

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

September 17, 2010
11:00 a.m.

Chairperson McDonald called the Administrative Committee Meeting to order at 11:00 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:

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 August 31, 2010 Meeting

It was moved by Director Day and seconded by Director Wright to, "Approve the Minutes from the August 31, 2010 Administrative Committee Meeting." The motion carried unanimously.

4. Review and Discuss Revisions to 2010-2011 General Fund Budget

Chairman McDonald led a discussion regarding the 2010-2011 General Fund budget. At the August 31st Administrative Committee meeting, the Redlands Plaza fund budget was reviewed and staff was asked to bring back to the committee a budget v. actual report for the Committee's review. It was determined that account numbers within the General Fund budget needed

revisions to coincide with revisions made to account numbers within the General Fund budget. A discussion ensued. After discussion the following motion was made:

It was moved by Director Day and seconded by Director Wright to make a recommendation to the Board to, “Approve the Revisions to General Fund Budget for FY 2010-2010 at the October 13th Regular Board Meeting.” The motion carried unanimously.

5. Review and Discuss Redlands Plaza Budget

Executive Assistant II, Shanae Smith led a discussion regarding the Redlands Plaza budget for the 2010-2011 FY. Ms. Smith distributed a proposed budget for the enterprise fund and briefly summarized each account percentages allocated from the General Fund accounts. Ms. Smith stated that the Redlands Plaza fund budget had not been approved for the current fiscal year and that staff was directed to bring back the proposed draft Redlands Plaza fund budget for the Committee’s review. The Committee reviewed each line item and directed staff to amend the proposed Redlands Plaza budget, including a budget v. actual report for comparison.

It was moved by Director Day and seconded by Director Wright to make a recommendation to the Board to approve the proposed Redlands Plaza Budget for the 2010-2011 FY, as amended. The motion carried unanimously.

6. Review and Discuss Revisions to the Employee Handbook

Shanae Smith distributed a red-lined version of the District’s Employee Handbook. Ms. Smith stated that the proposed revisions were relative to the current flexible work week schedule and proposed revisions made to accommodate the current level of service provided to the public. Director Day asked if the revisions would provide continued coverage by existing staff. Ms. Smith explained that due to the recent loss of personnel, Administrative Assistant I, Athena Medina was asked to change her “flex” day from alternate Fridays to alternate Mondays in order to provide assistance to Ms. Smith with timely preparation of the Board and Committee agenda packages. The revised schedule will allow staff to complete tasks and provide continued support, as the District is currently understaffed. A discussion ensued regarding staff’s consultation with the Association of California Water Agencies (ACWA/JPIA) regarding existing language in the Employee Handbook and the alternate work schedule and state exemptions associated.

It was moved by Director Wright and seconded by Director Day to make a recommendation to the Board to approve, “Revisions to the Employee Handbook Regarding the Alternate Work Schedule.” The motion carried unanimously.

7. Review and Consider Updated Job Descriptions and ACWA/JPIA Worksheets Regarding Same

Ms. Smith summarized the current job titles and associated job descriptions for existing office staff. Ms. Smith stated that the current job descriptions no longer accurately reflected the job

duties currently performed by office staff and revisions were noted in red-line format for the Committee's review. Ms. Smith also summarized substantive changes that had been made to the Administrative Assistant I job description, including the addition of groundwater data collection duties to accommodate the annual Engineering Investigation (EI) and Big Bear Water Master reports, as well as property management functions for the District's enterprise account. A discussion ensued regarding the Finance Supervisor and Administrative Manager positions and whether the current Executive Assistant II position would be vacated. After discussion, the following motion was made:

It was moved by Director Day and seconded by Director Wright to make a recommendation to the Board to, "Approve Updated Job Descriptions for the Administrative Assistant I and Administrative Manager Positions." The motion carried unanimously.

8. Review and Discuss Update – 2010 Conflict of Interest Code

Ms. Smith distributed the 2010 Biennial Notice from the County of San Bernardino regarding updating the District's conflict of interest code. Ms. Smith stated that the Board adopted Resolution 439, updating the District's conflict of interest code at its July 2, 2008 regular Board meeting. Ms. Smith stated that staff recommended that an amendment be made to the previously adopted resolution and disclosure categories that would include the addition of the GIS Land and Water Resources Management consultant position, as well as the engineering consulting position. Ms. Smith also stated that there would be no substantive revisions made to the terms of the adopted code. A discussion ensued.

It was moved by Director Wright and seconded by Director Day to make a recommendation to the Board to, "Approve Resolution No. 460, Update of the District's Conflict of Interest Code" The motion carried unanimously.

9. ADJOURN

There being no further business, the meeting adjourned at 12:15 p.m.