

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

MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING

June 4, 2014
4:00 P.M.

Chairperson McDonald called the Finance & Administration Committee Meeting to order at 4:13 p.m.

FINANCE & ADMINISTRATION COMMITTEE MEMBERS PRESENT:

Melody McDonald, Chairperson
David E. Raley, Director

FINANCE & ADMINISTRATION COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Daniel Cozad, General Manager
Athena Monge, Administrative Services Specialist

GUEST PRESENT:

None

1. PUBLIC PARTICIPATION

None.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVAL OF MEETING MINUTES FROM APRIL 16, 2014

It was moved by Director Raley and seconded by Chairperson McDonald to approve the minutes of the April 16, 2014 Finance & Administration Committee Meeting. The motion carried with all members present voting in the affirmative.

Chairperson McDonald: Yes
Director Raley: Yes

4. REVIEW OF RESOLUTIONS 509A & 509B

Brief discussion ensued regarding review of the approved resolutions. It was the concurrence of the Committee to forward to the Board as an information item to allow them to see the final split resolutions. The implementation dates for the increase from 9 to 10 meetings is July 1, 2014 and for the increase in per diem from \$197 to \$206 is January 2, 2015. Because the Board took action to set the per diem, the next time the per diem would be addressed would be December 2015 when by resolution the Board will determine whether or not to change the per diem.

5. BOARD POLICY MANUAL REVISIONS

The Board Policy Manual Revisions are incorporated in Committee packet. Mr. Cozad pointed out that Staff did the best they could to incorporate revisions discussed at Board meeting on May 15th, however Staff would like additional feedback from the Committee. Director Raley asked for clarification on why Appendix “C” was modified to delete the restrictions on expense reimbursement in opening paragraph. He said that we would need to keep the deleted paragraph and specifically state that any meetings over ten per month would only be compensated for local expenses without prior approval from the Board. Vice President McDonald indicated that by leaving that section in tact the Board retains control of Board expenses. Water Code prevents any per diem over ten meetings per month being paid; but this allows for meetings over ten to be compensated for expenses only. Discussion ensued regarding local versus travel expenses. Mr. Cozad noted the differences between what may be claimed when attending District Requested versus Director Selected as outlined in table below:

District Requested	Director Selected
<ul style="list-style-type: none">▪ Per diem up to 10 meetings	<ul style="list-style-type: none">▪ Per diem up to 3 meetings
<ul style="list-style-type: none">▪ “Expenses”-Meals, mileage, and parking paid	<ul style="list-style-type: none">▪ “Expenses”- local mileage, meals, , and parking paid for all meetings attended
<ul style="list-style-type: none">▪ “Travel”-hotel, air, registration, car rental paid with estimate and Board approval only if listed as board designated	<ul style="list-style-type: none">▪ All “Travel” costs must be approved by Board

Vice President McDonald said to remove the language referencing “Director Selected” under District Requested meetings in Appendix “C” and leave the requirement for a cost estimate to be approved. Director Raley indicated that he suggests the limit on Director Selected should remain at three. Mr. Cozad handed out a Board analysis spreadsheet put together by Ms. Monge which shows the fluctuation in expenses from 2004-Current. Brief discussion ensued noting the decreased costs in Director’s expense during the period of 2004-2014. The Committee agreed to recommend the phrase “Various Water Related Meetings” under the Director selected category and removing the suggested additions of: Leadership Breakfasts, San Bernardino County Water Conference, San Bernardino Countywide Vision and State of the County. In response to a question staff indicated that once a meeting that is noted “Set by Board Action” is authorized by

the Board it becomes a District Requested meeting unless otherwise stipulated. ACWA Region 9 meetings have been listed as District Requested indicating “All Board Limited” which simply means that if the Board chooses to set a limit as to how many directors may go they can do so. Resolution will be modified to address the revisions discussed today.

It was moved by Director Raley and seconded by Chairperson McDonald to forward the Board Policy Manual changes for approval to the Board of Directors at the June 11, 2014 Board meeting with suggested revisions. The motion carried with all members present voting in the affirmative.

**Director Raley: Yes
Chairperson McDonald: Yes**

6. ADJOURN

It was moved by Director Raley and seconded by Chairperson McDonald to adjourn. The motion carried with all members present voting in the affirmative.

**Director Raley: Yes
Chairperson McDonald: Yes**

There being no further business, the meeting adjourned at 5:14 p.m.