



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, February 14, 2022

M I N U T E S

INVOCATION – Vice President Hamilton gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 2:02 p.m. and led the audience in the flag salute.

ROLL CALL

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

Board Members Absent: None.

General Counsel Present: Leland McElhaney, Esq.

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

Visitors Present: Bear Demographics & Research Andrew Westall
Boys Scout of America Tim Long
Boys Scout of America Patrick Willard
CV Strategies Tara Bravo

ADDITIONS OR CHANGES TO THE AGENDA

General Manager Elizabeth Skrzat announced the reordering of the agenda by having Public Hearing Item #4 go before the consent calendar.

PUBLIC HEARINGS

4. Pre-final Map Public Hearing

A PowerPoint presentation was given by Bear Demographics Andrew Westall. Mr. Westall presented visualizations of the proposed District map and explained the timeline for approving the District map.

President King opened the Public Comment Period for item #4 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.

No motions or actions were taken.

PRESENTATIONS – None.

CONSENT CALENDAR

6. Minutes.

- a. **January 10, 2022 – Regular Board Meeting.** Approve.
- b. **February 7, 2022 – Ad Hoc Redistricting Meeting.** Approve.

2. Financial Reports.

- a. **December 2021.** Approve.
- b. **Quarterly Q2 Financial Reports.** Approve.

3. AB 1234.

- a. **Director Travel, Training, and Meeting Report.** Approve.
- b. **Compensation & Reimbursement Report.** Approve.

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

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

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

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 Patrick Willard and invited him to speak.

Boy Scouts of America Patrick Willard addressed the Board of Directors in support of item #13, Facility Use Agreement.

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

5. **Special District Representative Nominations for the Local Agency Formation Commission for San Bernardino County.**

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

Ms. Skrzat announced the opening of the nomination period for the position of one Regular Special District Voting Member and the Alternate Special District Voting Member for the LAFCO Commission.

After further discussion, a motion was made by Director Sonnenberg and seconded by President King to nominate Steven Farrell as the Regular Special District Member and David Raley as the Alternate.

The Board voted to take a 15-minute recess so that staff could submit the Board's nominations to LAFCO. The meeting recessed at 2:30 p.m. and then reconvened at 2:48 p.m.

Motion carried on 5-0-2-0 vote to nominate Steven Farrell as the Regular Special District Member and David Raley as the alternate.

MOVED: Sonnenberg

SECONDED: King

APPROVED: 5-0-2-0

AYES: Hamilton, Gruposso, Aldaco, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: King, Gulmahamad

ABSENT: None

6. **Resolution No. 2022-02 Adopting the Mission Statement, Vision Statement, and Logos of the Chino Basin Water Conservation District and Waterwise Community Center and Ordinance No. 2022-01 Adopting the Official Seal of the Chino Basin Water Conservation District**

A PowerPoint presentation was given by CV Strategies Tara Bravo.

Ms. Bravo presented the Board's mission and vision statements and a proposed logo for the sub-brand "Waterwise Community Center". Ms. Bravo announced the logo would stay as it currently is.

The Board suggested changing the verbiage on Resolution No. 2022-02 Section 2 from "and" to "while". General Manager Elizabeth Skrzat indicated staff would make the recommended changes.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve Resolution No. 2022-02.

Motion carried on 7-0-0-0 vote to approve Resolution No. 2022-02 Adopting the Mission Statement, Vision Statement, and Logos of the Chino Basin Water Conservation District and Waterwise Community Center.

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

The Ordinance was introduced for first reading by Senior Administrative Assistant Jerry Mireles and after further discussion, a motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the first reading of Ordinance No. 2022-01.

Motion carried on 7-0-0-0 vote to adopt the first reading of Ordinance No. 2022-01 Adopting the Official Seal of the Chino Basin Water Conservation District.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

7. Internship Opportunities at the District

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

A motion was made by Director Sonnenberg and seconded by Director Gruppосо to approve the following:

1. Changes to Policy No. 25-1: Definitions and Policy No. 22: Vehicle Use;
2. Staff to shift intern costs from Acct No 56320: Educational Grant to Account No. 50130: Employee Wages – Hourly in FY 2022-2023 Operating Budget; and
3. Job descriptions for Administrative Services Intern, Conservation Programs Intern, Field & Operations Technician Intern, Outreach & Public Affairs Intern, and Youth Programs Teaching Intern.

Motion carried on 7-0-0-0 vote to approve the following:

- 1. Changes to Policy No. 25-1: Definitions and Policy No. 22: Vehicle Use;**
- 2. Staff to shift intern costs from Acct No 56320: Educational Grant to Account No. 50130: Employee Wages – Hourly in FY 2022-2023 Operating Budget; and**
- 3. Job descriptions for Administrative Services Intern, Conservation Programs Intern, Field & Operations Technician Intern, Outreach & Public Affairs Intern, and Youth Programs Teaching Intern.**

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

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

NOES: None

ABSTAIN: None

ABSENT: None

8. Resolution No. 2022-03 Conflict of Interest Code

Staff report and PowerPoint presentation was given by Senior Administrative Assistant Jerry Mireles.

Director Gulmahamad asked to clarify how staff had been filing the Statement of Economic forms. Administrative Services Manager Toyasha Sebbag reported the District had been maintaining those forms in-house and that the Resolution should be updated to reflect that.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to adopt Resolution No. 2022-03 Conflict of Interest Code.

Motion carried on 7-0-0-0 vote adopt Resolution No. 2022-03 Conflict of Interest Code

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

9. **Monthly Update of Team Goals During COVID-19 Restrictions**

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

A motion was made by Director Aldaco and seconded by Director Ligtenberg to discontinue having a monthly update of team goals on the agenda.

Motion carried on 7-0-0-0 vote to discontinue monthly update of team goals on the agenda.

MOVED: Aldaco

SECONDED: Ligtenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

10. **2022 Calendar Year Metrics Presentation Schedule**

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

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the 2022 Calendar Year Metrics Presentation Schedule.

Motion carried on 7-0-0-0 vote to approve the 2022 Calendar Year Metrics Presentation Schedule.

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

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

11. **Discussion and Possible Adoption of a Resolution to allow Board and Committee Meetings to be held remotely, consistent with Assembly Bill (AB) 361**

Staff report was given by Administrative Service Manager Toyasha Sebbag.

A motion was made by Director Sonnenberg and seconded by President King to adopt Resolution 2022-04 authorizing the use of teleconferencing.

Director Gulmahamad expressed concern with the workload that would be required for adopting a Resolution every 30 days and Ms. Skrzat indicated staff would be able to manage the workload and announced going forward the item would be on the consent calendar.

Motion carried on 7-0-0-0 vote to adopt Resolution No. 2022-04 authorizing the use of teleconferencing technology for meetings for a period of 30-days.

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

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

12. **Contract with GRIDDL for Web Design Services**

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

The Board commended Mr. Kleinrock on his presentation.

A motion was made by Director Sonnenberg and seconded by Director Grupposo to approve the proposed contract with GRIDDL.

Motion carried on 7-0-0-0 vote to approve the proposed contract with GRIDDL for web design services associated with the Inland Valley Garden Planner website and the web design scope of work for the Interpretive Signage Project in the amount of \$17,500.

MOVED: Sonnenberg

SECONDED: Gruppiso

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

13. **Facility Use Agreement**

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

Director Gulmahamad expressed concern with renting out our facility due to increased maintenance and cleaning costs. Ms. Sebbag indicated the fee for renting out the facilities would cover the costs of additional cleaning.

A motion was made by Director Sonnenberg and seconded by Director Gruppiso to approve the District's Facility Use Agreement.

Motion carried on 7-0-0-0 vote to approve the District's Facility Use Agreement.

MOVED: Sonnenberg

SECONDED: Gruppiso

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATIONAL ITEMS

14. Monthly Update of Team Goals During COVID-19 Restrictions.
15. Letter of support for City of Montclair's Grant.
16. Quarterly Metrics (FY 2021-2022 Q2: Oct-Dec).

DIRECTOR ORAL REPORTS

President King – President King reported on a Water Storage Account that potentially could increase stored water supplies in the Chino Groundwater Basin. President King mentioned that item would be discussed at the February 18, 2022, Recharge Committee meeting.

Vice President Hamilton – Vice President Hamilton commended Community Programs Manager Maia Dean and Program Educator II Jenna Hoover for managing the poster contest.

Treasurer Grupposo – Nothing to report.

Director Aldaco – Director Aldaco expressed further consideration of a discussion item dealing with the subject “Native American Land Acknowledgement”. Director Aldaco’s request was out of curiosity as the topic had been discussed at a Personnel Committee meeting, and because of a Presidential declaration proclaiming October 11th as Indigenous Peoples Day. Director Aldaco felt it is appropriate that the District considers recognizing Peoples of the 1st nation, commonly referred to as Native Americans, as the original caretakers of Mother Earth and its resources. After further discussion with staff, he was informed that the initial concept would be best shelved in place of a more focused and equitable outreach to disadvantaged communities. In other words, communities of need are based on varying factors associated with economic and environmental concerns.

Director Aldaco is in full agreement with the staff proposal and strongly encourages the District to move forward with this objective. Director Aldaco requested this topic to be periodically reported to the District Board in the future.

Director Aldaco provided an attachment (**ATTACHMENT 1**) of all the meetings/conferences he attended in January 2022.

Director Gulmahamad – Director Gulmahamad reported on attending the Southern California Water Committee Quarterly Luncheon held on January 21, 2022.

Director Ligtenberg – Director Ligtenberg acknowledged the sentiment that Vice President Hamilton expressed in acknowledging the hard work from Maia Dean and Jenna Hoover.

Director Sonnenberg – Director Sonnenberg reported on attending the February 7, 2022, Ad Hoc Committee meeting.

STAFF ORAL REPORTS

General Manager – Elizabeth Skrzat announced Senior Administrative Assistant Jerry Mireles would be leaving the District to join Metrolink. Mr. Mireles acknowledged Administrative Services Manager Toyasha Sebbag and Ms. Skrzat for being great mentors.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 4:45 p.m. to consider 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.

CONFERENCE RE PERSONNEL COMPENSATION/RETENTION. Government Code section 54957.6.

REPORTABLE ACTION – The meeting reconvened at 5:06 p.m. and had no reportable action.

ADJOURN

President King adjourned the meeting at 5:06 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, March 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 March 2022.



Elizabeth Skrzat, General Manager

ATTEST:



Jerry Mireles, Sr. Administrative Assistant