

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

WEDNESDAY, DECEMBER 11, 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
Mayor Pro Tem John Echevarria	Present
VACANT	

City of Loma Linda

Mayor Phillip Dupper, Chairperson	Present
Councilmember Rhodes Rigsby	Present
Councilmember Rhonda K. Spencer-Hwang (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 (Arrived 5:06 p.m.)
Councilmember Juan Figueroa	Absent
Councilmember Sandra Ibarra	Present (Arrived 5:05 p.m.)
Mayor Pro Tem Fred Shorett (alt)	Present

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Jillian Ubaldo, Clerk of the Board
Mark Gibbs, Director of Aviation	Nidia Rivera, Human Resources Manager
Jeff Barrow, Director of Development	Yajaira Maldonado, Deputy Clerk of the Board
Mark Cousineau, Director of Finance	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP

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, December 11, 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 Councilmember Rhodes Rigsby in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

C. CLOSED SESSION

Chairperson Phillip Dupper recessed to closed session at 5:03 P.M. Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, read the closed session items as posted on the Agenda.

- a. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8

Property: 105 North Leland Norton Way, San Bernardino CA 92408

Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Eric Fletcher, Director, Legal and Corporate Affairs, Breeze Airways

Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price

D. REPORT ON CLOSED SESSION

Chairperson Phillip Dupper reconvened the meeting at 5:16 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 Status of Annual Audit
- 2b. Mr. Mark Cousineau, Director of Finance, provided an update on the annual audit, noting that a final draft review was expected to be completed by late December or early January, with the final audit to be issued by January. He also acknowledged the adoption and approval of the Recognized Obligations Payment Scheduled (ROPS) by the Countywide Oversight Board. The ROPS includes an estimated total of \$16,961,000, with \$317,000 allocated for administrative support.

H. BOARD CONSENT ITEMS

3. Receive Register of Demands – November 13, 2024
4. Receive Register of Demands – December 11, 2024
5. Receive and file Cash Report for September 30, 2024, for the Inland Valley Development Agency (IVDA)
6. Receive and file Cash Report for October 31, 2024, for the Inland Valley Development Agency (IVDA)
7. Approve Change Order No. 1 with Leonida Builders, Inc. for \$1,180 for additional work related to the building 48: Tenant Improvements Project; Approve the Filing of a Notice of Completion for this contract and authorize the release of retained funds.
8. Approve Meeting Minutes: October 9, 2024

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

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

I. BOARD ACTION ITEMS

9. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, presented a summary of the proposed budget adjustment, which reflects a net increase in revenues over expenditures totaling \$22,376. This adjustment includes an estimated increase in revenues of \$127,000, with planned expenditures amounting to \$105,000. Key components of the adjustment include: A projected salary and benefit adjustment increase of \$91,000, of which \$73,000 will be recaptured from the San Bernardino International Airport Authority (SBIAA) for services provided. A net change of \$18,000 related to the Inland Valley Development Agency (IVDA). An increase in capital project funding of \$37,000, which will be offset by deferments and cancellations of other projects. Additional revenue of \$77,376, primarily from parking lot rentals. A net-zero adjustment for consulting fees for the UAS Center at SBD, amounting to \$50,000.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2024-2025.

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

10. Ratify a Construction Contract with Performance Electric in an Amount not to Exceed \$39,433.00 for the DFAS 1: Emergency Lighting Project

Mr. Jeff Barrow, Director of Development, presented a brief overview of the contract ratification for the replacement and repair of lighting at the DFAS 1 facility. This action is being taken to ensure the safety of the tenant located at the facility.

ACTION: Ratify a construction contract with Performance Electric in an amount not to exceed \$39,433.00 for the DFAS 1: Emergency Lighting Project; and authorize the Chief Executive Officer to execute all related documents.

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

11. Approve a Professional Services Agreement with Cordoba Corporation in an Amount not to Exceed \$361,834.00 for the 3rd Street Corridor Roadway Rehabilitation Project.

Mr. Jeff Barrow, Director of Development, provided a brief report on the approval of the Professional Services Agreement with Cordoba Corporation for the 3rd Street Corridor Roadway Rehabilitation Project.

The project includes improvements to the section of 3rd Street between Victoria and Del Rosa on the north side.

ACTION: Approve the award of a professional services agreement with Cordoba Corporation in an amount not to exceed \$361,834.00 for the 3rd Street Corridor Roadway Rehabilitation Project; and authorize the Chief Executive Officer to execute all related documents.

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

12. Consider and Discuss a report on Grant Initiatives

Ms. Myriam Beltran, Manager of Planning and Programs, presented an overview of the IVDA Grant Initiatives for the past year. She highlighted the critical role of grants in funding the Capital Improvement Program, addressing key infrastructure challenges such as deteriorating roadways. Notable completed projects include the 3rd and 5th Street Corridor Improvement Project, funded by a \$5,000,000 grant from the U.S. Economic Development Administration (EDA), and the Sterling Avenue Project, which will provide a new entrance to the airport fuel farm. This project is supported by a \$3,000,000 grant from the EDA, with design completed and bids under review for construction to begin in the first quarter of the upcoming year. Additionally, the 3rd Street Corridor Project, funded by a \$3,000,000 grant from the U.S. Department of Transportation, is awaiting Caltrans approvals before the engineering phase can commence. As part of the green energy initiative, new Level 2 charging stations have been installed across the campus, with two grant applications for medium-duty vehicles currently submitted.

Mr. Michael Burrows, Chief Executive Officer, provided an update on the UAS Center at SBD, highlighting the growing interest in expanding the program and its services. He noted the potential for a State Grant to replicate the "Train the Trainer" program at a facility on the East Coast.

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

13. Review Status of the Action Plan for the Inland Valley Development Agency (IVDA) through December 31, 2024

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "December 31, 2024 – IVDA Focal Areas" (as contained on page 097-099 in the Agenda Packet). He also extended holiday greetings to the Board Members on behalf of staff.

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

J. <u>ADDED AND DEFERRED ITEMS</u>

There were no items to be added or deferred.

K. OPEN SESSION PUBLIC COMMENT

Brenda Soto, San Bernardino Airport Communities, addressed the board regarding the Inland Valley Infrastructure Corridor (IVIC) Environmental Impact Report (EIR) public meeting. She expressed concern that public comments submitted via email had not been responded to and inquired if it was too late to submit additional public comment slips. She requested greater transparency in communication to ensure information is accessible to the community.

Mr. Michael Burrows, Chief Executive Officer, confirmed that public comments would continue to be accepted until the publication of the final Environmental Impact Report (EIR).

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, clarified that a collective response to all received comments is being prepared and will be sent out as a single communication rather than individual responses to the same inquiry.

Tania Gonzalez, San Bernardino Airport Communities, expressed concerns regarding communication transparency and urged Board Members to consider the impact on residents in the area.

L. BOARD MEMBER COMMENT

Mayor Phillip Dupper expressed his gratitude to staff and Board Members for their hard work and contributions to the community. He extended his holiday wishes to staff and residents, wishing them a Happy Holiday Season.

M. ADJOURNMENT

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 5:37 P.M.

Approved at a Regular Meeting of the Inland Valley Development Agency Board on January 12, 2025.



Jillian Ubaldo
Clerk of the Board