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**EDUCATION COMMITTEE MEETING**

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

**Monday, October 27, 2021**

**M I N U T E S**

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**CALL TO ORDER** – Director Ligtenberg called the meeting to order at 1:02 p.m.

**ROLL CALL**

Committee Members Present: Director Hanif Gulmahamad  
Director Mark Ligtenberg

Committee Members Absent: Committee Chair Hamilton

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  
Community Programs Manager Maia Dean  
Program Educator II Monica Curiel

Guests Present: Ann Marshall of Annex Design Services  
Kim Baer of KBDA  
Heather Lindquist of KBDA

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

**PRESENTATIONS** -None.

**PUBLIC COMMUNICATIONS** – None.

**DISCUSSION ITEMS**

1. **Interviews for Interpretive Signage/Exhibitory Concept Design Services**

Staff report was given by General Manager Elizabeth Skrzat.

Annex Design Services, Inc. and KBDA presented and were interviewed by the Selection Panel, which included Directors Gulmahamad and Ligtenberg as members of the Education Committee, Elizabeth Skrzat as General Manager, and Scott Kleinrock as the lead staff member on the project. Each member of the Selection Panel was tasked to select their highest-ranking bidder based on the highest scoring bidder from the results of the weighted selection criteria score sheet.

Director Gulmahamad preferred KBDA's presentation and scope of work to Annex Design Services but had reservations about the overall project cost. Director Ligtenberg was supportive of both consultants and preferred Annex Design Services by only a thin margin. Conservation Programs Manager Scott Kleinrock and Ms. Skrzat agreed with Director Gulmahamad that KBDA had come extremely well prepared and were better suited to meeting the goals of the project with their focus on audience engagement. However, each expressed concerns with KBDA's cost proposal. KBDA was ranked highest by three out of the four members of the Selection Panel, which meant that they should receive the contract according to the selection criteria outlined in the RFP. However, if the Committee agreed to hire KBDA as the consultant, they would need to find an additional \$19,000 compared to Annex Design Services.

A motion was made by Director Gulmahamad to instruct staff to negotiate with KBDA and give the Board options on how to proceed forward with hiring a consultant for the project. The motion was seconded by Director Ligtenberg.

**Motion carried on 2-0-0-1 vote to instruct staff to negotiate with KBDA and give the Board options on how to proceed forward with hiring a consultant for the project.**

**MOVED: Gulmahamad**

**SECONDED: Ligtenberg**

**APPROVED: 2-0-0-1**

AYES: Gulmahamad, Ligtenberg

NOES: None

ABSTAIN: None

ABSENT: Hamilton

## **2. Earth Day Field Trip Program**

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

Ms. Dean described the Earth Day Field Trips, how they function and how many students they serve. She then spoke about a possible alternative of attending Earth Day festivals in our service area as an exhibitor and potential sponsor, thus allowing the District to reach more constituents with the same amount of staff time. She indicated that the District is rarely able to attend partner agency outreach events due to the time commitment required by the Earth Day Field Trip Program, which limits the District's overall reach in the

community. Director Gulmahamad and Director Ligtenberg favored the option of discontinuing the Earth Day Field Trip Program and instead attending Service Area Community Earth Day events to promote the Waterwise Community Center Garden and its programs.

A motion was made by Director Ligtenberg to recommend to the Board to discontinue the Earth Day Field Trip Program and go with the alternative option for staff to attend Service Area Community Earth Day events. The motion was seconded by Director Gulmahamad.

**Motion carried on 2-0-0-1 vote to recommend to the Board to discontinue the Earth Day Field Trip Program and go with the alternative option for staff to attend Service Area Community Earth Day events.**

**MOVED: Ligtenberg**

**SECONDED: Gulmahamad**

**APPROVED: 2-0-0-1**

AYES: Gulmahamad, Ligtenberg

NOES: None

ABSTAIN: None

ABSENT: Hamilton

**ORAL REPORTS** – None.

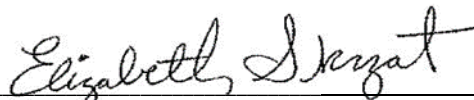
**CLOSED SESSION** – None.

**REPORTABLE ACTION** – None.

**ADJOURN**

Director Ligtenberg adjourned the meeting at 3:20 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 8<sup>th</sup> DAY of November 2021.**



Elizabeth Skrzat, General Manager

ATTEST:



Jerry Mireles, Senior Administrative Assistant