



FINANCE COMMITTEE MEETING

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

Tuesday April 19, 2022

MINUTES

CALL TO ORDER and FLAG SALUTE – Committee Chair Grupposo called the meeting to order at 11:07 a.m. and led the audience in the flag salute.

ROLL CALL

Committee Members Present: Committee Chair Marc Grupposo
Director Gil Aldaco
Director Hanif Gulmahamad

Committee Members Absent: None.

General Counsel Present: None.

Staff Present: General Manager Elizabeth Skrzat
Interim Senior Administrative Assistant Lovely Qureshi
Operations & Facilities Manager Dave Schroeder

Guests Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS – None.

PUBLIC COMMUNICATIONS

Committee Chair Grupposo opened the Public Comment period and requested that Interim Senior Administrative Assistant Lovely Qureshi announce any requests received to provide public comment.

No public comments were made.

DISCUSSION ITEMS

1. Fiscal Year 2022-23 Budget Proposal

General Manager Elizabeth Skrzat requested direction to staff regarding the proposed budget for Fiscal Year 2022-23. General Manager Skrzat recommended a proposed budget total of \$4,067,200 that is supported by \$4,067,200 for a balanced budget FY 2022-23. Ms. Skrzat went over Schedule A and the 5-year Capital Plan.

Revenues for FY 2021-22 are projected to increase 12% over revenues from FY 2020-21 due to surplus property tax revenue. She also noted the grant revenue sources from Metropolitan Water District’s Stormwater for Recharge Pilot Program and the American Recovery Program Act (ARPA) grant through the County of San Bernardino will help fund a large portion of the Montclair Spillway No. 2 Improvement Project.

General Manager Skrzat presented the changes in the budget for FY 2022-23, including the \$1,100,000 for the Montclair Spillway No. 2 Improvement Project. The budget also included \$63,000 for Advertising and strategic communications to help educate the District residents of the services are provided. Committee Chair Grupposo recommended the District advertise in the Inland Empire Magazine and invest in wrapped vehicles for advertising. The budget proposal also included \$75,000 for new signage to help increase the visibility of the District’s Waterwise Garden. The fieldtrip budget included \$40,000 for bus tours to help offset the increase cost of gas. Lastly, the website design project included \$29,000 to increase online use and in person attendance at the District.

The 5-Year Capital Plan included the Montclair Basin No. 2 Spillway Improvement Project, the Waterwise Community Center Remodel project design, and contingency monies for unexpected major structural failures. Director Aldaco recommended that the District purchase Drones to assist with inspection of the basins. Staff will investigate the purchase of Drones for video and programming purposes as well. General Manager Skrzat discussed the remodel of the Water Wise Community Center. The initial plans and design of the remodel will be developed in the next fiscal year.

A motion was made by Committee Chair Grupposo and seconded by Director Aldaco to recommend Board approval of the Fiscal Year 2022-23 Budget Proposal.

Motion carried on 3-0-0-0 vote to recommend Board approval of the Fiscal Year 2022-23 Budget.

MOVED: Grupposo

SECONDED: Aldaco

APPROVED: 3-0-0-0

AYES: Grupposo, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

2. Fiscal Year 2022-2023 Cost of Living Adjustment (COLA)

General Manager Elizabeth Skrzat recommended that the Board approve the implementation of a Cost-of-Living Adjustment (COLA) for all permanent personnel at 5%, effective January 1, 2023, and approve a modified Classification and Compensation Chart and Salary Step Chart to implement the Cost-of-Living Adjustment. According to the U.S. Bureau of Labor of Statistics Riverside-San Bernardino-Ontario area agencies average 8.5% COLA as of January 2022.

A motion was made by Committee Chair Grupposo and seconded by Director Aldaco to recommend Board approval of the Fiscal Year 2022-23 Cost of Living Adjustment (COLA) of 5%, effective January 1, 2023.

Motion carried on 3-0-0-0 vote for the Implementation of a COLA for all permanent personnel effective January 1, 2023.

MOVED: Grupposo

SECONDED: Aldaco

APPROVED: 3-0-0-0

AYES: Grupposo, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – None.

Committee Chair Marc Grupposo – Board Suggestion Box – None.

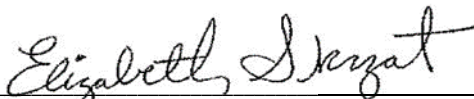
CLOSED SESSION – Government Code section 54957.6, discussion re: salary schedule.

REPORTABLE ACTION – None.

ADJOURN

Committee Chair Marc Grupposo adjourned the meeting to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on May 9, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 9th DAY of May 2022.



Elizabeth Skrzat, General Manager

ATTEST:



Lovely Qureshi, Interim Senior Administrative Assistant