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**FINANCE COMMITTEE MEETING**

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

**Tuesday May 24, 2022**

**M I N U T E S**

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**CALL TO ORDER and FLAG SALUTE** – Committee Chair Grupposo called the meeting to order at 11:04 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  
   Administrative Services Manager Toyasha Sebbag  
   Interim Senior Administrative Assistant Lovely Qureshi  
   Facilities & Operations Manager Dave Schroeder  
   Community Programs Manager Maia Dean  
   Community Programs Educator II Jenna Hoover  
   Eide Bailly LLC Consulting Services Senior Manager Ian Berg

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 2022-2023 Budget**

General Manager Elizabeth Skrzat presented the Fiscal Year 2022-2023 Operating and Capital Improvement Budget, which totals \$4,318,050 and is supported by \$3,982,800 in revenues and \$335,250 in use of unassigned reserves for a balanced budget. The only addition made to the budget since the budget study session held at the May 9, 2022, Regular Board meeting is a line-item of \$30,000 for the capital expenditure of a watering tank trailer. The trailer was added due to the recent drought restrictions and would help transport recycled water to irrigate landscape at the District's basins. Director Aldaco questioned whether the purchase of the watering tank trailer should be under equipment and vehicles instead of capital expenditures. Ms. Skrzat explained that since the watering tank trailer is worth over \$5,000 and would be considered a capital asset under the District's purchasing policy then it is a capitalized expenditure necessitated to be depreciated and therefore, the expenditure would fall under capital expenditures and not the operating budget.

A motion was made by Committee Chair Grupposo and seconded by Director Aldaco to recommend Board adoption of the Annual Budget for Fiscal Year 2022-2023.

**Motion carried on 3-0-0-0 vote to recommend Board adoption of the Annual Budget for Fiscal Year 2022-2023.**

**MOVED: Grupposo**

**SECONDED: Aldaco**

**APPROVED: 3-0-0-0**

AYES: Grupposo, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

### **2. Reclassification of Management Positions**

General Manager Elizabeth Skrzat recommended that the Committee approve and recommend to the Board the implementation of changing Labor Grades 239 and 243 to Labor Grade 249. There would be an increase of approximately \$47,000 in Budget Line-Item Employee Wages - Salaried. She stated the change from Labor Grade 239 to Labor Grade 249 would create a 28% increase in the minimum steps of Labor Grades 239 to 249 and 31% increase to the maximum step of Labor Grades 239 to 249. Director Gulmahamad mentioned his concern about the salary increase. Ms. Skrzat clarified that the increases are not reflective of the actual percent increases salaried staff would get because salaried staff is not currently at Labor Grade 239 Step 1. Therefore, the actual increases would vary among the managers and are not reflective of a 28% or 31% increase.

A motion was made by Committee Chair Grupposo and seconded by Director Aldaco to recommend Board approval of the Reclassification of Management Positions from Labor Grade 239 and 243 to Labor Grade 249.

**Motion carried on 3-0-0-0 vote to approve the Reclassification of Management Positions from Labor Grade 239 and 243 to Labor Grade 249.**

**MOVED: Grupposo**

**SECONDED: Aldaco**

**APPROVED: 3-0-0-0**

AYES: Grupposo, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

**3. Conservation Landscape Worker I Position**

General Manager, Elizabeth Skrzat recommended that the committee approve the Conservation Landscape Worker I position at Labor Grade 110, with an annual compensation of \$35,498-\$46,576. The maximum costs with salary and benefits at top step would be \$81,729. The change would accommodate a reorganization of the Landscape Evaluation and Audit Program. The Department would not replace the Conservation Technician I position which would cost the District up to \$89,408 annually. Therefore, the downgrading of the position from Conservation Technician I to Conservation Landscape Worker I would save the District approximately \$8,000 annually. The proposed position would assist with the Landscape Evaluation and Audit Program (LEAP) and maintenance tasks in the Demonstration Garden and park such as weed abatement and gardening. Director Grupposo asked if we were moving away from the residential audit programs to focus more on the commercial audit programs instead. Ms. Skrzat clarified that the Conservation Landscape Worker I position would enhance and grow both the residential and commercial audit programs by being available to assist with the commercial audit by controlling the irrigation system while a more senior staff member assess each zone as the irrigation runs.

A motion was made by Committee Chair Grupposo and seconded by Director Aldaco to recommend to the Board to approve the Conservation Landscape Worker I position at Labor Grade 110.

**Motion carried on 3-0-0-0 vote for approval of the Conservation Landscape Worker I Position at Labor Grade 110.**

**MOVED: Grupposo**

**SECONDED: Aldaco**

**APPROVED: 3-0-0-0**

AYES: Grupposo, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

**4. Full-Time Community Programs Educator II Position**

General Manager Skrzat presented the proposal to approve a Full-Time Community Programs Educator II position at Labor Grade 125. Historically, the Community Programs Department has had, in addition to the Community Programs Manager, two full-time staff positions and two part-time staff positions. Currently, the Community Programs Department has, in addition to the Community Programs Manager, one full-time employee, and three part-time educators. However, now that the District has re-opened and scheduling in-person field trips, a full-time Educator is proposed to be promoted from the existing part-time educator staff. The Labor Grade of 125 would remain the same with the only changes are going from part-time to full-time Educator and adding benefits as a full-time employee. This proposal would be an additional \$42,825 in pay and benefits to the District but would be a cost savings by not adding a Program Specialist back into the budget. The full-time Community Programs Educator would be responsible for scheduling fieldtrips, processing reimbursements, and assisting with the Volunteer Cohort Program and the Poster Contest.

A motion was made by Committee Chair Grupposo and seconded by Director Aldaco to recommend to the Board to approve the Full-Time Community Programs Educator II position. Director Gulmahamad asked if the District were at pre-pandemic weekly fieldtrip attendance. Community Programs Manager Maia Dean mentioned that we have not reached that level yet but are close to it.

**Motion carried on 3-0-0-0 vote to approve the Full-Time Program Educator II position at Labor Grade 125.**

**MOVED: Grupposo**

**SECONDED: Aldaco**

**APPROVED: 3-0-0-0**

AYES: Grupposo, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

**5. FY 2022-2023 Classifications, Labor Grades & Hourly/Salary Ranges**

General Manager Elizabeth Skrzat presented the proposed Classifications, Labor Grades and Hourly/Salary Ranges for the coming fiscal year. The recommendation includes the recent proposed changes for Community Programs, Conservation Programs and Management staff.

A motion was made by Committee Chair Aldaco and seconded by Director Grupposo to recommend to the Board to approve the Classifications, Labor Grades & Hourly/Salary Ranges including the Cost-of-Living increases. Director Gulmahamad asked Consulting Services Senior Manager Ian Berg if 51% of the entire budget that is used for salaries and wages is normal in other special districts. Ms. Skrzat mentioned that it is the norm for the budget in contract cities to average over 60% of total budget on personnel costs and for non-contract cities to average over 80% of their budget on personnel costs. Therefore, staff proposed personnel budget recommendation is below average of our government counterparts.

**Motion carried on 3-0-0-0 vote for approval of FY 2022-2023 Classifications, Labor Grades & Hourly/Salary Ranges.**

**MOVED: Aldaco**

**SECONDED: Gruposso**

**APPROVED: 3-0-0-0**

AYES: Gruposso, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

**6. CalPERS UAL Prepayment of Amortization Base Dated 6/30/19**

General Manager Elizabeth Skrzat recommended the Committee approve the prepayment of CalPERS Unfunded Accrued Liability (UAL) that we are currently paying approximately 6.8% of interest on. Prepayment of the UAL would save the District \$879,200.

A motion was made by Committee Chair Aldaco and seconded by Director Gruposso to recommend to the Board to approve the amount of \$958,326 of District Reserve Funds to make a prepayment of the District's Amortization Base "Al Significant Increase dated 6/30/19 from the 2021-2022 budget. Director Gulmahamad asked Consulting Services Senior Manager Ian Berg his opinion on this proposal. According to Mr. Berg the money would be spent from unanticipated additional revenue and expense savings in fiscal year 2021-2022 budget and would not affect next year's budget.

**Motion carried on 3-0-0-0 vote for approval of a pre-payment for the District's Amortization Base "Al Significant Increase" dated 6/30/19 in the amount of \$958,326 using District Reserve Funds from the FY 2021-2022 Budget.**

**MOVED: Aldaco**

**SECONDED: Gruposso**

**APPROVED: 3-0-0-0**

AYES: Gruposso, Gulmahamad, Aldaco

NOES: None

ABSTAIN: None

ABSENT: None

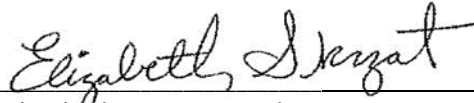
**ORAL REPORTS** – None.

**CLOSED SESSION** – None.

**ADJOURN**

Committee Chair Marc Gruposso adjourned the meeting to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on June 13, 2022, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

**APPROVED AND ADOPTED THIS 13<sup>th</sup> DAY of June 2022.**



Elizabeth Skrzat, General Manager

ATTEST:



Lovely Qureshi, Interim Senior Administrative Assistant