

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

February 3, 2010
9:00 a.m.

Director Day called the Administrative Committee Meeting to order at 9:00 a.m. All present stood for the pledge of allegiance, led by Director Day.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Clare Henry Day, Director
Arnold Wright, Director
David Raley, Director

ADMINISTRATIVE COMMITTEE MEMBERS ABSENT:

Melody McDonald, Chair

STAFF PRESENT:

R. Robert Neufeld, General Manager
Claud Seal, Assistant General Manager/ District Engineer
Samantha Brown, Finance Supervisor
Shanae Smith, Executive Assistant II

GUESTS PRESENT:

none

1. PUBLIC PARTICIPATION

Director Day 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

Mr. Neufeld requested that one (1) item be added to the agenda. He explained that the staff needs further direction on Director's Fees, for example when are they payable, how do we know what meetings are authorized and how many Directors can attend each meeting.

It was moved by Director Wright and seconded by Director Raley to add the Director fees as item 7. The motion carried unanimously.

3. APPROVE MINUTES FROM MEETING OF NOVEMBER 4, 2009

It was moved by Director Wright and seconded by Director Day to approve the Minutes of the November 4, 2009 Administrative Committee meeting with minor revisions. The motion carried 2-0, with Director Raley abstaining due to absence from meeting.

4. SIX MONTH BUDGET REVIEW

Ms. Brown distributed Director Raley's requests, as well as the Proposed Budget Revisions.

Ms. Brown explained the handouts of the District General Fund Proposed Budget Revision and the first ever proposal of Redlands Plaza Fund budget is being presented at this time.

Discussion ensued regarding each line item of Proposed General Fund Budget.

Director Raley presented a request to reduce the amount of compensated meetings by Directors from 10 to 9 per month, as well as reduce the amount of Board meetings from 2 to 1 per month.

It was moved by Director Wright and seconded by Director Raley to recommend to the Board of Directors that they reduce compensated meetings by Directors from 10 to 9, as well as only have one Regular Board meeting per month. The motion carried unanimously.

Discussion continued regarding each line item of Proposed General Fund Budget.

It was moved by Director Raley and seconded by Director Wright to recommend to the Board of Directors to not renew WESTCAS membership in the 2011 calendar year. The motion carried unanimously.

It was moved by Director Raley and seconded by Director Wright to recommend to the Board of Directors to not renew Water Education Foundation membership in the 2011 calendar year. The motion carried unanimously.

Discussion ensued with capital projects line items and the Redlands Plaza Budget.

It was moved by Director Wright and seconded by Director Raley to recommend to the Board of Directors to approve Redlands Plaza Budget. The motion carried unanimously.

The following revisions were requested to be changed by the Administrative Committee to the General Fund budget:

Account 6061 – Water for Distribution be reduced to \$700 from \$1500
Account 6401 – Directors Fees be reduced to \$87,000 from \$94,000
Account 6440 - Election Expenses be reduced to \$73,500 from \$75,000

It was moved by Director Wright and seconded by Director Raley to recommend to the Board of Directors to approve General Fund Budget with revisions. The motion carried unanimously.

5. PREPARATION FOR NEW BUDGET AND SCHEDULE BUDGET WORKSHOP

Mr. Neufeld explained that the Budget Workshop needs to be scheduled to ensure enough time to pass the budget before the end of the fiscal year.

Discussion ensued on when the date should be and what would be discussed.

It was moved by Director Wright and seconded by Director Raley to schedule the next Administrative Committee meeting on Tuesday March 16th, 2010 at 9 a.m. to conduct a budget workshop for the next fiscal year's budget. The motion carried unanimously.

6. WASH PLAN FINANCIAL ANALYSIS

Ms. Brown distributed materials.

Mr. Neufeld presented the Wash Plan Financial Analysis, as asked by the Board.

Ms. Brown summarized the optimistic and realistic views showing income and expenses if the District were to move forward with the Wash Plan and if the District did not move forward with the Wash Plan.

Mr. Neufeld presented mitigation banking as an alternative to the Wash Plan land.

Mr. Neufeld answered questions asked by the Committee Members.

It was moved by Director Wright and seconded by Director Raley to recommend to the Board of Directors to consider to temporarily put Wash Plan finances on hold due to the economic climate, as well as staff look into alternative uses of the land. The motion carried unanimously.

7. DIRECTORS FEES

Mr. Neufeld explained that there was an issue of Director's compensated meetings not being authorized properly, the Policy manual does not state what they can and cannot go to. Mr. Neufeld is requesting direction from the Administrative Committee for clarification in which meeting the Directors can and cannot get reimbursed for, as well as the timeline of when reimbursement will be paid.

Mr. Day suggested that staff put a revision in the policy to come back to the next Administrative Committee to then recommend to the Board of Directors.

8. ADJOURN

There being no further business, the meeting adjourned at 12:39 p.m.