

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

June 14, 2004
1:30 p.m.

ROLL CALL/PLEDGE OF ALLEGIANCE

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Cheryl Tubbs, Chairperson
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

Lawrence M. Libeu, General Manager
Tom Crowley, Assistant General Manager
Colleen Theuer, Administrative Services Manager

GUESTS PRESENT:

David Cosgrove, Esq.
Melody Henriques, Director
Manuel Aranda Jr., Director

1. PUBLIC PARTICIPATION

Chairperson Tubbs announced this as the time for any persons present, who so desire, to make an oral petition to the Administrative Committee. Hearing none, the meeting proceeded with the published agenda items.

2. APPROVAL OF THE MINUTES OF MAY 13, 2004

It was moved by Director Wright and seconded by Director Day to approve the minutes of the Administrative Committee meeting of May 13, 2004. The motion carried.

3. REVIEW REVISED JOB CLASSIFICATION AND SALARY RANGES

At the regular Board meeting of June 9, 2004, the Board was presented revised job classification and salary schedules for approval and adoption, at the recommendation of the Administrative Committee. After discussion at the Board meeting, staff was directed to refer the schedules back to the Administrative Committee for further review and clarification. Mr. Libeu presented the salary schedule and a newly revised job classification/salary range schedule to the Committee. The revised schedule showed the job positions, the existing pay range (effective 4/30/03), the current rate of pay for each position, the effect of the 2.5% COLA approved by the Board for FY 2004-2005, and the new proposed ranges of pay. He recommended that the low end of the ranges be the basis for starting pay, but that the high end be at the discretion of the General Manager. Director Day said he thought the schedules were unnecessarily complicated and that the original job classification/salary ranges format was adequate. He suggested retaining the original format but use the new salary schedule in-house as a guide. Discussion continued.

It was moved by Director Day and seconded by Director Wright that the Committee recommend to the Board approval of the job classifications and salary ranges schedule, modified to reflect only the titles of the positions, the existing range column, and the proposed range column. The motion carried.

4. NEW BUSINESS

There was no new business for this meeting.

5. ADJOURN

There being no further business, the meeting was adjourned at 1:55 p.m.