

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

November 15, 2017  
1:30 P.M.

---

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. Having no public participation, 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 JULY 19, 2017

**It was moved by Director Raley and seconded by Chairperson McDonald to approve the minutes of the July 19, 2017, Finance & Administration Committee meeting. The motion carried with all members present voting in the affirmative.**

**Director Raley: Yes**

**Chairperson McDonald: Yes**

4. 1st QUARTER ANNUAL UNAUDITED FINANCIAL REVIEW FOR 2017-2018

Mr. Cozad presented this item for discussion noting it is included in the package on page 7. He said that revenue is projected to be slightly above budget due to increase in CPI. There is likely to be \$100,000 less in Professional Services this fiscal year. Mr. Cozad noted that 6000-General Administration expenses would be higher than projected due to the parking lot and sidewalk improvements that will be capitalized at the end of the year. There have not been any significant capital costs incurred at this time. Chairperson McDonald commented that director expenses seem to be doing well. Director Raley asked if Redlands Plaza is fully occupied. Mr. Cozad indicated that there is one suite vacant and staff has been showing the property. The Mentone House is still being leased. Mr. Cozad reviewed graph financials on

package page 9. He indicated that a slight change in investments due to reinvestment of funds. A brief discussion of CalPERS ensued. It was the consensus of the Committee to move this item forward to the Board for review.

5. GROUNDWATER ENTERPRISE 4 YEAR BUDGET VERSUS ACTUAL REVIEW

Mr. Cozad reviewed the summarized budget and actual review for the last four years on package page 11; this item was initially developed for the Groundwater Council. This summary includes the income and expenses for the Groundwater Enterprise from 2013 to current. Mr. Cozad stated that this item is solely for review and discussion; no action is required.

6. REVIEW OF APPENDIX C-ROSTER OF ORGANIZATIONS AND COMMITTEES WITH ASSIGNED REPRESENTATIVES

Chairperson McDonald introduced this item for discussion noting that this is the Committee's annual review of Appendix C to see if any revisions are needed. Director Raley recommended that Director Harrison for the alternate to attend SBVMWD Board Meetings since he attends these meetings regularly. Chairperson McDonald noted that the ACWA Region 9 Meetings seemed to have been removed inadvertently and requested that it be added. The Committee requested that the CSDA Fiscal Committee be added with Director Raley being the primary with no alternate with double asterisks since he will attend if appointed and while appointed. It was the consensus of the Committee to move this item forward to the next regular board meeting for approval with revisions.

7. DISCUSS PER DIEM RECOMMENDATION FOR CALENDAR YEAR 2018

Mr. Cozad provided a handout on the history of the per diem rate and a proposed rate increase for 2018. He said that 5% is the most the Board can increase the per diem rate in any year. Director Raley proposed raising the per diem rate by the CPI-U as used in the budget for estimating staff salaries. It was the consensus of the Committee to move this item forward to the next Board meeting recommending that staff use the CPI-U from December to estimate the budget for Per Diem and the committee recommended a 3% increase for calendar year 2018 to the Board.

8. 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 2:26 p.m.