

# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING BOARD ACTIONS

WEDNESDAY, JUNE 12, 2024

5:00 P.M.

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	Absent
Councilmember John Echevarria	Present
VACANT	

#### City of Loma Linda

Mayor Phillip Dupper, Chairperson	Present
Councilmember Rhodes Rigsby	Absent
Councilmember Rhonda K. Spencer-Hwang (alt)	Absent

#### County of San Bernardino

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

#### City of San Bernardino

Mayor Helen Tran	Present
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present (Arrived 5:10 p.m.)
Mayor Pro Tem Fred Shorett (alt)	Present (In Audience)

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Jeff Barrow, Director of Development	Darrell Hale, Property Manager
Catherine Pritchett, Director of Administration	Jillian Ubaldo, Clerk of the Board
Mark Cousineau, Director of Finance (via Zoom)	

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Chairperson Phillip Dupper at approximately 5:03 P.M. on Wednesday, June 12, 2024, 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 Tran in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comments.

C. **CLOSED SESSION**

Chairperson Phillip Dupper recessed to closed session at 5:04 P.M. Mr. Michael Lewin, Mirau, Edwards, Cannon, Lewin & Tooke, LLP, read the closed session items as posted on the Agenda.

- 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**

Chairperson Phillip Dupper reconvened the meeting at 5:18 P.M. Chairperson Dupper asked Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin & Tooke, LLP if there were any reportable items. Mr. Lewin reported that there were none.

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. Report on the Inland Valley Infrastructure Corridor
  - c. Report on Grant Initiatives
- 2a. Mr. Michael Burrows, Chief Executive Officer, informed Board Members and the community that the San Bernardino International Airport, which was once the Norton Air Force Base, was honored as the winner of the Environmental Protections Agency's Seventh Annual Federal Facility Excellence in Site Reuse Awards for Base Realignment and Closure.
- 2b. Mr. Burrows provided a brief update on the development of the EIR for the Inland Valley Infrastructure Corridor (IVIC) and are currently awaiting completion of the final two technical studies.
- 2c. Mr. Burrows provided a PowerPoint presentation on various Grant Initiatives and the status of ongoing projects.

**H. BOARD CONSENT ITEMS**

3. Receive Register of Demands – May 8, 2024
4. Receive Register of Demands – June 12, 2024
5. Receive and file Cash Report for March 31, 2024, for the Inland Valley Development Agency (IVDA)
6. Receive and file Cash Report for April 30, 2024, for the Inland Valley Development Agency (IVDA)
7. Approve Meeting Minutes: April 10, 2024

**ACTION:** Approve Agenda Item Nos. 3-7 of the Consent Calendar.

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

I. **BOARD ACTION ITEMS**

8. Approve the form of a Lease Agreement with APD, Inc. for a portion of Building No. 58

Mr. Darrell Hale, Property Manager, gave a brief overview of the lease agreement and referenced a site map of Building 58 (as contained on page 070 in the Agenda Packet).

Supervisor Baca commented on the pivotal role staff plays in driving the agencies success in generating revenue.

**ACTION:** Approve the form of a lease agreement with APD, Inc. for a portion of Building No. 58; and authorize the Chief Executive Officer to execute all related documents.

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

9. Award a Construction Contract to AEC Moreno Corporation in an amount not to exceed \$105,000 for Building 58: New office space project

Mr. Jeff Barrow, Director of Development, provided a brief overview of the tenant improvements and referenced a detailed map of Building 58 (as contained on page 075 in the Agenda Packet).

**ACTION:** Approve a \$56,000 increase to the Capital Project Fund, account 50281 – Building 58 Tenant Improvements to provide funds to construct tenant improvements.

Award a construction contract to AEC Moreno Corporation in an amount not to exceed \$105,000.00 for Building 58: New Office Space Project; and authorize the Chief Executive Officer to execute all related documents.

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

10. Approve the Form of an Employment Agreement with Michael Burrows to serve in the capacity of the Chief Executive Officer

Mr. Michael Lewin, Mirau, Edwards, Cannon, Lewin & Tooke, LLP, gave a report on the employment agreement for Mr. Michael Burrows to serve as the CEO. The report detailed the terms and compensation of Mr. Burrow's appointment.



**ACTION:** Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer; and authorize the Chairperson to execute the Agreement on behalf of the IVDA.

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

11. Consider and Adopt the Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, gave a PowerPoint presentation of the proposed IVDA Successor Agency Budget for Fiscal Year 2024-2025 (as contained on pages 087-092 of the Agenda Packet).

**ACTION:** Consider and adopt the Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2024-2025.

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

12. Consider and Adopt the Inland Valley Development Agency (IVDA) Joint Powers Authority Budget for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, gave a PowerPoint presentation of the proposed IVDA Joint Powers Authority Budget for Fiscal Year 2024-2025 (as contained on pages 095-117 of the Agenda Packet)

**ACTION:** Consider and adopt the Inland Valley Development Agency (IVDA) Joint Powers Authority Budget for Fiscal Year 2024-2025.

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

13. Approve Certain Professional Services Agreements for Fiscal Year 2024-2025.

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 13.

**ACTION:** Approve certain Professional Services Agreements with various firms for Fiscal Year 2024-2024; and authorize the Chief Executive Officer to execute all related documents

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

14. Review Status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2024

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 2024 – IVDA Focal Areas" (as contained on page 139-142 in the Agenda Packet) and provided a brief report.

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

J. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

Mr. Daniel Jivanjee, a member of the community, expressed his concerns regarding homelessness. He highlighted the growing number of individuals and families experiencing homelessness and the urgent need for comprehensive support services. His concerns emphasized the lack of affordable housing, mental health services, and job opportunities as contributing key factors.

L. **BOARD MEMBER COMMENT**

There were no Board Member comments.

M. ADJOURNMENT

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 6:14 P.M.

**Approved at a Regular Meeting of the Inland Valley Development Agency Board on July 10, 2024.**



Jillian Ubaldo  
Clerk of the Board