

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE PUBLIC AFFAIRS COMMITTEE MEETING

April 16, 2003

1. CALL THE MEETING TO ORDER

Chairperson Henriques called the Public Affairs Committee meeting to order at 3:08 p.m.

ROLL CALL:

PUBLIC AFFAIRS COMMITTEE MEMBERS PRESENT:

Melody A. Henriques, Chair
Manuel Aranda, Jr., Director
Cheryl A. Tubbs, Director

STAFF PRESENT:

D. Burnell Cavender, General Manager/Board Secretary
Thomas J. Crowley, Assistant General Manager
Colleen Theuer, Administrative Service Manager

CONSULTANTS PRESENT:

Susan Patane, SLP Communications
Suzanne Exeter, SLP Communications

2. PUBLIC PARTICIPATION

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

3. MINUTES OF PREVIOUS MEETING

It was moved by Director Tubbs and seconded by Director Aranda to approve the minutes of April 7, 2003. The motion carried.

4. PUBLIC AFFAIRS PROGRAM BUDGET

Mr. Cavender explained the proposed Public Affairs budget for FY 2003-2004. He said the budget was based on continuing ongoing relationships with various governmental agencies at the local, region, state and federal levels through direct participation. Regarding Public Outreach, the District would continue to participate in local community

public activities with the various Chambers of Commerce and the general public, as well as continuing with the District website. Discussion continued.

It was moved by Director Tubbs and seconded by Director Aranda to recommend to the Board of Directors approval of the Public Affairs Program budget for FY 2003-2004. The motion carried.

5. MUNICIPAL SERVICE REVIEW

Mr. Cavender said that with the passage of the Cortese-Knox-Hertzberg Local Government Reorganization Act (Act) of 2000, LAFCO must perform Municipal Service Reviews (MSR) every five years on every agency within their jurisdiction. LAFCO in turn has requested that the local agencies prepare their own reports. Mr. Cavender described the various components necessary for the MSR, and said that tWrite inc. has proposed preparing the MSR at a cost of \$3,500. The work was estimated at 35 hours, billed at \$100/hour. Discussion continued.

It was moved by Chairperson Henriques and seconded by Director Aranda to recommend to the Board of Directors, approval of a Work Order for \$3,500 to tWrite, inc. to prepare the PR portion of the LAFCO Municipal Service Review. The motion carried.

6. UPCOMING OUTREACH EVENTS

Ms. Patane discussed and distributed the monthly events calendars.

Director Aranda said Assemblyman Bob Dutton has agreed to speak at the next WRI breakfast meeting in June, and would be available either June 13 or June 20. Mr. Cavender said he would contact Jeff Davis of WRI to confirm a date.

7. RETIREMENT OF THE GENERAL MANAGER

Mr. Cavender was excused from the meeting. Updates were given on the continuing plans for the retirement dinner on May 28 for Mr. Cavender. The menu was confirmed; other details were discussed and tasks delegated. The next meeting was scheduled for April 29, at 3:00 p.m. for an update and further discussion.

8. ADJOURN

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