



**SPECIAL MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, March 2, 2020

MINUTES

INVOCATION – Director Mark Ligtenberg gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 6:01 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: Executive Director Elizabeth Skrzat
Facilities and Operations Manager Dave Schroeder
Community Programs Manager Maia Dean
Conservation Programs Manager Scott Kleinrock
Board Clerk/Administrative Coordinator Daniel Lopez
Community Programs Coordinator Omone Abu
Community Programs Specialist Monica Curiel
Landscape/Maintenance Worker Lead Robert Sotomayor
Office Assistant II Judith Taylor

Visitors Present: David Dale, Citizen

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS- None

CONSENT CALENDAR- None

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. **Update to Organizational Chart.**

Executive Director Elizabeth Skrzat presented the proposed organizational chart update, Administrative Managers position and job description. The proposal also included the District Policy number 17 and potential changes to the Conservation Programs Manager and Facilities and Operations Manager's job description. Executive Director Skrzat found that the fiscal impact of this update has the potential savings of \$33,000-\$50,000 annually. The proposal's Item 1 action was to dissolve the Deputy Executive Director's position. The new position is to be titled the Administrative Services Manager. This new position authority level will be the same as the other three current department managers (Conservation Programs department, Community Programs department, Operations and Facilities Department). The Administrative Services Manager would oversee three employees (Board Clerk, Office Assistant II and Part-time Bookkeeper). The proposed job description would oversee the general administration of the district, contracts, financial services, human resources, support for the board of directors, regulatory compliance and elections.

The proposal's Item 2 to be considered is the Landscape/ Maintenance worker that is assigned to the Operations and Facilities Department would now be moved to the Conservation Programs department. This originated from a joint proposal by both the Conservation Programs and Operations and Facilities managers. The Conservation and Programs department oversees the garden and the Landscape/ Maintenance Worker who has been tending to the garden has been assigned to Operations and Facilities. This has caused confusion in terms of scheduling. Since an update to the Organizational Chart was being conducted a request was made to switch the Landscape/ Maintenance Worker from the Operations and Facilities department to the Conservation Programs department with an understanding that if the Operations and Facilities department needed assistance with work on the basin, the position would be assigned accordingly. The following attachments (3,4,5) are changes to the Conservation Programs, Operations and Facilities Managers, and Landscape/Maintenance Workers job descriptions. Attachments 6 and 7, are changes to the Community Programs Manager and Executive Directors job descriptions. These changes make the jobs descriptions conform with the new Organizational Chart.

The currently slides being viewed show the changes to fiscal year 2019-2020 Classifications, Labor Grades and hourly and salary ranges. Currently the Deputy Executive Director is classified as a 215, with a salary range of \$115,000-\$143,500. The

new position of the Administrative Services Manager will be classified as a 209 with a salary range that was recommended by Dr. McAfee.

Lastly the new proposal would change District policy number 17 which changes the title from Deputy Executive Director to Administrative Services Manager on policy/procedure 3. This would allow the authority to approve the procurement of materials, equipment, supplies, leases and services at a cost of \$0-\$600. This is the proposal before the board.

President King stated he wanted to motion to table Discussion Item 1. President King briefly explained that he believes that Personnel Committee should review the job descriptions and reorganization proposed in the new Organizational Chart. Also, his concern is that these manager positions have a supervisor component. King also believe that some of these manager position duties should not require supervisory authority. Before the board votes King, believes the recommendations of the Personnel Committee need to be heard. Director Aldaco question if the table vote was just on Item 1 or all the proposed changes reported by Executive Director Skrzat. Again, King reiterated his belief that the Personnel Committee's recommendations should be heard before a board vote.

Motion carried on 7-0-0-0 vote to table the vote on approval for the Organizational Chart.

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

AYES: Hamilton, Aldaco, Grupposo, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

2. Nominations for LAFCO Commission.

Executive Director Skrzat reported on the vacancy of a Special District seat on the LAFCO commission. Also asked the board to potentially nominate a candidate for that position. The commission prefers a balance between desert, mountain and valley regions on the board. The open seat is on the desert region, if the board was to nominate a person from outside the district there would be no fiscal impact. If the board nominated a member of the board to this position and that member won the election, the fiscal impact would be \$175.00 per meeting attended, plus travel cost. The commissioners are elected for a four-year term and the commission meets monthly with occasional special or protest meetings.

Background the district received a certified letter from LAFCO with notification of the two upcoming vacancies in May. The letter instructs interested special districts to nominate a candidate during the nomination period which started February 5, 2020 and concludes on March 9, 2020 for a total of 34 days. At the end of the LAFCO nomination period the LAFCO staff will send a ballot via certified mail to each district.

Dr. Kimberly Cox is the current position holder and would like to continue serving on the LAFCO commission. On February 24th Dr. Cox sent a letter to the district asking for their nomination. President King asked if any members wanted to be nominated for this open seat. All directors declined. Director Aldaco motioned to continued support for Dr. Cox.

Motion carried on 7-0-0-0 vote to approve the nomination of Dr. Kimberly Cox to the LAFCO commission.

MOVED: Aldaco

SECONDED: Gruppосо

APPROVED: 7-0-0-0

AYES: King, Hamilton, Gulmahamad, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

INFORMATIONAL ITEMS – None

DIRECTOR ORAL REPORTS

President King: see attachment

Vice President Hamilton: Nothing to report.

Treasurer Gruppосо: Nothing to report.

Director Aldaco: Nothing to report.

Director Gulmahamad: Nothing to report.

Director Ligtenberg: Nothing to report.

Director Sonnenberg: Nothing to report

STAFF ORAL REPORTS

Executive Director: Nothing to report.

Board Attorney – Nothing to report.

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: Pursuant to Government Code Section 54956.9(d)(1); AMERICAN SAFETY CASUALTY INSURANCE COMPANY, an Oklahoma corporation; vs. CHINO BASIN WATER CONSERVATION DISTRICT; and DOES 1 through 50, inclusive; and related Cross-Complaint; San Bernardino Superior Court Case No.: CIVDS 1510122.

The meeting reconvened at 7:35 p.m. Board Attorney McElhane reported that the Board met in closed session, Reportable Action taken- The Board accepted the settlement proposal.

ADJOURN

President King adjourned the meeting at 7:36 p.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, Monday 9, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 2nd day of MARCH 2020.



Elizabeth Skrzat, Executive Director

ATTEST:



Daniel Lopez, Board Clerk/Administrative Coordinator