

INLAND VALLEY DEVELOPMENT AGENCY

WEDNESDAY, APRIL 12, 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#: 007]

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#: 015]**
 - b. Status of JPA Amendment No. 2 **[PRESENTER: Michael Lewin; PAGE#: 016]**
 - c. Inland Valley Development Agency (IVDA) Logo **[PRESENTER: Catherine Pritchett; 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 – March 8, 2023
[PRESENTER: Mark Cousineau; PAGE#: 018]
4. Receive Register of Demands – April 12, 2023
[PRESENTER: Mark Cousineau; PAGE#: 023]
5. Receive and file Cash Report for January 31, 2023, for the Inland Valley Development Agency (IVDA)
[PRESENTER: Mark Cousineau; PAGE#: 029]
6. Receive and file Cash Report for February 28, 2023, for the Inland Valley Development Agency (IVDA)
[PRESENTER: Mark Cousineau; PAGE#: 032]
7. Consider and adopt Resolution No. 2023-01 of the Inland Valley Development Agency (IVDA) Amending its Records Retention Schedule and Authorizing Destruction of Certain Agency Records
[PRESENTER: Jennifer Farris; PAGE#: 035]
8. Approve Meeting Minutes: February 8, 2023
[PRESENTER: Jennifer Farris; PAGE#: 095]

I. **BOARD ACTION ITEMS**

9. Conduct elections of Vice-Chairperson and Secretary for the Inland Valley Development Agency (IVDA) for the term commencing April 12, 2023 through January 31, 2025
[PRESENTER: Michael Lewin; PAGE#: 102]
10. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023
[PRESENTER: Mark Cousineau; PAGE#: 111]
11. Receive and file the annual independent audit report of the Inland Valley Development Agency (IVDA) for the Fiscal Year ended June 30, 2022
[PRESENTER: Mark Cousineau; PAGE#: 114]

12. Approve Amendment No. 1 to the professional services agreement with Zenaida Global in an amount not to exceed \$33,000 for consulting services related to the UAS Center at SBD for the Inland Valley Development Agency (IVDA)
[PRESENTER: Michael Burrows; PAGE#: 161]
13. Approve the filing of Substantial Completion with Bogh Engineering, Inc. for the Terminal Access Roadway Project and authorize the release of 50% of retained funds
[PRESENTER: Jeff Barrow; PAGE#: 165]
14. Consider and discuss a report on Economic Development Initiatives
[PRESENTER: Michael Burrows; PAGE#: 173]
15. Review status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2023
[PRESENTER: Michael Burrows; PAGE#: 185]

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, May 10, 2023.

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: April 12, 2023</p> <p>ITEM NO: 1</p> <p>PRESENTER: Jennifer Farris, Clerk of the Board</p>
---	---

SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF APRIL 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):

<u>Agenda Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
7.	<u>Gladwell Governmental Services</u> Diane Gladwell, Owner	None.
11.	<u>Rogers, Anderson, Malody, & Scott, LLP</u> Brad Welebir, Partner Jenny Liu, Partner Brenda Odle, Managing Partner Leena Shanbhag, Partner Scott Manno, Partner Terry Shea, Partner	None.
12.	<u>Zenaida Global</u> Kimberly Benson, President	Jason Ramos Terry Parisher

13. Bogh Engineering, Inc None.
Mark Bogh, Owner
Lisa Venable, President
Damian Garcia, Secretary
Russ Bogh, Vice President

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).

	<p>TO: Inland Valley Development Agency Board</p> <p>DATE: April 12, 2023</p> <p>ITEM NO: 2a</p> <p>PRESENTER: Michael Burrows, Chief Executive Officer</p>
---	---

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: April 12, 2023</p> <p>ITEM NO: 2b</p> <p>PRESENTER: Michael Lewin, Legal Counsel</p>
---	---

SUBJECT: INFORMATIONAL ITEMS – STATUS OF JPA AMENDMENT NO. 2

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: April 12, 2023</p> <p>ITEM NO: 2c</p> <p>PRESENTER: Catherine Pritchett, Director of Administration</p>
---	--

SUBJECT: INFORMATIONAL ITEMS – INLAND VALLEY DEVELOPMENT AGENCY (IVDA) LOGO

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: April 12, 2023

ITEM NO: 3

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE REGISTER OF DEMANDS MARCH 8, 2023

SUMMARY

IVDA's Register of Demands.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in February 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 February 2023 amount to \$121,932.22 that include the following.

- **Professional Services:** Allawos & Company LLC; CJMC Holdings LLC; Daily Journal Corporation; Elizabeth L. Martyn APC; Empower UAV UAS Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Pacific Coast Landscape Design Inc.; and Zenaida Global were paid \$41,874.47.
- **Capital Projects Cost:** No disbursements for February 2023.
- **Utilities:** Burrtec Waste Industries Inc., City of SB Water Department, Southern California Edison, and Verizon were paid \$21,505.75.
- **Employees Benefits:** American Fidelity Assurance Company, Fidelity Security Life Insurance Co., and Kaiser Foundation Health Plan Inc. were paid \$9,152.58.

Attachments:

1. Register of Demands for the March 8, 2023 Board Meeting.
2. Visa Breakdown - January, 2023.

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

Line	Company Name	Description	Amount
1	A/C Mechanical Inc.	HVAC services, repairs, and parts	1,961.35
2	ADT LLC	Fire and burglar alarm monitoring	515.75
3	Allawos & Company LLC	Professional consulting services - UAS Center at SBD	675.00
4	Alsco Inc.	Mat maintenance	476.77
5	Amazon Capital Services Inc.	Supplies and IT equipment	137.56
6	American Fidelity Assurance Company	Employee supplemental benefits	3,181.33
7	Board Members	Director fees	1,050.00
8	Burrtec Waste Industries Inc.	Refuse services	1,890.82
9	C & A Janitorial Services	Janitorial services	16,222.46
10	CDW - Government Inc.	IT equipment	3,171.57
11	CED-Consolidated Electrical Distributors	Electrical supplies	179.22
12	City of SB Water Department	Water and sewer services	6,876.60
13	CJMC Holdings LLC	Professional services - consulting capital projects	4,650.00
14	Daily Journal Corporation	Building 58 improvement	1,251.95
15	Door Tech	Service call for DFAS main entrance door	342.50
16	ECS Imaging Inc.	Annual Laserfiche management software maintenance fee	4,130.00
17	Elizabeth L. Martyn APC	Professional services agreement-legal	168.00
18	Empower UAV UAS Inc.	Professional drone pilot certification services - UAS Center at SBD	7,500.00
19	Event Design Lab	Live streaming services for meeting	800.00
20	FedEx	Courier services	35.02
21	Fidelity Security Life Insurance Co	Employee group benefits - flexible spending accounts	2,564.82
22	Fidelity Security Life Insurance Co.	Employee group benefits - vision	826.33
23	Imagine Systems Inc.	IT consulting services	4,210.00
24	Inmark / Precision Signs	Board room name plates for new members / staff	120.22
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	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	4,342.00
28	Pacific Coast Landscape Design Inc.	Landscape maintenance SE corner of 3rd and Tippecanoe	1,075.00
29	Quench USA, Inc.	Water purification system for Building 48	232.73
30	Southern California Edison	Electricity	12,087.66
31	Staples Contract & Commercial LLC	Office supplies and misc. supplies	2,260.67
32	Toshiba Business Solutions	Maintenance for office equipment for Building 48	694.66
33	Verizon Wireless	Wireless monthly service and equipment purchases	650.67
34	Visa	Office supplies, travel and other misc. charges	16,753.74
35	Western Exterminator Company	Pest control	290.20
36	Zenaida Global	Professional consulting services - UAS Center at SBD	13,002.52
37	Chase Bank	Bank service charge	25.00
			121,932.22

VISA Breakdown
January 2023
IVDA

Line	Description	Vendor	Dept.	Amount
1	Holiday breakfast meeting for staff	Burgertown	HR	73.68
2	Secure HR fax line	Interfax	HR	9.50
3	Registration fee for CA Employment Law Update Conference - C. Pritchett	IE SHRM	HR	40.00
4	Public relations webinar towards advanced certification - J. Farris	IIMC	COB	60.00
5	Public relations webinar towards advanced certification - J. Rodriguez	IIMC	COB	60.00
6	Application fee for Master Municipal Clerk designation - J. Rodriguez	IIMC	COB	440.00
7	Annual membership dues - J. Farris	IIMC	COB	185.00
8	Various supplies for UAS Center	Amazon	UAS	71.74
9	Refund of recycling bin for UAS Center	Amazon	UAS	(21.74)
10	Recycling bin for UAS Center	Amazon	UAS	32.61
11	Hospitality for UAS Center EpiSci meeting	EZ Cater Corner	UAS	124.96
12	Shelving for fire proof cabinet in UAS Center administration building	Grainger	UAS	204.66
13	Hospitality for UAS Center drone training class	Amazon	UAS	53.42
14	Work station tables for UAS Center	Amazon	UAS	500.22
15	Hospitality for UAS Center drone training class	Amazon	UAS	43.95
16	Hospitality for UAS Center drone training class	Amazon	UAS	47.97
17	Hospitality for UAS Center drone training class	Amazon	UAS	63.98
18	Incentives for employee engagement	Target	HR	58.88
19	Finance software program	Intuit	Finance	727.13
20	VFD fan drives for DFAS building	Air Treatment Corporation	Admin	7,886.55
21	LED lights for Building 48	SP Lighting	Admin	50.99
22	LED lights for Building 48	SP Lighting	Admin	(50.99)
23	Waste water flow meter ribbon	Radwell	Admin	41.36
24	Contribution agency dial in line	Free Conference Call	Admin	10.00
25	Contribution agency dial in line	Free Conference Call	Admin	10.00
26	Contribution agency dial in line	Free Conference Call	Admin	10.00
27	Registration for 2023 ESRI User Conference - J. Rodriguez	ESRI	COB	1,750.00
28	Registration for 2023 CCAC Annual Conference - J. Farris	City Clerks Association of CA	COB	575.00
29	Registration for 2023 CCAC Annual Conference - J. Rodriguez	City Clerks Association of CA	COB	575.00
30	Hotel for EpiSci meeting - Terry Parish (UAS Center consultant)	Residence Inn	UAS	240.12
31	Hotel for EpiSci meeting - Kim Benson	Residence Inn	UAS	474.88
32	Hotel balance for EpiSci meeting - Terry Parish (UAS Center consultant)	Residence Inn	UAS	234.76
33	Project Management training courses - K. Vejar	Project Management Institute	Development	1,098.00

VISA Breakdown
January 2023
IVDA

Line	Description	Vendor	Dept.	Amount
34	Airfare for PARMA conference in Sacramento - A. Setian	Southwest Airlines	HR	132.96
35	USB drives and custom binders for classes	4imprint.com	UAS	939.15
				\$ 16,753.74
	VISA Statement Balance			\$ 16,753.74
	Date Prepared: 02/09/2023			



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 4

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE REGISTER OF DEMANDS APRIL 12, 2023

SUMMARY

IVDA's Register of Demands.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in March 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 March 2023 amount to \$446,137.15 that include the following.

- **Professional Services:** California Strategies & Advocacy LLC; CJMC Holdings LLC; Cohoe Engineering; Criterion Automation Inc., Desmond & Louis Inc., Empower UAV UAS Inc.; Hernandez, Kroone, & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; PlaceWorks Inc.; Rosenow Spevacek Group Inc.; The Natelson Dale Group Inc.; Tom Dodson & Associates; and Zenaida Global were paid \$152,086.35.
- **Capital Projects Cost:** RailPros Inc. was paid \$7,328.84.
- **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 \$65,477.03.
- **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 \$70,270.87.

Attachments:

1. Register of Demands for the April 12, 2023 Board Meeting.
2. Visa Breakdown - February, 2023.

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

Line	Company Name	Description	Amount
1	A/C Mechanical Inc.	HVAC services, repairs, and parts	5,283.25
2	Alsco Inc.	Mat maintenance	608.73
3	Amazon Capital Services Inc.	Supplies and IT equipment	1,075.55
4	American Fidelity Assurance Company	Employee supplemental benefits	3,181.33
5	AT&T	Fiber internet service	5,740.51
6	Burrtec Waste Industries Inc.	Refuse services	1,905.52
7	C & A Janitorial Services	Janitorial services	9,688.96
8	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	10,000.00
9	Catherine Pritchett	Reimbursement for flight / travel for Inland Action DC meeting	1,236.18
10	CDW - Government Inc.	IT equipment	251.83
11	CED-Consolidated Electrical Distributors	Electrical supplies	926.79
12	City of SB Water Department	Water and sewer services	7,599.14
13	CJMC Holdings LLC	Professional services - consulting capital projects	3,000.00
14	Cohoe Engineering	Professional services - consulting capital projects	2,764.16
15	Corodata Shredding Inc.	Paper shredding supplies and services	42.95
16	Criterion Automation Inc.	Annual Ultra Sonic flow meter calibration	998.00
17	Desmond & Louis Inc.	Professional event services agreement for marketing and media	12,000.00
18	Dib's Safe & Lock Service	Key and lock services	75.00
19	Empower UAV UAS Inc.	Professional service agreement for drone pilot certification services	7,500.00
20	Encore Lighting Inc.	Light and lighting fixtures	651.41
21	Event Design Lab	Live streaming services for meeting	800.00
22	FedEx	Courier services	358.59
23	Fidelity Security Life Insurance Co.	Employee group benefits - vision	773.46
24	Fleet Services, LLC.-Bldg-58	Refund for security deposit	4,462.00
25	Grainger	Maintenance and supplies for Building 48	233.61
26	Health Net of California Inc.	Employee group benefits - medical	46,497.45
27	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey	54,327.00
28	Hillwood Construction Services of CA. LP	Rent due to Hillwood for Northdage sale	94,131.60
29	Imagine Systems Inc.	IT consulting services	6,435.00
30	Inmark / Precision Signs	Board room name plates for new members / staff	65.69
31	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
32	Jennifer Farris	Per diem for travel to CCAC Annual Conference	280.00
33	Jennifer Rodriguez	Per diem for travel to CCAC Annual Conference	280.00
34	K&L Hardware and Plumbing Supply Inc	Maintenance, tools, and supplies	53.84
35	Kaiser Foundation Health Plan, Inc.	Employee group benefits - medical	2,580.10
36	Landmark Healthplan of California Inc.	Employee group benefits - chiropractic services	757.91
37	Metropolitan Life Insurance Co	Employee group benefits - dental	7,957.95
38	Michael J VanGorder Photography	Reissued check - photography services	270.00
39	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	4,144.00
40	Mobile Modular Management Corp	Mobile office rent - UAS Center @ SBD, Perimeter Rd.	3,638.22

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

Line	Company Name	Description	Amount
41	Paper Recycling & Shredding Specialists	Shredding services for records destruction	1,104.00
42	Performance Electric	Reissued check lost check - generator rental at UAS Center	12,928.00
43	Petty Cash - Alka Chudasama	Replenish Petty cash for miscellaneous supplies and employee expense reimbursements	375.32
44	PlaceWorks Inc.	Contract agreement for preparation of multi-jurisdictional	1,890.20
45	Quench USA, Inc.	Water purification system for Building 48	232.73
46	RailPros Inc.	Professional agreement to provide support for the conceptual design and development of a potential rail line to SBD Airport	7,328.84
47	Rosenow Spevacek Group Inc. (RSG)	Professional services - consulting	5,273.75
48	San Bernardino Municipal Water Dept	Wastewater treatment charges	20,461.59
49	Southern California Edison	Electricity	18,728.90
50	Staples Contract & Commercial LLC	Office supplies and misc. supplies	2,026.71
51	Sunwest Printing Inc.	Brochures for training material	177.26
52	Texas Life Insurance Company	Group benefits - additional life insurance	2,337.80
53	The Gas Company	Gas services	10,368.67
54	The Natelson Dale Group Inc.	Professional services Comprehensive Economic Development	14,890.00
55	Tom Dodson & Associates	Professional services for environmental services	12,240.13
56	Toshiba Business Solutions	Maintenance for office equipment for Building 48	578.25
57	UniFirst	First aid kit supplies	170.40
58	United World Life Insurance Co	Employee group benefits - life insurance	6,184.87
59	Verizon Wireless	Wireless monthly service and equipment purchases	672.70
60	videoFP Media Production	Videography and production services for UAS	1,425.00
61	Visa	Office supplies, travel and other misc. charges	6,961.79
62	Western Exterminator Company	Pest control	580.40
63	Zenaida Global	Professional consulting services - UAS Center at SBD	11,624.11
			446,137.15

VISA Breakdown
February 2023
IVDA

Line	Description	Vendor	Dept.	Amount
1	Secure HR fax line	Interfax	HR	9.50
2	Zoom line used for interviews	Zoom	HR	161.52
3	Website certificate for www.ivdajpa.org	Digicert	COB	289.00
4	Contribution agency dial in line	FreeConferenceCall	Admin	10.00
5	Contribution agency dial in line	FreeConferenceCall	Admin	10.00
6	Contribution agency dial in line	FreeConferenceCall	Admin	10.00
7	Office supplies for Executive Office	Amazon	Admin	47.84
8	Shelves for UAS Center storage room	The Home Depot	UAS	269.68
9	Three dual monitor arm mounts for Building 58	Amazon	Admin	430.60
10	Building 48 cable and outlet cover	The Home Depot	Admin	320.81
11	Podium rental in support of Breeze event	Party Plus	Admin	118.00
12	Jacket for Mac in Maintenance and Angie in Ops - Due from SBIAA	Corporate Casuals	Admin	120.90
13	Polos for Mac in Maintenance - Due from SBIAA	Corporate Casuals	Admin	274.15
14	Airport Purchasing Group membership to align with annual goals and position - Due from SBIAA	Airport Purchasing Group	Finance	100.00
15	HR webinar for Dominique	Cal Chamber of Commerce	HR	199.20
16	Finance software program	QuickBooks	Finance	727.13
17	Finance software program	QuickBooks	Finance	727.13
18	Canva membership renewal for Dominique	Canva	HR	119.99
19	Incentives for employee engagement	Target	HR	68.36
20	Records Specialist interview panel lunch	Farmer Boys	COB	42.82
21	Hospitality for meeting with Mayor Tran	Corner Bakery	Admin	90.00
22	Hospitality for SBIAA ad hoc Committee meeting - Due from SBIAA	Stater Bros	Admin	64.97
23	Hospitality for Rep. Aguilar press conference	Panera	Marketing	76.66
24	Hospitality for FTZ meeting	IHOP	Admin	50.80
25	Hospitality for FTZ meeting	IHOP	Admin	50.80
26	UAS Center hospitality support for NIST drone training	Target	UAS	167.86
27	UAS Center hospitality supplies to support for NIST drone training	Staples	UAS	245.86
28	UAS Center hospitality support for NIST drone training	Sam's Club	UAS	180.47
29	UAS Center meetings at the Residence Inn (January 26) for Kim Benson	Residence Inn	UAS	219.75
30	UAS Center meetings and NIST drone training (February 9) at the Residence Inn for Kim Benson	Residence Inn	UAS	659.26
31	UAS Center meetings and NIST drone training at the Residence Inn for Jason Ramos	Residence Inn	UAS	846.83
32	UAS Center meetings at Springhill Suites for Kim Benson	Springhill Suites	UAS	251.90
				\$ 6,961.79

VISA Breakdown
February 2023
IVDA

Line	Description	Vendor	Dept.	Amount
	VISA Statement Balance			\$ 6,961.79
	Date Prepared: 03/30/2023			



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 5

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE CASH REPORT FOR JANUARY 31, 2023, 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 January 31, 2023, 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 January 31, 2023, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$36,815,833.77 on January 31, 2023. Banks' statements reflect \$36,981,733.97. The difference in totals is due to the outstanding checks, the deposits in transit and other items on January 31, 2023.

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

Attachments:

1. Cash Report for January 31, 2023.

Inland Valley Development Agency
Cash Report
January 31, 2023

IVDA JPA CASH

<u>Cash</u>	Balance 11/30/22	Activities	Balance 01/31/23
<i>MMKT/ Savings Account - CHASE Bank</i>	4,129,805.75	179.73	4,129,985.48
<i>Checking Account - CHASE Bank</i>	1,788,221.80	(1,115.47)	1,787,106.33
Deposits In Transit:			
Beginning	1,110,123.75	(1,110,123.75)	-
Ending		11,834.00	11,834.00
Outstanding Checks:			
Beginning	(898,289.05)	898,289.05	-
Ending		(177,734.20)	(177,734.20)
<i>Payroll Account - CHASE Bank</i>	28,463.23	(855.00)	27,608.23
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
<i>BRORF Account - CHASE Bank</i>	4,602,955.19	200,208.21	4,803,163.40
<i>Cash with Fiscal Agent- MECLT Trust</i>	977,873.14	(275,199.95)	702,673.19
Subtotal	11,739,153.81	(454,517.38)	11,284,636.43
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	75,385.71	393.81	75,779.52
<i>Local Agency Investment Funds - Bond Account</i>	120,781.89	630.96	121,412.85
Total	196,167.60	1,024.77	197,192.37
Subtotal JPA Cash & Investments	11,935,321.41	(453,492.61)	11,481,828.80

IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	8,683,443.12	-	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>	16,650,399.31	70.71	16,650,470.02
<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	25,333,934.26	70.71	25,334,004.97
Total Cash and Investments	\$ 37,269,255.67	(453,421.90)	\$ 36,815,833.77

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: April 12, 2023

ITEM NO: 6

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE CASH REPORT FOR FEBRUARY 28, 2023, 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 February 28, 2023, 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 February 28, 2023, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$36,660,660.47 on February 28, 2023. Banks' statements reflect \$36,660,699.49. The difference in totals is due to the outstanding checks on February 28, 2023.

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

Attachments:

1. Cash Report for February 28, 2023.

Inland Valley Development Agency
Cash Report
February 28, 2023

IVDA JPA CASH

<u>Cash</u>	Balance 01/31/23	Activities	Balance 02/28/23
<i>MMKT/ Savings Account - CHASE Bank</i>	4,129,985.48	157.27	4,130,142.75
<i>Checking Account - CHASE Bank</i>	1,787,106.33	(4,578.80)	1,782,527.53
Deposits In Transit:			
Beginning	11,834.00	(11,834.00)	-
Ending		13,815.98	13,815.98
Outstanding Checks:			
Beginning	(177,734.20)	177,734.20	-
Ending		(13,855.00)	(13,855.00)
<i>Payroll Account - CHASE Bank</i>	27,608.23	(26,569.30)	1,038.93
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
<i>BRORF Account - CHASE Bank</i>	4,803,163.40	182.90	4,803,346.30
<i>Cash with Fiscal Agent- MECLT Trust</i>	702,673.19	(290,297.26)	412,375.93
Subtotal	11,284,636.43	(155,244.01)	11,129,392.42
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	75,779.52	-	75,779.52
<i>Local Agency Investment Funds - Bond Account</i>	121,412.85	-	121,412.85
Total	197,192.37	-	197,192.37
Subtotal JPA Cash & Investments	11,481,828.80	(155,244.01)	11,326,584.79

IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	8,683,443.12	(8,322,869.80)	360,573.32
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	17.14	8,322,869.80	8,322,886.94
Interest Account - US Bank - 2014 series	0.01	-	0.01
Reserve Account- US Bank - 2014 series	16,650,470.02	70.71	16,650,540.73
Principal Account - US Bank- 2014 series	-	-	-
2011 Project Fund - US Bank - 2014 series	74.68	-	74.68
Subtotal SA Cash & Investments	25,334,004.97	70.71	25,334,075.68
Total Cash and Investments	\$ 36,815,833.77	(155,173.30)	\$ 36,660,660.47

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: April 12, 2023

ITEM NO: 7

PRESENTER: Jennifer Farris, Clerk of the Board

SUBJECT: CONSIDER AND ADOPT RESOLUTION NO. 2023-01 OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN AGENCY RECORDS

SUMMARY

Approval of this item will allow staff to amend an agency-wide records retention schedule and authorize destruction of certain Agency records. The adoption of the Amended retention schedule will result in efficiency gains and cost savings.

RECOMMENDED ACTION(S)

Adopt Resolution No. 2023-01 of the Inland Valley Development Agency (IVDA) amending the Records Retention Schedule and authorizing destruction of certain Agency records.

FISCAL IMPACT

None. There is no fiscal impact in the adoption of Resolution 2023-01. Funding for records destruction activities is included in the approved Fiscal Year 2022-2023 Budget in the General fund in various accounts.

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

BACKGROUND INFORMATION

In February 2014, the Inland Valley Development Agency (IVDA) selected Gladwell Governmental Services, Inc., an expert in local government records, to upgrade its records management program. An upgrade in the existing program was necessary to reduce current and future records storage costs, eliminate duplication of effort, increase efficiency, and take advantage of current technology. The purpose of the program is to apply efficient and economical methods to the creation, utilization, maintenance, retention, preservation, and disposal of all records managed by the Agency. In March 2016, the Inland Valley Development Agency (IVDA) Board approved Resolution 2016-01, adopting a records retention schedule and authorizing destruction of certain agency records.

It is recommended that the Records Retention Schedules be updated every five (5) years to ensure compliance with updated Federal, State, and Local law. Upon review of IVDA's Records Retention Schedule, staff recognized the need to include a new records series, specifically relating to COVID-19, FPPC filings, and CEQA. In December 2020, the Clerk of the Board staff selected Gladwell Governmental Services to update the 2016 IVDA Records Retention Schedule. The new retention schedules were written interactively with representatives from all departments. In March 2021, the IVDA Board approved Resolution 2021-01, amending its records retention schedule and authorizing destruction of certain agency records.

In January 2022, Gladwell Governmental Services updated the 2021 Records Retention Schedule due to changes in law/policies in 2022. In January 2023, Gladwell Governmental Services updated the 2022 Records Retention Schedule due to changes in law/policies in 2023. The new retention schedule provides clear, specific records descriptions and retention periods, and applies current law and technology to the management of IVDA's records.

Staff recommends the Board approve the above recommended action.

Attachments:

1. IVDA Board Resolution 2023-01.
2. Amended IVDA Records Retention Schedule.

RESOLUTION NO. 2023-01

**RESOLUTION OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
AMENDING ITS RECORDS RETENTION SCHEDULE AND AUTHORIZING
DESTRUCTION OF CERTAIN AGENCY RECORDS**

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, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the Inland Valley Development Agency (IVDA); and

WHEREAS, the IVDA Board wishes to improve efficiency and effectiveness;

WHEREAS, on March 9, 2016, the Inland Valley Development Agency ("IVDA") Board approved Resolution 2016-01 formally adopting the IVDA Records Retention Schedule and

WHEREAS, on March 10, 2021, the Inland Valley Development Agency ("IVDA") Board approved Resolution 2021-01 formally adopting the amendment of the IVDA Records Retention Schedule; and

WHEREAS, on March 9, 2022, the Inland Valley Development Agency ("IVDA") Board approved Resolution 2022-02 formally adopting the amendment of the IVDA Records Retention Schedule; and

WHEREAS, the IVDA Board deems it reasonable and appropriate to consider and adopt Resolution 2023-01, further updating the IVDA Records Retention Schedule to be in compliance with all current laws and standard day-to-day business practices.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD 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. Destruction Authorization. The records of the IVDA, as set forth in the Records Retention Schedule, Exhibit A, attached hereto and incorporated herein by this reference, are hereby authorized to be destroyed in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the Clerk of the Board, without further action by the IVDA Board.

SECTION 3. Updates to the Retention Schedule: With the consent of the Clerk of the Board, Chief Executive Officer, and Agency Counsel, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the IVDA Board. Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Changes in the Total Retention and/or adding a new records series must be presented to the IVDA Board for consideration.

SECTION 4. Definitions: The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 5 Responsibility: The Clerk of the Board shall certify the passage and adoption of this resolution and file it away with all original resolutions.

SECTION 6. Effective Date. This Resolution shall take effect upon the date of its adoption.

[SIGNATURES ON FOLLOWING PAGE]

PASSED, APPROVED AND ADOPTED this 12th day of April, 2023.

MOTION:

SECOND:

AYES:

NOES:

ABSENT:

ABSTAIN:

Phillip Dupper, 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. 2023-01 was duly and regularly passed and adopted by the IVDA governing Board at a Regular meeting thereof, held on the 12th day of April 2023, 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

EXHIBIT “A”

Amended Records Retention Schedule

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
AGENCY-WIDE (Used by All Departments)										
Admin Services / Human Resources	AW-001	Accident, Incident, Injury reports: EMPLOYEES , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference;
Finance	AW-002	Accounts Payable, Invoices, Petty Cash, Purchase Requests, etc. ALL backup is forwarded to Finance	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies)
Lead Dept.	AW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §54960.1(c)(1)
Clerk of the Board	AW-004	Agenda Packets / Staff Reports: Agency Council / Redevelopment / Successor Agency / Oversight Board	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC	Copies

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-005	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations (insurance certificates are filed with agreement); Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Lead Dept.	AW-006	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Insurance Certificates, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; 2 CFR 200.333 ; CCP §337 et. seq., 24 CFR 91.105(h), 92.505, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §8546.7

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-007	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	The RFP / RFQ and the successful proposal becomes part of the agreement or contract
Finance	AW-008	Audits / Audit Reports / Annual Comprehensive Financial Report (ACFR) CAFR Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies
Finance	AW-009	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Copies
Finance	AW-010	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies
Admin Services / Human Resources	AW-011	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	Copies

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AW-012	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			Copies
Lead (Responding) Dept.	AW-013	Complaints / Concerns from Citizens / Computer Tracking Software or Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Agency preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342
	AW-014	Contracts: See Agreements								
	AW-015	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			Copies
Dept. that Authors Document or Receives the Agency's Original Document	AW-016	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			Department Preference

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the Agency's Original Document	AW-017	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda not retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media posting NOT made or retained for the purpose of preserving the informational content for future reference, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, staff videoconference chats, notes and recordings, supply inventories, telephone messages, transmittal letters, thank yous, speaker slips, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Electronic and paper records are filed and retained based upon their CONTENT. E-mails, electronic records, or social media postings where either the Content relates in a substantive way to the conduct of the public's business, or ARE made or retained for the purpose of preserving the informational content for future reference are saved outside the e-mail system by printing them out and placing in a file folder, or saving them electronically; If not mentioned here, consult the Agency Attorney to determine if a record is considered transitory / preliminary drafts. , GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017</p>

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	AW-018	Deeds, Easements, Final Orders of Condemnations (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the Clerk of the Board
Lead Dept.	AW-019	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the Agency Attorney to determine if a record is considered a draft. GC § 6252, 6254(a)
Lead Dept.	AW-020	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			Department preference

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-021	Grants / FAA Grants / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	2 years	18 years	20 years		Mag, Ppr			FAA Grants require records be retained for the useful life of the structure being funded (20 years is Agency preference); Meets auditing standards; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334 ; 2-CFR-200.333 ; -24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §8546.7
Admin Services / Human Resources	AW-022	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 12960

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	AW-023	Minutes - Board of Directors (IVDA, SBIAA, Oversight Board)	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Clerk of the Board Permanently
Lead Dept.	AW-024	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company
Staffing Dept.	AW-025	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq;
Clerk of the Board	AW-026	Ordinances	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Clerk of the Board Permanently
Admin Services / Human Resources	AW-027	Personnel Files (Department-level Files)	Send to Admin. Services Upon Separation or Transfer		Send to Admin. Services Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with Agency policy (all originals are sent to Administrative Services)
Lead Dept.	AW-028	Personnel Files (Supervisor's Notes)	After Incorporation into Performance Evaluation or Documented Discipline		After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-029	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts
Lead Dept.	AW-030	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			Department preference
Clerk of the Board	AW-031	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Department preference
	AW-032	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	AW-033	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by YOUR Department	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference
Lead Dept.	AW-034	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	AW-035	Reference or Working Files: See Correspondence								
Clerk of the Board	AW-036	Resolutions	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by Clerk of the Board Permanently;
Lead Dept.	AW-037	Surveys / Questionnaires (that the Agency issues).	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference
Finance	AW-038	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards / Leave Slips	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies

RECORDS RETENTION SCHEDULE: AGENCY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AW-039	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention, Safety training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 53235.2(b), 53237.2(b)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Admin Services / Human Resources	AS-001	Benefit Plan Documents (Medical, Insurance, Retirement, Optical, Dental, etc.)	P		P	Yes: For Duration of Contract	Mag, Ppr			Department preference; EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§§12946, 12960
Admin Services / Human Resources	AS-002	Claims / General Claims (Public Property & Personal Injury) / Insurance Policy Claims	Resolution + 5 years		Resolution + 5 years	Yes: Until Settlement	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Department preference; CCP §§ 337 et seq.; GC §§ 911.2
Admin Services / Human Resources	AS-003	Classification / Reorganization Studies (for employee classifications and department structures)	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960
Admin Services / Human Resources	AS-004	Compensation Surveys & Studies	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960
Admin Services / Human Resources	AS-004.1	COVID-19 Notifications to Employees	3 years		3 years		Mag, Ppr			LC §6409.6(k)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-005	Department of Fair Employment & Housing (DFEH) Claims / Harassment Claims	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-006	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records;
Admin Services / Human Resources	AS-007	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin Services / Human Resources	AS-008	EEO-4 Reports and records required to generate EEO-4 report (Self-Identification Form, etc.)	3 years		3 years		Mag, Ppr			29 CFR 1602.30

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-009	EEOC Claims	P		P		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-010	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the "Regular Course of Business" GC §§34090, 6252, 6254(a)
Admin Services / Human Resources	AS-011	I-9s	Separation + 3 years		Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960
Admin Services / Human Resources	AS-013	Insurance Policies - Property / Liability / Fire / Theft	P		P		Mag Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-014	Job Descriptions / Classification Specifications	When No Longer Required - Minimum 3 years		When No Longer Required - Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960; 29 USC 1113
Lead Dept.	AS-015	OSHA Log 200 and Log 300, 301, 301A	Completion + 5 years		Completion + 5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8; 8 CCR 14300.33 ; 8 CCR §3203(b)(1), 29 CFR 1904.33, OMB 1220- 0029, 8 CCR 14300.33; LC §6429c
Admin Services / Human Resources	AS-016	Personnel Files - Background File - SUCCESSFUL (Employees)	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; LC §1198.5

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-017	Personnel Files - Background File - UNSUCCESSFUL Applicants	3 years		3 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960;
Admin Services / Human Resources	AS-018	Personnel Files - Employee File Includes Application, Disciplinary Actions, Evaluations, Formal Complaints, Grievances / Appeals, Policies, Oaths of Office, PAFs, Training Records & Certificates, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer		Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.14; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960; 29 USC 1113; 53235.2(b), 53237.2(b); LC §1198.5
Admin Services / Human Resources	AS-019	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, etc.	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960; LC §1198.5

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AS-020	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, Rater's Profile & Confidentiality Agreement, Flowchart, Eligible Lists, etc.)	Hiring Decision + 4 3 years		Hiring Decision + 4 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960
Admin Services / Human Resources	AS-021	Studies & Surveys Conducted on Behalf of the Agency (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business
Admin Services / Human Resources	AS-022	Workers Compensation Financial Reports / Claim Runs / Reconciliation Reports	5 years		5 years		Mag Ppr			Meets auditing standards
Admin Services / Human Resources	AS-023	Workers Compensation Claims / Benefit Claims / Long Term Disability Claims	Separation + 10 years	P	P	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960
ADMINISTRATIVE SERVICES / PAYROLL										
Admin Services / Payroll	AS-024	Payroll Administration Forms (Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	2 years	8 years	10 years		Mag, Ppr			Department preference

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES / HUMAN RESOURCES & PAYROLL

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Payroll	AS-025	W-4's	2 years	8 years	10 years		Mag, Ppr			Department preference; IRS Regulation 31-6001-1 four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later.; 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~ CHIEF EXECUTIVE OFFICER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION / CHIEF EXECUTIVE OFFICER EXECUTIVE DIRECTOR										
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-001	Airport Improvement Projects: Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	20 years or After Funding Agency Audit, if required, whichever is longer	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-002	Airport Improvement Projects: Permanent File Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans

RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~
CHIEF EXECUTIVE OFFICER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-003	Airport Layout Plan (ALP)	Superseded + 2 years		Superseded + 2 years	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After QC	Department preference
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-004	Correspondence - Board of Directors, etc	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-005	Facility Use Permits / Facility Use Agreements (Air Show, Film Permits, Use of Auditorium, etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Before Expiration	Mag, Ppr			Department Preference

RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~
CHIEF EXECUTIVE OFFICER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-006	Historical Projects and Records	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-007	Projects, Programs, Economic Development, Legislation, Subject & Issues (Issues and/or projects will vary over time)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: While Active Issues	Mag, Ppr			Department Preference
Airport / Manager & Admin / Chief Executive Officer Executive Director	AD/ CEO ED-008	Speech Notes / PowerPoint Presentations	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents

RECORDS RETENTION SCHEDULE: ADMINISTRATION / ~~EXECUTIVE DIRECTOR~~
CHIEF EXECUTIVE OFFICER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Manager & Admin / <u>Chief</u> <u>Executive</u> <u>Officer</u> Executive Director	AD/ CEO ED- 009	Tracking for Tenant Agreements and Insurance Certificates (Excel)	Indefinite		Indefinite		Mag, Ppr			Department Preference

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
AIRPORT ADMINISTRATION / AIRPORT MANAGER										
Airport / Manager & Admin / Executive Director	AIR-001	Airport Improvement Projects: Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Insurance Certificates, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	20 years or After Funding Agency Audit, if required, whichever is longer	Completion + 20 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Airport / Manager & Admin / Executive Director	AIR-002	Airport Improvement Projects: Permanent File Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Comple. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans
Airport / Manager & Admin / Executive Director	AIR-003	Airport Layout Plan (ALP)	Superseded + 2 years	P	P	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After QC	Department preference

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Manager	AIR-004	Airport Licenses / Permits	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Department preference
Clerk of the Board	AIR-005	Airport Tenants: Hangar Leases, Tie-Downs, etc.	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Copies
Lead Dept.	AIR-006	Correspondence - Regulatory Agencies	P		P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time
Develop. & Properties	AIR-007	Drawings, Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Built"	Send All Drawings to Develop. & Properties		Send All Drawings to Develop. & Properties	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Always send final drawings to Development & Properties (so they have the most current drawing)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	AIR-008	<p>Grants / FAA Grants / Reimbursable Claims / FEMA Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)</p> <p>Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records</p> <p>Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years</p>	2 years	8 years, or Useful Life - Whichever is Longer	10 years, or Useful Life - Whichever is Longer		Mag, Ppr			<p>FAA Grants require records be retained for the useful life of the structure being funded; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133;</p>

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
AIRPORT FBO (FIXED BASE OPERATOR)										
Airport / FBO & Airport / Operations	AIR-009	Aboveground Petroleum Storage Tanks Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years)
Airport / FBO & Airport / Operations	AIR-010	Aircraft Accident / Incident Reports	Close + 2 years	6 years	Close + 8 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-011	Airport Operations (FAA Circulars, OEA Guidelines, etc.)	Superseded		Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Not Agency Records
Airport / FBO & Airport / Operations	AIR-012	Daily Logs & Maintenance: Meter Reading & Adjustments, Facility Maintenance Logs, Radio Equipment Operation Records, VOR Ground Check Error Data, Technical Performance Record (FAA Forms)	2 years	8 years	10 years		Mag, Ppr	S	Yes: After QC	Department preference; 14 CFR 171.13 - 171.327
Airport / FBO & Airport / Operations	AIR-013	FAA Maintenance Logs	10 years		10 years		Mag, Ppr	S	Yes: After QC	Department preference; 14 CFR 171.13 - 171.327

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / FBO & Airport / Operations	AIR-014	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded		Until Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Most are non-records;
Admin Services / Human Resources	AIR-015	Employee Exposure Records: Hazmat Exposure Records	Transfer to Human Resources		Transfer to Human Resources		Mag, Mfr, OD, Ppr	S	Yes: When QC	copies
Airport / FBO	AIR-016	Fuel Usage Logs / Inventory / Transfer / Purchase	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards);
Airport / FBO & Airport / Operations	AIR-017	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference - Agency has cradle to grave liability (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Airport / FBO & Airport / Operations	AIR-018	MSDS (Material Safety Data Sheets) / Safety Data Sheets (SDS) Masters	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When QC	MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
AIRPORT MAINTENANCE										

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Maint.	AIR-019	Generator Operation Logs (for fixed / stationary generators) / Inspections)	5 years		5 years		Mag, Ppr			40 CFR 70.6; AQMD Rule 1470; Form 400-E-13a instructions
Airport / Maint.	AIR-020	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference
Airport / Maint. & Airport / Operations	AIR-021	Permits: AQMD, Elevators, Pressure Vessels, etc.	Current + 2 years		Current + 2 years		Mag, Ppr			Department Preference;
Airport / Maint.	AIR-022	Pesticide Application Records	5 years		5 years		Mag Ppr			Department Preference (agricultural pesticide records are required for 2 years); GC §26202; 3 CCR 6623, 40 CFR 171.11 et seq.
Airport / Maint.	AIR-023	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Mag Ppr			Department Preference; 13 CCR 1234(c)

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Maint. & Airport / Operations	AIR-024	Underground Fuel Lines & Hydrants	Removal + 7 years		Removal + 7 years		Mag, Mfr, OD, Ppr	S	No	Department preference; Monitoring and Maintenance records for USTs are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)
Airport / Maint.	AIR-025	Vehicle & Equipment Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated;
Airport / Maint.	AIR-026	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq.,
Airport / Maint.	AIR-027	Vehicle Titles ("Pink Slips")	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference
Airport / Maint.	AIR-028	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated;

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Maint.	AIR-029	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original);
AIRPORT MARKETING										
Airport / Marketing	AIR-031	Promotional Marketing – External	Close + 7 years		Close + 7 years		Mag, Ppr			Department preference
Airport / Marketing	AIR-032	Promotional Marketing – Internal	2 years		2 years		Mag, Ppr			Department preference
AIRPORT OPERATIONS										
Airport / FBO & Airport / Operations	AIR-033	Aboveground Petroleum Storage Tanks Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years)
Airport / FBO & Airport / Operations	AIR-034	Accident / Incident Reports	Close of Incident + 2 years	6 years	Close of Incident + 8 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-035	Airport Noise / Monitoring Complaints	Close + 10 years		Close + 10 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / FBO & Airport / Operations	AIR-036	Airport Operations (FAA Circulars, OEA, etc.)	Superseded		Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Not Agency Records
Airport / Operations	AIR-041	AOA Access Personnel Records	Close + 2 years		Close + 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference (meets TSA & FAA requirements)
Airport / Operations	AIR-041.1	Badging / Airport Security Access Applications / AOA Access Personnel Records / Gate Card User Acknowledgements / Proximity Cards (Employees and Tenants)	Separation / Inactive + 4 2- years		Separation / Inactive + 4 2- years	Yes	Mag, Ppr			FAA requires a 2-cycle retention-Department preference
Airport / Operations	AIR-037	Citations / Code Enforcement Actions / Notices of Violations (includes noise and safety complaints)	Resolution + 4 years		Resolution + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference (consistent with other Code Enforcement and Operational Complaints); Statewide guidelines recommend Current Year + 10 years for Noise Monitoring & Complaints; et seq.
Airport / Operations	AIR-038	Drivers Training Records	Close + 2 years		Close + 2 years	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC	Department preference
Airport / FBO & Airport / Operations	AIR-039	Emergency Operations / Disaster Recovery / Earthquake Information	Until Superseded		Until Superseded	Yes	Mag, Mfr, OD, Ppr	S	No	Most are non-records;

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Admin Services / Human Resources	AIR-040	Employee Exposure Records: Hazmat Exposure Records	Transfer to Human Resources		Transfer to Human Resources		Mag, Mfr, OD, Ppr	S	Yes: When QC	Copies
Airport / FBO & Airport / Operations	AIR-042	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference (test results for hazardous waste generators are required for 3 years); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Airport / Operations	AIR-043	Inspections & Certificates: CalTrans, FAA, etc. (Includes letters of corrections and citations)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Department Preference; Statewide Guidelines recommend Current Year + 10 years for Runway Inspections, Current Year + 2 years for Safety Self-Inspections
Airport / FBO & Airport / Operations	AIR-044	Safety Data Sheets (SDS) Masters	2 years	28 years	30 years		Mag, Mfr, OD, Ppr	S	Yes: When QC	SDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; 8 CCR 3204(d)(1)(B)(2 and 3)
Airport / Operations	AIR-045	NPDES / Stormwater: Industrial Notices / Code Enforcement / Violations / Spill Response	Resolution + 3 years		Resolution + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 2 years	Code of Federal Regulations requires 3 years; 40 CFR 122.41(j)(2)

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Operations	AIR-046	NPDES Monitoring and Inspections - Stormwater	10 years		10 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Airport / Operations	AIR-047	NPDES Permit (Stormwater Discharge Permit)	Expiration + 3 years		Expiration + 3 years	Yes	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Airport / FBO & Airport / Operations	AIR-048	OSHA Inspections & Citations (send copies of any citations to Administrative Services)	5 years		5 years		Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), ; LC §6429c
Airport / Maint. & Airport / Operations	AIR-049.1	Permits: AQMD	Current + 5 years		Current + 5 years		Mag, Ppr			40 CFR 70.6
Airport / Maint. & Airport / Operations	AIR-049	Permits: Elevators, Pressure Vessels, etc.	Current + 2 years		Current + 2 years		Mag, Ppr			Department Preference;

RECORDS RETENTION SCHEDULE: AIRPORT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Airport / Maint. & Airport / Operations	AIR-050	Underground Fuel Lines & Hydrants	Removal + 7 years		Removal + 7 years		Mag, Mfr, OD, Ppr	S	No	Department preference; Monitoring and Maintenance records for USTs are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.24(i)
Airport / Operations	AIR-051	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(f) & 4216.3(d), 34090

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CLERK OF THE BOARD										
Lead Dept.	COB-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC § 54960.1(c)(1)
Clerk of the Board	COB-002	Agenda Packets: Board of Directors (IVDA & SBIAA)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-003	<p>Agreements & Contracts (ALL INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement or Contract includes all contractual obligations & Insurance Certificates (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, sewers, sidewalks, street & alley improvements, settlement, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §337 et. seq.,

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-004	<p>Agreements & Contracts (ALL NON-INFRASTRUCTURE, Leases, Professional Services Agreements - NOT IMAGED)</p> <p><i>Agreement or Contract includes all contractual obligations & Insurance Certificates (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Aeronautical Activity Permits, Consultants, FBOs, Hangars, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, Tie-Downs, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			<p>Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; CCP §§337.337.1(a), 337.15, 343</p>

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-005	Bond Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); GC §43900 et seq.
Clerk of the Board	COB-006	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by Clerk of the Board; Department file may include correspondence et seq.
Clerk of the Board	COB-006.1	Economic Interest Filings (FPPC Form 602 / 635) - Lobbyist Authorization Reporting	7 years		7 years		Mag, Ppr			2 CCR 18615(d)
Clerk of the Board	COB-008	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	Agency maintains original statements; GC §81009(d)(e)(f)&(g)
Clerk of the Board	COB-009	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr			Must post on website; GC §81009(e)

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Agency Manager	COB-010	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr			Should post on website for 4 years; GC §81009(e)
Clerk of the Board	COB-011	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr			GC §81009e
Clerk of the Board	COB-014	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr			Must post on website; GC §81009(e)
Clerk of the Board	COB-015	Historical Records , Photographs, & Historical Projects (e.g. Formation, Incorporation, Tax-exemptions, Secretary of State Filings Agency Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	Clerk of the Board determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy
Clerk of the Board	COB-016	Minute Orders	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			The Minutes are the final record
Clerk of the Board	COB-017	Minutes: Board of Directors (IVDA, SBIAA, Oversight Board)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference
Clerk of the Board	COB-018	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-019	Permits: Aeronautical Activity Permits (Filed with Agreements)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343, Contractor has retention requirements in 48 CFR 4.703(a)
Clerk of the Board	COB-020	Public Records Requests / Request for Records / Subpoenas (Civil / Duces Tecum)	Close + 2 years		Close + 2 years		Mag, Ppr			Department preference
Clerk of the Board	COB-021	Recordings: Audio Recordings - Board of Directors (IVDA, SBIAA, Oversight Board)	2 years		2 years		Mag, OD			Department Preference; State law only requires for 30 days; GC §54953.5(b)
Clerk of the Board	COB-022	Recordings: Video Recordings - Board of Directors (IVDA, SBIAA, Oversight Board)	2 years		2 years		Mag, OD			Department preference
Clerk of the Board	COB-023	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference
Clerk of the Board	COB-024	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Clerk of the Board	COB-025	Resolutions: Board of Directors (IVDA, SBIAA, Oversight Board)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference
Clerk of the Board	COB-026	Rights of Entry: Forest Service, Indian Tribes, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference
Clerk of the Board	COB-027	Specific Plan	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd	Department preference
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups - DAILY (Monday - Thursday)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required
Information Technology	IT-002	Backups - WEEKLY		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required

RECORDS RETENTION SCHEDULE: CLERK OF THE BOARD

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Information Technology	IT-003	GIS Database / Data / Layers (both Agency-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); et seq.
Information Technology	IT-004	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business
Information Technology	IT-005	Video Recordings (Public Areas)	When No Longer Required		When No Longer Required		Mag			Department preference

RECORDS RETENTION SCHEDULE: DEVELOPMENT & PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
DEVELOPMENT & PROPERTIES										
Develop. & Properties	D&P-001	Aerial Maps	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference
Develop. & Properties	D&P-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records
Develop. & Properties	D&P-003	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference for FAA Grants; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,

RECORDS RETENTION SCHEDULE: DEVELOPMENT & PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-004	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Agreement / Contract & Insurance Certificates, Successful Proposal, Change Orders, EIRs, Negative Declarations, Categorical Exemptions, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soils Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans
Lead Dept.	D&P-005	Correspondence - Regulatory Agencies	P		P	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time
Develop. & Properties	D&P-006	Customer Lists (Includes hangar inventories, tie down inventories)	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	Mfr	Yes: After QC	Transitory Record; et seq.
Develop. & Properties	D&P-007	Drawings, Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Airport should send final drawings / As Built to Development and Properties

RECORDS RETENTION SCHEDULE: DEVELOPMENT & PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-008	Encroachment Permits: Temporary (Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Expiration + 2 years		Expiration + 2 years	Yes: Until Completion	Mag, Ppr			Department Preference
Develop. & Properties	D&P-009	Encroachments - Permanent (Permanent structures in the Agency's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-010	Engineering Studies / Surveys - Preliminary Studies / Project Assessments (Not Acquired or Developed)	Minimum 10 years		Minimum 10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-011	Engineering Studies / Surveys (Agency Built Projects in the Public Right of Way / on Agency-owned Property)	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference

RECORDS RETENTION SCHEDULE: DEVELOPMENT & PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-012.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc.) / CEQA / NEPA Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action	Project Approval or Denial + 180 days Completion of CEQA Process		Project Approval or Denial + 180 days Completion of CEQA Process		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6
Develop. & Properties	D&P-012	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside Agency boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c)
Develop. & Properties	D&P-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside Agency boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the Agency Boundaries are with the project file

RECORDS RETENTION SCHEDULE: DEVELOPMENT & PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-014	Geotechnical and Soils Reports; Hydrology Reports (Authored by the Agency or their contractors)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-015	Insurance Certificates - ALL	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference
Develop. & Properties	D&P-016	Private Land Development Projects / Job Files (Unocal, etc.): Administration File Construction Inspections, Photos, Private Lab Verifications, Testing Lab Final Reports	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq.,
Develop. & Properties	D&P-017	Private Land Development Projects / Job Files (Unocal, etc.): Permanent Files Drainage, Driveway, Encroachments, Grading Plans, Rights of Way, Stormwater, etc. Dedications, Easements, Abandonments (Clerk of the Board is OFR)	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans

RECORDS RETENTION SCHEDULE: DEVELOPMENT & PROPERTIES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Develop. & Properties	D&P-018	Property Management: Tenant Correspondence, Insurance Certificates , Eviction Notices, Potential Tenant Correspondence	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference
Clerk of the Board	D&P-019	Property Management: Tenant Leases	Close + 5 years		Close + 5 years		Mag, Ppr			Copies
Develop. & Properties	D&P-020	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Develop. & Properties	D&P-021	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	When No Longer Required - Minimum 3 years	When No Longer Required - Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42,
Develop. & Properties	D&P-022	Soil Contamination Records / Groundwater Quality / Environmental Studies and Reports / Former Air Force Base Responsibilities for Clean-up	P		P		Mag, Mfr, OD, Ppr	S	No	Department preference
Develop. & Properties	D&P-023	Special Studies	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ADMINISTRATION & BUDGET										
Finance / Admin.	FIN-001	Audit Reports / Annual Financial Reports / Annual Comprehensive Financial Report (ACFR) and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference
Finance / Admin.	FIN-002	Audit Work Papers (The Agency's Documentary Evidence)	2 years	3 years	5 years	Yes: Until Paid	Mag, Ppr			Department Preference (meets municipal government auditing standards)
Finance / Admin.	FIN-003	Budgets - Final (Adopted Budget), and Approved Adjustments	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference
Finance / Admin.	FIN-004	Budgets - Preliminary, Backup Documents	When No Longer Required		When No Longer Required	Yes: Current Fiscal Year	Mag, Ppr			Preliminary drafts
Finance / Admin.	FIN-005	Single Audits	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (meets municipal government auditing standards)

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
GENERAL ACCOUNTING										
Finance / General Accounting	FIN-006	1099's / 1096's	5 years		5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29 USC 436
Finance / General Accounting	FIN-007	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Warrant Request, etc.)	2 years	5 years	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference (meets municipal government auditing standards)
Finance / General Accounting	FIN-008	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Ppr			Department preference; Meets auditing standards
Finance / General Accounting	FIN-009	Bank Statements and Trustee Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; Meets auditing standards; 26 CFR 31.6001-1
Finance / General Accounting	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FIN-011	Checks / Warrants (Cashed)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department Preference; meets municipal government auditing standards; CCP § 337
Finance / General Accounting	FIN-012	Escheat (Unclaimed money / voided or uncashed checks)	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519
Finance / General Accounting	FIN-013	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated
Finance / General Accounting	FIN-014	Fiscal Agent Statements	Bond Fully Defeased + 10 years		Bond Fully Defeased + 10 years		Mag, Ppr			Department Preference; Meets auditing standards; 26 CFR 31.6001-1
Finance / General Accounting	FIN-015	Investment Reports, Investment Transactions, Summary Transactions, Inventory and Earnings Report	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards
Finance / General Accounting	FIN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FIN-017	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; CCP § 337
Finance / General Accounting	FIN-018	Purchase Orders / Purchase Requisitions	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference (same as Accounts Payable / Invoices); Retained to match other auditing periods
Finance / General Accounting	FIN-019	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (Financial System qualifies as a trusted system)
Finance / General Accounting	FIN-020	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, etc.	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards
Finance / General Accounting	FIN-021	Salary Records	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference;
Finance / General Accounting	FIN-022	Tax Returns: Jet Fuel Sales, etc.	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; IRS: 4 years after tax is due or paid ; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530
Finance / General Accounting	FIN-023	Treasurer's Reports	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Meets auditing standards

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for Agency-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / General Accounting	FIN-024	W-9s	<u>Vendor Inactive + 3 years</u> Minimum 5-years		<u>Vendor Inactive + 3 years</u> Minimum 5-years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	<u>Meets IRS auditing standards</u> Department Preference; IRS: 4 years after tax is due or paid; Ca. FTB: 3 years; IRS Reg- §31.6001-1(e)(2), R&T- §19530; 29 USC 436
FINANCE / PAYROLL										
Finance / Payroll	FIN-025	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	8 years	10 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436
Finance / Payroll	FIN-026	Deferred Compensation (457, 401A) Reports, Registers	2 years	8 years	10 years		Mag, Ppr			Department preference
Finance / Payroll	FIN-027	Payroll Check Registers	2 years	8 years	10 years		Mag, Ppr			Department preference
Finance / Payroll	FIN-028	Payroll Journals	2 years	8 years	10 years		Mag, Ppr			Department preference
Finance / Payroll	FIN-029	Payroll Reports (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	8 years	10 years		Mag, Ppr			Department preference

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for Agency-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Payroll	FIN-030	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards - IF FINANCE RECEIVES SIGNATURE of EMPLOYEE (Either in Paper or Electronic Format)	2 years	8 years	10 years		Mag, Ppr			Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5;
Finance / Payroll	FIN-031	W-2's	2 years	8 years	10 years		Mag, Ppr			Department Preference for PERs Buy-back purposes; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 8

PRESENTER: Jennifer Farris, Clerk of the Board

SUBJECT: APPROVE MEETING MINUTES: FEBRUARY 8, 2023

SUMMARY

Submitted for consideration and approval by the Inland Valley Development Agency (IVDA) Board: Meeting minutes of the regular meeting held Wednesday, February 8, 2023.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held February 8, 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. February 8, 2023 meeting minutes.

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

WEDNESDAY, FEBRUARY 8, 2023

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
Councilmember John Echevarria	Present (arrived at 3:07PM)
VACANT	

City of Loma Linda

Mayor Phillip Dupper, Co-Chair	Present
Councilmember Rhodes Rigsby	Present (arrived at 3:04PM)
Councilmember John Lenart (alt)	Absent

County of San Bernardino

Supervisor Joe Baca, Jr.	Present
Supervisor Jesse Armendarez	Absent
Supervisor Dawn Rowe (alt)	Absent

City of San Bernardino

Mayor Helen Tran	Present
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present
Mayor Pro Tem Fred Shorett (alt)	Present (in audience)

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
Mark Gibbs, Director of Aviation	Jeff Barrow, Director of Development
Myriam Beltran, Manager of Planning & Programs	Jennifer Farris, Clerk of the Board
Amber Casarez, Marketing Manager	

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Co-Chair Phillip Dupper at approximately 3:03 p.m. on Wednesday, February 8, 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 Supervisor Joe Baca, Jr. 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. Welcome to newly appointed Board Members
 - c. Report on Airport Gateway Specific Plan (AGSP)
 - d. Policies and Procedures update
 - e. Report on annual Recognized Obligation Payment Schedule (ROPS)
- 2b. Mr. Burrows welcomed new Board Members to the Agency.
- 2c. Mr. Burrows gave a brief update on the Airport Gateway Specific Plan.
- 2d. Ms. Catherine Pritchett, Director of Administration, gave a brief report on Agenda Item No 2d. and referenced a PowerPoint presentation as contained on pages 024-026 of the agenda packet.
- 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 – February 8, 2023
4. Receive and file Cash Report for December 31, 2022, for the Inland Valley Development Agency (IVDA)
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: January 12, 2023 (Special)

ACTION: Approve Agenda Item Nos. 3-5 of the Consent Calendar.

RESULT:	ADOPTED [UNANIMOUSLY]
MOTION/SECOND:	Baca / Ibarra
AYES:	Baca, Dupper, Echevarria, Figueroa, Ibarra, Rigsby, and Tran.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	None.

ACTION: Approve Agenda Item No. 6 of the Consent Calendar.

RESULT: **ADOPTED**
AYES: Dupper, Echevarria, Figueroa, Ibarra, and Rigsby.
NAYS: None.
ABSTENTIONS: Baca and Tran.
ABSENT: None.

I. <u>BOARD ACTION ITEMS</u>

7. Consider and discuss Amendment No. 2 to the Inland Valley Development Agency Joint Power Exercise of Powers Agreement

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.

With the consensus of the Board, a motion was approved to move forward with formal approval of Amendment No. 2 by each member agency.

ACTION: Approve the circulation of Amendment No. 2 to Amended Joint Exercise of Powers Agreement (Inland Valley Development Agency) to the City of Colton, City of Loma Linda, County of San Bernardino, and City of San Bernardino for formal adoption at each municipality

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Baca / Ibarra
AYES: Baca, Dupper, Echevarria, Figueroa, Ibarra, Rigsby, and Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

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

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 8 and referenced the "Proposed Budget Adjustments Table" found on page 056 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: Baca / Ibarra
AYES: Baca, Dupper, Echevarria, Figueroa, Ibarra, Rigsby, and Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

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

Ms. Myriam Beltran, Manager of Planning & Programs, provided a brief report on Agenda Item No. 9.

ACTION: 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.

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Baca / Ibarra
AYES: Baca, Dupper, Echevarria, Figueroa, Ibarra, Rigsby, and Tran.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

10. 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 074-076 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**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

Various local residents and community representatives expressed their concerns to the Board regarding the Airport Gateway Specific Plan (AGSP). Public speakers noted concerns which pertained to potential air quality impacts, insufficient information distributed to the public regarding the plan, and the need for more community involvement.

L. **BOARD MEMBER COMMENT**

Councilmember Sandra Ibarra inquired as to the IVDA's policy of notifying the public on projects. Ms. Myriam Beltran, Manager of Planning & Programs, clarified that the Agency notifies residents and businesses beyond a quarter mile from the project area. Co-Chair Phillip Dupper inquired as to which languages notices are being sent out in. Ms. Beltran clarified that in both English and Spanish.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Co-Chair Phillip Dupper declared the meeting adjourned at 3:44 p.m.

Approved at a Regular Meeting of the Inland Valley Development Agency Board on April 12, 2023.

Jennifer Farris
Clerk of the Board



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 9

PRESENTER: Michael Lewin, Legal Counsel

SUBJECT: CONDUCT ELECTIONS OF VICE-CHAIRPERSON AND SECRETARY FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) FOR THE TERM COMMENCING APRIL 12, 2023 THROUGH JANUARY 31, 2025

SUMMARY

Election of the IVDA Vice-Chairperson and Secretary are to be conducted pursuant to the requirements of the election procedures set forth in Resolution No. 92-07B, adopted May 13, 1992.

RECOMMENDED ACTION(S)

Conduct Election of Vice-Chairperson and Secretary for the Inland Valley Development Agency (IVDA) for the term commencing April 12, 2023 through January 31, 2025.

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

At the February 8, 2023, meeting, the Board approved a draft form of Amendment No. 2 to the Amended Joint Exercise of Powers Agreement that would change the officer positions of the Board from a two (2) Co-Chairperson and a Vice-Chairperson to a single Chairperson, Vice-Chairperson and Secretary. The adoption of Amendment No. 2 requires the approval of all the IVDA Members.

Amendment No. 2 has been approved and executed by all IVDA Members and the officer positions of the Board are now Chairperson, Vice-Chairperson and Secretary. Mayor Phillip Dupper currently holds the position of Chairperson, but the offices of Vice-Chairperson and Secretary are vacant.

It is appropriate and at the pleasure of the Board to call for nominations and elect from the membership of the Board to fill the vacant offices of Vice-Chairperson and Secretary.

Resolution No. 92-07B adopted May 13, 1992, establishes the procedure for the election of officers of the Board. A copy of Resolution No. 92-07B is attached for your convenient reference.

Resolution No. 92-07B, Section 4, specifies the procedures to be followed separately for each office.

1. The Chairperson opens nominations for each office separately.
2. If there are no nominations, the existing officers remain in place.
3. A nomination may be made by a Board member and seconded by another as long as neither is the candidate.
4. If there is only one nomination, the Chair closes the nominations, and that person is deemed elected.
5. If there are two nominations, the successful candidate must receive five affirmative votes.

Attachments:

1. Resolution No. 92-07B.

RESOLUTION NO. 92-078

RESOLUTION OF THE INLAND VALLEY DEVELOPMENT AGENCY AMENDING RESOLUTION NO. 91-11 AND ESTABLISHING CERTAIN ELECTION PROCEDURES IN CONNECTION WITH THE ELECTION OF CO-CHAIRMEN AND A VICE-CHAIRMAN

WHEREAS, the Inland Valley Development Agency (the "IVDA") is a joint powers authority formed by the legislative bodies of its members (the "Member Jurisdictions") pursuant to Section 33320.5 of the California Health and Safety Code and Section 6500, et seq., of the California Government Code; and

WHEREAS, under Section 33320.5(b) of the California Health and Safety Code, the IVDA, although it is not organized as a redevelopment agency, has and shall exclusively exercise redevelopment powers in furtherance of the redevelopment of a project area approved by the IVDA; and

WHEREAS, the IVDA was formed for the purposes of implementing the redevelopment of the Norton Air Force Base and properties adjacent and in proximity thereto in order to preserve and create employment opportunities necessitated by the announced and scheduled closure of Norton Air Force Base; and

WHEREAS, the IVDA has previously adopted the Redevelopment Plan for the Inland Valley Redevelopment Project Area (the "Redevelopment Plan"); and

WHEREAS, the joint exercise of powers agreement (the "Agreement") establishing the IVDA had previously contained general procedures for the election of officers of the governing board of the IVDA (the "IVDA Board") and as a result of amendments to the Agreement which became effective on April 13, 1992, the IVDA Board now seeks to adopt specific election procedures that are consistent with such amendments and to rescind Resolution No. 91-11 as previously adopted by the IVDA Board on December 18, 1991; and

WHEREAS, the IVDA at this time deems it appropriate to rescind said Resolution No. 91-11 and adopt detailed election procedures in connection with the election of the Co-Chairmen and a Vice-Chairman of the IVDA Board from the Members who comprise the Board (the "Board Members"); and

WHEREAS, the IVDA further deems it desirable to establish certain procedures for the vacation of office or the removal from office of the Co-Chairmen or Vice-Chairman of the IVDA Board.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE INLAND VALLEY DEVELOPMENT AGENCY AS FOLLOWS:

Section 1. Resolution No. 91-11 as previously adopted by the IVDA Board on December 18, 1991, is hereby rescinded in its entirety with the intent that the provisions of this Resolution shall replace those as previously contained within said Resolution No. 91-11.

Section 2. The IVDA hereby approves the procedures as set forth herein concerning the election of the Co-Chairmen and a Vice-Chairman and the removal of such officers from said positions on the IVDA Board and agrees to be bound by said procedures.

Section 3. The Co-Chairmen and Vice-Chairman of the IVDA Board shall be elected from the membership of Board Members for two-year terms which shall expire upon the election of officers at the biennial election to be held at the first regularly scheduled meeting of the IVDA during the month of July in each even numbered year.

Section 4. Candidates for each office shall be nominated by a Board Member together with a second as to such nomination by another Board Member neither of whom shall be the candidate for such office. In the event only one (1) candidate is nominated and such nomination is duly seconded for any office, no vote of the Members need be taken after the then presiding Co-Chairmen or Vice-Chairman has declared the nominations closed. If two (2) or more candidates are duly nominated for an office, a vote of the Board Members shall then be held in open public session. A Board Member shall only be considered to have been elected to an office upon having received five (5) affirmative votes. Upon the nomination of three (3) or more candidates for any office, if upon the initial casting of votes no candidate has received five (5) affirmative votes, the two (2) candidates receiving the most votes shall then be voted upon again to determine which of said two (2)

candidates, if either, has received five (5) affirmative votes. After a vote has been held for two (2) candidates for an office and neither candidate has received five (5) affirmative votes, the matter shall be placed on the next succeeding IVDA regular agenda unless the matter is appropriately reconsidered at the same meeting. Until such time as a candidate has received five (5) affirmative votes at any special election pursuant to this Resolution or the biennial election, as applicable, the Board Member previously elected to such office shall remain in office.

Section 5. In the event no candidates for an office are nominated at the biennial elections, the previously elected officers shall remain in office until (i) the next succeeding biennial election at which time new officers are elected, or (ii) the then present officers are automatically deemed to be re-elected by reason of no candidates having been nominated at a biennial election, or (iii) the officer is no longer a Board Member by reason of Section 6 below, or (iv) the officer is removed from office by reason of Section 8 below.

Section 6. If at any time during the elected term of an officer, such person either (i) voluntarily resigns from such office or from the position of a Board Member on the IVDA, (ii) is unable to serve as an elected officer by reason of death, (iii) is removed from the Board Membership by action of the appropriate Member Jurisdiction, or (iv) is no longer an elected official of a Member Jurisdiction, the office shall be considered vacated as of

the date when such event occurs. The IVDA Board shall at the next regularly scheduled IVDA meeting conduct an election for a successor to such office for the unexpired term.

Section 7. In the event one of the Co-Chairmanship positions is vacated as set forth in Section 6 above, or as set forth in Section 8 below, the remaining Co-Chairman shall preside at all meetings and exercise all powers granted or delegated to the position of Co-Chairmen. In the event both positions of Co-Chairmen are vacated, the Vice-Chairman shall automatically assume all duties and obligations of the Co-Chairmen and shall exercise all powers of the Co-Chairmen under the Agreement until at least one (1) successor Co-Chairman has been elected.

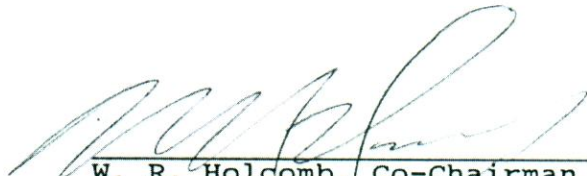
Section 8. The IVDA Board shall have the power at any regular or adjourned regular meeting of the IVDA to remove an elected officer from such elected office for any reason and either with or without cause. All Board Members shall be entitled to place an item on any IVDA agenda consistent with the requirements of the Brown Act (Government Code Section 54950, et seq.), for the removal of an officer prior to the expiration of the elected term of any such officer. Such removal shall only be effective upon the casting of five (5) affirmative votes by Board Members. Immediately upon such removal, the IVDA shall accept nominations for candidates to fill such position and the same procedures shall be followed as with biennial elections as specified in Section 4 above.

Section 9. In the event a vacancy occurs pursuant to Section 6 or Section 8 above and either (i) no candidate is nominated or (ii) if nominated such nomination is not duly seconded as set forth in Section 4 above, or (iii) no candidate receives five (5) affirmative votes from among Board Members, the office shall remain vacant until filled at the next IVDA regular meeting or at any succeeding IVDA regular meeting. If both Co-Chairmen are removed from office as provided in Section 8 and no successor Co-Chairman or Co-Chairmen have been elected, the Vice-Chairman shall function as a Co-Chairman in a similar manner as provided in Section 7 above.

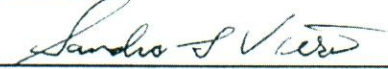
Section 10. In the event all three (3) offices of Co-Chairmen and Vice-Chairman are vacant concurrently, the Board Members shall select from the membership of Board Members one (1) Board Member to serve as the Acting Co-Chairman solely for the purpose of presiding over IVDA meetings until a successor Co-Chairman or Co-Chairmen have been duly elected by the IVDA Board Members.

Section 11. This Resolution shall take effect upon its adoption.


PASSED, APPROVED AND ADOPTED this 13th day of May, 1992.


W. R. Holcomb, Co-Chairman
Inland Valley Development Agency

(SEAL)
ATTEST:


Secretary of the
Inland Valley Development Agency

I, Sandra L. Viera, Secretary of the Inland Valley Development Agency (IVDA) do hereby certify that the foregoing Resolution No. 92-07B was duly and regularly passed and adopted by the IVDA at a Regular Meeting thereof held on the 13th day of May, 1992, and that the foregoing is a full, true, and correct copy of said Resolution, and has not been amended or repealed.


Secretary of the
Inland Valley Development Agency

(SEAL)



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 10

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 \$101,800.

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 \$101,800. The total increase in revenues and estimated revenues in the proposed budget adjustments is \$20,200 and the total increase in actual and proposed expenditures is \$122,000. The increase in budgetary revenues is expected to be received from the UAS Center at SBD co-exhibitors at the California Pavilion at the Xponential 2023 Exhibition in Denver, Colorado.

The increase in budgetary expenditures of \$122,000 is comprised of \$37,000 to support the delivery of UAS Center at SBD trainings and classes to contractual parties, as well as increased scope of services related to international trade; \$45,000 increase for gas and wastewater treatment usage and cost increases, a new capital project line item for \$15,000 to acquire professional services to support green energy improvements, and a new budget request for \$25,000 to develop and support international trade at SBD International Airport and the surrounding IVDA plan area.

These proposed budget adjustments affect the UAS Center at SBD, Water & Sewer Enterprise, Property Management, Capital Projects, and General 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	UAS Center at SBD	50920 - Professional Service - Other	\$ 116,400	\$ 37,000	\$ 153,400
B	Water & Sewer	50580 - Sewer Charges	180,000	35,000	215,000
C	Property Management	50470 - Gas	17,700	10,000	27,700
D	Capital Projects	50905 - Green Energy	-	15,000	15,000
E	General Fund	50772 - International Trade	-	25,000	25,000
Increase (Decrease) in expenditures & transfers out				<u>122,000</u>	
<i>Revenues & Transfers In</i>					
	UAS Center at SBD	40200 - Other Income	-	20,200	20,200
Increase (Decrease) in revenues & transfers in				<u>20,200</u>	
Net Budget Adjustment, Expenditures in Excess of Revenues				<u>\$ 101,800</u>	

Notes:

- A** \$37,000 increase in budgetary expenditures supports increased scope of services for domestic and international marketing, delivery of classroom instruction, instructors (subcontractors), and consultant expenses for scheduled and new UAS revenue agreements.
- B** Increased costs of industrial wastewater treatment due to rate increases and increased strength of wastewater flows requiring treatment indicate an increase in appropriations of \$35,000.
- C** An increase of \$10,000 due to increased usage and commodity cost of natural gas to heat IVDA buildings and water.
- D** A new account and appropriation request of \$15,000 to fund professional services to support alternative energy and changes in traditional energy that benefit the environment and/or assist in controlling energy usage.
- E** A new account and appropriation request of \$25,000 to develop and support international trade, including UAS Center at SBD international activities, at SBD International Airport and surrounding IVDA plan area.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. None.



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 11

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE THE ANNUAL INDEPENDENT AUDIT REPORT OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) FOR THE FISCAL YEAR ENDED JUNE 30, 2022

SUMMARY

The Inland Valley Development Agency (IVDA) annual independent financial audit for Fiscal year ending June 30, 2022 has been completed by Rogers, Anderson, Malody & Scott, LLP, an independent audit firm.

RECOMMENDED ACTION(S)

Receive and file the annual independent audit report of the Inland Valley Development Agency (IVDA) for Fiscal Year ended June 30, 2022; and approve the submittal of these reports to the appropriate agencies.

FISCAL IMPACT

None. Funding for these services is included in the approved Fiscal Year 2022-2023 Budget in the General Fund, Account 50860 - Auditing in the amount of \$50,000.

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

BACKGROUND INFORMATION

The Inland Valley Development Agency (IVDA) annual independent financial audit for Fiscal Year ended June 30, 2022, has been completed by Rogers, Anderson, Malody, & Scott, LLP, an independent audit firm. Auditing standards, generally accepted in the United States, require the independent auditor to communicate significant audit findings or difficulties encountered, if any, to IVDA's Board of Directors. Rogers, Anderson, Malody & Scott, LLP will make a brief presentation at the time of the meeting.

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

Attachments:

1. IVDA Financial Report for the Year Ended June 30, 2022.
2. Required Auditor's Communication With Those Charged with Governance (AU-C Section 260). - To be distributed at the time of the meeting.



Inland Valley Development Agency

FINANCIAL STATEMENTS

WITH INDEPENDENT AUDITOR'S REPORT

FOR THE YEAR ENDED JUNE 30, 2022

Inland Valley Development Agency

For the Year Ended June 30, 2022

TABLE OF CONTENTS

Independent Auditor's Report	1
Management's Discussion and Analysis	4
Government-Wide Financial Statements	
Statement of Net Position	12
Statement of Activities	13
Fund Financial Statements	
Balance Sheet - Governmental Fund	14
Reconciliation of the Balance Sheet - Governmental Funds to the Statement of Net Position	15
Statement of Revenues, Expenditures and Changes in Fund Balance	16
Reconciliation of the Statement of Revenues, Expenditures and Change in Fund Balances of the Governmental Funds to the Statement of Activities	17
Statement of Net Position - Proprietary Funds	18
Statement of Revenues, Expenses and Changes in Fund Net Position – Proprietary Funds	19
Statement of Cash Flows - Proprietary Funds	20
Statement of Net Position - Fiduciary Funds	21
Statement of Changes in Fiduciary Net Position - Fiduciary Fund	22
Notes to Financial Statements	23
Required Supplementary Information	
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual	41
Note to Required Supplementary Information	42



ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

PARTNERS

Terry P. Shea, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Bradferd A. Welebir, CPA, MBA, CGMA
Jenny W. Liu, CPA, MST
Gardenya Duran, CPA, CGMA
Brianna Schultz, CPA, CGMA
Brenda L. Odle, CPA, MST (Partner Emeritus)

MANAGERS / STAFF

Seong-Hyea Lee, CPA, MBA
Evelyn Morentin-Barcena, CPA
Veronica Hernandez, CPA
Laura Arvizu, CPA
Xinlu Zoe Zhang, CPA, MSA
John Maldonado, CPA, MSA
Julia Rodriguez Fuentes, CPA, MSA
Demi Hite, CPA
Jeffrey McKennan, CPA

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants



Proud Member of
AlliottGlobalAlliance™

Independent Auditor's Report

Board of Directors
Inland Valley Development Agency
San Bernardino, California

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Inland Valley Development Agency (the Agency), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Agency's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Agency, as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Agency and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The Agency's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Agency's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Agency's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Emphasis of Matter

As discussed in Note 1 to the financial statements, the Agency adopted provisions of Governmental Accounting Standards Board Statement No. 87, *Leases*. Our opinions are not modified with respect to this matter.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2023 on our consideration of the Agency's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Agency's internal control over financial reporting and compliance.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
March 29, 2023

Inland Valley Development Agency

Management's Discussion and Analysis **June 30, 2022**

The Inland Valley Development Agency ("Agency") is a regional joint powers authority ("JPA") specifically designated by the U.S. Department of Defense as the officially recognized Local Redevelopment Authority as defined under 32 CFR Part 175, Section 175.3 and under Public Law 100-526 (also referred to as the Base Realignment and Closure Act) created in 1990.

The Agency was created for the purpose of acquiring the former Norton Air Force Base ("Air Base") to facilitate the successful reuse of the property and to promote economic development within the area surrounding the Air Base. In addition to the powers inherent in the Agency as formed as a joint exercise of powers authority pursuant to Government Code Section 6500, et seq., the Agency was granted certain additional powers through the adoption of AB419 by the State Legislature in 1989 as currently found in Health & Safety Code Section 33492.40, whereby the Agency also had the ability to exercise redevelopment powers under California Community Redevelopment Law. Since redevelopment agency dissolution on February 1, 2012, the Agency has functioned as both a regional joint powers authority ("JPA") and as a successor agency to hold the assets and liabilities acquired with the Agency's dissolved redevelopment powers.

The Agency derives revenue from leases, fees for services, intergovernmental revenue, and contributions from the member jurisdictions.

The Financial Statements

The Agency members are the City of Colton, City of Loma Linda, City of San Bernardino, and the County of San Bernardino in Southern California.

The Agency's financial statements consist of four parts: *Management's Discussion and Analysis*, *Basic Financial Statements*, *Notes to the Financial Statements*, and *Required Supplementary Information*. The financial statements present two views of the Agency- government-wide and by fund.

The *Management's Discussion and Analysis* or MD&A is an integral part of a government's annual financial statements. The purpose of the MD&A is to provide a narrative explanation, through the eyes of management, of currently known facts, decisions, or conditions of future significance, including the entity's performance and financial condition.

Government-Wide Financial Statements report information about the Agency as a whole using accounting methods similar to those used by private-sector companies, and for the Agency's purpose, have two categories: governmental activities and business-type activities. These statements consist of a *Statement of Net Position* and a *Statement of Activities*. The *Statement of Net Position* includes all of the Agency's assets, liabilities, and deferred outflows and deferred inflows of resources. Current year's revenues and expenses are accounted for in the *Statement of Activities* regardless when cash is received or paid.

Inland Valley Development Agency

Management's Discussion and Analysis **June 30, 2022**

Fund Financial Statements provide more detailed information about the Agency's most significant funds. The Agency uses fund accounting to keep track of specific sources of funding and spending for particular purposes. The Agency has three kinds of funds:

- Governmental funds,
- Proprietary funds, and
- Fiduciary funds.

Governmental Fund. The Agency has one governmental fund- the *JPA General Fund*. Financial activity for the fund is presented in the following statements:

- *Balance Sheet Governmental Fund,*
- *Statement of Revenues, Expenditures, and Changes in Fund Balances-Governmental Fund.*

The following reconciliations are provided to enhance the readers' understanding of the differences between the two sets of statements.

- *Reconciliation of the Balance Sheet-Governmental Fund to the Statement of Net Position,*
- *Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance of Governmental Fund to the Statement of Activities.*

Proprietary Fund. The Agency uses enterprise funds, a type of proprietary fund, to account for the Water and Sewer Fund and the UAS Center Fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. Beginning in the 2003 fiscal year, the Water and Sewer Fund collects water and sewer revenues from retail users. Expenses are incurred for costs related to providing water and wastewater treatment services to the users. Beginning in the 2021 fiscal year, the UAS Center Fund generates revenues by providing training, system integration, and other related unmanned aircraft systems (UAS) services to individual, corporate, and government users. Expenses are incurred for costs related to providing these services to the users. The proprietary funds financial statements include the *Statement of Net Position-Proprietary Fund*, *Statement of Revenues, Expenses, and Changes in Fund Net Position-Proprietary Fund*, and a *Statement of Cash Flows-Proprietary Fund*.

Fiduciary Fund. Fiduciary funds are used to account for assets held in trust by the government for the benefit of individuals or other entities. The Agency maintains a Private-Purpose Trust Fund to report the assets, liabilities, deferred inflows and deferred outflows of resources, and activities of the Successor Agency. The fiduciary fund financial statements include the *Statement of Fiduciary Net Position*, and the *Statement of Changes in Fiduciary Net Position*.

Inland Valley Development Agency

Management's Discussion and Analysis June 30, 2022

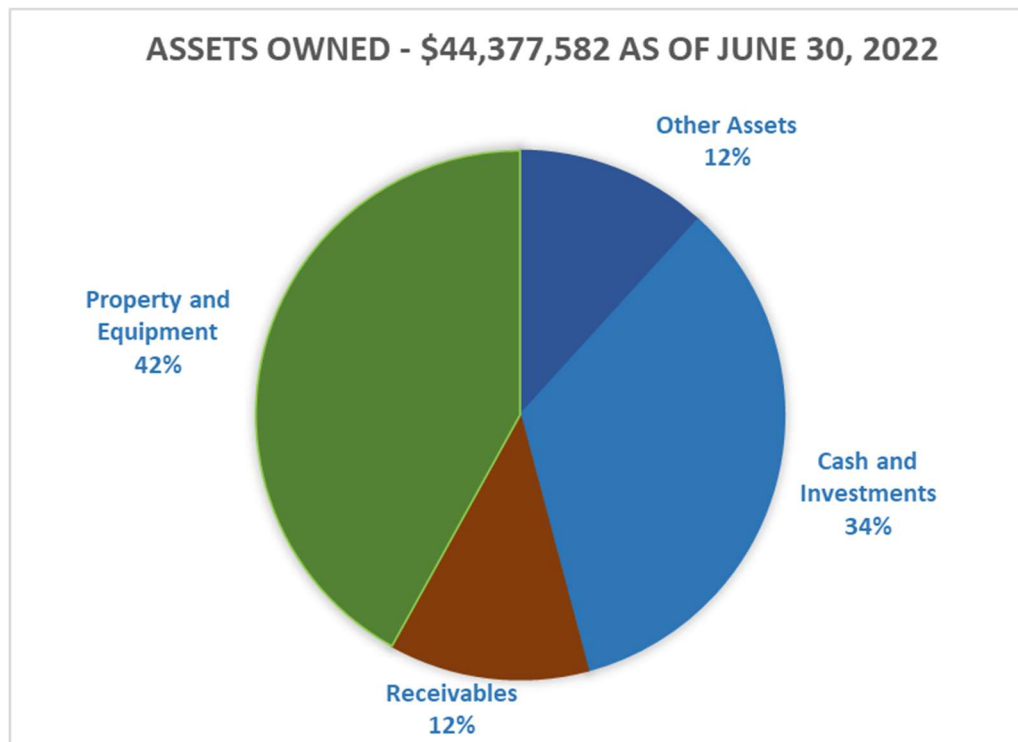
Notes to Financial Statements ("Notes") are additional information added to the end of financial statements that help explain specific items in the statements as well as provide a more comprehensive assessment of an entity's financial condition. Notes to financial statements can include information on debt, going concern criteria, accounts, contingent liabilities or contextual information explaining the financial numbers (e.g. to indicate a lawsuit).

Required Supplementary Information consists of the *Schedule of Revenues, Expenditures, and Changes in Fund Balance-Budget and Actual General Fund* and *Note to Required Supplementary Information*.

Summary Financial Information and Analysis

Government-Wide Financial Statements

The following chart reflects the composition of total assets owned at June 30, 2022 as shown on the *Government-Wide Statement of Net Position* (governmental and business-type activities).



Inland Valley Development Agency

Management's Discussion and Analysis June 30, 2022

The following is a comparison of the summaries of financial position and changes in net position shown on the government-wide financial statements (governmental activities only) for fiscal years ended 2022 and 2021.

Financial Statement Summary Governmental Activities (in thousands)

	<i>June 30, 2022</i>	<i>June 30, 2021</i>
Current Assets	\$ 25,673	\$ 20,583
Noncurrent Assets	18,303	28,726
Total Assets	43,976	49,309
Current Liabilities	1,341	3,804
Noncurrent Liabilities	83	729
Total Liabilities	1,424	4,533
Total Deferred Inflows of Resources	2,423	-
Net Investment in Capital Assets	18,303	28,414
Unrestricted	21,826	16,362
Net Position	\$ 40,129	\$ 44,776
Program Revenues	\$ 604	\$ 4,520
General Revenues and Transfers	2,002	1,613
Total Revenues	2,606	6,133
Program Expenses	7,484	19,140
Change in Net Position	(4,878)	(13,007)
Beginning Net Position, as Restated	45,007	57,783
Ending Net Position	\$ 40,129	\$ 44,776

The decrease in net position of \$4,877,198 is primarily due to program expenses being greater than total revenues and the transfer of real properties via sale and intergovernmental transfer of a building to San Bernardino International Airport Authority, a related party.

Inland Valley Development Agency

Management's Discussion and Analysis June 30, 2022

The following is a comparison of the summaries of financial position and changes in net position shown on the government-wide financial statements (business-type activities only) for fiscal years ended 2022 and 2021. This includes the Water and Sewer and UAS Center activities.

Financial Statement Summary Business-Type Activities (in thousands)

	<i>June 30, 2022</i>	<i>June 30, 2021</i>
Current Assets	\$ 95	\$ 87
Noncurrent Assets	307	271
Total Assets	402	358
Total Liabilities	51	145
Net Investment in Capital Assets	307	271
Unrestricted	44	(58)
Net Position	\$ 351	\$ 213
Operating Revenues	\$ 243	\$ 218
General Revenues and Transfers		
Transfers of Operating Allowances	330	100
Total Revenues and Transfers	573	318
Program Expenses	435	341
Change in net position	138	(23)
Beginning net position	213	236
Ending Net Position	\$ 351	\$ 213

Categories of Net Position

The Agency is required to present its net position in three categories: *Net Investment in Capital Assets*, *Restricted*, and *Unrestricted* reflected on the *Government-Wide Statement of Net Position*.

Inland Valley Development Agency

Management's Discussion and Analysis June 30, 2022

Net Investment in Capital Assets

At June 30, 2022, Invested in Capital Assets, net of related debt was \$18,610,054.

Restricted

No amount is restricted from net position as of June 30, 2022.

Unrestricted

The Agency had \$21,870,514 at June 30, 2022 in unrestricted net position.

Fiduciary Fund Financial Statements

The Agency has one fiduciary fund - the Successor Agency Fund (sub-classed as a private - purpose trust fund).

The following table is a comparison of the summary of the financial position and changes in net position for fiscal years ended June 30, 2022 and 2021.

In summary, for the year ended June 30, 2022 total assets and deferred outflows of resources in the fiduciary funds total \$28,058,153 and the total liability and deferred inflows of resources totaled \$232,186,406, which results in negative net position of \$204,128,253.

Financial Statement Summary Fiduciary Fund Successor Agency Fund (in thousands)

	<u>June 30, 2022</u>	<u>June 30, 2021</u>
Total Assets & Deferred Outflows of Resources	\$ 28,058	\$ 28,600
Total Liabilities & Deferred Inflows of Resources	<u>232,186</u>	<u>237,687</u>
Total Net Position	<u>\$ (204,128)</u>	<u>\$ (209,087)</u>
Additions	\$ 16,701	\$ 22,641
Deductions	<u>11,743</u>	<u>17,713</u>
Change in Net Position	<u>\$ 4,958</u>	<u>\$ 4,928</u>

The FY 2022 change in net position of \$4,958,367 is due to timing differences between property tax increment revenue and debt service payments.

Inland Valley Development Agency

Management's Discussion and Analysis June 30, 2022

Budget to Actual Analysis

There were four significant variations between the original budget adopted on June 9, 2021 and the final actual amounts at fiscal year close.

Intergovernmental grants, \$6,114,073. This line item is various grants from Federal, State and Local sources for various multi-year projects. The allocation in the budget reflected the revenue for the entire Projects for multiyear; however, the projects activities didn't take place entirely. Therefore, the Agency's reimbursements from various agencies in this fiscal year were less than the available allocated Project funds.

Lease income, \$2,544,940 and proceeds from sale of assets, \$2,116,591. These variances exist due to the presentation in financial statements. The reimbursements received were budgeted as lease income while reported in financial statements as proceeds from sale of assets.

Project Improvement Costs, \$9,259,807. This line item reflects the budget for the entire estimated cost of the Agency's capital projects portfolio that spans multiple years. However, the Agency did not incur all the costs for construction in process during the fiscal year resulting in a variance.

Additional Information and Analysis

Development Projects

The Agency previously entered into an ongoing Master Disposition and Development Agreement (MDDA) with Hillwood/San Bernardino, LLC, a Delaware limited liability company, owned 100% by H. Ross Perot, Jr. The MDDA's purpose is to develop Alliance-California, a business and industrial park in and around the San Bernardino International Airport. As of February 2021, over 15 million square feet of new facilities had been developed on or near the former Base.

The Agency also entered into an Owners Participation Agreement with Stater Bros. Markets, a California Corporation, and a Tri-Party Agreement with Stater Bros. Markets and Hillwood/San Bernardino, LLC, a Delaware limited liability company. These agreements allowed Stater Bros. Market to relocate their corporate offices and distribution facilities to the former Norton Air Force Base. This development project has been completed, and Stater Bros. Market has constructed over 2.1 million square feet of warehousing facilities which provides over 2,000 jobs.

In 2005-06, the Inland Valley Development Agency was appropriated \$36,500,000, in the Federal SAFETEA-LU bill, for the Inland Goods Movement Gateway project. This project serves to build roads, bridges, and other infrastructure facilities in and around the former Norton Air Force Base. The remainder of these funds are planned to be spent in fiscal year 2021-2022 and subsequent fiscal years for improvements on 3rd Street, 5th Street, and the completion of the Mountain View Avenue Bridge and Roadway Improvements Project.

The Inland Valley Development Agency will continue to help develop the San Bernardino International Airport pursuant to its military base reuse joint powers authority obligations in the current and subsequent fiscal years.

Inland Valley Development Agency

Management's Discussion and Analysis June 30, 2022

Pursuant to its obligations, the Agency has previously committed to support the San Bernardino International Airport Authority through and including the 2021-2022 fiscal year to assist airport operations and other capital project needs.

Going Forward

On February 27, 2014, the IVDA entered into a binding settlement agreement with the State of California, Department of Finance (DOF) and others to resolve prior litigation matters regarding the IVDA's unique formation and operation under Federal and State law. That settlement ensures that going forward, the IVDA has a separate Successor Agency function that serves to address the post-dissolution functions related to IVDA's exercise of California redevelopment powers. It further establishes that IVDA's existence and operation as a military base reuse joint powers authority was not dissolved and continues to function for the purposes for which it was originally established. The Successor Agency and the Joint Powers Authority are separate and distinct legal entities.

On May 15, 2014, the IVDA completed a comprehensive refinancing of all long-term debt with the issuance of its IVDA 2014 Tax Allocation Refunding Bonds Series A and Series B. This \$239 million issuance provides for stable and level debt service payments through 2045.

Going forward, the IVDA military base reuse joint powers authority continues to be engaged in implementation of its base reuse plan, supporting the San Bernardino International Airport, and deploying quality public infrastructure projects, programs, and services throughout its base reuse project area (a 3-mile radius around the former base).

Inland Valley Development Agency

Statement of Net Position June 30, 2022

	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and investments	\$ 12,589,192	\$ 43,487	\$ 12,632,679
Cash and investments with fiscal agents	2,500,850	-	2,500,850
Receivables:			
Accounts	42,597	51,512	94,109
Grants	273,783	-	273,783
Loans to related party	11,197	-	11,197
Interest	235,937	-	235,937
Participation payments	2,362,029	-	2,362,029
Lease	2,442,850	-	2,442,850
Prepaid expenses	69,585	-	69,585
Deposits held with others	312,240	-	312,240
Due from related party	4,824,016	-	4,824,016
Due from Successor Agency	8,253	-	8,253
Capital assets, not being depreciated	6,234,960	-	6,234,960
Capital assets, being depreciated	12,068,142	306,952	12,375,094
Total assets	43,975,631	401,951	44,377,582
LIABILITIES			
Accounts payable	952,072	47,507	999,579
Accrued expenses	176,521	-	176,521
Due to related party	-	3,268	3,268
Retention payable	67,684	-	67,684
Unearned revenue	59,906	-	59,906
Deposits	85,063	-	85,063
Compensated absences	82,324	-	82,324
Total liabilities	1,423,570	50,775	1,474,345
DEFERRED INFLOWS OF RESOURCES			
Leases	2,422,669	-	2,422,669
NET POSITION			
Net investment in capital assets	18,303,102	306,952	18,610,054
Unrestricted	21,826,290	44,224	21,870,514
Total net position	\$ 40,129,392	\$ 351,176	\$ 40,480,568

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Activities **June 30, 2022**

	Governmental Activities	Business-type Activities	Total
PROGRAM EXPENSES			
General government	\$ 7,483,394	\$ -	\$ 7,483,394
Water and sewer	-	157,693	157,693
UAS center	-	277,679	277,679
Total program expenses	7,483,394	435,372	7,918,766
PROGRAM REVENUES			
Charges for services	543,788	243,286	787,074
Capital grants	60,367	-	60,367
Total program revenues	604,155	243,286	847,441
Net program revenues (expenses)	(6,879,239)	(192,086)	(7,071,325)
GENERAL REVENUES AND TRANSFERS			
Interest	22,530	-	22,530
Lease income	2,298,605	-	2,298,605
Other income	10,906	-	10,906
Transfers of operating allowances	(330,000)	330,000	-
Total general revenues and transfers	2,002,041	330,000	2,332,041
Change in net position	(4,877,198)	137,914	(4,739,284)
Net position, beginning of year, as restated (Note 11)	45,006,590	213,262	45,219,852
Net position, end of year	\$ 40,129,392	\$ 351,176	\$ 40,480,568

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Balance Sheet Governmental Fund June 30, 2022

ASSETS	General Fund
Cash and investments	\$ 12,589,192
Cash and investments with fiscal agents	2,500,850
Receivables:	
Accounts	42,597
Grants	273,783
Loans to related party	11,197
Interest	235,937
Lease	2,442,850
Prepaid expenses	69,585
Deposits held with others	312,240
Due from related party	4,824,016
Due from Successor Agency	8,253
	<hr/>
Total assets	<u><u>\$ 23,310,500</u></u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCE	
Liabilities:	
Accounts payable	\$ 952,072
Accrued expenses	176,521
Retention payable	67,684
Unearned revenue	59,906
Deposits	85,063
	<hr/>
Total liabilities	<u>1,341,246</u>
Deferred Inflows of Resources:	
Leases	<u>2,422,669</u>
Total deferred inflows of resources	<u>2,422,669</u>
Fund Balance:	
Nonspendable	
Prepaid expenses	69,585
Deposits held with others	312,240
Unassigned	<u>19,164,760</u>
Total fund balance	<u>19,546,585</u>
Total liabilities, deferred inflows of resources and fund balance	<u><u>\$ 23,310,500</u></u>

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position June 30, 2022

Total fund balance of governmental funds \$ 19,546,585

Amounts reported for governmental activities in the Statement of
Net Position are different because:

Capital assets used in governmental activities are not financial
resources and, therefore, not reported in the funds. These
assets consist of:

Land	\$ 6,234,960	
Property, equipment and other	27,734,114	
Accumulated depreciation and amortization	<u>(15,665,972)</u>	
		18,303,102

Participation payments receivable is not a current financial
resource and therefore is not reported in the General Fund. 2,362,029

Long-term liabilities applicable to governmental activities are not
due and payable in the current period and, accordingly, are not
reported as fund liabilities. These liabilities consist of:

Compensated absences	<u>(82,324)</u>
----------------------	-----------------

Net position of governmental activities \$ 40,129,392

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Revenues, Expenditures and Changes in Fund Balance For the Year Ended June 30, 2022

REVENUES	General Fund
Charges for services	\$ 543,788
Lease income	2,298,605
Intergovernmental grants	60,367
Other income	10,906
Interest income	22,530
	<hr/>
Total revenues	2,936,196
	<hr/>
EXPENDITURES	
General and administrative costs	1,761,898
Professional services	429,930
Planning, survey and design	146,990
Operation of acquired property	912,135
Project improvement costs	1,632,006
	<hr/>
Total expenditures	4,882,959
	<hr/>
Excess (deficiency) of revenues over (under) expenditures	(1,946,763)
OTHER FINANCING SOURCES (USES)	
Proceeds from sale of assets	2,496,591
Contributions to related party	(828,366)
Transfers in	50,000
Transfers out	(380,000)
	<hr/>
Total other financing sources (uses)	1,338,225
	<hr/>
Net change in fund balance	(608,538)
Fund balance, beginning of year, as restated (Note 11)	20,155,123
	<hr/>
Fund balance, end of year	\$ 19,546,585
	<hr/>

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Reconciliation of the Statement of Revenues, Expenditures and Change in Fund Balance of the Governmental Funds to the Statement of Activities For the Year Ended June 30, 2022

Net change in fund balance - governmental funds	\$ (608,538)
---	--------------

Amounts reported for governmental activities in the Statement of Activities are different because:

Capital outlays are reported as expenditures in governmental funds. However, in the Statement of Activities, the cost of capital assets is allocated over their estimated useful lives as depreciation expense.

Capital outlays as expenditures	523,745
Depreciation expense	(1,147,889)

Proceeds from the sale of assets are reported as other financing sources in governmental funds. However, in the Statement of Activities, this is reduced with the disposal of assets sold and expensed as a loss on the sale.

Proceeds from sale	(2,496,591)
Loss on sale of assets	(1,146,130)

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.

Change in compensated absences	<u>(1,795)</u>
--------------------------------	----------------

Change in net position of governmental activities	<u><u>\$ (4,877,198)</u></u>
---	------------------------------

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Net Position Proprietary Funds June 30, 2022

	Water and Sewer	UAS Center	Total
ASSETS			
Cash	\$ 16,945	\$ 26,542	\$ 43,487
Accounts Receivable	33,452	18,060	51,512
Capital Assets:			
Property, equipment, and other, net of accumulated depreciation	195,045	111,907	306,952
Total assets	245,442	156,509	401,951
LIABILITIES			
Accounts payable	-	47,507	47,507
Due to related party	-	3,268	3,268
Total liabilities	-	50,775	50,775
NET POSITION			
Net investment in capital assets	195,045	111,907	306,952
Unrestricted	50,397	(6,173)	44,224
Total net position	\$ 245,442	\$ 105,734	\$ 351,176

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Revenues, Expenses and Changes in Fund Net Position Proprietary Funds For the Year Ended June 30, 2022

	Water and Sewer	UAS Center	Total
OPERATING REVENUE			
Charges for sales and service	\$ 215,991	\$ 27,295	\$ 243,286
OPERATING EXPENSES			
Costs of sales and services	148,621	-	148,621
Repairs and Maintenance	-	573	573
Depreciation	9,072	13,881	22,953
Administrative costs	-	60,636	60,636
Professional service	-	202,589	202,589
Total operating expenses	157,693	277,679	435,372
Operating income (loss)	58,298	(250,384)	(192,086)
TRANSFERS			
Transfers in	-	380,000	380,000
Transfers out	(50,000)	-	(50,000)
Total transfers	(50,000)	380,000	330,000
Change in net position	8,298	129,616	137,914
Net position, beginning of year	237,144	(23,882)	213,262
Net position, end of year	<u>\$ 245,442</u>	<u>\$ 105,734</u>	<u>\$ 351,176</u>

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Cash Flows Proprietary Funds For the Year Ended June 30, 2022

	Water and Sewer	UAS Center	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash received from customers	\$ 182,539	\$ 9,235	\$ 191,774
Cash paid to suppliers	(202,510)	(238,694)	(441,204)
Net cash used for operating activities	(19,971)	(229,459)	(249,430)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Acquisition and construction of capital assets	-	(58,247)	(58,247)
Net cash used for capital and related financing activities	-	(58,247)	(58,247)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Transfer (to) from other funds	(50,000)	380,000	330,000
Payment of interfund borrowing	-	(66,016)	(66,016)
Borrowing from related party	-	264	264
Net cash provided by (used for) noncapital financing activities	(50,000)	314,248	264,248
Net increase (decrease) in cash	(69,971)	26,542	(43,429)
Cash, beginning of year	86,916	-	86,916
Cash, end of year	\$ 16,945	\$ 26,542	\$ 43,487
RECONCILIATION OF OPERATING INCOME TO NET CASH USED FOR OPERATING ACTIVITIES			
Operating income (loss)	\$ 58,298	\$ (250,384)	\$ (192,086)
Adjustments to Reconcile Operating Expense to Net Cash Used for Operating Activities:			
Depreciation	9,072	13,881	22,953
Change in Assets and Liabilities:			
(Increase) decrease in accounts receivable	(33,452)	(18,060)	(51,512)
Increase (decrease) in accounts payable	(53,889)	25,104	(28,785)
Net Cash Provided by (Used for) Operating Activities	\$ (19,971)	\$ (229,459)	\$ (249,430)

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Net Position

Fiduciary Funds

June 30, 2022

	Private-Purpose Trust Fund
ASSETS	
Cash and investments	\$ 8,245,928
Cash and investments with fiscal agents	16,651,355
Prepaid bond insurance	938,808
Deposits held with others	110,663
Investment property	229,749
	<hr/>
Total assets	26,176,503
	<hr/>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred loss on refunding	1,881,650
	<hr/>
LIABILITIES	
Accrued interest	3,789,607
Deposits	110,663
Due to other government agencies	8,253
Bonds payable, net:	
Portion due or payable within one year	5,335,000
Portion due or payable after one year	222,015,524
	<hr/>
Total liabilities	231,259,047
	<hr/>
DEFERRED INFLOWS OF RESOURCES	
Deferred gain on refunding	927,359
	<hr/>
NET POSITION (DEFICIT)	
Restricted for individuals, organizations, and other governments	\$ (204,128,253)
	<hr/>

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Statement of Changes in Fiduciary Net Position Fiduciary Fund For the Year Ended June 30, 2022

	Private-Purpose Trust Fund
ADDITIONS	
Property tax increment	\$ 16,700,174
Interest income	1,086
Total additions	16,701,260
DEDUCTIONS	
Administrative costs	3,136
Transfers to IVDA JPA	332,352
Interest and fees	11,407,335
Miscellaneous	70
Total deductions	11,742,893
Change in net position	4,958,367
Net position (deficit), beginning of year	(209,086,620)
Net position (deficit), end of year	\$ (204,128,253)

The accompanying notes are an integral part of these financial statements.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 1 – Organization

Inland Valley Development Agency (Agency) is a Joint Powers Authority (JPA) formed pursuant to the provisions of the Government Code of the State of California and is comprised of four local governmental entities. These entities are the County of San Bernardino and the Cities of San Bernardino, Colton, and Loma Linda. The Agency was initially formed pursuant to a Joint Powers Agreement dated January 24, 1990, which was subsequently amended on February 12, 1990. The Agency was created to serve as a federal base reuse authority pursuant to the requirements of the Department of Defense in the Base Realignment and Closure Act for effectuating the conversion of the former Norton Air Force Base into civilian reuse. In addition, the Agency had the ability to exercise redevelopment powers pursuant to a special legislation, which became a part of the California Community Redevelopment Law. Specifically, Health and Safety Code Section 33320.5, which became effective January 1, 1990, provides that the Agency shall have, and exclusively exercise, powers of a redevelopment agency pursuant to the California Community Redevelopment Law in connection with a redevelopment project area approved by such joint powers authority.

The Agency adopted a Redevelopment Plan for the Inland Valley Redevelopment Project Area. The Agency's prime purpose and function in the adoption of this Redevelopment Plan was to provide the mechanism and funding to (1) acquire Norton Air Force Base (Air Base) and facilitate the successful reuse of the property; (2) ensure that adequate access exists to and from the major transportation systems and the Air Base; and (3) promote economic development within the area surrounding the Air Base.

California redevelopment agencies were dissolved effective January 31, 2012 pursuant to Assembly Bill (AB)x1 26. The Agency elected to serve as the successor agency to hold the assets and liabilities acquired with the Agency's dissolved redevelopment powers until they are distributed to other units of State and local government.

Note 2 – Summary of Significant Accounting Policies

A. Reporting Entity

As required by generally accepted accounting principles, these financial statements present the Agency and the Private-Purpose Trust Fund for the Successor Agency.

Pursuant to the provisions of the Redevelopment Restructuring Act, the Agency elected to become the successor agency to hold the assets and liabilities acquired with the Agency's dissolved redevelopment powers. All assets and liabilities related to the former redevelopment agency were transferred to the Successor Agency as of February 1, 2012, and the activities of the Successor Agency are reported as a fiduciary fund in the accompanying financial statements. The Successor Agency operates under the auspices of a legislatively formed Oversight Board comprised of representatives of the local agencies that serve the redevelopment project area. It is tasked with fulfilling the obligations of the former redevelopment agency.

Note 2 – Summary of Significant Accounting Policies (Continued)

B. Government-Wide and Fund Financial Statements

The basic financial statements of the Agency are comprised of the following:

- Government-wide financial statements;
- Fund financial statements; and
- Notes to the financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the reporting entity. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds. Fiduciary funds are excluded from the government-wide financial statements. The Agency has only one governmental fund.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period.

Note 2 – Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

The proprietary and private-purpose trust funds are reported using the economic resources measurement focus and the accrual basis of accounting. The agency fund has no measurement focus but utilizes the accrual basis of accounting for reporting its assets and liabilities.

The Agency reports the following major governmental funds:

General Fund - This is the Agency's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Agency reports the following major proprietary funds:

Enterprise Funds - The Enterprise Funds are used to account for those operations that are financed and operated in a manner similar to private business, where the intent of the Board of Directors is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The Agency reported the following enterprise funds:

Water and Sewer Fund - This fund accounts for the activities of the government in providing water and sewer services to retail users.

UAS Center Fund - This fund accounts for the activities of the government in providing unmanned aerial systems or drone flight training and systems integration consulting to individuals, corporations, and governments.

The Agency reports the following fiduciary fund type:

Private-Purpose Trust Fund - This fund is a fiduciary fund type used by the Agency to report trust arrangements under which principal and income are dedicated to providing benefits to recipients in accordance with the benefit term. This fund reports the assets, liabilities, and activities of the Successor Agency.

Certain eliminations have been made as prescribed by Governmental Accounting Standards Board (GASS) Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, in regards to interfund activities, payables, and receivables.

Note 2 – Summary of Significant Accounting Policies (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

All internal balances in the statement of net position have been eliminated except those representing balances between the governmental activities and the business-type activities, which are presented as internal balances. In the statement of activities, transactions between governmental and business-type activities have not been eliminated.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally-dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include taxes, if any.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of salaries and benefits, services and supplies, administrative expenses, utilities, maintenance, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Budgetary Practices

Each year, the Agency adopts a budget for all governmental funds, which provide for the general operations of the Agency. Budgets are prepared on the modified accrual basis of accounting.

E. Cash

Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

F. Investments

Investments for the government are reported at fair value (generally based on quoted market prices) except for the position in the Local Agency Investment Fund (LAIF), which is part of the pooled money investment account that is regulated by the California Government Code under the oversight of the State Treasurer, Director of Finance, and State Controller. The Agency's investment in this pool is reported in the accompanying financial statements at cost, which approximates fair value. Fair value is calculated based on the Agency's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio).

Note 2 – Summary of Significant Accounting Policies (Continued)

G. Receivables and Payables

Activities between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either due to/from other funds (i.e., the current portion of interfund loans) or advances to/from other funds (i.e., the noncurrent portion of interfund loans). All other outstanding balances between funds are reported as due to/from other funds. Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as internal balances.

Accounts receivable are stated at the amount management expects to collect from outstanding balances. A receivable balance is charged off in the period in which the receivable is deemed uncollectible. All accounts receivable are shown net of an allowance for uncollectible amounts when applicable. Management evaluates uncollectible amounts based on its assessment of the current status of individual accounts. Accounts receivable are deemed to be fully collectible. There was no allowance for doubtful accounts at June 30, 2022.

H. Capital Assets

Capital assets, which include property and equipment are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Agency as assets with an initial, individual cost of more than \$5,000 and have an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets of the government are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	10-35
Equipment and vehicles	5-7

Construction in progress includes all capitalized costs for expenditures directly incurred to bring a capital asset to a useable condition. These capitalized costs will be recorded to capital assets when the asset is operational. At that time, the costs will be depreciated or amortized over the respective capital asset's estimated useful life.

Note 2 – Summary of Significant Accounting Policies (Continued)

I. Investment Property

Investment property is reported in the statement of fiduciary net position at historical or acquisition cost.

J. Bond Issuance Costs and Premiums/Discounts

Bond premiums and discounts in the fiduciary funds are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are recognized as an outflow of resources in the period incurred on the statement of changes in fiduciary net position.

K. Employee Compensated Absences

Accumulated vacation, holiday benefits, and compensatory time are recorded as an expense and liability as the benefits are earned. Compensated absence liabilities are recorded when incurred in the government-wide and proprietary fund financial statements.

L. Deferred Outflows/Inflows of Resources

A deferred outflow of resources is defined as a consumption of net position that applies to future reporting periods and so will not be recognized as an outflow of resources (expenses) until then. The Successor Agency currently has one item which qualifies for reporting in this category, deferred loss on refunding.

A deferred inflow of resources is defined as an acquisition of net position that applies to future reporting periods and so will not be recognized as an inflow of resources (revenue) until that time. The Agency and Successor Agency currently have items which qualify for reporting in this category, leases and deferred gain on refunding, respectively.

M. Net Position Classification

In the government-wide financial statements, net position is categorized as follows:

Net Investment in Capital Assets - This component of net position consists of capital assets, including restricted capital assets, net of accumulated depreciation reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of invested in capital assets, net of related debt. Rather, that portion of the debt is included in the same net position component as the unspent proceeds.

Note 2 – Summary of Significant Accounting Policies (Continued)

M. Net Position Classification (Continued)

Restricted Net Position - This component of net position consists of constraints placed on net position through external constraints imposed by creditors (such as through debt covenants), granters, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position - This component of net position consists of net position that does not meet the definition of net investment in capital assets, or restricted net position.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, and then unrestricted resources as they are needed.

N. Fund Balances

In the fund financial statements, fund balances are categorized as follows:

Nonspendable - Items that cannot be spent because they are not in a spendable form (such as inventory) or items that are legally or contractually required to be maintained intact.

Restricted - Items with constraints placed on their use that are either: (1) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (2) imposed by law by constitutional provisions or by enabling legislation.

Committed - Items that encompass the portion of net fund resources, the use of which is constrained by the limitations that the government imposes upon itself at its highest level of decision-making authority (Board of Directors) through resolution and that remain binding unless removed in the same manner.

Assigned - Items that are constrained by the government's intent to be used for specific purposes. The intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. The Board of Directors is authorized for this purpose.

Unassigned - This category is for any spendable balances that have not been restricted, committed, or assigned to a specific purpose.

For the classification of fund balances, the Agency considers restricted amounts to have been spent before unrestricted if the expenditure meets the criteria for use of restricted funds. Unrestricted funds are used in the following order: committed, assigned, and unassigned funds.

Note 2 – Summary of Significant Accounting Policies (Continued)

O. Property Taxes

The Successor Agency receives incremental property taxes on property within its project area over a base assessed valuation on the date the project area was established. The duties of assessing and collecting property taxes are performed by the San Bernardino County Assessor and Tax Collector, respectively. Tax levies cover the period from July 1 to June 30 of each year. All tax liens attach annually on the first day in March preceding the fiscal year for which the taxes are levied. Taxes are levied on both real and personal property as it exists on that date.

Secured property taxes are levied against real property and are due and payable in two equal installments. The first installment is due on November 1 and becomes delinquent if not paid by December 10. The second installment is due on February 1 and becomes delinquent if not paid by April 10. Unsecured personal property taxes are due on July 1 each year. These taxes become delinquent if not paid by August 31.

The Successor Agency records incremental property tax revenues in the fiscal year to which they relate and are received, rather than at the related lien date, except that an accrual is made for revenues received within 60 days after the end of the fiscal year.

P. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Management believes that the estimates utilized in preparing its financial statements are reasonable and prudent. Actual results could differ from those estimates.

Q. Implementation of New Pronouncement

For the year ended June 30, 2022, the financial statements include the adoption of GASB Statement No. 87, *Leases*. The primary objective of this statement is to enhance the relevance and consistency of information about governments' leasing activities. This statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 3 – Cash and Investments

Cash and investments at June 30, 2022 are classified in the accompanying financial statements as follows:

Statement of Net Position	
Cash and Investments	\$ 12,632,679
Cash and Investments with Fiscal Agents	2,500,850
Statement of Fiduciary Net Position	
Cash and Investments with Fiscal Agents	<u>16,651,355</u>
 Total cash and investments	 <u><u>\$ 40,030,812</u></u>

Cash and investments as of June 30, 2022 consisted of the following:

Cash deposits with financial institutions	\$ 20,683,470
Cash with fiscal agents	19,152,205
Investments in LAIF	<u>195,137</u>
 Total cash and investments	 <u><u>\$ 40,030,812</u></u>

Investments Authorized by the California Government Code and the Agency's Investment Policy

The investments authorized by the Agency's investment policy are in accordance with Section 53601 of the California Government Code. The table below identifies the investment types that are authorized:

<u>AUTHORIZED INVESTMENT TYPE</u>	<u>MAXIMUM MATURITY</u>	<u>MAXIMUM PERCENTAGE OF PORTFOLIO</u>
Securities of the United States Government or its agencies	5 years	None
Treasury notes, bonds, or legal obligations of the State of California	5 years	None
Municipal bonds rated A+ by Standard & Poor's or A-1 by Moody's Investment Service or A+ by Fitch Ratings	5 years	None
Certificates of deposit	1 year	30%
Bankers acceptances	180 days	30%
Repurchase agreements	90 days	10%
Commercial paper rated A-1 by Standard & Poor's or P-1 by Moody's Investment Service	270 days	15%
California Local Agency Investment Fund	None	None
Time deposits	5 years	20%
Money-market accounts	5 years	20%

Investments of debt proceeds held by a bond trustee are governed by provisions of the debt agreement rather than the general provisions of the California Government Code or the Agency's investment policy.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 3 – Cash and Investments (Continued)

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates.

As of June 30, 2022, the Agency's investment in LAIF had an average maturity of 9 months.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. LAIF does not have a rating provided by a nationally recognized statistical rating organization.

Concentrations of Credit Risk

With the exception of securities of the U.S. government or its agencies and LAIF, it is the investment policy of the Agency that no more than 50% of the Agency's total investment portfolio be invested in a single investment type or with a single issuer. Investments of bond debt proceeds are not subject to this limitation.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Of the bank balances, up to \$250,000 is federally insured and the remaining balances are collateralized in accordance with the California Government Code.

The Agency's investment policy requires that for investments in certificates of deposit and repurchase agreements, a collateral level of at least 102% of the market value of the deposit be maintained. The California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law. The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 3 – Cash and Investments (Continued)

Investment in State Investment Pool

The Agency is a voluntary participant in LAIF, which is part of the pooled money investment account that is regulated by the California Government Code under the oversight of the State Treasurer, Director of Finance, and State Controller. The Agency's investment in this pool is reported in the accompanying financial statements at cost, which approximates fair value at amounts based on the Agency's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis. Investments in LAIF are highly liquid, as deposits can be converted to cash within 24 hours without loss of interest.

All investments with LAIF are secured by the full faith and credit of the State of California. Separate LAIF financial statements are available from the California State Treasurer's Office on the Internet at <http://www.treasurer.ca.gov>. Investment income from the pool is allocated back to the respective funds based on each fund's equity in the pool.

Note 4 – Receivables

Lease Receivable

On July 1, 2021, the Agency entered into a 48-month lease as Lessor for the use of DFAS I, 1111 E Mill Street. An initial lease receivable was recorded in the amount of \$2,288,717. As of June 30, 2022, the value of the lease receivable is \$1,733,110. The lessee is required to make monthly fixed payments of \$46,677. The lease has an interest rate of 0.2450%. The building's estimated useful life was 163 months as of the contract commencement. The value of the deferred inflow of resources as of June 30, 2022 was \$1,716,538, and the Agency recognized lease revenue of \$572,179 during the fiscal year. The lessee has one extension option for 36 months.

On July 1, 2021, the Agency entered into a 115-month lease as Lessor for the use of 1505 Enterprise Drive - Cell Tower Site. An initial lease receivable was recorded in the amount of \$758,635. As of June 30, 2022, the value of the lease receivable is \$683,048. The lessee is required to make monthly variable principal and interest payments of \$7,009. The lease has an interest rate of 1.2900%. The value of the deferred inflow of resources as of June 30, 2022 was \$679,473, and the Agency recognized lease revenue of \$79,162 during the fiscal year. The lessee has one extension option for 60 months.

On July 1, 2021, the Agency entered into a 22-month lease as Lessor for the use of BLDG. 48, STE 102. An initial lease receivable was recorded in the amount of \$58,648. As of June 30, 2022, the value of the lease receivable is \$26,692. The lessee is required to make monthly fixed payments of \$2,673. The lease has an interest rate of 0.3080%. The building's estimated useful life was 245.5 months as of the contract commencement. The value of the deferred inflow of resources as of June 30, 2022 was \$26,658, and the Agency recognized lease revenue of \$31,990 during the fiscal year. The lessee has one extension option for 24 months.

Inland Valley Development Agency

Notes to the Financial Statements **June 30, 2022**

Note 4 – Receivables (continued)

Participation Payments Receivable

The participation payment receivable arises from the Disposition and Development Agreement (Agreement) for the sale of the Agency's DFAS II real property (DFAS II). DFAS II consists of 211,701 square feet of land with a building of approximately 79,834 square feet. DFAS II was transferred via a quitclaim deed from the United State of America to the Agency pursuant to Public Law 100-526 in furtherance of the Agency's base reuse obligations for the former Norton Air Force Base and the further obligations if the Agency to support the development and operations of the San Bernardino International Airport. On March 31, 2022, the Agency sold the DFAS II Property and entered into an assignment and assumption agreement with SBD Corporate Center II, LLC (Developer) for the consideration of \$6,350,000. The consideration received for the DFAS II property is comprised of \$2,600,000 in cash and \$3,750,000, before discount at 4.00 percent, of participation payments. The participation payments are payable in quarterly amounts of \$37,500 for twenty-five years. The Agreement protects the Agency's rights to the participation payments through pre-approval rights to transfers of DFAS II underlying real property or transfers and/or changes in lessor/landlord rights and obligations. Participation payments start upon occupation of DFAS II by the Developer's tenant, San Bernardino County Fire Protection District upon completion of remodeling and furnishing of DFAS II, which is anticipated to begin on or about July 1, 2023. Payments are expected to begin in the fiscal year ending June 30, 2024, therefore there are no scheduled participation payments for the fiscal year ending June 30, 2023.

Future minimum participation payments to be received are estimated as follows, assuming a July 1, 2023 commencement:

Year ending June 30,	Principal	Interest	Total
2023	\$ -	\$ -	\$ -
2024	54,741	95,259	150,000
2025	58,580	91,420	150,000
2026	60,958	89,042	150,000
2027	63,434	86,566	150,000
2028 - 2032	357,959	392,041	750,000
2033 - 2037	436,778	313,222	750,000
2038 - 2042	532,952	217,048	750,000
2043 - 2047	650,303	99,697	750,000
2048	146,324	3,676	150,000
	<u>\$ 2,362,029</u>	<u>\$ 1,387,971</u>	<u>\$ 3,750,000</u>

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 5 – Capital Assets

Capital asset activity for the year ended June 30, 2022 was as follows:

	Balance July 1, 2021	*	Additions	Deletions	Balance June 30, 2022
Governmental Activities					
Capital assets, not being depreciated					
Land	\$ 7,294,960		\$ -	\$ (1,060,000)	\$ 6,234,960
Construction in progress	16,250		84,861	(101,111)	-
Total capital assets, not being depreciated	7,311,210		84,861	(1,161,111)	6,234,960
Capital assets, being depreciated					
Buildings and improvements	34,458,284		475,003	(8,176,540)	26,756,747
Equipment and vehicles	956,940		64,992	(44,565)	977,367
Total capital assets, being depreciated	35,415,224		539,995	(8,221,105)	27,734,114
Less: accumulated depreciation for					
Buildings and improvements	(16,603,339)		(1,139,765)	3,131,790	(14,611,314)
Equipment and vehicles	(1,091,099)		(8,124)	44,565	(1,054,658)
Total accumulated depreciation	(17,694,438)		(1,147,889)	3,176,355	(15,665,972)
Total capital assets, being depreciated, net	17,720,786		(607,894)	(5,044,750)	12,068,142
Governmental activities capital assets, net	\$ 25,031,996		\$ (523,033)	\$ (6,205,861)	\$ 18,303,102
Business-Type Activities					
Capital assets, being depreciated					
Property and equipment	\$ 421,811		\$ 58,247	\$ -	\$ 480,058
Less: Accumulated depreciation for					
Property and equipment	(150,153)		(22,953)	-	(173,106)
Business-type activities capital assets, net	\$ 271,658		\$ 35,294	\$ -	\$ 306,952

Depreciation expense charged to the primary government in the governmental activities amounted to \$1,147,889 and for business-type activities in the amount of \$22,953.

For the year ended June 30, 2022, the Successor Agency held real property with a carrying value of \$229,749, which is included as part of the Private-Purpose Trust Fund in the fiduciary funds.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 6 – Compensated Absences

The following is a summary of changes in compensated absences for the year ended June 30, 2022:

	Balance July 1, 2021	Net Change	Balance June 30, 2022	Amount due within one year
Compensated absences	\$ 80,529	\$ 1,795	\$ 82,324	\$ 41,162

Note 7 – Long-Term Debt

The following is a summary of changes in long-term debt for the Successor Agency for the year ended June 30, 2022:

	Balance July 1, 2021	Additions	Retirements	Balance June 30, 2022	Amount due within one year
Tax Allocation Bond, Issue of:					
2014A	\$ 146,220,000	\$ -	\$ -	\$ 146,220,000	\$ -
2014A Bond Premium	7,893,226	-	(340,386)	7,552,840	-
Tax Allocation Bond, Issue of:					
2014B	79,365,000	-	(5,115,000)	74,250,000	5,335,000
2014B Bond Discount	(738,353)	-	66,037	(672,316)	-
Total long-term liabilities	<u>\$ 232,739,873</u>	<u>\$ -</u>	<u>\$ (5,389,349)</u>	<u>\$ 227,350,524</u>	<u>\$ 5,335,000</u>

Successor Agency to the Inland Valley Development Agency Tax Allocation Refunding Bonds, Series 2014A (\$146,220,000) and Series 2014B (\$93,650,000) (2014 Bonds)

The Successor Agency issued Tax Allocation Bonds, Series 2014A and Series 2014B on May 15, 2014 totaling \$239,870,000. The Bonds were issued to refund and defease the Tax Allocation Bonds, Series 2011A, Series 2011B, and Series 2011C, and the CMB Investment Groups B and 1-V promissory notes. In addition, bond proceeds were used to fund a debt service reserve account and to pay the costs of issuance of the 2014 Bonds. The 2014 Bonds are secured by and payable from the Successor Agency's tax revenues, which consist of all monies deposited from time to time in the Redevelopment Property Tax Trust Fund. The 2014 Bonds are subject to optional redemption and mandatory sinking account redemption prior to their stated maturity.

The net proceeds of the 2014 bonds were \$248,871,000 with a net premium of \$9,111,391. The net proceeds were placed in an escrow account to advance refund the Tax Allocation Bonds, Series 2011A, Series 2011B, and Series 2011C, and the CMB Investment Groups B and 1-V promissory notes, along with other sources of funds in the amount of \$33,370,960. The debt service payments for the new bonds will exceed the debt service payments for the old bonds by \$76,411,440, and will result in an economic loss of \$72,057,623, using effective rates ranging from 4.5% to 5.5%. The proceeds from the refunding issue were placed in escrow accounts to pay the future debt service on the bonds being refunded. As a result, the refunded bonds are considered to be defeased and the liability has been removed from the statement of fiduciary net position.

Inland Valley Development Agency

Notes to the Financial Statements **June 30, 2022**

Note 7 – Long-Term Debt (continued)

The net carrying amount of the Series 2011A bonds exceeded its reacquisition price by \$1,253,278. The reacquisition price of the rest of the refunded bonds and promissory notes exceeded the net carrying amount by \$3,264,376. The amounts are reported as a deferred inflow and a deferred outflow of resources in the statement of fiduciary net position and amortized over the life of the new debt issued. The balances at June 30, 2022, net of amortization, are \$927,359 and \$1,881,650, respectively.

2014 Series A Bonds

The 2014A Bonds were issued in the aggregate principal amount of \$146,220,000 and will mature and be payable through September 1, 2044. The 2014A Bonds consist of \$48,925,000 term bonds maturing on September 1, 2037 bearing interest at 5.25% and \$97,295,000 term bonds maturing on September 1, 2044 bearing interest at 5.00%. The 2014A term bonds are subject to mandatory sinking fund redemption prior to maturity beginning March 1, 2033 equal to the sum of the principal amount plus accrued interest to the redemption date. Interest on the 2014A Bonds was initially payable on September 1, 2014 and semi-annually thereafter on each March 1 and September 1. The 2014A Bonds were issued at a premium of \$10,320,691.

Debt service requirements on these bonds are as follows:

Year ending June 30,	Principal	Interest	Total
2023	\$ -	\$ 7,433,313	\$ 7,433,313
2024	-	7,433,313	7,433,313
2025	-	7,433,313	7,433,313
2026	-	7,433,313	7,433,313
2027	-	7,433,313	7,433,313
2028 - 2032	-	37,166,563	37,166,563
2033 - 2037	48,925,000	31,945,963	80,870,963
2038 - 2042	65,985,000	17,235,875	83,220,875
2043 - 2045	31,310,000	1,981,000	33,291,000
Total	<u>\$ 146,220,000</u>	<u>\$ 125,495,966</u>	<u>\$ 271,715,966</u>

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 7 – Long-Term Debt (continued)

2014 Series B Bonds

The 2014B Bonds were issued in the aggregate principal amount of \$93,650,000 and will mature and be payable through March 1, 2033. The 2014B Bonds consist of \$33,185,000 Serial Bonds maturing beginning on September 1, 2018 through September 1, 2024 bearing interest from 2.745% to 4.532% and \$60,465,000 Term Bonds maturing on March 1, 2033 bearing interest at 5.50%. The 2014B term bonds are subject to mandatory sinking fund redemption prior to maturity beginning March 1, 2025 at a redemption price equal to the sum of the principal amount plus accrued interest to the redemption date. Interest on the 2014B Bonds was initially payable on September 1, 2014 and semi-annually thereafter on each March 1 and September 1. The 2014B Bonds were issued at a discount of \$1,209,300.

Debt service requirements on these bonds are as follows:

Year ending June 30,	Principal	Interest	Total
2023	\$ 5,335,000	\$ 3,878,984	\$ 9,213,984
2024	5,570,000	3,643,316	9,213,316
2025	5,825,000	3,390,836	9,215,836
2026	6,130,000	3,080,413	9,210,413
2027	6,475,000	2,738,587	9,213,587
2028 - 2032	38,200,000	7,859,500	46,059,500
2033 - 2034	6,715,000	247,775	6,962,775
Total	<u>\$ 74,250,000</u>	<u>\$ 24,839,411</u>	<u>\$ 99,089,411</u>

Total interest expense incurred for the Successor Agency for the year ended June 30, 2022 was \$11,458,731, excluding the amortization of the bond premium and discount.

Note 8 – Federal Agency Capital Grants

In 2018, the Agency and two other co-recipients were awarded a grant totaling \$2,964,360 from the United States Department of Commerce Economic Development Administration. The grant is for improvements to existing infrastructure along the 3rd/5th Street Corridor in the City of Highland. Funds may also be used for related administrative and legal expenses, architectural and engineering fees, inspection fees, and contingencies. Revenue from grants is recognized in the fiscal year in which all eligibility requirements have been satisfied. Grant revenue of \$32,602 was recognized for the year ended June 30, 2022.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 8 – Federal Agency Capital Grants (continued)

The Agency was granted beneficial use of \$36,500,000 from the Inland Valley Goods Movement Bill (IVGMB) in August 2005 for funding various transportation related projects in proximity to the former Norton Air Force Base. Subsequently, the Agency entered into an agreement with the San Bernardino County Transportation Authority (SBCTA) to exchange and substitute the amount of funds that would be received by the Agency from the \$36,500,000 of the IVGMB for a like-dollar amount of existing Measure "I" funds. The total grant amount is subject to a percentage reduction by the federal government that will vary from federal fiscal year to federal fiscal year dependent upon factors that are outside the control or influence of either the Agency or SBCTA. Measure "I" grant revenue of \$16,792 was recognized for the year ended June 30, 2022.

Grants are subject to review and audit by grantor agencies. Such audits could lead to requests for reimbursement to the grantor agency for any expenditure disallowed under the terms of the grant. The amount, if any, of expenditures which may be disallowed cannot be determined at this time, although based on prior experience, Agency management believes such disallowances, if any, will not be material.

Note 9 – Related-Party Transactions

Operating Expenses

The Agency shares certain common expenses with SBIAA, a related party, by virtue of common control. These expenses, which include salaries, benefits, services, and supplies, are appropriately allocated between the two government agencies. The expense allocated to SBIAA for the year ended June 30, 2022 was \$1,015,584. The Agency's allocable share of the expenses paid by SBIAA are reported as due to other government agencies and SBIAA's allocable share of the expenses paid by the Agency are reported as due from other government agencies and are essentially short-term advances of working capital. The advances are noninterest bearing and due on demand. The net amount due from SBIAA for operating expenses at June 30, 2022 was \$4,824,016.

Transfers

The Agency transferred \$828,366 to SBIAA as a contribution to fund road improvements.

Note 10 – Interfund Transactions

During the year ended June 30, 2022, the Successor Agency transferred \$332,352 to the General Fund to reimburse expenses paid by the General Fund on its behalf.

During the year ended June 30, 2022, the Water and Sewer Fund transferred operating allowances of \$50,000 to the General Fund.

During the year ended June 30, 2022, the General Fund transferred working capital of \$380,000 to the UAS Center Fund.

Inland Valley Development Agency

Notes to the Financial Statements June 30, 2022

Note 11 – Prior Period Adjustment

The cumulative effects of correction of errors in reporting of prior balances resulted in the following prior period adjustments:

	<u>General Fund</u>
Beginning fund balance, as previously reported	\$ 16,442,868
Loan receivable from related party	<u>3,712,255</u>
Beginning fund balance, as restated	<u>\$ 20,155,123</u>
	<u>Governmental Activities</u>
Beginning net position, as previously reported	\$ 44,776,329
Loan receivable from related party	3,712,255
Removal of general aviation hangar building	(3,902,301)
Removal of related accumulated depreciation	520,307
Recognition of good faith deposit on sale of building	<u>(100,000)</u>
Beginning net position, as restated	<u>\$ 45,006,590</u>

Required Supplementary Information

Inland Valley Development Agency

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual For the Year Ended June 30, 2022

	Original Budget	Final Budget	Actual	Variance With Final Budget
REVENUES				
Charges for services	\$ 734,363	\$ 734,363	\$ 543,788	\$ (190,575)
Lease income	4,843,545	4,843,545	2,298,605	(2,544,940)
Intergovernmental grants	6,174,440	6,174,440	60,367	(6,114,073)
Contributions and other income	2,000	2,000	10,906	8,906
Interest income	9,000	9,000	22,530	13,530
Total Revenues	<u>11,763,348</u>	<u>11,763,348</u>	<u>2,936,196</u>	<u>(8,827,152)</u>
EXPENDITURES				
General and administrative costs	1,949,975	1,949,975	1,761,898	188,077
Professional services	838,500	838,500	429,930	408,570
Planning, survey, and design	280,000	280,000	146,990	133,010
Operation of acquired property	1,046,370	1,046,370	912,135	134,235
Project improvement costs	10,891,813	10,891,813	1,632,006	9,259,807
Total Expenditures	<u>15,006,658</u>	<u>15,006,658</u>	<u>4,882,959</u>	<u>10,123,699</u>
OTHER FINANCING SOURCES (USES)				
Proceeds from sale of assets	380,000	380,000	2,496,591	2,116,591
Contributions to related party	-	-	(828,366)	(828,366)
Transfers in	7,187,684	7,187,684	50,000	(7,137,684)
Transfers out	(7,120,332)	(7,120,332)	(380,000)	6,740,332
Total Other Financing Sources (Uses)	<u>447,352</u>	<u>447,352</u>	<u>1,338,225</u>	<u>890,873</u>
Net change in fund balance	<u>\$ (2,795,958)</u>	<u>\$ (2,795,958)</u>	<u>(608,538)</u>	<u>\$ 2,187,420</u>
Fund balance, beginning of year			<u>20,155,123</u>	
Fund balance, end of year			<u>\$ 19,546,585</u>	

Inland Valley Development Agency

Notes to Required Supplementary Information June 30, 2022

Note 1: General Budget Policies

The Board of Directors adopts an annual budget, submitted by the Director of Finance prior to June 30 each year. The appropriated budget is prepared by fund, function, and department. All annual appropriations lapse at the end of the fiscal year. The Board of Directors has the legal authority to amend the budget at any time during the fiscal year. The annual budget is prepared on a basis consistent with generally accepted accounting principles and is adopted for all governmental funds.

Note 2: Supplementary Budget Information

There were no expenditures in excess of appropriations in the General Fund.



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 12

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: APPROVE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH ZENAIDA GLOBAL IN AN AMOUNT NOT TO EXCEED \$33,000 FOR CONSULTING SERVICES RELATED TO THE UAS CENTER AT SBD FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)

SUMMARY

On July 1, 2022, the Inland Valley Development Agency (IVDA) entered into an Agreement with Zenaida Global for \$116,500 for consulting services relating to the UAS Center at SBD. An increase of \$33,000 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 \$149,500.

RECOMMENDED ACTION(S)

Approve Amendment No. 1 to the Professional Services Agreement with Zenaida Global to provide project and consulting services relating to the UAS Center at SBD for an additional amount not to exceed \$33,000.00; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. In the event that the proposed budget adjustment is approved on today's agenda, funding for these services will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the UAS Center at SBD enterprise fund, Account 50920 - Professional Services-Other in the amount of \$153,400, of which \$149,500 would be allocated for these professional 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) approved an Agreement with Zenaída Global for \$116,500 for consulting and administration services relating to the UAS Center at SBD. An increase of \$33,000 is needed to continue these services through the end of the fiscal year. These funds will help support additional international programs as well as the UAS Center at SBD's prominent role at the Xponential drone conference in Colorado. The total contract amount, if adjusted, would be for a not to exceed amount of \$149,500.

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
[ZENaida GLOBAL]**

This Amendment No. 1 to the Agreement for Professional Services is entered into and shall be effective as of the 12th day of April, 2023, by and between the INLAND VALLEY DEVELOPMENT AGENCY, a joint powers authority created pursuant to Government Code Sections 6500, et seq. ("IVDA"), and ZENaida GLOBAL, (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 April 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 \$33,000; for a total revised contract amount as provided in Section 4A of \$149,500 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 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. 2 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

Zenaida Global

By: _____
Kimberly Benson



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 13

PRESENTER: Jeff Barrow, Director of Development

SUBJECT: APPROVE THE FILING OF SUBSTANTIAL COMPLETION WITH BOGH ENGINEERING, INC. FOR THE TERMINAL ACCESS ROADWAY PROJECT AND AUTHORIZE THE RELEASE OF 50% OF RETAINED FUNDS

SUMMARY

The Terminal Access Roadway Project, roadway infrastructure of the San Bernardino International Airport Authority (SBIAA), has reached substantial completion. The only item pending for completion of this project is approval of the Traffic Signal Plan, which upon completion the Inland Valley Development Agency (IVDA) can seek reimbursement from SBIAA.

RECOMMENDED ACTION(S)

Approve the filing of Substantial Completion with Bogh Engineering, Inc. for the Terminal Access Roadway Project, authorize the release of 50% of retained funds; and authorize the Chief Executive Officer to execute all related documents and seek reimbursement from SBIAA upon full completion.

FISCAL IMPACT

None. Project funding is included in the Capital Projects Fund of the adopted Inland Valley Development Agency (IVDA) Fiscal Year 2022-2023 Budget in account 52000 - Road Improvements, in an amount of \$1,239,900.00.

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

BACKGROUND INFORMATION

This item was previously taken to the IVDA Board for Notice of Completion on October 12, 2022. However, due to the lengthy review process of the traffic control plan, staff determined the best approach was to deem the project substantially complete, and release 50% of retained funds, and the rest to be released once traffic Signal Plan is complete.

Before Breeze Airways commenced daily flights on August 4, 2022, the Terminal Access Roadway, a SBIAA infrastructure asset, needed professional design build, engineering, and construction services. Staff reached out to four (4) qualified firms for proposals:

- | | |
|---------------------------------|-----------------|
| • Bogh Engineering, Inc.: | \$1,399,521 |
| • Jergensen Construction, Inc.: | \$1,468,174.50 |
| • Hillwood, Inc.: | Declined to Bid |
| • Matich Corporation: | Declined to Bid |

Bogh Engineering, Inc. was the best qualified and lowest bidder to meet our improvement needs and compressed timeline for completion. On April 13, 2022, the Inland Valley Development Agency (IVDA) Board approved a construction contract with Bogh Engineering, Inc. for the Terminal Access Roadway Project for an amount not to exceed \$1,399,521 on behalf of SBIAA. The scope included demolition, landscape/irrigation, earthwork, concrete, asphaltting, striping, electrical disconnect/hookups, and ticket booth/control arms. This work improved traffic capacity and flow throughout the domestic terminal roadway system. The re-aligned, one-way traffic configuration improved access to the terminal for passenger drop off, pick up, parking, and commercial vehicle staging, while enhancing aesthetics and safety for the traveling public. These improvements were necessary to support new commercial air service that began on August 4, 2022.

The construction project is substantially complete. The total cost was the original bid amount of \$1,399,521. There are no change orders.

Staff recommends the Board approve the above recommended action.

Attachments:

1. Photos.
2. Regular IVDA Meeting October 12, 2022, Agenda Item No. 8 approval of Notice of Completion











TO: Inland Valley Development Agency Board

DATE: October 12, 2022

ITEM NO: 8

PRESENTER: Jeff Barrow, Director of Development

SUBJECT: APPROVE THE FILING OF A NOTICE OF COMPLETION WITH BOGH ENGINEERING, INC. FOR THE TERMINAL ACCESS ROADWAY PROJECT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS

SUMMARY

The Terminal Access Roadway Project is complete.

RECOMMENDED ACTION(S)

Approve the filing of a Notice of Completion with Bogh Engineering, Inc. for the Terminal Access Roadway Project, authorize the release of retained funds; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Project funding is included in the Capital Projects Fund of the adopted Inland Valley Development Agency (IVDA) Fiscal Year 2022-2023 Budget in account 52000 - Road Improvements, in an amount of \$1,239,900.00.

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

BACKGROUND INFORMATION

Before Breeze Airways commenced daily flights on August 4, 2022, the Terminal Access Roadway needed professional design build, engineering, and construction services. Staff reached out to four (4) qualified firms for proposals:

- | | |
|---------------------------------|-----------------|
| • Bogh Engineering, Inc.: | \$1,399,521 |
| • Jergensen Construction, Inc.: | \$1,468,174.50 |
| • Hillwood, Inc.: | Declined to Bid |
| • Matich Corporation: | Declined to Bid |

Bogh Engineering, Inc. was the best qualified and lowest bidder to meet our improvement needs and compressed timeline for completion. On April 13, 2022, the Inland Valley Development Agency (IVDA) Board approved a construction contract with Bogh Engineering, Inc. for the Terminal Access Roadway Project for an amount not to exceed \$1,399,521. The scope included demolition, landscape/irrigation, earthwork, concrete, asphaltting, striping, electrical disconnect/hookups, and ticket booth/control arms. This work improved traffic capacity and flow throughout the domestic terminal roadway system. The re-aligned, one-way traffic configuration improved access to the terminal for passenger drop off, pick up, parking, and commercial vehicle staging, while enhancing aesthetics and safety for the traveling public. These improvements were necessary to support new commercial air service that began on August 4, 2022.

The construction project is now complete. The total cost was the original bid amount of \$1,399,521. There were no change orders.

Staff recommends the Board approve the above recommended action.

Attachments:

1. Photos



TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 14

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: CONSIDER AND DISCUSS A REPORT ON ECONOMIC DEVELOPMENT INITIATIVES

SUMMARY

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

RECOMMENDED ACTION(S)

Consider and discuss a report on Economic Development Initiatives and the status of the Airport Gateway Specific Plan.

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

The Inland Valley Development Agency (IVDA) business community, as with all regions, has been heavily impacted by the COVID-19 crisis. However, incremental progress has been made on several priority projects. An oral report and presentation will be provided at the time of the meeting.

Attachments:

1. PowerPoint Presentation.



Inland Valley Development Agency

Economic Development Update

April 12, 2023



Infrastructure

3rd and 5th Street Corridor Improvements Project

EDA Grant: In partnership with SMBMI and City of Highland
Engineering: Hernandez, Kroone and Associates
Estimated Project Cost: \$9,352,963.00



5th Street <ul style="list-style-type: none">• Victoria Avenue to Palm Avenue includes curb, gutter, sidewalk and street lights (1.0 miles)• Palm Avenue to Church Avenue includes pavement rehabilitation and striping (0.25 miles)• Church Avenue to SR-210 includes pavement rehabilitation, raised center median and striping reconfiguration (0.25 miles)• SR-210 Undercrossing from southbound ramps to northbound ramps includes widening to 8 lanes	Central Avenue <ul style="list-style-type: none">• 3rd Street to 5th Street includes pavement rehabilitation, pavement widening, curbs, gutters, sidewalks and street lights (0.13 miles)
3rd Street <ul style="list-style-type: none">• Palm Avenue/3rd Street intersection reconfiguration/realignment• Palm Avenue to 5th Street includes pavement rehabilitation, pavement widening, curb, gutter sidewalks, bike lane, striping and street lights (0.40 miles)• 3rd Street/5th Street intersection improvements	Palm Avenue <ul style="list-style-type: none">• 3rd Street to 5th Street includes pavement rehabilitation, addition of turn pockets (0.13 miles)



Infrastructure

- STERLING AVENUE IMPROVEMENTS (BETWEEN 3RD AND 5TH STREETS)
 - EDA GRANT NO. 07-01-07779
- AERIAL EXHIBIT





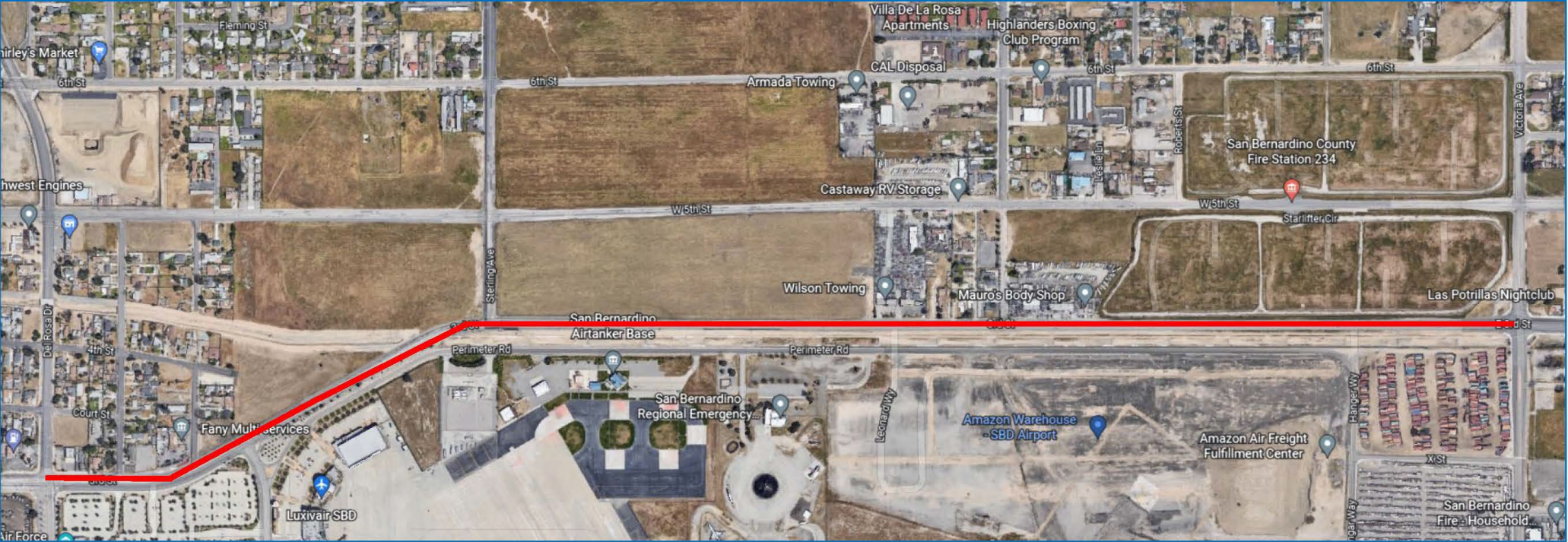
3rd Street Corridor Project



INLAND VALLEY DEVELOPMENT AGENCY
3rd Street Corridor
(between Victoria Ave. to Del Rosa Ave.)
AERIAL EXHIBIT



Project limits 



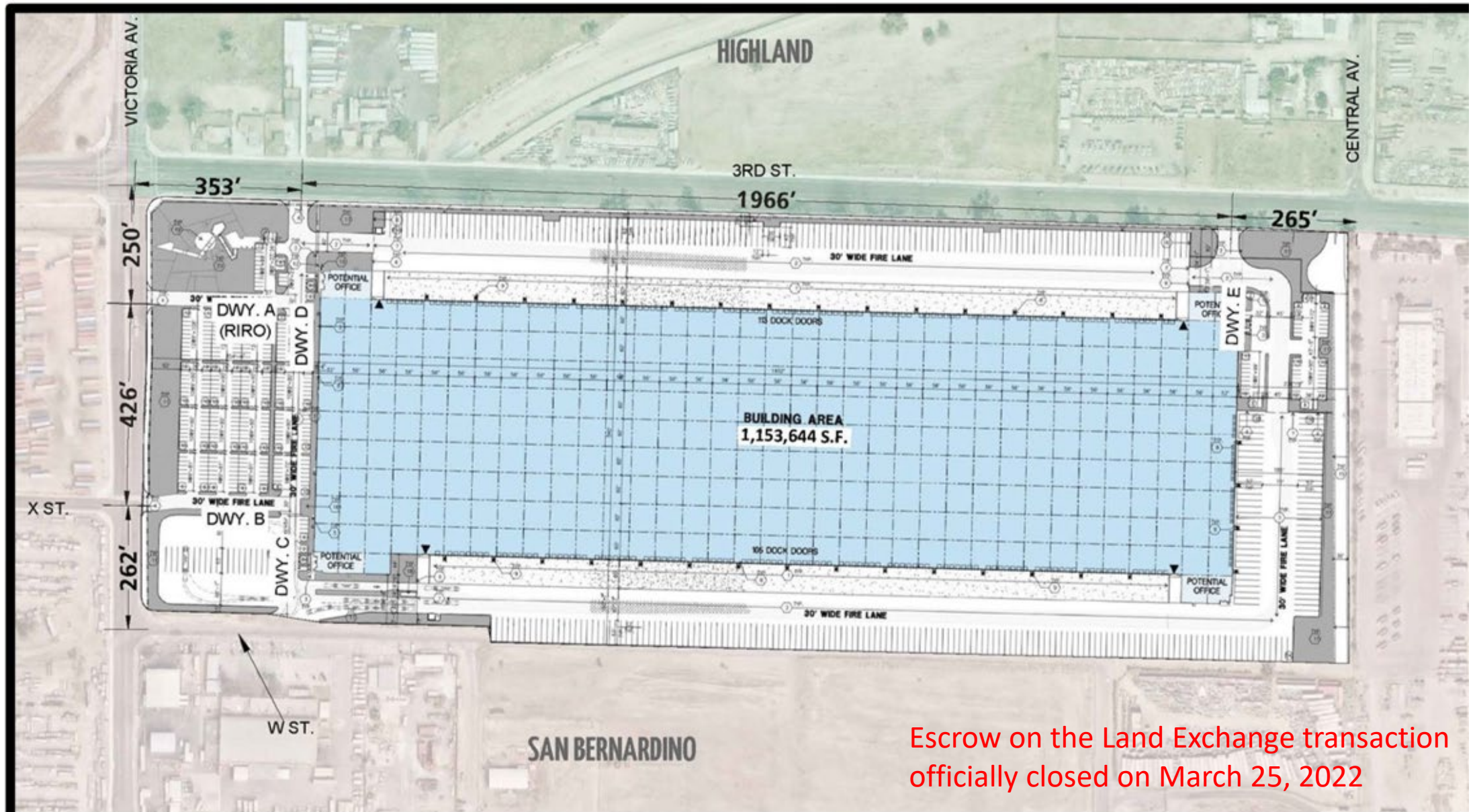


EV Charging Infrastructure





The Landing



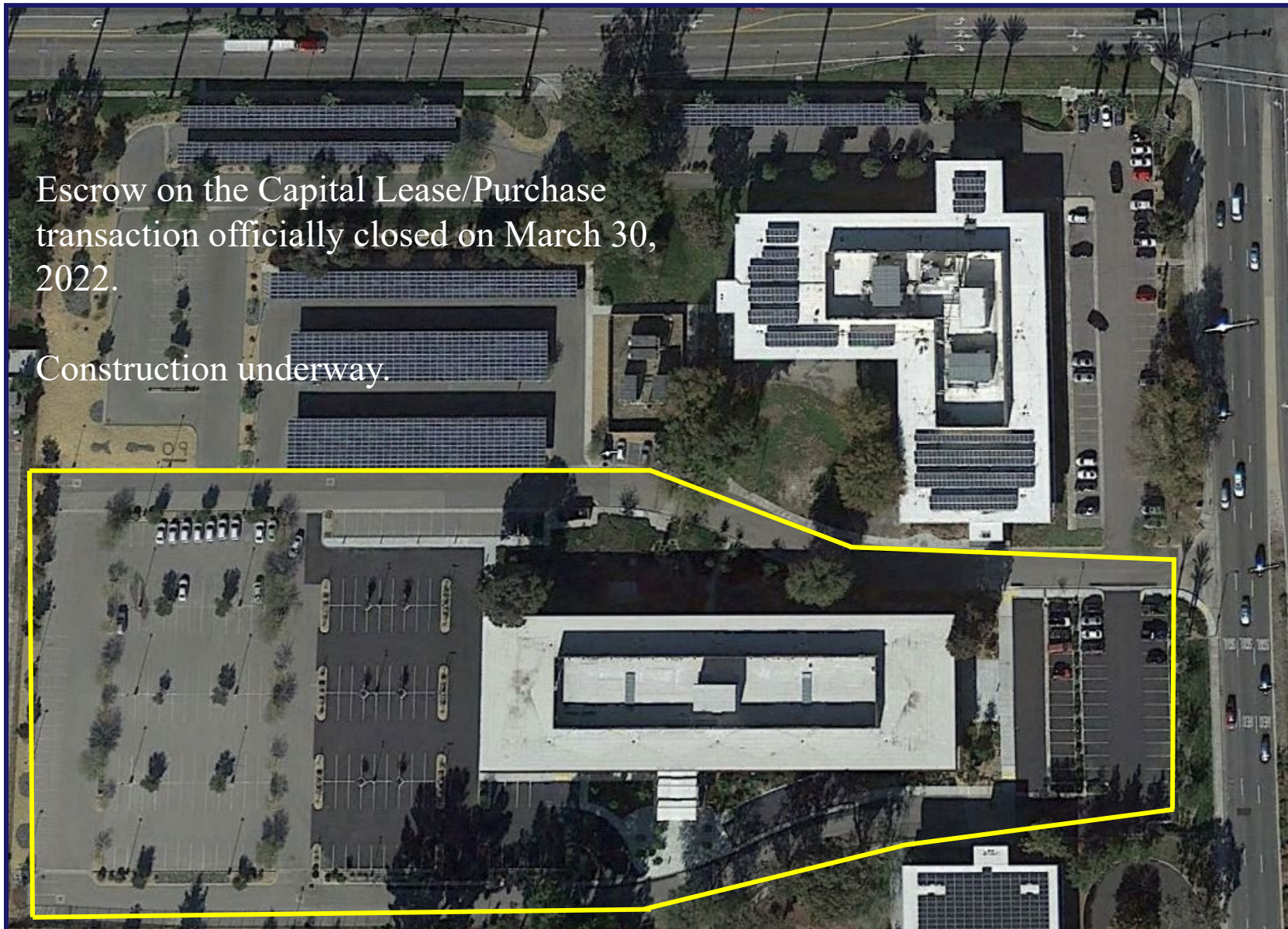
Escrow on the Land Exchange transaction
officially closed on March 25, 2022



INLAND VALLEY DEVELOPMENT AGENCY DFAS BUILDING II AERIAL EXHIBIT

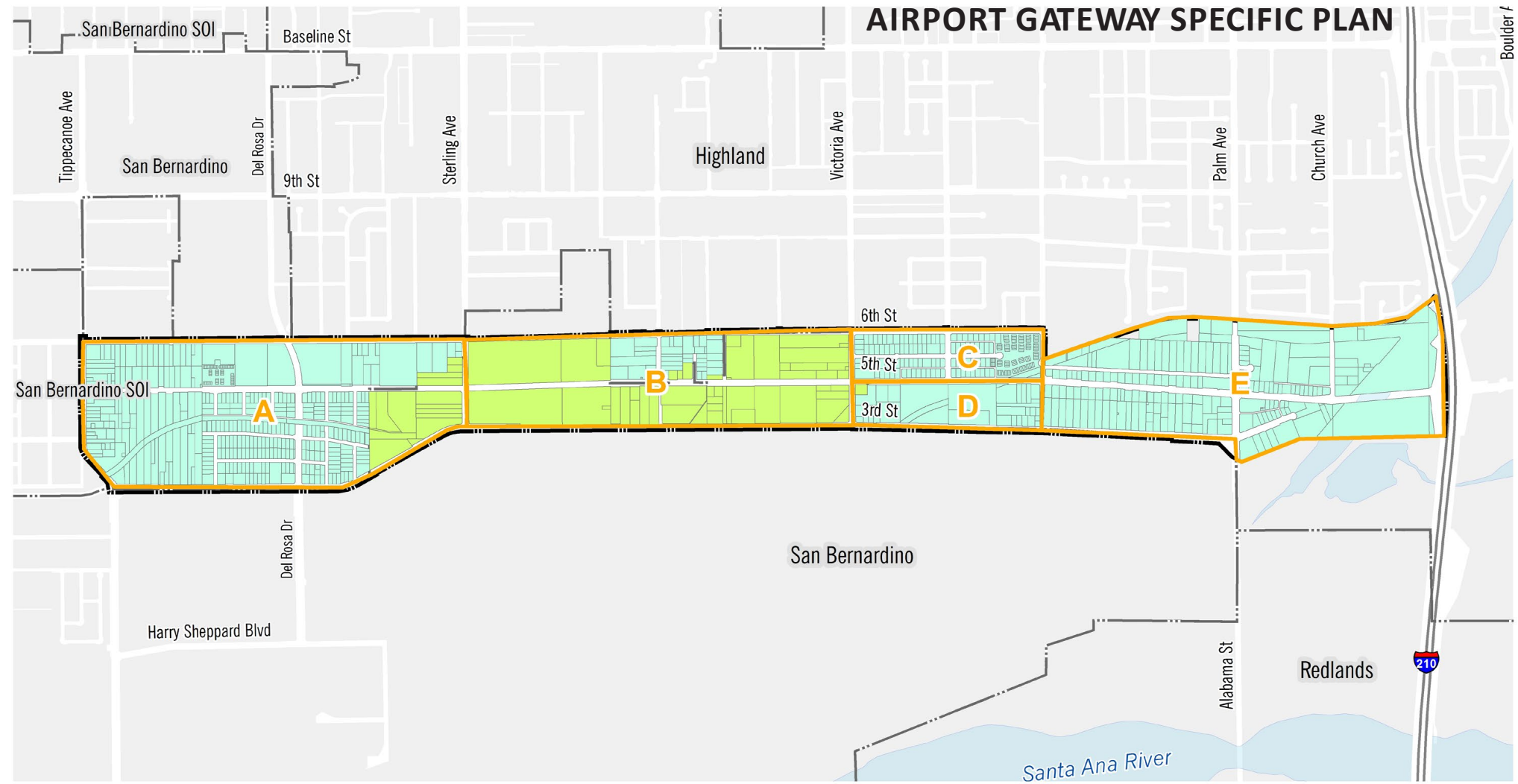
Escrow on the Capital Lease/Purchase transaction officially closed on March 30, 2022.

Construction underway.





Airport Gateway Specific Plan Area Boundary



- Blocks
- Parcels- City of San Bernardino
- Parcels- City of Highland
- City Boundaries
- Project Boundary

Source: City of Highland, City of San Bernardino

AREA MAP

Ongoing Program Development



- **Workforce Development – Youth**
Jumpstart Program with San Bernardino County Superintendent of Schools provided comprehensive drone training for newly-graduated high school students from across the county. Over 75% of the participants passed the FAA exam and became certified drone pilots.
- **Workforce Development – ROP**
San Bernardino County Superintendent of Schools ROP participants successfully completed comprehensive drone pilot training in April 2023.
- **Training for San Bernardino County employees**
Ongoing drone pilot training for San Bernardino County government agencies.
- **Legacy Drone Training Program**
Customized ongoing drone pilot training (remote and in-person) provided for employees in government agencies engaged in fire response services.
- **Expansion efforts – US**
 - Ongoing discussions with the City of Troy, Michigan to provide training and consulting services.
 - Ongoing discussions with Boca Raton Airport to provide consulting services.
- **Expansion – International**
 - Active relationships with entities in 5 countries on 3 continents
 - Purposes: training; joint research and development; establishing UAS Center at SBD as key platform for US drone (software and hardware) companies who want to export.
 - Korea Institute of Aviation Safety Technology (KIAST) – Seoul, Korea
 - Queensland University of Technology – Brisbane, Australia
 - Southern Africa Institute of Aviation, Science and Technology – Lusaka, Zambia
 - Professional Drone Federation – Luxembourg
 - Transport Malta – Malta's civil aviation authority
- **Host/Organizer of the California Pavilion at AUVSI XPONENTIAL (MAY 2023)**
The UAS Center at SBD is serving as the key promoter/convenor of California's drone industry at the world's largest drone trade show; highlighting our region.
- **Research Associate Program launched officially with Embry-Riddle Aeronautical University**
 - Low Altitude Authorization and Notification Capability (LAANC), a collaboration between FAA and industry which directly supports UAS integration into airspace.
 - Research on LAANC optimization with new technology out of Australia now underway.
 - Research to develop ongoing drone training curriculum for drone companies
 - Research to establish a drone maintenance and repair operation (MRO), based on conventional aviation MRO model
 - Research on use of drone for all forms of wildfire mitigation used in the US and internationally
- **FireTech Program**
Currently under development, through this program the UAS Center at SBD will provide drone-enabled wildfire mitigation services in conjunction with US drone companies and contract crews.





TO: Inland Valley Development Agency Board

DATE: April 12, 2023

ITEM NO: 15

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



April, 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
Gateway South Development

Economic & Community
Development Initiatives

Airport Gateway Specific Plan
Sterling Avenue
3rd Street Corridor

Annual Business Plan
Evaluation & Update

