



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, April 13, 2020

MINUTES

INVOCATION – Director Ligtenberg gave the invocation.

CALL TO ORDER – President King called the meeting to order at 10:08 a.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
Community Programs Manager Maia Dean
Board Clerk/Administrative Coordinator Daniel Lopez
Office Assistant II Judy Taylor
Landscape/ Maintenance Worker III - Lead Robert Sotomayor
Conservation Landscape/ Maintenance Worker II George Jimenez
Conservation Specialist I Brandon Burgess

Visitors Present: None

ADDITIONS OR CHANGES TO THE AGENDA – None

PRESENTATIONS

Conservation Manager Scott Kleinrock presented **Progress and Next Steps for Water Efficiency Programs**. The Water Efficiency program has an estimated savings of 23 acre ft. for residential usage and an estimated 74 acre ft. for commercial usage over two years. This would equate to about an \$86,000 for residential and \$284,000 for commercial of lifetime savings. Conservation Manager Kleinrock believes these savings show that prioritizing commercial, municipal and homeowners associations would be the best use of staff resources moving forward. The next step in the Water Efficiency program is to partner with local water retailers to identify and contact the top ten water users. A joint letter will be sent out with the retailers offering the Water Efficiency Program services to these users. This plan will increase the impact of the Water Efficiency Program around the District's service area. Conservation Manager Kleinrock believes this action will create a sustainable workflow and increase program demand throughout the year. The residential program would still exist when requested but the focus of the program would be working with large identified water users. Residential users would still have access to online resources for efficiency programs. This plan will be presented to the Regional Water Use Efficiency Working Group of all our other partner water agencies and Inland Empire Utilities Agency (IEUA) in June 2020. This plan does not require any modification to the existing IEUA auditing contract.

The landscape design program had some barriers for residential users to complete the planned waterwise landscape plans. These barriers include cost, contractor selection, and design. Only 26% of the residential users completed the planned waterwise landscape installation. Conservation Manager Kleinrock believes it would be more efficient to increase the cost of the refundable deposit. This did affect the demand for the landscape design program, but the program saw a completion rate of 86% from the previous 26% over the same time period.

The next steps to increase the program's reach is to offer a two-tiered system for residential users. The first tier consists of online resources at no cost to the public. This "do it yourself" online resource will guide users on landscapes specifically for Inland Valley users in our area. These resources will be hosted on our Inland Valley Garden Planner website. This will allow for the greater reach of the program with minimal staff resources being utilized. The next tier will offer the resources in the first tier plus a customized design plan.

CONSENT CALENDAR

1. **Minutes**
 - a. **March 6, 2020 – Personnel Committee Meeting.** Approve.
 - b. **March 9, 2020 – Education Committee Meeting.** Approve.
 - c. **March 9,2020 – Regular Board Meeting.** Approve.
 - d. **March 12,2020 – Finance Committee Meeting.** Approve.
 - e. **March 18,2020 – Special Board Meeting.** Approve.

- f. **March 31, 2020 – Personnel Committee Meeting.** Approve.
2. **Financial Reports.**
 - a. **February 2020.** Approve.
3. **AB 1234 - Director Travel, Training and Meeting Report.** Approve.
4. **Board Compensation and Reimbursement for Listed Events per Policy 47.** Approve.
5. **Disposal of District Personal Property, Materials and Equipment. Adopt Resolution 2020-04, approving disposal of surplus District property.** Approve.

Motion carried on 7-0-0-0 vote to approve items #1-5 of the Consent Calendar.

MOVED: Aldaco

SECONDED: King

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

6. **Grant Writing Services**

Executive Director Skrzat presented recommendations to review, discuss and approve staff recommendations. This action is part of the board priorities from the April 2019 Management Partners workshop. Also, this action coincides with the 2016 Strategic Plan goal of the scaling the organization and scaling organization's finances to expand programs. The Board will decide on which organization to award the grant writing services contract. The top three scoring finalist are as follows:

1. Engineering Solution Services
2. Dudek
3. Capitol Core Group

Director Gulmahamad wanted his objections to be noted. Director Gulmahamad believes that spending money on grant writing services is not the best use of rate payers' money. Also, that there is no guarantee that the District would be able to secure grant funding for upcoming projects.

Director Aldaco motioned to approve awarding the grant writing contract to Engineering Solutions Services. Seconded by Treasurer Gruposso.

Motion carried on 5-2-0-0 vote to approve grant writing contact to Engineering Solutions Services.

MOVED: Aldaco

SECONDED: Gruposso

APPROVED: 5-2-0-0

AYES: King, Gruposso, Ligtenberg, Sonnenberg, Aldaco

NOES: Hamilton, Gulmahamad

ABSTAIN: None

ABSENT: None

7. **Budget Adjustments**

Executive Director Skrzat presented the recommendation of staff to review, discuss and approve proposed FY 19-20 Budget Adjustments. These adjustments yield a net zero impact to total budget expenses. Staff is requesting moving \$36,000.00 in funds from FY 20 Basin Expense to Consulting fees to cover cost of grant writing services and HR consulting services.

Treasurer Gruposso motioned to approve Budget Adjustments for FY 19-20. Seconded by Director Aldaco.

Motion carried on 6-1-0-0 vote to approve Budget Adjustments for FY 19-20 "Basin Expenses to Consulting Fees".

MOVED: Gruposso

SECONDED: Aldaco

APPROVED: 6-1-0-0

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

NOES: Gulmahamad

ABSTAIN: None

ABSENT: None

8. **Review of District Policy No. 47, Director Reimbursements**

Executive Director Skrzat presented recommendation of staff to review, discuss and provide advice on District Policy No. 47 Director Reimbursements.

Director Aldaco motioned to approve an ordinance to changes made to Policy 47, Director Reimbursement, as well as to make changes to Category B and Category O, to limit the number of meetings per month, to create assignments of meetings, and to create pre and post approval for reimbursements. The new Policy and draft Ordinance will be presented at May Regular Board Meeting. Seconded by Vice President Hamilton

Motion carried on 7-0-0-0 vote to approve drafting of changes to be made to Policy 47 and a new ordinance to be presented at May’s Regularly Scheduled Board meeting.

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

9. **Changes to Policy & Procedure Manual – Policies No: 25-1, 29, 38, 52, 56, Addition of Policy No. 57 and 58**

Executive Director Skrzat presented the recommendation of staff to review, discuss and approve changes to Policy & Procedure Manual – Polices No. 25-1, 29, 38, 52, 56, 57 and 58

Policy No. 25-1 – Definitions

Policy No. 29 – Original Introductory Employment

Policy No. 38 – Vacation

Policy No. 52 – Executive Management Administrative Leave Benefit

Policy No. 56 – Acting Pay

Addition

Policy No. 57 - Lactation Accommodation

Policy No. 58 – Organ and Bone Marrow Donation Leave

Director Aldaco motioned to vote on each policy individually. Seconded Director Hamilton

Motion failed on 0-7-0-0 vote to approve language in Policy No. 25-1 – Definitions

MOVED: Aldaco

SECONDED: Hamilton

FAILED: 0-7-0-0

AYES: None

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

ABSTAIN: None

ABSENT: None

Motion carried on 5-0-2-0 vote to approve Policy No. 29 – Original Introductory Employment changes from 12 months to 6 months

MOVED: Aldaco **SECONDED: Hamilton** **APPROVED: 5-0-2-0**

AYES: Hamilton, Gruposso, Aldaco, Ligtenberg, Sonnenberg
NOES: None
ABSTAIN: King, Gulmahamad
ABSENT: None

Motion carried on 7-0-0-0 vote to approve Policy No. 38 – Vacation Eligibility to use vacation time at 6 months

MOVED: Aldaco **SECONDED: Hamilton** **APPROVED: 7-0-0-0**

AYES: King, Hamilton, Gruposso, Aldaco, Gulmahamad, Ligtenberg, Sonnenberg
NOES: None
ABSTAIN: None
ABSENT: None

Motion on Policy No. 52 – Executive Management Administrative Leave Benefit tabled to personnel committee

MOVED: Aldaco **SECONDED: Hamilton** **APPROVED: Tabled**

AYES: None
NOES: None
ABSTAIN: None
ABSENT: None

Motion carried on 5-2-0-0 vote to approve Policy 56 – Acting Pay at 10%

MOVED: Aldaco **SECONDED: Hamilton** **APPROVED: 5-2-0-0**

AYES: Hamilton, Gruposso, Gulmahamad, Ligtenberg, Sonnenberg
NOES: Aldaco, King
ABSTAIN: None
ABSENT: None

Motion carried on 7-0-0-0 vote to approve Policy 57 – Lactation Accommodations

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

Motion carried on 7-0-0-0 vote to approve Policy No. 58 – Organ and Bone Marrow Donation Leave

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

10. **70th Anniversary Celebration**

Executive Director Skrzat presented the recommendation to review, discuss and provide direction to staff on the rescheduling or cancellation of the District's 70th Anniversary Celebration. Due to the COVID-19 Pandemic staff advises to reschedule or cancel the District's 70th Anniversary Celebration.

Director Aldaco motioned to cancel the District's 70th Anniversary Celebration. Seconded by Director Sonnenberg.

Motion carried on 7-0-0-0 vote to approve the cancelation of the District's 70th Anniversary Celebration

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

11. **Local Agency Formation Commission Election**

Director Gulmahamad motioned to approve T. Milford Harrison to the LAFCO commission. Seconded by Vice President Hamilton.

Motion carried on 5-2-0-0 vote for Candidate T. Milford Harrison of San Bernardino Valley Municipal Water District to LAFCO commission

MOVED: Grupposo

SECONDED: Aldaco

APPROVED: 5-2-0-0

AYES: King, Hamilton, Grupposo, Gulmahamad, Ligtenberg

NOES: Sonnenberg, Aldaco

ABSTAIN: None

ABSENT: None

UNFINISHED BUSINESS – None.

NEW BUSINESS – None.

INFORMATIONAL ITEMS

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

DIRECTOR ORAL REPORTS

President King: Nothing to report.

Vice President Hamilton: Nothing to report

Treasurer Grupposo: Nothing to report

Director Aldaco: Stay safe out there in these times. Director Aldaco would like to make sure that all equipment needed in these times is available.

Director Gulmahamad: Nothing to report

Director Ligtenberg: Nothing to report

Director Sonnenberg: Nothing to report

STAFF ORAL REPORTS

Executive Director reported on the following:

Executive Director Skrzat thanked all the members of the staff for pulling together in this difficult time and coming up with creative ways to making sure the business of the District continues. Would also like to thank the Board for being willing to make the video conferencing work in these times.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 12:52 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); 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 – 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.

The meeting reconvened at 1:15 p.m. Board Attorney McElhaney reported that the Board met in closed session; reportable action once employees can return to work, the District will host a workshop to report on findings of Dr. Wayne McAfee's study.

ADJOURN

President King adjourned the meeting at 1:16 p.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, May 11, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 13TH DAY of APRIL 2020.



Elizabeth Skrzat, Executive Director

ATTEST:

A handwritten signature in black ink, appearing to read 'D. Lopez', with a long horizontal flourish extending to the right.

Daniel Lopez, Board Clerk/Administrative Coordinator