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**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, October 10, 2022**

**MINUTES**

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

**CALL TO ORDER AND FLAG SALUTE** – President King called the meeting to order at 2:01 p.m. and led the audience in the flag salute.

**ROLL CALL**

Board Members Present: President Terry King  
Vice President Margaret Hamilton  
Director Hanif Gulmahamad  
Director Mark Ligtenberg  
Director Ryan Sonnenberg

Board Members Absent: Treasurer Marc Grupposo  
Director Gil Aldaco

General Counsel Present: Leland McElhaney, Esq.

Staff Present: General Manager Elizabeth Skrzat  
Conservation Programs Manager Scott Kleinrock  
Facilities & Operations Manager Dave Schroeder  
Board Clerk/Administrative Coordinator Dena Lamarque

Guests Present: Paul Hoffer

**ADDITIONS OR CHANGES TO THE AGENDA**

General Manager Skrzat requested Item 9 be pulled to the November Meeting Agenda to give District Counsel further time to look into the agreement.

**PRESENTATIONS** – None.

**CONSENT CALENDAR**

1. **Minutes.**
  - a. **September 12, 2022 – Regular Board Meeting.** Approved.
  - b. **September 27, 2022 – Recharge Committee Meeting.** Approved.
  
2. **Financial Reports.**
  - a. **July 2022.** Approve.
  - b. **CEPPT Account Update Summary as of June 30, 2022.** Approved.
  
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approved.
  - b. **Compensation & Reimbursement Report.** Approved.
  
4. **Adopt Resolution No. 2022-15 Authorizing the Use of Teleconference Technology for Meetings for a Period of 30-days Consistent with Assembly Bill (AB) 361.** Approved.

A motion was made by Director Ligtenberg, seconded by Director Sonnenberg to approve the Consent Calendar.

**Motion carried on 5-0-0-2 vote to approve items #1-4 of the Consent Calendar.**

**MOVED: Ligtenberg**

**SECONDED: Sonnenberg**

**APPROVED: 5-0-0-2**

AYES: King, Hamilton, Gulmahamad, Ligtenberg, Sonnenberg

NOES:

ABSTAIN:

ABSENT: Aldaco, Gruppiso

**PUBLIC HEARINGS** – None.

**PUBLIC COMMUNICATIONS**

President King opened the Public Comment Period and asked staff if there any requests received to provide public comment. No requests were received and no one in the audience indicated a desire to speak.

President King announced that he needs to be excused at the November and December Board of Directors Meetings due to health issues that need to be addressed.

President King closed the Public Comment Period.

**DISCUSSION ITEMS**

**5. Award Contract for Managed IT Services**

Staff report was given by General Manager Elizabeth Skrzat.

Seven bids were received in response to the RFP that was released in August 2022 for Managed IT Services. The bids were reviewed by General Manager Elizabeth Skrzat, Assistant General Manager Toyasha Sebbag, and Conservation Programs Manager Scott Kleinrock. Computer Village was the highest-ranking bidder based on the services the District sought, including additional service of an annual in-person cyber security training for staff. Cyber security training is newly important because in order to meet new AWCA JPIA standards for insurance related to cyber security.

Director Sonnenberg made a motion, seconded by Director Gulmahamad, and carried on the following vote:

**Motion carried on 5-0-0-2 vote to award a contract to Daus Technologies, DBA Computer Village of San Dimas, CA, the highest-ranking bidder for Managed IT Services in the amount not to exceed \$37,600 for Year 1 ending June 30, 2023, \$37,600 for Year 2 ending June 30, 2024, and for an amount not to exceed the original contract cost plus bureau of labor statistics consumer price index (CPI) data for San Bernardino County, CA for Year 3 ending June 30, 2025, and authorize the President to sign the contract in a form approved by the District's General Counsel.**

**MOVED: Sonnenberg**

**SECONDED: Gulmahamad**

**APPROVED: 5-0-0-2**

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

**NOES:**

**ABSTAIN:**

**ABSENT: Aldaco, Grupposo**

**6. Award Contract for the Feasibility of Groundwater Storage Account for the Chino Basin Water Conservation District**

The staff report was given by General Manager Elizabeth Skrzat.

The Recharge Committee evaluated the bids and recommended that the Board of Directors review, discuss, and award a contract to Geosyntec Consultants, the highest-ranking bidder for the Feasibility of Groundwater Storage Account for the Chino Basin Water Conservation District in the amount not to exceed \$30,900 to be completed 3-months after receiving notice to proceed, and authorize President King to sign the contract in a form approved by the District's General Counsel.

Paul Hofer clarified that he stopped by to say hello and was not present to comment or report on behalf of IEUA.

Director Sonnenberg made a motion, seconded by Director Gulmahamad and carried on the following vote:

**Motion carried on 5-0-0-2 vote to award a contract to Geosyntec Consultants, for the Feasibility of Groundwater Storage Account for the Chino Basin Water Conservation District in the amount not to exceed \$30,900 to be completed 3-months after receiving notice to proceed and authorize the President to sign the contract in a form approved by the District's General Counsel.**

**MOVED: Sonnenberg                      SECONDED: Gulmahamad                      APPROVED: 5-0-0-2**

AYES:     King, Hamilton, Gulmahamad, Sonnenberg, Ligtenberg

NOES:

ABSTAIN:

ABSENT: Aldaco, Grupposo

**7. Election of Board Treasurer, Appointments to the Personnel Committee and the Finance Committee, Appointment of a New Chair for the Personnel Committee and the Finance Committee, Designate an Additional Signatory on the District's Checking Account**

The staff report was given by General Manager Elizabeth Skrzat.

Due to Treasurer Grupposo's resignation as of October 5, 2022, there are a few positions that he held that will have to be filled. The Board must elect a new Treasurer and appoint a Finance Committee member and a Personnel Committee member.

President King opened the nominations for Treasurer. President King nominated Gil Aldaco as Treasurer. There being no other nominations, President King closed the nomination period.

President King appointed Director Ligtenberg to the Finance Committee.

Director Ligtenberg volunteered to be Chair of the Finance Committee and be the District's additional signer of the checking account.

President King appointed Hanif Gulmahamad to the Personnel Committee.

Director Gulmahamad volunteered to be Chair of the Personnel Committee.

Director Sonnenberg made a motion to elect Director Gil Aldaco as Board Treasurer, seconded by Director Gulmahamad and carried on the following vote:

**Motion carried on 5-0-0-2 vote to Elect Director Gil Aldaco as Board Treasurer, appoint a Director Hanif Gulmahamad as the new third member to the Personnel Committee and Director mark Ligtenberg as the new third member of the Finance Committee, appoint Director Hanif Gulmahamad as new Chair for the Personnel Committee, and designate Mark Ligtenberg a signatory to the District's checking account.**

**MOVED: Sonnenberg      SECONDED: Gulmahamad      APPROVED: 5-0-0-2**

AYES: King, Hamilton, Gulmahamad, Ligtenberg, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Aldaco, Gruposso

#### **8. Options for Addressing a Board Vacancy**

The staff report was given by General Manager Elizabeth Skrzat.

General Manager Skrzat the Board will be reviewing and discussing options for filling Board vacancies and emphasized that no action was to be taken today.

Ms. Skrzat reported that Director Gruposso filed his resignation on October 5, 2022 and she informed the Board of the options they had to address a Board vacancy.

Director Hamilton announced that due to health reasons, she will be retiring from the Board in December.

General Manager Skrzat noted that the San Bernardino Water Conservation District authored a bill that was passed by the California Legislature in 2012 that will allow any water conservation district in the State of California (excluding Ventura County) to move from seven (7) directors to five (5) directors through a process of passing two resolutions. If the Board were to adopt a resolution of intent to move from seven (7) members of the board to five (5) members, the resolution of intent would need to include the redrawn boundaries, which would require a redistricting study.

General Counsel stated he agreed that it was direction that should be explored thoroughly. He believed that the process should be started and a resolution of intent brought before the Board. The General Manager said that this would require rehiring the

demographer that the District used during the decennial redistricting process, which could be done easily and within the spending limits of the General Manager.

President King encouraged the Board to consider all aspects of this decision.

No action was taken today.

9. **Item No. 9 was pulled from Agenda for a later meeting.**
10. **Administrative Services Manager Job Description, Labor Grade, Revised Organizational Chart, Classification and Compensation Chart, and Salary Schedule FY 22-23**

The staff report was given by General Manager Skrzat. She stated that Administrative Services Manager description is the same one that the Board saw in March 2020 and recommended a Labor Grade of 250, as detailed on the Salary Step Chart before the Board.

Director Sonnenberg made a motion, seconded by Director Gulmahamad.

Director Sonnenberg made a motion seconded by Director Gulmahamad and carried on following vote:

**Motion carried on 5-0-0-2 vote to approve the job description for Administrative Services Manager, a change of Labor Grade to 250, and the revised Organizational Chart Classification and Compensation Chart and salary Schedule FY 22-23.**

**MOVED: Sonnenberg    SECONDED: Gulmahamad    APPROVED: 5-0-0-2**

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

**NOES: None**

**ABSTAIN: None**

**ABSENT: Aldaco, Gruposso**

**11. Memorandum of Understanding with Metropolitan Water District Regarding QWEL Programming for the Water Efficient Landscaper Dual Certification Program**

The staff report was given by Conservation Programs Manager Scott Kleinrock.

The District has taught landscape professional certification programs for public and private agencies water management and outside contractors assisted for many few years. It is an ePA water sense certified program. We became the certifying agency for our service area. We engaged with the MWD who wanted to collaborate with us.

If in the future, we want to use our staff we can do that. Twice per year program. Instead of being the offering agency we are collaborators with MWD. It is beneficial to us because of the outreach they have, and we will save a lot of staff time and be more efficient.

President King thanked Mr. Kleinrock for the initiative he takes for expanding our outreach and making it very efficient on how we do our business.

Director Sonnenberg made a motion to approve the memorandum of Understanding between Chino Basin Water Conservation District and the Metropolitan Water District for the Water Efficient Landscaper Dual Certification Program, seconded by Director Gulmahamad.

**Motion on a 5-0-0-2 vote to approve the Memorandum of Understanding between the Chino Basin Water Conservation District and the Metropolitan Water District for the Water Efficient Landscaper Dual Certification Program and authorize the General Manager to sign the document in a form approved by District Counsel.**

**MOVED: Sonnenberg**

**SECONDED: Gulmahamad**

**Approved: 5-0-0-2**

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

**NOES:**

**ABSTAIN:**

**ABSENT: Adalco, Gruppo**

**12. Hold Harmless Agreement and Permit to Enter College Heights Basins Between the Chino Basin Water Conservation District and Yellow Iron Development 257 LLC.**

Facilities and Operations Manager Dave Schroeder presented the staff report. The developer would like to temporarily remove the chain link fence so they can plug into the existing conveyance with the sewer and storm drain on our property.

Mr. Schroeder will be bringing to the board at the November meeting to replace the chain link fence with a tubular steel to give us increased security against vandalism.

Director Sonnenberg made a motion to approve the Hold Harmless Agreement and Permit to enter College Heights Basin, seconded by Director Gulmahamad.

**Motion on a 5-0-0-2 vote to approve the Hold Harmless Agreement and Permit to Enter College Heights Basins Between the Chino Basin Water Conservation District and Yellow Iron Development 257LLC and allow the General Manager to sign the agreement in a form approved by District Counsel.**

**MOVED: Sonnenberg                      SECONDED: Gulmahamad                      Approved: 5-0-0-2**

AYES: King, Hamilton, Gulmahamad, Ligtenberg, Sonnenberg  
NOES:  
ABSTAIN:  
ABSENT: Adalco, Gruposso

**INFORMATIONAL ITEMS**

**13.     Drought Emergency I-10 Freeway Signs in Montclair**

The signage is going on the electronic billboard next to Montclair mall, and on the south side of the freeway where the auto mall is located.

**14.     Op-Ed in the Chino Champion**

**15.     Op-Ed in the Fontana Herald**

**DIRECTOR ORAL REPORTS**

President King - None

Vice President Hamilton – read a letter addressed to Director Mark Gruposso

Director Aldaco - absent

Director Gulmahamad - None

Director Ligtenberg – Echoed what Vice President Hamilton said. He was always impressed with the way Director Gruposso handled himself and will be missed.



Director Sonnenberg – Thanked staff for the fall event. Everything seemed to run smoothly.

### **STAFF ORAL REPORTS**

General Manager Skrzat – It has been a pleasure to work with Director Gruposso. Commended Maia for the organization of the fall event. We had 1,000 attendees.

Board Attorney Report

### **CLOSED SESSION**

President King recessed the meeting to closed session at 3:06 p.m. regarding the following items:

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.

President King reconvened to the Regular Board Meeting at 3:42 p.m.

Legal Counsel Leland McElhaney reported that there was no reportable action taken.

### **ADJOURN**

President King adjourned the meeting at 3:43 pm. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, November 14, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 14<sup>th</sup> DAY OF November 2022.

  
Elizabeth Skrzat, General Manager

ATTEST:

  
Dena Lamarque, Board Clerk/Administrative Coordinator

