



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, January 11, 2021

M I N U T E S

INVOCATION – Vice President Hamilton gave the invocation.

CALL TO ORDER – President King called the meeting to order at 2:05 p.m.

ROLL CALL

Board Members Present: President Terry King
Vice President Margaret Hamilton
Treasurer Marc Gruposso
Director Gil Aldaco
Director Hanif Gulmahamad
Director Ryan Sonnenberg

Board Members Absent: Director Mark Ligtenberg

General Counsel Present: Leland McElhaney, Esq.

Staff Present: Executive Director Elizabeth Skrzat
Conservation Programs Manager Scott Kleinrock
Facilities and Operations Manager Dave Schroeder
Administrative Services Manager Toyasha Sebbag
Acting Sr. Administrative Assistant Alicia Fernandez
Landscape/Maintenance Worker Lead Roberto Sotomayor
Landscape/Maintenance Worker I George Jimenez
Program Educator Jenna Hoover
Community Programs Specialist Monica Curiel
Conservation Specialist I Brandon Burgess

Visitors Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS – None

ELECTION OF OFFICERS

Every two years after an election the Board does an Election of Officers for President, Vice President, and Treasurer. The new President will then appoint two-year representations for the District's four standing committees and District Representative positions. Staff also recommended the Board to consider the creation of an Ad Hoc Redistricting Committee.

Executive Director Elizabeth Skrzat proceeded with the Election of Officers nominations. Director Aldaco made a motion to maintain the status quo for the President, Vice President, and Treasurer; and Director Sonnenberg seconded the motion. Director Gulmahamad stated that each position should be voted on at a time and persons nominated should be named. Executive Director Skrzat and Counsel McElhaney agreed; therefore, Director Aldaco rescinded his motion.

Officer Elections and Committee Appointments.

Conduct two-year elections for:

a. President

Executive Director Skrzat called out for nominations for President. It was moved and seconded that Terry King be nominated as President of the Board.

Motion carried on 5-0-1-1 vote to approve Terry King's nomination for President.

MOVED: Gulmahamad

SECONDED: Hamilton

APPROVED: 5-0-1-1

AYES: Hamilton, Grupposo, Aldaco, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: King

ABSENT: Ligtenberg

b. Vice President

Executive Director Skrzat called out for nominations for Vice President. It was moved and seconded that Margaret Hamilton be nominated as Vice President of the Board.

Motion carried on 5-0-1-1 vote to approve Margaret Hamilton's nomination for Vice President.

MOVED: Gulmahamad

SECONDED: King

APPROVED: 5-0-1-1

AYES: King, Gruposso, Aldaco, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: Hamilton

ABSENT: Ligtenberg

c. Treasurer

Executive Director Skrzat called out for nominations for Treasurer. It was moved and seconded that Marc Gruposso be nominated as Treasurer of the Board.

Motion carried on 5-0-1-1 vote to approve Marc Gruposso's nomination for Treasurer.

MOVED: Hamilton

SECONDED: Aldaco

APPROVED: 5-0-1-1

AYES: King, Hamilton, Aldaco, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: Gruposso

ABSENT: Ligtenberg

The newly elected President appoints two-year committee members or representatives for the committees and positions listed below:

- a. Chino Basin Recharge Committee**
- b. Education Committee**
- c. Finance Committee**
- d. Personnel Committee**

The Board may consider the creation of an Ad-Hoc Redistricting Committee.

District Representative Positions

- a. ACWA – Region 9 Representative**
- b. ACWA – Alternate Representative**
- c. JPIA - Director**
- d. JPIA – Alternate Director**
- e. LAFCO – Special District Voting Representative**
- f. SCWC – Storm Water Task Force Representative**

President King stated that he would like to keep the Committees and District Representative positions as they are but will give Board members the opportunity to make suggestions of any changes of assignments within a week. Upon receiving any feedback President King will finalize assignments.

President King is in favor of the creation of an Ad-Hoc Redistricting Committee and requested for those interested in serving to notify him within a week.

CONSENT CALENDAR

1. **Minutes**
 - a. **December 7, 2020 – Finance Committee Meeting.** Approve.
 - b. **December 14, 2020 – Regular Board Meeting.** Approve.
 - c. **December 17, 2020 – Continuation of the Regular Board Meeting Closed Session.** Approve.
2. **Financial Reports.**
 - a. **November 2020.** Approve.
3. **AB 1234**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.

Director Aldaco requested to pull Item 1.b. for discussion/comment.

A motion was made by Director Gulmahamad and seconded by Treasurer Grupposo to approve Items 1a, 1c, and 2-3 of the Consent Calendar.

Director Aldaco suggested that the Board consider establishing a procedure to consider reimbursement to all Board members that may attend a meeting and/or training more than the six-meeting maximum, without changing the threshold. President King stated that upon Director Aldaco's request a discussion item can be added to the upcoming agenda for consideration of amending the ordinance. Counsel McElhaney confirmed that the ordinance set an absolute limit of six meetings per month; therefore, establishing a procedure that would allow for the Board to go beyond that limit that additional language would need to be included in the ordinance to make provision for that. Furthermore, the Board can consider amending the ordinance before conducting a Public Hearing. Director Aldaco requested moving forward with amending the ordinance.

A motion was made by Director Aldaco and seconded by Treasurer Grupposo to approve Item 1b of the Consent Calendar.

Motion carried on 6-0-0-1 vote to approve the Consent Calendar.

MOVED: Aldaco

SECONDED: Gruppосо

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

PUBLIC HEARINGS – None.

PUBLIC COMMUNICATIONS

Jenna Hoover: Program Educator Jenna Hoover recommended that the Board approve Discussion Item No. 6, Proposed Position Adjustments for the positions of Landscape Maintenance Worker III/Lead and Community Programs Coordinator. Ms. Hoover believes that approving the position adjustments will help with retention and that both roles are essential/challenging roles that deserve increased compensation with titles more indicative to the level of their contributions.

DISCUSSION ITEMS

4. Adjustments to District Labor Grades.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended for the Board to review, discuss, and approve the adjustments to the District Labor Grades. Ms. Skrzat presented the proposed revised classification chart that identified the current District employee salaries being set within the proposed ranges; therefore, by adopting the new labor grades would result in no immediate fiscal impact to the District. The Landscape Maintenance Worker I position is 10% below the Landscape Maintenance Worker II; therefore, the District is proposing an increase to the maximum amount. Similarly, the Bookkeeper's position maximum amount was also increased; however, the Office Assistant I and Programs Assistant, whose positions are currently vacant, are moved to a slightly lower labor grade as recommended.

It was moved and seconded to approve the adjustments to the District Labor Grade.

Motion carried on 6-0-0-1 vote to approve Adjustments to District Labor Grades.

MOVED: Sonnenberg

SECONDED: Gruppосо

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

5. District Policy No. 52: Executive Management Administrative Leave Benefit.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board). The Finance Committee and staff recommended for the Board to review and discuss amending Policy No. 52: Executive Management Administrative Leave Benefits. The increases in the leave would not create materials changes to the District's budget. A detailed analysis showed that some of the District's local competitors agencies offer Administrative Leave time that ranges between 24-120 hours annually – with a median of 52 hours annually. Upon completing of the analysis, staff received feedback that the Administrative Leave benefit is low and increasing the benefit would assist in recruitment of new management positions.

President King asked if management would be maintaining the flexible schedule arrangement if the Administrative Leave benefit was increased. Ms. Skrzat stated that the recommendation did not address the flexible schedule and any changes would be at the Board's discretion. President King suggested implementing the update once management staff resumed their regular work schedule. Ms. Skrzat stated each department is different, but managers are still working in the evenings and the weekends.

It was moved and seconded to approve District Policy No. 52.

Director Aldaco stated that although he believes the Administrative Leave update is appropriate that President King's comments should be considered.

Director Sonnenberg stated that he is in favor of extending the Administrative Leave.

Motion carried on 6-0-0-1 vote to approve District Policy No. 52: Executive Management Administrative Leave Benefit.

MOVED: Sonnenberg

SECONDED: Aldaco

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

6. Proposed Position Adjustments.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended for the Board to review, discuss, and approve the proposed adjustments to the positions of Landscape Maintenance Worker III/Lead and Community Programs Coordinator. The proposed adjustment includes dissolving the Landscape & Maintenance Worker III/Lead position and replacing it with the Facilities Basin Technician position. Aside from regular responsibilities the Landscape & Maintenance Worker III/Lead position held, the new position would also focus on capital

project assistance and both field and administrative functions. The second proposed adjustment includes dissolving the Community Programs Coordinator position and replacing it with the Community Outreach Specialist position. Staff believes that the District needs to focus on its communications fundamentals to grow the District's communication and education reach. The Community Outreach Specialist would focus on an advertising strategy, tabling outreach events, promotional budget, and earned media.

It was moved and seconded to approve the proposed position adjustments.

Director Aldaco stated that in reviewing the job descriptions, the existing Landscape & Maintenance Worker III/Lead position is almost identical to the proposed Facilities Basin Technician position. Director Aldaco also stated that he believes the District has a need for the Facilities Basin Technician but should be filled by a highly qualified candidate rather than making the proposed position adjustment; therefore, he is opposed to the adjustment.

President King asked if the District is creating the Community Outreach Specialist position for the purpose of filling actual needs the District has now. Director Skrzat confirmed that the position is for the purpose of filling the District's needs.

Director Aldaco asked for clarification if the motion was to approve both proposed position adjustments. Director Sonnenberg stated the motion includes both positions. Counsel McElhaney stated that if there was a preference to move on one but not the other a motion could be made to that affect. It was agreed upon that the motion was to move on both positions.

Motion carried on 4-1-1-1 vote to approve Proposed Position Adjustments.

MOVED: Sonnenberg

SECONDED: Aldaco

APPROVED: 4-1-1-1

AYES: King, Hamilton, Gruposso, Sonnenberg

NOES: Aldaco

ABSTAIN: Gulmahamad

ABSENT: Ligtenberg

7. Agenda Packet Delivery Schedule.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended for the Board review, discuss, and provide direction regarding the District's agenda packet delivery schedule. Ms. Skrzat decided to bring this item forward to the Board for discussion based on feedback received. With the District's current schedule, the Board may not have adequate time to review the packets with a Friday agenda packet delivery day but allows staff ample flexibility in turning around committee

decisions into the next Board meeting. The weekend might not be enough time to review the agenda packet; therefore, staff presented a Wednesday delivery day that gives the Board two extra readings days and still gives staff flexibility in turning around committee decisions into the next Board meeting. A third option, "Previous Friday Option", which allows for a total of nine reading days for the Board. The third option creates ample time for the Board to review the agenda packet but gives staff less flexibility in turning around committee decisions into the next Board meeting.

It was moved and seconded to approve the Wednesday agenda packet delivery option.

Directors Aldaco, Sonnenberg and Vice President Hamilton stated that were open to whichever option makes it more convenient for all members of the Board. Treasurer Grupposo stated that he is in agreeance with the Wednesday agenda packet delivery option as well. President King commended Executive Director Skrzat for bring this item up for discussion.

Motion carried on 6-0-0-1 vote to approve the Wednesday Option Agenda Packet Delivery Schedule.

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

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

INFORMATIONAL ITEMS

8. **Monthly Goals Tracking Sheet.**
9. **Quarterly Metrics - FY Q2: October-December 2020 Correspondence.**
10. **Letter from San Bernardino County Water Districts Regarding the Distribution of COVID-19 Vaccines.**

DIRECTOR ORAL REPORTS

President King reported:

- President King thanked the Board members for his appointment as President.

Vice President Hamilton reported:

- Vice President Hamilton thanked Omone Abu, Programs Coordinator, for her time at the District and stated that it was a pleasure working with her.

Treasurer Grupposo reported:

- Treasurer Grupposo thanked the Board for their vote of confidence for two more years as Treasurer.

Director Aldaco reported:

- Director Aldaco congratulated President King, Vice President Hamilton, Treasurer Grupposo for retaining their seats, and thanked Omone Abu for her time at the District.

Director Gulmahamad – Nothing to Report.

Director Ligtenberg – Absent.

Director Sonnenberg reported:

- Director Sonnenberg wished everyone a Happy New Year.

STAFF ORAL REPORTS

Executive Director – reported on a letter addressed to the San Bernardino County Department of Public Health regarding the distribution and priority access of COVID-19 vaccinations for Water and Wastewater Sector frontline staff members.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 3:19 p.m. to consider the following closed session items:

CONFERENCE WITH LEGAL COUNSEL. Pursuant to Government Code Section 54957(b)(1) and (3) personnel matters, exclusion of witnesses; and section 54957.6 employee salaries/benefits.

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.

REPORTABLE ACTION – The meeting reconvened at 3:49 p.m. and had no reportable action.

ADJOURN


Vice President Hamilton adjourned the meeting at 3:49 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, February 8, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 8th DAY OF FEBRUARY 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Alicia Fernandez, Acting Sr. Administrative Assistant