



Those persons wishing to speak on any item included on the agenda should contact Dena Lamarque, Board Clerk/Administrative Coordinator via email at [dlamarque@cbwcd.org](mailto:dlamarque@cbwcd.org) or call the District Office at (909) 626-2711 at least two hours prior to the advertised starting time of the meeting. During the Public Communications Section, each person's name will be called.

The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District's office at (909) 626-2711, at least 48 hours prior to the advertised starting time of the meeting.

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### FINANCE COMMITTEE MEETING

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

Thursday, April 27, 2023

2:00 p.m.

### AGENDA

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#### CALL TO ORDER

#### ROLL CALL

Finance Committee Members: Committee Chair Gil Aldaco, Directors Mark Ligtenberg and Hanif Gulmahamad.

#### ADDITIONS OR CHANGES TO THE AGENDA

*In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.*

PRESENTATIONS – None

## **PUBLIC COMMUNICATIONS**

*This is the time and place for the general public to address the Finance Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Finance Committee may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.*

## **DISCUSSION ITEMS**

### **1. Fiscal Year 2023-2024 Budget**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board adoption of the Annual Budget for Fiscal Year 2023-2024.

### **2. Fiscal Year 2023-2024 Cost of Living Increase**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of a Cost-of-Living increase for Fiscal Year 2023-2024.

### **3. Compensation Schedule and Salary Step Chart for Fiscal Year 2023-2024**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board adoption of the Annual Budget for Fiscal Year 2023-2024.

### **4. Job Descriptions for Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board adoption of the Annual Budget for Fiscal Year 2023-2024.

### **5. Update Policy No. 44 – Purchasing Policy**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and recommend Board approval of increasing monthly transaction limits for each position at the District to allow for increases in prices related to inflation and greater travel to conferences, advocacy events, and educational activities by both the Board and District staff.

**ORAL REPORTS** – None

**CLOSED SESSION**

PUBLIC EMPLOYMENT: Government Code section 54957.6, discussion re: salary schedule.  
Employee Salaries and Benefits

**ADJOURN**

The Finance Committee will adjourn to the next Regular Board Meeting of the Chino Basin Water Conservation District, which will be held on May 8, 2023, at 2:00 p.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

I, Dena Lamarque, Board Clerk/Administrative Coordinator of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 4:00 p.m. on May 21, 2023.



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Dena Y. Lamarque  
Board Clerk/Administrative Coordinator

