

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING AGENDA

WEDNESDAY, AUGUST 11, 2021

3:00 P.M. (Closed Session, immediately followed by Open Session)

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

John Valdivia, Co-Chair
Mayor, City of San Bernardino
Isaac Suchil, Co-Chair
Councilmember, City of Colton
Phillip Dupper, Vice-Chair
Mayor, City of Loma Linda

BOARD MEMBERS:

Frank J. Navarro
Mayor, City of Colton
Rhodes Rigsby
Councilmember, City of Loma Linda
Dawn Rowe
Supervisor, County of San Bernardino
Curt Hagman
Supervisor, County of San Bernardino
Theodore Sanchez
Councilmember, City of San Bernardino
Ben Reynoso
Councilmember, City of San Bernardino

ALTERNATE BOARD MEMBERS:

Kenneth J. Koperski
Councilmember, City of Colton
John Lenart
Councilmember, City of Loma Linda
Fred Shorett
Councilmember, City of San Bernardino
Joe Baca, Jr.
Supervisor, County of San Bernardino

- 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 7:30 a.m. to 5:30 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m., Friday.
- 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.

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.

- **CALL TO ORDER**
- **CLOSED SESSION PUBLIC COMMENT**
- **RECESS TO CLOSED SESSION**

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.

D. **REPORT ON CLOSED SESSION**

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

SPECIAL NOTICE REGARDING COVID-19

COVID-19 Update: With the Governor’s Declaration of Emergency for the State of California (Executive Order N-25-20) and the San Bernardino County’s Public Health Officer’s order related to group gatherings, the Inland Valley Development Agency (IVDA) requests the help of the public in preventing the spread of the coronavirus and COVID-19. In light of the social distancing requirements and the limited capacity of the IVDA Board chambers, we request that individuals view a live stream of the meeting on www.ivdajpa.org established by the IVDA in order to view the IVDA Board meeting. Individuals who do not wish to attend the IVDA Board meeting in person, but who wish to provide their comment related to an item before the IVDA Board, are encouraged to prepare their comments in writing and send them via email to clerkoftheboard@sbdairport.com. All comments received by 1:00 pm on the date of the IVDA Board meeting will be printed or emailed for Board Member consideration before action is taken on that matter. IVDA Board members are not required to attend in person and may attend the meeting via web/telephone conference.

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. Members shall note agenda item contractors and subcontractors which may require member abstentions due to possible conflicts of interest
[PRESENTER: Jennifer Farris; 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
 - a. Chief Executive Officer Report [**PRESENTER:** Michael Burrows; **PAGE#:** 014]
 - b. Report on status of audit [**PRESENTER:** Mark Cousineau; **PAGE#:** 015]

H. **BOARD CONSENT ITEMS**

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

3. Receive Register of Demands – August 11, 2021
[PRESENTER: Mark Cousineau; PAGE#: 016]
4. Receive and file Cash Report for June 30, 2021 for the Inland Valley Development Agency (IVDA)
[PRESENTER: Mark Cousineau; PAGE#: 021]
5. Approve a one year lease agreement with Mobile Modular for the rental of a 24x40 mobile office for the UAS Center at SBD in an amount not to exceed \$37,996.82
[PRESENTER: Jeff Barrow; PAGE#: 024]
6. Approve Meeting Minutes: July 14, 2021
[PRESENTER: Jennifer Farris; PAGE#: 032]

BOARD ACTION ITEMS

7. Approve a month-to-month service agreement with C&A Janitorial Services to provide janitorial services for two (2) buildings owned by the Inland Valley Development Agency (IVDA)
[PRESENTER: Darrell Hale; PAGE#: 039]
8. Approve the form of an employment agreement with Michael Burrows to serve in the capacity of Chief Executive Officer
[PRESENTER: Michael Lewin; PAGE#: 041]
9. Consider and discuss a report on the UAS Center at SBD
[PRESENTER: Michael Burrows; PAGE#: 047]
10. Review status of the Action Plan for the Inland Valley Development Agency (IVDA) through December 31, 2021
[PRESENTER: Michael Burrows; PAGE#: 062]

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 8, 2021.