

# INLAND VALLEY DEVELOPMENT AGENCY

## REGULAR MEETING BOARD ACTIONS

WEDNESDAY, FEBRUARY 11, 2026

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 J. Navarro	Present
Mayor Pro Tem David Toro	Absent
VACANT	

#### City of Loma Linda

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

#### County of San Bernardino

Supervisor Joe Baca, Jr.	Present
Supervisor Jesse Armendarez	Absent
Supervisor Dawn Rowe (alt)	Absent

#### City of San Bernardino

Councilmember Fred Shorett	Present
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present
Mayor Pro Tem Mario Flores	Present (In audience)

#### Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Catherine Pritchett, Director of Administration
Mark Gibbs, Director of Aviation	Amber Casarez, Marketing Manager
Jeff Barrow, Director of Development	Jillian Ubaldo, Clerk of the Board
Mark Cousineau, Director of Finance	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Vice-Chairperson Frank Navarro at approximately 5:02 P.M. on Wednesday, February 11, 2026, 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 Juan Figueroa in the Pledge of Allegiance.

**B. CLOSED SESSION PUBLIC COMMENT**

There were no closed session public comments.

**C. CLOSED SESSION**

Vice-Chairperson Frank Navarro 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: 1601 East Third Street, San Bernardino CA 92408  
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Leslie Barrett, Vanir Executive Director and Vice President  
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- b. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8  
Property: 275 N. Leland Norton Way, San Bernardino CA 92408  
Negotiating Parties: Michael Lewin, IVDA Legal Counsel and Ramon Alvarez, Alvarez Holdings, LLC  
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- c. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8  
Properties: Lot# APNs 0279-053-20, 0279-063-01, 0279-063-23, 0279-063-24, 0279-122-09, 0279-122-10, 0279-122-11, and 0279-122-25  
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Terry Thompson, County of San Bernardino  
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- d. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8  
Properties: Former Norton Air Force Base, Parcels Site 5/SAR  
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Kent Hindes, Managing Director, Cushman & Wakefield  
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price.

**D. REPORT ON CLOSED SESSION**

Vice-Chairperson Frank Navarro reconvened the meeting at 6:26 p.m. He asked Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin & Tooke, LLP, whether there were any reportable actions. Mr. Lewin reported that there were none and noted for the record that Supervisor Joe Baca Jr. recused himself from Closed Session Agenda Item C.

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

There were no items to be added or deleted.

**F. CONFLICT OF INTEREST DISCLOSURE**

1. Vice-Chairperson Frank Navarro 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 3rd Street Corridor
  - c. Report on Foreign Trade Zone
  - d. Report on UAS Center at SBD
  - e. Alternative Work Week Update
- 2b. Mr. Jeff Barrow, Director of Development, reported that Caltrans has completed all required approvals and that bids are due on March 3, 2026.
- 2c. Mr. Michael Burrows, Chief Executive Officer, reported that the proposed reorganization of the acreage was approved by the Board of Harbor Commissioners of the Port of Long Beach. He further reported that an application package has been submitted to the Foreign Trade Zones Board in Washington, D.C., and that this Board will be notified upon its completion.
- 2d. Ms. Amber Casarez, Marketing Manager, provided a brief report on updates to the UAS Center at SBD website. She noted that the website is currently in beta, with final details still being finalized.
- 2e. Ms. Catherine Pritchett, Director of Administration, provided an update regarding revisions to the Policies and Procedures Manual due to the recent transition to Paycom. She reported that the alternative workweek schedule has been updated to ensure compliance, a new policy establishing a 90 day probationary period has been implemented, and board notification procedures have been revised to minimize the number of notifications sent to Board Members.

**H. BOARD CONSENT ITEMS**

- 3. Receive Register of Demands – February 11, 2026
- 4. Receive and file Cash Report for December 31, 2025, for the Inland Valley Development Agency (IVDA)
- 5. Approve Meeting Minutes: January 11, 2026

**ACTION:** Approve Agenda Item Nos. 3-5 of the Consent Calendar.

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

**I. BOARD ACTION ITEMS**

- 6. Consider and Adopt Proposed Budget Adjustments for Fiscal Year 2025-2026

Mr. Mark Cousineau, Director of Finance, presented a report on Agenda Item No. 6.

**ACTION:** Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal year 2025-2026.

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

- 7. Award a construction contract to Dustin Smith Equipment, Inc. in an amount not to exceed \$139,500 for the UAS Test Site: Backfill & Site Work Project

Mr. Jeff Barrow, Director of Development, presented a report on Agenda Item No. 7.

**ACTION:** Award a construction contract to Dustin Smith Equipment, Inc., in an amount not to exceed \$139,500 for the UAS Test Site: Backfill & Site Work Project; and authorize the Chief Executive Officer to execute all related documents.

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

8. Consider and Adopt Resolution No. 2026-01 of the Inland Valley Development Agency (IVDA) amending its Records Retention Schedule and authorizing destruction of certain Agency records

Ms. Jillian Ubaldo, Clerk of the Board, presented a report on Agenda Item No. 8.

**ACTION:** Adopt Resolution No. 2026-01 of the Inland Valley Development Agency (IVDA) amending the Records Retention Schedule and authorizing destruction of certain Agency records.

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

9. Conduct Business Plan Update Workshop

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "Inland Valley Development Agency Business Plan Update Workshop Vol. 3, January 14, 2026" (as contained on page 095-101 in the Agenda Packet). Mr. Burrows discussed the key components of the business plan and ongoing work. He provided updates regarding IVDA responsibilities and the alignment of operational business units.

Supervisor Joe Baca Jr. thanked staff for the update and asked about local project funding, including whether there is a method to rank projects based on priority.

Mr. Burrows noted that the agency would use operating funds to seed projects in collaboration with public and private partners. He also stated that a list of projects, provided in a "cheat sheet" format, would be made available for updates.

Councilmember Sandra Ibarra noted that while projects are underway, the amount of \$250,000 listed pertains to projects that are still pending completion.

Mr. Burrows commented that some of the projects are still pending permitting and that there is minimal overlap between planning and construction.

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

10. Review Status of the Action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2026

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "DRAFT – June, 2026 – IVDA Focal Areas" (as contained on page 104-106 in the Agenda Packet). Mr. Burrows noted that an annual audit is expected at the next meeting, scheduled for March.

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

**J. ADDED AND DEFERRED ITEMS**

There were no items to be added or deferred.

K. **OPEN SESSION PUBLIC COMMENT**

There were no open session public comments.


L. **BOARD MEMBER COMMENT**

There were no Board Member Comments.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Vice-Chairperson Frank Navarro declared the meeting adjourned at 6:44 P.M.

**Approved at a Special Meeting of the Inland Valley Development Agency Board on March 09, 2026.**



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Jillian Ubaldo  
Clerk of the Board