



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, January 10, 2022

M I N U T E S

INVOCATION – Director Ligtenberg gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 2:05 p.m. and led the audience in the flag salute.

ROLL CALL

Board Members Present: President Terry King
Vice President Margaret Hamilton
Director Gil Aldaco
Director Hanif Gulmahamad
Director Mark Ligtenberg
Director Ryan Sonnenberg

Board Members Absent: Treasurer Marc Grupposo

General Counsel Present: William Brunick

Staff Present: General Manager Elizabeth Skrzat
Administrative Services Manager Toyasha Sebbag
Conservation Programs Manager Scott Kleinrock
Senior Administrative Assistant Jerry Mireles
Community Programs Manager Maia Dean
Facilities & Operations Manager Dave Schroeder
Community Outreach Specialist Christina Warren
Facilities & Basin Technician Roberto Sotomayor
Program Educator II Jenna Hoover
Program Educator II Monica Curiel
Landscape Maintenance Worker II James Salcido

Visitors Present: Bear Demographics & Research Andrew Westall

ADDITIONS OR CHANGES TO THE AGENDA

General Manager Elizabeth Skrzat announced the reordering of the agenda by having the Employee of the Year presentation go first and Facilities & Operations Projects Update go second.

PRESENTATIONS

General Manager Elizabeth Skrzat presented the employee of the year award to Facilities & Basin Technician Robert Sotomayor and was recognized for demonstrating exemplary service over the course of the year.

Facilities & Operations Manager Dave Schroeder provided a brief presentation detailing the maintenance and reformation of the Facilities & Operations Basins and Campus. Mr. Schroeder announced he will email the Board the amount of water that was recharged in the Basins and Director Gulmahamad requested staff to post the statistics on the District's website.

CONSENT CALENDAR

1. **Minutes**
 - a. **December 13, 2021 – Regular Board Meeting.** Approve.
2. **Financial Reports.**
 - a. **November 2021.** Approve.
3. **AB 1234**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.
4. **Board Office, Committee, and Representative Assignments.** Approve.
5. **Resolution No. 2022-XX Disposal of Surplus District Property.** Adopt.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the consent calendar.

Motion carried on 6-0-0-1 vote to approve items #1-5 of the Consent Calendar.

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 6-0-0-1

AYES: King, Hamilton, Aldaco, Gulmahamad, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Gruposso

PUBLIC HEARINGS

6. Adoption of Draft Board Member Division Boundaries Map

A PowerPoint presentation was given by Bear Demographics Andrew Westall. Mr. Westall presented visualizations of proposed District maps that meet the standards established by the relevant legal authority. Generally, these standards and requirements include equal distribution of population in each district, Federal Voting Rights Act compliance, no racial gerrymandering, address communities of interest, compactness of the districts, contiguous districts, representation of voters' wishes, and continuity in office.

President King opened the Public Comment Period for item #6 and requested that Senior Administrative Assistant Jerry Mireles announce any requests received to provide public comment. Mr. Mireles announced no requests were received and no one in the audience indicated a desire to speak; therefore, President King closed the Public Comment Period.

Director Aldaco asked if the final tally of the census data is incorporated into the proposed District maps and Mr. Westall confirmed the census data is incorporated.

General Manager Elizabeth Skrzat explained the timeline for approving the District Maps and indicated the proposed map would be discussed for further evaluation on February 7, 2022, at 6 p.m. and February 14, 2022, at 2 p.m. The Board will then consider adopting a final map on March 14, 2022, during a public hearing of the regularly scheduled Board meeting.

No motions or actions were taken.

PUBLIC COMMUNICATIONS

President King opened the Public Comment Period and requested that Senior Administrative Assistant Jerry Mireles announce any requests received to provide public comment. Mr. Mireles indicated that one request was received by Monica Curiel and invited her to speak.

Program Educator Monica Curiel addressed the Board of Directors in support of item #7.

No additional requests were received and no one in the audience indicated a desire to speak; therefore, President King closed the Public Comment Period.

DISCUSSION ITEMS

7. Policy No. 36: Sick Leave

Staff report and PowerPoint presentation was given by Administrative Services Manager Toyasha Sebbag.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve Policy No. 36: Sick Leave.

Director Aldaco suggested changing the verbiage on item #3 of Policy No. 36 from “sick days” to “sick leave”. Director Hamilton recommended changing the verbiage on item #11 of Policy No. 36 from “he or she” to “he/she”. Ms. Sebbag indicated staff will make the recommended changes.

Motion carried on 6-0-0-1 vote to approve changes to Policy No. 36: Sick Leave.

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 6-0-0-1

AYES: King, Hamilton, Aldaco, Gulmahamad, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Grupposo

8. FY 2021-2022 Budget Adjustments

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat and Conservation Programs Manager Scott Kleinrock.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the FY 2021-2022 Budget Adjustments.

Motion carried on 6-0-0-1 vote to approve FY 2021-2022 Budget Adjustments.

MOVED: Sonnenberg SECONDED: Gulmahamad APPROVED: 6-0-0-1

AYES: King, Hamilton, Aldaco, Gulmahamad, Ligtenberg, Sonnenberg
NOES: None
ABSTAIN: None
ABSENT: Grupposo

9. **Contract Amendment No. 1 with CV Strategies**

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

Ms. Skrzat announced the District will not make any changes to the current logo and will be adding an item to the February 14, 2022, regularly scheduled Board meeting to adopt a Resolution for the current logo, mission and vision statements and Ordinance for a District Seal.

A motion was made by Director Aldaco and seconded by President King to approve Contract Amendment No. 1 with CV Strategies.

Motion carried on 6-0-0-1 vote to approve Contract Amendment No. 1 with CV Strategies for providing strategic communications services for an amount not to exceed \$53,833.

MOVED: Aldaco SECONDED: King APPROVED: 6-0-0-1

AYES: King, Hamilton, Aldaco, Gulmahamad, Ligtenberg, Sonnenberg
NOES: None
ABSTAIN: None
ABSENT: Grupposo

INFORMATIONAL ITEMS

10. Monthly update of Team Goals During COVID-19 Restrictions.

General Manager Elizabeth Skrzat suggested discontinuing having a monthly update of the team goals on the agenda. Ms. Skrzat indicated that the item should be added at a future regularly scheduled Board meeting to discuss whether to discontinue including a monthly update of team goals on the agenda.

DIRECTOR ORAL REPORTS

President King – Nothing to report.

Vice President Hamilton – Nothing to report.

Treasurer Grupposo – Absent.

Director Aldaco – Director Aldaco commended the General Manager for updating the Board on issues involving the District.

Director Gulmahamad – Nothing to report.

Director Ligtenberg – Nothing to report.

Director Sonnenberg – Nothing to report.

STAFF ORAL REPORTS

General Manager – Elizabeth Skrzat commended Administrative Services Manager Toyasha Sebbag for partnering with Premier Ambulance for providing weekly COVID-19 testing for staff. Ms. Skrzat suggested placing an item on the agenda for the next Regular Board Meeting on February 14, 2022, to adopt AB-361 which permits local agencies to meet without making teleconference locations available to members of the public.

Board Attorney – Nothing to report.

CLOSED SESSION – None.

REPORTABLE ACTION – None.

ADJOURN

President King adjourned the meeting at 4:00 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, February 14, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 14th DAY OF February 2022.



Elizabeth Skrzat, General Manager

ATTEST:



Jerry Mireles, Sr. Administrative Assistant