

# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING AGENDA

WEDNESDAY, AUGUST 13, 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](http://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](http://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. 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
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8  
Property: 105 North Leland Norton Way, San Bernardino CA 92408  
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Betty Liu, Transportation Security Administration (TSA)

**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 AUGUST 13, 2025**  
**[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 006]**

### 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#: 013]**
- 2b. **IVDA WEBSITE UPDATE**  
**[PRESENTER: Amber Casarez, Marketing Manager PAGE#: 014]**
- 2c. **STERLING AVENUE PROJECT**  
**[PRESENTER: Jeff Barrow, Director of Development 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 – JULY 9, 2025**  
**[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 016]**

4. RECEIVE REGISTER OF DEMANDS – AUGUST 13, 2025  
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 022**]
5. RECEIVE AND FILE CASH REPORT FOR THE MAY 31, 2025 INLAND VALLEY DEVELOPMENT AGENCY (IVDA)  
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 027**]
6. RECEIVE AND FILE CASH REPORT FOR THE JUNE 30, 2025 INLAND VALLEY DEVELOPMENT AGENCY (IVDA)  
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 030**]
7. AUTHORIZE STAFF TO ADVERTISE FOR THE 3RD STREET CORRIDOR PROJECT  
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 033**]
8. APPROVE MEETING MINUTES: JUNE 11, 2025  
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 036**]

**I. BOARD ACTION ITEMS**

9. CONSIDER AND DISCUSS A REPORT ON THE FOREIGN TRADE ZONE UPDATE  
[PRESENTER: Myriam Beltran, Planning and Programs Manager **PAGE#: 043**]
10. CONSIDER AND DISCUSS A BUSINESS PLAN UPDATE FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) FOR 2026-2030  
[PRESENTER: Michael Burrows, Chief Executive officer **PAGE#: 047**]
11. REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH DECEMBER 31, 2025  
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 059**]

**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, September 10, 2025.

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> August 13, 2025</p> <p><b>ITEM NO:</b> 1</p> <p><b>PRESENTER:</b> Jillian Ubaldo, Clerk of the Board</p>
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**SUBJECT: POSSIBLE CONFLICT OF INTEREST ISSUES FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BOARD MEETING OF AUGUST 13, 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-subsidary 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**

THERE WILL BE NO ITEMS PRESENTED AT THIS MEETING RELATING TO CONTRACTORS, TENANTS, SUBCONTRACTORS, SUBTENANTS, ETC.

### **Attachments:**

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

CALIFORNIA CODES  
**GOVERNMENT CODE**  
SECTION 84308

**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;

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

2 (C) A controlling owner (50% or greater interest as a shareholder or as a general partner)

3 in one entity also is a controlling owner in the other entity.

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

5 Government Code.

## 6 HISTORY

7 1. New section filed 5-26-2006; operative 6-25-2006. Submitted to OAL for filing pursuant to

8 *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924,

9 California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992

10 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements

11 and not subject to procedural or substantive review by OAL) (Register 2006, No. 21). For prior

12 history of section 18438.5, see Register 85, No. 8.

13 2. Amendment filed 8-12-2014; operative 9-11-2014 pursuant to title 2, section 18312(e)(1) of

14 the California Code of Regulations. Submitted to OAL for filing and printing pursuant to *Fair*


15 *Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California

16 Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC

17 regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not

18 subject to procedural or substantive review by OAL) (Register 2014, No. 33).



	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> August 13, 2025</p> <p><b>ITEM NO:</b> 2a</p> <p><b>PRESENTER:</b> Michael Burrows, Chief Executive Officer</p>
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**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

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> August 13, 2025</p> <p><b>ITEM NO:</b> 2b</p> <p><b>PRESENTER:</b> Amber Casarez, Marketing Manager</p>
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**SUBJECT: INFORMATIONAL ITEMS – IVDA WEBSITE UPDATE**

## **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

	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> August 13, 2025</p> <p><b>ITEM NO:</b> 2c</p> <p><b>PRESENTER:</b> Jeff Barrow, Director of Development</p>
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**SUBJECT: INFORMATIONAL ITEMS – STERLING AVENUE PROJECT**

## **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: August 13, 2025**

**ITEM NO: 3**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE REGISTER OF DEMANDS – JULY 9, 2025**

**SUMMARY**

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

**RECOMMENDED ACTION(S)**

Receive for information.

**FISCAL IMPACT**

Disbursements for amounts due in June 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 June 2025 amount to \$406,175.79 that include the following.

- **Professional Services:** California Strategies & Advocacy LLC; Cohoe Engineering; Cole Huber LLP; D&A Consulting; Desmond & Louis Inc.; Elizabeth L. Martyn APC; GCAP Services, Inc.; Hernandez, Kroone & Associates; Imagine Systems Inc.; Influential Drones; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Product Research Gear LLC; Terry Parish; Tom Dodson & Associates; and Zenaida Global were paid \$93,102.53.
- **Capital Projects Cost:** AEC Moreno Corp; Cordoba Corporation, and Leonida Builders Inc. were paid \$116,457.25.
- **Utilities:** Burrtec Waste Industries Inc, City of San Bernardino Water Department, Southern California Edison, The Gas Company, Utility Telecom Group LLC, and Verizon Wireless were paid \$109,880.29.
- **Employee Benefits:** American Fidelity Assurance Company, Ameritas Life Insurance Corp., LegalShield, Texas Life Insurance Company, and United World Life Insurance Co. were paid \$26,302.44.

**Attachments:**

1. Register of Demands for the July 9, 2025 Board Meeting
2. Visa Breakdown - May 2025

**Inland Valley Development Agency**  
**Register of Demands for Board Meeting**  
**July 9, 2025**

Line	Vendor name	Description	Payment amount
1	A.O. Reed & Co., LLC	Repairs and maintenance for HVAC system	\$ 11,932.00
2	AEC Moreno Corp	Building improvements	7,543.25
3	Alsco, Inc.	Mat maintenance	174.13
4	Am-Tec Total Security Inc.	Monthly fire and burglar alarm monitoring and inspection	351.95
5	Amazon Capital Services Inc.	Office supplies and equipment	2,159.43
6	American Fidelity Assurance Company	Employee supplemental benefits	3,323.35
7	American Rental Inc.	Equipment rental	183.76
8	Ameritas Life Insurance Corp.	Employee group benefits - dental and vision	14,356.08
9	Boston Fox Tigie International LLC	Marketing services	877.50
10	Burrtec Waste Industries Inc.	Refuse	977.19
11	C & A Janitorial Services	Janitorial services	21,066.00
12	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	5,000.00
13	Christopher Michael Lukesh	Vehicle wash	320.00
14	City of San Bernardino Water Department	Water and sewer services	71,080.12
15	Cohoe Engineering	Engineering services	9,628.00
16	Cole Huber LLP	Professional legal services	4,331.00
17	Cordoba Corporation	3rd Street Corridor Roadway Rehabilitation Project	10,914.00
18	Corodata Shredding Inc.	Interoffice shredding services	53.57
19	D&A Consulting	Professional services - UAS Center drone standards development	1,925.00
20	Daily Journal Corporation	Publication and advertisement services for project bidding	995.93
21	Desmond & Louis Inc.	Event marketing and media professional services	4,000.00
22	Eagle Graphics LLC	Employee credit incentive for SBD online apparel store	24.75
23	Elizabeth L. Martyn APC	Legal services	4,872.00
24	Ewing Irrigation Products Inc.	Irrigation supplies and material	616.68
25	Forvis, LLP	Software implementation	882.00
26	GCAP Services, Inc.	Professional services contract for Disadvantage Business Enterprise	1,057.50
27	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey services	436.00
28	Imagine Systems Inc.	IT consulting services and desktop maintenance	6,524.76
29	Influential Drones	Professional services agreement for business development, planning, and execution of the UAD/ACUASI program at SBD	6,828.19
30	Innovative Federal Strategies LLC	Federal legislative advocacy services	10,000.00
31	LegalShield	Employee benefits - legal services	718.75

**Inland Valley Development Agency**  
**Register of Demands for Board Meeting**  
**July 9, 2025**

32	Leonida Builders Inc.	Building 48 tenant improvements	98,000.00
33	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	5,016.50
34	Petty Cash - Alka Chudasama	Petty cash disbursement	348.80
35	Product Research Gear LLC	Professional services to provide consulting for UAS Center on drone emergency response	1,500.00
36	Red Hawk Services	Fencing material and services	3,931.99
37	Southern California Edison	Electricity	30,733.12
38	Staples, Inc.	Office supplies	995.36
39	Terry Parisher	Professional services to provide consulting to UAS Center on drone policy creation for public and private entities	10,824.80
40	Texas Life Insurance Company	Group benefits - additional life insurance	1,089.90
41	The Gas Company	Gas	4,296.83
42	The Standard Design Group	Palm trees	9,974.25
43	Tom Dodson & Associates	Professional services for environmental services	6,435.00
44	Toshiba Business Solutions	Maintenance and supplies for office equipment	737.59
45	United World Life Insurance Co	Employee group benefits - life insurance	6,814.36
46	Utility Telecom Group LLC	Ethernet and phone services for Building 48	1,937.07
47	Verizon Wireless	Wireless monthly service and equipment purchases	855.96
48	Visa	Office supplies and other miscellaneous charges	4,526.20
49	Western Exterminator Company	Pest control	281.39
50	Zenaida Global	Professional consulting services - UAS Center at SBD	14,723.78
	<b>Total</b>		<b>\$ 406,175.79</b>

# Inland Valley Development Agency

## Visa Breakdown

May 2025

Line	Description	Payee	Department	Amount
1	Ground transportation for Sacramento Advocacy Trip	Uber	Administration	\$ 41.82
2	Ground transportation for Sacramento Advocacy Trip	Uber	Administration	6.27
3	Ground transportation for Sacramento Advocacy Trip	Uber	Administration	114.52
4	Meal for Sacramento Advocacy Trip	Statehouse	Administration	24.86
5	Lodging for Sacramento Advocacy Trip	Residence Inn	Administration	336.54
6	New employee welcome lunch	Corky's	Administration	83.36
7	Condolences flowers	1-800-Flowers	Administration	86.19
8	Pre-employment drug screening	Exam Pros	Administration	300.00
9	Secure HR fax line	Interfax	Administration	19.00
10	Lease of postage machine	Pitney Bowes	Clerk of the Board	26.22
11	Lease of postage machine	Pitney Bowes	Clerk of the Board	36.05
12	Lease of postage machine	Pitney Bowes	Clerk of the Board	232.47
13	Lease of postage machine	Pitney Bowes	Clerk of the Board	38.62
14	Supplies for new hire	TJ Maxx	Clerk of the Board	30.13
15	Food for Clerk's Week	Costco	Clerk of the Board	122.45
16	Food for Clerk's Week	Smart and Final	Clerk of the Board	54.14
17	Software for email searches for public record requests	Sperry Software	Clerk of the Board	129.95
18	Dropbox Plus subscription for M. Beltran	Dropbox Inc.	Development & Properties	119.88
19	Building 48 water dispenser monthly rental	Quench	Executive Office	256.00
20	Building 48 conference line	Free Conference Call	Executive Office	10.00
21	Office supplies	Amazon	Executive Office	44.17
22	Lodging for CalSTA Supply Chain Roundtable	Crowne Plaza	Executive Office	199.80
23	San Bernadino City Chamber of Commerce Government Day meeting and tour	Two Guys Pasta & Pizza	Executive Office	217.45
24	Elbow brace for staff	Amazon	Executive Office	28.21
25	Building 48 water dispenser monthly rental	Quench	Executive Office	256.00
26	Building 48 office paint	Dunn-Edwards	Facilities	210.29
27	Paper rolls for flow meter	Radwell	Facilities	471.30
28	QuickBooks finance software	Intuit QuickBooks	Finance	840.00
29	AICPA Association membership renewal	AICPA Association	Finance	790.00



# Inland Valley Development Agency

## Visa Breakdown

May 2025

Line	Description	Payee	Department	Amount
30	Cal CPA membership dues	Cal CPA Society	Finance	599.00
31	Ground transportation from airport to hotel	Uber	Human Resources	27.90
32	Lodging for N. Rivera for SHRM Conference	Sheraton Grand Sacramento Hotel	Human Resources	852.19
33	Travel Meal	Sheraton Grand Sacramento Hotel	Human Resources	8.43
34	Travel Meal	Sheraton Grand Sacramento Hotel	Human Resources	7.34
35	Airport parking	Ontario Airport	Human Resources	96.00
36	Personal purchases to be reimbursed by employee	Uber	Human Resources	103.89
37	Registration for SHRM Conference in Sacramento	SHRM	Human Resources	375.00
38	Registration for IE SHRM Conference in Ontario	IESHRM	Human Resources	45.00
39	Microsoft 365 monthly subscription	Microsoft	Information Technology	775.00
40	Microsoft 365 monthly subscription	Microsoft	Information Technology	220.00
41	Supplies	Lowes	UAS Center at SBD	55.95
42	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	292.64
43	Porta potty rental for Norton Test Range	United Site Services	UAS Center at SBD	276.82
44	Porta potty rental for Norton Test Range	United Site Services	UAS Center at SBD	211.82
45	Supplies for Norton Test Range container	Home Depot	UAS Center at SBD	179.36
46	Lodging for UAS Center meetings	Residence Inn	UAS Center at SBD	167.22
47	Refund for sponsorship of UAS Center conference in Alaska	TOTT Conference	UAS Center at SBD	-5,000.00
48	Supplies	Lowes	UAS Center at SBD	106.95
<b>Total</b>				<b>\$ 4,526.20</b>
Visa Statement Balance:				<u>\$ 4,526.20</u>
Date Prepared:				6/23/2025



**TO: Inland Valley Development Agency Board**

**DATE: August 13, 2025**

**ITEM NO: 4**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE REGISTER OF DEMANDS - AUGUST 13, 2025**

### **SUMMARY**

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

### **RECOMMENDED ACTION(S)**

Receive for information.

### **FISCAL IMPACT**

Disbursements for amounts due in July 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 July 2025 amount to \$444,882.32 that include the following.

- **Professional Services:** California Strategies & Advocacy LLC; Cole Huber LLP; D&A Consulting; Desmond & Louis Inc.; Hernandez, Kroone & Associates; Imagine Systems Inc.; Influential Drones; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Product Research Gear LLC; Rogers, Anderson, Malody & Scott LLP; Tactical Drone Concepts; Terry Parish; Tom Dodson & Associates; and Zenaida Global were paid \$125,241.38
- **Capital Projects Cost:** AEC Moreno Corp and Match Corporation were paid \$70,600.50
- **Utilities:** Burrtec Waste Industries Inc, City of San Bernardino Water Department, Southern California Edison, The Gas Company, Utility Telecom Group LLC, and Verizon Wireless were paid \$104,022.21.
- **Employee Benefits:** Ameritas Life Insurance Corp, Fidelity Security Life Insurance Co., Texas Life Insurance Company, and United World Life Insurance Co. were paid \$21,757.29

**Attachments:**

1. Register of Demands for the August 13, 2025 Board Meeting
2. Visa Breakdown - June 2025

**Inland Valley Development Agency**  
**Register of Demands for Board Meeting**  
**August 13, 2025**

Line	Vendor name	Description	Payment amount
1	AEC Moreno Corp	Building improvements	\$ 20,146.00
2	Amazon Capital Services Inc.	Office supplies and equipment	895.60
3	Ameritas Life Insurance Corp.	Employee group benefits - dental and vision	7,313.98
4	Am-Tec Total Security Inc.	Monthly fire and burglar alarm monitoring and inspection	351.95
5	Blue Violet Networks (A3 Communications, Inc.)	Solar power array for temporary surveillance system at new UAS facility	15,616.13
6	BrightView Landscape Services, Inc.	Repairs and maintenance on irrigation system	12,431.86
7	Burrtec Waste Industries Inc.	Refuse	977.19
8	C & A Janitorial Services	Janitorial services	20,532.63
9	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	10,000.00
10	City of San Bernardino Water Department	Water and sewer services	51,447.27
11	Cole Huber LLP	Professional legal services	4,377.00
12	Corodata Shredding Inc.	Interoffice shredding services	53.57
13	D&A Consulting	Professional services - UAS Center drone standards development	1,750.00
14	Desmond & Louis Inc.	Event marketing and media professional services	4,000.00
15	Eagle Graphics LLC	Employee credit incentive for SBD online apparel store	29.40
16	Encore Lighting Inc.	Lighting supplies	1,045.45
17	Fidelity Security Life Insurance Co FSA	Employee group benefits - flexible spending accounts	2,203.44
18	Hernandez, Kroone & Associates Inc.	Professional services to provide civil engineering and survey services	11,242.93
19	Imagine Systems Inc.	IT consulting services and desktop maintenance	2,937.38
20	Influential Drones	Professional services agreement for business development, planning, and execution of the UAD/ACUASI program at SBD	5,888.48
21	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
22	K&L Hardware and Plumbing Supply Inc	Maintenance, tools, and supplies	131.96
23	Matich Corporation	Sterling Avenue construction project	50,454.50
24	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	5,733.00
25	Mobile Modular Management Corp	Mobile office trailer rental at UAS Center	1,726.77
26	Nidia Rivera	Employee reimbursement	741.20
27	Performance Electric	Electrical installation services and supplies	13,600.00
28	Petty Cash - Alka Chudasama	Petty cash disbursement	166.11
29	Pitney Bowes Global Financial Services	Postal machine rental and postage	225.70
30	Product Research Gear LLC	Professional services to provide consulting for UAS Center on drone emergency response	1,500.00
31	Rogers, Anderson, Malody & Scott LLP	Professional audit services of IVDA financial statements	15,255.00

**Inland Valley Development Agency  
Register of Demands for Board Meeting  
August 13, 2025**

32	Rondy's Glass Service (Rondy Neil French)	Glass walls and barrier installation services	1,645.00
33	SDRMA	Insurance premiums	21,910.51
34	Southern California Edison	Electricity	41,284.29
35	Tactical Drone Concepts	Professional services to provide consulting and training	27,673.73
36	Terry Parisher	Professional services to provide consulting to UAS Center on drone policy creation for public and private entities	9,566.17
37	Texas Life Insurance Company	Group benefits - additional life insurance	1,089.90
38	The Gas Company	Gas	7,857.62
39	The Standard Design Group	Palm trees and planting	9,974.25
40	Tom Dodson & Associates	Professional services for environmental services	5,925.00
41	Toshiba Business Solutions	Maintenance and supplies for office equipment	294.65
42	United World Life Insurance Co	Employee group benefits - life insurance	11,149.97
43	University of Alaska	UAS Center consultant for corridor project	15,717.68
44	Utility Telecom Group LLC	Ethernet and phone services for Building 48	1,595.96
45	Verizon Wireless	Wireless monthly service and equipment purchases	859.88
46	Visa	Office supplies and other miscellaneous charges	5,889.13
47	Western Exterminator Company	Pest control	281.39
48	Zenaida Global	Professional consulting services - UAS Center at SBD	14,392.69
	<b>Total</b>		<b>\$ 444,882.32</b>

# Inland Valley Development Agency

## Visa Breakdown

June 2025

Line	Description	Payee	Department	Amount
1	New baby flowers	1-800-Flowers	Administration	\$ 67.41
2	Meal for Sacramento Advocacy Trip	Statehouse	Administration	5.17
3	Secure HR fax line	Interfax	Administration	9.50
4	Newspaper publication for IVIC noticing	Daily Journal	Clerk of the Board	984.80
5	Annual subscription for cloud file storage	DropBox	Clerk of the Board	119.88
6	Notary supplies for Y. Maldonado	NNA Services	Clerk of the Board	251.97
7	Building 48 conference line	Free Conference Call	Executive Office	10.00
8	Supplies	Lowe's	Executive Office	106.95
9	Lunch for staff interview panel	Panera Bread	Human Resources	48.37
10	Lunch for staff interview panel	Chipotle	Human Resources	43.79
11	Registration for investigation training for 07/17 in San Mateo	SHRM	Human Resources	1,505.00
12	Microsoft 365 monthly subscription	Microsoft	Information Technology	231.00
13	Microsoft 365 monthly subscription	Microsoft	Information Technology	814.06
14	Risk Management training on mental health	Liebert Cassidy Whitmore	Risk Management	150.00
15	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	209.03
16	Lodging for D. Krause UAS Center meetings	Residence Inn	UAS Center at SBD	501.68
17	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	454.06
18	Lodging for K. Benson UAS Center meetings	Residence Inn	UAS Center at SBD	189.94
19	Lodging for D. Krause UAS Center meetings	Residence Inn	UAS Center at SBD	186.52
<b>Total</b>				<b>\$ 5,889.13</b>
Visa Statement Balance:				<u>\$ 5,889.13</u>
Date Prepared:				8/6/2025



**TO: Inland Valley Development Agency Board**

**DATE: August 13, 2025**

**ITEM NO: 5**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE AND FILE CASH REPORT FOR MAY 31, 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 May 31, 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 May 31, 2025, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$ 32,472,014.00 on May 31, 2025. Banks' statements reflect \$32,515,244. The difference in totals is due to the outstanding checks at May 31, 2025.

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

**Attachments:**

1. Cash Report for May 31, 2025



# Inland Valley Development Agency

## Cash Report

**May 31, 2025**


### IVDA JPA CASH

<u>Cash</u>	Balance 04/30/25	Activities	Balance 05/31/25
<i>MMKT/ Savings Account - CHASE Bank</i>	2,604,984.72	(99,958.77)	2,505,025.95
<i>Checking Account - CHASE Bank</i>	462,291.08	887,920.05	1,350,211.13
Deposits In Transit:			
Beginning	8,107.03	(8,107.03)	-
Ending	-	-	-
Outstanding Checks:			
Beginning	(37,022.83)	37,022.83	-
Ending		(43,230.00)	(43,230.00)
<i>Payroll Account - CHASE Bank</i>	40,907.66	(40,133.89)	773.77
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
<i>BRORF Account - CHASE Bank</i>	3,181,627.83	51.54	3,181,679.37
<i>Cash with Fiscal Agent- MECLT Trust</i>	68,272.93	100,009.05	168,281.98
Subtotal	6,329,168.42	833,573.78	7,162,742.20
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	82,888.74	-	82,888.74
<i>Local Agency Investment Funds - Bond Account</i>	132,803.12	-	132,803.12
Total	215,691.86	-	215,691.86
Subtotal JPA Cash & Investments	6,544,860.28	833,573.78	7,378,434.06

### IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	244,917.32	8,198,653.00	8,443,570.32
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	39.92	-	39.92
Interest Account - US Bank - 2014 series	-	-	-
<i>Reserve Account- US Bank - 2014 series</i>	16,649,826.59	68.43	16,649,895.02
<i>Principal Account - US Bank- 2014 series</i>	-	-	-
<i>2011 Project Fund - US Bank - 2014 series</i>	74.68	-	74.68
Subtotal SA Cash & Investments	16,894,858.51	8,198,721.43	25,093,579.94
Total Cash and Investments	\$ 23,439,718.79	9,032,295.21	\$ 32,472,014.00

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 Development Agency's Investment policy. IVDA shall be able to meet it's expenditure requirement for next six month.

 for Mark C.

Mark Cousineau, Director of Finance



**TO: Inland Valley Development Agency Board**

**DATE: August 13, 2025**

**ITEM NO: 6**

**PRESENTER: Mark Cousineau, Director of Finance**

**SUBJECT: RECEIVE AND FILE CASH REPORT FOR JUNE 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 June 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 June 30, 2025, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$31,757,409.72 on June 30, 2025. Banks' statements reflect \$31,830,974.69. The difference in totals is due to deposits in transit and outstanding checks at June 30, 2025.

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

**Attachments:**

1. Cash Report for June 30, 2025

# Inland Valley Development Agency

## Cash Report

June 30, 2025

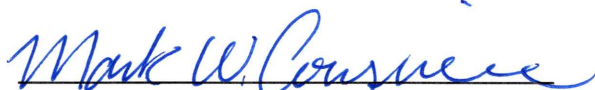
### IVDA JPA CASH

<u>Cash</u>	Balance 05/31/25	Activities	Balance 06/30/25
<i>MMKT/ Savings Account - CHASE Bank</i>	\$2,505,025.95	\$(199,960.12)	\$2,305,065.83
<i>Checking Account - CHASE Bank</i>	1,350,211.13	(396,901.08)	953,310.05
Deposits In Transit:			
Beginning	-	-	-
Ending	-	103.89	103.89
Outstanding Checks:			
Beginning	(43,230.00)	43,230.00	-
Ending		(73,668.86)	(73,668.86)
<i>Payroll Account - CHASE Bank</i>	773.77	(149.36)	624.41
Outstanding Checks:			
Beginning	-	-	-
Ending	-	-	-
<i>Benefits Account - CHASE Bank</i>	-	500.00	500.00
<i>BRORF Account - CHASE Bank</i>	3,181,679.37	53.26	3,181,732.63
<i>Cash with Fiscal Agent- MECLT Trust</i>	168,281.98	(87,882.72)	80,399.26
Subtotal	7,162,742.20	(714,674.99)	6,448,067.21
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	82,888.74	-	82,888.74
<i>Local Agency Investment Funds - Bond Account</i>	132,803.12	-	132,803.12
Total	215,691.86	-	215,691.86
Subtotal JPA Cash & Investments	7,378,434.06	(714,674.99)	6,663,759.07

### IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	8,443,570.32	-	8,443,570.32
<u>Investments Held With Fiscal Agent</u>			
<i>Special Fund - US Bank - 2014 series</i>	39.92	-	39.92
<i>Interest Account - US Bank - 2014 series</i>	-	-	-
<i>Reserve Account- US Bank - 2014 series</i>	16,649,895.02	70.71	16,649,965.73
<i>Principal Account - US Bank- 2014 series</i>	-	-	-
<i>2011 Project Fund - US Bank - 2014 series</i>	74.68	-	74.68
Subtotal SA Cash & Investments	25,093,579.94	70.71	25,093,650.65
Total Cash and Investments	\$ 32,472,014.00	\$(714,604.28)	\$ 31,757,409.72

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 Development Agency's Investment policy. IVDA shall be able to meet it's expenditure requirement for next six month.



Mark Cousineau, Director of Finance



**TO: Inland Valley Development Agency Board**

**DATE: August 13, 2025**

**ITEM NO: 7**

**PRESENTER: Jeff Barrow, Director of Development**

**SUBJECT: AUTHORIZE STAFF TO ADVERTISE FOR THE 3RD STREET CORRIDOR PROJECT**

### **SUMMARY**

Approval of this item will allow staff to advertise a notice inviting bids for the 3rd Street Corridor Project. The authorized scope of work for this project provides for roadway improvements between Sterling Avenue and Victoria Avenue. The construction budget for this project is \$3,388,681. This project will be procured in accordance with the agency's policies and procedures and pursuant to U.S. Department of Transportation (DOT) requirements.

### **RECOMMENDED ACTION(S)**

Authorize staff to advertise for the 3rd Street Corridor Project in accordance with the agency's policies and procedures.

### **FISCAL IMPACT**

None. Funding for this project is included in the approved Inland Valley Development Agency (IVDA) Fiscal Year 2025-2026 Budget in the Capital Projects Fund, Account 63100 - 3rd and 5th Street, in the amount of \$3,388,681.

PREPARED BY:	Griselda Lizarraga
CERTIFIED AS TO AVAILABILITY OF FUNDS:	Alka Chudasama
APPROVED AS TO FORM AND LEGAL CONTENT:	Michael Lewin
FINAL APPROVAL:	Michael Burrows

**BACKGROUND INFORMATION**

On April 13, 2022, the Inland Valley Development Agency (IVDA) Board adopted Resolution No. 2022-03 authorizing the submission of the 3rd Street Corridor Project for consideration for Community Project Funding / Congressionally Directed Spending. These funds are administered by and through Caltrans District 8 on behalf of the U.S. Department of Transportation (DOT).

Cordoba Corporation, the Engineer of Record for the project, has finalized the plans, specifications, and cost estimates for the work. The proposed work provides for roadwork improvements between Sterling Avenue and Victoria Avenue. Among the improvements are new curbs, gutters, ramps, sidewalks, and pavement repairs. These road improvements will make it easier and safer for customers, visitors, and employees to access the Airport. Furthermore, the improvements will benefit nearby residents and businesses and support the ongoing revitalization of the region.

Approval of the above recommended action will provide the necessary authorization to allow staff to advertise for bids for the work described. Upon receipt of proposed bids, the lowest, responsible bid will be recommended to the IVDA Board for review and approval.

Staff recommends the Board approve the above recommended action.

**Attachments:**

1. Site Map






# INLAND VALLEY DEVELOPMENT AGENCY

## 3<sup>rd</sup> Street Corridor (between Sterling Ave. to Victoria Ave.) AERIAL EXHIBIT



Project limits 



	<p><b>TO:</b> Inland Valley Development Agency Board</p> <p><b>DATE:</b> August 13, 2025</p> <p><b>ITEM NO:</b> 8</p> <p><b>PRESENTER:</b> Jillian Ubaldo, Clerk of the Board</p>
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**SUBJECT:      APPROVE MEETING MINUTES: JUNE 11, 2025**

**SUMMARY**

Submitted for consideration and approval by the IVDA Board: Meeting minutes of the regular meeting held Wednesday, June 11, 2025.

**RECOMMENDED ACTION(S)**

Approve meeting minutes of the regular meeting held June 11, 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. June 11, 2025 meeting minutes



# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING BOARD ACTIONS

WEDNESDAY, JUNE 11, 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	Absent
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	Absent
Councilmember Sandra Ibarra	Present
Councilmember Mario Flores(alt)	Present

#### 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	Darrell Hale, Property Manager
Jeff Barrow, Director of Development	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Catherine Prichett, Director of Administration	

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Chairperson Phillip Dupper at approximately 5:02 P.M. on Wednesday, June 11, 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 Sandra Ibarra in the Pledge of Allegiance.

B. **CLOSED SESSION PUBLIC COMMENT**

There were no closed session public comments.

C. **CLOSED SESSION**

Chairperson Phillip Dupper recessed to closed session at 5:03 P.M. Mr. Michael Lewin, 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 5:39 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**

Mr. Michael Burrows, Chief Executive Officer, reported that minor corrections had been identified in the budget documents. Revised copies reflecting these corrections were subsequently distributed to both Board members and the public.

F. **CONFLICT OF INTEREST DISCLOSURE**

1. Chairperson Phillip Dupper stated Board Members should note the item(s) listed which might require member abstentions.

There were no conflicts noted.

G. **INFORMATIONAL ITEMS**

Mr. Michael Burrows, Chief Executive Officer, presented the following informational items.

2. Informational Items
  - a. Chief Executive Officer Report
  - b. Report on Sterling Avenue
- 2b. Mr. Michael Burrows, Chief Executive Officer, reported that following the City of San Bernardino's approval of the traffic control plan, a project update page for the Sterling Avenue Upgrade Project is being added to the website in both English and Spanish

H. **BOARD CONSENT ITEMS**

3. Receive Register of Demands – June 11, 2025
4. Receive and file Cash Report for April 30, 2025, for the Inland Valley Development Agency (IVDA)
5. Approve updates to the Inland Valley Development Agency Board Policy
6. Approve Meeting Minutes: May 14, 2025

**ACTION:** Approve Agenda Item Nos. 3-6 of the Consent Calendar.

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

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

Mr. Darrell Hale, Property Manager, reported on the lease agreement for the SBD Corporate Center, also known as DFAS 1. The lease term will extend from July 1, 2025, through June 30, 2030.

**ACTION:** 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.

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

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

Mr. Mark Cousineau, Director of Finance, provided a presentation on the funding structure. He noted that the Agency has received its tax increment proceeds, which are used to fund debt service obligations, including principal, interest, and the administrative allowance. For the current fiscal year, approximately \$16,921,162 in tax increment revenue is expected. A previous report indicated that the Agency received \$54.6 million in tax increment for the IVDA project area, with \$29.4 million available to fund enforceable obligations.

Mr. Cousineau also presented the proposed budget for the fiscal year, outlining projected expenditures totaling approximately \$16.873 million. These expenditures include interest expenses, tax anticipation bond payments, administrative allowance, and related budget adjustments.

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

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

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

Mr. Mark Cousineau, Director of Finance, provided a presentation on the fiscal structure and revenue flows. He explained that the majority of revenues are derived from leases and other sources, grant and debt proceeds, with a smaller portion coming from tax increment, which is received through the administrative

allowance from the Successor Agency. These revenues are transferred to the IVDA JPA and then allocated to the appropriate funds. He noted that revenue projections are based on conservative estimates.

A recent budget-to-actuals report indicated strong performance in key revenue categories, with lease and license revenue achieving 98% of the budgeted amount, and UAS training fee revenue exceeding projections at 132% for the fiscal year.

Mr. Cousineau also presented a summary of the General Fund, highlighting a 9.5% increase in overall revenue. Notable changes include a \$50,000 decrease in the administrative allowance due to the annual true-up process, a \$210,000 reduction in federal grant revenue as funds have already been expended, a \$1 million contribution from other governmental entities, and \$2.4 million in participation revenue from the Northgate Development Project. He concluded with a presentation of the budget classification list of expenditures.

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

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

10. Approve certain Professional Services Agreements for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, reported that the Agency enters into new agreements with various vendors on an as-needed basis each year. These agreements are monitored at the contract level, and any proposed increases to contract amounts are brought before the Board for approval.

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

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

11. 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 122-124 in the Agenda Packet). Mr. Burrows expressed his appreciation to staff for their efforts throughout the budget process and their work in transitioning to the new finance software system. He noted that there are plans to explore opportunities for scheduling workshops focused on the upcoming Business Plan update.

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 concerns regarding the approval of the Inland Valley Infrastructure Corridor Project. They highlighted issues such as pollution from trucks and airplanes, deteriorating road conditions, the need for a community center, and the growing number of warehouses. Members urged the Board to be more attentive to the needs and voices of 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 6:32 P.M.

**Approved at a Regular Meeting of the Inland Valley Development Agency Board on August 13, 2025.**

---

Jillian Ubaldo  
Clerk of the Board



**TO: Inland Valley Development Agency Board**

**DATE: August 13, 2025**

**ITEM NO: 9**

**PRESENTER: Myriam Beltran, Planning and Programs Manager**

**SUBJECT: CONSIDER AND DISCUSS A REPORT ON THE FOREIGN TRADE ZONE UPDATE**

### **SUMMARY**

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

### **RECOMMENDED ACTION(S)**

Consider and discuss a report on the Foreign Trade Zone Update.

### **FISCAL IMPACT**

None. For informational purposes, consideration and discussion.

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

**BACKGROUND INFORMATION**

The Inland Valley Development Agency (IVDA) has held a Foreign Trade Zone (FTZ) subzone designation under the Port of Long Beach (Subzone 50-4) since 1996. The 175-acre zone is an economic development and international trade program where companies can set up operations with exempted or deferred tariffs on foreign merchandise. FTZ's make U.S. manufacturing more competitive by reducing or eliminating tax burdens on companies that make or assemble finished products using foreign components.

FTZ benefits include:

- Duty deferral until goods enter U.S. commerce
- Duty exemption on re-exported goods
- Reduced duties on assembled products
- Streamlined customs procedures and lower logistics costs

The geographic area of the subzone has been modified from time-to-time, most recently in 2009. In consultation with the Port of Long Beach, it would be prudent to pursue additional modifications given recent business development both in and around the airport. Port of Long Beach staff have been extremely cooperative and supportive and are in the process of preparing an application for consideration by their board of directors for submission to the Foreign Trade Zones Board in Washington, D.C.

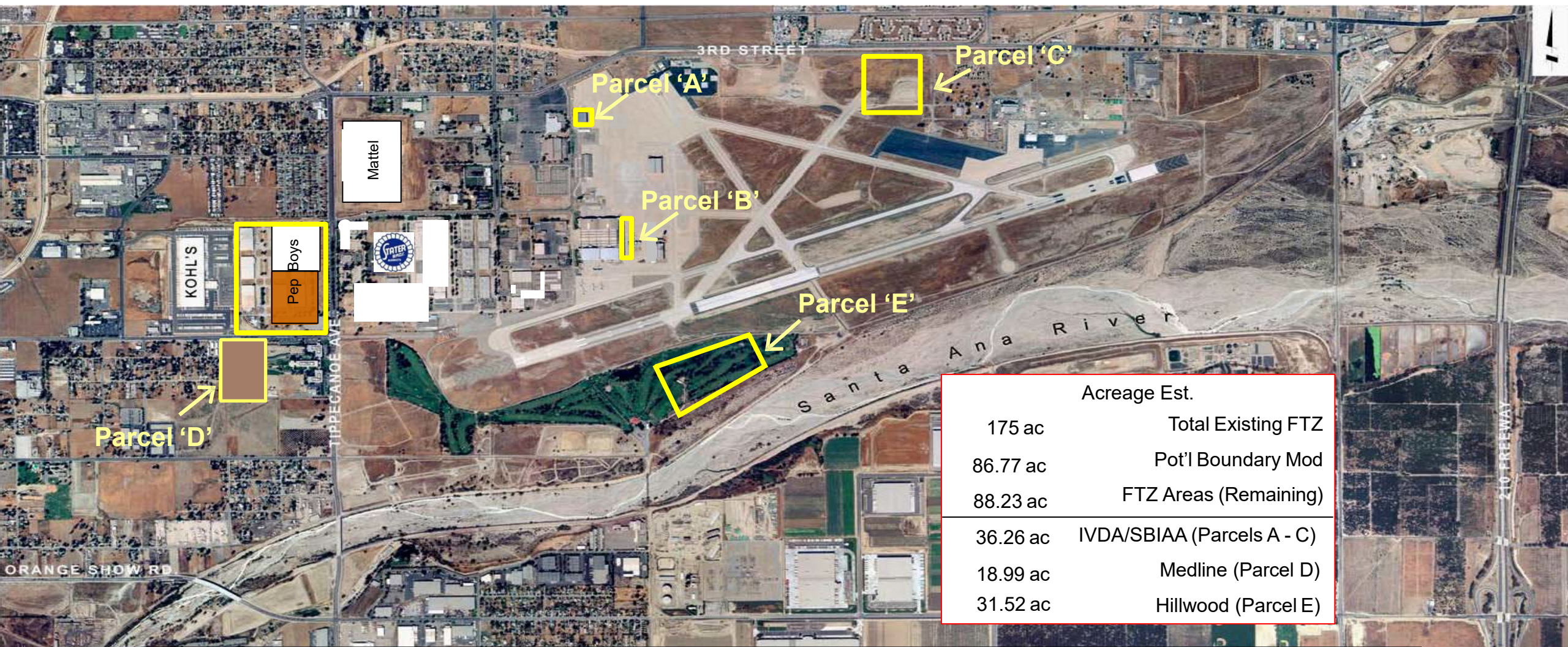
For information, consideration, discussion, and concurrence.

**Attachments:**

1. PowerPoint Presentation



# Current IVDA FTZ Boundary



 Existing FTZ Area



# Post-Approval Boundary



Post-Approval FTZ Areas



**TO: Inland Valley Development Agency Board**

**DATE: August 13, 2025**

**ITEM NO: 10**

**PRESENTER: Michael Burrows, Chief Executive Officer**

**SUBJECT: CONSIDER AND DISCUSS A BUSINESS PLAN UPDATE FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) FOR 2026-2030**

### **SUMMARY**

In 2009, the Inland Valley Development Agency (IVDA) adopted its first Strategic Plan which operated on a five-year and ten-year outlook. On December 8, 2015, the IVDA Board adopted a new Strategic Plan which centered on revised initiatives, goals, and priorities. These were focused on Priority Projects for SBD International Airport, Economic Development, Infrastructure, and Job Creation and Retention. Staff have provided annual updates to the Board since the inception of the Strategic Plan. The most recent update was on January 8, 2020. Reports on the status of the Action Plan (a subset of the Strategic Plan) are provided monthly.

Staff have been in the process of finalizing the upcoming fiscal year update and story map, which has been presented most recently with the annual budget process. The current Strategic Plan is programmed for a Business Plan update in 2026. This background material is a snapshot of the most recent update on core plan elements pending a new 5-year update this upcoming calendar year.

### **RECOMMENDED ACTION(S)**

Consider and Discuss a Report on the Status of the 2026 Business Plan Update for the Inland Valley Development Agency (IVDA).

### **FISCAL IMPACT**

None. For consideration and discussion.

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

**BACKGROUND INFORMATION**

Staff recommends scheduling a Business Plan Workshop(s) in the new fiscal year leading up to a plan update by the end of this calendar year.

**Attachments:**

1. Excerpts from Prior 2020 Business Plan Update





# Inland Valley Development Agency

2020 Business Plan Update

January 8, 2020



# Establishing Priorities / 2020-2024

## **2020 Business Plan Update – common feedback from Members:**

1. Priority Projects:
  - Economic Development
  - Infrastructure
2. Align with Resources
3. Annual Progress Reports



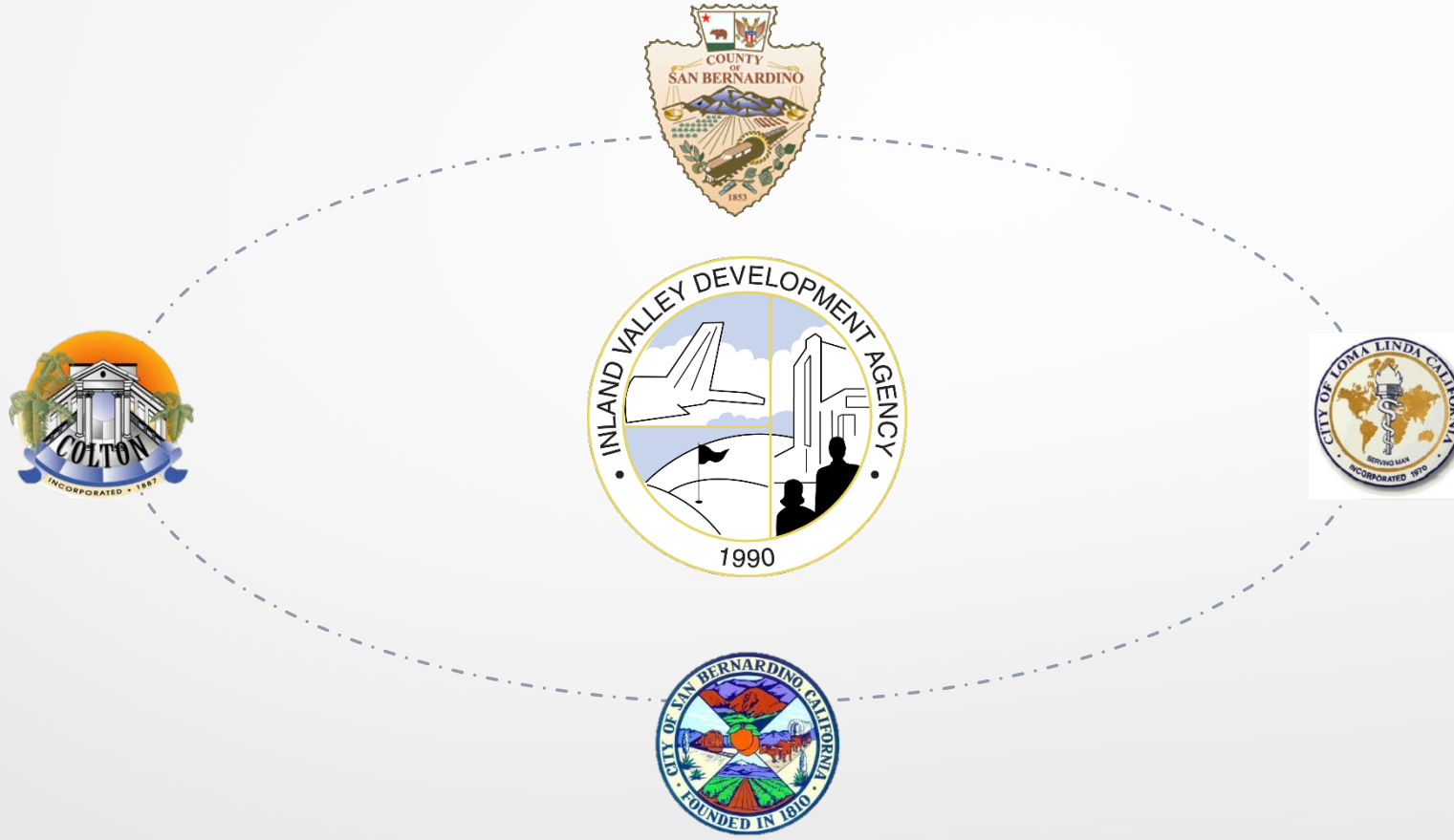
# Background

- Formed in 1990, the Inland Valley Development Agency (IVDA) is a special purpose military base reuse joint powers authority created by and through special State of California Legislation (AB 419) pursuant to Public Law 100-526 under BRAC-I.
- The IVDA is a regional organization comprised of local intergovernmental member agencies: County of San Bernardino, and the Cities of Colton, Loma Linda, and San Bernardino.
- The IVDA is charged with obligations and responsibilities under the “Defense Base Closure and Realignment Act of 1990,” as amended, to serve as the Local Reuse Authority (also Local Redevelopment Authority) to achieve successful implementation of the base reuse plan for the effective reuse of the former Norton Air Force Base.
- This includes support for a public airport, various land and buildings, a successful Alliance-California business park, as well as over 14,000 acres of base reuse project area located within a three (3) mile radius of the former Air Force Base.
- The focus has been to assist in both the creation of new employment opportunities and in the preservation of existing employment opportunities on a regional basis.



# Base Reuse JPA – Partnership Model

## Inter-governmental Partnerships (1990 – present)







# In 2020 - WHAT IS IVDA?

A regional joint powers authority dedicated to the effective reuse of the former Norton Air Force Base for the economic benefit of the East Valley.

## IVDA is....

A regional joint powers authority (a public agency established under Federal and California law).

## IVDA is Governed by...

Its Board of Directors - comprised of appointed public officials from its local member entities.

## IVDA's Members are...

The County of San Bernardino, and Cities of Colton, Loma Linda, and San Bernardino.

**With the Sole & Specific  
Purposes to Achieve:**

Comprehensive Military Base  
Reuse & Development of a  
Safe and Sustainable Public  
Airport

Community & Economic  
Revitalization: In furtherance  
of its unique Federal Base  
Reuse Obligations and  
Regional Support



# FOCUS

A regional joint powers authority dedicated to the effective reuse of the former Norton Air Force Base for the economic benefit of the East Valley.

IVDA is...



ECONOMIC  
DEVELOPMENT

Financial & Operational Support for  
Airport

Revitalization



INFRASTRUCTURE

Regional Infrastructure Planning &  
Projects

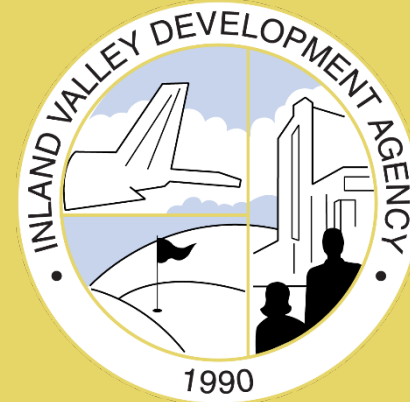
Replace the Jobs Lost in the Base  
Reuse Project Area; Increase  
Opportunities



# Inland Valley Development Agency

Successor Agency to  
the  
Inland Valley  
Development Agency

Successor Agency



Base Reuse Joint  
Powers Authority  
(JPA)





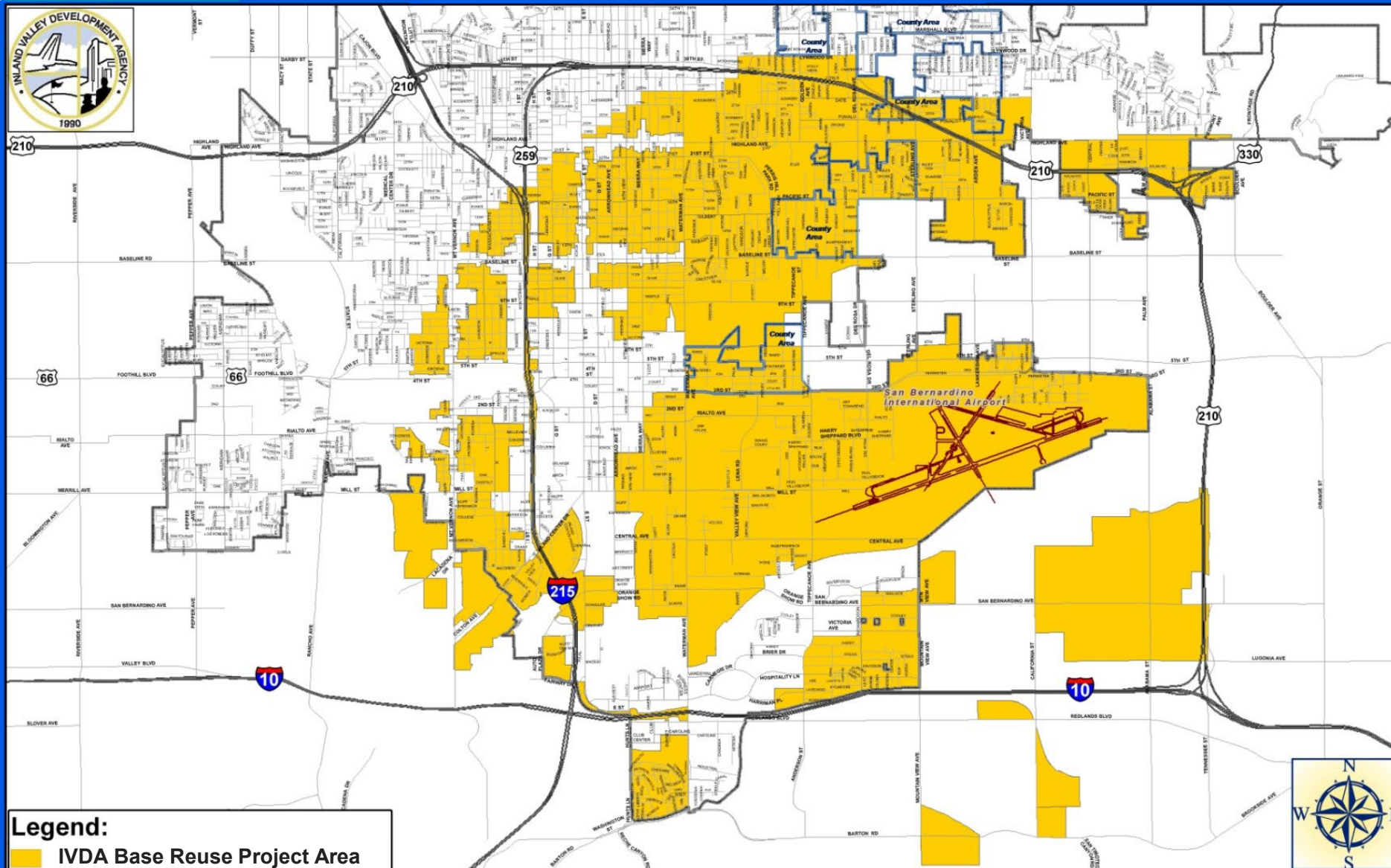




Economic  
Development

# Inland Valley Development Agency

Base Reuse Project Area = 14,000 acres



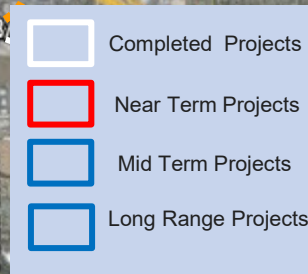
**Legend:**  
IVDA Base Reuse Project Area

Parcels and street and IVDA Boundary data provided by the City of San Bernardino.  
It is intended for copy or reproduction in whole or in part.  
No part thereof, whether for personal use or resale, without the prior  
written permission of the City of San Bernardino.

0 2,500 5,000 10,000 15,000 20,000 25,000 Feet

Prepared By: Precursor Rent  
City of San Bernardino EDA  
Printing Date: July 10, 2009  
File: P:\GIS Data\IVDA-IVDA - Base\IVDA-A1 24x36.mxd









**TO: Inland Valley Development Agency Board**

**DATE: August 13, 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 DECEMBER 31, 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 December 31, 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 2025-26.

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.

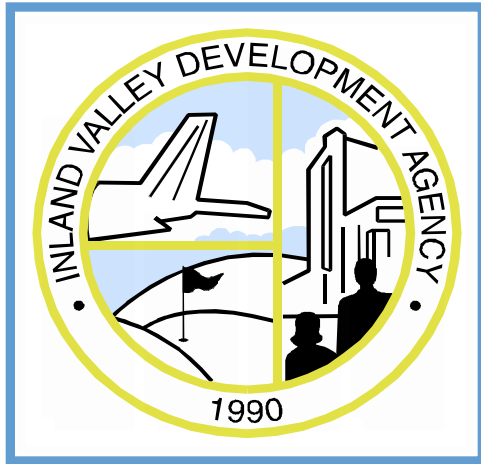
For review and discussion.

**Attachments:**

1. IVDA Action Plan



# December 31, 2025 – IVDA Focal Areas



JPA Obligations

UAS Center at SBD

Norton Test Range

Amended ROPS

Alliance-California Obligations

Northgate Development

Economic Development  
Programs

FTZ Update

Sterling Avenue

3<sup>rd</sup> Street Corridor

Grant Programs & Initiatives



# Inland Valley Development Agency

## Action Plan for IVDA (12/31/25)

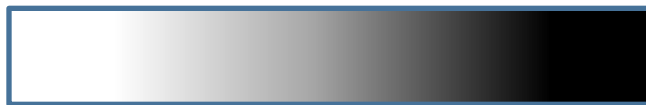
Month	Key Initiative	Key Resources	Completion Date
July, 2025	Updated Action Plan; Norton Test Range; 3 <sup>rd</sup> Street	IVDA Board & Committee, CEO, General Counsel, Director of Finance, Staff	July 31, 2025
August, 2025	Sterling Avenue; 3 <sup>rd</sup> Street	IVDA Board & Committee, CEO, Director of Finance, Staff	August 31, 2025
September, 2025	Prepare Amended ROPS; EDA CEDS Update; Business Plan Priorities	IVDA Board & Committee, CEO, Director of Finance, Staff	September 30, 2025
October, 2025	Quarterly Financials; Economic Development Initiatives	IVDA Board & Committee, Oversight Board, Director of Finance, Clerk of Board, Staff	October 31, 2025
November, 2025	Report on Grant Programs & Legislative Initiatives	IVDA Board & Committee, CEO, Director of Finance, Staff	November 30, 2025
December, 2025	Complete Annual Audit; Business Plan Review	IVDA Board & Committee, CEO, Director of Finance, Staff	December 31, 2025

# IVDA Action Plan – Implementation



August, 2025

Sub-Initiative Status:



Incomplete

In Process

Completed

Amended ROPS  
(IVDA Oversight Board)

Grant Program Report &  
Initiatives

JPA and Interagency Revenues  
and Resources

Alliance-California Obligations  
Northgate Development

Economic Development  
Initiatives  
FTZ Update

Sterling Avenue  
3<sup>rd</sup> Street Corridor

Business Plan Progress  
Update

