



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, July 12, 2021

M I N U T E S

INVOCATION – Director Ryan Sonnenberg gave the invocation.

CALL TO ORDER – President King called the meeting to order at 2:03 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
Community Programs Manager Maia Dean
Program Educator Jenna Hoover
Program Educator William Mercado
Community Programs Specialist Monica Curiel
Landscape Maintenance Worker Lead Robert Sotomayor

Visitors Present: Eide Bailly LLP Ian Berg
Orchard Dale Water District Director Joseph Velasco III
David Dean

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS

Facilities and Operations Manager Dave Schroeder presented on the Facilities and Operations Infiltration Report for Fiscal Year 2020-21.

Community Programs Manager Maia Dean presented on the Community Programs Vision & Defining Success that detailed outreach and extend programs. President King requested more information about summer camp and a report on costs and variables. President King and Director Aldaco requested the PowerPoint slides to be shared with the Board. After further discussion, Executive Director Elizabeth Skrzat assured that prior to next year's budget meeting there would be an update comparing the fixed and variable costs of summer camp.

CONSENT CALENDAR

1. **Minutes**
 - a. **June 2, 2021 – Recharge Committee Meeting.** Approve.
 - b. **June 3, 2021 – Recharge Committee Meeting.** Approve.
 - c. **June 14, 2021 – Regular Board Meeting.** Approve.
2. **Financial Reports.**
 - a. **May 2021.** Approve.
3. **AB 1234**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.
4. **Water Education Foundation (WEF) Stormwater Summit 2021.** Approve.

Director Ryan Sonnenberg pointed out an error on the June 14, 2021, Regular Board meeting minutes and requested staff to indicate that he voted yes on item #8. Director Aldaco referenced the June 3, 2021, Recharge Committee meeting minutes and asked if a determination was made by the State Division of Safety of Dams (DSOD). Executive Director Skrzat reported the DSOD made a determination that it was non-jurisdictional. Director Aldaco added that he wanted more detail in the June 3, 2021, Recharge Committee meeting minutes about the design cost to ensure against any cost overruns.

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

MOVED: King

SECONDED: Aldaco

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC HEARINGS – None

PUBLIC COMMUNICATIONS

Executive Director Elizabeth Skrzat opened the Public Comment period. Joseph Velasco addressed the Board of Directors and commended the District on its hard work and efforts. Ms. Skrzat announced no additional speaker requests had been received; therefore, President King closed the Public Comment period.

DISCUSSION ITEMS

5. **Fiscal Year 2021-22 Cost of Living Adjustment (COLA).**

A PowerPoint presentation was given by Executive Director Elizabeth Skrzat.

Director Aldaco recommended increasing the cost-of-living adjustment (COLA) to 3% to stay competitive with other government agencies and recognized staff on their hard work and efforts. An alternative motion was made by Director Aldaco and seconded by Vice President Hamilton to adopt a COLA adjustment of 3%. President King and Director Gulmahamad disagreed with the recommended course of action. The motion failed.

Motion carried on 2-5-0-0 vote to adopt a Cost-of-Living Adjustment (COLA) of 3% for all permanent personnel, effective January 1, 2022, and approve a modified District Salary Step Chart to implement the Cost of Living Adjustment, also effective January 1, 2022.

MOVED: Aldaco

SECONDED: Hamilton

FAILED: 2-5-0-0

AYES: Hamilton, Aldaco

NOES: King, Gruposso, Gulmahamad, Ligtenberg, Sonnenberg

ABSTAIN: None

ABSENT: None

After further discussion, Director Sonnenberg, Director Ligtenberg and Director Gulmahamad suggested the best course of action would be to follow the Finance and Personnel Committees original recommendation of 2.25%. A motion was made by President King and seconded by Director Gulmahamad to adopt a COLA adjustment of 2.25%.

Motion carried on 6-1-0-0 vote to adopt a Cost-of-Living Adjustment (COLA) of 2.25% for all permanent personnel, effective January 1, 2022, and approve a modified District Salary Step Chart to implement the Cost of Living Adjustment, also effective January 1, 2022.

MOVED: King

SECONDED: Gulmahamad

APPROVED: 6-1-0-0

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

NOES: King

ABSTAIN: None

ABSENT: None

6. **RFQ for Interpretive Signage & Exhibitry Concept Design Services**

A PowerPoint presentation was given by Executive Director Elizabeth Skrzat and Conservation Programs Manager Scott Kleinrock.

Director Aldaco stated that it is important to keep the signage up to date.

A motion was made by President King and seconded by Director Aldaco to approve the release of the Request for Qualifications (RFQ) for interpretive signage/exhibitry concept.

President King asked to clarify the project is not for construction and for design. Executive Director Skrzat indicated staff would install the signage and General Counsel Leland McElhaney confirmed that the project is for design. Director Aldaco stated he will send alternative guidelines to staff prior to the RFQ being distributed.

Motion carried on 7-0-0-0 vote to approve the release of the Request for Qualifications (RFQ) for Interpretive Signage/Exhibitry Concept Design Services, as recommended by the Education Committee.

MOVED: King

SECONDED: Aldaco

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

9. **General Manager Employment Agreement**

Treasurer Gruppосо requested to jump ahead to item #9 and Executive Director Skrzat reported they will discuss the item as requested.

Staff report and presentation was given by Treasurer Gruppосо.

A motion was made by Treasurer Gruppосо and seconded by President King to approve General Manager Employment Agreement.

Director Aldaco and Vice President Hamilton commended Ms. Skrzat on her continuous hard work and efforts.

Motion carried on 7-0-0-0 vote to approve General Manager Employment Agreement between the District and Elizabeth Skrzat and authorize the Board President to execute the agreement.

MOVED: Gruppосо

SECONDED: King

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

Treasurer Gruppосо asked that the record show he left the meeting at 4:02 p.m.

7. **Ballot Term 2022-2024 California Special Districts Association Board of Directors, Southern Network, Seat A, Election**

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

Ms. Skrzat asked the Board of Directors (Board) if they had a candidate they would like to nominate. Vice President Hamilton recommended the Board to elect Jo-Anne Martin. A motion was made by Director Aldaco and seconded by Vice President Hamilton to elect Jo-Anne Martin.

Motion carried on 5-0-1-1 vote to elect Jo-Anne Martin and authorize the Board Secretary to submit as directed during the election period.

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 5-0-1-1

AYES: King, Hamilton, Aldaco, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: Gulmahamad

ABSENT: Gruposso

8. **CSDA's 2021 Special District Leadership Academy Conference Brochure**

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

A motion was made by Director Aldaco and seconded by Director Ligtenberg to approve attendance at the Special District Leadership Academy (SDLA) Governance Conference.

Motion carried on 5-1-0-1 to approve attendance at the Special District Leadership Academy (SDLA) Governance Conference for Elected and Appointed Directors/Trustees being held in person in Lake Tahoe, CA from Sunday, September 26 through Wednesday, September 29, 2021.

MOVED: Aldaco

SECONDED: Ligtenberg

APPROVED: 5-1-0-1

AYES: King, Hamilton, Aldaco, Ligtenberg, Sonnenberg

NOES: Gulmahamad

ABSTAIN: None

ABSENT: Gruposso

10. **Amendment No. 6 to Landscape Evaluation and Audit Program (LEAP) Contract**

Staff report and PowerPoint Presentation was given by Conservation Programs Manager Scott Kleinrock.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve Amendment No. 6 to Landscape Evaluation and Audit Program (LEAP) Contract.

Motion carried on 6-0-0-1 to approve Amendment No. 6 to the Landscape Evaluation and Audit Program contract with the Inland Empire Utilities Agency extending the term through June 30, 2022 and authorize the General Manager to execute the Amendment in a form approved by District Counsel.

MOVED: Aldaco

SECONDED: Sonnenberg

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Gruppiso

11. **Amendment No. 3 to Landscape Design Assistance Program Contract**

Staff report and PowerPoint Presentation was given by Conservation Programs Manager Scott Kleinrock.

A motion was made by Director Aldaco and seconded by Vice President Hamilton to approve Amendment No. 3 to Landscape Design Assistance Program Contract.

Motion carried on 6-0-0-1 to approve Amendment No. 3 to the landscape Design Assistance Program contract with the Inland Empire Utilities Agency extending the term through June 30, 2022, and authorize the General Manager to execute the Amendment in a form approved by District Counsel.

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Gruppiso

12. **Amendment No. 9 to Residential Landscaping Program Contract**

Staff report and PowerPoint Presentation was given by Conservation Programs Manager Scott Kleinrock.

A motion was made by Director Aldaco and seconded by Vice President Hamilton to approve Amendment No. 9 to Residential Landscaping Program contract.

Motion carried on 6-0-0-1 to approve Amendment No. 9 to the Residential Landscaping Program contract with the Inland Empire Utilities Agency extending the term through June 30, 2023 and authorize the General Manager to execute the Amendment in a form approved by District Counsel.

MOVED: Aldaco

SECONDED: Hamilton

APPROVED: 6-0-0-1

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

NOES: None

ABSTAIN: None

ABSENT: Grupposo

INFORMATIONAL ITEMS

13. Monthly update of Team Goals During COVID-19 Restrictions.
14. Quarterly Metrics – FY Q4: April – June 2021 Correspondence.

DIRECTOR ORAL REPORTS

President King – Nothing to report.

Vice President Hamilton – Nothing to report.

Treasurer Grupposo – Nothing to report.

Director Aldaco reported on the following:

- Director Aldaco congratulated General Manager Elizabeth Skrzat on her new title.
- ***See attached written report.***

Director Gulmahamad reported on the following:

- Director Gulmahamad reported on the Association of California Water Agencies (ACWA) that was held on June 23, 2021.

Director Ligtenberg – Nothing to report.

Director Sonnenberg reported on the following:

- Attended the May 18 & 19, 2021 CSDA Legislative Days Conference

STAFF ORAL REPORTS

General Manager - Elizabeth Skrzat reported on the analysis of government agencies guidelines for workplaces regarding COVID-19. Ms. Skrzat reported the facility will remain closed to the public until further notice.

Board Attorney – Nothing to report.

CLOSED SESSION –Board recessed to closed session at 4:26 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.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section 54957. Title: Executive Director.

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 4:46 p.m. and Leland McElhaney reported the Board of Directors considered an offer on a property and voted that the property is not for sale.

ADJOURN

Director Gulmahamad adjourned the meeting at 4:46 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, August 9, 2021, at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.

APPROVED AND ADOPTED THIS 9th DAY OF August 2021.



Elizabeth Skrzat, Executive Director

ATTEST:



Jerry Mireles, Sr. Administrative Assistant