

**CHINO BASIN WATER CONSERVATION DISTRICT  
REGULAR MEETING**

**District Office  
4594 San Bernardino Street  
Montclair, CA 91763**

**MONDAY; May 9, 2011**

**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 11:06 a.m. by President Parker.

**ROLL CALL**

Board Members Present: Aldaco, De Haan, Jr., Hofer, King, Parker, Reddick, Vanden Heuvel  
Board Members Absent: None (***NOTE: Vice President Hofer arrived at 11:16 a.m.***)  
Staff and Visitors Present: General Manager (GM) Ulloa; Conservation Specialist III Zamora; Conservation Specialist II Schroeder; Conservation Specialist II Figoni; Administrative Assistant Macy; Legal Counsel Brunick with Brunick, McElhaney & Beckett; Jeff Veenema with Claremont Environmental Design Group (CEDG); Albert Giacomazzi, CEO of AMG & Associates, Inc.; and Bob Perry with Perry & Associates Collaborative.

**CONSENT CALENDAR**

1. **Minutes – April 11, 2011 – Regular Meeting**  
**Minutes – April 29 2011 – Board FIP Garden Workshop**
2. **Financial Reports – April 2011.** 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. **Association of California Water Agencies/Joint Powers Insurance Authority 2011 Training Conference.** Authorize interested staff to attend the ACWA/JPIA training conference on August 8-9, 2011 in Newport Beach, CA.

**Moved by Director Aldaco, seconded by Director De Haan, Jr., and carried on a 6-0-1 vote to approve Consent Calendar items 1 through 4.**

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

**GENERAL INFORMATION – ORAL REPORTS** - None

**ADDITIONS TO THE AGENDA** - None

**PUBLIC HEARINGS** - None

**PUBLIC COMMUNICATIONS** - None

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

5. **Funding for CEDG for Two Facility Improvement Program (FIP) Special Workshops.**

Conservation Specialist Figoni gave the staff report. Per the Board of Directors' request, staff worked with CEDG to provide detailed information on the Water Conservation Center and Education Building. The information, which included specs on individual rooms, various environmental features, and cost breakdowns, was provided to the Board at the March 10, 2011 FIP Special Workshop. The Board of Directors' requested a similar workshop for the new garden remodel which took place on April 29, 2011.

CEDG spent dozens of hours gathering information, calculating various cost breakdowns, implementing cost benefit analysis, and preparing a PowerPoint for each of the FIP Workshops. This work was beyond their normal scope but staff believes this was a valuable exercise for the Board to understand, analyze, and provide comment on the Building and Garden projects.

Based on the comments at the March 10, 2011 FIP Workshop focusing on the Water Conservation Center and Educational Buildings, there were minor changes required to the scope which necessitated slight drawing revisions.

The Board directed that, in the future, Director education, on specific Facilities Projects, be built into the project costs.

**Moved by Director Vanden Heuvel, seconded by Director De Haan, Jr., and carried on a 6-0-1 vote to approve 1) funding for CEDG for extra services provided at two FIP Special Workshops in the amount of \$9,365, 2) transfer \$9,365 from unallocated reserves to the Capital Clearing Account #58000, and 3) authorize the General Manager to sign all necessary documents.**

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

6. **Funding for City of Montclair – Plan Check Fees**

Conservation Specialist Figoni gave the staff report.

*Vice President Hofer arrived at 11:16 a.m.*

**Moved by Director Vanden Heuvel, seconded by Director Aldaco, and carried on a 7-0-0 vote to approve 1) funding the City of Montclair for Phase 3 Plan Check Fees in the amount of \$13,000, 2) transfer \$13,000 from unallocated reserves to the Capital Clearing Account #58000, and 3) authorize the General Manager to sign all necessary documents.**

Director Vanden Heuvel asked and was informed that these fees are only for plan and review by the City of Montclair. He asked staff to research and discover all other fees that will be required for this Phase. He also requested that staff research fees that would apply to the next Phase of the Facilities Project, inform the Board of these fees, and notify the Board which fees that the City of Montclair would have any discretion over for reduction.

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

7. **Funding for Garden Construction Document Phase**

Conservation Specialist Figoni gave the staff report. CEDG, with Perry and Associated Collaborative (PAC), has successfully completed the Design Development phase of the garden design and is requesting funding to begin the Construction Document phase. This is the final phase of the A/E design before City review and bidding.

As agreed, CEDG and PAC have continued to collaborate with District staff and the Facilities Committee. Additionally, CEDG and PAC met with, and provided detailed analysis of the garden remodel to, the District's Board of Directors on April 29, 2011 to make sure the project is moving in an agreed upon and successful direction.

**Moved by Director Vanden Heuvel, seconded by Director Reddick, and carried on a 7-0-0 vote to approve 1) award a contract to Claremont Environmental Design Group (CEDG) in the amount of \$75,000 to cover the garden Construction Document phase for the District's demonstration garden renovation and expansion, 2) transfer \$75,000 plus a 10% contingency fee of \$7,500 to cover unanticipated expenses from unallocated reserves to the Capital Clearing Account #58000, and 3) authorize the General Manager to sign all necessary documentation.**

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

8. **Funding for AMG & Associates, Inc. (AMG) for Additional Services**

Conservation Specialist Figoni gave the staff report. Albert Giacomazzi of AMG was present to answer questions. Due to various, minor reasons, two purchase orders slightly exceeded the initial approved amount. The alternative to paying AMG for the 37 additional days would have been to direct Sea West to accelerate their work to maintain the original scheduled completion date. This choice would have required the Contractor to pay additional general conditions and/or acceleration costs (overtime) totaling \$30,000 to \$80,000. Overall, AMG has provided service that has helped keep costs, including Change Orders, at a minimum throughout the Mixed-Use Building project.

**Moved by Director Vanden Heuvel, seconded by Director Aldaco, and carried on a 7-0-0 vote to approve 1) funding AMG for additional services on the Mixed-Use Building in the amount of \$16,995.33, 2) transfer \$16,995.33 from unallocated reserves to the Capital Clearing Account #58000, and 3) authorize the General Manager to sign all necessary documents.**

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

**DIRECTOR ORAL REPORTS**

Director Aldaco - None

Director Vanden Heuvel

- Director Vanden Heuvel attended the Groundwater Resources Association: Annual Legislative Symposium and Lobby Day in Sacramento on April 27, 2011 and noted that the speakers were outstanding.
- Under Director Vanden Heuvel's report, the Board discussed the issue of undergrounding telephone and electricity along the frontage of the District Headquarters and Wilderness Park. After discussion, the item was returned to staff for further investigation.

***The Board recessed briefly from 11:52 a.m. to 12:34 p.m. to San Bernardino Street in front of District Headquarters to view the undergrounding site and then moved to view stakes set out for the boundaries of the future Water Conservation Center.***

***Vice President Hofer left the meeting at 12:37 p.m.***

President Parker

- President Parker attended the Santa Ana River Watershed 2011 Conference on April 24, 2011.

Treasurer De Haan, Jr. - None

Vice President Hofer - Absent

Director King - None

Director Reddick

- Director Reddick attended the Southern California Water Committee Stormwater Task Force Meeting on April 28, 2011 and distributed an update.

**STAFF ORAL REPORTS**

General Manager/Secretary's Report

- General Manager Ulloa attended the Santa Ana River Watershed 2011 Conference on April 27, 2011. It was an event well worth attending.
- General Manager Ulloa attended the ASBCSD Monthly Membership Meeting on April 18, 2011.

Conservation Specialist III Zamora's Report

- The LEAP Team (Shane Kemp, Cheryl Vermette, and Juan Zamora) attended a Landscape Workshop, by UC Davis Extension, on April 27-28, 2011. The team received continuing education units and learned more about AB-1881, the State's Landscape Ordinance. They also learned more about watering practices, plant water needs, sprinkler layout, and new technologies.
- The DWR LEAP Grant has been extended for another year and will hopefully give MWD time to finish paying the grant that was awarded the LEAP program during FY 2009-2010.
- Conservation Specialist Zamora will be teaching a Homeowner's Landscape Class on May 11, 2011 at Cucamonga Valley Water District.
- Conservation Specialist Zamora will be teaching a Professional Landscape Class on May 19, 2011 for the City of Upland.

Conservation Specialist II Schroeder's Report

- Approximately 200 students have toured the Demonstration Garden within the last 2 weeks.
- Several basins have experienced vandalism to fencing and in one basin a car went through the gates. Repairs are currently in progress.
- Conservation Specialist Schroeder gave a presentation to the City of Montclair Senior Center on vegetable gardening and water conservation.
- Andy Campbell from IEUA informed the District that State Project replenishment water will be delivered into the Montclair, College Heights, and Brooks Basins. There may be joint use of the San Antonio channel with Orange County for water deliveries. There are no confirmed dates for deliveries.

Conservation Specialist II Figoni's Report

- Annual Earth Day Festival (private) and Every Day is Earth Day Event (public)
  - Press releases were sent out for the Annual Earth Day Festival and the new Every Day is Earth Day Event.

- Requested three news stations to attend and promote the two Earth Day Events.
- CBWCD ran an ad and article in the Chino Champion on April 30, 2011 for the public event.
- IEUA ran an ad for the District's public Earth Day event.
- KOLA, the radio station ran ads from May 11-14, 2011 for the public Earth Day event.
- The cities of Upland & Ontario ran cable ads for the public event.
- Local libraries distributed flyers for the public event
- Local water agencies put the flyer on their websites for the event.
- Staff has been sending out invites to the public event on facebook.
- Other Outreach
  - Inland Empire Garden Friendly Home Depot plant sales:
    - Upcoming sales will be held in Chino, Upland, and Rancho Cucamonga.
    - Outreach materials at these sales are advertising the District's May 14, 2011 workshop.
  - Staff is setting up workshops for June, July, and August at the District.
  - The District now has 210 friends on facebook.
- Staffed Booths at Public Events
  - Lemon Festival on May 2, 2011
- Landscape Workshops outreach
  - More classes are lined up with IEAU's RFP and other requests.
- Construction Update
  - Construction on the Mixed Use Building is almost complete.
  - Preparation for the Administration Building rebuild is ongoing. Interior design and exhibit design firms are being researched.
- Other
  - Attended the Santa Ana River Watershed 2011 Conference on April 27, 2011.
  - Attended the IEUA Leadership Breakfast on April 20, 2011
  - Applied for a grant from MWD for the new Demonstration Garden. MWD is looking at five grantees. The funds available are \$250,000.
  - The annual Earth Day Festival has been moved to May 13, 2011.
  - Please mark your calendars for the District's Every Day is Earth Day Event on Saturday, May 14, 2011.
  - The Ad Hoc Advertising Committee Meeting met on Friday, April 22, 2011.
  - The District's new website has gone live. Staff will receive training for maintaining the site.

Administrative Assistant Macy's Report

- Administrative Assistant Macy attended a Payroll Law Seminar on May 3, 2011.

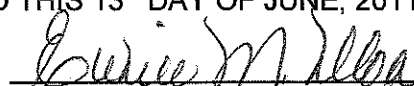
Attorney Bill Brunick - None

CLOSED SESSION - None

ADJOURN

**President Parker adjourned the meeting at 1:37 p.m. to the next regular meeting of the Chino Basin Water Conservation District scheduled for Monday, June 13, 2011, 11:00 a.m. at the District Headquarters.**

APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY OF JUNE, 2011.

  
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Eunice M. Ulloa, General Manager/Secretary

ATTEST:

  
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Ann Macy, Administrative Assistant