



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, May 9, 2022

M I N U T E S

INVOCATION – Vice President Margaret Hamilton gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 2:04 p.m. and led the audience in the flag salute.

ROLL CALL

Board Members Present: President Terry King
Vice President Margaret Hamilton
Treasurer Marc Grupposo
Director Gil Aldaco
Director Hanif Gulmahamad
Director Ryan Sonnenberg

Board Members Absent: Director Mark Ligtenberg

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
Facilities & Operations Manager Dave Schroeder
Community Programs Manager Maia Dean
Community Outreach Specialist Christina Warren
Consulting Services Senior Manager Eide Bailey LLC Ian Berg

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS – None.

CONSENT CALENDAR

1. **Minutes.**
 - a. **April 11, 2022 – Regular Board Meeting.** Approve.
 - b. **April 19, 2022 – Personnel Committee Meeting.** Approve.

2. **Financial Reports.**
 - a. **March 2022.** Approve.
 - b. **Quarterly Q3 Financial Reports.** Approve.

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

4. **Adopt Resolution No. 2022-09 Authorizing the Use of Teleconference Technology for Meetings for a Period of 30-days Consistent with Assembly Bill (AB) 361.** Approve.

General Manager Skrzat notified the Board that Resolution 2022-09 would only be in effect until June 8, 2022. There would be a small window that the Board could not meet through teleconference after that date until the next board meeting and another Resolution is adopted on June 13, 2022.

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

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

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

PUBLIC HEARINGS – 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. No requests were received and no one in the audience indicated a desire to speak; therefore, President King closed the Public Comment Period.

DISCUSSION ITEMS

5. Fiscal Year 2022-2023 Proposed Program Changes

General Manager Elizabeth Skrzat requested that the Board review and potentially adopt department changes recommended by the Conservation Programs and Community Programs for the upcoming fiscal year. Community Programs Manager Maia Dean recommended one program change for FY 2022-2023, which would replace the Spring Fair with a new event named the “Dog Days of Summer”. The event would be held through late July and early August in the evenings during the warm summer months. The event would promote the Waterwise Community Center, Demonstration Garden and District programs. Ms. Dean stated that the event would promote awareness of dog waste issues in waterways and that branded dog waste collection bags would be given away at the event.

Director Gulmahamad made a motion to approve the cancellation of the Community Programs Spring Event and to replace it with the Dogs Days of Summer Event, Treasurer Gruposso seconded the motion.

Director Aldaco discussed the oversight of the event to ensure the safety of the guests and the dogs in attendance. He asked if there would be additional monitoring and insurance to cover any incidents that may occur. Director Gulmahamad asked if staff would provide signage stating leash requirements and rules of conduct by owners and their dogs at this event. Vice President Hamilton recommended that collapsible buckets be an item that would be distributed at the event to help promote water conservation during the current drought. Legal Counsel stated that with staff oversight and leash reinforcement the district will be able to hold the event effectively.

Motion carried on 6-0-0-1 vote to approve the cancellation of the Community Programs Spring Event and replace it with the Dogs Days of Summer Event.

MOVED: Gulmahamad

SECONDED: Gruposso

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

Conservation Programs Manager Scott Kleinrock outlined all the programs offered by his department at the District. He recommended changes in his program operations that included discontinuing the Landscape Design Assistance Program that reached under 100 people each year with no possibility of growth due to the nature of the one-on-one program and staffing limitations. He recommended investing in online resources to reach thousands of residents instead of under 100.

Director Sonnenberg made a motion to approve the recommended changes to the Landscape Design Program, Vice President Hamilton Seconded the motion.

Director Aldaco had several comments regarding the changes to the Landscape Design Program, he mentioned hiring consultants to help with the landscape program, he would like to see additional meetings with planning departments and wanted to ensure that partnering agencies were aware of the District's plans to make changes with the current Landscape Design Assistance program. Director Gulmahamad mentioned working with interns and workforce programs to have additional assistance with the program. President King expressed his concern about the proposed changes for those who rely on the one-on-one services. General Manager Skrzat noted that the online platforms that will be created and the design proposals that would be provided to residents from the District's resource library would address that issue by connecting homeowners to a suite of resources to help them throughout the course of the project. Director Aldaco would like the Personnel Committee to evaluate the need for another specialist position to assist with the design program.

Motion carried on 6-0-0-1 vote to approve the changes to the Landscape Design Assistance Program.

MOVED: Sonnenberg

SECONDED: Hamilton

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

Conservation Programs Manager Scott Kleinrock would like approval to work directly with Metropolitan Water District to create a formal agreement that would assist the District in promoting and teaching the Qualified Water Efficient Landscaper (QWEL) certification. The proposal would increase the District's reach and save staff time to focus on other programming.

Director Gulmahamad made a motion to approve creating a formal agreement with Metropolitan Water District which would have them partner and help District staff promote and teach QWEL certification. Director Sonnenberg seconded the motion.

Director Sonnenberg encouraged the partnership with Metropolitan Water District in regard to the QWEL program.

Motion carried on 6-0-0-1 vote to approve creating a formal agreement with Metropolitan Water District which would have them partner and help us promote and teach QWEL certification.

MOVED: Gulmahamad

SECONDED: Sonnenberg

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

6. Fiscal Year 2022-2023 Budget Study Session

General Manager Elizabeth Skrzat presented the board with the proposed FY 2022-2023 budget for the Budget Study Session. She stated the intention of the Budget Study Session would give the Board Members the opportunity to ask questions and give feedback about the expenditures and revenue projections before the Finance Committee approves the budget for the next Board meeting. She informed the Board that the FY 2022-2023 budget totals \$4,067,200 and is supported by \$4,067,200 for a balanced budget.

Ms. Skrzat highlighted the following notable expenditures and notable revenue: Notable revenue included a projected increase of 12% in property tax funds and several grant funds, one from Metropolitan Water District's Stormwater for the Recharge Pilot Program in the amount of \$320,850 and an additional \$300,000 from American Recovery Program Act (ARPA) through the County of San Bernardino. She also mentioned notable expenses for \$10,000 in Landscape and Irrigation, \$75,000 in signage including \$50,000 to support increased visibility of the District's Waterwise Demonstration Garden, \$40,000 for school tours, \$63,000 for Advertising and Strategic Communications, \$29,000 for Website Design and Maintenance, \$10,000 in Capital Improvement projects for Lobby Redesign and \$1,100,000 for engineering and construction costs associated with the Montclair No. 2 Spillway Improvement Project.

Conservation Programs Manager Scott Kleinrock explained in detail each line item that his department manages in the budget. Mr. Kleinrock highlighted the visibility signage project, public education workshops budget, web design and maintenance that would help him build a website platform that would provide visitors with virtual waterwise plant design tours and case studies. He also detailed the website maintenance contract and the civic plus website annual fee.

Facilities & Operations Manager Dave Schroeder presented his budget items for operations and capital improvement projects. He highlighted equipment maintenance, basin weed abatement, tree trimming, blue box repair, Multi Use Building (MUB) repair, fence repair, retrofitting staff gages, a new watering truck trailer, amphitheater repair and basin fence projects. Director Aldaco did ask about the Water Truck trailer and how it would impact the district.

Community Programs Manager Maia Dean presented budget items that pertained to her department. She spoke in length on the Lotteria Project and the increased in ads for next year, including mailers and magazine advertisements. President King stated the need to ensure the new ads are in both English and Spanish.

General Manager Elizabeth Skrzat went over the Capital Projects including Montclair No. 2 Spillway Project and the Lobby Remodel. The Lobby Remodel would start with a design, which could be used to estimate an overall budget renovation costs and those costs could then be used to secure outside funding.

7. Fiscal Year 2022-2023 Cost-of-Living Adjustment (COLA)

A staff report was given by General Manager Elizabeth Skrzat on the Cost-of-Living Adjustment (COLA) effective on January 1, 2023. The COLA selected by staff and the Finance Committee would be 5% and would represent an increase of \$37,000 in personnel and insurance costs during Fiscal Year 2022-2023.

A motion was made by Director Gulmahamad and seconded by Director Aldaco to approve a 5% Cost-of-Living increase effective January 1, 2023.

Director Gulmahamad received clarification from Consulting Services Senior Manager Ian Berg. Mr. Berg mentioned that any future COLA would be reviewed each fiscal year by the Board and approving the January 1, 2023, COLA would not guarantee future COLA adjustments.

Motion carried on 6-0-0-1 vote to approve a 5% Cost-of-Living increase effective January 1, 2023.

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

8. Publicizing Election Information for District Elections

A staff report was given by General Manager Elizabeth Skrzat to seek direction for staff regarding notifying the public about upcoming elections using electronic communications. Ms. Skrzat showed the Board examples of the electronic notifications that would be sent out if approved by the Board of Directors.

A motion was made by Director Sonnenberg to approve staff recommendations on proposed methods of notifying the public about upcoming elections with a note to clarify boundaries with the Registrar of Voters. The motion was seconded by Director Aldaco.

Motion carried on 6-0-0-1 vote to approve staff recommendations on proposed methods of notifying the public about upcoming elections with a note to clarify boundaries with the Registrar of Voters.

MOVED: Sonnenberg

SECONDED: Aldaco

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

9. Budget Modification for Web Design & Maintenance

A staff report was given by General Manager Elizabeth Skrzat. She recommended moving \$6,200 from the Capital Expense Account No. 58000 to Account No. 56700: Website Design and Maintenance and a contract amendment with GRIDDL.

Conservation Programs Manager Scott Kleinrock reported that the bandwidth is an urgent issue of website maintenance. He indicated that the district's website was in dire need to increase the bandwidth due to an increase of usage for interested residents. He also mentioned the new Web Design addressed the current Inland Valley Garden Planner page and that it would now become the Waterwise Garden Planner page. It would contain additional online resources to help its users.

A motion was made by Director Aldaco and seconded by Treasurer Gruposso to approve a modification to the FY 2021-2022 budget to accommodate additional projects for website design, maintenance, and a contract amendment with GRIDDL for the Inland Valley Gardner Planner bandwidth and branding projects.

Motion carried on 6-0-0-1 vote to approve a modification to the FY 2021-2022 budget to accommodate additional projects for website design, maintenance, and a contract

amendment with GRIDDL for the Inland Valley Gardner Planner bandwidth and branding projects.

MOVED: Aldaco

SECONDED: Gruposso

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg

INFORMATIONAL ITEMS

- 10.** General Manger Elizabeth Skrzat gave an update on the Metropolitan Water District of Southern California's Board of Directors official declaration of a Water Shortage Emergency for the State Water Project (SWP) dependent areas and executed an Emergency Water Conservation Program requiring member agencies dependent on SWP deliveries to immediately cut water use by implementing one-day-a-week watering restrictions, or the equivalent, by June 1, 2022.
- 11.** General Manager Elizabeth Skrzat reported on the results of the Local Agency Formation Commission Special District Regular Voting Member and the Special District Alternate Voting Member 2022 results. For Regular Special District Member, Steven Farrell of Crestline Village Water District was selected. For Alternate Special District Member, Kevin Kenley from Cucamonga Valley Water District was selected.
- 12.** General Manager Elizabeth Skrzat presented the January-March 2022 Correspondence and Metrics for the Chino Basin Water Conservation District.

DIRECTOR ORAL REPORTS

President King – President King congratulated his grandson Garrett on completing bootcamp in San Diego with the Marine Corps on April 20-22nd and that his grandson is currently completing four more weeks of infantry training in San Diego.

Vice President Hamilton – Vice President read a beautiful poem on water conservation.

Treasurer Gruposso – None.

Director Aldaco – Director Aldaco submitted an oral report in written from for the Board of Directors. He attended the Southern California Water Coalition (SCWC) luncheon and met a grant writer and will give the business card to the General Manager. He spoke to Maryanne Dickerson and found the Panel interesting. He brought in magazines that spoke on dry farming grapes. He brought a handout from SCWC to share with the Board.

He also brought a letter addressed to Governor Gavin Newsom from SCWC regarding the State budget. Lastly, Director Aldaco mentioned water banking and the need for more electric charging stations in the area; and perhaps one at the District.

Director Gulmahamad – Director Gulmahamad attended a Southern California Water Coalition (SCWC) meeting in Temecula. He mentioned the Cal Workforce speaker Dr. Angelo Farooq that runs a workforce job center in San Bernardino County is looking to provide volunteers and interns for water agencies. Director Gulmahamad offered to give Conservation Programs Manager Scott Kleinrock Dr. Farooq’s contact information.

Director Ligtenberg – Absent.

Director Sonnenberg – Director Sonnenberg thanked the Board and staff for the birthday wishes.

STAFF ORAL REPORTS

General Manager Skrzat was invited to be on a water panel at the Ontario Business Council “Pancakes and Politics” breakfast. She presented with IEUA’s General Manager, MWD’s General Manager and Ontario’s Utilities District Manager.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board entered closed session at 4:47 p.m. and returned at 5:50 p.m. with no reportable action.

ADJOURN

President King adjourned the meeting at 5:51 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, June 13, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 13th DAY OF June 2022.



Elizabeth Skrzat, General Manager

ATTEST:



Lovely Qureshi, Interim Sr. Administrative Assistant