

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

WEDNESDAY, SEPTEMBER 13, 2023

5:00 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
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	Present
Supervisor Dawn Rowe (alt)	Absent

City of San Bernardino

Mayor Helen Tran	Present
Councilmember Juan Figueroa	Absent
Councilmember Sandra Ibarra	Present (arrived at 5:14 p.m.)
Mayor Pro Tem Fred Shorett (alt)	Present (arrived at 5:03 p.m.)

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

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Chairperson Phillip Dupper at approximately 5:02 P.M. on Wednesday, September 13, 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 Frank Navarro in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There was no closed session public comment.

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 Legal Counsel pursuant to Gov. Code 54956.9(d) - significant exposure to litigation: one case

D. **REPORT ON CLOSED SESSION**

Chairperson Phillip Dupper reconvened the meeting at 5:34 P.M. Chairperson Phillip 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 Sterling Avenue Grant
 - c. Report on Electric Vehicle Chargers
 - d. Report on U.S. Department of Commerce, Comprehensive Economic Development Strategy (CEDS) update
- 2b. Mr. Michael Burrows, Chief Executive Officer, gave a brief report on the Sterling Avenue Grant Project and upgrading the intersection and roadways.
- 2c. Mr. Burrows gave a brief report on the Electric Vehicle Charging Stations at Luxivair SBD, the Domestic Terminal, and the office complex at Mill and Tippecanoe.
- 2d. Ms. Myriam Beltran, Manager of Planning & Programs, gave a brief report on the U.S. Department of Commerce Comprehensive Economic Development Strategy and informed the Board that additional meetings will be held with JPA members so further input can be provided on specific development initiatives.

H. BOARD CONSENT ITEMS

3. Receive Register of Demands – August 9, 2023
4. Receive Register of Demands – September 13, 2023
5. Receive and file Cash Report for June 30, 2023, for the Inland Valley Development Agency (IVDA)
6. Receive and file Cash Report for July 31, 2023, for the Inland Valley Development Agency (IVDA)
7. Ratify a professional services agreement with Tactical Drone Concepts for training services at the UAS Center at SBD in an amount not to exceed \$37,500
8. Approve Meeting Minutes: July 12, 2023

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

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

I. **BOARD ACTION ITEMS**

9. Consider and adopt Resolution No. 2023-04 of the Inland Valley Development Agency (IVDA) changing the time of the regular meetings of the IVDA Finance and Budget Committee and amending Resolution No. 2020-02.

Mr. Michael Burrows, Chief Executive Officer, gave a brief overview of the request to change the meeting time of the regular meetings of the IVDA Finance and Budget Committee to 4:00 P.M. in order to better align with Regular IVDA Board meetings.

ACTION: Consider and adopt Resolution No. 2023-04 of the Inland Valley Development Agency (IVDA) changing the time of the regular meetings of the IVDA Finance and Budget Committee and amending Resolution No. 2020-02.

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

10. Approve a five-year recurring annual software subscripton to the SAGE Intacct Accounting Information System (AIS) for not-to-exceed amounts of \$58,000 per year for subscription years 1 through 3, and \$66,000 per year for subscription years 4 and 5

Mr. Mark Cousineau, Director of Finance, provided a report on the Accounting Information System and explained the need for a more robust software due to the Agency's rapid growth.

ACTION: Approve a five-year recurring annual software subscription to the SAGE Intacct Accounting Information System (AIS) for not-to-exceed amounts of \$58,000 per year for subscription years 1 through 3, and \$66,000 per year for subscription years 4 and 5

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

11. Approve a professional services agreement with FORVIS LLP for Intacct Accounting Information System (AIS) Implementation Services for a not-to-exceed amount of \$65,500

Mr. Mark Cousineau, Director of Finance, expanded upon the need for more sophisticated financial software.

ACTION: Approve a professional services agreement with FORVIS LLP for Intacct Accounting Information System (AIS) Implementation Services for a not-to-exceed amount of \$65,500

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

12. Ratify a construction contract with Los Angeles Engineering Inc. for the DFAS I Emergency Underground Water Supply Project in an amount not to exceed \$123,000.00

Mr. Jeff Barrow, Director of Development, provided a brief report. Mr. Michael Burrows, Chief Executive Officer, further elaborated on the need to make emergency repairs to various surrounding water lines.

ACTION: Ratify a construction contract with Los Angeles Engineering Inc. for the DFAS I Emergency Underground Water Supply Project in an amount not to exceed \$123,000.00

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

13. Approve an amendment to the Cooperative Agreement with the City of Highland and the San Manuel Band of Mission Indians for the 3rd and 5th Street Project

Ms. Myriam Beltran, Manager of Planning & Programs, gave a brief overview of the Cooperative Agreement and explained the need for the agreement and informed the Board that the City of Highland will be distributing the grant amount equally amongst the three recipients, which includes the San Manuel Band of Mission Indians and the IVDA.

ACTION: Approve an amendment to the Cooperative Agreement with the City of Highland and the San Manuel Band of Mission Indians for the 3rd and 5th Street Project

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

Secretary Joe Baca left the meeting at 6:08 P.M. and did not return.

14. Consider and discuss options for providing translation services for Inland Valley Development Agency (IVDA) Board meetings

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, gave a brief overview of the options outlined in the report to provide translations services for the IVDA Board meetings.

Chairperson Phillip Dupper opened public comment before questions and Board Member comments on this item.

Various members of the public spoke in favor of having live Spanish translation services at IVDA Board meetings. The public further emphasized the benefits and value translation services would provide to the local Spanish speaking community.

A discussion ensued regarding three (3) vendors who were contacted by staff and the potential costs associated with translation during meetings and translating the agenda packet. Vice Chairperson Frank Navarro suggested moving forward with a Request for Proposals or a Request for Qualifications prior to selecting a service provider.

Multiple Board Members voiced their interest in selecting CIT Cal Interpreting and Translation.

Mayor Helen Tran made a motion to enter into contract negotiations with CIT Cal Interpreting and Translation for Spanish translation services for the Inland Valley Development Agency (IVDA) Board meetings.

ACTION: Direct staff to enter into contract negotiations with CIT Cal Interpreting and Translation for Spanish translation services for the Inland Valley Development Agency (IVDA) Board meetings.

RESULT: **ADOPTED**
MOTION/SECOND: Tran / Armendarez
AYES: Armendarez, Dupper, Ibarra, Shorett, and Tran.
NAYS: Echevarria, Navarro, and Rigsby.
ABSTENTIONS: None.
ABSENT: Baca.

15. Review status of the Action Plan for the Inland Valley Development Agency (IVDA) through December 31, 2023

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "December 31, 2023-IVDA Focal Areas" (as contained on pages 168 in the Agenda Packet) and provided a brief report.

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

ACTION: Review the Action Plan for the Inland Valley Development Agency through December 31, 2023.

J. **ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

Community speakers expressed their concerns regarding the Airport Gateway Specific Plan (AGSP). Public speakers commented on the need for a relocation plan, expressed the need to hold a joint meeting to engage with residents so that concerns of health, safety, and relocation can be addressed. The public thanked the Board for changing the meeting to a later time and moving forward with Spanish translation services. Community speakers also expressed concerns regarding truck routes that are parallel to schools, warehouses and air pollution, and asked for the IVDA to take a broader approach to economic development by attracting higher paying jobs in San Bernardino.

L. **BOARD MEMBER COMMENT**

Councilmember John Echevarria commented on the change of time for the IVDA Board Regular Meetings and clarified his vote on Agenda Item No. 14. He expressed that he does indeed support translation services and understands the importance, however the action taken was specific to one company which he did not consider appropriate.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 6:44 P.M.

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



Jennifer Farris
Clerk of the Board