



Those persons wishing to speak on any item included on the agenda should fill out a speaker's card located in the Board Room. If you have any questions, you may contact Board Clerk Dena Lamarque via email at [dlamarque@cbwcd.org](mailto:dlamarque@cbwcd.org) or contact the District office at (909) 626-2711.

The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District office at (909) 626-2711 at least 48 hours prior to the advertised starting time of the meeting.

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**SPECIAL MEETING  
OF THE BOARD OF DIRECTORS**

**Chino Basin Water Conservation District  
4594 San Bernardino Street  
Montclair, CA 91763**

**Monday, November 28, 2022**

**6:00 p.m.**

**A G E N D A**

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**INVOCATION**

**CALL TO ORDER**

**ROLL CALL**

Board Members: President Terry King, Vice President Margaret Hamilton, Division 2 - Vacant, Directors Gil Aldaco, Hanif Gulmahamad, Mark Ligtenberg, and Ryan Sonnenberg.

**ADDITIONS OR CHANGES TO THE AGENDA**

*In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.*

## **PUBLIC COMMUNICATIONS**

*This is the time and place for the general public to address the Board of Directors. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Board of Directors may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.*

## **DISCUSSION ITEMS**

### **1. Board Vacancy – Interviews and Appointment for Board Division 2**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: The Board of Directors will conduct interviews with candidates for the purpose of filling the seat representing Division 2, vacated on October 5, 2022 and will vote to appoint their chosen candidate to fill the position.

### **2. Options for Addressing a Board Vacancy – Division 3**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and provide direction to staff regarding options for addressing a vacancy on the CBWCD Board of Directors, Division 3.

## **OATH OF OFFICE CEREMONY**

General Manager Elizabeth Skrzat will administer the Oath of Office to the newly appointed Member of the Board.

## **ADJOURN**

The Board of Directors will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on Monday, December 12, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

I, Dena Lamarque, Board Clerk/Administrative Coordinator of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 5:00 p.m. on Wednesday, November 23, 2022.

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Dena Y. Lamarque, Board Clerk/Administrative Coordinator



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
SPECIAL BOARD MEETING**

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**MEETING DATE:** November 28, 2022 **AGENDA ITEM:** DI 1

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Division 2 Candidate Interviews & Appointment

**ATTACHMENT:** 1) Application – Theresa (Teri) Layton

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**RECOMMENDATION**

The Board of Directors will conduct interviews with candidates for the purpose of filling the seat representing Division 2, vacated on October 5, 2022 and will vote to appoint their chosen candidate to fill the position.

**FISCAL IMPACT**

None.

**BACKGROUND**

Former Treasurer Marc Gruposso, representing Division 2 of the Chino Basin Water Conservation District submitted a letter of resignation to the Board dated October 5, 2022. Government Code Section 1780 states that when a vacancy occurs on the Board, the remaining board members must either appoint a new member or call for an election within 60 days of the vacancy, which in this case is December 3, 2022.

On November 9, 2022, the Board held a Special Meeting and directed the General Manager to post the vacancy and accept applications for potential candidates to represent Division 2. Notices of the vacancy and appointment process were posted in at least three conspicuous places more than 15 days prior to the Board’s scheduled special meeting on November 28, 2022. Notices were also posted online on the District’s website.

The District received one application for Division 2. The Board will conduct an interview of that candidate and then vote on the appointment.

1. Theresa (Teri) Layton

**ISSUES & ANALYSIS**

The Board must either make an appointment to the Division 2 Board seat or call for a special election before December 2, 2022. If the Board does not take either action, the San Bernardino County Board of Supervisors will have 30 days to either appoint a person of their choosing or to order the District to hold a special election.



CHINO BASIN  
**Water  
 Conservation  
 District**

## Board of Directors Candidate Application

**Due:** Wednesday, November 23, 2022 at 5:00 p.m.  
**Interviews Scheduled:** Monday, November 28, 2022 at 6:00 p.m.

4594 San Bernardino Street  
 Montclair, CA 91763

**Name, phone, email address of organizational representative:**  
 Elizabeth Skrzat  
 (909) 626-2711  
 eskrzat@cbwcd.org

**Date** November 14, 2022

**\*\*Applicant must reside in Division 2 (see map).\*\***

<b>Name</b>	First	MI	Last	Familiar
	Theresa [Teri]	M.	Layton	
<b>Residence Address</b>				
Number	Street	City	State	Zip
9587	Stafford Street	Rancho Cucamonga	CA	91730
<b>Telephone Number(s)</b>		Home	Cell	
		Same as cell	(909)802-5093	
<b>E-mail address</b>				
tlaytonl@yahoo.com				

### Employer

Name: San Antonio Water Company

Your title: Assistant General Manager

Address: 139 N. Euclid Avenue, Upland, CA 91786

Phone: (909)982-4107 ext. 103 E-mail: tlayton@sawaterco.com

Type of business or organization: Mutual Water Company - water purveyor of domestic & irrigation water

**Please list boards and committees that you serve on, or have served on**  
 (business, civic, community, fraternal, political, professional, recreational, social, etc.).

Organization	Role/Title	Dates of Service
Six Basins Watermaster Board	Primary Representative	2020 - current
Chino Basins Watermaster Appropriative Pool Committee	Primary Rep/vice- Chair & Chair	2015-2019
Chino Basin Watermaster Advisory Committee	Minor Rep/Chair	2015-2019
San Antonio Canyon Watershed Committee	Rep/past Chair	various times

**Education/Training/Certificates**

B.S. Degree from Cal Poly in Business  
Water Distribution D-2 Certification  
Over 35 years of working experience in water industry

**Optional – Have you received any awards or honors that you'd like to mention?**

In 2006, I presented idea to IEUA to host Water Fair event which was held at Montclair Plaza that year and also in 2007. In 2008, it was combined with Chino Basin Water Conservation District's annual event and has been on-going ever since.

How do you feel CBWCD would benefit from your involvement on the Board?

Water Knowledge  
Water agencies connections  
Experience on various Boards and Committees

**Skills, experience and interests (Please circle all that apply)**

- Water Industry
- Finance, accounting
- Personnel, human resources
- Administration, management
- Nonprofit experience
- Community service
- Policy development
- Program evaluation
- Public relations, communications

- Education, instruction
- Special events
- Grant writing
- Fundraising
- Outreach, advocacy
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Please list any groups, organizations or businesses that you could serve as a liaison to on behalf of CBWCD.

Chino Basin Watermaster  
IEUA  
Other Water Agencies

Please tell us anything else you'd like to share.

I would be honored to share my experience and knowledge to enhance Chino Basin Water Conservation District.

Are you a registered voter in the District you are applying for? Yes

Sheresa Y. Layton  
 Signature

November 14, 2022  
 Date

Please submit with your resumé via email to [eskrzat@cbwcd.org](mailto:eskrzat@cbwcd.org)  
 or in person at 4594 San Bernardino Street, Montclair, CA 91763.



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
SPECIAL BOARD MEETING**

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**MEETING DATE:** November 28, 2022 **AGENDA ITEM:** DI 2

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Options for Addressing a Board Vacancy – Division 3

**ATTACHMENT:** 1) Map of Chino Basin Water Conservation District Division 3

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**RECOMMENDATION**

Review, Discuss, and provide direction to staff regarding options for addressing a vacancy on the CBWCD Board of Directors, Division 3.

**FISCAL IMPACT**

Potential fiscal impacts are highly variable. Elections can cost between \$25,000 and \$50,000, depending on the division and the timing. The cost of elections are highly unpredictable. Appointment costs depend on the amount and nature of advertising the District wishes to pursue. Printing can be done in-house. Newspaper ads cost \$300 per ad with text-only content and up to \$900 per ad with images.

**BACKGROUND**

On Monday, November 21, 2022, Bob Hamilton, husband of Vice President Margaret Hamilton, informed the General Manager that his wife’s health had declined to the point that she is no longer able to discharge the duties of her office. The General Manager and District counsel agree that this declaration is sufficient to, in all practicality, mark the date of the retirement of Vice President Margaret Hamilton for the Chino Basin Water Conservation District Board of Directors. The District is marking the date of the Board being notified of this as Wednesday, November 23, 2022.

**ISSUES & ANALYSIS**

Government Code Section 1780 states that when a vacancy occurs on the Board, the remaining members must either appoint a new member or call for an election within 60 days of either the vacancy or the Board being notified of the vacancy, whichever occurs latest. This timeline gives

Board Meeting Date: November 28, 2022

Subject: Options for Addressing a Board Vacancy – Division 3

Agenda Item: DI 2, Page 2

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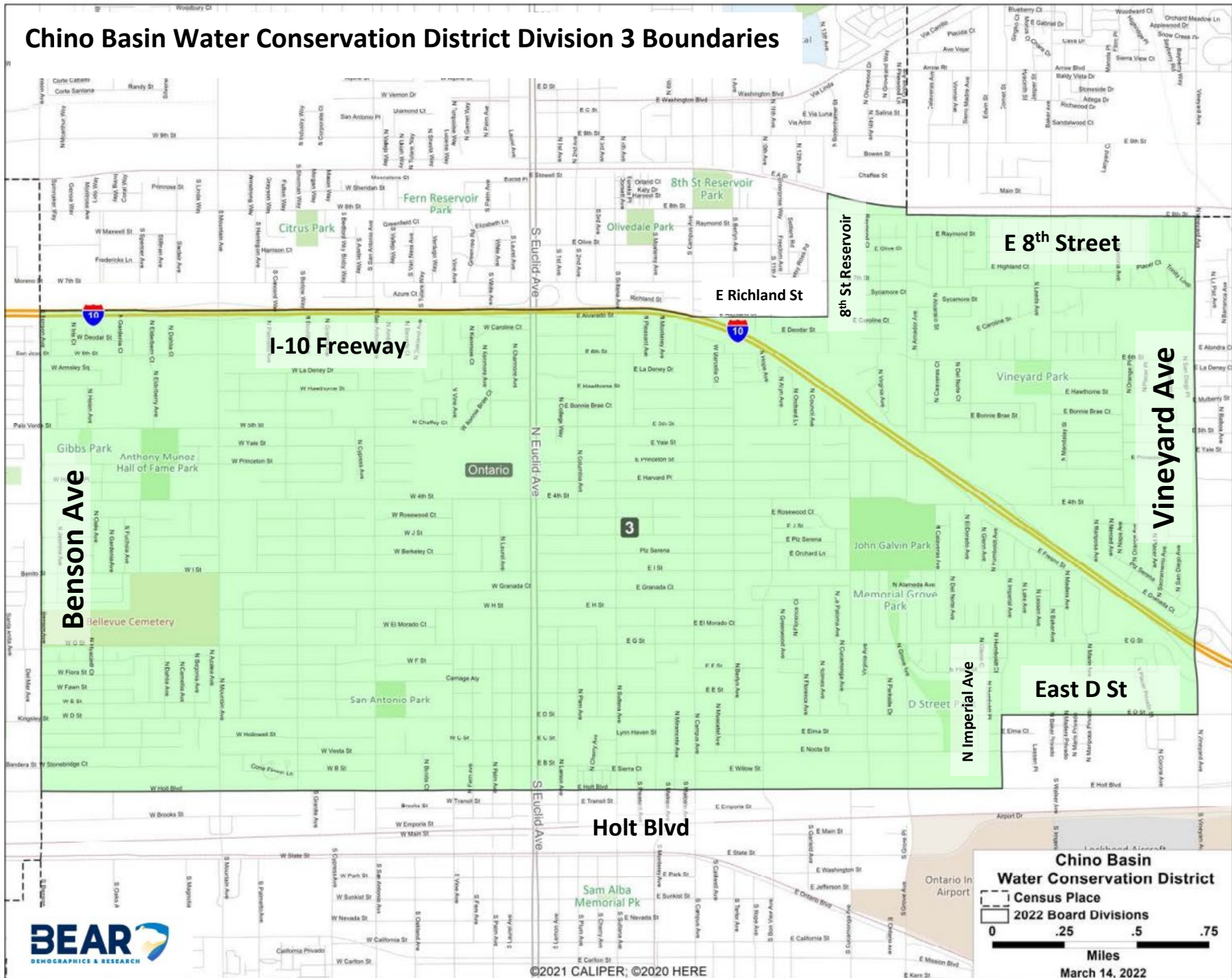
the Board until January 21, 2022 to either appoint a new member to Board Division 3 or to call for a Special Election.

Any appointee of the Board would be up for re-election during the November 2024 election, due to the vacancy occurring in the first two years of Division 3's term of office. The appointee would then be up for election again in November 2026 at the end of the regular four-year term for Division 3.

Staff require direction from the Board as to their desired course of action. If the Board desires to pursue an appointment, staff will schedule a special meeting for interviews, as well as a deadline for applications, and create a notice to place in three or more conspicuous locations around the District, in accordance with Government Code Section 1780. If the Board decides to call an election, staff will notify the San Bernardino County Registrar of Voters.



# Chino Basin Water Conservation District Division 3 Boundaries



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**Chino Basin Water Conservation District**  
**Census Board**  
**2022 Board Divisions**

0 .25 .5 .75  
 Miles  
 March 14, 2022