



SPECIAL NOTICE REGARDING CORONAVIRUS DISEASE 2019 (COVID-19) AND PARTICIPATION IN PUBLIC MEETINGS

On March 4, 2020, Governor Newsom declared a State of Emergency resulting from the threat of COVID-19. On September 16, 2021, Governor Newsom signed Assembly Bill No. 361 into law. Assembly Bill No. 361 amends Government Code section 54953(e) by adding provisions for remote teleconferencing participation in meetings by members of a legislative body, without the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions. The San Bernardino Valley Municipal Water District adopted a resolution determining, by majority vote, that, as a result of the declared State of Emergency, a meeting in person would present imminent risks to the health or safety of attendees. Accordingly, it has been determined that all Board and Workshop meetings of the San Bernardino Valley Municipal Water District will be held pursuant to the Brown Act and will be conducted via teleconference. There will be no public access to the meeting venue.

REGULAR MEETING OF THE BOARD OF DIRECTORS TUESDAY, DECEMBER 6, 2022 – 2:00 P.M.

PUBLIC PARTICIPATION

Public participation is welcome and encouraged. You may participate in the December 6, 2022, meeting of the San Bernardino Valley Municipal Water District online and by telephone as follows:

Dial-in Info: (877) 853 5247 US Toll-free

Meeting ID: 684 456 030

PASSCODE: 3802020

<https://sbvmwd.zoom.us/j/684456030>

If you are unable to participate online or by telephone, you may also submit your comments and questions in writing for the District's consideration by sending them to comments@sbvmwd.com with the subject line "Public Comment Item #" (insert the agenda item number relevant to your comment) or "Public Comment Non-Agenda Item". Submit your written comments by 6:00 p.m. on Monday, December 5, 2022. All public comments will be provided to the President and may be read into the record or compiled as part of the record.

IMPORTANT PRIVACY NOTE: Participation in the meeting via the Zoom app is strongly encouraged. Online participants MUST log in with a Zoom account. The Zoom app is a free download. Please keep in mind: (1) This is a public meeting; as such, the virtual meeting information is published on the World Wide Web and available to everyone. (2) Should you participate remotely via telephone, your telephone number will be your "identifier" during the meeting and available to all meeting participants; there is no way to protect your privacy if you elect to call in to the meeting.



SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT
380 E. Vanderbilt Way, San Bernardino, CA 92408

REGULAR MEETING OF THE BOARD OF DIRECTORS

AGENDA

2:00 PM Tuesday, December 6, 2022

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

1) PUBLIC COMMENT

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items except as authorized by law. Each speaker is limited to a maximum of three (3) minutes.

2) OATH OF OFFICE

3) CONSENT CALENDAR

- 3.1 Approve Minutes of the Regular Board of Directors Meeting - November 1, 2022 (Page 3)
[Staff Recommendation - Approve Minutes of the Regular Board of Directors Meeting - 110122](#)
- 3.2 Approve Minutes of the Board of Directors Workshop - Resources - November 3, 2022 (Page 8)
[Staff Recommendation - Approve Minutes of the Board of Directors Workshop - Resources 110322](#)
- 3.3 Approve Minutes of the Board of Directors Workshop - Engineering - November 8, 2022 (Page 13)
[Staff Recommendation - Approve Minutes of the Board of Directors Workshop - Engineering 110822](#)
- 3.4 Approve Minutes of the Board of Directors Workshop - Policy - November 10, 2022 (Page 18)
[Staff Recommendation - Approve Minutes of the Board of Directors Workshop - Policy 111022](#)
- 3.5 Approve Minutes of the Regular Board of Directors Meeting - November 15, 2022 (Page 20)
[Staff Recommendation - Approve Minutes of the Regular Board of Directors Meeting - 111522](#)

4) DISCUSSION AND POSSIBLE ACTION ITEMS

4.1 Consider In-Person meetings or alternatively Resolution 1165 authorizing the San Bernardino Valley Municipal Water District to conduct remote meetings for the period December 6, 2022, through January 4, 2023 (Page 26)

[Staff Memo - Consider In-Person meetings or alternatively Resolution 1165 authorizing the San Bernardino Valley Municipal Water District to conduct remote meetings for the period December 6, 2022, through January 4, 2023](#)
[Resolution 1165](#)

4.2 Summary Report on Employee Performance Review and Professional Development Program (Page 31)

[Staff Report - Summary Report of Employee Evaluation System](#)
[Performance Review & Professional Development Program Guide](#)
[Assessment Tools](#)

5) REPORTS (Discussion and Possible Action)

5.1 CEO/General Manager's Report (Page 61)

[Staff Memo- CEO/General Manager's Report](#)
[Greenspot Construction Mailer](#)
[RRWS Construction Sign](#)

5.2 Directors' Report of Activities and Travel Requests in accordance with Resolution 1100

5.3 General Counsel Report

5.4 SAWPA Meeting Report

6) FUTURE BUSINESS

7) ANNOUNCEMENTS

7.1 List of Announcements (Page 69)

[List of Announcements 120622](#)

8) CLOSED SESSION

9) ADJOURNMENT

PLEASE NOTE:

Materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection in the District's office located at 380 E. Vanderbilt Way, San Bernardino, during normal business hours. Also, such documents are available on the District's website at www.sbvmd.com subject to staff's ability to post the documents before the meeting. The District recognizes its obligation to provide equal access to those individuals with disabilities. Please contact Melissa Zoba at (909) 387-9228 two working days prior to the meeting with any special requests for reasonable accommodation.

**MINUTES
OF
THE
REGULAR BOARD MEETING
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

November 1, 2022

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold, and Susan Longville

Directors Absent: None.

Staff Present:

Wen Huang, PE, MS – Deputy General Manager/Chief Engineer
Jose Macedo, ML, CPT-P (USA Retired) – Chief of Staff/Clerk of the Board
Cindy Saks, CPA – Deputy General Manager/Chief Financial Officer
Melissa Zoba, MBA, MPA – Chief Information Officer

Kristeen Farlow, MPA – Strategic Communications Manager
Leo Ferrando, PE – Assistant Chief Engineer
Anthony Flordelis – Business Systems Analyst
Adekunle Ojo, MPA – Water Resources Manager
Karen Resendez, MAOL - Human Resources/Risk Manager

Brad Neufeld, Varner & Brandt, District Counsel

Members of the Public in Attendance:

Cris Fealy, Fontana Water Company
James Morales, East Valley Water District
Ben Kelly, Western Heights Water Company
Kevin Walton, San Gorgonio Pass Water Agency
Melody McDonald, San Bernardino Valley Water Conservation District

The regular meeting of the Board of Directors was called to order by President Kielhold at 2:00 p.m. Vice President Hayes led the Pledge of Allegiance. A quorum was noted present by roll call.

Agenda Item 1. Public Comment

President Kielhold stated that any member of the public wishing to make any comments to the Board regarding any item within the subject matter jurisdiction of the Board may do so. There were none.

Agenda Item 2. Consent Calendar

2.1) Approve Minutes of the Board of Directors Workshop - Engineering - October 11, 2022

2.2) Approve Minutes of the Board of Directors Workshop – Policy - October 13, 2022

2.3) Approve Minutes of the Regular Board of Directors Meeting - October 18, 2022

Action Item(s): The Board of Directors approved the meeting minutes on the Consent Calendar by the following roll-call vote:

MOVED: Longville	SECONDED: Hayes	APPROVED: 5-0
AYES:	Botello, Hayes, Longville, Kielhold, Harrison	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

Agenda Item 3. Discussion and Possible Action Items.

3.1) Consider Proposal to Extend State Government Relations Representation.

Deputy General Manager / Chief Financial Officer Cindy Saks introduced new Valley District team member Assistant Chief Engineer Leo Ferrando.

Ms. Saks advised the Gualco Group has been working with the District since 1993 on State advocacy services and serve as an extension of staff in Sacramento, watching over a variety of different bills and providing assistance. In 2021-22, Gualco was instrumental in coordinating meetings and tours with 10 legislators and key State personnel, particularly regarding the Watershed Connect project.

The proposal continues the same activities and services, Ms. Saks explained, for a two-year agreement at a cost of \$8,000 per month, which is the same price since 2016.

Director Harrison asked about the three one-year options. Ms. Saks explained the Board's options.

Director Longville noted she appreciated the letter from Gualco recognizing the District's growth.

The Board of Directors authorized the CEO/General Manager to execute an agreement with the Gualco Group, Inc. for State Government Relations representation (advocacy services) for \$8,000 per month, effective January 1, 2023 to December 31, 2024, with three one-year options to extend the agreement by the following roll-call vote:

MOVED: Hayes	SECONDED: Harrison	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

3.2) Consider In-Person meetings or alternatively Resolution 1163 authorizing the San Bernardino Valley Municipal Water District to conduct remote meetings for the period November 1, 2022 through November 30, 2022. Deputy General Manager / Chief Financial Officer Cindy Saks introduced the resolution and advised that Governor Gavin Newsom has announced that the COVID-19 State of Emergency will end as of February 28, 2023. After that, AB 361 will not be an allowable option to continue remote meetings. AB 2449 was signed on September 13, 2022 and adds different rules, she explained.

The Board of Directors adopted Resolution No. 1163 authorizing the San Bernardino Valley Municipal Water District to conduct remote meetings for the period November 1, 2022, through November 30, 2022 by the following roll-call vote:

MOVED: Harrison	SECONDED: Botello	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

RESOLUTION NO. 1163

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE

**BODIES OF SAN BERNARDINO VALLEY MUNICIPAL
WATER DISTRICT FOR THE PERIOD NOVEMBER 1, 2022,
THROUGH NOVEMBER 30, 2022, PURSUANT TO BROWN
ACT PROVISIONS.**

(SEE RESOLUTION BOOK)

Agenda Item 4. Reports (Discussion and Possible Action)

**4.1) Directors' Report of Activities and Travel Requests in accordance with
Resolution 1100.**

Director Botello reported that he attended:

- October 26 – Southern California Salinity Coalition One Water Summit

Director Hayes reported that she attended:

- October 20 – Water Forum - Division II
- October 20 - West Valley Water District Board Meeting
- October 27 - Southern California Water Coalition

Director Harrison reported that he attended:

- October 19 – San Bernardino Valley Conservation District Trust meeting
- October 20 – Santa Ana River Trail
- October 24-26 – National Habitat Conservation Plan Coalition

Director Longville reported that she attended:

- October 19 - State Water Resources Control Board hearing
- October 19 - California Job Planning Workshop
- October 24 – Untapped Potential of Urban Water Efficiency webinar
- October 26-27 - Water Education Foundation Water Leaders and Summit

Director Kielhold reported that he attended:

- October – ACWA Drought Management webinar
- October 24-26 – National Habitat Conservation Plan Coalition

4.2) General Counsel Report. No report.

4.3) SAWPA Meeting report. Vice President Hayes reported there was no SAWPA meeting.

Director Harrison reported the Project 24 Committee met and took the following action:

- Approved the report on all reserves SAWPA carries. Some significant adjustments were made to reserve policies, affecting approximately \$52 million. The report will go to the next meeting of the full Commission.
- Authorized a Request for Proposal for a master plan for the entire Brine Line

Agenda Item 5. Future Business. There was none.

Agenda Item 6. Announcements.

6.1) List of Announcements. Chief of Staff/Clerk of the Board Jose Macedo pointed out the list of announcements and noted:

- November 11 - The District will be closed for Veteran's Day
- November 16 – Board Workshop on Branding
- November 24 and 25 - The District will be closed for Thanksgiving

Agenda Item 7. Closed Session. No closed session.

Agenda Item 8. Adjournment. The meeting was adjourned by President Kielhold at 2:21 p.m.

<p>APPROVAL CERTIFICATION</p> <p>I hereby certify to approval of the foregoing Minutes of San Bernardino Valley Municipal Water District.</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Secretary</p> <p>Date _____</p>
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Respectfully submitted,

Lynda J. Kerney
Contract Assistant

**MINUTES
OF
THE
BOARD OF DIRECTORS WORKSHOP - RESOURCES
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

November 3, 2022

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold, and Susan Longville

Directors Absent: None

Staff Present:

Jose Macedo, ML, CPT-P (USA Retired) – Chief of Staff/Clerk of the Board
Cindy Saks, CPA – Deputy General Manager/Chief Financial Officer
Melissa Zoba, MBA, MPA – Chief Information Officer

Kristeen Farlow, MPA – Strategic Communications Manager
Anthony Flordelis – Business Systems Analyst
Adekunle Ojo, MPA – Water Resources Manager
Karen Resendez, MAOL – Human Resources/Risk Manager
Shavonne Turner, MPA – Water Conservation Program Manager

Members of the Public in Attendance:

John Longville, San Bernardino Valley Water Conservation District
Melody McDonald, San Bernardino Valley Water Conservation District
Joyce McIntire, Yucaipa Valley Water District
Larry Smith, San Gorgonio Pass Water Agency

The Resources Workshop of the Board of Directors was called to order by Chairperson June Hayes at 2:00 p.m. A quorum was noted present by roll call.

Agenda Item 1. Introductions

Melody McDonald from the San Bernardino Valley Water Conservation District introduced herself.

Agenda Item 2. Public Comment. Chair Hayes invited public comment. There was none.

Agenda Item 3. Presentation.

3.1) Equity Aspects of Water: Exploring the Role of Valley District. Water Resources Manager Adekunle Ojo advised the presentation at the Division II Water Forum on October 20, 2022 offered a good foundation to begin a conversation as there is more on the topic. This allows continued exploration of the tensions between ensuring everyone has access to reliable, safe water, and the importance of the funding, which has been framed with two lenses: climate, and equity.

Mr. Ojo described water equity and the variations between a wholesale agency such as Valley District, and retail agency both serving the same ratepayers. Equity leans more heavily on the retail side than on the wholesale, he explained. Valley District can play a role in equity by leading by example, celebrating the equity progress of retailers, leveraging resources, and continuing to foster communication, partnership, and engagement.

Water equity is a complex issue that involves tradeoffs and occasional win-win solutions, Mr. Ojo continued. There are also pitfalls, obstacles and mistakes made along the way, and it is a topic of which to be mindful. Each retail agency must strike its own balance in addressing equity issues, but working together, State and federal resources can be maximized, he noted.

Mr. Ojo said he expected the discussion of equity to become a larger topic at the state and federal level.

President Kielhold pointed out Valley District serves the taxpayers indirectly via the retail agencies. A lot of the potential for supporting equity programs would likely involve partnering with retail agencies or someone with a more direct relationship, he said, and asked Mr. Ojo if there was information on those types of efforts. Mr. Ojo said staff has had conversations with a couple of the retailers, as they are at the forefront. It is the wastewater provider that can provide the septic-to-sewer, but sometimes they are not keyed in to the sources of funding. Helping to close some of those gaps becomes part of Valley District's role, he posited.

In response to President Kielhold, Mr. Ojo advised that the District has sufficient relationships with the retail agencies to take advantage of State and federal funding when available, but part of the challenge is that each agency has its own priorities and retail agencies are often spread thin with competing priorities. Even though there may be available funding, it might not be a priority, he noted. President Kielhold asked about reasons it may not be a high priority for a retailer, such as lack of staff or risk management. Mr. Ojo provided an example.

Director Longville acknowledged the need for partnerships in certain cases but noted growing grant funding availability for stormwater drains in communities. She suggested the key to success is for Valley District staff to explore the partnerships to demonstrate the benefits of working together. She complimented the water forum hosted by Director Botello.

Director Harrison pointed to the \$350 million in septic-to-sewer funds in the California 2021 budget and communication with Supervisor Joe Baca, who is interested in pursuing the funds for problem areas in his district. Miguel Guerrero, General Manager of the San Bernardino Municipal Water Department (SBMWD), is enthusiastic but he explained hesitation from a retailer due to the expense: extension of mains, and for a disadvantaged community a connection fee of \$35,000 to \$150,000 is out of the question, Director Harrison said. It is a complicated problem and would have to be done via grant funding, but it is appropriate that Valley District should be involved in as a partner with the retailers, other governmental agencies, and State and federal legislators. This is “found” water, as it will go into the sewage treatment plants that will be eventually turned into drinking water, he noted.

Chair Hayes concurred and indicated she did not see this as a “mission-creep” item, because if septic tanks are leaking, they are impacting groundwater. It is a regional problem, she noted, and said she would like to see Valley District become more directly involved with a committee of interested communities. The issue will be hookup at a reasonable cost for the residents, she added. It is an issue that is up-and-coming, and she said she would hate to see it delayed until there is septic leaching into groundwater systems.

Mr. Ojo indicated he would follow up with CEO / General Manager Heather Dyer, as staff can scope the District’s involvement in different ways.

Director Botello indicated it would be useful to have a conversation about bringing in a consultant to look at the landscape of septic systems in the service area, do some mapping of the problem, and examine available funding.

Director Harrison explained that Mr. Guerrero has focused on this relative to its eventuality and has put together a good exhibit showing the location of septic tanks and sewer mains. This is within Valley District’s jurisdiction and is appropriate for Valley District to look to working with them.

Director Botello recommended he or Director Longville participate on any future committees, as it appears most of the septic tanks are within their divisions. Director Harrison agreed and noted that when a County supervisor requests a meeting, “you go to the meeting.” He indicated support and suggested contacting Mr. Guerrero.

Chair Hayes indicated that Rialto also has septic system maps and said in many places there are mainlines and it seems logical that it would be quicker, cheaper, and easier to focus on those people who are close to a mainline and get them hooked up to see how that impacts the problem. Putting in mainlines involves tearing up streets, she noted.

Agenda Item 4. Discussion Items.

4.1) Consider Amendment No. 1 to the Agreement with Geoscience for the San Bernardino Basin Conjunctive Use Project Plan and Related Groundwater Modeling. Water Resources Manager Adekunle Ojo reminded the Board of approval of the contract with Geoscience in April for the conjunctive use plan involving Valley District, Yucaipa Valley Water District (YVWD), and San Gorgonio Pass Water Agency (SGPWA). He briefly explained conjunctive use as using the San Bernardino Basin for storing water in wet years for use in dry years.

The plan was for YVWD and SGPWA to store up to 40,000 acre-feet in the Basin due to the overlap between Valley District and SGPWA, with YVWD being a shared customer of both State Water Contractors. A kickoff meeting was held and Deputy General Manager / Chief Water Resources Officer Bob Tincher pointed out that a similar plan would have to be done later for the Santa Ana River Conservation and Conjunctive Use Program (SARCCUP) and there may be economies of scale in doing both plans and modeling at the same time.

Upon analysis, it was determined there will be time and cost savings for everyone, Mr. Ojo stated, and pointed to the revised scope of work involving five agencies. This plan is required under the Basin guidelines in order to demonstrate that storing water in the Basin will not impact water quality or create unanticipated movement in the contaminant plumes. Once the plan is completed next year, it will be reviewed by the Basin Technical Advisory Committee (BTAC), and if acceptable, the two watermaster agencies (Valley District and Western Municipal Water District) will need to approve before Basin storage can begin.

All five agencies have reviewed the scope of work and will enter into a cost-sharing agreement with Valley District when necessary, Mr. Ojo stated. The overall cost will increase by approximately \$8,235 but the cost for each participating agency will be reduced, he concluded.

SGPWA Director Larry Smith advised that they are excited to have these cooperative agreements with fellow partners and said he hoped the Board would move this item forward. He complimented the brilliant move to bring in agencies for collaboration and said the SGPWA is encouraged by this activity.

In response to Chair Hayes, YVWD Director Joyce McIntire commented on YVWD infrastructure and Mr. Ojo noted that conjunctive use relates to imported water sources.

The Board agreed to place this item on the Consent Calendar of the next Board of Directors Regular Meeting by the following roll-call vote:

MOVED: Kielhold	SECONDED: Longville	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

Agenda Item 5. Future Business. There was none.

Agenda Item 6. Adjournment. The meeting was adjourned by Chair Hayes at 2:40 p.m.

<p>APPROVAL CERTIFICATION</p> <p>I hereby certify to approval of the foregoing Minutes of San Bernardino Valley Municipal Water District.</p> <p>_____</p> <p>Secretary</p> <p>Date _____</p>

Respectfully submitted,

Lynda J. Kerney
Contract Assistant

**MINUTES
OF
THE
BOARD OF DIRECTORS WORKSHOP – ENGINEERING
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

November 8, 2022

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold, and Susan Longville

Directors Absent: None.

Staff Present:

Heather Dyer, MS, MBA – Chief Executive Officer / General Manager
Wen B. Huang, PE, MS – Deputy General Manager/Chief Engineer
Jose Macedo, ML, CPT-P (USA Retired) – Chief of Staff/Clerk of the Board
Cindy Saks, CPA – Deputy General Manager/Chief Financial Officer
Melissa Zoba, MBA, MPA – Chief Information Officer

Brent Adair – Project Manager II
Michael R. Esquer – Senior Project Manager
Kristeen Farlow, MPA – Strategic Communications Manager
Leo Ferrando, PE – Assistant Chief Engineer
Anthony Flordelis – Business Systems Analyst
Karen Resendez, MAOL - Human Resources/Risk Manager
Shavonne Turner, MPA – Water Conservation Program Manager

Members of the Public in Attendance:

Melody McDonald, San Bernardino Valley Water Conservation District
John Longville, San Bernardino Valley Water Conservation District
Joyce McIntire, Yucaipa Valley Water District
James Morales, East Valley Water District

The Engineering Workshop of the Board of Directors was called to order by Chairperson Harrison at 2:00 p.m. A quorum was noted present by roll call.

Agenda Item 1. Introductions. None.

Agenda Item 2. Public Comment

Chair Harrison stated that any member of the public wishing to make any comments to the Board may do so. There were none.

Agenda Item 3. Discussion and Possible Action Items.

3.1) Consider Developing an Agreement with Metropolitan Water District of Southern California for Proposed Intertie between Foothill Pump Station and Inland Feeder. Senior Project Manager Mike Esquer explained the proposed intertie will effectively allow boosting of water through the Foothill Pump Station up to the Devil Canyon Second Afterbay elevation for delivery in the Metropolitan Water District's (MWD) Foothill Feeder Pipeline system.

MWD has been working with the District on various scenarios to facilitate water exchanges in drought conditions and both parties have vetted via engineering the delivery of stored water from Diamond Valley Lake to its northeastern service area (Azusa / Rancho Cucamonga), Mr. Esquer explained. To do this, MWD will need Valley District to boost the water the final 150 to 160 feet, he advised, and detailed the location and workings of the system.

Mr. Esquer requested the Board consider the terms for a joint operation agreement with MWD including coordinated operation, responsibility for maintenance and repair (under discussion with MWD), and design and construction costs paid by MWD. He pointed out the new surge tanks would be of benefit to the District in protecting the Foothill Pipeline. Valley District would be responsible for any modifications to the District's programming at the Foothill Pump Station to allow this type of operation safely, estimated at about \$40,000 to \$60,000; MWD will cover all other costs.

MWD will also need expanded access to the property to maintain the facilities, Mr. Esquer continued. The term would run concurrently with the existing Coordinated Operating Agreement (COA) with MWD, he said.

Deputy General Manager/Chief Engineer Wen Huang added the goal of the intertie is to allow the Inland Feeder to run backwards from Diamond Valley Lake to Devil Canyon Afterbay, from where MWD can deliver water through their Foothill Feeder to their customers. This is consistent with the COA that the Board has executed with MWD, he noted. The COA provides a framework to explore a cooperative operating system to assure a more reliable, regional interaction. Once specific terms are developed, the Agreement will come back to the Board for consideration, he explained.

Chair Harrison requested an exhibit that shows, in non-engineering terms, how the system works together.

In response to Vice President Hayes, Mr. Esquer described the operation of a surge tank as a shock absorber.

President Kielhold asked about water at Devil Canyon. Mr. Esquer explained MWD cannot meet their health and safety water requirements at the northeastern end, as most of the State Project water in these low- or no-allocation years is going to the west end of the system, and Colorado River water is providing water to the south and eastern ends of their district. The scenario of multi-year drought in this situation results in creative ways

to move water to parts of the MWD system that are having difficulty. Once established, Valley District benefits, as it makes the system more robust and may potentially, in the same calendar year, call upon the Diamond Valley Lake water via the COA for emergency needs, he advised.

Director Longville asked about the maximum capacity for delivery of the Foothill Pump Station with the proposed Intertie when State Water Project allocations are as low as possible. Mr. Esquer stated that the capacity is dependent on the hydraulic redlines – anywhere from 95 cubic feet per second (cfs) to 100 cfs. MWD is looking at a potential Phase 2 which would outfit a 9th pump to raise the full capacity of the Foothill Pump Station to 108 to 110 cfs, he added. One hundred cfs is equivalent to 200 acre-feet per day, he advised.

Director Longville indicated when terms are presented to the Board, she would like to see a range of estimated electricity costs and time of use that MWD would be compensating Valley District for energy. She indicated support for working with MWD and said the Board must be comfortable with the Agreement language and how it is explained to ratepayers. Mr. Esquer noted that when in use, MWD will be using the Foothill Pump Station and would pay the entire Southern California Edison energy costs for the time it is in use.

Director Botello acknowledged the benefit of the innovative project and the cooperation / partnership with MWD.

Vice Chair Hayes noted there are cutbacks on the Colorado River and asked if much of the Diamond Valley Lake water would replace the River water that would have been served. Mr. Esquer indicated this project is being considered for just MWD's northeast service area.

The Board of Directors authorized staff to develop an Agreement with Metropolitan Water District of Southern California to facilitate the design and construction of the proposed Intertie specifically for the Foothill Pump Station pumping operations from the MWD's Diamond Valley Lake to the MWD's Foothill Feeder by the following roll-call vote:

There was no motion or second.		APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

3.2) Consider Equipment Procurements for the Central Feeder - East Branch Extension Intertie Project. Project Manager II Brent Adair reminded about previous discussion and recommended moving forward with equipment procurements at an estimated cost of \$100,637 for the project located at the end of Opal Avenue at San

Bernardino Avenue in the Mentone area, near the Citrus Reservoir. He reviewed the connection to the East Branch Extension (EBX) and equipment to be purchased.

Mr. Adair advised that advance purchases are desired due to supply chain issues over the past couple of years. It can now take six to nine months to obtain some of the valves, and staff is trying to get ahead of that and the surcharges that contractors can put on equipment. Staff also has preferred types and manufacturers of valves, he continued, and sometimes inadequate substitutions are offered when a project goes to bid. He detailed the items to be purchased.

Project construction is likely to begin in late 2023, Mr. Adair continued, and this will assure all supplies are in the warehouse and ready for the contractor selected for the project. He reminded about the Bureau of Reclamation grant which will provide matching funds up to \$750,000 for this project. Staff estimates the total project cost at \$2.2 million, he added.

Chair Harrison acknowledged the supply chain issues and stated it is hurting many projects.

Director Botello said he appreciated the forethought and explanation of the caution needed.

The Board of Directors forwarded the equipment procurements with an estimated cost of \$100,637 to the next Board of Directors meeting Consent Calendar by the following roll-call vote:

There was no motion or second.		APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

Agenda Item 4. Future Business. Vice President Hayes suggested a presentation on Climate Change based on the meeting she recently attended. Directors expressed interest in reading a summary, and Ms. Dyer indicated she would send it to all directors.

Agenda Item 5. Adjournment

The meeting was adjourned by Chairperson Harrison at 2:37 p.m.

APPROVAL CERTIFICATION

I hereby certify to approval of the foregoing Minutes of San Bernardino Valley Municipal Water District.

Secretary

Date _____

Respectfully submitted,

Lynda J. Kerney
Contract Assistant

**MINUTES
OF
THE
BOARD OF DIRECTORS WORKSHOP – POLICY
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

November 10, 2022

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold, and Susan Longville

Directors Absent: None.

Staff Present:

Heather Dyer, MS, MBA – Chief Executive Officer/General Manager
Jose Macedo, ML, CPT-P (USA Retired) –Chief of Staff/Clerk of the Board
Cindy Saks, CPA – Deputy General Manager / Chief Financial Officer
Melissa Zoba, MBA, MPA – Chief Information Officer

Kristeen Farlow, MPA – Strategic Communications Manager
Anthony Flordelis – Business Systems Analyst
Adekunle Ojo, MPA – Water Resources Manager
Matthew Olivo – Senior Accountant
Karen Resendez, MAOL – Human Resources/Risk Manager
Shavonne Turner, MPA – Water Conservation Program Manager

Members of the Public in Attendance:

Melody McDonald, San Bernardino Valley Water Conservation District
John Longville, San Bernardino Valley Water Conservation District
Bob Stewart, East Valley Water District
James Morales, East Valley Water District
Chris Mann, Yucaipa Valley Water District
Lonni Granlund, Yucaipa Valley Water District
Nyles O’Harra, Yucaipa Valley Water District
Richard Babbe, PFM Asset Management

The Policy Workshop of the Board of Directors was called to order by Chair Botello at 2:03 p.m. A quorum was noted present by roll call.

Agenda Item 1. Introductions.

Chief Executive Officer / General Manager Heather Dyer introduced staff members present.

Agenda Item 2. Public Comment

Chair Botello Invited public comment. There was none.

Agenda Item 3. Discussion and Possible Action Items.

3.1) Quarterly Investment Portfolio Update from PFM Asset Management. District financial advisor Richard Babbe from PFM Asset Management reviewed the quarterly investment portfolio activity. Mr. Babbe reported on market response to Federal Reserve actions, inflation trends, employment, consumer behavior, and economic uncertainty. He reported on the current value maturity distribution, and influences of interest rate hikes on the District’s portfolio. He explained realized losses.

Deputy General Manager / Chief Financial Officer Cindy Saks commented cash accounts are reduced at this time of year as there is no property tax revenue and due to large payments in July and September to the State Water Contract fund.

In response to questions from Vice President Hayes and Chair Botello, Mr. Babbe further explained workforce trends, and the relationship of higher interest rates to investment yield. He assured Chair Botello that he would provide a future update on the unknowns.

Mr. Babbe responded to a question from Chief Executive Officer/General Manager on savings and debt.

Agenda Item 4. Future Business. There was none.

Agenda Item 5. Adjournment

The meeting was adjourned by Chair Botello at 2:29 p.m.

<p>APPROVAL CERTIFICATION</p> <p>I hereby certify to approval of the foregoing Minutes of San Bernardino Valley Municipal Water District.</p> <p>_____</p> <p>Secretary</p> <p>Date _____</p>
--

Respectfully submitted,

Lynda J. Kerney
Contract Assistant

**MINUTES
OF
THE
REGULAR BOARD MEETING
SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT**

November 15, 2022

Directors Present: Gil J. Botello, T. Milford Harrison, June Hayes, Paul R. Kielhold, and Susan Longville.

Directors Absent: None.

Staff Present:

Heather Dyer, MS, MBA – Chief Executive Officer/General Manager
Wen Huang, PE, MS – Deputy General Manager/Chief Engineer
Jose Macedo, ML, CPT-P (USA Retired) – Chief of Staff/Clerk of the Board
Cindy Saks, CPA – Deputy General Manager/Chief Financial Officer
Melissa Zoba, MBA, MPA – Chief Information Officer

Kristeen Farlow, MPA – Strategic Communications Manager
Leo Ferrando, PE – Assistant Chief Engineer
Anthony Flordelis – Business Systems Analyst
Matthew Olivo – Senior Accountant
Karen Resendez, MAOL – Human Resources/Risk Manager
Shavonne Turner, MPA – Water Conservation Program Manager

Brad Neufeld, Varner & Brandt, District Legal Counsel

Members of the Public in Attendance:

Melody McDonald, San Bernardino Valley Water Conservation District
John Longville, San Bernardino Valley Water Conservation District
James Morales, East Valley Water District
Cris Fealy, Fontana Water Company

The regular meeting of the Board of Directors was called to order by President Kielhold at 2:00 p.m. Director Botello led the Pledge of Allegiance. A quorum was noted present by roll call.

Agenda Item 1. Public Comment

President Kielhold stated that any member of the public wishing to make any comments to the Board regarding any item within the subject matter jurisdiction of the Board may do so. There were none.

Agenda Item 2. Consent Calendar

2.1) Approve Amendment No. 1 to the Agreement with Geoscience for the San Bernardino Basin Conjunctive Use Project Plan and Related Groundwater Modeling.

2.2) Approve Equipment Procurements for the Central Feeder - East Branch Extension Intertie Project.

Action Item(s): The Board of Directors approved the Consent Calendar by the following roll-call vote:

MOVED: Hayes	SECONDED: Harrison	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

Agenda Item 3. Discussion and Possible Action Items.

District Counsel Brad Neufeld announced an emergency item to be added to the agenda: Resolution Authorizing Director Harrison to be the District’s designated representative for voting at the November 29 through December 2 Association of California Water Agencies (ACWA) Conference and to be the nominee for the Board member for Region 9 of ACWA.

There are no meetings prior to the due date for submission of the nomination, and the ACWA Conference is November 29, Neufeld advised.

Action Item(s): The Board of Directors made findings that there is need to take action, and that the need for action came to the attention of the District subsequent to the posting of the agenda, and added the emergency item by the following roll-call vote:

MOVED: Hayes	SECONDED: Botello	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

3. 1) Emergency Item: Resolution 1164 Authorizing Director T. Milford Harrison to be the District’s designated representative for voting at the November 29 through

December 2, 2022 Association of California Water Agencies (ACWA) Conference and to be the nominee for the Board member for Region 9 of ACWA.

Action Item(s): The Board of Directors authorized Director T. Milford Harrison to be the District’s designated representative for voting at the November 29 through December 2, 2022 Association of California Water Agencies Conference and to be the nominee for the Board member for Region 9 of ACWA by the following roll-call vote:

MOVED: Botello	SECONDED: Longville	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

3.1) Consider 2023 Meeting Schedule. Chief Executive Officer/General Manager Heather Dyer introduced the proposed meeting schedule and pointed out 2023 events and conflicts with scheduling. Since there is now a Consent Calendar and the ability to move things through the agenda process more quickly, Ms. Dyer recommended reducing to two monthly workshops: first and second Thursdays. This opens space on the calendar for single-subject meetings such as the Branding Workshop, she advised, and reminded that staff tries to keep the last week of the month free.

Vice President Hayes reminded about the mandatory sexual harassment and ethics classes due every two years.

Action Item(s): The Board of Directors accepted the proposed 2023 Meeting Schedule by the following roll-call vote:

MOVED: Botello	SECONDED: Harrison	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

Agenda Item 4. Reports (Discussion and Possible Action Items).

4.1) Directors' Report of Activities and Travel Requests in accordance with Resolution 1100.

Director Botello reported that he attended:

- November 2 - Tesla Battery Tour
- November 7 - Climate Center
- November 11 - City of Colton Veterans' Day Parade
- November 14 - Council for Headwaters Infrastructure Law webinar

Director Harrison reported that he attended:

- November 10 - National Habitat Conservation Plan Conference
- November 14 - Association of Special Districts board meeting

Vice President Hayes reported that she attended:

- November 9 - San Bernardino Valley Water Conservation District Board meeting

Director Longville reported that she attended:

- November 2 - Tesla Battery Tour

Director Longville requested approval to attend the ACWA Fall Conference November 29 - December 2.

Action Item(s): The Board of Directors approved this travel request by the following roll-call vote:

MOVED: Hayes	SECONDED: Harrison	APPROVED: 4-0
AYES:	Botello, Harrison, Hayes, Kielhold,	
NOES:	None	
ABSTAIN:	Longville	
ABSENT:	None	

4.2) General Counsel Report. Counsel Brad Neufeld congratulated the re-elected Board members.

Mr. Neufeld advised the Board about a new law effective January 1, 2023 which expands the provisions of the Levine Act to elected special district Board members. SB 1439 involves two key duties, he explained. It prohibits accepting, soliciting, or directing a campaign contribution of \$250 if the donor is involved in a proceeding involving a license, permit, or other entitlement for use including certain contract awards that are pending before the District. The prohibition was increased to 12 months following the proceeding. It also includes a duty to disclose if there has been a campaign contribution in excess of \$250 to an individual Board member, and the contributor is subsequently appearing before the Board for a license, permit, entitlement, or contract. Disclosure will be important, he advised. The law also requires recusal from participating in that decision,

or the return of the contribution within 30 days from the time of awareness of the contribution and the relevant proceeding.

4.3) State Water Project Report. Chief Executive Officer/General Manager Heather Dyer mentioned in January 2023, the Department of Water Resources (DWR) will begin implementation of an amendment to the State Water Project contracts, extending the term of the contracts through 2085. Additionally, the recent precipitation in northern California brings it up to average for the date, however, last year it was the same situation.

4.4) SAWPA Meeting Report. Vice President Hayes reported that the SAWPA meeting was cancelled. The PA 24 meeting was also cancelled, Director Harrison stated.

4.5) Operations Report. No oral report was given as a written report was included in the Board packet.

4.6 Treasurer's Report. Director Harrison presented the report.

The Board approved the following expenses for the month of October 2022: State Water Contract Fund \$6,077,506.00, Devil Canyon / Castaic Fund \$113,551.00, and General Fund \$1,539,566.21 by the following roll-call vote:

MOVED: Harrison	SECONDED: Botello	APPROVED: 5-0
AYES:	Botello, Harrison, Hayes, Kielhold, Longville	
NOES:	None	
ABSTAIN:	None	
ABSENT:	None	

Agenda Item 5. Future Business. There was none.

Agenda Item 6. Announcements. President Kielhold pointed out the list of announcements. Ms. Dyer highlighted the Branding Workshop on November 16 and the ACWA Conference, and noted the office is closed for Thanksgiving on November 24 and 25.

Agenda Item 7. Closed Session. No closed session.

Agenda Item 8. Adjournment.

The meeting was adjourned by President Kielhold at 2:24 p.m.

APPROVAL CERTIFICATION
I hereby certify to approval of the foregoing Minutes of San Bernardino Valley Municipal Water District.

Secretary
Date _____

Respectfully submitted,

Lynda J. Kerney
Contract Assistant



DATE: December 6, 2022

TO: Board of Directors

FROM: Heather Dyer, Chief Executive Officer/General Manager

SUBJECT: Consider In-Person meetings or alternatively Resolution 1165 authorizing the San Bernardino Valley Municipal Water District to conduct remote meetings for the period December 6, 2022, through January 4, 2023

Staff Recommendation

Receive feedback from legal counsel and determine if the Board would like to return to in-person meetings in the month of December; and discuss the implications of recent legislation and forthcoming action by the Governor to lift the COVID-19 State of Emergency declaration. If the Board decides to continue with virtual meetings, consider adoption of Resolution 1165 authorizing the San Bernardino Valley Municipal Water District to conduct remote meetings for the period December 6, 2022, through January 4, 2023.

Background

Based on recent legislation and forthcoming action by the Governor on the COVID-19 State of Emergency conditions, the Board should consider various options for in person, hybrid, or remote meetings and the specific requirements for each option.

On March 17, 2020, due to the COVID-19 global pandemic emergency, Governor Newsom issued Executive Order N-29-20, which allowed local agencies to hold meetings via teleconference and to make meetings accessible electronically without violating the open meetings laws in the Brown Act by relaxing the teleconferencing rules.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which replaced the text in Executive Order N-29-20. Executive Order N-08-21 stated the relaxed Brown Act provisions shall apply through September 30, 2021.

Assembly Bill No. 361 provides additional flexibility for local agencies looking to meet remotely to continue providing the public with essential services during a proclaimed state of emergency. The goal of Assembly Bill No. 361 is “to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.”

Assembly Bill No. 361 allows a local agency to use teleconferencing without complying with certain Brown Act provisions in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Assembly Bill No. 361 went into effect on October 1, 2021. A local agency is authorized to use teleconferencing without complying with the teleconferencing requirements in the Brown Act when meetings are held during a declared state of emergency until January 1, 2024. To do so, the local agency must adopt a Resolution making the following findings by majority vote every 30 days:

1. The legislative body has considered the circumstances of the state-of-emergency; and

2. Any of the following circumstances exist:
 - a. The state-of-emergency continues to directly impact the ability of the members to meet safely in person; or
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

On October 17, 2022, Governor Gavin Newsom announced that the COVID-19 State of Emergency will end on February 28, 2023. Beginning March 1, 2023, once the COVID State of Emergency is lifted, agencies will no longer have the necessary authority to hold virtual meetings under the provisions of AB 361.

On September 13, 2022, AB 2449 was signed by Governor Gavin Newsom. AB 2449 becomes effective January 1, 2023 and will give individual members of legislative bodies increased flexibility under very specific set of circumstances to participate in meetings via teleconference in the event of a personal emergency or “just cause”. Unlike AB 361, AB 2449 procedures do not require a state of emergency declaration, but the provisions are so onerous that the law is not likely to be a practical alternative for most agencies that would like to continue to meet virtually as a matter of practice.

The Board previously adopted Resolution 1163 on November 1, 2022. Based on the passage of time since the Board’s November 1, 2022, meeting, Resolution 1163 lapsed and a new resolution with the necessary findings is required to allow the Board to conduct remote teleconference meetings.

Fiscal Impact

None

Attachment

Resolution 1165

RESOLUTION NO. 1165

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR GAVIN NEWSOM ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT FOR THE PERIOD DECEMBER 6, 2022, THROUGH JANUARY 4, 2023, PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the San Bernardino Valley Municipal Water District (District) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the San Bernardino Valley Municipal Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Gov't Code § 54950 et seq.), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the state of emergency continues to directly impact the ability of the members to meet safely in person; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed due to an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19); and

WHEREAS, the San Bernardino County Department of Health has recommended measures to promote social distancing;

WHEREAS, the Board of Directors has determined that the state of emergency continues to directly impact the ability of the members to meet safely in person; and

WHEREAS, the Board of Directors does hereby find that the current state of emergency with respect to COVID-19, local official recommendations to promote social distancing, and conditions causing imminent risk to the health and safety of attendees have caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of San Bernardino Valley Municipal Water District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and declares that meeting in person would not comply with local official recommendations to promote social distancing and would present imminent risk to the health and safety of attendees.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of the San Bernardino Valley Municipal Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect on December 6, 2022 and shall be effective until the earlier of (a) January 4, 2023, or (b) such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the San Bernardino Valley Municipal Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

ADOPTED this 6th day of December 2022.

Paul Kielhold
President

Heather P. Dyer
Secretary



DATE: December 6, 2022

TO: Board of Directors

FROM: Heather Dyer, CEO/General Manager
Karen Resendez, Human Resources and Risk Manager

SUBJECT: Summary Report on Employee Performance Review and Professional Development Program

Staff Recommendation

Receive and file.

Summary

On June 9, 2022, an update of Human Resources and Risk Management activities was provided which briefly mentioned the Performance Review and Professional Development Program (“Program”) that was under development. This report provides a broad summary of the Program.

The Program

The Program is performance based which supports and recognizes a growth culture, reinforces our Mission, Vision and Values, and works in concert with the step advancements language in the Employee Handbook. Evaluations for all staff will be conducted annually between January 1 and March 15, and step advancement, if approved, is effective on the employee’s step anniversary date. The Program is competency based and includes goal setting and professional development planning.

The Program includes a supervisory review, an employee self-assessment, collaborative discussion between the employee and their supervisor, looking back and forward together, and professional development planning which strives to understand employee’s personal strengths, areas for growth, and their interests, while collaboratively setting goals for the future. The collaborative nature of the Program aids the parties in having a mutual understanding of performance and expectations, how goals and development align with team goals, strategic objectives, the Mission, Vision, Values, and how the supervisor and District can support the employee in achieving their goals.

Competencies

Competencies are the roadmap for San Bernardino Valley staff and define the abilities, skills, traits and behaviors (“how we work”) that contribute to successful and effective performance. Competencies focus on not only what employees accomplish, but **how** they accomplish that work. The Program includes three (3) competency groups with various competency factors which are measured against a 1-5 scale of rating criteria – employees are reviewed for the competency factors under the appropriate competency group(s) based on their role:

Competency Groups:

- ✓ Core Competencies – Employees at all levels
- ✓ Leadership Competencies – Employees in supervisory, management and lead roles; and some individual contributors
- ✓ Executive Management Competencies – Executive Managers and some individual contributors, depending on organizational role.

Performance Rating Criteria:

- (1) Unsuccessful/Unacceptable Performance
- (2) Partially Successful/Needs Improvement
- (3) Fully Successful/Effective
- (4) Superior Performance/Highly Effective
- (5) Distinguished Performance/Role Model Status

Each competency group includes specific competency factors (i.e., communication, creativity, business acumen, integrity/trust, decision-making, empowering others, strategic agility, etc.). Under each group, the factor is defined – i.e. what “competent” looks like and what potential problematic performance may look like. Additionally, the performance rating criteria is defined. By defining the competency factors and performance rating criteria, the review of employee performance is more fair, unbiased and balanced.

Program Tools

- ✓ Performance Review & Professional Development Program Guide
- ✓ Annual Performance Review form with Employee Self-Assessment
- ✓ Check-In tool
- ✓ Special Review form should there be a need for a review of performance at a time other than during the annual review process.

Employees were trained on the Program in August and baseline performance assessments were conducted between September and November. Baseline assessments were intended to

familiarize users with the tools and provide staff with the opportunity to understand their current performance as compared to the competency factors and to adjust as needed prior to the first annual review which will take place between January 1 – March 15, 2023.

District Strategic Plan Application

Valley District Strategy #5: Attract and support top talent and promote a rewarding culture of growth and opportunity.

Fiscal Impact

None

Attachments:

1. Performance Review and Professional Development Program Guide
2. Assessment Tools

COLLABORATIVE

TRUSTWORTHY

INNOVATIVE

DRIVEN



SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

Performance Review & Professional
Development Program Guide

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PURPOSE

A performance review is intended to be a fair, unbiased and balanced assessment of an employee's performance for a specified period. It involves a collaborative discussion between the employee and their supervisor, and should include looking back together, collaboratively formulating specific plans and defining new goals/objectives for the future, as well as a robust discussion of professional development where meaningful goals/objectives are set by the employee to advance their career.

This process should not only reflect on a specific performance period under review but should also serve to drive future change by setting meaningful, reasonable and achievable goals which further the employee's professional development, and San Bernardino Valley's strategic goals and overall success.

ESSENTIAL ELEMENTS OF PERFORMANCE CHECK-INS AND REVIEWS

- Employee self-reflection in preparation for check-in/review discussion
- Employee and supervisory evaluation of performance in all job-related competencies
- Employee and supervisory evaluation of performance on goals/objectives
- Overall rating (this may impact step advancement, performance pay, etc.)
- Setting new goals/objectives
- Setting goals/objectives for professional development
- Discussion of career trajectory/progression

VALLEY DISTRICT COMPETENCIES

San Bernardino Valley's performance review and professional development model is based on job-related competencies which reflect San Bernardino Valley's Mission, Vision and Values and which contribute to accomplishing stated strategies, goals and objectives.

Competencies are the blueprint or roadmap for San Bernardino Valley that lists and describes the abilities, skills, traits and behaviors ("how we work") that contribute to successful and effective performance. San Bernardino Valley's Competencies and corresponding definitions are included in [Appendix A](#).

In general terms, competencies were developed by studying successful and effective performers that achieve success, providing practical indicators that can help employees grow and develop.

San Bernardino Valley's job descriptions for each role and the San Bernardino Valley Employee Handbook support the Performance Review and Professional Development Program by reinforcing the mission, vision and values through competencies.



"THE GROWTH AND DEVELOPMENT OF PEOPLE IS THE HIGHEST CALLING OF LEADERSHIP"

REVIEW, CHECK-IN AND PERFORMANCE PLANNING CYCLE

Various reviews and check-ins are described in this section and apply to employees at various stages of their career with San Bernardino Valley. Onboarding new employees to San Bernardino Valley, newly promoted employees or an employee whose role has changed since their last review is an ongoing process throughout the first year; these employees should receive more frequent check-ins and reviews. This process helps to set up the employee for success in the role. Ensure the employee is utilizing the [Employee Self Reflection Tool](#) at least prior to check-ins and reviews, though more often is ideal.

First day through First 90 Days (Multiple and Frequent Check-Ins)

Check in to discuss core competencies as they relate to their new role and the performance expectations over the first six (6) months utilizing the *Check In* form– what should they be learning, what training will they take, what kinds of meetings will they attend, what meetings are required vs. optional, if they cannot meet a due date what should they do, when will you meet with them (weekly, monthly), how is their work reviewed. These conversations can take place in several meetings along the path during the first 90 days; the intent is to ensure the employee understands their role and “how” we work (how we work is embedded in the competencies).

As employee’s progress, the check-ins should progress as well. Overall, each conversation should continually help align the employee’s role, resources and goals with the team/organization. Ensure they understand the core competencies as they relate to the job, discussing any situations where there may be questions or concerns about their performance in general or in a specific core competency, how are they doing overall, etc.

Additionally, think about exposure for the employee - What items are cyclical or occur at different times during the year and ensure you discuss them and/or calendar them for a deeper conversation and learning when appropriate. Are there any important meetings upcoming that may benefit the employee? Are there any cyclical items coming up in next 90 days? Calendar them now! Even if only for exposure vs. as tasks.

WHY CHECK IN?

It’s important for new hires, newly promoted employees and any employee whose role has changed to receive a brief review via “check-in”. This will help align their role, resources and goals with the team/organization. You should ensure the employee is aware of your team goals and of the organization’s goals. These are suggested questions to foster productive and developmental conversations.

ROLE CLARITY

1. What is your favorite & least favorite parts of your job?
2. Are the responsibilities of your role what you expected? Why or why not?
3. What aspects of your day-to-day responsibilities do you most look forward to? Why is that?

GOAL SETTING & ALIGNMENT

4. Are there any duties or responsibilities that will be challenging for you to learn and/or accomplish in the next 3-6 months?
5. What personal goals do you have for the next 3-6 months? How do these align with our team goals?
6. What do you think will be the keys to your success over the next 3, 6, 12 months?

TRAINING, TOOLS & RESOURCES

1. Do you have the resources & tools you need to perform your duties & responsibilities?
2. What resources & tools do you need to perform or learn your responsibilities more effectively?

Mid-Year (Approx. 6 months)

Employees should receive a brief review at about the 6-month mark utilizing the *Check In* form – from hire, from promotion or from the role change. At this time, employees and their manager should review their performance thus far and collaboratively discussion action plans and look to the future. Asking the same questions as you did at earlier check-ins is advisable to ensure any prior concerns have been addressed, as well as ensuring they have the tools/resources needed to be successful and that you are both on the correct path.

In addition to the questions previously mentioned, think about what items are cyclical or that occur at different times during the year and ensure you discuss them, and calendar them for a deeper conversation and learning when appropriate. Are there important meetings upcoming that may benefit the employee? Are there cyclical items coming up in next 90 days? Calendar them now!

TIPS TO FACILITATE CONVERSATION

Use the following questions to guide a productive conversation to thoroughly discuss performance

REFLECT ON THE PAST

- What were the highlights of the time in your new role so far?
- What did not go well in your new role?
- How have things gone since we last spoke?

MAKE A PLAN

- What would make the next 6 months successful for you?
- What kind of support do you need?
- What can you do to positively impact your performance in the next 6 months?
- Do you understand our team goals? Our organizational goals?

LOOK TO THE FUTURE

- What are your goals for the next 6 months/next review period?
- What steps will you take to attain these goals?
- How will you measure success?
- How do your personal goals align with our team goals? With our organizational goals?

***“There are not secrets to success. It is the result of preparation, hard work, and learning from failure”
– General Colin Powell***

Annually

At least annually, employees and their supervisor will review performance, collaboratively discuss professional development and action plans, and look to the future. All employees are reviewed annually between January and March, utilizing the *Annual Performance Review* form. Employees will complete a self-assessment of their performance prior to meeting with their supervisor to review their performance annually.

TIPS FOR A PRODUCTIVE CONVERSATION

To ensure a productive and collaborative discussion, and that you and the employee have thoroughly discussed performance, use the following question to guide the conversation.

REFLECT ON THE PAST

- What were the highlights of your year?
- What did not go well this year?

“An effective leader is also an effective listener”
– Dr. Artika Tyner

PROFESSIONAL DEVELOPMENT GOALS

The goal is growth over the next 1-3 years, 3-5 years, etc. (intervals tend to work better when setting professional development goals).

- Which of your current strengths is underutilized in your current role?
- What are your current career priorities/goals that most excite you?
- How do you think this job aligns with your personal values?
- Are there any learning opportunities you would like to participate in?
- What barriers or hurdles exist to participating in any learning/career opportunities?
- What new/improved skills would help you to be more effective in your role?
- What new/improved skills would help you be more efficient in your role?
- What skills are needed to reach your short/long term goals?

MAKE A PLAN

- What personal goals should we set for this year?
- What professional goals should we set for this year?
- What support do you need to achieve your goals?
- What steps will you take to attain these goals?
- How will you measure/track your progress on these goals?
- What inspired these goals?
- What can you start/stop/keep doing to reach your goals?

LOOK TO THE FUTURE

- How do you see your personal goals aligning with team goals and San Bernardino Valley’s mission/vision/values and strategic objectives?
- Do you feel your short/long term goals are attainable and realistic?
- How can you contribute to other projects or tasks for which our team

Special Review

If there are behaviors detracting from performance, a review may be necessary utilizing the *Special Review* form, followed by a performance plan to assist the employee to correct their performance by correcting the detracting behaviors. Supervisors and employees should reflect, address accountability, identify needs, attempt to remove barriers, and create a joint plan to improve. This is an opportunity for growth.

CRUCIAL CONVERSATIONS CAN BE DIFFICULT

The questions and guidance below are intended to guide the conversation depending on the issue at hand; you should determine which questions suit the individual performance concerns.

ADDRESS ACCOUNTABILITY

- How did you perform on your goals?
- What resources would have been helpful in achieving your goals?
- How will you hold yourself accountable for achieving goals and results?
- How are you being efficient and inefficient with your time? How do you think it is impacting your performance?

MAKE A PLAN

- Include specific objectives and key results that will lead to reaching your goals. Use due dates and other measures to ensure accountability.
- Agree to discuss goals progress at periodic intervals – recommend setting the timeframe during the meeting and both parties agree to ensure they are available and make these meetings a priority.

“Criticism should be like rain, gentle enough to nourish your growth without destroying your roots” – Franklin A. Clark

MINDSET

[miynd-sett] noun.

The driving force in the quest for success and achievement; a mindset that combines discipline, strength, confidence and ambition is a powerful mindset; this can achieve anything it sets its sights on; a power mind can achieve anything.

REFLECT

- What behaviors do you bring to your work and to the team that have a positive impact?
- What skills or behavior would you like to improve or refine?
- What steps can you take to improve or refine these behaviors?
- What is a recent situation you wish you had handled differently?
- What would you have changed?

EMPLOYEE SELF-REFLECTION

Self-reflection is the key first step for employees to navigate their career and it provides an opportunity for the employee to reflect and articulate their values, interests, abilities and preferences related to their career trajectory. Self-reflection encourages employees to think about and plan for their future with San Bernardino Valley so that they can target their next opportunity – such as promotion, a cross-training opportunity, or a special project. Self-reflection also provides the employee with an opportunity to evaluate their own performance on an ongoing basis, which is exceedingly valuable because employees who do their job, monitor their own performance and self-correct all year long are more likely to be successful and achieve goals/objectives, and ultimately their desired career successes. The employee should be able articulate strengths and areas for growth.

Employees will assess their own performance and collaborate with their supervisor to set goals and objectives for the future. The employee’s self-assessment is included in the annual performance review.

EFFECTIVE SELF REFLECTION CAN BE DIFFICULT

Reflecting on one’s own performance is a powerful tool for growth. Self-reflection helps examine daily thoughts, creating an inner dialogue that influences how employees view and interact – it takes effort, a worthwhile effort crucial for growth and development. These questions are intended to guide the employee’s self-reflection in preparation for their annual self-assessment, for each check-in/review and for their own professional development.

REFLECT ON THE PAST

- What were my key objectives/goals for the past 3, 6, 9, 12 months and to what extent did I achieve them? If I did not achieve them or only partially, what barriers were present?
- How would I rate my own performance?
- What three (3) things have I done well in the last 3, 6, 9, 12 months? Why do I think these things were successful?
- What is my proudest achievement in the past 3, 6, 9, 12 months?
- What was a tough situation that I handled well and what key strengths did I rely on?
- In what areas do I think my skills, knowledge and abilities add the most value to my team? To the organization?
- Did I have the resources I needed to do my job? Did I have the support?

“Don’t limit yourself. May people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, remember, you can achieve” – Mary Kay Ash

VALUES & BEHAVIORS

- Have I delivered on my commitments in the past 3, 6, 9, 12 months?
- Do I consistently live the values of San Bernardino Valley? If not, why not?

LOOK TO THE FUTURE

- What actions/behaviors should I start doing?
- What actions/behaviors should I stop doing?
- What actions/behaviors should I keep doing?

PROFESSIONAL GROWTH AND DEVELOPMENT

- In what areas do I want to develop (skills, knowledge) in the next 3,6,9,12 months? What support do I need from my supervisor to do it?
- What 1-2 areas or skills can I improve upon?
- Do I have strengths, skills and knowledge that is not currently being utilized? What are they? How can they add value to my team? To the organization?
- How have I grown professionally over the past 3, 6, 9, 12 months?
- Did I spend sufficient time, attention and resources on my own growth and development? Why or why not?
- What can I do to develop further (training, tools, coaching, mentoring)? Who can provide that support?
- What resources do I need to do my job? Do I have them?
- Do I feel supported by my supervisor? By my peers/colleagues? By San Bernardino Valley?
- I feel most valuable to the team when I (Fill in the blank).

THE ANNUAL REVIEW

The annual review will occur for every employee between January 1 and March 15 each year. The annual review requires an employee self-assessment, as well as the supervisory performance assessment. This review will determine step advancements or other personnel actions for the following fiscal year. ***Favorable performance evaluations do not guarantee increases in salary or promotions. Salary increases and promotions are solely within the discretion of San Bernardino Valley and depend upon various factors in addition to performance.***

Ratings Defined

The ratings described below are used to evaluate the employee's performance (self-assessment and supervisory assessment) in each of San Bernardino Valley's Core Competencies and any additional job-related competencies (i.e., leads, supervisors, and executives), as well as an overall performance rating which will drive step advancement through the pay range.

Unsuccessful/Unacceptable Performance: *Performance fails to meet minimum expectations for this role in every area, and immediate and sustained improvement is required. Employee may not be willing or able to improve absent significant intervention.*

Partially Successful/Needs Improvement: *Performance does not consistently meet or occasionally falls below what is required of the position; improvement in specific areas is required. The employee is willing or able to improve and will require some intervention to improve.*

Fully Successful/Effective: *The employee demonstrated good, sound performance that meets pre-set organizational goals. All critical activities are completed in a timely manner and employee effectively and efficiently applies technical skills and organizational knowledge to accomplish goals and objectives. Employee's performance is reliable and consistent and adds value to the team.*

Note: A rating of Fully Successful/Effective is a good rating and should not be viewed as subpar in any way.

Superior/Highly Effective: *Employee is an exceptional contributor whose performance often exceeded expectations in a consistent and sustainable way in many critical areas, and which exhibited a high level of support for organizational goals and objectives. The employee requires little to no additional direction to achieve the goals/objectives for the role. The employee is growing in their level of expertise and demonstrated a comprehensive understanding of the strategic goals of San Bernardino Valley, the goals and objectives of their role, and how to accomplish them with consideration given to all stakeholders, deadlines and other competing priorities. The employee is seen as a resource and a team player. The employee demonstrated effective planning which has improved the quality of work for and contributed to achieving goals/objectives of their team. The employee has developed and/or implemented workable approaches to meeting organizational goals when handling problems.*

Distinguished Performance & Role Model Status: *The employee clearly and consistently demonstrated extraordinary and exceptional accomplishment in all major areas of responsibility with relatively low supervision. The employee consistently developed new improvements that were implemented by their department and demonstrated sustained performance that is of such high quality that San Bernardino Valley goals/objectives have been achieved that may not have been achieved otherwise, or goals/objectives were achieved earlier than anticipated due to the employee's efforts. The employee increased their level of expertise and demonstrated mastery of some technical and/or leadership skills and a thorough understanding of the mission of the organization and has had a fundamental impact on the completion of strategic objectives. The employee is seen as a mentor/role model and is sought out to provide assistance, expertise and development. The employee exerted a*

major positive influence which improved cooperation among stakeholders and addressed identified needs, and influences others to perform better. The employee consistently demonstrated a whole problem solutions-focus when handling problems. Others rarely equal performance of this caliber in similar roles.

Note: A rating of Distinguished Performance & Role Model Status is expected to occur infrequently and if given in one or more Core Competencies or as an overall rating during a particular review period, it should not be an expectation that this rating will be given in a subsequent review period.

Salary Step Progression

Steps 1-6	
Step 1	Initial Step
Step 2	Advance to Step 2 Upon Completion of 1 year at Step 1
Step 3	Advance to Step 3 Upon Completion of 2 years at Step 2
Step 4	Advance to Step 4 Upon Completion of 2 years at Step 3
Step 5	Advance to Step 5 Upon Completion of 2 years at Step 4
Step 6	Advance to Step 6 Upon Completion of 3 years at Step 5
MERIT Steps	
Step A	At Discretion of General Manager
Step B	Based On Performance Which Exceeds
Step C	Reasonable Standards & Expectations

Pay ranges in San Bernardino Valley’s salary schedule contain nine (9) steps. The salary schedule is designed so that an employee starting at step 1 of a pay range can reach step 6 in 10 years. Typical progression through the steps is shown in the adjacent table, though the General Manager has the discretion upon the recommendation of an Executive Manager to grant or deny steps, move an employee more quickly through the steps, and/or onto a Merit Step based on performance which demonstrates achievement of Superior/Highly Effective or higher.

Upon promotion or other change which moves the employee to a new pay range which has a higher maximum rate of pay, an employee’s effective date for the purposes of step advancement is reset to the date of the change, and this new date becomes the employee’s anniversary date for the purposes of step advancement.

Though formal reviews for the purposes of step advancement are conducted at the same time annually for all employees, step advancements are effective based on the employee’s individual anniversary date and are effective in the pay period in which the employee’s anniversary falls. For example, an employee was hired on August 5, 2022, at Step 1 and receives an annual review in March of 2023; if the employee is recommended for a step based on effective performance in the Annual Review, the step will be effective in the pay period beginning August 1st.

INSTRUCTIONS

Reviewer

Check-In meetings

You should be meeting regularly and frequently with your new and newly promoted employees, as well as those who have had role changes or may require additional development. These conversations should be utilized to ensure the employee has a clear understanding of their role and expectations. Meeting with the employee is not just to review work status, but to have productive conversations as described in the preceding sections, and to ensure accountability.

Recommended Steps:

1. Set regular meetings and put them on calendar. You and the employee should commit to making these meetings a priority.
2. Set a short agenda for each meeting; ask the employee for any topics they wish to discuss. Include each area on the agenda – generally, how are they doing related to the competencies (you don't have to cover every single competency at every meeting), how are they doing on goals/objectives that you set together, reviewing what resources they may need to meet goals/objectives, what support can you give them to be successful, etc. Goals/objectives and professional development milestones may be the same for a several meetings, but you should review them to determine if they need to be adjusted.
3. Provide the employee with a copy of the Performance Review and Professional Development Plan and the review tools which will be used to review and facilitate conversations.
4. Advise the employee to engage in the self-reflection exercises prior to each meeting to ensure that all relevant topics are included in the meeting.
5. Provide recognition to the employee (recognition should be given when the activities occur that are generating the recognition and you can recap them during the meeting).
6. Feedback should be continuous.

You should document these conversations using the evaluation tools provided. Additionally, when you use the guiding questions or similar questions provided, it is recommended that you summarize these in the "Check-In Conversation" area of the review document. These conversations should also include meaningful discussion of professional development and career progression.

Goals set during these check-in meetings should be used to ensure the employee's success on the job, as well as provide the employee with opportunities to fully develop in the role; they should be reasonable and meaningful. For example, a goal during the first 90 days might be to observe or perform particular work or tasks under your supervision or review, to complete required training or to attend and participate in specific meetings.

Annual Performance Review

Annually between January 1st and March 15th, you will review the performance of each of your employees for the preceding year. Nothing in the review should be a surprise to the employee, as you should be having ongoing conversations with your employees throughout the year.

How Do I Rate the Employee?

For each competency, review what the competent skill indicators describe and what the underskilled and overused skill indicators describe. Review the employee's performance related to what they have demonstrated during the review period. Review the Performance Rating Criteria to determine where the employee's performance in each competency area may fall.

For example, in the competency of Action/Results Orientation, you have determined that the employee's performance is competent as the competent skill indicators accurately describe their work skills, behaviors and attitudes during review period; you then review the Performance Rating Criteria to determine the level of competency. You have determined that the employee is at least Fully Successful/Effective as they consistently demonstrate competent skills, behaviors and attitudes, and you have determined that on two projects the employee demonstrated a higher level of competency, you determine that in fact their performance in this competency was Superior Performance/Highly Effective. You should include a description of their work on the project which demonstrated Superior Performance/Highly Effective.

Please remember that Fully Success/Effective is a good rating, and that receiving Superior Performance/Highly Effective will occur less often, and may be given in one review period, but not in the next, or in one competency area, but not others. Distinguished Performance/Role Model Status is likely to be given infrequently or given in one review period, but not in the next, or in one competency, but not others. Giving a Superior Performance/Highly Effective or Distinguished Performance/Role Model Status in one or more competencies does not guarantee the employees overall rating will be rated the same, as the overall rating considers a combination of ratings in all competency factors as well as progress on goals for the review period.

Set Goals and Objectives

Collaboratively set reasonable goals with the employee. Goals should be attainable within the period for which they are set. Goals can be for work assignments or projects, as well as for professional development. If necessary, you can set objectives/milestones goals which may be multi-year, so that progress can be reviewed in the next review period.

Professional Development & Career Progression

Discussions about career progression drive employee engagement and productivity and play a fundamental role in creating a dynamic workplace. You play a very important and integral role in helping your employees develop professionally. While professional development is generally driven by the employee, you should be right behind them supporting and guiding their efforts. You should identify your employee's aspirations and serve as an advocate to help their progress. Practice continuous listening to stay aware of existing barriers and opportunities that align with your employee's career goals.

Professional development doesn't necessarily mean a role change or promotion; it also includes all other opportunities for an employee to grow professionally. Ask the employee what they are seeking – additional mentoring, do they want to coach others, do they want to take on a larger role in professional organizations, or attend more advanced professional learning.

Collaboratively set reasonable and attainable goals for professional development with the employee. How the employee sees the goals they set will impact their long-term aspirations. A series of short-term benchmarks should bridge together to help employees progress toward lofty, impactful goals down the road. Part of continuous communication is praising the employee's successes and communicating how their development aids San Bernardino Valley's goals; with recognition and goal alignment, employees can see how their growth efforts pay off and how their work impacts the success of their team and San Bernardino Valley as an organization.

Employee

First year check in meetings

These meetings are an opportunity for you to ask questions of your supervisor, gain clarification, seek stretch assignments and ask for assistance. Assistance may be in the form of resources, training, or experience in a certain area. You and your supervisor should set regular meetings and agendas for those meetings. These meetings should include discussion of your professional development and you are encouraged to utilize the Employee Self-Reflection tool prior to these meetings, and as often as needed.

Annual Performance Review

Annually between January 1st and March 15th, your performance will be reviewed. This is a collaborative process with your supervisor. You should review the Employee Self-Reflection questions and be prepared to have a productive discussion with your supervisor about your performance for the review period, professional development that you are seeking, including stretch assignments/tasks, and to set short term goals/objectives for the following year and longer-term goals/objectives that are multi-year. You should also be prepared to discuss any clarification about your role or expectations, as well any resources you needed during the prior review period, or that you may need to accomplish your goals/objectives.

How Do I Rate Myself?

For each competency, review what the competent skill indicators describe and what the underskilled and overused skill indicators describe. Review your performance related to what you have demonstrated during the review period. Review the Performance Rating Criteria to determine where your performance in each competency area may fall.

For example, in the competency of Action/Results Orientation, you have determined your performance to be competent as the competent skill indicators accurately describe your work skills, behaviors and attitudes during review period; you then review the Performance Rating Criteria to determine the level of competency. You have determined that you are least Fully Successful/Effective as you have consistently demonstrated competent skills, behaviors and attitudes, and you have determined that on two projects you demonstrated a higher level of competency, and you rated your performance in this competency was Superior Performance/Highly. You should describe your work on the project work which demonstrated Superior Performance/Highly performance.

Please remember that Fully Success/Effective is a good rating, and that receiving Superior Performance/Highly Effective will occur less often, and may be given in one review period, but not in the next, or in one competency, but not others. Distinguished Performance/Role Model Status is likely to be given infrequently or given in one review period, but not in the next, or in one competency area but not in another. Receiving Superior Performance/Highly Effective or Distinguished Performance/Role Model Status in one or more competencies does not guarantee that your overall rating will be similar, as the overall rating considers a combination of ratings in all competency factors as well as progress on goals for the review period.

Set Goals and Objectives

Collaboratively set reasonable goals/objectives with your supervisor. Goals should be attainable within the period for which they are set. Goals/objectives can be for work assignments or projects, as well as for professional development. If necessary, you can set objectives/milestones goals which may be multi-year, so that progress can be reviewed in the next review period. A series of short-term benchmarks should bridge together to help you progress toward lofty, impactful goals down the road.

Professional Development & Career Progression

Professional development doesn't necessarily mean a role change or promotion; it also includes all other opportunities where you can grow professionally. You should take ownership of your professional development and career progress.

Prepare for this discussion with your supervisor. Remember, we are empowering you to have this discussion. Using the guiding questions in the *Employee Self-Reflection* tool can assist in your preparation for this conversation. You should be prepared to describe your personal vision, where you see yourself now, in one year, in three years, and so on. Additionally, you should plan around this vision which includes goals you will collaboratively set with your supervisor. Your plan should include how you will achieve these goals.

Be prepared to discuss existing barriers and opportunities that align with your professional development and career goals.

APPENDIX A – SAN BERNARDINO VALLEY COMPETENCIES

Each competency listed in this section is defined by providing examples for competent skill indicators and indicators of performance which may be problematic. Problematic performance may be due to the employee being underskilled in a competency(ies) or by overusing the skills they have in this competency. Developmental needs typically fall into two major categories: 1) the need to build skill/knowledge (underskilled); or 2) the need to reduce noise (overuse).

Underskilled: The employee may be lacking adequate skills or qualifications for the job or may be unskilled in a particular competency area(s). Corrective measures may include additional formal and informal training, mentoring, and/or providing additional or stretch assignments to strengthen the skill when unskilled in the competency.

Overused: When employees are overusing certain skills to the point it may be creating issues for them or it may be to the point where the behavior is a career staller or stoppers – stallers/stoppers need to be neutralized. Working on a career stopper is not the same as building the competency. For example, an employee may be viewed as insensitive to others and the goal would be to neutralize this potentially career-stopping issue.

For any competency that is not rated as Fully Successful/Effective or better, requires a plan to address the developmental issues identified. The Human Resources/Risk Manager will work with reviewers to identify a plan for development. The employee must be a willing and active participant in this process as they will need to be open to learning, agile, curious and have the mindset of a continuous improver.

The competency descriptions follow and are included in the Performance Review Template.

**SAN BERNARDINO VALLEY
CORE COMPETENCIES**

Applies to all employees

DEFINITIONS	
COMPETENT SKILL INDICATORS	INDICATORS OF PROBLEM AREAS TO BE AWARE OF
Competency	<p>Underskilled Indicators: Doesn't deliver results consistently, doesn't get things done on time, wastes time and resources pursuing non-essentials, something always gets in the way (personal disorganization, failure to set priorities, underestimating timeframes, overcoming resistance), not bold or committed enough to push it through, procrastinates around whatever gets in the way, doesn't go all out to complete tasks, does the least to get by. Slow to act on opportunity, overly methodical, a perfectionist or risk averse, procrastinates, does not set challenging goals, lacks confidence to act, hesitates to take action.</p> <p>Overused Skill Indicators: Goes for results at all costs without appropriate concern for people, teams, due process or possibly norms or ethics, has high turnover on team due to the pressure for results, doesn't celebrate and share successes, may be very self-centered. May be a workaholic, pushes solutions before adequate analysis is complete, is non-strategic, overmanages to accomplish things too quickly, does not attend to important, but non-challenging duties/tasks.</p>
Action/Results Orientation	<p>Underskilled Indicators: Doesn't understand the business of their department, not knowledgeable and up-to-date about current and future policies, trends, technology and information impacting operations, is unaware of how strategies and tactics work in the organization and municipal government, may be more adept as a functional or professional expert, lacks interest in learning the business of the department, organization or municipal government.</p> <p>Overused Skill Indicators: Depends on department, organization or municipal government knowledge at the expense of personal, interpersonal, managerial and leadership skills.</p>
Business Acumen	<p>Underskilled Indicators: Doesn't listen well; cuts people off and finishes their sentences if they hesitate; interrupts to make a pronouncement or render a solution or decision; doesn't learn much from interactions with others; appears to not listen or is too busy constructing their own response; many times misses the point others are trying to make; may appear arrogant, impatient or uninterested; may listen to some groups/people and not to others; inaccurate in restating the case of others.</p> <p>Overused Skill Indicators: May spend too much time listening; may avoid necessary action; others may confuse listening with agreement.</p>
Communication - Listening	<p>Underskilled Indicators: Ideas, thoughts or needs are hard to understand; information provided may be incomplete or disorganized. Appears unprepared to communicate the topic. It may be unclear what intent of communication is (seeking guidance, providing recommendation, informing). May react emotionally or irrationally to a situation making it difficult for those on the receiving end to anticipate how the communication will progress. May avoid verbal communication altogether and put everything in writing.</p> <p>Overused Skill Indicators: May understand their topic so well that they are unaware that audience is not engaged with the same level of understanding; does not tailor information sharing to the level and experience necessary. May communicate in a one-way manner using language that is inappropriate for the audience and/or the situation (ex. you should, you have to).</p>
Communication - Verbal	<p>Underskilled Indicators: Not a clear communicator in writing, often hard to tell what the point of the communication is, often too wordy or too terse or have grammar/usage problems, doesn't construct a logical argument well, does not adjust to audiences, has a single style of writing.</p> <p>Overused Skill Indicators: Invests too much time crafting communications, too often tries for perfection when something less would do the job, may be overly critical of the written work of others.</p>
Communication - Written	<p>Underskilled Indicators: Tends to be narrow, tactical, cautious or conservative (narrow perspective may be due to narrow background); may be more comfortable with the past, prefer the tried and true; avoids risk and doesn't seek to be bold or different; doesn't connect with ideas from outside own area of expertise; may have no idea how creativity or innovation works; uses old solutions for new problems; may chill the initiative of others.</p> <p>Overused Skill Indicators: May get so infatuated with marginally productive ideas that s/he wastes time; may get involved in too many things at once; may not follow through after the idea, may be disorganized or poor at detail; may be a loner and not a good team player may not relate well to those less creative.</p>
Creativity	<p>Underskilled Indicators: Doesn't think of customers first, may focus too much on internal operations and get blind-sided by customer issues, unwilling to handle criticisms and complaints, doesn't actively listen to customer concerns and becomes defensive.</p> <p>Overused Skill Indicators: Overly responsive to customer demands, possibly resulting in special requests not aligned with organizational goals/objectives or processes, too willing to change established processes and timetables to respond to unreasonable requests, makes too many exceptions, resulting in inconsistent policies, practices or processes for others to know, learn and follow.</p>
Customer Focus	

**SAN BERNARDINO VALLEY
CORE COMPETENCIES**

Applies to all employees

Competency	COMPETENT SKILL INDICATORS	DEFINITIONS	INDICATORS OF PROBLEM AREAS TO BE AWARE OF
Decision Making	<p>Makes appropriate decisions in a timely manner based upon an appropriate mixture of analysis, experience and judgement, most solutions and suggestions turn out to be correct and accurate when judged over time, sought out by others for advice and solutions. Can also make appropriate decisions sometimes with incomplete information or under tight deadlines/pressure and with the information on hand. Clearly and comfortably delegates both routine and important tasks and decisions, broadly shares both responsibility and accountability, tends to trust people to perform, lets direct reports and others finish their own work.</p>	<p>Underskilled Indicators: May be slow to decide (particularly on complex or controversial issues), overly conservative/cautious or procrastinate or goes first with quick solutions, conclusions and statements before analysis, relies too much on self (doesn't ask for help), decisions may trigger emotions and impatience, doesn't use orderly decision methods, models or ways to think, jumps to conclusions based on prejudices, historical solutions or narrow perspectives, doesn't take the time to define the problem before deciding, may have trouble with complexity, waits too long agonizing over every detail to avoid risk or error, goes for the big elegant decision when multiple little decisions would be a better solution. Needs to be right, may be disorganized or frequently scrambles to meet deadlines. Doesn't believe in trust or delegation, lacks respect in the talent of direct reports and others, hoards the good stuff for self, doesn't want or know how to empower others, delegates but does not pass authority, lacks a plan of how to work through others, may just throw tasks to people and doesn't communicate the bigger picture.</p> <p>Overused Skill Indicators: Sees self as overly wise or close to perfect, as someone who can't or doesn't make mistakes, seen as stubborn and not willing to negotiate or compromise, gets frustrated when advice is rejected, does not relate well to less data-based people. May have a chilling effect by getting everyone's input before deciding, may be considered impulsive or impatient, freezes on close calls or makes decisions to avoid debate or personal discomfort.</p>	
Functional/Technical Skills	<p>Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; demonstrates expertise in skill and knowledge within areas relevant to the work function or group, develops and contributes to best practices; serves as a resource for others and readily shares expertise and insight; may be looked at as a mentor; understands how to balance high functional skills and knowledge with professionalism.</p>	<p>Underskilled Indicators: Makes technical/functional errors, judgment and decision-making are marginal because of lack of knowledge, may be stuck in past skills or technologies, lacks detail orientation, doesn't make time to learn; does not know or does not apply best practices; seen by others as lacking functional knowledge and skills; does not stay aware of major developments or industry changes; does not share information or insight; is not seen as a resource.</p> <p>Overused Skill Indicators: Seen as too narrow, depends on functional/technical knowledge and skills at the expense of personal, interpersonal and leadership skills, uses deep technical knowledge and skills to avoid ambiguity and risk.</p>	
Integrity and Trust	<p>Is widely trusted, is seen as a direct and truthful individual, can present the unvarnished truth in an appropriate and helpful manner, keeps confidences when appropriate, admits mistakes, doesn't misrepresent self for personal gain.</p>	<p>Underskilled Indicators: Is not widely trusted, may hedge or not take a stand, treats others differently or indifferently at times, does not walk the talk and seen as inconsistent, shares information inappropriately, makes promises that cannot be kept, lacks follow through which may cause problems for others, blames others for their own mistakes, seen as out for self.</p> <p>Overused Skill Indicators: Too direct at times which may catch people off guard or make them uncomfortable, pushes openness and honesty to the point of being disruptive, so overly facts driven as to omit drawing reasonable conclusions, rendering opinions, or fixing blame, even when its reasonable.</p>	
Peer Relationships	<p>Can quickly find common ground and solve problems for the good of the all; can represent their own interests and yet be fair to other groups; can solve problems with peers with a minimum of noise; is seen as a team player and is cooperative; easily gains the trust and support of peers; encourages collaboration; can be candid with peers</p>	<p>Underskilled Indicators: Not good at lateral cross-boundary relations; doesn't strike fair bargains or understand what peers expect or need; not open to negotiation; a loner, not seen as a team player, doesn't have the greater good in mind; may withhold resources from other team members; may not respect their functions or disciplines and somehow communicates that to others; may be very competitive, play and maneuver for advantage and withhold information; may have a chilling effect on the work group; may deal with lateral conflict noisily or uncooperatively.</p> <p>Overused Skill Indicators: May touch base with too many peers and be overly concerned with making everyone happy; may be too accommodating; may invest too much in peer relationships at the expense of others; may be uncomfortable with relationships where everyone is not equal; may share sensitive information inappropriately just to solidify a relationship; may get in trouble for being too candid with peers.</p>	
Problem Solving	<p>Breaks down problems into fundamental parts, identifies root causes; uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is adept at honest analysis; looks beyond the obvious and doesn't stop at the first answers; addresses problems in ways that lead to innovative solutions; makes informed decisions based on available and hard to find information, and utilizes information that is relevant and clear; recommends possible solutions; creates new ideas and processes despite initial ambiguity; modifies approach to ensure results are achieved.</p>	<p>Underskilled Indicators: Not a disciplined problem solver; may be stuck in the past and wedded to "what we have always done", many times has to come back and rework the problem a second time; may be "fire-ready-aim" type; fails to consider consequences before making a decision; gets impatient and jumps to conclusions too soon; doesn't stop to define and analyze the problem; may have a set bag of tricks and pulls unfit solutions from it; misses the complexity of the issue and force-fits to what s/he is more comfortable with; unlikely to come up with the second and better solution; ask penetrating questions or see hidden patterns; is resistant to new ideas and processes.</p> <p>Overused Skill Indicators: Tends toward analysis paralysis; waits too long to come to a conclusion; does not set analysis priorities; gets hung up on the process and misses the big picture; makes things overly complex, infrequently or never adjusts approach to achieve results.</p>	

**SAN BERNARDINO VALLEY
CORE COMPETENCIES**

Applies to all employees

DEFINITIONS	
COMPETENT SKILL INDICATORS	INDICATORS OF PROBLEM AREAS TO BE AWARE OF
<p>Competency</p> <p>Is personally committed to and actively works to continuously improve. Understands that different situations and levels may call for different skills and approaches. Works to deploy strengths. Works on compensation for weakness and limits.</p>	<p><u>Underskilled Indicators:</u> Does not put the effort to grow and change; does not do anything to act on constructive feedback; may not know what to work on or how; may know what but does not act on it; does not adjust approach to different audiences and situations; may be immune to negative feedback - arrogant or defensive; may fear failure and the risk of admitting shortcomings; may not believe people really change, therefore it is not worth the effort; may believe current skills will last; may believe in development but is always too busy.</p> <p><u>Overused Skill Indicators:</u> May be self-help development junkie; can lead to excessive introspection, self-absorption or concentration on one single issue; may confuse others with constant efforts to improve and change; may be too self-centered; may be susceptible to self-help/self-development fads; may spend too much time improving and too little time acting and performing.</p>
<p>Self-Development</p>	

**SAN BERNARDINO VALLEY
LEADER COMPETENCIES**

Applies to any person in a position of leadership over others - lead workers, supervisors, executives, project leads, etc.

DEFINITIONS		INDICATORS OF PROBLEM AREAS TO BE AWARE OF	
Competency	COMPETENT SKILL INDICATORS		
Developing Direct Reports and Others	<p>Is a people builder. Provides challenging and stretching tasks and assignments. Holds frequent development discussions. Is aware of each person's career goals. Constructs compelling development plans and executes them. Pushes people to accept development and stretch roles and assignments. Will take on those who need help and development. Cooperates with Valley District's developmental system.</p> <p>Conveys confidence in employees' ability to be successful, especially at challenging new tasks. Provides support and resources necessary to accomplish goals. Comfortably delegates routine and significant/impactful responsibility and accountability. Allows employees the freedom to decide how they will accomplish their goals and resolve issues. Trusts people to perform. Gives people the latitude to make decisions in their own sphere of work. Is able to let others make decisions and take charge, encourages individuals and groups to set their own goals, consistent with organizational goals. Expresses confidence in the ability of others to be successful. Encourages groups to resolve problems on their own and avoids prescribing a solution.</p>	<p><u>Underskilled Indicators:</u> Not a people developer or builder. Very results driven and tactical, but no time for long-term development. Doesn't see long-term development as part of their job. Plays it safe; doesn't assign risky or stretch work. Thinks development is going to structured class; doesn't understand how most development actually happens. May not know the aspirations of people, may not hold career discussions or provide coaching, may not push people to take their own development seriously. May prefer to select for talent rather than develop it. Doesn't support or cooperate with Valley District's developmental system.</p> <p><u>Overused Skill Indicators:</u> May concentrate on the development of a few at the expense of many. May create work inequities as challenging assignments are parceled out. May be overly optimistic about how much people can grow. May endorse the latest developmental fad and cooperates with Valley District's developmental system even when it doesn't make sense for an individual.</p>	
Empowering Others		<p><u>Underskilled Indicators:</u> Doesn't believe in trust or delegation. Lacks trust and respect in the talent of direct reports and others. Performs most tasks by self or hoards/keeps the good stuff to themselves. Doesn't want to or know how to empower others. May delegate but micromanages and looks over shoulders. May delegate accountability but not pass on authority. May lack of plan of how to work through others. May just throw tasks at people, but doesn't communicate the bigger picture necessary for the task to be completed.</p> <p><u>Overused Skill Indicators:</u> May over delegate without providing enough direction or help. May have unrealistic expectations or may overstructure tasks and decisions before delegating them to the point of limiting individual initiative. May not do enough work themselves.</p>	
Fostering Teamwork	<p>Blends people into teams when needed, creates strong morale on the team, shares wins and successes, fosters open dialogue, let's people finish and be responsible for their work, defines success in terms of the whole team (whole department), creates a feeling of belonging. Provides challenging and stretch tasks and assignments, holds frequent development discussions, is aware of each direct reports career goals, constructs compelling development plans and executes them, pushes people to accept developmental moves, cooperates in the development system in the organization, is a "people builder".</p>	<p><u>Underskilled Indicators:</u> Doesn't assemble, build or manage in a team manner (managers on a one-to-one basis), doesn't create a common mindset or common challenge, rewards and compliments individuals vs. the team, doesn't hold team meetings, does not create synergies in the team; individuals work as silos and/or are only concerned about their individual work/project, doesn't lead in a way to build morale or energy, does not have the skills or interests to build a team, may be action and control oriented and doesn't trust the team to perform. Lacks respect in the talent of direct reports and others, hoards the good stuff for self, doesn't want or know how to empower others, delegates but does not pass authority. Results driven and tactical - does not engage in long-term development, does not see long-term development as part of their job, plays it safe (doesn't assign stretch or risky assignments), thinks development is going to a training or taking a course (doesn't know how development really happens).</p> <p><u>Overused Skill Indicators:</u> Doesn't treat others as unique individuals, may slow down reasonable process by having everything open for debate, may go to far to not hurt other's feelings; does not make tough decisions as the leader (leaves it open for group consensus), doesn't develop individual leaders, does not engage in "take-charge" leadership during tough times (or when otherwise appropriate). May over structure tasks and decisions before delegating them to the point of limiting individual initiative. Creates work inequities as challenging assignments are given out and may endorse the latest developmental fad.</p>	

**SAN BERNARDINO VALLEY
EXECUTIVE MANAGEMENT COMPETENCIES**

Applies to executive managers and may apply to individual contributors on the executive management team

Competency	COMPETENT SKILL INDICATORS	INDICATORS OF PROBLEM AREAS TO BE AWARE OF DEFINITIONS
<p>Managing Organizational Vision & Purpose</p>	<p>Communicates a compelling and inspired vision and sense of core purpose. Talks beyond today, talks about possibilities, is optimistic, creates milestones and symbols to rally support behind the vision, makes the vision shareable by everyone, can inspire and motivate entire units or organizations.</p>	<p><u>Underskilled Indicators:</u> Can't communicate or sell a vision, not a good presenter, uncomfortable speculating on the unknown future, is not charismatic or passionate enough to energize others, can't simplify enough to help people understand complex strategy, may not understand how change happens, doesn't behave like they really believe in the vision, more comfortable in the hear and now.</p> <p><u>Overused Skill Indicators:</u> May leave people behind, lacks patience with those who don't understand or share their vision and sense of purpose, lacks appropriate detail-orientation and concern for administrative routine, lacks follow-through on the day-to-day tasks.</p>
<p>Political & Organizational Savvy</p>	<p>Maneuvers through complex political situations effectively and quietly, is sensitive to how people and organizations function, anticipates where the land mines are and plans approach accordingly, views organizational politics as a necessary part of organizational life and works to adjust to that reality. Is easy to approach and talk to, spends the extra effort to put others at ease, builds rapport well, is an active listener and an early knower (getting informal and incomplete information in time to do something about it). Relates well to all kinds of people (up, down, and sideways, inside and outside of the organization), builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact, can diffuse even high-tension situations comfortably.</p>	<p><u>Underskilled Indicators:</u> Doesn't know how to navigate smoothly and quietly in political waters, says and does things that cause political or other organizational problems, doesn't understand how to deal with new ideas ("not invented here") and protects territory, rejects politics and may be seen as naive, is impatient with the political process and makes procedural errors, is too direct and does not consider impact on others, does not project out consequences of actions well. Distant or not easy to be around, doesn't build rapport well, a poor listener or may come across as disinterested. Does not pick up on social cues that others would recognize. Doesn't build relationships easily - lacks approachability or good listening skills, doesn't make the effort to build rapport, is too raw and direct at times, impatient judgmental or arrogant toward others, doesn't read others well, freezes or panics in the face of conflict attack or criticism.</p> <p><u>Overused Skill Indicators:</u> May be seen as excessively political, is not trusted, tells others what they are expecting to hear rather than what they know to be true, my overstate what they know, seen as manipulative or scheming. Gets by with smooth interpersonal skills, spends too much time building networks and glad-handing, not seen as substantive by some, lacks credible take-charge leadership when it's necessary, has trouble dealing with serious conflict. Seen as too changeable, shifts situationally too easily and leaves the impression of being wishy-washy, errs toward doing things differently rather than remaining the same, confuses people by experimenting and being so adaptable.</p> <p><u>Underskilled Indicators:</u> Doesn't think or talk strategy. Can't put together a compelling strategic plan. More comfortable in the tactical here and now. Lacks perspective to pull together varying elements into a coherent strategic view. Can't weave a vision of the future. May reject the usefulness of strategy, considering it pie in the sky. May have narrow experience. May try to simplify too much or be very tactical. May lack the disciplined thought processes necessary to construct a strategic view.</p> <p><u>Overused Skill Indicators:</u> May be seen as too theoretical. May not be tolerant of or have patience with day-to-day details. May over-complicate plans. May not be able to communicate with tactical or less complex people.</p>
<p>Strategic Agility</p>	<p>Sees ahead clearly. Can anticipate future consequences and trends accurately. Has broad knowledge and perspective. Is future oriented. Can articulately paint credible pictures and visions of possibilities and likelihoods. Can create competitive and breakthrough strategies and plans.</p>	

ANNUAL PERFORMANCE REVIEW

EMPLOYEE NAME		REVIEWER NAME	
TITLE		REVIEW DATE	
CURRENT STEP		REVIEW PERIOD	
STEP ELIGIBLE			
STEP RECOMMENDED (Indicate Step Placement)			

PERFORMANCE RATING CRITERIA

- (1) Unsuccessful/Unacceptable Performance:** Performance fails to meet minimum expectations for this role in every area, and immediate and sustained improvement is required. Employee may not be willing or able to improve absent significant intervention.
- (2) Partially Successful/Needs Improvement:** Performance does not consistently meet or occasionally falls below what is required of the position; improvement in specific areas is required. The employee is willing or able to improve and will require some intervention to improve.
- (3) Fully Successful/Effective:** The employee demonstrated good, sound performance that meets pre-set organizational goals. All critical activities were completed in a timely manner and the employee effectively and efficiently applied technical skills and organizational knowledge to accomplish goals and objectives. Employee's performance is reliable and consistent and adds value to the team.
- (4) Superior Performance/Highly Effective:** Employee is an exceptional contributor whose performance often exceeded expectations in a consistent and sustainable way in many critical areas, and which exhibited a high level of support for organizational goals and objectives. The employee requires little to no additional direction to achieve the goals/objectives for the role. The employee demonstrated a comprehensive understanding of the strategic goals of Valley District, the goals and objectives of their role, and how to accomplish them with consideration given to all stakeholders, deadlines and other competing priorities. The employee is seen as a resource and a team player. The employee demonstrated effective planning which has improved the quality of work for and contributed to achieving goals/objectives of their team. The employee has developed and/or implemented workable approaches to meeting organizational goals when handling problems.
- (5) Distinguished Performance & Role Model Status:** The employee clearly and consistently demonstrated extraordinary and exceptional accomplishment in all major areas of responsibility. The employee consistently demonstrated sustained performance that is of such high quality that Valley District goals/objectives have been achieved that may not have been achieved otherwise, or goals/objectives were achieved earlier than anticipated due to the employee's efforts. The employee demonstrated mastery of technical and/or leadership skills and a thorough understanding of the mission of the organization and has had a fundamental impact on the completion of strategic objectives. The employee is seen as a mentor/role model and is sought out to provide assistance, expertise and development by others. The employee exerted a major positive influence which improved cooperation among stakeholders and addressed identified needs, and influenced others to perform better. The employee consistently demonstrated a whole problem solutions-focus when handling problems. Others rarely equal performance of this caliber in similar roles.

CORE COMPETENCIES - ALL	EMPLOYEE ASSESSMENT		REVIEWER ASSESSMENT	
	RATING	COMMENTS	RATING	COMMENTS
Provide a rating for each competency as required for the employees role. General on how you arrived at the rating should be included. Review Valley District's Competency definitions located in Appendix A against the Rating Criteria above and each competency area with: (5) Distinguished Performance/Role Model Status, (4) Superior Performance/Highly Effective, (3) Fully Successful Performance/Effective, (2) Partially Successful Performance/Needs Improvement or (1) Unsuccessful/Unacceptable Performance.				
Action/Results Orientation				
Business Acumen				
Communication - Listening				
Communication - Verbal				
Communication - Written				
Creativity				
Customer Focus				
Decision-Making				
Functional/Technical Skills				
Integrity & Trust				
Peer Relationships				
Problem-Solving				
Self-Development				
CORE COMPETENCIES - LEADS & SUPERVISORY	RATING	COMMENTS	RATING	COMMENTS
Developing Direct Reports & Others				
Empowering Others				

Fostering Teamwork				
CORE COMPETENCIES - EXECUTIVE MANAGEMENT	RATING	COMMENTS	RATING	COMMENTS
Managing Organizational Vision & Purpose				
Political & Organizational Savvy				
Strategic Agility				

GOALS & OBJECTIVES	EMPLOYEE ASSESSMENT		REVIEWER ASSESSMENT	
	ACHIEVED/ NOT ACHIEVED/ PARTIALLY	COMMENTS	ACHIEVED/ NOT ACHIEVED/ PARTIALLY	COMMENTS
<i>Goals & Objectives to accomplished during the review period being evaluated.</i>				
1				
2				
3				
4				
5				

OVERALL SUMMARY & RATING	RATING	EMPLOYEE SUMMARY	RATING	REVIEWER SUMMARY
<i>Provide an overall summary of performance for the review period and provide an overall rating. The OVERALL rating should be rate between (1) - (5) from the above performance rating criteria.</i>				

PLANNING: New Goals & Objectives, Next Steps and Actions

GOALS & OBJECTIVES - NEXT REVIEW PERIOD
<i>Goals & Objectives to accomplish during the NEXT review period and beyond; can be ongoing into the next 1-3 years. Be specific and reasonable when setting future goals and objectives. Executive Managers should include visionary goals and objectives for their team and for Valley District.</i>
1
2
3
4
5

PROFESSIONAL DEVELOPMENT	EMPLOYEE	REVIEWER
<i>State professional development goals for the next review period (what would you like to work on in the coming year, training, support, etc.) and describe how each item will assist you.</i>		

CAREER PROGRESSION	EMPLOYEE	REVIEWER
<i>What does your ideal job role look like in 1-3 years? How can this role be achieved?</i>		

FINAL COMMENTS	EMPLOYEE	REVIEWER
<i>Note any additional comments</i>		

EMPLOYEE SIGNATURE		REVIEWER SIGNATURE	
DATE		DATE	

CHECK-IN (NEW, NEWLY PROMOTED, ROLE CHANGE, MID-YEAR, AS NEEDED)

EMPLOYEE NAME	SUPERVISOR NAME
TITLE	CHECK IN DATE

CORE COMPETENCIES - ALL	COMMENTS
<i>Ensure core competencies for the role are known and understood. Refer to Appendix A for definitions.</i>	
Action/Results Orientation	
Business Acumen	
Communication - Listening	
Communication - Verbal	
Communication - Written	
Creativity	
Customer Focus	
Decision-Making	
Functional/Technical Skills	
Integrity & Trust	
Peer Relationships	
Problem-Solving	
Self-Development	
CORE COMPETENCIES - LEADS & SUPERVISORY	COMMENTS
Developing Direct Reports & Others	
Empowering Others	
Fostering Teamwork	
CORE COMPETENCIES - EXECUTIVE MANAGEMENT	COMMENTS
Managing Organizational Vision & Purpose	
Political & Organizational Savvy	
Strategic Agility	

GOALS & OBJECTIVES
<i>Set goals and objectives for the next few months and up to the annual review period.</i>

PROFESSIONAL DEVELOPMENT	COMMENTS
<i>Professional development goals to assist you with job success (what would you like to work on in the coming year, training, support, etc.) and describe how each item will assist you. These items should be appropriate for the time in role.</i>	

CAREER PROGRESSION	COMMENTS
<i>What does your ideal job role look like in 1-3 years?</i>	

Check-In Conversation

CHECK-IN CONVERSATION	NOTES & COMMENTS
<i>Using the guiding questions located in the Program Guide for the relevant period/reason, document notes and important points and then determine next steps to assist the employee with any barriers and to plan for how you will assist and support their professional development.</i>	

SPECIAL PERFORMANCE REVIEW

EMPLOYEE NAME		REVIEWER NAME	
TITLE		REVIEW DATE	
CURRENT STEP		REVIEW PERIOD	
STEP ELIGIBLE			
STEP RECOMMENDED (Indicate Step Placement)			

PERFORMANCE RATING CRITERIA

(1) Unsuccessful/Unacceptable Performance: Performance fails to meet minimum expectations for this role in every area, and immediate and sustained improvement is required. Employee may not be willing or able to improve absent significant intervention.

(2) Partially Successful/Needs Improvement: Performance does not consistently meet or occasionally falls below what is required of the position; improvement in specific areas is required. The employee is willing or able to improve and will require some intervention to improve.

(3) Fully Successful/Effective: The employee demonstrated good, sound performance that meets pre-set organizational goals. All critical activities were completed in a timely manner and the employee effectively and efficiently applied technical skills and organizational knowledge to accomplish goals and objectives. Employee's performance is reliable and consistent and adds value to the team.

(4) Superior Performance/Highly Effective: Employee is an exceptional contributor whose performance often exceeded expectations in a consistent and sustainable way in many critical areas, and which exhibited a high level of support for organizational goals and objectives. The employee requires little to no additional direction to achieve the goals/objectives for the role. The employee demonstrated a comprehensive understanding of the strategic goals of Valley District, the goals and objectives of their role, and how to accomplish them with consideration given to all stakeholders, deadlines and other competing priorities. The employee is seen as a resource and a team player. The employee demonstrated effective planning which has improved the quality of work for and contributed to achieving goals/objectives of their team. The employee has developed and/or implemented workable approaches to meeting organizational goals when handling problems.

(5) Distinguished Performance & Role Model Status: The employee clearly and consistently demonstrated extraordinary and exceptional accomplishment in all major areas of responsibility. The employee consistently demonstrated sustained performance that is of such high quality that Valley District goals/objectives have been achieved that may not have been achieved otherwise, or goals/objectives were achieved earlier than anticipated due to the employee's efforts. The employee demonstrated mastery of technical and/or leadership skills and a thorough understanding of the mission of the organization and has had a fundamental impact on the completion of strategic objectives. The employee is seen as a mentor/role model and is sought out to provide assistance, expertise and development by others. The employee exerted a major positive influence which improved cooperation among stakeholders and addressed identified needs, and influenced others to perform better. The employee consistently demonstrated a whole problem solutions-focus when handling problems. Others rarely equal performance of this caliber in similar roles.

CORE COMPETENCIES - ALL	RATING	REVIEWER ASSESSMENT COMMENTS
Provide a rating for each competency related to the employees role and in the comments section provide comments related to any area that is rates as (2) Partially Successful/Needs Improvement or (1) Unsuccessful/Unacceptable Performance, including examples observed during the review period. Review Valley District's Competency definitions located in Appendix A against the Rating Criteria above and for each competency area with: (5) Distinguished Performance/Role Model Status, (4) Superior Performance/Highly Effective, (3) Fully Successful Performance/Effective, (2) Partially Successful Performance/Needs Improvement or (1) Unsuccessful/Unacceptable Performance.		
Action/Results Orientation		
Business Acumen		
Communication - Listening		
Communication - Verbal		
Communication - Written		
Creativity		
Customer Focus		
Decision-Making		
Functional/Technical Skills		
Integrity & Trust		
Peer Relationships		
Problem-Solving		
Self-Development		
CORE COMPETENCIES - LEADS & SUPERVISORY	RATING	COMMENTS
Developing Direct Reports & Others		

Empowering Others		
Fostering Teamwork		
CORE COMPETENCIES - EXECUTIVE MANAGEMENT	RATING	COMMENTS
Managing Organizational Vision & Purpose		
Political & Organizational Savvy		
Strategic Agility		
OVERALL SUMMARY & RATING	RATING	REVIEWER
<i>Provide an overall summary of performance for the review period and provide an overall rating. The OVERALL rating should be rate between (5) - (1) from the above performance rating criteria.</i>		

PLANNING: Goals, Next Steps and Actions

PLAN TO IMPROVE PERFORMANCE	COMPLETION TIMEFRAME
<i>Set goals and milestones to improve performance. Add rows for goals as needed. You can relate each goal back to the particular competency in which the employees performance is not meeting reasonable standards. These goals can include training selected by the supervisor and/or the employee. Include a timeframe for completion to improve performance.</i>	
1	
2	
3	
4	
5	

FINAL COMMENTS	REVIEWER
<i>Note any additional comments as needed concerning this Special Review and why it is being written.</i>	

EMPLOYEE SIGNATURE		REVIEWER SIGNATURE	
DATE		DATE	



DATE: December 6, 2022
TO: Board of Directors
FROM: Heather Dyer, Chief Executive Officer/General Manager
SUBJECT: CEO/General Manager's Report

The following is an update from the Chief Executive Officer/General Manager on the status of several items at the District.

I. Human Resources/Risk Management Update

The District participated in the Great ShakeOut on October 20. The Great ShakeOut is an annual event where businesses, schools, and residents around the world participate in earthquake drills. The Great ShakeOut is an opportunity to learn how to protect yourself during an earthquake and a good reminder to all to be prepared for an earthquake and other natural disasters. The Human Resources/Risk Management team provided staff with information on safety preparedness in the event of a natural disaster.

II. Update on Aerial Imagery Project

In 2020 the District worked with the Inland Empire Resource Conservation District and US Forest Service to gather aerial imagery and LiDAR for the entire San Bernardino Mountain range, excluding the San Jacinto Mountains. This data is being processed by the US Forest Service's Remote Sensing Lab into products that will support the Headwaters Resiliency Partnership efforts, for which Valley District leads stakeholder coordination. The information will be used to plan future projects, develop baseline data for projects, and a data point comparison over time. The data will also be used in the National Map maintained by USGS. This collaborative effort has yielded benefits for each of the individual partners beyond what they would have done on their own and provides benefit to the Upper Santa Ana River Habitat Conservation Plan, the region, and beyond.

III. Regional Recycled Water System Construction Outreach

The following is an update on the Regional Recycled Water System Construction Outreach as requested by Director Longville. The Regional Recycled Water System Construction is ongoing along Greenspot Road in the City of Highland and includes construction by both Valley District and East Valley Water District (EVWD). In an effort to educate the public about the construction (project purpose, goals, etc.) the District is partnering with EVWD on outreach efforts. EVWD has an established relationship with their customers and has connected with them directly throughout the construction phases.

EVWD has engaged in a targeted communication plan for each phase. This has included residential outreach via direct mail and door hangers, business outreach via one-to-one contact with businesses along the construction corridor, and direct stakeholder outreach with school districts, homeowners' associations, neighboring projects, and CalTrans. (See attachment "Greenspot Construction Mailer.")

Valley District will focus our outreach efforts on social media posts and enhancing our webpage to provide details about the Regional Recycled Water Project. We will develop unique social media content regarding the Project as well as share EVWD's posts. This content will be posted on Facebook, LinkedIn, and Instagram through the duration of project construction (currently estimated to be completed December 2023).

Additionally, there are two construction signs along the construction corridor. One is in the eastbound lanes on Greenspot Road, in front of Lowe's. The second is in the westbound lanes on the east end of Greenspot Road, near the Weaver Basins construction. (See attachment "RRWS Construction Sign" for sign graphics.)

IV. Recent Past Events

- Staff attended WEFTEC – the Water Environment Federation Technical Exhibition and Conference – October 10-12 in New Orleans to receive *The Utility of the Future Today* recognition. The District was recognized for its efforts related to watershed stewardship and creative solutions to providing a sustainable water supply in the Upper Santa Ana River in San Bernardino and Riverside Counties. This is the first time the District received this recognition.



- On October 15, the Louis Robidoux Parkland & Pecan Grove (LRPPG) hosted a Stewardship Day. The goal of the event was to engage and inform the community of progress being made at the LRPPG. There were booths for each Consortium member as well as activities, including guided hikes and bird house building. The Consortium received positive feedback on the progress at the site and the public expressed excitement over future plans. The Consortium received feedback from community members that will be useful as the Master Planning effort kicks off, and multiple people expressed interest in participating in public engagement on the master planning process and volunteering on habitat restoration efforts and citizen science monitoring. We're looking forward to many more of these events in the future!
- Staff and Directors attended the National Habitat Conservation Plan Coalition's Annual Meeting in Austin, TX, October 25-27. Highlights from the meeting include a presentation by Dr. Kai Palenscar on the topic of *Planning for Conservation Success in a Changing Climate* and tours of local habitat conserved and managed by Texas HCPs. Director Harrison and I toured the protected cave habitat of the Williamson County Habitat Conservation Plan. President Kielhold and staff toured a local aquatic spring system conserved by the Edwards Aquifer Authority.



- October 30 through November 3, I traveled with the Water Reuse Mission to Israel, coordinated by the U.S. Environmental Protection Agency (EPA), the WaterReuse Association, the U.S. Department of Agriculture, and the Food and Drug Administration. While on the trip, I toured water and wastewater utilities, research facilities, technology installations in different sectors, and water tech companies. Our delegation had a chance to take a comprehensive look at the policy, science, and technology behind how Israel reuses 90% of its water. It was a great opportunity to share knowledge and information on practices and technologies that could help both countries further build in water resilience.



- The District hosted the RAND Ultimate Demand Study Kickoff Meeting on November 2. This was the first meeting of this Study, intended to enhance RAND's previous water supply and demand analysis. Staff and the Basin Technical Advisory Committee recommended this analysis of the General Plan of each city in the District's service area to estimate the plausible maximum water demand at buildout. This is the first time the region will bridge the gap between land use and water resources planning. This Study is intended to take approximately 12 months from kick off to completion of a written report.
- On November 3 the District participated in the Riverwalk, an aquatic habitat survey that occurs annually on the Santa Ana River. Riverwalk is led by the Santa Ana Sucker Conservation Team and organized by SAWPA and Orange County Water District. Data is collected by volunteers, including Valley District staff, our HCP partners, and other entities in the watershed.

Teams survey approximately 18 miles of the Santa Ana River, recording data on river conditions, including composition of substrate (gravel, cobble, sand, etc.), channel width and depth, and streamside plants. One element used to compare habitat quality from year to year is the location in the river where the streambed changes from mostly gravel

to mostly sand, a distance of stream that changes from approximately 2 to 7 miles of high-quality river habitat. This information can be used to track aquatic habitat and potential implications for aquatic species like the Santa Ana sucker and arroyo chub (both covered species under the HCP). The HCP will provide stream habitat enhancement within reaches that fall within the “mostly sand” section of the stream in order to provide steppingstones (habitat patches) to enhance the movement of fish throughout occupiable portions of the river.

- The American Water Resources Association (AWRA) Conference was held November 7-9, in Seattle. Adekunle Ojo and Joanna Gibson each presented at the conference. Adekunle’s presentation topic was Watershed Connect: Achieving Resilience Through Integrated Infrastructure; Joanna’s



presentation topic was the Upper Santa Ana River Habitat Conservation Plan as a viable solution to balancing the competing demands on the limited availability of water.

- The District partnered with the City of Redlands to host a Landscape Workshop on November 12 at the Smiley Library in Redlands. The workshop focused on the topic of Irrigation. It was a great turnout, and attendees learned about planting and proper irrigation as the seasons change and the days are shorter.
- I spoke at the Association of California Water Agencies (ACWA) conference on the Climate Energy Panel on December 1. The panel, titled “Innovative Climate Action Planning and Resilience” highlights how water agencies plan to ensure a reliable supply of energy for water deliveries in spite of the increasing uncertainty about energy supply and climate change. Fellow panelists included the Department of Water Resources and the Metropolitan Water District of Southern California.

Staff Recommendation

Receive and file.

Attachments

- Greenspot Construction Mailer
- RRWS Construction Sign



TRAFFIC ALERT: TRAFFIC PATTERN CHANGING

Phase 3, 4, and 5 Construction and Hours

Dates: November 28, 2022 - April 2023
Dates are subject to change depending on weather conditions and other factors.

Hours: Closure will remain in place 24 hours a day*
Pipeline installation from 7 a.m. - 5 p.m.
Low noise pipe welding activity from 9 p.m. - 5 a.m.

*Businesses will remain open throughout construction:

- Antonio Pizza
- Berkshire Highway Homeservices
- Berkshire Hair Studio
- Caritas Jewelry
- Carnitas El Paralelo
- Century 21
- Cinnamon Socks Design
- East Highland Dental Office
- East Highland Family Optometry
- Great Clips
- Highland Smoke Depot
- La Michoacana
- Luv's Hair & Boba
- McCleaners
- New Smiles Dental Studio
- PRMG
- Red Carpet Cuts
- Stater Bros Market
- The Hair & Spa
- Walls Fargo

Project Information

Traffic: Greenspot Road to be reduced to one eastbound and westbound lane between Blossom Way and Park View Lane 24 hours a day. Significant delays are expected along Greenspot Road throughout this phase.

We apologize for the inconvenience and recommend adjusting drive time accordingly while using detours whenever possible.



Questions?

East Valley Water District
(909) 889-9501

WEKA Inc.
(909) 425-8700
Contractors License
#670100

Construction work on Greenspot Road. Please be cautious while driving through the work zone. For the safety of other motorists and construction crews, please follow all traffic signs.

We appreciate your patience as we construct this important regional resource. For additional information, visit eastvalley.org/RegionalPipeline



THIS PROJECT IS BEING FUNDED IN PART BY:

ENHANCING WATER SUPPLY RELIABILITY ABOUT THE WEAVER BASINS GROUNDWATER RECHARGE FACILITY

Connecting Resources For a Sustainable Future



Regional Recycled Water Pipeline

East Valley Water District is working in partnership with San Bernardino Valley Municipal Water District to install a new regional recycled water pipeline in Greenspot Road, from west of the 210 Freeway to Weaver Street.

The installation will take place in multiple phases and once completed will recycled water to the new Weaver Basins Groundwater Recharge Facility. The six project phases are anticipated to be completed by late 2023.

Weaver Basins Groundwater Recharge Facility

Constructed along Greenspot Road near Weaver Street in Highland, the Basins are a critical investment in our region's long-term water supply sustainability. The project provides a new local, reliable, and drought-proof water supply that will increase long-term regional water supply reliability and drought resilience.

Up to 10 million gallons of recycled water per day will be replenished at this location.

Recycled Water: Safe, Clean, Odorless and Highly Treated

- Recycled water is treated, clean, clear, and odorless.
- This water meets strict local, state, and federal guidelines for water quality standards.
- Recycled water is safe for groundwater recharge, and will be monitored to ensure water quality protection.
- For more information about California's efforts to increase recycled water throughout the State along with its strict water quality standards visit www.waterboards.ca.gov

East Valley Water District is working with Valley District to schedule and coordinate the construction of these improvements with minimal disruptions to residents. For additional information, visit eastvalleywater.org/RegionalPipeline



IN PARTNERSHIP WITH:



TRANSPARENCY NEWS
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MEJORANDO LA CONFIABILIDAD DEL SUMINISTRO DE AGUA AVISO DE CONSTRUCCIÓN EN GREENSPOT ROAD FASE 3, 4, Y 5 COMENZARÁ PRONTO

Construcción y Horas De La Fase 3, 4 y 5

Fechas: Noviembre 28, 2022 - Abril 2023

Las fechas están sujetas a cambios dependiendo de las condiciones climáticas y otros factores.

Horario: El cierre se mantendrá las 24 horas del día*

Instalación de tubería de 7 a. m. a 5 p. m.

Soldadura de tuberías de bajo ruido de 9 p.m. - 5 a.m.

*Los negocios permanecerán abiertos durante la construcción.

- Antonio Plaza
- Berkshire Hathway-Homeservices
- Blume & Co - The Hair Studio
- Cantos Jewelry
- Carreras El Pareja
- Cinnamon Stricks Design
- East Highland Dental Office
- East Highland Family Optometry
- Great Clips
- La Michoacan
- LemonShark Poke & Boba
- McClainers
- New Smiles Dental Studio
- Red Carpet Cuts
- Red Bros Market
- Village Nails & Spa
- Wells Fargo

Pedimos disculpas por las molestias y recomendamos ajustar el tiempo de manejo en consecuencia mientras se usan los desvíos siempre que sea posible.

Información del Proyecto

Tráfico: Greenspot Road se reducirá a un carril en dirección este y oeste entre Blossom Way y Park View Lane las 24 horas del día. Se esperan retrasos significativos a lo largo de Greenspot Road durante esta fase.

Inicio del Proyecto



ESTE PROYECTO ESTÁ SIENDO FINANCIADO EN PARTE POR:



PREGUNTAS: WESKA Inc. (909) 426-8700 Licencia de Contratistas #670100

East Valley Water District (909) 889-9501

PROJECT PARTNERS:



THIS PROJECT IS FUNDED IN PART BY:



REGIONAL RECYCLED WATER PIPELINE PROJECT SR 210 TO WEAVER ST SEPTEMBER 2022 - 2023

eastvalley.org/RegionalPipeline

Questions: (909) 889-9501
Emergencies: (909) 425-8700

Funding for this Sterling Natural Resource Center project has been provided in full or in part by the Proposition 1 - the Water Quality, Supply, and Infrastructure Improvement Act of 2014 and the Clean Water State Revolving Fund through an agreement with the State Water Resources Control Board. California's Clean Water State Revolving Fund is capitalized through a variety of funding sources, including grants from the United States Environmental Protection Agency and state bond proceeds.



DATE: December 6, 2022

TO: Board of Directors

SUBJECT: List of Announcements

- A. December 7, 2022, 8:30 a.m. – Upper SAR WIFA by Teleconference
- B. December 8, 2022, 2 p.m. – Board Workshop – Policy by Teleconference
- C. December 12, 2022, 10:00 a.m. – Groundwater Council Meeting
- D. December 13, 2022, 10:00 a.m. – SAWPA Subcommittee PA-22
- E. December 13, 2022, 2 p.m. – Board of Directors Workshop – Engineering by Teleconference
- F. December 14, 8:30 a.m. – Upper SAR WIFA Technical Advisory Committee - by Teleconference
- G. December 14, 1:30 p.m. – San Bernardino Valley Water Conservation District Board Meeting
- H. December 15, 2022, 2 p.m. – Board Workshop – Resources by Teleconference
- I. December 20, 2022, 9:30 a.m. – SAWPA Commission Meeting
- J. December 20, 2022, 2 p.m. – Regular Board Meeting by Teleconference
- K. December 21, 2022, 8:30 a.m. – Upper SAR WIFA by Teleconference
- L. December 26 - December 30, 2022 – District closed
- M. December 28, 8:30 a.m. – Upper SAR WIFA Technical Advisory Committee - by Teleconference (Cancelled)
- N. January 2, 2023 – District closed for New Year’s Holiday