

**Community Heritage Education Foundation (CHEF)**

Immediately following the East Valley Water District regular board meeting

**January 23, 2019**

**3111 Greenspot Road**

**Highland, CA 92346**

**AGENDA**

**CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Public Comments
4. Approval of Agenda
5. Approve the December 12, 2018 regular meeting minutes
6. Consider Vision Statement and Strategic Plan for the Community Heritage and Education Foundation
7. Consider Cost Reimbursement Agreement between East Valley Water District and the Community Heritage & Education Foundation
8. Consider Architectural and Engineering Services Contract for the Community Heritage and Education Foundation

**ADJOURN**

Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above agenda public meeting should be directed to the District Clerk at (909) 885-4900.

Draft pending approval

**COMMUNITY HERITAGE AND EDUCATION FOUNDATION  
REGULAR BOARD MEETING**

**December 12, 2018**

**MINUTES**

The Chairman of the Board called the meeting to order at 6:34 p.m.

**PUBLIC COMMENTS**

Chairman Carrillo declared the public participation section of the meeting open at 6:34 p.m.

There being no written or verbal comments, the public participation section was closed.

**APPROVAL OF AGENDA**

M/S/C (Morales-Coats) that the December 12, 2018 agenda be approved as submitted.

**BOARD ORGANIZATION**

**A. ELECTION OF OFFICERS FOR THE POSITIONS OF PRESIDENT AND VICE-PRESIDENT**

M/S/C (Morales-Goodrich) that the Board appoint the following: President - Chris Carrillo; Vice-President - David Smith.

**B. APPOINTMENT: CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER, AND BOARD SECRETARY**

M/S/C (Morales-Goodrich) that the Board appoint the following: Chief Executive Officer - John Mura; Chief Financial Officer - Brian Tompkins; Board Secretary - Justine Hendricksen.

**C. SETTING TIME, DAY AND PLACE FOR HOLDING MEETINGS**

The Chief Executive Officer suggested holding meetings every January and to possibly meet quarterly the fourth Wednesday of the month following East Valley Water District's regular Board meetings. He said they will determine a set time and date after the next meeting to be held in January.

M/S/C (Morales-Goodrich) that the Board approve the following: hold regular scheduled meetings at 31111 Greenspot Road, Highland, CA; hold the annual meeting in January, on the fourth Wednesday of the month; and schedule quarterly meetings as needed.

## **ADOPT COMMUNITY HERITAGE AND EDUCATION FOUNDATION BYLAWS**

M/S/C (Morales-Coats) that the Board approve Bylaws for the Community Heritage and Education Foundation as submitted.

## **APPOINT MEMBERS TO PUBLIC COMMITTEE**

The Chief Executive Officer stated that it's important that the community be heavily involved in the Foundation; and that staff is recommending the Board appoint the current slate of community members that have been attending the meetings:

Jim Cimino  
Dennis Johnson  
Wayne Brown  
Jim Imbierski  
Jody Scott  
Jim Nunn  
Charles Kiel  
Ron Arnott  
Penny Lilburn

The Chief Executive Officer added that this slate could possibly change in the future.

Mr. Dennis Johnson stated that he would like to withdraw from the Committee due to upcoming commitments and may rejoin in the future.

Director Coats thanked the community for being involved.

Chairman Carrillo stated that it's been a pleasure working with the community members and that he is excited to see what the future holds.

M/S/C (Goodrich-Morales) that the Board appoint the following members to the Community Heritage and Education Foundation Public Committee: Jim Cimino, Wayne Brown, Jim Imbierski, Jody Scott, Jim Nunn, Charles Kiel, Ron Arnott, and Penny Lilburn.

## **CHIEF EXECUTIVE OFFICER COMMENTS**

The Chief Executive Officer stated that the next meeting will be held in January; where they will discuss a reimbursement agreement with the District; and possibly discuss the mission statement, a recommendation for an architect, the budget, and fundraising efforts.

Information only.

## **LEGAL COUNSEL REPORT**

Legal Counsel stated that he is looking forward to the future of CHEF; and that the Bylaws are a living document that can be adapted to satisfy upcoming needs of the Foundation.

## **BOARD OF DIRECTORS' COMMENTS**

Director Goodrich commented that he has lived in the area for over 30 years; and he believes that this will be an anchor for local history and culture.

Director Morales stated the region has been contemplating this type of venture for nearly 20 years and he is looking forward to the future.

Chairman Carrillo commended the Chief Executive Officer for his vision, the Board for their courage and the Community for their input on this Foundation.

Information only.

## **ADJOURN**

The meeting adjourned at 6:54 p.m.

---

**Chris Carrillo, Board President**

---

**John Mura, Secretary**

# COMMUNITY HERITAGE EDUCATION FOUNDATION AGENDA STAFF REPORT

Agenda Item #6.  
Meeting Date: January 23, 2019  
Discussion Item

**To:** Board of Directors  
**From:** Chief Executive Officer

**Subject:** Consider Vision Statement and Strategic Plan for the Community Heritage and Education Foundation

## **RECOMMENDATION:**

Staff recommends that the Board of Directors review and approve the Vision Statement and Strategic Plan for the Community Heritage and Education Foundation (CHEF).

## **BACKGROUND / ANALYSIS:**

The purpose of CHEF is to preserve and educate the public about the agricultural history of the San Bernardino area, to create an organization through which the community can celebrate and instill in future generations the rich history of the region, and inspire civic pride and engagement.

During the past few months, the Committee has been working diligently to establish a Vision Statement and Strategic Plan that will clearly identify the expectations and guiding principles for the Foundation and future efforts.

As a result of multiple collaborative sessions, the Committee is requesting that the Board of Directors adopt the following Vision Statement and Strategic Plan.

### **Vision Statement**

Committed to creating partnerships with our community, celebrating our heritage, enriching our future and inspiring civic pride.

### **Strategic Plan**

#### **Partnerships with our Community:**

- City of Highland, City of Redlands, City of San Bernardino, San Manuel Band of Mission Indians, San Bernardino Valley Municipal Water District, San Bernardino Valley Conservation District, School Districts, IVDA, San Bernardino International Airport, Cal State University of San Bernardino
- Civic organizations
- SB County Museum
- Agricultural
- Historical Society

#### **Celebrate our History:**

- Agriculture
  - o North Fork Water Company
  - o Bear Valley Water Company
- Honoring history and past
- Water, engineering
- People, places, family, roots
- Exhibits, classes, story-telling, events

- Foundation of our community
- Lugo land grant
- Mormons
- JS Edwards
- San Manuel Band of Mission Indians

**Enrich our Future:**

- Bringing people together
- Provide space for community interaction
- Sustainability, design, water and other preservation
- Environmental awareness
- Technology efficiencies

**Inspire Civic Pride:**

- Educational aspect, youth oriented
- Recreational, community trails
- Picnic areas, Bar-B-Q, catering station
- Outdoor restrooms
- Outdoor & indoor events (movies, concerts)
- Parking
- Landscaping - Oak trees, citrus, drought tolerant vegetation
- Connectivity between HQ

**REVIEW BY OTHERS:**

This agenda item has been reviewed by the Administration Department.

Recommended by:

John Mura  
Chief Executive Officer

# COMMUNITY HERITAGE EDUCATION FOUNDATION AGENDA STAFF REPORT

Agenda Item #7.  
Meeting Date: January 23, 2019  
Discussion Item

**To:** Board of Directors  
**From:** Chief Executive Officer

**Subject:** Consider Cost Reimbursement Agreement between East Valley Water District and the Community Heritage & Education Foundation

## **RECOMMENDATION:**

Staff recommends that the Board of Directors (Board) approve a Cost Reimbursement Agreement between East Valley Water District (the District) and the Community Heritage & Education Foundation (CHEF).

## **BACKGROUND / ANALYSIS:**

One of the District's agency-wide goals for fiscal year 2018-19 is to Research the Requirements and Procedures for Creating a Non-Profit Foundation for the Community.

On December 12<sup>th</sup>, this goal was substantially met with the first meeting of the new Community Heritage & Education Foundation. Actions taken at that meeting included the following:

- Board Organization
- Adoption of By-Laws
- Appointment of members to the CHEF Public Committee

To keep CHEF moving forward, other near-term objectives are to 1) obtain tax-exempt status as a charitable organization, 2) develop a preliminary building design and architectural renderings that can be used to establish a project scope, including construction and operational cost. This will enable the organization to establish a fundraising goal. District staff is working on the application to obtain tax-exempt status, and Ruhnau Clarke has submitted a proposal of \$41,000 to provide architecture and engineering services for the building design.

Currently, CHEF does not have a revenue stream or contributions to cover up-front costs related to the objectives above, and it is likely that an institutional lender would consider loaning money to CHEF high risk. Therefore, the most cost effective, if not only, option to obtain short term funding is from the District. Accordingly, legal counsel was asked to draft a Cost Reimbursement Agreement for consideration by the District and CHEF Boards.

Staff recommends that the Board approve the attached Cost Reimbursement Agreement to facilitate continued efforts to establish a Foundation which will preserve and protect local history and provide a multi-functional events center to serve as a community asset and resource.

## **REVIEW BY OTHERS:**

This agenda item has been reviewed by the Legal Counsel and the Finance Department.

## **FISCAL IMPACT**

Staff is requesting an initial authorization for a loan of up to \$75,000 under this agreement. This amount will not be exceeded without prior authorization from the Board.



# COMMUNITY HERITAGE EDUCATION FOUNDATION AGENDA STAFF REPORT

Agenda Item #8.  
Meeting Date: January 23, 2019  
Discussion Item

**To:** Board of Directors  
**From:** Chief Executive Officer

**Subject:** Consider Architectural and Engineering Services Contract for the Community Heritage and Education Foundation

## **RECOMMENDATION:**

Staff recommends that the Board award the contract for Architectural and Engineering Services for the Community Heritage and Education Foundation (CHEF) to Ruhnau, Clarke Architects.

## **BACKGROUND / ANALYSIS:**

The Community Heritage and Education Foundation (CHEF) was created to preserve and protect local history, build partnerships with civic organizations, create educational demonstration gardens, and provide a multi-functional events center available to the community.

East Valley Water District, through the Headquarters construction and development of the Sterling Natural Resource Center, has established an architectural brand which was created and implemented through the services of Ruhnau, Clarke Architects. As a result of previous efforts and proximity to the headquarters, staff believes that Ruhnau Clarke would be the perfect partner in designing a multi-functional event center as they have a clear understanding of the District's expectations.

If awarded, Ruhnau Clarke will continue to meet with the Board and Committee to develop a site plan, construction budget and exhibits, marketing material and determine a fundraising budget.

Staff is recommending that a \$41,000 contract be awarded to Ruhnau Clarke for Architectural and Engineering Services.

## **REVIEW BY OTHERS:**

This agenda item has been reviewed by the Administration Department.

## **FISCAL IMPACT**

The fiscal impact associated with this agenda item is \$41,000.

Recommended by:

John Mura  
Chief Executive Officer