



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, April 12, 2021

M I N U T E S

INVOCATION – Vice President Hamilton gave the invocation.

CALL TO ORDER – President King called the meeting to order at 2:05 p.m.

ROLL CALL

Board Members Present: President Terry King
Vice President Margaret Hamilton
Treasurer Marc Grupposo
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
Conservation Programs Manager Scott Kleinrock
Facilities and Operations Manager Dave Schroeder
Administrative Services Manager Toyasha Sebbag
Senior Administrative Assistant Jerry Mireles
Landscape Maintenance Worker Lead Robert Sotomayor
Community Programs Specialist Monica Curiel

Visitors Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS

Administrative Services Manager introduced the new Senior Administrative Assistant Jerry Mireles. Ms. Sebbag explained Mr. Mireles previous tenure was with the City of Glendora and has over 4 years of experience in local government. Mr. Mireles aspires to be a City Clerk.

Conservation Programs Manager, Scott Kleinrock, provided an update to the Board of Directors (Board) on the online resource's metrics from the Conservation Programs Department. Mr. Kleinrock explained as of May of 2020, YouTube is the Conservation Program Department best tool to provide public resources online. As a result of Covid-19, the Department transitioned to zoom based online workshops, which allows them to record the workshop and upload the videos to YouTube. The public has access to a variety of videos with over 29 topics, including 5 Spanish language workshops. As viewership increases, the Conservation Program Department plans to record the content in higher quality and is planning to create a "video encyclopedia" to provide high quality service to the public.

Director Aldaco and Director Hamilton commended staff on its report. Director Aldaco asked Mr. Kleinrock if they can track the demographics of the YouTube videos to gain a better understanding of who is watching the videos. Mr. Kleinrock responded the Conservation Program Department is actively working on reporting data from YouTube for the entire fiscal year. Currently the only data being tracked is from the Inland Valley Garden Planner website which tracks the monthly total views. Mr. Kleinrock did report they can calculate and track how many views each City is getting that is located in CBWCD for the Inland Valley Garden Planner.

CONSENT CALENDAR

1. **Minutes**
 - a. **March 8, 2021 – Regular Board Meeting.** Approve.
 - b. **March 15, 2021 – Personnel Committee Meeting.** Approve.
 - c. **March 29, 2021 – Education Committee Meeting.** Approve.
 - d. **March 30, 2021 – Ad Hoc Committee Meeting.** Approve.
2. **Financial Reports.**
 - a. **March 2021.** Approve.
3. **AB 1234**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.
4. **Notice of Completion for Montclair Basins No. 2 and 3 Erosion Repairs – Project No. 2021-01.** Approve.

Motion carried on 7-0-0-0 vote to approve items #1-4 of the Consent Calendar.

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC HEARINGS – None.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

5. **RFP for Redistricting Services.**

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) and recommended that the Board review, discuss and approve the release of the Request for Proposals (RFP) for Redistricting Services. One of the biggest challenges facing the District is a shortened schedule. Originally the U.S. Census Bureau was supposed to have the data to the states by July. However, the Census Bureau has indicated that the states will receive data on September 30th, leaving staff with a shortened timeline to complete the redistricting map. As a result, there will be increased competition for government agencies to contract out with demographers that provide redistricting services. Due to the short timeline, Ms. Skrzat suggested to approve to release the RFP.

Director Aldaco made a motion to approve the release of the RFP for Redistricting Services. Motion was seconded by Director Ligtenberg.

Director Aldaco commended staff on its report. President King requested the Ad-Hoc Committee to examine the Fair Maps Act timeline and ensure they can comply with its requirements. President King expressed concern that CBWCD will not have enough time to comply with the timeline. Ms. Skrzat reported the timeline will include the requirements of the Fair Maps Act should special districts fall under its requirements.

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

MOVED: Aldaco

SECONDED: Ligtenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

6. **CSDA Legislative Days – 2021 Virtual Conference.**

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) to approve attendance at the CSDA Legislative Days for interested Directors. This event will be held virtually on May 18-19, 2021. The event is an opportunity for CBWCD to build partnerships with Water Districts.

Director Aldaco announced he would like to attend and recommended the rest of the Board attend. Director Sonnenberg, Director Ligtenberg and Director Gruppосо announced they would like to attend.

President King made a motion to approve attendance at the CSDA Legislative Days for interested Directors. Motioned was seconded by Director Gruppосо.

Motion carried on 7-0-0-0 vote to approve attendance at the CSDA Legislative Days for interested Directors.

MOVED: King

SECONDED: Gruppосо

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

7. **Association of California Water Agencies (ACWA) 2021 Spring Virtual Conference & Exhibition.**

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) to approve attendance at the ACWA Spring Virtual Conference for interested Directors. The ACWA Spring conference provides water industry professionals with the opportunity to learn and connect with other water professionals. The event is being held on May 12-13, 2021 and the deadline to register is May 7th.

Director Gulmahamad made a motion to approve attendance at the ACWA Spring Virtual Conference for interested Directors. Motioned was seconded by Director Aldaco.

Director Gulmahamad stated he prefers to attend in person conferences. Director Aldaco urged the Board to attend the conference since it offers education on PFAS standards and how it could affect CBWCD. Director Aldaco agreed with Director Gulmahamad that virtual conferences do not offer the same experience but recommends it is still beneficial to attend.

Motion carried on 7-0-0-0 vote to approve attendance at the ACWA Spring Virtual Conference for interested Directors.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

8. **Reschedule Regular Monthly Board Meeting to May 17th.**

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) to review, discuss and approve rescheduling the May Board of Directors meeting date to May 17th at 2:00 p.m. or a recommended alternative. Rescheduling the meeting would give staff more time to advertise the RFP for Redistricting Services. Due to the increased need for cities and special districts to hire demographers, Ms. Skrzat is recommending the Board approve moving the Regular Board of Directors meeting to May 17th at 2:00 p.m.

President King made a motion to approve rescheduling the May Board of Directors meeting date to May 17th at 2:00 p.m. Motioned was seconded by Director Gulmahamad.

Motion carried on 7-0-0-0 vote to approve rescheduling the May Board of Directors Meeting date to May 17th at 2:00 p.m.

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

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATIONAL ITEMS

9. Monthly update of Team Goals During COVID-19 Restrictions.
10. Quarterly Metrics (FY 2020-2021 Q3: Jan-Mar).

DIRECTOR ORAL REPORTS

President King – President King agreed with Director Gulmahamad inclination to attend in person conferences.

Vice President Hamilton – Nothing to report.

Treasurer Grupposo – Nothing to report.

Director Aldaco:

- ***See attached written report.***

Director Aldaco commended staff on its report for Item #10 Quarterly Metrics. Director Aldaco requested an update regarding Item #4 for Montclair Basins No. 2 and 3 regarding documenting a list of all pipes and apparatus found in each basin, to prevent the needs for change orders in the future. Executive Director Skrzat reported that staff did follow up by documenting a list and when staff does an assessment of infrastructure next year, it will be included in that analysis. Facilities and Operation Manager Schroeder reported that the contractor provided excellent service and staff is committed on improving our infrastructure.

Director Gulmahamad reported on the following:

- March 15, 2021 – Association of San Bernardino County Special Districts

Director Ligtenberg – Nothing to report.

Director Sonnenberg – Nothing to report.

STAFF ORAL REPORTS

Executive Director - Elizabeth Skrzat announced that all 250 butterfly gardens that were approved for Earth Day have been claimed. Ms. Skrzat reported that the BIA Southern California Water Conference is being planned in person. Ms. Skrzat reported San Bernardino County has reached the Orange Tier and CBWCD is actively deciding whether to open the garden back up.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 3:04 p.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.

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.

REPORTABLE ACTION – The meeting reconvened at 4:31 p.m. and the Board motioned to add an agenda item for a future Regular Meeting for the Board of Directors of a proposed 12 step salary schedule for all employees.

ADJOURN

President King adjourned the meeting at 4:31 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, May 17, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 17th DAY OF MAY 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Jerry Mireles, Sr. Administrative Assistant