

INLAND VALLEY DEVELOPMENT AGENCY

WENDESDAY, FEBRUARY 8, 2023

3:00 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

Phillip Dupper, Co-Chair
Mayor, City of Loma Linda
Vacant, Co-Chair
Vacant, Vice-Chair

BOARD MEMBERS:

Frank J. Navarro
Mayor, City of Colton
John Echevarria
Councilmember, City of Colton
Rhodes Rigsby
Councilmember, City of Loma Linda
Jesse Armendarez
Supervisor, County of San Bernardino
Joe Baca, Jr.
Supervisor, County of San Bernardino
Helen Tran
Mayor, City of San Bernardino
Juan Figueroa
Councilmember, City of San Bernardino
Sandra Ibarra
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
Dawn Rowe
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. 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.
- 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#: 020]**
 - b. Welcome to newly appointed Board Members **[PRESENTER: Michael Burrows; PAGE#: 021]**
 - c. Report on Airport Gateway Specific Plan (AGSP) **[PRESENTER: Michael Burrows; PAGE#: 022]**
 - d. Policies and Procedures update **[PRESENTER: Catherine Pritchett; PAGE#: 023]**
 - e. Report on annual Recognized Obligation Payment Schedule (ROPS) **[PRESENTER: Mark Cousineau; PAGE#: 027]**

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 – February 8, 2023
[PRESENTER: Mark Cousineau; PAGE#: 028]
4. Receive and file Cash Report for December 31, 2022, for the Inland Valley Development Agency (IVDA)
[PRESENTER: Mark Cousineau; PAGE#: 033]
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: Amber Casarez; PAGE#: 036]
6. Approve Meeting Minutes: January 12, 2023 (Special)
[PRESENTER: Jennifer Farris; PAGE#: 040]

BOARD ACTION ITEMS

7. Consider and discuss Amendment No. 2 to the Inland Valley Development Agency Joint Exercise of Powers Agreement
[PRESENTER: Michael Lewin; PAGE#: 047]
8. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023
[PRESENTER: Mark Cousineau; PAGE#: 055]
9. Approve a professional services agreement with Cordoba Corporation in an amount not to exceed \$270,047 for the 3rd Street Corridor Roadway Rehabilitation Project
[PRESENTER: Myriam Beltran; PAGE#: 058]
10. Review status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2023
[PRESENTER: Michael Burrows; PAGE#: 072]

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, March 8, 2023.

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: February 8, 2023</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jennifer Farris, Clerk of the Board</p>
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SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF FEBRUARY 8, 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):

<u>Agenda Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
5.	<u>Desmond & Louis, Inc.</u> Nicole Desmond, Chief Executive Officer Lou Desmond, President Neil Derry, VP	None.
9.	<u>Cordoba Corporation</u> Georgia L. Pla, CEO Vincent Pla, CFO & CIO Maria Mehranian, Managing Partner Randall D. Martinez, Executive Vice President & COO Roberto Ramirez, Senior Project Manager	<u>Transtech Engineers</u> Ali Cayir, PE - President See attached lists.

Attachments:

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438.5
3. Cordoba Corporation Company Sub Contractor Information List

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;

(iv) There is otherwise a regular and close working relationship between the entities; or
(C) A controlling owner (50% or greater interest as a shareholder or as a general partner)
in one entity also is a controlling owner in the other entity.

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

HISTORY

1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to
Fair Political Practices Commission v. Office of Administrative Law, 3 Civil C010924,
California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992
(FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements
and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior
history of section 18438.5, see Register 85, No. 8.

2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of
the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair
Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California
Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC
regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not
subject to procedural or substantive review by OAL) (Register 2014, No. 33).

Cordoba Corporation
Company Information Sheet and
Subcontractors Information Sheets

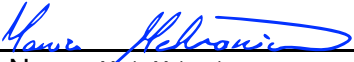
3rd Street Corridor Roadway Rehabilitation
Project

COMPANY INFORMATION SHEET

DECLARATION

I declare under penalty of perjury under the laws of the State of California I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this 01 day of February, 2023, in Los Angeles, CA.
[day] [month] [city] [state]

By: 
Print Name: Maria Mehranian
Print Title: Managing Partner

LEGAL NAME OF COMPANY: Cordoba Corp
ADDRESS: 1401 North Broadway, Los Angeles, CA 90012
TELEPHONE: 213-895-0224 FAX: 213-895-6677

TYPE OF BUSINESS (Check One):

- | | |
|--|--|
| <input checked="" type="checkbox"/> CORPORATION | <input type="checkbox"/> LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> PARTNERSHIP | <input type="checkbox"/> JOINT VENTURE |
| <input type="checkbox"/> INDIVIDUAL | |
| <input type="checkbox"/> INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | |
| <input type="checkbox"/> OTHER _____ | |

STATE OF INCORPORATION OR FORMATION:

CA

PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

Name	Title
<u>George L. Pla</u>	<u>President & CEO</u>
<u>Vincent Pla</u>	<u>CFO & CIO</u>
<u>Randall D. Martinez</u>	<u>Executive Vice President & COO</u>
<u>Maria Mehranian</u>	<u>Managing Partner</u>
_____	_____

[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

.....

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Execution of Legal Documents:

The Company has authorized and hereby designates the following individual(s) to execute legal documents on behalf of Company, including but not limited to contract documents, proposals and related documents:

Name	Title
<u>George L. Pla</u>	<u>President & CEO</u>
<u>Randall D. Martinez</u>	<u>Executive VP & COO</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Representative and/or Management Capacity:

The Company has authorized and hereby designates the following individual(s) to serve in a representative and/or management capacity on behalf of Company relating to the concerned project, contract document, lease document, development document, or any other legal document or agreement, including but not limited to manager, project manager, site manager, etc.

Name	Title
<u>George L. Pla</u>	<u>President & CEO</u>
<u>Randall D. Martinez</u>	<u>Executive VP & COO</u>
<u>Roberto Ramirez</u>	<u>Senior Project Manager</u>

.....

[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]

.....

COMPANY INFORMATION SHEET

SUBCONTRACTOR/SUBCONSULTANT
VENDOR/SUPPLIER

DECLARATION

I declare under penalty of perjury under the laws of the State of California I have completed this Company Information Sheet and that the information contained herein is factual and accurate as of the date completed.

Completed and executed this _____ day of _____, 2023, in _____, _____
[day] [month] [city] [state]

By: _____
Print Name: _____
Print Title: _____

.....
LEGAL NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

TYPE OF BUSINESS (Check One):

- | | | | |
|-------------------------------------|---|--------------------------|---------------------------|
| <input checked="" type="checkbox"/> | CORPORATION | <input type="checkbox"/> | LIMITED LIABILITY COMPANY |
| <input type="checkbox"/> | PARTNERSHIP | <input type="checkbox"/> | JOINT VENTURE |
| <input type="checkbox"/> | INDIVIDUAL | | |
| <input type="checkbox"/> | INDIVIDUAL DOING BUSINESS UNDER A FIRM NAME | | |
| <input type="checkbox"/> | OTHER _____ | | |

STATE OF INCORPORATION OR FORMATION:

.....
PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

(List All Principals/Officers/Partners [including Joint Venture Partners, Managing Partner], as well as investors/investment companies):

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

.....
[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.] SEE SHEET ATTACHED
.....

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Execution of Legal Documents:

The Company has authorized and hereby designates the following individual(s) to execute legal documents on behalf of Company, including but not limited to contract documents, proposals and related documents:

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IDENTIFICATION OF PRINCIPAL(S)/OFFICER(S)/REPRESENTATIVE(S) OF COMPANY – Representative and/or Management Capacity:

The Company has authorized and hereby designates the following individual(s) to serve in a representative and/or management capacity on behalf of Company relating to the concerned project, contract document, lease document, development document, or any other legal document or agreement, including but not limited to manager, project manager, site manager, etc.

Name	Title
_____	_____
_____	_____
_____	_____

.....
[PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY IN ORDER TO PROVIDE ALL REQUESTED INFORMATION.]
.....

PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY (continued)

Ryan G. Gargan - Vice President / Area Manager
Paul A. Loete - Vice President / Area Manager
Donald J. Skelton - Vice President / Area Manager
Min Zhou - Vice President / Area Manager
Dennis Corsi - Vice President



TO: Inland Valley Development Agency Board

DATE: February 8, 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>TO: Inland Valley Development Agency Board</p> <p>DATE: February 8, 2023</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
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SUBJECT: INFORMATIONAL ITEMS – WELCOME TO NEWLY APPOINTED BOARD MEMBERS

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.



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 2c

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: INFORMATIONAL ITEMS – REPORT ON AIRPORT GATEWAY SPECIFIC PLAN

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.



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 2d

PRESENTER: Catherine Pritchett, Director of Administration

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. PowerPoint Presentation.



Inland Valley Development Agency

Overview of Updated Personnel Policy

February 2023

Inland Valley Development Agency

2023 Policy and Procedure Update



Throughout the year modifications are made to IVDA Policies and Procedures to ensure they are consistent with State and Federal laws, Board adopted operating policies and actual business activities. Modifications made this past year are below:

Subject	Adjustment
Bereavement	Changes to State law increased from 3 to 5 days of leave
Annual Compensation Increases	Clarification of start date for new rates
Holiday Flex Time	Addition of “vesting period” for eligibility to use banked hours.
Background and Badging	Modifications consistent with Federalization of airfield
Job Posting	SB 1162 regarding pay transparency
CFRA	AB 1041 Expands sick leave to “Designated Persons”

Inland Valley Development Agency 2023 Policy and Procedure Update



Subject	Adjustment
SB 1044	No adverse action for absences during emergencies
IT Policy	Internal alignment and expansion of IT Department
Notice of Violation Policy	Provides consistent compliance expectations and for all with AOA access
Travel	Modifications to Per Diem administration and non-exempt employee travel
Schedules	Clarification of employer rights, AWW, OT, Holidays. Addition of Juneteenth as recognized Holiday
Marijuana in CA	Clarification that it is still a “no, no” to the Feds



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 2e

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: INFORMATIONAL ITEMS – REPORT ON ANNUAL RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)

SUMMARY

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

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. None.



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 3

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE REGISTER OF DEMANDS - FEBRUARY 08, 2023

SUMMARY

IVDA's Register of Demands.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in January 2023.

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 January 2023 amount to \$385,746.79 that include the following.

- **Professional Services:** California Strategies & Advocacy LLC; CJMC Holdings LLC; Cohoe Engineering; Empower UAV UAS Inc.; Gladwell Governmental Services Inc.; Hernandez, Kroone, & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; PlaceWorks Inc.; Tom Dodson & Associates; and Zenaida Global were paid \$107,622.29.
- **Capital Projects Cost:** Hilltop Geotechnical and RailPros Inc. were paid \$22,391.73.
- **Utilities:** AT&T, Burrtec Waste Industries Inc., City of SB Water Department, San Bernardino Municipal Water Department, Southern California Edison, The Gas Company, and Verizon were paid \$112,896.95.
- **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, Texas Life Insurance Company, and United World Life Insurance Co. were paid \$97,079.30.

Attachments:

1. Register of Demands for the February 08, 2023 Board Meeting.
2. Visa Breakdown - December, 2022.

Inland Valley Development Agency
Register of Demands for Board Meeting
February 8, 2023

Line	Company Name	Description	AP Register
1	A/C Mechanical Inc.	HVAC services, repairs, and parts	1,868.17
2	ADT LLC	Fire and burglar alarm monitoring	310.87
3	Alliant Insurance Services Inc.	Insurance premiums and broker fees	78.20
4	Alsco Inc.	Mat maintenance	155.82
5	Amazon Capital Services Inc.	Supplies and IT equipment	262.26
6	Amber Setian	Business travel advance	148.75
7	American Fidelity Assurance Company	Employee supplemental benefits	6,362.66
8	AT&T	Fiber internet service	3,851.34
9	Board Members	Director fees	2,800.00
10	Burrtec Waste Industries Inc.	Refuse services	2,364.13
11	C & A Janitorial Services	Janitorial services	9,623.99
12	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	5,000.00
13	CatapultK12	IVDA portion of annual subscription for WeTip	749.00
14	CED-Consolidated Electrical Distributors	Electrical supplies	328.32
15	City of SB Water Department	Water and sewer services	22,263.85
16	CJMC Holdings LLC	Professional services - consulting capital projects	1,500.00
17	Cohoe Engineering	Professional services - consulting capital projects	1,776.96
18	Corodata Shredding Inc.	Paper shredding supplies and services	42.95
19	Dib's Safe & Lock Service	Key and lock services	170.33
20	Empower UAV UAS Inc.	Professional service agreement for drone pilot certification services	7,500.00
21	Encore Lighting Inc.	Light and lighting fixtures	538.10
22	Event Design Lab	Live streaming services for meeting	800.00
23	Ewing Irrigation Products Inc.	Landscape and irrigation supplies	201.91
24	FedEx	Courier services	33.02
25	Fidelity Security Life Insurance Co	Employee group benefits - flexible spending accounts	854.94
26	Fidelity Security Life Insurance Co.	Employee group benefits - vision	1,470.64
27	Fifth Asset, Inc. DBA Debt Book	DebtBook lease, debt, software reporting software	9,750.00
28	Gladwell Governmental Services Inc.	Records retention legal review	250.00
29	Health Net of California Inc.	Employee group benefits - medical	51,662.32
30	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey services	45,713.45
31	Hilltop Geotechnical Inc.	Professional service agreement for on-call material testing for capital improvements	19,800.00
32	Imagine Systems Inc.	IT consulting services	6,585.00
33	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
34	K&L Hardware and Plumbing Supply Inc	Maintenance, tools, and supplies	13.95
35	Kaiser Foundation Health Plan Inc.	Employee group benefits - medical	5,160.20
36	Landmark Healthplan of California Inc.	Employee group benefits - chiropractic services	2,248.26
37	Metropolitan Life Insurance Co	Employee group benefits - dental	14,910.06

Inland Valley Development Agency
Register of Demands for Board Meeting
February 8, 2023

Line	Company Name	Description	AP Register
38	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	10,770.00
39	Mobile Modular Management Corp	Mobile office rent - UAS Center @ SBD, Perimeter Rd.	3,638.22
40	PlaceWorks Inc.	Contract agreement for preparation of multi-jurisdictional specific plan for IVDA	445.41
41	Quench USA, Inc.	Water purification system for Building 48	232.73
42	RailPros Inc.	Professional agreement to provide support for the conceptual design and development of a potential rail line to SBD Airport	2,591.73
43	San Bernardino Municipal Water Dept	Wastewater treatment charges	35,467.55
44	Southern California Edison	Electricity	38,867.10
45	Staples Contract & Commercial LLC	Office supplies and misc. supplies	4,703.33
46	Sunwest Printing Inc.	Brochures for training material	1,066.84
47	Texas Life Insurance Company	Group benefits - additional life insurance	2,337.80
48	The Gas Company	Gas services	8,345.80
49	Tom Dodson & Associates	Professional services for environmental services	11,049.16
50	Toshiba Business Solutions	Maintenance for office equipment for Building 48	152.04
51	United World Life Insurance Co	Employee group benefits - life insurance	12,072.42
52	Verizon Wireless	Wireless monthly service and equipment purchases	1,737.18
53	videoFP Media Production	Videography and production services for UAS	2,790.00
54	Visa	Office supplies, travel and other misc. charges	5,007.52
55	Western Exterminator Company	Pest control	290.20
56	Zenaida Global	Professional consulting services - UAS Center at SBD	12,032.31
			385,746.79

**VISA Breakdown
December 2022
IVDA**

Line	Description	Vendor	Dept.	Amount
1	Secure HR fax line	Interfax	HR	9.50
2	Extra memo board key for agenda postings	Lowes	COB	7.07
3	Posting on professional association site	IIMC	COB	200.00
4	Posting on professional association site	City Clerk's Association of California	COB	200.00
5	Accidental purchase of personal item - reimbursed in cash	Amazon	HR	28.54
6	Accidental purchase of personal item (item returned)	Amazon	HR	24.13
7	Credit for returned item on personal purchase	Amazon	HR	(24.13)
8	QuickBooks financial software	Intuit QuickBooks	Finance	727.13
9	Board Accountancy membership	Board Accountancy	Finance	280.00
10	Plumbing material / faucet for DFAS	Home Depot	Development	60.85
11	Conference call line	FreeConferenceCall	Admin	10.00
12	Conference call line	FreeConferenceCall	Admin	10.00
13	Conference call line	FreeConferenceCall	Admin	10.00
14	Logo installation for Building 48	Updog Media	Admin	789.93
15	Plaque for John Valdivia	J&M Trophies	Admin	35.88
16	Press release distribution for UAS Center at SBD	24-7 Press Release	UAS	139.00
17	Uber from SJ Airport to hotel in Monterrey CA	Uber	COB	106.17
18	Uber to/from hotel to restaurant - J. Farris	Uber	COB	12.50
19	Uber to/from hotel from restaurant - J. Farris	Uber	COB	11.77
20	Hotel lodging 12/06-12/09 for J. Rodriguez	Hilton Garden Inn	COB	668.25
21	Hotel lodging 12/06-12/09 for J. Farris	Hilton Garden Inn	COB	675.08
22	Hotel for UAS Center meetings - K. Benson	Residence Inn	UAS	164.01
23	Erroneous charge	Residence Inn	UAS	176.87
24	Hotel for UAS Center meetings	Residence Inn	UAS	182.23
25	Credit for erroneous charge	Residence Inn	UAS	(176.87)
26	Hotel for UAS Center consultant - Jason Ramos	Residence Inn	UAS	679.61
				\$ 5,007.52
	VISA Statement Balance			\$ 5,007.52
	Date Prepared: 01/12/2023			



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 4

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE CASH REPORT FOR DECEMBER 31, 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 December 31, 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 December 31, 2022, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$37,269,255.67 on December 31, 2022. Banks' statements reflect \$37,057,420.97. The difference in totals is due to the outstanding checks, the deposits in transit and other items on December 31, 2022.

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

Attachments:

1. Cash Report for December 31, 2022.

**Inland Valley Development Agency
Cash Report
December 31, 2022**

IVDA JPA CASH

<u>Cash</u>	Balance 11/30/22	Activities	Balance 12/31/22
<i>MMKT/ Savings Account - CHASE Bank</i>	4,129,637.26	168.49	4,129,805.75
<i>Checking Account - CHASE Bank</i>	777,187.51	1,011,034.29	1,788,221.80
Deposits In Transit:			
Beginning	14,145.29	(14,145.29)	-
Ending		1,110,123.75	1,110,123.75
Outstanding Checks:			
Beginning	(13,430.78)	13,430.78	-
Ending		(898,289.05)	(898,289.05)
<i>Payroll Account - CHASE Bank</i>	208,000.18	(179,536.95)	28,463.23
Outstanding Checks:			
Beginning	-	-	-
Ending	(5,603.59)	5,603.59	-
<i>BRORF Account - CHASE Bank</i>	4,602,767.40	187.79	4,602,955.19
<i>Cash with Fiscal Agent- MECLT Trust</i>	1,409,156.64	(431,283.50)	977,873.14
Subtotal	11,121,859.91	617,293.90	11,739,153.81
<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	11,318,027.51	617,293.90	11,935,321.41

IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	198,946.12	8,484,497.00	8,683,443.12
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	17.14	-	17.14
Interest Account - US Bank - 2014 series	0.01	-	0.01
<i>Reserve Account- US Bank - 2014 series</i>	16,650,330.88	68.43	16,650,399.31
<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	16,849,368.83	8,484,565.43	25,333,934.26
Total Cash and Investments	\$ 28,167,396.34	9,101,859.33	\$ 37,269,255.67

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: February 8, 2023

ITEM NO: 5

PRESENTER: Amber Casarez, Marketing Manager

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

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 general 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.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. Form of 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 8th day of February, 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 February 8, 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: February 8, 2023

ITEM NO: 6

PRESENTER: Jennifer Farris, Clerk of the Board

SUBJECT: APPROVE MEETING MINUTES: JANUARY 12, 2023

SUMMARY

Submitted for consideration and approval by the Inland Valley Development Agency (IVDA) Board: Meeting minutes of the special meeting held Thursday, January 12, 2023.

RECOMMENDED ACTION(S)

Approve meeting minutes of the special meeting held January 12, 2023.

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. January 12, 2023 meeting minutes

INLAND VALLEY DEVELOPMENT AGENCY

SPECIAL MEETING BOARD ACTIONS

THURSDAY, JANUARY 12, 2023

1:00 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
VACANT	
VACANT	

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	Present
Supervisor Joe Baca, Jr. (alt)	Absent

City of San Bernardino

VACANT	
Councilmember Theodore Sanchez	Present
Councilmember Ben Reynoso	Absent
Councilmember Fred Shorett (alt)	Present

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Mark Cousineau, Director of Finance	Catherine Pritchett, Director of Administration
Myriam Beltran, Manager of Planning & Programs	Jennifer Farris, Clerk of the Board
Kevin Vejar, Project Manager	

The Special Meeting of the Inland Valley Development Agency Board was called to order by Co-Chair Phillip Dupper at approximately 1:02 p.m. on Thursday, January 12, 2023 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 Rhodes Rigsby 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 Airport Gateway Specific Plan (AGSP)
 - c. Policies and Procedures update
 - d. 3rd and 5th Street U.S. Economic Development Administration (EDA) approvals
 - e. Report on audit of Fiscal Year 2021-22
- 2b. Mr. Burrows gave a brief report on the Airport Gateway Specific Plan (AGSP) Public Open House taking place on January 12, 2023 at 6:00 pm.
- 2c. Ms. Catherine Pritchett, Director of Administration, gave a brief report on Agenda Item No 2c.
- 2d. Ms. Myriam Beltran, Manager of Planning & Programs, gave a brief report on Agenda Item No 2d.
- 2e. Mr. Mark Cousineau, Director of Finance, gave a brief report on Agenda Item No 2e.

H. **BOARD CONSENT ITEMS**

3. Receive Register of Demands – January 12, 2023
4. Receive and file Cash Report for November 30, 2022, for the Inland Valley Development Agency (IVDA)

At the request Mr. Michael Burrows, Chief Executive Officer, Agenda Item No. 5 was deferred.

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)
6. Approve Meeting Minutes: December 14, 2022

ACTION: Approve Agenda Item Nos. 3-4 & 6 of the Consent Calendar.

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Navarro / Rowe
AYES: Dupper, Hagman, Navarro, Rigsby, Rowe, Sanchez, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

I. **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

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, provided a brief report on the current structure of the IVDA Board.

A discussion ensued regarding the Co-Chair, Co-Chair, Vice-Chair structure of the Board.

Ultimately, with the consensus of the Board, Supervisor Dawn Rowe requested staff agendize an item to draft an amendment to the current language in the Joint Powers Authority (JPA) Agreement to update names of the presiding officers as a "Chairman", "Vice-Chairman", and "Secretary".

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

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

8. 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 041 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: Navarro / Rowe
AYES: Dupper, Hagman, Navarro, Rigsby, Rowe, Sanchez, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

9. Award a construction contract to AEC Moreno Corporation in an amount of \$338, 645.00 for the Building 58 Improvements Project

Ms. Michael Burrows, Chief Executive Officer, referenced an overhead and provided a brief report on Agenda Item No. 9.

ACTION: 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.

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Hagman / Sanchez
AYES: Dupper, Hagman, Navarro, Rigsby, Rowe, Sanchez, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

10. Consider and discuss a report on the 3rd Street Corridor Project

Ms. Michael Burrows, Chief Executive Officer, referenced an overhead map and provided a brief report on Agenda Item No. 10.

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

ACTION: Consider and discuss a report on the 3rd Street Corridor Project.

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

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled “June 30, 2023 –IVDA Action Plan” (as contained on pages 055-057 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 June 30, 2023.

J. **ADDED AND DEFERRED ITEMS**

At the request Mr. Michael Burrows, Chief Executive Officer, Agenda Item No. 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)” was deferred (see section H.).

K. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.

L. **BOARD MEMBER COMMENT**

Councilmember Theodore Sanchez recognized the newly elected City of San Bernardino Mayor Helen Tran.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Co-Chair Phillip Dupper declared the meeting adjourned at 1:39 p.m.

Approved at a Regular Meeting of the Inland Valley Development Agency Board on February 8, 2023.

Jennifer Farris
Clerk of the Board



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 7

PRESENTER: Michael Lewin, Legal Counsel

SUBJECT: CONSIDER AND DISCUSS AMENDMENT NO. 2 TO THE INLAND VALLEY DEVELOPMENT AGENCY JOINT EXERCISE OF POWERS AGREEMENT

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. Pursuant to direction given to Staff at the December 14, 2022 and January 12, 2023 meetings, this item has been placed on the agenda for further consideration, discussion and direction.

RECOMMENDED ACTION(S)

Consider and discuss the Draft Amendment No. 2 to the Inland Valley Development Agency Joint Exercise of Powers Agreement and provide further direction to Staff as appropriate.

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, and January 12, 2023, meetings, 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. As discussed at the January 12, 2023, meeting, such elections would not occur before March 2023 to allow time for transition for incoming new members.

Staff has prepared an Amendment No.2 to the current Amended Joint Exercise of Powers Agreement (JPA Agreement) which would make the following changes:

1. Update the titles of Board officers from Two (2) Co-Chairpersons and a Vice-Chairperson to a Chairperson, Vice-Chairperson, and a Secretary; and
2. Change the date for the biennial election of officers from the first regular meeting of the Board in the Fiscal Year commencing in an even numbered calendar years to the first regular meeting of the Board held in an odd numbered calendar year.

The above are the only proposed modifications to the JPA Agreement as directed by the Board. Pursuant to the terms of the JPA Agreement, this Amendment No. 2 would need to be approved by each of the governing bodies of the IVDA JPA member jurisdictions.

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

Attachments:

1. Draft Amendment No.2.

**AMENDMENT NO. 2
TO AMENDED JOINT EXERCISE OF POWERS AGREEMENT
(INLAND VALLEY DEVELOPMENT AGENCY)**

This Amendment No. 2 ("Amendment No. 2") is to that certain Amended Joint Exercise of Powers Agreement ("Amended JPA") dated for convenience as of _____ ("Approval Date"), by and among the City of San Bernardino, the City Colton, the City of Loma Linda, and the County of San Bernardino (the "Members"). The Members agree as follows:

1. Purpose of Amendment.

A change has been deemed desirable to be made to certain provisions of the Amended JPA, which requires certain clarifications and a minor modifications in order to reflect the agreement of the Members as of the date of this Amendment No. 2. Except as specifically amended herein, the terms and conditions of the Amended JPA and the Amendment No. 1 to the Amended JPA ("Amendment No. 1") remain in full force and effect, except as to the extent necessary to conform to the amendments contained herein.

2. Terms.

The terms used herein, unless otherwise defined, shall have the same meanings as in the Amended JPA and Amendment No. 1. References herein to "Section" are to sections of the Amended JPA.

3. Amendment to Section 3.01.

Section 3.01 of the Amended JPA is amended to read as follows:

Chairperson, Vice-Chairperson, Secretary and Additional Officers. The Board shall elect one person to be Chairperson, one person to be Vice-Chairperson, and one person to be Secretary from among the Board Members for a term of two (2) years commencing as of the first regular meeting of the Board held in an odd numbered calendar year. The Board shall appoint such additional officers and shall employ such additional employees and assistants as may be appropriate, including but not limited to, a general manager and counsel. The officers shall preform the duties normal to said offices; and

(a) The Chairperson, or such other official, officer or person as may be designated by the Board, shall execute all contracts on behalf of the Agency, and shall preform such other duties as may be imposed by the Board;

(b) the Vice-Chairperson shall act, execute contracts and perform all of the Chairman's duties in absence of the Chairman; and

(c) the Secretary shall attest to the execution of all contracts executed by Chairperson, Vice-Chairperson or other such official, officer or person as may be designated by the Board, on behalf of the Agency, perform such other duties as may be imposed by the Board and cause a copy of this Agreement to be filed with the Secretary of State pursuant to the Act.

4. Effective Date. This Amendment No. 2 shall be deemed effective and shall be deemed effective and shall be dated as of the date latest in time when all Members have approved this Amendment No. 2 by official action of the respective legislative bodies.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 2 to be executed and attested by their proper officials thereunder duly authorized and their official seal to be hereto affixed, on the day and year set opposite the name of each of the parties.

(Signatures are on the following pages.)

AMENDMENT NO. 2 TO AMENDED JOINT EXERCISE OF POWERS AGREEMENT
(INLAND VALLEY DEVELOPMENT AGENCY)

CITY OF SAN BERNARDINO, CALIFORNIA

By: _____

Title: _____

Dated: _____

(SEAL)
ATTEST:

City Clerk

City Attorney

AMENDMENT NO. 2 TO AMENDED JOINT EXERCISE OF POWERS AGREEMENT
(INLAND VALLEY DEVELOPMENT AGENCY)

CITY OF COLTON, CALIFORNIA

By: _____

Title: _____

Dated: _____

(SEAL)
ATTEST:

City Clerk

City Attorney

AMENDMENT NO. 2 TO AMENDED JOINT EXERCISE OF POWERS AGREEMENT
(INLAND VALLEY DEVELOPMENT AGENCY)

CITY OF LOMA LINDA, CALIFORNIA

By: _____

Title: _____

Dated: _____

(SEAL)
ATTEST:

City Clerk

City Attorney

AMENDMENT NO. 2 TO AMENDED JOINT EXERCISE OF POWERS AGREEMENT
(INLAND VALLEY DEVELOPMENT AGENCY)

COUNTY OF SAN BERNARDINO

By: _____

Title: _____

Dated: _____

(SEAL)
ATTEST:

City Clerk

City Attorney



TO: Inland Valley Development Agency Board

DATE: February 8, 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 expenditures of \$76,600.

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 expenditures of \$76,600. There is no change in revenues and estimated revenues in the proposed budget adjustments and the total increase in actual and proposed expenditures is \$76,600. The increase in budgetary expenditures of \$76,600 is comprised of a \$64,600 increase for gas, water, and sewer usage and cost increases, and \$12,000 of additional Meetings & Conferences appropriations to support the delivery of UAS Center at SBD trainings and classes to contractual parties. The remaining budget adjustment is a net zero reallocation of the approved FY 2022-23 budget based on current budgetary surpluses and deficits in the UAS Center at SBD accounts 50435 and 50450.

These proposed budget adjustments affect the Property Management and UAS Center at SBD fund budgets. Staff has identified accounts that require modification. They are described below:

PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures & Transfers Out</i>					
A	Property Management	50470 - Gas	\$ 15,100	\$ 2,600	\$ 17,700
B	Property Management	50590 - Water and Sewer	130,000	62,000	192,000
C	UAS Center at SBD	50774 - Meetings and Conferences	10,000	12,000	22,000
D	UAS Center at SBD	50435 - IT Equipment & Communications	7,000	5,000	12,000
D	UAS Center at SBD	50450 - Equipment	25,000	(5,000)	20,000
Increase (Decrease) in expenditures & transfers out				<u>76,600</u>	
<i>Revenues & Transfers In</i>					
Increase (Decrease) in revenues & transfers in				<u>-</u>	
Net Budget Adjustment, Expenditures in Excess of Revenues				<u>\$ 76,600</u>	

Notes:

- A** An increase of \$2,600 to adjust budget to account for increased cost of natural gas to heat IVDA buildings and water.
- B** An increase in budgetary expenditures of \$62,000 is due primarily to increased water usage to establish and maintain the streets and roadway medians and verges for the SBD International Airport gateways.
- C** This increase of \$12,000 in budgetary expenditures is to support scheduled revenue contracts for the delivery of classroom instruction and contract staff lodging.
- D** A net zero intrafund, inter-account adjustment within the UAS Center at SBD fund to increase the approved budget for IT Equipment & Communications by \$5,000 utilizing using surplus appropriations in the Equipment account.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. None.



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 9

PRESENTER: Myriam Beltran, Manager of Planning & Programs

SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH CORDOBA CORPORATION IN AN AMOUNT NOT TO EXCEED \$270,047 FOR THE 3RD STREET CORRIDOR ROADWAY REHABILITATION PROJECT

SUMMARY

Approval of this item will allow Cordoba Corporation to complete final preparation of plans and specifications and plan check processing of the 3rd Street Corridor Roadway Rehabilitation Project bid package. With the recent appropriation of \$1 Million in Community Project Funding, it is important that the current 95% design bid set be finalized and ready for public bidding as soon as possible. Cordoba Corporation was the original engineer of record for preparation of the roadway, utility, and infrastructure improvements through this corridor and have retained a qualified team to timely complete this work within funding requirements.

RECOMMENDED ACTION(S)

Approve a professional services agreement with Cordoba Corporation in an amount not to exceed \$270,047 for the 3rd Street Corridor Roadway Rehabilitation 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 50253 - 3rd and 5th Street in the amount of \$680,000.00.

PREPARED BY:	Myriam Beltan
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
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 3rd Street Corridor Roadway Rehabilitation Project for consideration for Community Project Funding/Congressionally Directed Spending. With the recent passage of the Omnibus Bill, \$1 Million was included for this project.

Cordoba Corporation commenced design work in 2009 ensuring conformance with both the City of Highland and City of San Bernardino General Plan requirements. 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.

Approval of this item will allow Cordoba Corporation to develop a final approved bid-set of plans, specifications, and cost estimate of the 3rd Street Corridor Roadway Rehabilitation Project. With the recent appropriation of \$1 Million in Community Project Funding, it is important that the current 95% design bid set be finalized and ready for public bidding as soon as possible. Cordoba Corporation was the original engineer of record for preparation of the roadway, utility, and infrastructure improvements through this corridor and have retained a qualified team to timely complete this work within funding requirements.

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

Staff recommends that the IVDA Board approve the recommended action.

Attachments:

1. Site Map.
2. Proposal.

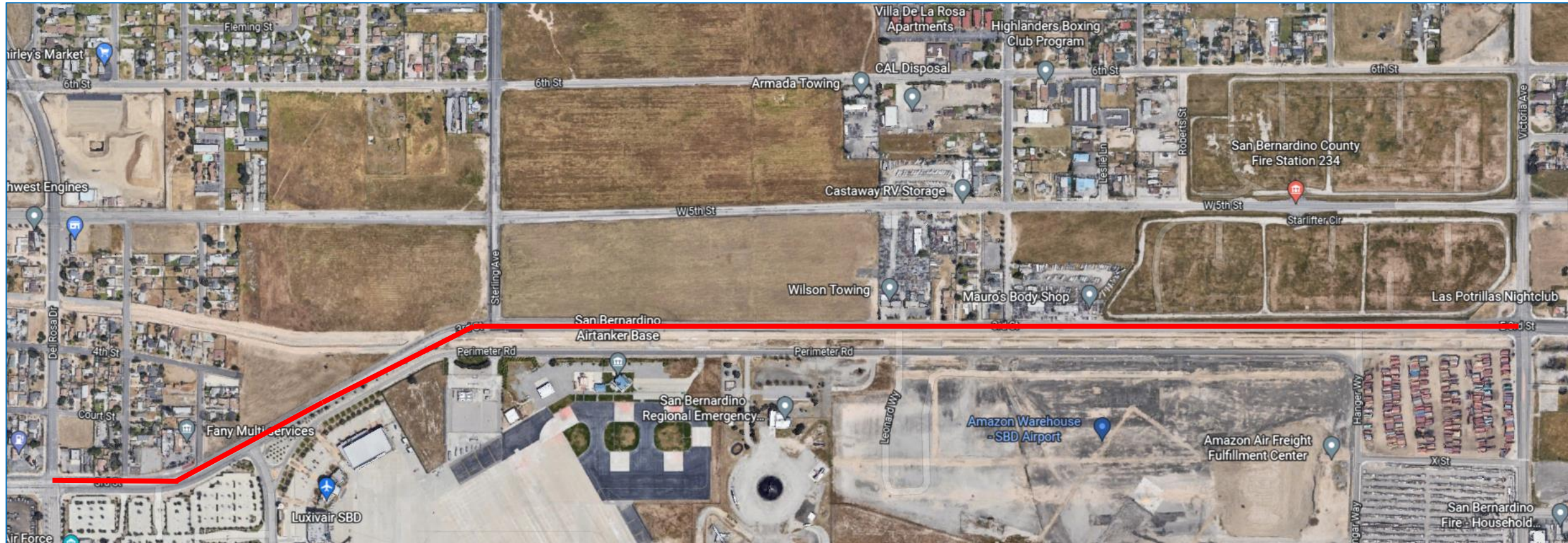


INLAND VALLEY DEVELOPMENT AGENCY

3rd Street Corridor
(between Victoria Ave. to Del Rosa Ave.)
AERIAL EXHIBIT



Project limits —





CORDOBA CORPORATION

SACRAMENTO • SAN FRANCISCO • SAN RAMON • CHATSWORTH
ONTARIO • LOS ANGELES • SANTA ANA • SAN DIEGO

January 25, 2023

Mr. Michael Burrows
Chief Executive Officer
San Bernardino International Airport Authority (SBIAA)
1601 East 3rd Street, Suite 100
San Bernardino, CA 92408

Re: Scope of Work and Fee Proposal for 3rd Street Corridor Widening Project

Dear Mr. Burrows:

Cordoba Corporation (Cordoba) is pleased to present our Scope of Work and Cost Proposal for the preparation of plans, specifications, and estimate related to infrastructure improvements along 3rd Street Corridor from Del Rosa Drive to Victoria Avenue. The scope of work for this project includes design services to segregate previous 3rd and 5th Street Improvement plans submitted in 2013 as 95% complete. The project team understands that the improvements will need to incorporate and tie-in to previous completed improvements on the south side of 3rd Street.

As Project Manager, I would like to ensure my commitment to the Project. The effectiveness of our team is shown through the very active role our key staff is playing in the development of infrastructure programs at the San Bernardino International Airport. Cordoba is prepared to begin work immediately upon receipt of Notice to Proceed.

We thank you for the opportunity and look forward to your approval. If you have any questions, please feel free to contact me at 714-308-7636 or via email rramirez@cordobacorp.com.

Regards,

CORDOBA CORPORATION

Roberto Ramirez, P.E.
Senior Project Manager



CORDOBA CORPORATION

**INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY (SBIAA)**

SCOPE AND FEE PROPOSAL

THE PERFORMANCE OF PREPARATION OF PLANS, SPECIFICATIONS, AND COST
ESTIMATE RELATED TO ROADWAY WIDENING IMPROVEMENTS ALONG
3RD STREET CORRIDOR FROM DEL ROSA DRIVE TO VICTORIA AVENUE

January 25, 2023

Contents

- I. Project Description**
- II. Scope of Work**
- III. Project Schedule**
- IV. Cost Proposal**

I. PROJECT DESCRIPTION

The Inland Valley Development Agency (IVDA) desires to provide roadway improvements to a portion of 3rd Street from Del Rosa Drive east to Victoria Avenue. The Cordoba Corporation (Cordoba) team completed and submitted 95% PSE in 2013. to the City of Highland and City of San Bernardino for their review. IVDA has allocated funds to proceed forward on finalizing PS&E and obtain approval from the City agencies. IVDA has requested the design package for 3rd Street and 5th Street Roadway Infrastructure Improvements be separated just for the 3rd Street Corridor. We understand that the intersection at 3rd and Sterling Ave. is already in design and has separate funding in place and will be omitted from these project improvements.

The scope and fee proposal will provide a final approved bid-set of plans, specifications, and cost estimate for the 3rd Street Corridor segment. Since 2013, the south side of the roadway has been fully improved. The Cordoba team will review and revise all plans to complete this Project for the proposed improvements on the north side or any other necessary improvements on the south side that were not incorporated with the recent improvements. The improvements involve careful and timely coordination with existing tenants, local agencies, and adjacent projects adjoining these streets including the identification of existing and proposed right of way requirements for the Project.



II. SCOPE OF WORK (SOW)

The scope of work shall include design drawings, details, specifications, and cost estimate. The PSE shall involve review and approval from City of Highland, IVDA, and San Bernardino International Airport Authority. The team anticipates that approximately **89 drawings** are impacted from the original 95% 3rd and 5th Street Corridor Widening Project designed in 2013. The Cordoba team's scope will include the following:

- Project management and coordination with IVDA, project team members, City Agencies, consultants and other stakeholders as identified by IVDA
- Update and segregate plans, specifications, and estimate for the design package

- Utility infrastructure improvements – New Water and Sewer lines
- New topography or additional surveying if needed
- Coordinate Right-of-Way requirements and easements

The following sections provide the required tasks for the performance of this SOW. The SOW has been prepared by Cordoba Corporation (CONSULTANT) for IVDA/SBIAA. This scope is the basis of our labor/cost estimate.

Task 1 Project Management and Coordination

This task includes communication and coordination with IVDA, public agencies (City of Highland and City of San Bernardino, and East Valley Water District, subconsultants, and stakeholders. This task shall include the supervision of team members to facilitate the performance of the work in accordance with the SOW.

- CONSULTANT shall continue to provide proactive project management of the technical and administrative aspects of the project identifying any issues through the constant communication between IVDA's and CONSULTANT'S project manager.
- CONSULTANT shall continue to ensure that the project is being designed and products developed, in accordance with CONSULTANT'S Quality Assurance Procedures.
- CONSULTANT shall keep good records, provide progress reports, generate meeting notes, and related items. CONSULTANT shall keep time records and provide a monthly invoice with accompanying progress report indicating progress achieved during the reporting period in relation to the progress scheduled and costs expended.
- CONSULTANT shall attend coordination meetings for final preparation of PS&E

Deliverables:

- Monthly status reports, invoices, and schedule updates
- Meeting notes of all related meetings

Task 2 Data Collection

Data Collection

CONSULTANT shall collect existing as-builts, documents, and other information pertinent to the improvements. Design elements and information concerning land development (adjacent to the project), local standards, build-out criteria, utilities and related items will be performed by the CONSULTANT in a timely manner.

The Cordoba team understands that there are two new traffic signals on 3rd Street that will need consideration. For the two newly constructed signalized intersections, the team will need the As-Builts to review for updates. Any updates necessary will be marked as a redlines on the pdf scanned As-Builts as a construction change unless AutoCAD files are provided.

Surveying/Mapping

The scope of services for field survey, topographic mapping and office calculations is being modified to provide additional field conditions for design drawings being prepared by the project team. The project limits have been revised to include 3rd Street from Victoria Avenue to Del Rosa Drive. Due to recent construction and street improvements along the route, additional topographic survey is requested along with street survey cross sections of existing improvements. The requested services and related costs include technical staffing, field surveying, office calculations and rectification of data, project management and clerical support. The additional services involve the following project areas:

- Update the Survey Control Plan to reflect the new proposed limits of construction which includes field verification of the monuments indicated on the plan. Resetting and filing of corner records (centerline ties) for any missing monumentation that is not included.
- Provide additional aerial topographic mapping and field design survey cross sections along the proposed limits of construction. This will include specific emphasis of recently installed improvements along the proposed construction (namely frontage area along the Amazon property) and two new crossings into the airport coming off 3rd Street. This proposal includes providing new aerial topographic map over the full construction area from Del Rosa to Victoria.

Right of Way Services

Based on the engineering plans, CONSULTANT shall document the ROW impacts for the Project for review and approval by IVDA. Potentially impacted areas shall be reviewed to assess the likely degree of impact (full or partial take, severance, etc).

- CONSULTANT will revisit and verify right of way and easement acquisition on the north side of 3rd Street.
- CONSULTANT will review the existing prepared legal and plats and update and prepare new legal and plats based upon the new revisions to the improvement plans. A total of 31 parcels have been identified as requiring legal descriptions and plats.

Task 3 Plans, Specifications, and Estimate (Design)

PS&E Coordination with Others

CONSULTANT shall continue to coordinate its design drawings with adjoining projects and developers. CONSULTANT will be responsible for coordinating work for the identification, protection, adjustment, relocation, or removal of utility facilities within the

Project site in accordance with State and Federal laws and regulations as well as City, County, and Utility owners' policies, procedures, standards and practices.

Plans, Specifications and Estimate

CONSULTANT shall develop a final "bid-ready" PS&E submittal consisting of detailed engineering layouts of the proposed project consisting of various roadway infrastructure improvements, and mitigation measures that is to be engineered and all other applicable elements associated with the bid package. The work includes sufficient discussion identifying all engineering related matters. The final deliverable shall consist of complete PS&E Bid Package approved by the IVDA as noted below.

The design plans impacted as part of the Final PS&E package effort include:

Roadway

- ♦ Demolition Plans
- ♦ Street Improvement plans
- ♦ Off-site Improvements
- ♦ Driveway Profiles
- ♦ Utilities
- ♦ EVWD Sewer
- ♦ EVWD Water

Drainage

- ♦ Plan & Profile Layouts

Traffic

- ♦ Traffic Control
- ♦ Traffic Signals
- ♦ Signing & Striping
- ♦ Interconnect
- ♦ Street Lighting

(See attached "Index of Drawings" for impacted sheets)

Draft Final PS&E Submittal

Based on the comments from the previous submittals as well as taking account recent improvements, CONSULTANT shall prepare a "draft final" design package for IVDA and City Agencies' review and comment.

Deliverables:

- Half-size (12" X 18") plans
- Hard copies of special provisions
- Hard copies of cost estimate (Note: EVWD Sewer and Water improvements will be shown as an alternate bid)

Final and Approved PS&E

A Final design package will be prepared and submitted to IVDA and City Agencies' for review and approval that incorporates "draft final" PS&E comments received from IVDA and Agencies.

Deliverables:

- Full Size (24"x36") set of signed bond copies
- Half Size (12"x18") set of signed bond copies
- Final design plans
- Final special provisions
- Final cost estimate (Note: EVWD Sewer and Water improvements will be shown as an alternate bid)
- Electronic copies of all plans, specifications, and estimates

Assumptions

- IVDA shall provide As-builts for all the new locations needed, and proposed construction plans as well as AutoCAD files if available.
- Services rendered for out-of-scope work will be billed based on a negotiated fee schedule.
- 3rd and Sterling Ave intersection will be excluded from this Project, as IVDA has a separate design on-going for that intersection.
- Traffic control plan sheets not included in this proposal.
- **Traffic Signal Timing Sheets.** New timing plans, if needed by the Agency will be based on data sheets based on the existing timing plans for the software platform (used by the controller manufacturer controller type and software) provided by the agency and updated to the timing parameters as needed to the latest requirements. The fee for this effort will be determined based on the effort needed.
- Any traffic data collection such as counts, speed studies, etc. are not included in the scope of work
- Geotechnical investigation and/or preparation of geotechnical report is not included but was previously completed in 2013
- Drainage report is not included in this scope of work. Previous drainage report was completed in 2012.
- Any potholing or investigation of utilities is not included
- Surveying, mapping and right of way services outlined above are on the basis of time and materials fees, not to exceed based upon the initial estimate of the scope of services to be provided

III. PROJECT SCHEDULE

INLAND VALLEY DEVELOPMENT AGENCY
SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY
3rd Street Corridor Widening Project
Del Rosa Drive to Victoria Avenue

ID	Task Name	Duration	Start	Finish	Predecessors
1	CONTRACT AWARD	0 days	Mon 2/6/23	Mon 2/6/23	
2	Kick-Off Meeting	0 days	Wed 2/8/23	Wed 2/8/23	
3	Task 1 Project Management and Coordination	40 days	Wed 2/8/23	Tue 4/4/23	
4	Task 1.1 Project Management/Quality Control	40 days	Wed 2/8/23	Tue 4/4/23	2
5	Task 1.2 Document Control/Project Administration	10 days	Wed 2/8/23	Tue 2/21/23	2
6	Task 2 Data Collection	34 days	Wed 2/8/23	Mon 3/27/23	
7	Task 2.1 Data Collection	7 days	Wed 2/8/23	Thu 2/16/23	2
8	Task 2.2 Surveying/Topography	7 days	Mon 2/13/23	Tue 2/21/23	2FS+3 days
9	Task 2.3 Right-of-Way Coordination	30 days	Tue 2/14/23	Mon 3/27/23	2FS+4 days
10	Task 3 Plans, Specifications and Estimate (Design)	70 days	Wed 2/22/23	Tue 5/30/23	
11	Task 3.1 PSE Coordination with Others	70 days	Wed 2/22/23	Tue 5/30/23	7,8
12	Task 3.2 Draft Final PSE Submittal	20 days	Wed 2/22/23	Tue 3/21/23	8,7
13	Task 3.21 Agency Review	25 days	Wed 3/22/23	Tue 4/25/23	12
14	Task 3.3 Final PSE Submittal	15 days	Wed 4/26/23	Tue 5/16/23	13
15	Task 3.31 Final Signed/Approved Set	10 days	Wed 5/17/23	Tue 5/30/23	14

IV. COST PROPOSAL

**INLAND VALLEY DEVELOPMENT AGENCY
SAN BERNARDINO INTERNATIONAL AIRPORT AUTHORITY**



CORDOBA CORPORATION

SERVICES RELATED TO FINAL DESIGN IMPROVEMENTS

3rd Street Corridor Improvements - Del Rosa Drive to Victoria Avenue

Final Plans, Specifications, and Estimate

LABOR & LEVEL OF EFFORT COST BREAKDOWN

Prime Burdened Rates/Subconsultant Fees						Subconsultant Fees		TOTALS	
	\$239	\$172	\$199	\$146	\$80				
Staff/Title & Subconsultants	Project Manager	Senior Engineer (QA)	Project Engineer	CADD Designer	Project Administrator	KOA Corporation (Traffic Signals, Signing/Striping, Interconnect, Street Lighting)	Transtech (Surveying/Mapping; Right of Way)	Prime Consultant Total Hours	Total Labor Cost
Task 1 - Project Management & Coordination	48	0	24	0	40	\$0	\$0	112	\$19,448
Project Management/Quality Control	48		24					72	\$16,248
Document Control/Project Administration					40			40	\$3,200
Task 2 - Data Collection	0	0	24	32	0	\$2,000	\$54,010	56	\$65,458
Data Collection			8	8		\$2,000		16	\$4,760
Survey/Topography				24			\$34,650	24	\$38,154
Right of Way Coordination			16				\$19,360	16	\$22,544
Task 3 - Plans, Specifications, & Estimate (Design)	128	32	172	248	96	\$48,300	\$9,770	676	\$172,282
PS&E Coordination with Others (City Agencies, EVWD)	48		32		16			96	\$19,120
Draft Final PS&E Submittal	48	16	80	160	40	\$34,000	\$6,770	344	\$97,474
Final and Approved PS&E	32	16	60	88	40	\$14,300	\$3,000	236	\$55,688
LABOR SUBTOTALS	176	32	220	280	136	\$50,300	\$63,780	844	\$257,188
Other Direct Expenses	\$12,859								\$12,859
TOTAL PROJECT COST									\$270,047



TO: Inland Valley Development Agency Board

DATE: February 8, 2023

ITEM NO: 10

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.

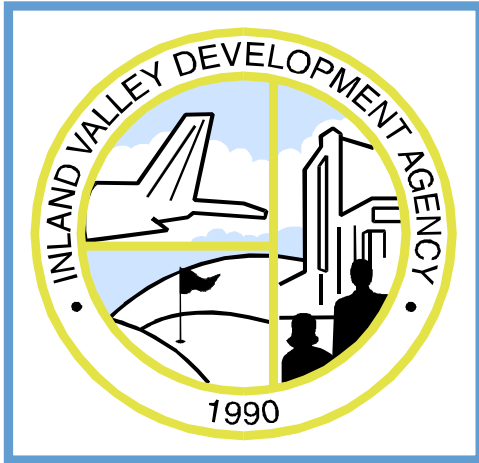
This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

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

3rd & 5th 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 rd & 5 th 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



February, 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
3rd Street Corridor

Annual Business Plan
Evaluation & Update

