

# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING BOARD ACTIONS

WEDNESDAY, MAY 14, 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

Mayor Frank Navarro	Present
Mayor Pro Tem David Toro	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

Councilmember Fred Shorett	Present
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present
Councilmember Mario Flores(alt)	Present (In Audience)

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Jillian Ubaldo, Clerk of the Board
Mark Gibbs, Director of Aviation	Yajaira Maldonado, Deputy Clerk of the Board
Mark Cousineau, Director of Finance	Myriam Beltran, Planning and Programs Manager
Jeff Barrow, Director of Development	Darrell Hale, Property Manager
Catherine Prichett, Director of Administration	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 5:00 P.M. on Wednesday, May 14, 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 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 5:01 P.M. Mr. Michael Lewin, 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: APN 1192-211-01  
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Peter Mateo, Director Tribal Planning and Development, San Manuel Band of Mission Indians  
Under negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- b. Pending Litigation – Pursuant to Gov. Code 54956.9(a), the Board will meet with the Chief Executive Officer and General Counsel related to pending litigation: People’s Collective for Environmental Justice v. Inland Valley Development Agency, et al., San Bernardino County Superior Court, Case No. CIVSB2510434
- c. 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 5:32 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 Leasing Activity
  - c. Update on IVDA Website
  - d. Report on Updates Records Retention Schedule
- 2a. Ms. Jillian Ubaldo, Clerk of the Board, introduced Ms. Karina Bautista-Moreno as the new Records Specialist.
- 2b. Mr. Darrell Hale, Property Manager, reported that the Inland Valley Development Agency (IVDA) has approximately 167,000 square feet of leasable building space, with a current vacancy of just over 14,000 square feet. This equates to a physical occupancy rate of 92% and a contractual occupancy rate of 96%.
- 2c. Ms. Jillian Ubaldo, Clerk of the Board, provided a brief update regarding recent enhancements made to the Inland Valley Development Agency (IVDA) website.

Councilmember Sandra Ibarra inquired whether a translation feature would be available on the website.

Ms. Ubaldo noted that a translation function has been implemented; however, minor technical issues with the plug-ins are still being addressed to ensure full ADA compliance.
- 2d. Ms. Jillian Ubaldo, Clerk of the Board, reported that the Inland Valley Development Agency's records retention schedule outlines the duration for which various types of records are maintained, as well as their designated destruction timelines. The schedule is designed to ensure compliance with legal and regulatory requirements. A recent review and update to the schedule included minor revisions, such as renumbering the retention number column, refining record descriptions, and updating legal citations. These edits did not affect any retention periods. Resolution No. 2024-03, adopted in April 2024, authorizes minor administrative updates to the retention schedule. As such, no action is required by the Commission at this time.

**H. BOARD CONSENT ITEMS**

3. Receive Register of Demands – April 9, 2025
4. Receive Register of Demands – May 14, 2025
5. Receive and file Cash Report for February 28, 2025, for the Inland Valley Development Agency (IVDA)
6. Receive and file Cash Report for March 31, 2025, for the Inland Valley Development Agency (IVDA)
7. Approve the Filing of a Notice of Completion with Red Hawk Services for the UAS Test Site: Chain Link Fence Project and Authorize the Release of Retained Funds
8. Approve the Filing of a Notice of Completion with AEC Moreno for the Building 58: Partition Walls Project and Authorize the Release of Retained Funds
9. Approve Meeting Minutes: March 12, 2025

**ACTION:** Approve Agenda Item Nos. 3-9 of the Consent Calendar.

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

**I. BOARD ACTION ITEMS**

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

Mr. Mark Cousineau, Director of Finance, reported that the proposed item would increase the General Fund Capital Improvement Program budget by \$120,000, bringing the total to \$219,500, for improvements at the UAS Center located at the SBD Test Range, adjacent to the San Bernardino International Airport.

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

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

**11. Consider and Discuss a report on Economic Development Initiatives**

Mr. Michael Burrows, Chief Executive Officer, stated that it is customary at this time of year to provide the Board with an overview of ongoing Economic Development Initiatives. He delivered a brief presentation highlighting 11% growth in the Base Reuse Project Area.

Ms. Myriam Beltran, Planning and Programs Manager, provided an update on key capital projects advancing under the broader Economic Development Initiative. She reported that one of the major projects set to break ground soon is the EDA-funded Sterling Avenue Improvements Project. The project, scheduled for completion within 10 months, will include the addition of a new slip lane, improved access to the airport's fuel farm, and enhanced safety and traffic flow.

Ms. Beltran also discussed the 3rd Street Corridor Project, which will improve 3rd Street from Victoria Avenue to Del Rosa by addressing substandard roadway conditions and enhancing safety. This project is supported by a \$3 million grant from the U.S. Department of Transportation.

In support of green energy initiatives, six EV charging stations have been installed across the campus through the Southern California Edison Charge Ready Program. Additionally, two new grant applications have been submitted to the Energize EV Jumpstart Grant Program to support infrastructure for medium- and heavy-duty electric vehicles, with a focus on Hertz Car Rental and the wash rack area.

Mr. Michael Burrows, Chief Executive Officer, reported that RailPros has not been re-engaged since their last presentation; however, staff is currently seeking an updated proposal to advance to the second phase of the analysis.

Mr. Burrows also provided a brief update on the UAS Center, stating that the new test range capabilities have attracted industry interest, and efforts are underway to further optimize this opportunity.

Regarding training and consulting services, he shared that staff is actively working with the San Bernardino County Sheriff's Department Search and Rescue capabilities, as well as collaborating with other counties across the country. He also highlighted the continued success of the agency's partnership with the San Bernardino County Superintendent of Schools, noting that both basic and advanced skills training programs remain in high demand.

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

12. Consider and Discuss a Business Plan Update For The Inland Valley Development Agency (IVDA) For 2026-2030

Mr. Michael Burrows, Chief Executive Officer, noted that the most recent update to the five- and ten-year business plan was completed in 2020. He stated that staff will seek the Board's support, feedback, and direction in the coming year to guide future updates and strategic planning efforts.

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 June 30, 2025

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June 30, 2025 – IVDA Focal Areas" (as contained on page 097-099 in the Agenda Packet). Mr. Burrows stated that the organization remains on track with its budgeting efforts and expressed his appreciation to staff for their hard work and dedication.

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

**J. ADDED AND DEFERRED ITEMS**

There were no additional items added or deferred.

**K. OPEN SESSION PUBLIC COMMENT**

Chairperson Dupper opened the public comment portion of the agenda and invited members of the public to address the Board.

Community Members expressed disappointment on the approval of the Inland Valley Infrastructure Corridor Project, spoke on Spanish translation requests, pollution caused by the trucks and airplanes, wildlife, warehouses, and asked the Board to pay attention to the community.

**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 6:27 P.M.

**Approved at a Regular Meeting of the Inland Valley Development Agency Board on June 11, 2025.**



**Jillian Ubaldo  
Clerk of the Board**