

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

November 4, 2009
3:00 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:00 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
Samantha Brown, Finance Supervisor
Shanae Smith, Executive Assistant II

GUESTS PRESENT:

Melody McDonald, Director

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. DISCUSSION – REVIEW PROPOSED BUDGET REVISIONS FOR FY 2009-2010 AND POSSIBLE RECOMMENDATION TO THE BOARD

Mr. Neufeld stated the purpose of the meeting is to review the current numbers and conclude with a possible recommendation to the Board for adjustments to

the budget based on the first quarter performance. He said that upon close review of the budget, he felt it essential that the committee meet to discuss the current issues of the District finances, as the income portions of the budget were underestimated by several thousand dollars at the time of the initial budget process which was due to incomplete year end expenditures. Finance Supervisor Samantha Brown, distributed meeting materials to the committee members. Mr. Neufeld summarized each line item of the Budget vs. Actual through the end of the first quarter and suggested the entire budget be subject to quarterly reviews on a regular basis for the future.

Mr. Neufeld indicated that the proposed revision to the 09-10 budget, as shown on the handout would indicate actual expenditures for the previous fiscal year, the approved budget of 08-09 and the suggestions which staff is proposing for revisions, and the impacts of those proposed changes. A discussion ensued regarding income received versus operating expenses.

Mr. Neufeld reported that a reduction of roughly \$509,000 was made to the revised budget; a significant decrease from the original total amount of \$2 million projected at the start of the fiscal year. He said the decrease will allow the District to develop new potential revenue sources that would help off-set the loss of mining revenues. Director Day said that a monthly report should be distributed to basin stakeholders that clearly and accurately assess the costs incurred by the District to fund its operations related to water recharge. He said the Wash Plan Task Force members should partially reimburse the District for legal expenses associated with the plan. A discussion ensued regarding possible additional modifications to the budget including, administrative costs, operating costs, the level of professional services currently utilized by the District and an increase in the groundwater assessment fees.

Director Tubbs suggested that staff create a second proposed revised budget that would indicate a fourth column on the final proposal submitted to the full Board for comparison as recommended by the committee members. Discussion continued as the second proposed budget revisions were noted with the following recommendations:

7230 Field Equipment	Decrease from \$25,000 - \$12,500; defer \$12,500 to 2010-2011 FY
7314 Legal, Water Rights	Decrease from \$50,000 - \$25,000; defer \$25,000 to 2010-2011 FY
4085 - AB303 Grant	Decrease from \$250,000 - \$100,000 based on DWR

The committee also suggested that Directors Fees not be increased per staff recommendation.

The committee directed staff to add these item's to the agenda for the upcoming meeting of the Board scheduled for, Wednesday, November 18, 2009.

Mr. Neufeld reminded the committee members that as a result of the recent elections, Director Tubbs' replacement as Chair of the Administrative Committee will need to be appointed by the President of the Board. A discussion ensued.

4. ADJOURN

There being no further business, the meeting adjourned at 4:55 p.m.