



**SPECIAL MEETING  
OF THE BOARD OF DIRECTORS**

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

**Wednesday, March 18, 2020**

**MINUTES**

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**INVOCATION** – Director Aldaco

**CALL TO ORDER AND FLAG SALUTE** – Director Aldaco called the meeting to order at 6:00 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  
Board Clerk/Administrative Coordinator Daniel Lopez

Visitors Present: None

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

**PRESENTATIONS**- None

**CONSENT CALENDAR** -None

**PUBLIC HEARINGS** – None.

**PUBLIC COMMUNICATIONS** -None

**DISCUSSION ITEMS**

**1. Adoption of CBWCD Infectious Disease Emergency Response Plan**

Executive Director Elizabeth Skrzat presented the staff recommendations to adopt the CBWCD Infectious Disease Emergency Response Plan. If this plan is adopted by the board, Executive Director Skrzat would put the risk level of the district to risk level 3. This plan allows for the maximum flexibility to address the risks imposed by the COVID-19 pandemic. Risk level 1 is increase number of cases of COVID-19 in the United States and the State of California. With no current cases in the county of San Bernardino and Los Angeles. An email notification would be notified of a Risk level 1. Risk level 2 is reached once there are more than 5 cases of COVID-19 within a fifty-mile radius of the district headquarters. Risk level 3 which the Executive Director believes we are currently at with the current caseloads in the State of California and more than 25 cases within a fifty-mile radius of the district or a shelter in place order is given within Los Angeles or San Bernardino Counties. Risk level 4 is reached when initial case or cases is confirmed of any member of district staff or a household member of staff.

Provisions for Risk Level 2 that have already been undertaken. One manager would be designated as the district's information officer. Maia Dean has been appointed to this position. Maia will be responsible for communications directing district staff and monitor the latest updates regarding COVID-19. Relying of health directives from federal, state and local officials, the district will cancel workshops, fieldtrips, and educational activities. The reason for the cancellation is these activities require direct contact with members of the public. Limiting or rescheduled of all LEEP audits for commercial and residential customers. This action has already been taken place through the month of April 30<sup>th</sup>. Also, a member of facilities will be designated to clean and sanitize the administrative offices. The district will limit in person meets and move to conference calls and teleworking. The employees have been notified regarding the resolution 2020-03 under board consideration.

If an employee begins to exhibit symptoms of COVID-19 that employee will notify their immediate supervisor. The supervisor will then instruct the employee to leave the workplace. The employee may use sick, vacation or administrative leave if available. The employee may use unpaid leave until the employee is deemed safe to return to the facilities. The employee may also utilize telework or working from home if able to do so. Director Aldaco had recently suggested the district may accommodations for an

employee who feels too sick to leave the facility under own power. District counsel drafted a policy that instructs the district to establish a room with a cot, blankets and other supplies until a call to 911 can be placed in quarantine and transport is available for the sick employee.

Upon Risk level 3 all district offices, facilities and garden would be closed to the public for a specific length of time (Currently until April 30<sup>th</sup>). The Executive Director will consult with the board president once Risk level 3 is reached. Notification will go out to the public informing them of the facilities closures. As of today, under the current risk level the protocols under Risk level 3 have been undertaken. All staff has been instructed to work from home. The Community Programs department and the Conservation department have all begun to work from home this week. Administrative staff and Facilities continue to work abiding by the safe protocols instituted by healthcare officials.

The Executive Director is asking the board the authority to waive the probationary period that all employees must wait to access paid time off sick and vacation leave. Also, the Executive Director would like to advance all sick and vacation leave that would have been accrued through the end of the calendar year. Advancing sick leave does not carry any financial risk. The advancement of vacation time could carry some financial burdens. With advisement of district counsel, sick and vacation would revert to the accrued totals at the end of the national emergency. The Executive Director would also like to create temporary redundancies in financial activities. This includes adding an additional signatory on the district bank accounts. The additional signatory would be another member of the Finance Committee. If the Executive Director is incapacitated, another department manager may step into continue the duties of the Executive Director. This would require Policy 17 to be amended in regards to purchasing limits. If Risk level 4 is declared all employees will be told to stay away from the district offices. At Risk level 4, an additional 80 hours of emergency paid sick leave in addition to the 80 of current paid sick leave offered. The Executive Director will notify the board once this action is to be taken. Only essential positions may access the district with use of face masks, gloves and remain a greater distance than six feet to another employee. Facility and Operations will continue to manage the basins, facilities, garden, and park areas. Administrative Services department can continue job duties remotely and only access the district under permission of Executive Director.

Currently all employees now have access to emails and district files from home with use of cloud services. All meetings can be conducted using remote software such a Zoom meetings or instant text messaging application. Director King stated that before the use of messaging apps like text messaging, since our communications at the district are public record, I want to make sure that these apps allow for retainment of records of in the event of a records request by the public. I would like the staff to get advice from legal counsel. Director Sonnenberg motioned to adoption of the infectious disease response plan. Director King seconded the motion but asked a question regarding the sick pay. If an employee is quarantined or home sick, can that employee if able continue to work from home. The district counsel informed the board that if an employee is quarantined and still able to work that employee if able can still work from home and not exhaust their sick or vacation time. Director Gruposso commented that under this plan another member of the finance committee is to be added as a signatory on the District accounts.

Director Gruposso recommended Director Aldaco to this position. Director Gulmahamad asked the district counsel regarding any legal challenges to these policies, does the district counsel foresee any potential legal issues with this emergency plan. Legal counsel advised the board that this plan in their opinion would pass legal challenge. Director King asked regarding “stand by” status, what does this entail. Executive Director Skrzat explained that this only applies to those employee’s duties that are deem essential. This essential duties also include district management. Director Aldaco asked about the distance working conditions, that may affect the facilities and operations staff. Executive Director stated that the staff are instructed to work at a distance from one another. If a critical function needs to be taken and staff must be close that the recommended distance all staff has been trained on the use of personal protection equipment. Director Gulmahamad is anticipation of push back or input from district employees. The Executive Director noted that there is language in this plan to allow for flexibility by the Executive Director to adjust this plan as needed with the consent of the board president. After written approval of the president of the board can changes be made until ratification from the full board at the next board meeting.

**Motion carried on 7-0-0-0 vote to approve the Adoption of the CBWCD Infectious Disease Response Plan.**

**MOTION: Sonnenberg**

**SECONDED: King**

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

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

NOES: None

ABSTAIN: None

ABSENT: None

**2. Resolution 2020-03 in Response to the National State of Emergency Concerning the COVID-19 Pandemic**

Executive Director, without object, I will read the full transcript of the resolution whereas on March 4<sup>th</sup> 2020, Governor Gavin Newsome proclaimed a state of Emergency in the state of California as a result of the threat of the novel coronavirus (COVID-19) and whereas on March 11<sup>th</sup> 2020 the World Health Organization declared COVID-19 a global pandemic with over 100,000 cases in over 110 countries around the world. Whereas March 13<sup>th</sup>, 2020 President Donald Trump declared a national emergency in response to the threat of COVID-19. To whereas all school districts in the service area of CBWCD were closed to the public. To whereas CBWCD seeks to adhere to all laws, regulations, and orders regarding this rapidly developing situation. To whereas multiple public health officials recommend social distancing as a tool to slow the spread of COVID-19, protect at risk populations and local medical centers and hospitals from exceeding capacity for patient care. Whereas the highest priority of the CBWCD is to safeguard the safety of the public and the staff. Therefore, be resolved that the board of directors of the CBWCD grant the Executive Director the authority to take the following course of actions 1.

Temporarily wave thru December 31<sup>st</sup>, 2020 all restricts on new employees using sick time and vacation time immediately. 2. Advance all CBWCD staff sick and vacation time that would be accrued through December 31<sup>st</sup>, 2020 immediately. 3. Extend all staff emergency sick leave of 80hrs only in the event a member of staff or a household member is diagnosed with COVID-19. 4. Created temporary redundancy, add an additional member to be a signatory to the district's bank accounts and if the Executive Director is diagnosis with COVID-19 that Policy 17 be amended to allow for another manager to possess the spending authority in the Executive Director's absence. Adopted this 18<sup>th</sup> day of March 2020.

Director Gulmahamad motioned the adoption of the resolution. Director Ligtenberg Seconded that motion.

**Motion carried on 7-0-0-0 vote to adopt Resolution 2020-03 Response to the National State of Emergency Concerning the COVID-19 Pandemic.**

**MOTION: Gulmahamad**

**SECONDED: Ligtenberg**

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

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

NOES: None

ABSTAIN: None

ABSENT: None

**UNFINISHED BUSINESS** – None.

**NEW BUSINESS** – None.

**INFORMATIONAL ITEMS** -None

**DIRECTOR ORAL REPORTS**

President King: Thank staff for putting together this action on short notice. Thoughts and prayers for the country, people of our state and our staff. I hope this all turns out ok.

Vice President Hamilton: Nothing to report.

Treasurer Grupposo: Nothing to report.

Director Aldaco: Please everyone remain calm and check on your neighbors. Help others and take care of yourselves and each other.

Director Gulmahamad: Nothing to report.

Director Ligtenberg: Nothing to report.

Director Sonnenberg: Nothing to report.

**STAFF ORAL REPORTS** -None

Executive Director/Secretary: I would like to thank staff and the managers for pulling together in this emergency situation. Would like to thank the board of directors for approving this action.

Board Attorney – Nothing to report. Best wishes and good health to all.

**CLOSED SESSION** – None

**ADJOURN**

**Director Aldaco adjourned the meeting at 7:00 p.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, April 13, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.**

APPROVED AND ADOPTED THIS 18<sup>th</sup> DAY OF MARCH 2020.



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Elizabeth Skrzat, Executive Director

ATTEST:



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Daniel Lopez, Board Clerk/Administrative Coordinator