INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING AGENDA

WEDNESDAY, JUNE 11, 2025

5:00 PM

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

Phillip Dupper, Chairperson
Mayor, City of Loma Linda
Frank J. Navarro, Vice-Chairperson
Mayor, City of Colton
Joe Baca, Jr., Secretary
Supervisor, County of San Bernardino

BOARD MEMBERS:
Jesse Armendarez
Supervisor, County of San Bernardino
David Toro
Mayor Pro Tem, City of Colton
Rhodes Rigsby
Councilmember, City of Loma Linda
Juan Figueroa
Mayor Pro Tem, City of San Bernardino
Fred Shorett
Councilmember, City of San Bernardino
Sandra Ibarra
Councilmember, City of San Bernardino

ALTERNATE BOARD MEMBERS:
Dawn Rowe
Supervisor, County of San Bernardino
Mario Flores
Councilmember, City of San Bernardino
Rhonda K. Spencer-Hwang
Councilmember, City of Loma Linda
Vacant
City of Colton

- *Full agenda packets are available at the IVDA office, 1601 East Third Street, San Bernardino, California, will be provided at the meeting, and are posted in the Agenda section of our website at www.ivdajpa.org. Office hours are Monday through Friday 8:00 a.m. to 5:00 p.m.*
- *Recordings of the IVDA Board meetings are available in the Agenda section of our website at www.ivdajpa.org.*
- *In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the IVDA office at (909) 382-4100. Notification 48 hours prior to the meeting will enable IVDA staff to make reasonable arrangements to ensure accessibility to this meeting.*
- *Anyone who wishes to speak during public comment or on a particular item will be requested to fill out a speaker slip, which must be turned in to the Clerk of the Board prior to speaking.*
- *Public comments for agenda items that are not public hearings will be limited to three minutes.*
- *Public comments for items that are not on the agenda will be limited to three minutes.*
- *The three-minute limitation shall apply to each member of the public and cannot be shared.*
- *An additional three minutes will be allotted to those who require translation services.*
- *Live Spanish interpretation is available on a by-request basis. If you require Spanish interpretation, please submit a request to the Clerk of the Board's Office by 12:00 p.m. on the Friday before the meeting to allow IVDA staff to coordinate and arrange for certified interpreters to attend the meeting.*

ORDER OF BUSINESS - CLOSED SESSION

This meeting of the governing Board of the Inland Valley Development Agency will begin with Closed Session Public Comment and Closed Session, immediately followed by the Open Session portion of the meeting.

A. **CALL TO ORDER / ROLL CALL**

B. **CLOSED SESSION PUBLIC COMMENT**
The Closed Session Public Comment portion of the Inland Valley Development Agency Board meeting is limited to a maximum of three minutes for each speaker and comments will be limited to matters appearing on the Closed Session portion of the agenda. Additional opportunities for further Public Comment will be given during and at the end of the meeting. An additional three minutes will be allotted to those who require translation services.

C. **CLOSED SESSION**
An announcement is typically made prior to closed session discussions as to the potential for a reportable action at the conclusion of closed session.

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**
Public announcement(s) will be made following closed session if there are any reportable actions taken during closed session.

ORDER OF BUSINESS - OPEN SESSION

- **CALL TO ORDER OPEN SESSION**
- **PLEDGE OF ALLEGIANCE**

E. **ITEMS TO BE ADDED OR DELETED**

Pursuant to Government Code Section 54954.2, items may be added on which there is a need to take immediate action, and the need for action came to the attention of the Inland Valley Development Agency subsequent to the posting of the agenda.

F. **CONFLICT OF INTEREST DISCLOSURE**

1. POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF JUNE 11, 2025
   [PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 005]**

G. **INFORMATIONAL ITEMS**

It is intended that the following subject matters and their attachments are submitted to the Board members for informational purposes only. No action is required with regard to these items in the form of a receive-and-file motion or otherwise. Members may inquire of staff as to any questions or seek clarifications, but no discussion may ensue other than to place an item on a subsequent agenda for further consideration. In such situations where permissible levels of discussion are conducted, members are reminded that staff has not presented the related contractor and interested parties conflicts of interest disclosures that are typically provided for agenda items for which action is intended to occur. Additionally, questions may arise as to negotiation strategies or other legal issues which are more appropriately addressed in a closed session discussion.

2. Informational Items

   2a. CHIEF EXECUTIVE OFFICER REPORT
   [PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 014]**

   2b. REPORT ON STERLING AVENUE
   [PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 015]**

H. **BOARD CONSENT ITEMS**

The following consent items are expected to be routine and non-controversial and will be acted upon by the Board at one time unless the Board directs that an item be held for further discussion.

3. RECEIVE REGISTER OF DEMANDS – JUNE 11, 2025
   [PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 016]**

4. RECEIVE AND FILE CASH REPORT FOR THE APRIL 30, 2025 INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
   [PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 022]**

5. APPROVE UPDATES TO THE INLAND VALLEY DEVELOPMENT AGENCY BOARD POLICY
[PRESENTER: Michael Lewin, General Counsel; **PAGE#: 025]**

6. APPROVE MEETING MINUTES: MAY 14, 2025
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 044]**

I. **BOARD ACTION ITEMS**

7. APPROVE FORM OF AMENDMENT NO. 4 TO THE LEASE WITH CHILD CARE RESOURCE CENTER, INC. AND EXTEND THE TERM OF THE LEASE FOR AN ADDITIONAL FIVE (5) YEARS
[PRESENTER: Darrell Hale, Property Manager **PAGE#: 051]**

8. CONSIDER AND ADOPT THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) SUCCESSOR AGENCY BUDGET FOR FISCAL YEAR 2025-2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 062]**

9. CONSIDER AND ADOPT THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) JOINT POWERS AUTHORITY BUDGET FOR FISCAL YEAR 2025-2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 074]**

10. APPROVE CERTAIN PROFESSIONAL SERVICES AGREEMENTS FOR FISCAL YEAR 2025-2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 101]**

11. REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH JUNE 30, 2025
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 120]**

J. **ADDED AND DEFERRED ITEMS**

Deferred Items and Items which have been added pursuant to Government Code Section 54954.2 as noted above in Section E.

K. **OPEN SESSION PUBLIC COMMENT**

Anyone who wishes to speak during Open Session Public Comment will be requested to fill out a speaker slip. Prior to speaking, speaker slips should be given to the Clerk of the Board. Public comments for items that are not on the agenda will be limited to three minutes. The three-minute limitation shall apply to each member of the public and cannot be shared with other members of the public. An additional three minutes will be allotted to those who require translation services.

L. **BOARD MEMBER COMMENT**

Board members may make announcements or give brief reports on activities or matters not appearing on the agenda, as well as provide direction to staff relating to matters which may be addressed at this time.

M. **ADJOURNMENT**

Unless otherwise noted, this meeting will be adjourned to the next regularly scheduled meeting of the Inland Valley Development Agency Board, Wednesday, July 9, 2025.

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 1** **PRESENTER: Jillian Ubaldo, Clerk of the Board**

SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF JUNE 11, 2025

SUMMARY

This agenda contains recommendations for action relative to certain contractors/principals and their respective subcontractors. Care should be taken by each Board member to review and consider the information provided herein to ensure they are in compliance with applicable conflict of interest laws.

RECOMMENDED ACTION(S)

Receive for information and consideration in accordance with applicable conflict of interest laws.

FISCAL IMPACT

None.

PREPARED BY:	Yajaira Maldonado
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
APPROVED BY:	Michael Burrows

BACKGROUND INFORMATION

The potential conflicts information provided in this report is intended to be used as a means for each voting member to verify campaign contributions from their individual campaign records. The following information is considered to be complete only to the best knowledge that has been disclosed to staff by the following listed contractors and in many instances may not be complete as of the date of publication of the agenda. Staff will endeavor to provide updates and supplements to the disclosure information to the extent additional contractor disclosure information becomes known to staff at or prior to each particular meeting time.

In addition to other provisions of law which prohibit Inland Valley Development Agency (IVDA) Board members from having financial interests in the contracts of public agencies, the provisions of California Government Code Section 84308 prohibit individual IVDA Board members from participating in any Board proceeding involving a license, permit, or other entitlement for use pending before the Board, if the individual member has received a contribution of more than two hundred fifty dollars ($250.00) within the preceding twelve (12) months or for three (3) months following any such Board proceeding, from any person, company or entity who is the subject of the proceeding, including parent-subsidiary and certain otherwise related business entities as defined in the California Code of Regulations, Title 2, Division 6, Section 18438.5, or from any person who actively supports or opposes a particular decision in the proceeding and who has a financial interest in such decision, as defined in California Government Code Section 87103.

The restrictions of Government Code Section 84308 do not apply if the individual member returns the contribution within thirty (30) days from the time he or she knows, or should have known, about the contribution and the proceeding.

This agenda contains recommendations for action relative to the following contractors/principals and their respective subcontractors (as informed to IVDA staff by the Principals):

Agenda Item No.	Contractors/Tenants	Subcontractors/Subtenants
7.	Child Care Resource Center, Inc. Michael Olenick, PH.D., CEO Virginia Bergman Loo, CFO Joannie Aguayo Ed. D., Secretary	None.
7.	Cushman Wakefield Richard Pearson, Broker	None.
10.	Mirau, Edwards, Lewin, and Tooke, LLP John K. Mirau, Partner Mark C. Edwards, Partner Robert W. Cannon, Partner Michael J. Lewin, Partner William P. Tooke, Partner	None.

10.	Rosenow Spevacek Group, Inc. Kathleen Rosenow Frank Spevacek Jill Riggs Wilson Riggs	None.
10.	Tom Dodson & Associates Tom Dodson, CEO Kaitlyn Dodson-Hamilton, Vice President Alma Rushing, CFO Brynn McKinney-Dodson, Secretary	None.
10.	Hernandez, Kroone & Associates, Inc. Anne Marie Hernandez, CEO/Secretary Richard Rodriguez Hernandez, CFO	None.
10.	Three-2-One, Inc. DBA Imagine Systems, Inc. John C. Easley, CEO/CFO John P. Wilson, Secretary	None.
10.	Innovative Federal Strategies, LLC Jean Denton, Managing Partner Letitia White, Partner Heather Hennessey, Partner Bill Lowery, Partner	None.
10.	Elizabeth Martyn, APC Elizabeth Martyn, CEO/CFO/Secretary	None.
10.	California Strategies & Advocacy, LLC James E. Burton, Managing Partner Bob White, Chairman Camden McEfee, Vice-Chairman of Business Affairs James Lites, Partner	None.
10.	Cole Huber, LLP Derek P. Cole, Equity Partner Scott E. Huber, Equity Partner	None.
10.	Rogers, Anderson, Malody & Scott, LLP Brad Welebir, Partner Jenny Liu, Partner Brenda Odle, Managing Partner Leena Shanbhag, Partner Scott Manno, Partner Terry Shea, Partner	None.

10.	Zenaida Global Kimberly Benson, President	Jason Ramos Terry Parisher
10.	CJMC Holdings, LLC Jim Harris, CEO	None.

Attachments:

1. California Government Code §§ 84308 and 87103
2. California Code of Regulations, Title 2, Division 6, §18438.5

84308. (a) The definitions set forth in this subdivision shall govern the interpretation of this section.

(1) "Party" means any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use.

(2) "Participant" means any person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use and who has a financial interest in the decision, as described in Article 1 (commencing with Section 87100) of Chapter 7. A person actively supports or opposes a particular decision in a proceeding if he or she lobbies in person the officers or employees of the agency, testifies in person before the agency, or otherwise acts to influence officers of the agency.

(3) "Agency" means an agency as defined in Section 82003 except that it does not include the courts or any agency in the judicial branch of **government**, local governmental agencies whose members are directly elected by the voters, the Legislature, the Board of Equalization, or constitutional officers. However, this section applies to any person who is a member of an exempted agency but is acting as a voting member of another agency.

(4) "Officer" means any elected or appointed officer of an agency, any alternate to an elected or appointed officer of an agency, and any candidate for elective office in an agency.

(5) "License, permit, or other entitlement for use" means all business, professional, trade and land use licenses and permits and all other entitlements for use, including all entitlements for land use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.

(6) "Contribution" includes contributions to candidates and committees in federal, state, or local elections.

(b) No officer of an agency shall accept, solicit, or direct a contribution of more than two hundred fifty dollars ($250) from any party, or his or her agent, or from any participant, or his or her agent, while a proceeding involving a license, permit, or other entitlement for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the officer knows or has reason to know that the participant has a financial interest, as that term is used in Article 1 (commencing with Section 87100) of Chapter 7. This prohibition shall apply regardless of whether the officer accepts, solicits, or directs the contribution for himself or herself, or on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

(c) Prior to rendering any decision in a proceeding involving a license, permit or other entitlement for use pending before an agency, each officer of the agency who received a contribution within the preceding 12 months in an amount of more than two hundred fifty dollars ($250) from a party or from any participant shall disclose that fact on the record of the proceeding. No officer of an agency shall make, participate in making, or in any way attempt to use his

or her official position to influence the decision in a proceeding involving a license, permit, or other entitlement for use pending before the agency if the officer has willfully or knowingly received a contribution in an amount of more than two hundred fifty dollars ($250) within the preceding 12 months from a party or his or her agent, or from any participant, or his or her agent if the officer knows or has reason to know that the participant has a financial interest in the decision, as that term is described with respect to public officials in Article 1 (commencing with Section 87100) of Chapter 7.

If an officer receives a contribution which would otherwise require disqualification under this section, returns the contribution within 30 days from the time he or she knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, he or she shall be permitted to participate in the proceeding.

(d) A party to a proceeding before an agency involving a license, permit, or other entitlement for use shall disclose on the record of the proceeding any contribution in an amount of more than two hundred fifty dollars ($250) made within the preceding 12 months by the party, or his or her agent, to any officer of the agency. No party, or his or her agent, to a proceeding involving a license, permit, or other entitlement for use pending before any agency and no participant, or his or her agent, in the proceeding shall make a contribution of more than two hundred fifty dollars ($250) to any officer of that agency during the proceeding and for three months following the date a final decision is rendered by the agency in the proceeding. When a closed corporation is a party to, or a participant in, a proceeding involving a license, permit, or other entitlement for use pending before an agency, the majority shareholder is subject to the disclosure and prohibition requirements specified in subdivisions (b), (c), and this subdivision.

(e) Nothing in this section shall be construed to imply that any contribution subject to being reported under this title shall not be so reported.

CALIFORNIA CODES
GOVERNMENT CODE
SECTION 87103

87103. A public official has a financial interest in a decision within the meaning of Section 87100 if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official, a member of his or her immediate family, or on any of the following:

(a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars ($2,000) or more.

(b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars ($2,000) or more.

(c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

(d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

(e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars ($250) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The amount of the value of gifts specified by this subdivision shall be adjusted biennially by the commission to equal the same amount determined by the commission pursuant to subdivision (f) of Section 89503.

For purposes of this section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18438.5. Aggregated Contributions Under Section 84308.

For purposes of Section 84308:

(a) Notwithstanding the provisions of Regulation 18215.1, to determine whether a contribution of more than $250 has been made by any party to a proceeding, contributions made by a party's parent, subsidiary, or otherwise related business entity, (as those relationships are defined in subdivision (b) below), shall be aggregated and treated as if received from the party for purposes of the limitations and disclosure provisions of Section 84308.

(b) Parent, Subsidiary, Otherwise Related Business entity, defined.

(1) Parent-subsidiary. A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

(2) Otherwise related business entity. Business entities, including corporations, partnerships, joint ventures and any other organizations and enterprises operated for profit, which do not have a parent-subsidiary relationship are otherwise related if any one of the following three tests is met:

(A) One business entity has a controlling ownership interest in the other business entity.

(B) There is shared management and control between the entities. In determining whether there is shared management and control, consideration should be given to the following factors:

(i) The same person or substantially the same person owns and manages the two entities;

(ii) There are common or commingled funds or assets;

(iii) The business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis;

(iv) There is otherwise a regular and close working relationship between the entities; or

(C) A controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

Note: Authority cited: Section 83112, Government Code. Reference: Section 84308, Government Code.

HISTORY

1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior history of section 18438.5, see Register 85, No. 8.

2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2014, No. 33).

2a

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 2a** **PRESENTER: Michael Burrows, Chief Executive Officer**

SUBJECT: INFORMATIONAL ITEMS – CHIEF EXECUTIVE OFFICER REPORT

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 2b** **PRESENTER: Michael Burrows, Chief Executive Officer**

SUBJECT: INFORMATIONAL ITEMS – REPORT ON STERLING AVENUE

SUMMARY

An oral report will be provided at the time of the meeting.

PREPARED BY:	Michelle Casey
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. None

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 3** **PRESENTER: Mark Cousineau, Director of Finance**

SUBJECT: RECEIVE REGISTER OF DEMANDS – JUNE 11, 2025

SUMMARY

Inland Valley Development Agency's (IVDA) Register of Demands.

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in May 2025.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

Total disbursement activities for May 2025 amount to $561,053.63 that include the following.

- **Professional Services**: Cole Huber LLP; Converse Consultants; D&A Consulting; Desmond & Louis Inc.; Hernandez, Kroone & Associates; Mirau Edwards Cannon Lewin & Tooke LLP; Product Research Gear LLC; RSG Inc.; Tactical Drone Concepts; Terry Parisher; Tom Dodson & Associates; Westbound Communications Inc.; and Zenaida Global were paid $105,412.58.

- **Capital Projects Cost:** No disbursements for May 2025.

- **Utilities:** Burrtec Waste Industries Inc, City of San Bernardino Water Department, Southern California Edison, Utility Telecom Group LLC, and Verizon Wireless were paid $44,519.08.

- **Employee Benefits:** American Fidelity Assurance Company, Fidelity Security Life Insurance Company (FSA), Kaiser Foundation Health Plan, Inc.; and United World Life Insurance Co. were paid $70,266.64

Attachments:

1. Register of Demands for the June 11, 2025 Board Meeting
2. Visa Breakdown - April 2025

Inland Valley Development Agency
Register of Demands for Board Meeting
June 11, 2025

Line	Vendor name	Description	Payment amount
1	A.O. Reed & Co., LLC	Repairs and maintenance for HVAC system	$ 12,108.00
2	Alsco, Inc.	Mat maintenance	526.38
3	Am-Tec Total Security Inc.	Monthly fire and burglar alarm monitoring and inspection	351.95
4	Amazon Capital Services Inc.	Office supplies and equipment	22.86
5	American Fidelity Assurance Company	Employee supplemental benefits	3,323.35
6	Basic Backflow	Test and certify valve	315.00
7	Board Members	Retroactive board member fees	350.00
8	Burrtec Waste Industries Inc.	Refuse	977.19
9	C & A Janitorial Services	Janitorial services	2,843.82
10	CED-Consolidated Electrical Distributors	Electrical supplies	189.08
11	City of Riverside	License Agreement IVDA use of portion of the Gage Canal	3,274.00
12	City of San Bernardino Water Department	Water and sewer services	14,434.23
13	CivicPlus, LLC	Social media archiving subscription	7,547.40
14	Climatec LLC	DFAS I Building - spare security components	3,573.12
15	Cole Huber LLP	Professional legal services	210.00
16	Converse Consultants	Environmental testing at UAS Test Site	3,200.00
17	D&A Consulting	Professional services - UAS Center drone standards development	2,100.00
18	Desmond & Louis Inc.	Event marketing and media professional services	4,000.00
19	Encore Lighting Inc.	Lighting supplies	133.34
20	ETS Digital, LLC DBA PSI Services, LLC	FAA Exam vouchers	4,375.00
21	Ewing Irrigation Products Inc.	Irrigation supplies and material	251.95
22	Fidelity Security Life Insurance Co FSA	Employee group benefits - flexible spending accounts	2,203.44
23	Grainger	Maintenance and supplies	400.77
24	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey services	4,283.43
25	Successor Agency to the Inland Valley Development Agency Redevelopment Powers	Prior Period Adjustment	83,851.00
26	Kaiser Foundation Health Plan, Inc.	Employee group benefits - medical	58,113.14
27	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	5,939.00
28	Mobile Modular Management Corp	Mobile office trailer rental at UAS Center	1,726.77
29	Norton Training Corp.	Excel training course for staff	476.00
30	ProDIGIQ Inc.	Maintenance and service for Asset and Lease Management System	4,250.00
31	Product Research Gear LLC	Professional services to provide consulting for UAS Center on drone emergency response	2,100.00

Inland Valley Development Agency
Register of Demands for Board Meeting
June 11, 2025

32	Red Hawk Services Inc DBA Red Hawk Fence	Chain link fest to be installed at UAS Test Site	74,707.83
33	RSG, Inc.	Professional services - continuing disclosure and consulting	5,905.00
34	San Bernardino International Airport	Due to SBIAA	102,913.83
35	Southern California Edison	Electricity	26,300.95
36	Staples, Inc. DBA Staples Contract & Commercial LLC	Office supplies	5,587.62
37	Tactical Drone Concepts	Professional services to provide consulting and training	22,417.80
38	Terry Parisher	Professional services to provide consulting to UAS Center on drone policy creation for public and private entities	9,150.00
39	Tom Dodson & Associates	Professional services for environmental services	26,042.10
40	Toshiba Business Solutions	Maintenance and supplies for office equipment	245.06
41	TPC Realty, Inc. DBA CXI Realty	Realty commission payment	17,471.60
42	United World Life Insurance Co	Employee group benefits - life insurance	6,626.71
43	US Bank	Administrative fees and incidental expenses	3,630.00
44	Utility Telecom Group LLC	Ethernet and phone services for Building 48	1,937.07
45	Verizon Wireless	Wireless monthly service and equipment purchases	869.64
46	Visa	Office supplies and other miscellaneous charges	9,451.56
47	Westbound Communications, Inc.	Public outreach activities to support Inland Valley Infrastructure Corridor EIR	8,381.45
48	Western Exterminator Company	Pest control	281.39
49	Zenaida Global	Professional consulting services - UAS Center at SBD	11,683.80
	Total		**$ 561,053.63**

Inland Valley Development Agency
Visa Breakdown
April 2025

Line	Description	Payee	Department	Amount
1	Ground transportation for DC Advocacy Trip	Uber	Administration	$ 4.70
2	Working lunches for interview panels	Doordash	Administration	110.71
3	Parking for travel to DC	Palm Springs Airport	Administration	80.00
4	Ground transportation for DC Advocacy Trip	Curb DC Taxi	Administration	94.70
5	Building 48 water dispenser monthly rental	Quench	Administration	256.00
6	Congratulation flowers for staff member	1-800-Flowers	Administration	91.57
7	Snacks for Clerk's Week	California Snack Food	Clerk of the Board	91.00
8	Hospitality for staff meeting	Stater Bros	Clerk of the Board	23.99
9	Annual subscription	San Bernardino Sun	Clerk of the Board	1.00
10	Working lunch for COB interview panel	Chipotle	Clerk of the Board	136.32
11	Supplies	Lowe's	Executive Office	106.95
12	Supplies	Lowe's	Executive Office	106.95
13	Building 48 conference line	Free Conference Call	Executive Office	10.00
14	QuickBooks finance software	Intuit QuickBooks	Finance	840.00
15	Travel meal on 04/23/2025	Chick-fil-A	Human Resources	18.17
16	Ground transportation from airport to hotel	Sacramento Independent	Human Resources	46.30
17	Airfare for Sacramento Conference	Southwest Airlines	Human Resources	457.96
18	Lodging at Holiday Inn for conference	Hotel.com	Human Resources	214.98
19	Payroll tax amendment for board members	EDD	Human Resources	292.47
20	Travel meal on 04/22/2025	Holiday Inn Pub	Human Resources	22.42
21	Microsoft 365 monthly subscription	Microsoft	Information Technology	220.00
22	Microsoft 365 monthly subscription	Microsoft	Information Technology	775.00
23	Lunch for UAS drone certification class	Domino's	UAS Center at SBD	228.75
24	Hat merchandise for UAS Center at SBD	DBA Unity	UAS Center at SBD	2,759.29
25	Pop-up canopy for use at UAS Center Trailer	Extreme Canopy	UAS Center at SBD	1,245.19
26	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	210.31
27	Lodging for D. Krause UAS Center meetings	Residence Inn	UAS Center at SBD	451.92
28	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	198.31
29	Snacks for UAS drone classes	Amazon	UAS Center at SBD	148.64
30	Lodging for UAS Center meetings	Residence Inn	UAS Center at SBD	207.96

Inland Valley Development Agency
Visa Breakdown
April 2025

Line	Description	Payee	Department	Amount
		Total		**$ 9,451.56**
		Visa Statement Balance:		$ 9,451.56
		Date Prepared:		6/2/2025

021

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 4** **PRESENTER: Mark Cousineau, Director of Finance**

SUBJECT: RECEIVE AND FILE CASH REPORT FOR APRIL 30, 2025 FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)

SUMMARY

Submitted for your consideration is the IVDA's monthly cash reconciliation report.

RECOMMENDED ACTION(S)

Receive and file Cash Report for April 30, 2025 for the Inland Valley Development Agency (IVDA).

FISCAL IMPACT

None.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

Attached is the Cash Report for April 30, 2025, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is $23,439,718.79 on April 30, 2025. Banks' statements reflect $23,468,634.59. The difference in totals is due to the outstanding checks at April 30, 2025.

If you have any questions about this report, please contact me at (909) 382-4100 extension 141.

Attachments:

1. Cash Report for April 30, 2025

Inland Valley Development Agency
Cash Report
April 30, 2025

IVDA JPA CASH

Cash	Balance 03/31/25	Activities	Balance 04/30/25
MMKT/ Savings Account - CHASE Bank	2,779,941.95	(174,957.23)	2,604,984.72
Checking Account - CHASE Bank	1,030,744.63	(568,453.55)	462,291.08
Deposits In Transit:			
Beginning	-	-	-
Ending	-	8,107.03	8,107.03
Outstanding Checks:			
Beginning	(178,300.66)	178,300.66	-
Ending		(37,022.83)	(37,022.83)
Payroll Account - CHASE Bank	77,015.80	(36,108.14)	40,907.66
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
BRORF Account - CHASE Bank	3,181,576.29	51.54	3,181,627.83
Cash with Fiscal Agent- MECLT Trust	56,537.05	11,735.88	68,272.93
Subtotal	6,947,515.06	(618,346.64)	6,329,168.42
Investments			
Local Agency Investment Funds - Regular Account	81,985.27	903.47	82,888.74
Local Agency Investment Funds - Bond Account	131,355.60	1,447.52	132,803.12
Total	213,340.87	2,350.99	215,691.86
Subtotal JPA Cash & Investments	7,160,855.93	(615,995.65)	6,544,860.28

IVDA SUCCESSOR AGENCY CASH

RORF Account -CHASE Bank	244,917.32	-	244,917.32
Investments Held With Fiscal Agent			
Special Fund - US Bank - 2014 series	37.64	2.28	39.92
Interest Account - US Bank - 2014 series	-	-	-
Reserve Account- US Bank - 2014 series	16,649,755.88	70.71	16,649,826.59
Principal Account - US Bank- 2014 series	-	-	-
2011 Project Fund - US Bank - 2014 series	74.68	-	74.68
Subtotal SA Cash & Investments	16,894,785.52	72.99	16,894,858.51
Total Cash and Investments	$ 24,055,641.45	(615,922.66)	$ 23,439,718.79

I certify that this report accurately reflects all cash and investments for the above period and all the investment is in compliance with Inland Valley Devlopment Agency's Investment policy. IVDA shall be able to meet it's expenditure requirment for next six month.

Mark W Cousineau

Mark Cousineau, Director of Finance

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 5** **PRESENTER: Michael Lewin, General Counsel**

SUBJECT: APPROVE UPDATES TO THE INLAND VALLEY DEVELOPMENT AGENCY BOARD POLICY

SUMMARY

After discussion with members of the Inland Valley Development Agency (IVDA) Board, it was recommended that Legal Counsel review the Board Policy for any relevant clarifications or updates. Attached is an addition to the present policy addressing the use of electronic devices.

RECOMMENDED ACTION(S)

Approve the updated IVDA Board Policy.

FISCAL IMPACT

None at this time.

PREPARED BY:	Jillian Ubaldo
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

After discussion with members of the Inland Valley Development Agency (IVDA) Board, it was recommended that Legal Counsel review the IVDA Board Policy to address the use of electronic devices during closed session and regular meetings. Attached is an updated draft IVDA Board Policy reflecting the addition.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. Updated Draft IVDA Board Policy

INLAND VALLEY DEVELOPMENT AGENCY BOARD
Board Policy: Operating Rules and Procedures

Purpose

The objective of this document is to provide members of the Inland Valley Development Agency (IVDA) Board with procedures for conduct and a clear definition of the Board-staff relationship, and related roles. The document will also reinforce IVDA's ethical standards, as required by AB 1234, and the Board's own policies.

This IVDA Board Policy: Operating Rules and Procedures document is not intended to serve as an all-inclusive or comprehensive collection of every past or present policy, procedure, and practice utilized in the operation of the IVDA, rather, as a guidance document which can be evaluated and updated from time-to-time.

Background

Powers and Duties of the IVDA

The Inland Valley Development Agency (the "IVDA") is a military base reuse joint powers authority created pursuant to Government Code Sections 6500, et seq., established in furtherance of Public Law 100-526 under the Federal Base Realignment and Closure Act, special State of California Legislation – Assembly Bill AB-419, and as further codified pursuant to the Joint Exercise of Powers Agreement originally dated as of January 24, 1990, by and among the City of San Bernardino, the City of Colton, the City of Loma Linda and the County of San Bernardino, as amended on February 12, 1990, and thereafter amended by Amendment No. 1 as of the same date, and Amendment No. 2 dated April 5, 2023 (collectively the "JPA Agreement" or the "Agreement");

The powers and duties of the IVDA are set forth in the aforementioned governing regulations and in the Agreement. As stated therein, the IVDA shall have the authority and power to plan for the use and reuse of the Norton Air Force Base; to acquire, maintain and operate an airport for the economic benefit of the East Valley; and to serve as a federal base re-use authority. Specific powers of the IVDA are identified in Article IV of the Agreement.

Board Role and Functions

The Role of the Board in Relation to IVDA Staff

The primary role of the IVDA Board is to establish and oversee policy and its implementation. Established policy is carried out and implemented by IVDA Staff ("staff"), under the supervision of the Chief Executive Officer. The Chief Executive Officer serves as the general manager for all IVDA staff operations and activities. Board members may seek information from staff; however, direction to staff shall be coordinated by and through the Chief Executive Officer on behalf of

the Board.

IVDA Board
The IVDA is governed by a Board composed of nine (9) individual members, each appointed by its legislative body and serving in their individual capacity as a member of the Board. The Board consists of elected officials appointed by their respective legislative bodies to serve as follows:

- Three (3) from the City of San Bernardino
- Two (2) from the County of San Bernardino
- Two (2) from the City of Loma Linda
- Two (2) from the City of Colton

Each member can appoint an alternate representative for each allocated position who only participate when and if the primary Board member is not present. With the consent of the Chairperson, alternate members may attend closed session if the primary member is present to be informed as to the issues discussed in closed session; however, alternate members may not vote on any matter if the primary member is present. Board Members and alternates are appointed to the Board for the term of their positions by and through the official actions of their respective legislative bodies, unless otherwise removed and reported.

Pursuant to the JPA Agreement, each Member with two (2) votes shall have two (2) Board Members with one (1) vote each, and the Member with three (3) votes shall have three (3) Board Members with one (1) vote each. When the primary Board member is not present, the alternate may vote. However, either the primary member or the alternate must be present to vote.

Officers
At the first regular meeting of the Board held in an odd numbered calendar year, the Board holds elections for the following offices: one Chairperson; one person to be Vice-Chairperson, and one Secretary. The specific procedures for such elections and the terms for such positions are set out in in the IVDA Joint Powers Agreement and in Resolution No. 2023-022.

Duties for such Offices are as follows:

A. Chairpersons: Pursuant to the JPA Agreement, the Chairperson serves as the presiding officer for IVDA meetings. The presiding Chairperson is determined at the time that elections are held and other than the event of an absence, typically run through the duration of the respective term of office. The Chairperson shall execute all contracts on behalf of the Agency, and shall perform such other duties as may be imposed by the Board.

B. Vice Chairperson: Vice-Chairperson shall execute contracts and perform all of the Chairperson's duties in the absence of the Chairperson.

C. Secretary. The Secretary or Clerk of the Board shall attest to the execution of all contracts executed by Chairperson, Vice-Chairperson or other such official, officer or person as may be designated by the Board, on behalf of the Agency, perform such other duties as may be imposed by the Board.

Pursuant to the Agreement, the Board also selects a professional Treasurer or chief financial

officer of a member to act as Treasurer.

The Chief Executive Officer, Clerk of the Board, and General Counsel serve as the primary staff for Board meetings. The Chief Executive Officer appoints all other employees of the IVDA, consistent with the Board-approved budget and applicable procedures.

Meetings, Committees, Appointments, and Officers

The IVDA Board is governed by the Ralph M. Brown Act, as established by the California State legislature in 1953 and amended thereafter, set forth in California Government Code Sections 54950 et seq ("Brown Act"). The Board sets its regular meeting schedule by resolution as required by the Brown Act.

In addition to the Brown Act, the Board may appoint such standing or ad hoc committees as it deems necessary to advise the Board on a variety of subjects. Any member of the Board may be appointed or assigned by the Chairperson to a committee, except that no Board Member may serve on more than two (2) committees. The Chairperson's assignments to standing committees shall be ratified by a majority vote of the Board, and Board Members may be removed from committee assignments by a majority vote of the Board.

The membership of any ad-hoc committee will be composed of not more than three (3) Board Members and shall expire upon accomplishment of its purpose. The Chairperson may establish new ad hoc committees at any time, and such committees are not ratified or approved by the Board.

Standing committees are subject to the Ralph M. Brown Act, as "legislative bodies." Agendas are prepared for meetings of standing committees, and the meetings are open and public. Minutes are prepared for all standing committees. In contrast, and pursuant to applicable law, ad hoc committees are not subject to the Brown Act. Agendas need not be prepared for ad hoc committee meetings, and they are not required to be open and public. Ad hoc committee meetings are typicallyinformal and are set at the convenience of the committee members.

Board committees serve as advisory bodies. Final policy decisions are made by the Board.

Citizen Inquiries

Board Members may receive inquiries and occasional complaints from constituents. Such contacts may be the result of a situation that staff is unaware of, i.e.: service that has not been properly provided, a request that is above or beyond appropriate service levels, a miscommunication or misunderstanding, or a mischaracterization of an occurrence by the constituent.

When a Board Member is contacted by a constituent, he/she should ensure that the Chief Executive Officer is made aware of the issue. Such Board Member may wish to ask the constituent to contact the Chief Executive Officer, or vice-versa. Copies of responses to significant citizen inquiries should be submitted by the respective Board Member to the Chief Executive Officer for appropriate follow-up. Information regarding the correspondence shall be provided to all Board

Members as soon as practicable and allowable under applicable law.

IVDA Fiscal Administration

The fiscal administration of the IVDA is based both on statutory requirements, its joint powers agreement, its respective deed covenants, grant assurances, Federal and State Operating Permits, as well as generally recognized policies and practices applicable to public finances.

Annually, the IVDA's financial operations are audited by an independent public accounting firm that is recommended by staff and selected by the Board. The firm prepares and submits an audit report to the Board. The Finance & Budget Committee (also serves as the IVDA Audit Committee) reviews results of the annual audit with the Chief Executive Officer/Director of Finance and other staff. A final report is then made to the Board.

During the course of the fiscal year, the Board maintains oversight of the financial condition of the IVDA. This is accomplished through monthly financial reporting to the Board by the IVDA Director of Finance. IVDA shall prepare and produce an annual report for presentation to the community, public, and industry describing its activities, operations, and financial position over the preceding year.

Budget Operation

The IVDA budget operates on a fiscal year running from the first day of July through the last day of June. A budget is developed each year in advance of the start of the fiscal year. The budget contains the estimate of all revenue and expenses, including administrative, operating and maintenance expenses, payroll, acquisitions and improvements, and a reasonable contingency to cover unanticipated expenses, litigation reserves, or revenue shortfalls.

A draft of the budget is initially prepared and produced by IVDA staff in the early part of the calendar year. Typically, the draft budget will be reviewed with the IVDA's standing Finance & Budget Committee. That review may result in refinement of the draft before its presentation to the Board as a whole. Ordinarily, a draft budget will be presented to the Board in April or May in order to allow adequate time for review, discussion, and further revision as needed. Final adoption should occur by the end of June. Upon adoption by the Board, the approved budget is then implemented at the start of the upcoming fiscal year.

The Chief Executive Officer has the authority to make necessary budget adjustments and transfers of up to $24,999 between line items of the budget as the fiscal year progresses. Larger adjustments, if needed, shall be approved either by the Board at either the mid-fiscal-year review or periodically at such other times as may be necessary.

Often times, an update to the IVDA's capital improvement plan will accompany the annual budget. The Chief Executive Officer has been given the authority by the Board to execute, on behalf of the IVDA, any grant agreements or other related documents, provided that proper information is timely provided to the Board regarding the funding opportunity and granting agency, and subject to the local match authority then in existence per the adopted budget.

Investment Policy
IVDA investments are controlled by Federal and State law. In regard to investments, the IVDA seeks to meet three distinct objectives: to safeguard the assets of the IVDA; to insure that the IVDA's liquidity needs are met; and to achieve the highest rate of return on investment commensurate with appropriate risk evaluation and established Board investment controls. The IVDA's investment policy is periodically reviewed by the Finance & Budget Committee and approved by the Board.

Fiscal Controls
IVDA policies and procedures require periodic reporting of all IVDA expenditures. The IVDA may not acquire or dispose of any real property without approval from the Board (typically by resolution). The IVDA utilizes a purchase order / purchasing system calling for prior approval of all IVDA expenditures and applies to both employees and Board Members. In addition, the IVDA also has in place a set of "Accounting Procedures," "Purchasing Procedures," and "Construction Procedures."

Ethical Requirements
California law (Govt. Code Section 53232 et. seq. sometimes referred to as "AB 1234") requires local officials who receive reimbursement for certain expenses to receive training on public service ethics laws and principles every two years. The purpose of this training is to alert local officials to the extensive array of laws that apply to public service, as well as the unique ethical obligations public servants have. The IVDA complies with AB 1234 and expects the members appointed to the Authority to perform the business of the IVDA with a high regard to its provisions. What follows is a brief review of public service ethics mandated by the FPPC and Attorney General for AB 1234 training. This list is a reminder and does not substitute for such training.

Personal Financial Gain

A. Laws Prohibiting Bribery (Pen. Code § 68)
Any employee, elected official or appointee is prohibited from accepting a bribe. Doing so may constitute a felony and is punishable by prison time and fines.

B. Conflicts of Interest under the Political Reform Act (Gov. Code § § 87100, 87103)
Gov. Code § 87100: No government employee, official or appointee shall make, or in any way attempt to use, his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has any financial interest.

Gov. Code § 87103: No employee, official or appointee shall make a decision with financial interest if it is reasonably foreseeable that the decision will have a material financial effect on the official, a member of his/her immediate family.

C. Contractual Conflicts of Interest (Gov. Code § 1090)
No government employee, official or appointee may be financially interested in any contract created by them in their official capacity. Neither will they be purchasers or

vendors at any sale made in their official capacity.

D. Conflicts of Interest and Campaign Contributions (Gov. Code § 84308)
Elected officials who also serve as appointees to a government agency shall not receive contributions in excess of the amount contained in Government Code Section 84308 during certain times that any permit or license is pending approval by said agency. IVDA has established a review and disclosure system to meet the requirements of this section and the accompanying FPPC regulations.

E. Conflicts of Interest When Leaving Office (Gov. Code §§ 87406.3, 87407)
Gov. Code § 87406.3: For a period of one year after leaving office or employment, no elected official who formerly worked for a government agency shall make an appearance for another person in front of that agency.

Gov. Code § 87407: No public official shall make, participate in making or use their official position to influence any governmental decision that directly relates to any person with whom he/she is negotiating, or has any arrangements concerning prospective employment.

<u>Limitations on Accepting Contributions</u>

A. Lobbyists are prohibited from making any gift worth upward of $10 in any given month. (Gov. Code § 86203)

B. No elected official shall accept gifts totaling more than the amount contained in Government Code Section 89503 from a single source in one calendar year. (Gov. Code §89503**)**

C. Payment from agencies for travel and lodging and food expenses are not considered a gift under Gov. Code §§ 86203 and 89503. (Gov. Code § 89506)

D. No government official shall accept any honorarium. Honoraria Ban (Gov. Code § 89502)

E. Misuse of Public Funds. (Pen. Code § 424; Gov. Code § 8314; Fair Political Practices Commission v. Suitt (1979) 90 Cal.App.3d 125; Stanson v. Mott (1976) 17 Cal.3d 206)
Use of public funds for personal benefit or for the benefit of friends or families is punishable by imprisonment. The official will be disqualified from holding public office in the state.

F. Prohibitions against Gifts of Public Funds (Cal. Const., art. XVI, § 6)
The legislative body will not have the authority or power to give or lend public funds to any person except for a public purpose

G. Mass Mailing Restrictions (Gov. Code § 89001)
No newsletter or mass mailing shall be sent at public expense.

H. Prohibition against acceptance of free transportation by transportation companies (Cal. Const., art. XII, § 7)
A transportation company may not offer free transportation to any person holding office in California. The acceptance of free transportation will be deemed a forfeiture of office.

Government Transparency Laws

A. Economic interest disclosure under the Political Reform Act
(Gov. Code § 87200)
Candidates for government office must file a statement disclosing financial and real property interests. Also a statement of income for the prior 12 months is required.

B. Brown Act (Gov. Code § 54950 et seq.)
Public agencies exist to serve the people and should conduct their meetings openly.

C. Public Records Act (Gov. Code § 6250)
Information relating to the conduct of people's business as produced by any government agency is the people's right to know.

Fair Process Laws

A. Common Law bias provides that a decision maker who stands to gain or lose from a decision is disqualified from acting as a decision maker. Clark v. City of Hermosa Beach; 48 Cal. App 4th 1152 (1996); Breakzone Billiards v. City of Torrance, 81 Cal.App.4th 1205(2000)

B. Due Process Requirement
A hearing officer whose potential future income derives from work that an agency might give based on his or her performance in a hearing at hand is not giving due process. Haas
v. County of San Bernardino 27 Cal.4th 1017 (2002)

C. Doctrine of Incompatible Offices (Gov. Code § 1099)
A government officer may not hold two offices in government that are incompatible.

D. Competitive Bidding Requirements for Public Contracts.
See the IVDA Purchasing policies: In projects in excess of $5,000 the IVDA may award the project to the lowest bidder. IVDA may reject any and all bids and re-advertise in an effort to get new bids. The IVDA may by a four-fifths (4/5) vote turn the project over to a governmental agency.

CONDUCT OF IVDA BOARD MEETINGS

Purpose

These rules shall apply to all proceedings and meetings of the Board of the IVDA.

Meetings

A. Brown Act. All meetings of the Board shall be conducted in accordance and in compliance with the Ralph M. Brown Act, as it may be amended from time to time (Govt. Code Section 54950 et seq).

B. Regular Meetings. The regular meetings of the Board shall be held in accordance with the duly adopted meeting schedules. At the Chairperson's discretion and prior to posting of the Agenda, regularly scheduled meetings may be cancelled.

C. Special Meetings. A special meeting may be called at any time by the Chairperson of the Board or three members of the Board. Notice of a special meeting shall be written and shall specify the time and place of the meeting and the business to be transacted. Such notice shall be delivered to or mailed to each Board Member at least 24 hours before the time of the special meeting and be supplied to the local newspaper of general circulation. The notice shall be posted by the Clerk of the Board to the IVDA at least 24 hours prior to the special meeting in a location that is freely accessible to the public.

D. Adjourned Meetings. Any regular or special meeting of the IVDA may be adjourned to a time and place specified in the order of adjournment. The Secretary, with approval from the Chief Executive Officer and General Counsel, may adjourn the meeting when less than a quorum are present. If all members of the Board are absent, the Secretary may adjourn the meeting to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as is required for special meetings.

E. Administrative Sessions and Informational Meetings. The IVDA may, from time to time, schedule administrative sessions and informational meetings with staff or the public for the purpose of receiving information on and discussing subjects of interest to the IVDA. No action shall be taken on any item at any such meeting. Such meetings may be called by the Board Members during any regular, adjourned, or special meeting. Otherwise, such meetings shall be called in the same manner as special meetings.

Quorum

A quorum is required for the IVDA Board to Act. A quorum constitutes five (5) votes from five (5) members representing three (3) parties. A quorum is present when Board members representing a majority of the public agency Board members (members from 3 different agencies) are present and a majority of the total Board members (5) are present. No individual other than a duly appointed member who has been appointed as either a primary representative or an alternate may be considered for the purposes of determining a quorum. Members must be present at the meeting to have the power to cast a vote.

Meeting Protocol

A. The Chairperson shall convene all meetings and shall call the Board Members to order. In the absence of both the Chairperson and the Vice-Chairperson, the Secretary shall convene the meeting and call the Board Members to order, whereupon a temporary chair shall be selected by the Board Members present. The temporary chair shall relinquish the chair upon arrival of the Chairperson or Vice-Chairman, and after the conclusion of the question then being considered by the Board Members.

B. The Clerk of the Board shall enter in the minutes the names of those Board Members that are present, absent or those who arrive late.

C. To facilitate the conduct of meetings, a consent agenda may be used. The consent agenda normally contains items that are considered to be routine. Action for all items on the consent agenda is taken by one motion. Items on the consent calendar shall be considered first and shall be acted upon in one motion. Any Board Member may request that an item be removed from the consent calendar and placed on the agenda for discussion.

D. Items on the agenda shall be considered in order, except that the presiding Chairperson may take items out of order when necessary to accommodate persons appearing before the IVDA. Items scheduled for a particular time shall be taken up as close to the designated time as is possible. In no case shall a timed item be taken up before the designated time.

E. The order of procedure at all public hearings and quasi-judicial hearings shall be as follows: The IVDA staff member responsible for the matter shall present his or her report and recommendation; all persons wishing to speak in favor of the question shall be heard; persons wishing to speak in opposition to the question shall be heard; rebuttal will follow. The question shall then be submitted to the Board Members for discussion and decision.

F. Every agenda for regular meetings shall provide a time for members of the public to directly address the IVDA on matters within the IVDA's jurisdiction that are not on the agenda. The IVDA has set a time limit of three (3) minutes per speaker. Each speaker shall be limited to three (3) minutes unless the Chairperson authorizes additional time. Speakers may not transfer or assign their time to another person.

H. Whenever any group of persons wishes to address the Board, the Chairperson may require that the group designate a spokesman to represent the group before the Board.

I. No person, including Board Members, shall address the Board without permission of the presiding Chairperson. Board Members shall limit their individual comments to a presentation of their respective position on a matter. Board Members shall not address the issue again except for new matters and as allowed by the presiding Chairperson.

Use of Electronic Communication Devices

To ensure good governance and transparency, Board Members should refrain from using electronic communication devices during Board meetings. Such use may create the perception that a Board Member is not fully engaged in the discussion or is receiving information relevant to the subject matter that is not accessible to all other Board Members and the public.

Electronic Communication Devices refers to products designed to electronically process, transmit, or store information. This includes, but is not limited to, devices such as cell phones, smartwatches, iPads, tablets, and laptop computers.

The Board Members' use of electronic communication devices shall adhere to the following guidelines:

A. Board Members may not use electronic communication devices during a public meeting except when accessing agenda materials on an IVDA issued device.

B. Board Members are not prohibited from communicating with family members or family care givers, on urgent personal matters or from communicating with outside parties on business related matters that do not address and are not related to IVDA business.

C. Board Members may not use electronic devices during closed session. No electronic devices may be on and out or available for use in the location where closed session is held. The Chairperson shall ensure that all members comply with this policy.

Closed Session

Closed sessions may be used by the Board for deliberations involving personnel, certain negotiation matters and litigation and as authorized by the Brown Act.

Voting

The IVDA Board takes action by majority vote of the quorum. Unless disqualified or absent, all Board Members shall vote on all questions coming before the Board. The Chairperson may call for a roll call vote. Whenever a roll call vote is requested, the Clerk of the Board shall call the name of a Board Member and record the vote of that Board Member. An abstention for other than a conflict of interest counts as neither a 'ye' or a 'no' vote although the member is part of the quorum. A verbal roll call is required for the expenditure of money.

Speaking – Members of the Public

A. Items not appearing on the agenda: As outlined in Government Code section 54954.3, members of the public shall have an opportunity at each regularly scheduled Board meeting to address the Board related to any item of interest to the public that is within the subject matter jurisdiction of the Board.

B. Items appearing on the agenda: As outlined in Government Code section 54954.3, members of the public shall have an opportunity at each meeting to address the Board related to any item appearing on the agenda before or during consideration of that item by the Board.

C. Time to Speak – Each member of the public shall be limited to three minutes. Members of

the public may not transfer or share their allotted time with anyone else. As outlined in Government Code section 54954.3, if a member of the public requires the use of a translator, the Board shall provide an additional three minutes to ensure that non-English speakers receive the same opportunity to directly address the Board.

Speaking – Board Members

A. When a Board Member desires to speak, he or she shall address the Chairperson and be acknowledged. When two (2) or more Board Members address the Chairperson at the same time, the Chairperson shall designate the Board Member who will speak first. All Board Members shall confine their remarks to the question then under consideration.

B. Every motion shall require a second. Discussion on a motion shall not be permitted until the motion receives a second. Motions and seconds may be made by any member of the Board, including the Chairperson.

C. If any Board Member is unable to attend a meeting, he or she shall notify the Clerk of the Board as soon as possible and of the reasons therefore.

Agenda

A. The agenda for all Board meetings shall be prepared by the Clerk of the Board with input from IVDA staff, General Counsel, and Board members. Matters to be placed on the agenda for a regular meeting should be received by the Clerk of the Board no later than noon on the Wednesday prior to the Regular Meeting. Individual Board Members, other than the Chairperson, must seek approval of the Chairperson or the Board to place an item on the agenda.

B. The Board shall not take action on any item that is not on the agenda at a regular meeting, except under any of the following conditions and as provided bythe Brown Act:

(1) The Board, by majority vote, determines that an "emergency situation" exists. An emergency situation means (a) work stoppage or other activity which severely impairs public health, safety or both, as determined by a majority of the Board, or (b) crippling disaster which severely impairs public health, safety or both, as determined by a majority of the Board Members; or

(2) The Board, by four-fifths (4/5) vote, determines that there is a need to take immediate action on the item and that the need for action came to the Board's attention after the agenda was posted and cannot wait for another meeting; or

(3) The item was on the posted agenda for a prior meeting which was held no more than five (5) calendar days earlier, and at that earlier meeting the item was continued to the later meeting.

Robert's Rule of Order
Robert's Rules of Order provide common guidelines and rules for deliberation and debate in an effort to provide uniformity to meeting proceedings in effort to help, not hinder, the business of the Authority. Below are examples of common guidelines adopted for public agencies; such rules are used only when there is no statutory provision or regulation in place:

The Chairperson acts as the Parliamentarian.

Obtain the Floor (the right to speak) by raising a hand and be recognized by the Chairperson before speaking. A motion to reconsider an item upon which the Board has acted may only be made at the meeting in which the action was taken. Such motion may only be made by a Board Member who voted on the prevailing side of the question. Adjournment of the meeting effectively extinguishes a Board Member's opportunity to move for reconsideration of any item on that specific agenda.

Amendment to this Policy
These rules may be amended from time to time by the Board.

Failure to Follow Rules
Failure to follow these rules shall not invalidate or otherwise affect any action or decision of the Board.

IVDA BOARD -TRAVEL AND REIMBURSEMENT POLICY

Local agencies that have authority to reimburse legislative body members for expenses incurred in the performance of their official duties must adopt, in a public meeting, written expense policies that specify the types of occurrences which will be reimbursable. See Cal. Gov't Code § 53232.2(b). The policy may also specify rates or default to Internal Revenue Service rates. See Cal. Gov't Code § 53232.2(c). This policy satisfies the requirements of Government Code sections 53232.2 and 53233.3. This policy is applicable only the Board members (including alternates).

Authorized Expenses
Expenses incurred by IVDA Board Members in connection with the following types of activities generally constitute authorized expenses, and would be eligible for reimbursement by IVDA.

1. Communicating with representatives of regional, state and national government on IVDA adopted policy positions;

2. Attending educational seminars designed to improve officials' skill and information levels as to IVDA;

3. Participating in regional, state and national organizations whose activities affect the IVDA's interests;

4. Attending IVDA or related events, no partisan political activity;

5. Implementing a IVDA-approved strategy for attracting or retaining businesses for that entity, which will typically involve at least one staff member and associated expenses for meals for third party representatives.

Travel under this policy is authorized when in the state of California; travel outside the state requires Board pre-approval. This policy does not authorize payment of expenses otherwise reimbursed or covered by the official's City or County reimbursement policies.

All other expenditures require prior approval by the Board. The following expenses also require prior approval:

1. Out of state or international travel;

2. Expenses exceeding $1,000 per trip.

Examples of personal expenses that the Board will not reimburse include, but are not limited to:

1. The personal portion of any trip;

2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses when accompanying official on agency-

related business, as well as children or pet-related expenses;

4. Personal entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;

6. Personal losses incurred while on IVDA business;

7. Alcoholic beverages

Any questions regarding the propriety of a particular type of expense should be resolved by the IVDA before the expense is incurred.

To conserve resources and keep expenses within standards for public officials, expenditures should adhere to these guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the Board will be limited to the costs that fall within the guidelines.

Transportation
There is an expectation that the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, shall be used, using the most direct and time-efficient route.

Airfare
Air travel shall be arranged based upon the lowest available air rate and the most direct route. Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (http://www.csac.counties.org/default.asp?id=635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy. Baggage handling fees of up to $20 per bag and gratuities of up to 15 percent will be reimbursed. Long-term parking must be used for travel exceeding 24-hours and will be reimbursed at the actual rate with a receipt.

Automobile
Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

Car Rental
Charges for rental vehicles may be reimbursed under this provision if it is determined that a rental

vehicle is more economical than other forms of transportation. In making such determination, the cost of the compact class size of rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available. Rental rates that are equal or less than those available through the State of California's website (http://www.catravelsmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

Taxis/Shuttles

Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

Lodging

Lodging expenses will be reimbursed or paid for when travel on official IVDA business reasonably requires an overnight stay. IVDA business travels are expected to request government or conference rates when available. A listing of hotels offering government rates in different areas is available at http://www.catravelsmart.com/lodguideframes.htm. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

Use of conference hotels is encouraged when it reduces the travel costs between the hotel and the conference site. Room rates are reimbursable costs. Extraordinary fees for room service, including movies and food/beverage, and other additional services are not considered reimbursable costs.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed $200 per night are presumed reasonable and hence reimbursable. Rates up to $300/night are presumed reasonable for San Francisco, New York and Washington D.C.

Officials will be reimbursed for internet access connection and/or usage fees away from home, not to exceed $15.00 per day, if internet access is necessary for IVDA business.

Meals

Reimbursable meal expenses and associated gratuities shall not exceed the following rates per person; meals will be reimbursed only when not included in a conference or other program. A 15 percent tip may be added to the authorized rate.

Breakfast	$15.00
Lunch	$ 20.00
Dinner	$ 40.00

In addition, meals may be purchased for others as set out above and only as allowed by law. Meals in excess of the above stated amounts require prior written approval by the Chief Executive Officer .

Cash Advance Policy

The IVDA does not authorize cash advances.

Credit Card Use Policy

IVDA does not issue credit cards to individual office holders and does not provide for use of an IVDA credit card.

Expense Report Content and Submission Deadline

All expense reimbursement requests must be submitted on an IVDA expense report.

A. All expenses reported on this form must comply with the IVDA's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the city/county/district's policies include loss of reimbursement privileges, restitution, civil and criminal penalties.

B. Expense reports must document that an expense met the requirements of this policy. For example, if the meeting is with a legislator, the Board official should explain whose meals were purchased, what issues were discussed and how those relate to the IVDA adopted legislative positions and priorities.

C. Officials must submit their expense reports within 30 calendar days of an expense being incurred, accompanied by receipts documenting each expense. Expenses reimbursed after 60 days must be reported to the IRS as income. Restaurant receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Meals are considered "gifts" to legislators that must be reported by them if the total value of gifts given from the agency exceeds $50 in a year; there also is an annual gift limit. This limit is $340. See Cal. Gov't Code § 87103(3). Registered lobbyists, by contrast, are limited to gifts of $10 per month. See Cal. Gov't Code §§ 86201-86204.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

Audits of Expense Reports

The Internal Revenue Service requires that expenses that are reimbursed after 60 days be reported as income to reimburse. Under an "accountable plan," expense reimbursements are not taxable to the recipient; however, if the recipient does not submit his/her substantiated claim for reimbursement within 60 days of the expenditure, then the reimbursement is taxable to the recipient. It is the responsibility of the elected official to determine the appropriate tax rule and pay any and all taxes owing.

All financial expenses are subject to verification that they comply with this policy as part of the annual audit.

Reports to IVDA Board

At the following regular IVDA governing body meeting, each official shall briefly report on any meetings attended at IVDA expense as well as any conferences, educational seminars or meetings

with legislators or other governmental officials. Reports shall be identified under "Board member reports" at the end of the agenda.

If multiple officials attended, a joint report may be made. The report may be made orally or in writing.

Violation of This Policy

Under state law, use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges; 2) a demand for restitution to the IVDA; 3) the agency's reporting the expenses as income to the elected official to state and federal tax authorities; 4) civil penalties of up to $1,000 per day and three times the value of the resources used; and 5) prosecution for misuse of public resources.

For example, meals are considered "gifts" to legislators that must be reported by them if the total value of gifts given from the agency exceeds a statutorily defined amount in a particular year; there also is an annual gift limit. This limit can be found in California Government Code section 87103. Registered lobbyists are also limited in the amount of gifts they may give, as outlined in California Government Code sections 86201-86204.

Evaluation

This Policy shall be reviewed on an annual basis in order to conform to applicable laws and IVDA Board policy. The IVDA Board shall take action on any and all proposed updates to this IVDA Board: Rules and Procedures document.

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 6** **PRESENTER: Jillian Ubaldo, Clerk of the Board**

SUBJECT: APPROVE MEETING MINUTES: MAY 14, 2025

SUMMARY

Submitted for consideration and approval by the IVDA Board: Meeting minutes of the regular meeting held Wednesday, May 14, 2025.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held May 14, 2025.

FISCAL IMPACT

None.

PREPARED BY:	Yajaira Maldonado
CERTIFIED AS TO AVAILABILITY OF FUNDS:	N/A
APPROVED AS TO FORM AND LEGAL CONTENT:	N/A
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

None.

Attachments:

1. May 14, 2025 meeting minutes

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.

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

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

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 7** **PRESENTER: Darrell Hale, Property Manager**

SUBJECT: APPROVE FORM OF AMENDMENT NO. 4 TO THE LEASE WITH CHILD CARE RESOURCE CENTER, INC. AND EXTEND THE TERM OF THE LEASE FOR AN ADDITIONAL FIVE (5) YEARS

SUMMARY

Approval of this item will authorize the Chief Executive Officer to execute an Amendment No. 4 to the Lease Agreement with the Child Care Resource Center, Inc. to extend the term for five (5) years from July 1, 2025, through June 30, 2030.

RECOMMENDED ACTION(S)

Approve the form of Amendment No. 4 to the Lease Agreement with Child Care Resource Center, Inc.; and authorize the Chief Executive Officer to execute all related documents, subject to conforming changes as approved by legal counsel.

FISCAL IMPACT

None for Fiscal Year 2024-2025. Beginning July 1, 2025, the monthly rent will increase from $48,324.00 to $49,697.00 providing $596,364 in lease revenue for Fiscal Year 2025-2026.

PREPARED BY:	Darrell Hale
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The SBD Corporate Center (DFAS Building 1) is a two-story office building consisting of approximately 70,851 gross square feet and is located at the southwest corner of Tippecanoe Avenue and Mill Street (1111 East Mill St.) in San Bernardino. This building was conveyed to the Inland Valley Development Agency (IVDA) by the United States Air Force in 2005.

The Child Care Resource Center (CCRC) has occupied space in SBD Corporate Center since 2013 when it assumed a lease previously held by the San Bernardino Superintendent of Schools.

On May 14, 2014, the Inland Valley Development Agency (IVDA) Board approved a new five-year lease agreement with the provision of one, five-year option to extend the term. The initial term of the lease commenced July 1, 2014 through June 30, 2019.

On October 12, 2016, the IVDA approved the First Amendment to the lease which expanded the Premises from 22,397 square feet to 25,181 square feet commencing October 15, 2016 through June 30, 2019. The monthly rent increased from $38,074.90 to $42,807.70.

On February 13, 2019, the IVDA approved the Second Amendment to the lease which increased the Premises from 25,181 square feet to 27,457 square feet commencing April 1, 2019 and extended the term of the lease for three years commencing July 1, 2019 through June 30, 2022. The monthly rent increased from $42,807.70 to $46,676.90.

On May 11, 2022, the IVDA approved the Third Amendment to the lease which extended the term of the lease for three (3) years commencing July 1, 2022 through June 30, 2025. The monthly rent increased from $46,676.90 to $48,324.00.

Approval of the proposed Fourth Amendment to the lease will extend the term of the lease for five (5) years commencing July 1, 2025 through June 30, 2030 with provision of a limited right of first refusal on approximately 2,980 square feet of office space referred to as Suite 115 on the 1st floor of the building. Under the terms of the proposed amendment, the monthly rent will initially increase from $48,324.00 to $49,697.00. CCRC is represented by Richard Pearson with Cushman Wakefield located in Woodland Hills, CA (BRE License No. 01013405).

The proposed lease amendment and renewal will require some building and site upgrades comprised of replacement of 1st floor common area flooring, paint/wall coverings, lighting and ceiling tiles in the lobby area as well as retrofit and update of the common area restrooms. Exterior upgrades will include landscape and parking lot repairs/enhancements. Such improvements and allocable brokerage fees are included in the proposed annual budget also presented at this meeting.

The monthly rent will increase from $48,324.00 to $49,697.00 commencing July 1, 2025, through December 31, 2027. Commencing January 1, 2028, though June 30, 2030, the monthly rent will increase to $51,070.00. ($604,602.00 annually). The total amount of lease consideration over the entire five-year term is $3,023,010.00. Total brokerage fees payable would be $120,920.40.

All other terms and conditions of the lease shall remain unchanged.

Staff recommends the Board approve the recommended action as set forth above.

Attachments:

1. Site Map
2. Floor Plan
3. Form of Fourth Amendment to Lease

1111 E. Mill Street

SBD Corporate Center

E Mill St

S Tippecanoe Ave

Child Care Resource Center

Legend

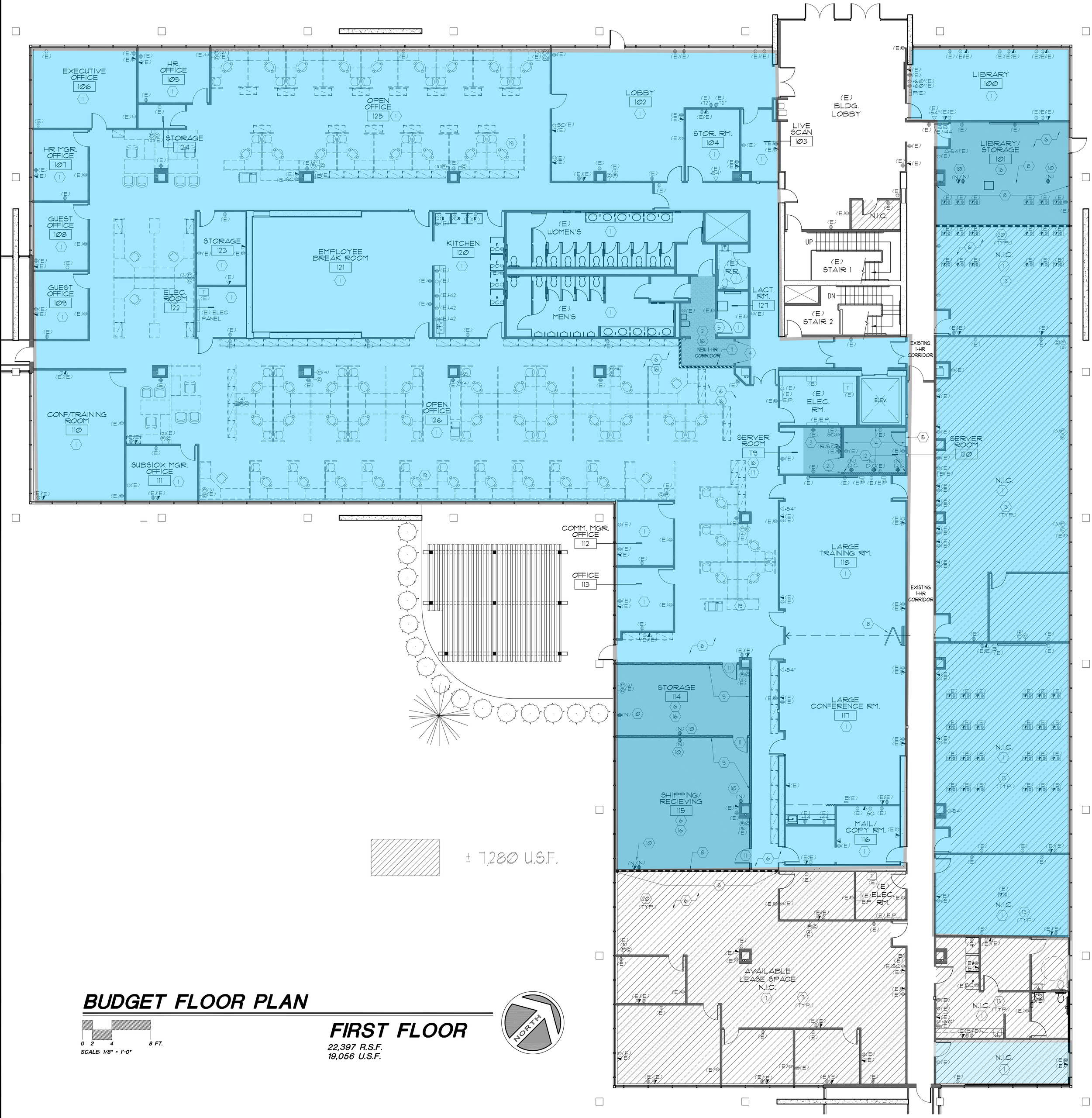
- Tippecanoe
- US National Forest Service

Google Earth

© 2018 Google

600 ft

N



± 7,280 U.S.F.

BUDGET FLOOR PLAN

0 2 4 8 FT.

SCALE: 1/8" = 1'-0"

NORTH

FIRST FLOOR

22,397 R.S.F.
19,056 U.S.F.

FOURTH AMENDMENT TO LEASE AGREEMENT

This FOURTH AMENDMENT TO LEASE AGREEMENT (this "Amendment") is dated May 20, 2025, (the "Fourth Amendment Date"), by and between the INLAND VALLEY DEVELOPMENT AGENCY, a joint powers authority ("Lessor"), and CHILD CARE RESOURCE CENTER, INC., A California corporation, ("Lessee").

BACKGROUND:

A. On May 22, 2014, Lessor and Lessee entered into an office Lease Agreement (the "Lease") for a portion of the building located at 1111 East Mill Street, San Bernardino, California described in Exhibit A of the Lease (the Premises).

B. The original term of the Lease was for five years commencing July 1, 2014 through June 30, 2019 with one (1) five-year option to extend the term.

C. A First Amendment to Lease Agreement dated October 15, 2016 expanded the Premises from 22,397 square feet to 25,181 square feet by taking an additional 2,784 square feet of adjacent office area, and the amendment increased the monthly rent proportionately.

D. A Second Amendment to Lease Agreement dated April 1, 2019 expanded the Premises from 25,181 square feet to 27,457 square feet by taking an additional 2,276 square feet of office area, and the amendment increased the monthly rent proportionately. Lessee also extended the term of the lease for three years.

E. A Third Amendment to Lease Agreement dated April 6, 2022, extended the lease term of the lease for three years.

F. Lessor and Lessee desire to amend the Lease as follows:

AGREEMENT:

NOW, THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties agree as follows:

1. Expiration Date. The Extended Term commences July 1, 2025 and expires June 30, 2030.

2. Base Rent. Commencing July 1, 2025 through December 31, 2027, the monthly Base Rent is increased from $48,324.00 to $49,697.00. Commencing January 1, 2028 through June 30, 2030, the monthly Base Rent will increase to $51,070.00.

3. Common Area Upgrades: On or before December 31, 2025, Lessor, at Lessor's sole cost, shall replace the flooring, paint/wall coverings, lighting and ceiling tiles, in the lobby and hallways on the first floor and upgrade the common area restrooms on the first floor of building.

4. First Right of Refusal: Lessee shall have the First Right of Refusal to lease Suite 115, consisting of approximately 2,980 rentable square feet in the event the suite is vacated by its present tenant, Inland Juvenile Panel Attorneys.

5. Broker Relationships. The real estate brokerage firm of Cushman & Wakefield, Woodland Hills, CA is procuring cause of this Lease Amendment.

   a. The Agency hereby agrees to pay to the firm of Cushman & Wakefield, Woodland Hills, CA, Rick Pearson, procuring broker, a real estate broker commission fee in the total sum as set forth on Exhibit B to this Fourth Amendment to Lease Agreement, as compensation for the real estate brokerage services rendered in connection with this Fourth Amendment, which amount has been calculated and shall be paid based upon the schedule as set forth in Exhibit B.

   b. Lessor shall indemnify and hold Lessee harmless from any cost, expense or liability (including costs of suit and reasonable attorneys' fees) for any compensation, commission or fees claimed by any other real estate broker or agent in connection with this Lease or its negotiation by reason of any act of Lessor.

   c. Lessee shall indemnify and hold Lessor harmless from any cost, expense or liability (including costs of suit and reasonable attorneys' fees) for any compensation, commission or fees claimed by any other real estate broker or agent in connection with this Fourth Amendment or its negotiation by reason of any act of Lessee.

6. Miscellaneous

   a. Full Force and Effect. Except as expressly amended hereby, all other items and terms of the Lease remain unchanged and continue to be in full force and effect.

   b. Ratification. The Lease as amended and modified hereby, is ratified and confirmed by the parties as being in full force and effect.

(THE REMAINDER OF THIS PAGE HAS BEEN INTENTIALLY LEFT BLANK)

c. Conflicts. The terms of this Amendment will control over any conflicts between it and the terms of the Lease.

d. Counterparts. This Amendment may be executed in multiple counterparts, and each counterpart when fully executed and delivered will constitute an original instrument, and all such multiple counterparts will constitute but one and the same instrument.

EXECUTED as of the date first above written.

LESSOR:

INLAND VALLEY DEVELOPMENT AGENCY,
A Joint Powers Authority,

By: _____
Name: Michael Burrows
Title: Chief Executive Officer

Date: _____

LESSEE:

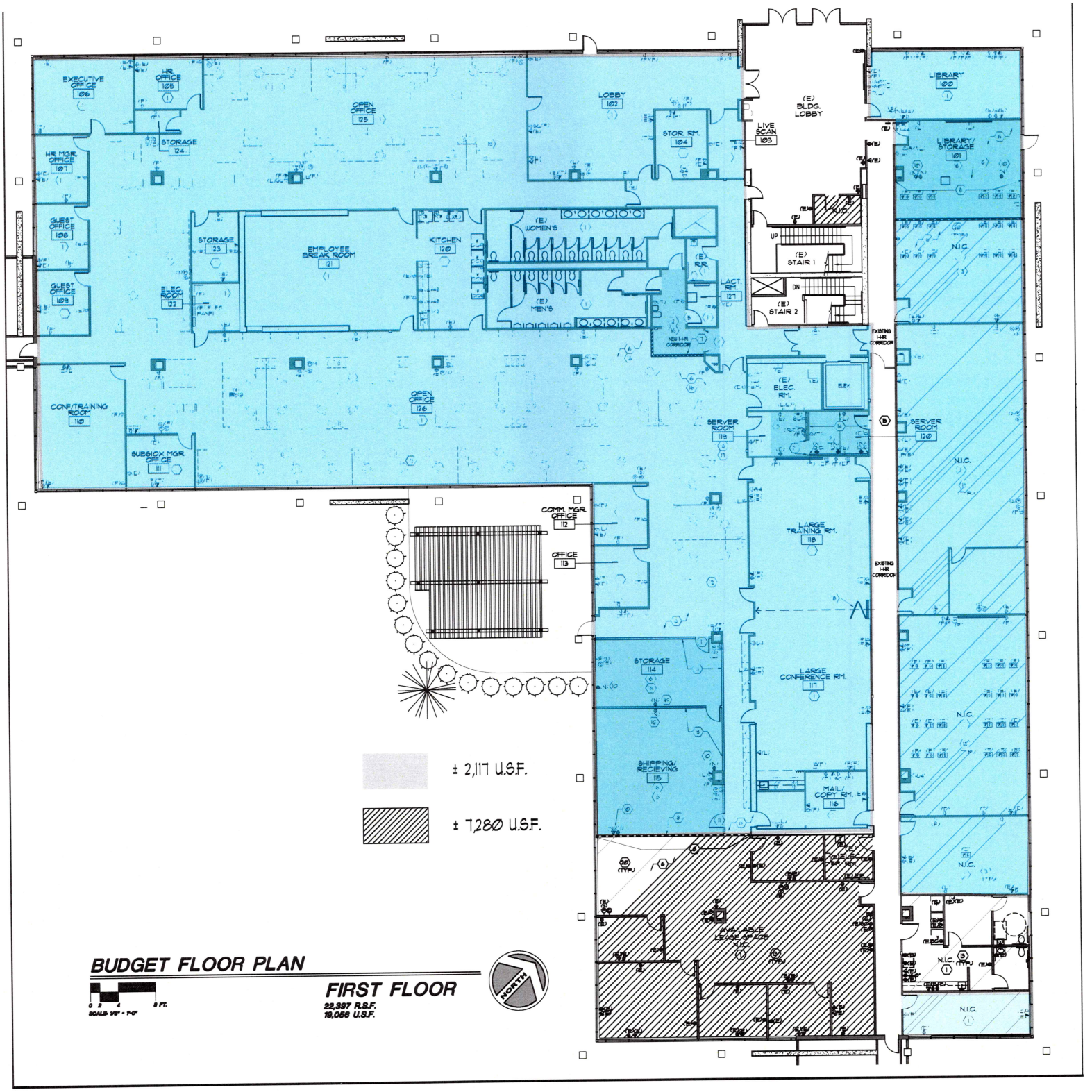
CHILD CARE RESOURCE CENTER, INC.
a California corporation

By: _____
Name:
Title:

Date: _____

EXHIBIT A

PREMISES



BUDGET FLOOR PLAN

0 2 4 8 FT.
SCALE: 1/8" = 1'-0"

FIRST FLOOR

22,397 R.S.F.
19,066 U.S.F.

EXHIBIT B

BROKERS' COMMISSION

$49,697 x 30 months = $1,490,910 x 4% = $59,636.40.

$51,070 x 30 months = $1,532,100 x 4% = $61,284.00

Total fee would be $120,920.40

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 8** **PRESENTER: Mark Cousineau, Director of Finance**

SUBJECT: CONSIDER AND ADOPT THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) SUCCESSOR AGENCY BUDGET FOR FISCAL YEAR 2025-2026

SUMMARY

The proposed Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2025-2026.

RECOMMENDED ACTION(S)

Consider and adopt the Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2025-2026.

FISCAL IMPACT

In addition to the attached materials, an oral presentation will be presented at the time of the meeting.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The proposed Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2025-2026 is being presented as a separate and distinct budget document.

A presentation will be provided at the time of the meeting.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. IVDA Successor Agency Budget Power Point for Fiscal Year 2025-2026
2. IVDA Successor Agency Proposed 2025-2026 Budget
3. IVDA Successor Agency Budget to Actual with Proposed Budget

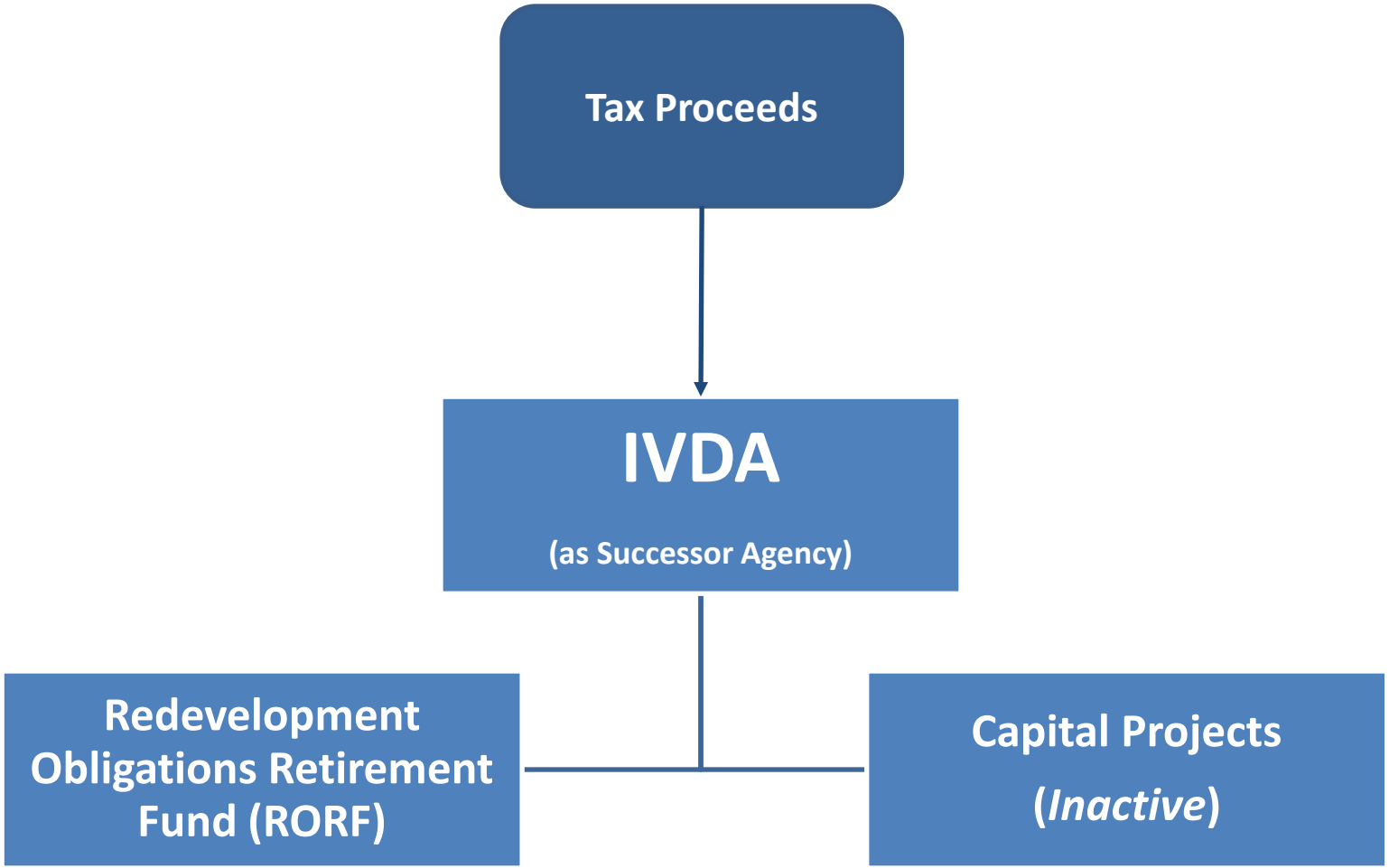
FY 2025-2026 Proposed Annual Budget
IVDA Successor Agency (“SA”)

Inland Valley Development Agency-SA

(As Successor Agency for the IVDA)

FY 2025-2026 Annual Budget

Structure

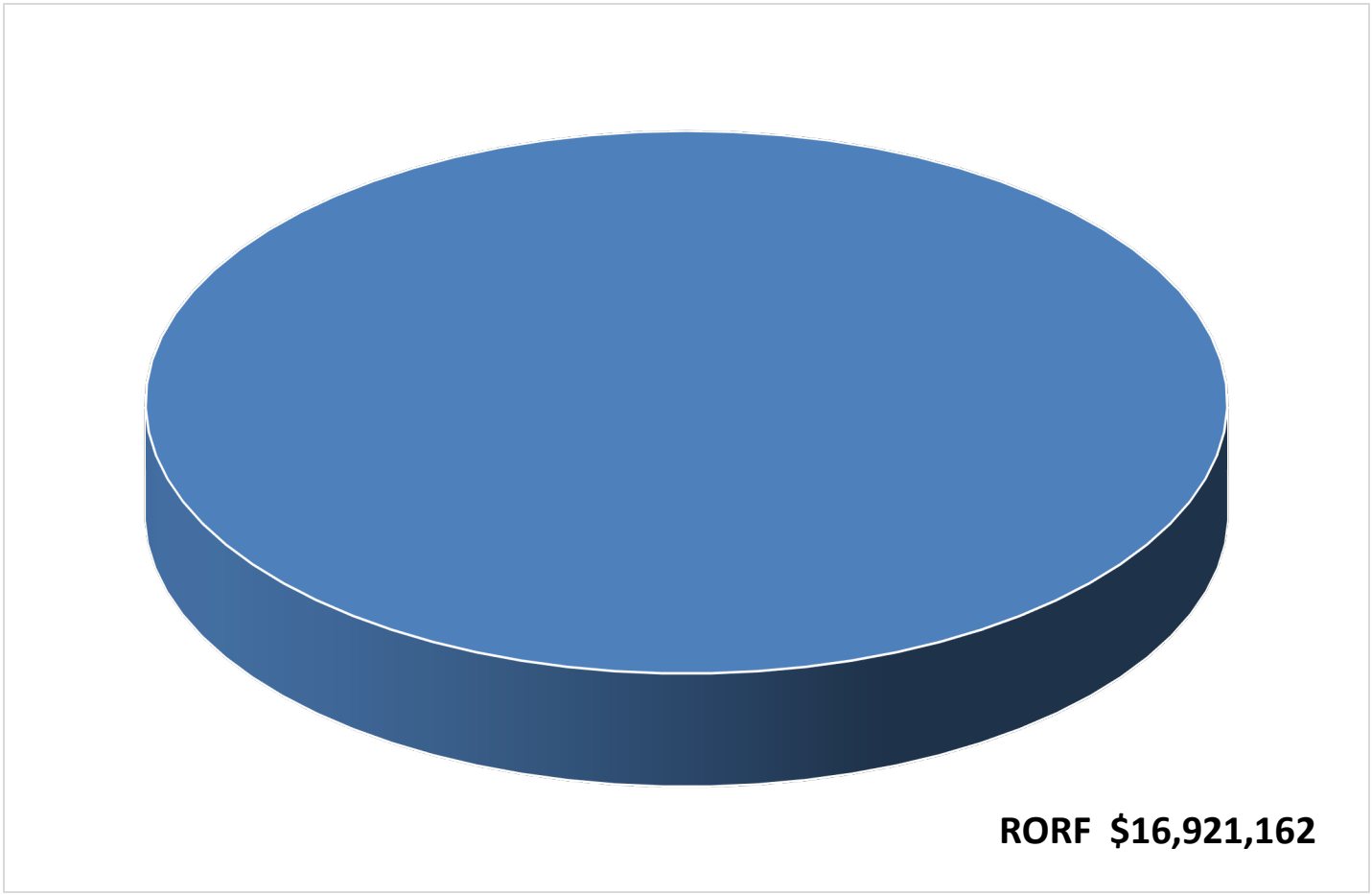


Inland Valley Development Agency-SA

(As Successor Agency for the IVDA)

FY 2025-2026 Annual Budget

Sources

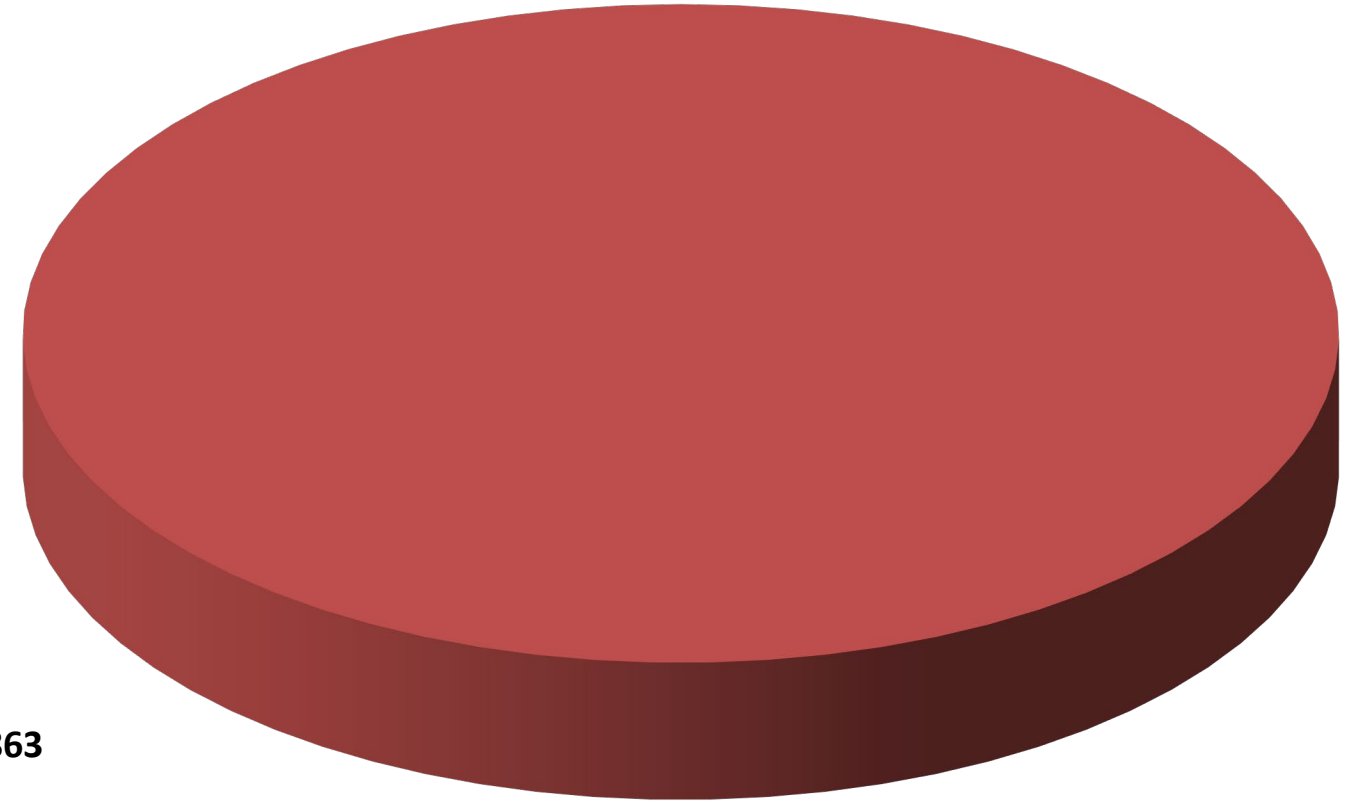


Inland Valley Development Agency-SA

(As Successor Agency for the IVDA)

FY 2025-2026 Annual Budget

Uses



RORF
$16,873,863

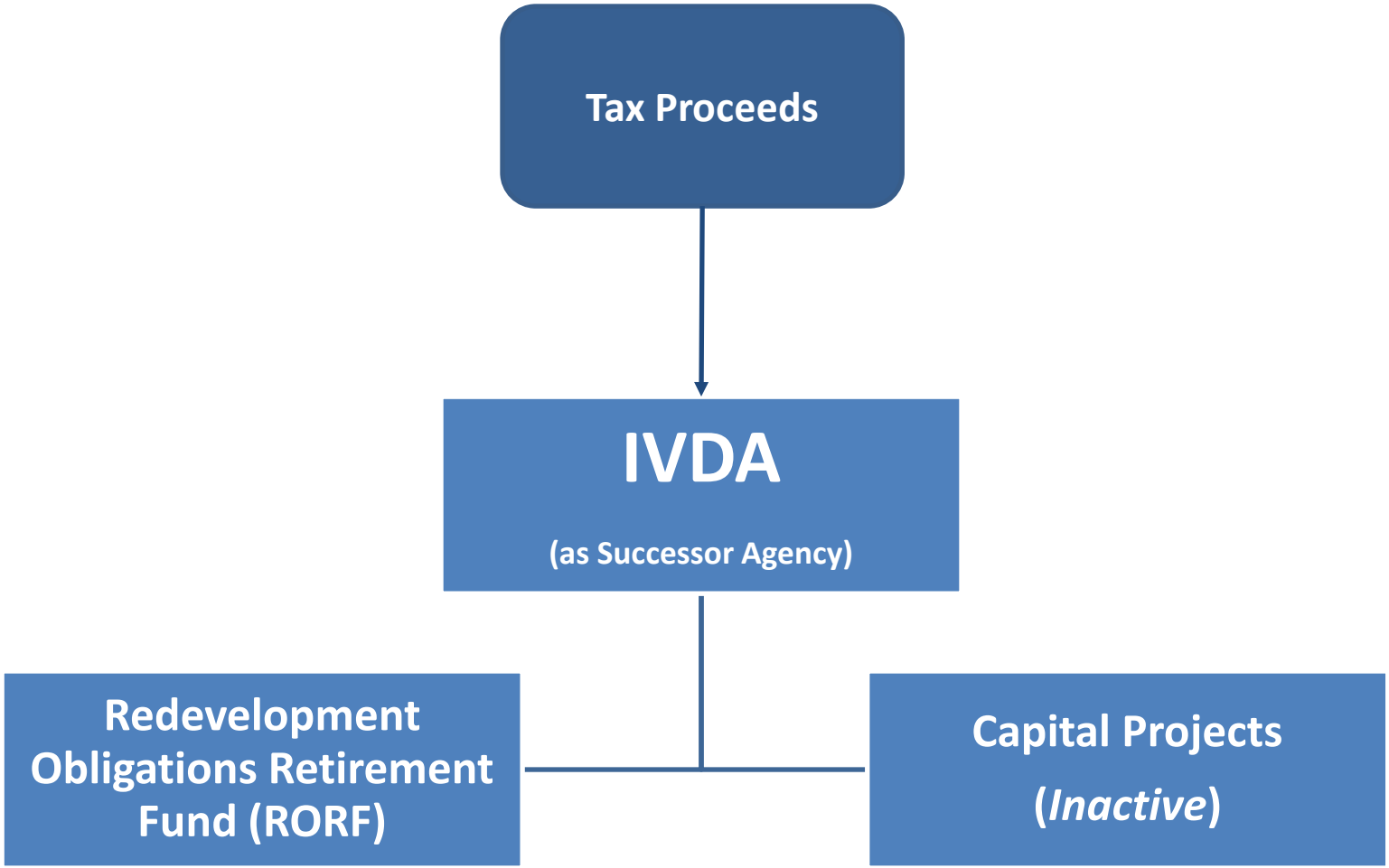
FY 2025-2026 Proposed Annual Budget
IVDA Successor Agency (“SA”)

Inland Valley Development Agency-SA

(As Successor Agency for the IVDA)

FY 2025-2026 Annual Budget

Structure

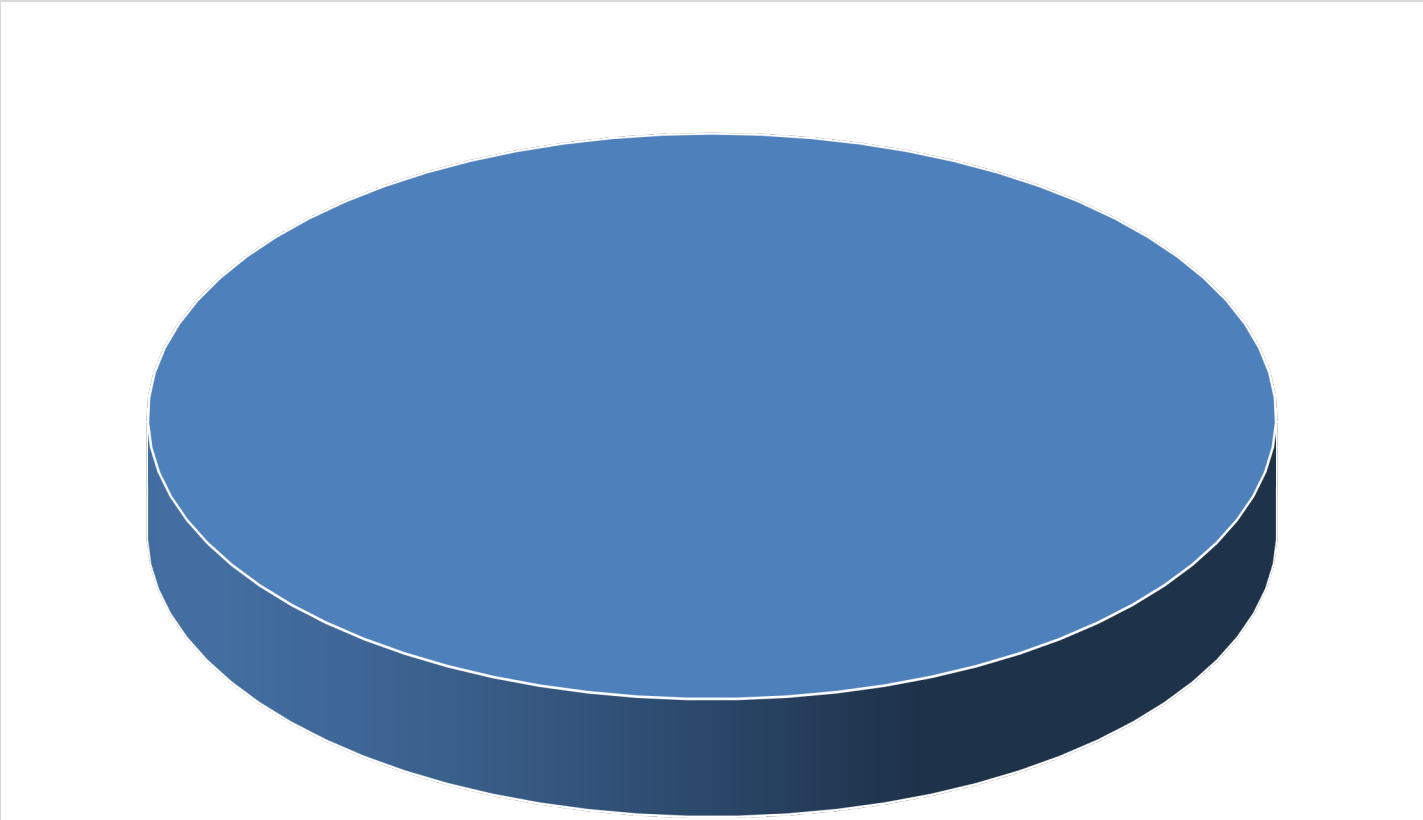


Inland Valley Development Agency-SA

(As Successor Agency for the IVDA)

FY 2025-2026 Annual Budget

Sources

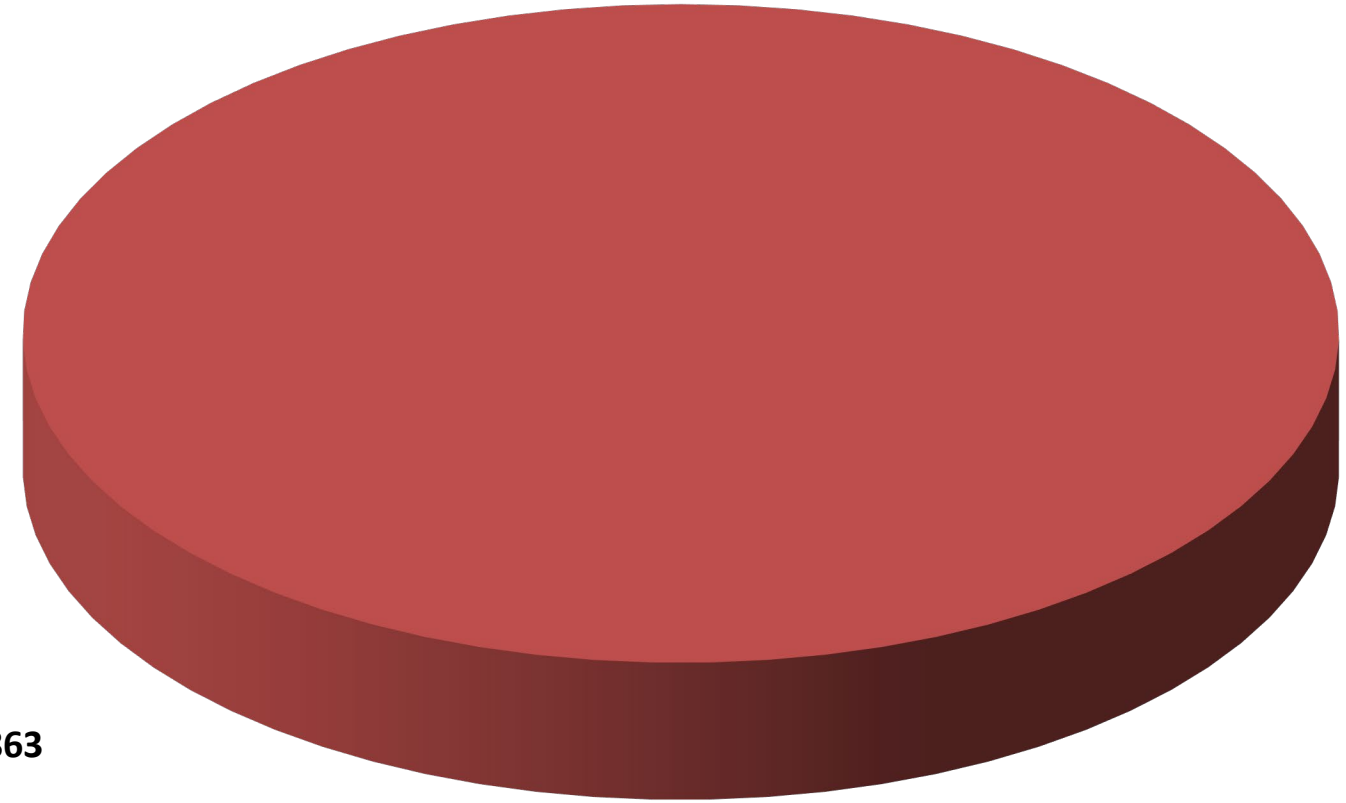


Inland Valley Development Agency-SA

(As Successor Agency for the IVDA)

FY 2025-2026 Annual Budget

Uses



RORF
$16,873,863

Inland Valley Development Agency - Successor Agency
FY 2025-26 Proposed Budget
(in dollars)

Description	FY 2025-26 Proposed Budget
Revenues & Expenditures	
Revenues	
49101 - Interest Income	1,000
49209 - Property Tax Increment	16,920,162
Total Revenues	16,921,162
Expenditures	
Other Expenses	
57130 - Fees and Other Charges	3,700
57211 - Interest Expense 2014 - TABS A	7,433,313
57212 - Interest Expense 2014 - TABS B	3,080,413
Total Other Expenses	10,517,426
Other Sources and Uses	
64101 - Principal On Agency Bonds	6,130,000
71101 - OFU - Transfer To General	276,437
71201 - OFS - Transfer From General	(50,000)
Total Other Sources and Uses	6,356,437
Total Expenditures	16,873,863
Total Revenues & Expenditures	47,299

Inland Valley Development Agency - Successor Agency
FY 2024-25 Budget to Actual with 2025-26 Proposed Budget
(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures			
Revenues			
49101 - Interest Income	1,000	733	1,000
49209 - Property Tax Increment	16,975,549	16,928,846	16,920,162
Total Revenues	16,976,549	16,929,579	16,921,162
Expenditures			
Other Expenses			
57130 - Fees and Other Charges	3,500	3,630	3,700
57211 - Interest Expense 2014 - TABS A	7,433,313	7,433,313	7,433,313
57212 - Interest Expense 2014 - TABS B	3,390,836	3,390,836	3,080,413
Total Other Expenses	10,827,649	10,827,778	10,517,426
Other Sources and Uses			
64101 - Principal On Agency Bonds	-	5,825,000	6,130,000
71101 - OFU - Transfer To General	326,400	326,400	276,437
71201 - OFS - Transfer From General	-	(83,851)	(50,000)
Total Other Sources and Uses	-	242,549	6,356,437
Total Expenditures	10,827,649	11,070,327	16,873,863
Total Revenues & Expenditures	6,148,900	5,859,252	47,299

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 9** **PRESENTER: Mark Cousineau, Director of Finance**

SUBJECT: CONSIDER AND ADOPT THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) JOINT POWERS AUTHORITY BUDGET FOR FISCAL YEAR 2025-2026

SUMMARY

The proposed Inland Valley Development Agency (IVDA) Joint Powers Authority Budget for Fiscal Year 2025-2026.

RECOMMENDED ACTION(S)

Consider and approve the Inland Valley Development Agency (IVDA) Joint Powers Authority Budget for Fiscal Year 2025-2026.

FISCAL IMPACT

In addition to the attached materials, an oral presentation will be presented at the time of the meeting.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

The proposed Inland Valley Development Agency (IVDA) Joint Powers Authority (JPA) Budget for Fiscal Year 2025-2026 is being presented as a separate budget document given the established on-going operations of the military base reuse joint powers authority.

The proposed IVDA Joint Powers Authority Budget is structurally similar to that of the prior year and includes General Fund, Debt Service Fund, Capital Project Fund, Base Reuse Obligation Reserve Fund, Property Management Fund, and its enterprise funds – UAS Training Center at SBD and the Water Sewer Fund.

While the IVDA JPA retains a debt service fund that is inactive, the agency currently carries no debt.

An oral report will be provided at the time of the meeting.

Staff recommends that the Board approve the above recommended action.

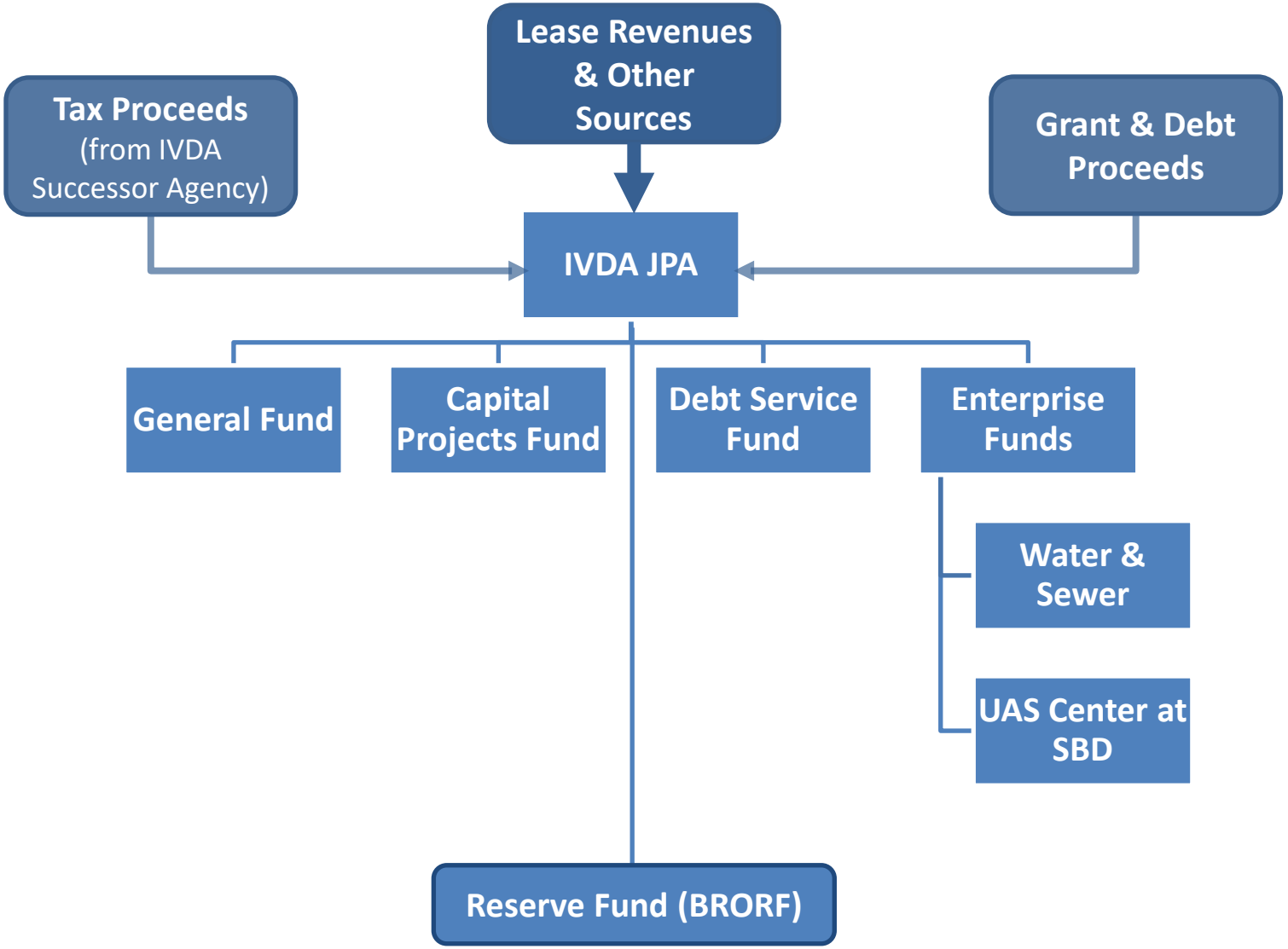
Attachments:

1. IVDA Joint Powers Authority Proposed Budget PowerPoint for Fiscal Year 2025-2026
2. IVDA JPA Proposed 2025-2026 Budget
3. IVDA JPA Fiscal Year to Date Budget to Actual with Proposed Budget



FY 2025/2026 Proposed Annual Budget
IVDA Joint Powers Authority

Inland Valley Development Agency
(IVDA Base Reuse Joint Powers Authority)
FY 2025/2026 Annual Budget
Structure



Inland Valley Development Agency
(IVDA Base Reuse Joint Powers Authority)
FY 2025/2026 Annual Budget
Overview

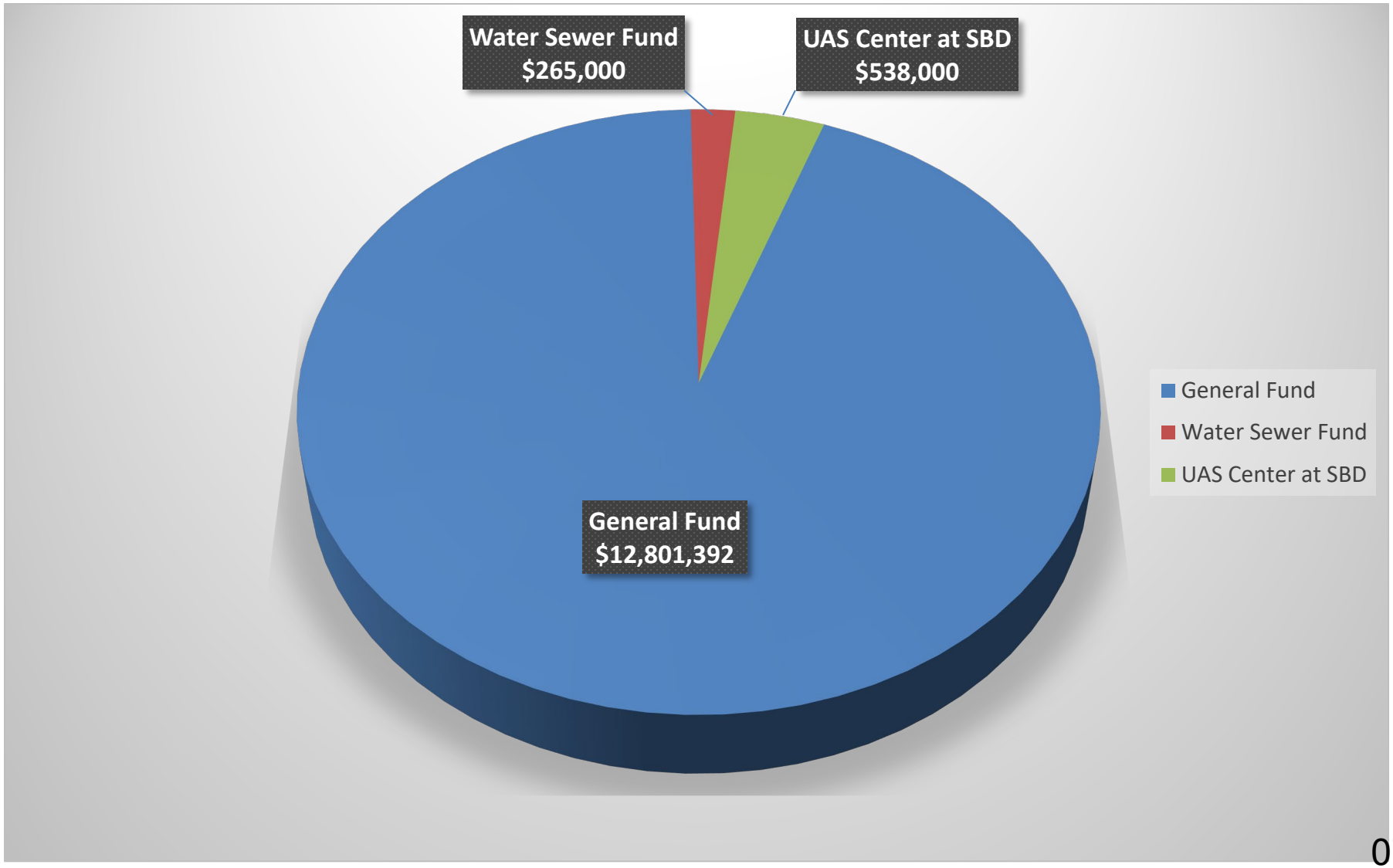
- ✓ Projected revenues are based on conservative estimates.
- ✓ While a Debt Service Fund is presented, the IVDA JPA currently carries *No Debt.*
- ✓ The General Fund's Economic Development Reserve is $3.1M.
- ✓ Proposed Capital Improvements Budget:
  - ❖ $5.8M in grant revenues

EDA Grant - Sterling Avenue	$2.8M
DOT Grant – 3rd Street Improvements	$3.0M

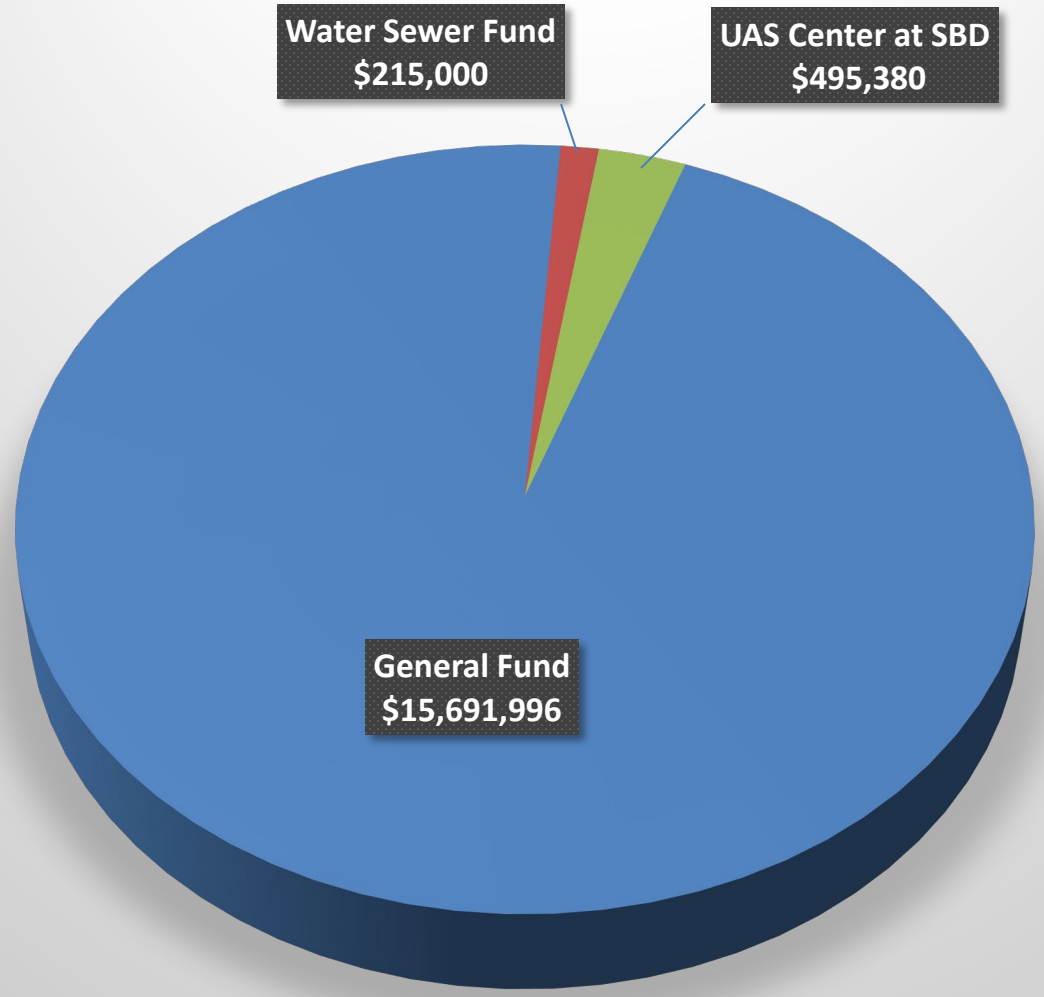
  - ❖ $8.6M in project delivery including:

3rd and 5th Streets	$397K
Tenant Improvements – Bldg. 48	$125K
EDA Grant - Sterling Avenue	$3.6M
Tenant Improvements – DFAS I	$540K
Tenant Improvements – Bldg. 58	$250K
Building 48 Solar System	$283K
DOT Grant – 3rd Street Improvements	$3.4M

Inland Valley Development Agency
(IVDA Base Reuse Joint Powers Authority)
FY 2025/2026 Annual Budget
Sources



Inland Valley Development Agency
(IVDA Base Reuse Joint Powers Authority)
FY 2025/2026 Annual Budget
Uses



Inland Valley Development Agency

FY 2025-26 Proposed Budget

General Fund - Summary

(in dollars)

Description	Budget Class	FY 2025-26 Proposed Budget
Revenues & Expenditures		
Revenues	400	12,801,392
Expenditures		
Personnel Costs	510	1,298,084
Insurance	521	341,000
Professional Services	521	1,361,000
Utilities	530	760,175
Telecommunication	540	36,000
Repairs and Maintenance	550	228,025
Parts and Supplies	560	101,260
Other Expenses	570	
Other Non-Financial Expenses and Expenditures	571	385,900
Financial Expenses and Expenditures	572	-
Expenses and Expenditures - Parts Under $5,000	573	187,900
Rental and Lease Expenses	576	7,500
Travel	578	34,900
Marketing	579	11,000
Capital Expenditures	630	8,599,252
Other Sources and Uses	710	2,340,000
Total Expenditures		**15,691,996**
Total Revenues & Expenditures		**(2,890,604)**
Cash on Hand, Beginning		7,082,976
Reserve (BRORF)		(3,181,627)
Cash on Hand, Beginning, Net of Reserve		**3,901,349**
Cash on Hand, Ending		**1,010,745**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
General Fund - Detail
(in dollars)

Description	FY 2025-26 Proposed Budget
Revenues & Expenditures	
Revenues	
44101 - Lease/License Revenue	3,084,363
44102 - Electric Usage Charges	20,000
44105 - Permit fees	8,000
44106 - Tenant Utility Usage and Other Charges	4,750
45101 - Admin allowance from Successor Agency	276,437
45109 - Assessment Fees	65,000
48100 - Other Income	5,000
49101 - Interest Income	10,000
49202 - Federal	5,805,530
49205 - Contribution from Other Government	1,000,000
49206 - Participation revenue	2,472,312
49208 - Reimbursement Agreement	50,000
Total Revenues	**12,801,392**
Expenditures	
Personnel Costs	
Salary and Wages	
51100 - Temporary Employment Agencies	5,000
51000 - Personnel Costs	3,287,984
51301 - Allocation of Personnel Cost - IVDA to SBIAA	(2,244,900)
51302 - Allocation of Personnel Cost - SBIAA to IVDA	200,000
51901 - Compensation for Board Members/Commissioners	20,000
51221 - Workers' Compensation Insurance Premiums and Deductibles	30,000
Total Personnel Costs	**2,022,784**
Insurance	
52101 - Insurance Premiums and Deductibles	341,000
Total Insurance	**341,000**
Professional Services	
52102 - Foreign Trade/Office Activities	8,500
52106 - Educational/Training Services	5,000
52108 - Auditing	60,000
52110 - Information Technology Services	30,000
52112 - Marketing, Advertising, and Promotions	50,000
52114 - Environmental	125,000
52118 - Engineering	150,000
52119 - Comprehensive Economic Development Strategy	20,000
52199 - Other Professional Services	76,000
52218 - Comprehensive Economic Development Strategy	16,500
52219 - Regional Plans	160,000
52220 - Fiscal Consultant - Executive Office	60,000
52221 - Real Property Professional Services	125,000
52222 - Entity/District Formation	50,000
52299 - Other Professional Services (Executive Office)	135,000
52802 - Consultant Services - Other	60,000
52803 - Legal Services	180,000
52808 - Marketing, Advertising, and Promotions (Ad-hoc) Services	50,000
Total Professional Services	**1,361,000**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
General Fund - Detail
(in dollars)

Description	FY 2025-26 Proposed Budget
Utilities	
53101 - Electricity	472,400
53102 - Water	222,000
53104 - Natural and Liquefied Petroleum Gas	38,000
53105 - Waste Disposal	18,775
53109 - Other Utilities	9,000
Total Utilities	**760,175**
Telecommunication	
54002 - Telecommunications - Monthly Charge	36,000
Total Telecommunication	**36,000**
Repairs and Maintenance	
55001 - Real Property - Infrastructure - Maintenance and Repair - Expensed	2,000
55002 - Real Property - Buildings - Maintenance and Repair - Expensed	211,025
55006 - Personal Property - Maintenance and Repair - Motor Vehicles - Expensed	6,000
55009 - Personal Property - Maintenance and Repair - Expensed	7,000
55012 - Personal Property - Maintenance and Repair - Computer Equipment	2,000
Total Repairs and Maintenance	**228,025**
Parts and Supplies	
56004 - Supplies/Materials - Landscaping, Construction and Hardware	12,500
56601 - Subscriptions, Periodicals, and Information Services	15,300
56602 - Office Supplies	25,600
56603 - Food Purchased By The Agency	6,860
56607 - Décor	3,000
56609 - Safety	10,000
56610 - Employee Engagement and Retention	20,000
56999 - Consumables - Non Office Supplies	8,000
Total Parts and Supplies	**101,260**
Other Expenses	
57101 - Advertising Services	18,600
57102 - Awards	6,000
57103 - Cleaning Services	162,000
57110 - Freight/Delivery Service	1,000
57111 - Hazardous Waste Disposal Services	20,000
57113 - Membership Dues	16,500
57114 - Promotional Items	500
57116 - Registration Fees - Employee Attendance at Seminars and Conferences	27,000
57118 - Reproduction and Printing Services	700
57119 - Tuition - Employee Training	26,600
57121 - Board Meeting Expense	40,000
57130 - Fees and Other Charges	4,000
57131 - License and Permit Fees for Compliance	12,000
57133 - International Trade Expense	50,000
57191 - Miscellaneous Expense	1,000
57320 - Personal Property - Furnishings, Equipment and Other - Expensed	13,700
57323 - Personal Property - Computer Equipment - Expensed	2,000
57331 - Intangible Property - Computer Software - Expensed	172,200
57604 - Rental of Furnishings and Equipment	7,500
57800 - Travel Expenses & Expenditures	34,900

Inland Valley Development Agency
FY 2025-26 Proposed Budget
General Fund - Detail
(in dollars)

Description	FY 2025-26 Proposed Budget
Other Expenses (*continued*)	
57912 - Marketing Supplies	5,000
57933 - Promotions: Supplies	5,000
57940 - Meetings and Conferences	1,000
Total Other Expenses	**627,200**
Capital Expenditures	
63100 - Roadway Construction Capital Outlay	7,357,752
63101 - Road Expense - Preliminary Engineering	5,000
63201 - Real Property - Infrastructure - Capitalized	311,500
63212 - Real Property - Land Improvements - Capitalized	200,000
63222 - Real Property - Building Improvements - Capitalized	715,000
63321 - Personal Property - Computer Equipment - Capitalized	10,000
Total Capital Expenditures	**8,599,252**
Other Sources and Uses	
71106 - OFU - Transfer To UAS Center @ SBD	350,000
71120 - Public Transportation Network (PTN) Support Payments	2,000,000
71205 - OFS - Transfer From Water and Sewer	(10,000)
Total Other Sources and Uses	**2,340,000**
Total Expenditures	**16,416,696**
Total Revenues & Expenditures	**(3,615,304)**
Cash on Hand, Beginning	7,082,976
Reserve (BRORF)	(3,181,627)
Cash on Hand, Beginning, Net of Reserve	**3,901,349**
Cash on Hand, Ending	**286,045**

Inland Valley Development Agency

FY 2025-26 Proposed Budget

Water and Sewer Fund - Summary

(in dollars)

Description	FY 2025-26 Proposed Budget
Revenues & Expenditures	
Revenues	265,000
Expenditures	
Utilities	200,000
Repairs and Maintenance	5,000
Other Sources and Uses	10,000
Total Expenditures	**215,000**
Total Revenues & Expenditures	**50,000**
Cash on Hand, Beginning	**17,995**
Cash on Hand, Ending	**67,995**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
Water and Sewer Fund - Detail
(in dollars)

Description	FY 2025-26 Proposed Budget
Revenues & Expenditures	
Revenues	
44101 - Lease/License Revenue	25,000
45102 - Sewer Consumption Fees	240,000
Total Revenues	**265,000**
Expenditures	
Utilities	
53105 - Waste Disposal	200,000
Total Utilities	**200,000**
Repairs and Maintenance	
55001 - Real Property - Infrastructure - Maintenance and Repair - Expensed	5,000
Total Repairs and Maintenance	**5,000**
Other Sources and Uses	
71101 - OFU - Transfer To General	10,000
Total Other Sources and Uses	**10,000**
Total Expenditures	**215,000**
Total Revenues & Expenditures	**50,000**
Cash on Hand, Beginning	**17,995**
Cash on Hand, Ending	**67,995**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
UAS Center - Summary
(in dollars)

Description	FY 2025-26 Proposed Budget
Revenues & Expenditures	
Revenues	538,000
Expenditures	
Personnel Costs	5,000
Insurance	7,000
Professional Services	475,000
Parts and Supplies	1,750
Other Expenses	91,630
Capital Expenditures	190,000
Other Sources and Uses	(275,000)
Total Expenditures	**495,380**
Total Revenues & Expenditures	**42,620**
Cash on Hand, Beginning	**(81,508)**
Cash on Hand, Ending	**(38,888)**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
UAS Center - Detail
(in dollars)

Description	FY 2025-26 Proposed Budget
Revenues & Expenditures	
Revenues	
44101 - Lease/License Revenue	10,000
44105 - Permit fees	60,000
45103 - Consulting Services	22,000
45104 - Standardization/Integration	50,000
45105 - Training Fee Revenue	275,000
45106 - License Fee Revenue	1,000
45107 - Product Development and Testing	25,000
48100 - Other Income	40,000
49204 - Local	50,000
49206 - Participation revenue	5,000
Total Revenues	**538,000**
Expenditures	
Personnel Costs	
51000 - Personnel Costs	5,000
Total Personnel Costs	**5,000**
Insurance	
52101 - Insurance Premiums and Deductibles	7,000
Total Insurance	**7,000**
Professional Services	
52106 - Educational/Training Services	70,000
52112 - Marketing, Advertising, and Promotions	30,000
52125 - Professional Services - Instructor	150,000
52199 - Other Professional Services	200,000
52802 - Consultant Services - Other	-
52808 - Marketing, Advertising, and Promotions (Ad-hoc) Services	25,000
Total Professional Services	**475,000**
Parts and Supplies	
56602 - Office Supplies	750
56603 - Food Purchased By The Agency	1,000
Total Parts and Supplies	**1,750**
Other Expenses	
57103 - Cleaning Services	3,630
57113 - Membership Dues	3,600
57116 - Registration Fees - Employee Attendance at Seminars and Conferences	3,700
57131 - License and Permit Fees for Compliance	5,000
57191 - Miscellaneous Expense	5,000
57322 - Personal Property - Furnishings, Equipment - Expensed	2,000
57323 - Personal Property - Computer Equipment - Expensed	1,000
57331 - Intangible Property - Computer Software - Expensed	23,000
57604 - Rental of Furnishings and Equipment	500
57609 - Rental of Service Buildings	21,000
57800 - Travel Expenses & Expenditures	8,200
57912 - Marketing Supplies	5,000
57933 - Promotions: Supplies	5,000
57940 - Meetings and Conferences	5,000
Total Other Expenses	**91,630**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
UAS Center - Detail
(in dollars)

Description	FY 2025-26 Proposed Budget
Capital Expenditures	
63201 - Real Property - Infrastructure - Capitalized	150,000
63310 - Personal Property - Capitalized	25,000
63321 - Personal Property - Computer Equipment - Capitalized	15,000
Total Capital Expenditures	**190,000**
Other Sources and Uses	
71201 - OFS - Transfer From General	(350,000)
Total Other Sources and Uses	**(350,000)**
Total Expenditures	**420,380**
Total Revenues & Expenditures	**117,620**
Cash on Hand, Beginning	**(81,508)**
Cash on Hand, Ending	**36,112**

Inland Valley Development Agency
FY 2025-26 Proposed Budget
Capital Project Detail
(in dollars)

Description	Project ID	FY 2025-26 Proposed Budget
Revenues & Expenditures		
Revenues		
49202 - Federal	EDAi2101 - Sterling Avenue Upgrade	2,805,530
49202 - Federal	DOTi2401 - 3rd Street Improvements (DR to VA)	3,000,000
Total Revenues		**5,805,530**
Expenditures		
Capital Expenditures		
63100 - Roadway Construction Capital Outlay	25i004-2--3rd & 5th Street	397,000
63100 - Roadway Construction Capital Outlay	DOTi2401--3rd Street Improvements (DR to VA)	3,388,681
63100 - Roadway Construction Capital Outlay	EDAi2101--Sterling Avenue Upgrade	3,572,071
63101 - Road Expense - Preliminary Engineering		5,000
63201 - Real Property - Infrastructure - Capitalized	25i002-2--Solar Repair	98,000
63201 - Real Property - Infrastructure - Capitalized	25i002-1--Solar System Maintenance	185,000
63201 - Real Property - Infrastructure - Capitalized	25i001-2--Solar System Maintenance	28,500
63212 - Real Property - Land Improvements - Capitalized	26i002 - DFAS 1 - Landscaping	200,000
63222 - Real Property - Building Improvements - Capitalized	25i002-3--Tenant Improvements	125,000
63222 - Real Property - Building Improvements - Capitalized	25i003--Bldg 58 Improvements	250,000
63222 - Real Property - Building Improvements - Capitalized	26i001 - DFAS 1 - HVAC Repairs	340,000
63321 - Personal Property - Computer Equipment - Capitalized		10,000
Total Capital Expenditures		**8,599,252**

Inland Valley Development Agency

FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget

General Fund - Summary

(in dollars)

Description	Budget Class	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures				
Revenues	400	11,693,109	2,902,487	12,801,392
Expenditures				
Personnel Costs	510	1,261,600	1,056,666	1,298,084
Insurance	521	311,500	327,335	341,000
Professional Services	521	1,411,760	562,037	1,361,000
Utilities	530	763,707	520,619	760,175
Telecommunication	540	36,000	31,306	36,000
Repairs and Maintenance	550	335,858	200,724	228,025
Parts and Supplies	560	99,419	58,131	101,260
Other Expenses	570			
Other Non-Financial Expenses and Expenditures	571	410,870	152,677	385,900
Financial Expenses and Expenditures	572	-	2,437	-
Expenses and Expenditures - Parts Under $5,000	573	104,200	102,870	187,900
Rental and Lease Expenses	576	-	17,271	7,500
Travel	578	40,000	10,844	34,900
Marketing	579	-	10,399	11,000
Capital Expenditures	630	9,010,894	653,413	8,599,252
Other Sources and Uses	710	2,460,000	995,081	2,340,000
Total Expenditures		**16,245,808**	**4,701,810**	**15,691,996**
Total Revenues & Expenditures		**(4,552,699)**	**(1,799,323)**	**(2,890,604)**
Cash on Hand, Beginning		4,765,730	4,765,730	7,082,976
Reserve (BRORF)				(3,181,627)
Cash on Hand, Beginning, Net of Reserve		**4,765,730**	**4,765,730**	**3,901,349**
Cash on Hand, Ending		**213,031**	**2,966,407**	**1,010,745**

Inland Valley Development Agency
FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget
General Fund - Detail
(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures			
Revenues			
44101 - Lease/License Revenue	2,707,866	2,481,198	3,084,363
44102 - Electric Usage Charges	35,000	22,371	20,000
44105 - Permit fees	8,000	1,515	8,000
44106 - Tenant Utility Usage and Other Charges	-	692	4,750
45101 - Admin allowance from Successor Agency	326,400	242,549	276,437
45109 - Assessment Fees	65,000	-	65,000
48100 - Other Income	6,000	8,287	5,000
49101 - Interest Income	7,000	8,376	10,000
49202 - Federal	6,015,530	-	5,805,530
49205 - Contribution from Other Government	-	-	1,000,000
49206 - Participation revenue	2,472,312	137,500	2,472,312
49208 - Reimbursement Agreement	50,000	-	50,000
Total Revenues	**11,693,109**	**2,902,487**	**12,801,392**
Expenditures			
Personnel Costs			
Salary and Wages			
51100 - Temporary Employment Agencies	5,000	-	5,000
51000 - Personnel Costs	3,086,700	2,251,709	3,287,984
51301 - Allocation of Personnel Cost - IVDA to SBIAA	(2,000,100)	(1,368,811)	(2,244,900)
51302 - Allocation of Personnel Cost - SBIAA to IVDA	125,000	124,000	200,000
51901 - Compensation for Board Members/Commissioners	20,000	9,119	20,000
51221 - Workers' Compensation Insurance Premiums and Deductibles	25,000	40,648	30,000
Total Personnel Costs	**1,835,220**	**1,413,109**	**2,022,784**
Insurance			
52101 - Insurance Premiums and Deductibles	311,500	327,335	341,000
Total Insurance	**311,500**	**327,335**	**341,000**
Professional Services			
52102 - Foreign Trade/Office Activities	-	8,500	8,500
52106 - Educational/Training Services	-	5,341	5,000
52108 - Auditing	56,760	39,010	60,000
52110 - Information Technology Services	-	36,525	30,000
52112 - Marketing, Advertising, and Promotions	50,000	-	50,000
52114 - Environmental	200,000	65,858	125,000
52118 - Engineering	100,000	7,470	150,000
52119 - Comprehensive Economic Development Strategy	25,000	16,440	20,000
52199 - Other Professional Services	140,000	33,617	76,000
52218 - Comprehensive Economic Development Strategy	20,000	-	16,500
52219 - Regional Plans	160,000	95,031	160,000
52220 - Fiscal Consultant - Executive Office	60,000	27,386	60,000
52221 - Real Property Professional Services	40,000	17,472	125,000
52222 - Entity/District Formation	50,000	-	50,000
52299 - Other Professional Services (Executive Office)	275,000	70,001	135,000
52801 - Consultant Services - Approval by Office of the Chief Executive	-	200	-
52802 - Consultant Services - Other	-	52,278	60,000
52803 - Legal Services	170,000	61,911	180,000
52807 - Information Technology Services - Executive Office	65,000	-	-
52808 - Marketing, Advertising, and Promotions (Ad-hoc) Services	-	24,999	50,000
Total Professional Services	**1,411,760**	**562,037**	**1,361,000**

Inland Valley Development Agency

FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget

General Fund - Detail

(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Utilities			
53101 - Electricity	488,000	336,344	472,400
53102 - Water	212,000	147,592	222,000
53104 - Natural and Liquefied Petroleum Gas	36,500	25,846	38,000
53105 - Waste Disposal	18,500	10,838	18,775
53109 - Other Utilities	8,707	-	9,000
Total Utilities	**763,707**	**520,619**	**760,175**
Telecommunication			
54002 - Telecommunications - Monthly Charge	12,000	31,203	36,000
54008 - Communication Services	24,000	-	-
54009 - Real Property - Infrastructure - Telecommunications - Expensed	-	103	-
Total Telecommunication	**36,000**	**31,306**	**36,000**
Repairs and Maintenance			
55001 - Real Property - Infrastructure - Maintenance and Repair - Expensed	-	800	2,000
55002 - Real Property - Buildings - Maintenance and Repair - Expensed	323,858	126,740	211,025
55003 - Real Property - Facilities and Other Improv. - Maintenance & Repair	-	41,753	-
55005 - Real Property - Land - Maintenance and Repair - Expensed	5,000	10,613	-
55006 - Personal Property - Maintenance and Repair - Motor Vehicles - Expensed	-	1,140	6,000
55009 - Personal Property - Maintenance and Repair - Expensed	5,000	13,727	7,000
55010 - Personal Property - Maintenance and Repair - Computer Software	-	5,950	-
55012 - Personal Property - Maintenance and Repair - Computer Equipment	2,000	-	2,000
Total Repairs and Maintenance	**335,858**	**200,724**	**228,025**
Parts and Supplies			
56001 - Parts - Furnishings and Equipment	-	8	-
56004 - Supplies/Materials - Landscaping, Construction and Hardware	-	837	12,500
56601 - Subscriptions, Periodicals, and Information Services	-	3,557	15,300
56602 - Office Supplies	28,700	16,924	25,600
56603 - Food Purchased By The Agency	-	3,557	6,860
56607 - Décor	-	5,452	3,000
56608 - Postal and Courier Services	2,000	10	-
56609 - Safety	14,000	675	10,000
56610 - Employee Engagement and Retention	10,000	3,197	20,000
56999 - Consumables - Non Office Supplies	44,719	23,914	8,000
Total Parts and Supplies	**99,419**	**58,131**	**101,260**
Other Expenses			
57101 - Advertising Services	1,000	4,828	18,600
57102 - Awards	16,000	6,000	6,000
57103 - Cleaning Services	180,000	97,704	162,000
57108 - Fees for Receiving Electronic Payments	-	3	-
57110 - Freight/Delivery Service	-	161	1,000
57111 - Hazardous Waste Disposal Services	-	19,000	20,000
57113 - Membership Dues	18,670	6,447	16,500
57114 - Promotional Items	-	-	500
57116 - Registration Fees - Employee Attendance at Seminars and Conferences	26,200	2,094	27,000
57118 - Reproduction and Printing Services	3,000	1,808	700
57119 - Tuition - Employee Training	35,000	5,044	26,600
57121 - Board Meeting Expense	46,000	4,882	40,000
57130 - Fees and Other Charges	5,000	2,451	4,000
57131 - License and Permit Fees for Compliance	10,000	1,846	12,000
57133 - International Trade Expense	50,000	-	50,000
57134 - Scholarships	5,000	-	-
57191 - Miscellaneous Expense	15,000	410	1,000

Inland Valley Development Agency

FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget

General Fund - Detail

(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
57201 - Interest - Other	-	2,437	-
57320 - Personal Property - Furnishings, Equipment and Other - Expensed	3,000	8,338	13,700
57322 - Personal Property - Furnishings, Equipment and Other - Expensed	1,200	1,104	-
57323 - Personal Property - Computer Equipment - Expensed	-	17,417	2,000
57324 - Personal Property - Books and Reference Materials - Expensed	-	148	-
57331 - Intangible Property - Computer Software - Expensed	100,000	75,864	172,200
57604 - Rental of Furnishings and Equipment	-	17,271	7,500
57800 - Travel Expenses & Expenditures	40,000	914	34,900
57801 - Travel In-State - Public Transportation Fares	-	3,286	-
57802 - Travel In-State - Overnight Meals and Lodging	-	3,533	-
57803 - Travel - Mileage	-	321	-
57804 - Travel In-State - Incidental Expenses	-	126	-
57821 - Travel Out-of-State - Public Transportation Fares	-	2,248	-
57822 - Travel Out-of-State - Meal and Lodging Expenses, Overnight Travel	-	337	-
57823 - Travel Out-of-State - Incidental Expenses	-	80	-
57910 - Marketing Services and Supplies	-	9,378	-
57912 - Marketing Supplies	-	-	5,000
57920 - Advertising Services, Media Buys, and Supplies	-	973	-
57933 - Promotions: Supplies	-	-	5,000
57940 - Meetings and Conferences	-	49	1,000
Total Other Expenses	**555,070**	**296,498**	**627,200**
Capital Expenditures			
63100 - Roadway Construction Capital Outlay	7,792,594	118,610	7,357,752
63101 - Road Expense - Preliminary Engineering	5,000	-	5,000
63201 - Real Property - Infrastructure - Capitalized	311,500	-	311,500
63212 - Real Property - Land Improvements - Capitalized	131,500	46,422	200,000
63222 - Real Property - Building Improvements - Capitalized	727,000	481,374	715,000
63321 - Personal Property - Computer Equipment - Capitalized	38,000	7,008	10,000
63341 - Personal Property - Furnishings and Equipment - Capitalized	5,300	-	-
Total Capital Expenditures	**9,010,894**	**653,413**	**8,599,252**
Other Sources and Uses			
71106 - OFU - Transfer To UAS Center @ SBD	470,000	235,000	350,000
71120 - Public Transportation Network (PTN) Support Payments	2,000,000	760,081	2,000,000
71205 - OFS - Transfer From Water and Sewer	(10,000)	-	(10,000)
Total Other Sources and Uses	**2,460,000**	**995,081**	**2,340,000**
Total Expenditures	**16,819,428**	**5,058,252**	**16,416,696**
Total Revenues & Expenditures	**(5,126,319)**	**(2,155,765)**	**(3,615,304)**
Cash on Hand, Beginning	4,765,730	4,765,730	7,082,976
Reserve (BRORF)			(3,181,627)
Cash on Hand, Beginning, Net of Reserve	**4,765,730**	**4,765,730**	**3,901,349**
Cash on Hand, Ending	**(360,589)**	**2,609,965**	**286,045**

Inland Valley Development Agency

FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget

Water and Sewer Fund - Summary

(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures			
Revenues	257,000	170,596	265,000
Expenditures			
Utilities	230,000	177,932	200,000
Repairs and Maintenance	5,000	-	5,000
Other Sources and Uses	10,000	-	10,000
Total Expenditures	**245,000**	**177,932**	**215,000**
Total Revenues & Expenditures	**12,000**	**(7,336)**	**50,000**
Cash on Hand, Beginning	**25,331**	**25,331**	**17,995**
Cash on Hand, Ending	**37,331**	**17,995**	**67,995**

Inland Valley Development Agency

FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget

Water and Sewer Fund - Detail

(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures			
Revenues			
44101 - Lease/License Revenue	25,000	-	25,000
45102 - Sewer Consumption Fees	232,000	170,596	240,000
Total Revenues	**257,000**	**170,596**	**265,000**
Expenditures			
Utilities			
53105 - Waste Disposal	230,000	177,932	200,000
Total Utilities	**230,000**	**177,932**	**200,000**
Repairs and Maintenance			
55001 - Real Property - Infrastructure - Maintenance and Repair - Expensed	5,000	-	5,000
Total Repairs and Maintenance	**5,000**	**-**	**5,000**
Other Sources and Uses			
71101 - OFU - Transfer To General	10,000	-	10,000
Total Other Sources and Uses	**10,000**	**-**	**10,000**
Total Expenditures	**245,000**	**177,932**	**215,000**
Total Revenues & Expenditures	**12,000**	**(7,336)**	**50,000**
Cash on Hand, Beginning	**25,331**	**25,331**	**17,995**
Cash on Hand, Ending	**37,331**	**17,995**	**67,995**

Inland Valley Development Agency
FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget
UAS Center - Summary
(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures			
Revenues	507,000	263,810	538,000
Expenditures			
Personnel Costs	14,400	-	5,000
Insurance	6,000	6,567	7,000
Professional Services	480,000	377,605	475,000
Repairs and Maintenance	4,000	4	-
Parts and Supplies	4,000	2,051	1,750
Other Expenses	134,990	80,342	91,630
Capital Expenditures	381,010	74,708	190,000
Other Sources and Uses	(470,000)	(235,000)	(275,000)
Total Expenditures	**554,400**	**306,278**	**495,380**
Total Revenues & Expenditures	**(47,400)**	**(42,468)**	**42,620**
Cash on Hand, Beginning	**(39,040)**	**(39,040)**	**(81,508)**
Cash on Hand, Ending	**(86,440)**	**(81,508)**	**(38,888)**

Inland Valley Development Agency
FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget
UAS Center - Detail
(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
Revenues & Expenditures			
Revenues			
44101 - Lease/License Revenue	10,000	-	10,000
44105 - Permit fees	1,000	-	60,000
45103 - Consulting Services	100,000	-	22,000
45104 - Standardization/Integration	50,000	-	50,000
45105 - Training Fee Revenue	225,000	263,810	275,000
45106 - License Fee Revenue	1,000	-	1,000
45107 - Product Development and Testing	25,000	-	25,000
48100 - Other Income	40,000	-	40,000
49204 - Local	50,000	-	50,000
49206 - Participation revenue	5,000	-	5,000
Total Revenues	**507,000**	**263,810**	**538,000**
Expenditures			
Personnel Costs			
51000 - Personnel Costs	14,400	-	5,000
Total Personnel Costs	**14,400**	**-**	**5,000**
Insurance			
52101 - Insurance Premiums and Deductibles	6,000	6,567	7,000
Total Insurance	**6,000**	**6,567**	**7,000**
Professional Services			
52106 - Educational/Training Services	-	77,616	70,000
52112 - Marketing, Advertising, and Promotions	30,000	-	30,000
52125 - Professional Services - Instructor	225,000	126,588	150,000
52199 - Other Professional Services	200,000	147,949	200,000
52802 - Consultant Services - Other	-	25,452	-
52808 - Marketing, Advertising, and Promotions (Ad-hoc) Services	25,000	-	25,000
Total Professional Services	**480,000**	**377,605**	**475,000**
Repairs and Maintenance			
55009 - Personal Property - Maintenance and Repair - Expensed	4,000	-	-
55012 - Personal Property - Maintenance and Repair - Computer Equipment - Expensed	-	4	-
Total Repairs and Maintenance	**4,000**	**4**	**-**
Parts and Supplies			
56602 - Office Supplies	4,000	875	750
56603 - Food Purchased By The Agency	-	1,177	1,000
Total Parts and Supplies	**4,000**	**2,051**	**1,750**
Other Expenses			
57103 - Cleaning Services	-	4,233	3,630
57113 - Membership Dues	-	3,583	3,600
57116 - Registration Fees - Employee Attendance at Seminars and Conferences	60,000	3,675	3,700
57118 - Reproduction and Printing Services	7,000	-	-
57130 - Fees and Othe Charges	-	4,375	-
57131 - License and Permit Fees for Compliance	5,000	3,274	5,000
57191 - Miscellaneous Expense	5,000	-	5,000
57320 - Personal Property - Furnishings, Equipment - Expensed	-	631	-
57322 - Personal Property - Furnishings, Equipment - Expensed	23,000	915	2,000
57323 - Personal Property - Computer Equipment - Expensed	-	261	1,000
57331 - Intangible Property - Computer Software - Expensed	15,000	21,125	23,000
57604 - Rental of Furnishings and Equipment	-	213	500
57607 - Rental of Office Buildings or Office Space	-	19,119	-
57609 - Rental of Service Buildings	9,990	-	21,000
57800 - Travel Expenses & Expenditures	10,000	951	8,200
57802 - Travel In-State - Overnight Meals and Lodging	-	6,619	-

Inland Valley Development Agency
FY 2024-25 Budget to Actual Report with 2025-26 Proposed Budget
UAS Center - Detail
(in dollars)

Description	Budget 06/30/2025	Actual As of 05/31/2025	FY 2025-26 Proposed Budget
57912 - Marketing Supplies	-	5,250	5,000
57933 - Promotions: Supplies	-	1,119	5,000
57940 - Meetings and Conferences	-	5,000	5,000
Total Other Expenses	**134,990**	**80,342**	**91,630**
Capital Expenditures			
63201 - Real Property - Infrastructure - Capitalized	345,000	74,708	150,000
63310 - Personal Property - Capitalized	24,010	-	25,000
63321 - Personal Property - Computer Equipment - Capitalized	12,000	-	15,000
Total Capital Expenditures	**381,010**	**74,708**	**190,000**
Other Sources and Uses			
71201 - OFS - Transfer From General	(470,000)	(235,000)	(350,000)
Total Other Sources and Uses	**(470,000)**	**(235,000)**	**(350,000)**
Total Expenditures	**554,400**	**306,278**	**420,380**
Total Revenues & Expenditures	**(47,400)**	**(42,468)**	**117,620**
Cash on Hand, Beginning	**(39,040)**	**(39,040)**	**(81,508)**
Cash on Hand, Ending	**(86,440)**	**(81,508)**	**36,112**

Inland Valley Development Agency

2025-26 Proposed Budget

Capital Project Detail

(in dollars)

Description	Project ID	FY 2025-26 Proposed Budget
Revenues & Expenditures		
Revenues		
49202 - Federal	EDAi2101 - Sterling Avenue Upgrade	2,805,530
49202 - Federal	DOTi2401 - 3rd Street Improvements (DR to VA)	3,000,000
Total Revenues		**5,805,530**
Expenditures		
Capital Expenditures		
63100 - Roadway Construction Capital Outlay	25i004-2--3rd & 5th Street	397,000
63100 - Roadway Construction Capital Outlay	DOTi2401--3rd Street Improvements (DR to VA)	3,388,681
63100 - Roadway Construction Capital Outlay	EDAi2101--Sterling Avenue Upgrade	3,572,071
63101 - Road Expense - Preliminary Engineering		5,000
63201 - Real Property - Infrastructure - Capitalized	25i002-2--Solar Repair	98,000
63201 - Real Property - Infrastructure - Capitalized	25i002-1--Solar System Maintenance	185,000
63201 - Real Property - Infrastructure - Capitalized	25i001-2--Solar System Maintenance	28,500
63212 - Real Property - Land Improvements - Capitalized	26i002 - DFAS 1 - Landscaping	200,000
63222 - Real Property - Building Improvements - Capitalized	25i002-3--Tenant Improvements	125,000
63222 - Real Property - Building Improvements - Capitalized	25i003--Bldg 58 Improvements	250,000
63222 - Real Property - Building Improvements - Capitalized	26i001 - DFAS 1 - HVAC Repairs	340,000
63321 - Personal Property - Computer Equipment - Capitalized		10,000
Total Capital Expenditures		**8,599,252**

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 10** **PRESENTER: Mark Cousineau, Director of Finance**

SUBJECT: APPROVE CERTAIN PROFESSIONAL SERVICES AGREEMENTS FOR FISCAL YEAR 2025-2026

SUMMARY

The proposed Professional Services Agreements are billed on a time and charges basis with an established amount not to exceed the annual threshold.

RECOMMENDED ACTION(S)

Approve certain Professional Services Agreements with various firms for Fiscal Year 2025-2026; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

These proposed contract amounts are included in the proposed Inland Valley Development Agency (IVDA) Fiscal Year 2025-2026 Budget. These agreements are billed on a time and charges, amount not to exceed basis. Services are rendered only when requested.

PREPARED BY:	Mark Cousineau
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

BACKGROUND INFORMATION

Staff is requesting the approval of the following agreements with various consultants for Fiscal Year 2025-2026 for the amounts specified, as presented. If approved, the Chief Executive Officer would execute the agreements. In all cases, services are performed and paid for on a time and charge basis for only those services requested and received.

Consultant	Not-to-Exceed Amount
A. Mirau, Edwards, Lewin, and Tooke, LLP	$ 150,000.00
B. Rosenow Spevacek Group, Inc.	$ 60,000.00
C. Tom Dodson & Associates	$ 50,000.00
D. Hernandez, Kroone & Associates, Inc.	$ 50,000.00
E. Three-2-One, Inc. DBA Imagine Systems, Inc.	$ 60,000.00
F. Innovative Federal Strategies, LLC	$ 60,000.00
G. Elizabeth Martyn, APC	$ 50,000.00
H. California Strategies & Advocacy, LLC	$ 60,000.00
I. Cole Huber, LLP	$ 50,000.00
J. Rogers, Anderson, Malody & Scott, LLP	$ 60,000.00
K. Zenaida Global	$ 130,000.00
L. CJMC Holdings, LLC	$ 50,000.00

With the proposed adoption of the Fiscal Year 2025-2026 Budget, Staff is recommending that the Inland Valley Development Agency (IVDA) enter into agreements with the various consultants for the aforementioned period. These consulting agreements include the continuation of existing agreements with consultants that have been serving the IVDA in prior years. Each possesses tacit knowledge, expertise, and an ability to render specific services that the IVDA needs for certain projects. Each is considered to be uniquely valuable, and they are utilized only when their special knowledge is required. Historically, the IVDA has found it to be more economical to hire a specialist when needed rather than employ full-time staff members for each specialty.

As with the previous years, these agreements will expire at the end of the Fiscal Year 2025-2026. Amendments to these agreements in excess of the approved amounts or the CEO's purchasing authority, as appropriate, will be brought back to the Board for approval.

A summary of the services provided by each of the consultant is as follows:

Consultant	Type of Service
A. Mirau, Edwards, Lewin, and Tooke, LLP	IVDA general counsel legal services.
B. Rosenow Spevacek Group Inc.	$60,000 annual contract to prepare Fiscal Consultant Report for required bond disclosures, assess the project area taxes collected by members and appropriate school district for the 2024-2025 Fiscal Year, and forecast the 2025-2026 anticipated tax revenues based on this historical data. Provide technical support as needed.
C. Tom Dodson & Associates	Work on environmental issues/projects related to the IVDA properties. Prepare technical studies and EIR for specific plans.
D. Hernandez, Kroone & Associates, Inc.	Provide civil engineering and survey services as assigned.
E. Three-2-One, Inc. DBA Imagine Systems, Inc.	Provide consulting, troubleshooting, preventative maintenance, and support services for IVDA information systems technology and audio-visual systems.
F. Innovative Federal Strategies, LLC	Consultant for federal legislative advocacy services.
G. Elizabeth Martyn, APC	Special Counsel – Successor Agency legal services.
H. California Strategies & Advocacy, LLC	Consultant for California legislative advocacy services.
I. Cole Huber, LLP	Special counsel for litigation services.
J. Rogers, Anderson, Malody & Scott, LLP	Independent audit to conduct required annual financial statement audit and Single Audit.

K. Zenaida Global	Contract for management and administration of Unmanned Aerial Systems (UAS) Center.
L. CJMC Holdings, LLC	Provide professional construction and project management services for capital projects including the Sterling Avenue grant.

These amounts do not include grant-funded projects, which may require a separate consultant agreement and, in this case, would then be brought to the Board for approval. Those consultant fees would be eligible grant-funded expenditures and would therefore be reimbursable.

IVDA's standard form professional services agreement will be used.

Staff recommends the Board approve the recommended action as set forth above.

Attachments:

1. Standard Form of Agreement

INLAND VALLEY DEVELOPMENT AGENCY

AGREEMENT FOR PROFESSIONAL SERVICES
CONSULTANT NAME

This AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into as of **_____, 20__,** by and between the **INLAND VALLEY DEVELOPMENT AGENCY**, a joint powers authority created pursuant to Government Code Sections 6500, et seq., (the "IVDA"), and **CONSULTANT NAME**, organized under the laws of the State of California (the "Consultant").

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN AND FOR SUCH OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT OF WHICH IS HEREBY ACKNOWLEDGED, THE PARTIES HERETO AGREE AS FOLLOWS:

1. SUPERVISION OF CONSULTANT. The IVDA staff designated in **Exhibit B** shall be responsible for the direction of any services to be performed by the Consultant and any Subcontractor to the Consultant under this Agreement. The Consultant shall not undertake any services under the terms of this Agreement unless instructed to do so by one of the staff members designated in **Exhibit B**. No other staff member is authorized by the IVDA to request services from the Consultant.

2. TERM OF AGREEMENT. The term of this Agreement shall commence on the date first appearing in this Agreement and shall automatically terminate on **_____ 30, 20__** (the "Term"). The IVDA reserves the right through the actions of the Chief Executive Officer or of the IVDA to terminate this Agreement at any time either with or without cause and at the sole convenience of the IVDA upon delivery of notice of termination to the Consultant; provided, however, that upon the effective date of any such termination, the IVDA shall be responsible to pay and/or reimburse the Consultant for all services, materials and supplies as may have been furnished to the IVDA in accordance with the Scope of Services as referenced in Section 3.

3. CONSULTANT SCOPE OF SERVICES. The IVDA hereby retains the Consultant to provide the professional consulting services set forth in the Scope of Services attached hereto as **Exhibit A** and incorporated herein by this reference. The Consultant hereby agrees to perform the services set forth in the Scope of Services in accordance with the terms of this Agreement. The Consultant shall perform the services as set forth in said Scope of Services within the time periods to be identified by the appropriate IVDA representative.

4. PAYMENT BY IVDA FOR WORK PERFORMED BY CONSULTANT.

A. The IVDA shall compensate the Consultant in an aggregate amount not to exceed **_____ Dollars ($__,___)** for the Term of this Agreement. Payments shall be made on a monthly basis based on services requested and rendered according to the rates and charges listed in Exhibit "__."

B. The compensation designated in subsection 4. A shall be the Total Fee for the performance of the services and the delivery of the final work product materials, if any, as set forth in the Scope of Services. The Total Fee shall include, but not be limited to, the salaries of all Subcontractors retained by the Consultant and all employees of the Consultant to perform services pursuant to this Agreement and shall be inclusive of all costs and expenses incurred for mileage, travel, graphics, telephone, printing, fax transmission, postage, copies and such other expenses related to providing the services set forth in Exhibit A.

C. The Consultant shall invoice the IVDA for services performed by the Consultant under this Agreement each calendar month during the Term of this Agreement. Included in each invoice, Consultant shall itemize expenses for telephone and professional liability insurance premiums, as applicable to such billing period.

D. The Consultant shall submit invoices under this Agreement to:

Inland Valley Development Agency
Attention: Chief Executive Officer
1601 East Third Street
San Bernardino, CA 92408

E. Each invoice of the Consultant shall set forth the time and expenses of the Consultant incurred in performance of the Scope of Services, during the period of time for which the invoice is issued. Each invoice of the Consultant shall clearly set forth the names of the individual personnel of the Consultant and any individual subconsultants utilized by the Consultant, during the time period covered by the invoice, a description of the professional services rendered on a daily basis by each named individual during such time period, the respective hourly rates of each named individual and the actual time expended by each named individual. Each invoice of the Consultant shall be accompanied by copies of all third party invoices for other direct costs incurred and paid by the Consultant during such time period. The IVDA shall pay all amounts set forth on the invoices of the Consultant and approved by the authorized IVDA staff personnel who requested the services, within thirty (30) days of such approval.

5. RECORDS RETENTION. Records, maps, field notes and supporting documents and all other records pertaining to the use of funds paid to the Consultant hereunder shall be retained by the Consultant and available to the IVDA for examination and for purposes of performing an audit for a period of five (5) years from the date of expiration or termination of this Agreement or for a longer period, as required by law. Such records shall be available to the IVDA and to appropriate county, state or federal agencies and officials for inspection during the regular business hours of the Consultant. If the Consultant does not maintain regular business hours, then such records shall be available for inspection between the hours of 9 a.m. and 5 p.m. Monday through Friday, excluding federal and state government holidays. In the event of litigation or an audit relating to this Agreement or funds paid to the Consultant by the IVDA under this Agreement, such records shall be retained by the Consultant until all such litigation or audit has been resolved.

6. INDEMNIFICATION. The Consultant shall defend, indemnify and hold harmless the IVDA, its officers, employees, representatives, and agents from and against any and all actions, suits, proceedings, claims, demands, losses, costs and expenses, including legal costs and attorney fees, for injury or damage of any type claimed as a result of the acts or omissions of the Consultant, its officers, employees, subcontractors and agents, arising from or related to performance by the Consultant of the services required under this Agreement.

7. INSURANCE. The Consultant shall maintain insurance as set forth in this Section 7 throughout the Term of this Agreement. The Consultant shall remain liable to the IVDA pursuant to Section 6 above to the extent the Consultant is not covered by applicable insurance for all losses and damages incurred by the IVDA that are caused directly or indirectly through the actions or inactions, willful misconduct or negligence of the Consultant in the performance of the services by the Consultant pursuant to this Agreement. These insurance policies must be issued by an insurance company or companies authorized to do business in the State of California and maintain an AM Best rating of A (V) or better. Such insurance coverages shall be as follows:

(1) Workers' Compensation Insurance. The Consultant and each of its subcontractors shall maintain workers' compensation coverage in accordance with California workers' compensation laws for all workers under the Consultant's and/or subcontractor's employment performing work under this Agreement.

(2) Automobile Insurance. The Consultant and each of its subcontractors shall maintain comprehensive automobile liability insurance for owned, hired, and non-owned vehicles. The policy shall have combined single limits for bodily injury and property damage of not less than one million dollars ($1,000,000).

(3) Additional Insured Endorsement. The "Inland Valley Development Agency" shall be named by endorsement as an "Additional Insured" under the Consultant's Commercial General Liability Insurance Coverage. The Additional Insured Endorsement must be on ISO Form CG 20 10 07 04 or an available equivalent acceptable to the IVDA, with such modifications as the IVDA may require. The Consultant's general liability coverage shall be primary.

(4) Prior to the commencement of any work by the Consultant, the Consultant shall deliver to the IVDA all "Certificates of Insurance" evidencing the existence of the insurance coverage required herein. All coverages shall remain in full force and effect continuously throughout the Term of this Agreement. Each policy of insurance that Consultant purchases in satisfaction of the insurance requirements of this Agreement shall provide that the policy may NOT be cancelled, terminated or modified in scope of coverage as it applies to the services to be provided by the Consultant under this agreement, except upon thirty (30) days prior written notice to the IVDA.

(5) Certificate Holder. The Certificate Holder shall read as follows:

Inland Valley Development Agency
Attention: Chief Executive Officer
1601 East Third Street
San Bernardino, CA 92408-0131

8. OWNERSHIP AND REUSE OF DOCUMENTS AND OTHER MATERIALS AND INFORMATION. All maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents generated by or on behalf of the Consultant for performance of the work set forth in the Scope of Services shall be the sole property of the IVDA, as of the time of their preparation and payment therefor by the IVDA, and shall be delivered to the IVDA upon written request to the Consultant. The Consultant shall not make use of any maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents and other materials whether for marketing purposes or for use with other clients when such have become the property of the IVDA without the prior express written consent of the IVDA except to the extent that such maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents are readily available to the general public as public records pursuant to State law.

Consultant shall execute, acknowledge and perform any and all acts which shall reasonably be required in order for IVDA to establish unequivocal ownership of the maps, photographs, data, information, reports, drawings, specifications, computations, notes, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence or other documents and record, register and procure an issuance in or to IVDA's rights, title and/or interest.

9. PRESS RELEASES/PUBLICITY. Press or news releases, including photographs or public announcements, or confirmation of the same related to the services to be provided by the Consultant under this Agreement shall only be made by the Consultant with the prior written consent of the Chief Executive Officer of the IVDA. Consultant shall not advertise, market or use other promotional efforts that include any data, pictures, or other representations of the IVDA without the prior written consent of the Chief Executive Officer of the IVDA.

10. CONFIDENTIALITY OF MATERIALS AND INFORMATION. The Consultant shall keep confidential all reports, survey notes and observations, information, and data acquired or generated in performance of the services set forth in the Scope of Services, which the IVDA designates confidential. None of such designated confidential materials or information may be made available to any person or entity, public or private, without the prior written consent of the IVDA. Consultant shall safeguard and not disclose confidential information of the IVDA including any of the following: (a) patient, trademark or copyright information; (b) personnel information; (c) matters of a technical nature; (d) matters of a business nature; and, (e) other information of a similar nature which is not generally disclosed by the IVDA, referred to collectively hereafter as "Confidential Information." Consultant further agrees not to use Confidential Information except as may be necessary to perform the services identified in this Agreement for the IVDA. Upon termination or expiration of this Agreement, or otherwise as requested by the IVDA, Consultant shall promptly deliver all Confidential Information to the IVDA, if any, in whatever form, that may be in Consultant's possession or control.

11. DEFAULT AND REMEDIES.

A. Failure or delay by any party to this Agreement to perform any material term or provision of this Agreement shall constitute a default under this Agreement; provided however, that if the party who is otherwise claimed to be in default by the other party commences to cure, correct or remedy the alleged default within seven (7) calendar days after receipt of written notice specifying such default and shall diligently complete such cure, correction or remedy, such party shall not be deemed to be in default hereunder.

B. The party which may claim that a default has occurred shall give written notice of default to the party in default, specifying the alleged default. Delay in giving such notice shall

not constitute a waiver of any default nor shall it change the time of default; provided, however, the injured party shall have no right to exercise any remedy for a default hereunder without delivering the written default notice as specified herein.

C. Any failure or delay by a party in asserting any of its rights or remedies as to any default shall not operate as a waiver of any default or of any rights or remedies associated with a default. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties under this Agreement are cumulative and the exercise by any party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

D. In the event that a default of any party to this Agreement may remain uncured for more than seven (7) calendar days following receipt of written notice, as provided above, a "breach" shall be deemed to have occurred. In the event of a breach, the injured party shall be entitled to seek any appropriate remedy or damages by initiating legal proceedings.

12. TERMINATION.

A. This Agreement may be terminated by either party for any reason by giving the other party fifteen (15) calendar days prior written notice. The IVDA shall pay the Consultant for all work authorized by the IVDA and completed, prior to the effective termination date.

B. In the event of a termination of this Agreement under this Section 12, the Consultant shall provide all documents, notes, maps, reports, data or other work product developed in performance of the Scope of Services of this Agreement to the IVDA, within ten (10) calendar days of such termination and without additional charge to the IVDA.

13. NOTICE. All notices given hereunder shall be in writing. Notices shall be presented in person or by certified or registered mail using the United States Postal Service, return receipt requested, postage prepaid or by overnight delivery by a nationally recognized delivery service to the addresses set forth below. Notice presented by United States Mail shall be deemed effective on the third (3rd) business day following the deposit of such Notice with the United States Postal Service. This Section 13 shall not prevent the parties hereto from giving notice by personal service, which shall be deemed effective upon actual receipt of such personal service. Either party may change their address for receipt of written notice by notifying the other party in writing of a new address for delivering notice to such party.

CONSULTANT: Consultant Name
Consultant Address
City, State and Zip Code

IVDA: Inland Valley Development Agency
Attention: Chief Executive Officer
1601 East Third Street
San Bernardino, CA 92408

14. COMPLIANCE WITH LAW. The Consultant shall comply with all local, state, and federal laws, including, but not limited to, environmental acts, rules and regulations applicable to the services to be provided by the Consultant under this Agreement. The Consultant shall maintain all necessary licenses and registrations for the lawful performance of the services required of the Consultant under this Agreement.

15. NONDISCRIMINATION. The Consultant shall not discriminate against any person on the basis of race, color, creed, religion, natural origin, ancestry, sex, marital status or physical handicap in the performance of the Scope of Services of this Agreement. Without limitation, the Consultant hereby certifies that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status of national origin. Further, the Consultant shall promote affirmative action in its hiring practices and employee policies for minorities and other designated classes in accordance with federal, state and local laws. Such action shall include, but not be limited to, the following: recruitment and recruitment advertising, employment, upgrading and promotion. In addition, the Consultant shall not exclude from participation under this Agreement any employee or applicant for employment on the basis of age, handicap or religion in compliance with state and federal laws.

16. SUBCONTRACTORS AND/OR SUBCONSULTANTS. The Consultant recognizes and agrees that it has the affirmative duty to disclose the company name, company address, names and titles of principals, key management and supervisory personnel of all subcontractors and/or subconsultants, and other persons, entities, agents, representatives and intermediaries (collectively, "Subcontractors") who may be participating in any manner in the Scope of Services to be rendered by the Consultant pursuant to the terms of this Agreement. The definition of Subcontractors shall also include any and all others persons who may attempt to influence any decision intended to be made by the governing body of the IVDA with regard to the funding, other discretionary actions or additional approvals associated with this Agreement and the Scope of Services whether or not such other parties are seeking compensation from the Consultant in furtherance of the Scope of Services pursuant to this Agreement. All such Subcontractors shall be disclosed in writing by the Consultant to the Clerk of the IVDA Board, immediately upon Consultant entering into any agreement or contract, either written or oral, with each such Subcontractor. It is the obligation of the Consultant to so disclose to the Clerk

of the Board any and all Subcontractors, as defined above, throughout the Term of this Agreement. Failure on behalf of the Consultant and/or its agents, representatives and intermediaries to comply with this Section 16 shall result in the inability of IVDA staff to authorize and/or submit to the IVDA governing body any amendments, change orders, extensions of time, etc., relative to this Agreement.

The Consultant acknowledges the obligations as set forth in this Section 16 by the initials of the agent signing on behalf of the Consultant appearing below:

_____
(initial here)

17. CONSULTANT AND EACH SUBCONTRACTOR ARE INDEPENDENT CONTRACTORS. The Consultant shall at all times during the performance the services described in Exhibit A be deemed to be an independent contractor. Neither the Consultant nor any of its subcontractors shall at any time or in any manner represent that it or any of its employees are employees of the IVDA or any member agency of the IVDA. The IVDA shall not be requested or ordered to assume any liability or expense for the direct payment of any salary, wage or benefit to any person employed by Consultant or its Subcontractors to perform the services described in Exhibit A. Consultant is entirely responsible for the immediate payment of all subcontractor liens.

18. CONFLICT OF INTEREST – IVDA REPRESENTATIVES. Consultant acknowledges that the IVDA uses ethical business practices in the selection of its Consultants and in its other contracting practices. Consultant certifies that neither it nor its employees or agents have, with an intent to establish or maintain a business relationship with the IVDA or any department thereof, provided any gift or sponsorship having a value of more than a fifty and 00/100 dollar ($50.00) value, in total or aggregated total, to: (i) any person working on behalf of the IVDA involved in the negotiation of this Agreement; (ii) any member of any department of the IVDA procuring items or services from the Consultant under this Agreement; and/or (iii) any person with authority to negotiate this or any other contract on behalf of the IVDA. Further, Consultant certifies that neither it nor its employees or agents shall at any time in the future, with an intent to establish or maintain a business relationship with the IVDA or any department thereof, provide any gift or sponsorship having more than a fifty and 00/100 dollar ($50.00) value, in total or aggregated total, to: (i) any person working on behalf of the IVDA involved in the negotiation of this Agreement; (ii) any member of any department of the IVDA procuring items or services from the Consultant under this Agreement; and/or (iii) any person with authority to negotiate this or any other contract on behalf of the IVDA.

The Consultant acknowledges the obligations as set forth in this Section 18 by the initials of the agent signing on behalf of the Consultant appearing below:

_____
(initial here)

19. CONFLICT OF INTEREST – CAMPAIGN CONTRIBUTIONS. The Consultant represents and warrants that it has reviewed and is familiar with the governing provisions of the California Government Code and the regulations promulgated thereunder by the Fair Political Practices Commission ("FPPC") regarding campaign contributions to appointed members of the governing body of the IVDA. The Consultant further represents and warrants that neither the Consultant, nor any number of individuals employed by the Consultant or other contractors and Subcontractors of the Consultant, or any others acting on behalf of or in concert with the Consultant, have contributed to: (i) any member of the governing body of the IVDA, (ii) any election committee of any member of the governing body of the IVDA, (iii) any "friends of" election committee of any member of the governing body of the IVDA, or (iv) any political action committee ("PAC") representing, acting with or on behalf of any member of the governing body of the IVDA, an amount in the aggregate of more than Two Hundred Fifty and 00/100 Dollars ($250.00) within the period commencing twelve (12) months prior to the date of the official action by the governing body of the IVDA to approve this Agreement. The Consultant covenants and warrants that for the period of time commencing as of the date of the approval of this Agreement by the governing body of the IVDA and for ninety (90) calendar days thereafter, similarly no such campaign and/or fund-raising contributions aggregating in excess of $250.00 from the Consultant and other contractors and Subcontractors of the Consultant, or others action on behalf of or in concert with the Consultant, when aggregated with campaign contributions paid pursuant to the preceding sentence for the prior twelve (12) month period, shall be made to any member of the governing body who participated in the official action to approve this Agreement. Such $250.00 limitation shall apply for the period of time commencing twelve (12) months prior to the date of the official action of the governing body of the IVDA to approve this Agreement and for ninety (90) calendar days thereafter and all such campaign contributions within said fifteen (15) month period of time shall be aggregated for purposes of the FPPC rules and regulations. Any breach of this Section 19, whether intentional or unintentional, shall be deemed to be a material breach of this Agreement.

The Consultant acknowledges the obligations as set forth in this Section 19 by the initials of the agent signing on behalf of the Consultant appearing below:

_____
(initial here)

20. FAIR POLITICAL PRACTICES COMMISSION FORMS AND FILINGS. The provisions of this Section 20 shall apply to the Consultant, its employees and/or agents providing or supervising the services to the IVDA as set forth in this Agreement. The Consultant

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acknowledges and represents and warrants that the Consultant is aware of the requirements of the Fair Political Practices Commission ("FPPC") of the State of California, including the statutory requirements and the rules and regulations promulgated pursuant thereto, and the obligations and duties of third party contractors such as the Consultant to complete and timely submit the required FPPC reporting forms.

By the execution and acceptance of this Agreement with the IVDA, the Consultant hereby agrees that no later than the first day of April (April 1) of each calendar year, or any other date as designated by IVDA legal counsel or the Clerk of the Board, the Consultant shall submit, and/or cause its employees and/or agents providing or supervising the services to the IVDA as set forth in this Agreement to submit, to the Clerk of the Board any reporting form or filing published and/or required by the FPPC which IVDA legal counsel or the Clerk of the Board should deem appropriate and so request of the Consultant, properly and fully completed in accordance with the instructions of the FPPC, which instructions shall be provided to Consultant by the Clerk of the Board, identifying the appropriate and necessary economic disclosures of the Consultant, its employees and/or agents who perform services by, through or on behalf of the Consultant to the IVDA pursuant to this Agreement.

Further, the Consultant recognizes that it is neither the duty nor the responsibility of the IVDA, its staff and/or legal counsel to review or seek additional information from the Consultant as to any information submitted to the IVDA in the required FPPC reporting forms. The Consultant further understands that the Consultant, its principals, shareholders, and certain employees and/or agents could be subjected to fines and civil penalties imposed by the FPPC in the event any documentation submitted by the Consultant is deemed to be inadequate either by the FPPC or any other State or local prosecutorial office. Under some circumstances, such inadequacies for failure to comply with the FPPC requirements may also involve criminal sanctions.

The Consultant shall further defend, indemnify and hold harmless the IVDA, its officers, employees, representatives, and agents, for any and all violations by the Consultant regarding FPPC reporting compliance requirements that result in any liability or financial loss to the IVDA, its officers, employees, representatives, and agents, by reason of the failure of the Consultant to comply with the provisions of this Section 20, including staff costs, attorney fees and any and all other costs as may be incurred by the IVDA, its officers, employees, representatives, and agents due to any alleged violations of the FPPC reporting requirements by the Consultant.

The Consultant acknowledges the obligations as set forth in this Section 20 by the initials of the agent signing on behalf of the Consultant appearing below:

_____

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(initial here)

21. CONSULTANT INTERESTS ADVERSE TO THE IVDA. Consultant hereby represents that it has no interests adverse to the IVDA or its individual member entities, at the time of execution of this Agreement. Consultant hereby agrees that, during the Term of this Agreement, the Consultant shall not enter into any agreement or acquire any interests detrimental or adverse to the IVDA or its individual member entities. Additionally, Consultant hereby represents and warrants to IVDA that Consultant and any partnerships, individual persons or any other party or parties comprising Consultant, together with each subcontractor who may hereafter be designated to perform services pursuant to this Agreement, do not have and, during the Term of this Agreement, shall not acquire any property ownership interest, business interests, professional employment relationships, contractual relationships of any nature or any other financial arrangements relating to the IVDA, property over which the IVDA has jurisdiction or any members or staff of the IVDA that have not been previously disclosed in writing to IVDA, and that any such property ownership interests, business interests, professional employment relationships, contractual relationships or any nature or any other financial arrangements will not adversely affect the ability of the Consultant to perform the services to the IVDA as set forth in this Agreement.

22. SEVERABILITY. Each and every section of this Agreement shall be construed as a separate and independent covenant and agreement. If any term or provision of this Agreement or the application thereof to certain circumstances shall be declared invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to circumstances other than those to which it is declared invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

23. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties. This Agreement supersedes all prior negotiation, discussions and agreements between the parties concerning the subject matters covered herein. The parties intend this Agreement to be the final expression of their agreement with respect to the subjects covered herein and a complete and exclusive statement of such terms.

24. AMENDMENT OR MODIFICATION. This Agreement may only be modified or amended by written instrument duly approved and executed by each of the parties hereto. Any such modification or amendment shall be valid, binding and legally enforceable only if in written form and executed by each of the parties hereto, following all necessary approvals and authorizations for such execution.

25. GOVERNING LAW. This Agreement shall be governed by the laws of the State of California. Any legal action arising from or related to this Agreement shall be brought in the Superior Court of the State of California in and for the County of San Bernardino.

26. NON-WAIVER. Failure of either party to enforce any provision of this Agreement shall not constitute a waiver of the right to compel enforcement of the same provision or any remaining provisions of this Agreement.

27. CAPTIONS. The captions or headings in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any provision of this Agreement.

28. ASSIGNMENT. This Agreement may not be assigned by the Consultant without the prior written consent of the IVDA.

29. REPRESENTATIONS OF PERSONS EXECUTING AGREEMENT. The persons executing this Agreement warrant that they are duly authorized to execute this Agreement on behalf of and bind the parties each purports to represent.

30. EXECUTION IN COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which will constitute an original.

31. EFFECTIVENESS OF AGREEMENT AS TO THE IVDA. This Agreement shall not be binding on the IVDA until approved by the IVDA Board, approved as to form and legal content by IVDA legal counsel, signed by the Chief Executive Officer, and signed by an authorized representative of the Consultant.

32. NON-EXCLUSIVITY. This Agreement shall not create an exclusive relationship between the IVDA and the Consultant for the services set forth in Exhibit A or any similar or related services. The IVDA may, during the Term of this Agreement, contract with other consultants for the performance of the same, similar or related services as those that may be performed by the Consultant under this Agreement. The IVDA reserves the discretion and the right to determine the amount of services to be performed by the Consultant for the IVDA under this Agreement, including not requesting any services at all. This Agreement sets forth only the terms upon which any such services will be provided to the IVDA by the Consultant, if such services are requested by the IVDA, as set forth in this Agreement.

///

[SIGNATURES ON FOLLOWING PAGE]

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IN WITNESS WHEREOF, two identical counterparts of this Agreement, each of which shall for all purposes be deemed an original thereof, have been duly executed by the authorized signatures of the officers of the parties hereinabove named, on the day and year first herein written.

IVDA

Dated: _____

Inland Valley Development Agency,
a joint powers authority

By: _____
Michael Burrows, Chief Executive Officer

ATTEST:

_____
Jillian Ubaldo, Clerk of the Board

Approved as to form and legal content:

Mirau, Edwards, Cannon, Lewin & Tooke, LLP
A Professional Corporation

_____
Michael Lewin

Consultant

Dated: _____

Consultant Name

By: _____
Name:
Title:

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EXHIBIT A

SCOPE OF SERVICES

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EXHIBIT B

SUPERVISORY STAFF PERSONNEL

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IVDA Staff:

Chief Executive Officer
Clerk of the Board (relating to records production, recordkeeping, political contributions, Form 700 compliance, etc., only)

	TO: Inland Valley Development Agency Board **DATE: June 11, 2025** **ITEM NO: 11** **PRESENTER: Michael Burrows, Chief Executive Officer**

SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH JUNE 30, 2025

SUMMARY

On December 9, 2015, the IVDA Board adopted a Strategic Plan. In 2020, the IVDA updated its Business Plan, which identify key dates and deliverables in an effort to focus Inland Valley Development Agency (IVDA) Staff and resources to increase organizational and operational efficiencies and results.

RECOMMENDED ACTION(S)

Review the Action Plan for the Inland Valley Development Agency through June 30, 2025.

FISCAL IMPACT

None. The proposed plan identifies staff resources for which funding is included in the General Fund of the adopted Inland Valley Development Agency (IVDA) Budget for Fiscal Year 2024-25.

PREPARED BY:	Michael Burrows
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Mark Cousineau
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	IVDA Board

BACKGROUND INFORMATION

The Action Plan identifies key dates and deliverables in an effort to focus Inland Valley Development Agency Staff and Resources to increase organizational and operational efficiencies.

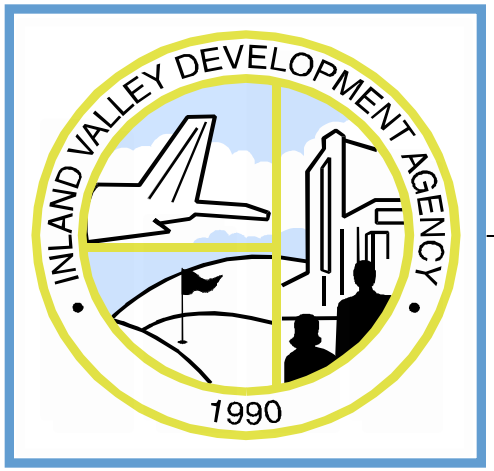
This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

For review and discussion.

Attachments:

1. IVDA Action Plan

June 2025 – IVDA Focal Areas



- JPA Obligations
- UAS Center at SBD
- Annual ROPS
- Alliance-California Obligations
  - Northgate Development
- Economic Development Programs
- Inland Valley Infrastructure Corridor
  - Sterling Avenue
- Grant Programs & Initiatives

Action Plan for IVDA (06/30/25)

Month	Key Initiative	Key Resources	Completion Date
January, 2025	Sterling Avenue Grant, 3rd Street DOT Project, Quarterly Financials	IVDA Board & Committee, CEO, General Counsel, Director of Finance, Staff	January 31, 2025
February, 2025	Annual Audit File Annual ROPS Sterling Avenue Project	IVDA Board & Committee, CEO, Director of Finance, Staff	February 28, 2025
March, 2025	UAS Center Update; 3rd Street Project	IVDA Board & Committee, CEO, Director of Finance, Staff	March 31, 2025
April, 2025	Economic Development Initiatives	IVDA Board & Committee, Project Manager; Director of Finance, Clerk of Board, Staff	April 30, 2025
May, 2025	Draft Annual Budget Preparation; Economic Development & Grant Initiatives	IVDA Board & Committee, CEO, Director of Finance, Staff	May 31, 2025
June, 2025	Adopt Annual Budget	IVDA Board & Committee, CEO, Director of Finance, Staff	June 30,2025

- Critical Path for Board Buy-In & Implementation; Aggressive Timeline may Impact Capital Plans

IVDA Action Plan – Implementation

June 2025

- Annual ROPS (County Oversight Board)
- Grant Program Report & Initiatives
- JPA and Interagency Revenues and Resources
- Alliance-California Obligations
  - Northgate Development
- Economic & Community Development Initiatives
- Inland Valley Infrastructure Corridor
  - Sterling Avenue
- Annual Business Plan Evaluation

Sub-Initiative Status:

