

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS**

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

February 4, 2011
11:30 A.M.

Chairperson McDonald called the Administrative Committee Meeting to order at 11:28 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
Eunice Griffith, Administrative Manager

GUESTS PRESENT:

David Raley
Therese Bova

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 DECEMBER 07, 2010 MEETING

Upon a motion by Director Day and second by Director Wright, the minutes of the December 7th meeting were approved.

4. PERSONNEL HANDBOOK UPDATE APPROACH – PROGRESS

Daniel Cozad, General Manager informed the Committee that all feedback had been received from ACWA JPIA and we are working our way through making recommended changes. Eunice

Griffith, Administrative Manager stated that changes on the handbook will be completed the week of February 21st. Chairman McDonald informed the Committee that due to the size of our Agency, the handbook evaluation from ACWA /JPIA was downsized considerably and after all recommended changes are made to the draft, the Administrative Committee will meet to discuss and finalize the Personnel Handbook.

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

5. LEASING AGENT FOR REDLANDS PLAZA – UPDATE

Mr. Cozad gave an update on behalf of Athena Medina, Property Manager/Administrative Assistant. Matt Millett, Leasing Agent for Coldwell Banker Commercial, Lazar and Associates has shown units “J” and “I” several times from late December through early January. Dr. Ohana also referred his Lab technician who was looking to rent a space. Matt also showed the property to a reflexology tenant and completed research with the City to determine applicable zoning regulations. Athena has been working with Burlington Northern Santa Fe Railway (BNSF) and Redlands Police Dept. to address loitering issues with the homeless. BNSF shares an easement with Redlands Plaza and the homeless use the space for storage. Mr. Cozad informed the committee that all concerns hindering leasing and the safety of our tenants are being addressed as it is imperative that the District maintain our responsibility to tenants and neighbors.

The Committee encouraged engaging social outreach programs to assist with relocating trespassers. Mr. Cozad informed the Board that the Police Dept. has a liaison with Agency Service groups and we have enlisted their support to expedite a solution.

All issues related to flood damage have been solved and for plumbing issues, Director Day recommended allowing the plumber to secure the permit

6. MENTONE AND CANYON PROPERTY PLAN – UPDATE

Mr. Cozad passed out a flyer of the refurbished house and reported that he received the keys on Monday, January 31, 2011 and all contracted work is done. Before renting property the house needs a gas stove. The rental includes front, back and side yard. Field Technicians will continue to use the gated area, back entrance and 2 ½ acres on the side of the property. Mr. Cozad asked the Committee for feedback on proposed \$1,650.00 /monthly rent. He also offered to donate his wife’s time to show the rental and prevent interruptions to District Staff. Discussion on the details of the rental ensued. For future consideration of the property, Mr. Cozad has met with Mandy Parks at Inland Empire Resource Conservation District. He reported that they are looking for new offices with a minimum of one acre on the property for a community garden. The garden is intended to educate children about water and natural resource conservation. This is an option for approximately one to two years in the future.

The Committee supported advertising the property per discussion.

7. FIELD AND OFFICE STAFF REPLACEMENT – PROGRESS

General Manager provided a brief update on additions to District personnel:

2 paid interns based on the \$10,000 authorization: Matt O’Carroll from University of Redlands and Ryan Hejka from Cal Poly Pomona. Both interns are working on engineering planning, the EI and Big Bear Watermaster report.

1 intern, 360 hours paid by Bureau of Reclamation: Tom Lyon, from Cal State San Bernardino, will be starting soon. Tom’s focus will be to identify, categorize and catalog items that may be of a historical value in the District Library. He will also assist Athena on scanning and archiving distinctive District documentation.

1 permanent employee: Dillon Ford is the newly hired Field Technician replacing Douglas Bailey. Dillon will start on Monday, February 7, 2011 and will be available to assist Field personnel with the US Army Core of Engineers (USACE) Hydraulic Test Release at Seven Oaks Dam (SOD) scheduled for February 12 -17th, 2011.

8. ENTERPRISE DESCRIPTIONS AND RESERVE POLICY

The Committee reviewed the handout on Enterprise Descriptions. Therese Bova, attended the meeting and will eventually incorporate Committee and Board’s decisions on Enterprise descriptions into our accounting system and ensure that they are auditable. The Enterprise approach requires a fundamental changes to the existing accounting system, thus questions need to be answered before implementation. The General Fund aggregates all the enterprise funds and acts as the umbrella for all District efforts and contains all funds that are not ascribed to an enterprise.

The proposed 3 cost categories for the District Enterprise approach are as follows:

- E1) Groundwater Recharge Enterprise Fund
- E2) Redlands Plaza and Leased Property
- E3) Land Resource Enterprise

Mr. Cozad consulted with the Committee on “suggested” enterprise descriptions and open questions in each of the 3 categories. The open questions need to be answered by the Committee and Board before moving forward.

9. BUDGET APPROACH FOR 2011-2012

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.

10. ADJOURN

It was moved by Director Day and seconded by Director Wright to adjourn the meeting. The motion carried unanimously.

There being no further business, the meeting adjourned at 1:17 p.m.