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**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, July 13, 2020**

**MINUTES**

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**INVOCATION** – Director Sonnenberg gave the invocation.

**CALL TO ORDER** – President King called the meeting to order at 10:00 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 Specialist I Brandon Burgess

Visitors Present: Bob Wagner, Wagner & Bonignore

**ADDITIONS OR CHANGES TO THE AGENDA** – None

**PRESENTATIONS**

**Plan for Phased Re-Opening- Executive Director Elizabeth Skrzat**

Executive Director Skrzat presented the District’s plan for a phased reopening. The plan included the local case positivity rate that is needed to be met prior to the District’s reopening. The presentation included staffs seating arrangements, workflows of staff, and break areas for staff. Executive Director also informed the Board of the retrofits made to the HVAC units for air filtration. To limit staff’s exposure for programs like the Mulch and Compost give away new rules were implemented to limit contact with the general public.

**CONSENT CALENDAR**

1. **Minutes**
  - a. **June 8, 2020 – Regular Board Meeting.** Approve.
  - b. **June 15, 2020 – Personnel Committee Meeting.** Approve.
  - c. **June 19, 2020 – Special Board Meeting.** Approve.
  - d. **July 6, 2020 – Personnel Committee Meeting.** Approve.
2. **Financial Reports.**
  - a. **May 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. **Professional Services Agreement with San Diego Human Resources Consulting.** Approve.

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

**MOVED: Gruposso**

**SECONDED: Aldaco**

**APPROVED: 7-0-0-0**

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

NOES: None

ABSTAIN: None

ABSENT: None

**PUBLIC HEARINGS**

6. **Adjustment to Director Compensation**

Executive Director Skrzat and staff recommends to the Board to conduct a public hearing to adopt, by roll call vote, Ordinance 20-01 pertaining to Board of Directors compensation as amended by direction of the Board at the May 11, 2020 Board Meeting. In accordance with Water Code Section 74641, the ordinance shall be published once in full in the newspaper within 10 days of adoption. Ordinance 20-01 sets limits on the number of meeting per month the Board may attend.

President King declared the Public Hearing Open and asks if any members of the public would like to address the Board regarding Ordinance 20-01.

M: Gulmahamad S: Aldaco

Roll Call Vote:

President King	<u>Yes</u>
Vice President Hamilton	<u>Yes</u>
Treasurer Grupposo	<u>Yes</u>
Director Ligtenberg	<u>Yes</u>
Director Aldaco	<u>Yes</u>
Director Gulmahamad	<u>Yes</u>
Director Sonnenberg	<u>Yes</u>

**PUBLIC COMMUNICATIONS** – None

**DISCUSSION ITEMS**

7. **Resolution No. 2020-08 – A Resolution of the Board of Directors of the Chino Basin Water Conservation District Approving and Establishing the Fiscal Year 2020-2021 Appropriations Limitation Pursuant to Article XIII B of the California Constitution.**

Executive Director Skrzat and staff recommends the adoption of Resolution 2020-08, approving and establishing the appropriations limit for Fiscal Year 2020-2021. Executive Director Skrzat presented Resolution 2020-08 and the establishment of appropriation limits for Fiscal Year 2020-2021. LAFCO recommended that these limits were to be established on a yearly basis by the District.

**Motion carried on 7-0-0-0 vote to approve Resolution No. 2020-08 – A Resolution of the Board of Directors of the Chino Basin Water Conservation District Approving and Establishing the Fiscal Year 2020-2021 Appropriations Limitation Pursuant to Article XIII B of the California Constitution.**

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

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

NOES: None

ABSTAIN: None  
ABSENT: None

#### 8. **CBWCD Policy & Procedure Manual Updates**

Executive Director Skrzat and staff recommends the approval of changes to the District's Policy & Procedure Manual. Executive Director Skrzat presented the changes to Policy 25-1 and Policy 52.

##### **Motion carried on 6-1-0-0 vote to approve CBWCD Policy & Procedure Manual Updates**

**MOVED: Grupposo                      SECONDED: Gulmahamad                      APPROVED: 6-1-0-0**

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

NOES: King

ABSTAIN: None

ABSENT: None

#### 9. **Montclair #2 Spillway Preliminary Permitting and Design Study**

Executive Director Skrzat and staff recommends the approval of the completion of a Preliminary Permitting and Design Study by Wagner and Bonsignore to prepare the District for the Montclair #2 Inflow Spillway Replacement Project, as recommended by the Recharge Committee. Bob Wagner of Wagner and Bonsignore presented the damage to the Montclair #2 Spillway and repair activities taken in previous years. Mr. Wagner highlighted the need for a Preliminary Permitting and Design Study on the Spillway prior to any planned repairs or replacement.

##### **Motion carried on 7-0-0-0 vote to approve Montclair #2 Spillway Preliminary Permitting and Design Study.**

**MOVED: Grupposo                      SECONDED: Sonnenberg                      APPROVED: 7-0-0-0**

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

NOES: None

ABSTAIN: None

ABSENT: None

#### 10. **Election Process Procedures**

Executive Director Skrzat and staff recommends to send out an announcement with information about filing candidate paperwork for 2020 Board Elections using the District's email newsletter on July 13, 2020 and further directing staff to provide a report to the Board proposing Standard Operating Procedures for Election Notices for the Board's consideration and possible adoption, governing the District's actions beginning with the election on Tuesday, November 8, 2022.

Executive Director Skrzat informed the Board this recommendation comes out of LACFO Service review. The review showed a lack of competition for the elected officials with the District's boundaries for Board seats. In addition, the Registrar of Voters has moved to an online filing system for candidacy. Staff believes that utilization of the District's newsletter could be used to inform potential candidates of the changes to the Election Process and Procedures.

The Board asked for District Counsel for opinion regarding this matter. District Counsel stated the District has no obligation to perform this function to encourage others to seek office.

**Motion failed on 0-7-0-0 vote to approve Election Process Procedures.**

**MOVED: Aldaco**

**SECONDED: Gruposso**

**APPROVED: 0-7-0-0**

AYES: None

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

ABSTAIN: None

ABSENT: None

**11. Landscape Evaluation and Audit Program (LEAP) Professional Services Agreement**

Executive Director Skrzat and staff recommend that the board approve the Landscape Evaluation and Audit Program (LEAP) Contract Amendment No. 5 with the Inland Empire Utilities Agency extending the contract an additional year and increasing the not-to-exceed amount to \$99,000, and authorize the Executive Director to execute the amendment.

Conservation Programs Manager Scott Kleinrock presented the Contract Amendment No. 5. Mr. Kleinrock reported on the aspects of the agreement between Chino Basin Water Conservation District (CBWCD) and Inland Empire Utilities Agency (IEUA). The Amendment term would last for one fiscal year.

**Motion carried on 7-0-0-0 vote to approve Landscape Evaluation and Audit Program (LEAP) Professional Services Agreement.**

**MOVED: Sonnenberg**

**SECONDED: Gulmahamad**

**APPROVED: 7-0-0-0**

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

NOES: None

ABSTAIN: None

ABSENT: None

**UNFINISHED BUSINESS** – None.

**NEW BUSINESS** – None.

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**INFORMATIONAL ITEMS**

- 1) Strategic Plan – Quarterly Programs Update (Written)
- 2) Correspondence (Written)
- 3) Report on Staff Progress During Pandemic (Written)
- 4) Draft Resolution No. 2020-09 - Approving the Application for Grant Funds from the Bureau of Reclamation Through Watersmart Drought Response Program (Written)
- 5) Update on Dr. McAfee’s Presentation (Oral)

Executive Director Skrzat informed the Board on an update on Dr. McAfee’s Presentation to staff. Executive Director Skrzat stated that with the current pandemic, it is not feasible for an in-person presentation. Executive Director Skrzat informed the Board of a future planning of a Zoom meeting to present Dr. McAfee’s findings to staff.

**DIRECTOR ORAL REPORTS**

President King: Nothing to report.

Vice President Hamilton: Nothing to report.

Treasurer Gruppiso: Nothing to report

Director Aldaco:

On June 22<sup>nd</sup> I attended via Zoom, the Southern California Water Coalition, Recycled Water Task Force meeting. I will submit a written report.

On June 25<sup>th</sup> I attended via Zoom, the Southern California Storm Water Task Force meeting. I will submit a written report.

Director Gulmahamad: Nothing to report

Director Ligtenberg: Nothing to report

Director Sonnenberg: Nothing to report

**STAFF ORAL REPORTS**

Executive Director reported on the following:

Notification from LAFCO that Kimberly Cox won the LAFCO seat and will be sworn in on the 15<sup>th</sup> of July.

Board Attorney – Nothing to report.

**CLOSED SESSION** – The Board recessed to closed session at 11:20 a.m. to consider the following closed session items:

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 11:50 a.m.

**REPORTABLE ACTION** – No reportable action out of closed session.

**ADJOURN**

**Director Aldaco adjourned the meeting at 11:51 a.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, August 10, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763 or online via Zoom Meetings.**


APPROVED AND ADOPTED THIS 13<sup>TH</sup> DAY of JULY 2020.



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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.

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Daniel Lopez, Board Clerk/Administrative Coordinator