



**REGULAR MEETING
OF THE BOARD OF DIRECTORS**

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

Monday, October 11, 2021

M I N U T E S

INVOCATION – Director Ligtenberg gave the invocation.

CALL TO ORDER AND FLAG SALUTE – President King called the meeting to order at 2:01 p.m. and led the audience in the flag salute.

ROLL CALL

Board Members Present: President Terry King
Vice President Margaret Hamilton
Treasurer Marc Grupposo
Director Gil Aldaco
Director Hanif Gulmahamad *joined the meeting at 2:20 during the
Presentation*
Director Mark Ligtenberg
Director Ryan Sonnenberg

Board Members Absent: None.

General Counsel Present: Leland McElhaney, Esq.

Staff Present: General Manager Elizabeth Skrzat
Administrative Services Manager Toyasha Sebbag
Facilities and Operations Manager Dave Schroeder
Senior Administrative Assistant Jerry Mireles
Community Programs Manager Maia Dean
Administrative Assistant II Judith Taylor

Visitors Present: Kay Allison Crews – CPP-T
Benjamin Lopez

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS

A PowerPoint presentation was given by Kay Allison Crews. Ms. Crews explained the process behind Robert's Rule of Order which included basics of a parliamentary procedure, including setting a meeting agenda, making motions, debate, and decorum in a meeting.

Director Gulmahamad joined the meeting at 2:20pm.

CONSENT CALENDAR

1. **Minutes**
 - a. **September 13, 2021 – Regular Board Meeting.** Approve.
 - b. **September 20, 2021 – Finance Committee Meeting.** Approve.
2. **Financial Reports.**
 - a. **August 2021.** Approve.
3. **AB 1234**
 - a. **Director Travel, Training, and Meeting Report.** Approve.
 - b. **Compensation & Reimbursement Report.** Approve.

A motion was made by Director Gulmahamad and seconded by Director Sonnenberg to approve the consent calendar.

Motion carried on 7-0-0-0 vote to approve items #1-3 of the Consent Calendar.

MOVED: Gulmahamad

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

PUBLIC HEARINGS – None.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

4. **Association of California Water Agencies 2021 Fall Conference & Exhibition**
Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

A motion was made by Director Aldaco and seconded by Director Grupposo to approve Board Member attendance at the 2021 ACWA Fall Conference.

Director Aldaco announced he would like to attend and recommends the Board attend.

Motion carried on 7-0-0-0 vote to approve Board Member Attendance at the 2021 ACWA Fall Conference & Exhibition from November 30 to December 2, 2021, in Pasadena, CA.

MOVED: Aldaco

SECONDED: Grupposo

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

5. **Policy No. 61, District Reserve Policy**

Staff report and PowerPoint presentation was given by Administrative Services Manager Toyasha Sebbag.

President King wanted clarification and asked, under the proposed Policy, who would have authority to move money from the operating fund to the capital fund reserve? Ms. Sebbag stated the Board of Directors would have full authority over all funds.

Director Gulmahamad asked how long the District Reserve Policy would last. Ms. Sebbag said that the policy would be permanent and would be part of the annual budgeting process.

A motion was made by Director Gulmahamad and seconded by Director Sonnenberg to adopt District Policy No. 61.

Director Ligtenberg made a comment in support of the policy and recommended Board approval.

Motion carried on 7-0-0-0 vote to adopt District Policy No. 61 District's Reserve Policy and the Resolution No. 2021-XX authorizing the transfer of funds between 2021 Budget Appropriations and Reserve Funds.

MOVED: Gulmahamad SECONDED: Sonnenberg APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

6. **Letter of Support for Monte Vista Water District's U.S. Bureau of Reclamation WaterSMART Grant Application**

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat.

A motion was made by Director Ligtenberg and seconded by Director Sonnenberg to approve a letter of support for Monte Vista Water District's grant application.

Director Aldaco made a comment recommending Board approval and suggested changes to the letter's first sentence. Ms. Skrzat confirmed staff would make the recommended revision to the letter.

Motion carried on 7-0-0-0 vote to approve a letter of support for Monte Vista Water District's grant application to the U.S. Bureau of Reclamation's WaterSMART Grant Program in support of purchasing and installing smart meters for MVWD's customers.

MOVED: Ligtenberg SECONDED: Sonnenberg APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

7. **Approval of Changes to the Community Programs Department Programs for FY 21-22**

Staff report and PowerPoint presentation was given by General Manager Elizabeth Skrzat and Community Programs Manager Maia Dean.

Community Programs Department underwent an assessment of current programming to analyze the success and benefits provided by each program and to recommend changes to programming. President King instructed the Board to vote on each program separately.

The Board discussed the Basin Tour Pilot Program.

Director Gulmahamad asked staff to compile a list of important local partners to invite on the Basin Tours and to ensure the basins are cleaned the day prior to each tour. Ms. Skrzat confirmed staff follow through with those requests.

A motion was made by President King and seconded by Director Gulmahamad to approve the Basin Tour Pilot Program.

Motion carried on 7-0-0-0 vote to approve the Basin Tour Pilot Program budgeted for \$5,500.

MOVED: King

SECONDED: Gulmahamad

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

The Board discussed the Spring Festival Program.

A motion was made by Director Sonnenberg and seconded by Director Gruppiso to approve the Spring Festival Program.

Director Aldaco made a comment in support of the program and recommended staff coordinate with the City of Montclair to arrange for a street banner advertising the event.

Motion carried on 7-0-0-0 vote to approve the Spring Festival Program.

MOVED: Sonnenberg

SECONDED: Gruppiso

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

The Board discussed the Watershed Expeditions Summer Camp Program, with staff recommendation to discontinue the program.

A motion was made by Director Aldaco and seconded by Director Gulmahamad to discontinue the Watershed Expeditions Summer Camp Program.

Director Aldaco wanted to clarify that staff's recommendation was to discontinue the program. Ms. Dean confirmed the feedback requested was to permanently discontinue the program. Director Aldaco made a comment in support of the program and asked for further clarification on what the District would need to address in order for the program to continue. Ms. Dean indicated the District would need to increase staff capacity in order for the program to continue.

Motion carried on 7-0-0-0 vote to approve to discontinue the Watershed Expeditions Summer Camp Program.

MOVED: Aldaco

SECONDED: Gulmahamad

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

The Board discussed the Earth Day Field Trip Program.

President King asked for Ms. Dean's personal assessment of the program. Ms. Dean reported that due to COVID-19 she has not seen the program's operation and deferred to Facilities & Operations Manager Dave Schroeder who recommended discontinuing the program. Director Aldaco made a comment in support of the program and indicated that he does not want to lose the support and connection the District has gained through the success of the Earth Day Field Trip Program with our local school districts. Therefore, Director Aldaco recommended to refer the Earth Day Field Trip Program to Committee for further review.

A motion was made by Director Aldaco and seconded by Director Grupposo to refer the Field Trip Program to the Education Committee for further review.

Motion carried on 7-0-0-0 vote to refer the Field Trip Program to the Education Committee for further review.

MOVED: Aldaco

SECONDED: Grupposo

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

8. **Employee Appreciation Team Bylaws**

Staff report and PowerPoint presentation was given by Senior Administrative Assistant Jerry Mireles.

President King recommended to vote on each element separately for the annual holiday luncheon, the annual summer event, and the years of service awards.

The Board began the discussion with the annual holiday luncheon event.

Director Aldaco wanted to clarify how many guests would be attending the event. General Manager Elizabeth Skrzat explained that the number of guests would be dependent on COVID-19 infection rates and if COVID-19 cases are high then adjustments would be made to the number of attendees allowed in an enclosed space. At a minimum, Board members and staff would be allowed to attend. The plan for circumstances in which infection risk was low would allow each person to bring a guest. Vice President Hamilton and Director Aldaco commended staff on the report and indicated their support for the event.

President King expressed concerns about allocating general funds for a District holiday luncheon and suggested each Board member contribute their December Board Meeting per diem rate for one day of service to fund the holiday luncheon.

A motion was made by President King for each Board member to make a one-time contribution of their December per diem rate of \$175 for a total of \$1,225 to pay for the 2021 Annual Holiday Luncheon. The motion was seconded by Director Sonnenberg.

Director Gulmahamad asked legal counsel Leland McElhaney if there are any issues with allocating Board members reimbursement towards the event. Legal Counsel Leland McElhaney indicated there are no issues with having the Board members contribute funds for the event.

Motion carried on 7-0-0-0 vote to have each Board member make a one-time contribution of their per diem for the month of December for a total of \$1,225 towards funding the 2021 Annual Holiday Luncheon.

MOVED: King

SECONDED: Sonnenberg

APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

The Board discussed the 2022 Annual Summer Event.

A motion was made by Director Aldaco and seconded by Director Sonnenberg to approve the expenditure of \$1,000 for the 2022 Annual Summer Event.

Motion carried on 7-0-1-0 vote to approve the expenditure of \$1,000 for the 2022 Annual Summer Event.

MOVED: Aldaco SECONDED: Sonnenberg APPROVED: 6-0-1-0

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

NOES: None

ABSTAIN: King

ABSENT: None

The Board discussed the Years of Service and Employee of the Year Rewards.

President King asked if the Years of Service was an allowable expense. Legal Counsel McElhaney confirmed the legality of the Year of Service awards. A motion was made by Director Gulmahamad and seconded by Director Aldaco to approve the Years of Service and Employee of the Year Reward Programs.

Motion carried on 7-0-0-0 vote to approve the Years of Service Recognition and Employee of the Year Reward Programs.

MOVED: Gulmahamad SECONDED: Aldaco APPROVED: 7-0-0-0

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

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATIONAL ITEMS

9. 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 – Treasurer Grupposo acknowledged that it feels good to be back at in-person at Board meetings.

Director Aldaco reported on the following: Director Aldaco reported the Governor recently called for a reduction of water use by 15% and only 1.8% was reduced.

- ***See attached written report.***

Director Gulmahamad reported on the following:

- The Curt Hagman event held on September 9, 2021; and
- The Inland Empire Utilities Agency event introducing MWD's new General Manager, Adel Hagekhalil held on September 10, 2021.

Director Ligtenberg – Nothing to report.

Director Sonnenberg – Nothing to report.

STAFF ORAL REPORTS

General Manager - Elizabeth Skrzat commended staff on transitioning back to in-person Board meetings and reported that she had attended the Curt Hagman Open House and the IEUA event welcoming Adel Hagekhalil along with Directors Aldaco and Gulmahamad.

Board Attorney – None.

CLOSED SESSION – None.

REPORTABLE ACTION – None.

ADJOURN

President King adjourned the meeting at 4:39 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, November 11, 2021, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 8th DAY OF November 2021.



Elizabeth Skrzat, General Manager

ATTEST:



Jerry Mireles, Sr. Administrative Assistant