

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING AGENDA

WEDNESDAY, AUGUST 12, 2026

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

Councilmember, 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

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: 105 North Leland Norton Way, San Bernardino, CA 92408
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Eric Fletcher, Director, Legal and Corporate Affairs, Breeze Airways
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: 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
- c. 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
- d. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8
Property: APN # 1192-231-01-0000
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Miguel Guerrero, City of San Bernardino
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price

- e. 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 AUGUST 12, 2026
[PRESENTER: Jillian Ubaldo, Clerk of the Board **PAGE#: 007**]

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#: 015**]
- 2b. REPORT ON NEW TENANT AT BUILDING 58
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 016**]
- 2c. REPORT ON FOREIGN TRADE ZONE (FTZ)
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 017**]

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 8, 2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 018**]
4. RECEIVE REGISTER OF DEMANDS – AUGUST 12, 2026
[PRESENTER: Mark Cousineau, Director of Finance **PAGE#: 024**]

5. RECEIVE AND FILE CASH REPORT FOR MAY 31, 2026 FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 031]
6. RECEIVE AND FILE CASH REPORT FOR JUNE 30, 2026 FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA)
[PRESENTER: Mark Cousineau, Director of Finance PAGE#: 034]
7. APPROVE THE FORM OF A PROFESSIONAL SERVICES AGREEMENT WITH ALVAREZ HOLDINGS, LLC
[PRESENTER: Michael Burrows, Chief Executive Officer PAGE#: 037]
8. CONSIDER AND ADOPT RESOLUTION NO. 2026-02 OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) AMENDING ITS CONFLICT OF INTEREST CODE AND AUTHORIZING SUBMISSION OF THE AMENDED CONFLICT OF INTEREST CODE AND 2026 LOCAL AGENCY BIENNIAL NOTICE TO THE COUNTY OF SAN BERNARDINO
[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 055]
9. APPROVE MEETING MINUTES: JUNE 10, 2026
[PRESENTER: Jillian Ubaldo, Clerk of the Board PAGE#: 065]

I. BOARD ACTION ITEMS

10. APPROVE THE FORM OF AN EMPLOYMENT AGREEMENT WITH MICHAEL BURROWS TO SERVE IN THE CAPACITY OF CHIEF EXECUTIVE OFFICER
[PRESENTER: Michael Lewin, Legal Counsel PAGE#: 072]
11. APPROVE CHANGE ORDER NO. 2 WITH MATICH CORPORATION FOR \$276,417.83 FOR A TOTAL CONTRACT AMOUNT OF \$3,664,173.69 FOR ADDITIONAL WORK RELATED TO THE STERLING AVENUE UPGRADE PROJECT; APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THIS CONTRACT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 078]
12. APPROVE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH HERNANDEZ, KROONE & ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$76,618 FOR ADDITIONAL SERVICES RELATED TO THE STERLING AVENUE UPGRADE PROJECT 2020
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 101]
13. AWARD A CONSTRUCTION CONTRACT TO HODGDON MANAGEMENT AND CONSTRUCTION, INC IN AN AMOUNT NOT TO EXCEED \$189,600 FOR THE TIPPECANOE, 3RD, AND ALABAMA MEDIANS LANDSCAPE PROJECT
[PRESENTER: Jeff Barrow, Director of Development PAGE#: 108]

14. APPROVE CHANGE ORDER NO. 1 WITH MATICH CORPORATION FOR \$101,008.70 FOR A TOTAL CONTRACT AMOUNT OF \$3,163,008.70 FOR ADDITIONAL WORK RELATED TO THE 3RD STREET CORRIDOR WIDENING PROJECT
[PRESENTER: Jeff Barrow, Director of Development **PAGE#: 119**]
15. AUTHORIZE STAFF TO SOLICIT PROPOSALS FROM LENDING INSTITUTIONS FOR THE DFAS I TENANT IMPROVEMENTS PROJECT
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 130**]
16. REVIEW INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BUSINESS PLAN PRIORITIES
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 133**]
17. REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH DECEMBER 31, 2026
[PRESENTER: Michael Burrows, Chief Executive Officer **PAGE#: 137**]

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 9, 2026.

	TO: Inland Valley Development Agency Board DATE: August 12, 2026 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 AUGUST 12, 2026

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. influential drones

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

<u>Agenda Item No.</u>	<u>Contractors/Tenants</u>	<u>Subcontractors/Subtenants</u>
7.	<u>Alvarez Holdings, LLC</u> Ramon Alvarez, President	None.
11. & 14.	<u>Matich Corporation</u> Robert M. Matich, CEO Randall S. Valadez, CFO, Secretary	None.
12.	<u>Hernandez, Kroone & Associates, Inc.</u> Anne Marie Hernandez, CEO/Secretary Richard Rodriguez Hernandez, CFO	None.
13.	<u>Hodgdon Management and Construction, Inc.</u> Aaron Hodgdon, CEO, CFO, Secretary	None.

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).



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

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: August 12, 2026

ITEM NO: 2b

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: INFORMATIONAL ITEMS – REPORT ON NEW TENANT AT BUILDING 58

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 12, 2026

ITEM NO: 2c

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: INFORMATIONAL ITEMS – REPORT ON FOREIGN TRADE ZONE (FTZ)

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 12, 2026

ITEM NO: 3

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE REGISTER OF DEMANDS - JULY 8, 2026

SUMMARY

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

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in June 2026.

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 2026 amount to \$ 235,429.89 that include the following.

- **Professional Services:** Blue Tiger International; California Strategies & Advocacy LLC; Cole Huber LLP; D&A Consulting; Desmond & Louis Inc.; Imagine Systems Inc.; Influential Drones; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Product Research Gear LLC; Tactical Drone Concepts; Terry Parish; Tom Dodson & Associates; and Zenaida Global were paid \$ 86,282.77.
- **Capital Projects Cost:** Cordoba Corporation was paid \$ 6,052.00.
- **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 \$ 57,573.92.
- **Employee Benefits:** American Fidelity Assurance Group, Ameritas Life Insurance Corp., Fidelity Security Life Insurance Co., Texas Life Insurance Company, and The Lincoln National Life Insurance Co., were paid \$ 27,493.76.

Attachments:

1. June 2026 Register of Demands for the August 12, 2026 Board Meeting
2. Visa Breakdown - May 2026

**Inland Valley Development Agency
Register of Demands for Board Meeting
July 8, 2026**

Line	Vendor name	Description	Payment amount
1	A.O. Reed & Co., LLC	Repairs and maintenance for HVAC system	\$ 20,150.00
2	Am-Tec Total Security Inc.	Monthly fire and burglar alarm monitoring and inspection	566.45
3	Amazon Capital Services Inc.	Office supplies and equipment	789.38
4	American Fidelity Assurance Company	Employee supplemental benefits	4,928.52
5	Ameritas Life Insurance Corp.	Employee group benefits - dental and vision	7,075.23
6	Arc Document Solutions, LLC	Document scanning services	146.27
7	Blue Tiger International	Foreign Trade Zone (FTZ) boundary modification professional services	243.75
8	BrightView Landscape Services, Inc.	Repairs and maintenance on irrigation system	2,693.76
9	Burrtec Waste Industries Inc.	Refuse	1,033.62
10	C & A Janitorial Services	Janitorial services	19,831.79
11	CAL-Card (Visa)	Refer back to Visa Breakdown	10,134.18
12	California Strategies & Advocacy LLC	Professional lobbying and related consulting services	5,000.00
13	City of San Bernardino Water Department	Water and sewer services	46,367.25
14	Cole Huber LLP	Professional legal services	5,332.50
15	Cordoba Corporation	3rd Street Corridor Roadway Rehabilitation Project	6,052.00
16	Corodata Shredding Inc.	Interoffice shredding services	107.14
17	D&A Consulting	Professional services - UAS Center drone standards development	1,925.00
18	Desmond & Louis Inc.	Event marketing and media professional services	4,000.00
19	Eagle Graphics LLC	Employee credit incentive for SBD online apparel store	25.00
20	Fidelity Security Life Insurance Co FSA	Employee group benefits - flexible spending accounts	6,559.12
21	Imagine Systems Inc.	IT consulting services and desktop maintenance	4,624.76
22	Influential Drones	Professional services agreement for business development, planning, and execution of the UAD/ACUASI program at SBD	11,545.81
23	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
24	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	8,096.00
25	Mobile Modular Management Corp (McGrath Rentcorp)	Mobile office trailer rental at UAS Center	1,963.61
26	Product Research Gear LLC	Professional services to provide consulting for UAS Center on drone emergency response	1,500.00
27	Southern California Edison	Electricity	6,774.59

**Inland Valley Development Agency
Register of Demands for Board Meeting
July 8, 2026**

28	Staples, Inc. DBA Staples Contract & Commercial LLC	Office supplies	965.78
29	Tactical Drone Concepts	Professional services to provide consulting and training	18,000.00
30	Terry Parisher	Professional services to provide consulting to UAS Center on drone policy creation for public and private entities	5,775.00
31	Texas Life Insurance Company	Group benefits - additional life insurance	968.72
32	The Gas Company	Gas	944.89
33	The Lincoln National Life Insurance Co.	Employee group benefits - life insurance	7,962.17
34	Tom Dodson & Associates	Professional services for environmental services	2,400.00
35	Toshiba Business Solutions	Maintenance and supplies for office equipment	594.34
36	Utility Telecom Group LLC	Ethernet and phone services for Building 48	1,596.99
37	Verizon Wireless	Wireless monthly service and equipment purchases	856.58
38	Western Exterminator Company	Pest control	59.74
39	Zenaida Global	Professional consulting services - UAS Center at SBD	12,839.95
	Total		\$ 235,429.89

**Inland Valley Development Agency
Visa Breakdown
May 2026**

Line	Description	Payee	Department	Amount
1	HR secure fax line	InterFax	Administration	\$ 9.50
2	Monthly subscription	LinkedIn	Administration	52.49
3	Coffee with county leg staff	Starbucks	Administration	7.05
4	Office Supplies - Clerks Week	Sam's Club	Clerk of the Board	97.69
5	Office Supplies - Clerks Week	Target	Clerk of the Board	59.21
6	Office supplies for Clerks Week	Smart & Final	Clerk of the Board	39.47
7	Local newspaper subscription	San Bernadino Sun	Clerk of the Board	19.96
8	Office Supplies	Office Depot	Clerk of the Board	700.11
9	Annual Membership	California Municipal Clerks Association	Clerk of the Board	300.00
10	Board meeting meal	Muerto De Hambre	Clerk of the Board	235.00
11	Postage meter lease fees	Pitney Bowes	Clerk of the Board	38.62
12	Postage meter lease fees	Pitney Bowes	Clerk of the Board	36.05
13	Postage meter lease fees	Pitney Bowes	Clerk of the Board	36.05
14	Postage meter lease fees	Pitney Bowes	Clerk of the Board	36.05
15	Postage meter lease fees	Pitney Bowes	Clerk of the Board	232.47
16	Postage meter lease fees	Pitney Bowes	Clerk of the Board	36.05
17	Cloud storage annual subscription	Dropbox Inc.	Development & Properties	119.88
18	Building 48 conference call phone line	Free Conference Call	Executive Office	10.00
19	Building 48 water dispenser	Quench	Executive Office	275.19
20	Inland Empire World Trade event dinner for sponsors	Citrone	Executive Office	348.43
21	City/County conference dignitary dinner	Lake Arrowhead Resort	Executive Office	228.32
22	Office supplies	Lowes	Executive Office	106.95
23	Hospitality	Muerto De Hambre	Executive Office	19.42
24	Physical checks ordered for AP dept	Safeguard	Finance	156.94
25	Subscription	Cal CPA Soceity	Finance	620.00

**Inland Valley Development Agency
Visa Breakdown
May 2026**

Line	Description	Payee	Department	Amount
26	HR Membership	Cal Chambers	Human Resources	899.00
27	365 Monthly subscription	Microsoft	Information Technology	814.06
28	Safety equipment for UAS Center	Fire Tech	UAS Center at SBD	427.68
29	Travel: Uber monthly subscription	Uber ONE	Administration	9.99
30	Travel: NADEC conference registration	PayPal	Executive Office	399.00
31	Travel: Car rental for NADEC conference	Hertz	Executive Office	185.55
32	Travel: In-flight WiFi for NADEC conference	UA in Flight	Executive Office	10.00
33	Travel: Lodging for NADEC conference	Gaylord Opry Resort	Executive Office	586.14
34	Travel: Airport parking NADEC conference	OIAA Parking	Executive Office	105.00
35	Travel: Lodging for NADEC conference	Gaylord Opry Resort	Executive Office	496.04
36	Travel: Lodging for Dave Krause UAS Center meetings	Residence Inn	UAS Center at SBD	1,013.00
37	Travel: Lodging for Kim Benson UAS Center meetings	Residence Inn	UAS Center at SBD	887.58
38	Travel: Lodging for Jason Ramos UAS Center meetings	Residence Inn	UAS Center at SBD	480.24
Total				\$ 10,134.18
Visa Statement Balance:				<u>\$ 10,134.18</u>
Date Prepared:				7/28/2026



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 4

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE REGISTER OF DEMANDS - AUGUST 12, 2026

SUMMARY

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

RECOMMENDED ACTION(S)

Receive for information.

FISCAL IMPACT

Disbursements for amounts due in July 2026.

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 2026 amount to \$ 276,757.74 that include the following.

- **Professional Services:** Blue Tiger International; Boston Fox Tigue International LLC; Cole Huber LLP; D&A Consulting; Desmond & Louis Inc.; Imagine Systems; Influential Drones; Innovative Federal Strategies LLC; Mirau Edwards Cannon Lewin & Tooke LLP; Product Research Gear LLC; RSG, Inc.; Terry Parishner; Tom Dodson & Associates; and Zenaida Global were paid \$ 84,060.75.
- **Capital Projects Cost:** JAXL CORP was paid \$ 8,279.52.
- **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 \$ 83,954.49.
- **Employee Benefits:** American Fidelity Assurance Group, Ameritas Life Insurance Corp., Texas Life Insurance Company, and The Lincoln National Life Insurance Co., were paid \$ 32,491.17.

Attachments:

1. July 2026 Register of Demands for the August 12, 2026 Board Meeting
2. Visa Breakdown - June 2026

**Inland Valley Development Agency
Register of Demands for Board Meeting
August 12, 2026**

Line	Vendor name	Description	Payment amount
1	A.O. Reed & Co., LLC	Repairs and maintenance for HVAC system	\$ 21,678.50
2	Am-Tec Total Security Inc.	Monthly fire and burglar alarm monitoring and inspection	416.45
3	Amazon Capital Services Inc.	Office supplies and equipment	523.68
4	Amber Setian	Employee reimbursement	976.45
5	American Fidelity Assurance Company	Employee supplemental benefits	7,443.91
6	Ameritas Life Insurance Corp.	Employee group benefits - dental and vision	7,639.08
7	Belico Details LLC	Vehicle washes	800.00
8	Blue Tiger International	Foreign Trade Zone (FTZ) boundary modification professional services	243.75
9	Boston Fox Tigue International LLC	Marketing services	810.00
10	Burrtec Waste Industries Inc.	Refuse	1,033.62
11	C & A Janitorial Services	Janitorial services	9,853.00
12	Cintas Corporation	Uniform and mat rentals	743.56
13	City of San Bernardino Water Department	Water and sewer services	15,484.32
14	Cole Huber LLP	Professional legal services	2,725.50
15	D&A Consulting	Professional services - UAS Center drone standards development	1,925.00
16	Desmond & Louis Inc.	Event marketing and media professional services	4,000.00
17	Eagle Graphics LLC	Employee credit incentive for SBD online apparel store	39.75
18	Hit The Spot	Employee wellness services for annual health fair	1,416.00
19	Imagine Systems Inc.	IT consulting services and desktop maintenance	2,312.38
20	Influential Drones	Professional services agreement for business development, planning, and execution of the UAD/ACUASI program at SBD	5,915.74
21	Innovative Federal Strategies LLC	Federal legislative advocacy services	5,000.00
22	JAXL CORP	Construction management services	8,279.52
23	Mirau Edwards Cannon Lewin & Tooke LLP	Professional services - legal	9,672.00
24	Petty Cash - Alka Chudasama	Petty cash disbursement	304.23
25	Product Research Gear LLC	Professional services to provide consulting for UAS Center on drone emergency response	14,644.22
26	RSG, Inc.	Professional services - continuing disclosure and consulting	17,173.75
27	Santacruz Decor	Decor supplies for special event	750.00

**Inland Valley Development Agency
Register of Demands for Board Meeting
August 12, 2026**

28	Southern California Edison	Electricity	62,906.77
29	Southern Computer Warehouse Inc.	IT equipment and solutions	2,903.55
30	Staples, Inc. DBA Staples Contract & Commercial LLC	Office supplies	1,666.98
31	Terry Parishser	Professional services to provide consulting to UAS Center on drone policy creation for public and private entities	2,488.41
32	Texas Life Insurance Company	Group benefits - additional life insurance	1,796.36
33	The Gas Company	Gas	2,078.68
34	The Lincoln National Life Insurance Co.	Employee group benefits - life insurance	15,611.82
35	Time Value Software	Finance software and desktop maintenance including updates, support, and training videos	105.00
36	Tom Dodson & Associates	Professional services for environmental services	9,650.00
37	Toshiba Business Solutions	Maintenance and supplies for office equipment	490.23
38	University of Alaska	UAS Center consultant for corridor project	233.69
39	Utility Telecom Group LLC	Ethernet and phone services for Building 48	1,596.99
40	Verizon Wireless	Wireless monthly service and equipment purchases	854.11
41	Visa (CAL-Card)	June statement - refer to Visa breakdown	11,469.17
42	Visa (CAL-Card)	July statement advance payment - September 2026 Meeting Visa breakdown	13,320.18
43	Western Exterminator Company	Pest control	281.39
44	Zenaida Global	Professional consulting services - UAS Center at SBD	7,500.00
	Total		\$ 276,757.74

Inland Valley Development Agency
Visa Breakdown
June 2026

Line	Description	Payee	Department	Amount
1	HR secure fax line	InterFax	Administration	\$ 9.50
2	Monthly subscription	LinkedIn	Administration	52.49
3	Dropbox Inc.	Refund for cloud-based file storage subscription	Administration	-37.77
4	Chat GPT	AI subscription for writing assistance	Administration	50.00
5	Cucamonga Rentals	Rental supplies for employee health fair	Administration	918.55
6	Uber	Uber ONE subscription	Administration	9.99
7	Building 48 water dispenser	Quench	Administration	275.19
8	Building 48 conference call phone line	Free Conference Call	Administration	10.00
9	Local newspaper subscription	San Bernadino Sun	Clerk of the Board	19.96
10	Dropbox Inc.	Annual subscription for cloud-based file storage software	Clerk of the Board	119.88
11	Annual Membership	California Municipal Clerks Association	Clerk of the Board	300.00
12	Storage supplies for records room	Home Depot	Clerk of the Board	648.93
13	Office supplies	Lowe's	Executive Office	106.95
14	Hospitality-business meeting	Napoli Italian Restaurant	Executive Office	96.38
15	Hospitality-business meeting	Baja King Fish Taco	Executive Office	139.37
16	Office supplies	Lowe's	Executive Office	106.95
17	Subscription for QuickBooks access	QuickBooks	Finance	130.40
18	Purchase-Fixed Asset Pro management software	MoneySoft	Finance	599.00
19	365 Monthly subscription	Microsoft	Information Technology	231.00
20	365 Monthly subscription	Microsoft	Information Technology	814.06
21	Travel: N.Rivera - SHRM Conference Orlando/Flight	Expedia	Human Resources	4.03
22	Travel: N.Rivera - SHRM Conference Orlando/Flight	United Airlines	Human Resources	470.53
23	Travel: N.Rivera - SHRM Conference Orlando/Flight	United Airlines	Human Resources	32.24
24	Travel: N.Rivera - SHRM Conference Orlando/Flight	United Airlines	Human Resources	48.36
25	Travel: N.Rivera - SHRM Conference Orlando/Flight	Southwest Airlines	Human Resources	369.20

Inland Valley Development Agency
Visa Breakdown
June 2026

Line	Description	Payee	Department	Amount
26	Travel: N.Rivera - SHRM Conference Orlando/Flight	United Airlines	Human Resources	50.00
27	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	44.82
28	Travel: N.Rivera - SHRM Conference Orlando/Meal	Aloft Hotel	Human Resources	20.91
29	Travel: N.Rivera - SHRM Conference Orlando/Meal	Havana Restaurant	Human Resources	50.43
30	Travel: N.Rivera - SHRM Conference Orlando/Meal	Orange County Convention Center	Human Resources	21.30
31	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	15.94
32	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	18.99
33	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	22.51
34	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	13.97
35	Travel: N.Rivera - SHRM Conference Orlando/Meal	Orange County Convention Center	Human Resources	25.25
36	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	67.99
37	Travel: N.Rivera - SHRM Conference Orlando/Meal	Havana Restaurant	Human Resources	11.01
38	Travel: N.Rivera - SHRM Conference Orlando/Flight	Southwest Airlines	Human Resources	45.00
39	Travel: N.Rivera - SHRM Conference Orlando/Meal	Farm Air Market	Human Resources	17.25
40	Travel: N.Rivera - SHRM Conference Orlando/Lodging	Aloft Hotel	Human Resources	766.92
41	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	20.93
42	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	18.98
43	Travel: N.Rivera - SHRM Conference Orlando/Meal	Doordash	Human Resources	29.94
44	Travel: N.Rivera - SHRM Conference Orlando/Parking	Ontario International Airport	Human Resources	175.00
45	Travel: N.Rivera - SHRM Conference Orlando/Lodging	Expedia	Human Resources	134.47
46	Travel: N.Rivera - SHRM Conference Orlando/Meal	Holiday Inn	Human Resources	21.46
47	Travel: N.Rivera - SHRM Conference Orlando/Car Ride	Uber	Human Resources	16.98
48	Travel: Lodging for Jason Ramos UAS Center meetings	Residence Inn	UAS Center at SBD	2,410.01
49	Travel: Lodging for Kim Benson UAS Center meetings	Residence Inn	UAS Center at SBD	442.06
50	Travel: Lodging for Jason Ramos UAS Center meetings	Residence Inn	UAS Center at SBD	415.92

Inland Valley Development Agency
Visa Breakdown
June 2026

Line	Description	Payee	Department	Amount
51	Travel: Lodging for Dave Krause UAS Center meetings	Residence Inn	UAS Center at SBD	656.04
52	Travel: Lodging for Kim Benson UAS Center meetings	Residence Inn	UAS Center at SBD	409.90
Total				\$ 11,469.17
Visa Statement Balance:				<u>\$ 11,469.17</u>
Date Prepared:				7/31/2026



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 5

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE CASH REPORT FOR MAY 31, 2026 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, 2026 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, 2026, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$28,638,445.62 on May 31, 2026. Banks' statements reflect \$28,646,424.23. The difference in totals is due to deposits in transit and outstanding checks on May 31, 2026.

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

Attachments:

1. Cash Report for May 31, 2026.

Inland Valley Development Agency
Cash Report
May 31, 2026

IVDA JPA CASH

<u>Cash</u>	Balance 04/30/26	Activities	Balance 05/31/26
<i>MMKT/ Savings Account - CHASE Bank</i>	459,359.36	(149,993.45)	309,365.91
<i>Checking Account - CHASE Bank</i>	512,764.77	(349,872.06)	162,892.71
Deposits In Transit:			
Beginning	406.94	(406.94)	-
Ending	-	-	-
Outstanding Checks:			
Beginning	(2,662.38)	2,662.38	-
Ending		(7,978.61)	(7,978.61)
<i>Payroll Account - CHASE Bank</i>	22.38	-	22.38
<i>Benefits Account - CHASE Bank</i>	36,333.85	(36,255.55)	78.30
<i>BRORF Account - CHASE Bank</i>	2,982,178.78	46.70	2,982,225.48
<i>Cash with Fiscal Agent- MECLT Trust</i>	61,488.76	2.44	61,491.20
Subtotal	4,049,892.46	(541,795.09)	3,508,097.37
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	86,446.89	-	86,446.89
<i>Local Agency Investment Funds - Bond Account</i>	138,503.94	-	138,503.94
Total	224,950.83	-	224,950.83
Subtotal JPA Cash & Investments	4,274,843.29	(541,795.09)	3,733,048.20

IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	2,928.77	8,251,647.00	8,254,575.77
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	19.38	-	19.38
Interest Account - US Bank - 2014 series	-	-	-
<i>Reserve Account- US Bank - 2014 series</i>	16,650,659.16	68.43	16,650,727.59
<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	16,653,681.99	8,251,715.43	24,905,397.42
Total Cash and Investments	\$ 20,928,525.28	7,709,920.34	\$ 28,638,445.62

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 requirment for next six month.



Mark Cousineau, Director of Finance



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 6

PRESENTER: Mark Cousineau, Director of Finance

SUBJECT: RECEIVE AND FILE CASH REPORT FOR JUNE 30, 2026 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, 2026 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, 2026, for the Inland Valley Development Agency. The total book value of Cash, Investments, and Investments Held with Fiscal Agent accounts is \$29,939,934.72 on June 30, 2026. Banks' statements reflect \$29,943,421.99. The difference in totals is due to deposits in transit and outstanding checks on June 30, 2026.

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

Attachments:

1. Cash Report for June 30, 2026.

Inland Valley Development Agency

Cash Report June 30, 2026

IVDA JPA CASH

<u>Cash</u>	Balance 05/31/26	Activities	Balance 06/30/26
<i>MMKT/ Savings Account - CHASE Bank</i>	309,365.91	1,150,019.06	1,459,384.97
<i>Checking Account - CHASE Bank</i>	162,892.71	76,289.29	239,182.00
Deposits In Transit:			
Beginning	-	-	-
Ending	-	-	-
Outstanding Checks:			
Beginning	(7,978.61)	7,978.61	-
Ending		(3,487.27)	(3,487.27)
<i>Payroll Account - CHASE Bank</i>	22.38	-	22.38
<i>Benefits Account - CHASE Bank</i>	78.30	36,734.75	36,813.05
<i>BRORF Account - CHASE Bank</i>	2,982,225.48	51.53	2,982,277.01
<i>Cash with Fiscal Agent- MECLT Trust</i>	61,491.20	33,832.41	95,323.61
Subtotal	3,508,097.37	1,301,418.38	4,809,515.75
<u>Investments</u>			
<i>Local Agency Investment Funds - Regular Account</i>	86,446.89	-	86,446.89
<i>Local Agency Investment Funds - Bond Account</i>	138,503.94	-	138,503.94
Total	224,950.83	-	224,950.83
Subtotal JPA Cash & Investments	3,733,048.20	1,301,418.38	5,034,466.58

IVDA SUCCESSOR AGENCY CASH

<i>RORF Account -CHASE Bank</i>	8,254,575.77	-	8,254,575.77
<u>Investments Held With Fiscal Agent</u>			
Special Fund - US Bank - 2014 series	19.38	-	19.38
Interest Account - US Bank - 2014 series	-	-	-
<i>Reserve Account- US Bank - 2014 series</i>	16,650,727.59	70.72	16,650,798.31
<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	24,905,397.42	70.72	24,905,468.14
Total Cash and Investments	\$ 28,638,445.62	1,301,489.10	\$ 29,939,934.72

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 12, 2026 ITEM NO: 7 PRESENTER: Michael Burrows, Chief Executive Officer
---	---

SUBJECT: APPROVE THE FORM OF A PROFESSIONAL SERVICES AGREEMENT WITH ALVAREZ HOLDINGS, LLC

SUMMARY

The award of this professional services agreement would authorize Alvarez Holdings, LLC to represent the Inland Valley Development Agency (IVDA) on potential international trade and business development opportunities in Mexico.

RECOMMENDED ACTION(S)

Approve a professional services agreement with Alvarez Holdings, LLC in an amount not to exceed \$70,000, subject to technical and conforming changes as approved by counsel; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this program is included in the adopted Inland Valley Development Agency (IVDA) Fiscal Year 2026-2027 Budget as international trade services in the amount of \$84,000 of which \$70,000 is available to allocate to this agreement.

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

BACKGROUND INFORMATION

The award of this professional services agreement would authorize Alvarez Holdings, LLC to represent the Inland Valley Development Agency (IVDA) on potential international trade and business development opportunities in Mexico. Services would be rendered on a time and charges basis under task order approvals by the CEO, as requested in coordination with counsel.

A copy of the proposed agreement is attached. Staff recommends the Board approve the above recommended actions.

Attachments:

1. Form of Agreement

INLAND VALLEY DEVELOPMENT AGENCY

AGREEMENT FOR PROFESSIONAL SERVICES

Alvarez Holdings, LLC

This AGREEMENT FOR PROFESSIONAL SERVICES (the "Agreement") is made and entered into to be effective as of August 1, 2026, by and between Inland Valley Development Agency, a joint powers authority created pursuant to Government Code Sections 6500, et seq., (the "IVDA"), and Alvarez Holdings, LLC, a California corporation (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 effective as of August 1, 2026 and shall automatically terminate on June 30, 2027 (the "Term"). The IVDA reserves the right through the actions of the Chief Executive Office 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 in accordance with Section 12; 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. In the event that Consultant successfully performs professional services pursuant to the scope of services as more specifically described in Exhibit A, Consultant shall be eligible for an annual contract extension subject to the recommendation of the Chief Executive Officer and discretion of the IVDA Board of Directors.

3. **CONSULTANT SCOPE OF SERVICES.** The IVDA hereby retains the Consultant to provide the professional consulting services as set forth in written instructions (referred to herein as a "Task Request") delivered to Consultant in accordance with the Scope of Services attached hereto as **Exhibit A** and incorporated herein by this reference. Upon receipt of a Task Request the Consultant shall confirm

acceptance of such request for services and hereby agrees to perform the services set forth in a Task Request in accordance with the terms of this Agreement. The Consultant shall limit all activities to those specifically directed by a Task Request and shall not undertake any other activities or actions on behalf of or purporting to represent of the Agency.

4. PAYMENT BY IVDA FOR WORK PERFORMED BY CONSULTANT.

A. The IVDA shall compensate the Consultant on an hourly basis of \$150 per hour for services requested and rendered in a monthly amount not to exceed \$7,000 per month; and in an aggregate amount not to exceed \$70,000 for the Term of this Agreement.

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.

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

Inland Valley Development Agency
Attention: Chief Executive Officer
1601 East Third Street, Suite 100
San Bernardino, California 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 seven (7) days of such approval.

F. Concurrently with the execution of this Agreement, the IVDA and Consultant are entering into a separate agreement (the "Fee Agreement") whereby Consultant shall be eligible for compensation in the form of finder's fees if (i) Consultant secures a bona fide letter of intent from Mexicana, and (ii) Mexicana commences commercial air passenger services at the San Bernardino International Airport. The terms and conditions for the payment of any finder's fees are contained in the Fee Agreement, which shall be the only agreement as to the payment of any finder's fee. This provision is only intended to reference the existence of such Fee Agreement, and this Agreement does not create any separate rights of Consultant or obligation of the IVDA for the payment of finder's fees to Consultant.

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.

- a. 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.
- b. The IVDA shall defend, indemnify and hold harmless the Consultant, 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 IVDA, its officers, employees, subcontractors and agents, arising from or related to 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) ~~Worker's Compensation Insurance. The Consultant and each of its subcontractors shall maintain worker's 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 five hundred thousand dollars (\$500,000) and shall name the IVDA as an additional insured.

(4) ~~Professional Insurance. The Consultant shall maintain an insurance policy covering liability for errors and omissions of the Consultant in performing the Scope of Service under this Agreement in an amount of not less than one million \$1,000,000.~~

(6) Certificates of Insurance. 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.

8. OWNERSHIP AND REUSE OF DOCUMENTS AND OTHER MATERIALS AND INFORMATION. All maps, photographs, data, reports, drawings, specifications,

computations, 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, reports, drawings, specifications, computations, 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, reports, drawings, specifications, computations, 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, renderings, designs, inventions, photographs, modifications, adoptions, utilizations, correspondence register and procure an issuance in or to IVDA's rights, title and/or interest.

9. PRESS RELEASES/PUBLICITY/ CONTACTS WITH AGENCIES / AIR CARRIERS.

(a) 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 Office 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 Office of the IVDA.

(b) Consultant agrees that he will not contact or otherwise market to air carriers pursuant to this Agreement unless directed to do so as set forth in Section 3; provided, however that Consultant is otherwise authorized to contact and market to Mexicana in accordance with the terms of the Fee Agreement. .

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, 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 or comply with 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. Notwithstanding the foregoing, in the event a default notice has been given and timely cured by the receiving party, the seven (7) days cure period shall not be applicable to a second occurrence of the same matter for which a prior default notice was given.

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, or if the same matter or event constituting a default for which notice was previously given is repeated then without any cure period, 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 thirty (30) 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 maps, reports, and data 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: Alvarez Holdings, LLC
7370 Corinthian Way
Riverside, CA 92506

IVDA: Inland Valley Development Agency
Attention: Chief Executive Officer
1601 East Third Street
San Bernardino, California 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 and IVDA 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 and IVDA hereby certify that they will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status or 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 other 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 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 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:

(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 Office, 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.

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

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 and Tooke, LLP

By:_____
Michael Lewin, Partner

Consultant

Alvarez Holdings, LLC, a California corporation

By:_____
Ramon Alvarez, President

EXHIBIT A

SCOPE OF SERVICES

Consultant shall provide services as directed pursuant to a written "Task Request" from the staff member set forth in Exhibit B.

EXHIBIT B
SUPERVISORY STAFF PERSONNEL

IVDA Staff:

Chief Executive Officer



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 8

PRESENTER: Jillian Ubaldo, Clerk of the Board

SUBJECT: CONSIDER AND ADOPT RESOLUTION NO. 2026-02 OF THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) AMENDING ITS CONFLICT OF INTEREST CODE AND AUTHORIZING SUBMISSION OF THE AMENDED CONFLICT OF INTEREST CODE AND 2026 LOCAL AGENCY BIENNIAL NOTICE TO THE COUNTY OF SAN BERNARDINO

SUMMARY

The Political Reform Act requires every local government agency to review its Conflict of Interest Code (COIC) on a biennial basis. The Inland Valley Development Agency COIC was last reviewed in 2024, and it was determined that an amendment to the COIC was necessary. This amendment updates position titles and clarifies filing procedures. In accordance with state law, elected officials now file Statements of Economic Interests directly with the FPPC, while designated employees file with the Clerk of the Board, who retains the records for public inspection pursuant to Government Code Section 81008.

RECOMMENDED ACTION(S)

Consider and adopt Resolution No. 2026-02 of the Inland Valley Development Agency (IVDA) amending its Conflict of Interest Code; and authorizing submission of the amended Conflict of Interest Code and 2026 Local Agency Biennial Notice to the County of San Bernardino.

FISCAL IMPACT

None.

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

The Political Reform Act requires every local governmental agency to review its Conflict of Interest Code (“COIC”) biennially to determine if it is accurate or must be amended. This update revises existing position titles to accurately reflect existing staff.

Additionally, this amendment updates the agency’s filing procedures to align with current state law. As a special district, the Inland Valley Development Agency is no longer the filing officer for elected officials. Consequently, members of the IVDA Board and the Oversight Board must now file their Statements of Economic Interests (Form 700) directly with the Fair Political Practices Commission (FPPC). All other designated employees and consultants continue to file their statements with the Clerk of the Board, where they are retained for public inspection in accordance with Government Code Section 81008.

Once the amended COIC is adopted, notice of the amendment and a copy of the document will be submitted to the COIC reviewing body (County of San Bernardino Board of Supervisors) for approval. Exhibit “A” to the attached Resolution No. 2026-02 reflects the necessary changes to the COIC.

Staff recommends the Board approve the above recommended action.

Attachments:

1. IVDA Resolution No. 2026-02 and attachments

2026 Local Agency Biennial Notice

Name of Agency: Inland Valley Development Agency
Mailing Address: 1601 E. Third Street, San Bernardino CA 92408
Contact Person: Jillian Ubaldo Phone No. (909) 382-4100, ext. 122
Email: jubaldo@sbdairport.com Alternate Email: clerkoftheboard@sbdairport.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☒ **An amendment is required. The following amendments are necessary:**

(*Check all that apply.*)

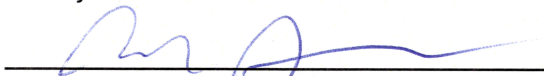
- ☐ Include new positions
- ☐ Revise disclosure categories
- ☒ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☒ Other (*describe*) Update filing officer requirements for elected officials to align with Government Code Section 87500; elected officials now file directly with the FPPC.

☐ **The code is currently under review by the code reviewing body.**

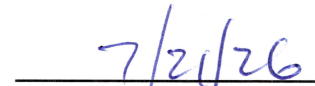
☐ **No amendment is required.** (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.



Signature of Chief Executive Officer



Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2026**, or by the date specified by your agency, if earlier, to

CLERK OF THE BOARD OF SUPERVISORS
485 N ARROWHEAD AVE., 2ND FLOOR
SAN BERNARDINO, CA 92415-0130

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESOLUTION NO. 2026-02

**A RESOLUTION OF THE INLAND VALLEY DEVELOPMENT AGENCY
AMENDING ITS CONFLICT OF INTEREST CODE AND AUTHORIZING
SUBMISSION OF THE AMENDED CONFLICT OF INTEREST CODE TO
THE COUNTY OF SAN BERNARDINO**

WHEREAS, the Inland Valley Development Agency (the “IVDA”) is a joint powers authority created pursuant to Government Code Sections 6500, et seq., established in January 1990 pursuant to that certain Amended Joint Exercise of Powers Agreement (Inland Valley Development Agency), dated as of February 12, 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; and

WHEREAS, the IVDA is a public entity subject to the conflict of interest provisions of Government Code Sections 87300, et seq.; and

WHEREAS, due to the revision of titles for existing positions within the IVDA that must be designated pursuant to Government Code Section 87302(a), and the necessity to align filing procedures with current state law—specifically that elected officials are required to file Statements of Economic Interests (Form 700) directly with the Fair Political Practices Commission—it is appropriate for the IVDA to amend its Conflict of Interest Code.

NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED BY THE INLAND VALLEY DEVELOPMENT AGENCY, AS FOLLOWS:

Section 1. The above Recitals are true and correct and are incorporated herein by this reference.

Section 2. The IVDA hereby acknowledges receipt of the following documents: (i) 2026 Local Agency Biennial Notice regarding the amendment of the IVDA Conflict of Interest

Code; and (ii) the proposed amendment to the IVDA Conflict of Interest Code, both of which are attached hereto.

Section 3. On August 12, 2026, the IVDA considered the proposed amendment to the IVDA Conflict of Interest Code at a public meeting.

Section 4. The IVDA hereby finds and determines that due to the revision of titles of existing position and the requirement to clarify filing officer jurisdictions pursuant to the Political Reform Act, it is appropriate and desirable to amend the IVDA Conflict of Interest Code.

Section 5. The IVDA hereby amends its Conflict of Interest Code, in the form presented at the meeting at which this Resolution was adopted. The Clerk of the Board is hereby authorized and directed, in consultation with legal counsel to the IVDA, to take all appropriate action on behalf of the IVDA to obtain the approval of the County of San Bernardino, as the code reviewing body, of the amendment to the IVDA Conflict of Interest Code effected by the adoption of this Resolution.

Section 6. This Resolution shall become effective immediately upon its adoption.

[SIGNATURES ON FOLLOWING PAGE]

PASSED, APPROVED AND ADOPTED this 12th day of August 2026.

MOTION:

SECOND:

AYES:

NOES:

ABSENT:

ABSTAIN:

Phillip Dupper, Chairperson
Inland Valley Development Agency

(SEAL)

Attest:

Jillian Ubaldo, Clerk of the Board
Inland Valley Development Agency

I, Jillian Ubaldo, Clerk of the Board of the Inland Valley Development Agency (IVDA) do hereby certify that the foregoing Resolution No. 2026-02 was duly and regularly passed and adopted by the IVDA governing Board at a regular meeting thereof, held on the 12th day of August, 2026, and that the foregoing is a full, true, and correct copy of said Resolution and that said Resolution has not been amended or repealed.

(SEAL)

Attest:

Jillian Ubaldo, Clerk of the Board
Inland Valley Development Agency

EXHIBIT "A"

1. 2026 Local Agency Biennial Notice
2. Appendix "A" Designated Employee Positions
3. Appendix "B" Disclosure Categories

IVDA
EXHIBIT "A": Designated Employee Positions

	<u>CATEGORY</u> [†]	<u>CATEGORY NO.</u>
1.	Board Members	1
2.	Oversight Board Members	1
3.	Chief Executive Officer	2
4.	Clerk of the Board	2
5.	Consultants*	2
6.	Deputy Clerk of the Board	2
7.	Director of Administration [†]	2
8.	Director of Aviation [†]	2
9.	Director of Development	2
10.	Director of Finance	2
11.	HR Manager	2
12.	IT Manager	2
13.	Manager of Planning & Programs	2
14.	Marketing Manager	2
15.	Project Manager	2
16.	Property Manager	2
17.	Purchasing Manager	2

[†] The Chief Executive Officer of the Inland Valley Development Agency may add, delete or revise Inland Valley Development Agency employee positions by title, as designated reporting positions under this conflict of interest code, by giving written notice of any such addition or deletion to the Clerk of the Inland Valley Development Agency Board and subject to approval by the Board of the Inland Valley Development Agency within ninety (90) calendar days of the receipt of such notice by the Clerk of the Board.

* The Chief Executive Officer of the Inland Valley Development Agency may determine in writing that a particular consultant, although a designated position, is hired to perform a range of duties that is limited in scope and, thus, is not required to fully comply with the disclosure requirements described in this conflict of interest code. Such a written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of the consultant's disclosure requirements. The Chief Executive Officer's determination shall be a public record, maintained by the Clerk of the Board, and shall be retained for public inspection in the same manner and location as this conflict of interest code.

* Consultants/Advisors are persons who meet the definition found in 2 Cal. Code of Regs. Section 18700.3. Consultants/Advisors are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, unless the Chief Executive Officer (CEO) determines in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Government Code Section 81008.)

IVDA
EXHIBIT "B": Disclosure Categories

Category No. 1

Persons in this category shall disclose those investments, interests in real property, and income located or generated within an area extending five (5) miles from the boundaries of the former Norton Air Force Base. Persons in this category are required to disclose interests pursuant to Government Code Section 87202 as filed with their respective city or the County.

Place of Filing (Category 1): Pursuant to Government Code Section 87500, all elected officials (including IVDA Board Members and Oversight Board Members) shall file their Statements of Economic Interests (Form 700) directly with the **Fair Political Practices Commission (FPPC)**. Filings are maintained electronically by the FPPC and are accessible via the FPPC website.

Category No. 2

Persons in this category shall disclose those investments, interests in real property and income that are located or generated within an area which extends for five (5) miles from the boundaries of the former Norton Air Force Base.

Place of Filing (Category 2): Individuals holding designated positions shall file their Statements of Economic Interests (Form 700) with the **Clerk of the Board** for the **Inland Valley Development Agency**. The Clerk of the Board shall retain the original statements and make them available for public inspection and reproduction during regular business hours, in accordance with Government Code Section 81008.



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 9

PRESENTER: Jillian Ubaldo, Clerk of the Board

SUBJECT: APPROVE MEETING MINUTES: JUNE 10, 2026

SUMMARY

Submitted for consideration and approval by the IVDA Board: Meeting minutes of the regular meeting held Wednesday, June 10, 2026.

RECOMMENDED ACTION(S)

Approve meeting minutes of the regular meeting held June 10, 2026.

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 10, 2026 meeting minutes

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

MONDAY, JUNE 10, 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, Vice-Chairperson	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., Secretary	Present
Supervisor Jesse Armendarez	Present
Supervisor Dawn Rowe (alt)	Absent

City of San Bernardino

Councilmember Fred Shorett	Present (Arrived at 5:07 pm)
Mayor Pro Tem Juan Figueroa	Present
Councilmember Sandra Ibarra	Absent
Councilmember Mario Flores	Present

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Catherine Pritchett, Director of Administration
Jeff Barrow, Director of Development	Jillian Ubaldo, Clerk of the Board
Mark Cousineau, Director of Finance	Yajaira Maldonado, Deputy Clerk of the Board
Mark Gibbs, Director of Aviation	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 5:01 P.M. on Wednesday, June 10, 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 Mayor Pro Tem Juan Figueroa 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 5:02 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
Property: APN # 1192-231-01-0000
Negotiating Parties: Michael Burrows, IVDA Chief Executive Officer and Miguel Guerrero, City of San Bernardino
Under Negotiations: Instructions will be given to the IVDA negotiator concerning availability of property, terms and price
- d. 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 6:03 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.

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 UAS Center at SBD
- 2b. Mr. Michael Burrows, Chief Executive Officer, reported that, several weeks ago, staff from the UAS Center and the Norton Test Range attended demonstrations of innovative autonomous systems developed by Caltech. The demonstrations showcased a unique autonomous drone system designed to support wildfire response operations. Representatives from Valley Water also participated at the Sunrise Ranch property, where a simulated large scale live fire exercise was conducted to demonstrate the system's capabilities. Staff is currently working to obtain video footage from the demonstration to share with the Board at a future meeting. He also provided informational brochures to the Board for reference.

H. **BOARD CONSENT ITEMS**

3. Receive Register of Demands – June 10, 2026
4. Receive and file Cash Report for April 30, 2026, for the Inland Valley Development Agency (IVDA)
5. Approve Meeting Minutes: May 13, 2026

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

June 10, 2026

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

I. <u>BOARD ACTION ITEMS</u>

6. Consider and Adopt the Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2026-2027

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

ACTION: Consider and adopt the Inland Valley Development Agency (IVDA) Successor Agency Budget for Fiscal Year 2026-2027.

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

7. Consider and Adopt the Inland Valley Development Agency (IVDA) Joint Powers Authority Budget for Fiscal Year 2026-2027

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 7.

ACTION: Consider and approve the Inland Valley Development Agency (IVDA) Joint Powers Authority Budget for Fiscal Year 2026-2027.

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

8. Approve certain Professional Services Agreements for Fiscal Year 2026-2027

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 8.

ACTION: Approve certain Professional Services Agreements with various firms for Fiscal Year 2026-2027; and authorize the Chief Executive Officer to execute all related documents.

June 10, 2026

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

9. Approve the form of a Real Estate Services Agreement with Cushman and Wakefield for the Norton Test Range Development Project

Mr. Michael Burrows, Chief Executive Officer, provided a brief report on Agenda Item No. 9 and introduced Mr. Kent Hines, Managing Director with Cushman & Wakefield, to present the item.

Mr. Hines provided an overview of the aerospace and uncrewed aircraft systems (UAS) industry in California and Southern California. He stated that approximately 70% of U.S. aerospace and UAS funding is concentrated in California and that the industry contributes approximately \$35 billion to the state's gross domestic product. He further noted that more than 10% of the nation's aerospace and defense workforce is located in Southern California and that the region is home to approximately 300 hard tech, aerospace, UAS, and drone related companies, including more than 40 industry leading firms. Mr. Hines concluded that these factors represent a significant opportunity for the region and underscore the strategic importance of the UAS Center.

ACTION: Approve a real estate services agreement with Cushman and Wakefield for the Norton Test Range Development Project in an amount not to exceed \$75,000, subject to technical and conforming changes as approved by counsel; and authorize the Chief Executive Officer to execute all related documents.

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

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 109-111 in the Agenda Packet). Mr. Burrows expressed his appreciation to staff for their hard work and dedication in preparing the Fiscal Year budget.

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**

Chairperson Phillip Dupper noted that the Board would not hold a regular meeting in July and would resume its regular meeting schedule in August.

M. **ADJOURNMENT**

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 6:33 P.M.

Approved at a Regular Meeting of the Inland Valley Development Agency Board on August 12, 2026.

Jillian Ubaldo
Clerk of the Board



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 10

PRESENTER: Michael Lewin, Legal Counsel

SUBJECT: APPROVE THE FORM OF AN EMPLOYMENT AGREEMENT WITH MICHAEL BURROWS TO SERVE IN THE CAPACITY OF CHIEF EXECUTIVE OFFICER

SUMMARY

Michael Burrows has served as the Inland Valley Development Agency's (IVDA) Chief Executive Officer (CEO) since July of 2015. Michael Burrows' current contract expired as of June 30, 2026, and pursuant to direction from the Board, Mike Burrows has continued to serve as CEO under a month-to-month extension of his existing contract until the next IVDA Board meeting. Pursuant to the direction of the IVDA Board, a proposed new contract has been agendized for consideration. During the term of the proposed new agreement, Mr. Michael Burrows will oversee all administrative and operational matters of both IVDA and San Bernardino International Airport Authority (SBIAA) organizations. In addition, he will be responsible for continuing to implement the adopted Strategic Plans and Business Plans for each organization as a function of his evaluation process. This item will also be recommended for approval by the SBIAA Commission.

RECOMMENDED ACTION(S)

Approve the form of an Employment Agreement with Michael Burrows to serve in the capacity of Chief Executive Officer; and authorize the Chairperson to execute the Agreement on behalf of the IVDA.

FISCAL IMPACT

Sufficient funding for the Chief Executive Officer position is included in the adopted Inland Valley Development Agency (IVDA) Budget for Fiscal Year 2026/2027. The salary, benefits, and associated employer expenses will be covered through a cost allocation with the SBIAA.

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

BACKGROUND INFORMATION

Mr. Michael Burrows has served the IVDA and SBIAA as their Executive Director/CEO for the past eleven years. Mr. Burrows began his tenure with the IVDA in 1997 and has subsequently served in various capacities and private sector roles including the Acting Executive Director from 2014-2015. He has over 29 years of experience with IVDA and SBIAA.

During the term of the Agreement, Mr. Burrows will oversee all administrative and operational matters of the organization. Specifically, as set out in the Agreement, he is responsible for scheduling meetings necessary to complete the strategic goal setting process for each organization. He then will be responsible for the performance of those goals assigned to the Chief Executive Officer and those will form the basis for his evaluation.

The Agreement provides that the two organizations will share the Chief Executive Officer, although to do so does not form a joint powers entity or joint venture between them, but promotes fiscal and operational efficiency. Costs will be allocated between the two organizations as set out in their respective budgets.

Pursuant to the direction of the IVDA Board, the proposed Agreement follows the same format as the prior agreement for the Chief Executive Officer. The salary shall be subject to final recommendations from the IVDA Board and acceptance by Mr. Burrows. In addition, Mr. Burrows will be eligible for a bonus at the sole discretion of the IVDA Board and SBIAA Commission after the evaluation process. In addition, he will receive ten (10) days of administrative leave that must be used or cashed out during each fiscal year, as well as reimbursement or payment for his life insurance at the current cost level. Otherwise, he serves at will, and the terms and conditions of his employment are the same as those for IVDA and SBIAA management staff.

Attachments:

1. Form of Employment Agreement

EMPLOYMENT AGREEMENT

Chief Executive Officer

This Agreement ("Agreement") is made and entered into to be effective on and as of the 1st day of July, 2026 (the "effective date"), by and between the Inland Valley Development Agency ("IVDA"), the San Bernardino International Airport Authority ("SBIAA") (when acting together the "Employer") and Michael Burrows ("Employee") for the reasons and on the terms and conditions set out below.

RECITALS

A. Employee has served IVDA and SBIAA for the past 29 years, beginning in 1997, and since July 1, 2015 has held the position of Executive Director/CEO and previously served as the Acting Executive Director; and

B. As such, he has the experience and knowledge to serve as their Chief Executive Officer; and

C. The IVDA Board and SBIAA Commission have determined to act together and employ him as their Chief Executive Officer, and he has agreed to accept that position on the terms and conditions set out herein.

NOW, THEREFORE, the Parties agree that the Recitals set out above are true and correct and further agree as follows:

I. EMPLOYMENT

A. Appointment of Chief Executive Officer: As of the effective date, the Employer appoints Michael Burrows to act as its Chief Executive Officer. The Employee shall serve at the will and at the pleasure of the Employer and on the terms and conditions set out herein.

B. Term of Agreement: The initial term of this Agreement shall commence on July 1, 2026 and terminate on June 30, 2028, unless sooner terminated as set out in 1.C below.

C. Termination of Employment:

1. The Chief Executive Officer serves at the pleasure of the Employer. Either Employer or Employee may terminate this Agreement without cause upon 30 calendar days' prior written notice from one party to the other.

2. Conviction: Notwithstanding any other provision of this Agreement to the contrary, this Agreement may be terminated by the Employer immediately, without compliance with subsection C.1 above, in the event that the Employee is convicted of a crime of moral turpitude.

D. Employer Action. The Employer, for purposes of this Agreement, is composed of two independent and separate joint powers authorities, IVDA and SBIAA, which have agreed to share a Chief Executive Officer at least for the period of this Agreement. Employee generally shall be paid by IVDA and reporting of compensation paid shall be made by IVDA. The parties do not intend to and do not form a joint powers authority or a joint venture by entering into this

Agreement but will share resources for their mutual good and economic efficiency. The goals and objectives for the Chief Executive Officer may be different for each agency.

Any and all action as to this Agreement or the Chief Executive Officer shall be taken by majority vote of a quorum of the Board or Commission of each agency, whether separately or in joint session, and as otherwise provided by their policies and procedures.

II. POWERS, DUTIES AND RESPONSIBILITIES.

Employee shall function as the Chief Executive Officer and shall be vested with the powers, duties, and responsibilities necessary for the management of the IVDA and SBIAA as provided by their resolutions, policies or procedures, and as further provided by the Employer.

III. COMPENSATION

A. Salary: Upon the effective date of this agreement, the Chief Executive Officer shall receive a gross salary of \$_____ per year. The salary will be paid in equal monthly installments and at the same time other employees of the Employer are paid and subject to the same withholding of taxes and other authorized amounts. Employee may be eligible for a bonus as set out in Section IV hereof. The Chief Executive Officer shall receive any COLA increases granted to employees.

B. Benefits: Except as set out here, the Chief Executive Officer shall be entitled to and shall accrue the same benefits as all other employees, as those may be determined from time to time and the Employer shall pay the costs of such benefits in the same manner and amount as for other Employees. In addition: 1) Employee shall have 10 days of Paid Administrative Leave that accrues on July 1, 2026, and each July 1 thereafter. Such leave must be used or cashed out during each fiscal year; and 2) IVDA shall pay or reimburse the cost of Employee's life insurance at the current level.

C. Professional Development; Associations and Subscriptions: IVDA shall budget and pay for the professional dues and subscriptions of the Chief Executive Officer necessary for his performance of the job as well as for any budgeted conferences, training or seminars. Attendance at any such conference, training, or seminars shall be reported to the IVDA Board and SBIAA Commission periodically.

D. Indemnification: IVDA and SBIAA shall indemnify and defend the Chief Executive Officer as required by state law. The Chief Executive Officer shall be named on the IVDA and SBIAA E&O coverage policies.

IV. PERFORMANCE EVALUATION

The Board of IVDA and the SBIAA Commission shall work with the Chief Executive Officer to implement their respective strategic plans. Those plans include certain short-term performance goals for Employee for the remainder of that fiscal year, and may include additional long-range goals for the entire period of this contract. Those goals and objectives may be different for IVDA and for SBIAA. Any goals shall include a performance measurement. It is the responsibility of the Chief Executive Officer to schedule all meetings necessary to meet this time frame.

By June 30, 2027, Employer shall evaluate Employee based upon such performance goals

and through a specific process jointly determined by Employer and Employee. IVDA shall evaluate the Employee based upon IVDA goals, and SBIAA upon its goals. Employer at its sole discretion may utilize the evaluation process to determine a bonus or merit increase for Employee. At such evaluation, the Employer shall determine if it wishes to change the format or scope of this Employment Agreement.

Thereafter, the Employer shall evaluate the Employee annually by June 30 of each year. Notwithstanding, the Employer may evaluate the Chief Executive Officer at any time and for any reason.

V. MISCELLANEOUS PROVISIONS

A. Notices: Notices pursuant to this Agreement shall be in writing given by personal delivery or by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

IVDA:

1601 E. Third Street, Suite 100
San Bernardino, CA 92408
ATTN: Chairperson

Chief Executive Officer:

P.O. BOX 7695
Redlands, CA 92375
ATTN: Michael Burrows

B. Entire Agreement: The text herein shall constitute the entire Agreement between the parties. No waiver of any term or condition of this Agreement shall be a continuing waiver thereof.

C. Severability: If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

D. Prevailing Party: In the event that either party to this Agreement brings a lawsuit to enforce or interpret any provision of this agreement, the prevailing party shall be entitled to recover their reasonable attorneys' fees and related expenses and costs.

E. Governing Law: the laws of the State of California shall govern This Agreement with venue in the County of San Bernardino.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

EMPLOYER:

Inland Valley Development Agency

By: _____
Printed Name: Mayor Phillip Dupper
Title: Chairperson

EMPLOYEE:

By: _____
Michael Burrows

**San Bernardino International Airport
Authority**

By: _____
Printed Name: Mayor Penny Lilburn
Title: President

	TO: Inland Valley Development Agency Board DATE: August 12, 2026 ITEM NO: 11 PRESENTER: Jeff Barrow, Director of Development
---	--

SUBJECT: APPROVE CHANGE ORDER NO. 2 WITH MATICH CORPORATION FOR \$276,417.83 FOR A TOTAL CONTRACT AMOUNT OF \$3,664,173.69 FOR ADDITIONAL WORK RELATED TO THE STERLING AVENUE UPGRADE PROJECT; APPROVE THE FILING OF A NOTICE OF COMPLETION FOR THIS CONTRACT AND AUTHORIZE THE RELEASE OF RETAINED FUNDS

SUMMARY

This Change Order directs the contractor to perform additional work items. Pending approval and completion of Change Order No. 2 items, the construction contract with Matich Corporation will be complete.

RECOMMENDED ACTION(S)

Approve Change Order No. 2 with Matich Corporation for an amount not to exceed \$276,417.83 for a total contract amount of \$3,664,173.69 for additional work related to Sterling Avenue Upgrade Project; approve the filing of a Notice of Completion and authorize the release of retained funds for this contract; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this construction contract is included in the approved Inland Valley Development Agency (IVDA) Fiscal Year 2025-2026 Budget as a Capital Improvement Project, Project Number EDAi2101 – Sterling Avenue Upgrade in the amount of \$3,572,071.

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 February 12, 2025, the Inland Valley Development Agency (IVDA) Board approved a construction contract with Match Corporation for the Sterling Avenue Upgrade Project, subject to U.S. Department of Commerce, Economic Development Administration (EDA) approval. Due to unforeseen site conditions, additional work items were required for the successful completion of the project. Additional work items include the relocation of the main waterline and storm drain, reconfiguration of the storm drain connection, additional SCE tie-in work, and replacement and installation of new street name signs. Additionally, increased project overhead costs were incurred, attributable to the construction delays.

Additional costs per Change Order No. 2 were closely monitored and reviewed by Hernandez Kroone and Associates, Inc. (HKA), the construction management company for the project. HKA staff reviewed the change order's supporting documents and determined costs to be consistent with contract requirements.

The completion of this project marks a significant step towards providing a safe path of travel for tenants, staff, and visitors to the airport. Sterling Avenue was rehabilitated with new pavement, curbs, and gutters and a new slip lane was constructed connecting onto Perimeter Road, which also underwent roadway improvements. Additionally, new traffic signals and signage were installed to enhance traffic circulation and improve overall roadway safety.

Match Corporation contract and proposed Change Order No. 2:

Original Contract	\$3,228,031.41
Change Order No. 1	\$159,724.45
<u>Change Order No. 2</u>	<u>\$276,417.83</u>
New Contract Amount	\$3,664,173.69

Pending approval of Change Order No. 2, the construction contract will be complete. Staff recommends the Board approve the above recommended actions.

Attachments:

1. Change Order No. 2
2. Photos



Inland Valley Development Agency
1601 E 3rd Street
San Bernardino, CA 92408
Phone: (909) 382-4100 Fax: (909) 382-4106

Change Order 2 to Contract: Sterling Avenue Upgrade Project, dated February 13, 2025, by and between: Inland Valley Development Agency (Agency), and Matich Corporation (Contractor), the Contractor is hereby directed to make the following change in contract work:

ITEM	DESCRIPTION OF CHANGES	TYPE	AMOUNT
10	SCE Tie-In Work	Add	\$28,425.69
11	Street Name Signs	Add	\$6,040.87
12	Delay Costs	Add	\$40,908.01
13	Water Main Relocation	Add	\$201,043.26
	Total Cost for Change Order 2:	Add	\$276,417.83

Original Contract Amount: \$3,228,031.41

Executed Change Order 1: \$159,724.45

Executed Change Order 2: \$276,417.83

New Contract Amount: \$3,664,173.69

ACCEPTANCE:

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order and acknowledges that the compensation (time and cost) set forth in the Change Order comprises the total compensation due for the work or change defined in the Change Order, including all impact on any unchanged work. By signing the Change Order, the Contractor acknowledges and agrees that the stipulated compensation includes payment for all Work contained in the Change Order, plus all payment for the interruption of schedules, extended overhead costs, delay, and all impact, ripple effect or cumulative impact on all other Work under this Contract. The signing of the Change Order acknowledges full mutual accord and satisfaction for the change, and that the time and/or cost under the Change Order constitute the total equitable adjustment owed the Contractor as a result of the change. The Contractor agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the Work under this contract. Contractor agrees to perform the above described work in accordance with the above terms and in compliance with applicable Sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents.

Accepted by Contractor: _____

Date: _____

Approved by Agency: _____

Date: _____

ECONOMIC DEVELOPMENT ADMINISTRATION
CHANGE ORDER FORM

EDA Award Number: 07 01 07779 Date: 07-31-26

Recipient: Inland Valley Development Agency

Co-Recipient(s): San Manuel Band of Mission Indians

Recipient's Authorized Representative: Myriam Beltran, IVDA, 909-381-4100 ext. 153

Name & Phone Number

Construction Contract No.	Contractor Name	Change Order No.
07-01-07779	Matich Corporation	10

The Change Order will provide for the following:

Increase in compensation for the Contractor. Southern California Edison (SCE) did not issue work plans prior to the bidding of the project. Therefore, the Contractor could not have anticipated the entire scope of work. Secondly, after beginning the work, it was clear that the issued SCE work plans were incorrect and SCE had to issue revised plans to the Contractor.

Change Order Justification (include cost analysis, if not unit cost in bid proposal or schedule of values):

	TOTAL	EDA Funded Amount	*Non-EDA Funded Amount
Original Contract Amount	\$3,228,031.41	\$3,228,031.41	
Current Contract Amount adjusted by previous Change Orders	\$3,387,755.86	\$3,387,755.86	\$0.00
This Change Order will ☒ (increase) ☐ (decrease) the Contract Amount by:	\$28,425.99	\$28,425.69	\$0.00
The original, schedule date of completion is / was:	3-24-2026		
The new Contract Amount including this Change Order will be:	\$3,416,181.55	\$3,416,181.55	\$0.00
The Contract time will ☒ (increase) ☐ (decrease) the schedule by: N/A	125 working days	125 working days	125 working days
The estimated date for completion of all work is:	7-31-2026 (date)	7-31-2026 (date)	7-31-2026 (date)

**Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

Prepared by (Signature)

Date

Jeff Barrow, Director of Development

Prepared by (Type or Written Name & Title)

CHANGE ORDER

Change Requested by: ☐ Engineer ☒ Contractor

CCO No. 10

You are directed to make the following changes to the plans and specifications or do the following described work not included in the plans and specifications on this contract. **NOTE: This change order is not effective until approved by the Inland Valley Development Agency.** Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in Bid Item List.

ADJUSTMENT IN COMPENSATION:

This change order is being issued for extra work related to Southern California Edison (SCE) requirements and the electrical connection for the 3rd Street / Sterling Avenue traffic signal.

Although work requests to SCE were submitted in a timely manner, SCE was unable to provide work plans to the Inland Valley Development Agency / Engineer prior to bidding. SCE eventually provided plans to the Inland Valley Development Agency; however, due to various unknowns, the Contractor did not feel comfortable providing a lump sum bid for this portion of the work. It was agreed that the SCE related work would proceed on a time and materials as a fair approach for all parties.

After the Contractor begin work, it became clear that the SCE plans were not correct. Upon meeting with the SCE Inspector, it was agreed that a request would be sent to SCE Planning Department for corrective plans. Once the revised plans were received, the Contractor proceeded with completing the SCE work order.

Bid Item 76, Traffic Signal and Signal Interconnect, is a lump sum bid item intended to be all-inclusive of the work to be performed. However, the Engineer's plans did not adequately depict the electrical connection work required by SCE because SCE plans were not available during advertisement and bidding. Therefore, it is reasonable to conclude that the Contractor could not have adequately included the SCE work in his bid original. As such, the Contractor's lump sum bid and the time and materials work for the SCE connection are not considered duplicative.

The time and materials billing has been reviewed by the Engineer and is attached to this change order.

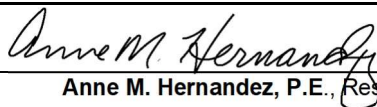
This change order does not provide for an extension date.

Total adjustment in compensation: **\$28,425.69.**

By reason of this order the time of completion will be adjusted as follows:

No Adjustment

Submitted By: _____


Anne M. Hernandez, P.E., Resident Engineer

Date: 7-24-2026

Approval Recommended By: _____

Jeff Barrow, Director of Development, IVDA

Date: _____

We the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted, Date: _____ Contractor: **Matich Corporation**

By: _____ Title: _____

CHANGE ORDER

NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.



July 20, 2026

Hernandez, Kroone and Associates, Inc
234 East Drake Drive
San Bernardino, CA 92408

Attn: Anne M. Hernandez, President

Re: Sterling Avenue Upgrade Project EDA Grant No. 07-01-07779
Change Order Request 020 R3 – SCE Tie-In Work

Dear Anne:

Match Corporation respectfully submits this correspondence as a T&M change order request for work associated with the SCE tie-in.

T&M Report #	Cost	Unit	Total
3	\$ 4,314.48	LS	\$ 4,314.48
4	\$ 6,018.45	LS	\$ 6,018.45
5	\$ 6,804.53	LS	\$ 6,804.53
6	\$ 4,605.76	LS	\$ 4,605.76
7	\$ 5,328.87	LS	\$ 5,328.87
Subtotal			\$ 27,072.09
Markup			\$ 1,353.60
Total			\$ 28,425.69

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Match Corporation

A handwritten signature in black ink, appearing to read 'B. Simon', is written over a horizontal line.

by Brett Simon, Project Manager

Attachments: File; MSL T&M # 3-7

ECONOMIC DEVELOPMENT ADMINISTRATION
CHANGE ORDER FORM

EDA Award Number: 07 01 07779 Date: 07-31-26

Recipient: Inland Valley Development Agency

Co-Recipient(s): San Manuel Band of Mission Indians

Recipient's Authorized Representative: Myriam Beltran, IVDA, 909-381-4100 ext. 153
Name & Phone Number

Construction Contract No.	Contractor Name	Change Order No.
07-01-07779	Matich Corporation	11

The Change Order will provide for the following:

Increase in compensation for the Contractor. The project plans were signed on August 16, 2024. The City of San Bernardino desires to add an R61 sign to the signal mast arm for additional direction information plus a replacement of the three previously approved street name signs; total number of signs is 4.

Change Order Justification (include cost analysis, if not unit cost in bid proposal or schedule of values):

	TOTAL	EDA Funded Amount	*Non-EDA Funded Amount
Original Contract Amount	\$3,228,031.41	\$3,228,031.41	
Current Contract Amount adjusted by previous Change Orders	\$3,416,181.55	\$3,416,181.55	\$0.00
This Change Order will ☒ (increase) ☐ (decrease) the Contract Amount by:	\$6,040.87	\$6,040.87	\$0.00
The original, schedule date of completion is / was:	3-24-2026		
The new Contract Amount including this Change Order will be:	\$3,422,222.42	\$3,422,222.42	\$0.00
The Contract time will ☐ (increase) ☐ (decrease) the schedule by: N/A	0 working days	0 working days	0 working days
The estimated date for completion of all work is:	7-31-2026 (date)	7-31-2026 (date)	7-31-2026 (date)

**Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

Prepared by (Signature)

Date

Jeff Barrow, Director of Development

Prepared by (Type or Written Name & Title)

CHANGE ORDERChange Requested by: ☒ Engineer ☐ ContractorCCO No. 11

You are directed to make the following changes to the plans and specifications or do the following described work not included in the plans and specifications on this contract. **NOTE: This change order is not effective until approved by the Inland Valley Development Agency.** Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in Bid Item List.

ADJUSTMENT IN COMPENSATION:

This change order is being issued at the request of the City of San Bernardino. Although the City signed the plans on August 16, 2024, the City desires to add a modified R61 sign to the signal pole G. The City believes that this is beneficial in the direction of traffic. This change affects sheet 47 of 58; DWG No. TC-02.



Since the signing of the plans in 2024, and the approval of previously submitted street name signs, the City of San Bernardino has requested that new street name signs be installed to match a change in City standards. Three street name signs have been requested to be changed.

Please see the attached change order requests 022 and 023 from the Contractor.

As these are City requested signs, the Contractor is responsible for obtaining approvals of submittals directly with the City.

All work shall be performed in accordance with the contract documents. The Contractor's proposed lump sum cost estimate has been reviewed, found to be reasonable, and is hereby accepted as modified herein. Payment for this change order shall be at lump sum and includes full compensation for all labor, equipment, materials, incidentals (specified or not specified herein), traffic control, and coordination with the City which are necessary for the purchasing and installation of the sign.

This change order does not provide for an extension date.

Total adjustment in compensation: **\$6,040.87**

By reason of this order the time of completion will be adjusted as follows:

No Adjustment

Submitted By: Anne M. Hernandez Date: 7-31-2026
Anne M. Hernandez, P.E., Resident Engineer

Approval Recommended By: _____ Date: _____
Jeff Barrow, Director of Development, IVDA

We the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted, Date: _____ Contractor: **Matich Corporation**

By: _____ Title: _____

NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.



June 25, 2026

Hernandez, Kroone and Associates, Inc
234 East Drake Drive
San Bernardino, CA 92408

Attn: Anne M. Hernandez, President

Re: Sterling Avenue Upgrade Project EDA Grant No. 07-01-07779
Change Order Request 022 – Added R61 & Replacement Street Name Signs

Dear Anne:

Matich Corporation respectfully submits this correspondence as a change order request for installing the added R61 signs onto the traffic signal mast arm and replacing the street name signs per the City of San Bernardino's request.

Description	Cost	Unit	Markup	Total
Temporary Intersection	\$ 1,983.15	LS	\$ 241.94	\$ 2,225.09

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Combined with COR 023

Respectfully,

Matich Corporation

A handwritten signature in black ink, appearing to read 'B. Simon', is written over a horizontal line.

by Brett Simon, Project Manager

Attachments: File; MSL Change Order Request # 8



July 22, 2026

Hernandez, Kroone and Associates, Inc
234 East Drake Drive
San Bernardino, CA 92408

Attn: Anne M. Hernandez, President

Re: Sterling Avenue Upgrade Project EDA Grant No. 07-01-07779
Change Order Request 023 – Street Name Signs

Dear Anne:

Matich Corporation respectfully submits this correspondence as a change order request for replacing the street name signs per the City of San Bernardino's request.

Description	Cost	Unit	Markup	Total
Street Name Sign Replacement	\$ 5,861.19	LS	\$ 586.12	\$ 6,447.31

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink, appearing to read 'Brett Simon', is written over a faint, larger signature.

by Brett Simon, Project Manager

Attachments: File; MSL Change Order Request # 9

ECONOMIC DEVELOPMENT ADMINISTRATION
CHANGE ORDER FORM

EDA Award Number: 07 01 07779 Date: 07-31-26

Recipient: Inland Valley Development Agency

Co-Recipient(s): San Manual Band of Mission Indians

Recipient's Authorized Representative: Myriam Beltran, IVDA, 909-381-4100 ext. 153
Name & Phone Number

Construction Contract No.	Contractor Name	Change Order No.
07-01-07779	Matich Corporation	12

The Change Order will provide for the following:

Increase in compensation for the Contractor due to an extended completion date. Delays were encountered with Southern California Edison, Regional Water Quality Control Board, and unknown utility conflicts. (Time extension was provided for on a previous change order.)

Change Order Justification (include cost analysis, if not unit cost in bid proposal or schedule of values):

	TOTAL	EDA Funded Amount	*Non-EDA Funded Amount
Original Contract Amount	\$3,228,031.41	\$3,228,031.41	
Current Contract Amount adjusted by previous Change Orders	\$3,422,222.42	\$3,422,222.42	\$0.00
This Change Order will ☒ (increase) ☐ (decrease) the Contract Amount by:	\$40,908.01	\$40,908.01	\$0.00
The original, schedule date of completion is / was:	3-24-2026		
The new Contract Amount including this Change Order will be:	\$3,463,130.43	\$3,463,130.43	\$0.00
The Contract time will ☐ (increase) ☐ (decrease) the schedule by: N/A	0 working days	0 working days	0 working days
The estimated date for completion of all work is:	7-31-2026 (date)	7-31-2026 (date)	7-31-2026 (date)

**Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

Prepared by (Signature)

Date

Jeff Barrow, Director of Development

Prepared by (Type or Written Name & Title)

CHANGE ORDERChange Requested by: ☐ Engineer ☒ ContractorCCO No. 12

You are directed to make the following changes to the plans and specifications or do the following described work not included in the plans and specifications on this contract. **NOTE: This change order is not effective until approved by the Inland Valley Development Agency.** Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in Bid Item List.

ADJUSTMENT IN COMPENSATION:

This change order is being issued due to unforeseen delays involving Southern California Edison, the Regional Water Quality Control Board, and unexpected utility conflicts.

Matich's original construction schedule showed a project completion date of September 16, 2025. The anticipated completion date for the project is approximately August 20, 2025.

The request is being issued for:

1. Increased permit costs with the City of San Bernardino due to the extended completion date.
2. Additional costs to maintain traffic control per the City of San Bernardino requirements using flashing arrows and message boards.
3. Additional costs associated with extended management time.

This change order does not provide for an extension of time.

Total adjustment in compensation: **\$40,908.01.**

By reason of this order the time of completion will be adjusted as follows:

No Adjustment

Submitted By: _____

Anne M. Hernandez
Anne M. Hernandez, P.E., Resident Engineer

Date: 7-31-2026

Approval Recommended By: _____

Jeff Barrow, Director of Development, IVDA

Date: _____

We the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted, Date: _____

Contractor: **Matich Corporation**

By: _____

Title: _____

NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.



July 29, 2026

Hernandez, Kroone and Associates, Inc
234 East Drake Drive
San Bernardino, CA 92408

Attn: Anne M. Hernandez, President

Re: Sterling Avenue Upgrade Project EDA Grant No. 07-01-07779
Change Order Request 024 – Delay Costs

Dear Anne:

Matich Corporation respectfully submits this correspondence as a change order request for the cost of the delay caused by the redesign of the plans for the water main replacement and Southern California Edison tie-in. The amount shown below consists of costs incurred during October 2025 – January 2026, and April of 2026.

Description	Quantity	Cost	Unit	Markup	Total
San Bernardino Permit Extension	1	\$ 5,588.38	LS	-	\$ 5,588.38
Message Boards (2)	5	\$ 2,400.00	Month	\$ 120.00	\$ 12,600.00
Arrow Board	5	\$ 600.00	Month	\$ 30.00	\$ 3,150.00
Project Manager	1	\$ 12,640.57	LS	\$ 632.03	\$ 13,272.60
Project Engineer	1	\$ 5,233.25	LS	\$ 261.66	\$ 5,494.91
Bond & Insurance (2%)					\$ 802.12
Total					\$ 40,908.01

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink, appearing to read 'B. Simon', is written over a horizontal line.

by Brett Simon, Project Manager

Attachments: File; San Bernardino Permit Invoices; Message Board & Arrow Board Costs

ECONOMIC DEVELOPMENT ADMINISTRATION
CHANGE ORDER FORM

EDA Award Number: 07 01 07779 Date: 07-31-26

Recipient: Inland Valley Development Agency

Co-Recipient(s): San Manuel Band of Mission Indians

Recipient's Authorized Representative: Myriam Beltran, IVDA, 909-381-4100 ext. 153

Name & Phone Number

Construction Contract No.	Contractor Name	Change Order No.
07-01-07779	Matich Corporation	13

The Change Order will provide for the following:

Increase in compensation for the Contractor. Issues included design and construction changes required to obtain approval from the Regional Water Quality Control Board which led to utility conflicts involving the storm drain design and an unknown adjacent "hot-tap". In addition, the storm drain manhole was materially and structurally different than existing as-builts. Work proceeded on a time-and-materials basis.

Change Order Justification (include cost analysis, if not unit cost in bid proposal or schedule of values):

	TOTAL	EDA Funded Amount	*Non-EDA Funded Amount
Original Contract Amount	\$3,228,031.41	\$3,228,031.41	
Current Contract Amount adjusted by previous Change Orders	\$3,463,130.43	\$3,463,130.43	\$0.00
This Change Order will ☒ (increase) ☐ (decrease) the Contract Amount by:	\$201,043.26	\$201,043.26	\$0.00
The original, schedule date of completion is / was:	3-24-2026		
The new Contract Amount including this Change Order will be:	\$3,664,173.69	\$3,664,173.69	\$0.00
The Contract time will ☐ (increase) ☐ (decrease) the schedule by: N/A	0 working days	0 working days	0 working days
The estimated date for completion of all work is:	7-31-2026 (date)	7-31-2026 (date)	7-31-2026 (date)

**Construction components not part of the EDA Grant Project and do not include EDA funds nor local match funds.*

Prepared by (Signature)

Date

Jeff Barrow, Director of Development

Prepared by (Type or Written Name & Title)

CHANGE ORDERChange Requested by: ☒ Engineer ☐ ContractorCCO No. 13

You are directed to make the following changes to the plans and specifications or do the following described work not included in the plans and specifications on this contract. **NOTE: This change order is not effective until approved by the Inland Valley Development Agency.** Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in Bid Item List.

ADJUSTMENT IN COMPENSATION:

This change order is being issued for extra work related to waterline crossing and storm drain conflicts. There was not sufficient time to coordinate with the Regional Water Quality Control Board (RWQCB) and obtain approved plans prior to the advertisement period. The original design showed the waterline crossing over the storm drain; however, the RWQCB did not approve the overcrossing and directed that the waterline must cross beneath the storm drain.

Revised design plans were prepared and issued to the Contractor for preparation of a change order request. An agreement on the cost change could not be reached, and the Contractor was directed to proceed on a time-and-materials basis.

Secondly, utility conflicts involving an unknown adjacent "hot-tap" connection, buried concrete, and a storm drain structurally and materially different from the as-builts drawings contributed to additional time requirements, as design changes had to be made upon discovery. Both activities required modifications as the work progressed, the work activities overlapped, and both activities are being treated as time-and-materials.

Bid Item 45 Waterline Crossing in the amount of \$76,000.00 is deleted entirely, as this work is being paid under time-and-materials. Bid Item 47 18" RCP Plug is being deleted entirely because it is associated with the "Storm Drain Alternative", which is no longer required since that portion of the storm drain portion is not being constructed. Bid Item 43 Manhole pipe will not be paid beyond the 50% payment made to date as the remaining work is included in the attached time-and-materials billing. Any residual 18" pipe length for Bid Item 46 is being paid for by this time-and-materials billing.

The cost adjustment is as follows:

1. Bid Item 45	-\$ 76,000.00
2. Bid Item 47	-\$ 9,000.00
3. Time-and-materials this CCO	\$286,043.26
Net Adjustment	\$201,043.26

This change order does not provide for an extension of time as a time extension was provided in a previous change order.

Total adjustment in compensation: **\$201,043.26.**

By reason of this order the time of completion will be adjusted as follows:

No Adjustment

Submitted By: Anne M. Hernandez Date: 7-31-2026
Anne M. Hernandez, P.E., Resident Engineer

Approval Recommended By: _____ Date: _____
Jeff Barrow, Director of Development, IVDA

CHANGE ORDER

We the undersigned contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above.

Accepted, Date: _____ Contractor: **Matich Corporation**

By: _____ Title: _____

NOTE: If you, the Contractor, do not sign acceptance of this order, your attention is directed to the requirements of the specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.

ATTACHMENT A



June 4, 2026

Hernandez, Kroone and Associates, Inc
234 East Drake Drive
San Bernardino, CA 92408

Attn: Anne M. Hernandez, President

Re: Sterling Avenue Upgrade Project EDA Grant No. 07-01-07779
Change Order Request 021 R2 – Water Main Relocation

Dear Anne:

Matich Corporation respectfully submits this correspondence as a T&M change order request for constructing the 20" water line crossing and support of this work.

Description	Cost	Markup	Total
DEWR 14 - 35	\$ 33,436.43	NA	\$ 33,436.43
DEWR 36 - 51	\$ 27,254.18	NA	
O'Duffy T&M	\$240,577.94	\$12,028.90	\$252,606.83
			\$286,043.26

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink, appearing to read 'B. Simon', is written over a horizontal line.

by Brett Simon, Project Manager

Attachments: File; DEWR 14 – 51; O 'Duffy T&M Tickets

STERLING AVENUE UPGRADE PROJECT

PHOTOS









	TO: Inland Valley Development Agency Board DATE: August 12, 2026 ITEM NO: 12 PRESENTER: Jeff Barrow, Director of Development
---	--

SUBJECT: APPROVE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH HERNANDEZ, KROONE & ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$76,618 FOR ADDITIONAL SERVICES RELATED TO THE STERLING AVENUE UPGRADE PROJECT

SUMMARY

On August 10, 2022, the Inland Valley Development Agency (IVDA) entered into an agreement with Hernandez, Kroone & Associates, Inc. for \$582,009 for Professional Services for the Sterling Avenue Upgrade Project. An increase of \$76,618 is needed to continue these services.

RECOMMENDED ACTION(S)

Approve Amendment No. 2 to the Professional Services Agreement with Hernandez, Kroone & Associates, Inc. to provide additional services in an additional amount not to exceed \$76,618; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this project and related professional service agreements is included in the approved Inland Valley Development Agency (IVDA) Fiscal Year 2025-2026 Budget as a Capital Improvement Project, Project Number EDAi2101 – Sterling Avenue Upgrade in the amount of \$3,572,071.

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

BACKGROUND INFORMATION

On August 10, 2022, the Inland Valley Development Agency (IVDA) entered into an agreement with Hernandez, Kroone & Associates, Inc. (HKA) for professional services to complete plans and perform construction support services for the Sterling Avenue Upgrade Project. During construction, additional inspection and project oversight services were required from HKA, due to unforeseen site conditions.

Increased inspection hours and project oversight site resulted from the water department's request to relocate the main waterline, the storm drain relocation and connection reconfiguration, Southern California Edison delays and design changes, and the City of San Bernardino's decision not to perform traffic signal inspections. These changes and delays resulted in significant additions to the project scope, extended the construction schedule, and increased inspection scope for HKA. In addition, multiple construction activities were directed to proceed on a time-and-materials basis, requiring near full-time inspection labor from HKA, to accurately document labor, materials, and equipment costs of the Contractor.

An increase of \$76,618.00 is needed to continue with these services. The new adjusted agreement total would be \$680,898.25.

Original Agreement	\$582,009.00
Amendment No. 1	\$22,271.25
Amendment No. 2	<u>\$76,618.00</u>
New Agreement Amount	\$680,898.25

The federal share of this U.S. Department of Commerce, Economic Development Administration (EDA) grant is \$3,051,513, and the local match will be \$762,878, for a total grant amount of \$3,814,391. The Inland Valley Development Agency's (IVDA) share of the local match is \$381,439 and the San Manuel Band of Mission Indians (SMBMI) share of the local match is \$381,439, pursuant to the terms of the agreement on file.

Upon approval of this item, the project will be completed in accordance with all applicable local and state regulations, and the required documentation will be submitted to the Economic Development Administration (EDA) to formally close out the grant.

Staff recommends the Board approve the above recommended actions.

Attachments:

1. Amendment Request
2. Amendment No. 2 Form



July 31, 2026

Mr. Jeff Barrows
Director of Development
Inland Valley Development Agency
1601 East 3rd Street
San Bernardino, CA 92408

Sterling Avenue Upgrade Project 2020
Amendment Request
HKA Project No. 22-1029

RE: Additional Scope Amendment Request for the Sterling Avenue Upgrade Project 2020

Dear Mr. Barrows:

Hernandez, Kroone & Associates (HKA) respectfully submits this formal amendment request for your consideration regarding the Sterling Avenue Upgrade Project 2020. The request is for additional funding of \$76,618.00.

The contract provides a time frame of 300 consecutive calendar days with a scheduled completion date of March 24, 2026. Due to unforeseen circumstances, the actual completion date - including survey monumentation and installation of additional signs requested by the City of San Bernardino – is now projected to be approximately August 20, 2026.

The HKA's original contract included a finite number of inspection hours based on known as-builts and available utility information. During construction, several unforeseen issues arose involving the Regional Water Quality Control Board, utility conflicts, delays caused by Southern California Edison, and the City of San Bernardino's non-participation in the traffic signal inspection. These issues resulted in delays and an extension of contract time.

Additionally, because certain change orders could not be negotiated with the Contractor, portions of the work were directed to proceed on a time-and-materials. This shifted the inspection requirements from parttime inspection to near full time inspection in order to ensure accurate documentation of labor, materials, and equipment for invoicing on these activities.

The following narrative provides detailed information for each issue:

1. Waterline Crossing

The waterline crossing was coordinated with the San Bernardino Municipal Water Department (SBMWD), specifically Jonathon Schoener, PE, Engineer. Although it was known that approval from the Regional Water Quality Control Board (RWQCB) would be required for the waterline crossing over the storm drain, there was insufficient time to obtain that approval prior to project advertisement. Based on prior experience, both SBMWD and HKA anticipated RWQCB approval.

234 East Drake Drive ▲ San Bernardino, California 92408
Phone: (909) 884-3222 ▲ Fax: (909) 383-1577 ▲ www.hkagroup.com

However, the RWQCB did not approve of the waterline crossing above the storm drain and required the waterline be constructed beneath it. This necessitated preparation of new water crossing plans, evaluation of potential utility conflicts, and extensive coordination regarding acceptable pipe material.

After RWQCB approval, HKA provided the revised plans to the Contractor for preparation of a change order request. The Contractor submitted a request for \$372,540 compared to the original bid amount of \$76,000 (Bid Item 45). IVDA and HKA agreed that the request was excessive and directed the Contractor to proceed on a time-and materials basis.

During construction, a significant utility conflict was discovered. As-built documents showed a “hot-tap” connection more than 100 feet to the east of the crossing; however, the actual location was adjacent to the new waterline alignment. This required shifting the waterline west and obtaining new approvals from both RWQCB and SBMWD. Additional coordination was required due to extra buried concrete pavement and other miscellaneous conflicts.

This work was further impacted by heavy rains, which inundated the site, required 24 hour pumping, maintenance of traffic control, and repair of rain-damaged work.

HKA provided additional inspection time due to the time-and-materials direction, additional traffic control coordination with the Contractor to ensure that signs and flooding issues were addressed during both working and non-working hours, as well as additional design modifications and coordination with approving agencies.

2. Storm Drain

Upon excavation, the existing storm drain and manhole were found to be materially and structurally different from the as-builts drawings. The design originally required the removal and replacement of the manhole. The Contractor proposed modifying the existing structure to tie in the new storm drain without removal. Because the proposed design and existing structure differed in size, HKA and the Contractor coordinated a design modification. This work was inspected as time-and-materials due to the change in scope and because the waterline construction and its new crossing location interfered with this activity.

Due to the significant changes in both the waterline crossing and the discovery of the storm drain, this work could not be accurately separated, and therefore both construction activities were treated as time-and-materials. This required additional inspection time from HKA.

3. Southern California Edison (SCE)

SCE plans were not available during project advertisement. While an SCE connection was expected, the extent of that work could not be determined.

SCE provided plans to HKA on November 26, 2025. These plans were forwarded to the Contractor for preparation of a change order request. The Contractor preferred to perform the work on a time-and-materials basis due to uncertainty regarding the depth of the existing SCE utilities and magnitude of potential shoring requirements. IVDA and HKA agreed.

After work began, it became clear that the first set of SCE plans were incorrect. The SCE field Inspector confirmed this, and SCE later issued corrected plans. After a delay, the Contractor proceeded accordingly.

Because this work was performed on a time-and-materials basis, HKA provided more inspection time than originally estimated to ensure accurate invoices from the Contractor.

4. Traffic Signal Inspection

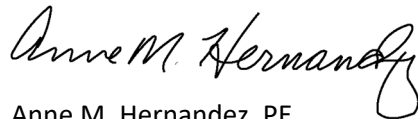
It was originally understood that the City of San Bernardino would inspect and approve the traffic signal work. The City later issued direction requiring HKA to perform this role. This constituted additional inspection scope. These inspections were performed as standard inspections- either on an as-needed basis or in conjunction with other scheduled inspections.

The inspection of the traffic signal was performed on an as needed, part-time inspection basis. HKA performed more inspection time than originally anticipated, as it had previously been agreed that this work would be performed by the City of San Bernardino.

For your consideration, HKA has provided the additional design and inspection hours associated with these issues as Attachment A. All inspection hours are billed at the original contract rate, regardless of which inspector performed the time-and materials observations.

Thank you again for your consideration. If you have any questions, please let me know.

Sincerely,



Anne M. Hernandez, PE
Principal

Attachment A – HKA Cost Breakdown

INLAND VALLEY DEVELOPMENT AGENCY

**AMENDMENT NO. 2
TO
AGREEMENT FOR PROFESSIONAL SERVICES**

HERNANDEZ, KROONE & ASSOCIATES, INC.

This Amendment No. 2 to the Agreement for Professional Services is entered into and shall be effective as of the 12th day of August 2026, by and between the INLAND VALLEY DEVELOPMENT AGENCY, a joint powers authority created pursuant to Government Code Sections 6500, et seq. ("IVDA"), and Hernandez, Kroone & Associates, Inc., (the "Consultant").

I. RECITALS

A. The IVDA and Consultant entered into that certain Agreement for Professional Services for Professional Consulting Services, as of August 10th, 2022 ("Agreement");

B. The IVDA and Consultant desire to amend the terms of the Agreement as described herein and considered as Amendment No. 2 as approved by the IVDA Board on August 12th, 2026.

II. AGREEMENTS

NOW, THEREFORE, in consideration of the mutual covenants, premises, and agreements and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the IVDA and Consultant agree as follows:

1. The total amount not to exceed for the contract extension with Consultant is \$76,618; for a total revised contract amount of \$680,898.25 for Fiscal Year 2025/26.

III. MISCELLANEOUS PROVISIONS

1. Unless otherwise provided herein, all capitalized and/or defined terms herein shall have the same meaning given to such capitalized and/or defined terms in the Agreement.

2. Except as amended hereby, all of the terms and provisions of the Agreement are hereby reaffirmed and remain in full force and effect. The terms and provisions of this Amendment No. 1 shall control over any inconsistent or conflicting provisions of the Agreement.

///

[SIGNATURES ON FOLLOWING PAGE]

///

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed by the authorized signatures of the officers of each of them as of the date first referenced above.

IVDA

Inland Valley Development Agency
A Joint Powers Authority

By: _____
Michael Burrows, Chief Executive Officer

ATTEST:

Jillian Ubaldo,
Clerk of the Board

Consultant

Hernandez, Kroone & Associates, Inc.

By: _____
Anne Hernandez

	TO: Inland Valley Development Agency Board DATE: August 12, 2026 ITEM NO: 13 PRESENTER: Jeff Barrow, Director of Development
---	--

SUBJECT: AWARD A CONSTRUCTION CONTRACT TO HODGDON MANAGEMENT AND CONSTRUCTION, INC IN AN AMOUNT NOT TO EXCEED \$189,600 FOR THE TIPPECANOE, 3RD, AND ALABAMA MEDIANS LANDSCAPE PROJECT

SUMMARY

The award of this construction contract would authorize Hodgdon Management and Construction, Inc. to complete landscape improvements along the street medians of Tippecanoe Avenue, 3rd Street, and Alabama Street.

RECOMMENDED ACTION(S)

Award a construction contract to Hodgdon Management and Construction, Inc. in an amount not to exceed \$189,600 for the Tippecanoe, 3rd, and Alabama Medians Landscape Project; and authorize the Chief Executive Officer to execute all related documents.

FISCAL IMPACT

None. Funding for this construction contract is included in the approved Inland Valley Development Agency (IVDA) Fiscal Year 2026-2027 Budget as a Capital Improvement Project, Project Number 27i002 – Gateway Improvements in the amount of \$250,000.

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

BACKGROUND INFORMATION

The two street medians along Tippecanoe Avenue, 3rd Street, and Alabama Street currently sit bare, with little to no landscaping. As a primary gateway to the airport, these medians create an unattractive streetscape and do not reflect the quality of the surrounding facilities. The proposed project will revitalize these medians through the installation of drought-tolerant landscaping supported by new, water-efficient irrigation systems, enhancing both aesthetics and sustainability.

The project includes approximately 10,300 square feet of new median landscaping along E. Third Street and Alabama Street, as well as approximately 14,100 square feet of new median landscaping along Tippecanoe Avenue. The scope of work includes the installation of new irrigation systems, trees, shrubs, river rock, mulch, and decorative boulders at both medians. The proposed landscaping and water-efficient irrigation systems will significantly enhance the visual appeal of these street corridors for airport visitors and surrounding residents, while promoting long-term water conservation and sustainable landscape management.

Staff solicited proposals from (4) qualified contractors. (2) proposals were received, with one being incomplete, the full project costs identified below:

• Hodgdon Management and Construction, Inc.	\$189,600
• Southern California Landscape, Inc.	Incomplete
• Miller Architecture Corporation	No Response
• Inland Empire Landscape, Inc.	No Response

IVDA's standard construction contract form will be used for this project. Staff recommends the Board approve the above recommended actions.

Attachments:

1. Site Map
2. Proposal
3. Landscape and Irrigation Plans





SBD Airport – 3rd and Alabama Medians

Proposal and General Specifications

Install landscaping as per these specifications and the attached conceptual drawing

General Conditions:

- a) All demo and grading of existing turf areas is included.
- b) All areas to be clean and free of weeds and debris and graded within 1/10 of finish.
- c) There is no import or export of dirt or topsoil.
- d) There are no permits, fees, or bonds included in our contract amount.
- e) **We have included prevailing wage rates as part of our base contract**
- f) We have not included any drains – mow curb - site furnishing – trellises – lighting - pots.
- g) All bio swales and retention areas are to be constructed and graded by others.

Irrigation Specifications and Exclusions:

- a) The owner will supply the water meter for our irrigation point of connection.
- b) The owner will supply and hook up power to our irrigation controller.
- c) All irrigation is white piping for a potable irrigation system – no purple piping.
- d) We have not included any repairs to adjacent existing irrigation damaged during construction.

Planting Specifications and Exclusions:

- a) We will install all the new plantings as shown on the plan.
- b) We have included a 30-day maintenance period.
- c) All trees and shrubs are guaranteed as per the plan specifications.
- d) We have included all soil testing, amendments, DG, rock, and boulders.
- e) There is no jute netting or erosion, or dust control included in this proposal.
- f) We have not included any repairs to adjacent existing landscape damaged during construction.

We propose to furnish all labor and materials for the above project for the sum of Sixty-four thousand eight hundred dollar **\$64,800.**

Subcontractor Initials



SBD Airport – Tippecanoe Medians

Proposal and General Specifications

Install landscaping as per these specifications and the attached conceptual drawing

General Conditions:

- a) All demo and grading of existing turf areas is included
- b) All areas to be clean and free of weeds and debris and graded within 1/10 of finish
- c) There is no import or export of dirt or topsoil
- d) There are no permits, fees, or bonds included in our contract amount
- e) We have included prevailing wage rates as part of our base contract**
- f) We have not included any drains – mow curb - site furnishing – trellises – lighting - pots
- g) All bio swales and retention areas are to be constructed and graded by others

Irrigation Specifications and Exclusions:

- a) The irrigation meter, backflow, main lines, and valve wire are to be existing
- b) New irrigation valves will be installed at existing valve locations as needed
- c) The irrigation controller is to be existing and functioning properly
- d) All irrigation is white piping for a potable irrigation system – no purple piping
- e) We have not included any repairs to adjacent existing irrigation damaged during construction

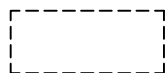
Planting Specifications and Exclusions:

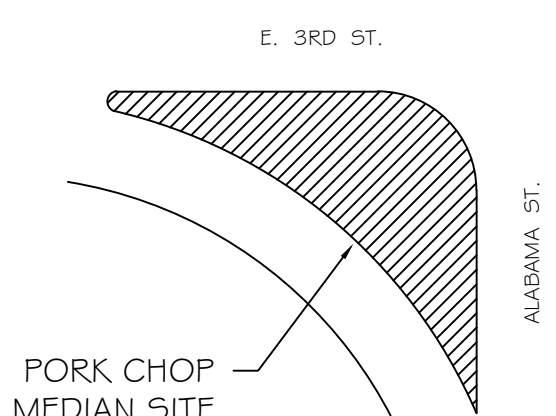
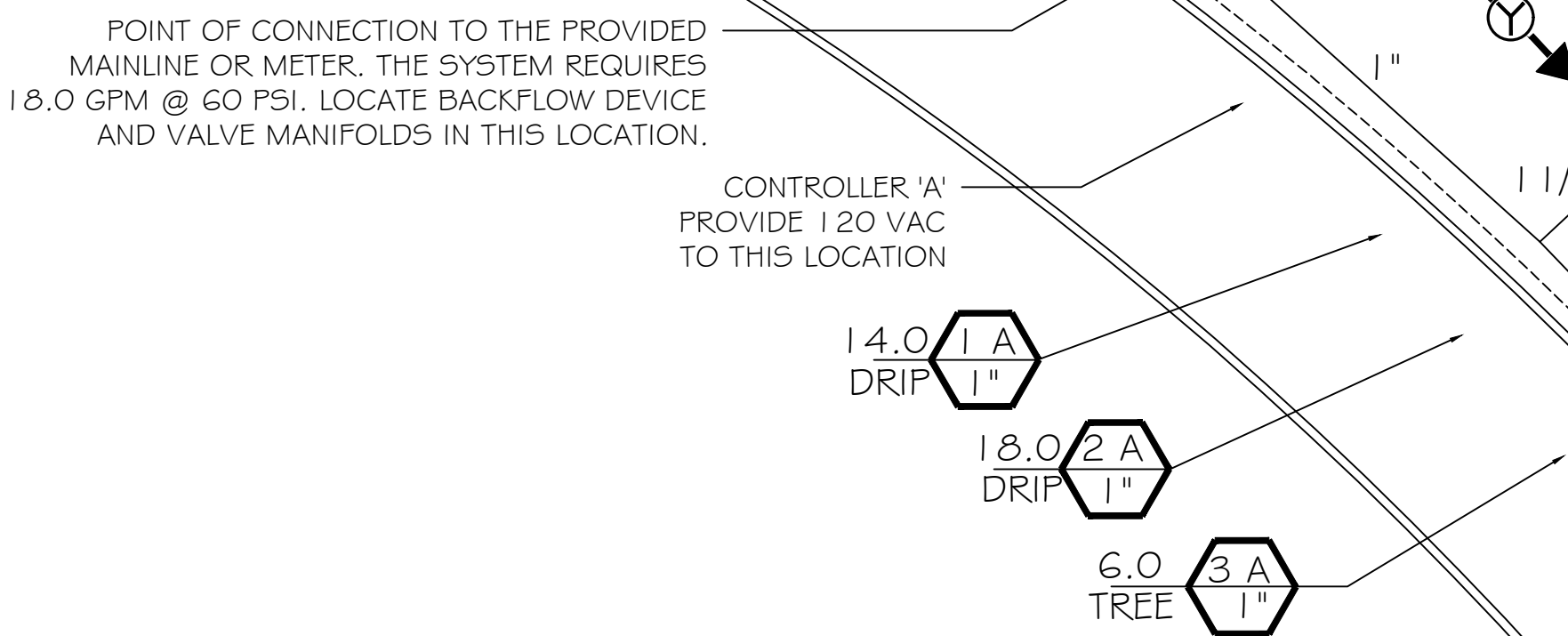
- a) We will install all the new plantings as shown on the plan
- b) We have included a 30-day maintenance period
- c) All trees and shrubs are guaranteed as per the plan specifications
- d) We have included all soil testing, amendments, DG, rock, and boulders
- e) There is no jute netting or erosion, or dust control included in this proposal
- f) We have not included any repairs to adjacent existing landscape damage during construction.

We propose to furnish all labor and materials for the above project for the sum of:
One hundred twenty-four thousand eight hundred dollars **\$124,800.**

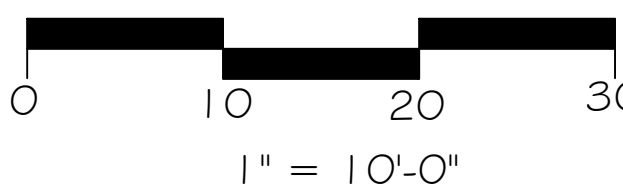
Subcontractor Initials

IRRIGATION LEGEND AND NOTES

SYMBOL	MANUFACTURER	MODEL	GPM	RADIUS	PSI
	RAIN BIRD	1804 -5QB TREE BUBBLER	.5	5'	30
	DRIP ZONE AREA TO RECEIVE RAIN BIRD XBS 700 1/2" DRIP HOSE WITH BARBED 2GPH BOWSMITH EMITTER. STAKED ON GRADE BELOW DG MULCH @ 6FT O.C.				
	PVC CL200 LATERAL LINE PIPE				
	MAINLINE 1 1/4" SCH 40 PIPE				
	RAIN BIRD PEB SERIES REMOTE CONTROL VALVE				
	RAIN BIRD XCB-100-PRB-COM DRIP REMOTE CONTROL VALVE				
	RAIN BIRD 33LRC QUICK COUPLER				
	BACKFLOW DEVICE FEBCO 825Y 1" - LOCATE IN VB2424 ENCLOSURE				
	RAIN BIRD PEB SERIES 1" MASTER VALVE				
	CST 1" FLOW SENSOR				
	BALL VALVE NIBCO T580 1"				
	RAIN BIRD ESP-LXME2 CONTROLLER IN PEDESTAL MOUNT PROVIDE CONTROLLER WITH WR2RFC RAIN SENSOR.				



VICINITY MAP NTS.



DRAWN: GM CHECKED: AG

REVISIONS
DATE 6-25-26

LEVI LANDSCAPE CORPORATION
3110 MALTA PLACE - RIVERSIDE, CA 92507
(951) 779-8000 WWW.LEVILANDSCAPE.COM

PORK CHOP MEDIAN AT ALABAMA ST. AND E. 3RD ST.
HMC CONSTRUCTION, INC.
1461 E. COOLEY DRIVE, SUITE 230
COLTON, CA 92324 (909) 219-2401

SHEET

- 4

CITY SIDEWALK,
CURB AND GUTTER

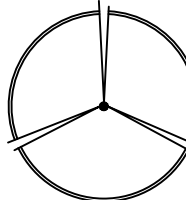
EAST 3rd STREET

PROPOSED SBD
SIGNAGE AND
MONUMENTATION

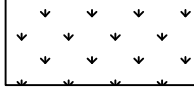
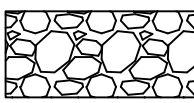
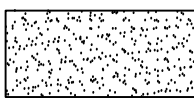
CITY CURB

ALABAMA STREET

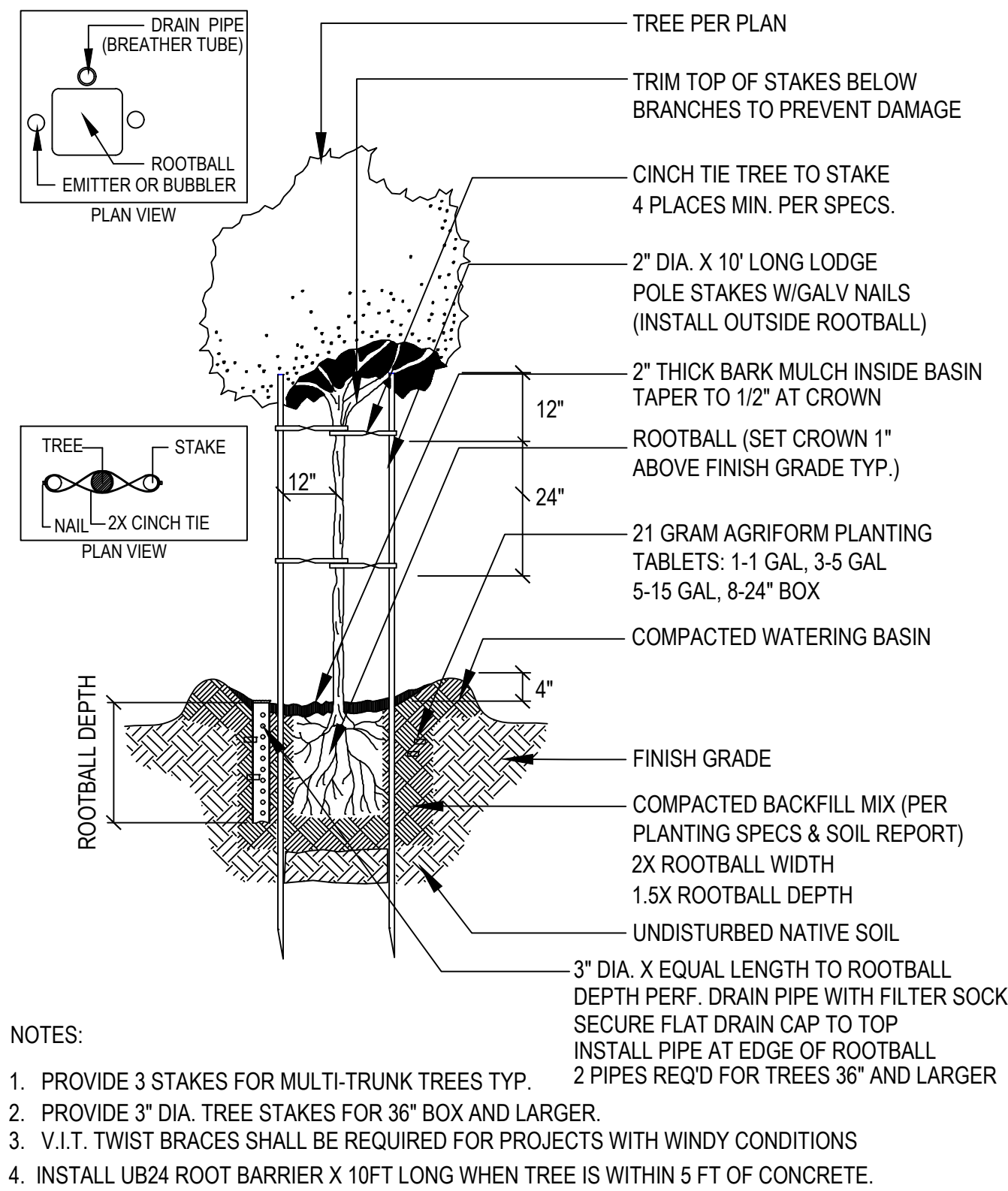
PLANT LEGEND

		QUANTITY	WUCOLS	
TREES		24" BOX PARKINSONIA DESERT MUSEUM MULTI - PALO VERDE	6	LOW
SHRUBS		1 5 GAL. AGAVE AMERICANA - CENTURY AGAVE	30	LOW
		5 GAL. LEUCOPHYLLUM - TEXAS RANGER	62	LOW
		1 GAL. MOREA BICOLOR - AFRICAN IRIS	42	MED
		5 GAL. ALOE STRIATA - CORAL ALOE	24	LOW
		1 GAL. ALOE BLUE ELF - DWARF ALOE	58	LOW
		1 GAL. ROSA X. NOARE - GROUNDCOVER RED ROSE	21	MED
		1 GAL. LANTANA MONTEVIDENSIS - TRAILING LANTANA	53	MED

GROUNDCOVER

	SENECIO MANDRALISCAE - BLUE CHALK STICKS 1 GAL. @ 48" O.C. 1,400 SF.	98	LOW
	3"-4" SIERRA RIVER ROCK 2000 SF 6" THICK OVER SILT FABRIC		
	AREA MULCH TO BE MOJAVE DECOMPOSED GRANITE 2" THICK LAYER	- 6,900 SF	
	3FT - 4FT SIERRA LANDSCAPE BOULDERS - 11		

TOTAL LANDSCAPE AREA - 10,300 SF

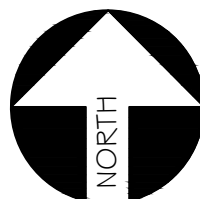
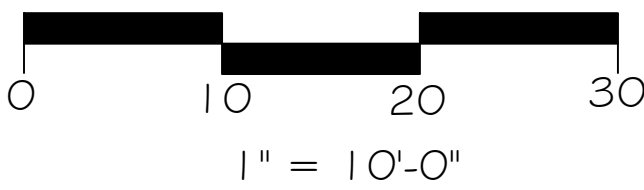


NOTES:

1. PROVIDE 3 STAKES FOR MULTI-TRUNK TREES TYP.
2. PROVIDE 3" DIA. TREE STAKES FOR 36" BOX AND LARGER.
3. V.I.T. TWIST BRACES SHALL BE REQUIRED FOR PROJECTS WITH WINDY CONDITIONS
4. INSTALL UB24 ROOT BARRIER X 10FT LONG WHEN TREE IS WITHIN 5 FT OF CONCRETE.

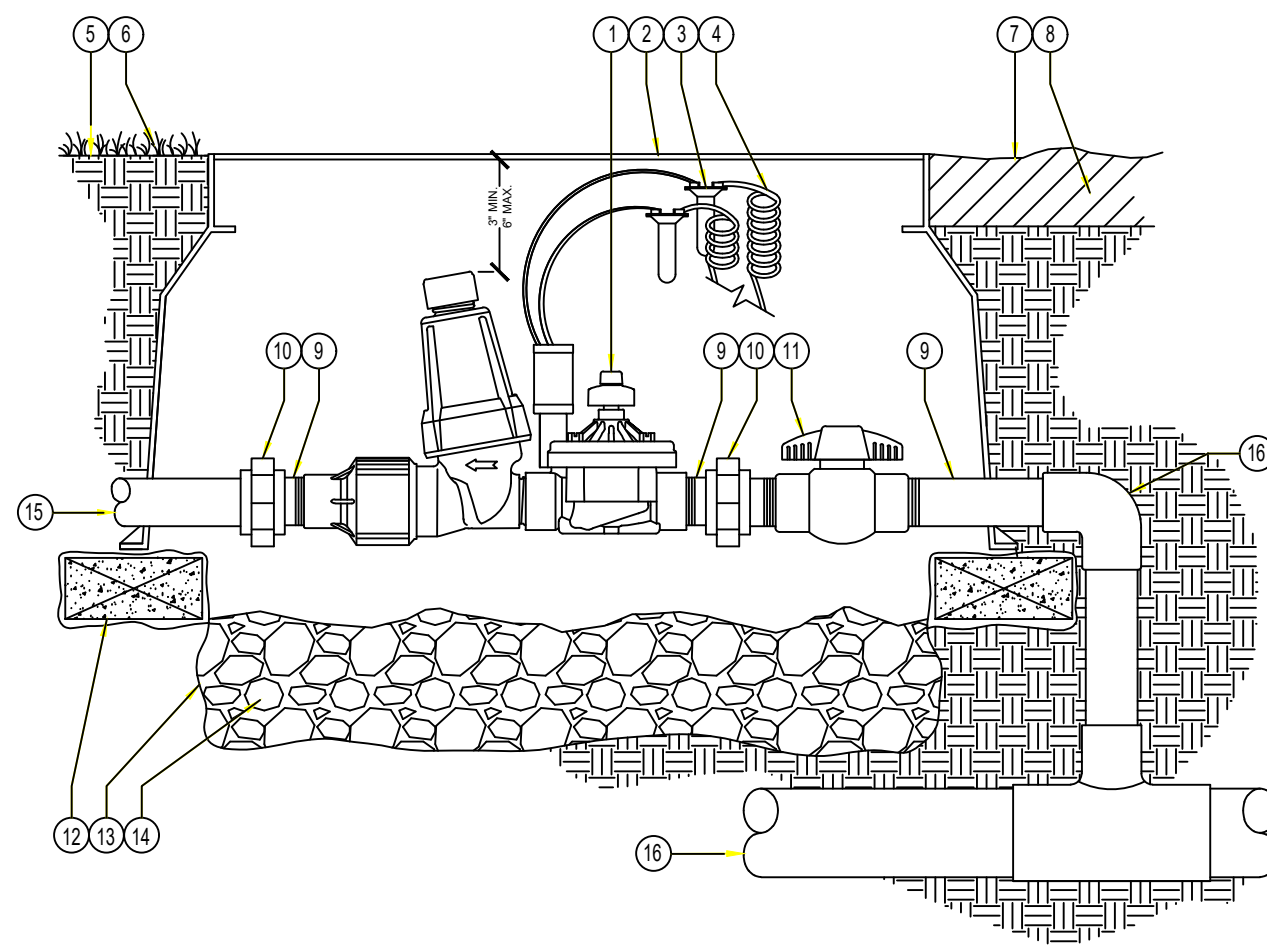
TREE PLANTING

VICINITY MAP NTS.

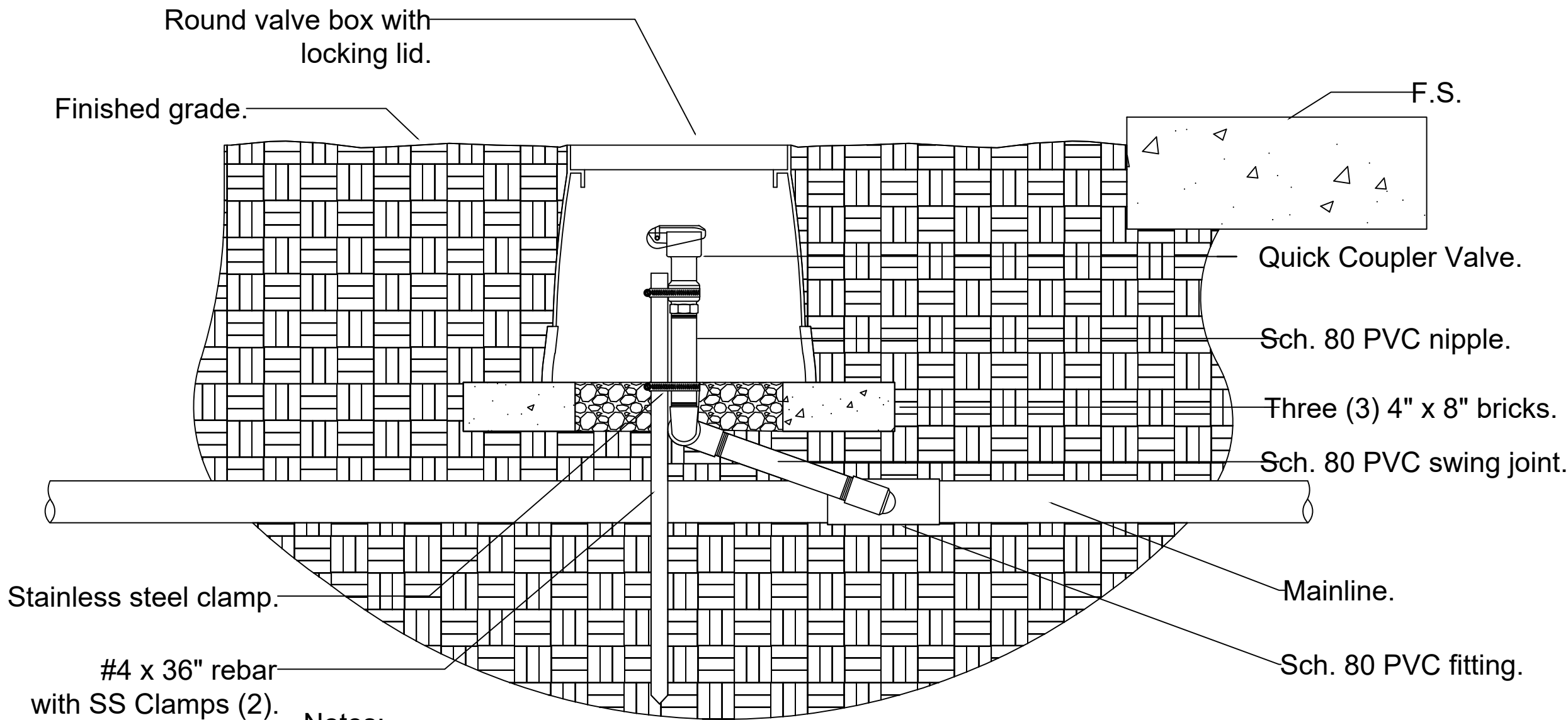


DRAWN: GM	CHECKED: AG	DATE 6-25-26
	REVISIONS	Δ Δ
PLANTING PLAN		
LEVI LANDSCAPE CORPORATION 3110 MALTA PLACE - RIVERSIDE, CA 92507 (951) 779-8000 WWW.LEVILANDSCAPE.COM		
SBIAA LANDSCAPING AND DESIGN PORK CHOP MEDIAN AT ALABAMA ST. AND E. 3RD ST. HMC CONSTRUCTION, INC. 1461 E. COOLEY DRIVE, SUITE 230 COLTON, CA 92324 (909) 219-2401		
SHEET		2 - 4

- LEGEND:
- 1 REMOTE CONTROL DRIP VALVE W/FILTER AND REGULATOR PER PLAN
 - 2 IRRIGATION VALVE BOX PER PLAN
HEAT STAMP LID WITH RCV IN 2" LETTERS
 - 3 WATERPROOF CONNECTORS (2)
 - 4 18"-24" COILED WIRE TO CONTROLLER
 - 5 FINISHED GRADE IN TURF
 - 6 ADJACENT TURF
 - 7 ADJACENT MULCH
 - 8 FINISHED GRADE IN PLANTER BED
 - 9 SCH. 80 T.O.E. NIPPLE - MATCH SIZE TO VALVE AND UNION
-LENGTH AS NEEDED
 - 10 PVC SLIP UNION
 - 11 BALL VALVE - LINE SIZED
 - 12 BRICK SUPPORTS (4)
 - 13 FILTER FABRIC - WRAP TWICE AROUND BRICK SUPPORTS
 - 14 3/4" WASHED GRAVEL - 4" MIN. DEPTH
 - 15 IRRIGATION LATERAL
 - 16 MAINLINE AND FITTINGS

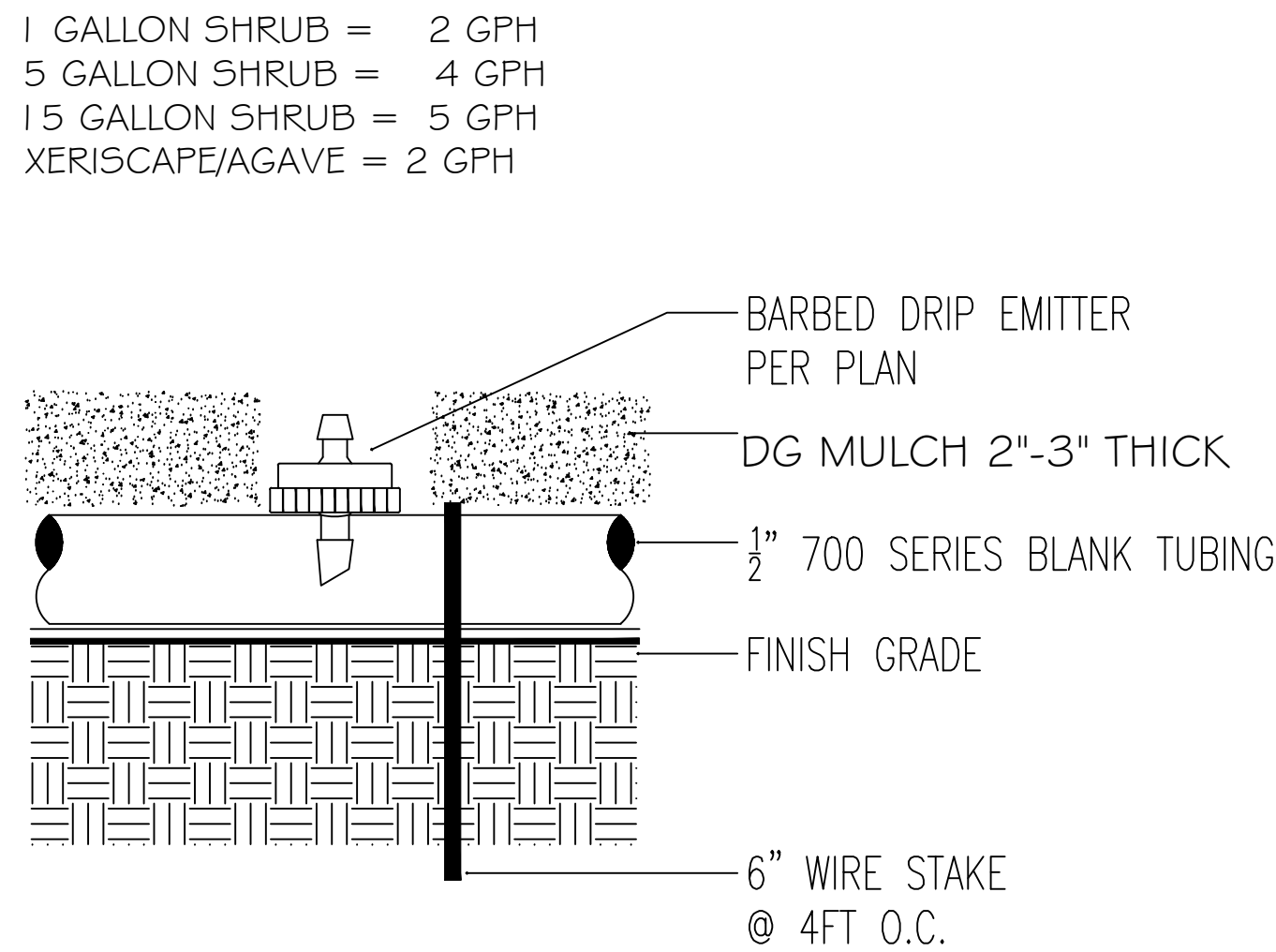


DRIP REMOTE CONTROL VALVE

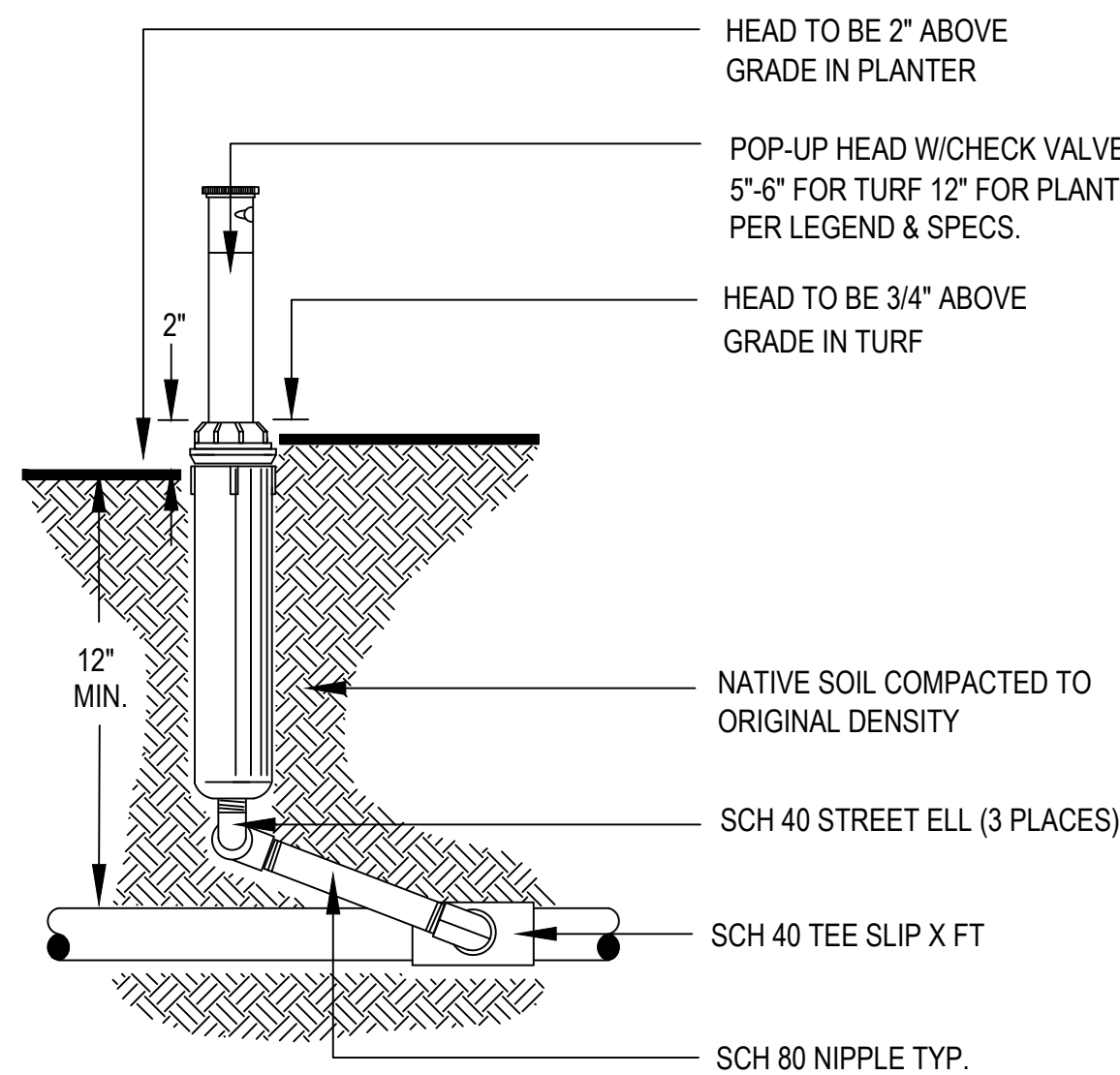


- Notes:
- 1- All threaded connections shall be installed using teflon tape.

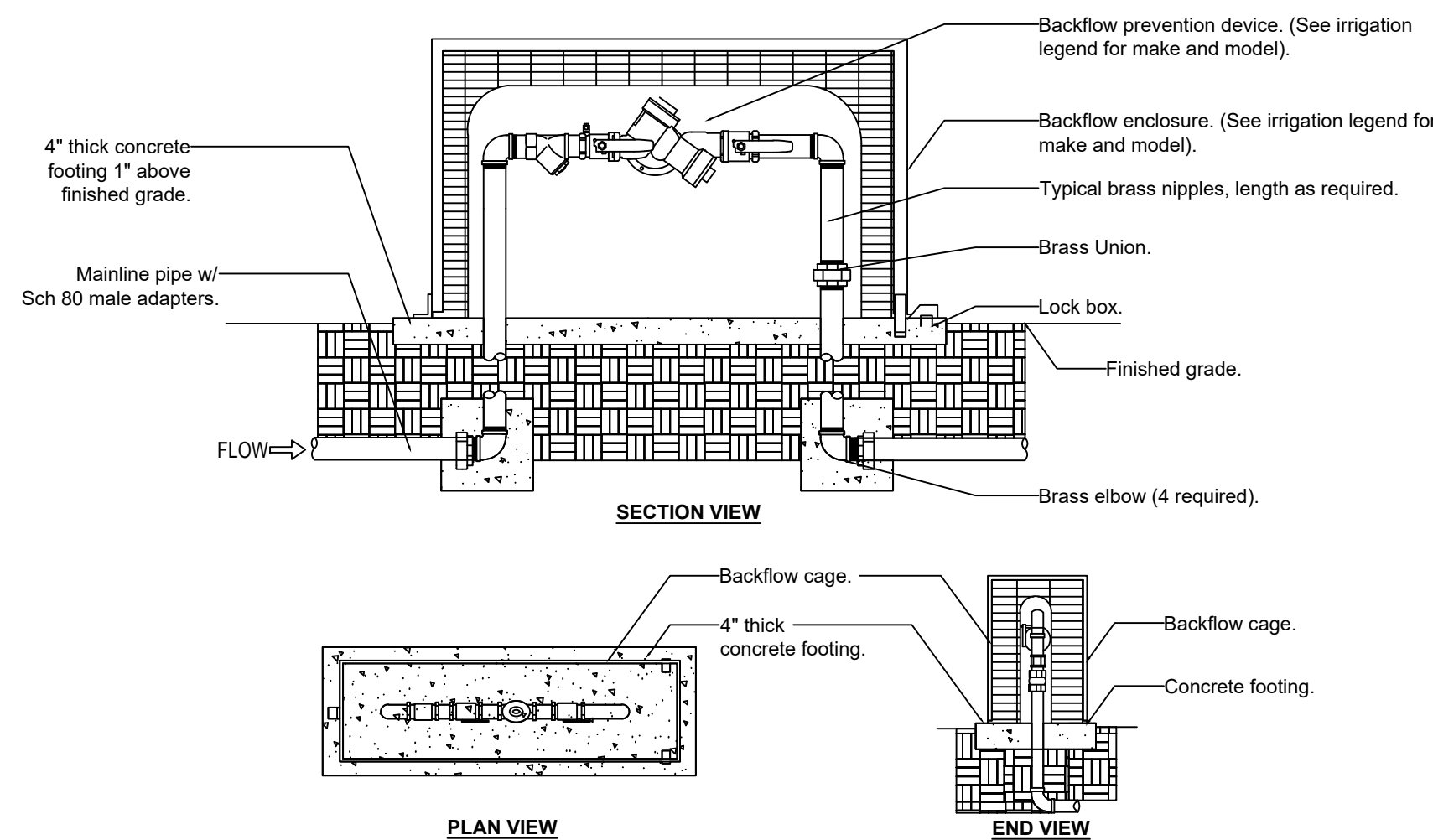
QUICK COUPLER



DRIP HOSE WITH EMITTER

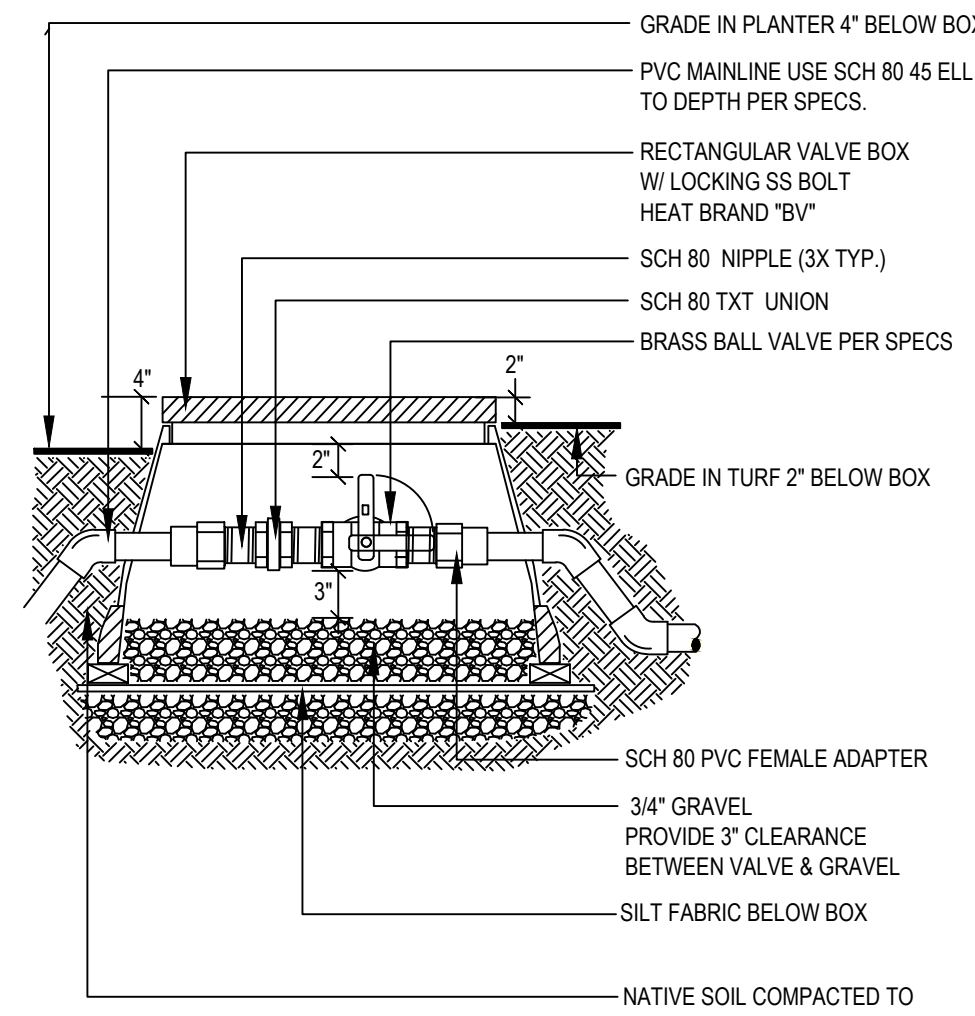


POP-UP TREE BUBBLER HEAD



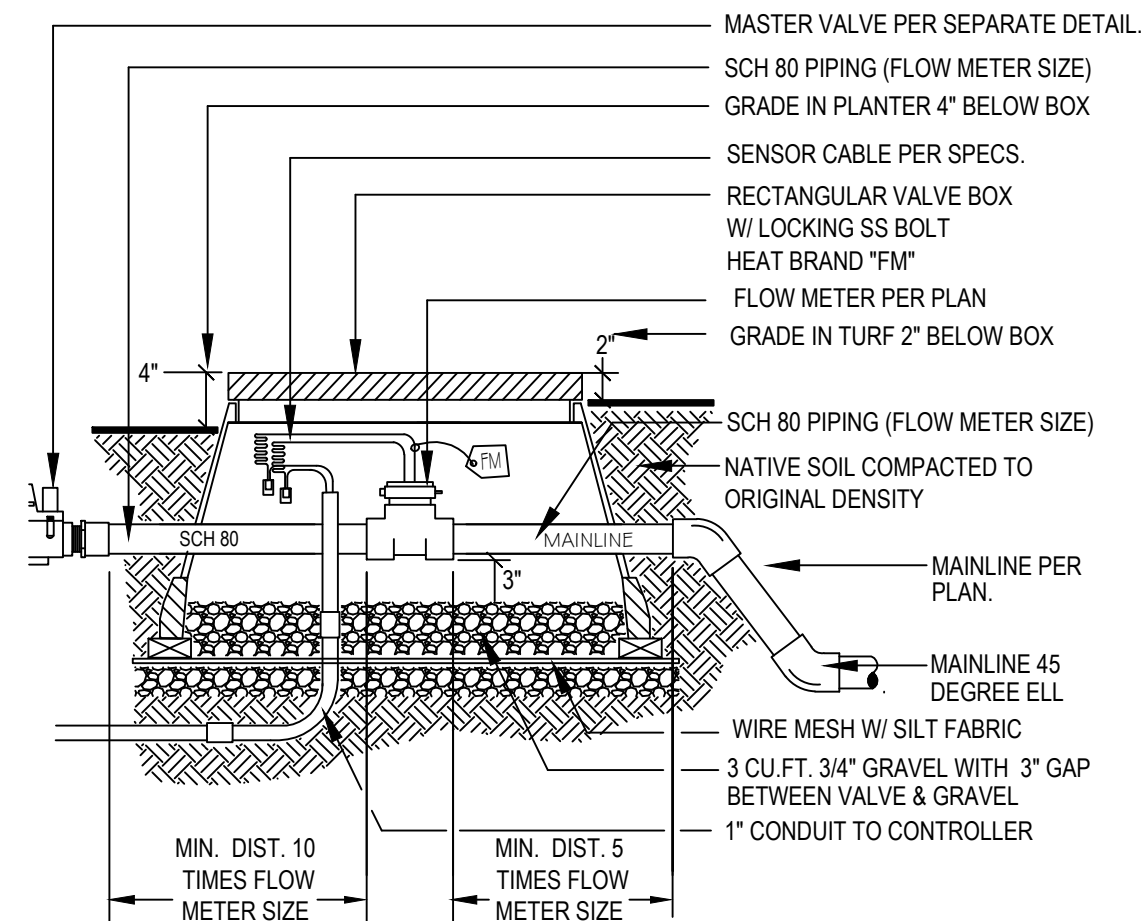
- Notes:
- 1- Install backflow cage per manufacturer's specifications and recommendations.
 - 2- See backflow prevention device detail for reference.
 - 2- Lock box shall be located above concrete footing
 - 3- Contractor shall provide a lock as approved by the Owner's Representative.

BACKFLOW DEVICE AND ENCLOSURE



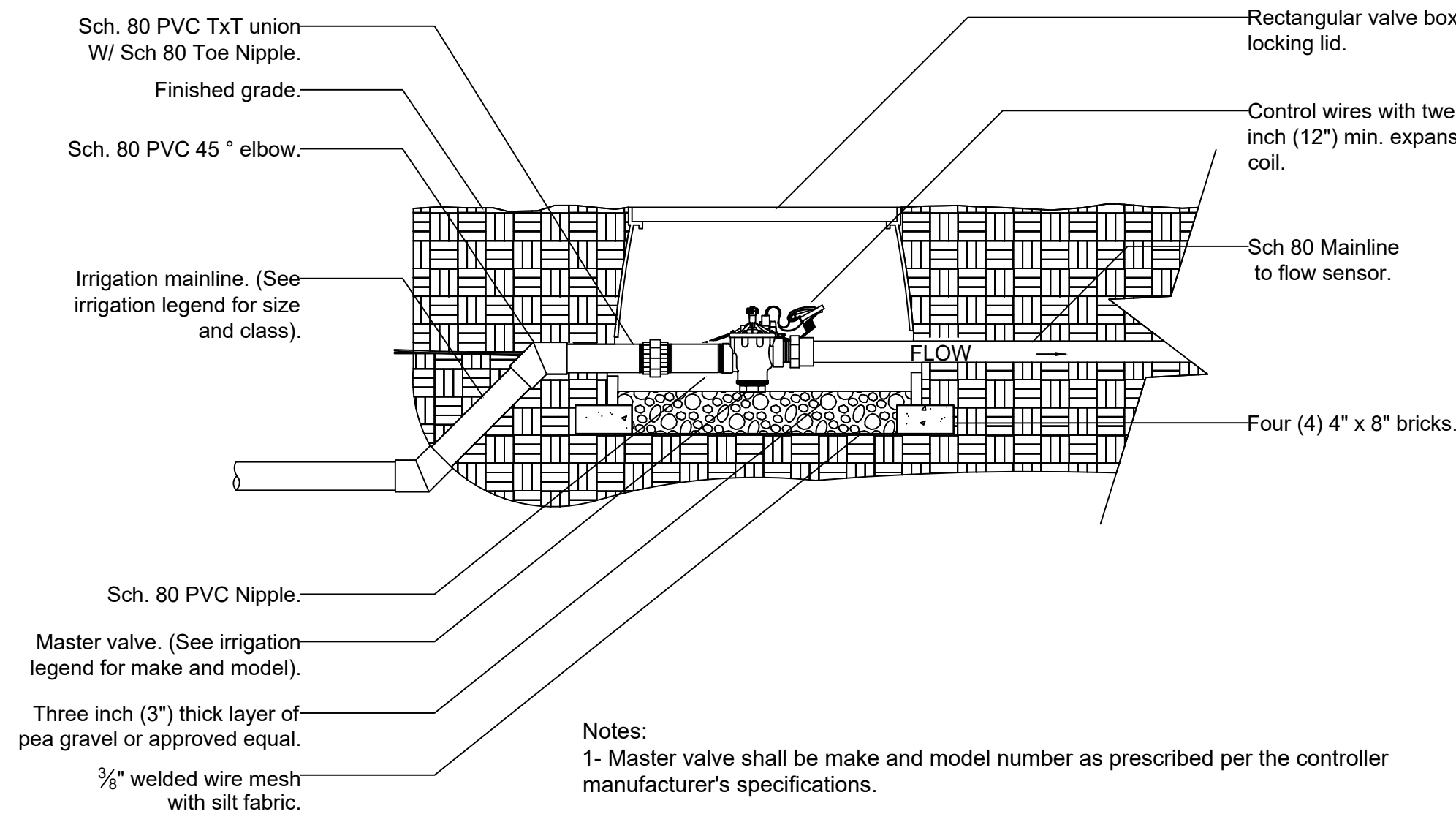
- NOTES:
1. ALL THREADED FITTINGS MUST HAVE 3/4" TEFLON TAPE
 2. PROVIDE 2" CLEARANCE BETWEEN VALVE & BOX
 3. PROVIDE 4 EA. CONCRETE BRICKS UNDER VALVE BOX (TYP.)
 4. PROVIDE 4 EA. SCH 40 45 DEGREE ELLS TO ACHIEVE BALL VALVE HEIGHT PER DETAIL

BRASS BALL VALVE



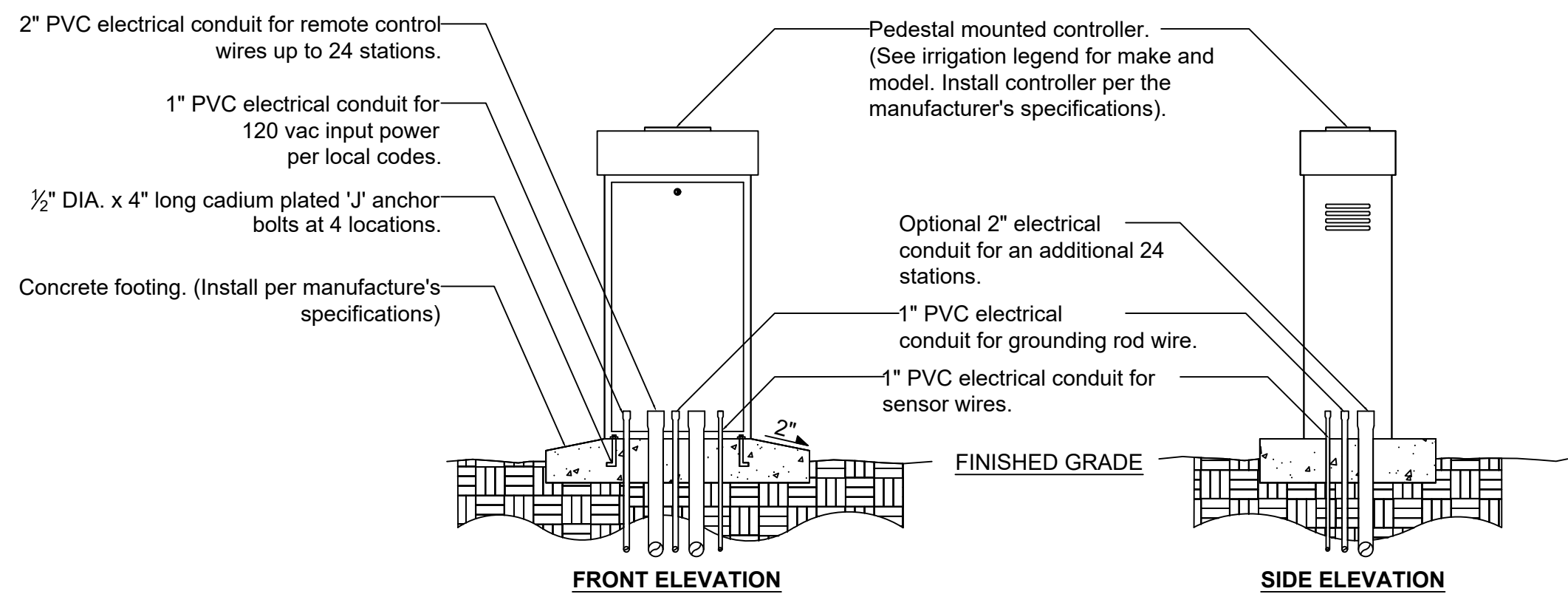
3. PROVIDE 4 EA. CONCRETE BRICKS UNDER VALVE BOX (TYP.)
8. SEAL WIRE CONNECTORS AND CONDUIT OPENING WITH HARDENING SEALANT PER SPECS.

FLOW SENSOR



- Notes:
- 1- Master valve shall be make and model number as prescribed per the controller manufacturer's specifications.
 - 2- Install master valve per manufacturer's specifications and recommendations.
 - 3- Master valve wire shall be 14 AWG or larger. Color: black.
 - 4- All wire runs shall be continuous without any splices. Wire connections shall be made using DBR-Y/6 connectors or approved equal.
 - 5- See master valve/ flow sensor detail for linear dimensions.
 - 6- Valve boxes shall be located in planting areas.

MASTER VALVE



- Notes:
- 1- Common and controller wire to be bundled using electrical tape at 10'-0" on center.
 - 2- Grounding rods shall be located between 8'-0" and 12'-0" away from the controller. Grounding rods shall be 3/8" in diameter x 8' in length. Connect the grounding rod to the controller using 6 gauge bare copper wire or per the manufacturer's specifications. See grounding rod detail.
 - 3- ET Station to be installed no further than 90' away from the controller and a minimum of 15' off of the ground, out from under any overhead obstructions such as, but not limited to building overhangs, trees, or utilities.

PEDESTAL MOUNTED CONTROLLER

DRAWN: GM CHECKED: AG
REVISIONS
DATE 6-25-26

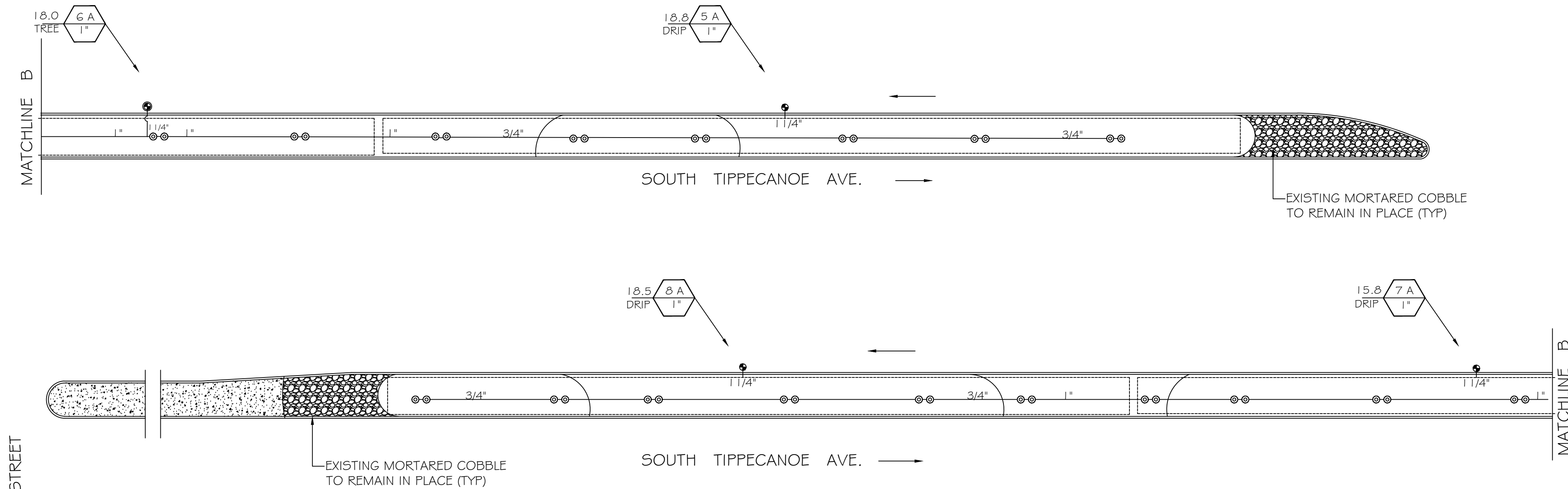
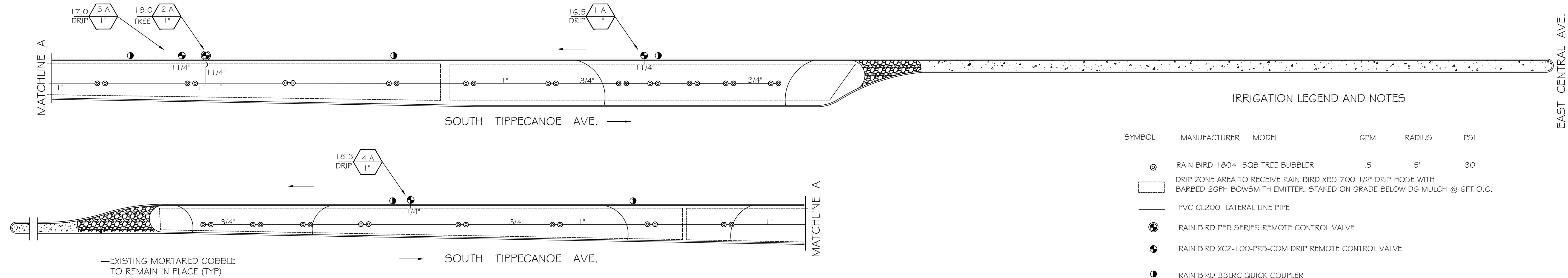
IRRIGATION DETAILS

LEVI LANDSCAPE CORPORATION
3110 MALTA PLACE - RIVERSIDE, CA 92507
(951) 779-8000 WWW.LEVILANDSCAPE.COM

SBIAA LANDSCAPING AND DESIGN
PORK CHOP MEDIAN AT ALABAMA ST. AND E. 3RD ST.
HMC CONSTRUCTION, INC.
1461 E. COOLEY DRIVE, SUITE 230
COLTON, CA 92324 (909) 219-2401

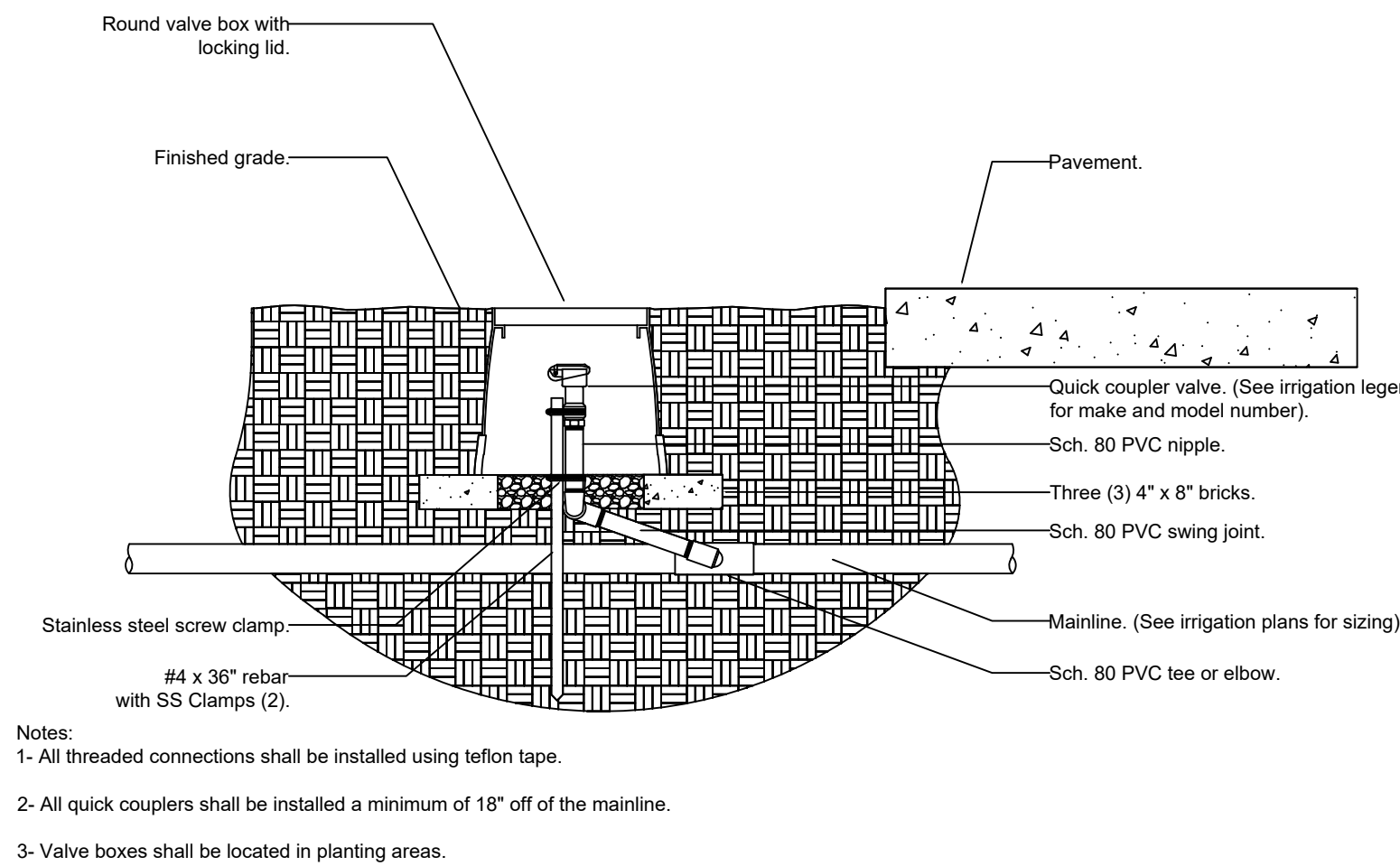
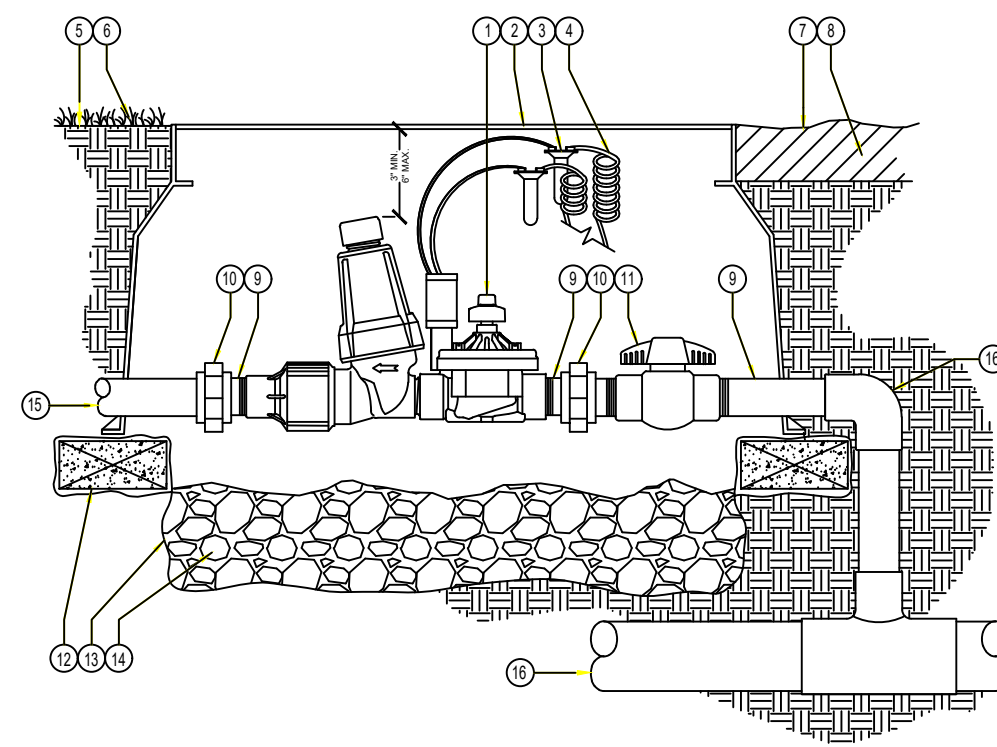
SHEET

3 - 4

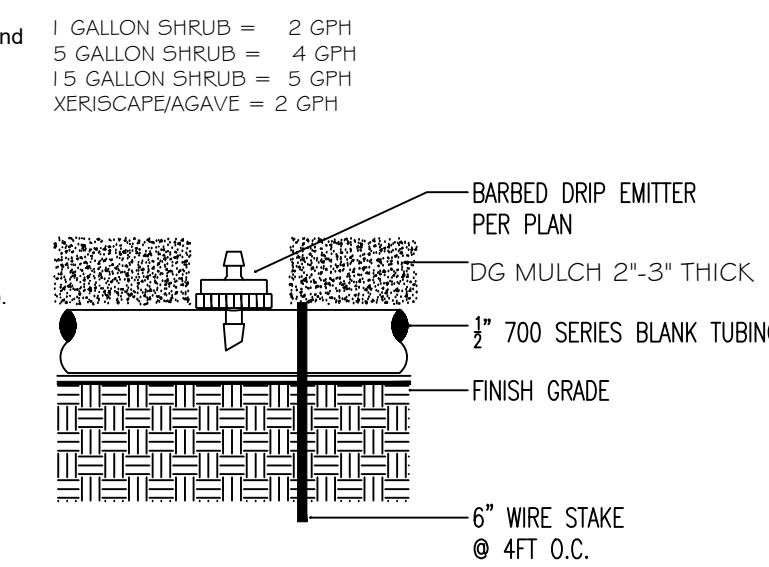


- LEGEND:**
- ① REMOTE CONTROL DRIP VALVE W/FILTER AND REGULATOR PER PLAN
 - ② IRRIGATION VALVE BOX PER PLAN
 - ③ HEAT STAMP LID WITH RCV IN 2" LETTERS
 - ④ WATERPROOF CONNECTORS (2)
 - ⑤ 1/2" COILED WIRE TO CONTROLLER
 - ⑥ FINISHED GRADE IN TURF
 - ⑦ ADJACENT TURF
 - ⑧ ADJACENT MULCH
 - ⑨ FINISHED GRADE IN PLANTER BED
 - ⑩ SCH. 80 T.O.E. NIPPLE - MATCH SIZE TO VALVE AND UNION - LENGTH AS NEEDED
 - ⑪ PVC SLIP UNION
 - ⑫ BALL VALVE - LINE SIZED
 - ⑬ BRICK SUPPORTS (4)
 - ⑭ FILTER FABRIC - WRAP TWICE AROUND BRICK SUPPORTS
 - ⑮ 3/4" WASHED GRAVEL - 4" MIN. DEPTH
 - ⑯ IRRIGATION LATERAL
 - ⑰ MAINLINE AND FITTINGS

DRIP REMOTE CONTROL VALVE



QUICK COUPLER

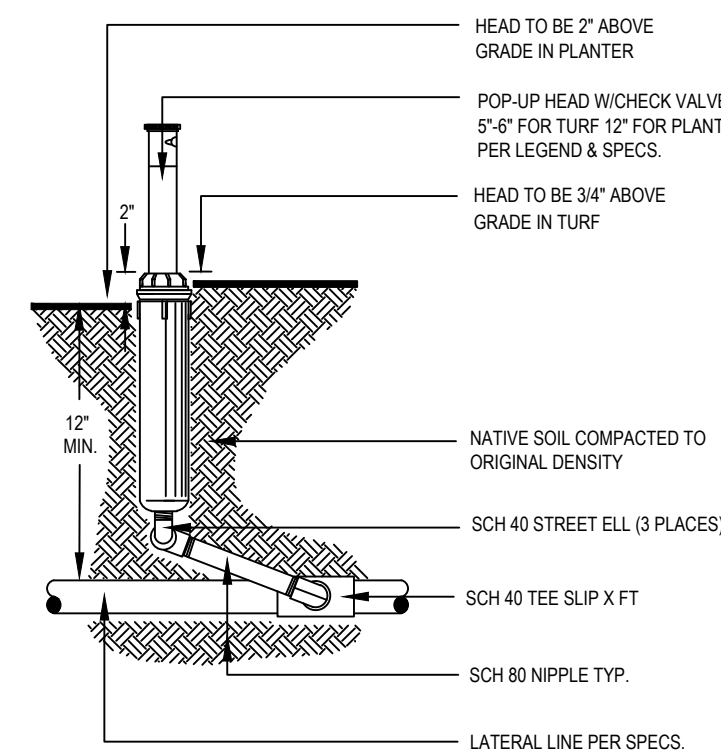


DRIP HOSE WITH EMITTER

IRRIGATION LEGEND AND NOTES

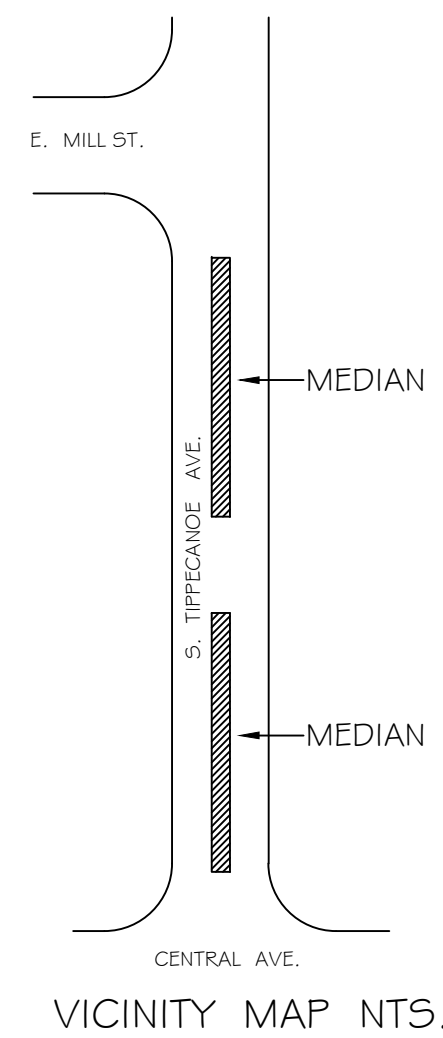
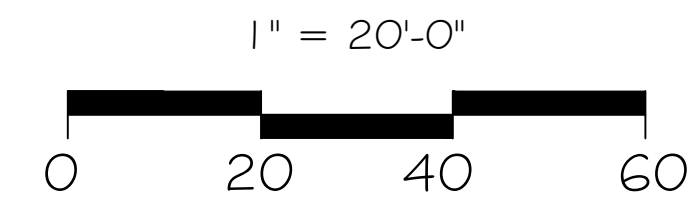
SYMBOL	MANUFACTURER	MODEL	GPM	RADIUS	PSI
⊙	RAIN BIRD	1804 -5QB TREE BUBBLER	.5	5'	30
⬜	DRIP ZONE AREA TO RECEIVE RAIN BIRD XBS 700 1/2" DRIP HOSE WITH BARBED 2GPH BOWSMITH EMITTER. STAKED ON GRADE BELOW DG MULCH @ 6FT O.C.				
—	PVC CL200 LATERAL LINE PIPE				
⊕	RAIN BIRD	PEB SERIES REMOTE CONTROL VALVE			
⊙	RAIN BIRD	XCZ-100-PRB-COM DRIP REMOTE CONTROL VALVE			
⊙	RAIN BIRD	33LRC QUICK COUPLER			

NOTES: CONTRACTOR SHALL FIELD VERIFY EXISTING IRRIGATION MAINLINE, VALVES AND QUICK COUPLER LOCATIONS. UTILIZE EXISTING EQUIPMENT WHERE POSSIBLE. IN THE EVENT SAID EQUIPMENT IS NOT OPERATIONAL, REMOVE AND REPLACE PER THE DETAILS HEREIN. ALL EXISTING POP UP TURF SPRAY HEADS ARE TO BE REMOVED. EXISTING CONTROLLER AND VALVE WIRES LOCATED WITHIN THIS SITE ARE DEEMED TO BE OPERATIONAL, IN THE EVENT THEY ARE NOT, THE CITY OF SAN BERNARDINO SHALL BE RESPONSIBLE FOR THEIR REPLACEMENT.



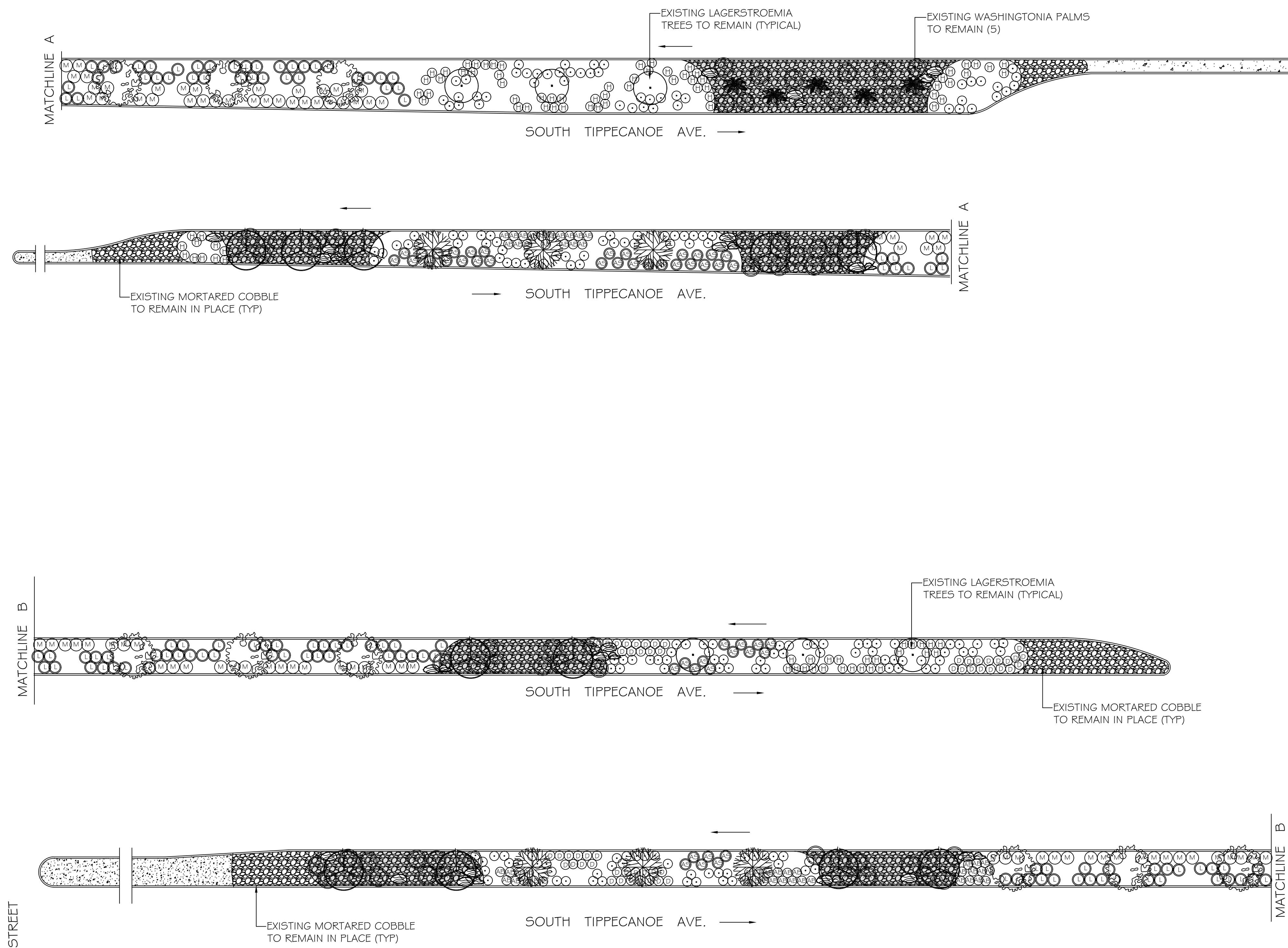
- NOTES:
- 1. USE 3/4" TEFLON TAPE AT ALL SCH 40 ELLS
 - 2. INSTALL HEADS PERPENDICULARLY PLUMB TO ADJACENT GRADE
 - 3. ADJUST NOZZLES TO PREVENT OVERSPRAY ONTO HARDSCAPE
 - 4. INSTALL HEADS 4" FROM HARDSCAPE EDGE
 - 5. WHEN USED AS TREE BUBBLER PLACE MIN. 3FT. FROM TREE TRUNK

POP-UP SPRAY/ BUBBLER HEAD

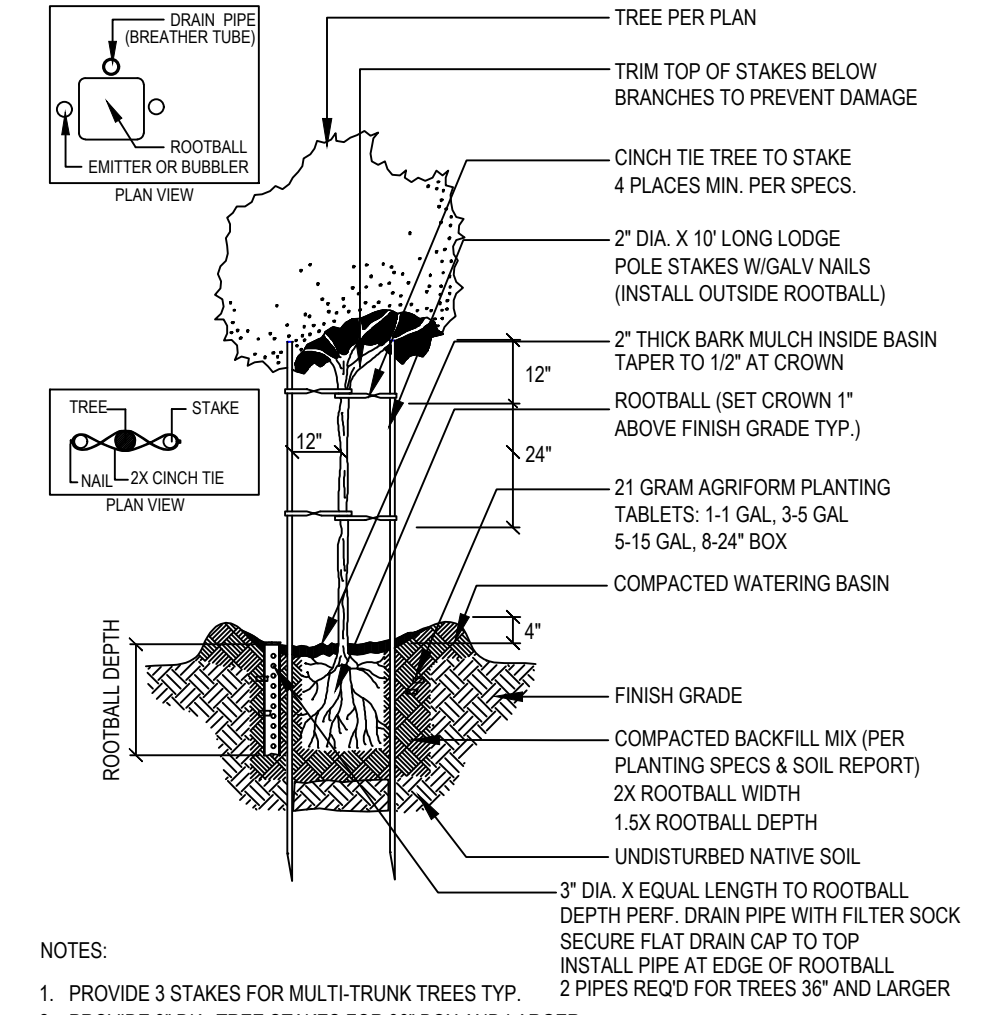


VICINITY MAP NTS.

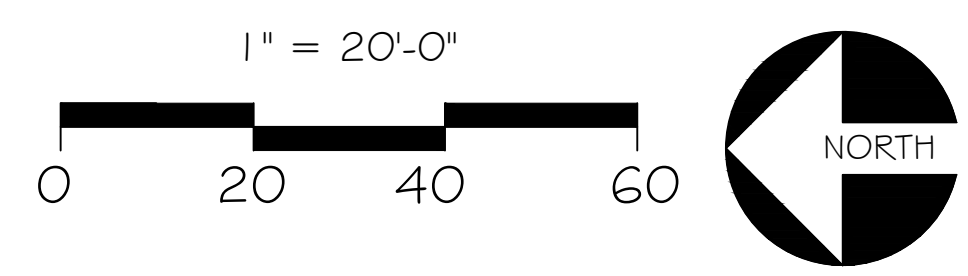
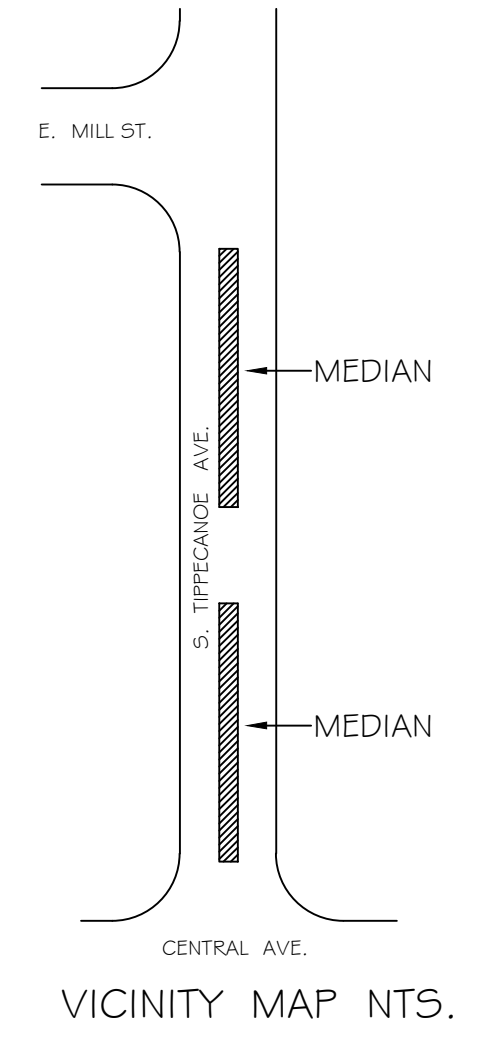
DRAWN: GM	CHECKED: AG	DATE 6-24-26
	REVISIONS Δ Δ	
IRRIGATION PLAN AND DETAILS		
LEVI LANDSCAPE CORPORATION 3110 MALTA PLACE - RIVERSIDE, CA 92507 (951) 779-8000 WWW.LEVILANDSCAPE.COM		
SBAA LANDSCAPING AND DESIGN MEDIANS ON TIPPECANOE AVE. ~ BETWEEN CENTRAL AVE. AND MILL ST.		
HMC CONSTRUCTION, INC. 1461 E. COOLEY DRIVE, SUITE 230 COLTON, CA 92324 (909) 219-2401		
SHEET 1 - 3		



PLANT LEGEND			
TREES			
	WASHINGTONIA ROBUSTA- FAN PALM EXISTING TO REMAIN		
	LAGERSROEMIA INDICA - CREPE MYRTLE (6 EXISTING TO REMAIN IN PLACE)		
	24" BOX PROSOPIS CHILENSIS STD. - MESQUITE	10	LOW
	24" BOX GEIJERA PARVIFLORA - AUSTRALIAN WILLOW	8	MED
	24" BOX LAGERSROEMIA INDICA - CREPE MYRTLE MATCH EXISTING VARIETY	6	MED
SHRUBS			
	15 GAL. AGAVE AMERICANA - CENTURY AGAVE	59	LOW
	5 GAL. LEUCOPHYLLUM - TEXAS RANGER	114	LOW
	1 GAL. MOREA BICOLOR - AFRICAN IRIS	84	MED
	5 GAL. ALOE STRIATA - CORAL ALOE	47	LOW
	1 GAL. ALOE BLUE ELF - DWARF ALOE	51	LOW
	5 GAL. HESPERALOE PARVIFLORA - RED YUCCA	95	LOW
	1 GAL. LANTANA MONTEVIDENSIS - TRAILING LANTANA	185	MED
	1 GAL. DIANELLA CASA BLUE - BLUE FLAX LILY	53	MED
NOTE: ALL PYRUS CALLERYANA (PEAR TREE) TO BE REMOVED FROM MEDIAN (7)			
GROUNDCOVER			
	3"-4" SIERRA RIVER ROCK - 3400 SF 6" THICK LAYER OVER SILT FABRIC.		
	AREA MULCH TO BE MOJAVE DECOMPOSED GRANITE 2" THICK LAYER - 10,700 SF		
	3FT - 4FT SIERRA LANDSCAPE BOULDERS - 30 TOTAL		
TOTAL LANDSCAPE AREA - 14,100 SF			
TOTAL TURF AREA TO BE REMOVED AND REPLACED WITH DROUGHT TOLERANT LANDSCAPE WITH HIGH EFFICIENCY DRIP IRRIGATION SYSTEM. - 14,100 SF			



- NOTES:
1. PROVIDE 3 STAKES FOR MULTI-TRUNK TREES TYP.
 2. PROVIDE 3" DIA. TREE STAKES FOR 36" BOX AND LARGER.
 3. V.I.T. TWIST BRACES SHALL BE REQUIRED FOR PROJECTS WITH WINDY CONDITIONS.
 4. INSTALL UB24 ROOT BARRIER X 10FT LONG WHEN TREE IS WITHIN 5 FT OF CONCRETE.



DRAWN: GM	CHECKED: AG
	DATE 6-24-26
REVISIONS	
Δ Δ	
PLANTING PLAN	
LEVI LANDSCAPE CORPORATION 3110 MALTA PLACE - RIVERSIDE, CA 92507 (951) 779-8000 WWW.LEVILANDSCAPE.COM	
SBIAA LANDSCAPING AND DESIGN MEDIAN ON TIPPECANOE AVE. ~ BETWEEN CENTRAL AVE. AND MILL ST. HMC CONSTRUCTION, INC. 1461 E. COOLEY DRIVE, SUITE 230 COLTON, CA 92324 (909) 219-2401	
SHEET	
2-3	

SPECIFICATIONS			DRAWN: GM	CHECKED: AG
			REVISIONS	DATE
LEVI LANDSCAPE CORPORATION 3110 MALTA PLACE - RIVERSIDE, CA 92507 (951) 779-8000 WWW.LEVILANDSCAPE.COM			△	6-24-26
SBIAA LANDSCAPING AND DESIGN MEDIANS ON TIPPECANOE AVE. ~ BETWEEN CENTRAL AVE. AND MILL ST. HMC CONSTRUCTION, INC. 1461 E. COOLEY DRIVE, SUITE 230 COLTON, CA 92324 (909) 219-2401			SHEET 3-3	
The contractor shall keep at the building site a copy of the constructions drawings and documents. In the event a discrepancy exists between the drawings and figures, the differences shall be addressed with the landscape architect and owners. The contract documents as defined herein, are intended to be read together to describe a complete and finished product. Including but not limited to all labor, materials and equipment necessary for the completion of the construction project. Shop drawings, samples and product data are not contract documents. The purpose of their submittals are intended to represent the construction method of certain portions of the concept of the project. Materials, parts and equipment are to be as specified in the constructoin documents. Approved equals are to be submitted for inspection by the owner or landscape architect. Manufactures warranties and guarantees are to be submitted to the owner upon completion of the project. Concrete shall consist of portland cement, sand, gravel and water proportioned and mixed to attain a compressive strenght of 3000 psi. Cement shall conform to ASTM C-150 standard. Reinforcement steel "rebar" shall be of billet 40+ conforming to ASTM A-615. Wire mesh shall conform to ASTM A-185. Concrete shall be poured on native soil or approved compacted backfill mix. Compaction shall be a minimum of 95%. Coloring, curing and release agents shall be per L.M. Scofield Co. or approved equal. Concrete edging, scoring and finishing shall be in accordance with standard industry practices and conform to all drawings per the landscape architect.			Masonry units, hollow and load bearing, shall comply to ASTM-C90 - N-1 units. All reinforcement steel shall be placed as noted and per UBC. Mortar for said units shall consist of one part portland cement to 2 1/2 parts washed plaster sand and lime putty. Carpentry shall consist of true and straight lumber, free of large knots and pest damage. Lumber shall be rough saw Douglas Fir unfinished unless otherwise stated. Hardware shall be galvanized as manufactured by Simpson Co. All wood surfaces shall receive one coat of exterior primer and two coats of enamel paint. Nail and fastener depressions shall be calked with 3M-5200 or approved equal. Drainage in paved areas shall be at a 1% minimum and shall be directed away from building structures. Catch basins and grates (all brass) in paved areas shall be set and inspected prior to pouring concrete. Drain grates are to be installed in turf areas and atrium grates to be installed in planted spaces. In all instances, positive drainage is required and shall conform to standard industry practices and local codes. The contractor shall notify the landscape architect, city inspectors and DIG ALERT prior to any excavation and construction . The design is diagramatic for the purposes of clarity. All irrigation equipment shall be placed in planted spaces wherever possible. All mainline, laterals and valve wire shall be placed in sleeves when routed under paved surfaces. Valve wire shall be #14 DB UL type and placed in valve boxes when spliced. Irrigation flow rates through pipe shall not exceed a velocity of 5 fps. and pipe shall be sized to insure such rates. Insure all backfill material in irrigation trenches is free of extraneous material. In the event drip irrigation is used, contractor shall submit to the landscape architect samples of emitters, filters, pressure regulators and tubing. All pvc pipe above grade shall be UV type browline. All reclaimed water irrigation material shall be identifiable to insure no contamination to humans and animals. Mainline pipe of 4" and larger shall be cl 200 ring tite. Mainline of 2" - 3" shall be cl 315. Mainline up to 1 1/2" shall be sch 40. Lateral lines shall be cl 200 or cl 315. Insure pressure test of mainline pipe prior to lateral line line installation.	
The scope of work for landscape planting shall be conducted in the following order: 1) Weed abatement. 2) Rough Grading. 3) Soil preparation. 4) Planting. 5) Staking, guying and training. The contractor shall submit plant material specifications and a Certificate of Agriculture inspections 5 days prior to plant material installation. Plant material shall be free of pest and infestatoin. Perform planting only when conditions are suitable for said scope of work. The following organic materials are to be used for bid purposes only. Specific material will be introduced to the site after soil conditions are determined. (per 1000 s.f.) 100 lbs. Gypsum, 3 cubic yards organic wood shavings, 10 lbs. fertilizer to contain 6% nitrogen, 20% phosphoric acid, 20% soluble potash, 5% sulfur, 2% iron, 1% zinc. Trees to be staked with 2" dia lodge poles with 4ea. rubber sinch ties. Trees to be guyed with 3ea 10 gauge galv. wire, covered with 1/2" pvc pipe. Wire to be secured to 18" long stakes. use 1/2" garden hose at the tree to insure no damage to the specimen. Upon completion of planting operations insure that all planted spaces are free of large rock and debris. A 3" top dressing of medium grind mulch shall be applied. All planted spaces are to be fine graded towards drains and final clean up to be conducted. Upon completion of landscape operations the contractor shall maintain the project for a minimum of 30 days to insure an established landscape.				

	TO: Inland Valley Development Agency Board DATE: August 12, 2026 ITEM NO: 14 PRESENTER: Jeff Barrow, Director of Development
---	--

SUBJECT: APPROVE CHANGE ORDER NO. 1 WITH MATICH CORPORATION FOR \$101,008.70 FOR A TOTAL CONTRACT AMOUNT OF \$3,163,008.70 FOR ADDITIONAL WORK RELATED TO THE 3RD STREET CORRIDOR WIDENING PROJECT

SUMMARY

This Change Order directs the contractor to perform additional work items for the 3rd Street Corridor Widening Project.

RECOMMENDED ACTION(S)

Approve Change Order No. 1 with Match Corporation for an amount not to exceed \$101,008.70 for a total contract amount of \$3,163,008.70 for additional work related to 3rd Street Corridor Widening Project.

FISCAL IMPACT

None. Funding for this construction contract is included in the approved Inland Valley Development Agency (IVDA) Fiscal Year 2026-2027 Budget as a Capital Improvement Project, Project Number DOTi2401- 3rd Street Improvements (DR to VA) in the amount of \$3,388,681.

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

BACKGROUND INFORMATION

On April 06, 2026, the Inland Valley Development Agency (IVDA) Board approved a construction contract with Matich Corporation for the 3rd Street Corridor Widening Project.

The project is funded through a grant from the U.S. Department of Transportation, with a federal share of 88.53% and a local match of 11.47% from IVDA

During construction activities, it was determined additional work items were required for the successful completion of the project. Additional work items include the relocation of a mailbox, traffic signal modification, removal of an existing guardrail, installation of temporary fencing, removal of existing utility pole, a new catch basin, and conduit modifications.

Additional costs per Change Order No. 1 were closely monitored and reviewed by Cordoba Corporation, the construction management company for the project. Cordoba staff reviewed the change order's supporting documents and determined costs to be consistent with contract requirements.

Matich Corporation contract and proposed Change Order No. 1:

Original Contract	\$3,062,000.00
<u>Change Order No. 1</u>	<u>\$101,008.70</u>
New Contract Amount	\$3,163,008.70

Staff recommends the Board approve the above recommended actions.

Attachments:

1. Change Order No. 1



Inland Valley Development Agency
3rd Street Corridor Widening Project

Change Order 1 to Contract: 3rd Street Corridor Widening Project, Del Rosa Drive to Victoria Avenue, Project No. 6505 (001), dated June 22, 2026 by and between: Inland Valley Development (Agency), and Matich Corporation (Contractor), the Contractor is hereby directed to make the following change in contract work:

ITEM	DESCRIPTION OF CHANGES	TYPE	AMOUNT
1-1	Mailbox Relocation (Per RFI No. 2)	Add	\$ 1,980.00
1-2	Temp Existing Traffic Signal at Permanent Location	Add	\$ 9,733.47
1-3	Removal of Existing Guardrail (Per RFI No. 6)	Add	\$ 7,348.00
1-4	Provide Temporary Fence for Property Owners (Per RFI No. 7)	Add	\$ 15,642.00
1-5	Removal of Existing Utility Pole (Per RFI No. 12)	Add	\$ 6,805.68
1-6	Catch Basin Width Change for SD Lateral B3 (Per RFI No. 14)	Add	\$ 9,015.00
1-7	Conduit Modifications at Storm Drain (PER RFI No. 15R2)	Add	\$ 50,484.55
	TOTAL COST CHANGE ORDER #1	ADD	\$ 101,008.70

By reason of Change Order No.: 1, the time of expiration shall be adjusted as follows:

Additional working days shall be added to the contract schedule per the following:

- Item 1-6: 3 additional working days
- Item 1-7: 5 additional working days

TOTAL ADDITIONAL WORKING DAYS = 8

Original Contract Amount:	\$3,062,000.00
Change Order 1	<u>\$ 101,008.70</u>
New Contract Amount	\$3,163,008.70



Inland Valley Development Agency
3rd Street Corridor Widening Project

ACCEPTANCE:

Contractor accepts the terms and conditions stated above as full and final settlement of any and all claims arising from this Change Order and acknowledges that the compensation (time and cost) set forth in the Change Order comprises the total compensation due for the work or change defined in the Change Order, including all impact on any unchanged work. By signing the Change Order, the Contractor acknowledges and agrees that the stipulated compensation includes payment for all Work contained in the Change Order, plus all payment for the interruption of schedules, extended overhead costs, delay, and all impact, ripple effect or cumulative impact on all other Work under this Contract. The signing of the Change Order acknowledges full mutual accord and satisfaction for the change, and that the time and/or cost under the Change Order constitute the total equitable adjustment owed the Contractor as a result of the change. The Contractor agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of or as a result of this Change Order or the impact of this Change Order on the remainder of the Work under this contract. Contractor agrees to perform the above-described work in accordance with the above terms and in compliance with applicable Sections of the Contract Documents. This Change Order is hereby agreed to, accepted and approved, all in accordance with the General Conditions of the Contract Documents.

Recommended by Engineer/CM *Roberto Pineda*

Date: 07/27/2026

Accepted by Contractor *Michaelangelo Alvarez*

Date: 7/30/26

Approved by Agency *JA*

Date: 8-4-2026



July 7, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Change Order Request 001 – Mailbox Relocation

Dear Roberto:

As requested in RFI No. 2, Matich Corporation respectfully submits this correspondence as a change order request for the relocation of eight (8) existing mailboxes to facilitate the construction of the proposed curb and gutter improvements. The scope of work includes relocating the (8) existing mailboxes to a new approved location and installing new posts to full operational condition. Matich Corporation anticipates utilizing a two-person crew for one 8-hour workday to complete the mailbox relocation work. The total price to relocate the 8 existing mailboxes is \$1,980.00.

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

by Michaelangelo Alvarez, Project Engineer

Attachments: File; RFI 2



July 20, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Change Order Request 002 – Temp Existing Traffic Signal at Permanent Location

Dear Roberto:

Matich Corporation respectfully submits this correspondence as a change order request for the temporary installation of the existing mast arm at Hanger Way and 3rd Street. The additional work includes the labor & equipment to install the existing mast arm, the additional mobilization to remove the existing mast arm once the new mast arm is received, and an additional day of traffic control. The existing traffic signal will remain on flashing red until the new mast arm is delivered.

Number	Description	Quantity	Unit	Unit Cost	Extension
1	Temp Installation of Existing Mast Arm	1	LS	\$7,333.47	\$7,333.47
2	Traffic Control	1	DY	\$2,400.00	\$2,400.00
				Total	\$9,733.47

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink that reads 'Michaelangelo Alvarez'.

by Michaelangelo Alvarez, Project Engineer

Attachments: File; Ferreira COR #1



July 20, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Change Order Request 003 – Removal of Existing Guardrail

Dear Roberto:

Matich Corporation respectfully submits this correspondence as a change order request for the removal of the existing guardrail. Per RFI 6, the removal of existing guardrail and disposal of the treated wood waste was not included in the original contract bid items. The additional work per RFI 6, includes the removal of the existing guardrail, treated wood waste, and traffic control.

Number	Description	Quantity	Unit	Unit Cost	Extension
1	Removal of Existing Guardrail	1	LS	\$7,348.00	\$7,348.00
2	Traffic Control	1	DY	\$2,400.00	\$2,400.00
				Total	\$9,748.00

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink that reads 'Michaelangelo Alvarez'.

by Michaelangelo Alvarez, Project Engineer

Attachments: File; RFI #6, and subs quote



July 20, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Change Order Request 004 – Provide Temporary Fence for Property Owners

Dear Roberto:

Matich Corporation respectfully submits this correspondence as a Change Order Request for the installation and maintenance of temporary fencing to protect adjacent property owners during construction.

Per the response to RFI No. 7, temporary fencing is required to secure private properties following the removal of the existing fence until the permanent fencing is installed. This work was not included in the original contract bid items.

The additional work includes furnishing, installing, maintaining, relocating as necessary, and removing temporary fencing for the properties located along the north side of 3rd Street, from Good Auto & Truck Repair to Acosta's Auto Collision, for the duration required to maintain site security and protect the affected property owners.

Number	Description	Quantity	Unit	Unit Cost	Extension
1	Provide Temporary Fencing Option 2A- Driven Posts	1	LS	\$15,642.00	\$15,642.00
2	Traffic Control	1	DY	\$2,400.00	\$2,400.00
				Total	\$18,042.00

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink that reads 'Michaelangelo Alvarez'.

by Michaelangelo Alvarez, Project Engineer

Attachments: File; RFI #7, and Alcorn proposal



July 22, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Potential Change Order 005 – Removal of Existing Utility Pole

Dear Roberto:

Matich Corporation respectfully submits this correspondence as a Potential Change Order for the removal of the existing utility pole located on Lankershim Avenue.

Per the response to RFI No. 12, the existing utility pole shown on Sheet U-307 was originally designated to remain and be protected in place. However, it has since been determined that the existing utility pole must be removed to avoid a conflict with the proposed improvements and to allow construction to proceed in accordance with the project requirements.

Number	Description	Quantity	Unit	Unit Cost	Extension
1	Removal of Existing Utility Pole	1	LS	\$6,805.68	\$6,805.68
2	Traffic Control	1	DY	\$2,400.00	\$2,400.00
				Total	\$9,205.68

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

A handwritten signature in black ink that reads 'Michaelangelo Alvarez'.

by Michaelangelo Alvarez, Project Engineer

Attachments: File; RFI #12, and Ferreira proposal



July 27, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Potential Change Order 006 – Catch Basin Width Change for Storm Drain Lateral B3

Dear Roberto:

Matich Corporation respectfully submits this correspondence as a Potential Change Order for the revision to the catch basin width at Storm Drain Lateral B3. Per the response to RFI No. 14, the catch basin width has been revised from 7 feet to 14 feet to accommodate the project requirements. There is also a time impact of 3 additional calendar days. Please see the attached RFI response and supporting documentation for reference.

Number	Description	Quantity	Unit	Unit Cost	Extension
1	Reduce Bid Item #403 Construct Catch Basin Per SSPWC STD DWG No. 300-2	1	EA	\$ 12,600.00	(\$12,600)
2	Add 14' Catch Basin for Lateral B3 per plan sheet D-303 STA 77+12	1	EA	\$21,615.00	\$21,615.00
				Total	\$9,015.00

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

by Michaelangelo Alvarez, Project Engineer

Attachments: File; RFI #14, and Logo's COR



July 27, 2026

Cordoba Corporation
1401 North Broadway
Los Angeles, CA 90012

Attn: Roberto Ramirez, Senior Project Manager

Re: 3rd Street Corridor Widening Project
Potential Change Order 007 – Conduit Modifications at Storm Drains

Dear Roberto:

Matich Corporation respectfully submits this correspondence as a Potential Change Order for the conduit modifications at storm drain laterals B1 through B4. Per the response to RFI No. 15R2, two existing conduits conflict with the proposed storm drain alignment and must be modified to provide the required clearance. This work was not included in the original contract scope and will require additional labor, equipment, materials, utility coordination, and traffic control to complete the conduit adjustments. The additional work is expected to require 5 additional working days to complete.

Number	Description	Quantity	Unit	Unit Cost	Extension
1	Conduit Modifications at Storm Drains	1	LS	\$38,484.55	\$38,484.55
2	Traffic Control	5	DY	\$2,400.00	\$12,000.00
				Total	\$50,484.55

Please advise if this change order request is approved. Do not hesitate to contact me with any questions or concerns.

Respectfully,

Matich Corporation

Michaelangelo Alvarez

by Michaelangelo Alvarez, Project Engineer

Attachments: File; RFI #15R2, and Ferreira COP #002



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 15

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: AUTHORIZE STAFF TO SOLICIT PROPOSALS FROM LENDING INSTITUTIONS FOR THE DFAS I TENANT IMPROVEMENTS PROJECT

SUMMARY

Approvals of this item will allow Staff to initiate a solicitation for qualified financial institutions in the region to submit proposals for a real estate loan structure to finance the DFAS I Tenant Improvements Project.

RECOMMENDED ACTION(S)

Authorize Staff to solicit proposals from qualified lending institutions for the DFAS I Tenant Improvements Project.

FISCAL IMPACT

None. Completion of the proposed process would result in a potential bank loan that would be brought back to the IVDA Board for subsequent approval.

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

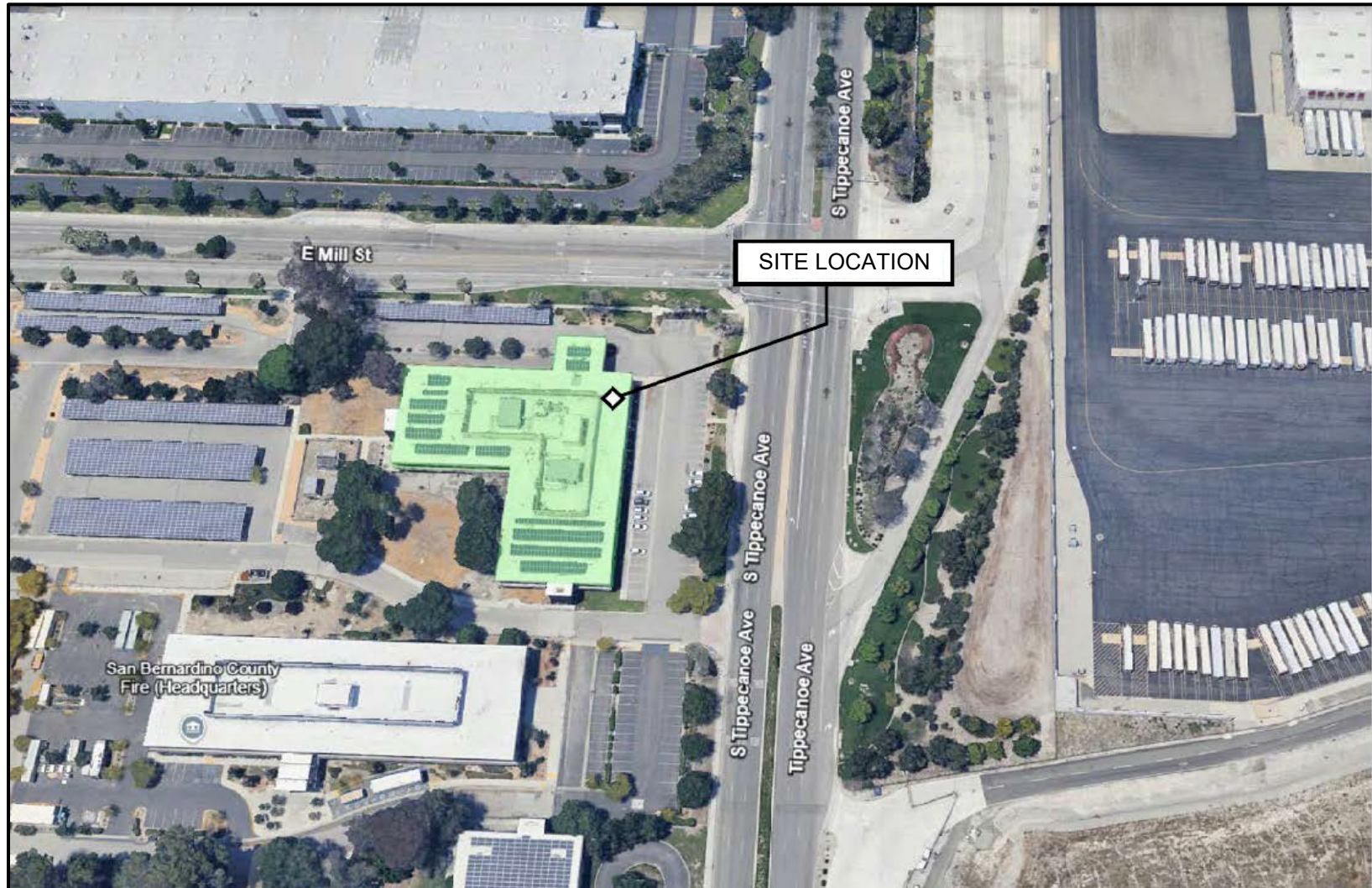
The IVDA Board previously approved a design-build contract with Hodgdon Management and Construction, Inc. for the DFAS I Improvements Project. As the value engineering process nears the final plan check stage, it would be appropriate for Staff to begin the solicitation process to secure a bank loan from a qualified lending institution in the local area/region.

Staff recommends that the Board approve the above recommended action.

Attachments:

1. Site Plan

SITE MAP





TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 16

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: REVIEW INLAND VALLEY DEVELOPMENT AGENCY (IVDA) BUSINESS PLAN PRIORITIES

SUMMARY

On May 13, 2026, the IVDA Board adopted an updated Business Plan (2026-2031). As the organization embarks on the new fiscal year, review of these priorities will be helpful for the Board and Staff to continue to ensure alignment and proper progress.

RECOMMENDED ACTION(S)

Review Inland Valley Development Agency (IVDA) Business Plan Priorities.

FISCAL IMPACT

None. The business 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 2026/27.

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

On May 13, 2026, the IVDA Board adopted an updated Business Plan (2026-2031). As the organization embarks on the new fiscal year, review of these priorities will be helpful for the Board and Staff to continue to ensure alignment and proper progress.

For review and discussion.

Attachments:

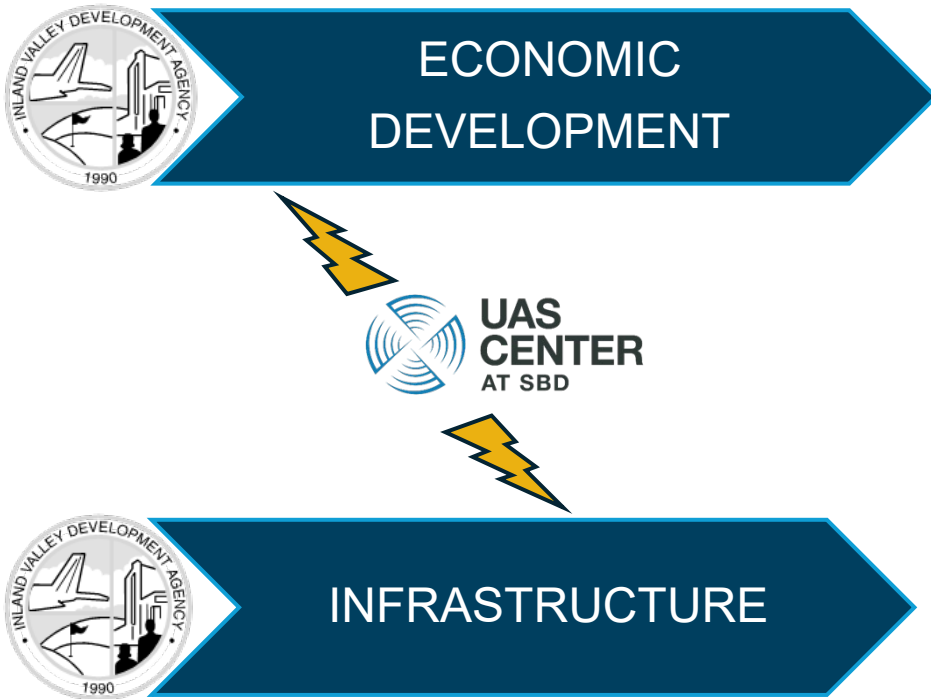
1. IVDA Business Plan Priorities

Inland Valley Development Agency Business Plan Update

2026



Operational Business Units: Alignment (2026 - 2031)



Focal Areas:

- 1) Enhanced Air Passenger Service
- 2) Technology/AI
- 3) UAS Center at SBD

Focal Areas:

- 1) Financial Resources - Diversification
- 2) Grants & P3 opportunities
- 3) CRIA



TO: Inland Valley Development Agency Board

DATE: August 12, 2026

ITEM NO: 17

PRESENTER: Michael Burrows, Chief Executive Officer

SUBJECT: REVIEW STATUS OF THE ACTION PLAN FOR THE INLAND VALLEY DEVELOPMENT AGENCY (IVDA) THROUGH DECEMBER 31, 2026

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, 2026.

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.

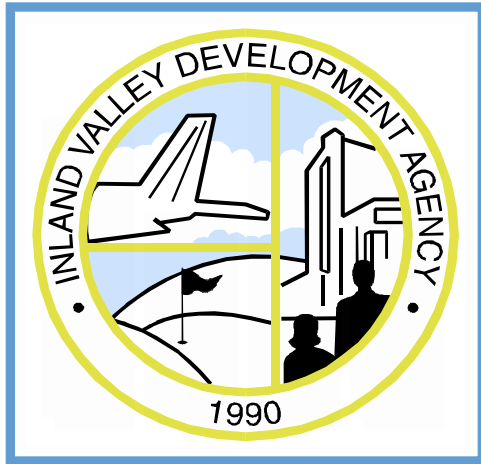
This status is offered for consideration and review. Updates and adjustments should be made, as appropriate, at each monthly interval.

For review and discussion.

Attachments:

1. IVDA Action Plan

December 31, 2026 – IVDA Focal Areas



JPA Obligations

UAS Center at SBD

Amended ROPS

Alliance-California Obligations

Northgate Development

Gateway South Development

Economic Development Programs

Inland Valley Infrastructure Corridor

Sterling Avenue

Grant Programs & Initiatives



Inland Valley Development Agency

Action Plan for IVDA (12/31/26)

Month	Key Initiative	Key Resources	Completion Date
July, 2026	Updated Action Plan; UAS Center (VA)	IVDA Board & Committee, CEO, General Counsel, Director of Finance, Staff	July 31, 2026
August, 2026	Sterling Avenue; On-Base Roadways	IVDA Board & Committee, CEO, Director of Finance, Staff	August 31, 2026
September, 2026	Prepare Amended ROPS; EDA CEDS Update; Business Plan Priorities	IVDA Board & Committee, CEO, Director of Finance, Staff	September 30, 2026
October, 2026	Quarterly Financials; Economic Development Initiatives	IVDA Board & Committee, Oversight Board, Director of Finance, Clerk of Board, Staff	October 31, 2026
November, 2026	Report on Grant Programs & Legislative Initiatives	IVDA Board & Committee, CEO, Director of Finance, Staff	November 30, 2026
December, 2026	Complete Annual Audit; Business Plan Review	IVDA Board & Committee, CEO, Director of Finance, Staff	December 31, 2026

IVDA Action Plan – Implementation



August, 2026

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
Gateway South Development

Economic & Community
Development Initiatives

Inland Valley Infrastructure
Corridor
Sterling Avenue

Business Plan
Progress Report

