

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE  
ADMINISTRATIVE COMMITTEE MEETING

May 28, 2009  
3:30 p.m.

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Chairperson Tubbs called the Administrative Committee Meeting to order at 3:30 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:

R. Robert Neufeld, General Manager  
Colleen Theuer, Administrative Manager  
Shanae Smith, Executive Assistant

GUESTS PRESENT:

Doug Headrick, San Bernardino Valley Municipal Water District

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 MAY 6, 2009

**It was moved by Director Day and seconded by Director Wright to approve the minutes of the Administrative Committee meeting from May 6, 2009. The motion carried unanimously.**

4. PROPOSED BOARD OF DIRECTORS HANDBOOK

During the Administrative Committee meeting of May 6, 2009, a model of the proposed Board of Directors Handbook (Handbook) was discussed at length. Staff was directed to make several changes and bring the revisions back to the Administrative Committee meeting scheduled for May 28, 2009.

Mr. Neufeld distributed the newly revised Handbook to committee members for review. Committee members discussed the Handbook at length; after discussion Staff was directed to bring the revised Handbook to the full Board for approval at the next Board meeting.

5. ADJOURN

There being no further business, the meeting adjourned at 4:35 p.m.