



REGULAR MEETING  
OF THE BOARD OF DIRECTORS

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

Monday, February 13, 2023

MINUTES

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

**CALL TO ORDER AND FLAG SALUTE** – President Ligtenberg called the meeting to order at 2:00 p.m. and led the audience in the flag salute.

**ROLL CALL**

Board Members Present: President Ligtenberg  
Vice President Kati Parker  
Treasurer Gil Aldaco  
Director Amanda Coker  
Director Teri Layton  
Director Hanif Gulmahamad  
Director Ryan Sonnenberg

Board Members Absent: None

General Counsel Present: Leland McElhaney, Esq.

Staff Present: General Manager Elizabeth Skrzat  
Board Clerk/Administrative Coordinator Dena Lamarque  
Conservation Programs Manager Scott Kleinrock

**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.

**CONSENT CALENDAR**

*At this time, members of the public may present testimony as to why an item should be removed from the Consent Calendar for separate discussion. Unless a member of the public or a Director request that an item be removed from the Consent Calendar, all items will be acted upon as a whole and by one vote. Items removed from the Consent Calendar will be acted upon separately, following the Public Hearing procedures.*

1. **Minutes.**
  - a. **January 9, 2023 – Regular Board Meeting.** Approved.
  - b. **January 18, 2023 – Special Board Meeting.** Approved.
2. **Financial Reports.**
  - a. **December 2023.** Approved.
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approved.
  - b. **Compensation & Reimbursement Report.** Approved.
4. **Resolution No. 2022-XX authorizing the use of teleconference technology for meetings until February 28, 2023 Consistent with Assembly Bill (AB) 361.** Approved.
5. **Ratification of Lease Agreement with Advanced Office for Printer/Copier.** Approved.

A motion was made by Treasurer Aldaco, seconded by Vice President Parker, and carried on the following vote:

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

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

**AYES:**      Ligtenberg, Parker, Aldaco, Coker, Layton, Gulmahamad, Sonnenberg

**NOES:**      None

**ABSTAIN:** None

**ABSENT:** None

**PUBLIC HEARINGS** – None.

## **PUBLIC COMMUNICATIONS**

*This is the time and place for the general public to address the Board of Directors. Due to the Brown Act requirements, action will not be taken on any issues not on the agenda; however, the Board of Directors 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.*

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

## **DISCUSSION ITEMS**

### **6. Change in Meeting Time for March 13, 2023 Regular Board Meeting**

General Manager Skrzat presented the report. The request to change the meeting time from 2:00 pm to 1:00 pm for the Board Meeting of March 13, 2023 only to accommodate the 2023 Board Priorities Workshop which is to be scheduled from 1:00 p.m. to 5:00 p.m. Lunch will be available beginning at 12:00 p.m. The public meeting will begin promptly at 1:00 p.m.

There was no further discussion from the Board.

A motion was made by Director Gulmahamad, seconded by Vice President Parker, and carried on the following vote:

**Motion carried on 7-0-0-0 vote to approve rescheduling of the March 13, 2023 Board of Directors meeting to accommodate the 2023 Board Priorities Workshop scheduled from 1:00 pm to 5:00 pm.**

**MOVED: Gulmahamad**

**SECONDED: Parker**

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

**AYES: Ligtenberg, Parker, Aldaco, Coker, Layton, Gulmahamad, Sonnenberg**

**NOES: None**

**ABSTAIN: None**

**ABSENT: None**

**7. Adjustment to Director Compensation and Allowable Paid Days of Service**

General Manager Elizabeth Skrzat presented the report.

If the Board Members wish to modify their compensation and number of allowable paid days of service, the Board is asked to direct staff to: 1) Publish notices necessary to facilitate adoption of Ordinance 23-01 that will supersede existing Ordinance 20-01 and 2) schedule a public hearing regarding the new ordinance.

Vice President Layton asked for clarification of what constitutes a meeting.

General Manager Skrzat stated that Board Meetings, district events, trainings, or participation in community or outside agency events are considered “meetings” for the purposes of compensation.

A motion was made by Vice President Parker to change the total number of monthly meetings allowed from 6 meetings to 10 meetings, and the compensation per meeting to be increased to \$200 per meeting, seconded by Treasurer Aldaco.

**Motion carried on 6-1-0-0 vote to change the meetings from 6 meetings to 10 meetings, and the compensation be increased to \$200. [Not correct motion.]**

**MOVED: Parker**

**SECONDED: Aldaco**

**APPROVED: 6-1-0-0**

**AYES: Ligtenberg, Parker, Aldaco, Coker, Layton, Sonnenberg**

**NOES: Gulmahamad**

**ABSTAIN: None**

**ABSENT: None**

President Ligtenberg asked if there was further discussion.

Director Gulmahamad stated his opposition.

General Manager Skrzat clarified that the motion is not for the Board to decide today because that decision must be made in a public hearing. The motion is to give direction to staff to write the ordinance as the Members of the Board see fit. Then a public hearing will be scheduled in April to bring the new ordinance before the Board.

Discussion ensued amongst the Board regarding the compensation and how long it has been since it has been increased.





**Motion carried on 7-0-0-0-0 vote to approve Contract Amendment No. 1 with Kim Baer Design Associates (KBDA) for one additional year and an additional amount of \$66,900 for a total, not to exceed amount of \$166,204.05.**

**MOVED: Parker                      SECONDED: Layton                      APPROVED: 7-0-0-0**

**AYES:     Ligtenberg, Parker, Aldaco, Coker, Layton, Gulmahamad, Sonnenberg**

**NOES:     None**

**ABSTAIN: None**

**ABSENT: None**

**10.     Policy No 38 - Vacation**

General Manager Elizabeth Skrzat presented the report.

It was brought to her attention by a member of staff that the way the District was carrying out Policy No. 38 – Vacation did not reflect the intent of the Board. Somehow, the District had started extending increases in the rate of vacation accrual at the end of a year of service rather than at the beginning of that year of service. The proposed change listing months, rather than years, or service would clarify any misunderstandings now and in the future. This policy was written in a way that would backdate the adoption of this policy to January 1, 2022 so that staff affected by this misinterpretation of the policy would receive the vacation hours they had been denied.

There was no further discussion from the Board.

A motion was made by Director Layton, seconded by Director Sonnenberg, and carried on the following vote:

**Motion carried on 7-0-0-0-0 vote to approve updates to Policy No. 38 – Vacation that clarifies the timing of increases in vacation accruals, effective retroactively to January 1, 2022.**

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

**AYES:     Ligtenberg, Parker, Aldaco, Coker, Layton, Gulmahamad, Sonnenberg**

**NOES:     None**

**ABSTAIN: None**

**ABSENT: None**

**11. Montclair Chamber of Commerce Board Position**

General Manager Elizabeth Skrzat presented the report. She received an invitation from the Montclair Chamber of Commerce President to serve on the board. As a member of the Board of the Montclair Chamber of Commerce, she would be expected to go to one monthly Board meeting on Wednesdays in addition to the monthly Chamber breakfast and to attend some events, such as ribbon cuttings, which would benefit the District by increasing visibility and engagement with the community.

There was no further discussion from the Board.

A motion was made by Vice President Parker, seconded by Director Gulmahamad and carried on the following vote:

**Motion carried on 7-0-0-0 vote to approve the General Manager's participation in the Montclair Chamber of Commerce as a board member.**

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

AYES:     Ligtenberg, Parker, Aldaco, Coker, Layton, Gulmahamad, Sonnenberg  
NOES:     None  
ABSTAIN: None  
ABSENT: None

**12. CSDA Board Nominations**

General Manager Elizabeth Skrzat presented the report.

The Board showed no interest in participating in the CSDA Board. There was no further action taken.

**13. ACWA Foundation Communications Committee**

General Manager Elizabeth Skrzat presented the report.

The head of communications for the newly-created ACWA Foundation reached out to the General Manager to see if anyone on the District staff would be interested in assisting in the Communications Committee for the ACWA Foundation. Participation would involve writing content for news releases and social media posts. She indicated that there is a staff member who is interested in serving in that capacity.

A motion was made by Director Coker, seconded by Treasurer Aldaco and carried on the following vote:



**Motion carried on 6-1-0-0 vote to approve District staff participation on the ACWA Foundation Communications Committee.**

**MOVED: Coker**

**SECONDED: Aldaco**

**APPROVED: 6-1-0-0**

**AYES:** Ligtenberg, Parker, Aldaco, Coker, Layton, Sonnenberg

**NOES:** Gulmahamad

**ABSTAIN:** None

**ABSENT:** None

## INFORMATIONAL ITEMS

### 14. Quarterly Metrics Report

#### DIRECTOR ORAL REPORTS

President Ligtenberg – None

Vice President Parker – Vice President Parker attended the District’s Montclair Basin No. 2 Ribbon Cutting. She was pleasantly surprised to see the District on the news the following morning. She attended the reception for the new Metropolitan Water District Board Chair, the Upland Chamber of Commerce event, and watched the Upland City Council Meeting. She attended the Christian Development Center with Landscape Maintenance Worker II, James Salcido and was impressed with the outreach game that he brought to show people how the water goes through the soil and into the aquifer.

Treasurer Aldaco – Treasurer Aldaco submitted a written report of events and information he wanted to share with the board.

Director Coker – Director Coker thanked General Manager Skrzat and Board Clerk Lamarque for giving her the “lay of the land” and for making the onboarding process very smooth. Her first event as a Board Member was to attend the Montclair Spillway Ribbon Cutting, which was a great success, so her bar has been set high.

Director Layton – None.

Director Gulmahamad – Director Gulmahamad attended AGWT-AGWA Annual Groundwater Conference. They talked about the climate change and how it impacts water supply.

Director Sonnenberg – Director Sonnenberg attended the Sexual Harassment Prevention training.

**STAFF ORAL REPORTS**

General Manager/Secretary Report – General Manager Skrzat announced that the State projected allocations was recently raised to 30 percent for the coming year. She reminded Board Members to RSVP to Monte Vista Ribbon Cutting. In March we will be conducting the Board Priorities Workshop in which the District will be looking at strategic priorities for the coming three years. In April the District will have new headshots taken of the Board.

Board Attorney Report – None.

**CLOSED SESSION**

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 Ligtenberg adjourned the meeting to closed session at 3:35 pm.

President Ligtenberg reconvened the Regular Board Meeting at 3:47 p.m. Legal Counsel Leland McElhane reported that there was no reportable action taken in closed session.

**ADJOURN**

President Ligtenberg adjourned the meeting at 3:48 pm. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, March 13, 2023, at 1:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

  
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Elizabeth Skrzat, General Manager

ATTEST:

  
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Dena Lamarque, Board Clerk/Administrative Coordinator