

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

March 5, 2009
3:00 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:00 p.m.
All present stood for the pledge of allegiance, led by Chairperson Tubbs.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

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

STAFF PRESENT:

R. Robert Neufeld, General Manager
Claud Seal, Assistant General Manager
Colleen Theuer, Administrative Manager

GUESTS PRESENT:

Manuel Aranda Jr., Director
Melody McDonald, Director
Greg Gage, SBVMWD

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. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVE MINUTES FROM MEETING OF FEBRUARY 17, 2009

It was moved by Director Wright and seconded by Director Day to approve the minutes of the Administrative Committee meeting of February 17, 2009. The motion carried unanimously.

4. DISCUSSION/CLARIFICATION ON ADMINISTRATIVE COMMITTEE MEETING DATES

Mr. Neufeld discussed setting specific dates for the Administrative Committee meetings, and asked for clarification as to whether the committee or the full Board should set those dates. Discussion ensued. Director Tubbs indicated that she would bring the matter to the full Board during her committee report at the next Board meeting.

5. REVIEW AND UPDATE JOB DESCRIPTIONS

The updated job descriptions, completed by Mathis Consulting Group, were reviewed and discussed by the committee, and several changes were made. Mr. Neufeld said that he was not suggesting that the new job descriptions be used for existing employees, but rather they would take effect in the event of new recruitment. A second draft of the job descriptions will be brought to the next committee meeting for review.

Mr. Neufeld asked for direction from the committee regarding updating the salary schedule. A salary survey conducted every two years was suggested. This item will be brought back to the next committee meeting.

Mr. Neufeld inquired as to whether a COLA increase applied to all personnel of the District. The answer was that a COLA does not apply to contract employees.

6. UPDATE ON FRAUDULENT CHECK ATTEMPT ON DISTRICT BANK ACCOUNT

Mr. Neufeld discussed and updated the committee on the fraudulent check attempt on the District's bank account and staff's inquiries with Bank of America. This item will be brought before the full Board at the next Board meeting on March 11, 2009.

7. ADJOURN

The next committee meeting, scheduled for March 19, was changed to March 26, 2009 at 3:00 p.m. There being no further business, the meeting adjourned at 4:15 p.m.