

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT  
BOARD OF DIRECTORS

ADMINISTRATIVE COMMITTEE  
AGENDA

**February 3, 2010**  
**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.

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CALL TO ORDER / PLEDGE OF ALLEGIANCE

ROLL CALL

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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 NOVEMBER 4, 2009**

4. **SIX MONTH BUDGET REVIEW**

5. **PREPARATION FOR NEW BUDGET AND SCHEDULE BUDGET WORKSHOP**

6. **WASH PLAN FINANCIAL ANALYSIS**

7. **ADJOURN**

Committee Members:  
Melody McDonald, Chair  
Clare Henry Day  
Arnold Wright

Alternate:  
David E. Raley

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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. Shanae Smith (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.

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE  
ADMINISTRATIVE COMMITTEE MEETING

November 4, 2009  
3:00 p.m.

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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:

R. Robert Neufeld, General Manager  
Samantha Brown, Finance Supervisor  
Shanae Smith, Executive Assistant II

GUESTS PRESENT:

Melody McDonald, Director

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. DISCUSSION – REVIEW PROPOSED BUDGET REVISIONS FOR  
FY 2009-2010 AND POSSIBLE RECOMMENDATION TO THE BOARD

Mr. Neufeld stated the purpose of the meeting is to review the current budget and conclude with a possible recommendation to the Board for adjustments to the

budget based on the first quarter performance. He said that upon close review of the budget, he felt it necessary for the committee to meet to discuss the current issues of the District finances, as the income portions of the budget were underestimated by several thousand dollars at the time of the initial budget process, which was due to incomplete year end expenditures. Finance Supervisor Samantha Brown, distributed meeting materials to the committee members for review and comments. Mr. Neufeld summarized each line item of the Budget vs. Actual report through the end of the first quarter, and suggested that the entire budget be subject to quarterly reviews on a regular basis for the future.

Mr. Neufeld indicated that the proposed revision to the 09-10 budget, as shown on the handout would indicate actual expenditures for the previous fiscal year, the approved budget of 08-09 and the suggestions which staff is proposing for revisions, and the impacts of those proposed changes. A discussion ensued regarding income received versus operating expenses.

Mr. Neufeld reported that a reduction of roughly \$509,000 was made to the revised budget; a significant decrease from the original total amount of \$2 million projected at the start of the fiscal year. He said the decrease will allow the District to develop new potential revenue sources that would help off-set the loss of mining revenues. Director Day said that a monthly report should be distributed to basin stakeholders that clearly and accurately assess the costs incurred by the District to fund its operations related to water recharge. He said the Wash Plan Task Force members should partially reimburse the District for legal expenses associated with the plan. A discussion ensued regarding possible additional modifications to the budget including, administrative costs, operating costs, the level of professional services currently utilized by the District and an increase in the groundwater assessment fees.

Director Tubbs suggested that staff create a second proposed revised budget that would indicate a fourth column on the final proposal submitted to the full Board for comparison as recommended by the committee members. Discussion continued as the second proposed budget revisions were noted with the following committee recommendations:

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|-----------------------------|---|
| 1) 7230 Field Equipment     | Decrease from \$25,000 - \$12,500; defer \$12,500 to 2010-2011 FY   |
| 2) 7314 Legal, Water Rights | Decrease from \$50,000 - \$25,000; defer \$25,000 to 2010-2011 FY   |
| 3) 4085 - AB303 Grant       | Decrease from \$250,000 - \$100,000 based on communications with the Department of Water Resources (DWR) Local Groundwater Assistance Project Manager |
| 4) 6401-Director's Fees     | No Increase per staff's recommendation  |

The committee directed staff to add these items to the agenda for the upcoming meeting of the Board scheduled for Wednesday, November 18, 2009.

Mr. Neufeld reminded the committee members that as a result of the recent elections, Director Tubbs' replacement as Chair of the Administrative Committee will need to be appointed by the President of the Board.

4. ADJOURN

There being no further business, the meeting adjourned at 4:55 p.m.