



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, March 14, 2022

M I N U T E S

INVOCATION – Director Mark Ligtenberg gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 2:00 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
Interim Senior Administrative Assistant Lovely Qureshi
Dave Schroeder Operations & Facilities Manager
Community Programs Manager Maia Dean

Visitors Present: Bear Demographics & Research Andrew Westall
Cucamonga Valley Water District Kevin Kenley

ADDITIONS OR CHANGES TO THE AGENDA

General Manager Elizabeth Skrzat requested an addition to the agenda regarding the 23rd Annual AGWT-AGWA Ground Water Conference in Lakewood CA on March 29-30, 2022 for a cost of \$245.00 for one day attendance to be discussed after the consent calendar items.

President King called for a roll call vote:

Motion carried on 7-0-0-0 vote to approve addition to the agenda.

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC HEARINGS

5. **Final Map Adoption**

The final map was displayed on a power point presentation by Andrew Westall from Bear Demographics. Mr. Westall presented the final map for board approval and explained the process of staff working with the San Bernardino Registrar of Voters office to file the Final Map to the County.

President King opened the Public Hearing for item #5 and requested that Interim Senior Administrative Assistant Lovely Qureshi announce any requests received to provide public comment. Ms. Qureshi announced no requests were received. No one in the audience indicated a desire to speak. Therefore, President King closed the Public Hearing.

Motion carried on 7-0-0-0 vote to approve the Final Map Adoption.

MOVED: Sonnenberg

SECONDED: Aldaco

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PRESENTATIONS – Community Programs Update

Community Programs Manager Maia Dean presented information on Community Programs metrics, including how many users were reached through the website, newsletter and other electronic communications including email and social media.

CONSENT CALENDAR

1. **Minutes.**
 - a. **February 11, 2022 – Education Committee Meeting.** Approve.
 - b. **February 14, 2022 – Regular Board Meeting.** Approve.
 - c. **February 18, 2022 – Recharge Committee Meeting.** Approve.
 - d. **February 22, 2022 – Legislative Committee Meeting.** Approve.

2. **Financial Reports.**
 - a. **January 2022.** Approve.

3. **AB 1234.**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.

4. **Adopt Resolution No. 2022-05 Authorizing the Use of Teleconference Technology for Meetings for a Period of 30-days Consistent with Assembly Bill (AB) 361.** Approve.

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

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

MOVED: Sonnenberg

SECONDED: Aldaco

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC COMMUNICATIONS

President King opened the Public Comment Period and requested that Interim Senior Administrative Assistant Lovely Qureshi announce any requests received to provide public comment. Ms. Qureshi indicated that one request was received by Kevin Kenley and invited him to speak.

Cucamonga Valley Water District Board Member Kevin Kenley spoke to the Board of Directors regarding his bid to run for the open LAFCO position of Alternate Voting Member. He mentioned his experience and interest in the position and asked the Board of Directors for their vote in the upcoming LAFCO election process.

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

Additional Agenda Item: AGWT-AGWA CA Groundwater Conference

General Manager Skrzat spoke of the importance of attending the conference to gather additional information on water banking and other topics that are important to the district.

A motion was made by Director Aldaco and seconded by Treasurer Grupposo to approve attendance to the AGWT-AGWA conference.

Motion carried on 7-0-0-0 vote to approve new item: Attendance to AGWT-AGWA

MOVED: Aldaco

SECONDED: Grupposo

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

6. **Policy no. 44-1: Policy on Gifts, Contributions, Prizes and Promotional Items**

Administrative Services Manager Sebbag presented detailed information on the new policy on Gift, Contributions, Prizes and Promotional items.

President King asked legal counsel, Leland McElhaney if he reviewed and approved the document. General council reviewed the document and supports the language written in the policy.

A motion was made by Director Aldaco and seconded by Treasurer Grupposo to approve Policy No. 44-1.

Motion carried on 7-0-0-0 vote to approve Policy no. 44-1 Policy on Gifts, Contributions, Prizes and Promotional Items

MOVED: Aldaco

SECONDED: King

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

7. **Partnership in California's ScholarShare 529 College Investment Program**

A staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat indicating Finance Committee recommendation of bringing the ScholarShare 529 program to the Board. The District would be able to allow employees to direct funds from their paycheck into a 529 fund to assist with paying for college for their children or for other beneficiaries. The program would not cost the District any money.

A motion was made by Director Gulmahamad and seconded by Director Sonnenberg to approve the district's partnership in the ScholarShare 529 program. The approval will direct the Board President to sign the Chino Basin Water Conservation District Statement of Work.

Motion carried on 7-0-0-0 vote to approve the Partnership in California's ScholarShare College Investment Program

MOVED: Gulmahamad

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

8. **Association of California Water Agencies (ACWA) 2022 Conference & Exhibition**

A staff report was given by General Manager Elizabeth Skrzat requesting pre-approval for Board Members to attend the ACWA 2022 Spring Conference on May 3-5th at the SAFE Credit Union Convention Center in Sacramento, CA.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the expenditure request. Director Aldaco emphasized the importance of attending this conference. Director Gulmahamad clarified his nay vote was due to the cost of travel and hotel.

Motion carried on 6-1-0-0 vote to approve the attendance of the ACWA Conference on May 3-5th in Sacramento, CA.

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 6-1-0-0

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

NOES: Gulmahamad

ABSTAIN: None

ABSENT: None

9. **California Special District Association (CSDA) 2022 Special Districts Legislative Days**

A staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat seeking pre-approval for Board Members to attend a conference being held on May 17-18, 2022, at the Sheraton in Sacramento.

Director Sonnenberg mentioned his personal experience attending this conference and how useful it was to obtain legislative information regarding water.

A motion was made by Director Ligtenberg and seconded by Director Grupposo to approve the request for attendance to CDSA 2022 Special District Legislative Days. Director Gulmahamad clarified his nay vote was due to the high cost of travel and hotel.

Motion carried on 6-1-0-0 vote to approve the attendance to CDSA 2022 Special Districts Legislative Days

MOVED: Ligtenberg SECONDED: Sonnenberg APPROVED: 6-1-0-0

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

NOES: Gulmahamad

ABSTAIN: None

ABSENT: None

10. **Ordinance No. 2022-01 Adopting the Official Seal of the Chino Basin Water Conservation District**

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

Interim Senior Administrative Assistant Lovely Qureshi recited Ordinance No. 2022-01.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to adopt Ordinance No. 2022-01, the adoption of the Official Seal of the Chino Basin Water Conservation District.

Motion carried on 7-0-0-0 vote to officially adopt Ordinance No. 2022-01, the adoption of the Official Seal of the Chino Basin Water Conservation District

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

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

NOES: None

ABSTAIN: None

ABSENT: None

11. **Facilities Use Agreement with the Boy Scouts of America**

Staff report and PowerPoint presentation was given by Administrative Services Manager, Toyasha Sebbag. The Boy Scouts of America propose to hold a Cub Scout day event on District property, to take place on June 24 & 25 that will include an archery demonstration in Montclair Basin No. 4.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the Facilities Use Agreement with the Boy Scouts of America.

Director Aldaco asked Dave Schroeder his opinion regarding the location of the archery demonstration, and he stated it was located in spacious area for that particular activity.

Motion carried on 7-0-0-0 vote to approve the Facilities Use Agreement with the Boy Scouts of America

MOVED: Aldaco

SECONDED: Grupposo

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

12. **Budget Modification**

A staff report was given by Administrative Services Manager Toyasha Sebbag.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve moving \$25,000 in funds from account No. 58000, Capital Expense to Account No. 51300 Consulting Fees.

Motion carried on 7-0-0-0 vote to modify the budget to accommodate for the temporary employee position of Senior Administrative Assistant

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

13. **Release RFP for Managed IT Services**

A staff report and PowerPoint presentation was given by Toyasha Sebbag to seek the approval of the release for Request for Proposals (RFP) for Managed IT Services.

A motion was made by Director Gulmahamad and seconded by Director Sonnenberg to approve the release for Request for Proposals for Managed IT Services.

Motion carried on 7-0-0-0 vote to approve the release for Request for Proposals (RFP) for Managed IT Services.

MOVED: Gulmahamad

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATIONAL ITEMS – None.

DIRECTOR ORAL REPORTS

President King – President King adjourned the meeting in memory of Tom Thomas, the longtime City Councilman of Upland who died in a bike accident. He would also like to adjourn the meeting in honor of the people of Ukraine.

Vice President Hamilton – Vice President Hamilton attended the open house, she thanked staff for a well thought out and organized event. She enjoyed the activities that were provided to the participants.

Treasurer Gruposso – Treasurer Gruposso attended the Legislative Committee meeting on February 22, 2022. He also wanted to recognize the people of Ukraine.

Director Aldaco – Director Aldaco mentioned an article from March 13, 2022 regarding the water drought and reducing water usage. Director Aldaco provided an attachment (**ATTACHMENT 1**) of all the meetings/conferences he attended in March 2022. He also wanted to recognize the people of Ukraine.

Director Gulmahamad – Director Gulmahamad congratulated staff on the poster contest and open house. He attended the Three Valleys Water District breakfast and mentioned the drought this year and the state water allocation plan.

Director Ligtenberg – Director Ligtenberg had nothing to report.

Director Sonnenberg – Director Sonnenberg reported on attending the February 18, 2022, Recharge Committee meeting.

STAFF ORAL REPORTS

General Manager Skrzat- Wished President King Happy Birthday. She commended staff on the Open House and expressed happiness that the District was holding public events again. She reminded the Board of the upcoming Landscape Design Launch Party and informed the Directors that Supervisor Curt Hangman and Janice Rutherford will be in attendance. Ms. Skrzat gave a LAFCO update regarding the upcoming election, they have a member of the public position open. Lastly, she shared information on her trip to Antarctica, where she learned that microplastics is a huge problem for our oceans and sea life. She made a connection between the plastic pollution found in local waterways and the degraded microplastics found in distant oceans.

Board Attorney – Nothing to report.

CLOSED SESSION – None.

ADJOURN

President King adjourned the meeting in memory of Tom Thomas from the Upland City Council and in honor of the people of Ukraine.

President King adjourned the meeting at 3:40 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, April 11 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:



Lovely Qureshi, Interim Sr. Administrative Assistant