



# San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

## **BOARD OF DIRECTORS MEETING AGENDA**

**Wednesday, December 12, 2018 – 9:30 a.m.**

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

**Note:** Copies of staff reports and other documents relating to the items on this agenda are on file at the District office and are available for public review during normal District business hours. New information relating to agenda topics listed, received, or generated by the District after the posting of this agenda, but before the meeting, will be made available upon request at the District office and in the Agenda Package on the Districts website. It is the intention of the San Bernardino Valley Water Conservation District to comply with the Americans with Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Athena Monge at (909) 793-2503 at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

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### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

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#### **1. PUBLIC PARTICIPATION**

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

#### **2. ADDITIONS/DELETIONS TO AGENDA**

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

#### **3. OATH OF OFFICE**

*Administration of Oaths of Office for reelected and reappointed Directors:*

David E. Raley, Division 2

John Longville, Division 4

Melody Henriques-McDonald, Division 5

#### **4. ELECTION OF BOARD OFFICERS**

1. Open Nominations for President and Vice President

2. Close Nominations and Call Vote

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
Phone: 909.793.2503  
Fax: 909.793.0188  
www.sbvwd.org Email: info@sbvwd.org

#### **BOARD OF DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

#### **GENERAL MANAGER**

Daniel B. Cozad

5. **CONSENT CALENDAR**
- A. Approval of Board Minutes, November 14, 2018 .....4
  - B. Approval of Expenditure Report, November 2018 .....11

6. **COMMITTEE REPORTS /ACTION ITEMS**

**Committee Reports**

- A. 1<sup>st</sup> QUARTER FINANCIALS FOR 2018-2019 - 5 minutes (M#1613) .....19
- Presenter:** Daniel Cozad/Finance & Administration Chair, Vice President McDonald*
- Recommendation:** The Finance & Administration Committee recommends the Board approve the 1<sup>st</sup> Quarter Financials for 2018-2019 as presented.*
- B. 2019 PER DIEM RATE – 15 minutes (M#1614).....24
- Presenter:** Daniel Cozad/Finance & Administration Chair, Vice President McDonald*
- Recommendation:** The Finance & Administration Committee recommends the Board increase the Board Per Diem Rate based on the CPI-U thereby increasing it by approximately 4% (\$9.00) to \$225 for Calendar Year 2019 and approve Resolution No. 563.*

**Action Items**

- C. UNAUDITED FINANCIAL REPORTS, NOVEMBER 2018 - 5 minutes (M#1615).....26
- Presenter:** Daniel Cozad*
- Recommendation:** Review and approve the unaudited financials for November 2018.*
- D. APPENDIX C CHANGES FOR CSDA COMMITTEE APPOINTMENT – 10 minutes (M#1616) .....32
- Presenter:** Daniel Cozad*
- Recommendation:** Review and consider a change to the Board Policy Manual Appendix C, due to appointment of Vice President McDonald to the California Special Districts Association Member Services Committee for the period from January 1, 2019 to December 31, 2019.*

7. **INFORMATION ITEMS:**

- A. Wash Plan Verbal Update – 5 Minutes
- B. General Manager’s Report and Monthly Recharge Report – 10 Minutes .....34
- C. Future Agenda Items & Staff Tasks

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

- A. Board Member Meeting Reports – 15 minutes

9. **UPCOMING MEETINGS:**

- |                                      |   |
|--------------------------------------|---|
| A. Dcember 18, 2018                  | San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal |
| B. December 24-25, 2018              | Office Closed in Observance of Christmas Eve and Christmas Day                              |
| C. December 31, 2018-January 1, 2019 | Office Closed in Observance of New Year's Eve and New Year's Day                            |
| D. January 9, 2019                   | Board of Director Meeting, 1:30 p.m. at Conservation District                               |
| E. January 10, 2019                  | Advisory Commission on Water Policy, 6:30 p.m. at Valley Municipal                          |
| F. January 15, 2019                  | San Bernardino Valley Municipal Water District Board Meeting, 2:30 p.m. at Valley Municipal |
| G. January 23, 2019                  | Finance & Administration Committee, 1:30 p.m. at Conservation District                      |

10. **CLOSED SESSION**

1. The Board will meet in Closed Session under authority of Government Code §54956.9 (a), in order to discuss existing litigation, Endangered Habitats League et al. vs. U.S. Army Corps of Engineers, Central District Court Case no. Case No.: 2:16-cv-09178-MWF-E.

2. The Board may convene in Closed Session for Conference to discuss Real Property Negotiations pursuant to Government Code Section 54956.8; Owner: SP Deerfield LLC for property located on Greenspot Road in Highland, Negotiator: Daniel Cozad and Owner: 7W Enterprises for property located at 1500 Crafton Ave in Redlands, APN 0168237109, 016837106 and 016838103 Negotiator: Daniel Cozad. Owner: SBVMWD for land located within Section 12 of San Bernardino Baseline, Highland, APN 01681106, 029705102, 029701107, 029707113, 029707108, 029707103, 029707116, 029707110, 029705106, 029707102, 029705105, and 029705101 Negotiator: Daniel Cozad.

3. The Board will meet in closed session under authority of Government Code §54956.8 regarding the potential renewal of lease of various properties located within section 11 and 12 more specifically described in "Mineral Lease for Extraction of Sand and Gravel Materials" dated November 1, 2011. The discussion will concern the price and terms of a potential renewal of the lease. The District's negotiators are Daniel Cozad and David Cosgrove. The party with whom the District will negotiate is Cemex Materials Pacific, LLC, and its negotiators are Brian Forgey and Christine Jones.

11. **ADJOURN MEETING.** The next regularly scheduled Board of Directors Meeting will be on January 9, 2019 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 November 14, 2018  
1:30 p.m.

President Corneille called the meeting of the Board of Directors to order at 1:30 p.m. All present stood for the Pledge of Allegiance, led by President Corneille.

ROLL CALL:

BOARD MEMBERS PRESENT:

Richard Corneille, President  
David E. Raley, Director  
T. Milford Harrison, Director (Arrival 1:40 p.m.)  
John Longville, Director  
Melody McDonald, Vice President

BOARD MEMBERS ABSENT:

None

GENERAL COUNSEL PRESENT:

David Cosgrove, Rutan & Tucker, LLP

STAFF PRESENT:

Daniel Cozad, General Manager  
Jeff Beehler, Land Resources Manager  
Athena Monge, Administrative Services Specialist  
Katelyn Scholte, Assistant Engineer

GUESTS PRESENT:

David Smith, East Valley Water District  
Michelle Diamond, Tetra Tech  
James Folmer, Highland Community News

1. PUBLIC PARTICIPATION

President Corneille announced that any persons present, who so desired, may 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 to the posted agenda.

3. PRESENTATION

Mikael Romich presented a PowerPoint presentation on the biological studies being performed in Mill Creek. Mr. Cozad noted that this project was a joint project with San Bernardino Valley Municipal Water District (Valley Municipal) which will be discussed in further detail under another agenda item. Mr. Romich has completed a habitat assessment on the biological

resources in Mill Creek and developed a plant community map and endangered species map. Mr. Romich collected drone imagery of the area and established a database for the information collected. He noted that the focus of the study was primarily the San Bernardino Kangaroo Rat (SBKR) and the California Gnatcatcher. Mr. Romich presented a review of the habitat suitability map. Director Raley asked what the marginal cost would be to maximize the value out of the land. Mr. Cozad said that if the District were to mitigate a project, the FWS would ask us to improve the property, and we would set up an endowment to maintain it. If another entity wanted to mitigate, it would pay for the initial work and endowment as well. President Corneille asked when the study will be complete. Mr. Romich said that in the spring he will perform the California Gnatcatcher and Cactus Wren survey to identify areas where they are nesting. The Board thanked Mr. Romich for his efforts.

#### 4. CONSENT CALENDAR

**It was moved by Director Harrison and seconded by Director Longville to approve Item A: Board Meeting Minutes, October 10, 2018, and Item C: Expenditure Report, October 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**

**It was moved by Director Raley and seconded by Director Harrison to approve the balance of the Consent Calendar: Item B: Special Board Minutes, November 1, 2018. The motion carried 4-0 with all Directors present voting in the affirmative and Director Longville abstaining from the vote due to his absence at the November 1 meeting.**

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

#### 5. COMMITTEE REPORTS/ACTION ITEMS

##### A. UNAUDITED FINANCIAL REPORTS, OCTOBER 2018

Mr. Cozad introduced this item for discussion. Director Raley asked for clarification regarding the graph budget. President Corneille asked why the groundwater charge was above budget. Mr. Cozad said that the budgeted amount was based on all potential Groundwater Council members being active in the Groundwater Council. Some of the entities have paid the groundwater change assessment under the District's water code process rather than Groundwater Council dues offsetting each account by nearly the same amount. On a separate issue, President Corneille asked how much election fees would be for the recent race. Mr. Cozad stated that staff based the budgeted election fee prior costs for the last election, but no known estimate of charge is available and an actual cost will be known when we receive the invoice from the Registrar of Voters.

**It was moved by Director Longville and seconded by Vice President McDonald to approve the Unaudited Financial Reports for October 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**

**B. ACTIVE RECHARGE PARTNERSHIP AGREEMENT FOR THE UPPER SANTA ANA RIVER HABITAT CONSERVATION PLAN**

Mr. Cozad introduced this item for discussion and provided a handout showing redline changes to the draft agreement. He said that the agreement would provide for conservation easements for the Upper Santa Ana River Habitat Conservation Plan (HCP). Director Harrison indicated he would be abstaining from the vote and not participating in the discussion to avoid any appearance of conflict due to his recent election to the Board of the San Bernardino Valley Municipal Water District. Mr. Cozad said that the agreement would make available up to 295 acres of District-owned land. Valley Municipal would pay the District for the conservation easements, and also pay for the mitigation endowment required by the U.S. Fish and Wildlife Service (USFWS) or others, and the Conservation Trust would hold those funds. The District is committing to use the funds received from Valley Municipal towards its mission and to develop specific recharge facilities called transfer projects in Mill Creek, City Creek, Twin Creek, and Plunge Creek, and once operational the District would be responsible for maintaining those facilities under this agreement. Mr. Cozad proposed that the Board approve the agreement as presented with non-substantive changes and that, should there be any substantive changes, those would be brought to the Board for ratification at a later meeting. Mr. Cosgrove indicated that the redline changes are listed primarily in Section 10. This section states that the transfer projects are conceptual and the costs are estimates, and there is nothing in the agreement that binds the Conservation District to these specific projects. President Corneille spoke in support of signing the agreement.

**It was moved by President Corneille and seconded by Director Longville to approve the Active Recharge Partnership Agreement for the Upper Santa Ana River HCP as amended within redline version handout and any minor revisions proposed by staff. The motion carried 4-0 with all Directors present voting in the affirmative and Director Harrison abstaining.**

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

### C. ENGINEERING INVESTIGATION PLAN FOR 2019

Mr. Cozad introduced this item for discussion. He stated that Katelyn Scholte, Assistant Engineer, prepared the Draft Engineering Investigation Plan for 2019 which is included on package pages 54 to 60. President Corneille noted that the Upper Santa Ana Water Resources Association which is listed in the draft plan has been disbanded. He also recommended presenting the Engineering Investigation Report to the Groundwater Council if time allows. Mr. Cozad concurred with his recommendation. President Corneille requested that the Draft Engineering Report be reviewed by the Operations Committee prior to its release to the public. The Board thanked staff for their efforts and the cost savings to the District by preparing the report in-house.

**It was moved by Vice President McDonald and seconded by Director Harrison to approve the Engineering Investigation Plan for 2019 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**

### D. GROUNDWATER COUNCIL BUDGET COMMITTEE EFFORT FOR 2019

Mr. Cozad presented this item for discussion noting the inclusion of the draft Groundwater Council Equitable Allocation Model on pages 61-65. He has been appointed chair of the Groundwater Council Budget Committee. He discussed the sustainability costs which are the costs to refill the basin. Ms. Scholte expanded on the allocations presented. Mr. Cozad said that the numbers shown are preliminary and that distributions would change. This item was received and filed.

### E. 2019 BOARD MEETING CALENDAR REVIEW

President Corneille presented this item for discussion. The September meeting was scheduled for September 25, 2019 to allow Board members who desire to go to the California Joint Powers Authority Conference typically planned for the second week of September. President Corneille suggested that September 25 would be too close to the October meeting. The May meeting is scheduled for the fourth Wednesday of May due to Association of California Water Agencies Conference being held on the second Wednesday of the month. Several Board Members and Staff attend this meeting. Director Longville said that he would like to keep the meetings consistent and to adhere to the schedule to the maximum extent possible. It was the consensus of the Board to change the September Board Meeting to September 11 and for the remainder of the calendar to remain as presented.

**It was moved by President Corneille and seconded by Director Longville to approve the Draft 2019 Board Meeting Calendar with the revision of September's meeting being moved to September 11. 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. RESOLUTION OF APPRECIATION FOR SERVICE ON THE BOARD OF DIRECTORS

President Corneille introduced this item for discussion. Mr. Cosgrove thanked Director Harrison for his service on the Board and congratulated him on his recent election to the Board of Directors of Valley Municipal. There were minor revisions made to the resolution which were noted.

**It was moved by Vice President McDonald and seconded by President Corneille to approve Resolution No. 562 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**

6. INFORMATION ITEMS

A. WASH PLAN VERBAL UPDATE

Mr. Beehler provided a verbal update on the Wash Plan. The Environmental Investigation Report and Environmental Investigation Statement are in Washington, D.C. awaiting review. They moved forward without a cultural section, which will be approved separately. Mr. Beehler said that the District had obtained the 401 permits, and the state version of the permit is forthcoming. The last permit the District needs to receive will come from the US Army Corps of Engineers (USCOE). They had prepared their packet to submit to USFWS the previous week. Staff has completed the staging of rocks and boulders for the Plunge Creek restoration. The consultant is completing the bid documents and the Operations Committee will review the final documents for this project before they go to bid. Mr. Beehler indicated that the District might have permits by January 2019. 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 70 to 76. The Monthly Recharge Report was included on page 77. He stated that the District received an estimate from the contractor working on the Enhanced Recharge Project, J.F. Shea Construction, for the recoating and repairs needed to the Parshall Flume on Santa Ana River. The work will complete a new low-flow weir and instrumentation, which is estimated to cost about \$104,000. Staff will be filing a Notice of Exemption for this project. The District will contribute less than \$50,000 to the total cost as its share. Mr. Cozad stated that the Wash Plan Land Exchange Bill is still in Committee and noted that a letter



included on package page 75 was sent out by the District and partner agencies. This item was received and filed.

#### C. NOTICE OF VACANCY AND APPOINTMENT PROCESS-DIVISION 3

Mr. Cozad reviewed the proposed schedule for the advertising of the Notice of Vacancy and described the appointment process. A handout of the schedule was provided to the Board for review. The new director must be appointed no later than February 6. It was the consensus of the Board to appoint a Board member rather than hold a special election and to do so in accordance with the proposed schedule.

#### D. FUTURE AGENDA ITEMS AND STAFF TASKS

There were none discussed.

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

President Corneille attended the Advisory Commission meeting on October 11, Association of San Bernardino County Special Districts (ASBCSD) dinner meeting on October 15, and Sterling Natural Resource Center Groundbreaking on October 20. He attended the CalPERS Award Presentation on October 22, a tour of Steps 4 Life homes on October 24 and Redlands Rise N Shine on November 2.

Vice President McDonald attended the Valley Municipal Board Workshop on November 13 and November 6. She also attended the Three Valley's Municipal Water District (TVMWD) Leadership Breakfast on October 31, Highland Area Chamber of Commerce (HACC) Luncheon on October 23, CalPERS Award Presentation on October 22, the ACWA Regulatory Summit on October 16, and ASBCSD Dinner meeting on October 15.

Director Raley attended the Water Use Efficiency Committee Workshop on October 17, Sterling Natural Resource Center Groundbreaking on October 20, and Big Bear Watermaster Committee meeting on October 23. He attended the Special Board meeting on November 1 and Valley Municipal Board Workshop on November 13.

Director Longville made no report.

Director Harrison attended the ASBCSD Dinner meeting on October 15, Valley Municipal Board meeting on October 16 and San Bernardino Area Chamber of Commerce meeting on October 17. He attended the CalPERS Award Presentation on October 22, HACC Luncheon on October 23 and TVMWD Leadership Breakfast on October 31. Director Harrison also attended the Redlands Rise N Shine on November 2, the CSDA Teleconference on November 1, Valley Municipal Board Meeting on November 6, Valley Municipal Board Workshop on November 13, and Loma Linda Chamber of Commerce meeting on November 7.

#### 8. UPCOMING MEETINGS

President Corneille will chair the Advisory Commission on Water Policy on January 10, 2019.

9. CLOSED SESSION

**It was moved Vice President McDonald and seconded by Director Harrison 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 the posted agenda items.

At 3:39 p.m., the meeting reconvened into Open Session. Mr. Cosgrove noted that there was no reportable action.

10. ADJOURN MEETING

**It was moved by President Corneille and seconded by Director Harrison 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: Absent  
Director Harrison: Yes**

At 3:40 p.m., the meeting was adjourned to the Board of Directors Meeting scheduled for 9:30 a.m. December 12, 2018, at District Headquarters, 1630 W. Redlands Blvd., Redlands, Calif.

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Daniel B. Cozad  
General Manager

11:37 AM

12/04/18

# San Bernardino Valley Water Conservation District

## Expenditure Report

### November 2018

Num	Date	Name	Account	Class	Original Amount
PC 11.21.18	11/21/2018	Paychex	1012 · Citizens Busine...		-85.89
			6042 · Payroll Processing	4-General Fund Ent.	85.89
TOTAL					85.89
PC 11.7.18	11/07/2018	Paychex	1012 · Citizens Busine...		-85.89
			6042 · Payroll Processing	4-General Fund Ent.	85.89
TOTAL					85.89
ACH0165	11/02/2018	T. Milford Harrison	1012 · Citizens Busine...		-118.81
			6410 · Mileage	4-General Fund Ent.	118.81
TOTAL					118.81
ACH0166	11/02/2018	Melody McDonald	1012 · Citizens Busine...		-765.56
			6410 · Mileage	4-General Fund Ent.	215.82
			6525 · Meals	4-General Fund Ent.	19.85
			6520 · Travel, Other (re...	4-General Fund Ent.	39.89
			6515 · Air Fare	4-General Fund Ent.	490.00
TOTAL					765.56
ACH 0167	11/29/2018	Raley, David	1012 · Citizens Busine...		-27.81
			6410 · Mileage	4-General Fund Ent.	27.81
TOTAL					27.81
21483	11/01/2018	State of CA-Franchise ...	1012 · Citizens Busine...		-10.00
	11/01/2018		5122 · Wash Plan Profe...	5-Wash Plan	10.00
TOTAL					10.00
21484	11/13/2018	ACWA/JPIA-Health	1012 · Citizens Busine...		-13,657.84
	11/06/2018		6110 · Vision Insurance	4-General Fund Ent.	26.60
			6110 · Vision Insurance	1-Groundwater Ent.	84.25
			6110 · Vision Insurance	2-Redlands Plaza/...	8.45
			6110 · Vision Insurance	3-Land Resources	27.99
			6110 · Vision Insurance	5-Wash Plan	18.33
			6130 · Dental Insurance	4-General Fund Ent.	112.73
			6130 · Dental Insurance	1-Groundwater Ent.	357.07
			6130 · Dental Insurance	2-Redlands Plaza/...	35.80
			6130 · Dental Insurance	3-Land Resources	118.62
			6130 · Dental Insurance	5-Wash Plan	77.70
			6150 · Medical Insurance	4-General Fund Ent.	2,054.12
			6150 · Medical Insurance	1-Groundwater Ent.	6,506.42
			6150 · Medical Insurance	2-Redlands Plaza/...	652.31
			6150 · Medical Insurance	3-Land Resources	2,161.56
			6150 · Medical Insurance	5-Wash Plan	1,415.89
TOTAL					13,657.84

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**November 2018**

Num	Date	Name	Account	Class	Original Amount
<b>21485</b>	<b>11/13/2018</b>	<b>American Power Security</b>	<b>1012 · Citizens Busine...</b>		<b>-520.00</b>
	11/01/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	520.00
TOTAL					520.00
<b>21486</b>	<b>11/13/2018</b>	<b>Athena Monge</b>	<b>1012 · Citizens Busine...</b>		<b>-19.02</b>
	11/01/2018		6510 · Mileage	4-General Fund Ent.	7.61
			6510 · Mileage	1-Groundwater Ent.	9.51
			6510 · Mileage	3-Land Resources	1.90
TOTAL					19.02
<b>21487</b>	<b>11/13/2018</b>	<b>Beach Boyz Auto Service</b>	<b>1012 · Citizens Busine...</b>		<b>-378.32</b>
	10/30/2018		5310 · Vehicle Mainten...	1-Groundwater Ent.	130.25
			5310 · Vehicle Mainten...	1-Groundwater Ent.	248.07
TOTAL					378.32
<b>21488</b>	<b>11/13/2018</b>	<b>Castro Landscaping Se...</b>	<b>1012 · Citizens Busine...</b>		<b>-250.00</b>
	10/30/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	250.00
TOTAL					250.00
<b>21489</b>	<b>11/13/2018</b>	<b>Corneille, Richard</b>	<b>1012 · Citizens Busine...</b>		<b>-41.42</b>
	11/07/2018		6410 · Mileage	4-General Fund Ent.	41.42
TOTAL					41.42
<b>21490</b>	<b>11/13/2018</b>	<b>Edison - 8812</b>	<b>1012 · Citizens Busine...</b>		<b>-161.80</b>
	10/30/2018		5420 · Electricity	4-General Fund Ent.	45.30
			5420 · Electricity	1-Groundwater Ent.	32.36
			5420 · Electricity	2-Redlands Plaza/...	84.14
TOTAL					161.80
<b>21491</b>	<b>11/13/2018</b>	<b>Edison - Redlands Plaza</b>	<b>1012 · Citizens Busine...</b>		<b>-255.74</b>
	10/30/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	255.74
TOTAL					255.74
<b>21492</b>	<b>11/13/2018</b>	<b>Edison -5552</b>	<b>1012 · Citizens Busine...</b>		<b>-372.89</b>
	11/07/2018		5420 · Electricity	4-General Fund Ent.	96.81
			5420 · Electricity	1-Groundwater Ent.	69.15
			5420 · Electricity	2-Redlands Plaza/...	179.79
			6020 · Vacancy Marketi...	2-Redlands Plaza/...	27.14
TOTAL					372.89

# San Bernardino Valley Water Conservation District

## Expenditure Report

### November 2018

Num	Date	Name	Account	Class	Original Amount
<b>21493</b>	<b>11/13/2018</b>	<b>Frontier-4860</b>	<b>1012 · Citizens Busine...</b>		<b>-761.02</b>
	10/28/2018		5440 · Telephone	4-General Fund Ent.	431.22
			5440 · Telephone	1-Groundwater Ent.	184.81
			5470 · Internet Services	4-General Fund Ent.	72.50
			5470 · Internet Services	1-Groundwater Ent.	43.50
			5470 · Internet Services	2-Redlands Plaza/...	7.25
			5470 · Internet Services	3-Land Resources	21.74
TOTAL					761.02
<b>21494</b>	<b>11/13/2018</b>	<b>Home Depot Credit Ser...</b>	<b>1012 · Citizens Busine...</b>		<b>-43.01</b>
	10/28/2018		5215 · Property Mainte...	1-Groundwater Ent.	34.41
			5215 · Property Mainte...	3-Land Resources	8.60
TOTAL					43.01
<b>21495</b>	<b>11/13/2018</b>	<b>ICF Jones &amp; Stokes, Inc</b>	<b>1012 · Citizens Busine...</b>		<b>-39,827.03</b>
	11/13/2018		5120 · Misc. Profession...	3-Land Resources	34,100.00
			5124 · Plunge Creek Pr...	3-Land Resources	5,727.03
TOTAL					39,827.03
<b>21496</b>	<b>11/13/2018</b>	<b>Jeff Beehler</b>	<b>1012 · Citizens Busine...</b>		<b>-1,477.99</b>
	10/30/2018		6510 · Mileage	4-General Fund Ent.	7.42
			6510 · Mileage	1-Groundwater Ent.	9.27
			6510 · Mileage	3-Land Resources	1.85
			6525 · Meals	4-General Fund Ent.	39.60
			6525 · Meals	1-Groundwater Ent.	30.80
			6525 · Meals	3-Land Resources	17.60
			6520 · Travel, Other (re...	4-General Fund Ent.	63.49
			6520 · Travel, Other (re...	1-Groundwater Ent.	35.27
			6520 · Travel, Other (re...	3-Land Resources	42.33
			6530 · Lodging	4-General Fund Ent.	289.52
			6530 · Lodging	1-Groundwater Ent.	225.18
			6530 · Lodging	3-Land Resources	128.68
			6515 · Air Fare	4-General Fund Ent.	205.20
			6515 · Air Fare	1-Groundwater Ent.	114.00
			6515 · Air Fare	3-Land Resources	136.80
			6525 · Meals	4-General Fund Ent.	47.24
			6525 · Meals	1-Groundwater Ent.	36.74
			6525 · Meals	3-Land Resources	21.00
			6520 · Travel, Other (re...	4-General Fund Ent.	11.70
			6520 · Travel, Other (re...	1-Groundwater Ent.	6.50
			6520 · Travel, Other (re...	3-Land Resources	7.80
TOTAL					1,477.99
<b>21497</b>	<b>11/13/2018</b>	<b>Jericho Systems, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-8,548.60</b>
	11/08/2018		5124 · Plunge Creek Pr...	3-Land Resources	8,548.60
TOTAL					8,548.60

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**November 2018**

Num	Date	Name	Account	Class	Original Amount
<b>21498</b>	<b>11/13/2018</b>	<b>Koff &amp; Associates</b>	<b>1012 · Citizens Busine...</b>		<b>-3,753.00</b>
	11/05/2018		5120 · Misc. Profession...	4-General Fund Ent.	1,125.90
			5120 · Misc. Profession...	1-Groundwater Ent.	788.13
			5120 · Misc. Profession...	3-Land Resources	1,838.97
TOTAL					3,753.00
<b>21499</b>	<b>11/13/2018</b>	<b>Las Virgenes Municipa...</b>	<b>1012 · Citizens Busine...</b>		<b>-35.00</b>
	11/05/2018		6425 · Meals	4-General Fund Ent.	35.00
TOTAL					35.00
<b>21500</b>	<b>11/13/2018</b>	<b>Lowe's Companies, Inc.</b>	<b>1012 · Citizens Busine...</b>		<b>-25.60</b>
	10/30/2018		5215 · Property Mainte...	1-Groundwater Ent.	20.48
			5215 · Property Mainte...	3-Land Resources	5.12
TOTAL					25.60
<b>21501</b>	<b>11/13/2018</b>	<b>Mikael Romich</b>	<b>1012 · Citizens Busine...</b>		<b>-6,604.00</b>
	11/02/2018		1700 · Work in Progress	1-Groundwater Ent.	6,604.00
TOTAL					6,604.00
<b>21502</b>	<b>11/13/2018</b>	<b>Rutan &amp; Tucker</b>	<b>1012 · Citizens Busine...</b>		<b>-10,378.00</b>
	10/26/2018		5180 · Legal	4-General Fund Ent.	3,084.15
			5180 · Legal	1-Groundwater Ent.	3,084.15
			5180 · Legal	2-Redlands Plaza/...	719.64
			5180 · Legal	3-Land Resources	3,392.56
			5175 · Legal - Wash Plan	5-Wash Plan	32.50
			5180 · Legal	4-General Fund Ent.	65.00
TOTAL					10,378.00
<b>21503</b>	<b>11/13/2018</b>	<b>Smart &amp; Final</b>	<b>1012 · Citizens Busine...</b>		<b>-140.28</b>
	11/07/2018		6019 · Janitorial Supplies	4-General Fund Ent.	13.58
			6019 · Janitorial Supplies	1-Groundwater Ent.	9.06
			6004 · Meeting Expenses	4-General Fund Ent.	58.82
			6004 · Meeting Expenses	3-Land Resources	58.82
TOTAL					140.28
<b>21504</b>	<b>11/13/2018</b>	<b>Terminix</b>	<b>1012 · Citizens Busine...</b>		<b>-69.00</b>
	10/23/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	69.00
TOTAL					69.00
<b>21505</b>	<b>11/13/2018</b>	<b>Valero Marketing &amp; Su...</b>	<b>1012 · Citizens Busine...</b>		<b>-601.00</b>
	10/30/2018		5320 · Fuel	1-Groundwater Ent.	601.00
TOTAL					601.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**November 2018**

Num	Date	Name	Account	Class	Original Amount
21506	11/14/2018	Clerk of the Board of S...	1012 · Citizens Busine...		-50.00
			6006 · Permits	1-Groundwater Ent.	50.00
TOTAL					50.00
21507	11/27/2018	Assoc. San Bernardino...	1012 · Citizens Busine...		-35.00
	11/27/2018		6425 · Meals	4-General Fund Ent.	35.00
TOTAL					35.00
21508	11/27/2018	CA Dept of Tax & Fee A...	1012 · Citizens Busine...		-1,207.74
	11/15/2018		6009 · Licenses	4-General Fund Ent.	166.03
			6009 · Licenses	1-Groundwater Ent.	664.14
	11/15/2018		6009 · Licenses	4-General Fund Ent.	75.51
			6009 · Licenses	1-Groundwater Ent.	302.06
TOTAL					1,207.74
21509	11/27/2018	Camacho's Tree Servic...	1012 · Citizens Busine...		-1,800.00
	11/19/2018		6016 · Redlands Plaza ...	2-Redlands Plaza/...	1,800.00
TOTAL					1,800.00
21510	11/27/2018	Citizens Business Bank	1012 · Citizens Busine...		-2,417.23
	11/13/2018		5122 · Wash Plan Profe...	5-Wash Plan	141.89
			5215 · Property Mainte...	1-Groundwater Ent.	244.00
			5215 · Property Mainte...	3-Land Resources	61.00
			6001 · General Adminis...	4-General Fund Ent.	190.00
			6001 · General Adminis...	1-Groundwater Ent.	190.00
			6002 · Website Adminis...	4-General Fund Ent.	225.00
			6004 · Meeting Expenses	4-General Fund Ent.	30.29
			6004 · Meeting Expenses	1-Groundwater Ent.	30.28
			6060 · Outreach	4-General Fund Ent.	10.00
			6060 · Outreach	1-Groundwater Ent.	4.00
			6060 · Outreach	3-Land Resources	6.00
			6435 · Conf/Seminar R...	4-General Fund Ent.	65.00
			6425 · Meals	4-General Fund Ent.	20.00
			6525 · Meals	4-General Fund Ent.	103.98
			6525 · Meals	1-Groundwater Ent.	80.87
			6525 · Meals	3-Land Resources	46.22
			6530 · Lodging	4-General Fund Ent.	435.92
			6530 · Lodging	1-Groundwater Ent.	339.05
			6530 · Lodging	3-Land Resources	193.73
TOTAL					2,417.23
21511	11/27/2018	Day Lite Maintenance, I...	1012 · Citizens Busine...		-144.00
	11/01/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	144.00
TOTAL					144.00



# San Bernardino Valley Water Conservation District

## Expenditure Report

### November 2018

Num	Date	Name	Account	Class	Original Amount
<b>21512</b>	<b>11/27/2018</b>	<b>Edison - 7241</b>	<b>1012 · Citizens Busine...</b>		<b>-48.52</b>
	11/08/2018		5420 · Electricity	4-General Fund Ent.	13.59
			5420 · Electricity	1-Groundwater Ent.	9.70
			5420 · Electricity	2-Redlands Plaza/...	25.23
TOTAL					48.52
<b>21513</b>	<b>11/27/2018</b>	<b>Frontier-7275</b>	<b>1012 · Citizens Busine...</b>		<b>-147.93</b>
	11/19/2018		5440 · Telephone	4-General Fund Ent.	51.06
			5440 · Telephone	1-Groundwater Ent.	21.88
			5470 · Internet Services	4-General Fund Ent.	37.50
			5470 · Internet Services	1-Groundwater Ent.	22.50
			5470 · Internet Services	2-Redlands Plaza/...	3.75
			5470 · Internet Services	3-Land Resources	11.24
TOTAL					147.93
<b>21514</b>	<b>11/27/2018</b>	<b>Image Source</b>	<b>1012 · Citizens Busine...</b>		<b>-227.41</b>
	11/13/2018		6033 · Office Equipmen...	4-General Fund Ent.	170.56
			6033 · Office Equipmen...	1-Groundwater Ent.	11.37
			6033 · Office Equipmen...	2-Redlands Plaza/...	34.11
			6033 · Office Equipmen...	3-Land Resources	11.37
TOTAL					227.41
<b>21515</b>	<b>11/27/2018</b>	<b>JAN-PRO Cleaning Sys...</b>	<b>1012 · Citizens Busine...</b>		<b>-618.00</b>
	12/01/2018		6018 · Janitorial Services	4-General Fund Ent.	618.00
TOTAL					618.00
<b>21516</b>	<b>11/27/2018</b>	<b>Jerry Herbert Roofing, I...</b>	<b>1012 · Citizens Busine...</b>		<b>-500.00</b>
	10/31/2018		6026 · Redlands Plaza ...	2-Redlands Plaza/...	400.00
			6016 · Redlands Plaza ...	2-Redlands Plaza/...	100.00
TOTAL					500.00
<b>21517</b>	<b>11/27/2018</b>	<b>John Longville</b>	<b>1012 · Citizens Busine...</b>		<b>-35.97</b>
	11/27/2018		6410 · Mileage	4-General Fund Ent.	11.99
			6410 · Mileage	4-General Fund Ent.	23.98
TOTAL					35.97
<b>21518</b>	<b>11/27/2018</b>	<b>Katelyn Scholte</b>	<b>1012 · Citizens Busine...</b>		<b>-72.49</b>
	11/20/2018		6510 · Mileage	4-General Fund Ent.	29.00
			6510 · Mileage	1-Groundwater Ent.	36.25
			6510 · Mileage	3-Land Resources	7.24
TOTAL					72.49
<b>21519</b>	<b>11/27/2018</b>	<b>Schubert Landscaping,...</b>	<b>1012 · Citizens Busine...</b>		<b>-295.00</b>
	11/20/2018		6015 · Mentone House ...	2-Redlands Plaza/...	295.00
TOTAL					295.00

**San Bernardino Valley Water Conservation District**  
**Expenditure Report**  
**November 2018**

Num	Date	Name	Account	Class	Original Amount
<b>21520</b>	<b>11/27/2018</b>	<b>Shell</b>	<b>1012 · Citizens Busine...</b>		<b>-547.00</b>
	11/05/2018		5320 · Fuel	1-Groundwater Ent.	547.00
TOTAL					547.00
<b>21521</b>	<b>11/27/2018</b>	<b>The Gas Company</b>	<b>1012 · Citizens Busine...</b>		<b>-4.59</b>
	11/13/2018		5450 · Natural Gas	4-General Fund Ent.	2.75
			5450 · Natural Gas	1-Groundwater Ent.	1.84
TOTAL					4.59
<b>21522</b>	<b>11/27/2018</b>	<b>U.S. Bank Equipment F...</b>	<b>1012 · Citizens Busine...</b>		<b>-336.18</b>
	11/09/2018		6033 · Office Equipmen...	4-General Fund Ent.	252.13
			6033 · Office Equipmen...	1-Groundwater Ent.	16.81
			6033 · Office Equipmen...	2-Redlands Plaza/...	50.43
			6033 · Office Equipmen...	3-Land Resources	16.81
TOTAL					336.18
<b>21523</b>	<b>11/27/2018</b>	<b>Aaron Pederson</b>	<b>1012 · Citizens Busine...</b>		<b>-35.00</b>
	11/16/2018		6018 · Janitorial Services	4-General Fund Ent.	35.00
TOTAL					35.00
<b>100208N</b>	<b>11/05/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-6,247.85</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,003.40
			6170 · PERS Retirement	1-Groundwater Ent.	3,178.29
			6170 · PERS Retirement	2-Redlands Plaza/...	318.64
			6170 · PERS Retirement	3-Land Resources	930.93
			6170 · PERS Retirement	5-Wash Plan	816.59
TOTAL					6,247.85
<b>100209N</b>	<b>11/06/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-6,265.45</b>
			6170 · PERS Retirement	4-General Fund Ent.	1,006.23
			6170 · PERS Retirement	1-Groundwater Ent.	3,187.24
			6170 · PERS Retirement	2-Redlands Plaza/...	319.54
			6170 · PERS Retirement	3-Land Resources	933.55
			6170 · PERS Retirement	5-Wash Plan	818.89
TOTAL					6,265.45
<b>100210N</b>	<b>11/27/2018</b>	<b>PERS</b>	<b>1012 · Citizens Busine...</b>		<b>-6,198.96</b>
			6170 · PERS Retirement	4-General Fund Ent.	995.55
			6170 · PERS Retirement	1-Groundwater Ent.	3,153.41
			6170 · PERS Retirement	2-Redlands Plaza/...	316.15
			6170 · PERS Retirement	3-Land Resources	923.65
			6170 · PERS Retirement	5-Wash Plan	810.20
TOTAL					6,198.96

San Bernardino Valley Water Conservation District  
**Director Fees Expenditure Payroll Report**  
November 2018

Pay Date	Name	For Period	Director Fees	Taxes Withheld	Check Amt
11/7/2018	Corneille, R	Oct-18	\$ 1,296.00	\$ 170.10	\$ 1,125.90
11/7/2018	Harrison, T.M.	Oct-Nov 18	\$ 864.00	\$ 225.19	\$ 638.81
11/7/2018	McDonald, M	Oct-18	\$ 2,160.00	\$ 249.25	\$ 1,910.75
11/21/2018	Harrison, T.M.	Nov-18	\$ 864.00	\$ 225.19	\$ 638.81
11/21/2018	Longville, J	Jul-Sep 18	\$ 1,728.00	\$ 515.75	\$ 1,212.25
11/21/2018	Raley, D	Jul-18	\$ 1,512.00	\$ 365.44	\$ 1,146.56



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1613

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: December 12, 2018**

**Subject: 1<sup>st</sup> Quarter Financials For 2018-2019**

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**RECOMMENDATION**

The Finance & Administration Committee recommends the Board approve the 1<sup>st</sup> Quarter Financials for 2018-2019 as presented.

**BACKGROUND**

The Finance & Administration Committee met November 19, 2018 to review the First Quarter Unaudited Financials. No changes were recommended.

**DISCUSSION**

Chairperson McDonald verified that budgeted Director Expenses include election costs but the District has not received any invoices for these expenses yet. Director Raley expressed his approval of the current financials.

**FISCAL IMPACT**

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

**POTENTIAL MOTIONS**

1. Move approval of the First Quarter Financials for FY 2018-2019 as presented.
2. Move to request this item be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

**ATTACHMENTS OR MATERIALS**

2018-2019 1<sup>st</sup> Quarter Rolled Up Budget Worksheet  
SBVWCD Quarterly Investment Report

**BOARD OF  
DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL  
MANAGER**

Daniel B. Cozad

1ST QUARTER		2018-2019 Budget	Expended/ Received to Date as of 09/30/18	Actual Over/Under Budget	Projected Annual Costs (7/1/18- 6/30/19)	Notes	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE		REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE		LAND RESOURCE		WASH PLAN		BASIS:
GL ACCT:	GL DESCRIPTION:						2018 BUDGET:	% BUDGET	BASIS:	2018 BUDGET:	% BUDGET	2018 BUDGET:	% BUDGET	2018 BUDGET:	% BUDGET	2018 BUDGET:	% BUDGET	
2018-2019 Budget																		
INCOME:																		
4012-15	INTEREST INCOME	85,000.00	27,295.94	-57,704.06	85,000.00		85,000.00			0.00		0.00		0.00		0.00		
4021-23	GROUNDWATER	958,496.92	842,800.88	-115,696.04	958,496.92		0.00			64,919.92		0.00		0.00		0.00		
4021	GROUNDWATER CHARGE-AG	23,926.20	14,635.55	-9,290.65	23,926.20		0.00			23,926.20	100.00%	0.00		0.00		0.00		
4023	GROUNDWATER CHARGE-NON AG	40,993.72	346,788.33	305,794.61	40,993.72		0.00	Adjusted Ag Non-Ag per schedule		40,993.72	100.00%	0.00		0.00		0.00		
4024	GROUNDWATER COUNCIL REVENUE	893,577.00	481,377.00	-412,200.00	893,577.00		0.00			893,577.00	100.00%	0.00		0.00		0.00		
4031-34	MINING	634,000.00	106,066.66	-527,933.34	634,000.00		0.00			0.00		0.00		634,000.00		0.00		
4032	CEMEX - ROYALTY/LEASE	586,000.00	97,666.66	-488,333.34	586,000.00		0.00			0.00		0.00		586,000.00	100.00%	0.00		
4036,40,80	MISCELLANEOUS	80,000.00	12,049.50	-67,950.50	80,000.00		7,500.00			30,000.00		0.00		42,500.00		0.00		
4036	AGGREGATE MAINTENANCE	40,000.00	10,869.50	-29,130.50	40,000.00		0.00			0.00		0.00		40,000.00	100.00%	0.00		
4050	PROPERTY TAX	104,135.47	0.00	-104,135.47	104,135.47		104,135.47	100.00%	+5%	0.00		0.00		0.00		0.00		
4055	SBVMWD LEASE AGREEMENT	385,696.19	0.00	-385,696.19	395,205.47		192,848.10	50.00%	+1.4% CPI	192,848.10	50.00%	0.00		0.00	0.00%	0.00		
4062-66	RENTALS	228,598.18	55,773.95	-172,824.23	218,590.18		0.00			0.00		228,598.18		0.00		0.00		
4080	EXCHANGE PLAN	30,000.00	0.00	-30,000.00	30,000.00		0.00			30,000.00	100.00%	0.00		0.00		0.00		
4025	WASH PLAN REVENUE *Reserve CIP #5	100,000.00	28,952.83	-71,047.17	100,000.00		0.00		Processing Complete	0.00		0.00		0.00		100,000.00	100.00%	
4086	PLUNGE CREEK IRWMP	150,000.00	0.00	-150,000.00	150,000.00		0.00		Per Plunge Creek Budget/schedule	0.00		0.00		150,000.00	100.00%	0.00		
TOTAL INCOME:		2,848,149.76	1,072,939.76	-1,775,210.00	2,847,651.04		389,483.57			1,203,568.02		228,598.18		826,500.00		200,000.00		
EXPENSES:																		
5000	MISCELLANEOUS	3,000.00	5,000.00	2,000.00	5,000.00		3,000.00	100.00%		0.00		0.00		0.00		0.00		
5100	PROFESSIONAL SERVICES	542,225.00	168,853.80	-373,371.20	500,000.00		99,545.00			139,613.50		16,183.75		276,882.75		10,000.00		
5120	MISC. PROFESSIONAL SERVICES	130,000.00	79,948.38	-50,051.62	130,000.00		39,000.00	30.00%	Includes GSC Support	27,300.00	21.00%	0.00	0.00%	63,700.00	49.00%	0.00		
5122	WASH PLAN PROFESSIONAL SERVICES	30,000.00	5,768.75	-24,231.25	30,000.00		0.00		Per Wash Plan Budget	0.00		0.00		0.00		30,000.00	100.00%	Per Wash Plan Budget
52-53	FIELD OPERATIONS	135,680.00	5,482.26	-130,197.74	135,680.00		0.00			124,280.00	100.00%	0.00		0.00		0.00		
5400	UTILITIES	28,474.30	6,303.86	-22,170.44	28,474.30		12,722.04			9,775.32		5,197.19		779.75		0.00		
6000	GENERAL ADMINSTRATION	299,396.24	44,444.00	-254,952.24	299,396.24		106,903.80			51,908.84		89,743.07		41,840.53		9,000.00		
6100	BENEFITS:	347,240.26	83,713.20	-263,527.06	347,240.26		55,766.79			222,020.83		22,258.82		73,759.62		48,314.74		
6160	PAYROLL TAXES - EMPLOYER	56,821.10	9,988.98	-46,832.12	56,821.10		9,125.47	16.06%	Consolidated costs 2014	35,263.97	50.87%	3,535.41	5.10%	11,715.37	16.90%	7,673.92	11.07%	
6170	PERS RETIREMENT	146,798.16	50,730.81	-96,067.35	146,798.16		23,575.78	16.06%	Noticed Increase	91,104.99	50.87%	9,133.78	5.10%	30,266.84	16.90%	19,825.68	11.07%	
6170.01	PERS EMPLOYEE CONTRIBUTION	-30,611.86	-12,391.89	18,219.97	-30,611.86		-4,916.26	16.06%		-15,572.25	50.87%	-1,561.20	5.10%	-5,173.40	16.90%	-3,388.73	11.07%	
SALARIES:																		
6200	SALARIES	826,099.77	179,791.48	-646,308.29	826,099.77		123,985.17			508,498.15		49,376.20		185,688.24		113,017.23		
INSURANCE:																		
6300	INSURANCE	38,800.00	34,302.50	-4,497.50	38,800.00		1,940.00	5.00%	Labor Total \$ 826,099.77	29,100.00	75.00%	5,820.00	15.00%	1,940.00	5.00%	0.00		0.11
6400	DIRECTOR'S EXPENSES	205,342.00	18,709.40	-186,632.60	205,342.00		205,342.00	100.00%	5% increase option included	0.00		0.00		0.00		0.00		
6500	ADMINISTRATIVE/STAFF EXPENSES	13,345.00	3,858.28	-9,486.72	13,345.00		5,915.25	40.00%		4,640.75	50.00%	0.00		2,789.00	10.00%	0.00		
8010	Capital Reserve GWE/Rate Stabilization	0.00	0.00	0.00	0.00		0.00	0.00%		0.00	100.00%	0.00		0.00		0.00		
TOTAL EXPENSES:		2,784,102.57	556,227.53	-2,227,875.04	2,786,102.57		615,120.04			1,204,337.39		188,579.03		795,079.90		210,331.96		
Operating Revenue		2,848,149.76	1,072,939.76	-1,775,210.00	2,847,651.04		389,483.57			1,203,568.02		228,598.18		826,500.00		200,000.00		
NET OPERATING REVENUE		64,047.19		452,665.04			-225,636.48			-769.38		40,019.15		31,420.10		-10,331.96		Significant Carryover From Prior year
OVERHEAD							229,345.76											
NET GENERAL FUND ANNUAL							3,709.28											

1ST QUARTER		2018-2019 Budget	Expended/ Received to Date as of 09/30/18	Actual Over/Under Budget	Projected Annual Costs (7/1/18- 6/30/19)	Notes	GENERAL FUND			GROUNDWATER RECHARGE ENTERPRISE		REDLANDS PLAZA & LEASED PROPERTY- MENTONE HOUSE		LAND RESOURCE		WASH PLAN	
GL ACCT:	GL DESCRIPTION:						2018 BUDGET:	% BUDGET	BASIS:	2018 BUDGET:	% BUDGET	2018 BUDGET:	% BUDGET	2018 BUDGET:	% BUDGET	2018 BUDGET:	% BUDGET
2018-2019 Budget																	
Multiyear Capital projects						Cost-To-Date											
7010	MATERIALS	12,000.00	0.00	-12,000.00	12,000.00		0.00			6,000.00	50.00%	0.00		0.00		6,000.00	50.00%
7055	PLUNGE CREEK PROJECT CIP #2	462,228.00	0.00	-462,228.00	462,228.00	0.00	0.00		Net of Grant Funds \$710 K Total	92,445.60	20.00%	0.00		369,782.40	80.00%	0.00	
	LAND & BUILDINGS																
7100	CAPITAL REPAIRS	540,000.00	10,500.00	-529,500.00	540,000.00		0.00			355,000.00	60.00%	0.00	0.00%	185,000.00	40.00%	0.00	
7200	EQUIPMENT & VEHICLES	161,500.00	4,259.28	-157,240.72	161,500.00		7,250.00	8.30%		149,250.00	91.70%	0.00		4,000.00		1,000.00	
7150	MILL CREEK DIVERSION PROJECT CIP #1	479,200.00	0.00	-479,200.00	479,200.00	172,997.75	0.00		MultiYear Total comitment \$750K	479,200.00	100.00%	0.00		0.00	0.00%	0.00	
7438	ENGINEERING SERVICES-OTHER	125,000.00	0.00	-125,000.00	125,000.00		0.00		CIP #4 and #7 Partial	37,500.00	30.00%	0.00		87,500.00	70.00%	0.00	
CAPITAL EXPENSE		1,779,928.00	14,759.28	-1,765,168.72	1,779,928.00		7,250.00			1,119,395.60		0.00		646,282.40		7,000.00	
CAPTIAL REVENUE		314,500.00					0.00			114,500.00		0.00		200,000.00		0.00	
CAPITAL SUBTOTAL ANNUAL NET		-1,465,428.00					-7,250.00			-1,004,895.60		0.00		-446,282.40		-7,000.00	
RESERVE CONTRIBUTION OR (-USE)		-1,401,380.81		-1,401,381	TOTAL		-3,540.72			-1,005,664.98 o Capital Pr		40,019.15		-414,862.30		-17,331.96	

# San Bernardino Valley Water Conservation District

## Quarterly Investment Report

Investment Instruments	Beginning Balance as of July 1, 2018	1st Quarter Balance ending Sept 30, 2018	Rate Effective Yield to Date	Cumulative Unrealized Gain (Loss)
<b>Pooled Money Investment Accounts</b>				
LAIF	\$ 456,175.70	\$ 3,458,340.29	2.00%	\$ 2,164.59
CalTRUST Short-Term Fund	\$ 3,048,113.21	\$ 3,064,397.62	0.53%	\$ (1,769.21)
<b>Investment Accounts</b>				
UBS Financial Services				
CDs	\$ 1,854,730.41	\$ 1,861,764.26	see back	\$ (15,687.99)
Cash Dep Acct	\$ 5,983.34	\$ 2,227.75		
California Credit Union				
Money Market	\$ 3,045,716.56	\$ -	N/A	\$ -
24 Mo. CD	\$ 256,804.25	\$ 251,110.54	1.40%	
<b>OPEB-Other Postemployment Benefits</b>				
CERBT-CA Employers' Retiree Benefit Trust	\$ 101,912.38	\$ 104,066.02	2.07%	-
<b>TOTAL</b>	<b>\$ 8,769,435.85</b>	<b>\$ 8,741,906.48</b>		<b>\$ (15,292.61)</b>

**Net Change**

**\$ (27,529.37)**  
**-0.31%**

	Beginning Balance as of July 1, 2018	1st Quarter Balance ending Sept 30, 2018
<b>Banking Institutions</b>		
Citizen's Business Bank	\$ 862,874.97	\$ 1,433,989.19
<b>Cash and Cash Equivalents</b>	<b>\$ 862,874.97</b>	<b>\$ 1,433,989.19</b>
Change in Value		\$ 571,114.22



Description	NAV	Annual Yield	Average Maturity	Shares
LAIF	\$0.998	1.69%	.50 years (182.5 days)	
CalTrust Short-Term Fund	\$10.01	1.82%	.93 years (339.45 days)	306,133.628
CERBT	\$15.36	2.07%		6,419.779
Cal Credit Union-CD	\$1.00	1.40%		
UBS-CD's	see below			

#### UBS Investments

Certificates of Deposit (CDs)	Price	Annual Yield	Maturity	Shares	Purchase Price	Market Value as of 09/30/18	CD Length
1. Ally Bank UT US RT	\$1.998	1.15%	12/10/2018	245,000	\$244,855.45	\$244,534.50	2.5 yr
fixed rate CD (ZBCBO)							
2. JPMorgan Chase Bank OH US RT	\$0.992	1.36%	6/17/2019	245,000	\$244,767.25	\$243,052.25	3 yr
fixed rate CD (ZBCFK)							
3. American Express Natl UT US	\$0.9990	3.00%	6/19/2021	245,000	\$245,000.00	\$244,759.90	3 yr
fixed rate CD (Cusip: 02589AAD4)							
4. Capital One NA VA US	\$0.981	2.04%	11/16/2020	200,000	\$200,000.00	\$196,172.00	3 yr
fixed rate CD (Cusip: 14042RKF7)							
5. Wells Fargo Bank NA SD US	\$0.9998	2.80%	6/29/2020	200,000	\$200,000.00	\$199,968.00	2 yr
fixed rate CD (Cusip: 949763RW8)							
6. Discover BK GREENW DE US	\$0.9837	2.24%	12/28/2020	245,000	\$245,000.00	\$241,016.30	3 yr
fixed rate CD (Cusip: 254673JS6)							
7. Goldman Sachs Bank NY US	\$0.983	1.88%	7/13/2020	245,000	\$245,000.00	\$240,842.35	3 yr
fixed rate CD (Cusip: 38148PLJ4)							
8. Comenity Cap Bk Salt Lake City RT	\$0.996	1.10%	2/28/2019	245,000	\$245,014.26	\$243,944.05	2.5 yr
						\$7,474.91	accrued interest
			Total Cash Withdrawals	\$2,476.27			
				TOTAL	\$1,869,636.96	\$1,861,764.26	

#### California Credit Union

Certificate of Deposit (CD)	Price	Annual Yield	Maturity	Shares	Market Value	CD Length
CCU Share Certificate	\$1.00	1.40%	6/30/2020	250,000	\$250,000.00	\$ 251,110.54 2 yr



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1614

**To: Board of Directors**

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

**Date: December 12, 2018**

**Subject: 2019 Per Diem Rate**

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**RECOMMENDATION**

The Finance & Administration Committee recommends the Board increase the Board Per Diem Rate based on the CPI-U thereby increasing it by approximately 4% (\$9.00) to \$225 for Calendar Year 2019 and approve Resolution No. 563.

**BACKGROUND**

The Board increased the 2018 per diem rate by 5% after reviewing the Bureau of Labor Statistics (BLS) Consumer Price Index (CPI-U). The Board suggested that future increases should consider the most recent CPI-U. The Finance & Administration Committee (Committee) met on November 19 and reviewed the Current and past Board Per Diem Rate and increase history. The most recent annual CPI-U is 3.5%. The Board in May approved a budget containing a 5% increase in the per diem. Based on these foundations the Committee recommends the per diem rate be increased by \$9.00 from \$216.00 to \$225.00 for calendar year 2019.

The Draft Resolution No. 563 is attached for the Board's consideration or revision.

**ATTACHMENTS**

Resolution No. 563

**BOARD OF  
DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

**GENERAL  
MANAGER**

Daniel B. Cozad

**RESOLUTION NO. 563**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
AMENDING DISTRICT POLICY TO ALLOW  
FOR A 3% INCREASE IN PER DIEM COMPENSATION**

**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 May 14, 2014 Board meeting; and

**WHEREAS**, the Board of Directors voted to increase 2018 per diem rate compensation by five percent for the calendar year of 2018 on December 13, 2017; 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 in consideration of the CPI-U All West October 2018 percentage; and

**WHEREAS**, the District's current policy allows for a director to attend ten meetings per month and receive compensation at a per diem rate of two hundred and sixteen dollars (\$216) 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 4% effective January 1, 2019; from Two Hundred Sixteen Dollars (\$216) to Two Hundred Twenty Five Dollars (\$225).

Section 3. Each director shall receive per diem compensation in an amount of two hundred and twenty five dollars (\$225) per meeting for calendar year 2019 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;

**PASSED, APPROVED, AND ADOPTED** at the regular meeting of the Board of Directors of the San Bernardino Valley Water Conservation District this 12th day of December, 2018, by the following vote:

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

\_\_\_\_\_  
Richard Corneille, President

ATTEST:

\_\_\_\_\_  
Daniel Cozad, Secretary



**San Bernardino Valley  
Water Conservation District**

Helping Nature Store Our Water

Memorandum No. 1615

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: December 12, 2018**

**Subject: Unaudited Financial Reports, November 2018**

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**RECOMMENDATION**

Review and approve the unaudited financials for November 2018.

**BACKGROUND**

Each month staff presents the unaudited financials for the District. The reports submitted with this Board Letter have a closing date of November 30, 2018.

**DISCUSSION**

The Enhanced Recharge Agreement payment has been received. Citizens Business Bank balance will reflect receipt of this payment in December. Property Tax revenue is being received slower than budgeted and should balance out in the next few months. Board of Director expenses appear to be well below budget due to unused budgeted election funds.

**FISCAL IMPACT**

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

**POTENTIAL MOTIONS**

1. Move approval of the Unaudited Financials for November 2018 as presented.
2. Move to request this item be tabled and referred to Finance & Administration Committee for reconsideration of specific issues discussed.

**ATTACHMENTS OR MATERIALS**

Graph Financials for November 2018  
Profit & Loss to Date vs. Annual Budget

**BOARD OF  
DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

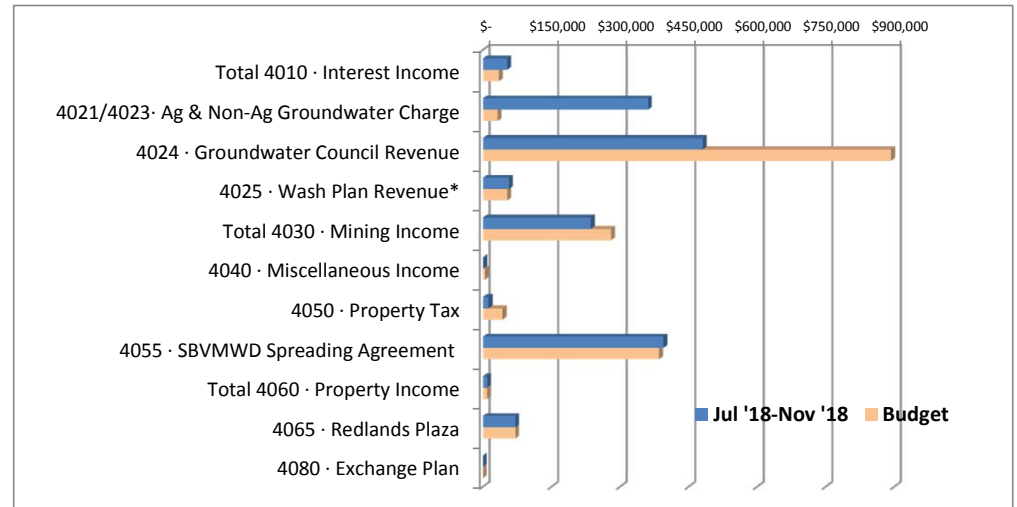
**GENERAL  
MANAGER**

Daniel B. Cozad

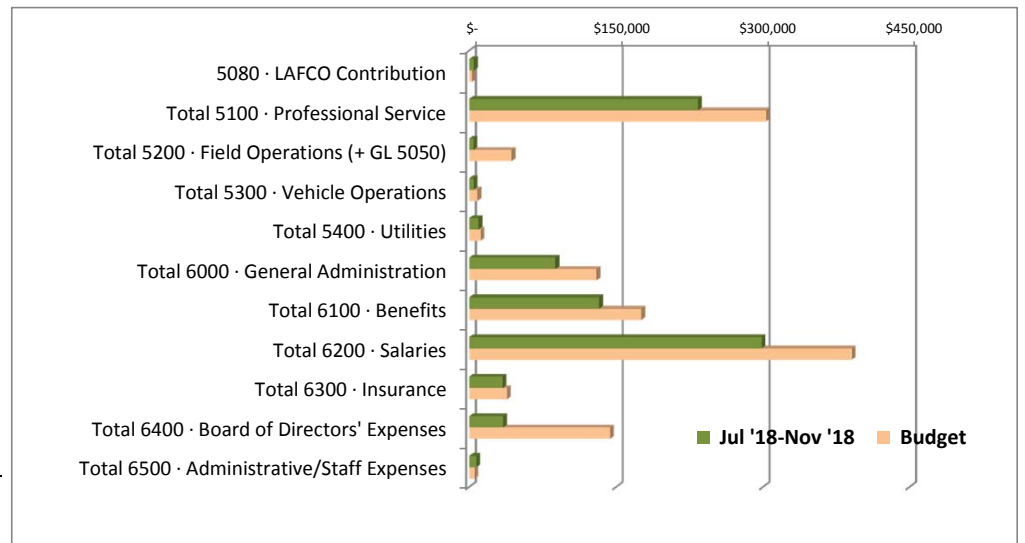
**SBVWCD - All Enterprises Budget and Actual**
**November 2018**

<b>REVENUE</b>	<b>Jul '18-Nov '18</b>	<b>Budget</b>
Total 4010 · Interest Income	\$ 53,448	\$ 35,417
4021/4023· Ag & Non-Ag Groundwater Charge	\$ 361,802	\$ 32,460
4024 · Groundwater Council Revenue	\$ 481,377	\$ 893,577
4025 · Wash Plan Revenue*	\$ 57,204	\$ 53,433
Total 4030 · Mining Income	\$ 236,656	\$ 280,833
4040 · Miscellaneous Income	\$ 1,180	\$ 4,167
4050 · Property Tax	\$ 12,774	\$ 43,390
4055 · SBVMWD Spreading Agreement	\$ 395,205	\$ 385,696
Total 4060 · Property Income	\$ 9,660	\$ 9,500
4065 · Redlands Plaza	\$ 70,918	\$ 71,166
4080 · Exchange Plan	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 1,680,225</b>	<b>\$ 1,809,639</b>

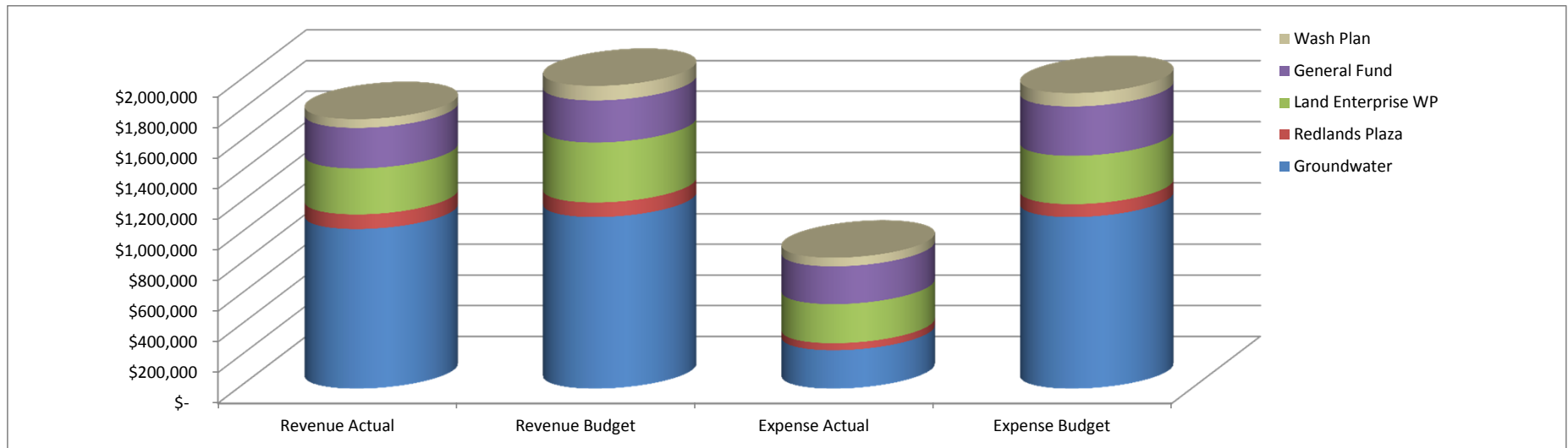
\*District loans to the WP



<b>EXPENSES Operating and Capital</b>	<b>Jul '18-Nov '18</b>	<b>Budget</b>
5080 · LAFCO Contribution	\$ 5,000	\$ 3,000
Total 5100 · Professional Service	\$ 233,680	\$ 303,267
Total 5200 · Field Operations (+ GL 5050)	\$ 4,464	\$ 43,408
Total 5300 · Vehicle Operations	\$ 4,835	\$ 8,537
Total 5400 · Utilities	\$ 9,660	\$ 11,864
Total 6000 · General Administration	\$ 88,243	\$ 130,138
Total 6100 · Benefits	\$ 132,816	\$ 175,884
Total 6200 · Salaries	\$ 298,790	\$ 391,194
Total 6300 · Insurance	\$ 34,303	\$ 38,800
Total 6400 · Board of Directors' Expenses	\$ 34,801	\$ 143,892
Total 6500 · Administrative/Staff Expenses	\$ 7,487	\$ 5,562
<b>Total Expense</b>	<b>\$ 854,079</b>	<b>\$ 1,255,546</b>



## Enterprises to Date (November 2018)



Enterprise	Actual	Budget	% of Budget
Groundwater Revenue	\$ 1,040,782	\$ 1,118,885	93%
Groundwater Expense	\$ 250,399	\$ 456,404	55%
Revenue -Expense	\$ 790,383	\$ 662,481	
Redlands Plaza Revenue	\$ 95,491	\$ 95,249	100%
Redlands Plaza Expense	\$ 45,858	\$ 84,264	54%
Revenue -Expense	\$ 49,633	\$ 10,985	
Land Enterprise Revenue	\$ 300,547	\$ 391,875	77%
Land Enterprise Expense	\$ 254,880	\$ 316,052	81%
Revenue -Expense	\$ 45,667	\$ 75,823	
General Fund Revenue *	\$ 264,705	\$ 274,780	96%
General Fund Expense	\$ 246,164	\$ 322,020	76%
Revenue -Expense	\$ 18,541	\$ (47,241)	
Wash Plan Revenue	\$ 57,204	\$ 95,100	60%
Wash Plan Expense	\$ 56,778	\$ 87,638	65%
Revenue-Expense	426	7,462	
Total All Revenue - Expense	\$ 904,650	\$ 709,509	

Cash Status	As of 7/1/2018	As of 11/30/18
LAIF	\$ 456,175.70	\$ 3,470,049.37
Cal Trust	\$ 3,048,113.21	\$ 3,073,560.98
Citizens Bank	\$ 862,874.97	\$ 1,035,230.18
UBS Financial Services	\$ 1,860,713.75	\$ 1,863,056.68
Cal Credit Union	\$ 3,302,520.81	\$ 251,694.55
Total Cash	\$ 9,530,398.44	\$ 9,693,591.76
Less Prepaid Royalty	\$ (5,000,000.00)	\$ (5,000,000.00)
<b>Cash Position</b>	<b>\$ 4,530,398.44</b>	<b>\$ 4,693,591.76</b>

Increase (decrease) of  
Percent Increase \$ 163,193.32  
3.6%

\* General Fund Revenue shown here does not include overhead

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

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4010 · Interest Income				
4012 · LAIF	11,709.08	4,500.00	7,209.08	260.2%
4013 · Caltrust Investment Income	25,447.77	32,500.00	-7,052.23	78.3%
4014 · CalCredit Union Interest Income	3,130.38	26,000.00	-22,869.62	12.04%
4015 · UBS Interest Income	13,160.92	22,000.00	-8,839.08	59.82%
<b>Total 4010 · Interest Income</b>	<b>53,448.15</b>	<b>85,000.00</b>	<b>-31,551.85</b>	<b>62.88%</b>
4020 · Groundwater Charge				
4021 · Assessments - Ag	14,635.55	23,926.20	-9,290.65	61.17%
4023 · Assessments - Non-Ag	347,166.35	40,993.72	306,172.63	846.88%
4024 · Groundwater Council Revenue	481,377.00	893,577.00	-412,200.00	53.87%
<b>Total 4020 · Groundwater Charge</b>	<b>843,178.90</b>	<b>958,496.92</b>	<b>-115,318.02</b>	<b>87.97%</b>
4025 · Wash Plan Revenue	57,203.85	100,000.00	-42,796.15	57.2%
4030 · Mining Income				
4031 · Plant Site - CEMEX	20,000.00	48,000.00	-28,000.00	41.67%
4032 · Cemex - Royalty / Lease	195,333.32	586,000.00	-390,666.68	33.33%
4036 · Aggregate Maintenance	21,322.50	40,000.00	-18,677.50	53.31%
<b>Total 4030 · Mining Income</b>	<b>236,655.82</b>	<b>674,000.00</b>	<b>-437,344.18</b>	<b>35.11%</b>
4040 · Miscellaneous Income				
4041 · Reimbursed Expenses	0.00			
4040 · Miscellaneous Income - Other	1,180.00	10,000.00	-8,820.00	11.8%
<b>Total 4040 · Miscellaneous Income</b>	<b>1,180.00</b>	<b>10,000.00</b>	<b>-8,820.00</b>	<b>11.8%</b>
4050 · Property Tax	12,774.06	104,135.47	-91,361.41	12.27%
4055 · SBVMWD Spreading Agreement Reim	395,205.47	385,696.20	9,509.27	102.47%
4060 · Property Income				
4062 · Mentone Property	9,660.00	22,800.00	-13,140.00	42.37%
<b>Total 4060 · Property Income</b>	<b>9,660.00</b>	<b>22,800.00</b>	<b>-13,140.00</b>	<b>42.37%</b>
4065 · Redlands Plaza	70,918.27	170,798.18	-99,879.91	41.52%
4066 · Redlands Plaza CAM	14,912.86	35,000.00	-20,087.14	42.61%
4080 · Exchange Plan	0.00	30,000.00	-30,000.00	0.0%
4086 · Plunge Creek IRWMP	0.00	150,000.00	-150,000.00	0.0%
4998 · Rate Stabilization From Reserve	0.00	22,223.00	-22,223.00	0.0%
4999 · Trust Reimbursement-Wash Plan	0.00	100,000.00	-100,000.00	0.0%
<b>Total Income</b>	<b>1,695,137.38</b>	<b>2,848,149.77</b>	<b>-1,153,012.39</b>	<b>59.52%</b>
<b>Gross Profit</b>	<b>1,695,137.38</b>	<b>2,848,149.77</b>	<b>-1,153,012.39</b>	<b>59.52%</b>
<b>Expense</b>				
5040 · Regional Programs				
5080 · LAFCO Contribution	5,000.00	3,000.00	2,000.00	166.67%
<b>Total 5040 · Regional Programs</b>	<b>5,000.00</b>	<b>3,000.00</b>	<b>2,000.00</b>	<b>166.67%</b>
5050 · Basin Cleaning	0.00	50,000.00	-50,000.00	0.0%
5100 · Professional Service				
5120 · Misc. Professional Services	105,248.71	130,000.00	-24,751.29	80.96%
5122 · Wash Plan Professional Services	14,421.89	30,000.00	-15,578.11	48.07%
5124 · Plunge Creek Prof Services	73,831.05	150,000.00	-76,168.95	49.22%
5125 · Engineering Services	0.00	18,000.00	-18,000.00	0.0%
5130 · Aerial Photography & Surveying	0.00	1,000.00	-1,000.00	0.0%
5160 · IT Support	1,395.00	7,000.00	-5,605.00	19.93%
5170 · Audit	22,750.00	26,225.00	-3,475.00	86.75%
5175 · Legal - Wash Plan	32.50	10,000.00	-9,967.50	0.33%
5180 · Legal	16,000.50	175,000.00	-158,999.50	9.14%
<b>Total 5100 · Professional Service</b>	<b>233,679.65</b>	<b>547,225.00</b>	<b>-313,545.35</b>	<b>42.7%</b>
5123 · Temp. Field Labor	0.00	11,000.00	-11,000.00	0.0%
5133 · Regional River HCP Contribution	0.00	25,000.00	-25,000.00	0.0%
5143 · SBVCT District Contribution	0.00	0.00	0.00	0.0%
5200 · Field Operations				
5210 · Equipment Maintenance	1,341.61	6,180.00	-4,838.39	21.71%
5215 · Property Maintenance	3,122.50	42,000.00	-38,877.50	7.44%
5220 · Maintenance Materials/Shop/Fld	0.00	0.00	0.00	0.0%
5225 · Field Clean Up-Illegal dumping	0.00	6,000.00	-6,000.00	0.0%
<b>Total 5200 · Field Operations</b>	<b>4,464.11</b>	<b>54,180.00</b>	<b>-49,715.89</b>	<b>8.24%</b>
5300 · Vehicle Operations				
5310 · Vehicle Maintenance	788.67	8,000.00	-7,211.33	9.86%



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

	Jul - Nov 18	Budget	\$ Over Budget	% of Budget
5320 • Fuel	4,046.07	12,500.00	-8,453.93	32.37%
Total 5300 • Vehicle Operations	4,834.74	20,500.00	-15,665.26	23.58%
5400 • Utilities				
5410 • Alarm Service	516.00	1,500.00	-984.00	34.4%
5420 • Electricity	3,174.31	9,747.00	-6,572.69	32.57%
5430 • Mobile Phone	1,350.00	3,550.00	-2,200.00	38.03%
5440 • Telephone	2,591.45	8,000.00	-5,408.55	32.39%
5450 • Natural Gas	18.01	942.30	-924.29	1.91%
5460 • Water / Trash / Sewer	718.33	2,160.00	-1,441.67	33.26%
5470 • Internet Services	1,292.38	2,575.00	-1,282.62	50.19%
Total 5400 • Utilities	9,660.48	28,474.30	-18,813.82	33.93%
6000 • General Administration				
6001 • General Administration - Other	480.12	4,500.00	-4,019.88	10.67%
6002 • Website Administration	1,292.94	3,300.00	-2,007.06	39.18%
6003 • Property Tax	0.00	235.10	-235.10	0.0%
6004 • Meeting Expenses	897.73	2,000.00	-1,102.27	44.89%
6006 • Permits	50.00	10,000.00	-9,950.00	0.5%
6007 • Inter District Costs	0.00	10,000.00	-10,000.00	0.0%
6009 • Licenses	1,207.74	1,217.88	-10.14	99.17%
6010 • Surety Bond	1,210.00	1,900.00	-690.00	63.68%
6012 • Office Maintenance	2,024.69	3,180.00	-1,155.31	63.67%
6013 • Office Lease Payment	25,000.00	60,000.00	-35,000.00	41.67%
6015 • Mentone House Maintenance	2,645.09	5,000.00	-2,354.91	52.9%
6016 • Redlands Plaza Maintenance	3,823.47	40,000.00	-36,176.53	9.56%
6018 • Janitorial Services	3,230.00	9,108.89	-5,878.89	35.46%
6019 • Janitorial Supplies	161.10	500.00	-338.90	32.22%
6020 • Vacancy Marketing-Redlands Plaz	104.22	5,500.00	-5,395.78	1.9%
6026 • Redlands Plaza CAM expenses	11,710.49	29,355.00	-17,644.51	39.89%
6027 • Computer Software	0.00	600.00	-600.00	0.0%
6030 • Office Supplies	448.42	3,750.67	-3,302.25	11.96%
6033 • Office Equipment Rental	3,023.85	9,500.00	-6,476.15	31.83%
6036 • Printing	767.62	980.00	-212.38	78.33%
6039 • Postage and Overnight Delivery	103.50	1,200.00	-1,096.50	8.63%
6042 • Payroll Processing	861.62	2,523.50	-1,661.88	34.14%
6045 • Bank Service Charges	99.74	2,575.00	-2,475.26	3.87%
6051 • Uniforms	737.97	2,200.00	-1,462.03	33.54%
6060 • Outreach	690.00	60,000.00	-59,310.00	1.15%
6087 • Educational Reimbursement	1,275.00	5,000.00	-3,725.00	25.5%
6090 • Subscriptions/Publications	830.47	1,210.00	-379.53	68.63%
6091 • Public Notices	187.95	3,200.00	-3,012.05	5.87%
6093 • Memberships	25,379.17	20,860.20	4,518.97	121.66%
Total 6000 • General Administration	88,242.90	299,396.24	-211,153.34	29.47%
6100 • Benefits				
6110 • Vision Insurance	828.10	2,731.16	-1,903.06	30.32%
6120 • Workers' Comp. Insurance	3,165.94	14,867.37	-11,701.43	21.3%
6130 • Dental Insurance	3,509.60	11,659.41	-8,149.81	30.1%
6150 • Medical Insurance				
6150.01 • Medical Employee Contribution	-7,450.96	-27,635.26	20,184.30	26.96%
6150 • Medical Insurance - Other	63,951.50	209,888.74	-145,937.24	30.47%
Total 6150 • Medical Insurance	56,500.54	182,253.48	-125,752.94	31.0%
6160 • Payroll Taxes-Employer	15,019.88	67,314.14	-52,294.26	22.31%
6170 • PERS Retirement				
6170.01 • PERS Employee Contributions	-16,700.08	-30,611.84	13,911.76	54.55%
6170 • PERS Retirement - Other	70,492.40	173,907.07	-103,414.67	40.54%
Total 6170 • PERS Retirement	53,792.32	143,295.23	-89,502.91	37.54%
Total 6100 • Benefits	132,816.38	422,120.79	-289,304.41	31.46%
6200 • Salaries				
6230 • Regular Salaries	298,789.89	980,564.97	-681,775.08	30.47%
Total 6200 • Salaries	298,789.89	980,564.97	-681,775.08	30.47%
6300 • Insurance				
6310 • Property/ Auto Insurance	2,431.50	7,000.00	-4,568.50	34.74%
6320 • General Liability Insurance	31,871.00	31,800.00	71.00	100.22%
Total 6300 • Insurance	34,302.50	38,800.00	-4,497.50	88.41%

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

	<u>Jul - Nov 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>6400 · Board of Directors' Expenses</b>				
<b>6401 · Directors' Fees</b>				
6401.5 · Payroll Taxes-Directors	3,902.97			
6401 · Directors' Fees - Other	25,298.00	86,042.00	-60,744.00	29.4%
<b>Total 6401 · Directors' Fees</b>	<u>29,200.97</u>	<u>86,042.00</u>	<u>-56,841.03</u>	<u>33.94%</u>
6410 · Mileage	1,079.39	4,000.00	-2,920.61	26.99%
6415 · Air Fare	0.00	2,500.00	-2,500.00	0.0%
6420 · Other Travel	0.00	500.00	-500.00	0.0%
6425 · Meals	449.00	3,500.00	-3,051.00	12.83%
6430 · Lodging	941.59	3,800.00	-2,858.41	24.78%
6435 · Conf/Seminar Registrations	3,130.00	5,000.00	-1,870.00	62.6%
6440 · Election Fees / Re-Districting	0.00	100,000.00	-100,000.00	0.0%
<b>Total 6400 · Board of Directors' Expenses</b>	<u>34,800.95</u>	<u>205,342.00</u>	<u>-170,541.05</u>	<u>16.95%</u>
<b>6500 · Administrative/Staff Expenses</b>				
6510 · Mileage	558.82	1,800.00	-1,241.18	31.05%
6515 · Air Fare	1,487.89	2,000.00	-512.11	74.4%
6520 · Travel, Other (rental car, taxi)	470.87	1,000.00	-529.13	47.09%
6525 · Meals	599.15	1,545.00	-945.85	38.78%
6530 · Lodging	2,032.52	3,000.00	-967.48	67.75%
6535 · Conf/Seminar Registrations	2,338.00	4,000.00	-1,662.00	58.45%
<b>Total 6500 · Administrative/Staff Expenses</b>	<u>7,487.25</u>	<u>13,345.00</u>	<u>-5,857.75</u>	<u>56.11%</u>
Net Ordir 9999 · Contribution to Capital Maint.	0.00	314,500.00	-314,500.00	0.0%
<b>Other Total Expense</b>	<u>854,078.85</u>	<u>3,013,448.30</u>	<u>-2,159,369.45</u>	<u>28.34%</u>
	<u>841,058.53</u>	<u>-165,298.53</u>	<u>1,006,357.06</u>	<u>-508.81%</u>
<b>Other Expense</b>				
<b>7000 · Construction</b>				
7010 · Materials	0.00	12,000.00	-12,000.00	0.0%
7055 · Plunge Creek Expansion	0.00	462,228.00	-462,228.00	0.0%
<b>Total 7000 · Construction</b>	<u>0.00</u>	<u>474,228.00</u>	<u>-474,228.00</u>	<u>0.0%</u>
<b>7100 · Land &amp; Buildings</b>				
7110 · Property Capital Repairs	0.00	60,000.00	-60,000.00	0.0%
7130 · Mentone Property (House)-CapRep	10,500.00			
7140 · Mentone Property (Shop)-CapRep	0.00	200,000.00	-200,000.00	0.0%
7150 · Mill Creek Diversion	0.00	479,200.00	-479,200.00	0.0%
7160 · Mendoza Property	0.00	165,000.00	-165,000.00	0.0%
<b>Total 7100 · Land &amp; Buildings</b>	<u>10,500.00</u>	<u>904,200.00</u>	<u>-893,700.00</u>	<u>1.16%</u>
<b>7200 · Equipment &amp; Vehicles</b>				
7210 · Computer Hardware-Capital Purch	0.00	5,000.00	-5,000.00	0.0%
7220 · Computer Software	4,259.28	10,000.00	-5,740.72	42.59%
7230 · Field Equipment / Vehicles	0.00	145,000.00	-145,000.00	0.0%
7240 · Office Equipment	0.00	1,500.00	-1,500.00	0.0%
<b>Total 7200 · Equipment &amp; Vehicles</b>	<u>4,259.28</u>	<u>161,500.00</u>	<u>-157,240.72</u>	<u>2.64%</u>
<b>7400 · Professional Services Capital</b>				
7438 · Engineering Services-Other	0.00	125,000.00	-125,000.00	0.0%
<b>Net O Total 7400 · Professional Services Capital</b>	<u>0.00</u>	<u>125,000.00</u>	<u>-125,000.00</u>	<u>0.0%</u>
<b>Net In Total Other Expense</b>	<u>14,759.28</u>	<u>1,664,928.00</u>	<u>-1,650,168.72</u>	<u>0.89%</u>
	<u>-14,759.28</u>	<u>-1,664,928.00</u>	<u>1,650,168.72</u>	<u>0.89%</u>
	<u><b>826,299.25</b></u>	<u><b>-1,830,226.53</b></u>	<u><b>2,656,525.78</b></u>	<u><b>-45.15%</b></u>



## San Bernardino Valley Water Conservation District

Helping Nature Store Our Water

Memorandum No. 1616

**To: Board of Directors**

**From: General Manager, Daniel Cozad**

**Date: December 12, 2018**

**Subject: Appendix C Changes for CSDA Committee Appointment**

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### **RECOMMENDATION**

Review and consider a change to the Board Policy Manual Appendix C, due to appointment of Vice President McDonald to the California Special Districts Association (CSDA) Member Services Committee for the period from January 1, 2019 to December 31, 2019.

### **BACKGROUND**

Currently, David Raley is a member of the Audit Committee for CSDA, and previously Director Harrison was seated on the Member Services and Professional Development Committee for 2018. On October 10, 2018, the Board reviewed and approved Directors requests for the upcoming 2019 appointments. The appointments were submitted through a new process which requires submission via CSDA website for each director as approved by the Board. Although, Vice President McDonald did not request an appointment to the Member Services Committee she was invited to serve on the Member Services Committee. Vice President McDonald is willing to serve and now seeks Board approval to serve on the Committee. The Member Services Committee meets twice annually; locations are undetermined at this time, but will likely take place in Sacramento. Director McDonald was not appointed to the Legislative Committee.

### **FISCAL IMPACTS**

The District would be required to pay per diem and airfare to Sacramento possibly; estimated annual costs is \$1,430. This amount includes two days of per diem at proposed new rate of \$225 and two secured flights to Sacramento at the rate of \$490 each. The impact of the change in appointments is unlikely to be significantly different than previously approved, due to Vice President McDonald not being appointed to the Legislative Committee.

### **ATTACHMENTS**

CSDA Committee Information

1630 W. Redlands Blvd, Suite A  
Redlands, CA 92373  
Phone: 909.793.2503  
Fax: 909.793.0188  
www.sbvwd.org Email: info@sbvwd.org

#### **BOARD OF DIRECTORS**

Division 1:  
Richard Corneille

Division 2:  
David E. Raley

Division 3:  
T. Milford Harrison

Division 4:  
John Longville

Division 5:  
Melody McDonald

#### **GENERAL MANAGER**

Daniel B. Cozad

**Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA.

Commitment: Meets at least twice annually.

**Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs.

Commitment: Meets at least twice annually.

**Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks.

Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

**Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed.

Commitment: Minimum of one meeting in Sacramento.

**Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation.

Commitment: Meets at least three times annually. Financial experience preferred.

**No time to be on a committee?** View other ways to get involved with CSDA.

automatically have access to the group's community.

**Just click the appropriate button below:**

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LEGISLATIVE  
COMMITTEE

PROFESSIONAL  
DEVELOPMENT  
COMMITTEE

MEMBER  
SERVICES  
COMMITTEE

AUDIT  
COMMITTEE

ELECTIONS &  
BYLAWS  
COMMITTEE

FISCAL  
COMMITTEE

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# General Manager's Report

For November 10, 2018 to December 7, 2018  
Daniel B. Cozad



**San Bernardino Valley  
Water Conservation District**  
Helping Nature Store Our Water

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

- 1. Water Conservation – Plan Goal 1** – Thanksgiving rains augmented limited watershed flows providing intermittent recharge. Staff continues to recharge all possible available water. Most of the water recharged is State Project water. Santa Ana recharge totals for the Water Year beginning October 1, 2018, total 1,210 AF. The total recharge in Mill Creek is 440 AF. Total water recharge is over 1,650 AF for the water year of that amount about over 1,150 AF was from State Water Project imports.
- 2. Facility Maintenance and Cleanout – Plan Goal 1** – The initial Mill Creek cleaning and repairs are completed. Additional Sand is being removed for use and sales. Santa Ana maintenance is also finished, and all basins are functioning and ready for the expected winter rains. Further repairs and maintenance will be completed in early December depending on the rains.
- 3. Aggregate Management – Plan Goal 1** – Upland Rock continues to sell sand and rock and also supports District basin cleaning efforts. District staff and Upland will help stage rock for the Plunge Creek Conservation project.
- 4. Personnel/Administration/Staff** – Staff, completed work to create and review information for the Classification and Compensation Study by Koff and Associates. Staff completed worksheets and interviews for the study.
- 5. Finance/Budget/Audit** – Staff implemented the changes approved by the Board. Staff prepared information for the Finance and Administration Committee and for State Controllers reports.





6. **Mill Creek Diversion Engineering** – *Plan Goals 1/4* – SBC Flood Control and Staff continue to work with USACOE Section 408 permit staff. All requests have been supplied to the USACOE. All other permits will be timed to coordinate with the 408 permit. All requested information has been submitted to the USACOE for the 408 permit, and modeling engineering calculations have been requested.
7. **Plunge Creek Restoration Conservation Project** – *Plan Goals 1/4* – Regional Water Quality Control Board 401 certification permit is complete. The USACOE 404 permit is nearly complete awaiting COE's USFWS consultation. Permitting for the project requires a Section 7 consultation with USFWS which was initiated by the USACOE.
8. **Enhanced Recharge Project** – *Plan Goal 1* – J.F. Shea Construction has completed the initial phase of the project. The Enhanced Recharge Basins are scheduled for construction in 2020. Improvements at the Cuttle Weir are permitted in the River Habitat Conservation Plan and will follow its approval. Additional improvements proposed by SBVMWD for the Parshall Flume are underway with a share of the funding coming from the District. The sedimentation basin saw its first water this month with small flows as Edison did not use the river flows.



9. **Groundwater Council** – *Plan Goal 1* – The Groundwater Council met on December 10<sup>th</sup> to review participation and Budget Committee recommendations, and an oral report will be provided as part of the General Managers Report.
10. **Wash Plan** – *Plan Goal 4* – The Wash Plan has a separate report listed on the agenda. USFWS and BLM are reviewing documents at the Washington DC level and completing tasks to meet the requirements for Federal Registrar Publication. The cultural report will follow and is the last item to complete.
11. **Santa Ana River Wash Plan Land Exchange Act** – *Plan Goal 4* – HR-497 was heard in the Senate Energy and Natural Resources Markup Hearing on May 17<sup>th</sup> and passed out of committee. On July 31, 2018, the clean Committee Report was filed. As was predicted, an effort is underway to move a federal lands bill including the HR-497 during the lame duck session in December. The District and several Wash Plan Partners provided support letters. It is uncertain if there will be time to get the bill passed in this session of Congress.

- 12. Conservation Trust** – *Plan Goal 4* - The Conservation Trust Board of Directors last met on September 28, 2018. Staff continues to coordinate with the City of Highland and development interests adjoining the Wash Plan for Community Mitigation needs. Staff continues to work with a number of parties for mitigation lands. Staff is working with Wash Plan participants who may need more mitigation than expected for their projects to get their projects permitted.
- 13. Property/Redlands Plaza** – Staff continues to manage Redlands Plaza and various issues related to tenants and maintenance. One unit is vacant with one current tenant interested in leasing the unit.
- 14. Mining** – Mining efforts by CEMEX contractors continue on the Plant Site quarry. District Counsel drafted revisions to the existing lease to revise it for the Wash Plan implementation. CEMEX reviewed the draft providing extensive changes. Staff coordinated survey and follow-up for potential Robertson's mining area with Robertson's and USFWS Coordination and communications with permittees and resources agencies continue.
- 15. Public Outreach and Legislative** – *Plan Goal 5* – Staff continued working with the BTAC group on Conservation outreach and related efforts. Staff also continued coordination and efforts for school education with IERCD.
- 16. Community Recharge and Mitigation** – *Plan Goal 1 and 4* – The 2017 Community Strategic Plan (CSP) included this effort for planning and implementation. Based on staff efforts and in accordance with the resolution the District and SBVMWD are documenting the partnership to expand River HCP mitigation and Active Recharge Projects discussed below.
- 17. Active Recharge Partnership** – *Plan Goals 1, 2 and 4* – As a result of the Joint Board Meeting in September legal counsel and staff prepared a draft Partnership Agreement MOU for Active Recharge Projects and Habitat Conservation Easements. The revised agreement was approved by the Board and provided to SBVMWD for review and approval at a future meeting.
- 18. Current Board Action Implementation** – Many priority efforts have separate sections of the General Manager's Report, or independent Board requested reports. Staff and District Counsel worked closely on EHL/CBD v. USACOE settlement as well as other closed session property items. Staff worked with Thunderwheel to complete a year in review document provided as a handout.
- 19. Future Board Activities** – Expected short-term items for consideration or note
- Revised Memorandum of Agreement with IERCD when completed
  - Review and consideration of approval of the Memorandum of Agreement with the BLM in 2018
  - Partnership Agreement for Active Recharge if there are any changes
  - Budget Planning efforts
  - Potentially Federal Register Listing of Wash Plan



## 20. District Successes

- Additional permits for Plunge Creek Conservation project are being completed.
- Considerable work in the field in the fall prepared for the recharge waters being seen currently.
- Staff and Directors participated in committees and sessions at the ACWA Conference in San Diego including a retirement celebration for Tim Quin their Executive Director. In San Diego, they have lots of salty water, but it's pretty.



# San Bernardino Valley Water Conservation District

## Monthly Recharge Report

From: 11/1/2018

To: 11/30/2018



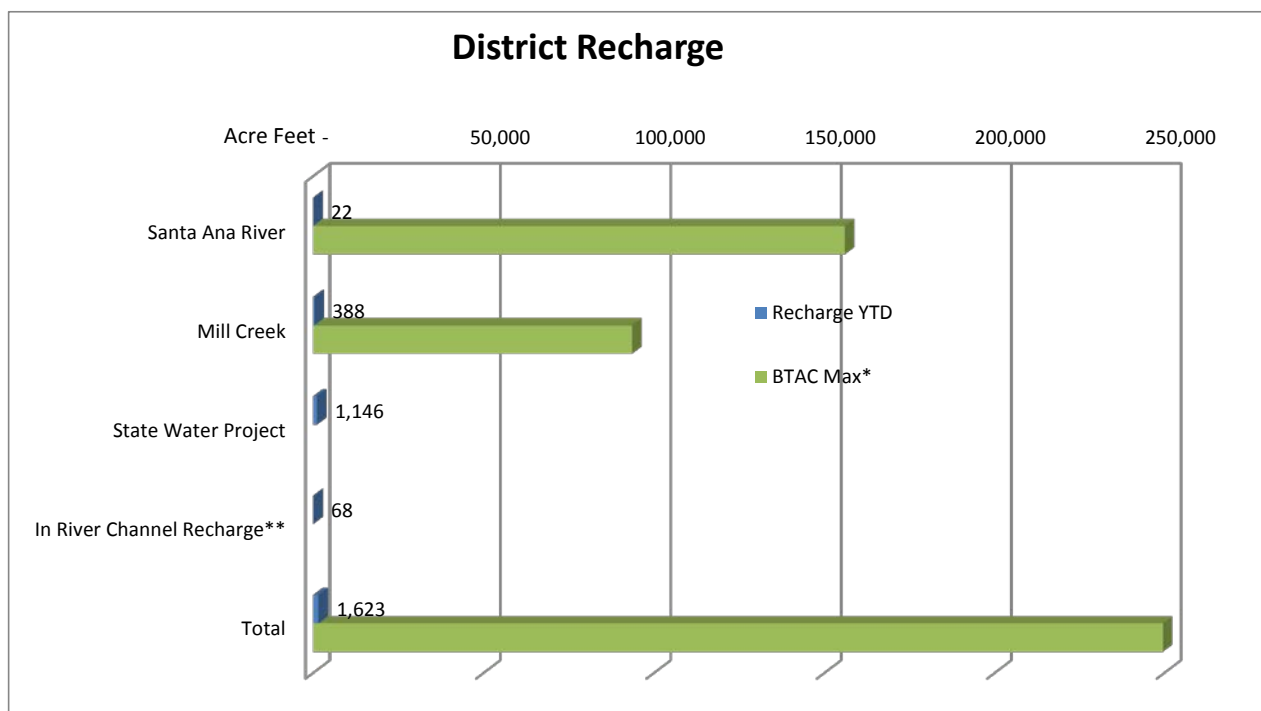
	November				
	Avg Daily Recharge	Monthly Recharge	Recharge YTD	BTAC Max*	% Max
Santa Ana River	0.6	17	22	156,000	0%
Mill Creek	3.7	111	388	93,600	0%
State Water Project	0.0	-	1,146	NA	NA
In River Channel Recharge**	2.2	65	68	NA	NA
<b>Total</b>	<b>6</b>	<b>192</b>	<b>1,623</b>	<b>249,600</b>	<b>1%</b>

Values in Acre Feet

\*BTAC Revised Max in December 2017

\*\*Monitoring began in Mid-April 2011

\*\*\* All Values Based on Water Year Oct-Sep 2018





## 2019 Board Calendar - San Bernardino Valley Water Conservation District

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

Jan. 9 Board Meeting  
 Jan. 23 2<sup>nd</sup> Qtr. Finance & Admin Mtg.

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

Jul. 10 Board Meeting  
 Jul. 24 4<sup>th</sup> Qtr. Finance & Admin Mtg.

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

Feb. 13 Board Meeting

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

Aug. 14 Board Meeting

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

Mar. 13 Board Meeting  
Engineering Investigation Report Presentation

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

Sept. 11 Board Meeting

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

Apr. 10 Board Meeting  
Public Meeting/Groundwater Charge  
 Apr. 24 Board Meeting  
Public Hearing/Groundwater Charge  
 Apr. 26 3<sup>rd</sup> Qtr. Finance & Admin Mtg.

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

Oct. 9 Board Meeting

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

May 22 Board Meeting  
 May 22 Budget Workshop (after Board meeting)

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

Nov. 13 Board Meeting  
 Nov. 20 1<sup>st</sup> Qtr. Finance & Admin Mtg.

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

Jun. 12 Board Meeting

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

Dec. 11 Board Meeting  
 (@ 9:30 a.m.)  
Holiday Luncheon