



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, March 9, 2020

MINUTES

INVOCATION – Director Gil Aldaco gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 10:00 a.m. and led the audience in the flag salute.

ROLL CALL

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

Board Members Absent: Vice President Margaret Hamilton

General Counsel Present: Leland McElhaney, Esq.

Staff Present: Executive Director Elizabeth Skrzat
Conservation Programs Manager Scott Kleinrock
Facilities and Operations Manager Dave Schroeder
Community Programs Manager Maia Dean
Community Program Coordinator Omone Abu
Board Clerk/Administrative Coordinator Daniel Lopez
Office Assistant II Judy Taylor
Landscape/ Maintenance Worker Lead Robert Sotomayor
Landscape/ Maintenance Worker I Luis Fernandez
Landscape/ Maintenance Worker II George Jimenez

Visitors Present: None

ADDITIONS OR CHANGES TO THE AGENDA – President King announced a change to the agenda. The Board would immediately go into close session to discuss the job description for the Administrative Services Manager position. Executive Director Skrzat inform the Board of another change to the agenda. Facilities and Operations Manager Dave Schroeder will be presenting the new employees to the district.

CLOSED SESSION – The Board recessed to closed session at 10:03 a.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.

The meeting reconvened at 10:30 a.m. Board Attorney McElhaney reported that the Board met in closed session; action to be taken on the Administrative Services Manager job description and Organizational Chart.

PRESENTATIONS

Community Programs Metrics – Maia Dean, Community Programs Manager

Community Programs Manager Maia Dean presented the first of four metrics presentations for the Community Programs Department. This presentation covered fiscal year (FY) 2018-2019 which includes metrics for walk-in visitors, Spanish programming, Children’s programming in the Garden, Scout days, City of Montclair partnership programs, website metrics and communications. In FY 18-19, the Waterwise Community Center had over 15,000 visitors for that year. K-12 programs accounts for 43%, general walk-ins 21%, booked events (events held for other organizations) accounts for 9%. The metrics for communications and website for FY 18-19, showed website unique page views over 44,000, the inland valley gardener 305,000 visitors to websites. The communications metrics showed over 2800 social media followers and 3500 newsletter subscribers. The Scout days showed metrics of 289 for FY 18-19. No metrics exist for FY 18-19 for Children’s Programs in the Garden, Spanish Workshops and Walking Club hosted by the City of Montclair. These are pilot programs started in FY 19-20. President King asked how Community Programs Manager Maia Dean feels about these programs? Ms. Dean believes all the current programs are fantastic and that she does not have enough information about all the programs offered at the District to decide which programs need improvement. She will only make that decision after she experiences all the events and gathers all metric data to measure the effectiveness of each of the programs. Director Sonnenberg wanted to thank Ms. Dean for pictures of his family at the prior year’s opens house. Director Grupposo ask how the numbers compared to previous year’s attendance at the center. Ms. Dean stated some of the data is hard to compare to, prior to her employment at the district, because of the different was numbers had been tracked in the past. She stated that after FY 19-20, she would be able to show a clear comparison of visitation year over year because she uniformed the tracking data for events. Director Aldaco commented that he does not feel the raw numbers will show the effectiveness of a particular program offered. President King agreed with Director Aldaco but

stated the Scouts Program was his idea after viewing Orange County Scouts program. President King wanted to know if the Scout Program would be effective here.

Introducing New Staff Members to the District- Dave Schroeder

Facilities and Operations Manager introduced the two new staff members Luis Fernandez working in the facilities department and George Jimenez will be working in the garden. Both Luis and George thanked the board for the opportunity to work at the district.

CONSENT CALENDAR

1. **Minutes**
 - a. **February 5, 2020- Education Committee Meeting.** Approve.
 - b. **February 10, 2020 – Regular Board Meeting.** Approve.
 - c. **February 18,2020-Special Board Meeting.** Approve.
 - d. **February 19,2020- Special Personnel Committee Meeting.** Approve.
 - e. **March 2,2020- Special Board Meeting.** Approve.
 - f. **March 4, 2020- Special Board Meeting- Basin Tour.** Approve.
2. **Financial Reports.**
 - a. **January 2020.** Approve.
3. **AB 1234 - Director Travel, Training and Meeting Report.** Approve.
4. **Board Compensation and Reimbursement for Listed Events per Policy 47.** Approve.

Motion carried on 6-0-0-1 vote to approve items #1-4 of the Consent Calendar.

MOVED: Gulmahamad

SECONDED: Sonnenberg

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Hamilton

PUBLIC HEARINGS – None.

PUBLIC COMMUNICATIONS – Director Gulmahamad asked to address the Board as a constituent. Director Gulmahamad said listening to Ms. Deans presentation regarding the visitation by the children of the community which makes him happy. Director Gulmahamad wanted to address the Board and make the suggestion regarding the safety of the staff and the general public. These suggestions are in regards to the coronavirus, Director Gulmahamad suggests that the district invest in some additional training for the staff and take preventative measures as a safety precaution to protect

the visitors and staff. These suggestions include hand sanitizer stations and disinfecting wipes to be used regularly at the District.

DISCUSSION ITEMS

5. Request for Proposal (RFP) - Human Resource Services

Executive Director Skrzat informed the Board that the staff recommendation regarding Human Resource (HR) Services is to review, discuss and approve the Request for Proposal (RFP) for Human Resource Consulting Services and direct staff to release the RFP. The fiscal impact, if the district were to hire a consultant to provide HR services, are estimated to run between \$800.00- \$2000.00 monthly. The District had retained the services of Consulting Team International, who conducted interviews with board members, current and former staff members the Consultants Team recommended that the District retain an outside Human Resource Consulting Service. The services included would be a hotline telephone service for employees to voice concerns or complaints. Also, for investigative and conflict resolution services. The hotline service was a request by many current staff employees. On March 6th, 2020 the Personnel Committee reviewed the RFP and forwarded to the full board for approval. Independent Human Resource Consulting companies provide many Human Resource services for small and medium size businesses. These entities are too small to justify an inhouse Human Resource department. These firms offer paperwork services like onboarding and offboarding, SDI claims and other HR related paperwork. A smaller number of these firms provide investigative, training and conflict resolution services. Some consulting groups do offer in person training which can also be used as team building exercises for employees at all levels. Scope of work outlined in the RFP are a phone hotline service, investigative services, conflict resolution services and in person training sessions. With the Board's approval the RFP will be released today.

President King asked if the Human Resource Service Consultants will be on a yearly contract. Executive Director Skrzat stated yes it would be a yearly contract that would have to be renewed. Director Gulmahamad commented that in his opinion he does not know if this action or cost is in the best interest of the rate payers and the employees. Director Grupposo commented that this needs to happen. The employees want it and it is a more cost-effective way than to hire a fulltime HR person. Director Gulmahamad if the decision is made to hire these individuals, then the board members cannot go back and claim that they do not agree with the recommendations of the firm that is hired. Director Grupposo commented that is what we need. Director Gulmahamad ask President King to continue with the vote.

Motion carried on 6-0-0-1 vote to approve Item 5. Releasing the Request for Proposal (RFP) for Human Resource Services.

MOVED: Aldaco

SECONDED: Gruppiso

APPROVED: 6-0-0-1

AYES: None.

NOES: None

ABSTAIN: None

ABSENT: Hamilton

6. Organizational Chart and Job Description Changes

Executive Director Skrzat presented the recommendation of staff to review, discuss and approve either option 1 or option 2 of the organizational chart. The Administrative Services Manager (ASM) job description, District policy number 17, and potential changes to the job description of the Landscape/Maintenance worker II and managers job descriptions to reflect the changes to the organizational structure. Fiscal impact shows a potential savings of \$33,000-\$50,000 annually. Depending on the final salary negotiations with a successful candidate for the position of ASM. Certain issues and concerns were expressed regarding the roles of the Deputy Executive Director and Executive Director. This led to confusion by some employees, which resulted in the hiring of a consultant firm to analyze what is the best way moving forward. The opinion of the consultant team was a change to the organizational chart and title change to make things clearer to the employees. The largest change was the dissolution of the Deputy Executive Director position and replace it with the new Administrative Services Manager position. This position would manager the existing administrative services department. The ASM will no longer have supervisory authority over the other three departments, like the Deputy Executive Director did. All four managers will now report directly to the Executive Director. All manager positions duties would remain unchanged. Option one separates the managers from the department employees. Option two has the managers in the same grouping. Option one was chosen by the Personnel Committee as the best option to avoid confusion. The separate grouping of managers is preferred by the staff to show a specific management team to be used to implement the vision of the district. The changes to the Landscape/ Maintenance Worker II (LMWII) job description is to move this position from the facilities department to the conservation department. This position would also be available for the facilities department as needed. Also, the request was made to change the title of the Landscape/Maintenance Worker II to Conservation Landscape Worker II. Director Gruppiso asked if the Conservation Manager Scott Kleinrock or Facilities and Operations Manager Dave Schroeder had any comments regarding the changes to the organizational chart or changes to the Landscape/Maintenance Worker II? Both managers had no comments about the change and supported the report presented by Executive Director Skrzat. Director Gruppiso motioned to have approve the changes by Personnel Committee to the Organizational Chart regarding the Conservation Landscape Worker II's title and job description.

President King asked if any further discussion regarding the Conservation Landscape Worker II's job description or title. Then King asked Executive Director Skrzat to continue with the other changes that affect the Administrative Services Managers position. Executive Director Skrzat discussed the changing of the labor grades code from a 215 Deputy Executive Direct to a 209 the Administrative Services Manager. the Conservation Landscape Worker II will have a labor grade code of a 105. The Facilities and Operations Manager would be listed as a 207. The final item was changes to District Policy 17 item 3 spending authority, the addition of the ASM spending approval limits of \$600. President King asked if there was any discussion on this matter. With no response President called the question on the motion.

Motion carried on 6-0-0-1 vote to approve Item 6. Organizational Chart and Job Description Changes.

MOVED: Gruposso

SECONDED: Sonnenberg

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Hamilton

7. Policy and Procedure Manual Updates

Executive Director Skrzat stated that ACWA/JPIA reviewed the districts entire policy and procedural manual and recommended several changes to the district's policies. The Personnel Committee review and approved all changes and has sent these changes to legal counsel for review. The legal counsel has approved policy 36,50,54,55 and 56 for board review. The remaining edits to other policies need to be reviewed by the Personnel Committee. Policy #36 set guidelines for Sick Leave and adheres to AB 522 the Healthy Families Act (2014). Policy #50 Uniforms, this policy has been updated to reflect those employees who are eligible to receive uniforms as employee titles have changed. Policy #54 Bilingual Pay, this allows all staff who pass bilingual certification test to receive an increase in compensation of fifty dollars per month. Executive Director Skrzat stated that the district's bilingual staff has been essential in writing our correspondence to the local bilingual community. Policy #55 Boot Allowance, this policy was updated with job titles that are eligible for a boot allowance. Policy #56 Acting Pay, the policy was updated to state a uniform rate to be received in an acting role of (5%). The employee would be eligible on the eleventh day of working in that compacity. President King is there a motion. Director Gruposso stated what policies are still under review? Executive Direct Skrzat answered vacation, probation period and in leu time needed further review. These items would be reviewed at the Personnel Committee meeting on March 31st and ready to move for board approval on April 13th. Direct Gulmahamad asked the counsel if he had a chance to review these items? And are they in compliance with JPIA procedures? Counsel replied yes and that they are in compliance with JPIA policies and procedures. President King asked about Policy #55, does the district provide all manners of protective gear (hardhats, gloves, eyewear,) etc. Direct Sonnenberg asked regarding to Policy#56 Acting Pay, usually shift differential is 10% not 5%. Does anyone have a problem with

increasing that to 10%? Director Grupposo, I agree but that would need to go back to Personnel for further discussion. Director Aldaco stated he believes that 5% is typical for acting compensation. Director Grupposo asked counsel, if the Policy #56 goes back to the Personnel Committee for review can the employee be entitled to retroactive pay for the time that employee served in an acting capacity? Yes, and Counsel stated that the Agenda shows a 5% increase so the policy would have to be before the Personnel Committee then back to the full board for a vote. Director Gulmahamad asked Facilities and Operations Manager if he knew of any concerns from staff regarding acting pay? Dave Schroeder stated no. President King stated that as per the Agenda Policy #56 would be returned to the Personnel Committee for review. The board would vote to approve the remaining policies.

Motion carried on 6-0-0-1 vote to approve Item 7. Policy and Procedure Manual Updates Policy #36, #50, #54, and #55 and return Policy #56 to the Personnel Committee for Review

MOVED: Aldaco

SECONDED: Grupposo

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Hamilton

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

INFORMATIONAL ITEMS

President King directed the Board to the following written materials provided in their agenda package for review:

- 1) Strategic Plan – Monthly Programs Update (Written)
- 2) Correspondence (Written)

DIRECTOR ORAL REPORTS

President King: Nothing to report.

Vice President Hamilton: Absent

Treasurer Grupposo:

- ***See attached written report***

Director Grupposo took the time to commend the staff who conducted the basin tours. He urged all members to attend the basin tour and see the scope of work conducted by staff to maintain the basin.

Director Aldaco reported on the following:

- February 19, 2020 – AGWA-AGWT
- February 20, 2020 – AGWA-AGWT
- February 27,2020 – Storm Water Coalition Task Force Meeting
- ***See attached written report***

Director Aldaco wanted to comment about the AGWA-AGWT conference he attended. The conference covered Polyfluoroakyl (PFAS) and Perfluorooctanesulfonic (PFOS) human made floral compounds that caused soil, air and water contaminations. The health implications of these compounds present in drinking water and cost of cleanup. The effects on water managers to combat these legacy compounds which will present forever. Products with fire retardant compounds have these chemicals present. The presence of these chemicals in groundwater, will cause treatment cost to rise.

Called in on the Southern California Water Coalition (SCWC), Storm Water Task Force meeting. Which discussed the storm water workshop planning on September 25, 2020 at the Los Angeles county public works headquarters. The meeting also covered the California Water Resilience Portfolio (CWRP), which projects and programs that SCWC would like to invest into. The task force was created to monitor recycled water usage, groundwater percolation and other uses.

Director Gulmahamad reported on the following:

- ***See attached written report***

Director Gulmahamad would like to take this time to that Facilities Manager Dave Schroeder and Robert Sotomayor and the facilities team for the work during the basin tour. Director Gulmahamad would also like to thank all staff and value all the work they do for the district.

Director Ligtenberg reported on the following:

- February 18, 2020 – CBWCD Basin Tour

I attended the basin tour and was very impressed with the size and scale of the basins. The way water is percolated not just at the bottom of the basins bur along the sides of the basin was also very interesting. Director Ligtenberg was also very impressed with the landscaping surrounding the basins and work that staff does at the basin.

Director Sonnenberg reported on the following:

- February 18, 2020 – CBWCD Basin Tour
- February 19, 2020 – CBWCD Special Personnel Committee Meeting
- March 6, 2020 – CBWCD Special Personnel Committee Meeting

STAFF ORAL REPORTS

Executive Director/Secretary reported on the following:

Executive Director Skrzat thanked all the members of the board who attended the basin tour. Also thanked Dave Schroeder for the time and energy he took to make the tours possible. Executive Director Skrzat also thanked the board clerk for scheduling and compliance with the brown act. She also thanked the two new staff members for attending the basin tour and welcomed them to the district.

On March 6th, 2020, Executive Director Skrzat attended a young women's leadership forum hosted by Senator Connie Leyva. A forum for women of high school who wish to pursue a career in the medical field and how water affects public health. Specifically how our modern water systems have double life expectancy in the last 150 yrs.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 11:30 a.m. to consider the following closed session items:

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.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code Section 5456.9(e)(3): Board will consider further action in response to the claim of Kaiser Permanente.

The meeting reconvened at 1:00 p.m. Board Attorney McElhaney reported that the Board met in closed session; no reportable action.

ADJOURN

President King adjourned the meeting at 1:02 p.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, April 13, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 9TH DAY of MARCH 2020.



Elizabeth Skrzat, Executive Director

ATTEST:



Daniel Lopez, Board Clerk/Administrative Coordinator