

**CHINO BASIN WATER CONSERVATION DISTRICT
REGULAR MEETING**

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

MONDAY; January 9, 2012

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 11:07 a.m. by President Parker.

ROLL CALL

Board Members Present: Aldaco, Hofer, King, Parker, Vanden Heuvel
Board Members Absent: De Haan, Jr.
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; Lisa Morgan-Perales with Inland Empire Utilities Agency (IEUA); Bob and Margaret Hamilton; Bob Perry with Perry & Associates Collaborative (PAC); Gregory Barrow and Anthony Traverso with AMG & Associates (AMG); and Jeff Veenema and Carl Welty with Claremont Environmental Design Group (CEDG)

BOARD APPOINTMENT

1. **Appointment to Fill the Unexpired Division 3 Board of Director Position Term.**

President Parker introduced Margaret Hamilton to the Board of Directors.

Following the direction resulting from the January 4, 2012 Special Meeting, Director Vanden Heuvel moved to approve the appointment of Margaret Hamilton to fill the unexpired position of Division 3 Board of Director until the November 2012 elected candidate takes the oath of office. Director Aldaco seconded the motion and the motion was carried on a 5-0-1 vote.

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

President Parker appointed Margaret Hamilton to the Board as Division 3 Board of Director. General Manager Ulloa administered the Oath of Office to appointed Board Member for Division 3, Margaret Hamilton.

On behalf of the Board, Director Vanden Heuvel welcomed Director Hamilton to the Board. He pointed out that Director Hamilton has a lifetime of experience in education which will be an asset to the District. Director Hamilton stated that she is looking forward to her tenure with the Board of Directors and the District.

CONSENT CALENDAR

2. **Minutes – December 12, 2011 – Regular Meeting**
Minutes – December 20, 2011 – Ad Hoc Redistricting Committee Meeting
Minutes – January 4, 2012 – Special Meeting
3. **Financial Reports – December 2011.** Receive and file.
4. **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.
5. **American Ground Water Trust/Association of Ground Water Agencies Aquifer Recharge Annual Conference.** Authorize interested Board Members and staff to attend the conference on January 30 and 31, 2012 in Ontario, CA.

Moved by Vice President Hofer, seconded by Director King, and carried on a 6-0-1 vote to approve Consent Calendar items 1 through 5.

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

GENERAL INFORMATION – ORAL REPORTS

Lisa Perales, IEUA Water Resources Analyst

- Ms. Perales distributed two copies of a publication prepared by the Economic Roundtable: A Nonprofit Research Organization titled *Water Use Efficiency and Jobs* for the Board to review.

Facilities Improvement Project update – Tony Traverso, AMG & Associates and Jeff Veenema, CEDG

- Mr. Traverso and Mr. Veenema presented an update of Phase 3 of the Facilities Improvement Project, regarding schedule and budget. They noted that the project is in the bid stage and that the bid opening will be held this February.

ADDITIONS TO THE AGENDA - None

PUBLIC HEARINGS - None

PUBLIC COMMUNICATIONS - None

UNFINISHED BUSINESS

6. **Reapportionment of the Director's Divisions Following the 2010 Decennial Census.**
(Carried forward from the September 12, 2011 and November 14, 2011 Board Meetings)

Administrative Assistant Macy gave the staff report. She presented the Redistricting Committee's proposed changes to six of the seven Director Divisions. As a result of the 2010 Decennial Census, the total population of the District is 431,216. The median Division

population is 61,602. After reapportionment all Divisions would fall within the 2% allowable variance from the median population.

Moved by Director Vanden Heuvel, seconded by Director Aldaco, and carried on a 6-0-1 vote to 1) approve the Ad Hoc Redistricting Committee's recommended changes to Director's divisions in order to bring the Division populations into compliance with current law, 2) direct staff to obtain estimates from two engineering firms for legal descriptions and maps at a cost not to exceed \$10,000, 3) transfer \$10,000 from unappropriated reserves to the FY 11-12 Budget Account #51300: Consulting, 4) authorize the General Manager to select the engineering firm, 5) prepare a resolution "Re-establishing Division Boundaries for Representation by Directors" for Board approval to publish, and 6) authorize the General Manager to sign all necessary documents.

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

7. Education Grant Guidelines and Criteria – Revision.
(Carried forward from the November 14, 2011 Board Meetings)

Education Committee Chair Parker described two minor changes to the Education Grant Guidelines and application that the Education Committee is recommending.

Moved by Director Vanden Heuvel, seconded by Director Aldaco, and carried on a 6-0-1 vote to approve and adopt the revised Guidelines and Criteria for the Education Grant Awards as presented.

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

NEW BUSINESS

8. Governmental Accounting Standard Board (GASB) Statement No. 54 Fund Balance Adjustment for June 30, 2011

General Manager Ulloa and Administrative Assistant Macy gave the staff report. Governmental Accounting Standards Board (GASB) issued Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions. The requirements of the statement are intended to improve financial reporting by providing fund balance categories and classifications that will be more easily understood.

The District adopted Policy 51: Governmental Fund Balance Policy for the General Fund on June 13, 2011. The policy explains the five components of the fund balance and formally delegates to the Board, as required by the statement, the assignment of the fund balance for specific purposes for inclusion in the annual financial reports.

Moved by Director Vanden Heuvel, seconded by Director King, and carried on a 6-0-1 vote to approve and adopt the following staff recommended totals for the District Fund Balance as of June 30, 2011:

Fund Type Definition:

Non-spendable Fund Balance	\$13,310.00
Restricted Fund Balance	\$0.00
Committed Fund Balance	\$200,531.00
Assigned Fund Balance	\$12,667,500.00
Unassigned Fund Balance	<u>\$5,046,910.00</u>
Total Fund Balance	<u>\$17,748,251</u>

AYES: Aldaco, Hamilton, Hofer, King, Parker, Vanden Heuvel

NOES: None

ABSENT: De Haan, Jr.

9. State of the Santa Ana River Watershed Conference.

General Manager Ulloa gave the staff report. The Board discussed the event sponsorship opportunities

Moved by Vice President Hofer, seconded by Director King, and carried on a 6-0-1 vote to approve a sponsorship not to exceed \$3,000, 2) transfer \$500 from the unappropriated reserves to Community Events/Sponsorships Account #56400, and 4) authorize the General Manager to submit the appropriate forms with the corresponding payment.

AYES: Aldaco, Hamilton, Hofer, King, Parker, Vanden Heuvel

NOES: None

ABSENT: De Haan, Jr.

DIRECTOR ORAL REPORTS

Director Aldaco

- Welcomed Margaret Hamilton to the Board

Director Vanden Heuvel

- Noted that it was exciting to hear the Facilities Project Report.
- Gave a brief history of current District involvements for Director Hamilton's benefit.

Director Hamilton - None

Treasurer De Haan, Jr. - Absent

President Parker

- Welcomed Margaret Hamilton to the Board.

Vice President Hofer

- Congratulated Margaret Hamilton on her appointment to the Board.
- Noted that it is exciting to hear that plans are coming together on the next phase of the Facilities Project.

Director King

- Wished everyone a happy new year and welcomed Margaret Hamilton along with her fresh perspective, to the District.

STAFF ORAL REPORTS

General Manager/Secretary's Report

- Announced that Conservation Technician Shane Kemp has obtained a job elsewhere and will be leaving the District on January 20, 2012.
- Robert Wagner will attend the February 2012 Board meeting to update the Board regarding the various projects the Board has assigned him.
- Staff is working on the Facilities Project funds to ensure a balanced budget.

NOTE: The Board recessed for lunch from 12:40 p.m. until 12:49 p.m.

Conservation Specialist III Zamora's Report

- LEAP Activities
 - The LEAP Team has completed 83 audits under the current contract with IEUA. This equates to 115.37 acres of landscape. Potential water savings, if recommendations are followed, is 211.91 AFY. Seventy of the audit recipients are finished with one year worth of tracking. Of those, there have been actual savings of 9 AF (11%) when compared to the pre-audit water use.
 - Under the Grant Audit Program there have been actual savings of 522 AF (17%) when compared to pre-audit water use.
- Professional Landscape Classes: The District has contracted with San Dieguito Water District to teach a four part Professional Landscape Series. The class will begin on February 7, 2012 and continue for four consecutive Tuesdays.
- A proposal to create water budgets for all dedicated landscape meters in IEUA's service area is being finalized and will soon be brought before the Board for approval.
- Conservation Technician Shane Kemp will be taking a new job at a water district in Orange county closer to his home. He will be missed and is appreciated for all his work and during his time with the District.

Conservation Specialist II Schroeder's Report

- The Wilderness Park tree areas are being mulched with free trimmings from local companies.

Conservation Specialist II Fagoni's Report

- Press Releases / Articles
 - An article regarding John Reddick's retirement from the CBWCD Board was published on December 30, 2011 in the Daily Bulletin.
 - The Daily Bulletin printed a small front page blurb about the open Director position on December 2, 2011.
- Other Outreach
 - The District's Winter 2011 Newsletter has been released.
 - The New Year's Resolutions 2012 sheet has been created and posted on the web and Facebook.
 - Created two YouTube videos with Conservation Specialist Vermette. One was a welcome to CBWCD and the other a composting video.

- Website:
 - "The Story of the Santa Ana River Watershed" video is posted on the District's front page..
 - In December, there were 522 visitors to the website(down 18% from last month) with 62% being new visitors. The majority of the visits were for "Job Openings" followed by "Contact Us," "Board of Directors", and then "District Maps."
- Facebook updates:
 - The District Facebook site has 598 friends (up 65 from last month). 101 people like us.
 - A survey was posted on the District's site that asked "Is conserving our precious resources one of your New Year's Resolutions?" Replies from 26 people were received..
- Landscape Workshops:
 - Held a Composting class for Monte Vista Water District on December 3, 2012 in the Mixed Use Building, with a free mulch giveaway.
 - Confirmed a Preparation & Design Workshop for Eastern Municipal Water District for January 28, 2012.
 - Staff will teach a Water Wise Landscaping Workshop – Preparation & Design for Three Valleys Municipal Water District, at their facility in Claremont, on February 4, 2012.
 - Other: A "Relay for Life" event will be held in the Wilderness Park on July 21 and 22, 2012.

Administrative Assistant Macy's Report - None

Attorney Bill Brunick - None

CLOSED SESSION - None

ADJOURN

The Board of Directors of the Chino Basin Water Conservation District adjourned their January 9, 2012 meeting in honor of Senator Ruben Ayala and his many years of service to his community.

President Parker adjourned the meeting at 1:05 p.m. to the next regular meeting of the Chino Basin Water Conservation District scheduled for Monday, February 13, 2012, 11:00 a.m. at the District Headquarters. The meeting was adjourned in honor of Senator Ruben Ayala and his many years of service to his community.

APPROVED AND ADOPTED THIS 13th DAY OF FEBRUARY, 2012.



(Eunice M. Ulloa, General Manager/Secretary

ATTEST:



Ann Macy, Administrative Assistant