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**SPECIAL MEETING  
OF THE BOARD OF DIRECTORS**

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

**Friday, June 19, 2020**

**MINUTES**

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**INVOCATION** – Director Aldaco gave the invocation.

**CALL TO ORDER AND FLAG SALUTE** – President King called the meeting to order at 3:08 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  
Facilities and Operations Manager Dave Schroeder  
Community Programs Manager Maia Dean  
Board Clerk/Administrative Coordinator Daniel Lopez  
Office Assistant II Judy Taylor  
Landscape/ Maintenance Worker Lead Robert Sotomayor

Visitors Present: None

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

**PRESENTATIONS** – None.

**CONSENT CALENDAR**– None.

**PUBLIC HEARINGS** – None.

**PUBLIC COMMUNICATIONS** – None.

**DISCUSSION ITEMS**

1. **2020-2021 Classification and Compensation Schedule.**

Report by: Elizabeth Skrzat, Executive Director

Executive Director Skrzat presented and reviewed with the Board with the new Fiscal Year 2020-2021 Classification and Compensation Schedule.

**Motion carried on 6-0-1-0 vote to approve 2020-2021 Classification and Compensation Schedule.**

**MOVED: Gruposso**

**SECONDED: Gulmahamad**

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

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

NOES: None

ABSTAIN: King

ABSENT: None

2. **Personnel Cost for the FY20-21 Budget**

Report by: Elizabeth Skrzat

Executive Director Skrzat presented the Board with the recommendations from the Personnel Committee to use the budgeted Salary Adjustment Pool funds for a one-time merit pay for staff. This payment would be based on the Employee Performance Review results. The employees that meet expectations merit pay of 2% will be given. If an employee exceeds expectations than a 2.5% merit payment will be given. These payments would be made in the first full pay period of the Fiscal Year 20-21 in July.

**Motion carried on 7-0-0-0 vote to approve the Personnel Cost for the FY20-21 Budget.**

**MOVED: King**

**SECONDED: Gulmahamad**

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

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

NOES: None

ABSTAIN: None

ABSENT: None

3. **Executive Director Employment Agreement**

Report by: Marc Grupposo, Treasurer

Treasurer Grupposo presented the recommendation of the Personnel Committee to approve the Executive Director's Employment Agreement. The Personnel Committee recommends authorizing President King to execute the agreement between Executive Director Elizabeth Skrzat and the Chino Basin Water Conservation District effective July 8, 2020.

**Motion carried on 7-0-0-0 vote to approve Executive Director Employment Agreement.**

**MOVED: Grupposo**

**SECONDED: Aldaco**

**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**– None.

**STAFF ORAL REPORTS**– None.

**CLOSED SESSION** – The Board recessed to closed session at 3:10 p.m. to consider the following closed session items

Government Code Section 54957.6: salaries, salary schedules or fringe benefits.

Government Code Section 54957: employment and evaluation of performance of Executive Director.

**REPORTABLE ACTION** – No Reportable Actions

**ADJOURN**

**President King adjourned the meeting at 4:00 p.m. to the next regular Board meeting of the Chino Basin Water Conservation District to be held on Monday, July 13, 2020 at 10:00 a.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.**

APPROVED AND ADOPTED THIS 19<sup>TH</sup> DAY of JUNE 2020.



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Elizabeth Skrzat, Executive Director

ATTEST:



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Daniel Lopez, Board Clerk/Administrative Coordinator