

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT**  
**MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING**

July 20, 2016  
1:30 P.M.

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Chairperson McDonald called the Finance & Administration Committee Meeting to order at 1:30 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

1. PUBLIC PARTICIPATION

Chairperson McDonald announced this as the time for any persons present, who so desire, to make an oral presentation to the Committee. Hearing none, the meeting continued with published agenda

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVAL OF MEETING MINUTES FROM MAY 23, 2016

**It was moved by Director Raley and seconded by Chairperson McDonald to approve the minutes of the May 23, 2016 Finance & Administration Committee meeting. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**

**Chairperson McDonald: Yes**

4. FOURTH QUARTER ANNUAL UNAUDITED FINANCIAL REVIEW FOR 2015-2016

Mr. Cozad introduced this item for review. He indicated that revenue came in under budget for groundwater non-ag and aggregate sales which were less than expected. Revenue will likely come in later this year. Mr. Cozad said that this is the last cash basis before staff switches to accrual. The District was under budget relative to Plunge Creek, Mill Creek and other small projects that staff was unable to complete this fiscal year. Discussion ensued regarding calculations. Director Raley suggested moving the green column (projected annual cost) and the white column (Actual over/under budget) to help the spreadsheet flow well and all negatives should be in red for consistency. The District was under in anticipated revenue by \$373,032.32 and expended less than expected at approximately \$822,234.29. Director Raley suggested separating out the capital budget from the operating budget. Staff further

explained the difference between capital cost and operation and maintenance costs. Basically stating that any expenses that extend the life of a facility are capital and any short term items are included in operating budget. Mr. Cozad indicated that staff will separate the capital budget from the operating budget and bring forward to Board for final approval at the next Board meeting. Mr. Cozad provided handout of Quarterly Investment Report which will also move forward for Board review.

**It was moved by Director Raley and seconded by Chairperson McDonald to move the Fourth Quarter Unaudited Financials forward to the Board for final approval with minor revisions to be incorporated. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**

**Chairperson McDonald: Yes**

#### 5. RECORDS RETENTION AND DESTRUCTION POLICY

Chairperson McDonald introduced this item for discussion noting its inclusion in the package on page 9. Staff indicated that the retention term per statute for recordings of meetings is a minimum of 30 days after minutes are approved. Currently the District's retention term for recordings is 90 days after approval of minutes. It was concurrence of the Committee to change retention term to 30 days after minutes are approved and to move this item forward to Board for final approval.

**It was moved by Director Raley and seconded by Chairperson McDonald to move the Records Retention and Destruction Policy forward to the Board for final approval with retention term for Recordings being changed from 90 days to 30 days after minutes are approved. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**

**Chairperson McDonald: Yes**

#### 6. TRANSITION, STAFFING AND SUCCESSION PLAN 2016

Mr. Cozad introduced this item for discussion. He stated that since the plan had not been updated since 2011 he incorporated a transition plan as well. He reviewed page the organizational charts on package page 19 and 20. Mr. Cozad noted that the organizational charts were updated with future expectations as additional staffing may be needed for the Wash Plan, Enhanced Recharge and other future projects. Director Raley said that staff may want to perform a workload survey. He said some seasons are busier than other therefore the District may want to consider seasonal employees. Mr. Cozad indicated that with the addition of new basins and field activities the District will likely need to add a field operations specialist. As additional staff is needed staff will look at potential impacts and bring those considerations and costs to the Board, hopefully in the budget process. Mr. Cozad indicated that there are projects as discussed previously that have not been completed because the District does not have staff to assist in their completion. He then discussed the succession plan in detail. Mr. Cozad had current staff review make any changes appropriate. Chairperson McDonald stated that the Assistant Engineer should be groomed while the General Manager and Land Resource Manager are still here. The Committee concurs with the Transition, Staffing and Succession Plan 2016 as presented.

7. 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 2:53 p.m.