

**SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS**

MINUTES OF THE ADMINISTRATIVE COMMITTEE MEETING

September 28, 2011
1:30 P.M.

Chairperson McDonald called the Administrative Committee Meeting to order at 1:30 p.m. All present stood for the pledge of allegiance, led by Chairperson McDonald.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Melody McDonald, Chairperson
David Raley, Director
Clare Henry Day, President

ADMINISTRATIVE COMMITTEE MEMBERS ABSENT:

None

STAFF PRESENT:

Daniel Cozad, General Manager
Eunice Griffith, Administrative Manager

GUEST PRESENT:

None

1. PUBLIC PARTICIPATION

Chairperson McDonald 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. APPROVAL OF MINUTES FROM THE JUNE 30, 2011, MEETING

It was moved by Director Day and seconded by Director Raley to approve the minutes of the June 30, 2011 as amended. The motion carried unanimously.

4. ENTERPRISE FINANCIALS

Mr. Cozad identified the various enterprises and noted changes to budget. He stated that Staff has updated our timesheets to coordinate with the enterprise funds that were set up for billing purposes. The District will be paying rent out of General Fund to Redlands Plaza Enterprise once all the other leases have been renewed for the District's tenants. He noted that the transfer from LAIF to CalTrust has been completed and identified the rate of returns on the District's Investment Policy.

5. BOARD POLICY HANDBOOK SECTION 4025 AND APPENDIX "C" REVISION AND APPROVAL

Eunice Griffith noted revisions that were made to the Board Policy Handbook and Appendix C. Included in these changes were the changes in Appendix C to fall in line with handbook. Mr. Cozad noted that any Director Selected events that require travel are subject to restrictions. Discussion ensued and amendments to the handbook and appendix were noted. The committee recommended staff agendize the item as recommended for Board Approval.

6. EMPLOYEE HANDBOOK-FINAL APPROVAL

Mr. Cozad opened up this item for discussion. There were changes to the employee handbook in reference to employee benefits; these items were reviewed and approved by legal counsel. Ms. Griffith noticed additional clarifications that were inserted by legal counsel. Discussion ensued. The committee approved of the changes from legal counsel and recommended Board approval.

7. ADJOURN

It was moved by Director Day. The motion carried unanimously.

There being no further business, the meeting adjourned at 3:10 p.m.