

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

April 17, 2009
3:30 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:35 p.m.
All present stood for the pledge of allegiance, led by Chairperson Tubbs.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Cheryl Tubbs, Chairperson
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

R. Robert Neufeld, General Manager
Colleen Theuer, Administrative Manager

GUESTS PRESENT:

Doug Headrick, San Bernardino Valley Municipal Water District

1. PUBLIC PARTICIPATION

Chairperson Tubbs 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

There were no additions or deletions to the agenda.

3. APPROVE MINUTES FROM MEETING OF MARCH 26, 2009

It was moved by Director Wright and seconded by Director Day to approve the minutes of the Administrative Committee meeting from March 26, 2009. The motion carried unanimously.

4. REVIEW UPDATED JOB DESCRIPTIONS

Mr. Neufeld briefly discussed the newly revised job descriptions, which had been distributed at the last Administrative Committee meeting on March 26, 2009.

Chairperson Tubbs noted that the requested changes had been made and she was satisfied with those changes. Mr. Neufeld requested that the revised job descriptions go before the full Board for approval.

It was moved by Director Day and seconded by Director Wright to present the revised job descriptions to the full Board for approval and adoption. The motion carried.

5. REVIEW AND UPDATE SALARY SCHEDULE

The revised salary schedule was discussed at length. Mr. Neufeld suggested that a salary survey take place every two years for consistency in keeping the salary schedule up to date; he also requested that the proposed revised salary revisions be brought before the full Board for approval and adoption, and that upon adoption, the schedule be placed in the Employee Manual. The question of what constitutes an exempt employee was raised and discussed. Before bringing the salary schedule to the full Board, direction to Staff was to evaluate each District employee according to the Fair Labor Standards Act (FLSA) for proper classification as either an exempt or non-exempt employee.

The Board Policy Manual was discussed. Mr. Neufeld suggested using the CSDA Policy Sample Manual as a guide to revising the District's Board Policy Manual. Chairperson Tubbs asked that suggested revisions be brought back to the next Administrative Committee meeting.

The next Administrative Committee meeting was scheduled for May 6, 2009 at 3:30 p.m.

6. ADJOURN

There being no further business, the meeting adjourned at 4:20 p.m.