

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS

ADMINISTRATIVE COMMITTEE
AGENDA

September 2, 2009
9:00 a.m.

Location--1630 West Redlands Boulevard, Suite A, Redlands, California

Note: Copies of staff reports and other documents relating to the items on this agenda are on file at the District offices and are available for public review during normal District business hours.

CALL TO ORDER / PLEDGE OF ALLEGIANCE

ROLL CALL

1. **PUBLIC PARTICIPATION**

Members of the public may address the Board of Directors on any item that is within the jurisdiction of the Board; however, no action may be taken on any item not appearing on the agenda unless the action is otherwise authorized by Subdivision (b) Section 54954.2 of the Government Code.

2. **ADDITIONS/DELETIONS TO AGENDA**

Section 54954.2 provides that a legislative body may take action on items of business not appearing on the posted agenda under the following conditions: (1) an emergency situation exists, as defined in Section 54956.5; (2) a need to take immediate action and the need for action came to the attention of the District subsequent to the agenda being posted; and (3) the item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

3. **APPROVE MINUTES FROM MEETING OF AUGUST 18, 2009**

4. **REVIEW DRAFT OF JOB DESCRIPTION FOR FINANCE SUPERVISOR**

5. **DISCUSSION – POSSIBLE AMENDMENTS IN POLICY HANDBOOK FOR THE CONDUCT OF BUSINESS OF THE BOARD**

6. **DISCUSSION – 2008-2009 AUDIT REPORT**

6. **ADJOURN**

Committee Members:

Cheryl Tubbs, Chair
Clare Henry Day
Arnold Wright

Alternate:

Melody McDonald

It is the intention of the San Bernardino Valley Water Conservation District to comply with the American With Disabilities Act (ADA) in all respects. If you need special assistance with respect to the agenda or other written materials forwarded to the members of the Board for consideration at the public meeting, or if as an attendee or a participant at this meeting you will need special assistance, the District will attempt to accommodate you in every reasonable manner. Please contact Ms. Colleen Theuer (793-2503) at least 48 hours prior to the meeting to inform her of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.