

# INLAND VALLEY DEVELOPMENT AGENCY

## SPECIAL MEETING AGENDA

THURSDAY, JANUARY 12, 2023

1:00 P.M. (Closed Session (if any), immediately followed by Open Session)

MAIN AUDITORIUM – Norton Regional Event Center, 1601 East Third Street, San Bernardino, CA



A regional joint powers authority dedicated to the reuse of Norton Air Force Base for the economic benefit of the East Valley

**Dawn Rowe, Co-Chair**  
*Supervisor, County of San Bernardino*  
**Phillip Dupper, Co-Chair**  
*Mayor, City of Loma Linda*  
**Vacant, Vice-Chair**  
*City of Colton*

### BOARD MEMBERS:

**Frank J. Navarro**  
*Mayor, City of Colton*  
**Rhodes Rigsby**  
*Councilmember, City of Loma Linda*  
**Vacant**  
*City of San Bernardino*  
**Curt Hagman**  
*Supervisor, County of San Bernardino*  
**Theodore Sanchez**  
*Councilmember, City of San Bernardino*  
**Ben Reynoso**  
*Councilmember, City of San Bernardino*

### ALTERNATE BOARD MEMBERS:

**Vacant**  
*City of Colton*  
**John Lenart**  
*Councilmember, City of Loma Linda*  
**Fred Shorett**  
*Councilmember, City of San Bernardino*  
**Joe Baca, Jr.**  
*Supervisor, County of San Bernardino*

- Full agenda packets are available at the IVDA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Agenda section of our website at [www.ivdajpa.org](http://www.ivdajpa.org). Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
- Recordings of the IVDA Board meetings are available in the Agenda section of our website at [www.ivdajpa.org](http://www.ivdajpa.org).
- In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the IVDA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable IVDA staff to make reasonable arrangements to ensure accessibility to this meeting.
- Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip, which must be turned in to the Clerk of the Board prior to speaking.
- Public comments for agenda items that are not public hearings will be limited to three minutes.
- Public comments for items that are not on the agenda will be limited to three minutes.
- The three-minute limitation shall apply to each member of the public and cannot be shared.
- An additional three minutes will be allotted to those who require translation services.

**ORDER OF BUSINESS – CLOSED SESSION**

This meeting of the governing Board of the Inland Valley Development Agency will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **RECESS TO CLOSED SESSION**

A. **CALL TO ORDER / ROLL CALL**

B. **CLOSED SESSION PUBLIC COMMENT**

The Closed Session Public Comment portion of the Inland Valley Development Agency Board meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services.

C. **CLOSED SESSION**

An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

D. **REPORT ON CLOSED SESSION**

Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

**ORDER OF BUSINESS – OPEN SESSION**

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

**E. ITEMS TO BE ADDED OR DELETED**

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the Inland Valley Development Agency subsequent to the posting of the agenda.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. Members shall note agenda item contractors and subcontractors which may require member abstentions due to possible conflicts of interest

**[PRESENTER: Jennifer Farris; PAGE#: 006]**

**G. INFORMATIONAL ITEMS**

It is intended that the following subject matters and their attachments are submitted to the Board members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items
  - a. Chief Executive Officer Report **[PRESENTER: Michael Burrows; PAGE#: 013]**
  - b. Report on Airport Gateway Specific Plan (AGSP) **[PRESENTER: Michael Burrows; PAGE#: 014]**
  - c. Policies and Procedures update **[PRESENTER: Catherine Pritchett; PAGE#: 015]**
  - d. 3<sup>rd</sup> and 5<sup>th</sup> Street U.S. Economic Development Administration (EDA) approvals **[PRESENTER: Myriam Beltran; PAGE#: 016]**
  - e. Report on audit of Fiscal Year 2021-22 **[PRESENTER: Mark Cousineau; PAGE#: 017]**

H. **BOARD CONSENT ITEMS**

The following consent items are expected to be routine and non-controversial and will be acted upon by the Board at one time unless the Board directs that an item be held for further discussion.

3. Receive Register of Demands – January 12, 2023  
**[PRESENTER: Mark Cousineau; PAGE#: 018]**
4. Receive and file Cash Report for November 30, 2022, for the Inland Valley Development Agency (IVDA)  
**[PRESENTER: Mark Cousineau; PAGE#: 023]**
5. Approve Amendment No. 1 to the professional services agreement with Desmond & Louis, Inc. in an amount not to exceed \$28,000 for consulting services related to marketing, media, public relations, and community outreach for Inland Valley Development Agency (IVDA)  
**[PRESENTER: Michael Burrows; PAGE#: 026]**
6. Approve Meeting Minutes: December 14, 2022  
**[PRESENTER: Jennifer Farris; PAGE#: 030]**

**BOARD ACTION ITEMS**

7. Consider and discuss the current governance structure of the Inland Valley Development Agency (IVDA) Board and election to fill vacant Vice-Chairperson position  
**[PRESENTER: Michael Lewin; PAGE#: 037]**
8. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023  
**[PRESENTER: Mark Cousineau; PAGE#: 039]**
9. Award a construction contract to AEC Moreno Corporation in an amount of \$338,645.00 for the Building 58 Improvements Project  
**[PRESENTER: Jeff Barrow; PAGE#: 042]**
10. Consider and discuss a report on the 3<sup>rd</sup> Street Corridor Project  
**[PRESENTER: Michael Burrows; PAGE#: 046]**

11. Review status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2023

[PRESENTER: Michael Burrows; PAGE#: 053]

J. **ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

K. **OPEN SESSION PUBLIC COMMENT**


Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

L. **BOARD MEMBER COMMENT**

Board members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the Inland Valley Development Agency Board, Wednesday, February 8, 2023.

	<p><b>TO: Inland Valley Development Agency Board</b></p> <p><b>DATE: January 12, 2023</b></p> <p><b>ITEM NO: 1</b></p> <p><b>PRESENTER: Jennifer Farris, Clerk of the Board</b></p>
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**SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF JANUARY 12, 2023**

### **SUMMARY**

This agenda contains recommendations for action relative to certain contractors/principals and their respective subcontractors. Care should be taken by each Board member to review and consider the information provided herein to ensure they are in compliance with applicable conflict of interest laws.

### **RECOMMENDED ACTION(S)**

Receive for information and consideration in accordance with applicable conflict of interest laws.

### **FISCAL IMPACT**

None.

PREPARED BY:	Jennifer Farris
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
APPROVED BY:	Michael Burrows

## **BACKGROUND INFORMATION**

The potential conflicts information provided in this report is intended to be used as a means for each voting member to verify campaign contributions from their individual campaign records. The following information is considered to be complete only to the best knowledge that has been disclosed to staff by the following listed contractors and in many instances may not be complete as of the date of publication of the agenda. Staff will endeavor to provide updates and supplements to the disclosure information to the extent additional contractor disclosure information becomes known to staff at or prior to each particular meeting time.

In addition to other provisions of law which prohibit Inland Valley Development Agency (IVDA) Board members from having financial interests in the contracts of public agencies, the provisions of California Government Code Section 84308 prohibit individual IVDA Board members from participating in any Board proceeding involving a license, permit, or other entitlement for use pending before the Board, if the individual member has received a contribution of more than two hundred fifty dollars (\$250.00) within the preceding twelve (12) months or for three (3) months following any such Board proceeding, from any person, company or entity who is the subject of the proceeding, including parent-subsidary and certain otherwise related business entities as defined in the California Code of Regulations, Title 2, Division 6, Section 18438.5, or from any person who actively supports or opposes a particular decision in the proceeding and who has a financial interest in such decision, as defined in California Government Code Section 87103.

The restrictions of Government Code Section 84308 do not apply if the individual member returns the contribution within thirty (30) days from the time he or she knows, or should have known, about the contribution and the proceeding.

This agenda contains recommendations for action relative to the following contractors/principals and their respective subcontractors (as informed to IVDA staff by the Principals):

<b><u>Agenda Item No.</u></b>	<b><u>Contractors/Tenants</u></b>	<b><u>Subcontractors/Subtenants</u></b>
5.	<u>Desmond &amp; Louis, Inc.</u> Nicole Desmond, Chief Executive Officer Lou Desmond, President Neil Derry, VP	None.
9.	<u>AEC Moreno Corporation</u> Hector Moreno, RMO/CEO	None.

### **Attachments:**

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438.5

CALIFORNIA CODES  
**GOVERNMENT CODE**  
SECTION 84308

**84308.** (a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of **government**, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars (\$250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars (\$250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his



or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars (\$250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars (\$250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

CALIFORNIA CODES  
**GOVERNMENT CODE**  
SECTION 87103

**87103.** A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

(a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.

(c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

**§ 18438.5. Aggregated Contributions Under Section 84308.**

For purposes of Section 84308:

(a) Notwithstanding the provisions of Regulation 18215.1, to determine whether a contribution of more than \$250 has been made by any party to a proceeding, contributions made by a party's parent, subsidiary, or otherwise related business entity, (as those relationships are defined in subdivision (b) below), shall be aggregated and treated as if received from the party for purposes of the limitations and disclosure provisions of Section 84308.

(b) Parent, Subsidiary, Otherwise Related Business entity, defined.

(1) Parent-subsidiary. A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

(2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent-subsidiary relationship are otherwise related if any one of the following three tests is met:

(A) One business entity has a controlling ownership interest in the other business entity.

(B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:

(i) The same person or substantially the same person owns and manages the two entities;

(ii) There are common or commingled funds or assets;

(iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;

1 (iv) There is otherwise a regular and close working relationship between the entities; or

2 (C) A controlling owner (50% or greater interest as a shareholder or as a general partner)

3 in one entity also is a controlling owner in the other entity.

4 Note: Authority cited: Section 83112, Government Code. Reference: Section 84308,

5 Government Code.

## 6 HISTORY

7 1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to

8 *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924,

9 California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992

10 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements

11 and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior

12 history of section 18438.5, see Register 85, No. 8.

13 2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of

14 the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair*

15 *Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California

16 Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC

17 regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not

18 subject to procedural or substantive review by OAL) (Register 2014, No. 33).



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 2a**

**PRESENTER: Michael Burrows, Chief Executive Officer**

**SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER REPORT**

## **SUMMARY**

An oral report will be provided at the time of the meeting.


PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> January 12, 2023</p> <p><b>ITEM NO:</b> 2b</p> <p><b>PRESENTER:</b> Michael Burrows, Chief Executive Officer</p>
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**SUBJECT: INFORMATIONAL ITEMS – REPORT ON AIRPORT GATEWAY SPECIFIC PLAN (AGSP)**

## **SUMMARY**

An oral report will be provided at the time of the meeting.


PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> January 12, 2023</p> <p><b>ITEM NO:</b> 2c</p> <p><b>PRESENTER:</b> Catherine Pritchett, Director of Administration</p>
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**SUBJECT: INFORMATIONAL ITEMS – POLICIES AND PROCEDURES UPDATE**

## **SUMMARY**

An oral report will be provided at the time of the meeting.

PREPARED BY:	Catherine Pritchett
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 2d**

**PRESENTER: Myriam Beltran, Manager of Planning & Programs**

**SUBJECT: INFORMATIONAL ITEMS – 3<sup>RD</sup> AND 5<sup>TH</sup> STREET U.S. ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) APPROVALS**

## **SUMMARY**

An oral report will be provided at the time of the meeting.

PREPARED BY:	Myriam Beltran
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None





**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 2e**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: INFORMATIONAL ITEMS – REPORT ON AUDIT OF FISCAL YEAR 2021-22**

## **SUMMARY**

An oral report will be provided at the time of the meeting.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 3**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE REGISTER OF DEMANDS - JANUARY 12, 2023**

**SUMMARY**

IVDA's Register of Demands.

**RECOMMENDED ACTION(S)**

Receive for information.

**FISCAL IMPACT**

Disbursements for amounts due in December 2022.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

Total disbursement activities for December 2022 amount to \$392,913.55 that include the following.

- **Professional Services:** California Strategies & Advocacy LLC; CJMC Holdings LLC; Daily Journal Corporation; Desmond & Louis Inc.; Empower UAV UAS Inc.; Huitt-Zollars Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Rogers, Anderson, Malody & Scott LLP; Rosenow Spevacek Group Inc.; Tom Dodson & Associates; and Zenaida Global were paid \$103,916.52.
- **Capital Projects Cost:** RailPros Inc was paid \$2,407.97.
- **Utilities:** Burrtec Waste Industries Inc., City of SB Water Department, San Bernardino Municipal Water Department, Southern California Edison, and The Gas Company were paid \$36,774.44
- **Employees Benefits:** American Fidelity Assurance Company, Fidelity Security Life Insurance Co., Health Net of California Inc., Kaiser Foundation Health Plan Inc., Landmark Healthplan of California Inc., Metropolitan Life Insurance Co., Newport Trust Company, Texas Life Insurance Company, and United World Life Insurance Co. were paid \$173,934.99.

**Attachments:**

1. Register of Demands for the January 12, 2023 Board Meeting
2. Visa Breakdown - November, 2022

***Inland Valley Development Agency  
Register of Demands for Board Meeting  
January 12, 2023***

<b>Line</b>	<b>Company Name</b>	<b>Description</b>	<b>AP Register</b>
1	3 Alarm Fire and Safety	Fire suppression system testing and repairs	752.73
2	A/C Mechanical Inc.	HVAC services, repairs, and parts	2,372.84
3	ADT LLC	Fire and burglar alarm monitoring	1,466.99
4	AlSCO Inc.	Mat maintenance	310.32
5	American Fidelity Assurance Company	Employee supplemental benefits	3,180.30
6	Board Members	Director fees	350.00
7	Burrtec Waste Industries Inc.	Refuse Services	1,890.82
8	C & A Janitorial Services	Janitorial services	8,663.13
9	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	5,000.00
10	City of SB Water Department	Water and sewer services	14,278.97
11	CJMC Holdings LLC	Professional services - consulting capital projects	1,200.00
12	Daily Journal Corporation	Building 58 improvement	3,667.39
13	Desmond & Louis Inc.	Professional event services agreement for marketing and media	4,000.00
14	Dib's Safe & Lock Service	Key and lock services	20.00
15	Door Tech	Service call for DFAS main entrance door	342.50
16	Empower UAV UAS Inc.	Professional service agreement for drone pilot certification services	7,500.00
17	Encore Lighting Inc.	Light and lighting fixtures	859.68
18	Event Design Lab	Live streaming services for meeting	800.00
19	Fidelity Security Life Insurance Co	Employee group benefits - flexible spending accounts	854.94
20	Fidelity Security Life Insurance Co.	Employee group benefits - vision	711.96
21	Health Net of California Inc.	Employee group benefits - medical	22,071.30
22	Huitt-Zollars Inc.	Professional services-surveying & engineering, 3rd St.	4,500.00
23	Imagine Systems Inc.	IT consulting services	5,410.00
24	Inmark / Precision Signs	Board room name plates for new members / staff	38.23
25	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
26	Kaiser Foundation Health Plan Inc.	Employee group benefits - medical	2,580.10
27	Kevin Kelly	Employee reimbursement for landscaping materials	130.01
28	Landmark Healthplan of California Inc.	Employee group benefits - chiropractic services	611.49
29	Messe Dusseldorf North America	Exhibit space at Xponential event in May 2023	21,600.00
30	Metropolitan Life Insurance Co	Employee group benefits - dental	6,706.20
31	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	15,572.00
32	Mobile Modular Management Corp	Mobile office rent - UAS Center @ SBD, Perimeter Rd.	5,457.33
33	Newport Trust Company FBO Plan ID # 10022	Employee benefits- 401a Plan	74,412.68
34	Newport Trust Company FBO Plan ID #a10023	Employee benefits- 457k Plan	55,531.67
35	Performance Electric	Reissued lost check from September 2022	12,928.00
36	RailPros Inc.	Professional agreement to provide support for the conceptual design and development of a potential rail line to SBD Airport	2,407.97
37	Rogers, Anderson, Malody & Scott LLP	Financial audit services	24,500.00

**Inland Valley Development Agency**  
**Register of Demands for Board Meeting**  
**January 12, 2023**

Line	Company Name	Description	AP Register
38	Rosenow Spevacek Group Inc. ( RSG )	Professional services preparation of CRIA plan	4,033.75
39	San Bernardino Municipal Water Dept.	Wastewater treatment charges	19,568.50
40	Southern California Edison	Electricity	152.27
41	Staples Contract & Commercial LLC	Office supplies and misc. supplies	2,292.78
42	Texas Life Insurance Company	Group benefits - additional life insurance	1,244.15
43	The Gas Company	Gas services	883.88
44	Tom Dodson & Associates	Professional services for environmental services	11,637.50
45	Toshiba Business Solutions	Maintenance for office equipment for Building 48	413.30
46	United World Life Insurance Co	Employee group benefits - life insurance	6,030.20
47	videoFP Media Production	Videography and production services for UAS	2,790.00
48	Waterlogic USA Inc.	Water purification system for Building 48	232.73
49	Western Exterminator Company	Pest control	290.20
50	Visa	Office supplies, travel and other misc. charges	13,768.86
51	Zenaida Global	Professional consulting services - UAS Center at SBD	11,895.88
			392,913.55

**VISA Breakdown**  
**November 2022**  
**IVDA**

Line	Description	Vendor	Dept.	Amount
1	Secure HR fax line	Interfax	HR	9.50
2	Zoom link for interviews	Zoom	HR	161.52
3	Web based training for staff	TrainHRLearning	HR	570.00
4	New Law Conference registration for J. Farris	Cal Cities	COB	660.00
5	New Law Conference registration for J. Rodriguez	Cal Cities	COB	660.00
6	Flight to San Jose for J. Rodriguez	Southwest.com	COB	428.96
7	Flight to San Jose for J. Farris	Southwest.com	COB	428.96
8	Lodging - UAS Center Meetings for Kim Benson	Residence Inn	UAS	850.23
9	Hospitality for UAS Center meeting with Toofon	Panera Bread	UAS	37.74
10	Plotter printer and toner	HP.com	Development	2,531.67
11	Branded executive apparel	Express Printing	Development	216.37
12	UAS flag for UAS Center - Bldg. 759	Jons Flags	UAS	91.35
13	Lodging for UAS Center meetings	Residence Inn	UAS	209.03
14	Equipment for UAS Center training site	Staples	UAS	597.82
15	Frames for resolutions for IVDA Board	Amazon	Admin	84.84
16	Branded executive apparel for UAS Center	Paypal DBA Unity	UAS	56.54
17	Water meter change and new water meter for Building 675 - due from SBIAA	City of San Bernardino	SBIAA	120.00
18	Fee for using credit card - due from SBIAA	OPC Utility Service	SBIAA	2.95
19	Conference call line	FreeConferenceCall	Admin	10.00
20	Conference call line	FreeConferenceCall	Admin	10.00
21	Conference call line	FreeConferenceCall	Admin	10.00
22	Bldg. 48 lobby wall art installation deposit	Updog Media	Admin	467.45
23	Balance paid for Bldg. 48 wall art installation	Updog Media	Admin	485.29
24	Conference table for Building 48	National Business Furniture	Admin	323.41
25	PMI Exam for Kevin Vejar	Project Management Institute	Development	555.00
26	Ergonomic standing desk for Jennifer Rodriguez	AFA Stores	Finance	1,510.54
27	Staff hospitality purchase	Smart & Final	Admin	109.76
28	1099 webinar - compliance reporting	Premier Learning	Finance	199.00
29	QuickBooks finance software	Intuit QuickBooks	Finance	727.13
30	AICPA membership and certification dues	AICPA	Finance	934.00
31	W-4 training for Admin Services	TrainHR	HR	145.00
32	Toll fee for using toll roads	The Toll Roads	HR	7.90
33	Incentives for staff	Target	HR	53.31
34	Items for employee engagement	Target	HR	85.37
35	Items for employee engagement	Michael's	HR	8.12
36	Exam for SHRM-CP for D. Potter	SHRM	HR	375.00
37	Employee engagement supplies	Target	HR	35.10
				\$ 13,768.86
	VISA Statement Balance			
				\$ 13,768.86
	Date Prepared: 12/27/2022			



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 4**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE AND FILE CASH REPORT FOR NOVEMBER 30, 2022 FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)**

### **SUMMARY**

Submitted for your consideration is the IVDA's monthly cash reconciliation report.

### **RECOMMENDED ACTION(S)**

Receive and file Cash Report for November 30, 2022 for the Inland Valley Development Agency (IVDA).

### **FISCAL IMPACT**

None.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

Attached is the Cash Report for November 30, 2022, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$28,167,396.34 on November 30, 2022. Banks' statements reflect \$28,172,285.42. The difference in totals is due to the outstanding checks, the deposits in transit and other items on November 30, 2022.

If you have any questions about this report, please contact me at (909) 382-4100 extension 141.

**Attachments:**

1. Cash Report for November 30, 2022



**Inland Valley Development Agency**  
**Cash Report**  
**November 30, 2022**

**IVDA JPA CASH**

<u>Cash</u>	Balance 10/31/22	Activities	Balance 11/30/22
<i>MMKT/ Savings Account - CHASE Bank</i>	4,129,468.78	168.48	4,129,637.26
<i>Checking Account - CHASE Bank</i>	1,053,092.35	(275,904.84)	777,187.51
Deposits In Transit:			
Beginning	74,019.41	(74,019.41)	-
Ending		14,145.29	14,145.29
Outstanding Checks:			
Beginning	(94,049.18)	94,049.18	-
Ending		(13,430.78)	(13,430.78)
<i>Payroll Account - CHASE Bank</i>	106,634.00	101,366.18	208,000.18
Outstanding Checks:			
Beginning	-	-	-
Ending	-	(5,603.59)	(5,603.59)
<i>BRORF Account - CHASE Bank</i>	4,602,579.61	187.79	4,602,767.40
<i>Cash with Fiscal Agent- MECLT Trust</i>	1,409,040.83	115.81	1,409,156.64
Subtotal	11,280,785.80	(158,925.89)	11,121,859.91
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	75,385.71	-	75,385.71
<i>Local Agency Investment Funds - Bond Account</i>	120,781.89	-	120,781.89
Total	196,167.60	-	196,167.60
Subtotal JPA Cash & Investments	11,476,953.40	(158,925.89)	11,318,027.51

**IVDA SUCCESSOR AGENCY CASH**

<i>RORF Account -CHASE Bank</i>	198,946.12	-	198,946.12
<u>Investments Held With Fiscal Agent</u>			
<i>Special Fund - US Bank - 2014 series</i>	17.14	-	17.14
<i>Interest Account - US Bank - 2014 series</i>	0.01	-	0.01
<i>Reserve Account- US Bank - 2014 series</i>	16,650,260.17	70.71	16,650,330.88
<i>Principal Account - US Bank- 2014 series</i>	-	-	-
<i>2011 Project Fund - US Bank - 2014 series</i>	74.68	-	74.68
Subtotal SA Cash & Investments	16,849,298.12	70.71	16,849,368.83
Total Cash and Investments	\$ 28,326,251.52	(158,855.18)	\$ 28,167,396.34

I certify that this report accurately reflects all cash and investments for the above period and all the investment is in compliance with Inland Valley Development Agency's Investment policy. IVDA shall be able to meet it's expenditure requirement for next six month.

  
Mark Cousineau, Director of Finance



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 5**

**PRESENTER: Michael Burrows, Chief Executive Officer**

**SUBJECT: APPROVE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH DESMOND & LOUIS, INC. IN AN AMOUNT NOT TO EXCEED \$28,000 FOR CONSULTING SERVICES RELATED TO MARKETING, MEDIA, PUBLIC RELATIONS, AND COMMUNITY OUTREACH FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)**

### **SUMMARY**

On July 1, 2022, the Inland Valley Development Agency (IVDA) entered into an Agreement with Desmond & Louis, Inc. for \$24,999 for consulting services relating to marketing, media, public relations, and community outreach for the IVDA. An increase of \$28,000 is needed to continue these services through the end of the fiscal year. The total contract amount, if adjusted, would be for a not to exceed amount of \$52,999.

### **RECOMMENDED ACTION(S)**

Approve Amendment No. 1 to the Professional Services Agreement with Desmond & Louis, Inc. to provide consulting services relating to marketing, media, public relations, and community outreach for Inland Valley Development Agency for an additional amount not to exceed \$28,000.00.

### **FISCAL IMPACT**

None. This action does not require a budget adjustment at this time. Funding for this agreement is included in the approved Fiscal Year 2022-2023 Budget in the Professional Services - Other fund, Account 50920 - 0 in the amount of \$225,000. If approved, \$28,000 would be allocated for these services.

PREPARED BY:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

On July 1, 2022, the Inland Valley Development Agency (IVDA) entered into an Agreement with Desmond & Louis, Inc. for \$24,999 for consulting services relating to marketing, media, public relations, and community outreach for IVDA. An increase of \$28,000 is needed to continue these services through the end of the fiscal year. The total contract amount, if adjusted, would be for a not to exceed amount of \$52,999.

Staff recommends that the Board approve the above recommended action.

**Attachments:**

1. Amendment No. 1

**INLAND VALLEY DEVELOPMENT AGENCY**

**AMENDMENT NO. 1 TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
[DESMOND & LOUIS, INC]**

This Amendment No. 1 to the Agreement for Professional Services is entered into and shall be effective as of the 12th day of January, 2023, by and between the INLAND VALLEY DEVELOPMENT AGENCY, a joint powers authority created pursuant to Government Code Sections 6500, et seq. ("IVDA"), and DESMOND & LOUIS, INC, (the "Consultant").

**I. RECITALS**

A. The IVDA and Consultant entered into that certain Agreement for Professional Services for Professional Consulting Services, as of July 1, 2022 ("Agreement");

B. The IVDA and Consultant desire to amend the terms of the Agreement as described herein and considered as Amendment No. 1 as approved by the IVDA Board on January 12, 2023.

**II. AGREEMENTS**

NOW, THEREFORE, in consideration of the mutual covenants, premises, and agreements and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the IVDA and Consultant agree as follows:

1. The total amount not to exceed for the contract extension with Consultant is \$28,000; for a total revised contract amount as provided in Section 4A of \$52,999 for Fiscal Year 2022/23.

**III. MISCELLANEOUS PROVISIONS**

1. Unless otherwise provided herein, all capitalized and/or defined terms herein shall have the same meaning given to such capitalized and/or defined terms in the Agreement.

2. Except as amended hereby, all of the terms and provisions of the Agreement are hereby reaffirmed and remain in full force and effect. The terms and provisions of this Amendment No. 1 shall control over any inconsistent or conflicting provisions of the Agreement.

///

**[SIGNATURES ON FOLLOWING PAGE]**

///

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed by the authorized signatures of the officers of each of them as of the date first referenced above.

**IVDA**

Inland Valley Development Agency  
a joint powers authority

By: \_\_\_\_\_  
Michael Burrows, Chief Executive Officer

ATTEST:

\_\_\_\_\_  
Jennifer Farris,  
Clerk of the Board

**Consultant**

Desmond & Louis, Inc.

By: \_\_\_\_\_  
Nicole Desmond



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 6**

**PRESENTER: Jennifer Farris, Clerk of the Board**

**SUBJECT: APPROVE MEETING MINUTES: DECEMBER 14, 2022**

### **SUMMARY**

Submitted for consideration and approval by the Inland Valley Development Agency (IVDA) Board: Meeting minutes of the regular meeting held Wednesday, December 14, 2022.

### **RECOMMENDED ACTION(S)**

Approve meeting minutes of the regular meeting held December 14, 2022.

### **FISCAL IMPACT**

None.

PREPARED BY:	Jennifer Rodriguez
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

### **BACKGROUND INFORMATION**

None.

### **Attachments:**

1. December 14, 2022 meeting minutes

# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING BOARD ACTIONS

WEDNESDAY, DECEMBER 14, 2022

3:00 P.M. (Closed Session, immediately followed by Open Session)

MAIN AUDITORIUM – Norton Regional Event Center – 1601 East Third Street, San Bernardino, CA



A regional joint powers authority dedicated to the reuse of Norton Air Force Base  
for the economic benefit of the East Valley

### Board Members

#### City of Colton

Mayor Frank Navarro	Present
Mayor Isaac T. Suchil, Vice-Chair	No Longer Appointed
Councilmember Kenneth Koperski	No Longer Appointed

#### City of Loma Linda

Mayor Phillip Dupper, Co-Chair	Present
Councilmember Rhodes Rigsby	Present
Councilmember John Lenart (alt)	Absent

#### County of San Bernardino

Supervisor Dawn Rowe, Co-Chair	Present
Supervisor Curt Hagman	Absent
Supervisor Joe Baca, Jr. (alt)	Present

#### City of San Bernardino

Mayor John Valdivia	Present
Councilmember Theodore Sanchez	Present (arrived at 3:05 PM)
Councilmember Ben Reynoso	Present
Councilmember Fred Shorett (alt)	Present (in audience)

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Karen A. Feld, Cole Huber, LLP
Mark Cousineau, Director of Finance	Myriam Beltran, Manager of Planning & Programs
Mark Gibbs, Director of Aviation	Jennifer Rodriguez, Deputy Clerk of the Board
Jeff Barrow, Director of Development	

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Co-Chair Phillip Dupper at approximately 3:04 p.m. on Wednesday, December 14, 2022 in the Main Auditorium of the Norton Regional Event Center, 1601 East Third Street, San Bernardino, California.

A. **CALL TO ORDER / ROLL CALL**

Roll call was duly noted and recorded.

Members of the Board and the public joined Councilmember Ben Reynoso in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

C. **CLOSED SESSION**

There were no closed session items.

D. **REPORT ON CLOSED SESSION**

There were no closed session items to report.

E. **ITEMS TO BE ADDED OR DELETED**

There were no items to be added or deleted.



**F. CONFLICT OF INTEREST DISCLOSURE**

1. Co-Chair Phillip Dupper stated Board members should note the item(s) listed which might require member abstentions.

There were no conflicts noted.

**G. INFORMATIONAL ITEMS**

Mr. Michael Burrows, Chief Executive Officer, presented the following informational items.

2. Informational Items
  - a. Chief Executive Officer Report
  - b. Report on grant initiatives
  - c. Report on audit of Fiscal Year 2021-22
- 2b. Mr. Burrows referenced an overhead and provided a brief update on grant initiatives.
- 2c. Mr. Mark Cousineau, Director of Finance, gave a brief report on Agenda Item No 2c.

**H. BOARD CONSENT ITEMS**

3. Receive Register of Demands – November 9, 2022
4. Receive Register of Demands – December 14, 2022
5. Receive and file Cash Report for September 30, 2022 for the Inland Valley Development Agency (IVDA)
6. Receive and file Cash Report for October 31, 2022 for the Inland Valley Development Agency (IVDA)
7. Approve the filing of a Notice of Completion with Matich Corporation for the 3<sup>rd</sup> Street Improvements between Sterling Avenue and Leonard Way Project and authorize the release of retained funds
8. Approve a professional services agreement with Tom Dodson and Associates in an amount not to exceed \$60,000 for the Phase II Airport Gateway Specific Plan (AGSP) Environmental Impact Report
9. Approve Meeting Minutes: October 12, 2022

**ACTION:** Approve Agenda Item Nos. 3-8 of the Consent Calendar.

RESULT: **ADOPTED (UNANIMOUSLY)**  
MOTION/SECOND: Valdivia / Navarro  
AYES: Baca, Jr., Dupper, Navarro, Reynoso, Rigsby, Rowe, Sanchez, and Valdivia.  
NAYS: None.  
ABSTENTIONS: None.  
ABSENT: None.

**ACTION:** Approve Agenda Item No. 9 of the Consent Calendar.

RESULT: **ADOPTED**  
MOTION/SECOND: Valdivia / Navarro  
AYES: Dupper, Navarro, Reynoso, Rigsby, Rowe, Sanchez, and Valdivia.  
NAYS: None.  
ABSTENTIONS: Baca, Jr.  
ABSENT: None.

I. <b><u>BOARD ACTION ITEMS</u></b>
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10. Adopt Resolutions of the Inland Valley Development Agency (IVDA) in recognition of the service of the City of Colton and City of San Bernardino representatives

On behalf of the IVDA Board, Co-Chair Phillip Dupper, proudly presented resolutions in recognition of services to Vice-Chair Isaac T. Suchil, Mayor Pro Tem Kenneth Koperski, and Mayor John Valdivia.

Mayor John Valdivia thanked Chief Executive Officer, Michael Burrows, and Staff for their dedicated service to the IVDA Board and San Bernardino International Airport Authority (SBIAA) Commission. Mayor Valdivia further noted it has been an honor to see the growth that has taken place in the past few years. Furthermore, Mayor Valdivia thanked the Board for their leadership and commitment.

**ACTION:** Adopt Resolution of the Inland Valley Development Agency (IVDA) in recognition of the service of the City of Colton and City of San Bernardino representatives: Colton Mayor Pro Tem Kenneth Koperski, Colton Councilmember Isaac T. Suchil, and San Bernardino Mayor John Valdivia.

11. Consider and adopt Proposed Budget Adjustments for Fiscal Year 2022-2023

Mr. Mark Cousineau, Director of Finance, provided a brief report on the budget adjustment referencing the "Proposed Budget Adjustments Table" found on page 078 of the Agenda Packet.

**ACTION:** Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal Year 2022-2023.

RESULT: **ADOPTED (UNANIMOUSLY)**  
MOTION/SECOND: Valdivia / Navarro  
AYES: Baca, Jr., Dupper, Navarro, Reynoso, Rigsby, Rowe, Sanchez, and Valdivia.  
NAYS: None.  
ABSTENTIONS: None.  
ABSENT: None.

12. Approve the form of a correction deed for former Norton Air Force Base Parcel J

Ms. Michael Burrows, Chief Executive Officer, referenced two overhead maps and provided a brief report on Agenda Item No. 12.

**ACTION:** Staff recommends the Board approve the form of a correction deed for former Norton Air Force Base Parcel J.

RESULT: **ADOPTED (UNANIMOUSLY)**  
MOTION/SECOND: Rigsby / Sanchez  
AYES: Baca, Jr., Dupper, Navarro, Reynoso, Rigsby, Rowe, Sanchez, and Valdivia.  
NAYS: None.  
ABSTENTIONS: None.  
ABSENT: None.

13. Consider and discuss a report on the Victoria Avenue Interchange Project

Ms. Michael Burrows, Chief Executive Officer, referenced an overhead map and provided a brief report on Agenda Item No. 13.

This item was for discussion purposes only; no formal action was taken.

**ACTION:** Consider and discuss an update on the Victoria Avenue Interchange Project.

14. Review status of the Action Plan for the Inland Valley Development Agency (IVDA) through December 31, 2022

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "December 31, 2022 –IVDA Action Plan" (as contained on pages 099-101 in the Agenda Packet) and provided a brief report.

This item was for discussion purposes only; no formal action was taken.

**ACTION:** Review the Action Plan for the Inland Valley Development Agency through December 31, 2022.

J. **ADDED AND DEFERRED ITEMS**

There were no added or deferred items.

K. **OPEN SESSION PUBLIC COMMENT**

Various local residents and community representatives expressed their concerns to the Board regarding the Airport Gateway Specific Plan (AGSP). Board members noted concerns which pertained to potential air quality impacts, the desire for local citizens to have access to good jobs created by the proposed plan, and the need to collaborate with local community organizations with a focus on engaging the community more.

L. **BOARD MEMBER COMMENT**

Councilmember Ben Reynoso thanked the community for their comments.

Co-Chair Dawn Rowe requested Staff agendaize an item to further discuss the IVDA Board's presiding officer composition of two Co-Chairs and one Vice-Chair.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Co-Chair Phillip Dupper declared the meeting adjourned at 3:39 p.m.

**Approved at a Regular Meeting of the Inland Valley Development Agency Board on January 11, 2023.**

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Jennifer Farris  
Clerk of the Board



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 7**

**PRESENTER: Michael Lewin, Legal Counsel**

**SUBJECT: CONSIDER AND DISCUSS THE CURRENT GOVERNANCE STRUCTURE OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD AND ELECTION TO FILL VACANT VICE-CHAIRPERSON POSITION**

### **SUMMARY**

The Inland Valley Development Agency (IVDA) Joint Exercise of Powers agreement establishes certain officers which are elected by a majority vote of the board on a biennial basis. Presently, the leadership structure includes two (2) IVDA Co-Chairpersons and a Vice-Chairperson. There is currently a vacancy of the Vice-Chairperson position. Pursuant to direction given to Staff at the December 14, 2022 meeting, this item has been placed on the agenda for further consideration, discussion and direction.

### **RECOMMENDED ACTION(S)**

Consider and discuss the current governance structure of the Inland Valley Development Agency (IVDA) Board and election to fill vacant Vice-Chairperson position.

### **FISCAL IMPACT**

None.

PREPARED BY:	Jennifer Farris
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

The Inland Valley Development Agency (IVDA) Joint Exercise of Powers agreement establishes certain officers which are elected by a majority vote of the board on a biennial basis. Presently, the leadership structure includes two (2) IVDA Co-Chairpersons and a Vice-Chairperson. Pursuant to direction given to Staff at the December 14, 2022 meeting, this item has been placed on the agenda for further consideration, discussion, and direction as appropriate.

It has been noted that the Co-Chairperson role is somewhat unique in special district organizations. Most special districts operate with a Chair/Vice Chair role or a President/Vice President role.

There is currently a vacancy of the Vice-Chairperson position. Pursuant to the election procedures set forth in Resolution No. 92-07B, adopted May 13, 1992, when there is a vacancy of an officer position the IVDA Board shall at the next regularly scheduled IVDA meeting conduct an election for a successor to such office for the unexpired term.

This Board meeting has been scheduled as a special meeting in lieu of the regularly scheduled January meeting. Additionally, there are vacancies on the Board which we anticipate will be filled as early as the next regularly scheduled meeting in February. The Board may therefore wish to defer the election to fill the vacant Vice-Chairperson position until the next regularly scheduled Board meeting.

For consideration, discussion, and direction to Staff as appropriate.

**Attachments:**

1. None



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 8**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: CONSIDER AND ADOPT PROPOSED BUDGET ADJUSTMENTS FOR FISCAL YEAR 2022-2023**

### **SUMMARY**

The proposed adjustments modify the adopted Inland Valley Development Agency (IVDA) Joint Powers Authority (JPA) budget to reflect improved estimates and changes in conditions in the accounts reflected in the Proposed Budget Adjustments Table.

### **RECOMMENDED ACTION(S)**

Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2022-2023.

### **FISCAL IMPACT**

The composition for the requested adjustments are detailed in the "Proposed Budget Adjustments Table". The combined net effect on the IVDA's Fiscal Year 2022-2023 Budget, if approved, would be a net increase in budgetary revenues of \$58,377

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

## **BACKGROUND INFORMATION**

On June 8, 2022, the Inland Valley Development Agency (IVDA) Board adopted the IVDA Successor Agency and IVDA Joint Powers Authority (JPA) budgets for Fiscal Year 2022-2023. The Successor Agency budget covers those items on the ROPS. The JPA budget covers those items which are carried out by the IVDA pursuant to its on-going status as a California Joint Powers Authority and Federal Base Reuse Entity with specific obligations for capital projects pursuant to Public Law 100-526 (BRAC), applicable federal statutes, agreements and deeds for the transfer of Norton AFB and the provisions of the IVDA JPA Agreement, as amended.

The net effect of the proposed budget adjustments is an increase in budgetary revenues of \$58,377. The total increase in revenues and estimated revenues in the proposed budget adjustments is \$318,377 and the total increase in actual and proposed expenditures is \$260,000. The increase in budgetary revenues is from an increase of participation payments received of \$318,377 for the development of the Northgate properties of which an additional \$150,000 will be assigned to the Economic Development Reserve.

The increase in budgetary expenditures of \$260,000 consists of a \$150,000 cash transfer, via an expense account, to continue the funding of the Economic Development Reserve and, \$50,000 to recognize that resolution of unplanned landscaping expenditures on behalf of a landscaping and lighting maintenance district may not reach final resolution within FY 2022-23, and \$60,000 for specific plan professional services to support the next phase of the Airport Gateway Specific Plan. The remaining budget adjustments are reallocations of the approved FY 2022-23 budget based on current budgetary surpluses in the General Fund budgetary deficits in the UAS Center at SBD (Account 50790 - Insurance) and General Fund (Account 50810 - Licenses and Permit Fees).

These proposed budget adjustments affect the General and UAS Center at SBD fund budgets. Staff has identified accounts which require modification. They are described on the next page:



## PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures &amp; Transfers Out</i>					
<b>A</b>	General Fund	90000 - Economic Development Reserve	\$ 3,350,000	\$ 150,000	\$ 3,500,000
<b>B</b>	UAS Center at SBD	50790 - Insurance	5,000	1,000	6,000
<b>G</b>	General Fund	50790 - Insurance	250,000	(1,000)	249,000
<b>C</b>	General Fund	50810 - License and Permit Fees	1,000	1,000	2,000
<b>C</b>	General Fund	50790 - Insurance	250,000	(1,000)	249,000
<b>D</b>	General Fund	50550 - Lighting, Landscaping, Maintenance	-	50,000	50,000
<b>E</b>	General Fund	50915 - Professional Svc. - Specific Plan	125,000	60,000	185,000
Increase (Decrease) in expenditures & transfers out				260,000	
<i>Revenues &amp; Transfers In</i>					
<b>A</b>	General Fund	40065 - Participation Payments	1,150,000	318,377	1,468,377
Increase (Decrease) in revenues & transfers in				318,377	
Net Budget Adjustment, Revenues in Excess of Expenditures				\$ 58,377	

**Notes:**

- A** Additional participation payments of \$318,377 were received as proceeds from the development of certain Northgate properties, which will be reserved as spendable fund balance of which \$150,000 will be assigned to the Economic Development Reserve.
- B** An offsetting interfund transfer to eliminate a budget deficit in the UAS Center at SBD using a budget surplus in the General Fund.
- C** An inter-account transfer within the General Fund to increase the approved budget for License and Permit Fees by \$1,000 utilizing surplus appropriations in the Insurance account.
- D** Establish appropriation for recorded landscaping services performed on behalf of a landscape and lighting maintenance district (LLMD) for the entryway and approaches to the San Bernardino International Airport in anticipation that the cost of these services will not be recovered within the fiscal year. IVDA is a significant property owner and would bear a proportionate share of these costs, either indirectly via LLMD assessments or directly as reflected in current expenditures.
- E** An increase in budgetary expenditures of \$60,000 for professional services to support the next phase of the Airport Gateway Specific Plan.

Staff recommends that the Board approve the above recommended action.

**Attachments:**

1. None



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 9**

**PRESENTER: Jeff Barrow, Director of Development**

**SUBJECT: AWARD A CONSTRUCTION CONTRACT TO AEC MORENO CORPORATION IN AN AMOUNT OF \$338,645.00 FOR THE BUILDING 58 IMPROVEMENTS PROJECT**

### **SUMMARY**

Approval of this item will allow Staff to provide improvements to the interior of Building 58 such as code compliant restroom facilities, demolition of suspended ceiling inside the warehouse area, installation of aluminum storefront system, as well as other vital improvements necessary to meet code compliance requirements prior to tenant occupancy.

### **RECOMMENDED ACTION(S)**

Award a construction contract to AEC Moreno Corporation in an amount of \$338,645.00 for the Building 58 Improvements Project; and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

None. Funding for this project is included in the Fiscal Year 2022-2023 Budget in the Capital Projects Fund, Account 50281 - Tenant Improvements - Bldg. 58 in the amount of \$350,000.00.

PREPARED BY:	Jeff Barrow
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

Building 58 has had an extensive history from its inception. From 1942 to 1994, Building 58 was used as a retail store for Norton Air Force Base. From 1994 to present day, it has had many different tenants, such as a deli, a brewery and tap room, as well as non-profit organizations. Currently, the center portion of Building 58 needs certain code compliance improvements in order to provide a tenable and rentable space.

The Building 58 Improvements Project would include: modifying the public restrooms to meet Americans with Disabilities Act (ADA) requirements, demolition of existing lights and installing energy efficient lighting, installation of a new storefront system, as well as other cosmetic improvements throughout the building.

On August 10, 2022, the Inland Valley Development Agency (IVDA) Board authorized Staff to issue a Request for Proposal for a Design-Build Delivery Method for Building 58 Improvements Project. Project plans and specifications were advertised as a Notice Inviting Bids on the IVDA website and notices published in three (3) local newspapers in accordance with IVDA Policies and Procedures. Two (2) qualified contractors submitted sealed bids on December 26, 2022, of which AEC Moreno Corporation submitted the most competitive bid proposal for this project.

Two (2) sealed bids were received from contractors, with the full project cost identified below:

- |                                |              |
|--------------------------------|--------------|
| 1. AEC Moreno Corporation      | \$338,945.00 |
| 2. Jergensen Construction Inc. | \$609,000.00 |

IVDA's standard form construction contract would be used for this project.

Staff recommends that the IVDA Board approve the recommended action.

**Attachments:**

1. Site Map
2. Tabulation of Bids



3rd St

3rd St

Perimeter Rd

N Del Rosa Dr

N Leland Norton Way

Norton Air Force Base Museum  
Air Force photos, uniforms & memorabilia

Technical Employment Training, Inc

Daisy's Hope Foundation  
Pet Resource Center

N Leland Norton Way

S Leland Norton Way

Bardino Yard

Grace

N Del Rosa Dr

Energetech Solutions

reRubber

N Leland Norton Way

E Rialto Ave

E Rialto Ave

Rialto Ave

SEA International Airport

**IVDA  
TABULATION OF BIDS**

Bid: RFP for The Building 58 Improvmenets Project  
Due Date: 12/26/2022 @ 10:00 AM

Number of Bids Sent: 2      Number of Job Walk Attendees: 2      Number of Bids Received: 2		
<b>VENDOR:</b>	AEC Moreno Inc.	Jergensen Construction Inc,
<b>PHONE:</b>	(909) 440-2855	(760) 947-4545
<b>CONTACT:</b>	Hector Moreno	Todd Jergensen
<b>Total Bid Amount:</b>	\$338,945.00	\$609,000.00
<b>Total ADD ALT.01</b>	\$57,550.00	\$95,450.00



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 10**

**PRESENTER: Michael Burrows, Chief Executive Officer**

**SUBJECT: CONSIDER AND DISCUSS A REPORT ON THE 3<sup>RD</sup> STREET CORRIDOR PROJECT**

## **SUMMARY**

An oral report will be provided at the time of the meeting.

## **RECOMMENDED ACTION(S)**

Consider and discuss a report on the 3<sup>rd</sup> Street Corridor Project.

## **FISCAL IMPACT**

None. For consideration and discussion.

PREPARED BY:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

On April 13, 2022, the Inland Valley Development Agency (IVDA) Board adopted Resolution No. 2022-03 authorizing the submission of the 3<sup>rd</sup> Street Corridor Project for consideration for Community Project Funding/Congressionally Directed Spending. Design work commenced in 2009 and has been completed ensuring conformance with both the City of Highland and City of San Bernardino General Plan requirements. With the recent passage of the Omnibus Bill, \$1 Million was included for this project. While portions of the corridor have been upgraded in conjunction with recent development projects, this additional funding will seek to maximize upgrades along the balance of the segment.

Currently, Staff are coordinating with local agencies to prepare the necessary documents, permits, and related items to advance the project and expedite project delivery.

An oral report and presentation will be provided at the time of the meeting.

**Attachments:**

1. Site Map
2. Resolution No. 2022-03





# INLAND VALLEY DEVELOPMENT AGENCY

3<sup>rd</sup> Street Corridor  
(between Victoria Ave. to Del Rosa Ave.)  
AERIAL EXHIBIT



Project limits 





**RESOLUTION NO. 2022-03**

**RESOLUTION OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)  
MAKING CERTAIN FINDINGS IN SUPPORT OF THE 3<sup>RD</sup> STREET CORRIDOR  
ROADWAY REHABILITATION PROJECT**

**WHEREAS**, the Inland Valley Development Agency ("IVDA") is a regional joint powers authority established by the legislative bodies of the County of San Bernardino, the City of San Bernardino, the City of Loma Linda, and the City of Colton, ("IVDA Members") pursuant to Government Code Section 6500 et seq. as a federal base reuse authority pursuant to the requirements of the Department of Defense (DOD) in the Base Realignment and Closure Act 1 (Public Law 100-526 or BRAC) for the express purposes of effectuating the conversion of the former Norton Air Force Base (NAFB) into civilian reuse and to own, operate, and maintain a public airport; and

**WHEREAS**, through the Base Reuse Alignment and Closure Commission (BRAC) processes, the IVDA was specifically established in 1990 to effectuate the effective reuse of the former base and surrounding area for the economic benefit of the region pursuant to its Federal, State, and local obligations; and

**WHEREAS**, IVDA has been an active special district, consistently rebuilding, expanding, developing, operating and maintaining the commercial and industrial portions of the former base since 1990, including on and off-site roadways, bridges, drainage structures, and related infrastructure; and

**WHEREAS**, the IVDA Board wishes to pursue all available Federal funding opportunities in continued partnership with the U.S. Department of Transportation (DOT) to fully fund regional capital programs at and near the San Bernardino International Airport; and

**WHEREAS**, the IVDA and its partnering agency the San Bernardino International Airport Authority duly completed all necessary filings pursuant to the National Environmental Protection

Act (NEPA) and the California Environmental Quality Act (CEQA) for the 3<sup>rd</sup> Street Corridor Roadway Repair Project; and

**WHEREAS**, all necessary design and engineering work has been completed in coordination with local agencies, including the City of Highland and San Bernardino, to ensure conformity with applicable General Plan requirements for the project, pending available Federal funding; and

**WHEREAS**, the IVDA Board deems it reasonable and appropriate to adopt Resolution 2022-03 making certain findings in support of the 3<sup>rd</sup> Street Corridor Roadway Rehabilitation Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BORAD OF THE INLAND VALLEY DEVELOPMENT AGENCY AS FOLLOWS:**

**SECTION 1.**    Recitals. The above Recitals are true and correct and are incorporated herein by this reference.

**SECTION 2.**    Acknowledgment and Support for the Project. The IVDA Board, acting in its capacity in furtherance of its established role as a regional economic development agency and local reuse authority for the revitalization of the former Norton Air Force Base and surrounding area, hereby acknowledges that all appropriate actions have been taken on behalf of the IVDA to design and entitle the 3<sup>rd</sup> Street Roadway Rehabilitation Project to prepare it for eligibility for Federal funding. The IVDA Board further acknowledges its continued support for the project to help ensure airport access, mobility, and safety for the traveling public utilizing the San Bernardino International Airport (SBD) while protecting vital infrastructure investments in regional infrastructure.

**SECTION 3**    Responsibility: The Clerk of the Board shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**SECTION 4** Effective Date. This Resolution shall take effect upon the date of its adoption.

**[SIGNATURE ON FOLLOWING PAGE]**

The foregoing Resolution was PASSED, APPROVED AND ADOPTED this 13<sup>th</sup> day of April, 2022 by the following vote:

**MOTION: NAVARRO**

**SECOND: SUCHIL**

**AYES: NAVARRO, RIGSBY, ROWE, SANCHEZ, SHORETT, SUCHIL, VALDIVIA**

**NOES:**

**ABSENT:**

**ABSTAIN:**



John Valdivia, Co-Chair  
Inland Valley Development Agency



Isaac Suchil, Co-Chair  
Inland Valley Development Agency

(SEAL)

Attest:

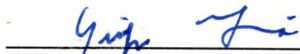


Jennifer Farris, Clerk of the Board  
Inland Valley Development Agency

I, Jennifer Farris, Clerk of the Board of the Inland Valley Development Agency (IVDA) do hereby certify that the foregoing Resolution No. 2022-03 was duly and regularly passed and adopted by the IVDA governing Board at a Regular meeting thereof, held on the 13<sup>th</sup> day of April, 2022, and that the foregoing is a full, true and correct copy of said Resolution and has not been amended or repealed.

(SEAL)

Attest:



Jennifer Farris, Clerk of the Board  
Inland Valley Development Agency



**TO: Inland Valley Development Agency Board**

**DATE: January 12, 2023**

**ITEM NO: 11**

**PRESENTER: Michael Burrows, Chief Executive Officer**

**SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH JUNE 30, 2023**

### **SUMMARY**

On December 9, 2015, the IVDA Board adopted a Strategic Plan. In 2020, the IVDA updated its Business plan, which identify key dates and deliverables in an effort to focus Inland Valley Development Agency (IVDA) Staff and resources to increase organizational and operational efficiencies and results.

### **RECOMMENDED ACTION(S)**

Review the Action Plan for the Inland Valley Development Agency through June 30, 2023.

### **FISCAL IMPACT**

None. The proposed plan identifies staff resources for which funding is included in the General Fund of the adopted Inland Valley Development Agency (IVDA) Budget for Fiscal Year 2022/23.

PREPARED BY:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	IVDA Board

**BACKGROUND INFORMATION**

The Action Plan identifies key dates and deliverables in an effort to focus Inland Valley Development Agency Staff and Resources to increase organizational and operational efficiencies.

This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

For review and discussion.

**Attachments:**

1. IVDA Action Plan

# June, 2023– IVDA Focal Areas



JPA Obligations

UAS Center at SBD

Annual ROPS

Alliance-California Obligations

Northgate Development

Gateway South Development

Economic Development  
Programs

Airport Gateway Specific Plan

Sterling Avenue

3<sup>rd</sup> & 5<sup>th</sup> Street Corridor

Grant Programs & Initiatives





# Inland Valley Development Agency

## Action Plan for IVDA (06/30/23)

Month	Key Initiative	Key Resources	Completion Date
January, 2023	Sterling Avenue Grant, 3 <sup>rd</sup> & 5 <sup>th</sup> Street, Quarterly Financials	IVDA Board & Committee, CEO, General Counsel, Director of Finance, Staff	January 31, 2023
February, 2023	Annual Audit File Annual ROPS	IVDA Board & Committee, CEO, Director of Finance, Staff	February 28, 2023
March, 2023	Northgate Development Update	IVDA Board & Committee, CEO, Director of Finance, Staff	March 31, 2023
April, 2023	Economic Development Initiatives	IVDA Board & Committee, Project Manager; Director of Finance, Clerk of Board, Staff	April 30, 2023
May, 2023	Draft Annual Budget Preparation; Grant Initiatives	IVDA Board & Committee, CEO, Director of Finance, Staff	May 31, 2023
June, 2023	Adopt Annual Budget	IVDA Board & Committee, CEO, Director of Finance, Staff	June 30, 2023



# IVDA Action Plan – Implementation



January, 2023

Sub-Initiative Status:



Incomplete

In Process

Completed

Annual ROPS  
(County Oversight Board)

Grant Program Report &  
Initiatives

JPA and Interagency Revenues  
and Resources

Alliance-California Obligations  
Northgate Development  
Gateways South Development

Economic & Community  
Development Initiatives

Airport Gateway Specific Plan  
Multi-Jurisdictional Specific Plan  
Sterling Avenue  
3<sup>rd</sup> Street Corridor

Annual Business Plan  
Evaluation & Update

