

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE PERSONNEL COMMITTEE MEETING

March 26, 2002

1. CALL THE MEETING TO ORDER

Chairperson Tubbs called the Personnel Committee meeting to order at 9:00 a.m.

ROLL CALL:

PERSONNEL COMMITTEE MEMBERS PRESENT:

Cheryl A Tubbs, Chair
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

D. Burnell Cavender, General Manager/Board Secretary
Colleen Theuer, Administrative Services Manager

2. PUBLIC PARTICIPATION

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

3. MINUTES OF THE PREVIOUS MINUTES

There were no minutes from the previous meeting in April 2001.

4. POSITION DESCRIPTION FOR ASSISTANT GENERAL MANAGER

Mr. Cavender reviewed the proposed position description for Assistant General Manager. He said that due to the retirement of the Deputy Manager for Land Resources, Chris Bahnsen, it was necessary to distribute the duties from that position between two staff members, Walter Christensen (GIS/CADD) and Tom Crowley (Deputy Manager for Water and Information Systems). Walter had been moved to the new position of Project Manager last year, in anticipation of Chris's retirement. Upon Chris's retirement, Tom took the remaining duties. Mr. Cavender said there was no longer a need for the two deputy positions; however, Tom's position description needed to be changed to include the added responsibilities. Mr. Cavender said it would therefore be appropriate to make Tom the Assistant General Manager.

It was moved by Director Wright and seconded by Director Day to approve the position description for Assistant General Manager for presentation to the Board of Directors.

Discussion continued. Chairperson Tubbs suggested changing "Experience and Training Guidelines" to "Experience and Education Guidelines," and eliminating the subtitles "Experience" and "Training." Additionally, in the paragraph beginning with "Equivalent to a Bachelor's degree..." eliminate "Equivalent to."

Director Wright amended the motion as it relates to education, and was seconded by Director Day. The motion passed.

5. CLOSED SESSION

It was moved by Director Day and seconded by Director Wright to adjourn to Closed Session at 9:10 a.m., as provided by the authority of Government Code Section 54957, to discuss the terms of employment of the General Manager.

At 9:55 a.m., the Committee reconvened.

It was moved by Director Day and seconded by Director Wright to approve the General Manager's employment agreement, as amended, for presentation to the Board of Directors for approval. The motion passed.

6. ADJOURN

The next Committee meeting was scheduled for April 10, at 3:00 p.m. There being no further business, the meeting adjourned at 10:00 a.m.