

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

August 18, 2009
4:00 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 4:00 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:

R. Robert Neufeld, General Manager
Colleen Theuer, Administrative Manager

GUESTS PRESENT:

Lillian Hernandez, 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 28, 2009

It was moved by Director Day and seconded by Director Wright to approve the minutes of the Administrative Committee meeting from May 28, 2009. The motion carried unanimously.

4. DISCUSSION – REPLACEMENT FOR ADMINISTRATIVE MANAGER

Mr. Neufeld announced that the Administrative Manager would be retiring effective October 30, 2009. He proposed that the Administrative Manager position be re-evaluated, suggesting that the accounting function of the job be split into a separate position. He presented a proposal from Platinum Consulting Group, a financial consulting services firm, for the purpose of evaluating the Administrative Manager position to analyze if the separation of functions would be feasible. Discussion ensued. Due to budget constraints, it was suggested to prioritize and limit the scope of work to a preliminary evaluation, or Phase I, at a cost not to exceed \$15,000 (this cost to be discussed further at the next committee meeting). Mr. Neufeld thought Phase I could probably be completed in about 40 hours. To cover the cost, Mr. Neufeld said that there could be a transfer between budget items, to be determined.

It was moved by Director Day and seconded by Director Wright to approve the proposal for Platinum Consulting Group, for the purpose of performing a preliminary evaluation (Phase I) of the Administrative Manager position, in an amount not to exceed \$15,000. The motion carried unanimously.

5. DISCUSSION – NEW JOB TITLES, JOB DESCRIPTIONS

Mr. Neufeld distributed a new job description entitled *Engineering Support Specialist/Grants Administrator* to the committee members. He said that the grant writing portion of the position could eventually become a full-time position. Director Day inquired if the current Executive Assistant was to assume this position. Mr. Neufeld replied that that would be the intent and that he did not want to eliminate the Executive Assistant position as that position is vital to the organization. Discussion continued. Director Tubbs suggested that if the current Executive Assistant was qualified to assume the new position, then the Executive Assistant position should be vacated for the present time. This would also be contingent upon approval of the new job description by the full Board.

It was moved by Director Day and seconded by Director Wright to take the new position, *Engineering Support Specialist/Grants Administrator*, to the full Board for approval. The motion carried unanimously.

6. DISCUSSION – FUTURE MANNING REQUIREMENTS

Mr. Neufeld presented a proposal from consultant Jo McAndrews for public outreach for the District. Discussion ensued. After discussion, it was decided that this item should be considered after the District's strategic plan was in place; therefore it was tabled for a future date, to be determined.

7. DISCUSSION – ALTERNATE REVENUE SOURCES

Mr. Neufeld led a discussion on possible alternative revenue sources for the District. Suggestions included federal and state grants; the wetlands project; and selling water in a possible joint venture with the East Valley Water District.

8. ADJOURN

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