

# INLAND VALLEY DEVELOPMENT AGENCY

WEDNESDAY, MAY 10, 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, Chairperson**

*Mayor, City of Loma Linda*

**Frank J. Navarro, Vice-Chairperson**

*Mayor, City of Colton*

**Joe Baca, Jr., Secretary**

*Supervisor, County of San Bernardino*

**BOARD MEMBERS:**

**John Echevarria**

*Councilmember, City of Colton*

**Rhodes Rigsby**

*Councilmember, City of Loma Linda*

**Jesse Armendarez**

*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**

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

## ORDER OF BUSINESS – CLOSED SESSION

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

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

### A. CALL TO ORDER / ROLL CALL

### B. CLOSED SESSION PUBLIC COMMENT

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

### C. CLOSED SESSION

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

- a. Conference with Labor Negotiators Pursuant to Government Code Section 54957.6.

The IVDA Board will meet with its duly designated representative to discuss salaries, salary schedules and compensation, and fringe benefits payable to the following non-represented positions specified by title.

Negotiating for IVDA: Chairperson Phillip Dupper  
Position Title: Chief Executive Officer

### D. REPORT ON CLOSED SESSION

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

**ORDER OF BUSINESS – OPEN SESSION**

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

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

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

**F. CONFLICT OF INTEREST DISCLOSURE**

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

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

**G. INFORMATIONAL ITEMS**

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

2. Informational Items
  - a. Chief Executive Officer Report **[PRESENTER: Michael Burrows; PAGE#: 013]**
  - b. UAS Center at SBD Update **[PRESENTER: Michael Burrows; PAGE#: 014]**

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 – May 10, 2023  
**[PRESENTER: Mark Cousineau; PAGE#: 015]**
4. Receive and file Cash Report for March 31, 2023, for the Inland Valley Development Agency (IVDA)  
**[PRESENTER: Mark Cousineau; PAGE#: 020]**
5. Approve a contract with Utility Telecom in an amount not to exceed \$70,430 to provide phone and data ethernet services for a three (3) year term  
**[PRESENTER: Mark Dennis; PAGE#: 023]**
6. Approve a Professional Services Agreement with The Natelson Dale Group, Inc. (TNDG), in an amount not to exceed \$53,500 to provide a Comprehensive Economic Development Strategy (CEDS) Document  
**[PRESENTER: Myriam Beltran; PAGE#: 026]**
7. Consider and adopt Resolution No. 2023-002 of the Inland Valley Development Agency (IVDA) amending its procedure for election of officers of the Board  
**[PRESENTER: Michael Lewin; PAGE#: 051]**
8. Approve Meeting Minutes: April 12, 2023  
**[PRESENTER: Jennifer Farris; PAGE#: 058]**

I. **BOARD ACTION ITEMS**

9. Consider and adopt proposed budget adjustments for Fiscal Year 2022-2023  
**[PRESENTER: Mark Cousineau; PAGE#: 066]**
10. Approve updates to the Inland Valley Development Agency (IVDA) Board Policy  
**[PRESENTER: Michael Lewin; PAGE#: 069]**
11. Consider and discuss a report on Conceptual Commuter Rail Connectivity to Alliance California and the Airport  
**[PRESENTER: Michael Burrows ; PAGE#: 086]**

12. Consider and discuss a report on grant initiatives

[**PRESENTER:** Myriam Beltran; **PAGE#:** 088]

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

[**PRESENTER:** Michael Burrows; **PAGE#:** 096]

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, June 14, 2023.

	<p><b>TO: Inland Valley Development Agency Board</b></p> <p><b>DATE: May 10, 2023</b></p> <p><b>ITEM NO: 1</b></p> <p><b>PRESENTER: Jennifer Farris, Clerk of the Board</b></p>
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**SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF MAY 10, 2023**

### **SUMMARY**

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

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

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

### **FISCAL IMPACT**

None.

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

## **BACKGROUND INFORMATION**

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

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

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

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

<b><u>Agenda Item No.</u></b>	<b><u>Contractors/Tenants</u></b>	<b><u>Subcontractors/Subtenants</u></b>
5.	<u>Utility Telecom</u> Jason Mills	None.
6.	<u>The Natelson Dale Group, Inc.</u> Roger A. Dale, President Cathy J. Dale, Secretary	None.

### **Attachments:**

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

CALIFORNIA CODES  
**GOVERNMENT CODE**  
SECTION 84308

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

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

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

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

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

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

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

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

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



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

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

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

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

CALIFORNIA CODES  
**GOVERNMENT CODE**  
SECTION 87103

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

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

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

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

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

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

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

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

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

For purposes of Section 84308:

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

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

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

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

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

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

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

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

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

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

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

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

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

5 Government Code.

## 6 HISTORY

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

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

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

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

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

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

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


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

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

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

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

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

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> May 10, 2023</p> <p><b>ITEM NO:</b> 2a</p> <p><b>PRESENTER:</b> Michael Burrows, Chief Executive Officer</p>
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**SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER REPORT**

## **SUMMARY**

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


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

## **BACKGROUND INFORMATION**

None.

## **Attachments:**

1. None.

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> May 10, 2023</p> <p><b>ITEM NO:</b> 2b</p> <p><b>PRESENTER:</b> Michael Burrows, Chief Executive Officer</p>
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**SUBJECT: INFORMATIONAL ITEMS – UAS CENTER AT SBD UPDATE**

## **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: May 10, 2023**

**ITEM NO: 3**

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

**SUBJECT: RECEIVE REGISTER OF DEMANDS - MAY 10, 2023**

### **SUMMARY**

Inland Valley Development Agency's (IVDA) Register of Demands.

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

Receive for information.

### **FISCAL IMPACT**

Disbursements for amounts due in April 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 April 2023 amount to \$413,504.89 that include the following.

- **Professional Services:** AEC Moreno Corp.; California Strategies & Advocacy LLC; CJMC Holdings LLC; Desmond & Louis Inc., Empower UAV UAS Inc.; Hernandez, Kroone, & Associates Inc.; Imagine Systems Inc.; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Robert E. McGraw; Rogers, Anderson, Malody & Scott LLP; Rosenow Spevacek Group Inc.; Tom Dodson & Associates; and Zenaida Global were paid \$247,146.27.
- **Capital Projects Cost:** Bogh Engineering Inc. was paid \$34,842.95.
- **Utilities:** Burrtec Waste Industries Inc., City of SB Water Department, San Bernardino Municipal Water Department, Southern California Edison, The Gas Company, and Verizon were paid \$47,668.35.
- **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, and United World Life Insurance Co. were paid \$48,065.50.

### **Attachments:**

1. Register of Demands for the May 10, 2023 Board Meeting.
2. Visa Breakdown - March 2023.



***Inland Valley Development Agency  
Register of Demands for Board Meeting  
May 10, 2023***

<b>Line</b>	<b>Company Name</b>	<b>Description</b>	<b>Amount</b>
1	# 1 Son Plumbing	Backflow testing	375.00
2	A/C Mechanical Inc.	HVAC services, repairs, and parts	2,017.09
3	ADT LLC	Fire and burglar alarm monitoring	575.98
4	AEC Moreno Corp	Building 58 Improvement Project	90,976.75
5	Alsco Inc.	Mat maintenance	148.49
6	Amazon Capital Services Inc.	Supplies and IT equipment	3,917.89
7	American Fidelity Assurance Company	Employee supplemental benefits	3,181.33
8	Board Members	Directors fees	1,575.00
9	Bogh Engineering Inc.	Terminal Access Roadway Improvement Project	34,842.95
10	Burrtec Waste Industries Inc.	Refuse services	1,837.18
11	California Special Districts Association	Associate membership renewal	1,634.00
12	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	5,000.00
13	Carleena Foster	Reimbursement for training fees	513.35
14	CDW - Government Inc.	IT equipment	2,965.51
15	CED-Consolidated Electrical Distributors	Electrical supplies	2,293.54
16	City of SB Water Department	Water and sewer services	8,493.42
17	CJMC Holdings LLC	Professional services - consulting capital projects	2,400.00
18	Corodata Shredding Inc.	Paper shredding supplies and services	42.95
19	Dept. of Toxic Substance Control	Billable hours for project management from Dept. of Toxic Substance Control	948.69
20	Desmond & Louis Inc.	Professional event services agreement for marketing and media	4,000.00
21	Dib's Safe & Lock Service	Key and lock services	55.57
22	Empower UAV UAS Inc.	Professional service agreement for drone pilot certification	7,500.00
23	Encore Lighting Inc.	Light and lighting fixtures	654.13
24	Ewing Irrigation Products Inc.	Landscape and irrigation supplies	22.08
25	Fidelity Security Life Insurance Co	Employee group benefits - flexible spending accounts	3,419.46
26	Fidelity Security Life Insurance Co.	Employee group benefits - vision	764.38
27	Fleet Services, LLC- Office	Refund security deposit for Building 58	2,258.00
28	Grainger	Maintenance and supplies for Building 58	310.74
29	Granicus LLC	Agenda management system and video streaming	2,169.57
30	Health Net of California Inc.	Employee group benefits - medical	23,665.61
31	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey	84,180.25
32	Imagine Systems Inc.	IT consulting services	13,095.96
33	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
34	Kaiser Foundation Health Plan, Inc.	Employee group benefits - medical	2,580.10
35	Landmark Healthplan of California Inc.	Employee group benefits - chiropractic services	757.91
36	Metropolitan Life Insurance Co	Employee group benefits - dental	7,435.41
37	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	2,028.00
38	Mobile Modular Management Corp	Mobile office rent - UAS Center @ SBD, Perimeter Rd.	1,819.11

***Inland Valley Development Agency  
Register of Demands for Board Meeting  
May 10, 2023***

<b>Line</b>	<b>Company Name</b>	<b>Description</b>	<b>Amount</b>
39	Newport Group Inc.	Administration and trust custody fees	243.66
40	Quench USA, Inc.	Water purification system for Building 48	232.73
41	Robert E McGraw	Professional services for appraisal fees	2,500.00
42	Rogers, Anderson, Malody & Scott LLP	Financial audit services	4,295.00
43	Rosenow Spevacek Group Inc. ( RSG )	Professional services - consulting	6,165.00
44	San Bernardino Municipal Water Dept.	Wastewater treatment charges	14,319.18
45	Southern California Edison	Electricity	20,045.00
46	Staples Contract & Commercial LLC	Office supplies and misc. supplies	2,738.82
47	Sunwest Printing Inc.	Book prints for drone training material	1,159.28
48	The Gas Company	Gas services	2,282.49
49	Tom Dodson & Associates	Professional services for environmental services	4,837.50
50	Toshiba Business Solutions	Maintenance for office equipment for Building 48	294.47
51	UniFirst	First aid supplies	43.35
52	United World Life Insurance Co	Employee group benefits - life insurance	6,261.30
53	Verizon Wireless	Wireless monthly service and equipment purchases	691.08
54	Visa	Office supplies, travel and other misc. charges	6,482.62
55	Western Exterminator Company	Pest control	290.20
56	Zenaida Global	Professional consulting services - UAS Center at SBD	15,167.81
			413,504.89

# VISA Breakdown

March 2023

IVDA

Line	Description	Vendor	Dept.	Amount
1	Secure HR fax line	Interfax	HR	9.50
2	Membership dues for M. Sutton	International Institute for Municipal Clerks	COB	125.00
3	Membership dues for M. Sutton	City Clerks Association of CA	COB	200.00
4	Webinar course for Board Secretaries/Clerks bundle	California Special Districts Association	COB	535.00
5	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
6	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
7	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
8	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
9	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
10	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
11	Drone pilot certification exam for ROP student	PSI Services	UAS	175.00
12	Drug screening for new applicants	Exam Professionals	HR	50.00
13	Membership renewal for M. Cousineau	Government Finance Office Association	Finance	160.00
14	Membership renewal for M. Cousineau	Association of Government Accountants	Finance	150.00
15	Finance software program monthly license	QuickBooks	Finance	727.13
16	Graph meter reading paper rolls	Graphic Controls	Admin	636.20
17	Plumbing parts and supplies for DFAS I building	Lowes	Admin	26.01
18	Ribbon for waste water flow meter	Radwell	Admin	101.13
19	Building 48 HVAC T/S BMS System	Control Air Enterprises	Admin	550.00
20	Payment for conference call line	FreeConferenceCall.com	Admin	10.00
21	Payment for conference call line	FreeConferenceCall.com	Admin	10.00
22	Payment for conference call line	FreeConferenceCall.com	Admin	10.00
23	Employee engagement supplies	Smart & Final	Admin	2.69
24	Press release distribution for bridge inspection	24-7 Press Release	UAS	139.00
25	Custom coffee mugs for UAS Center at SBD	AnyPromo.com	UAS	309.58
26	Hospitality for new member orientation	Panera Bread	Admin	124.67
27	Hospitality for new member orientation	Panera Bread	Admin	31.86
28	UAS Center meetings at Springhill Suites for Kim Benson	Springhill Suites	UAS	209.37
29	Uber transportation for Washington D.C. trip for C. Pritchett	Uber	HR	13.12
30	Uber transportation for Washington D.C. trip for C. Pritchett	Uber	HR	3.00
31	Uber transportation for Washington D.C. trip for C. Pritchett	Uber	HR	27.99
32	Lodging for Washington D.C. trip for C. Pritchett	Thompson Hotels	HR	355.20
33	Lodging for Washington D.C. trip for C. Pritchett (double charge - waiting for refund)	Thompson Hotels	HR	355.20
34	Airfare for C. Pritchett round trip to Sacramento for Inland Action	Southwest	HR	385.97
				\$ 6,482.62
	VISA Statement Balance			\$ 6,482.62
	Date Prepared: 04/28/2023			



**TO: Inland Valley Development Agency Board**

**DATE: May 10, 2023**

**ITEM NO: 4**

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

**SUBJECT: RECEIVE AND FILE CASH REPORT FOR MARCH 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 March 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 March 31, 2023, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$27,542,054.94 on March 31, 2023. Banks' statements reflect \$27,659,624.93. The difference in totals is due to the outstanding checks on March 31, 2023.

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

**Attachments:**

1. Cash Report for March 31, 2023.

**Inland Valley Development Agency**  
**Cash Report**  
**March 31, 2023**

**IVDA JPA CASH**

<u>Cash</u>	Balance 02/28/23	Activities	Balance 03/31/23
<i>MMKT/ Savings Account - CHASE Bank</i>	4,130,142.75	(1,299,829.41)	2,830,313.34
<i>Checking Account - CHASE Bank</i>	1,782,527.53	959,353.89	2,741,881.42
Deposits In Transit:			
Beginning	13,815.98	(13,815.98)	-
Ending		7,009.00	7,009.00
Outstanding Checks:			
Beginning	(13,855.00)	13,855.00	-
Ending		(124,578.99)	(124,578.99)
<i>Payroll Account - CHASE Bank</i>	1,038.93	(971.24)	67.69
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
<i>BRORF Account - CHASE Bank</i>	4,803,346.30	202.51	4,803,548.81
<i>Cash with Fiscal Agent- MECLT Trust</i>	412,375.93	(337,016.35)	75,359.58
Subtotal	11,129,392.42	(795,791.57)	10,333,600.85
<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	11,326,584.79	(795,791.57)	10,530,793.22

**IVDA SUCCESSOR AGENCY CASH**

<i>RORF Account -CHASE Bank</i>	360,573.32	-	360,573.32
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	8,322,886.94	(8,322,877.82)	9.12
Interest Account - US Bank - 2014 series	0.01	(0.01)	-
<i>Reserve Account- US Bank - 2014 series</i>	16,650,540.73	63.87	16,650,604.60
<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	25,334,075.68	(8,322,813.96)	17,011,261.72
Total Cash and Investments	\$ 36,660,660.47	(9,118,605.53)	\$ 27,542,054.94

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: May 10, 2023**

**ITEM NO: 5**

**PRESENTER: Mark Dennis, IT Manager**

**SUBJECT: APPROVE A CONTRACT WITH UTILITY TELECOM IN AN AMOUNT NOT TO EXCEED \$70,430 TO PROVIDE PHONE AND DATA ETHERNET SERVICES FOR A THREE (3) YEAR TERM**

### **SUMMARY**

Approval of this item would award a contract to Utility Telecom to provide one gigabits of ethernet service to the Inland Valley Development Agency (IVDA) offices - Building 48.

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

Approve a contract with Utility Telecom beginning June 2023 in an amount not to exceed \$70,430 to provide one gigabits per second (1Gbps) of ethernet and phone services for a period of three (3) years to the Inland Valley Development Agency (IVDA); and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

None. Funding for these services was included in the approved and adjusted Inland Valley Development Agency (IVDA) Fiscal Year 2022-23 budget in the General Fund, Accounts 50435 - IT Equipment and Communication and 50650 - Telephone in the amounts of \$55,000 and \$16,000, respectively of which \$4,500 will be allocated to this contract for the fiscal year ending June 30, 2023.

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

### **BACKGROUND INFORMATION**

The current contract for 500 Mbps of Ethernet service with AT&T is nearing its end. Staff requested quotes for 1Gbps service from three (3) providers: AT&T, Utility Telecom, and Spectrum. Staff received two (2) proposals (monthly recurring costs are identified below).

The monthly cost on the expiring contract is \$1,900.19, making the proposed contract less costly for double the bandwidth.

Utility Telecom provided the most cost effective solution, which also includes a backup SIP Trunk for agency phone lines. Federal and State of California telecommunication related taxes and fees were estimated by staff to be an additional 27.5 percent of the costs cited below and are included in the total contract life cost.

• Vendor	Proposed Monthly Cost
• Utility Telecom	\$1,463.57
• AT&T	\$1,840.60
• Spectrum	No response

### **Attachments:**

1. Utility Telecom proposal.





February 27, 2023

**Inland Valley Development Agency**  
1601 E 3<sup>rd</sup> St.  
San Bernardino, CA 92408  
**Attention: Mark Dennis**

Utility Telecom is proposing the following Fiber Circuit to be installed at:  
1601 E 3<sup>rd</sup> St., San Bernardino, CA 92408

**Dedicated Fiber Internet Circuit**

		<b>Install - Setup</b>
<b>1</b>	<b>Install 1Gig Dedicated Fiber Internet Circuit</b>	<b>\$2,550.00</b>
(This will enable turn up of a Hub with Frontier in our Data Center)		
		<b>Monthly</b>
<b>1</b>	<b>36 month term</b>	
	<b>1 Gig Dedicated Internet Circuit w/ Utility Telecom IP</b>	1,453.57
1	Block of Public IPs/29	10.00
<b>36 month Total</b>		<b>\$ 1,463.57</b>
<b>1</b>	<b>60 month term</b>	
	<b>1 Gig Dedicated Internet Circuit w/ Utility Telecom IP</b>	1,337.00
1	Block of Public IPs/29	10.00
<b>60 month Total</b>		<b>\$ 1,347.00</b>

Price does not include any applicable taxes or FCC mandated Fees  
The addition of this circuit will allow for IP Fail-over with the existing 2Meg UT circuit

Utility Telecom  
4202 Coronado Avenue, Stockton, CA 95205  
Tel: 213-225-2200, 877-965-7800, Fax: 213-225-2211, [uyt.co](http://uyt.co)



**TO: Inland Valley Development Agency Board**

**DATE: May 10, 2023**

**ITEM NO: 6**

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

**SUBJECT: APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH THE NATELSON DALE GROUP, INC. (TNDG), IN AN AMOUNT NOT TO EXCEED \$53,500 TO PROVIDE A COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) DOCUMENT**

### **SUMMARY**

A Comprehensive Economic Development Strategy (CEDS) is required to qualify for U.S. Department of Commerce, Economic Development Administration (EDA) assistance under its public works, economic adjustment, and most planning programs. The purpose of the document is to inventory and prioritize economic development initiatives and project needs. The preparation of this CEDS document will be in effect for five (5) years. In addition, the EDA program requires an annual progress update within the five (5) year period, this portion of work is not part of TNDG's scope of work.

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

Approve a Professional Services Agreement with The Natelson Dale Group, Inc., in an amount not to exceed \$53,500 to provide a Comprehensive Economic Development Strategy (CEDS) document in conformance with U.S. Economic Development Administration (EDA) requirements; and authorize the Chief Executive Officer to execute all related documents.

### **FISCAL IMPACT**

Increase of \$53,500. In the event that the proposed budget adjustment is approved on today's agenda, funding for this agreement will be included in the then adjusted San Bernardino International Airport Authority (SBIAA) Fiscal Year 2022-2023 Budget in the General Fund, Account 50925 - Professional Services - CEDS, in the amount of \$73,000 of which \$53,500 will be expended for the five year planning document in FY 2022-23 and FY 2023-24.

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

## **BACKGROUND INFORMATION**

The Comprehensive Economic Development Strategy (CEDS) is a planning document and prerequisite for consideration of U.S. Department of Commerce, Economic Development Administration (EDA) grant assistance under the Public Works and Economic Adjustment Assistance programs. The CEDS includes a discussion of our local economy, population, geography, workforce development and use, transportation access, resources, environment, and other pertinent information. The CEDS document shall be in effect for five (5) years, additionally EDA requires an annual progress update for the performance of the CEDS after the implementation.

Staff solicited Request for Proposals (RFPs) from three (3) experienced consultants to develop a new five-year CEDS for the Inland Valley Development Agency (IVDA) and the San Bernardino International Airport Authority (SBIAA) and its joint power members; firms listed below. The solicitation resulted in a single proposal from The Natelson Dale Group, Inc. (TNDG), for a lump sum fee of \$53,500. TNDG understands the scope of work and EDA's current guidelines and requirements necessary for the document preparation. Additionally, TNDG has successfully obtained EDA's approval on numerous CEDS and annual update submissions without incident.

<b>FIRM</b>	<b>AMOUNT</b>
The Natelson Dale Group	\$53,500
StoneCreek Partners	Claims their staff was to deliver proposal; however agency did not receive
Kosmont Companies	No response

Staff recommends the Board approve the above recommended action.

### **Attachments:**

1. The Natelson Dale Group, Inc. proposal.

**COPY**



**PROPOSAL FOR PROFESSIONAL SERVICES  
PREPARATION OF COMPREHENSIVE ECONOMIC DEVELOPMENT  
STRATEGY (CEDs)**



Submitted to:

**Inland Valley Development Agency / San Bernardino International  
Airport Authority**

---

SUBMITTED BY:



**T H E N A T E L S O N D A L E G R O U P , I N C .**  
24835 E. LA PALMA AVE. SUITE I • YORBA LINDA, CA 92887  
O: 714.692.9596 • F: 714.692.9597 • [www.natelsondale.com](http://www.natelsondale.com)

**April 17, 2023**

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## A. Cover Letter

**The Natelson Dale Group, Inc.**  
**P.O. Box 489**  
**Yorba Linda, CA 92885**  
**(714) 692-9596 phone / (714) 692-9597 fax**  
**[dale@natelsondale.com](mailto:dale@natelsondale.com)**

April 17, 2023  
#7633

Ms. Myriam Beltran  
Manager of Planning and Programs  
Inland Valley Development Agency  
1601 East 3<sup>rd</sup> Street  
San Bernardino, CA 92408-0131

Re: Proposal to prepare Comprehensive Economic Development Strategy (CEDS)

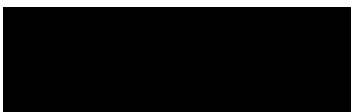
Dear Ms. Beltran:

In response to your solicitation, The Natelson Dale Group, Inc. (TNDG) is extremely pleased to submit this proposal to prepare a 5-year Comprehensive Economic Development Strategy (CEDS) for the Inland Valley Development Agency (IVDA) and the San Bernardino International Airport Authority (SBIAA). Based on our experience completing the previous (2018) CEDS and seven previous (2015, 2016, 2017, 2019, 2020, 2021 and 2022) CEDS Performance Reports for IVDA/SBIAA, as well as our successful track record of preparing approved CEDS documents for other jurisdictions, we believe we are uniquely well-qualified to develop a new 5-year CEDS for IVDA/SBIAA. Our proposal reflects the most current CEDS guidelines from the U.S. Economic Development Administration (USEDA).

This letter binds our firm to all of the commitments made in our proposal. We very much appreciate your consideration of our team and sincerely hope we have the opportunity to again be of service to the IVDA/SBIAA.

Respectfully submitted,

THE NATELSON DALE GROUP, INC.



Roger A. Dale  
Managing Principal

## B. Executive Summary

### **Summary of Firm's Qualifications**

The Natelson Dale Group, Inc. (TNDG) is an economic development consulting firm established in southern California in 1974. The firm's practice focuses largely on the planning and implementation of business retention/expansion/attraction programs, coupled with strategic plans to leverage a community's real estate development assets. TNDG is a "boutique" firm not only in terms of size but also in terms of philosophy and approach. In this regard, the firm's principal personally manages every contract and maintains primary contact with the client. As our references will attest, exceptional responsiveness to the unique needs of each client is a hallmark of TNDG's approach.

***Previous Experience with CEDS Processes.*** TNDG has successfully prepared the following CEDS documents (all were approved by USEDAs as noted):

- CEDS for County of Kern (approved in 2022)
- CEDS Annual Performance Report for City of Menifee (approved in 2022)
- CEDS Annual Performance Report for IVDA/SBIAA (approval in 2022)
- CEDS Annual Performance Report for IVDA/SBIAA (approved in 2021)
- CEDS Annual Performance Report for City of Menifee (approved in 2021)
- CEDS Annual Performance Report for IVDA/SBIAA (approved in 2020)
- CEDS Annual Performance Report for City of Menifee (approved in 2020)
- CEDS Annual Performance Report for IVDA/SBIAA (approved in 2019)
- CEDS for City of Menifee (approved in 2019)
- Updated Five-Year CEDS for IVDA/SBIAA (approved in 2018)
- CEDS Annual Performance Report for IVDA/SBIAA (approved in 2017)
- CEDS Annual Performance Report for IVDA/SBIAA (approved in 2016)
- CEDS Annual Performance Report for IVDA/SBIAA (approved in 2015)
- CEDS for City of Escondido (approved in 2012, updated in 2017-2018)
- CEDS for County of San Joaquin (approved in 2011)
- CEDS for City of Arvin (approved in 2003)
- CEDS for County of Kern (approved in 2000)

In addition to the CEDS processes listed above, we have completed economic development strategic plans for a diverse range of city and county agencies throughout the United States.

TNDG is extremely familiar with the East Valley subarea of San Bernardino County and the surrounding Inland Empire region. In addition to completing the most recent 5-year CEDS and seven previous CEDS Annual Performance Reports for IVDA/SBIAA, our other project experience in the region includes assignments in San Bernardino, Colton, Loma Linda, Highland, Redlands,

Yucaipa, Banning, Beaumont, Moreno Valley, Fontana, Rialto, Ontario, Rancho Cucamonga, Upland, Chino, Chino Hills, Eastvale, Jurupa Valley, Victorville, Apple Valley, Hesperia, Barstow, Desert Hot Springs, Joshua Tree and Big Bear Lake.

TNDG's proposed Principal-in-Charge for this assignment (Roger Dale) is a native of San Bernardino, lived in the City for more than 20 years and is intimately familiar with the local economic environment.

### **Understanding of the Assignment**

The most recent CEDS Five Year Plan for IVDA/SBIAA was completed in 2018. As such, a new 5-year CEDS is required at this time. Whereas the 2018 CEDS and subsequent (2019-2022) Annual Performance Reports will serve as useful points of reference, it is TNDG's understanding that the current effort should result in an entirely new CEDS (i.e., not just an "annual update"). Our proposed work scope reflects this comprehensive approach.

Consistent with USEDAs requirements, our proposed work scope also incorporates substantial interface with the CEDS Committee and with the IVDA/SBIAA joint powers authority members (County of San Bernardino, and cities of Colton, Highland, Loma Linda and San Bernardino).

### **Overview of Approach**

TNDG will develop a new CEDS for IVDA/SBIAA, including the following components (as required by USEDAs):

1. **Summary Background** – An overview of economic conditions in the region;
2. **SWOT Analysis** – A detailed analysis of strengths, weaknesses, opportunities and threats (SWOT's) relative to the region's economic development potentials;
3. **Strategic Direction/Action Plan** – A detailed implementation strategy including timetables, assignment of stakeholder roles, and recommended integration of local, state and federal funding resources;
4. **Evaluation Framework** – A set of performance measures used to evaluate implementation of the CEDS and the resulting impact on the regional economy (these metrics will provide a convenient framework for completing subsequent Annual Performance Reports).

In addition to the sections listed above, the new CEDS will specifically incorporate the concept of **economic resilience** (i.e., strategic approaches that enable the region to avoid, withstand, and recover from economic shifts, natural disasters, the impacts of climate change, etc.).



## C. Experience

### Previous CEDS Assignments (last five years)

**Kern County, California: Comprehensive Economic Development Strategy (2021).** In tandem with a separate planning process led by the Brookings Institution, TNDG prepared a new countywide CEDS for Kern County in 2021. In addition to an extensive SWOT analysis, preparation of the CEDS involved direct interface with County staff and each of Kern County's eleven incorporated cities (to identify and prioritize candidate projects for future USED A grant applications). The process also included a large CEDS Committee comprising executives from each of Kern County's major industry clusters.

**Menifee, California: Comprehensive Economic Development Strategy (2019) and Annual Performance Reports (2020-2022).** TNDG completed a new Comprehensive Economic Development Strategy (CEDS) for the City of Menifee. The six-month planning process included a detailed analysis of the community's economic development assets and opportunities, as well as its current deficiencies and challenges. The background analyses included a target industry study focused on defining potential growth opportunities within the larger Riverside County/San Diego County economy. TNDG has subsequently completed three Annual Performance Reports for the City.

**San Bernardino, California: 5-Year CEDS (approved by USED A in 2018) and seven Annual Performance Reports (approved in 2015, 2016, 2017, 2019, 2020, 2021 and 2022) for IVDA/SBIAA.** TNDG prepared the most recent 5-year CEDS and the seven most recent Annual Performance Reports for IVDA/SBIAA; all were approved by USED A without any requests for modification. Because the 2015 report was the first Annual Performance report for the current CEDS, TNDG developed a set of readily-available performance metrics consistent with EDA requirements; these metrics have been successfully incorporated into all subsequent submissions to EDA. For both the 5-year CEDS and the Annual Performance Reports, TNDG facilitated interface with the four cities included in the CEDS to comprehensively update the status of each jurisdiction's list of "candidate" CEDS projects.

**Escondido, California: Comprehensive Economic Development Strategy (2018).** TNDG prepared the City's first CEDS in 2013 and completed a 5-year update in 2018. For both the 2013 and 2018 CEDS processes, TNDG completed detailed industry cluster studies to guide the City's business retention/expansion/attraction and entrepreneurial development initiatives. TNDG also led extensive stakeholder outreach efforts, including coordination of a diverse CEDS Committee and direct interface with the Escondido City Council.

## **Other Economic Development Strategies (last five years)**

**El Cajon, California: Economic Development Strategic Plan (2022).** TNDG prepared an economic development strategy plan for the City of El Cajon in east San Diego County. This work included a target industry analysis, commercial/industrial real estate demand projections, a focused stakeholder outreach process, and preparation of an action plan that leverages the City's economic development programming through partnerships with an array of regional organizations. El Cajon's EDSP focuses on the following strategic priorities: revitalization of retail commercial centers; maximizing land capacity for industrial development; expanding the downtown business mix; and promoting entrepreneurial development opportunities.

**Sonoma County, California: Comprehensive Economic Development Program Review (2022).**

For the Sonoma County Economic Development Board (EDB), TNDG conducted a program-by-program review of EDB core services, including evaluation of the following: scope of services offered; program design and allocation of resources; service delivery and execution; program efficacy; and metrics tracked. The project included interviews with a cross section of County staff, community leaders, business owners and other constituents (identified by the EDB). As part of this process, TNDG profiled comparable economic development organizations throughout the Western U.S. to identify best practice models relevant to Sonoma County.

**Antioch, California: Economic Baseline and Strategic Plans (2022).** TNDG completed an economic development baseline analysis and strategic planning process for the City of Antioch. This assignment included a target industry/cluster analysis, an extensive stakeholder outreach process, and preparation of an innovate strategic plan and implementation "tool kit." The strategic plan is organized around eight major initiatives: Business Development Pipeline; Real Estate Development Capacity; Workforce Opportunity Initiative; Entrepreneurial Startup Assistance; Direct Project Investment (Public-Private Partnerships); Leveraging Housing Demand to Promote Economic Development; Regional Advocacy; and Resource ("War Chest") Development.

**Bakersfield, California: Economic Development Strategic Plan (2021).** TNDG led an 18-month strategic planning process for the City of Bakersfield, with a focus on identifying major "game-changing" investments the City could pursue with available state and federal recovery funding. TNDG's work was completed in close coordination with the regional "Better Bakersfield, Boundless Kern" (B3K) initiative facilitated by The Brookings Institution. TNDG's work included an industry cluster analysis, commercial/industrial real estate market studies, and a comprehensive stakeholder outreach process (including specific engagement with the development community, industry stakeholders, and downtown business/civic leaders).

**Vista, California: Economic Development Strategic Plan (2021).** TNDG completed a nine-month economic development strategic planning process for the City of Vista in north San Diego County. This work included a target industry analysis, commercial/industrial real estate demand projections, an extensive stakeholder outreach process, and preparation of a strategic plan that leverages the City’s programs through partnerships with an array of regional organizations.

**Beaumont, California: Economic Development Strategic Plan (2019).** TNDG completed a detailed Economic Development Strategic Plan, including a target industry analysis and commercial/ industrial real estate market forecast, for the City of Beaumont. The Plan focuses on leveraging the City’s strategic location in the eastern Inland Empire, available land resources, skilled resident workforce, and quality-of-life amenities.

**Camarillo, California: Economic Development Strategic Plan (2018).** TNDG completed a detailed Economic Development Strategic Plan, including a target industry analysis and commercial/ industrial real estate market forecast, for the City of Camarillo. The Plan focuses on improving the City’s business/development friendliness, maintaining the strength of the City’s retail shopping districts, leveraging the emerging cluster of technology start-ups in Ventura County, and pursuing placemaking investments as part of a larger focus on economic vitality.

**Palm Desert, California: Economic Development Strategic Plan (2018).** TNDG completed a detailed Economic Development Strategic Plan, including a target industry analysis and commercial/industrial real estate market forecast, for the City of Palm Desert. The Plan focuses on leveraging the City’s strategic location within the Coachella Valley and its well-established reputation as a center for tourism, retail trade, and higher education. The implementation plan includes a business incubator/accelerator focused the Valley’s emerging technology cluster.

## Client References

<b>Project:</b>	<b>Comprehensive Economic Development Strategy (CEDS) for City of Menifee, CA</b>
<b>Client Contact:</b>	Gina M. Gonzalez Economic Development Director City of Menifee (951) 723-3711 <a href="mailto:ggonzalez@cityofmenifee.us">ggonzalez@cityofmenifee.us</a>
<b>Dates:</b>	CEDS in 2019; Annual Performance Reports in 2020, 2021 and 2022
<b>Key Personnel:</b>	Roger Dale, Joe McClure, Alan Levenson

<b>Project:</b>	<b>Comprehensive Economic Development Strategy (CEDS) for City of Escondido, CA</b>
<b>Client Contact:</b>	Michelle Geller (former Economic Development Manager for City of Escondido) Economic Development Manager City of Oceanside (760) 435-3351 <a href="mailto:mgeller@oceansideca.org">mgeller@oceansideca.org</a>
<b>Dates:</b>	2017-2018
<b>Key Personnel:</b>	Roger Dale, Joe McClure, Alan Levenson

<b>Project:</b>	<b>Economic Development Strategic Plan for City of Pinole, CA</b>
<b>Client Contact:</b>	Lilly Whalen Community Development Director City of Pinole (510) 724-9832 <a href="mailto:lwhalen@ci.pinole.ca.us">lwhalen@ci.pinole.ca.us</a>
<b>Dates:</b>	January 2022 – October 2022
<b>Key Personnel:</b>	Roger Dale, Joe McClure, Alan Levenson, Joe Collins

<b>Project:</b>	<b>Economic Development Strategic Plan for City of El Cajon, CA</b>
<b>Client Contact:</b>	Anthony Shute Director of Community Development City of El Cajon (619) 441-1742 <a href="mailto:TShute@elcajon.gov">TShute@elcajon.gov</a>
<b>Dates:</b>	January 2022 – October 2022
<b>Key Personnel:</b>	Roger Dale, Joe McClure, Alan Levenson, Joe Collins

## D. Personnel

**Roger A. Dale, Managing Principal of TNDG**, will serve as **Project Manager** for the assignment. In this capacity, he will be responsible for primary client interface, day-to-day completion of work products, and coordination of the overall project team. Mr. Dale has been a project manager with TNDG for 35 years and managed TNDG's work on all of the previous projects listed in this proposal. He received his B.A. cum laude in Economics from Claremont McKenna College in Claremont, California and also holds a master's degree in Resource and Environmental Economics from the University of California at Riverside.

**Joseph E. McClure, Senior Associate of TNDG**, will be a principal participant throughout the process, and will participate in coordinating data collection through the CEDS Committee and constituent agencies/jurisdictions. Mr. McClure has more than 35 years' experience in economic consulting, including a substantial focus on economic development strategic planning and community revitalization. Joe has an M.S. in Urban Planning from the University of Arizona and completed additional post-graduate work in economic geography at UA. He has a B.S. in Architecture from the University of Cincinnati.

**Alan Levenson, Senior Associate of TNDG**, will be responsible for updating the demographic and economic profile of the CEDS sub-region. Mr. Levenson has served in a similar capacity for a number of previous economic development strategy documents completed by the team, including previous projects in Escondido, Tracy, Fresno, Kern County, Burbank, Yuma (Arizona), Osceola County (Florida), and Greensboro (North Carolina). Mr. Levenson joined TNDG in 2000 after receiving his B.A. with honors in Economics and Political Science from the University of California at Riverside. He also holds a Master's in Business Administration degree, with a concentration in Real Estate Finance, from UCLA's Anderson School of Management.

**Joseph Collins, Research Associate of TNDG**, will support the project team with data analysis and GIS mapping. Mr. Collins has worked on a variety of economic development projects throughout California and Arizona. His diverse academic and professional career has provided him with the opportunity to work on a number of projects for various non-profit, private, and public entities that have facilitated community planning, local development, and regional economic development. Mr. Collins obtained a M.B.A. from Grand Canyon University in Phoenix, Arizona, a M.S. in Regional and Community Planning from Kansas State University in Manhattan, Kansas, and a B.S. in Geography/Community Planning from Kansas State University in Manhattan, Kansas. In addition, he has completed coursework for general real estate appraisal at the Arizona School of Real Estate and Business in Scottsdale, Arizona.

Complete resumes for these personnel are provided in the Appendix.

## E. Approach

### Proposed Scope of Work

TNDG will develop a five-year CEDS document for IVDA/SBIAA. The new CEDS will guide the coordinated economic development activities of IVDA/SBIAA and the member jurisdictions of the joint powers authority (JPA). The CEDS will not replace, contradict, nor duplicate the goals and policies adopted by individual member jurisdictions. It is understood that each community has an economic development approach specific to that jurisdiction; the CEDS will reference and complement these community-level programs but will focus primarily on joint/coordinated strategies that are regional in scale. The new CEDS document will be developed pursuant to the current requirements published by USED A.

TNDG's work scope will include the following tasks:

1. Compile a range of economic and demographic data to prepare an up-to-date economic profile of the CEDS region. These will include standard published data such as employment by industry, unemployment and labor force participation rates, median household and average per capita income levels, population growth, building permit activity, taxable retail sales, business startups, home ownership rates, and countywide assessed value. These background data will provide the basis for the Summary Background section of the CEDS.
2. Conduct an industry "cluster" analysis to serve as a basis for defining a list of targeted industries for CEDS region (and for the constituent jurisdictions). The focus on identifying strong growth industries is consistent with USED A's preference for cluster-based economic development strategies and will also provide a practical basis for defining development strategies that incorporate the concept of economic resilience (see also Task 5 below related to economic resilience). TNDG will utilize the following data sources to complete the industry cluster analysis:
  - a. Previous target industry report(s) for economic development organizations in the Inland Empire;
  - b. Employment by industry (at 6-digit NAICS level) for the CEDS region (and the larger San Bernardino County reference area);
  - c. Data and analytical tools available through the U.S. Cluster Mapping Project (led by Harvard Business School's Institute for Strategy and Competitiveness in partnership with USED A).

3. Based on the stakeholder contact list developed with the client at the outset of the assignment, TNDG will conduct the following outreach activities for the CEDS process:
  - a. Two meetings with the CEDS committee (one meeting early in the process to identify issues and opportunities, and one meeting later in the process to review draft strategies);
  - b. Telephone and/or in-person interviews with local economic development personnel (cities, county, public-private organizations).

The outreach process will have the following main purposes:

- Assessing perceptions of current economic conditions, including short-term issues as well as the region's position relative to long-term challenges and opportunities.
  - Identifying emerging opportunities for new or expanded existing economic activity, and challenges related to losses of major employers or other region-wide setbacks.
  - Reviewing and confirming existing goals for economic development.
  - Identifying areas of progress in the strategies contained in the former CEDS, and areas that have been particularly challenging.
  - Reviewing current target industry clusters and identifying new clusters of interest.
4. Prepare SWOT analysis for the CEDS region, based on the data, document reviews and stakeholder input from the preceding tasks. The main intent of this task will be to draw key "themes" from the background research and analyses that can be linked to the various action strategies defined in the CEDS.
  5. Prepare analysis/discussion of economic resilience issues relevant to the CEDS. Based on contemporary best practices in local economic development, TNDG anticipates a focus on the following strategic themes:
    - a. Diversification of region's industry/employment base;
    - b. Focus on strengthening existing and emerging industry clusters;
    - c. Focus on retention/expansion of existing businesses;
    - d. Creating a business environment conducive to entrepreneurial and small business development;
    - e. Infrastructure investments that leverage local, state and federal funding;
    - f. Integration of economic development programming with broader planning, land use and environmental initiatives; and
    - g. Improving the fiscal sustainability of local governments.
  6. Coordinate with IVDA/SBIAA and member jurisdictions to develop an updated list of candidate projects for USEDA funding. This list will be summarized in matrix format (to

facilitate convenient tracking of the status of each project in future years). The matrix will be segmented by jurisdiction and will include the following information for each candidate project:

- Project description and status;
- Project cost;
- Anticipated timing / priority level;
- Availability of local/matching funds;
- Consistency with major programmatic priorities identified in CEDS;
- Consistency with other major plans/strategies/policies adopted by IVDA/SBIAA or local jurisdictions.

***(Since most of the JPA member jurisdictions have new contact persons since the last 5-year CEDS was prepared, TNDG anticipates that Task 6 will include one-on-one meetings with each jurisdiction to explain the CEDS process and to assist in identifying candidate projects most appropriate for potential future USED A funding applications.)***

7. Prepare revised strategies and overall strategic plan, including, goals, objectives, and applicable evaluation measures. The CEDS document will be formatted per current USED A requirements and will include the following sections:
  - Summary of existing demographic and economic conditions (Summary Background);
  - Summary of SWOT Analysis;
  - Discussion of targeted industries (as identified by the CEDS process);
  - Discussion of economic resilience issues;
  - Summary of stakeholder input received during CEDS process;
  - Recommended major themes, goals and strategies (Strategic Direction/Action Plan);
  - List of prospective economic development / infrastructure projects;
  - Evaluation Framework for monitoring success of CEDS implementation (formatted in a manner that facilitates preparation of Annual Performance Reports in subsequent years);
  - Latest-year data from the American Community Survey (ACS) to identify “CEDS eligible” census tracts within the CEDS region (and within each member jurisdiction).
8. Attend one IVDA/SBIAA Board meeting to provide a debriefing of the work accomplished.



## Completion Schedule

Consistent with the requirements of IVDA/SBIAA, a draft of the new CEDS will be completed by August 31, 2023. The Final CEDS document will be completed and delivered to IVDA/SBIAA by September 15, 2023. The final report will be provided as an electronic PDF, with six (6) bound hard copies.

## F. Additional Data

### Company Profile

<b>Number of employees</b>	5
<b>Location from which employees will be assigned</b>	Yorba Linda, CA
<b>Point of contact for this project</b>	Roger A. Dale Managing Principal P.O. Box 489 Yorba Linda, CA 92885 <a href="mailto:dale@natelsondale.com">dale@natelsondale.com</a> (714) 692-9596
<b>Length of time providing these services</b>	49 years

### Commitment to the Local Area

TNDG is extremely familiar with the East Valley subarea of San Bernardino County and the surrounding Inland Empire region. In addition to completing the most recent 5-year CEDS and seven previous CEDS Annual Performance Reports for IVDA/SBIAA, our other project experience in the region includes assignments in San Bernardino, Colton, Loma Linda, Highland, Redlands, Yucaipa, Banning, Beaumont, Moreno Valley, Fontana, Rialto, Ontario, Rancho Cucamonga, Upland, Chino, Chino Hills, Eastvale, Jurupa Valley, Victorville, Apple Valley, Hesperia, Barstow, Desert Hot Springs, Joshua Tree and Big Bear Lake.

TNDG's proposed Principal-in-Charge for this assignment (Roger Dale) is a native of San Bernardino, lived in the City for more than 20 years and is intimately familiar with the local economic environment.

## Appendix A: Resumes of TNDG Staff

Roger Dale has been affiliated with The Natelson Dale Group, Inc. (TNDG) since 1988 and currently serves as the firm's managing principal. His background encompasses the fields of real estate development, economic development, regional economic analysis, environmental and land use policy, financial forecasting, and renewable energy. His project experience with TNDG includes real estate market forecasting, demographic research and modeling, fiscal impact analysis, cost/benefit assessment, redevelopment, business retention/attraction, workforce development program assessments, and preparation of regional-scale economic development strategic plans.

Mr. Dale has prepared real estate forecasts for municipal planning efforts throughout California and Arizona. He also has extensive experience in preparing market and financial feasibility analyses for private developers.

Mr. Dale has completed numerous fiscal impact analyses and developed customized software models to enable municipalities to assess the fiscal impacts of proposed general plan amendments, annexations, and individual development projects. He has also completed a number of market impact studies to determine the extent to which proposed retail facilities would negatively impact existing stores within their trade areas.

Over the past 20 years, a significant focus of Mr. Dale's work has been on the development of cluster-based economic and workforce development strategies. In this regard, he has managed industry cluster analyses and developed related retention/ expansion/attraction plans for the following clients: the cities of Anaheim, Los Angeles, and Burbank, and San Buenaventura, California; the County of Kern, California; the County of Yuma, Arizona; the High Desert Regional Economic Development Authority (San Bernardino County, California); the Forward Greensboro (North Carolina) Economic Development Partnership; and the Tri-Cities (Tennessee/Virginia) Economic Development Alliance.

Reflecting his longstanding interest in sustainability issues, Roger serves on the Board of the Roberts Environmental Center – a leading publisher of global climate change research and the nation's foremost analyst of corporate sustainability reporting. He has recently completed feasibility studies and related economic development strategies for solar energy projects in California, Arizona and China. He has prepared more than 50 economic analyses as part of environmental impact reports, pursuant to the requirements of the California Environmental Quality Act (CEQA).

Mr. Dale received his B.A. cum laude in Economics from Claremont McKenna College in Claremont, California. He also holds a master's degree in Resource and Environmental Economics from the University of California at Riverside.

Joe McClure has served as principal or manager of land economics research and advisory-services organizations for more than 35 years. Through TNDG, Joe provides services in geography-based economics. The range of solutions he has developed is represented by the following service categories:

- Market analysis focus with fiscal and strategic components: highest and best use analysis, analysis of rapidly growing trade areas, cash flow and development strategy analysis, fiscal benefits of development.
- Fiscal/economic analysis focus with a strategic component: impacts of freeway and other road projects, and assessing redevelopment prospects of underperforming areas.
- Economic development strategic focus: consolidating views on a region's economic development targets, issues, and approaches, and relating a region's existing economic base to its competitive environment.

McClure has been retained by both private developers and public agencies at all levels of government, for projects in small and large cities, undeveloped and heavily developed regions, and regions with special demographic and cultural characteristics. To facilitate project implementation, he has conducted workshops, written grant applications, and assisted with negotiations.

Mr. McClure's multidisciplinary background incorporates many phases of the community and real estate development process: economic analysis and strategy development, market and financial feasibility assessment, and planning and design. Joe has an M.S. in Urban Planning, in a program that emphasized regional economics, from the University of Arizona and completed additional post-graduate work in economic geography at UA. He has a B.S. in Architecture from the University of Cincinnati. Mr. McClure is a registered architect in Arizona and a member of the Western Regional Science Association, and the Arizona Association for Economic Development. He has presented papers on business and economic development issues at regional and international economic development conferences, has served as Adjunct Lecturer at the University of Arizona in the Geography and Regional Development program, and on Arizona and national ULI Advisory Services panels. McClure served as a Civil Engineering Officer in the U.S. Air Force.

His published materials include contributions to the Local Economic Development Handbook: A Guide for Practitioners & Communities, published by ACCRA and the American Chamber of Commerce Executives, and Economic Development Review. Through McClure Consulting LLC, McClure has served as "on-call" consultant to the Arizona Main Street Program, the Arizona State Land Department, and the Arizona Department of Transportation.

Mr. Levenson brings to The Natelson Dale Group, Inc. an academic background in economic theory with particular emphasis on economic development. Prior to joining the firm, Mr. Levenson spent two years as a research consultant for NEMESIS (Núcleo de Estudos Modelos Espaciais Sistêmicos), which is a research network dedicated to the study of systemic spatial models of the Brazilian economy.

A significant focus of Mr. Levenson's work at TNDG has been on preparing regional economic impact analyses for a wide range of projects. Among others, these projects have included a major regional health care facility in Riverside, CA, a technology and education park in Tustin, CA, a business park in Victorville, CA, and a highway construction interchange project in Pima County, AZ. These analyses have involved modeling various projects' short-term (construction-phase) and permanent (annually recurring) benefits to the regional economy. The benefits have been summarized by estimating a project's impact on total gross output, value added, earnings, and employment in the region. As part of this work, Mr. Levenson has experience with the major economic impact modeling software packages, including the Bureau of Economic Analysis's Regional Input-Output Modeling System (RIMS) and the Minnesota Implan Group's IMPLAN program.

Mr. Levenson has managed the preparation of a number of regional economic development plans, with a particular focus on industry "cluster" strategies. This work has involved a wide range of activities: from performing quantitative/ statistical analysis to more qualitative analysis, including conducting numerous interviews with key players of potential clusters. Mr. Levenson has participated in industry cluster studies for the following clients: the Forward Greensboro (North Carolina) Economic Development Partnership, the Tri-Cities Tennessee Cluster Study (Tennessee), the Yuma Private Industry Council (Arizona), and the City of San Buenaventura (California).

In addition to his direct work for clients, Mr. Levenson played a key role in developing and preparing TNDG's "National and Regional Directory of Targeted Growth Industries", a publication that provided detailed summaries of cluster initiatives at the statewide and metropolitan statistical area (MSA) level. Mr. Levenson also has a significant amount of experience in fiscal impact analyses, retail market analyses, and real estate development feasibility analyses.

Mr. Levenson joined TNDG after receiving his B.A. with honors in Economics and Political Science from the University of California at Riverside. Mr. Levenson's undergraduate studies included additional coursework in applied mathematics related to economic analysis. He also holds a Master's in Business Administration degree, with a concentration in Real Estate Finance, from UCLA's Anderson School of Management.

Joseph Collins serves as a Research Associate for TNDG. Over the years, his professional career has involved him in a variety of projects that concern both private and public interests in the Midwest and Southwest US. His varied experience includes: fiscal and land economic feasibility analysis, geospatial and descriptive data analytics, graphic presentation, market analysis, and the practice of urban planning and development, as summarized below.

#### **Development Feasibility, Fiscal and Market Analysis**

- Conducting an impact and service study to determine the cost of providing services to planned growth areas subject to annexation by the municipality.
- Analyzing required development improvements and associated costs pertaining to large tracts of land planned for single-family residential subdivisions and planned industrial pad sites.
- Analyzing costs/benefits of single-family residential development versus various commercial development options within a municipality.
- Analyzing the costs/benefits of annexation of established residential subdivisions platted in unincorporated areas of the associated county.
- Conducting land use analysis and absorption studies, and real estate appraisal and market analyses.

#### **Geospatial and Descriptive Data Analytics**

- Geospatially analyzing building, property, land use, zoning, parking, traffic, demographic, economic, financial, tax, and other associated qualitative/quantitative data for various projects.
- Analyzing the costs/benefits associated with residential and commercial land development.
- Analyzing development standards for various site locations.
- Developing a Geographic Information System (GIS) relational parcel database to track fiscal appropriations for historic tax credits, tax abatements, and façade improvements for various properties located in a downtown area.
- Building, property, and wireless facility inventory management.

#### **Urban Planning and Development**

- Conducting research and technical analysis to evaluate findings and/or to take action on various real estate development applications, land use decisions, and processing other regulatory actions associated with the development of real estate.
- Designing marketing and relocation packages for potential businesses looking to purchase and/or lease property.
- Meeting with various property owners, citizens, private/public/non-profit organizations, as well as a variety of design and real estate professionals to discuss, solve, resolve, and negotiate planning and development related policy/regulatory issues.

Mr. Collins obtained a M.B.A. from Grand Canyon University in Phoenix, Arizona, a M.S. in Regional and Community Planning from Kansas State University in Manhattan, Kansas, and a B.S. in Geography/Community Planning from Kansas State University. In addition, he has completed coursework for general real estate appraisal at the Arizona School of Real Estate and Business in Scottsdale, Arizona.

## Appendix B: Company Information Sheet / Identification of Principal

## COMPANY INFORMATION SHEET

### DECLARATION

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

Completed and executed this 12<sup>TH</sup> day of APRIL, 2023, in YORBA LINDA, CA  
\_\_\_\_\_  
[day] [month]

By: \_\_\_\_\_

Print Name: ROGER A. DALE

Print Title: PRESIDENT

LEGAL COMPANY: THE NATELSON DALE GROUP, INC. NAME OF  
ADDRESS: P.O. Box 489, YORBA LINDA, CA 92885  
TELEPHONE: (714) 692-9596 FAX: (714) 692-9597

#### TYPE OF BUSINESS (Check One):

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

#### STATE OF INCORPORATION OR FORMATION:

CALIFORNIA

#### PRINCIPALS/OFFICERS/PARTNERS/OWNERS OF COMPANY

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

Name	Title
<u>ROGER A. DALE</u>	<u>PRESIDENT</u>
<u>CATHY J. DALE</u>	<u>SECRETARY</u>



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

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

Name	Title
ROGER A. DALE	PRESIDENT
_____	_____
_____	_____
_____	_____
_____	_____

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

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

Name	Title
ROGER A. DALE	PRESIDENT
_____	_____
_____	_____

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

## Cost Proposal –

### IVDA/SBIAA Comprehensive Economic Development Strategy (2023)

The Natelson Dale Group, Inc. (TNDG) would complete this assignment for a lump sum fee of \$53,500 (FIFTY-THREE THOUSAND, FIVE HUNDRED DOLLARS), including all professional fees and associated expenses. This fee reflects the following hourly billing rates:

TNDG Principal - \$265

TNDG Senior Associate - \$210

TNDG Research Associate - \$140



**TO: Inland Valley Development Agency Board**

**DATE: May 10, 2023**

**ITEM NO: 7**

**PRESENTER: Michael Lewin, General Counsel**

**SUBJECT: CONSIDER AND ADOPT RESOLUTION NO. 2023-002 OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) AMENDING ITS PROCEDURE FOR ELECTION OF OFFICERS OF THE BOARD**

### **SUMMARY**

Approval of this item will revise the Board's procedure for election of officers to conform the procedure with the changes made by Amendment No. 2 to the Amended Joint Exercise of Powers Agreement to the Board officer positions and election date for officers. Amendment No. 2 changed the Board officer positions to one Chairperson, one Vice-Chairperson, and one Secretary, and the election date for officers to the first regular meeting of the Board held in odd numbered calendar years.

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

Adopt Resolution No. 2023-002 of the Inland Valley Development Agency (IVDA) amending the Board procedure for election of officers of the Board.

### **FISCAL IMPACT**

None.

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

**BACKGROUND INFORMATION**

IVDA Board Resolution No. 92-078 established a procedure for the election of officers of the IVDA Board. The officer positions referenced in Resolution No. 92-078 are two (2) IVDA Co-Chairpersons and a Vice-Chairperson, and the date for election of officers was the first regular meeting of the Board in the Fiscal Year commencing in an even numbered calendar year.

The IVDA Member Jurisdictions approved Amendment No. 2 to the Amended Joint Exercise of Powers Agreement which made the following changes: (1) changed officer positions from two Co-Chairpersons and one Vice-Chairperson to one Chairperson, one Vice-Chairperson, and one Secretary, and (2) changed the date for election of officers from the first regularly scheduled meeting of the IVDA in the month of July in even numbered years to the first regular meeting of the Board held in an odd numbered calendar year.

The proposed Resolution No. 2023-002, revises the procedure for election of offices to conform with the above changes made by Amendment No. 2 to the Amended Joint Exercise of Powers Agreement. Resolution No. 2023-002 does not otherwise change the procedure for how the election of officers is conducted by the Board.

**Attachments:**

1. Resolution No. 2023-002.

**RESOLUTION NO. 2023-002**

**RESOLUTION OF THE INLAND VALLEY DEVELOPMENT AGENCY  
AMENDING RESOLUTION NO. 92-078 AND ESTABLISHING CERTAIN  
ELECTION PROCEDURES IN CONNECTION WITH THE ELECTION OF  
CHAIRPERSON, VICE-CHAIRPERSON AND SECRETARY**

**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, ("Member Jurisdictions") 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 Amended Joint Exercise of Powers Agreement (the "Agreement") establishing the IVDA, amended on February 12, 1990, and thereafter amended by Amendment No. 1 as of the same date has been amended by Amendment No. 2 to Amended Joint Exercise of Powers Agreement which became effective on April 5, 2023 ("Amendment No. 2") and which made changes to the officers of the IVDA governing Board (the "IVDA Board") and the date for elections of officers of the IVDA Board.

**WHEREAS**, as a result of the Amendment No. 2 to the Agreement, the IVDA Board now seeks to adopt specific election procedures which are consistent with the changes made by Amendment No. 2 and to rescind Resolution No. 92-078 as previously adopted by the Board May 13, 1992.

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

Section 1. Resolution No. 92-078 as previously adopted by the IVDA Board on May 13,

1992, 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. 92-078.

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

Section 3. The Chairperson, Vice-Chairperson, and Secretary of the IVDA Board shall be elected from the membership ("Board Members") of the IVDA Board for two-year terms which shall expire upon the election of officers at the first regular meeting of the Board held in an odd numbered calendar 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 Chairperson or Vice-Chairperson 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 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 election, 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 the Chairperson position is vacated, the Vice-Chairperson shall automatically assume all duties and obligations of the Chairperson and shall exercise all powers of the Chairperson under the Agreement until a successor Chairperson has been elected.

Section 8. The IVDA Board shall have the power at any regular or adjourned regular meetings 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 the Chairperson is removed from office as provided in Section 8 and no successor Chairperson has been elected, the Vice-Chairperson shall function as a Chairperson in a similar manner as provided in section 7 above.

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

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

**[SIGNATURES ON FOLLOWING PAGE]**



PASSED, APPROVED AND ADOPTED this 10<sup>th</sup> day of May, 2023.

**MOTION:**

**SECOND:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Phillip Dupper, Chairperson  
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. 2023-002 was duly and regularly passed and adopted by the IVDA governing Board at a Regular meeting thereof, held on the 10<sup>th</sup> day of May 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



**TO: Inland Valley Development Agency Board**

**DATE: May 10, 2023**

**ITEM NO: 8**

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

**SUBJECT: APPROVE MEETING MINUTES: APRIL 12, 2023**

### **SUMMARY**

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

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

Approve meeting minutes of the regular meeting held April 12, 2023.

### **FISCAL IMPACT**

None.

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

### **BACKGROUND INFORMATION**

None.

### **Attachments:**

1. April 12, 2023 meeting minutes.

# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING BOARD ACTIONS

WEDNESDAY, APRIL 12, 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 3:21 PM)
VACANT	

#### City of Loma Linda

Mayor Phillip Dupper, Chairperson	Present
Councilmember Rhodes Rigsby	Present
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	Absent
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present (arrived at 3:13 PM)
Mayor Pro Tem Fred Shorett (alt)	Present

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Mark Cousineau, Director of Finance	Catherine Pritchett, Director of Administration
Mark Gibbs, Director of Aviation	Melissa Sutton, Records Specialist
Jeff Barrow, Director of Development	

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Chairperson Phillip Dupper at approximately 3:09 p.m. on Wednesday, April 12, 2023 in the Main Auditorium of the Norton Regional Event Center, 1601 East Third Street, San Bernardino, California.

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

Roll call was duly noted and recorded.

Members of the Board and the public joined Mayor Pro Tem Fred Shorett 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. Chairperson 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. Status of JPA Amendment No.2
  - c. Inland Valley Development Agency (IVDA) Logo

- 2b. Mr. Michael Lewin, Legal Counsel Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, informed the Board that the IVDA partner agencies approved the JPA Amendment No. 2, which changed the IVDA Board officer structure to a Chairperson, Vice-Chairperson, and Secretary. Also, elections will now be held on odd meeting years, at the first meeting of the calendar year.
- 2c. Mrs. Catherine Pritchett, Director of Administration, referenced an overhead and presented the new Inland Valley Development Agency (IVDA) logo created for marketing and design purposes. Mrs. Pritchett further noted that the current seal will remain the official seal of the IVDA.

H. <b><u>BOARD CONSENT ITEMS</u></b>
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- 3. Receive Register of Demands – March 8, 2023
- 4. Receive Register of Demands – April 12, 2023
- 5. Receive and file Cash Report for January 31, 2023, for the Inland Valley Development Agency (IVDA)
- 6. Receive and file Cash Report for February 28, 2023, for the Inland Valley Development Agency (IVDA)
- 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
- 8. Approve Meeting Minutes: February 8, 2023

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

RESULT:	<b>ADOPTED [UNANIMOUSLY]</b>
MOTION/SECOND:	Baca / Navarro
AYES:	Baca, Dupper, Figueroa, Ibarra, Navarro, Rigsby, and Shorett.
NAYS:	None.
ABSTENTIONS:	None.
ABSENT:	None.

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.

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, called for nominations for the office of Vice-Chairperson. Councilmember Sandra Ibarra nominated Mayor Helen Tran for the office of Vice-Chairperson. The nomination did not garner a second vote and failed.

Following these nominations, Mayor Pro-Tem Fred Shorett nominated Mayor Frank Navarro for the office of Vice-Chairperson. Supervisor Joe Baca, Jr. seconded the nomination.

There being no further nominations forthcoming, Mayor Dupper called for a vote by the Board members.

**ACTION:** Elect Mayor Frank Navarro to the office of Vice-Chairperson for the term commencing April 12, 2023 through January 31, 2025.

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

Mayor Dupper called for nominations for the office of Secretary. Mayor Pro Tem Fred Shorett nominated Councilmember Rhodes Rigsby. The nomination did not garner a second vote and failed.

Following these nominations, Councilmember Rhodes Rigsby nominated Supervisor Joe Baca, Jr. for the office of Secretary. Mayor Pro Tem Fred Shorett seconded the nomination.

There being no further nominations forthcoming, Mr. Michael Lewin then concluded the elections.

**ACTION:** Elect Supervisor Joe Baca, Jr. to the office of Secretary for the term commencing April 12, 2023 through January 31, 2025.

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

10. 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. 10 and referenced the "Proposed Budget Adjustments Table" found on page 113 of the Agenda Packet.

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

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

11. Receive and file the annual independent audit report of the Inland Valley Development Agency (IVDA) for the Fiscal Year Ended June 30, 2022.

Mr. Mark Cousineau, Director of Finance, introduced Mr. Brad Welebir and Ms. Veronica Hernandez, of Rogers, Anderson, Malody & Scott, LLP. Ms. Hernandez referenced a PowerPoint presentation entitled "Inland Valley Development Agency Annual Audit – Fiscal Year ended June 30, 2022" and provided a brief summary of the annual audit report. Ms. Hernandez explained that the audit report resulted in an unmodified opinion, meaning the agency's financial statements are in conformity with accounting principles generally accepted in the United States.

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

**ACTION:** 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.

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).

Mr. Michael Burrows, Chief Executive Officer, gave a brief report of the UAS Center at SBD.

**ACTION:** 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.

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

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.

Mr. Jeff Barrow, Director of Development, referenced an overhead and provided a brief report on Agenda Item No. 13.

**ACTION:** 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.

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

14. Consider and discuss a report on economic development initiatives.

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "Economic Development Update – April 12, 2023" (as contained on pages 175-184 in the Agenda Packet) and provided a brief report on Agenda Item No. 14.

Councilmember Sandra Ibarra requested the IVDA reach out to the City of Highland for written confirmation that the City of Highland was supportive of the extension of the comment period on the Airport Gateway Specific Plan (AGSP) environmental document. Mr. Burrows acknowledged the request and noted he had previously spoken with the Mayor of the City of Highland about the extension and would reach out on this request as well.

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

**ACTION:** Consider and discuss a report on Economic Development initiatives and the status of the Airport Gateway Specific Plan.



15. 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, 2023-IVDA Focal Areas" (as contained on pages 187-189 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, possible relocation, and the need for more community involvement.

L. **BOARD MEMBER COMMENT**

There were no comments from the board members.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 4:00 p.m.

**Approved at a Regular Meeting of the Inland Valley Development Agency Board on May 10, 2023.**

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Jennifer Farris  
Clerk of the Board



**TO: Inland Valley Development Agency Board**

**DATE: May 10, 2023**

**ITEM NO: 9**

**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 \$81,500.

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 \$81,500. The total increase in revenues and interfund transfers in the proposed budget adjustments is \$55,000 and the total increase in proposed expenditures and interfund transfers is \$136,500.

This proposed budget adjustment includes an interfund transfer of additional capital from the General Fund to the UAS Center at SBD to provide additional working capital (cash) as the UAS Center at SBD has incurred expenses in advance of revenues that have not been realized or recognized.

The increase in budgetary expenditures, excluding interfund transfers, of \$81,500 is comprised of \$53,500 to prepare the United States Department of Commerce, Economic Development Administration's required 5-Year Comprehensive Economic Development Strategy (CEDS) document; \$25,000 increase for DFAS I roof drain repairs that may be covered in part by warranties, and an increase of \$3,000 to outfit the UAS Center at SBD's training site on Perimeter road with fixtures, furnishings, and small equipment now that electrical service has been established at the location.

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

## PROPOSED BUDGET ADJUSTMENTS TABLE

Proposed Adjustments			Approved Budget	Proposed Adjustments	Adjusted Budget
<i>Expenditures &amp; Transfers Out</i>					
<b>A</b>	General Fund	51018 - Capital Contribution	\$ 125,000	\$ 55,000	\$ 180,000
<b>B</b>	General Fund	50925 - Professional Services - CEDS	20,000	53,500	73,500
<b>C</b>	Property Management Fund	50451 - Repairs and Maintenance	132,900	25,000	157,900
<b>D</b>	UAS Center at SBD	50450 - Equipment	20,000	3,000	23,000
Increase (Decrease) in expenditures & transfers out				<u>136,500</u>	
<i>Revenues &amp; Transfers In</i>					
<b>A</b>	UAS Center at SBD	40041 - Contributed Capital	-	55,000	55,000
Increase (Decrease) in revenues & transfers in				<u>55,000</u>	
Net Budget Adjustment, Expenditures in Excess of Revenues				<u>\$ 81,500</u>	


**Notes:**

- A** \$55,000 interfund transfer from the General Fund to the UAS Center at SBD fund to provide working capital as expenses are incurred before revenues are realized and/or recognized.
- B** \$53,500 increase for a required 5-Year Comprehensive Economic Development Strategy (CEDS) update that will occur in fiscal years 2022-23 and 2023-24. The 5-Year plan update is in addition to the required annual CEDS plan updates.
- C** Increase of \$25,000 for unanticipated DFAS I roof drain repair outlays that may be recovered in whole or part under warranties.
- D** An increase of \$3,000 to acquire fixtures, furnishings, and small equipment for the UAS Center Training site at Perimeter Road as electrical service has been established. Cost will be offset, in part, by reduced demand for classroom rentals.

Staff recommends that the Board approve the above recommended action.

**Attachments:**

1. None.

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> May 10, 2023</p> <p><b>ITEM NO:</b> 10</p> <p><b>PRESENTER:</b> Michael Lewin, General Counsel</p>
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**SUBJECT:      APPROVE UPDATES TO THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD POLICY**

## **SUMMARY**

Approval of this items will revise the Board Policy to conform the Board officer postions with the changes made by Amendment No. 2 to the Amended Joint Exercise of Powers Agreement.

## **RECOMMENDED ACTION(S)**

Approve an updated Board Policy.

## **FISCAL IMPACT**

None.

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**

The IVDA Member Jurisdictions approved Amendment No. 2 to the Amended Joint Exercise of Powers Agreement which changed the Board officer positions from two Co-Chairpersons and one Vice-Chairperson to one Chairperson, one Vice-Chairperson, and one Secretary.

The updates to the Board Policy conform the Board officer positions to the changes made by Amendment No. 2 to the Amended Joint Exercise of Powers Agreement.

Staff recommends that the Board approve the above recommended action.

**Attachments:**

1. Updated Draft Board Policy.

# INLAND VALLEY DEVELOPMENT AGENCY BOARD

## Board Policy: Operating Rules and Procedures

### Purpose

The objective of this document is to provide members of the Inland Valley Development Agency (IVDA) Board with procedures for conduct and a clear definition of the Board-staff relationship, and related roles. The document will also reinforce IVDA's ethical standards, as required by AB 1234, and the Board's own policies.

This IVDA Board Policy: Operating Rules and Procedures document is not intended to serve as an all-inclusive or comprehensive collection of every past or present policy, procedure, and practice utilized in the operation of the IVDA, rather, as a guidance document which can be evaluated and updated from time-to-time.

### Background

#### **Powers and Duties of the IVDA**

The Inland Valley Development Agency (the "IVDA") is a military base reuse joint powers authority created pursuant to Government Code Sections 6500, et seq., established in furtherance of Public Law 100-526 under the Federal Base Realignment and Closure Act, special State of California Legislation – Assembly Bill AB-419, and as further codified pursuant to the Joint Exercise of Powers Agreement originally dated as of January 24, 1990, by and among the City of San Bernardino, the City of Colton, the City of Loma Linda and the County of San Bernardino, as amended on February 12, 1990, and thereafter amended by Amendment No. 1 as of the same date, and Amendment No. 2 dated \_\_\_\_\_, 2023 (collectively the "JPA Agreement" or the "Agreement");

The powers and duties of the IVDA are set forth in the aforementioned governing regulations and in the Agreement. As stated therein, the IVDA shall have the authority and power to plan for the use and reuse of the Norton Air Force Base; to acquire, maintain and operate an airport for the economic benefit of the East Valley; and to serve as a federal base re- use authority. Specific powers of the IVDA are identified in Article IV of the Agreement.

### Board Role and Functions

#### **The Role of the Board in Relation to IVDA Staff**

The primary role of the IVDA Board is to establish and oversee policy and its implementation. Established policy is carried out and implemented by IVDA Staff ("staff"), under the supervision of the Chief Executive Officer~~Executive Director~~. The Chief Executive Officer~~Executive Director~~ serves as the general manger for all IVDA staff operations and activities. Board members may seek information from staff; however, direction to staff shall be coordinated by and through the Chief Executive Officer~~Executive Director~~ on behalf of the Board.

## IVDA Board

The IVDA is governed by a Board composed of nine (9) individual members, each appointed by its legislative body and serving in their individual capacity as a member of the Board. The Board consists of elected officials appointed by their respective legislative bodies to serve as follows:

- Three (3) from the City of San Bernardino
- Two (2) from the County of San Bernardino
- Two (2) from the City of Loma Linda
- Two (2) from the City of Colton

Each member can appoint an alternate representative for each allocated position who only participate when and if the primary Board member is not present. With the consent of the Co-Chairperson(s), alternate members may attend closed session if the primary member is present to be informed as to the issues discussed in closed session; however, alternate members may not vote on any matter if the primary member is present. Board Members and alternates are appointed to the Board for the term of their positions by and through the official actions of their respective legislative bodies, unless otherwise removed and reported.

Pursuant to the JPA Agreement, each Member with two (2) votes shall have two (2) Board Members with one (1) vote each, and the Member with three (3) votes shall have three (3) Board Members with one (1) vote each. When the primary Board member is not present, the alternate may vote. However, either the primary member or the alternate must be present to vote

## Officers

At the first regular meeting of the Board of the Fiscal Year which commences on an even numbered calendar year, the Board holds elections for the following offices: ~~one two (2) persons to be Co-Chairpersons~~; and one person to be Vice-Chairperson, and one Secretary. The specific procedures for such elections and the terms for such positions are set out in in the IVDA Joint Powers Agreement and in Resolution No. 90-07B.

Duties for such Offices are as follows:

- Co-Chairpersons: Pursuant to the JPA Agreement, ~~two (2) Co-Chairpersons are elected by the Board. One of the Co-Chairpersons~~ serves as the presiding officer for IVDA meetings. The presiding ~~Co~~-Chairperson is determined at the time that elections are held and other than the event of an absence, typically run through the duration of the respective term of office. ~~Either Co-The~~ Chairperson shall execute all contracts on behalf of the Agency, and shall perform such other duties as may be imposed by the Board.
- Vice Chairperson: Vice-Chairperson shall execute contracts and perform all of the ~~Co~~-Chairperson's duties in the absence of ~~the both Co-Chairpersons~~.
- Secretary. The Secretary or Clerk of the Board shall attest to the execution of all contracts executed by Chairperson, Vice-Chairperson or other such official, officer or person as may be designated by the Board, on behalf of the Agency, perform such other duties as may be imposed by the Board. (also known as the Clerk of the Board) is an appointed staff member. The Clerk of the Board keeps the IVDA records, takes minutes of all open session meetings,



~~and attests to the execution of all contracts executed by the Co-Chairpersons, Vice-Chairperson, or such other official or person as may be designated by the Board, on behalf of the Agency.~~

Pursuant to the Agreement, the Board also selects a professional Treasurer or chief financial officer of a member to act as Treasurer.

The ~~Chief Executive Officer Executive Director~~, Clerk of the Board, and General Counsel serve as the primary staff for Board meetings. The ~~Chief Executive Officer Executive Director~~ appoints all other employees of the IVDA, consistent with the Board-approved budget and applicable procedures.

### **Meetings, Committees, Appointments, and Officers**

The IVDA Board is governed by the Ralph M. Brown Act, as established by the California State legislature in 1953 and amended thereafter, set forth in California Government Code Sections 54950 et seq (“Brown Act”). The Board sets its regular meeting schedule by resolution as required by the Brown Act.

In addition to the Brown Act, the Board may appoint such standing or ad hoc committees as it deems necessary to advise the Board on a variety of subjects. Any member of the Board may be appointed or assigned by the ~~Co~~-Chairperson to a committee, except that no Board Member may serve on more than two (2) committees. The ~~Co~~-Chairperson’s assignments to standing committees shall be ratified by a majority vote of the Board, and Board Members may be removed from committee assignments by a majority vote of the Board.

The membership of any ad-hoc committee will be composed of not more than three (3) Board Members and shall expire upon accomplishment of its purpose. The ~~Co~~-Chairperson may establish new ad hoc committees at any time, and such committees are not ratified or approved by the Board.

Standing committees are subject to the Ralph M. Brown Act, as “legislative bodies.” Agendas are prepared for meetings of standing committees, and the meetings are open and public. Minutes are prepared for all standing committees. In contrast, and pursuant to applicable law, ad hoc committees are not subject to the Brown Act. Agendas need not be prepared for ad hoc committee meetings, and they are not required to be open and public. Ad hoc committee meetings are typically informal and are set at the convenience of the committee members.

Board committees serve as advisory bodies. Final policy decisions are made by the Board.

**Citizen Inquiries** Board Members may receive inquiries and occasional complaints from constituents. Such contacts may be the result of a situation that staff is unaware of, i.e.: service that has not been properly provided, a request that is above or beyond appropriate service levels, a miscommunication or misunderstanding, or a mischaracterization of an occurrence by the constituent.

When a Board Member is contacted by a constituent, he/she should ensure that the Chief Executive

~~Officer Executive Director~~ is made aware of the issue. Such Board Member may wish to ask the constituent to contact the ~~Chief Executive Officer Executive Director~~, or vice-versa. Copies of responses to significant citizen inquiries should be submitted by the respective Board Member to the ~~Chief Executive Officer Executive Director~~ for appropriate follow-up. Information regarding the correspondence shall be provided to all Board Members as soon as practicable and allowable under applicable law.

### **IVDA Fiscal Administration**

The fiscal administration of the IVDA is based both on statutory requirements, its joint powers agreement, its respective deed covenants, grant assurances, Federal and State Operating Permits, as well as generally recognized policies and practices applicable to public finances.

Annually, the IVDA's financial operations are audited by an independent public accounting firm that is recommended by staff and selected by the Board. The firm prepares and submits an audit report to the Board. The Finance & Budget Committee (also serves as the IVDA Audit Committee) reviews results of the annual audit with the ~~Chief Executive Officer Executive Director~~/Director of Finance and other staff. A final report is then made to the Board.

During the course of the fiscal year, the Board maintains oversight of the financial condition of the IVDA. This is accomplished through monthly financial reporting to the Board by the IVDA Director of Finance. IVDA shall prepare and produce an annual report for presentation to the community, public, and industry describing its activities, operations, and financial position over the preceding year.

### **Budget Operation**

The IVDA budget operates on a fiscal year running from the first day of July through the last day of June. A budget is developed each year in advance of the start of the fiscal year. The budget contains the estimate of all revenue and expenses, including administrative, operating and maintenance expenses, payroll, acquisitions and improvements, and a reasonable contingency to cover unanticipated expenses, litigation reserves, or revenue shortfalls.

A draft of the budget is initially prepared and produced by IVDA staff in the early part of the calendar year. Typically, the draft budget will be reviewed with the IVDA's standing Finance & Budget Committee. That review may result in refinement of the draft before its presentation to the Board as a whole. Ordinarily, a draft budget will be presented to the Board in April or May in order to allow adequate time for review, discussion, and further revision as needed. Final adoption should occur by the end of June. Upon adoption by the Board, the approved budget is then implemented at the start of the upcoming fiscal year.

The ~~Chief Executive Officer Executive Director~~ has the authority to make necessary budget adjustments and transfers of up to \$24,999 between line items of the budget as the fiscal year progresses. Larger adjustments, if needed, shall be approved either by the Board at either the mid-fiscal-year review or periodically at such other times as may be necessary.

Often times, an update to the IVDA's capital improvement plan will accompany the annual budget. The ~~Chief Executive Officer Executive Director~~ has been given the authority by the Board to execute, on behalf of the IVDA, any grant agreements or other related documents, provided that

proper information is timely provided to the Board regarding the funding opportunity and granting agency, and subject to the local match authority then in existence per the adopted budget.

### **Investment Policy**

IVDA investments are controlled by Federal and State law. In regard to investments, the IVDA seeks to meet three distinct objectives: to safeguard the assets of the IVDA; to insure that the IVDA's liquidity needs are met; and to achieve the highest rate of return on investment commensurate with appropriate risk evaluation and established Board investment controls. The IVDA's investment policy is periodically reviewed by the Finance & Budget Committee and approved by the Board.

### **Fiscal Controls**

IVDA policies and procedures require periodic reporting of all IVDA expenditures. The IVDA may not acquire or dispose of any real property without approval from the Board (typically by resolution). The IVDA utilizes a purchase order / purchasing system calling for prior approval of all IVDA expenditures and applies to both employees and Board Members. In addition, the IVDA also has in place a set of "Accounting Procedures," "Purchasing Procedures," and "Construction Procedures."

### **Ethical Requirements**

California law (Govt. Code Section 53232 et. seq. sometimes referred to as "AB 1234") requires local officials who receive reimbursement for certain expenses to receive training on public service ethics laws and principles every two years. The purpose of this training is to alert local officials to the extensive array of laws that apply to public service, as well as the unique ethical obligations public servants have. The IVDA complies with AB 1234 and expects the members appointed to the Authority to perform the business of the IVDA with a high regard to its provisions. What follows is a brief review of public service ethics mandated by the FPPC and Attorney General for AB 1234 training. This list is a reminder and does not substitute for such training.

#### Personal Financial Gain

- A. Laws Prohibiting Bribery (Pen. Code § 68)  
Any employee, elected official or appointee is prohibited from accepting a bribe. Doing so may constitute a felony and is punishable by prison time and fines.
- B. Conflicts of Interest under the Political Reform Act (Gov. Code § § 87100, 87103)  
Gov. Code § 87100: No government employee, official or appointee shall make, or in any way attempt to use, his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has any financial interest.  
  
Gov. Code § 87103: No employee, official or appointee shall make a decision with financial interest if it is reasonably foreseeable that the decision will have a material financial effect on the official, a member of his/her immediate family.
- C. Contractual Conflicts of Interest (Gov. Code § 1090)  
No government employee, official or appointee may be financially interested in any contract created by them in their official capacity. Neither will they be purchasers or vendors at any sale made in their official capacity.

- D. Conflicts of Interest and Campaign Contributions (Gov. Code § 84308)  
Elected officials who also serve as appointees to a government agency shall not receive contributions in excess of the amount contained in Government Code Section 84308 during certain times that any permit or license is pending approval by said agency. IVDA has established a review and disclosure system to meet the requirements of this section and the accompanying FPPC regulations.
- E. Conflicts of Interest When Leaving Office (Gov. Code §§ 87406.3, 87407)  
Gov. Code § 87406.3: For a period of one year after leaving office or employment, no elected official who formerly worked for a government agency shall make an appearance for another person in front of that agency.
- Gov. Code § 87407: No public official shall make, participate in making or use their official position to influence any governmental decision that directly relates to any person with whom he/she is negotiating, or has any arrangements concerning prospective employment.

#### Limitations on Accepting Contributions

- A. Lobbyists are prohibited from making any gift worth upward of \$10 in any given month. (Gov. Code § 86203)
- B. No elected official shall accept gifts totaling more than the amount contained in Government Code Section 89503 from a single source in one calendar year. (Gov. Code § 89503)
- C. Payment from agencies for travel and lodging and food expenses are not considered a gift under Gov. Code §§ 86203 and 89503. (Gov. Code § 89506)
- D. No government official shall accept any honorarium. Honoraria Ban (Gov. Code § 89502)
- E. Misuse of Public Funds. (Pen. Code § 424; Gov. Code § 8314; Fair Political Practices Commission v. Suitt (1979) 90 Cal.App.3d 125; Stanson v. Mott (1976) 17 Cal.3d 206)  
Use of public funds for personal benefit or for the benefit of friends or families is punishable by imprisonment. The official will be disqualified from holding public office in the state.
- F. Prohibitions against Gifts of Public Funds (Cal. Const., art. XVI, § 6)  
The legislative body will not have the authority or power to give or lend public funds to any person except for a public purpose
- G. Mass Mailing Restrictions (Gov. Code § 89001)  
No newsletter or mass mailing shall be sent at public expense.
- H. Prohibition against acceptance of free transportation by transportation companies (Cal. Const., art. XII, § 7)  
A transportation company may not offer free transportation to any person holding office in California. The acceptance of free transportation will be deemed a forfeiture of office.

### Government Transparency Laws

- A. Economic interest disclosure under the Political Reform Act (Gov. Code § 87200)  
Candidates for government office must file a statement disclosing financial and real property interests. Also a statement of income for the prior 12 months is required.
- B. Brown Act (Gov. Code § 54950 et seq.)  
Public agencies exist to serve the people and should conduct their meetings openly.
- C. Public Records Act (Gov. Code § 6250)  
Information relating to the conduct of people's business as produced by any government agency is the people's right to know.

### Fair Process Laws

- A. Common Law bias provides that a decision maker who stands to gain or lose from a decision is disqualified from acting as a decision maker. Clark v. City of Hermosa Beach; 48 Cal. App 4<sup>th</sup> 1152 (1996); Breakzone Billiards v. City of Torrance, 81 Cal.App.4th 1205(2000)
- B. Due Process Requirement  
A hearing officer whose potential future income derives from work that an agency might give based on his or her performance in a hearing at hand is not giving due process. Haas v. County of San Bernardino 27 Cal.4th 1017 (2002)
- C. Doctrine of Incompatible Offices (Gov. Code § 1099)  
A government officer may not hold two offices in government that are incompatible.
- D. Competitive Bidding Requirements for Public Contracts.  
See the IVDA Purchasing policies: In projects in excess of \$5,000 the IVDA may award the project to the lowest bidder. IVDA may reject any and all bids and re-advertise in an effort to get new bids. The IVDA may by a four-fifths (4/5) vote turn the project over to a governmental agency.

## **CONDUCT OF IVDA BOARD MEETINGS**

### **Purpose**

These rules shall apply to all proceedings and meetings of the Board of the IVDA.

### **Meetings**

- A. Brown Act. All meetings of the Board shall be conducted in accordance and in compliance with the Ralph M. Brown Act, as it may be amended from time to time (Govt. Code Section 54950 et seq).
- B. Regular Meetings. The regular meetings of the Board shall be held in accordance with the duly adopted meeting schedules. At ~~the one Co~~ Chairperson's discretion and prior to posting of the Agenda, regularly scheduled meetings may be cancelled.

- C. Special Meetings. A special meeting may be called at any time by ~~the one Co~~-Chairperson of the Board or three members of the Board. Notice of a special meeting shall be written and shall specify the time and place of the meeting and the business to be transacted. Such notice shall be delivered to or mailed to each Board Member at least 24 hours before the time of the special meeting and be supplied to the local newspaper of general circulation. The notice shall be posted by the Secretary to the IVDA at least 24 hours prior to the special meeting in a location that is freely accessible to the public.
- D. Adjourned Meetings. Any regular or special meeting of the IVDA may be adjourned to a time and place specified in the order of adjournment. The Secretary, with approval from the ~~Chief Executive Officer Executive Director~~ and General Counsel, may adjourn the meeting when less than a quorum are present. If all members of the Board are absent, the Secretary may adjourn the meeting to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as is required for special meetings.
- E. Administrative Sessions and Informational Meetings. The IVDA may, from time to time, schedule administrative sessions and informational meetings with staff or the public for the purpose of receiving information on and discussing subjects of interest to the IVDA. No action shall be taken on any item at any such meeting. Such meetings may be called by the Board Members during any regular, adjourned, or special meeting. Otherwise, such meetings shall be called in the same manner as special meetings.

### Quorum

A quorum is required for the IVDA Board to Act. A quorum constitutes five (5) votes from five (5) members representing three (3) parties. A quorum is present when Board members representing a majority of the public agency Board members (members from 3 different agencies) are present and a majority of the total Board members (5) are present. No individual other than a duly appointed member who has been appointed as either a primary representative or an alternate may be considered for the purposes of determining a quorum. Members must be present at the meeting to have the power to cast a vote.

### Meeting Protocol

- A. ~~One Co The~~ Chairperson shall convene all meetings and shall call the Board Members to order. In the absence of both ~~the Co~~-Chairpersons and the Vice-Chairperson, the Secretary shall convene the meeting and call the Board Members to order, whereupon a temporary chair shall be selected by the Board Members present. The temporary chair shall relinquish the chair upon arrival of a ~~Co the~~ Chairperson or Vice-Chairman, and after the conclusion of the question then being considered by the Board Members.
- B. The Secretary shall enter in the minutes the names of those Board Members that are present, absent or those who arrive late.
- C. To facilitate the conduct of meetings, a consent agenda may be used. The consent agenda normally contains items that are considered to be routine. Action for all items on the consent agenda is taken by one motion. Items on the consent calendar shall be considered



first and shall be acted upon in one motion. Any Board Member may request that an item be removed from the consent calendar and placed on the agenda for discussion.

- D. Items on the agenda shall be considered in order, except that the presiding ~~Co~~-Chairperson may take items out of order when necessary to accommodate persons appearing before the IVDA. Items scheduled for a particular time shall be taken up as close to the designated time as is possible. In no case shall a timed item be taken up before the designated time.
- E. The order of procedure at all public hearings and quasi-judicial hearings shall be as follows: The IVDA staff member responsible for the matter shall present his or her report and recommendation; all persons wishing to speak in favor of the question shall be heard; persons wishing to speak in opposition to the question shall be heard; rebuttal will follow. The question shall then be submitted to the Board Members for discussion and decision.
- F. Every agenda for regular meetings shall provide a time for members of the public to directly address the IVDA on matters within the IVDA's jurisdiction that are not on the agenda. The IVDA has set a time limit of three (3) minutes per speaker. Each speaker shall be limited to three (3) minutes unless the ~~Co~~-Chairperson authorizes additional time. Speakers may not transfer or assign their time to another person.
- H. Whenever any group of persons wishes to address the Board, the ~~Co~~-Chairperson may require that the group designate a spokesman to represent the group before the Board.
- I. No person, including Board Members, shall address the Board without permission of the presiding ~~Co~~-Chairperson. Board Members shall limit their individual comments to a presentation of their respective position on a matter. Board Members shall not address the issue again except for new matters and as allowed by the presiding ~~Co~~-Chairperson.

### **Closed Session**

Closed sessions may be used by the Board for deliberations involving personnel, certain negotiation matters and litigation and as authorized by the Brown Act.

### **Voting**

The IVDA Board takes action by majority vote of the quorum. Unless disqualified or absent, all Board Members shall vote on all questions coming before the Board. The ~~Co~~-Chairperson may call for a roll call vote. Whenever a roll call vote is requested, the Clerk of the Board Assistant Secretary shall call the name of a Board Member and record the vote of that Board Member. An abstention for other than a conflict of interest counts as neither a 'ye' or a 'no' vote although the member is part of the quorum. A verbal roll call is required for the expenditure of money.

### **Speaking**

- A. When a Board Member desires to speak, he or she shall address the ~~presiding Co~~-Chairperson and be acknowledged. When two (2) or more Board Members address the ~~Co~~-Chairperson at the same time, the ~~Co~~-Chairperson shall designate the Board Member who will speak first. All Board Members shall confine their remarks to the question then under consideration.

- B. Every motion shall require a second. Discussion on a motion shall not be permitted until the motion receives a second. Motions and seconds may be made by any member of the Board, including the ~~Co~~-Chairperson.
- C. If any Board Member is unable to attend a meeting, he or she shall notify the Clerk of the Board ~~Assistant Secretary~~ as soon as possible and of the reasons therefore.

### **Agenda**

- A. The agenda for all Board meetings shall be prepared by the Secretary with input from IVDA staff, General Counsel, and Board members. Matters to be placed on the agenda for a regular meeting should be received by the Secretary no later than noon on the Wednesday prior to Regular Meeting. Individual Board Members, other than the ~~Co~~-Chairperson, must seek approval of the ~~Co~~-Chairperson or the Board to place an item on the agenda.
- B. The Board shall not take action on any item that is not on the agenda at a regular meeting, except under any of the following conditions and as provided by the Brown Act:
  - (1) The Board, by majority vote, determines that an “emergency situation” exists. An emergency situation means (a) work stoppage or other activity which severely impairs public health, safety or both, as determined by a majority of the Board, or (b) crippling disaster which severely impairs public health, safety or both, as determined by a majority of the Board Members; or
  - (2) The Board, by four-fifths (4/5) vote, determines that there is a need to take immediate action on the item and that the need for action came to the Board’s attention after the agenda was posted and cannot wait for another meeting; or
  - (3) The item was on the posted agenda for a prior meeting which was held no more than five (5) calendar days earlier, and at that earlier meeting the item was continued to the later meeting.

### **Robert’s Rule of Order**

Robert’s Rules of Order provide common guidelines and rules for deliberation and debate in an effort to provide uniformity to meeting proceedings in effort to help, not hinder, the business of the Authority. Below are examples of common guidelines adopted for public agencies; such rules are used only when there is no statutory provision or regulation in place:

The ~~Co~~-Chairperson acts as the Parliamentarian.

Obtain the Floor (the right to speak) by raising a hand and be recognized by the Chairperson before speaking. A motion to reconsider an item upon which the Board has acted may only be made at the meeting in which the action was taken. Such motion may only be made by a Board Member who voted on the prevailing side of the question. Adjournment of the meeting effectively extinguishes a Board Member’s opportunity to move for reconsideration of any item on that specific agenda.

### **Amendment to this Policy**

These rules may be amended from time to time by the Board.



### **Failure to Follow Rules**

Failure to follow these rules shall not invalidate or otherwise affect any action or decision of the Board.

## **IVDA BOARD -TRAVEL AND REIMBURSEMENT POLICY**

Local agencies that have authority to reimburse legislative body members for expenses incurred in the performance of their official duties must adopt, in a public meeting, written expense policies that specify the types of occurrences which will be reimbursable. See Cal. Gov't Code § 53232.2(b). The policy may also specify rates or default to Internal Revenue Service rates. See Cal. Gov't Code § 53232.2(c). This policy satisfies the requirements of Government Code sections 53232.2 and 53233.3. This policy is applicable only the Board members (including alternates).

### **Authorized Expenses**

Expenses incurred by IVDA Board Members in connection with the following types of activities generally constitute authorized expenses, and would be eligible for reimbursement by IVDA.

1. Communicating with representatives of regional, state and national government on IVDA adopted policy positions;
2. Attending educational seminars designed to improve officials' skill and information levels as to IVDA;
3. Participating in regional, state and national organizations whose activities affect the IVDA's interests;
4. Attending IVDA or related events, no partisan political activity;
5. Implementing a IVDA-approved strategy for attracting or retaining businesses for that entity, which will typically involve at least one staff member and associated expenses for meals for third party representatives.

Travel under this policy is authorized when in the state of California; travel outside the state requires Board pre-approval. This policy does not authorize payment of expenses otherwise reimbursed or covered by the official's City or County reimbursement policies.

All other expenditures require prior approval by the Board. The following expenses also require prior approval:

1. Out of state or international travel;
2. Expenses exceeding \$1,000 per trip.

Examples of personal expenses that the Board will not reimburse include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children or pet-related expenses;
4. Personal entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
6. Personal losses incurred while on IVDA business;
7. Alcoholic beverages

Any questions regarding the propriety of a particular type of expense should be resolved by the IVDA before the expense is incurred.

To conserve resources and keep expenses within standards for public officials, expenditures should adhere to these guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the Board will be limited to the costs that fall within the guidelines.

### **Transportation**

There is an expectation that the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, shall be used, using the most direct and time-efficient route.

#### Airfare

Air travel shall be arranged based upon the lowest available air rate and the most direct route. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities ([www.cacities.org/travel](http://www.cacities.org/travel)), the California State Association of Counties (<http://www.csac.counties.org/default.asp?id=635>) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Baggage handling fees of up to \$20 per bag and gratuities of up to 15 percent will be reimbursed. Long-term parking must be used for travel exceeding 24-hours and will be reimbursed at the actual rate with a receipt.

#### Automobile

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see [www.irs.gov](http://www.irs.gov)). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

#### Car Rental

Charges for rental vehicles may be reimbursed under this provision if it is determined that a rental vehicle is more economical than other forms of transportation. In making such determination, the

cost of the compact class size of rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available. Rental rates that are equal or less than those available through the State of California's website (<http://www.catravelsmart.com/default.htm>) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

#### Taxis/Shuttles

Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

#### Lodging

Lodging expenses will be reimbursed or paid for when travel on official IVDA business reasonably requires an overnight stay. IVDA business travels are expected to request government or conference rates when available. A listing of hotels offering government rates in different areas is available at <http://www.catravelsmart.com/lodguideframes.htm>. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

Use of conference hotels is encouraged when it reduces the travel costs between the hotel and the conference site. Room rates are reimbursable costs. Extraordinary fees for room service, including movies and food/beverage, and other additional services are not considered reimbursable costs.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed \$200 per night are presumed reasonable and hence reimbursable. Rates up to \$300/night are presumed reasonable for San Francisco, New York and Washington D.C.

Officials will be reimbursed for internet access connection and/or usage fees away from home, not to exceed \$15.00 per day, if internet access is necessary for IVDA business.

#### Meals

Reimbursable meal expenses and associated gratuities shall not exceed the following rates per person; meals will be reimbursed only when not included in a conference or other program. A 15 percent tip may be added to the authorized rate.

Breakfast	\$15.00
Lunch	\$ 20.00
Dinner	\$ 40.00

In addition, meals may be purchased for others as set out above and only as allowed by law. Meals in excess of the above stated amounts require prior written approval by the Chief Executive Officer ~~Executive Director~~.

#### Cash Advance Policy

The IVDA does not authorize cash advances.

#### Credit Card Use Policy

IVDA does not issue credit cards to individual office holders and does not provide for use of a IVDA credit card.

### **Expense Report Content and Submission Deadline**

All expense reimbursement requests must be submitted on a IVDA expense report.

- A. All expenses reported on this form must comply with the IVDA's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the city/county/district's policies include loss of reimbursement privileges, restitution, civil and criminal penalties.
- B. Expense reports must document that an expense met the requirements of this policy. For example, if the meeting is with a legislator, the Board official should explain whose meals were purchased, what issues were discussed and how those relate to the IVDA adopted legislative positions and priorities.
- C. Officials must submit their expense reports within 30 calendar days of an expense being incurred, accompanied by receipts documenting each expense. Expenses reimbursed after 60 days must be reported to the IRS as income. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Meals are considered "gifts" to legislators that must be reported by them if the total value of gifts given from the agency exceeds \$50 in a year; there also is an annual gift limit. This limit is \$340. See [Cal. Gov't Code § 87103\(3\)](#). Registered lobbyists, by contrast, are limited to gifts of \$10 per month. See [Cal. Gov't Code §§ 86201-86204](#).

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

### **Audits of Expense Reports**

The Internal Revenue Service requires that expenses that are reimbursed after 60 days be reported as income to reimburse. Under an "accountable plan," expense reimbursements are not taxable to the recipient; however, if the recipient does not submit his/her substantiated claim for reimbursement within 60 days of the expenditure, then the reimbursement is taxable to the recipient. It is the responsibility of the elected official to determine the appropriate tax rule and pay any and all taxes owing.

All financial expenses are subject to verification that they comply with this policy as part of the annual audit.

### **Reports to IVDA Board**

At the following regular IVDA governing body meeting, each official shall briefly report on any meetings attended at IVDA expense as well as any conferences, educational seminars or meetings with legislators or other governmental officials. Reports shall be identified under "Board member reports" at the end of the agenda.

If multiple officials attended, a joint report may be made. The report may be made orally or in writing.


**Violation of This Policy**

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges; 2) a demand for restitution to the IVDA; 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities; 4) civil penalties of up to \$1,000 per day and three times the value of the resources used; and 5) prosecution for misuse of public resources.

For example, meals are considered "gifts" to legislators that must be reported by them if the total value of gifts given from the agency exceeds a statutorily defined amount in a particular year; there also is an annual gift limit. This limit can be found in California Government Code section 87103. Registered lobbyists are also limited in the amount of gifts they may give, as outlined in California Government Code sections 86201-86204.

**Evaluation**

This Policy shall be reviewed on an annual basis in order to conform to applicable laws and IVDA Board policy. The IVDA Board shall take action on any and all proposed updates to this IVDA Board: Rules and Procedures document.

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> May 10, 2023</p> <p><b>ITEM NO:</b> 11</p> <p><b>PRESENTER:</b> Michael Burrows, Chief Executive Officer</p>
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**SUBJECT: CONSIDER AND DISCUSS A REPORT ON CONCEPTUAL COMMUTER RAIL CONNECTIVITY TO ALLIANCE CALIFORNIA AND THE AIRPORT**

## **SUMMARY**

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

## **RECOMMENDED ACTION(S)**

Consider and discuss a report on Conceptual Commuter Rail Connectivity to Alliance California and the Airport.

## **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**

Over the years, the Inland Valley Development Agency (IVDA) has considered multiple modes of transportation options to help facilitate increased access to Alliance California and the Airport. As of February 12, 2020, the commuter rail concept was included in the IVDA Business Plan Update. With the recent completion of the San Bernardino County Transportation Authority (SBCTA) and Metrolink's Arrow project in the area, RailPros, Inc. was tasked to perform initial conceptual analysis on potential connectivity to this now operational regional system.

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

**Attachments:**

1. None.

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> May 10, 2023</p> <p><b>ITEM NO:</b> 12</p> <p><b>PRESENTER:</b> Myriam Beltran, Manager of Planning &amp; Programs</p>
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**SUBJECT:      CONSIDER AND DISCUSS A REPORT ON GRANT INITIATIVES**

## **SUMMARY**

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

## **RECOMMENDED ACTION(S)**

Consider and discuss a report on grant initiatives.

## **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) currently has several active Federal grant projects underway. Staff has prepared a project update on these programs in advance of the new fiscal year and budget process. An oral report and presentation will be provided at the time of the meeting.

**Attachments:**

1. Grant Initiatives Presentation.



# Inland Valley Development Agency

Grant Initiatives Update

May 10, 2023



# Infrastructure

## 3<sup>rd</sup> and 5<sup>th</sup> 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



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

2017 Economic Development Agency (EDA) Public Works and Economic Adjustment Assistance Grant Program  
Project Proposal to Support Economic Development, Faster Job Creation, and Attract Private Investment in Economically Distressed Areas of Highland and San Bernardino





# Infrastructure

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







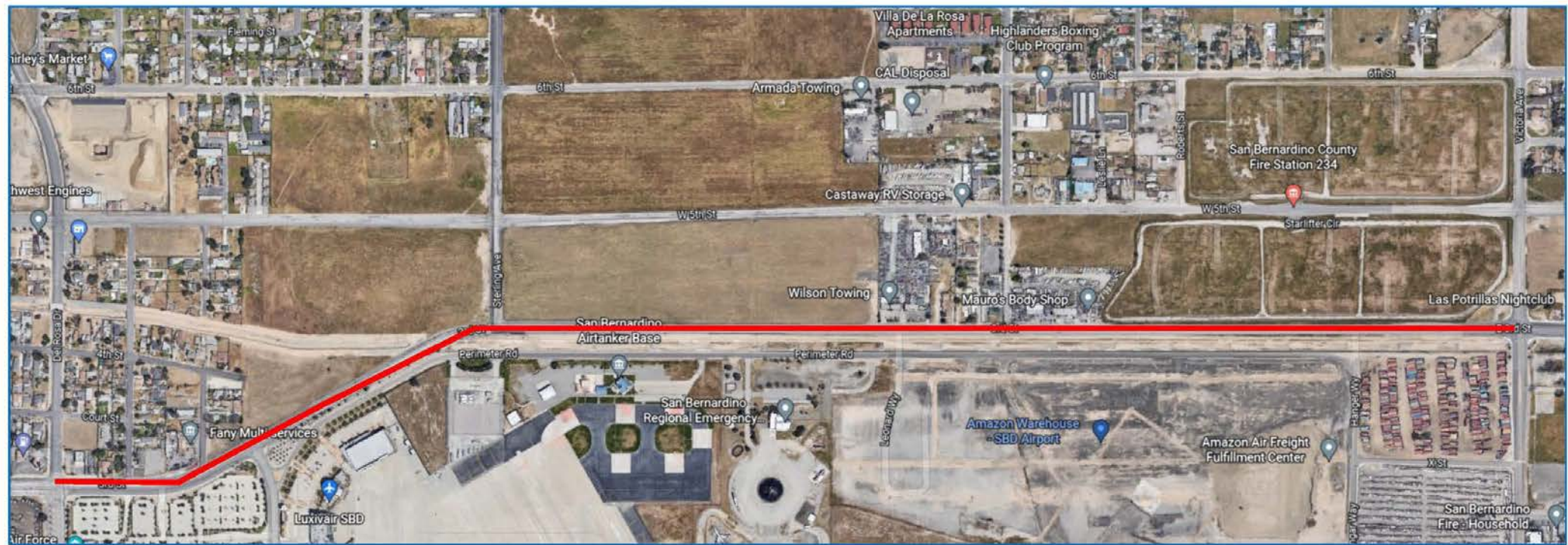
# 3<sup>rd</sup> Street Corridor Project



**INLAND VALLEY DEVELOPMENT AGENCY**  
3<sup>rd</sup> Street Corridor  
(between Victoria Ave. to Del Rosa Ave.)  
AERIAL EXHIBIT



Project limits 







# EV Charging Infrastructure





# 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: May 10, 2023**

**ITEM NO: 13**

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

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

### **SUMMARY**

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

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

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

### **FISCAL IMPACT**

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

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



**BACKGROUND INFORMATION**

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

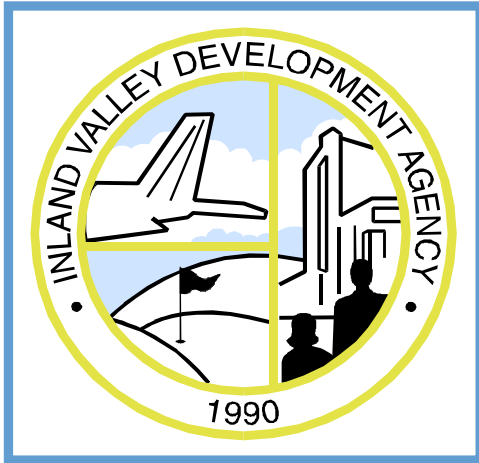
This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

For review and discussion.

**Attachments:**

1. IVDA Action Plan.

# June, 2023– IVDA Focal Areas



JPA Obligations

UAS Center at SBD

Annual ROPS

Alliance-California Obligations

Northgate Development

Gateway South Development

Economic Development  
Programs

Airport Gateway Specific Plan

Sterling Avenue

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

Grant Programs & Initiatives



# Inland Valley Development Agency

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

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

# IVDA Action Plan – Implementation



May, 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  
3<sup>rd</sup> Street Corridor

Annual Business Plan  
Update



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