



Those persons wishing to speak on any item included on the agenda should fill out and submit to the Board Clerk/Administrative Coordinator a "Request to Speak" form (name and address optional), which is available in the Board Room. If you have any questions, you may contact 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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**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, October 10, 2022**

**2:00 p.m.**

**A G E N D A**

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**INVOCATION**

**CALL TO ORDER AND FLAG SALUTE**

**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.*

## **PRESENTATIONS**

### **CONSENT CALENDAR**

*At this time, members of the public may present testimony as to why an item should be removed from the Consent Calendar for separate discussion. Unless a member of the public or a Director requests that an item be removed from the Consent Calendar, all items will be acted upon as a whole and by one vote. Items removed from the Consent Calendar will be acted upon separately, following the Public Hearing procedures.*

1. **Minutes.**
  - a. **September 12, 2022 – Regular Board Meeting.** Approve.
  - b. **September 27 2022 – Recharge Committee Meeting.** Approve.
2. **Financial Reports.**
  - a. **July 2022.** Approve.
  - b. **CEPPT Account Update Summary as of June 30, 2022.** Approve.
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approve.
  - b. **Compensation & Reimbursement Report.** Approve.
4. **Resolution No. 2022-15 to Authorize the Use of Teleconference Technology for Meetings for a Period of 30-days Consistent with Assembly Bill (AB) 362.** Approve.

**PUBLIC HEARINGS** – None.

## **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**

### **5. Award Contract for Managed IT Services**

Report by: Elizabeth Skrzat, General Manager  
Toyasha Sebbag, Assistant General Manager  
Scott Kleinrock, Conservation Programs Manager

RECOMMENDATION: Review, discuss and award a contract to Daus Technologies, DBA Computer Village of San Dimas, CA, the highest-ranking bidder for Managed IT Services in the amount not to exceed \$37,600 for Year 1 ending June 30, 2023, \$37,600 for Year 2 ending June 30, 2024, and for an amount not to exceed the original contract cost plus bureau of labor statistics consumer price index (CPI) data for San Bernardino County, CA for Year 3 ending June 30, 2025, and authorize the President to sign the contract in a form approved by the District's General Counsel.

### **6. Award Contract for the Feasibility of Groundwater Storage Account for the Chino Basin Water Conservation District**

Report by: Elizabeth Skrzat, General Manager  
Toyasha Sebbag, Assistant General Manager

RECOMMENDATION: The Recharge Committee recommends that the Board of Directors review, discuss, and award a contract to Geosyntec Consultants, the highest-ranking bidder for the Feasibility of Groundwater Storage Account for the Chino Basin Water Conservation District in the amount not to exceed \$30,900 to be completed 3-months after receiving notice to proceed, and authorize the President to sign the contract in a form approved by the District's General Counsel.

### **7. Election of Board Treasurer, Appointments to the Personnel Committee and the Finance Committee, Appointment of a New Chair for the Personnel Committee and the Finance Committee, Designate an Additional Signatory on the District's Checking Account**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Elect a Board Treasurer, appoint a new third member to the Personnel Committee and the Finance Committee, appoint a new Chair for the Personnel Committee and the Finance Committee, and designate an additional signatory to the District's checking account.

**8. Options for Addressing a Board Vacancy**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review and discuss options for addressing a vacancy on the CBWCD Board of Directors.

**9. Su Hai Property, aka. Confluence Property Lease Agreement**

Report by: Elizabeth Skrzat, General Manager  
Toyasha Sebbag, Assistant General Manager

RECOMMENDATION: Review, discuss and approve a lease agreement at 3349 Riverside Drive, Chino, CA 91710 (APN 1019-011-02) with Diamond Dogs K9 Events and authorize the General Manager to execute the Agreement in a form approved by District Counsel.

**10. Administrative Services Manager Job Description, Labor Grade, Revised Organizational Chart, Classification and Compensation Chart, and Salary Schedule FY 22-23**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve the job description for Administrative Services Manager, a change in the Labor Grade, and the revised Organizational Chart, Classification and Compensation Chart and Salary Schedule for FY 22-23.

**11. Memorandum of Understanding with Metropolitan Water District Regarding QWEL Programming for the Water Efficient Landscaper Dual Certification Program**

Report by: Elizabeth Skrzat, General Manager  
Scott Kleinrock, Conservation Programs Manager

RECOMMENDATION: Review, discuss and approve the Memorandum of Understanding between the Chino Basin Water Conservation District and the Metropolitan Water District for the Water Efficient Landscaper Dual Certification Program and authorize the General Manager to sign the document in a form approved by District Counsel.

**12. Hold Harmless Agreement and Permit to Enter College Heights Basins Between the Chino Basin Water Conservation District and Yellow Iron Development 257 LLC**

Report by: Dave Schroeder, Facilities and Operations Manager

RECOMMENDATION: Review, discuss, and approve the Hold Harmless Agreement and Permit to Enter College Heights Basins between the Chino Basin Water Conservation District and Yellow Iron Development 257 LLC and allow the General Manager to sign the agreement in a form approved by District Counsel.

**INFORMATIONAL ITEMS**

13. **Drought Emergency I-10 Freeway Signs in Montclair**
14. **Op-Ed in the Chino Champion**
15. **Op-Ed in the Fontana Herald**

**DIRECTOR ORAL REPORTS**

*This is the time and place for the Board of Directors to report on any items of interest. Upon request by an individual Director, the Board may choose to take action on any of the subject matters listed below.*

President King

Vice President Hamilton

Division 2 - Vacant

Director Aldaco

Director Gulmahamad

Director Ligtenberg

Director Sonnenberg

**STAFF ORAL REPORTS**

General Manager/Secretary Report

Board Attorney Report

**CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: Pursuant to Government Code Section 54956.9(d)(1); KAISER FOUNDATION HEALTH PLAN, INC., et al. vs. CHINO BASIN WATER CONSERVATION DISTRICT; and DOES 1 through 10, inclusive; San Bernardino Superior Court Case No.: CIVDS 1933655.

**ADJOURN**

The Board of Directors will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on Monday, November 14, 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 2:00 p.m. on Friday, October 7, 2022.

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Dena Y. Lamarque, Board Clerk/Administrative Coordinator