

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

May 13, 2004
4:00 p.m.

ROLL CALL/PLEDGE OF ALLEGIANCE

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Cheryl Tubbs, Chairperson
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

Lawrence M. Libeu, General Manager
Colleen Theuer, Administrative Services Manager

1. PUBLIC PARTICIPATION

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

2. APPROVAL OF THE MINUTES OF APRIL 15, 2004

It was moved by Director Day and seconded by Director Wright to approve the minutes of the Administrative Committee meeting of April 15, 2004. The motion carried.

3. DISTRICT LIABILITY, PROPERTY, AND WORKERS' COMP INSURANCE - REVIEW

At the last Administrative Committee meeting, the District's current insurance program with ACWA/JPIA (JPIA) was reviewed, and several alternative programs were discussed. Additional information was received, and Ms. Theuer updated the committee on the new information. The Special District Risk Management Authority (SDRMA) provided a quote for workers' compensation insurance at a rate of \$21,657.00 per year, and the Coldwell Moreland Company declined to offer a quote because of JPIA's requirement of a year's notice. JPIA's cost per year for coverage in all three categories is

\$43,787.00, with \$50,000,000 in coverage; SDRMA's cost per year for the same program is \$48,521.00, with \$10,000,000 in coverage. A brief discussion ensued.

It was moved by Director Day and seconded by Director Wright that the District retain the ACWA/JPIA liability, property, and workers' compensation programs. The motion carried.

Mr. Libeu indicated that staff would notify JPIA.

4. ADOPT REVISED SALARY AND JOB CLASSIFICATION SCHEDULES

Mr. Libeu presented an amended salary and job classification schedule. He indicated that the proposed salary schedule would facilitate improved administrative actions with regard to employee compensation, as well as provide the Board with a clearer understanding of the methodology utilized in a range and step process. The schedule provides for each range a ten (10)-step incremental increase process. Each increment is equivalent to 2.5%. Discussion ensued. Chairperson Tubbs suggested amending the staff salaries to fit close to the beginning of their job classification range, and asked that actual salaries of staff members be included on the schedule for Board approval at the Board meeting of June 9, 2004.

It was moved by Director Day and seconded by Director Wright to recommend to the Board the adoption of the salary and job classification schedules, as amended. The motion carried.

5. ADJOURN

There being no further business, the meeting was adjourned at 4:45 p.m.