



PERSONNEL COMMITTEE MEETING

CHINO BASIN WATER CONSERVATION DISTRICT
District Office
4594 San Bernardino Street
Montclair, CA 91763

Tuesday: March 31, 2020

M I N U T E S

INVOCATION- Committee Chair Grupposo called meeting to order at 9:00 a.m.

CALL TO ORDER – Committee Chair Grupposo

ROLL CALL

Committee Members Present: Committee Chair Marc Grupposo
Director Ryan Sonnenberg, Director Margaret Hamilton

Committee Members Absent: None

Staff Present: Executive Director Elizabeth Skrzat
Board Clerk Daniel Lopez
Conservation Programs Manager Scott Kleinrock

Visitors Present: None.

PRESENTATIONS:

1. Quarterly Strategic Plan Review: Changes to Conservation Programs for FY 20-21

Scott Kleinrock, Conservation Programs Manager reported on changes to the conservation program for FY 20-21. Executive Director Skrzat noted that the changes are not going to affect the budget of the conservation program or contracted programs prior agreements. These changes are in line with the strategic goals of expanding the reach of the program. Scott Kleinrock began the presentation discussing the conservation program. The metrics used to measure the effectiveness of water conservation activities within the community. Scott reported the best way to increase the impact of water conservation programs is to focus on commercial, municipal and homeowners' associations. He believes that while

individual home water audits and conservation outreach is still needed. The best way to increase the water conservation within the local communities is to focus on these other entities. The plan is to work with the water retailers to identify the top water users. A joint letter with the water retailers will be sent to these water users. These letters will be sent on a rotation of high-water users. The goal is to create a sustainable workflow for staff to increase the conservation program's impact throughout the year. Scott and Executive Director Skrzat met with the conservation manager at Inland Empire Utilities Agency, the manager is completely on board with focusing on highwater users. Conservation programs will continue to conduct individual home water audits but is asking partner agencies to inform residents of our water conservation online resources to allow staff to focus on commercial, municipal and large water users. Director Grupposo commented that with this new plan, the conservation programs would be spread out over a long period of time by services these large properties. Scott agreed and stated that this action will increase market penetration and water conservation activities within the sphere of influence of the district.

Scott then discussed the landscape design program. The landscape design program is going to utilize two approaches to increase the impact of landscape transformation through design assistance. The first plan is to increase the cost for landscape design assistances. This will give customers more incentives to continue with the planned water wise landscape. Also requiring customers to take a landscapes transformation basics class. This will give customers a sense of what to expect prior to utilizing the design team. This will save staff resources to focus on customers more likely to compete a landscape transformation. The implementation goal is to begin these actions at the beginning of FY 20-21. Director Grupposo stated he was in support of this action. Director Hamilton and Sonnenberg also voiced support and wanted to bring these plans to the full board.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. Quarterly Strategic Plan Review – Reporting Metrics

Executive Director Elizabeth Skrzat reported on quarterly strategic plan review for metrics. The key is to look and discuss the key performance indicators to measure the performance of district programs. Director Grupposo wanted to switch from a monthly report to the board to a quarterly basis. This is to show a trend for the program over a longer period. Director Grupposo also indicated to compress the data presents into a one-page summary and not large data sets. Director Sonnenberg agrees with the quarterly reports to view the changes over a longer time frame and trends of the current programs. Director Grupposo asked about having the departments present individual over multiple board meetings. Executive Director Skrzat clarified if the members would like to see this presentation during the departments normal metric scheduled presentations.

2. Changes to the Policy & Procedure Manual

Executive Director Elizabeth Skrzat presented the legal counsel's edits to Policies No.: 25-1, 29, 38, 52, and 56, and the addition of two new policies, 57 and 58, required by law in 2020. The counsel of the district reworded the definitions in Policy 25. For Policy 29 the ability to use vacation paid time off was changed from one year to 6 months. Sick leave was changed

to the first 89 days of employment before being able to utilize this paid time off. Policy 38 the main changes to the policy was to remove the language and refer to the accrual charts. Policy 52 allows exempt employees to have a flexible schedule, if events or working hours occur not under the normal working hours. Policy 56 on acting pay was changed from 5% to 10%. Director Sonnenberg asked if the acting pay is reported to CalPERS as special compensation? Executive Director Skrzat informed Sonnenberg that she would investigate that. Policy 57 and 58 were added to the policy manual. Policy 57 is the addition of lactation accommodations. The law as of January 2020 mandates that lactation accommodations must be included in the employee manual. Policy 58 is the addition of an organ donor policy. The law requires thirty days of paid leave for any employee who donates an organ. Director Gruposso motioned to approve all changes to the policy manual. Director Sonnenberg wanted to first vote on Policy 56 (percentage of acting pay). Director Sonnenberg believed the acting pay should be 10%. The other two Directors agreed on that percentage increase.

Motion carried on 3-0-0-0 vote to approve Changes to the Policy & Procedure Manual

MOVED: Gruposso

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Hamilton, Gruposso, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

3. POTENTIALLY – Initial Quotes & Scope of Work for Employee Workshop and Class & Comp Study

Executive Director Elizabeth Skrzat presented the cost associated with contracting a Scope of Work for Employee Workshop and Class & Comp Study. There are three choice before the committee. 1. A quick salary review for FY 19-20 2. A comp study for FY 20-21 and 3. A full Class & Comp study for FY 21-22. Executive Director discussed the uniqueness of the district which is funded by taxes as opposed to comparing ourselves to water districts that are funded by revenues. Executive Director Skrzat believes that our district be compared to municipalities. Since both entities are funded by tax revenue. Each study type and depth come with different cost. Director Gruposso wanted to discuss this in a closed session.

Motion carried on 3-0-0-0 vote to approve a Full Compensation Study for FY 21-22

MOVED: Gruposso

SECONDED: Sonnenberg

APPROVED: 3-0-0-0

AYES: Hamilton, Gruposso, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: None

CLOSED SESSION- The Committee meeting closed session at 11:30 a.m. to discuss personnel matters. Pursuant to Government Code Section 54957(b)(1) and (3) personnel matters, exclusion of witnesses; and section 54957.6 employee salaries/benefits.

The closed session meeting concluded at 1:45 p.m. with the committee forwarding classifications, salary and FY 20-21 comp schedule review to the Finance Committee for fiscal review.

ADJOURN:

The Personnel Committee adjourn the meeting at 1:50 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on April 13, 2020 at 10:00 a.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763

APPROVED AND ADOPTED THIS 19th DAY OF FEBRUARY 2020.



Elizabeth Skrzat, Executive Director

ATTEST:



Daniel Lopez, Board Clerk/Administrative Coordinator