



**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, May 17, 2021**

**M I N U T E S**

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**INVOCATION** – Director Ryan Sonnenberg gave the invocation.

**CALL TO ORDER** – President King called the meeting to order at 2:02 p.m.

**ROLL CALL**

Board Members Present: President Terry King  
Treasurer Marc Grupposo  
Director Gil Aldaco  
Director Hanif Gulmahamad  
Director Mark Ligtenberg  
Director Ryan Sonnenberg

Board Member Absent: Vice President Margaret Hamilton

General Counsel Present: Leland McElhaney, Esq.

Staff Present: Executive Director Elizabeth Skrzat  
Conservation Programs Manager Scott Kleinrock  
Facilities and Operations Manager Dave Schroeder  
Administrative Services Manager Toyasha Sebbag  
Senior Administrative Assistant Jerry Mireles  
Community Programs Manager Maia Dean  
Community Outreach Specialist Jacqueline Escobar  
Conservation Specialist I Brandon Burges

Visitors Present: Bear Demographics & Research Andrew Westall  
California Special District Association Chris Palmer  
Koff & Associates Georg Krammer

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

**PRESENTATIONS**

Community Programs Manager Maia Dean introduced the new Community Outreach Specialist Jacqueline Escobar. Mrs. Escobar obtained a bachelor's degree in political science from California State Dominguez Hills and has spent the last two years as a field representative for California Assembly Member Freddie Rodriguez. Directors Gulmahamad, Sonnenberg and Aldaco welcomed Ms. Escobar to the team. Executive Director Skrzat commended Ms. Dean efforts on the recruitment for the new Community Outreach Specialist position.

California Special District Association (CSDA) Chris Palmer provided an update on Covid-19 relief funding for special districts. Currently special districts have not received any federal Covid-19 funding. The American Rescue Plan allows states the flexibility to transfer funds from the relief bill to special districts and CSDA has been meeting with many legislators advocating to receive funding. Mr. Palmer recognized Vice President Hamilton in requesting Senator Leyva to sign onto their letter requesting funding for special districts. Mr. Palmer commended staff on being engaged in the advocacy to request funding. Director Aldaco commended Mr. Palmer on his report.

**CONSENT CALENDAR**

1. **Minutes**
  - a. **April 12, 2021 – Regular Board Meeting.** Approve.
  - b. **April 15, 2021 – Finance Committee Meeting.** Approve.
2. **Financial Reports.**
  - a. **April 2021.** Approve.
  - b. **Quarterly Q3 Financial Reports.** Approve.
3. **AB 1234**
  - a. **Director Travel, Training, and Meeting Report.** Approve.
  - b. **Compensation & Reimbursement Report.** Approve.
4. **Budget Adjustments and Expenditure Approval.**
  - a. **Approve two budget adjustments in the FY 20-21 budget to accommodate for necessary expenditures, including moving \$5,000 from Acct# 580000, Capital Clearing to Acct#56390, Youth Education and moving \$295 from Acct#58000, Capital Clearing to Acct#51220, Election Expenses.** Approve.
  - b. **Approve a payment of \$25,295 to the San Bernardino County Registrar of Voters to cover 2020 Election expenses.** Approve.



Director Sonnenberg drew attention to the costs associated with Bear and requested to clarify both additional options of \$5,000 to host the website and \$5,000 for an interactive map and if they are a requirement of the Fair Maps Act. Ms. Sebbag confirmed that hosting a website is a requirement of the Fair Maps Act but the interactive map is not a requirement.

President King requested the Ad Hoc Committee discuss why they chose Bear. Director Aldaco and Ligtenberg were part of the Committee and Director Aldaco explained that Bear were more detail oriented and would be more responsive to the District's needs. Executive Director Elizabeth Skrzat recommended the Board to add the services for Bear hosting the webpage for an additional \$5,000 for a total of \$43,500. Director Ligtenberg suggested the Board approve the motion for a total of \$43,500.

The Board concluded there will be no need to add services for the interactive mapping tool.

President King requested Bear to clarify if they will be responsible for maintenance on the District website for 10 years. Bear Andrew Westall confirmed they will provide maintenance on the District webpage for 10 years. Director Gulmahamad requested Bear to clarify the definition of hosting the webpage. Mr. Westall added Bear would be responsible for developing the webpages and materials, updating the webpages, and coordinating with staff to gain their approval to update the website.

A motion was made by Director Aldaco and seconded by Director Ligtenberg to award a contract to Bear Demographics & Research in the amount of \$43,500.

**Motion carried on 6-0-0-1 vote to approve a contract with Bear Demographics & Research in the amount of \$43,500.**

**MOVED: Aldaco**

**SECONDED: Ligtenberg**

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

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

NOES: None

ABSTAIN: None

ABSENT: Hamilton

6. **CSDA's 2021 Special District Leadership Academy Conference Brochure**

Administrative Services Manager Toyasha Sebbag presented the item to the Board of Directors (Board) to approve attendance at the Special District Leadership Academy (SDLA) Governance Conference for elected and appointed Directors/Trustees. There will be different workshops dependent on if they are a first time or returning attendee. The conference will be held in Lake Tahoe, CA from September 26 through September 29, 2021.

Director Aldaco recommends the Board consider attending the conference and move the item for further discussion to the July Board of Directors meeting. Executive Director Skrzat stated the item will be moved to the July Board of Directors meeting.

No motion or actions were taken.

7. **Salary Structure: Step Increases**

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) to review, discuss and approve proposed salary step system recommended by Koff & Associates. The 12-step system salary ranges have already been approved by the Board and the question is to whether to institute the step increases effective July 1, 2021. There is a 2.5% increase between each step.

Koff & Associates Georg Krammer explained the logistics behind a 12-step system and the proposal would best support the District's needs.

President King disagreed with the recommended course of action. The proposal would change the process from the Board determining if staff would have a step increase to the Executive Director. Executive Director Skrzat clarified that in order for staff to have a step increase they must meet a certain criteria based off an annual performance evaluation.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve proposed salary step system recommended by Koff & Associates.

**Motion carried on 5-1-0-1 vote to approve proposed salary step system recommended by Koff & Associates with annual increases for District employees.**

**MOVED: Aldaco**

**SECONDED: Sonnenberg**

**APPROVED: 5-1-0-1**

AYES: Grupposo, Aldaco, Gulmahamad, Ligtenberg, Sonnenberg

NOES: King

ABSTAIN: None

ABSENT: Hamilton

8. **BIA Southern California Water Conference**

Executive Director Elizabeth Skrzat presented the item to the Board of Directors (Board) to review, discuss and approve attendance at the 2021 BIA Southern California Water Conference. The conference is being held in person at the Double Tree hotel in Ontario, CA on August 13, 2021.

Ms. Skrzat requested the Board to assert if they were interested in attending the conference. Director Gulmahamad recommended the Board attend the conference.



10. Monthly update of Team Goals During COVID-19 Restrictions.

**DIRECTOR ORAL REPORTS**

President King – Nothing to report.

Vice President Hamilton – Nothing to report.

Treasurer Grupposo – Nothing to report.

Director Aldaco reported on the following:

- ***See attached written report.***  
Director Aldaco commended staff on the Earth Day Event butterfly garden giveaway.

Director Gulmahamad reported on the following:

- April 29, 2021 – Southern California Water Coalition Webinar Series

Director Ligtenberg – Nothing to report.

Director Sonnenberg reported on the following:

- April 29, 2021 – Southern California Water Coalition Webinar Series

**STAFF ORAL REPORTS**

Executive Director - Elizabeth Skrzat commended staff on Earth Day. Ms. Skrzat announced the State of California filed objections to the proposed changes to the case agreement for Chino Basin Watermaster (Watermaster). Watermaster solution was to lift the basin's storage cap to 700,000 acre-feet until 2030 and revert it back to 620,000 feet in 2035.

Facilities & Operations Manager David Schroeder announced on Friday, May 21, 2021 that 8 goats and 1 llama will be delivered to the District at 4pm to live in the Montclair 4 Basin and that the Board is welcome to attend the animal's arrival.

Ms. Skrzat commended staff on building the goat shed.

Board Attorney – Nothing to report.

**CLOSED SESSION** – The Board recessed to closed session at 3:38 p.m. to consider the following closed session items:

CONFERENCE WITH LEGAL COUNSEL. Pursuant to Government Code Section 54957(b)(1) and (3) personnel matters, exclusion of witnesses; and section 54957.6 employee salaries/benefits.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Pursuant to Government Code Section 54957.  
Title: Executive Director.

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.

**REPORTABLE ACTION** – The meeting reconvened at 4:49 p.m. and Leland McElhaney reported part-time employee benefits will be placed on the June 14, 2021 Regular Board Meeting. COLA will be referred back to the Finance Committee meeting for further discussion and if approved by the Board will go into effective January 1, 2022. Mr. McElhaney reported that the Board members who have not provided the performance evaluation for the Executive Director will need to provide it to the Personal Committee Chair.

**ADJOURN**

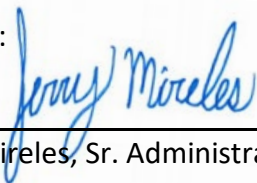
**President King adjourned the meeting at 4:51 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, June 14, 2021 at 2:00 p.m. online at: <https://zoom.us/j/98961622935>.**

APPROVED AND ADOPTED THIS 14<sup>th</sup> DAY OF June 2021.



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Elizabeth Skrzat, Executive Director

ATTEST:



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Jerry Mireles, Sr. Administrative Assistant