



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, May 11, 2020

M I N U T E S

INVOCATION – Director Ligtenberg gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 10:02 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 Lead Robert Sotomayor

Visitors Present: John Robinson
Dennis Dolor

ADDITIONS OR CHANGES TO THE AGENDA – None

PRESENTATIONS

Community Programs Metrics – Maia Dean, Community Programs Manager

Community Programs Manager Maia Dean presented the metrics for FY 19-20 for the following programs: Earth Day, Poster Contest, Waterwise Challenge and Open House. Due to the Coronavirus Pandemic Earth Day was cancelled. The Poster Contest, Waterwise Challenge and Open House events continued as planned.

The Poster contest in FY 19-20 showed entries of 1646 in FY 18-19 entries were at 1487. Online votes for these years were 989 FY 18-19 and 1329 in FY 19-20. The increases were due to increased outreach by Community Programs staff to local school districts.

Director Hamilton asked how the winners for the contest were paid due to the Coronavirus? Community Programs Manager stated that the District created an online form for winners to fill out and checks were sent out via mail.

Director Hamilton thanked the staff and noted that this event is a big plus for the District.

The Waterwise Challenge is a program that focuses on middle and high school aged children. Due to the lack of participants in this program, Community Manager Maia Dean believes in the coming fiscal year that this event be discontinued. With the lack of growth and the amount of staff hours utilized, the program is not seeing the benefit for the District.

Director Aldaco asked has the District advertised the Waterwise Challenge to the local school districts? Community Programs Manager Maia Dean stated that staff has contacted all the school within the sphere of influence of the District and the participation has not increased.

The last metric to be discussed was the Open House event at the District. The objective of the Open House is to share the mission and message of the District. Through free family events at the Waterwise Community Center. In FY 19-20, the Open House had 230 visitors and 18 volunteers. In FY 18-19, the attendance was 200 visitors and 16 volunteers.

Coronavirus Response Update – Executive Director Elizabeth Skrzat

Executive Director Elizabeth Skrzat presented the current actions taken by the District to the Coronavirus. The past actions taken by the board was the passage of the Chino Basin Water District Infectious Emergency Response Plan and Resolution 2020-03.

Executive Director Skrzat reviewed Coronavirus case numbers in Los Angeles and San Bernardino Counties. In addition, the Director reviewed the case numbers in the surrounding cities that boarder the District headquarters.

The District is currently at a Risk Level 3, which means the District offices are closed and teleworking is utilized. Administrative staff is still working at the office in staggered shifts. The District's park and garden are closed to the public.

The Staff will continue to review the requirements for reopening imposed by the state and county health departments. These requirements include safety measures for different types of workspaces. Staff will also identify and implement any modifications needed to be made to meet these new safety standards.

Director King commented that he wants staff to begin making plans for reopening.

CONSENT CALENDAR

1. **Minutes**
 - a. **April 13, 2020- Regular Board Meeting.** Approve.
 - b. **April 14, 2020 – Finance Committee Meeting.** Approve.
2. **Financial Reports.**
 - a. **March 2020.** Approve.
 - b. **Quarterly Financial Reports.** Approve.
3. **AB 1234 - Director Travel, Training and Meeting Report.** Approve.
4. **Board Compensation and Reimbursement for Listed Events per Policy 47.** Approve.
5. **Contract with Engineering Solutions Services for Grant Writing Consultant Services.** Approve.

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

MOVED: Aldaco SECONDED: Ligtenberg 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. **FY 19-20 Close Out & COVID-19 Related Budget Adjustments**

Executive Director Skrzat presented the Budget Adjustments for FY 19-20.

Director Gulmahamad asks with these Budget Adjustments is the FY 19-20 Budget still in balance?

Executive Director Skrzat responded yes.

Motion carried on 7-0-0-0 vote to approve FY 19-20 Close Out & COVID 19 Related Budget Adjustments.

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

7. **Release of Request for Proposals for Purchase of a Tractor and Related Attachments / Implements**

Facilities & Operations Manager Dave Schroder presented the need for a new tractor and related attachments/ implements needed by the Facilities and Operations for Basin maintenance.

Motion carried on 7-0-0-0 vote to approve the Release of Request for Proposal for Purchase of a Tractor and Related Attachments/ Implements

MOVED: Gulmahamad

SECONDED: Hamilton

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

8. **Adjustments to Director Compensation**

Executive Director Skrzat presented changes to Director compensation. The adoption of Ordinance 20-01 would limit the number of meetings Directors would be eligible for compensation. Changes to District Policy 47 would include expanding the local meetings list of approved events. Also, the scheduling of a Public Hearing in June, prior to approval of Ordinance of 20-01.

President King: Nothing to report.

Vice President Hamilton: Nothing to report.

Treasurer Gruposso: Nothing to report.

Director Aldaco reported on the following:

- Documentary on PBS- *H2O the Molecule that Made Us*
- ACWA News- Member Agencies Response to COVID 19
- MWD General Manager is retiring at the end of 2020. The board should acknowledge that and send a note.
- Congratulations to the new General Manager of the San Bernardino Valley Municipal Water District.
- Michael Camacho was shorn in as the Director of the MWD
- April 23, 2020 Southern California Water Coalition Zoom Meeting of the Storm Water Tasks Force.
 - Discussed COVID19 Responses
 - Discussed the 2020 Stormwater Workshop will be held at LA County Public Works September 25th, 2020.
 - State Water Resiliency Funding
 - Measure W
 - Next Meeting will be on May 28th, 2020
- April 27th, 2020 Southern California Water Coalition
 - Discussed COVID19 Responses
 - Wastewater Monitoring SARS/COVID19
 - Recycled Water Communications Video Project
 - Recycled Water Workshop
 - Resiliency Funding

Director Gulmahamad: Nothing to report.

Director Ligtenberg: Nothing to report.

Director Sonnenberg: Nothing to report.

STAFF ORAL REPORTS

Executive Director reported on the following:

Would like to thank staff and the Board for continuing to do the people's business during these times.

Board Attorney – Nothing to report.

CLOSED SESSION – The Board recessed to closed session at 1:11 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.

REPORTABLE ACTION – Establishment Positions of Part-time Educator I

ADJOURN

President King adjourned the meeting at 1:30 p.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, June 8, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 11TH DAY of MAY 2020.



Elizabeth Skrzat, Executive Director

ATTEST:



Daniel Lopez, Board Clerk/Administrative Coordinator