



EDUCATION COMMITTEE MEETING

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

Monday, October 14, 2021

MINUTES

CALL TO ORDER – Committee Chair Hamilton called the meeting to order at 1:00 p.m.

ROLL CALL

Committee Members Present: Committee Chair Margaret Hamilton
Director Hanif Gulmahamad
Director Mark Ligtenberg

Committee Members Absent: None.

General Counsel Present: None.

Staff Present: General Manager Elizabeth Skrzat
Administrative Services Manager Toyasha Sebbag
Senior Administrative Assistant Jerry Mireles
Conservation Programs Manager Scott Kleinrock

Guests Present: None.

ADDITIONS OR CHANGES TO THE AGENDA – None.

PRESENTATIONS -None.

PUBLIC COMMUNICATIONS – None.

DISCUSSION ITEMS

1. RFP for Interpretive Signage/Exhibitry Concept Design Services

Staff report was given by General Manager Elizabeth Skrzat. Conservation Programs Manager Scott Kleinrock provided a handout of proposed interview questions.

Director Gulmahamad requested revisions to the ranking sheet and recommended a change to the final interview question. General Manager Elizabeth Skrzat confirmed staff would make the changes he requested. Director Gulmahamad asked how much time each consultant is allocated during the interview. Ms. Skrzat confirmed each consultant will be allocated 20-minutes to present and 15-minutes for a question-and-answer period.

Director Ligtenberg asked if there should be a question about QR codes. Mr. Kleinrock indicated that it was listed in the scope of work; therefore, the consultants should anticipate addressing the implementation process during the interview portion.

Committee Chair Hamilton made a motion that was seconded by Director Gulmahamad to approve recommended questions for the consultant interviews with the edits suggested by Director Gulmahamad.

Motion carried on 3-0-0-0 vote to approve recommended questions for the interview with the consultant(s) for Interpretive Signage/Exhibitory Concept Design Services with edits suggested by Director Gulmahamad.

MOVED: Hamilton

SECONDED: Gulmahamad

APPROVED: 3-0-0-0

AYES: Hamilton, Gulmahamad, Ligtenberg

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – None.

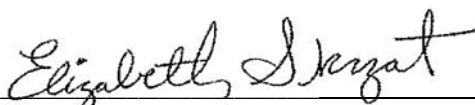
CLOSED SESSION – None.

REPORTABLE ACTION – None.

ADJOURN

Committee Chair Margaret Hamilton adjourned the meeting at 1:32 p.m. to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on November 8, 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, Senior Administrative Assistant