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JOSHUA BASIN WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY SEPTEMBER 3, 2014 7:00 PM
61750 CHOLLITA ROAD, JOSHUA TREE, CALIFORNIA 92252
AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DETERMINATION OF QUORUM
4. APPROVAL OF AGENDA

5. PUBLIC COMMENTS:

This public comment portion of this agenda provides an opportunity for the public to address the Board of Directors on items not listed on the agenda that *are of interest to the public at large* and are within the subject matter jurisdiction of this Board. The Board of Directors is prohibited by law from taking action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Board does not respond to public comments at this time. Comments that concern individual customer accounts are welcome, however we encourage doing so only after other administrative avenues for redress have been fully exhausted. In all cases, your concerns will be referred to the General Manager for review and a timely response.

Comments are to be limited to three minutes per speaker and shall not exceed a total of 20 minutes. All comments are to be directed to the Board of Directors and shall not consist of any personal attacks. Members of the public are expected to maintain a professional, courteous decorum during their comments. Public input may be offered on an agenda item when the item comes up for discussion and/or action. Members of the public who wish to speak shall proceed to the podium when called by the President of the Board. Please state your name and community of residence for the record.

6. CONSENT CALENDAR: Items on the Consent Calendar are considered routine in nature and will be adopted in total by one action of the Board of Directors unless any Board Member or any individual or organization interested in one or more consent calendar items wishes to be heard.

A. Approve Draft Minutes of the August 6, 2014 Regular Meeting of the Board of Directors

Pg. 1-8

7. PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION NO. 14-943 CORRECTING A TYPO IN SECTION 2 OF ORDINANCE NO. 14-8 CONCERNING WATER CONSERVATION

Recommend that the Board hold public hearing and adopt Resolution No. 14-923.

- A. Hearing opened by Presiding Officer
- B. Staff presentation
- C. Questions of Staff by Board
- D. Public testimony Hearing closed
- E. Question by Board

Pg. 9-14

- F. Discussion by Board
 - G. Action by Board
- Pg. 15-16 8. CONSIDER ADOPTION OF RESOLUTION NO. 14-924 REVISING THE REGULAR BOARD MEETING SCHEDULE TO ONE MEETING PER MONTH
Recommend that the Board adopt Resolution No. 14-924
- Pg. 17-24 9. AMEND THE BOARD OF DIRECTOR’S BEST PRACTICES DOCUMENT
Recommend that the Board approve and adopt the revised Best Practices Document
10. COMMITTEE REPORTS:
AD HOC:
- A. HOSPITAL WASTEWATER PROJECT: Director Luckman and President Fuller – no meeting/no report
 - B. MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN COMMITTEE: Director Luckman and President Fuller – no meeting/no report
 - C. TANK RESTORATION PROJECT: Director Wilson and Director Johnson – no meeting/no report
 - D. SOLAR PROJECT REVIEW COMMITTEE: President Fuller and Director Luckman – no meeting/no report
11. STANDING:
- A. PUBLIC INFORMATION COMMITTEE: Director Luckman and President Fuller: Kathleen Radnich, Public Outreach Consultant to report.
 - B. FINANCE COMMITTEE: President Fuller and Director Johnson
12. PUBLIC COMMENT
At this time, any member of the public may address the Board on matters within the Board’s jurisdiction that are not listed on the agenda. Please use the podium microphone. The Board may not discuss at length or take action on items not on the agenda.
13. DISTRICT GENERAL COUNSEL REPORT
14. GENERAL MANAGER REPORT
- Pg. 25-27 15. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES
Morongo Basin Pipeline Commission - September 10, 2014 at JBWD office.
Local Agency Formation Commission Meeting - September 17, 2014
16. INDIVIDUAL DIRECTOR REPORTS ON MEETINGS ATTENDED
17. DIRECTORS COMMENTS/REPORTS
18. FUTURE AGENDA ITEMS
19. ADJOURNMENT

INFORMATION

The public is invited to comment on any item on the agenda during discussion of that item.
Any person with a disability who requires accommodation in order to participate in this meeting should telephone Joshua Basin Water District at (760) 366-8438, at least 48 hours prior to the meeting in order to make a request for a disability-related modification or accommodation.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District’s office located at 61750 Chollita Road, Joshua Tree, California 92252 during normal business hours.

This meeting is scheduled to be broadcast on Time Warner Cable Channel 10 on September 10 at 7:00 pm and September 17 at 7:00 pm. DVD recordings of Joshua Basin Water District Board meetings are available at the District office and at the Joshua Tree Library

JOSHUA BASIN WATER DISTRICT
Minutes of the
REGULAR MEETING OF THE BOARD OF DIRECTORS
August 06, 2014

1. CALL TO ORDER: 7:00 PM

2. PLEDGE OF ALLEGIANCE

3. DETERMINATION OF QUORUM: Victoria Fuller Present
Bob Johnson Present
Mickey Luckman Present
Mike Reynolds Present
Gary Wilson Present

STAFF PRESENT: Curt Sauer, General Manager
Susan Greer, Assistant General Manager/Controller
Keith Faul, GIS Coordinator
Marie Salsberry, HR Manager/Administrative Specialist
Randy Mayes, Senior Administrative Assistant

CONSULTANTS PRESENT: Gil Granito, District Counsel
Kathleen Radnich, Public Outreach Consultant

GUESTS 6

4. APPROVAL OF AGENDA

MSC Luckman/Reynolds 5/0 to approve the agenda for the August 6th, 2014 meeting.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

5. PUBLIC COMMENTS

None.

6. CONSENT CALENDAR:

MSC Luckman/Fuller 5/0 to approve the consent calendar.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

A. Approve Draft Minutes of the July 2, 2014 Regular Meeting of the Board of Directors

7. **ADOPT RESOLUTION 14-922, FIXING THE RATE OF TAXATION WITHIN ID#2**

Assistant General Manager Susan Greer presented the staff report, the AGM indicated that this would be the last year that the tax rate would be assessed for improvement District #2. She further explained that the District two years ago prepaid the bond ultimately saving the tax payers \$20,000. After her presentation Board President Fuller asked if there was any comment:

Carol Gallerylock, JT resident, inquired as to the year the tax reduction would take effect. AGM indicated that it would take effect in the 14/15 tax period.

Rebecca Unger, JT resident, asked the whereabouts of ID#2? The AGM clarified the question by indicating that it referred to the entire District.

After both public comments the board took the following action:

MSC Reynolds/Luckman to approve Resolution 14-922, decreasing the tax rate from \$0.0264 to \$0.0211 per \$100 of assessed valuation.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

8. **13/14 BAD DEBT WRITE-OFF**

Assistant General Manager Susan Greer gave a presentation on Bad Debt Write-Off. The AGM indicated that Bad Debt has been reduced by 27% over the previous year. The Total Bad Debt is \$17,757; this is at least 15%, and as much as 27% less than any other year since 07/08. She explained that most bad debt continues to come from tenants and customers with red/poor credit ratings. Over \$5,300 in bad debt was collected this year, which would have otherwise also been written off. The District billed approximately \$2.9 million in water revenues in 13/14. 57,000 bills were mailed out to 4,700 plus active customers in 13/14. Bad Debt write-off equates to a little over ½ of 1%. Our auditor reports that a write-off of 3-5% of annual revenue is fairly typical. After her presentation Board President Fuller asked if there were any comments:

Director Johnson inquired whether the District could charge a fee that is otherwise not listed on the standard rate table. District Counsel, responded that only in the case of “credit worthiness” could an agency charge something otherwise not listed in the District’s standard rates and fees.

Director Reynolds indicated that he was skeptical of making changes to the bad debt policy a few years ago but has now found merit in those changes.

Director Fuller applauded staff for their efforts to reduce the District’s level of bad debt.

After public comments the board took the following action:

MSC Luckman/Reynolds to authorize \$17,757.14 bad debt write-off and consider Staff recommendation to increase the guarantee deposit amount for customers with ‘red’ credit by beginning discussions with Finance Committee.

Fuller	Aye
Johnson	Aye
Luckman	Aye

Reynolds Aye
Wilson Aye

9. SURPLUS PROPERTY

General Manager Curt Sauer presented the staff report on Surplus Property. The GM indicated that transparent disposal of Surplus Property is important to the Governing Board as well as Staff, and in his opinion the Surplus Property policies that were adopted in 2004 and 2006 are unnecessarily burdensome and complex. He has directed Staff towards modifying the policy and welcomes the Governing Board's input.

Director Wilson indicated that he did not favor the current policy and preferred items to be sold locally. He indicated that his preferred method of selling District equipment is through an open seal bid process.

Director Luckman affirmed that both the Board and Staff are prohibited from purchasing surplus items. She indicated that Staff did a great job of presenting the issues that arise from the current policy.

Director Reynolds mentioned that he would like to see Staff and the CAC review this policy to make it a more cost effective process. He mentioned that Hi Desert Medical Center seems to dispose of their items rather quickly through a sealed bid auction.

Director Fuller stated that receiving seventy-five dollars for ten year old computers was quite impressive; however, she too believes that the policy should continue to exhibit transparency while also providing flexibility for Staff and Management to quickly dispose of surplus items.

10. SURPLUS PROPERTY ONAN CUMMINS 600KW GENERATOR

Senior Administrative Assistant Randy Mayes presented the staff report on Surplus Property. The SAA provided the Governing Board with information related to the equipment's condition, appraisal value, and potential earnings. The SAA indicated that if the District were to sell the Onan Cummins Generator at auction they could anticipate potentially earning approximately \$1,300.

Director Wilson indicated that the original purchase price was in fact \$61,000 which included not only the generator but also the trailer along with it. He mentioned that if the District were to sell it locally they most likely would have earned four to five hundred dollars without having to do any additional research. He indicated concern over the left over diesel fuel that may be left in the semi-trailer due to its age posing a potential hazardous waste concern.

Director Luckman inquired as to the condition of the semi-trailers tires for transportation. The SAA indicated that the tires were in excellent condition and ready for transportation to the auction house. He further clarified that the auction estimate included both the sale of the semi-trailer as well as the inoperable generator.

Director Reynolds expressed concern over the transportation fees to the auction house. He also indicated that the scrap value may provide a larger return for the District. He would provide the District with phone numbers for both transportation professionals as well as a scrap yard he uses in Indio.

Director Fuller stated that when considering the entire Surplus Package it is not that the District doesn't want to get the most out of these items, but they want to do it using as little Staff time as possible. Spending eighty hours of staff time means subtracting that from potential earnings. That would also mean that Staff isn't fulfilling all of their job duties. Essentially, what has happened over the years is the District has accumulated

items because no one has addressed it saying, "Let's come up with a coherent policy." She indicated that she is looking forward to such a coherent policy in the near future.

MSC Reynolds/Wilson Take no further action, pending further investigation.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

11. SURPLUS PROPERTY WAUKESHA NATURAL GAS ENGINE

Senior Administrative Assistant Randy Mayes presented the staff report on Surplus Property. The SAA provided the Governing Board with information related to the equipment's condition, appraisal value, and potential earnings. The SAA presented three options for disposing of the engine with the worst case scenario of taking a loss of \$8,617 or the best case scenario gaining \$3,500. The GM indicated that Gary's Tire, a local business, as of 3:00pm that day had expressed interest in the Engine.

Director Wilson inquired whether the catalytic converter was going along with the engine. The SAA indicated that the auction house looked at this specifically and ultimately recommended to sell it along with the engine. Director Wilson then asked what the building would be utilized? The GM indicated it would be used either for a records retention facility, or as a clean environment to conduct pump and motor overhauls.

Director Johnson thanked Staff for taking the Board on a virtual tour of the equipment. He commended the GM for trying to clean up the District's facility. He liked the options presented to the Board and doesn't want to kick the can down the road. In his opinion, items lying around the District pose a liability for the District.

Director Reynolds inquired on whether the District would incur any costs by not disposing of the engine. The GM indicated that the District would not incur any additional costs.

MSC Reynolds/Luckman to receive the report on the anticipated costs of disposing the 600hp Waukesha Natural Gas Engine and take no further action at this time.

Fuller	Aye
Johnson	No
Luckman	Aye
Reynolds	Aye
Wilson	No

12. UPDATE ON BOOSTER MOTORS, C1 TANK LOCATION

General Manager Curt Sauer gave a presentation on the booster motors located at C-1 Tank. The GM mentioned during his presentation that he had briefed the Governing Board on July 6th on the four out of seven boosters that were damaged due to a lighting strike. He gave a virtual tour of the zones that would have otherwise been affected by these downed motors. He explained that the D and E legs of the distribution system amount to roughly 42% of the water dispersed in the system. He gave a brief history of lightning strikes in this area as well as the costs associated with either rebuilding or replacing the engines. The GM directed staff to

acquire two new backup motors at a total cost of \$6,533. The GM asked the AGM to give the Board an update on the insurance claim that was to be filed with the Joint Powers Insurance Authority. The AGM indicated that District incurred approximately \$13,000 in electric costs as well as \$9,000 for the motors.

Director Wilson said that he preferred having the four motors rebuilt for back-ups. The GM indicated that this was still an option because he directed Brithnee Electric to hold onto the four motors until the after the meeting.

Director Reynolds indicated that he saw it both ways; however, in the case of a backup the District could spend \$500 less on a motor that may never be needed.

Director Fuller inquired that in lieu of the fact that two new motors were ordered as emergency backups, would the refurbishment of these other motors create yet another emergency backup? The GM responded that it would in fact create a secondary emergency backup. Director Fuller indicated that after reviewing the cost differential of \$500 she was inclined to relinquish the old motors and purchase new motors that included a three-year warranty.

Director Luckman commended Staff for pushing through long nights in order to keep the District in Water.

13. COMMITTEE REPORTS

AD HOC COMMITTEES:

- A. HOSPITAL WASTEWATER PROJECT: Director Luckman and President Fuller: No report.
- B. MOJAVE WATER AGENCY INTEGRATED REGIONAL WATER MANAGEMENT PLAN COMMITTEE: Director Luckman and President Fuller: No report.
- C. TANK RESTORATION PROJECT: Director Wilson and Director Johnson: No report.
- D. SOLAR PROJECT REVIEW COMMITTEE: President Fuller and Director Luckman: No report.

14. STANDING COMMITTEES:

A. PUBLIC INFORMATION COMMITTEE: Director Luckman and President Fuller

Mrs. Radnich indicated that water is on everyone's mind since news of the state drought and the activities that are happening at our neighboring water district to the West. The Next Public Information Committee meeting will be held on Wednesday August 20th, 2014 at 9:00am. A notable item on this agenda includes graphic standards. The docents went out and collected seeds in late July. We have an upcoming workshop presented by the National Park that shows how to properly propagate the seeds. This is a cooperating event held Friday August 22nd, 2014 at 3:00am to 5:00p.m. The Theme for the month of August is "Water Footprint" as we expand our water conservation message.

B. FINANCE COMMITTEE: President Fuller and Director Johnson: No report.

15. PUBLIC COMMENT

None.

16. DIRECTORS COMMENTS/REPORTS

Director Johnson attended the Mojave Water Agency meeting on July 24th, 2014. It was a meeting much like our own with items regarding inventory, property topics, and tax bills. A point of interest was in the election of Judy Corl-Lorono, President of Bighorn-Desert View Water Agency, to the California Special Districts Association Board of Directors for region six.

Director Luckman stated that the Mojave Water Agency had their legal legislative committee today. They had two State Legislative advocates speak and indicated that there was no agreement on the water bond. They indicated that everyone wants something different. These advocates were concerned because they need the support of the Governor for whatever water bond ends up on the ballot. Otherwise there is no mechanism for opposing what gets placed on the ballot. If they don't get their act together, there may in fact be two water bonds that end up on the ballot. On another item, the drought regulations are just beginning. Presently, it is limited to outdoor commercial and residential with reporting required only on residential use; however, in the future they will be looking at indoor water use.

The Next part of the meeting included the Federal Legislative advocates, and they mentioned the Clean Water Act would be amended to include new authority to the EPA which would give them new jurisdictional limits on temporary bodies of water which would include recharge ponds, recycled water, and short term bodies of water. When asked the question of how the EPA would improve the process, the general consensus was that permits would be a revenue generator and give the EPA a larger budget.

Director Fuller indicated that the majority of the meeting was directed towards Surplus Property. She indicated that while Staff was probably looking for a clean and concise direction on these items, the District has had a problem with Surplus property for close to twenty years. She commended Staff and the GM for taking this on and she hopes the Boards comments tonight will help Staff develop a new Surplus policy.

17. DISTRICT GENERAL COUNSEL REPORT

District Counsel Gill Granito indicated that he and the GM would talk with the Board about the newly adopted State Emergency Water Conservation Regulations.

The GM indicated that in November 2013 a draft resolution was submitted to the CAC which included many of the provisions that were enacted in this recent regulation. The CAC approved the draft resolution; however, the governing board has not taken any action on it. Essentially there is already a building block to step up on that is mandatory. The District Council is going to set forth the process that we intend to follow in order to achieve this compliance with the State's newly adopted conservation regulations.

District Council stated that the State Board wants us to get on track to adopt an enforceable and mandatory outdoor potable water usage and to do so we can avail ourselves to particular water code sections—either Section 350 or 375—which is a process the GM alluded to that was started last November. These statues would require a public hearing, and it must advertised in the newspaper. At the public hearing, the Board would be adopting an ordinance or a resolution that embraces the mandatory aspects that the State is asking. This ordinance will be reviewed by legal counsel, Staff, and ultimately vetted by the Public.

District Council indicated that Chromium 6 legislative has been moving at a snail's pace. He will continue to monitor its progress.

District Counsel Gil Granito

18. GENERAL MANAGER REPORT

We have a Strategic Planning Meeting scheduled for August 25th. It will be held at Helen Gray Center from 9:00 am to 4:00 pm. Facilitator will be a Ms. Jeannette Hayhurst from Barstow.

HDMC- I believe we have an acceptable First Amendment to the Agreement for our oversight and operation of

the HDMC Water Treatment Plant. I am requesting the Ad Hoc Hospital Wastewater Committee meet with Staff to discuss the Amendment and direct me to bring it to the Board or negotiate further.

Lobbyist - Implementation of the Chromium 6 regulations on July 1st has prompted discussion about shifting our lobbying efforts from the Federal level to the state level. I spoke with representatives of Carpi Clay last week.

RJ Lyrly (fed) and Johnathan Clay (state). Both people had worked on our projects with the former GM. We used to pay \$3500 a month for federal and state activity. One we received funding for the Pipeline project this was scaled back to \$1750. However, it is not just limited to Federal activity.

I discussed our interest in finding funding to address the Chromium 6 studies and probable treatment facilities/infrastructure, as well as the need to obtain loans for the 5 million dollars identified in the capital budget for pipeline replacement. Carpi Clay is looking into possible actions that may assist the District. We will speak by phone again in approximately two weeks.

Kennedy Jenks – At the July 2nd Board meeting I mentioned we were contacted by a DWR employee who reviews Urban Water Management Plans. The process for calculating population in the District does not meet their standards and needs to be corrected before the plan can be approved – and therefore before we are eligible for any additional state grants. We have retained Kennedy Jenks to correct the methodology and submit the plan to DWR for final approval. Estimated date for submission is early September.

D3 Booster site – project is nearing completion. However, there was a problem, which we believe may be in the programming, such that if the first pump does not reach the pressure set point soon enough, the second pump comes on and continues to run. Randy is working with Dudek and the contracted manufacturer to identify the problems and change the programming. The booster pumps appear to be working correctly for the past 6 days. We have scheduled a meeting next week with Dudek, Forshock (SCADA), and Staff to determine that the problem has been fixed and all warranties are still in place. If the situation is not acceptable to Production Staff I will insist that the manufacturer send a representative to conduct an onsite analysis.

Recharge Pond Project – On schedule, no update this meeting.

State Water Board Emergency Regulation – Covered in Attorney Section

19. FUTURE DIRECTOR MEETINGS AND TRAINING OPPORTUNITIES

20. INDIVIDUAL DIRECTOR REPORTS ON MEETINGS ATTENDED

21. FUTURE AGENDA ITEMS

District Licensing

22. ADJOURNMENT 7:43 PM

MSC Luckman/Reynolds 5/0 to adjourn the June 18, 2014 Regular Meeting of the Board of Directors.

Fuller	Aye
Johnson	Aye
Luckman	Aye
Reynolds	Aye
Wilson	Aye

Respectfully submitted:

Curt Sauer, General Manager and Board Secretary


DRAFT

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

September 3, 2014

Report to: President and Members of the Board

Prepared by: Susan Greer 

TOPIC:

PUBLIC HEARING TO CONSIDER ADOPTION OF RESOLUTION NO. 14-923 CORRECTING A TYPO IN SECTION 2 OF ORDINANCE NO. 14-8 CONCERNING WATER CONSERVATION

RECOMMENDATION:

Hold public hearing and adopt resolution 14-923

ANALYSIS:

At the August 20th board meeting, Ordinance 14-8 was adopted, relating to water conservation. Subsequently, a typographical error in section 2 number 3 of the Ordinance was identified that needs to be corrected.

A public hearing must again be held to correct this error.

- A. Hearing opened by Presiding Officer
- B. Staff presentation
- C. Questions of Staff by Board
- D. Public testimony hearing closed
- E. Questions by Board
- F. Discussion by Board
- G. Action by Board

Section 2 of the Ordinance, titled Non-Compliance Charges and Penalties, includes a typo in item number 3. The ordinance says there will be a non-compliance charge of one hundred dollars (\$50.00), whereby the written words don't agree with the number in parenthesis. The correct charge should be fifty dollars (\$50.00) and the attached resolution corrects that error.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

N/A

RESOLUTION NO. 14-943

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE JOSHUA BASIN
WATER DISTRICT ("DISTRICT") CORRECTING A TYPO IN SECTION 2 OF
THE DISTRICT'S ORDINANCE NO. 14-8**

RESOLVED THAT item 3 of Section 2 of the District's Water Conservation Ordinance No. 14-8 is corrected to read as follows:

3. Third Instance of Non-Compliance: A third instance of non-compliance with this Ordinance within the preceding twelve (12) calendar months is subject to a non-compliance charge of fifty dollars (\$50.00) on the water bill.

ADOPTED this 3rd day of September, 2014. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Joshua Basin Water District following a vote:

Director Victoria Fuller _____
Director Bob Johnson _____
Director Mickey Luckman _____
Director Mike Reynolds _____
Director Gary Wilson _____

By _____
Victoria Fuller, Board President

By _____
Curt Sauer, General Manager and Board Secretary

ORDINANCE NO. 14-8

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
JOSHUA BASIN WATER DISTRICT (“DISTRICT”) REQUIRING
WATER USE EFFICIENCY MEASURES AND THE
PREVENTION OF WATER WASTE PURSUANT TO
CALIFORNIA WATER CODE SECTION 375 et seq.**

Recitals, Findings, and Determinations.

- A. On January 17, 2014, Governor Brown declared a drought state of emergency and on April 25, 2014, the Governor signed an Executive Order (“Executive Order”) calling on the State Water Resources Control Board (“State Water Board”) to adopt emergency regulations to ensure that urban water suppliers implement drought response plans to limit outdoor potable water irrigation and prohibit other wasteful water practices; and
- B. On July 15, 2014, the State Water Board adopted Emergency Regulations (“State Regulations”) effective July 29, 2014 that prohibit certain outdoor water uses and require urban water agencies to implement mandatory outdoor water use restrictions under their local water shortage contingency plans. The State Regulations will remain in effect for a minimum of 270 days or nine months. The State Regulations require urban water agencies to report monthly water production data, GPCD (Gallons per Capita per Day), conservation-related implementation measures and/or enforcement actions by the 15th of each month starting with August. With regard to reporting GPCD, the State Water Board acknowledged that the GPCD reporting requirement will be delayed to October 15 in order for the state to develop guidance on how the GPCD should be calculated. Water production data for each preceding month will be compared to a similar month in 2013. The State will develop an electronic reporting portal that will include applicable data fields. Nothing in the State Regulations or in the enforcement provisions of the State Regulations, preclude a local agency from exercising its authority to adopt more stringent conservation measures; and
- C. The water conservation measures and restrictions on water use identified by this Ordinance provide certainty to water users and enable the District to control water use and plan and implement water measures and restrictions in a fair and orderly manner for the benefit of the public. This Ordinance is further intended to comply with the mandates of the State Water Board Regulations applicable to the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE JOSHUA BASIN WATER DISTRICT DOES ORDAIN AS FOLLOWS:

SECTION 1. Conservation Water Use Restrictions and Measures.

Except where necessary to address an immediate health and safety need or to comply with a term or condition in a permit issued by a state or federal agency, the following water use restrictions and conservation measures shall apply:

- a) The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures is prohibited;
- b) The use of a hose that dispenses potable water to wash a motor vehicle is prohibited, except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
- c) The application of potable water to driveways and sidewalks is prohibited;
- d) The use of potable water in a fountain or other decorative water feature is prohibited, except where the water is part of a recirculating system;
- e) Water shall not be permitted to leak from any water line, faucet or other facility on any premises. Any leak shall be repaired in a timely manner.
- f) All conventional (overhead) spray irrigation systems shall be scheduled to run between the hours of 8 pm and 9 am.
- g) Water for construction purposes, including but not limited to debrushing of vacant land, compaction of fills and pads, trench backfill and other construction uses, shall be used in an efficient manner.
- h) All new construction, including residential, commercial and industrial, shall be equipped with low flow toilets and fixtures.
- i) All new model homes and commercial and industrial development, when landscaped, shall include low water use, drought tolerant or native plant material, and matched precipitation rate, low-gallonage sprinkler heads, bubblers, and drip irrigation systems. Irrigation systems shall include a smart irrigation controller or equivalent technology.
- j) Dedicated (separate) landscape water meters shall be installed for all irrigated landscape areas in excess of 2500 square feet, except for single family residences.

- k) Water used for cooling systems must be recycled to the extent possible.
- l) Evaporation resistant covers are required for all new swimming pools and hot tubs and are encouraged on existing pools.
- m) Hotels/motels and vacation rentals are encouraged to post notices urging guests to conserve water.
- n) Restaurants or other public places where food is served are encouraged to provide glasses of drinking water to customers only when specifically requested.
- o) All water customers are encouraged to install flow reducers and faucet aerators.

SECTION 2. Non-Compliance Charges and Penalties.

The District intends to achieve customer compliance with the water use restrictions and measures of this Ordinance through the District's educational and communication efforts. The District will not initiate enforcement action, except in those instances where the customer demonstrates intentional or gross negligent disregard for the water use restrictions and measures set forth in this Ordinance.

Non-Compliance Charges: The following will apply to persons or entities failing to comply with any provision of this Ordinance.

- 1. First Instance of Non-Compliance: The District will issue a written warning and send it along with an explanation of the violation.
- 2. Second Instance of Non-Compliance: A second instance of non-compliance with this Ordinance within the preceding twelve (12) calendar months is subject to a non-compliance charge of twenty five dollars (\$25.00) on the water bill.
- 3. Third Instance of Non-Compliance: A third instance of non-compliance with this Ordinance within the preceding twelve (12) calendar months is subject to a non-compliance charge of fifty dollars (\$50.00) on the water bill.
- 4. Subsequent instances of non-compliance are each subject to a non-compliance charge of one hundred dollars (\$100.00).

SECTION 3. Appeals.

- A. Any person or entity wishing to appeal a non-compliance charge, action or

penalty shall do so in writing to the District's General Manager.

- B. The District's General Manager and/or his designee shall review and make a decision on the appeal.
- C. If the applicant disagrees with the decision, the applicant may appeal the decision to the District's Board of Directors for consideration.

SECTION 4. Purpose and Intent. It is the purpose and intent of this Ordinance to limit the use of water to beneficial purposes only and to prohibit and restrict the unnecessary and wasteful use of water.

SECTION 5. Ordinance Controlling. The provisions of this Ordinance shall prevail and control in the event of any inconsistency between this Ordinance and any other rule, regulation or code of this District, except as later amended by resolution or emergency rule.

SECTION 6. Effective Date. This Ordinance shall be effective upon its adoption.

SECTION 7. Publication. The District's General Manager or his designee is hereby directed to publish this Ordinance in full within 10 days of August 20, 2014 pursuant to Section 376 of the Water code of the State of California.

ADOPTED, SIGNED, AND APPROVED by the following vote this 20th day of August, 2014.

- Director Victoria Fuller _____
- Director Bob Johnson _____
- Director Mickey Luckman _____
- Director Mike Reynolds _____
- Director Gary Wilson _____

JOSHUA BASIN WATER DISTRICT

VICTORIA FULLER, President
Joshua Basin Water District and the
Board of Directors thereof

ATTEST:

CURT SAUER, General Manager/Secretary
Joshua Basin Water District and the
Board of Directors thereof

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Meeting of the Board of Directors

September 3, 2014

Report to: President and Members of the Board

Prepared by: Susan Greer

TOPIC:

CONSIDER ADOPTION OF RESOLUTION NO. 14-924 REVISING THE REGULAR BOARD MEETING SCHEDULE TO ONE MEETING PER MONTH

RECOMMENDATION:

Adopt Resolution 14-924

ANALYSIS:

This item is brought before the Board at Director Reynolds' request. Staff agrees it is time to re-evaluate the twice-per-month meeting schedule. While only four regular board meetings have been cancelled in the last two years, many of those agendas have included only a few items, such as this meeting's agenda. It is still a considerable Staff effort to prepare for a meeting no matter how many or how few items are included on the agenda.

Even if the meeting schedule is revised to include only one regular meeting per month, the Board can call for a special meeting with only 24-hour notice, in the event an important item of business arises that can't wait until the next regularly-scheduled meeting.

A resolution is required to change the Board's regular meeting schedule, and we have attached a sample resolution as a starting point. You will note several blanks that will need to be filled in before adoption. The Board will need to determine when the schedule will change and whether the regular meeting will occur on the first or third Wednesday of the month, or any other day.

Reducing the number of meetings also has a direct cost savings. We pay \$173.63 per Director per meeting—total \$868 for five Directors, and we pay \$100 for the video recording. That's a total of \$968 per meeting. Assuming we revise the schedule to one regular meeting per month, we will reduce the number of meetings by 12, but will assume the need for four special meetings; net eight fewer meetings. That would save the District \$7,744 per year, not counting the Staff time that can be redirected to other work.

STRATEGIC PLAN ITEM:

N/A

FISCAL IMPACT:

Estimate \$7,744 per year

RESOLUTION 14-944

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE JOSHUA BASIN WATER DISTRICT
ESTABLISHING THE TIME AND PLACE OF THE REGULAR MEETINGS OF THE
BOARD OF DIRECTORS**

BE IT RESOLVED BY THE Board of Directors of the Joshua Basin Water District as follows:

Commencing on _____, 2014, The Regular Meetings of the Board of Directors of the Joshua Basin Water District shall be held on the _____ Wednesday of each calendar month, at 7:00 p.m., at the offices of the District, 61750 Chollita Road, Joshua Tree, California.

ADOPTED this 3rd day of September, 2014. I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by Joshua Basin Water District following a vote:

Director Victoria Fuller _____
Director Bob Johnson _____
Director Mickey Luckman _____
Director Mike Reynolds _____
Director Gary Wilson _____

By _____
Victoria Fuller, Board President

By _____
Curt Sauer, General Manager and Board Secretary

JOSHUA BASIN WATER DISTRICT
MEETING AGENDA REPORT

Regular Meeting of the Board of Directors

Report to: President and Members of the Board

September 3, 2014

Prepared by: Curt Sauer *CS*

TOPIC: Amend the Board of Director's Best Practices Document

RECOMMENDATION: Approve and adopt the revised Best Practices Document

ANALYSIS: The existing Best Practices Document was approved on January 16, 2008. This document promotes a Board that uses a team concept in conducting the business of the Board. It also promotes the concept of a Board and Management team, while recognizing the difference between the Board's primary role of formulating policy, and management's role in administering the operations of the District. It is the intent of the document to provide clear expectations to Board members and staff in conducting the ordinary business of the District.

During the Board's Strategic Planning meeting on August 25, 2014 the Board and Management Team noted a section needing clarification concerning communication with staff.

The General Manager works for the Board and District Staff works for the General Manger. It is the General Manger's responsibility to assign work to staff, not the role of the Board, or individual Board members. On page three, the document indicates Board members should:

Feel free to talk directly to management staff when asking for information, assistance or follow up and expect staff to keep the general manager informed of any such information/discussion. This potentially places management staff in a position of receiving work assignments from the Board member without the general manager being contacted by the Board member first.

It is recommended that the document be amended so that the bullet reads:

When requesting information, assistance or follow up, Board members should contact the General Manager with the request and allow the GM to assign the tasks to the appropriate personnel.

STRATEGIC PLAN ITEM:

FISCAL IMPACT:



JOSHUA BASIN BOARD OF DIRECTORS BEST PRACTICES

The Joshua Basin Water District Board of Directors promotes a Board that uses a team concept in conducting the business of the Board. It also promotes the concept of a Board and Management Team, while recognizing the difference between the Board's primary role of formulating policy, and management's role in administering the operations of the District. In furtherance of this philosophy, the Board hereby adopts these guidelines of conduct in order to provide clear expectations to Board members and staff in conducting the ordinary business of the District.

Board's Vision

- To provide a high standard of water quality and customer service at a responsible cost.
- To protect the water resources of the Joshua Basin Water District.
- To assure a long term supply of water through conservation, groundwater recharge and other programs, and a distribution system that will meet the needs of current and future customers.
- To prudently manage the District's financial resources, provide for adequate reserves, and provide for gradual but appropriate rate increases to avoid large increases later.
- To promote cooperation and respect with customers, employees, neighboring communities and public-private agencies.
- To maintain a well trained, responsive, and courteous workforce, sensitive to community concerns.
- To encourage water conservation by existing customers and new development projects.
- To work with neighboring communities and other governmental agencies in areas of mutual concern and efficiency.

Board Values

- To promote a board, general manager, and management staff as a participatory team.
- To be high energy, open minded, and achievement oriented.
- To care and have respect for one another as individuals.
- To be straightforward with no hidden agendas.
- To respect traditions but not be bound by them.

- To stress training for board, staff, and volunteers.

Board's Role

- To provide vision and policy direction to assure the long term needs of the District
- To be accountable to the public both as a Board and as individuals and to exercise good faith, undivided loyalty, reasonable care and complete integrity in performing their duties.
- To assure the fiscal health of the District by setting appropriate rates, fees, and charges in an amount that will ensure sufficient revenues to meet the District needs.
- To be accountable for the prudent expenditure of District funds
- To provide leadership and participate in regional and state programs and meetings.
- To take action when necessary to keep JBWD on the growing edge of a well run, well managed innovative water district.
- To look to stakeholders for independent advice.
- To focus on the “big picture.”
- To avoid focus on minutia and petty items of no consequence.

Board Interaction and Communication

Board members are expected:

- To interact with other Board members in a professional manner and with standard professional courtesy.
- To report on Board member involvement in regional and state activities.
- To be responsible to initiate resolution of problems A.S.A.P. and not let them fester.
- To not take “cheap shots” at each other during public meetings, in the press, or any other time.
- To maintain relationships that are informal, but not casual in public; to be aware of impact on, and perception of, public.
- To cover for each other.
- To assure that substantive items receive advance notice and public discussion.
- To expect that conversations and e-mails between two individual board members will not go beyond those two members.
- To carry out individual Board activities while assuring that:
 - Areas of individual interest/assignment belong to the whole board; they are not seen as territorial.
 - Board members working on individual activities keep rest of board informed, and other board members are responsible for making it known if they want more information or to give input.
 - Before board members individually start moving in new direction, they will get direction from the rest of board.
 - Receive clear and focused *policy* direction from the Board as early as possible.
- To get the same information as much as possible
- To use technology to improve information flow and communications
- To limit requests for copies of District documents at “no charge” to occasional, small documents, including current agenda background information, not requiring more

than a few minutes for staff to identify and copy.

- To make requests for larger District documents at the regular Board meeting during “Directors Comments” with paper backup to staff; and to include the specific reasons for the requested documents if requesting documents at no cost to the Director. Staff may be requested by the Board to estimate the research time and copy costs. (Note: this is not required when requesting and paying for documents as a member of the Public rather than as a Board member.)
- To pay for all copies of District documents when requesting such documents as a member of the Public.

Board Interaction and Communication With Staff

Board members should:

With Regard to the General Manager

- Always feel free to go to the general manager.
- When a board member is unhappy about a work unit, he/she should always talk it over with the general manager not other staff.
- Take concerns about any employees to the general manager only.
- Receive critical information equally by appropriate personnel.
- Provide ongoing feedback, information, and perceptions to the general manager, including some response to written communications requesting feedback.
- Never give direction to the general manager or staff as an individual Board member, but rather through the Board as a whole.

With Regard to Staff in General

- When requesting information, assistance or follow up, Board members should contact the General Manager with the request and allow the general manager to assign the tasks to the appropriate personnel.
- Be informed by staff when an unusual event occurs that the public would be concerned about, e.g. widespread disruption in service, water quality exceeding maximum standards, etc.
- Board members shall never attack or criticize staff in an open meeting
- Board and staff do not blind side each other in public; if a board member has an issue or a question on an agenda item, that member contacts staff prior to the meeting.

Board Options for Keeping Informed

- To read or be familiar with major district studies e.g. USGS study, Urban Water Management Plan, Ground Water Management Plan.
- To do their homework on general water issues and on agendas.
- To keep other board members informed of things they are working on that are a matter of public concern.
- To inform the executive secretary when they will be out of town for an extended

period as early as possible.

Board President Selection

General practices governing the selection of the Board President should include:

- Whoever wants a role, or does not want a role, has the responsibility to announce his/her interest publicly.
- So far as possible, and until decided otherwise, board members will take turns as president.
- To be one year of service, with the option for additional term(s).
- There is not a “lock-step” rotation system for selecting the board president.
- Vice president is not a natural ascendancy to president.
- The president and vice president serve at the pleasure of the other board members.

President's Role

General practices governing the President’s role are:

- Each president is unique; the role is defined by the person, based on that person's style.
- The president is the spokesperson for the Board of Directors; *when speaking on a subject on which the Board is not in unanimous agreement, the President shall exercise caution in his/her remarks.*
- The president or general manager will inform the board of any informal correspondence sent out to anyone in relation to board business - use e-mail whenever possible.
- The president and vice-president work with any volunteer committees.
In board meetings, there will be a short recess, at the president’s discretion, for the board members to go into the audience and talk with individuals.
- Makes board assignments (e.g. to Pipeline Commission, Special Districts Association, etc.)

Citizen Correspondences

General practices governing citizen correspondence are:

- If a response from the president or other board members is required, staff drafts responses for board review, comment and modification; letters over board signatures are checked out with signatory.
- Matters are referred to staff and staff is given time to respond.
- Responses to individual citizens are customized.
- Copies of responses pertaining to Board matters are sent to Board members.
- If a Board member wants action based on citizen complaint, he/she should go through the general manager's office to ensure it gets tracked.
- The level of detail in written responses varies.
- Generally, communications are acknowledged.

Public Meetings

General practices concerning Public Meetings are:

- Agendas

- The general manager sets the agenda. The president may wish to be consulted about the agenda during its preparation.
- Any board member can place an item on the agenda.
- Staff is prepared to report on every agenda item.
- Board Meetings
 - Board members will feel free to ask for continuance if enough time has not been available for that board member to prepare, seek further study, or get more information.
 - If a board member has a question on an agenda item, he/she asks staff ahead of time.
 - If a member is ill or away for any big or "personal" agenda item, the Board will consider holding it over at the member's request.
 - President can survey the audience at any time, and move agenda items up or back, to meet the audience concerns.
 - All board members and staff will treat everyone with courtesy. Board members do not pack the audience for specific agenda items.
 - Corrections to minutes are passed to the executive secretary before the meeting.
 - Each member is given the opportunity to share his/her views about the issue and the reasons for his/her vote.
- Public Comment:
General practices concerning Public Comment are:
 - Board members ask staff to respond when appropriate.
 - It is acceptable to ask questions of a speaker for clarification.
 - Each speaker will be thanked.
 - Board will not respond until all public comment has been received.
 - President allows other members to speak first and then gives his/her views and summarizes.
 - Options to be considered by president during times of high controversy:
 - Have a designated block of time early in the meeting (20 minutes) for general public comment and any additional comments will be held until end of meeting.
 - President polls audience for indication of number of people who wish to speak, then calls on individuals to speak; this facilitates the flow of the comment section.
 - Any board member who believes there has been misinformation may call for clarification.
- Voting:
General practices concerning Voting are:
 - Everyone speaks before a motion.
 - Consensus is attempted on significant policy issues.
 - Once a vote is taken, board members support the action taken; if a board member wants an action to be reconsidered, he/she will inform the board.
 - There will be roll call votes on large, monetary issues, and when a divided board

is obvious.

- The general manager and chief of operations will generally attend every meeting; other staff attendance at Board meetings is at the general manager's direction.
- Board members do not make redundant comments; if a board member concurs with what has already been said, he/she will so state.
- Individual board members can request a voice count on any individual item.

- Closed Sessions:

General practices concerning Closed Sessions are:

- Closed sessions will only be held when absolutely necessary. Board receives written reports for closed session items as much as possible; these reports are to be turned in at the end of the meeting.
- General manager will ask for an early closed session if it will save the District money (due to consultant fees, etc.).
- No violation of closed session confidentiality; board members will not talk to affected/opposing parties or anyone else (press, etc.) regarding closed session items unless so directed by the board.
- Confidentiality relates to any non-public discussion items.

- District Elections

General practices concerning District Elections are:

- People will be treated as candidates only after they have filed papers.
- Candidates will be acknowledged when they are in the audience.
- Board supports the general manager's briefing of candidates.
- Board endorses the practice of distributing agenda packets and other information to all candidates running for the board.

Expectations for Outreach and Communications

- It is expected that board members and appointed officials, staff and the public will subscribe to a certain decorum during public meetings and other interactions. While addressing one another meeting participants shall:
 - Confine their remarks to the merits of the pending question.
 - Concentrate on the merits of the issue under discussion and refrain from attacks on another's motives or person.
 - Address remarks through the president.
 - Refrain from disturbing the meeting proceedings. Speaking or whispering when another has the floor, walking in front of speakers, and passing notes are examples of actions which may disturb the deliberations at hand.
 - Make eye contact and posture themselves, whether standing or sitting, in a respectful manner.
- It is expected that board members shall:
 - Make themselves available to meet with interested parties to address questions about projects, programs or issues prior to consideration by the full board.

- Respond to oral comments from the public, asking questions and/or summarizing the expressed positions, pro and con, when appropriate.
 - Serve as the policy-making body for the board, accepting the responsibility for actions taken in the name of the board.
 - Treat everyone equally and with courtesy.
- It is expected that the President shall:
 - Serve as the spokesperson for the board.
 - Call a recess, at his/her discretion. Reasons for calling a recess include: to restore order; after protracted deliberations on an issue, or for other reason(s) specified by the President.
 - Meet audience concerns by soliciting input to determine if items should be moved forward or back
Correct inaccurate statements made by a meeting participant.
- There are a number of ways we communicate with the public:
 - Email
 - Phone
 - Responses within in 3 days, on average
 - Neighborhood, Community Association, or Community Discussion forums
 - Web site that is being developed
 - Live television broadcasting of board meetings
 - Use of study sessions

NOTICE OF HEARING

Notice is hereby given that the **LOCAL AGENCY FORMATION COMMISSION for San Bernardino County** will hold a public hearing:

SEPTEMBER 17, 2014
CITY OF SAN BERNARDINO
CITY HALL - COUNCIL CHAMBERS
300 North D Street, First Floor
San Bernardino, California

Environmental documentation on the following projects is available for review in the staff office of the Local Agency Formation Commission. Anyone wishing to examine this documentation may contact the LAFCO staff office at 215 North D Street, Suite 204, San Bernardino, California 92415-0490, or call (909) 383-9900 within 21 days of this notice.

9:00 A.M. – Convene Regular Meeting

CONSENT ITEMS:

1. Approval of Minutes for Regular Meeting of July 16, 2014
2. Approval of Executive Officer's Expense Report
3. Ratify Payments as Reconciled for the Months of July and August 2014 and Note Cash Receipts
4. Approval of Contract with Rosenow Spevacek Group (RSG) for Financial Study for Potential Incorporation of Rim of the World Communities
5. Review and Approve Request to County Auditor-Controller/Treasurer/Tax Collector to collect Outstanding City and/or District Apportionment Amounts from First Proceeds of Tax Revenues for Fiscal Year 2014-15
6. Ratification of Platinum Sponsorship for the CALAFCO Conference by San Bernardino LAFCO
7. Review and Consideration of Amendments to LAFCO Conflict of Interest Code

PUBLIC HEARING ITEMS:

8. Consent Items Deferred for Discussion
9. ***CONTINUED FROM JULY 16, 2014 HEARING:*** Consideration of: (1) CEQA Statutory Exemption for LAFCO 3180; and (2) LAFCO 3180 – Reorganization to Include Annexations to County Service Area 54, Detachment from County Service Area SL-1 and Dissolution of County Service Area 73 and Zone A of County Service Area 53 (Streetlight Reorganization for the Mountain Region)

The territory proposed for reorganization by the County of San Bernardino includes five (5) individual areas encompassing a total of approximately 8,296 acres located in the San Bernardino Mountain region.

Area 1 – Detachment from County Service Area SL-1 and Annexation to County Service Area 54

Area 1 encompasses approximately 8.46 acres generally located north and south of Hook Creek Road west of State Highway 173, within the unincorporated community of Lake Arrowhead.

Area 2 –Dissolution of County Service Area 73 and Annexation to County Service Area 54

Area 2 encompasses approximately 429 acres and is generally located south of Green Valley Lake, east of Running Springs. The area includes the unincorporated community of Arrowbear Lake.

Areas 3, 4, & 5 – Dissolution of County Service Area 53 Zone A and Annexation to County Service Area 54

Area 3 – encompasses approximately 5,925 acres and is generally located north and west of the City of Big Bear Lake. The area is bordered by a combination of parcel lines and the City of Big Bear Lake on the east and south, and a combination of section lines along the National Forest on the west and north. The area includes the unincorporated community of Fawnskin and portions of the lake and the National Forest.

Area 4 – encompasses approximately 1776.4 acres and is generally located south of the City of Big Bear Lake. The area is bordered by a combination of parcel lines and the City of Big Bear Lake on the north, and a combination of section lines on the west, south, and east. The area includes a portion of the National Forest and the Bear Mountain Ski area.

Area 5 – includes a single parcel, APN 0310-251-01 encompassing approximately 157 acres, and is generally located adjacent to the City of Big Bear Lake's southern boundary.

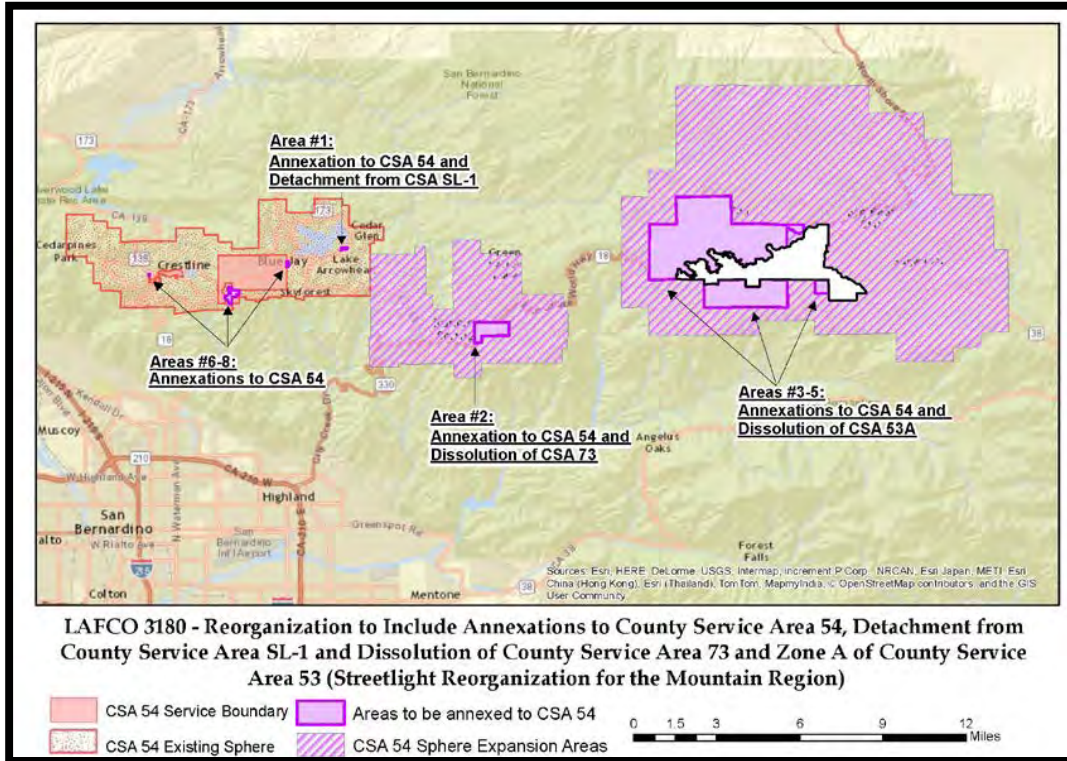
LAFCO staff has proposed a modification to expand the reorganization to include three (3) additional areas encompassing approximately 100 acres in Crest Forest and Lake Arrowhead generally described as:

Areas 6, 7 & 8 – Annexations to County Service Area 54

Area 6 – includes 7 parcels encompassing approximately 0.9 acres and is generally located at the intersection of Seeley Way and Lands End Trail in the Crestline area.

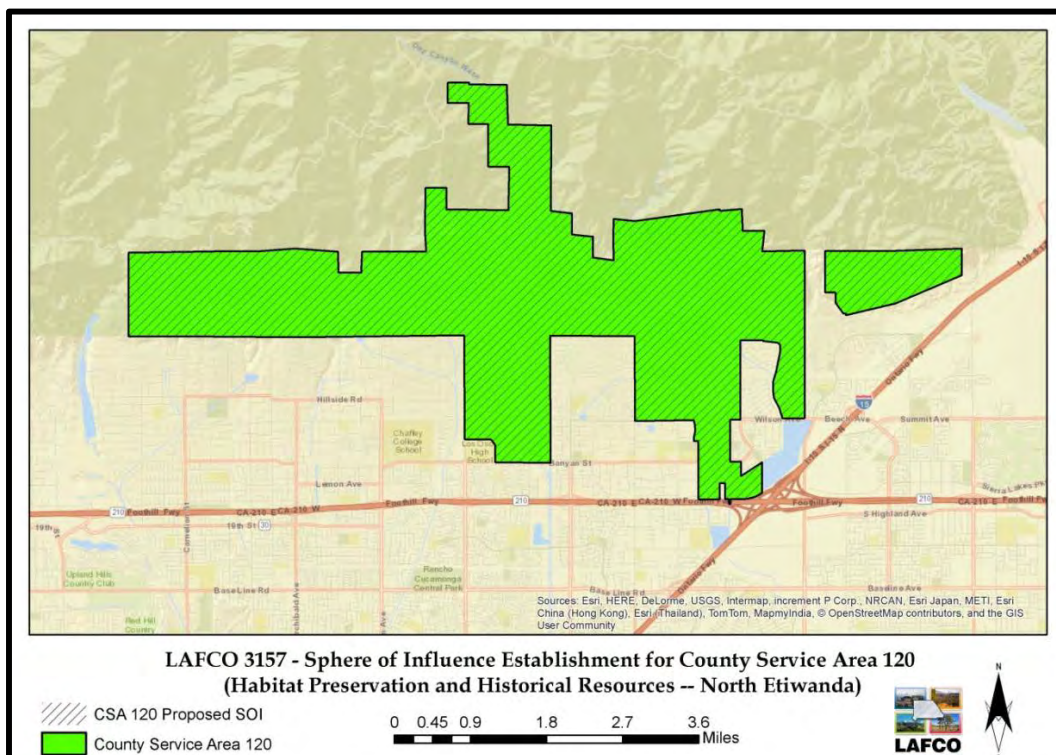
Area 7 – encompasses approximately 92.5 acres that include parcels east and west of State Highway 189 between Lake Gregory Drive and Strawberry Lodge in Crest Forest.

Area 8 – includes 4 parcels encompassing approximately 6.65 acres and is generally located at the intersection of State Highway 189 and North Bay Road in the Blue Jay area of Lake Arrowhead.



10. Presentation of SanBAG Study for Habitat Conservation Framework for San Bernardino County by Stephanie Standerfer, Project Manager, Dudek and Consideration of Continuation of Service Review for Habitat Preservation Services within the Valley Region
11. Consideration of: (1) Adoption of Mitigated Negative Declaration and (2) LAFCO 3157 – Sphere of Influence Establishment for County Service Area 120 (Habitat Preservation and Historical Resources -- North Etiwanda)

The sphere of influence establishment originally proposed by the County of San Bernardino included four distinct areas encompassing approximately 35,000 acres. At the February 19, 2014 Commission hearing, the County amended its request to be a sphere of influence coterminous with the boundaries of CSA 120 encompassing approximately 15 square miles. The area is located along the foothills of the San Gabriel Mountains, generally described as east of the San Bernardino/Los Angeles county lines, north of the 210 Freeway, and west of the Interstate 15 Freeway. The proposed sphere of influence includes portions of the northerly boundaries of the Cities of Rancho Cucamonga and Fontana with their consent.



DISCUSSION ITEMS:

12. Consideration of Annual Review of Policy and Procedure Manual
 - a. Update Section 3 Human Resources Personnel Policies and Procedures and LAFCO Benefit Plan – Prior Service Credit
 - b. Update Section 4 Application/Project Processing – Campaign Disclosure Policy and Disadvantaged Unincorporated Community Annexation Policy
 - c. Update Section 6 Special District Representation Policies and Procedures – Update of Definition of Dependent Special District
 - d. Update Section 7 Forms -- Application Submission Checklist, Landowner/Registered Voter Protest Forms, and Campaign Disclosure Form

INFORMATION ITEMS:

13. Legislative Update Report
14. Executive Officer's Report
 - a. Presentation of Objections Submitted to Protest Process for LAFCO 3172 – Reorganization to Include Annexation to Big Bear City CSD (et al);
 - b. Status Update for CALAFCO Annual Conference
15. Commissioner Comments
(This is an opportunity for Commissioners to comment on issues not listed on the agenda, provided that the subject matter is within the jurisdiction of the Commission and that no action may be taken on off-agenda items unless authorized by law.)
16. Comments from the Public
(By Commission policy, the public comment period is limited to five minutes per person for comments related to items under the jurisdiction of LAFCO.)

ADJOURN TO CALAFCO ANNUAL CONFERENCE IN ONTARIO – OCTOBER 15 THROUGH 17, 2014

The Commission may adjourn for lunch from 12:00 to 1:30 p.m.

In its deliberations, the Commission may make appropriate changes incidental to the above-listed proposals.

Materials related to an item on this Agenda submitted to the Commission or prepared after distribution of the agenda packet will be available for public inspection in the LAFCO office at 215 N. D St., Suite 204, San Bernardino, during normal business hours, on the LAFCO website at www.sbclafo.org, and at the hearing.

Current law and Commission policy require the publishing of staff reports prior to the public hearing. These reports contain technical findings, comments, and recommendations of staff. The staff recommendation may be accepted or rejected by the Commission after its own analysis and consideration of public testimony.

IF YOU CHALLENGE ANY DECISION REGARDING ANY OF THE ABOVE PROPOSALS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED DURING THE PUBLIC TESTIMONY PERIOD REGARDING THAT PROPOSAL OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE LOCAL AGENCY FORMATION COMMISSION AT, OR PRIOR TO, THE PUBLIC HEARING.

The Political Reform Act requires the disclosure of expenditures for political purposes related to a change of organization or reorganization proposal which has been submitted to the Commission, and contributions in support of or in opposition to such measures, shall be disclosed and reported to the same extent and subject to the same requirements as provided for local initiative measures presented to the electorate (Government Code Section 56700.1). Questions regarding this should be directed to the Fair Political Practices Commission at www.fppc.ca.gov or at 1-866-ASK-FPPC (1-866-275-3772).

A person with a disability may contact the LAFCO office at (909) 383-9900 at least 72-hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

LOCAL AGENCY FORMATION COMMISSION
KATHLEEN ROLLINGS-McDONALD, Executive Officer

By: JOE SERANO, LAFCO Analyst