

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

December 7, 2010
9:30 AM.

Chairperson McDonald called the Administrative Committee Meeting to order at 9:38 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:

Daniel Cozad, General Manager

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 SEPTEMBER 17, 2010 MEETING

Upon a motion by Director Day and second by Director Wright, the minutes of the October 5th meeting were unanimously approved.

4. REVIEW AND DISCUSS DRAFT STAFFING PLAN

Staff presented the critical functions and staffing matrix to fulfill the critical functions along with the difficulty of efficiently staffing the small District. Staff underscored the flexibility needed to operate most efficiently. Field functions are effective and flexible by their nature and the staff that work them. Efforts will be made to recruit a field replacement and Administrative Manager

position starts tomorrow. Staffing plan implementation will include determination of effective staffing and supervision in the field staff and a salary survey in the spring to set salary ranges.

Upon a motion by Director Day and second by Director Wright, the plan was approved for recommendation to the Board.

5. PERSONNEL HANDBOOK UPDATE APPROACH

Staff presented their intention to have ACWA JPIA review and provide recommendations to the handbook. The handbook is significantly out of date and this is an effective way of updating at the minimum cost.

The Committee concurred with staff and requested the handbook come back to the Committee with changes and edits for review. Committee concurred that levels of benefits should be reviewed to enable management of costs and competitive compensation. No other action was taken.

6. FIELD AND OFFICE STAFF REPLACEMENT UPDATE

Staff presented an oral update on the efforts to replace the Administrative Manager/Board Secretary position and the plans for field technician support. The Committee accepted the report and commended staff on quickly and cost effectively dealing with the openings. No other action was taken.

7. LEASING AGENT FOR REDLANDS PLAZA

Staff presented their competitive process and evaluation for selection of the leasing agent for filling two vacancies in the Redlands Plaza property. Staff based their selection on responsiveness, reputation with tenants and owners.

Upon a motion by Director Day and second by Director Wright, affirmed staff's recommended leasing agent selection and process and recommended the Board approve the selection of Coldwell Banker Commercial – Lazar & Associates.

8. MENTONE AND CANYON PROPERTIES PLAN

Staff presented background and alternatives for the planning and utilization of the Mentone Property (house and shop) and the Canyon Property (house and shop). Four non-exclusive options were evaluated and presented in the memo.

After review and discussion and upon a motion by Director Day and second by Director Wright, affirmed staff's recommendation of option 3 to Lease the Mentone House only and upgrade as needed and recommended the Board approve authorization for the General Manager to contract with Escoto Construction for the improvements not to exceed \$10,000 to advertise and lease the property.

9. ADJOURN

There being no further business, the meeting adjourned at 11:00 AM.