



FINANCE COMMITTEE MEETING

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

Thursday, April 27, 2023

MINUTES

CALL TO ORDER – Committee Chair Aldaco called the meeting to order at 2:00 PM

ROLL CALL

Committee Members Present: Committee Chair Gil Aldaco
 Director Mark Ligtenberg
 Director Hanif Gulmahamad

Committee Members Absent: None.

General Counsel Present: None.

Staff Present: General Manager Elizabeth Skrzat
 Board Clerk/Administrative Coordinator Dena Lamarque
 Facilities and Operations Manager Dave Schroeder

Guests Present: Kristi Even, Eide Bailly

ADDITIONS OR CHANGES TO THE AGENDA – None.

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.

Committee Chair Aldaco opened the Public Comment period and requested Board Clerk/Administrative Coordinator to announce any requests received to provide public comment.

No public comments were received.

DISCUSSION ITEMS

1. Fiscal Year 2023-2024 Budget

General Manager Elizabeth Skrzat presented the proposed Fiscal Year 2023-2024 Operating and Capital Improvement Budget, which totals \$4,186,100 and is supported by \$4,327,700 in revenues allowing for an increase in reserves of \$141,600.

General Manager Skrzat reviewed line items in the proposed budget, and the revenue and expenditure for Fiscal Year 23-24.

Facilities Manager Dave Schroeder gave a brief explanation of the new drinking fountain that will be installed near the Education Building. This was approved in Fiscal Year 2022-2023, and we are moving forward in installing it.

A motion was made by Chair Aldaco, seconded by Director Gulmahamad to recommend Board adoption of the Annual Budget for Fiscal Year 2023-2024.

Motion carried on 3-0-0-0 vote to recommend Board adoption of the Annual Budget for Fiscal Year 2023-2024.

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 3-0-0-0

AYES: Aldaco, Ligtenberg, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: None

2. Fiscal Year 2023-2024 Cost of Living Increase

General Manager Elizabeth Skrzat presented the report. Staff recommends that the Committee recommend Board approval of the implementation of a Cost-of-Living Adjustment (COLA) for all permanent personnel, effective January 1, 2024, and approve a modified Classification and Compensation Chart and Salary Step Chart to implement the Cost-of-Living Adjustment. The cost of a 5% Cost-of-Living Adjustment, effective January 1, 2024, would represent an increase of \$38,815 in personnel and insurance costs during the coming fiscal year.

Kristi Even from Eide Bailly stated that the clients she works with are implementing 5 % to 6 %, but not nearly as high as 7% to 8% as last year. The goal of the District is to attract good staff and retain them and this will help in achieving that goal.

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

Motion carried on 3-0-0-0 vote to recommend to the Board and approve the implementation of a Cost-of-Living Adjustment (COLA) for all permanent personnel, effective January 1, 2023, and approve a modified Classification and Compensation Chart and Salary Step Chart to implement the Cost-of-Living adjustment.

MOVED: Ligtenberg SECONDED: Gulmahamad APPROVED: 3-0-0-0

AYES: Aldaco, Ligtenberg, Gulmahamad
NOES: None
ABSTAIN: None
ABSENT: None

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

General Manager Elizabeth Skrzat presented the report and stated that the classification and compensation chart shows all the different titles and labor grades that are assigned to each title, and how many labor grades are filled. The Salary Step Chart is so that employees can see the trajectory of their salaries and to create visible pathways to their growth.

There was no further discussion from committee members.

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

Motion carried on 3-0-0-0 vote recommend Board approve modified compensation schedule and salary step chart for FY 2023-2024.

MOVED: Gulmahamad SECONDED: Gulmahamad APPROVED: 3-0-0-0

AYES: Aldaco, Ligtenberg, Gulmahamad
NOES: None
ABSTAIN: None
ABSENT: None

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

General Manager Elizabeth Skrzat stated that to best maintain an efficient office and effective workforce, staff recommend the addition of an Administrative Assistant I, a Part-Time Weekend Receptionist, and a Landscape Maintenance Worker III position. The Administrative Assistant I position would be a new hire that would learn the position of Administrative Assistant from the current Administrative Assistant II, allowing for effective on the job training and knowledge transfer. The Part-Time Weekend Receptionist would

staff the front desk on Saturdays, providing additional staff presence for walk-in visitors and during workshops. While other staff is onsite during weekend hours, they are often engaged in running workshops or garden maintenance and are unable to greet or monitor visitors that come in the building. The District will be best able to handle weekend visitors with the presence of another staff member. However, the needs for the position are very low level, and it does not make sense to assign higher-paid staff to fulfill this function with 20% (or one day) of their work week. The Landscape Maintenance Worker III would be filled internally, as one member of staff is currently working above their class.

There was no further discussion from the committee members.

A motion was made by Chair Aldaco, seconded by Director Gulmahamad, carried on the following vote:

Motion carried on 3-0-0-0 vote to recommend Board adoption of the job descriptions for the Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist.

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 3-0-0-0

AYES: Aldaco, Ligtenberg, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: None

5. Update Policy No. 44 – Purchasing Policy

General Manager Elizabeth Skrzat presented the report. She stated that employees have expressed difficulty in keeping within the monthly transaction limits for individual credit cards. Increased travel arrangements for Board members and staff members require paying conference fees, hotel bills and travel arrangements. The request to modify Policy 44 to account for inflation and increased activity would have no influence on Policy 17. The District's financial safeguards would not be affected and would continue to be enforced.

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

Motion carried on 3-0-0-0 vote to 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.

MOVED: Ligtenberg

SECONDED: Aldaco

APPROVED: 3-0-0-0

AYES: Aldaco, Ligtenberg, Gulmahamad

NOES: None

ABSTAIN: None
ABSENT: None

ORAL REPORTS – None.

CLOSED SESSION

Chair Aldaco recessed the meeting to Closed Session at 4:08 pm.

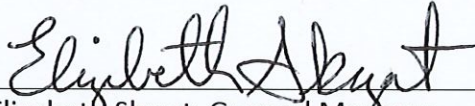
PUBLIC EMPLOYMENT: Government Code section 54957.6, discussion re: salary schedule.
Employee Salaries and Benefits

Chair Aldaco reconvened the committee meeting at 4:20 pm.

ADJOURN

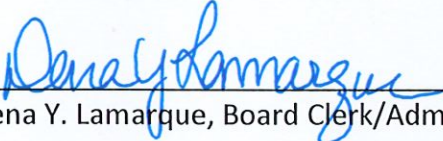
Committee Chair Gil Aldaco adjourned the meeting to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on May 8, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 8th DAY of May 2023.



Elizabeth Skrzat, General Manager

ATTEST:



Dena Y. Lamarque, Board Clerk/Administrative Coordinator

