

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS**

MINUTES OF THE FINANCE & ADMINISTRATION COMMITTEE MEETING

November 15, 2023
1:30 P.M.

Chairperson Raley called the Finance & Administration Committee Meeting to order at 1:45 p.m.

FINANCE & ADMINISTRATION COMMITTEE MEMBERS PRESENT:

David Raley, Chairperson
John Longville, Director

FINANCE & ADMINISTRATION COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Betsy Miller, General Manager
Athena Laroche, Administrative Specialist
Angie Quiroga, Senior Administrative Analyst

GUEST PRESENT:

Robert Stewart, Vice President (Alternate)

1. PUBLIC PARTICIPATION

Chairperson Raley announced this as the time for any persons present who so desire to make an oral petition to the Finance & Administration 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. APPROVAL OF MINUTES FROM THE JULY 26, 2023, MEETING

It was moved by Director Longville and seconded by Director Raley to approve the minutes of the July 26, 2023. The motion carried unanimously.

**Director Longville: Yes
Director Raley: Yes**

4. 1st QUARTER UNAUDITED FINANCIALS FOR FY24

Ms. Quiroga introduced this item for discussion, noting its inclusion on package page 7. She indicated the District received \$538,242.47 of interest income through September 30. She noted that GL 5100 Professional Services has expended \$287,769.06 to date. There are no significant changes to the projected annual costs through the end of this quarter. She noted that capital expenses are currently at \$621,455.46. She reviewed the Quarterly Investment Reports shown on package page 9. CalTrust has a yield of 4.14%. The UBS Financial Services fund is separated to show General Fund and PERC investments. CAMP was yielding 5.55% through September 30. A detailed investment summary was shown on package page 10.

It was moved by Director Longville and seconded by Director Raley to approve this item and forward it to the Board for final approval. The motion carried unanimously.

Director Longville: Yes

Director Raley: Yes

5. STAFF RECOGNITIONS

Ms. Miller introduced this item for discussion. This item was at the request of the Board President. The item includes two parts: the first is to close the office between Christmas and New Year's to allow staff to enjoy a week of leave; however, staff who elect to work during this time may. The second part is to add three additional vacation days for full-time staff to cover the days during the office closure, which has a cash value of \$15,241.77. Staff will have the option to use the leave during the Christmas holiday week, use it at a different time, or cash out the time as desired. Director Longville spoke in support of the proposal. He indicated that it has become increasingly evident from organizational research that the relationship between exact hours worked in a week and productivity is not linear. Director Raley said the most affected person will be the General Manager, and requested her feedback on the recommendation. Ms. Miller said that she believes the team will benefit from a break after their hard work this year, and noted that we had a choice on several projects to complete work in-house at high quality but lower costs or we could have hired a consultant for higher costs. She discussed the learning benefit for our team in performing these tasks in-house.

It was moved by Director Longville and seconded by Director Raley to approve this item and move it forward to the Board for final approval. The motion carried unanimously.

Director Longville: Yes

Director Raley: Yes

6. INVESTMENT POLICY REVIEW AND UPDATE ON INVESTMENTS

Ms. Miller introduced this item for discussion, noting its inclusion on package page 11. This item was reviewed at the July 26 Finance & Administration Committee meeting and is planned for the January Board meeting for final approval. Ms. Miller provided a verbal update on investments. She said that we have actively been moving funds to funds with improved yields. Discussion ensued on options for active

management of investments by outside investment firms. The Committee spoke in support of reviewing options for this.

It was moved by Director Longville and seconded by Director Raley to approve the Investment Policy and move this item forward to the Board for final approval. The motion carried unanimously.

Director Longville: Yes
Director Raley: Yes

7. REVIEW OF APPENDIX B AND C APPOINTMENTS

This item is included on package page 22. Revisions to Appendix C are to rename Item 9 committees consistent with current workshop names. Item 13 is recommended to be revised to Program for the Expansion of Recharge Capacity, and Item 15 is recommended to be revised to Any District Required Training.

It was moved by Director Longville and seconded by Director Raley to approve Appendix B and revisions to Appendix C and move this item forward to the Board for final approval. The motion carried unanimously.

Director Longville: Yes
Director Raley: Yes

8. DISCUSS PER DIEM RECOMMENDATION FOR CALENDAR YEAR 2024

Ms. Miller reviewed this item. Director Longville discussed per diem and requested more information on maximums. The maximum that the per diem can be increased per code is 5% per year. Last year, the CPI-U was 6.2%, and we increased per diem by 5%. The CPI-U All West for October 2023 is at 3.3%. Ms. Miller reviewed the difference between the 3.3% and 5% increase. Director Longville supports an increase of 5%, noting that last year's increase was lower than inflation, and suggested that staff includes the information for previous years in future discussions.

It was moved by Director Longville and seconded by Director Raley to propose an increase in the per diem of 5% for calendar year 2024 and move this item forward to the Board for final approval. The motion carried unanimously.

Director Longville: Yes
Director Raley: Yes

9. ANNUAL MEMBERSHIPS

Ms. Miller introduced this item for discussion. This item was recommended for discussion by the Board, who requested that staff review membership in the Southern California Water Coalition. Ms. Miller referenced the information on package page 27. Director Raley requested additional

information and asked for someone from the coalition to speak to the Board. Director Longville suggested obtaining more information from colleagues who are members.

It was moved by Director Raley and second by Director Longville to have a Southern California Water Coalition representative speak to the Board to inform the Board's decision in joining the Coalition. The motion carried unanimously.

Director Longville: Yes

Director Raley: Yes

10. QUARTERLY MEETINGS FOR 2024

The meetings for 2024 are: January 24, April 25, July 24 and October 30.

11. ADJOURN

It was moved by Director Longville and seconded by Director Raley to adjourn. The motion carried unanimously.

Director Longville: Yes

Director Raley: Yes

There being no further business, the meeting adjourned at 2:34 p.m.