SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING
(Continuation from Administrative Committee Meeting of May 18, 2010)
May 24, 2010
10:00 a.m.

Chairperson McDonald called the Administrative Committee Meeting to order at 10:00 a.m. All present stood for the pledge of allegiance, led by Chairperson McDonald.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Melody McDonald, Chairperson
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

R. Robert Neufeld, General Manager
Claud Seal, District Engineer
Samantha Brown, Finance Supervisor

GUESTS PRESENT:

David Raley, Director

1. PUBLIC PARTICIPATION

Chairperson McDonald 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. REVIEW PROPOSED BUDGET OPTIONS FOR FISCAL YEAR 2010-2011

Robert Neufeld reported on the recommendations made by the Resources Committee. Mr. Neufeld said the Committee will recommend that the budget option discussed by the Administrative Committee on May 18, regarding the Capital Improvement portion within that budget for $177,500, be approved by the full Board. In addition, the Resources Committee took action that a report is made to the Administrative Committee regarding potential funds that could possibly solve the District's financial deficit for the upcoming year. Mr. Neufeld said the Resources Committee directed staff to increase the Capital Improvements budget in the first quarter for next fiscal year with recommendations should the funding opportunity come to fruition. If the District is successful with the funding opportunity, it will negate the need for budget cuts previously discussed at the Administrative Committee meetings. Chairman McDonald clarified that the Resources Committee approved the Capital Improvement portion of the total budget, recommended by the Administrative Committee. Mr. Neufeld reported that he met with Bruce Cash, President and CEO of United Strategies on Thursday, May 20, 2010 regarding an opportunity to generate possible additional revenues. Mr. Cash will make a presentation to the Board at the May 26, 2010 regular Board meeting. A discussion ensued regarding the Mill Creek spreading basins relative to the deed restrictions as outlined in an agreement with the City of Redlands. Mr. Neufeld stated the Resources Committee recommends staying with the budget option that we have now, and should at the end of the first quarter, direct staff to come back with a prioritized list of Capital Projects.

Mr. Neufeld asked the committee for authorization to a hire part-time field person to assist with the day to day field operations. Mr. Neufeld said Manual Colunga is working single-handedly in the absence of Randy Carlisle. Randy is scheduled to return soon, with limited ability. Mr. Seal said they have four young applicants with experience and capability to perform the necessary duties, including operating field equipment. The starting hourly rate will be $23.00 per hour, excluding benefits. Director McDonald briefly summarized ACWA/JPIA's interview checklist for new hires, as well as comparable salaries for field personnel. Mr. Neufeld stated that a salary survey should also be conducted to ensure fair and just compensation, as information is available from ACWA/JPIA and California Special Districts Association (CSDA). Mr. Neufeld reported that Mr. Carlisle is scheduled to return to work with a full medical release in June. Mr. Neufeld suggested changing Mr. Carlisle's current title to a supervising foreman, whose duties will include training existing field personnel and new hires. A discussion ensued. After discussion, the Committee agreed to recommend staff's request to hire a part time field staff person at the rate of $17.00-$19.00 per hour to the full Board.

4. CLOSED SESSION

At 10:56 a.m., it was moved by Director Day and seconded by Director Wright to adjourn to Closed Session, Under Government Code Section 54957(b), to discuss a personnel matter. The motion carried unanimously.

At 11:30 a.m., the meting reconvened to Open Session, with no reportable action under Government Code 54957.1.

5. <u>ADJOURN</u>

There being no further business, the meeting adjourned at 11:30 a.m.