

CHINO BASIN WATER CONSERVATION DISTRICT  
REGULAR MEETING

District Office  
4594 San Bernardino Street  
Montclair, CA 91763

MONDAY; September 14, 2009

MINUTES

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**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 11:04 a.m. by President Parker.

**ROLL CALL**

Board Members Present: Aldaco, Hofer, King, Parker, Reddick

Board Members Absent: De Haan, Jr., Vanden Heuvel

Staff and Visitors Present: General Manager (GM) Ulloa; Conservation Specialist II Schroeder; Administrative Assistant Macy; Legal Counsel Kennedy with Brunick, McElhaney & Beckett; Robert Wagner with Wagner and Bonsignore; and Carl Welty with Claremont Environmental Design Group (CEDG).

**CONSENT CALENDAR**

1. **Minutes – August 10, 2009 – Regular Meeting.**  
**Minutes – August 15, 2009 – Recycled Water Committee Meeting.**
2. **Financial Reports – August 2009.** 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 2009/2010 total well production chart.** Monthly data collection information for August 2009 and 2009/2010 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, September 28, 2009 at 6:00 p.m. at the Panda Inn in Ontario, CA.
6. **Destruction of District Records as Authorized by District Policy No. 11.** Authorize the destruction of Bank Statements, Deposit Records, and Canceled Checks through June 30, 2004; and Accounts Payable and Accounts Receivable records thru June 30, 2004 in accordance with District Policy No. 11.
7. **Adoption of Resolution No. 2009-4 – Comprehensive Solution for the Sacramento-San Joaquin Delta.** Adopt a resolution supporting a comprehensive solution for the Sacramento-San Joaquin Delta.
8. **2009 Public Officials Conference.** Authorize interested directors and staff to attend the conference on September 24-26, 2009 in Indian Wells, CA.

9. **Utility Executives Workshop.** Authorize interested directors and staff to attend the second annual workshop on October 22-24, 2009 in Indian Wells, CA.

**Moved by Vice President Hofer, seconded by Director King, and carried on a 5-0-2 vote to approve Consent Calendar items 1 through 9.**

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

**ADDITIONS TO THE AGENDA** - None

**PUBLIC HEARINGS** - None

**PUBLIC COMMUNICATIONS** - None

**UNFINISHED BUSINESS**

10. **Resolution 2009-03 Authorizing the Disposal of Surplus Property.** Location is directly south of Palo Verde Street on the west side of the San Antonio Channel in Montclair.

Administrative Assistant Macy gave the staff report. District Counsel Kennedy previously advised the Board that, before a public agency can dispose of any surplus property over 5,000 square feet, it must adopt a resolution declaring the property as surplus and then send written offers to sell the property to all entities entitled to receive such notice.

Conferring with attorney Kennedy, staff has prepared the appropriate resolution package declaring the property surplus. Monte Vista Water District (MVWD) who has a stated interest in this property has hired a survey team to prepare the legal property description. Once completed, the legal description will be inserted into the resolution package and will then be provided to all entities entitled to receive the notification offering to sell or lease the surplus property.

A sixty day waiting period will begin the day the notice is mailed. Any entity that receives the notice can indicate a willingness to purchase. If there is no response within the sixty days, the Board may dispose of the property. If a letter of interest is received during that time, it will trigger another sixty day period in which the District will be required to enter into good faith negotiations with the party that submitted the letter of interest.

Director Reddick recused himself from participation on this item and left the meeting after declaring a potential conflict of interest since his employer, MVWD, has requested that the subject property be quitclaimed over to them.

**Moved by Director Aldaco, seconded by Vice President Hofer, and carried on a 4-0-2-1 vote to 1) Approve Resolution 2009-03 authorizing the disposal of approximately 23,000 square feet of a vacant strip of land located immediately south of Palo Verde Street on the west side of the San Antonio Channel in the City of Montclair and 2) direct staff to send written offers to sell the property to all entities entitled to receive such notice pursuant to the applicable provisions of Government Code Section 54220 et seq.**

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

Director Reddick returned to the Board meeting.

**NEW BUSINESS**

11. **Architectural Consulting Services.**

General Manager Ulloa gave the staff report. As work progresses with the design package for the administration building remodel/expansion and specifications with various systems needed for both the mixed use building and the administration building, it has been necessary to seek the assistance of the District's architecture firm, CEDG. The assistance needed exceeds the current agreement with CEDG, necessitating the request for additional funds.

**Moved by Director Aldaco, seconded by Vice President Hofer, and carried on a 5-0-2 vote to 1) Approve an architectural services agreement with Claremont Environmental Design Group (CEDG) for \$6,500 to create the LEED Owners Program Requirements (OPR) document for the administration building remodel/expansion and to write the performance specifications for the security system, phone and data network systems for the administration building and mixed use building, 2) transfer \$6,500 from unappropriated reserves to the Consulting Account No. 51300, and 3) authorize the General Manager to sign all necessary documents.**

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

12. **ACWA Region 9 Election for the 2010-2011 Term.** Discuss the candidates running for the Region 9 Board and either select the offered slate recommended by the Region 9 Nominating Committee or individually select a Region 9 chair, vice chair and three to five board members.

General Manager Ulloa gave the staff report regarding the 2010-2011 ACWA Region 9 officers and board members who will represent and serve the members of Region 9 for the next two years.

**Moved by Director King, seconded by Director Reddick., and carried on a 5-0-2 vote to authorize Director King (CBWCD's ACWA Region 9 Representative) to cast the Board's vote for the Region 9 Nominating Committee's Recommended Slate for the 2010-2011 ACWA Board member election.**

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

**INFORMATIONAL ITEMS**

13. **Recharge Master Plan Update Status.**

Robert Wagner, consulting engineer with Wagner & Bonsignore gave the staff report. He detailed his progress on the Recharge Master Plan effort in a Power Point Presentation. After some discussion he recommended that the Board move forward and look into a future project of enlarging Brooks Basin. General Manager Ulloa reported that she instructed Mr. Wagner to continue research pertaining to the enlargement of Brooks Basin.

**DIRECTOR ORAL REPORTS**

President Parker - None

Vice President Hofer - None

Treasurer De Haan, Jr. -- Absent

Director Aldaco

- Director Aldaco thanked staff for their work with Mr. Wagner on the Recharge Master Plan effort.

Director King

- Director King distributed photographs of the Station Fire damage in the Big Tujunga canyon and dam area. He is employed on a project at the Big Tujunga canyon. As a result of the fire, the canyon suffered great damage.

Director Reddick - None

Director Vanden Heuvel – Absent

### **STAFF ORAL REPORTS**

General Manager/Secretary's Report - None

Conservation Technician's Report

- Due to Conservation Specialist Zamora's temporary absence Conservation Technician Cheryl Vermette has been running the LEAP Program and presented the LEAP Update:
  - A. The LEAP team has completed 197 landscape audits to date with a potential savings of 1259 AFY.
  - B. There are currently two sites scheduled for audits and nine sites waiting to be scheduled.
  - C. Twenty-one recycled water sites are waiting to be scheduled for audits.
  - D. Release forms have been sent out to 135 sites.
- General Manager Ulloa stated how impressed she is with Ms. Vermette's capabilities, stating that she has done an excellent job running the LEAP program in Conservation Specialist Zamora's absence.

Conservation Specialist II's Report – None

Administrative Assistant's Report

- On August 12-13, 2009 the FY 2008-2009 Annual Financial Audit was performed onsite. The auditors from Charles Fedak and Co. are assembling the Financial Statements for presentation to the Board. Staff is preparing the transmittal letter that will be included in the Financial Statement package.

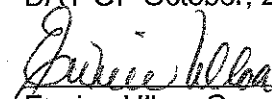
Attorney Steve Kennedy - None

**CLOSED SESSION** - None


### **ADJOURN**

**At 11:30 p.m. President Parker adjourned the meeting to the next Regular Meeting of the Chino Basin Water Conservation District to be held on Monday, October 12, 2009 at 11:00 a.m. at the District Headquarters.**

APPROVED AND ADOPTED THIS 12<sup>th</sup> DAY OF October, 2009.

  
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Eunice Ulloa, General Manager/Secretary

ATTEST:

  
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Ann Macy, Administrative Assistant