

CHINO BASIN WATER CONSERVATION DISTRICT  
REGULAR MEETING

District Office  
4594 San Bernardino Street  
Montclair, CA 91763

MONDAY, January 12, 2009

MINUTES

**INVOCATION** - President Parker gave the invocation.

**FLAG SALUTE** - President Parker led the audience in the flag salute.

**CALL TO ORDER** - The meeting was called to order at 10:37 a.m. by President Parker.

**ROLL CALL**

Board Members Present: Aldaco, De Haan Jr., King, Parker, Reddick

Board Members Absent: Hofer, Vanden Heuvel (***NOTE: Vice President Hofer arrived at 10:43a.m.***)

Staff and Visitors Present: General Manager Ulloa; Assistant General Manager Foote; Conservation Specialist III Zamora; Conservation Specialist II Schroeder; Administrative Assistant Macy; Legal Counsel Brunick with Brunick, McElhaney & Beckett; and Robert Wagner with Wagner & Bonsignore.

**OATH OF OFFICE CEREMONY**

General Manager Eunice Ulloa administered the Oath of Office to appointed Board Member Henry De Haan, Jr.

**CONSENT CALENDAR**

1. **Minutes – December 8, 2008 – Regular Meeting.**  
**Minutes – December 7, 2008 – Education Committee Meeting.**  
**Minutes – January 9, 2009 – Finance Committee Meeting.**
2. **Financial Reports – December 2008.** Receive and file.
3. **AB1234 - Director and Staff Travel, Training and Meeting Report.** Receive and file CBWCD's Director and Staff Travel Training and Meeting Report reflecting business-related expenses incurred by the District.
4. **Inland Empire Utilities Agency Supplemental and Storm Water Recharge data sheets and 2008/2009 total well production chart.** Monthly data collection information for December 2008 and 2008/2009 total well production chart. Receive and file.
5. **Association of the San Bernardino County Special District membership meeting.** Authorize interested Board members and staff to attend ASBCSD's meeting on Monday, January 26, 2009 at the Panda Inn in Ontario, CA.

Moved by Director Aldaco, seconded by Director Reddick, and carried on a 5-0-2 vote to approve Consent Calendar items 1 through 5.

AYES: Aldaco, De Haan, Jr., King, Parker, Reddick

NOES: None

ABSENT: Hofer, Vanden Heuvel

**ADDITIONS TO THE AGENDA** – None

**PUBLIC HEARINGS** – None

**PUBLIC COMMUNICATIONS** – None

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

6. **Chino Basin Water Conservation District's FY 2007-2008 Annual Financial Statements and Auditor's Report.**

Finance Committee Chairman De Haan, Jr. reported that the Finance Committee met on January 9, 2009 to review the financial reports with auditor Paul Kaymark from Charles Fedak and Co., Inc. The Committee recommended approval of the financial statements and auditor's report.

**NOTE: Vice President Hofer arrived at 10:43 a.m.**

**Moved by Treasurer De Haan, Jr., seconded by Director Aldaco, and carried on a 6-0-1 vote to approve the District's Annual Financial Statements covering Fiscal Year 2007-2008 and accept the auditor's report as complete.**

**AYES: Aldaco, De Haan Jr., Hofer, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

7. **State of the Santa Ana River Watershed Conference.**

General Manager Ulloa gave the staff report. This conference will be held at the Ontario Convention Center in Ontario on January 29, 2009. The goal of this conference is to bring stakeholders together to find regional solutions to the issues facing residents, industries and the environment in the watershed. President Parker suggested the District support this event at the Silver Sponsorship level (\$4,000).

**Moved by Treasurer De Haan, Jr., seconded by Director Reddick, and carried on a 6-0-1 vote to: 1) approve a Silver Sponsorship in the amount of \$4,000, 2) transfer \$4,000 from the unappropriated reserves to Community Events/Sponsorships Account #56400, 3) authorized interested Board members and staff to attend the conference, and 4) authorize the General Manager to execute all necessary documents.**

The Board directed staff to offer any of the unfilled seats at the District's sponsor table to other agencies who may like to attend the event.

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

8. **Revisions to District Policies 17 and 44 addressing contractual commitments and bidding and contract procedures.**

General Manager Ulloa gave the staff report.

**Moved by Vice President Parker, seconded by Treasurer De Haan, Jr., and carried on a 6-0-1 vote to approve the revisions to Policies 17 and 44, effective January 12, 2009, with minor wording changes.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

9. **Revision to District Policy 31 – Part-Time Employment.**

Administrative Assistant Macy gave the staff report.

**Moved by Vice President Parker, seconded by Director Reddick, and carried on a 6-0-1 vote to approve the revisions to Policy 31, effective January 12, 2009.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

10. **Approval of Public Sector Recycled Water Connection Program Applications.**

Assistant General Manager Foote gave the staff report. This program helps to offset connection costs for public sector schools and parks. Seven Ontario-Montclair School District schools are covered in this application: Corona, Del-Norte, Vineyard, Vina Danks, Kingsley, Monte Vista, and Vernon/Buena Vista.

**Moved by Director King, seconded by Director Reddick, and carried on a 6-0-1 vote to: 1) approve two submitted Public Sector Recycled Water Connection Program Applications from Ontario-Montclair School District covering seven school sites to provide incentives to help offset school site conversion costs to irrigate with recycled water totaling \$68,609.00 and 2) authorize the General Manager to execute all necessary documents.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

11. **Partnership to submit a Challenge Grant Application to the Bureau of Reclamation to support the development of an internet-based tool to assist property owners in complying with a portion of the requirements of AB1881 addressing new or rehabilitated landscapes. (Resolution No. 2009-01)**

Assistant General Manager Foote gave the staff report. AB 1881 mandates the implementation of a Landscape Irrigation Ordinance by January 1, 2010 by local use agencies. The Chino Basin Landscape Alliance comprised of municipalities and local water agencies has looked to the Conservation District for leadership in helping to find vehicles for determining compliance with the Landscape Ordinance. This tool will help citizens in the Chino Basin to develop and provide the needed information to local permitting agencies and help local permitting agencies make determinations whether the Landscape Documentation Packages should be approved or rejected as required by the Landscape Ordinance. Participation in this workgroup will demonstrate the commitment of the Conservation District to support local agencies and raise awareness of the District's programs and services.

**Moved by Vice President Hofer, seconded by Director Aldaco, and carried on a 6-0-1 vote to: 1) adopt Resolution No. 2009-01 committing to a working group participation in the development of an internet-based tool to assist property owners within the District's service area with the preparation of landscape documentation packages required to obtain a building or landscaping permit for new construction or rehabilitated landscapes as specified in the "Water Conservation in Landscaping Act" (Assembly Bill 1881 or Chapter 559, Statutes of 2006) and DWR's updated model water efficient landscape ordinance effective January 1, 2010 and 2) authorize the General Manager to execute all necessary documents on behalf of the District.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

12. **Approval of Architectural Agreement for Wilderness Park Renovation Project**

Items 12 and 13 will be treated as one item.

13. **Approval of Architectural Agreement for Mixed Use Building Project**

Assistant General Manager Foote gave the staff report.

Phase I, the Wilderness Park Renovation Project, is on track. The construction contractor has indicated this should be a fast moving project and finished before the deadline called for in the contract, weather permitting. In December 2008, the Board approved the lowest bidder contract for construction. This approval authorizes payment to Claremont Environmental Design Group (CEDG) for their professional services.

Phase II of the Masterplan is to design and construct a mixed use building to provide support to staff, shelter tools, and store tools and equipment. At its October 2008 meeting, the Board approved continued design, construction plans, and bid specifications for the mixed use building. This request authorizes an agreement with CEDG to provide professional services to take the project to a public bid for construction services.

**Moved by Director Aldaco, seconded by Treasurer De Haan, Jr., and carried on a 6-0-1 vote to: 1) approve an agreement with CEDG for design, engineering, and architectural services provided to the District for the Wilderness Park Renovation Project in the amount of \$40,030, 2) approve an agreement with CEDG for design, engineering, and architectural services provided to the District for the Mixed Use Building Project in the amount of \$50,000, and 3) authorize the General Manager to execute all necessary documents.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

14. **An Agreement Between the District and Bubalo Construction Co., Inc. to Remove Soils and Store Materials at the College Heights East Basin.**

Water Conservation Specialist II Schroeder gave the staff report. Bubalo Construction Co. Inc. has proposed to process and remove all soils at no cost in exchange for permission to store cobblestones at the District's property for up to one year. They will then vacate the property leaving it graded and clean for future soil stockpiling by the District. Bubalo Construction offered "in-kind service" to the District which would include access and acquisition of cobblestones for ongoing District landscape projects and moving larger boulders to the Arrow Route frontage for landscape accent.

**Moved by Director Aldaco, seconded by Treasurer De Haan, Jr., and carried on a 6-0-1 vote to: 1) approve the Hold Harmless and Entry Permit agreement between The District and Mike Bubalo Construction Co., Inc, and 2) authorize the General Manager to execute all necessary documents.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**

**NOES: None**

**ABSENT: Vanden Heuvel**

The Board directed Conservation Specialist II Schroeder to keep an ongoing written and photo journal of the project.

## DISCUSSION ITEMS

15. **Strategic Plan.** Discussion regarding the final version of the District's Strategic Plan as prepared by Carollo Engineers.

General Manager Ulloa gave the staff report. The Board reviewed the final draft Strategic Plan.

**Moved by President Parker, seconded by Director Aldaco, and carried on a 6-0-1 vote to approve the final version of the Strategic plan as prepared by Carollo Engineers.**

**AYES: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick**  
**NOES: None**  
**ABSENT: Vanden Heuvel**

## DIRECTOR ORAL REPORTS

### Director Aldaco

- Director Aldaco wished everyone a Happy New Year.

Treasurer De Haan, Jr. - None

### President Parker

16. **Two Year Committee Appointments.**

- District President Parker made the following appointments, with terms ending December 2010, to District committees:
  - a. Finance Committee – Chairperson De Haan, Jr., Aldaco, Reddick
  - b. Personnel Committee – Chairperson Reddick, Aldaco, De Haan, Jr.
  - c. Education Committee – Chairperson Parker, Aldaco, Reddick (Alternate – King)
  - d. Recycled Water Committee – Chairperson King, Parker, Reddick
  - e. Facilities Committee – Chairperson Aldaco, Parker, Reddick
  - f. Advertising Committee (Ad-hoc with no defined term) – Chairperson Hofer, Aldaco, Reddick.
- President Parker has replaced Director Reddick as CBWCD's Association of the San Bernardino County Special Districts' voting representative to LAFCO.
- President Parker suggested that interested Board members attend a conference sponsored by the Association of Ground Water Agencies and the American Ground Water Trust items on February 9, 2009 in Ontario. She was notified of this meeting after the agenda had been mailed.

**Moved by Vice President Hofer, seconded by Director Aldaco, and carried on a 6-0-1 vote to add Item 17 to the agenda.**

17. **American Ground Water Trust "Creating Certainty in an Uncertain World" conference:** Authorize interested Board members and staff to attend AGWT's conference on Monday, February 9, 2009 at the Ontario Convention Center in Ontario, CA.

The Board discussed the conference and alternatives for District participation. General Manager Ulloa noted that the expense of this event was not anticipated in the original budget and suggested that the Board approve a transfer of funds, into the Budget, to cover the cost of this conference.

The Board agreed unanimously to: 1) authorize interested Board members and staff to attend the conference; 2) authorize General Manager to select a level of sponsorship for this event (amount to be determined by the General Manager); 3) Appropriate \$250 for the cost of an exhibit table, \$235 for each attendee (to be determined), plus the sponsorship fee (amount to be determined) from the unappropriated funds to the Conference & Tours fees Account #51210; and 4) authorize the General Manager to execute all necessary documents on behalf of the District.

**AYES:** Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick

**NOES:** None

**ABSENT:** Vanden Heuvel

The Board directed staff to offer any unfilled seats provided through the selected sponsorship with elected officials from other agencies who may like to attend the event.

Vice President Hofer - None

Director King - None

Director Reddick - None

Director Vanden Heuvel - Absent

### **STAFF ORAL REPORTS**

#### Engineering Consultant Robert Wagner

- Status report on the Recharge Master Plan: The section that Mr. Wagner's and Mr. Wildermuth's teams are currently working on is called Stormwater Optimization. The five areas identified for optimization research are:
  1. Change the timing of diversions to the recharge basins.
  2. Ignore maintenance: Operate basins to capacity and worry about maintenance later.
  3. Encroach on the Flood Control operations: Hold water longer to maximize recharge.
  4. Determine the incremental increase in recharge volume against what has happened historically.
  5. Determine the cost of the water saved to determine any changes that may be worth making.

The recharge estimates that exist under the old model are based on a certain set of assumptions. These assumptions need to be reviewed for changes. Once this is done, the model will have to be recoded which is not a simple task. From the District's perspective, Wildermuth has the tools to answer these questions. Even Wildermuth believes the recharge assumptions ought to be updated and that the model should be reworked. Mr. Wildermuth has asked the District for help in redeveloping the recharge optimization.

Mr. Wagner has requested several pieces of data from Mr. Wildermuth and has received one of the items he requested. This data is the estimated daily discharge at the end of each basin. Mr. Wagner asked for this data so that he can distribute the data relative to the ability of a recharge basin to take water to discover how often more water occurs than the basin's ability to take it. This information will help determine how much water remains for optimization. If the flows are less than the basin's ability to take them, then he will review the days that flows are missed and determine why the flows were missed. If there are a lot of missed opportunities, then they will investigate some of the other parameters for stormwater optimization.

Moving forward, Mr. Wagner plans to meet with Andy Campbell and Barry Kehl at Inland Empire Utilities Agency (IEUA). Both men have the most experience with how the basins have been handled historically and will likely know the flaws or problems that exist with basin recharge management and other issues.

- Mr. Wagner is also looking for potential sites strategically located around the area to determine if there is opportunity to capture some local inflow. John VanDyk has identified several sites located north of the Interstate 10 which Mr. Wagner will review.
- Work needs to continue on maximizing recycled water recharge. IEUA is doing a lot in this area. Recycled water is a firm yield. Mr. Wagner would have to investigate the options and costs of increasing this form of recharge to see if it is viable.
- Mr. Wagner's favorite option for increased recharge would be some type of large, above-ground, off-stream storage so the District could take advantage of large seasonal flows in the wintertime and then recharge the stormwater in the summertime.
- Mr. Wagner distributed a packet of charts to the Directors. He reviewed the Summary of Watermaster Recharge and Discharge Sheet with the Board and noted that this is one of the types of data he will use when studying stormwater optimization issues.
- Mr. Wagner reviewed literature and photography of the Whispering Springs Golf Course in Ontario and the hole at the site that is a potential percolation basin. He will investigate this option further before giving his final report.

#### General Manager/Secretary's Report

- The California Groundwater Coalition had its first organizational meeting in October 2008. CEO Ken Manning from Watermaster is involved in this group. The next meeting will be held on January 14, 2009 at 10 a.m. at Watermaster's headquarters. GM Ulloa will attend this meeting. The annual membership dues are \$10,000. The Coalition has entered into a 13 month contract with a lobbyist and is also looking for additional Board members.
- Cal State San Bernardino contacted GM Ulloa regarding an annual survey they conduct covering the Inland Empire. The survey group will telephone 1,000 residents in San Bernardino County and 1,000 in Riverside County. If the District chooses to participate, the cost of each question inserted into the survey would be \$1,000. The District's questions would only be asked of those residents who reside within the CBWCD boundaries.
- The court date for Peace II is February 2 & 3, 2009 and will be held in San Bernardino County.
- The 9 day 80 hour work schedule has not been implemented. Certain District policies still need to be amended to address sick leave, vacation time, etc.
- Staff has researched Push-to-Talk phones and will be providing these phones to employees who are out in the field and need the phones for safety reasons and emergencies.

#### Assistant General Manager's Report

- Construction has started in the Wilderness Park. The contractors are very cooperative and hope to complete the project within six weeks, weather permitting.
- The Licensed Contractors Professional Training Classes in water management began January 5, 2009 here at the District. These classes will run for four weeks on Mondays and Tuesdays and are taught in both English and Spanish. Metropolitan Water District (MWD) has provided the trainers. Approximately 50 people are currently attending the classes.
- Beginning on Saturday, February 7, 2009, a four week residential landscape and plant class will be held each Saturday from 9 a.m. until 2 p.m. in the District Board room.

#### Conservation Specialist III's Report

- Landscape Audit Evaluation Program:
  - CBWCD has completed 96 landscape audits to date with a potential savings of 549 AFY.
  - The City of Chino has a 2% reduction in usage among their participating customers to date and Monte Vista Water District has seen a 9% reduction in usage among their participating customers.
  - There are currently 8 sites for audits and 23 sites pending scheduling.
  - Presently there are 103 release forms that have been delivered.

Conservation Specialist II's Report

- Ely Basin #3 Landscape: After recent windstorms staff staked downed trees and removed tumble weeds and trash.
- The Montclair and Brooks basins are percolating well as noticed after the recent rainstorms.
- The Grove Basin gate was repaired by Inland Empire Utilities Agency (IEUA).

Administrative Assistant's Report

- Form 700, Statement of Economic Interests, was passed out to Directors with a request that they be returned to staff no later than the Board meeting on March 9, 2009.

Attorney Bill Brunick/Steve Kennedy - None

**CLOSED SESSION**

**The Board of Directors recessed to Closed Session at 12:52 a.m.**

CONFERENCE WITH LEGAL COUNCIL – EXISTING LITIGATION: Pursuant to Government Code Subdivision (a) of Section 54956.9; San Bernardino County Superior Court Case No. 164327; Chino Basin Municipal Water District v. City of Chino, et al. now Designated No. RCV 51010.

CONFERENCE WITH LEGAL COUNCIL – ANTICIPATED LITIGATION: Pursuant to Government Code 54956.9b1 potential exposure to litigation.

**The meeting reconvened at 1:23 p.m. Counsel Brunick reported that the Board met in closed session adding that there were no reportable actions.**

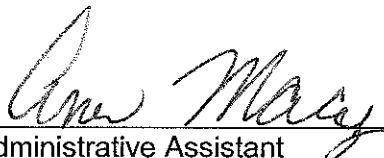
**ADJOURN**

**At 1:24 p.m. President Parker adjourned the meeting to the next Regular Meeting of the Chino Basin Water Conservation District to be held on Tuesday, February 10, 2009 at 10:30 a.m. in the District Headquarters.**

APPROVED AND ADOPTED THIS 10<sup>th</sup> DAY OF FEBRUARY 2009.

  
\_\_\_\_\_  
Eunice M. Ulloa, General Manager/Secretary

ATTEST:

  
\_\_\_\_\_  
Ann Macy, Administrative Assistant