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REGULAR MEETING  
OF THE BOARD OF DIRECTORS

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

Monday, January 9, 2023

MINUTES

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**INVOCATION** – Director Sonnenberg gave the invocation.

**CALL TO ORDER AND FLAG SALUTE** – President Ligtenberg called the meeting to order at 2:00 p.m. and led the audience in the flag salute.

**ROLL CALL**

Board Members Present: President Ligtenberg  
Vice President Kati Parker  
Treasurer Gil Aldaco  
Director Teri Layton  
Division 3 - Vacant  
Director Hanif Gulmahamad  
Director Ryan Sonnenberg

Board Members Absent: None

General Counsel Present: Leland McElhaney, Esq.

Staff Present: General Manager Elizabeth Skrzat  
Board Clerk/Administrative Coordinator Dena Lamarque  
Conservation Programs Manager Scott Kleinrock

**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.*

General Manager Elizabeth Skrzat reported that there was an addendum to Item 3B, there was incorrect reporting on the attendance of Directors.

A motion was made by Director Aldaco seconded by Director Sonnenberg

**Motion carried on 6-0-0-0 vote to approve items #1-4 of the Consent Calendar.**

**MOVED:** Aldaco                      **SECONDED:** Sonnenberg                      **APPROVED:** 6-0-0-0

**AYES:**      Ligtenberg, Parker, Aldaco, Layton, Gulmahamad, Sonnenberg  
**NOES:**      None  
**ABSTAIN:** None  
**ABSENT:** None

**STAFF PRESENTATIONS** – None.

**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 request 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. **December 12, 2022 – Regular Board Meeting.** Approve.
  
2. **Financial Reports.**
  - a. **November 2022.** Approve.
  
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approve.
  - b. **Compensation & Reimbursement Report.** Approve.
  
4. **Resolution No. 2022-XX authorizing the use of teleconference technology for meetings for a period of 30 days.** Approve.

A motion was made by Director Gulmahamad seconded by Treasurer Aldaco, and carried on the following vote:

**Motion carried on 6-0-0-0-0 vote to approve items #1-4 of the Consent Calendar.**

**MOVED: Gulmahamad**

**SECONDED: Aldaco**

**APPROVED: 6-0-0-0**

**AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad, Sonnenberg**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**PUBLIC HEARINGS** – None.

### **PUBLIC COMMUNICATIONS**

*This is the time and place for the general public to address the Board of Directors. Due to the 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.*

President Ligtenberg opened the Public Comment period and asked staff if there were any requests received to provide public comment. No requests were received and no one in the audience indicated a desire to speak; therefore, President Ligtenberg closed the Public Comment Period.

### **DISCUSSION ITEMS**

#### **5. Fiscal Year 2021-2022 Annual Financial Statements**

General Manager Elizabeth Skrzat and Jonathan Abadesco of Fedak & Brown presented the staff report.

Mr. Abadesco, the District's auditor from the firm Fedak & Brown, explained the financial statement reports. He said that Jeff Palmer, who acted as the District's main auditor, gave commended General Manager Skrzat for being very open throughout the process and making sure that Fedak & Brown had all the documents they needed to conduct a complete audit. There were no deficiencies noted. The firm issued an unmodified, or clean, opinion for the June 30, 2022, audit of the District.

Vice President Parker asked a question about the value of the land. Mr. Abadesco responded that the land is valued at cost during purchase, so the value as noted in the annual financial statements is much lower than its current market value.

A motion was made by Director Gulmahamad, seconded by Director Sonnenberg, and carried on the following vote:

**Motion carried on 6-0-0-0 vote to adopt the annual financial statements for Fiscal Year 2021-2022.**

**MOVED: Gulmahamad                      SECONDED: Sonnenberg                      APPROVED: 6-0-0-0**

**AYES:      Ligtenberg, Parker, Aldaco, Layton, Gulmahamad, Sonnenberg**

**NOES:      None**

**ABSTAIN: None**

**ABSENT: None**

**6. Contract Amendment No. 2 with GRIDDL for Web Design Services**

General Manager Elizabeth Skrzat and Conservation Programs Manager Scott Kleinrock presented the staff report.

Programs Manager Kleinrock explained that it is difficult to find the right web company for a District of our size and function, as the needs of the agency are complex, but the District is not big enough in size and budget for big companies that want to engage. GRIDDL is a perfect fit for an agency of the District's size, and they will meet the District's complex needs.

Director Layton asked if the District had two separate web sites, and whether it is possible to see how many people access both.

Programs Manager Kleinrock stated that staff has access to site analytics, which provide that information.

President Ligtenberg asked Programs Manager Kleinrock if the website would be easier for staff to update.

Programs Manager Kleinrock responded with an enthusiastic yes.

Director Sonnenberg asked if the website will be integrated with social media.

Both General Manager Skrzat and Programs Manager Kleinrock commented that the new website will make it much easier to integrate social media.

A motion was made by Director Aldaco, seconded by Director Layton and carried on the following vote:

**Motion carried on 6-0-0-0 vote to approve a contract amendment No. 2 with GRIDDL for Web Design Services for the CBWCD main website redesign project and maintenance contracts for the main website and the Waterwise Garden Planner website for an additional \$43,300 and a total not-to-exceed amount of \$65,000 in a form approved by District Counsel.**

**MOVED: Aldaco**

**SECONDED: Layton**

**APPROVED: 6-0-0-0**

**AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad, Sonnenberg**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

## **7. Special District Leadership Academy Attendance**

General Manager Skrzat presented the staff report.

GM Skrzat stated that the Special District Leadership Academy is a comprehensive leadership conference for Directors, which is a key requirement for special districts pursuing District of Distinction certification. CBWCD has been awarded the Transparency Certificate, if the District sends enough Directors to the Special District Leadership Academy of the course of two years, CBWCD will be able to meet key requirements for the District of Distinction Certification.

A motion was made by Director Ligtenberg, seconded by Director Parker, and carried on the following vote:

**Motion carried on 6-0-0-0-0 vote to approve Director attendance at either of the two "Special District Leadership Academy" conferences in calendar year 2023, to be held in La Quinta between February 26 and March 1, 2023, and Santa Rosa between October 22, and October 24, 2023.**

**MOVED: Ligtenberg**

**SECONDED: Parker**

**APPROVED: 6-0-0-0**

**AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad, Sonnenberg**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

## **INFORMATIONAL ITEMS**

General Manager Skrzat read a letter of appreciation sent to conservation Programs Manager Kleinrock for his guidance in landscaping concept and irrigation system at the City of Montclair Fire Station No. 2/Public Works Operations Yard.

**DIRECTOR ORAL REPORTS**

President Ligtenberg – None.

Vice President Parker – Attended the City of Ontario Council meeting and announced the Division 3 vacancy during public comment.

Treasurer Aldaco – Attended events listed on the Agenda. Recommended Directors read ACWA News for interesting information. He received the committee assignments. He would like the Board to revisit the number of meetings the Board is allowed to attend because there are more opportunities to attend to get more visibility and training. In the past, Board Members were allowed to attend 10 meetings monthly and he would like to go back to that number.

President Ligtenberg stated that discussion of increasing the number of meetings and will be added on a future agenda.

Director Layton – Will be attending the CSDA Leadership Academy.

She mentioned that she saw a sign somewhere by an empty field that looked like it was District property and was not sure what it was about. She also drove past the Waterwise Community Center and noticed that the signage is not really visible from the street.

General Manager Skrzat stated that several of the basins have signs promoting water wise gardening, but that staff has plans to change the signs to describe what the basins are and what they do. The signage of the Waterwise Community Center is included in the discussion on redesigning signage which will be on the upcoming agenda.

**Division 3 - Vacant**

Director Gulmahamad – Attended Supervisor Curt Hagman’s open house. He shared an article from the Daily Bulletin on water conservation.

Director Sonnenberg – Attended Supervisor Curt Hagman’s open house. He stated that he drives by the basins several times a day and they are the nicest looking basins out of all of them in the area. He thanked the staff for taking care of the basins.

**STAFF ORAL REPORTS**

General Manager/Secretary Report – General Manager Skrzat attended Supervisor Curt Hagman’s open house. She reminded the Board that there is a Board Priorities Workshop on March 8, 2023, at 1:00 p.m. She has received two applications for Division 3 thus far. The Spillway Ribbon Cutting has been rescheduled to January 19, 2023, at 12:30 pm. On a lighter note, Dave notified staff that a goat was born in the basin over the weekend. Director Gulmahamad requested that staff look into purchasing the newborn goat for the District and conduct a naming contest with the public.

Board Attorney Report – None

**CLOSED SESSION**

President Ligtenberg recessed to closed session at 2:59 p.m. regarding the following items:

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.

President Ligtenberg reconvened the Regular Board Meeting at 4:35 p.m. Legal Counsel Leland McElhane reported that there was no reportable action taken.

**ADJOURN**

**President Ligtenberg adjourned the meeting at 3:46 pm. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, February 13, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.**

APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY OF February 2023.

  
Elizabeth Skrzat, General Manager

ATTEST:

  
Dena Lamarque, Board Clerk/Administrative Coordinator

