SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

September 2, 2009
9:00 a.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 9:00 a.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:

Cindy Navaroli, Platinum Consulting Group

1. <u>PUBLIC PARTICIPATION</u>

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. <u>ADDITIONS/DELETIONS TO AGENDA</u>

There were no additions or deletions to the agenda.

3. <u>APPROVE MINUTES FROM MEETING OF AUGUST 18, 2009</u>

The minutes from the meeting of August 18, 2009 were discussed. Clarification was needed for Item 4, *Discussion – Replacement for Administrative Manager* regarding the approval for the retention of Platinum Consulting Group. Director Tubbs stated that she had reported to the Board that the committee authorized a contract of a not-to-exceed amount of $7,500, as she recalled the discussion in which Mr. Neufeld stated he thought that the preliminary work could be completed within 40 hours. Mr. Neufeld said that was correct for Phase I of the project; Phase II was to evaluate the accounting functions. He recalled that he had asked the Board for the authority to approve an agreement for $15,000 which would include Phase I and Phase II. He said Phase I was to evaluate the position of the Administrative Manager and to make the recommendation to include a new job description. Phase II was to evaluate the accounting functions and make recommendations. Discussion continued. Two corrections were noted.

> **It was moved by Director Day and seconded by Director Wright to approve the minutes of the Administrative Committee meeting from August 18, 2009, as amended: strike *"in an amount not to exceed $15,000"* on page 2, Item 4, line 8, and strike same from the motion for that item. The motion carried unanimously.**

Mr. Neufeld requested that the committee add to the agenda a new item 4, DISCUSSION OF PHASE II.

4. <u>DISCUSSION OF PHASE II – PLATINUM CONSULTING GROUP</u>

Cindy Navaroli, of Platinum Consulting Group, discussed the inability of small agencies to have a complete "checks and balances" with their finances due to their small size. She spoke of the financial software for the District (QuickBooks), noting that it was an excellent software, in spite of control flaws that existed in earlier versions. The current version of the software allows setting controls that will provide a better audit trail, and management reporting. She said she could set up GAAP requirements in QuickBooks as well as look at separation of duties and control centers. She suggested having an outside person come to the District once a month to ensure that a new hire was handling the accounting functions correctly. Regarding her contract, she said Phase I would be completed upon the hiring of a new person and that she would also assist in the recruitment process; Phase II would begin when appropriate. Discussion continued.

> **It was moved by Director Day and seconded by Director Wright to report to the Board that the committee authorizes Platinum Consulting Group to proceed with Phase II scope of work, as appropriate, for a total cost for both Phase I and II not to exceed $15,000. The motion carried unanimously.**

5. <u>REVIEW DRAFT OF JOB DESCRIPTION FOR FINANCE SUPERVISOR</u>

Discussion ensued on the draft job description of the Finance Supervisor, a non-exempt position, Range 18, salary $61,755.20 - $75,063.83. This position, which would have responsibility for a portion of the current Administrative Manager duties, would deal with all aspects of accounting and finance for the District as well as Human Resources duties. The Finance Manager would also supervise the Administrative Assistant. The Board duties of the Administrative Manager position would be transferred to the Executive Assistant position, which would include preparing Board packages as well as minutes for the Board and all Board committees. The new job description was discussed and minor changes were noted. Board approval for the position was scheduled for the Board meeting of September 9, 2009.

6. DISCUSSION – POSSIBLE AMENDMENTS IN POLICY HANDBOOK FOR THE CONDUCT OF BUSINESS OF THE BOARD

Discussion ensued regarding amendments to the Board policy handbook that were proposed by the Board President. Minor changes were noted.

It was moved by Director Day and seconded by Director Wright to recommend to the Board approval of the amendments to the Board Policy Handbook, as modified. The motion carried unanimously.

7. DISCUSSION – 2008-2009 AUDIT REPORT

There was a brief discussion regarding comment letters from the auditors regarding the 2008-2009 audit report. The comment letters related to Auditing Standard No. 112, which became effective in 2007 but had not been reported on the District's audits until the current year; Ms. Navaroli stated that these were standard letters issued with each audit.

8. ADJOURN

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