

INLAND VALLEY DEVELOPMENT AGENCY

REGULAR MEETING BOARD ACTIONS

WEDNESDAY, APRIL 12, 2023

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

Board Members

City of Colton

Mayor Frank Navarro	Present
Councilmember John Echevarria	Present (arrived at 3:21 PM)
VACANT	

City of Loma Linda

Mayor Phillip Dupper, Chairperson	Present
Councilmember Rhodes Rigsby	Present
Councilmember John Lenart (alt)	Absent

County of San Bernardino

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

City of San Bernardino

Mayor Helen Tran	Absent
Councilmember Juan Figueroa	Present
Councilmember Sandra Ibarra	Present (arrived at 3:13 PM)
Mayor Pro Tem Fred Shorett (alt)	Present

Staff Members and Others Present

Michael Burrows, Chief Executive Officer	Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP
Mark Cousineau, Director of Finance	Catherine Pritchett, Director of Administration
Mark Gibbs, Director of Aviation	Melissa Sutton, Records Specialist
Jeff Barrow, Director of Development	

The Regular Meeting of the Inland Valley Development Agency Board was called to order by Chairperson Phillip Dupper at approximately 3:09 p.m. on Wednesday, April 12, 2023 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 Fred Shorett in the Pledge of Allegiance.

B. CLOSED SESSION PUBLIC COMMENT

There was no closed session public comment.

C. CLOSED SESSION

There were no closed session items.

D. REPORT ON CLOSED SESSION

There were no closed session items to report.

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. Status of JPA Amendment No.2
 - c. Inland Valley Development Agency (IVDA) Logo

- 2b. Mr. Michael Lewin, Legal Counsel Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, informed the Board that the IVDA partner agencies approved the JPA Amendment No. 2, which changed the IVDA Board officer structure to a Chairperson, Vice-Chairperson, and Secretary. Also, elections will now be held on odd meeting years, at the first meeting of the calendar year.
- 2c. Mrs. Catherine Pritchett, Director of Administration, referenced an overhead and presented the new Inland Valley Development Agency (IVDA) logo created for marketing and design purposes. Mrs. Pritchett further noted that the current seal will remain the official seal of the IVDA.

H. BOARD CONSENT ITEMS

- 3. Receive Register of Demands – March 8, 2023
- 4. Receive Register of Demands – April 12, 2023
- 5. Receive and file Cash Report for January 31, 2023, for the Inland Valley Development Agency (IVDA)
- 6. Receive and file Cash Report for February 28, 2023, for the Inland Valley Development Agency (IVDA)
- 7. Consider and adopt Resolution No. 2023-01 of the Inland Valley Development Agency (IVDA) Amending its Records Retention Schedule and Authorizing Destruction of Certain Agency Records
- 8. Approve Meeting Minutes: February 8, 2023

ACTION: Approve Agenda Item Nos. 3-8 of the Consent Calendar.

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

I. **BOARD ACTION ITEMS**

9. Conduct elections of Vice-Chairperson and Secretary for the Inland Valley Development Agency (IVDA) for the term commencing April 12, 2023 through January 31, 2025.

Mr. Michael Lewin, Legal Counsel, Mirau, Edwards, Cannon, Lewin, & Tooke, LLP, called for nominations for the office of Vice-Chairperson. Councilmember Sandra Ibarra nominated Mayor Helen Tran for the office of Vice-Chairperson. The nomination did not garner a second vote and failed.

Following these nominations, Mayor Pro-Tem Fred Shorett nominated Mayor Frank Navarro for the office of Vice-Chairperson. Supervisor Joe Baca, Jr. seconded the nomination.

There being no further nominations forthcoming, Mayor Dupper called for a vote by the Board members.

ACTION: Elect Mayor Frank Navarro to the office of Vice-Chairperson for the term commencing April 12, 2023 through January 31, 2025.

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Shorett / Baca
AYES: Baca, Dupper, Figueroa, Ibarra, Rigsby and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

Mayor Dupper called for nominations for the office of Secretary. Mayor Pro Tem Fred Shorett nominated Councilmember Rhodes Rigsby. The nomination did not garner a second vote and failed.

Following these nominations, Councilmember Rhodes Rigsby nominated Supervisor Joe Baca, Jr. for the office of Secretary. Mayor Pro Tem Fred Shorett seconded the nomination.

There being no further nominations forthcoming, Mr. Michael Lewin then concluded the elections.

ACTION: Elect Supervisor Joe Baca, Jr. to the office of Secretary for the term commencing April 12, 2023 through January 31, 2025.

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Rigsby / Shorett
AYES: Dupper, Figueroa, Ibarra, Navarro, Rigsby, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

10. Consider and adopt Proposed Budget Adjustments for Fiscal Year 2022-2023.

Mr. Mark Cousineau, Director of Finance, provided a brief report on Agenda Item No. 10 and referenced the "Proposed Budget Adjustments Table" found on page 113 of the Agenda Packet.

ACTION: Consider and adopt budget adjustments reflected in the Proposed Budget Adjustments Table for Fiscal Year 2022-2023.

RESULT: **ADOPTED (UNANIMOUSLY)**
MOTION/SECOND: Navarro / Baca
AYES: Baca, Dupper, Echevarria, Figueroa, Ibarra, Navarro, Rigsby, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

11. Receive and file the annual independent audit report of the Inland Valley Development Agency (IVDA) for the Fiscal Year Ended June 30, 2022.

Mr. Mark Cousineau, Director of Finance, introduced Mr. Brad Welebir and Ms. Veronica Hernandez, of Rogers, Anderson, Malody & Scott, LLP. Ms. Hernandez referenced a PowerPoint presentation entitled "Inland Valley Development Agency Annual Audit – Fiscal Year ended June 30, 2022" and provided a brief summary of the annual audit report. Ms. Hernandez explained that the audit report resulted in an unmodified opinion, meaning the agency's financial statements are in conformity with accounting principles generally accepted in the United States.

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

ACTION: Receive and file the annual independent audit report of the Inland Valley Development Agency (IVDA) for Fiscal year ended June 30, 2022; and approve the submittal of these reports to the appropriate agencies.

12. Approve Amendment No. 1 to the Professional Services Agreement with Zenaida Global in an amount not to exceed \$33,000 for consulting services related to the UAS Center at SBD for the Inland Valley Development Agency (IVDA).

Mr. Michael Burrows, Chief Executive Officer, gave a brief report of the UAS Center at SBD.

ACTION: Approve Amendment No. 1 to the Professional Services Agreement with Zenaida Global to provide project and consulting services relating to the UAS Center at SBD for an additional amount not to exceed \$33,000.00; and authorize the Chief Executive Officer to execute all related documents.

RESULT: ADOPTED (UNANIMOUSLY)
MOTION/SECOND: Shorett / Baca
AYES: Baca, Dupper, Echevarria, Figueroa, Ibarra, Navarro, Rigsby, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

13. Approve the filing of substantial completion with Bogh Engineering, Inc. for the Terminal Access Roadway Project and authorize the release of 50% of retained funds.

Mr. Jeff Barrow, Director of Development, referenced an overhead and provided a brief report on Agenda Item No. 13.

ACTION: Approve the filing of Substantial Completion with Bogh Engineering, Inc. for the Terminal Access Roadway Project, authorize the release of 50% of retained funds; and authorize the Chief Executive Officer to execute all related documents and seek reimbursement from SBIAA upon full completion.

RESULT: ADOPTED (UNANIMOUSLY)
MOTION/SECOND: Baca /Echevarria
AYES: Baca, Dupper, Echevarria, Figueroa, Ibarra, Navarro, Rigsby, and Shorett.
NAYS: None.
ABSTENTIONS: None.
ABSENT: None.

14. Consider and discuss a report on economic development initiatives.

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "Economic Development Update – April 12, 2023" (as contained on pages 175-184 in the Agenda Packet) and provided a brief report on Agenda Item No. 14.

Councilmember Sandra Ibarra requested the IVDA reach out to the City of Highland for a letter of approval for the IVDA proceeding with the Airport Gateway Specific Plan (AGSP). Mr. Burrows acknowledged the request and noted he would reach out.

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

ACTION: Consider and discuss a report on Economic Development initiatives and the status of the Airport Gateway Specific Plan.

15. Review status of the action Plan for the Inland Valley Development Agency (IVDA) through June 30, 2023.

Mr. Michael Burrows, Chief Executive Officer, referenced a PowerPoint presentation entitled "June, 2023-IVDA Focal Areas" (as contained on pages 187-189 in the Agenda Packet) and provided a brief report.

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

ACTION: Review the Action Plan for the Inland Valley Development Agency through June 30, 2023.

J. ADDED AND DEFERRED ITEMS

There were no items to be added or deferred.

K. OPEN SESSION PUBLIC COMMENT

Various local residents and community representatives expressed their concerns to the Board regarding the Airport Gateway Specific Plan (AGSP). Public speakers noted concerns which pertained to potential air quality impacts, insufficient information distributed to the public regarding the plan, possible relocation, and the need for more community involvement.

L. BOARD MEMBER COMMENT

There were no comments from the board members.

M. ADJOURNMENT

There being no further business before the Board at this session, Chairperson Phillip Dupper declared the meeting adjourned at 4:00 p.m.

Approved at a Regular Meeting of the Inland Valley Development Agency Board on May 10, 2023.



Jennifer Farris
Clerk of the Board