

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING

MINUTES OF December 13, 2017
9:00 a.m.

President Corneille called the meeting of the Board of Directors to order at 9:30 a.m. All present stood for the Pledge of Allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President
Melody McDonald, Vice President
David E. Raley, Director
T. Milford Harrison, Director
John Longville, Director (Arrived at 9:32 a.m.)

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

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

GUESTS PRESENT:

Michelle Diamond, Tetra Tech

1. PUBLIC PARTICIPATION

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

2. ADDITIONS/DELETIONS TO AGENDA

There were none.

3. CONSENT CALENDAR

It was moved by Director Harrison and seconded by Vice President McDonald to approve Consent Calendar Item A: Board Minutes, November 8, 2017; and Item B: Expenditure Report, November 2017.

The motion carried 4-0 with all Directors present voting in the affirmative.

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

4. COMMITTEE REPORTS/ACTION ITEMS

A. FIRST QUARTER UNAUDITED FINANCIALS FOR 2017-2018

Vice President McDonald introduced this item for discussion, noting that the Finance & Administration Committee (Committee) met and reviewed the first quarter unaudited financials for 2017-2018 at the November 15 Committee meeting. Mr. Cozad noted that performance compared to the budget was as expected, referencing the budget-versus-actual comparison on package page 21 and the Quarterly Investment Report on package page 23. The Committee recommended the Board receive and file the First Quarter Unaudited Financials.

B. APPENDIX C REVISIONS TO BOARD POLICY MANUAL

Vice President McDonald introduced this item noting that the Committee reviewed the topic at its most recent meeting. She noted that the ACWA Region 9 designation was changed earlier, resulting in an error. The Committee recommends the copy revert back to "All Board Limited." Vice President McDonald stated that the recommended alternate for SBVMWD Board Meetings was Director Harrison. Director Harrison indicated he was appointed to the CSDA Professional Development Committee and the CSDA Membership Committee. He requested these be added to Appendix C. Director Raley said that he was appointed to the CSDA Audit Committee, but the CSDA Fiscal Committee has not been confirmed. The Committee's recommendations are shown in a redline strikeout document on package pages 26 to 28.

It was moved by Vice President McDonald and seconded by Director Raley to the approve Appendix C Revisions noted in the package including changes suggested during the discussion. The motion carried 5-0 with all Directors present voting in the affirmative.

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

C. 2018 PER DIEM RATE

Vice President McDonald introduced this item for discussion and said that the Committee recommends an increase of 3 percent for 2018. She stated that at the Committee meeting Director Raley suggested increasing the Board per diem rate by CPI-U; the same standard used to project staff's COLA increase. Mr. Cozad said that the CPI-U could be used during the budget process to budget for potential future per diem increases. Vice President McDonald noted that the policy does not provide automatic increases. President Corneille indicated that a

revised resolution was handed out to the Board for review. Director Longville expressed his concern about not having a per diem increase for several years and the precedent it sets. He said that the Board had the same rate of \$197 for seven years and the current rate of \$206 has been the same for three years. Director Longville spoke regarding the multiple courses of action the Board has taken to decrease its costs. He proposed that the per diem increase for 2018 be increased by 5 percent. Vice President McDonald expressed her support for a 5 percent per diem increase. Discussion ensued regarding the per diem rate. President Corneille spoke in opposition to a 5 percent increase. He said that the Board is adequately compensated. Director Raley also spoke in opposition to a 5 percent increase.

It was moved by Director Longville and seconded by Vice President McDonald to amend the motion and increase the per diem rate by 5 percent for the calendar year 2018; thereby increasing per diem rate to \$216. The motion carried 3-2 with Vice President McDonald, Directors Longville and Harrison voting in the affirmative and President Corneille and Director Raley in opposition.

**President Corneille: No
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: No
Director Harrison: Yes**

It was moved by Director Longville and seconded by Vice President McDonald to modify Resolution No. 556 to include the 5 percent per diem increase and rate of \$216 for 2018. The motion carried 3-2 with Vice President McDonald, Directors Longville and Harrison voting in the affirmative and President Corneille and Director Raley in opposition.

**President Corneille: No
Vice President McDonald: Yes
Director Longville: Yes
Director Raley: No
Director Harrison: Yes**

D. OUTREACH PLAN ACCEPTANCE AND PUBLIC INFORMATION CONTRACTING

Mr. Cozad introduced this item for discussion. He said that the Outreach Plan was provided to the Board at the October 18 Meeting and only minor revisions were received. Mr. Cozad explained that the contract for public relations consultant needed to be revised to support the approved Outreach Plan. The revised scope for Thunderwheel Communications was included, beginning on package page 34. Director Longville said that when the Board adopted its original contract, the Board discussed the potential need to increase the contract amount in the future based on the Outreach Plan. He stressed to the Board the importance of one-on-one meetings with public and elected officials. A brief discussion ensued. President Corneille requested that metrics be identified to measure the success of the effort. He also suggested that the Outreach and Communications Committee oversee the effort with staff and meet with the consultant quarterly to review progress.

It was moved by Director Longville and seconded by Vice President McDonald to accept and implement the Outreach Plan and direct the General Manager to revise the previously authorized contract with Thunderwheel Communications for an amount not to exceed a total of \$45,360. The motion carried 5-0 with all Directors present voting in the affirmative.

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

E. OPERATIONS AND MAINTENANCE MANUAL 2017

President Corneille introduced this item for discussion, noting that the Operations Committee met and reviewed the Operations and Maintenance Manual on October 30. He thanked Katelyn Scholte for her leadership in updating the manual. President Corneille said that the Board should become familiar with it.

It was moved by President Corneille and seconded by Director Harrison to accept staff's update of the Operations and Maintenance Manual for 2017. The motion carried 5-0 with all Directors present voting in the affirmative.

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

F. UNAUDITED FINANCIAL REPORTS, NOVEMBER 2017

It was moved by Director Raley and seconded by Director Longville to approve the Unaudited Financials for November 2017. The motion carried 5-0 with all Directors present voting in the affirmative.

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

G. APPOINTMENT OF OFFICERS FOR 2018

Mr. Cozad introduced this item for discussion. He said that in the summer, the Board took action to extend each Director's term of office due to an election change requested by the Registrar of Voters. The Board Policy Manual indicates that an appointment of officers shall take place at the end of a two-year term after the elections, which conflicts with the new election

cycle adopted by the Registrar of Voters. Staff recommends extending the offices of President and Vice President for one additional year to coincide with the new election cycle.

It was moved by Director Raley and seconded by Director Longville to extend the term of officers for one year. The motion carried 5-0 with all Directors present voting in the affirmative.

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

H. COMMUNITY STRATEGIC PLAN 2017

Mr. Cozad introduced this item for discussion, stating that staff incorporated any Director comments it received into the final document, and that there were no significant public comments received. The Community Strategic Plan was distributed to partners, and the consensus of feedback from the community was that it is consistent with the previous Strategic Plan. President Corneille thanked Mr. Cozad for facilitating the Strategic Planning sessions. Director Harrison stated that he has read the document thoroughly and expressed his appreciation for Mr. Cozad's efforts in preparing it. He said that it is an excellent document and represents the District well.

It was moved by Director Harrison and seconded by Vice President McDonald to approve the Final Community Strategic Plan. The motion carried 5-0 with all Directors present voting in the affirmative.

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

I. ENGINEERING INVESTIGATION PLAN FOR 2018

It was moved by Vice President McDonald and seconded by Director Longville to approve the Engineering Investigation Plan for 2018. The motion carried 5-0 with all directors present voting in the affirmative.

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

J. SPECIAL REGULATORY COUNSEL DREDGE AND FILL REPRESENTATION

The District has expended the General Manager's authority of \$25,000 for special regulatory counsel by Nossaman for the additional meetings needed. Staff is requesting an additional amount of \$5,000 to complete efforts before the State Water Board.

It was moved by Vice President McDonald and seconded by President Corneille to authorize an additional \$5,000 for Special Regulatory Counsel representation to support the District's request for exemption from State Water Board Regulations regarding Dredge and Fill of State and Federal Waters. The motion carried 5-0 with all directors present voting in the affirmative.

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

K. D-LEVEE HABITAT AND ACCESS ENHANCEMENT

Mr. Beehler presented this item for discussion. Staff is asking that the Board direct staff to file a Notice of Exemption for the project.

It was moved by Vice President McDonald and seconded by Director Harrison to direct staff to file a CEQA Notice of Exemption with the Clerk of the Board of Supervisors for the County of San Bernardino. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville noted absent from the vote.

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

L. FIELD EQUIPMENT CAPITAL PURCHASE FORD F-150

Mr. Cozad requested a bid to trade in and procure a new Ford F-150 at a cost not to exceed \$28,000. Discussion ensued regarding the procurement. The Board suggested obtaining an extended warranty. Mr. Cozad said that that would increase the cost. Vice President McDonald suggested adding another \$3,000 to \$4,000 for the extended warranty. She proposed leaving the matter to the General Manager's discretion.

It was moved by Vice President McDonald and seconded by Director Raley to amend the motion to authorize the General Manager to make a capital purchase of one Ford F-150 for field staff in an amount not to exceed \$32,000. The motion carried 5-0 with all Directors present voting in the affirmative.

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

M. 2018 BOARD MEETING CALENDAR

Mr. Cosgrove and Mr. Cozad indicated that they are unable to attend the Board Meeting on May 16. The May meeting was moved due to conflict with ACWA Spring Conference. Director Harrison proposed moving the May Board meeting to May 23. President Corneille may not be able to attend the May 23 Board meeting but is fine with it being moved. Director Longville noted that the February Board Meeting should be February 14 and that the November Board Meeting should be on November 15 and the Finance & Administration Committee meeting should be on November 21. The motion was amended with these revisions.

It was moved by Vice President McDonald and seconded by Director Longville to approve the 2018 Board Meeting Calendar with minor revisions. The motion carried 5-0 with all Directors present voting in the affirmative.

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

N. COUNTYWIDE RDA OVERSIGHT BOARD ALTERNATE

It was moved by Director Raley and seconded by Vice President McDonald to nominate Director Harrison as the alternate member of the Special Districts representative for the Countywide Redevelopment Agency (RDA) Oversight Board. The motion carried 5-0 with all Directors present voting in the affirmative.

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

5. INFORMATION ITEMS

A. WASH PLAN REPORT

Mr. Beehler indicated that the Wash Plan Report is included on package page 90. He said that he has completed two of three of the AB52 tribal consultations; no tribes have asked for monitors for these projects. The San Manuel tribe proposed keeping some tree tobacco for their cultural use. Director Raley thanked the staff for the update that was sent out to the Wash Plan Task Force. Mr. Beehler noted that the Coastal Conservancy Plan for the Santa Ana River Trail is currently being updated and the link will be shared with Board when released. President Corneille requested an update of the Coastal Conservancy Plan and an explanation of how it will affect the District. This item was received and filed.

B. GENERAL MANAGER'S REPORT AND MONTHLY RECHARGE REPORT

Mr. Cozad indicated that the written General Manager's Report was included in the Board Package on pages 93 to 95. The Monthly Recharge Report was included on package page 96. The Department of Water Resources performed a site visit on November 16 on the Plunge Creek project, and that letter was included on package page 97. The 2017 District Priorities, reflecting status updates, was included on package page 98. Mr. Cozad provided a handout showing the 64 Watershed Map Signs that the District helped fund. President Corneille noted that the Major Accomplishments for 2017 were provided as a handout and will also be handed-out to attendees and discussed at luncheon. This item was received and filed.

C. GROUNDWATER COUNCIL VERBAL REPORT

Mr. Cozad introduced this item for discussion. He said that several small group meetings were held to work out minor revisions to the equitable allocation model. Mr. Cozad noted that revisions should be finished in January 2018. Mr. Cosgrove discussed specific revisions noting changes in current and future powers. He noted that the Western Municipal Group would be comprised of ex-officio members. This item was received and filed.

D. FUTURE AGENDA ITEMS & STAFF TASKS

President Corneille said that the Board Priorities would go before the Board at the January 2018 meeting. He requested an update on the United Water Conservation District's court opinion related to Groundwater Charges. President Corneille said that Charles Roberts of Highland Community News would be retiring and requested staff to prepare potential action on a proclamation or resolution on the January agenda. Director Harrison asked for an update on the federal legislation on the land exchange at a future meeting.

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

Director Longville met in November with staff of Senators Feinstein of California and Senator Murray of Washington.

Director Raley attended the East Valley Water District Board of Directors Meeting on November 22, Redlands Rise N Shine on December 1, and the Basin Technical Advisory Committee on December 4.

Vice President McDonald attended the Valley Municipal Board Workshop on December 12, ASBCSD on December 11, Valley Municipal Board Meeting on December 5, and Basin Technical Advisory Commission on December 4. She also attended the ACWA Region 9 Meeting at the ACWA Fall Conference. Vice President McDonald attended the Koffee Klatch on November 22, Valley Municipal Board Meeting on November 21, and Finance and Administration Committee Meeting on November 15. She also attended the Valley Municipal Board Workshop on November 14.

Director Harrison attended the ASBCSD Dinner Meetings on November 13 and December 11. He attended the Valley Municipal Board Workshops on November 14 and December 12, Basin Technical Advisory Committee on December 4, and Loma Linda Chamber of Commerce Board

Meeting on December 6. Director Harrison attended the ACWA Fall Conference and Scholarship Committee Meetings on December 10 and December 8.

President Corneille attended the Highland Area Chamber of Commerce Breakfast Meeting on December 12, Mentone Area Community Association Meeting on November 14, and the ACWA Fall Conference November 28 to November 29.

7. UPCOMING MEETINGS

President Corneille announced that December 14 is the Advisory Commission on Water Policy Meeting.

8. CLOSED SESSION

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

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

General Counsel announced that the meeting would adjourn to closed session under all items posted on the published agenda.

At 11:50 a.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

9. ADJOURN MEETING

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

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

At 11:50 a.m. the meeting adjourned to the Board of Directors meeting scheduled for 1:30 p.m. January 10, 2018, at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.



Daniel B. Cozad
General Manager