

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

March 26, 2009
3:00 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:00 p.m. All present stood for the pledge of allegiance, led by Chairperson Tubbs.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

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

STAFF PRESENT:

Claud Seal, Assistant General Manager
Colleen Theuer, Administrative Manager

GUESTS PRESENT:

None

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. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVE MINUTES FROM MEETING OF MARCH 5, 2009

It was moved by Director Wright and seconded by Director Day to approve the minutes of the Administrative Committee meeting from March 5, 2009. The motion carried unanimously.

4. REVIEW UPDATED JOB DESCRIPTIONS

Mr. Seal said that the General Manager, Bob Neufeld, had gone home sick. He said the purpose of this meeting was to review the second version of the updated job descriptions

and the proposed salary schedule. Board members had questions they felt best answered by the General Manager and suggested saving discussion until he was available.

It was moved by Director Day and seconded by Director Wright to table items 4 and 5 and reschedule the meeting to April 16, 2009 at 3:30 p.m. The motion carried.

6. ADJOURN

There being no further business, the meeting adjourned at 3:10 p.m.