

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

May 6, 2009
3:30 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:30 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
Colleen Theuer, Administrative Manager
Shanae Smith, Executive Assistant

GUESTS PRESENT:

Doug Headrick, San Bernardino Valley Municipal Water District

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 APRIL 17, 2009

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

4. REVIEW MODEL OF PROPOSED BOARD OF DIRECTORS HANDBOOK

Mr. Neufeld introduced the CSDA Sample Policy Handbook that could be used as a template for the updating of the District's Board of Director's Handbook. Discussion ensued in length and the CSDA Sample Policy Handbook was discussed in its entirety; recommendations and comments were made for updating the current handbook. After discussion, it was decided that a draft of these changes would be brought back to the committee for review at a later meeting, the date to be decided.

5. REVIEW FLSA TO DETERMINE EXEMPT & NON EXEMPT STATUS OF EMPLOYEES

Mr. Neufeld discussed exempt & non-exempt status positions. He recommended that the current position of Administrative Manager remain non exempt; however, for any future employee in that position, the title be changed to Assistant to the General Manager/Administrative Services Supervisor and become an exempt position. All other employee positions should remain as non-exempt, except for the General Manager and the Assistant General Manager (currently exempt).

Mr. Neufeld made the recommendation that both the updated salary schedule and job descriptions be presented to Board of Directors at the next Board meeting for approval.

6. REVIEW AND COMMENT ON DRAFT OF PROPOSED 2009-2010 BUDGET

The 2009-2010 proposed budget was discussed. A recommendation was made by Mr. Neufeld that a quarterly budget review be adopted by the district and that the Administrative Committee be in charge of that review. Upon reviewing the budget, several other recommendations were made, including: Director Day recommended aerial mapping/surveying be completed every other year rather than once a year. All committee members agreed and it was noted that this item will be removed from budget and completed every other year. Mr. Neufeld recommended eliminating the state legislative services contract, but continue to retain the federal legislative services contract. In depth discussion of the remaining proposed budget continued.

A discussion of Directors' activities ensued. Limiting Directors' activities and bringing this item to the full Board for discussion was recommended, to be included on the agenda for the next Board meeting on May 27, 2009.

7. ADJOURN

There being no further business, the meeting adjourned at 5:50 p.m.