



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, February 8, 2021

M I N U T E S

INVOCATION – Director Mark Ligtenberg gave the invocation.

CALL TO ORDER – President King called the meeting to order at 2:04 p.m.

ROLL CALL

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

Board Members Absent: None.

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
Conservation/Landscape Worker II George Jimenez

Visitors Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS

Programs Update of Facilities & Operations – Dave Schroeder, Facilities & Operations Manager

Facilities & Operations Manager, Dave Schroeder, provided an update to the Board on the department's highlights. Mr. Schroeder presented the maintenance activities and upcoming projects for the Montclair Basin No. 1, Montclair Basin No. 2, Montclair No. 3, Montclair Basin No. 4, Brooks Basin, Ely Basin No. 3, College Heights East Basin, and College Heights West Basin. Mr. Schroeder also updated the Board on the mulch and compost give-away program, as well as the park updates. The department is also progressing with the goat projects - the corral and perimeter fencing have now been built for the goats and a protected shed will be under construction in the next two weeks. Coyote and canine protection are also being considered to protect the goats. Some of the other items the Facilities team have worked on in the main campus include assisting with the reader board, excavation, grading, removing storm drains and electrical box, and the Multi Use Building (MUB) Parking lot to name a few. The Facilities team is actively working on improvements throughout the main campus.

CONSENT CALENDAR

1. **Minutes**
 - a. **January 11, 2021 – Regular Board Meeting.** Approve.
2. **Financial Reports.**
 - a. **December 2020.** Approve.
 - b. **Quarterly Q2 Financial Reports.** Approve.
3. **AB 1234**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.

Motion carried on 7-0-0-0 vote to approve items #1-3 of the Consent Calendar.

MOVED: Gulmahamad

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC HEARINGS – None.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

4. Consideration of Amending Ordinance 2020-01, Establishing Compensation and Allowable Number of Paid Days for Directors.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) at the request of Director Aldaco. The recommendation is to review, discuss, and provide direction to staff about Director compensation. On July 13, 2021, the Board adopted Ordinance No. 20-01, which capped the number of monthly compensated days Directors could attend events to six (6). On January 11, 2021, the Board requested that this item be added to the agenda to address whether the number of compensated days per month for Director compensation be amended or if there should be a caveat to the Ordinance which would allow the Board to adjust the monthly compensated cap of attended events on a case-by-case basis.

Director Aldaco stated that he understands the six (6) meeting cap stands but would like to suggest that if a seventh meeting came up for any Board member that there be a provision to allow said Board member to bring to the Board for consideration of reimbursement. Director Gulmahamad opposed Director Aldaco's suggestion. President King acknowledged Director Aldaco and Gulmahamad's concern.

Director Aldaco made a motion to revisit this item on an annual basis, at the end of the fiscal year; motion was seconded by President King. President King suggested that the motion be amended to tabling this item for consideration at a future Board meeting.

Director Aldaco withdrew his motion, and no further motions or votes were made.

5. Creation of an Ad Hoc Redistricting Committee.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended that the Board review and approve the creation of an Ad Hoc Redistricting Committee and appoint members to the committee. After each Federal Decennial Census, the District is required to review its Director divisions and redistrict if necessary, by adjusting the boundaries of each representative division. The issues to consider include new boundaries, retention of current elected directors, balancing of district populations, sphere of influence of considerations, recommendations made by LAFCO during its 2015 Service Review of Water Conservation Districts, and Release of a RFP for redistricting consultants to perform the analysis.

President Terry stated that he received interest from all members of the Board to be included in the Ad Hoc Redistricting Committee and suggested creating two committees and dividing the issues to be considered among the six Board members. Executive Director Skrzat suggested that one committee meet first to consider the issues regarding the recommendations made by LAFCO and the release of a RFP. Once those items are

decided on, the second committee could consider the remaining issues. Treasurer Gruposso agreed with President King's suggestion and volunteered to be a part of the first committee addressing LAFCO 2015 recommendations and RFP guidelines. Director Gulmahamad agreed with President King's suggestion as well. President King requested that Executive Director email the issues to be considered to the Board members for each member to select the committee they would like to be a part of.

No motion or votes were made.

6. Award of Contract for the Montclair Basin No. 2 and No. 3 Erosion Repairs, Project No. 2020-01.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended for the Board to award a contract to the lowest responsible bidder, Engineering & Environmental for the Montclair Basin No. 2 and No. 3 Erosion Repairs, in the amount of \$79,975 and authorize the President to sign the contract; and authorize the transfer of funds in the amount of \$55,000 from account 57003.

It was moved and seconded to move forward with awarding a contract to Engineering & Environmental for the Montclair Basin No. 2 and No. 3 Erosion Repairs.

Facilities & Operations Manager stated that the repairs have been completed in the past and staff reviewed the contractor's bid in full and is qualified to complete the work.

Motion carried on 7-0-0-0 vote to award a Contract for the Montclair Basin No. 2 and No. 3 Erosion Repairs, Project No. 2020-01.

MOVED: King

SECONDED: Gruposso

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

7. Special District Leadership Foundation, District Transparency Certificate of Excellence.

Administrative Services Manager Toyasha Sebbag presented the item to the Board of Directors (Board) recommending that the Board review, discuss, and approve participation in the Special District Leadership Foundation's (SDLF's) District Transparency Certificate of Excellence Program. SDLF is an independent, non-profit organization whose mission is to promote good governance and best practices among California's special districts through recognition programs such as this. This year's challenge began December 1, 2020 and runs through November 30, 2021. Ms. Sebbag listed the reasons

for participating in the program which include validation of the District's commitment to operating in a transparent and ethical manner. The District already meet most of the basic requirements, but staff recommends implementing the remaining requirements, as listed on SDLF's checklists, to meet the program's requirements.

Motion carried on 7-0-0-0 vote to approve participation in the Special District Leadership Foundation, District Transparency Certificate of Excellence.

MOVED: Aldaco SECONDED: Sonnenberg APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

8. Policy & Procedure Manual Update – Policy No. 44: Purchasing Policy.

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended that the Board review, discuss, and approve attachments to Policy No. 44: Purchasing Policy. Ms. Skrzat clarified that this item only includes updates to the attachments. Policy No. 44 is still undergoing further legal review and will be brought before the District at a later date. The attachments that staff is recommending updates for are: Purchase Authorization Form, Request for Proposal Template, Professional Services Agreement, Written & Oral Evaluation Scoresheet Templates, and Notice Inviting Bids (NIB).

It was moved and seconded to approve the attachments to Policy No. 44.

President King opposed the updates on the proposed attachments. Director Aldaco stated that the attachments are comprehensive documents that appear to be complete and requested feedback from Counsel McElhaney. Counsel McElhaney stated the attachments were reviewed by him and appear complete. Counsel McElhaney stated that staff and he looked at templates from other agencies and the attachments appear to be consistent to those.

Motion carried on 4-3-0-0 vote to approve Policy & Procedure Manual Update – Policy No. 44: Purchasing Policy Attachments.

MOVED: Aldaco

SECONDED: Gruppiso

APPROVED: 4-3-0-0

AYES: Gruppiso, Aldaco, Ligtenberg, Sonnenberg

NOES: Hamilton, Gulmahamad, King

ABSTAIN: None

ABSENT: None

9. Legislative Update

Administrative Services Manager Toyasha Sebbag presented the item to the Board of Directors (Board) and recommended that the Board review, approve, and provide direction to staff concerning state and federal legislative bills that the Board would like to remain abreast about and direct a District Committee to formulate a Legislative Advocacy Policy for the District. The purpose of formulating a Legislative Policy is to guide the District and staff in considering legislative or regulatory proposals that are likely to have an impact on the District and to allow for a timely response to important legislative issues. Identifying Legislative Advocacy Procedures will provide a clear direction to staff about monitoring and acting upon bills during state and federal legislative sessions and guide the District in how to respond to requests from member organizations and local partners.

It was moved and seconded to formulate a Legislative Advocacy Policy for the District.

After discussing the Legislative Advocacy Policy, President King suggested formulating Ad Hoc Committee that would include the same members of the Finance Committee. Director Gulmahamad supported President King's suggestion. The motion was modified to include formulating an Ad Hoc Committee for legislative affairs, as President King suggested.

Motion carried on 7-0-0-0 vote to approve formulation a Legislative Advocacy Policy for the District and formulate an Ad Hoc Committee for legislative affairs.

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATIONAL ITEMS

1. Monthly Update of Team Goals During COVID-19 Restrictions.

DIRECTOR ORAL REPORTS

President King – Nothing to Report.

Vice President Hamilton – Nothing to Report.

Treasurer Grupposo – Nothing to Report.

Director Aldaco:

- ***See attached written report.***

Director Gulmahamad reported on the following:

- January 19, 2021 – ACWA Online Listening Session
- January 25, 2021 – ASBCSD Virtual Membership Meeting

Director Ligtenberg – Nothing to report.

Director Sonnenberg – Nothing to report.

- January 25, 2021 – ASBCSD Virtual Membership Meeting

STAFF ORAL REPORTS

Executive Director:

Executive Director Skrzat gave a speech about her beloved father Ken Willis who recently passed away and was a public servant for over 30 years. During his time at the Upland City Council, he would use his staff oral report time to speak about Ms. Skrzat's High School accomplishments and would like to honor her father by speaking into the minutes of why she is proud of her father. Her father believed in public service very strongly and had a loyalty to the United States Constitution. He also believed that the service of safe, clean, and reliable water was a sacred obligation that tied with public service. Our economy and communities are tied to the provision of safe, clean, and reliable water and he worked to show that every day. He put the public and their needs above his own. His service – the nature of it, the length of it, and the focus of it is an inspiration to us all.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 4:09 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.

CONFERENCE WITH LEGAL COUNSEL. Pursuant to Government Code Government Code Section 54956.9(d)(2), (d)(4), discussion re potential litigation.

REPORTABLE ACTION – The meeting reconvened at 5:47 p.m. and had no reportable action.

ADJOURN

Director Aldaco adjourned the meeting at 5:47 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, March 8, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 8th DAY OF MARCH 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Alicia Fernandez, Acting Sr. Administrative Assistant