately \$3,298,214. Based on this, the budget reserve contribution of \$410,038 and budgeted reserve use of \$208,994 the projected Cash Reserve Balance for the end of Fiscal Year 2014-2015 would be \$3,530,308.

Risks

This year has been dry and groundwater production is likely higher than in prior years, we have budgeted conservatively despite this due to the variability of weather. This level of production is used for the revenue estimates. Actual production and payments may be lower or higher.

A portion of the budget, both revenue and expense, is dependent on Plunge Creek Conservation Project. The project will be initiated in the FY 2013-2014, but timing of revenue and expense will be uncertain. Also the Wash Plan Enterprise budget is subject to timing issues, some participants paid the full amount for 2 years participation and others paid only the first year. Revenue is expected to be lower for year 2, but adequate revenue from year one is available to cover the costs. Currently CEMEX has not contributed for Wash Plan Costs under their current contract. Their contribution is expected but if not received may result in a deficit in the Wash Plan Enterprise. Other risks include increased costs or reduced revenue due to changes in general economy or climatic conditions affecting reimbursements or minimum royalties.

Loans

At the close of the fiscal year, accounts will be reviewed and revenue or expense will be booked as loans or repayment of loans to the Enterprises as was one in 2013.

FISCAL IMPACT

The development of the budget itself does not have a significant fiscal impact; however, the development of a balanced budget is critical to the ongoing financial health of the District. The 2014-2015 Budget achieves

the goal of a balanced budget and eliminates the consumptive use of the District's reserves for operating costs by recovering all costs in each enterprise. To minimize future cost increases the Rate Stabilization funding is budgeted and the budget is adequately contributing to capital maintenance costs and planned capital reserve uses.

GL ACCT:	GL DESCRIPTION:	Projected Annual Costs (7/1/13- 6/30/14)	Increase/ Decrease	Draft 2014- 2015 Budget	GENERAL FUND		GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			WASH PLAN		
Proposed 2014-2015					2013 BUDGET:	% BUDGET BASIS:	2013 BUDGET:	% BUDGET BASIS:		2013 BUDGET:	% BUDGET BASIS:		2013 BUDGET:	% BUDGET BASIS:		2013 BUDGET:	% BUDGET BASIS:	
INCOME:																		
4012	INTEREST INCOME-LAIF	1,364.40	-600.00	1,200.00	1,200.00	100.00%	0.00			0.00			0.00			0.00		
4013	INTEREST INCOME-CALTRUST	75,000.00	25,000.00	85,000.00	85,000.00	100.00%	0.00			0.00			0.00			0.00		
4021	GROUNDWATER CHARGE-AG	43,500.00	947.36	44,305.00	0.00		44,305.00	100.00%	3% rate increase	0.00			0.00			0.00		
4023	GROUNDWATER CHARGE-NON AG	810,000.00	36,737.19	828,990.00	0.00		828,990.00	100.00%	3% rate increase	0.00			0.00			0.00		
4031	PLANT SITE CEMEX	48,000.00	0.00	48,000.00	0.00		0.00		873,295.00	0.00			48,000.00	100.00%	PER LEASE MIN	0.00		
4032	CEMEX - ROYALTY/LEASE	308,333.33	100,000.00	408,333.33	0.00		0.00			0.00			408,333.33	100.00%	Per Lease Agreement	0.00		
4034	REDLANDS AGGREGATE 5% ROYALTY	36,000.00	0.00	36,000.00	0.00		0.00			0.00			36,000.00	100.00%	PER CONTRACT	0.00		
4036	AGGREGATE MAINTENANCE	30,000.00	16,500.00	40,000.00	0.00		0.00			0.00			40,000.00	100.00%	EST FROM 2010	0.00		
4040	MISCELLANEOUS INCOME	133,508.00	0.00	25,000.00	18,750.00	75.00%	ESTIMATE	0.00		0.00			6,250.00	25.00%	ESTIMATE	0.00		
4050	PROPERTY TAX	76,000.00	0.00	76,000.00	76,000.00	100.00%	Assessor \$70K + \$6K RDA	0.00		0.00			0.00			0.00		
4055	SBVMWD LEASE AGREEMENT	354,550.00	4,467.33	359,017.33	179,508.67	50.00%	General and Reserve	161,557.80	45.00%	1.26% CPI-U All West	0.00		17,950.87	5.00%	Land Lease Cost	0.00		
4062	MENTONE PROPERTY INCOME	18,900.00	300.00	19,200.00	0.00		Lower rental value	0.00		19,200.00	100.00%	PER LEASE	0.00			0.00		
4065	REDLANDS PLAZA	143,323.47	11,539.69	150,602.69	0.00		*Includes potential vacancy	0.00		150,602.69	100.00%	Estimated via revised lea	0.00			0.00		
4066	REDLANDS PLAZA CAM	31,198.00	3,901.64	35,099.64	0.00			0.00		35,099.64	100.00%	Estimated via revised lea	0.00			0.00		
4080	EXCHANGE PLAN	30,000.00	0.00	30,000.00	0.00			30,000.00	100.00%	HISTORIC	0.00		0.00			0.00		
4025	WASH PLAN REVENUE	415,800.00	-11,100.00	404,700.00	0.00		Per Wash Plan Agreement	0.00		0.00			0.00			404,700.00	100.00%	Significant Carryover
4086	PLUNGE CREEK IRWMP	50,000.00	10,000.00	200,000.00	9,000.00	4.50%	Per Plunge Creek Budget	0.00		0.00			191,000.00	95.50%		0.00		
TOTAL INCOME:		2,605,477.20	197,693.21	2,791,447.99	369,458.67			1,064,852.80					204,902.33			747,534.20		404,700.00
EXPENSES:																		
5080	LAFCO CONTRIBUTION/FEES	9,345.83	-4,000.00	5,345.83	5,345.83	100.00%		0.00		0.00			0.00			0.00		
5081	WASH PLAN	100.00		0.00	0.00			0.00		0.00			0.00			0.00	100.00%	
5082	PLUNGE CREEK LABOR EXPENSE	8,617.03	-8,617.03	0.00	0.00	0.00%	Drop GL in Final Budget	0.00		0.00			0.00	100.00%		0.00		
5083	REPAYMENT OF WASH PLAN ADVANCE	0.00	-188,365.40	0.00			Non-Recurring Drop in Final									0.00	100.00%	
5120	MISC. PROFESSIONAL SERVICES	120,000.00	30,000.00	150,000.00	66,500.00	44.33%	Trails and recharge	4,400.00	2.93%	Mill Creek Design	0.00	0.00%	79,095.00	52.73%	Trail and Land consultant	0.00		
5122	WASH PLAN PROFESSIONAL SERVICES	80,000.00	62,000.00	162,000.00	0.00		Per Wash Plan Budget	0.00		0.00						162,000.00	100.00%	Per Wash Plan Budget
5124	PLUNGE CREEK PROFESSIONAL SERVICES	179,510.00	25,000.00	204,510.00	0.00		Per Plunge Creek Budget	20,451.00	10.00%		0.00		184,059.00	90.00%	Per Wash Plan Budget	0.00		
5125	ENGINEERING SERVICES	15,000.00	1,000.00	16,000.00	0.00			16,000.00	100.00%	GENERAL ENG./GIS	0.00		0.00			0.00		
5130	AERIAL PHOTO/SURVEYING/MARKET	1,000.00	0.00	1,000.00	0.00			0.00		0.00			1,000.00	100.00%		0.00		
5133	Regional River HCP Contribution	20,000.00	5,000.00	25,000.00	0.00			18,750.00	75.00%		0.00		6,250.00	25.00%		0.00		
5143	Wash Plan District Contribution	78,176.00	-45,143.00	33,033.00	0.00			0.00		0.00			33,033.00	100.00%		0.00		
5145	ENVIRONMENTAL SERVICES (WASH PLAN)	50,000.00	55,000.00	305,000.00	0.00		Per Wash Plan Budget	0.00		0.00						305,000.00	100.00%	Per Wash Plan Budget
5160	IT SUPPORT	7,500.00	0.00	7,500.00	2,750.00	36.67%		4,000.00	53.33%	% OF 2010	0.00		750.00	10.00%		0.00		
5170	AUDIT	19,000.00	1,000.00	20,000.00	4,000.00	20.00%		9,200.00	46.00%	ON REVENUE	3,000.00	15.00%	ON REVENUE	3,800.00	19.00%	ON REVENUE	0.00	
5175	LEGAL-WASH PLAN	42,000.00	2,500.00	44,500.00	0.00		Per Wash Plan Budget	0.00		0.00			0.00			44,500.00	100.00%	Per Wash Plan Budget
5180	LEGAL	100,227.77	25,000.00	125,227.77	50,091.11	40.00%	Arbitration	37,568.33	30.00%	Collaboative Agreement Etc.	12,522.78	10.00%	25,045.55	20.00%		0.00		
FIELD OPERATIONS:																		
5210	EQUIPMENT MAINTENANCE	8,000.00	458.00	8,458.00	0.00			8,458.00	100.00%	EST. FROM 2010	0.00		0.00			0.00		
5215	PROPERTY MAINTENANCE	7,500.00	35,000.00	42,500.00	0.00		Tamarisk Removal Year 1	34,000.00	80.00%	Tamarisk Removal Year 1	0.00		8,500.00	20.00%	Tamerisk	0.00		
5310	VEHICLE MAINTENANCE	15,000.00	-2,000.00	13,000.00	0.00			13,000.00	100.00%	EST. FROM 2010 BASE	0.00		0.00			0.00		
5320	FUEL	16,500.00	0.00	16,500.00	0.00			16,500.00	100.00%	EST. PLUS FUEL COST	0.00		0.00			0.00		
UTILITIES:																		
5410	ALARM SERVICE	3,000.00	200.00	3,200.00	1,600.00	50.00%		1,600.00	50.00%		0.00		0.00			0.00		
5420	ELECTRICITY	12,000.00	-1,500.00	12,500.00	3,500.00	28.00%		2,500.00	20.00%	% OF 2010	6,500.00	52.00%	0.00			0.00		
5430	MOBILE PHONES	1,000.00	0.00	1,000.00	250.00	25.00%		750.00	75.00%	% OF 2010	0.00		0.00			0.00		
5440	TELEPHONE	7,400.00	-2,000.00	5,400.00	3,780.00	70.00%		1,620.00	30.00%	% OF 2010	0.00		0.00			0.00		
5450	NATURAL GAS	1,200.00	-300.00	1,200.00	720.00	60.00%		480.00	40.00%	% OF 2010	0.00		0.00			0.00		
5460	WATER / TRASH / SEWER	11,660.00	-7,500.00	4,160.00	2,080.00	50.00%		1,664.00	40.00%	% OF 2010	0.00		416.00	10.00%		0.00		
5470	INTERNET SERVICES	7,500.00	0.00	7,500.00	3,750.00	50.00%		2,250.00	30.00%		375.00	5.00%	1,125.00	15.00%		0.00		
GENERAL ADMINISTRATION:																		
6001	GENERAL ADMIN-OTHER	7,500.00	0.00	7,500.00	3,750.00	50.00%		3,750.00	50.00%		0.00		0.00			0.00		
6002	WEBSITE ADMINISTRATION	3,100.00	0.00	3,100.00	3,100.00	100.00%		0.00		0.00			0.00			0.00		
6003	PROPERTY TAX	2,170.00	65.10	2,235.10	2,235.10	100.00%		0.00		0.00			0.00			0.00		
6004	MEETING EXPENSES	5,200.00	0.00	5,200.00	3,900.00	75.00%		0.00		0.00			1,300.00	25.00%		0.00		
6006	PERMITS	1,648.00	49.44	1,697.44	848.72	50.00%		848.72	50.00%	% OF 2010	0.00		0.00			0.00		
6007	INTER DISTRICT COSTS	10,000.00	2,500.00	12,500.00	0.00	0.00%		6,250.00	50.00%		0.00		6,250.00	50.00%		0.00		
6009	LICENSES	1,300.00	39.00	1,339.00	267.80	20.00%		1,071.20	80.00%	% OF 2010	0.00		0.00			0.00		

GL ACCT: GL DESCRIPTION:		Projected Annual Costs (7/1/13- 6/30/14)	Increase/ Decrease	Draft 2014- 2015 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			WASH PLAN		
Proposed 2014-2015					2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:
6010 SURETY BOND		2,000.00	60.00	2,060.00	0.00	0.00%		0.00			0.00			2,060.00	100.00%		0.00		
6012 OFFICE MAINTENANCE		3,000.00	90.00	3,090.00	1,236.00	40.00%		0.00			1,854.00	60.00%	upkeep	0.00			0.00		
6013 OFFICE LEASE PAYMENT		59,724.00	276.00	60,000.00	21,000.00	35.00%		18,000.00	30.00%		6,000.00	10.00%		15,000.00	25.00%		0.00		
6015 MENTONE HOUSE MAINTENANCE		3,050.00	0.00	3,050.00	0.00	0.00%		0.00			3,050.00	100.00%		0.00			0.00		
6016 REDLANDS PLAZA MAINTENANCE		32,000.00	500.00	14,500.00	0.00	0.00%	No HVAC Replacement	0.00			14,500.00	100.00%	ADJUST FOR CAM	0.00			0.00		
6026 REDLANDS PLAZA CAM EXPENSES		25,000.00	-500.00	24,500.00	0.00	0.00%		0.00			24,500.00	100.00%	ADJUST FOR CAM	0.00			0.00		
6018 JANITORIAL SERVICES		8,343.00	250.29	8,593.29	8,593.29	100.00%		0.00			0.00	0.00%		0.00			0.00		
6019 JANITORIAL SUPPLIES		315.00	0.00	315.00	189.00	60.00%		126.00	40.00%		0.00			0.00			0.00		
6020 VACANCY MARKETING-REDLANDS PLAZA		8,578.08	193.00	6,010.00	0.00			0.00			6,010.00	100.00%	RENTAL SUPPORT	0.00			0.00		
6024 COMPUTER EQUIPMENT MAINTENANCE		200.00	0.00	200.00	55.00	27.50%		125.00	62.50%	% OF 2010	20.00	10.00%		0.00			0.00		
6027 COMPUTER SUPPLIES		650.00	19.50	669.50	502.13	75.00%		33.48	5.00%		66.95	10.00%		66.95	10.00%		0.00		
6030 OFFICE SUPPLIES		4,250.67	0.00	4,250.67	3,400.54	80.00%		212.53	5.00%	% OF 2010	425.07	10.00%		212.53	5.00%		0.00		
6033 OFFICE EQUIPMENT RENTAL		8,240.00	247.20	8,487.20	6,365.40	75.00%		424.36	5.00%	% OF 2010	1,273.08	15.00%		424.36	5.00%		0.00		
6036 PRINTING		1,000.00	30.00	1,030.00	515.00	50.00%		412.00	40.00%		0.00			103.00	10.00%		0.00		
6039 POSTAGE AND OVERNIGHT DELIVERY		1,600.00	240.00	1,840.00	1,012.00	55.00%		460.00	25.00%	% OF 2010	184.00	10.00%		184.00	10.00%		0.00		
6042 PAYROLL PROCESSING FEES		1,728.40	51.85	1,780.25	1,780.25	100.00%		0.00			0.00			0.00			0.00		
6045 BANK SERVICE CHARGES		3,000.00	150.00	3,150.00	3,150.00	100.00%		0.00			0.00			0.00			0.00		
6051 UNIFORMS		1,450.00	350.00	1,800.00	540.00	30.00%		1,260.00	70.00%	% OF 2010	0.00			0.00			0.00		
6060 OUTREACH		5,000.00	12,000.00	17,000.00	8,500.00	50.00%	BTAC Coop +Landscape	3,400.00	20.00%	Estimate	0.00			5,100.00	30.00%		0.00		
6087 EDUCATIONAL REIMBURSEMENT		3,135.00	1,000.00	4,135.00	4,135.00	100.00%		0.00			0.00			0.00			0.00		
6090 SUBSCRIPTIONS/PUBLICATIONS		1,500.00	-500.00	1,000.00	1,000.00	100.00%		0.00			0.00			0.00			0.00		
6091 PUBLIC NOTICES		2,000.00	500.00	2,500.00	500.00	20.00%	Ordinance Change	2,000.00	80.00%	% OF 2010	0.00			0.00	0.00%		0.00		
6093 MEMBERSHIPS		20,000.00	-2,500.00	17,500.00	17,500.00	100.00%	ACWA CSDA see subsheet	0.00			0.00			0.00			0.00		
BENEFITS:																			
6110 VISION INSURANCE		1,612.80	87.20	1,700.00	273.02	16.06%	8% INCREASE FORECAST	1,037.75	50.87%	Based on percent of hours	104.04	5.10%		303.96	14.90%		266.63	13.07%	
6120 WORKER'S COMP INSURANCE		18,072.08	990.34	19,062.41	3,061.42	16.06%	BASE ON LABOR	11,636.46	50.87%	Based on percent of hours	1,166.62	5.10%		3,408.36	14.90%		2,989.75	13.07%	
6130 DENTAL INSURANCE		8,028.69	-1,553.72	6,474.97	1,039.88	16.06%	BASE ON LABOR	3,952.58	50.87%	Based on percent of hours	396.27	5.10%		1,157.72	14.90%		1,015.53	13.07%	
6150 MEDICAL INSURANCE		80,416.69	18,475.12	98,891.81	15,882.02	16.06%	Policy Reduction	60,367.52	50.87%	Based on percent of hours	6,052.18	5.10%		17,681.86	14.90%		15,510.19	13.07%	
6160 PAYROLL TAXES - EMPLOYER		34,756.60	12,997.01	47,753.61	7,669.23	16.06%	Consolidated	29,150.72	50.87%	Based on percent of hours	2,922.52	5.10%		8,538.35	14.90%		7,489.68	13.07%	
6170 PERS RETIREMENT		118,780.01	14,377.64	133,157.65	21,385.12	16.06%	Actual increase	81,284.75	50.87%	Based on percent of hours	8,149.25	5.10%		23,808.59	14.90%		20,884.45	13.07%	
SALARIES:						16.06%	Overhead Offset 20%		50.87%			5.10%			14.90%			13.07%	
6230 REGULAR SALARIES		568,290.60		640,775.82			156,479.53												
Sub Field Staff Part Time		25,000.00	-8,879.00	23,905.00	0.00			28,686.00	100.00%	Salary+overhead 20% % time	0.00	0.00%		0.00			0.00		
Sub Field Supervisor		61,066.21	7,554.07	68,620.28	0.00		Increase COLA 1.8%/RP - EMP PBs	82,344.34	100.00%	Salary+overhead 20% % time	0.00	0.00%		0.00			0.00		
Sub Field Tech I		35,006.46	2,424.80	37,431.26	0.00		Increase COLA 1.8%/RP - EMP PBs	44,917.52	100.00%	Salary+overhead 20% % time	0.00			0.00			0.00		
Sub Lands and Habitat Mgr.		119,973.00	22,599.02	142,572.02	14,257.20	10.00%	Increase COLA 1.8%/RP - EMP PBs	68,434.57	40.00%	Salary overhead 20% % time	0.00	0.00%		34,217.28	20.00%		51,325.93	30.00%	
Sub Admin Services Spec.		58,309.46	7,467.38	65,776.84	26,310.74	40.00%	Increase COLA 1.8%/RP - EMP PBs	35,519.49	45.00%	Salary+overhead 20% % time	3,946.61	5.00%		4,143.94	5.25%		3,749.28	4.75%	
Sub Admin Services Spec.		51,866.27	3,869.66	55,735.93	13,933.98	25.00%	Increase COLA 1.8%/RP - EMP PBs	20,064.93	30.00%	Salary+overhead 20% % time	16,720.78	25.00%		6,688.31	10.00%		6,688.31	10.00%	
Sub Engineering Intern		14,380.80	10,225.92	24,606.72	0.00	0.00%	Increase COLA 1.8%/RP - EMP PBs	14,764.03	50.00%	Salary+overhead 20% % time	0.00			14,764.03	50.00%	Add 2 interns for Trails	0.00		
Sub GIS Intern/contract		13,353.60	6,831.60	20,185.20	0.00	0.00%	Increase COLA 1.8%/RP - EMP PBs	12,111.12	50.00%	Salary+overhead 20% % time	0.00			6,055.56	25.00%		6,055.56	25.00%	
Sub General Manager		176,728.62	14,981.65	191,710.27	57,513.08	30.00%	Increase COLA 1.8%/RP - EMP PBs	75,917.27	33.00%	Salary overhead 20% % time	11,502.62	5.00%		50,611.51	22.00%		23,005.23	10.00%	
Sub Doc Imaging Intern		4,822.17	5,410.12	10,232.29	4,092.92	40.00%	Increase COLA 1.8%/RP - EMP PBs	4,911.50	40.00%	Salary overhead 20% % time	613.94	5.00%		1,841.81	15.00%		0.00	0.00%	
INSURANCE:							Labor Total	\$ 630,543.52	0.49			0.04			0.15			0.12	
6310 PROPERTY / AUTO INSURANCE		6,924.00	0.00	6,924.00	346.20	5.00%		5,193.00	75.00%	Aproximate from Insurer	1,038.60	15.00%		346.20	5.00%		0.00		
6320 GENERAL LIABILITY INSURANCE		25,709.30	6,500.00	25,709.30	1,285.47	5.00%		19,281.98	75.00%	Aproximate from Insurer	3,856.40	15.00%		1,285.47	5.00%		0.00		
DIRECTOR'S EXPENSES:							Board Total	\$ 107,275											
6401 DIRECTOR'S FEES		68,000.00	14,000.00	82,000.00	82,000.00	100.00%	5 Dir+5%+10 meetings =215	0.00			0.00			0.00			0.00		
6410 MILEAGE		3,000.00	-250.00	2,750.00	2,750.00	100.00%	Board Policy/2011 actual	0.00			0.00			0.00			0.00		
6415 AIR FARE		4,750.00	1,662.50																

GL ACCT: GL DESCRIPTION:		Projected Annual Costs (7/1/13- 6/30/14)	Increase/ Decrease	Draft 2014- 2015 Budget	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE			REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE			LAND RESOURCE			WASH PLAN		
Proposed 2014-2015					2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:	2013 BUDGET:	% BUDGET	BASIS:
6525	MEALS	1,500.00		1,500.00	675.00	45.00%		525.00	35.00%	Allocation basis 2011	0.00			300.00	20.00%		0.00		
6530	LODGING	2,128.50	1,000.00	3,128.50	1,407.83	45.00%		1,094.98	35.00%	Allocation basis 2011	0.00			625.70	20.00%		0.00		
6535	CONF/SEMINAR REGISTRATIONS	4,000.00	1,189.00	3,820.32	1,719.14	45.00%		1,337.11	35.00%		0.00			764.06	20.00%		0.00		
9999	Contribution toward Capital Maint.	0.00	421,038.87	421,038.87	6,185.99		See Below in 7000 series	208,755.00		Not 100% allocation	23,798.38		See Below in 7000 series	182,299.50		See Below in 7000 series	0.00		
8010	Capital Reserve GWE/Rate Stabilization	20,000.00		20,000.00	0.00	0.00%		20,000.00	100.00%	Rate Stabilization/Capital	0.00			0.00			0.00		
TOTAL EXPENSES:		2,591,415.01	566,092.72	2,978,936.77	525,379.46			1,065,448.21			160,549.07			733,554.03			650,480.54		
Operating Revenue		2,605,477.20	197,693.21	2,791,447.99	369,458.67			1,064,852.80			204,902.33			747,534.20			404,700.00		
NET OPERATING REVENUE			-368,399.51	-187,488.78	-155,920.80			-595.41			44,353.26			13,980.17			-245,780.54		Significant Carryover
OVERHEAD					156,479.53														From Prior year
NET GENERAL FUND ANNUAL					558.74														
CONSTRUCTION CAPITAL COSTS:																			
7010	MATERIALS	7,500.00	225.00	7,725.00	0.00			7,725.00	100.00%	Field Security Changes	0.00			0.00			0.00		
7050	BASINS -CAPITAL ANNUAL REPAIRS	60,000.00	-20,000.00	40,000.00	0.00			40,000.00	100.00%	ANNUAL MAINTENANCE	0.00			0.00			0.00		
	3 year Maintenance	30,000.00	5,000.00	35,000.00	0.00			35,000.00	100.00%	25% OF \$120K IN 3 YEARS	0.00			0.00			0.00		
7055	PLUNGE CREEK PROJECT LOCAL MATCH	0.00	120,000.00	120,000.00	0.00		This may be in 1 or more FY	0.00			0.00			120,000.00	100.00%	Match Funding for PCC	0.00		
	LAND & BUILDINGS																		
7110	PROPERTY - CAPITAL REPAIRS	30,000.00	25,000.00	55,000.00	0.00			22,500.00	40.91%	Canyon property CIP	22,000.00	40.00%		10,499.50	19.09%		0.00		
7130	MENTONE PROPERTY (HOUSE) CAPITAL R	1,746.00	52.38	1,798.38	0.00			0.00			1,798.38	100.00%		0.00			0.00		
7140	MENTONE PROPERTY (SHOP) CAPITAL RE	15,500.00	-12,000.00	3,500.00	0.00			3,500.00	100.00%	Field Shop capital repairs	0.00			0.00			0.00		
	EQUIPMENT & VEHICLES																		
7210	COMPUTER HARDWARE CAPITAL REPAIR	4,500.00		4,500.00	4,050.00	90.00%		450.00	10.00%	Allocation basis 2011	0.00			0.00			0.00		
7220	COMPUTER SOFTWARE	3,500.00	1,000.00	4,500.00	900.00	20.00%		1,800.00	40.00%	Allocation basis 2011	0.00			1,800.00	40.00%		0.00		
7230	FIELD EQUIPMENT / VEHICLES	78,480.00	-39,240.00	39,240.00	0.00			39,240.00	100.00%	Truck and Equipment	0.00			0.00			0.00		
7240	OFFICE EQUIPMENT	1,235.99	0.00	1,235.99	1,235.99	100.00%		0.00			0.00			0.00			0.00		
	PROFESSIONAL SERVICES:			0.00															
7150	MILL CREEK MAINTENANCE PERMITTING	50,000.00		50,000.00	0.00			0.00			0.00			50,000.00	100.00%		0.00		
7438	ENGINEERING SERVICES-OTHER	15,000.00	15,000.00	80,000.00	0.00			80,000.00	100.00%	Rate study and MC Engineeri	0.00			0.00	0.00%		0.00		
CAPITAL EXPENSE		297,461.99	95,037.38	442,499.37	6,185.99			230,215.00			23,798.38			182,299.50			0.00		
CAPTIAL REVENUE				421,038.87	6,185.99			208,755.00			23,798.38			182,299.50			0.00		
CAPITAL SUBTOTAL ANNUAL NET				-21,460.00	0.00			-21,460.00			0.00			0.00			0.00		
RESERVE CONTRIBUTION OR (-USE) TOTAL			-417,892.55	-208,948.78	558.74			-22,055.41			44,353.26			13,980.17			-245,780.54		Use of prior year funds



SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

Established 1932

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

Email: info@sbvwcd.org
www.sbvwd.org

Memorandum No. 1269

To: Board of Directors

From: General Manager, Daniel Cozad

Date: May 14, 2014

Subject: CalPERS Contributions for Employees

RECOMMENDATION

In accordance with existing Policy review and adopt Resolution No. 510 which incorporates the employee share contribution increase to 2.5% and also identifies the requirements of employees hired after January 1, 2013 to pay their employee contribution rate of 6.25%.

BACKGROUND

In 2012 the Board adopted Resolution No. 472 which indicates that employees pay an employee shared contribution rate of 1.5% increasing by half a percent each year until the employee share is 3.5%. Following this methodology the Board adopted Resolution No. 495 in May 2013 to incorporate the employee share contribution increase to 2%.

Included in package for review and adoption is Resolution No. 510 which increases the employee share contribution from 2% to 2.5% for fiscal year 2014-2015. In addition, due to the adoption of AB-340 the Pension Reform Act any "New CalPERS Employees" hired after January 1, 2013 would be required to pay the employee shared contribution rate of 6.25%. They are not eligible for Employer Paid Contributions. This change is also included in Resolution No. 510.

FISCAL IMPACT

The estimated PERS salary for 2014-15 is approximately \$561,846; the change recommended by the Committee would reduce the PERS cost by approximately \$2,809, from \$121,920 to \$119,111. The District's historic and current prudent benefit decisions have limited the total costs. The District does not have plans to hire new staff, but if hired, their pension costs would be lower than grandfathered current employees.

BOARD
OF
DIRECTORS

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

Division 3:
Manual Aranda, Jr.
Division 4:
John Longville

Division 5:
Melody McDonald

GENERAL
MANAGER

Daniel B. Cozad

RESOLUTION NO. 510

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT AMENDING THE EMPLOYEE PAID MEMBER CONTRIBUTION AMOUNT EMPLOYEES WILL SHARE IN PAYING FOR FISCAL YEAR 2014-2015 FOR CONTRIBUTIONS TO THE PUBLIC EMPLOYEES RETIREMENT SYSTEM AND INCORPORATING THE CHANGES REQUIRED DUE TO PENSION REFORM

WHEREAS, the San Bernardino Valley Water Conservation District has the authority to implement Government Code Section 20691;

WHEREAS, the San Bernardino Valley Water Conservation District has a written agreement which specifically provides for the normal member contributions to be paid by the employer on behalf of the members;

WHEREAS, one of the steps in the procedures to implement this section is the adoption by the Board of Directors of the San Bernardino Valley Water Conservation District of a Resolution giving notice of its intention for employees to pay an additional percentage of the of Employees' normal member contribution which has been paid by the Employer since July 1, 1998;

WHEREAS, the following is a statement of the proposed change in reporting compensation to the California Public Employees Retirement System (PERS);

WHEREAS, the Board passed, approved and adopted at a regular meeting of the Board of Directors on June 13, 2012 with a vote of 5-1, with Director McDonald in opposition and Director Day noted absent from the vote, a change to the benefit provided to reduce the employee share from 8% to pay 6.5% of the employees share with employees paying the remaining 1.5% of the employees share effective, July 1, 2012.

WHEREAS, the Board passed, approved and adopted at a regular meeting of the Board of Directors on May 15, 2013 with a vote of 7-0, a change to the benefit provided to reduce the employee share from 8% to pay 5.5% of the employees share with employees paying the remaining 2.5% of the employees share effective, July 1, 2014.

WHEREAS, the Board of Directors of San Bernardino Valley Water Conservation District has the intention to increase the employee paid shared by one half percent per year until the total is 3.5% of the current employee share.

WHEREAS, due to the requirements of AB-340, or California Public Employees' Pension Reform Act of 2013 codified in Government Code §7522.04, any "New CalPERS Employee" hired after January 1, 2013 shall pay Employee Contribution Rate currently set at 6.25%.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Bernardino Valley Water Conservation District shall implement Government Code Section 20691 by paying five and one half percent (5.5%) of the employees' normal member contributions as Employer Paid Member Contributions (EMPC) and employees will pay the remaining two and a half percent (2.5%) of the employees' normal member contributions. Any new employees hired after January 1, 2013 will be required to pay the Employee Contribution Rate of 6.25% and are not eligible for Employer Paid Member Contributions.

This will be effective as of July 1, 2014.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a copy of this resolution to the CalPERS Retirement Contract Department, forthwith.

This resolution is **APPROVED** and **ADOPTED** and effective this 14th day of May, 2014, by the following roll-call vote:

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

Richard Corneille, President

ATTEST:

Daniel B. Cozad, Secretary



General Manager's Report

For April 20 to May 9, 2014

Daniel B. Cozad

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

1. **Water Conservation** – *Plan Goal 1* – Water recharge activities continue to be busy. The District received small flows 3-4 CFS in Mill Creek and 5-10 CFS in Santa Ana, from the storms that occurred on April 26th. No damage to facilities occurred and limited water was recovered due to the dry status of the watershed.

District Staff are monitoring and planning for winter storms, particularly for Mill Creek diversion that has had difficult operations in storms in the past year. Staff is doing assessment of preventative measures and concept design. As of Mid-April the NWS and NOAA were projecting an 80% chance of El Nino or wetter conditions. Staff is working with DWR and the contractors for EBX 2 construction and completion of dike repairs for Mill Creek basins. Field staff provided coordination for other work and cleanout of basins ongoing in both Mill Creek and in Santa Ana Spreading Basins.

2. **Personnel/Administration/Staff** – *Plan Goal 6* – Staff finalized the materials for the Finance and Administration Committee items for the Board Meeting and the costs for benefits and changes for the budget. Staff completed the changes requested at the Board Workshop in April for the draft budget for the Board's consideration in May.
3. **Finance/Budget/Audit** – *Plan Goal 6* – Staff previously completed contract documents and planned audit efforts Eadie and Payne, the District's new auditor. Initial field work is scheduled for June 9th; the Audit is currently planned for August 4, 2014.
4. **Facility Maintenance** - *Plan Goal 1* – Available water continues to be recharged to test the facilities replaced by Spiniello as part of the EBX2 construction. Staff worked with contractors and permittees for their on-site field work and aggregate management by Upland Rock and Munoz Construction. Coordinated with Upland Rock on material processing licenses and received payments for material sales.

5. **Wash Plan** – *Plan Goal 2* – Staff held a technical meeting with Task Force members at the end of April. Providing a date can be established a Wash Plan Task Force meeting will be scheduled in late May when the sections are ready for presentation and/or policy issues are ready to be discussed. District Slender Horned Spineflower survey will occur soon. A hard to see, Perry's Spineflower; a related rare species was spotted over the weekend by staff.



6. **Mining** – *Plan Goal 2/3* – District Counsel and CEMEX are preparing for efforts to set the royalty market rate under the terms of the Agreement. District staff and CEMEX Management also reviewed mining operations plan layout and met with flood control for work under the easement.
7. **East Branch Extension** – *Plan Goal 7* – Staff continues to work closely with DWR, contractors and SBVMWD on field activities, coordinating maintenance, management of flows, facilities. Mill Creek Spreading Grounds excavation and pipe construction is mostly completed above Garnet. Testing of replaced facilities continues when water is available. Work has restarted below (west) of Garnett.
8. **Collaborative Enhanced Recharge Project** – *Plan Goal 7* – Significant coordination and cooperation on permitting and environmental habitat issues now related to the Wash Plan continues. MOU with BLM for construction of enhanced recharge operations is undergoing final changes for signature with BLM. District facilities in California jurisdictional waters will be reviewed with California Department of Fish and Wildlife. Staff coordinated a review of plans for the culvert with the City of Highland for the Greenspot Road/Bridge culvert replacement and upsizing.
9. **Property/Redlands Plaza** – *Plan Goal 3* – Coordinating and planning landscaping update for Redlands Plaza in coordination with City of Redlands Municipal Utilities for drought tolerant landscape. Worked with the sign consultant to complete the materials for permit approval of the new sign for Redlands Plaza.
10. **Public Outreach and Legislative** – *Plan Goal 4* – Staff coordinated meetings with partners related to Wash Plan, Enhanced Recharge, water management, drought, and groundwater issues. Staff participated in meetings with SAWPA, SB County Flood, cities, developers and others throughout the region.
11. **Current Board Action Implementation** – *Plan Goal 3* – Staff is implementing the priorities and prepared project plans for trails and stormwater capture studies. Staff met with SB County and SBC Flood control agencies to discuss the options for additional recharge in Mill Creek. Staff also met with the County Transportation staff for the Garnet Bridge. Staff participated in the coordinated drought messages and communications program. Staff attended EVWD Special Board Meeting related to siting of a potential waste water reclamation plant. Coordinated several tours of Wash Plan and District facilities
12. **Computer and IS** – *Plan Goal 6* – Staff updating the oldest office computers and GIS computer.
13. **Future Board Activities** – Expected short term items for consideration
 - a. General Manager Review –May, 21
14. **District Successes**
 - a. District received the LiDAR for all areas in the District from the County

San Bernardino Valley Water Conservation District

Monthly Recharge Report

From: 4/1/2014
To: 4/30/2014



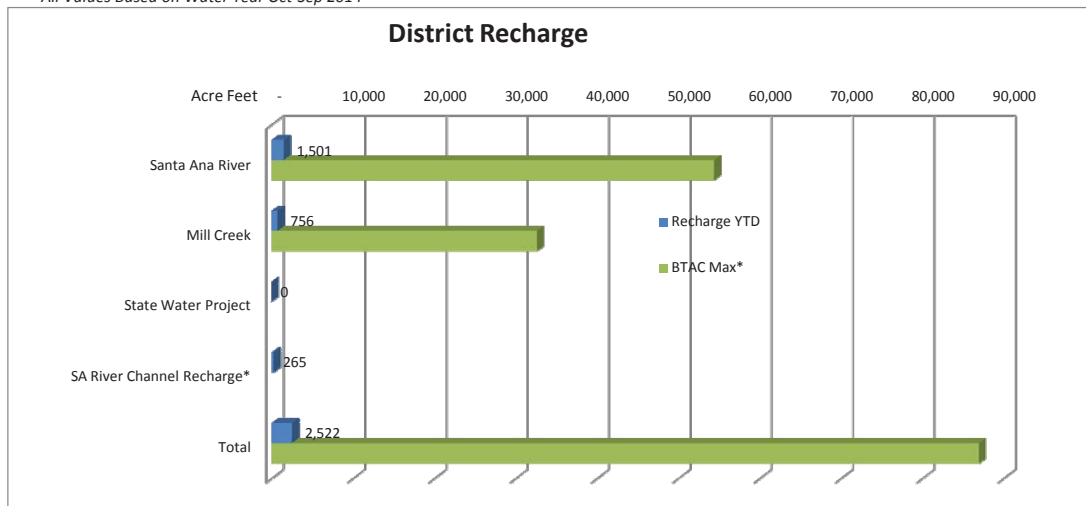
	April				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	40.3	1208	1,501	54,375	3%
Mill Creek	1.0	31	756	32,625	2%
State Water Project	0.0	0	0	NA	NA
In River Channel Recharge**	0.0	1	265	NA	NA
Total	41	1240	2,522	87,000	3%

Values in Acre Feet

*BTAC Revised Max in October 2012

**Monitoring began in Mid-April 2011

*** All Values Based on Water Year Oct-Sep 2014





Board Member Meeting Report

Prepared by: Richard Corneille

Date: 4-21-14

Meeting Name: SB Special Districts Association

Meeting Location: Castaways- San Bernardino

Meeting Purpose and Value to District:

District hosted meeting and presentation of our Wash Plan & other programs

Significant or Notable Meeting Actions/Issues of Interest for the Board

- Got great feedback on the presentation by GM Cozad.
- Good exposure of District Directors- 4 of 5 Directors present
- Good exposure of District Staff present- Cozad, Beeler, Monge, & Quiroga

Recommendations or Concerns

Use Daniel's presentation for other group presentations.

Member or Members Attending

Directors Corneille, McDonald, Aranda, Raley, and staff Cozad, Beeler, Monge and Quiroga

This form is not required for regular Board or Committee Meetings, nor District Requested meetings attended by the primary or alternate in place of the primary attendee. It is required for all meetings categorized in Appendix C where it indicates (WRR).



Board Member Meeting Report

Prepared by: Richard Corneille

Date: 4-21-14

Meeting Name: SB Special Districts Association

Meeting Location: Castaways- San Bernardino

Meeting Purpose and Value to District:

District hosted meeting and presentation of our Wash Plan & other programs

Significant or Notable Meeting Actions/Issues of Interest for the Board

- Got great feedback on the presentation by GM Cozad.
- Good exposure of District Directors- 4 of 5 Directors present
- Good exposure of District Staff present- Cozad, Beeler, Monge, & Quiroga

Recommendations or Concerns

Use Daniel's presentation for other group presentations.

Member or Members Attending

Directors Corneille, McDonald, Aranda, Raley, and staff Cozad, Beeler, Monge and Quiroga

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Director
Selected



Board Member Meeting Report

Prepared by: M. ARANDA

Date: 4/6/2014

Meeting Name: REDLANDS CHAMBER OF COMMERCE

Meeting Location: Un. of Redlands

Meeting Purpose and Value to District:

Monthly Morning Meeting

Significant or Notable Meeting Actions/Issues of Interest for the Board

PROMOTION:

1. Ronald McDonald: Presented Story of Kyle 7yr. old in Need of Kidney
2. Al Lopez reported on "Vintage Redlands" album, Book Fair Event
3. Hanger 24 Charities announced "Air Fest" 5/16, 17/2014
4. Summer Music Festival: 9/15 for Great Program for 2014
5. Mike Pete Aguilar Reported on Spring Streets 500 miles
6. The Great All-American Circus May 2, 2014

Recommendations or Concerns

Good Meeting

Member or Members Attending

Dave Bailey, M. Aranda

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Board Member Meeting Report

Prepared by: M. ARANDA

Date: 4/2/2014

Meeting Name: S.B.C.C.

Meeting Location: S.B.C.C. OFFICE

Meeting Purpose and Value to District:
Regular Weekly "meet & greet" meeting

Significant or Notable Meeting Actions/Issues of Interest for the Board

Speaker: COLANDREA DAVIS, CEO of 'PACE'
Pace is an all-inclusive Health care program
for recipients of Medi-Cal. They have
1. Medical Care from on-site physicians
2. In home care
3. Adult day program
4. Prescription program (Pharmacy on site)
5. Medical Equipment & supplies
6. Social services, and related services
for the elderly 55+

Recommendations or Concerns

Good program. Only one of its kind in S. Calif

Member or Members Attending

Aranda

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