

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

WEDNESDAY, FEBRUARY 12, 2025

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

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| Mayor Frank Navarro | Present |
| Mayor Pro Tem David Toro | Absent |
| VACANT | |

City of Loma Linda

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

County of San Bernardino

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| Supervisor Joe Baca, Jr. | Present |
| Supervisor Jesse Armendarez | Present (Arrived 5:09 p.m.) |
| Supervisor Dawn Rowe (alt) | Absent |

City of San Bernardino

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| Councilmember Fred Shorett | Present |
| Councilmember Juan Figueroa | Present |
| Councilmember Sandra Ibarra | Present (Arrived 5:07 p.m.) |
| Councilmember Mario Flores(alt) | Present |

Staff Members and Others Present

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| Michael Burrows, Chief Executive Officer | Amber Casarez, Marketing Manager |
| Jeff Barrow, Director of Development | Myriam Beltran, Planning and Programs Manager |
| Mark Cousineau, Director of Finance | Jon Galvan, Airport Manager |
| Catherine Prichett, Director of Administration | Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP |
| Jillian Ubaldo, Clerk of the Board | Yajaira Maldonado, Deputy Clerk of the Board |

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, February 12, 2025, 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 Fred Shorett in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There were no closed session public comments.

C. CLOSED SESSION

There were no closed session items listed on the agenda.

D. REPORT ON CLOSED SESSION

There were no closed session items to report on.

E. ITEMS TO BE ADDED OR DELETED

Chairperson Phillip Dupper asked whether there were any items to be added or deferred from the agenda.

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, recommended that Agenda Item 18, Consider and discuss the Inland Valley Infrastructure Corridor and adopt Resolution No. 2025-03 certifying the Environmental Impact Report (EIR) for the Inland Valley Infrastructure Corridor, be deferred and continued to the next regularly scheduled meeting on March 12, 2025, at 5:00 p.m. due to the receipt of a substantial public comment letter, submitted on Friday, February 7, 2025, which requires further review.

18. Consider and discuss the Inland Valley Infrastructure Corridor and adopt Resolution No. 2025-03 certifying the Environmental Impact Report (EIR) for the Inland Valley Infrastructure Corridor

ACTION: Consider deferring the Inland Valley Infrastructure Corridor and Resolution No. 2025-03 certifying the Environmental Impact Report (EIR) for the Inland Valley Infrastructure Corridor to the next regularly scheduled meeting on March 12, 2025.

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| RESULT: | ADOPTED [UNANIMOUSLY] |
| MOTION/SECOND: | Shorett / Baca |
| AYES: | Navarro, Dupper, Rigsby, Baca, Shorett, Figueroa |
| NAYS: | None |
| ABSTENTIONS: | None |
| ABSENT: | Ibarra |

Ms. Jillian Ubaldo, Clerk of the Board, noted that all public comment cards submitted for Agenda Item No. 18 will be retained and presented at the next scheduled meeting. Ms. Ubaldo also confirmed that the Public Comment Letters were received from Shute, Mihaly, & Weinberger, LLP, and are on record with the Clerk of the Board's Office.

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 Policies and Procedures
 - c. Status of Audit
 - d. 2025 IVDA Regular Board Meeting Dates
 - e. Update on IVDA Website
- 2b. Ms. Catherine Pritchett, Director of Administration, informed the Board that at the end of 2024, members were notified of the Internal Revenue Service's transition from the 1099 model to the W-2 model, which caused a taxation discrepancy and delay in W-2 forms, with corrected forms to be available by Friday, February 14, 2025, and shipped via expedited mail. She also reported that most modifications to the annual Policies and Procedures update were made to conform with State and Federal regulations, and all agency policies are available in both hardcopy and electronic formats.
- 2c. Mr. Mark Cousineau, Director of Finance, reported that staff are currently addressing final review questions from external auditors regarding the annual status audit, with completion expected by March 31, 2025, in accordance with Federal regulations. He also stated that an issued audit report is expected by the end of the week, with an unmodified opinion—the highest level of assurance—and no material or significant findings have been communicated to staff at this time.
- 2d. Ms. Jillian Ubaldo, Clerk of the Board, provided the scheduled meeting dates and informed attendees that future communications would be issued to make any necessary adjustments to those dates.

- 2e. Ms. Amber Casarez, Marketing Manager, shared updates to the Inland Valley Development Agency beta website, aimed at providing a more modern and easily accessible platform for the community.

Chairperson Dupper inquired about the timeline for the website's public launch.

Ms. Casarez informed that the website is expected to go live within the next 30 days.

Councilmember Ibarra expressed appreciation for the addition of dual language features on the website.

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| H. <u>BOARD CONSENT ITEMS</u> |
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3. Receive Register of Demands – January 8, 2025
4. Receive Register of Demands – February 12, 2025
5. Receive and file Cash Report for November 30, 2024, for the Inland Valley Development Agency (IVDA)
6. Receive and file Cash Report for December 31, 2024, for the Inland Valley Development Agency (IVDA)
7. Consider and establish the threshold for the prior approval of Inland Valley Development Agency (IVDA) expenditures by the Board of Directors at \$50,000
8. Authorize staff to advertise for the DFAS 1: HVAC Programs and Controls Project
9. Ratify a construction contract with Leonida Builders, Inc. in an amount not to exceed \$46,800 for the UAS Test Range: Concrete Pad Project
10. Approve Amendment No 1 to the services agreement with C&A Janitorial Services in an additional amount of \$17,770 for a total not to exceed amount of \$155,087 to provide routine services at various Inland Valley Development Agency Facilities
11. Approve Meeting Minutes: December 11, 2024

ACTION: Approve Agenda Item Nos. 3-11 of the Consent Calendar.

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

I. **BOARD ACTION ITEMS**

12. Adopt resolutions of the Inland Valley Development Agency (IVDA) in recognition of the service of the City of Colton and City of San Bernardino Representatives

Chairperson Dupper noted that Mayor Tran was not in attendance and presented Councilmember John Echevarria with the Resolution, thanking him for his involvement with IVDA and the San Bernardino International Airport.

Vice-Chairperson Navarro also expressed gratitude to Councilmember Echevarria for his assistance and dedication.

ACTION: Adopt Resolution of the Inland Valley Development Agency (IVDA) in recognition of the service of the City of Colton and City of San Bernardino representatives: Colton Councilmember John Echevarria, and San Bernardino Mayor Helen Tran.

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

13. Conduct elections of Chairperson, Vice-Chairperson, and Secretary for the Inland Valley Development Agency (IVDA) for the term commencing January 12, 2025 through January 13, 2027

Ms. Jillian Ubaldo, Clerk of the Board, called for nominations for the office of Chairperson, Vice-Chairperson, and Secretary.

Chairperson Dupper called for nominations for the office of Chairperson. Supervisor Joe Baca, Jr. nominated Mayor Phillip Dupper for the office of Chairperson. Mayor Frank Navarro seconded the nomination.

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

ACTION: Elect Mayor Phillip Dupper to the office of Chairperson for the term commencing January 12, 2025 through January 13, 2027.

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

Chairperson Dupper called for nominations for the office of Vice-Chairperson. Mayor Phillip Dupper nominated Mayor Frank Navarro for the office of Vice-Chairperson. Supervisor Jesse Armendarez seconded the nomination.

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

ACTION: Elect Mayor Frank Navarro to the office of Vice-Chairperson for the term commencing January 12, 2025 through January 13, 2027.

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

Chairperson Dupper called for nominations for the office of Secretary.

Councilmember Sandra Ibarra nominated herself for the office of Secretary. The nomination did not garner a second vote and failed.

Mayor Phillip Dupper nominated Supervisor Joe Baca Jr. for the office of Secretary. Supervisor Jesse Armendarez seconded the nomination.

There being no further nominations forthcoming, Chairperson Dupper called for a vote by the Board Members and concluded the elections.

ACTION: Elect Supervisor Joe Baca Jr. to the office of Secretary for the term commencing January 12, 2025 through January 13, 2027.

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

14. Consider and adopt proposed budget adjustments for Fiscal Year 2024-2025

Mr. Mark Cousineau, Director of Finance, noted that this action would consider a net increase of \$225,000, which will be funded with existing fiscal resources through a general fund transfer to the UAS Center at SBD for multiple capital improvement projects at the proposed Norton Test Site.

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: Navarro, Dupper, Rigsby, Baca, Armendarez, Shorett, Ibarra, Figueroa
NAYS: None
ABSTENTIONS: None
ABSENT: None

15. Award a construction contract to Red Hawk Services in an amount not to exceed \$78,639.82 for UAS Test Site: Chain Link Fence Project

Mr. Jeff Barrow, Director of Development, provided a brief report on the award of the construction contract to Red Hawk Services for a chain link fence at the UAS Test Site, funded through the recently approved budget adjustment.

Councilmember Ibarra inquired whether there had been a discussion about the significant difference in contractor bid amounts, as the lowest bid was much lower than the others.

Mr. Barrow informed that all contractors had walked the job site, had the opportunity to ask questions or address concerns, and since Red Hawk's bid was the lowest and deemed suitable, they were awarded the contract.

ACTION: Award a construction contract to Red Hawk Services in an amount not to exceed \$78,700 for the UAS Test Site: Chain Link Fence Project; and authorize the Chief Executive Officer to execute all related documents.

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

16. Approve the award of construction contract with Matich Corporation in the amount of \$3,228,031.41 for the Sterling Avenue Upgrade Project; subject to U.S. Department of Commerce, Economic Development Administration (EDA) approval

Mr. Jeff Barrow, Director of Development, provided a brief report on the award of the construction contract with Matich for roadway improvements in pursuit of the Department of Commerce, which include demolition, new pavement, roadway widening, curb and gutter, sidewalks, and street lighting.

ACTION: Approve the award of a construction contract with Matich Corporation in an amount not to exceed \$3,228,031.41 subject to final grant award from the EDA; and authorize the Chief Executive Officer to execute all related documents.

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

17. Review Status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2025

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2025 – IVDA Focal Areas" (as contained on page 323-326 in the Agenda Packet). Mr. Burrows also expressed his gratitude to Ms. Myriam Beltran, Manager of Planning and Programs, for her valuable assistance with the Foreign Trade Zone.

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

J. **PUBLIC HEARING**

18. Consider and Discuss the Inland Valley Infrastructure Corridor and Adopt Resolution No. 2025-03 Certifying the Environmental Impact Report (EIR) for the Inland Valley Infrastructure Corridor

The Public Hearing Item No. 18 was deferred to the March 12, 2025, meeting.

K. **ADDED AND DEFERRED ITEMS**

There were no additional items added or deferred.

L. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.

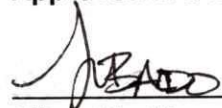
L. **BOARD MEMBER COMMENT**

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 5:31 P.M.

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



Jillian Ubaldo
Clerk of the Board