

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

August 9, 2010
2:00 p.m.

Chairperson McDonald called the Administrative Committee Meeting to order at 2:00 p.m. All present stood for the pledge of allegiance, led by Chairperson McDonald.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Melody McDonald, Chairperson
Clare Henry Day, Director
David Raley, Director

STAFF PRESENT:

Shanae Smith, Executive Assistant II

GUESTS PRESENT:

None

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

No additions/deletions to the agenda.

3. Approval of Minutes from the July 27, 2010 meeting

It was approved by Director Day and seconded by Director Raley to approve the minutes from the July 27, 2010 Administrative Committee Meeting. The motion carried unanimously.

4. General Manager Position

Chairman McDonald led a brief discussion regarding the General Manager Position. Chairman McDonald reported that the District received resume` submittals from four candidates and

interviews were scheduled for August 25th at 9:00, 10:00 and 11:00 a.m., in 45 minute intervals. Chairman McDonald stated that due to the District's current economic climate, the Board as a whole would make a decision regarding whether or not the position would be on a full-time or part-time employment basis. No action was taken by the Committee.

5. Investment Policy Update-\$5 Million Pre-Paid Royalty Under Lease with Robertson's Ready Mix

Chairman McDonald reviewed legal counsel's summary of the District's agreement with Robertson's Ready Mix relative to the \$5 million restricted funds. Director Raley stated under the proposed investment policy, \$1 million would be transferred to the District's account in liquid assets and that if the miners called the funds, within a year per the agreement, we could borrow against District property to repay the royalty. Director Raley led a discussion regarding the three year, "sweet spot" for the return on any investment and staff time needed to manage the investment fund and procedures associated.

It was moved by Director Day and seconded by Director McDonald to make a recommendation to the Board to, "Authorize the Purchase of 12 CDs at \$240,000 and to Set the Maturity in 90 days, (1) per quarter, every two years, becoming (3) year CDs. The motion carried unanimously.

6. Consider Amending Resolution No. 441, Defining Responsibilities of the General Manager

Recommend Director Raley and seconded by Director Day to make a recommendation to the Board to approval, "Amending Resolution No. 441, Defining Responsibilities of the General Manager." The motion carried unanimously.

7. ADJOURN

There being no further business, the meeting adjourned at 3:35 p.m.