



Those persons wishing to speak on any item included on the agenda should fill out and submit to the Board Clerk/Administrative Coordinator a "Request to Speak" form (name and address optional), which is available in the Board Room. If you have any questions, you may contact Dena Lamarque via email at [dlamarque@cbwcd.org](mailto:dlamarque@cbwcd.org) or contact the District office at (909) 626-2711.

The Chino Basin Water Conservation District complies with the Americans with Disabilities Act and amendments thereto. If you require special assistance to participate in this meeting or if you desire a copy of the Agenda in an alternate format, please contact the District office at (909) 626-2711 at least 48 hours prior to the advertised starting time of the meeting.

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**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, June 12, 2023**

**2:00 p.m.**

**A G E N D A**

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**INVOCATION**

**CALL TO ORDER AND FLAG SALUTE**

**ROLL CALL**

Board Members: President Mark Ligtenberg, Vice President Kati Parker, Treasurer Gil Aldaco, Directors Amanda Coker, Teri Layton, Hanif Gulmahamad, Ryan Sonnenberg.

**ADDITIONS OR CHANGES TO THE AGENDA**

*In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.*

**PRESENTATIONS – None.**

**CONSENT CALENDAR**

*At this time, members of the public may present testimony as to why an item should be removed from the Consent Calendar for separate discussion. Unless a member of the public or a Director request that an item be removed from the Consent Calendar, all items will be acted upon as a whole and by one vote. Items removed from the Consent Calendar will be acted upon separately, following the Public Hearing procedures.*

1. **Minutes.**
  - a. **May 8, 2023 – Regular Board Meeting.** Approve.
  - b. **May 24, 2023 – Finance Committee Meeting.** Approve.
2. **Financial Reports.**
  - a. **April 2023.** Approve.
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approve.
  - b. **Compensation & Reimbursement Report.** Approve.

**PUBLIC HEARINGS – None.**

**PUBLIC COMMUNICATIONS**

*This is the time and place for the general public to address the Board of Directors. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Board of Directors may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.*

**DISCUSSION ITEMS**

4. **Approve Agreement No. 2023-06 with North American Weather Consultants, Inc. (NAWC) and the Santa Ana Watershed Project Authority (SAWPA) for Cloud Seeding Program Equipment Lease**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss and approve Agreement No. 2023-06, the “Site Operator Agreement between NAWC, the SAWPA, and the Chino Basin Water Conservation District,” and authorize the General Manager to execute the agreement in a form approved by District Counsel.

5. **Ratify a Work Order with DJL Audio Visual Specialists to Replace Outdoor “Overflow” Speakers**

Report by: Dave Schroeder, Facilities & Operations Manager

RECOMMENDATION: Review, discuss, and ratify the work orders for DJL Audio Visual Specialists in the amount of \$35,854.24 and approve an additional expenditure of \$1,938.11 for a total not-to-exceed amount of \$37,792.35.

6. **Designate a Voting Representative for ACWA Elections**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and appoint a voting representative to cast the District’s ballot for the ACWA Officer and Regional Board Elections.

7. **Approval of the Positions and Job Descriptions for Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve the positions and job descriptions for Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist as recommended by the Finance and Personnel Committees.

8. **Approve Compensation Schedule and Salary Step Chart for Fiscal Year 2023-2024**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve the modified compensation schedule and salary step chart for FY 2023-2024 as recommended by the Finance and Personnel Committees.

9. **Approve the Implementation of a Cost-of-Living Adjustment (COLA) for Fiscal Year 2023-2024**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve the implementation of a Cost-of-Living Adjustment (COLA) for all permanent personnel, effective January 1, 2024, and approve a modified Classification and Compensation Chart and Salary Step Chart to implement the Cost-of-Living Adjustment as recommended by the Finance and Personnel Committees.

**10. Adopt the Annual Budget for Fiscal Year 2023-2024**

Report By: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and adopt the Annual Budget for Fiscal Year 2023-2024 as recommended by the Finance Committee.

**11. Approve Amendment to Policy No. 36: Sick Leave**

Report By: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve adjustments to Policy No. 36: Sick Leave, allowing access of sick leave after 30 days of employment as recommended by the Personnel Committee.

**12. Approve Amendment to Policy No. 38: Vacations**

Report By: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve changes to Policy No. 38: Vacations allowing full-time staff accrual of 96 hours of vacation at the beginning of employment rather than 80 hours and 120 hours of vacation at three years of employment rather than at five years of employment as recommended by the Personnel Committee to be effective July 1, 2023.

**13. Consideration of the California CLASS Prime Fund Investment Program**

Report By: Elizabeth Skrzat, General Manager  
Kristi Even, Manager Eide Bailly

RECOMMENDATION: Review, discuss, and provide direction to staff regarding the California CLASS Prime Fund Investment Program.

**INFORMATIONAL ITEMS – None**

**DIRECTOR ORAL REPORTS**

***This is the time and place for the Board of Directors to report on any items of interest. Upon request by an individual Director, the Board may choose to take action on any of the subject matters listed below.***

President Ligtenberg

Vice President Parker

Treasurer Aldaco

Director Layton

Director Coker

Director Gulmahamad

Director Sonnenberg

**STAFF ORAL REPORTS**

General Manager/Secretary Report

Board Attorney Report

**CLOSED SESSION**

**14. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Government Code Section 54956.9(d)(1)

KAISER Foundation Health Plan, Inc., et al. vs. Chino Basin Water Conservation District;  
and DOES 1 through 10, inclusive

San Bernardino Superior Court Case No.: CIVDS 1933655

**15. PUBLIC EMPLOYEE PERFORMANCE REVIEW**

Government Code Section 54957

Title: General Manager

**ADJOURN**

The Board of Directors will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on Monday, July 10, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

I, Dena Lamarque, Board Clerk/Administrative Coordinator of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted by 2:00 p.m. on Tuesday, June 6, 2023.

*Dena Lamarque*

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Dena Y. Lamarque, Board Clerk/Administrative Coordinator



**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, May 8, 2023**

**M I N U T E S**

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**INVOCATION** – *Director Sonnenberg led the Board in the invocation.*

**CALL TO ORDER AND FLAG SALUTE** – *President Ligtenberg called the meeting to order at 2:00 p.m. and led the audience in the flag salute.*

**ROLL CALL**

Board Members Present: *President Ligtenberg  
Vice President Kati Parker  
Director Teri Layton  
Director Amanda Coker  
Director Hanif Gulmahamad  
Director Ryan Sonnenberg*

Board Members Absent: *Treasurer Gil Aldaco*

General Counsel Present: *Leland McElhaney, Esq. – arrived at 2:16 pm*

Staff Present: *General Manager Elizabeth Skrzat  
Board Clerk/Administrative Coordinator Dena Lamarque  
Conservation Programs Manager Scott Kleinrock  
Community Services Manager Maia Dean  
Facilities Maintenance Manager Dave Schroeder  
Administrative Services Manager Alicia Fernandez  
Community Programs Educator II Azucena Quinones*

Guest: *Tara Rolfe, Hydrogeologist – Geosyntec Consultants  
Kristi Even, Manager Government Advisory Services, Eide Bailley*

## **ADDITIONS OR CHANGES TO THE AGENDA**

***In accordance with Section 54954.2 of the Government Code (Brown Act), a two-thirds vote (or unanimous vote if less than two-thirds are present), is required to add an item for action, provided that there is a need to take immediate action and that the need for action came to the attention of the agency after the agenda was posted.***

## **PRESENTATIONS**

*General Manager Elizabeth Skrzat introduced Alicia Fernandez as the new Administrative Services Manager, and Community Programs Manager Maia Dean introduced Azucena Quinones as the new Community Programs Educator II.*

*In addition, Community Programs Manager Maia Dean presented the FY 22-23 metrics for the Poster Contest, Open House, and Communications.*

## **CONSENT CALENDAR**

***At this time, members of the public may present testimony as to why an item should be removed from the Consent Calendar for separate discussion. Unless a member of the public or a Director request that an item be removed from the Consent Calendar, all items will be acted upon as a whole and by one vote. Items removed from the Consent Calendar will be acted upon separately, following the Public Hearing procedures.***

1. **Minutes.**
  - a. **April 10, 2023 – Regular Board Meeting.** Approve.
  - b. **April 24, 2023 – Recharge Committee Meeting.** Approve.
  - c. **April 25, 2023 – Personnel Committee Meeting.** Approve.
  - d. **April 27, 2023 – Finance Committee Meeting.** Approve.
2. **Financial Reports.**
  - a. **March 2023.** Approved.
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approved.
  - b. **Compensation & Reimbursement Report.** Approved.

*Director Layton requested that Item 1a., April 10, 2023 – Regular Board Meeting Minutes, be pulled from the Consent Calendar to revise “San Antonio Water Company”, in the Director Oral Reports section of the minutes, to read “San Antonio Canyon Watershed Committee”.*

*A motion was made by Vice President Parker, seconded by Director Layton, and carried on the following vote:*

**Motion carried on 6-0-0-1 vote to approve items #1b.-d and 2-3 of the Consent Calendar.**

**MOVED: Parker**

**SECONDED: Layton**

**APPROVED: 6-0-0-1**

AYES: Ligtenberg, Parker, Coker, Layton, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Aldaco

**PUBLIC HEARINGS** – None.

### **PUBLIC COMMUNICATIONS**

*This is the time and place for the general public to address the Board of Directors. Due to the Brown Act requirements, action will not be taken on any issues not on the agenda; however, the Board of Directors may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.*

*President Ligtenberg opened the Public Comment period. The Board Clerk acknowledged one (1) speaker wishing to address the Board, and the speaker was provided five minutes to address the Board.*

*Kelly Donaldson, Community Affairs Manager for Monte Vista Water District thanked the Board and staff members for their support and partnership for their first waterwise expo which was held at the District on April 1, 2023.*

### **DISCUSSION ITEMS**

#### **4. Update Policy No. 44 – Purchasing Policy**

*General Manager Elizabeth Skrzat presented the staff report to the Board, recommending considering updating Policy No. 44 to increase the monthly transaction limits for each position at the District to allow for price increases as recommended by the Personnel and Finance Committees.*

*A motion was made by Director Layton, seconded by Director Sonnenberg, and carried on the following vote:*

**Motion carried on 6-0-0-1 vote to approve increasing monthly transaction limits for each position at the District to allow for price increases as presented and recommended by the Personnel Committee and the Finance Committee.**

**MOVED: Layton**

**SECONDED: Sonnenberg**

**APPROVED: 6-0-0-1**

AYES: Ligtenberg, Parker, Layton, Coker, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Aldaco

**5. Board Priorities Workshop Report**

*General Manager Elizabeth Skrzat presented the staff report to the Board. Ms. Skrzat provided a brief overview of the findings from the workshop and asked the Board to provide additional direction to staff.*

*A motion was made by Director Sonnenberg, seconded by Director Gulmahamad, and carried on the following vote:*

**Motion carried on 6-0-0-1 vote to adopt the Board Priorities Workshop Report prepared by The Rihbany Group.**

**MOVED: Sonnenberg**

**SECONDED: Gulmahamad**

**APPROVED: 6-0-0-1**

AYES: Ligtenberg, Parker, Coker, Layton, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Aldaco

**6. Budget Study Session**

*General Manager Elizabeth Skrzat introduced Kristi Even, Manager Government Advisory Services, the new consultant from Eide Bailly. General Manager Skrzat reviewed expenditures and revenues as presented in the report and asked the Board to provide direction to staff regarding the proposed FY 2023-2024 Budget.*

*Facilities & Operations Manager Dave Schroeder provided the Board with a brief report on fence maintenance and basin signs in relation to the proposed budget.*

*Community Programs Manager Maia Dean provided the Board with a brief report on Community Services Programs proposed budget. Added to the proposed budget is additional advertising of the District for the 75<sup>th</sup> anniversary event.*

*Conservation Programs Manager, Scott Kleinrock provided the Board with a brief overview of the budget for Conservation Programs.*

*General Manager Skrzat thanked Kristi for assisting and assuring that the budget was balanced.*

*No action was taken by the Board and they referred to the Finance Committee to review the recommendations as presented by staff.*

### **INFORMATIONAL ITEMS**

Third Quarter Metrics | January – March 2023  
Correspondence Reports

*Reports were included in the Agenda Packet, no oral reports were given.*

### **DIRECTOR ORAL REPORTS**

***This is the time and place for the Board of Directors to report on any items of interest. Upon request by an individual Director, the Board may choose to take action on any of the subject matters listed below.***

President Ligtenberg – None.

Vice President Parker - Requested that Support to “solve the water crisis” be added to a future agenda, and that links be added to the Agenda for electronic access.

Treasurer Aldaco – Provided written report that was included in Agenda packet.

Director Layton – Attended meetings as itemized in Item 3 – AB 1234 of the Agenda.

Director Coker – Attended meetings as itemized in Item 3 – AB 1234 of the Agenda; the Diamond Valley Lake IEUA tour was highly informative.

Director Gulmahamad – Attended meetings as itemized in Item 3 – AB 1234 of the Agenda. Congratulated Conservation Programs Manager Scott Kleinrock for his presentation at the ASBCSD meeting and thanked staff who worked at the event.

Director Sonnenberg – Attended meetings as itemized in Item 3 – AB 1234 of the Agenda.

### **STAFF ORAL REPORTS**

General Manager/Secretary Report – *General Manager Skrzat thanked staff for participating at the ASBCSD meeting, and worked the event, invited Board to the BBQ that District is cohosting with Chino Basin Watermaster in the garden on Thursday, May 25, 2023, at 4:00 pm.*

Board Attorney Report – *None.*

### **CLOSED SESSION**

*President Ligtenberg recessed the meeting to Closed Session at 3:59 p.m. to consider the following Closed Session items:*

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION: Pursuant to Government Code Section 54956.9(d)(1); KAISER FOUNDATION HEALTH PLAN, INC., et al. vs. CHINO BASIN WATER CONSERVATION DISTRICT; and DOES 1 through 10, inclusive; San Bernardino Superior Court Case No.: CIVDS 1933655.

Government Code section 54956.8. Possible acquisition of property rights for underground storage of supplemental water.

*President Ligtenberg reconvened the meeting at 5:15 p.m. Board Attorney, Leland McElhaney, stated that there was no reportable action taken.*

### **ADJOURN**

President Ligtenberg adjourned the meeting at 5:16 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, June 12, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

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Elizabeth Skrzat, General Manager

ATTEST:

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Dena Lamarque, Board Clerk/Administrative Coordinator



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## FINANCE COMMITTEE MEETING

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

Wednesday, May 24, 2023

### MINUTES

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**CALL TO ORDER** *Committee Chair Aldaco called the meeting to order at 3:00 pm*

### **ROLL CALL**

*Finance Committee Members:* Committee Chair Gil Aldaco, Directors Mark Ligtenberg, and Hanif Gulmahamad

*Committee Members Absent:* None.

*General Counsel Present:* None.

*Staff Present:* General Manager Elizabeth Skrzat  
Board Clerk/Administrative Coordinator Dena Lamarque  
Administrative Services Manager Alicia Fernandez

*Guests Present:*  
Kristi Even, Eide Bailly

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

**PRESENTATIONS** – *None*

### **PUBLIC COMMUNICATIONS**

***This is the time and place for the general public to address the Finance Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Finance Committee may refer comments and concerns to staff or request the item be placed on a future agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.***

*Chair Aldaco opened the Public Comment period. The Board Clerk announced that no public comment was received.*

## **DISCUSSION ITEMS**

### **1. Fiscal Year 2023-2024 Budget**

*General Manager Elizabeth Skrzat presented the report. Based on the feedback from the previous committee meeting, adjustments were made to the proposed Fiscal Year 2023-2024 budget.*

*A motion was made by Committee member Ligtenberg, seconded by Committee Member Gulmahamad, and carried on the following vote:*

**Motion carried on 3-0-0-0 vote to recommend that the Board adopt Fiscal Year 2023-2024 Budget.**

**MOVED: Ligtenberg**

**SECONDED: Gulmahamad**

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

AYES: Aldaco, Ligtenberg, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: None

### **2. California CLASS Prime Fund Investment Program**

*General Manager Elizabeth Skrzat presented the report and introduced Kristi Even, Manager Eide Bailly to present a PowerPoint overview of the California CLASS Prime Fund Investment Program.*

*A motion was made by Chair Aldaco, seconded by Committee Member Ligtenberg, and carried on the following vote:*

**Motion carried on 3-0-0-0 vote to place the item as a Discussion Item on the next Board Meeting Agenda for consideration.**

**MOVED: Aldaco**

**SECONDED: Ligtenberg**

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

AYES: Aldaco, Ligtenberg, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: None

**ORAL REPORTS – None**

**CLOSED SESSION – None**

**ADJOURN**

The Finance Committee adjourned the meeting at 3:48 pm to the next Regular Board Meeting of the Chino Basin Water Conservation District, which will be held on June 12, 2023, at 2:00 p.m. at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

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Elizabeth Skrzat, General Manager

ATTEST:

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Dena Lamarque, Board Clerk/Administrative Coordinator



**CHINO BASIN WATER CONSERVATION DISTRICT**  
**FINANCIAL REPORTS**  
**APRIL 2023**

- 1. Income & Expense Report**
- 2. Balance Sheet**
- 3. General Checking & Petty Cash Checking**
- 4. Credit Expense Checks Breakdown (Cal Card)**
- 5. Payroll Reports**
- 6. Expense Reimbursement Reports**

# Chino Basin Water Conservation District

## Income & Expense Report

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
46000 · Gain/Loss - Pension Trust	1,137.00		
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	2,694,114.00	2,569,100.00	104.9%
40200 · Current Yr Supplemental Tax Rev	56,497.74	35,700.00	158.3%
40300 · Prior Yr Tax Revenue	30,934.02	56,900.00	54.4%
40400 · Homeowner's Prop Tax Relief	8,747.85	19,100.00	45.8%
40500 · RDA Pass-Thru from Cities	789,323.93	1,230,900.00	64.1%
<b>Total 40000 · Property Tax &amp; Assessment Rev</b>	<b>3,579,617.54</b>	<b>3,911,700.00</b>	<b>91.5%</b>
41000 · Interest Income	199,738.85	89,400.00	223.4%
42000 · Contributions/Sponsorships	4,500.00	4,500.00	100.0%
44000 · Grant Income			
44200 · Non-Govt Grant Income	0.00		
44000 · Grant Income - Other	620,850.00	620,850.00	100.0%
<b>Total 44000 · Grant Income</b>	<b>620,850.00</b>	<b>620,850.00</b>	<b>100.0%</b>
45000 · Capital Gain/Loss			
45100 · CalTRUST Investment Earnings	56,420.59	31,200.00	180.8%
45110 · CalTRUST unrealized gain/loss	4,774.79		
<b>Total 45000 · Capital Gain/Loss</b>	<b>61,195.38</b>	<b>31,200.00</b>	<b>196.1%</b>
48000 · FMV Investment Accounts			
48100 · LAIF FMV Investment	-4,253.15		
<b>Total 48000 · FMV Investment Accounts</b>	<b>-4,253.15</b>		
49000 · Miscellaneous Income			
49100 · Agreement Income	4,262.00	17,000.00	25.1%
49200 · Cal Card Incentive	1,779.61	2,000.00	89.0%
49500 · Lease Revenue	10,000.00	12,000.00	83.3%
49900 · Misc Income	2,980.53		
49000 · Miscellaneous Income - Other	1.00		
<b>Total 49000 · Miscellaneous Income</b>	<b>19,023.14</b>	<b>31,000.00</b>	<b>61.4%</b>
<b>Total Income</b>	<b>4,481,808.76</b>	<b>4,688,650.00</b>	<b>95.6%</b>
<b>Gross Profit</b>	<b>4,481,808.76</b>	<b>4,688,650.00</b>	<b>95.6%</b>
<b>Expense</b>			
50000 · Payroll Expenses			
50100 · Wages			
50160 · Employee Longevity Bonus	200.00		
50110 · Directors Wages	34,650.00	43,300.00	80.0%
50120 · Salary Employee Wages	431,824.57	546,000.00	79.1%
50130 · Hourly Employee Wages	507,875.08	654,900.00	77.6%
50140 · Intern Wages	12,256.99	20,700.00	59.2%
<b>Total 50100 · Wages</b>	<b>986,806.64</b>	<b>1,264,900.00</b>	<b>78.0%</b>
50200 · Payroll taxes	77,037.61	103,300.00	74.6%
50300 · Employee Benefits			
50327 · CalPERS Retirement - ADPs	0.00	85,600.00	0.0%
50326 · CalPERS Pension Reserve Trust	0.00	73,200.00	0.0%
50310 · Med/Dentl/Vision/Life/Dis. Ins	198,962.50	247,150.00	80.5%
50311 · Employee Medical Premium	-4,400.15	-12,800.00	34.4%
50312 · Emp Benefits - Healthy Living	0.00	600.00	0.0%
50313 · EAP - Employee Assist. Program	311.52	600.00	51.9%
50321 · Classic - ER Paid Member Contr.	9,442.24	12,300.00	76.8%
50322 · Classic-Employer Contribution	12,503.94	16,000.00	78.1%
50325 · PEPPRA-Employer Contribution	55,998.35	73,600.00	76.1%
50328 · Unfunded PERS payment	48,887.00	48,900.00	100.0%
<b>Total 50300 · Employee Benefits</b>	<b>321,705.40</b>	<b>545,150.00</b>	<b>59.0%</b>
50400 · Payroll processing fees	7,814.88	9,600.00	81.4%
<b>Total 50000 · Payroll Expenses</b>	<b>1,393,364.53</b>	<b>1,922,950.00</b>	<b>72.5%</b>
51000 · Administration Expenses			
51100 · Accounting Fees	93,765.42	87,200.00	107.5%
51150 · Banking Fees	333.00	300.00	111.0%
51200 · Board of Director's Expenses			
51210 · Conference & Tour Fees	4,380.00	12,000.00	36.5%
51220 · Election Expenses	0.00	30,000.00	0.0%
51230 · Legal Notices/Director Related	1,641.53	2,000.00	82.1%
51240 · Meals	1,486.08	1,500.00	99.1%
51250 · Medical & Life Insurance	14,177.53	19,600.00	72.3%
51260 · Mileage	2,470.71	2,500.00	98.8%
51270 · Miscellaneous	1,770.96	12,500.00	14.2%
51280 · Travel & Lodging	2,726.23	2,000.00	136.3%
<b>Total 51200 · Board of Director's Expenses</b>	<b>28,653.04</b>	<b>82,100.00</b>	<b>34.9%</b>
51300 · Consulting Fees	74,771.96	165,500.00	45.2%
51400 · Dues & Subscriptions	25,375.66	45,200.00	56.1%
51500 · Engineering Fees	0.00	10,000.00	0.0%

# Chino Basin Water Conservation District

## Income & Expense Report

July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
51600 · Legal Fees	25,672.00	50,000.00	51.3%
51700 · Office Expenses			
51785 · Agenda Management Software	0.00	0.00	0.0%
51710 · Office Equipment & Repairs	7,844.01	10,800.00	72.6%
51720 · Computer/Printer Supplies	1,195.49	2,200.00	54.3%
51730 · Maintenance/Janitorial	7,180.06	17,300.00	41.5%
51740 · Miscellaneous	239.76	1,000.00	24.0%
51750 · Postage	430.66	1,300.00	33.1%
51760 · Supplies	5,665.59	6,100.00	92.9%
51765 · Computer/IT Support	30,156.95	40,400.00	74.6%
51770 · Telecommunications	13,669.25	19,000.00	71.9%
51780 · Utilities	29,738.03	31,500.00	94.4%
51700 · Office Expenses - Other	32.67		
Total 51700 · Office Expenses	96,152.47	129,600.00	74.2%
51800 · Meeting Refreshments	2,502.73	3,000.00	83.4%
51900 · Staff Expenses			
51910 · Education	2,886.95	9,000.00	32.1%
51920 · Conference & Tour Fees	5,335.50	11,100.00	48.1%
51930 · Meals	1,136.73	2,600.00	43.7%
51940 · Mileage	2,468.36	3,650.00	67.6%
51950 · Miscellaneous	1,708.96	4,000.00	42.7%
51955 · Recruitment	2,687.69	3,000.00	89.6%
51960 · Travel & Lodging	4,636.18	10,850.00	42.7%
51970 · Uniform Expense	8,713.98	17,400.00	50.1%
Total 51900 · Staff Expenses	29,574.35	61,600.00	48.0%
51990 · Tax Collections Fees	6,908.90	8,000.00	86.4%
Total 51000 · Administration Expenses	383,709.53	642,500.00	59.7%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	0.00	10,000.00	0.0%
51999-2 · Furniture & Equipment	10,410.16	38,000.00	27.4%
Total 51999 · Non-Operating General Expenses	10,410.16	48,000.00	21.7%
53000 · Insurance Expenses			
53100 · Bonding	1,552.00	1,000.00	155.2%
53200 · General Liability	46,424.59	50,000.00	92.8%
53300 · Property	7,953.31	8,000.00	99.4%
53400 · Workers' Comp	23,934.71	31,000.00	77.2%
Total 53000 · Insurance Expenses	79,864.61	90,000.00	88.7%
54000 · Operation Expenses			
54150 · Equipment & Vehicles			
54160 · Equipment	2,418.90	4,000.00	60.5%
54170 · Fuel	5,521.27	10,000.00	55.2%
54180 · Repairs, Maint & Supplies	8,798.18	14,500.00	60.7%
54150 · Equipment & Vehicles - Other	113.30		
Total 54150 · Equipment & Vehicles	16,851.65	28,500.00	59.1%
54200 · Fence Expenses	1,987.09	30,000.00	6.6%
54250 · Hardscape Expenses	10,932.30	18,500.00	59.1%
54300 · Irrigation Expenses	6,307.74	12,200.00	51.7%
54350 · Landscape Maint & Supplies	16,940.55	40,300.00	42.0%
54400 · Miscellaneous	1,506.61	1,500.00	100.4%
54450 · Basin Percolation Maintenance	15,055.82	100,300.00	15.0%
54500 · Pest Control	9,856.53	11,000.00	89.6%
54550 · Signage	2,303.09	7,000.00	32.9%
54600 · Small Tools & Supplies	9,110.53	11,000.00	82.8%
54650 · Structural Maintenance	45,272.09	43,300.00	104.6%
54750 · Trash Cleanup & Disposal	6,668.79	15,000.00	44.5%
54800 · Utilities	6,149.53	11,000.00	55.9%
54850 · Weed Abatement	7,312.44	20,200.00	36.2%
Total 54000 · Operation Expenses	156,254.76	349,800.00	44.7%
55000 · Permits & Fees	450.00	1,500.00	30.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	21,658.32	63,300.00	34.2%
56200 · Critter Expenses	3,028.43	3,000.00	100.9%
56300 · District Events			
56320 · Educational Grant	0.00	0.00	0.0%
56330 · Outreach Events	11,727.61	28,000.00	41.9%
56340 · Water Fair	10,083.75	10,000.00	100.8%
56350 · Poster Art Contest	11,324.66	12,000.00	94.4%
56360 · Youth Program Supplies	1,697.18	3,500.00	48.5%
56370 · School Tours	10,769.45	40,000.00	26.9%
56380 · Public Ed/Workshops	1,617.90	4,500.00	36.0%
56390 · Youth Education	31.14		
Total 56300 · District Events	47,251.69	98,000.00	48.2%
56400 · Community Events/Sponsorships	2,500.00	3,000.00	83.3%
56500 · Informational Materials	3,474.12	6,000.00	57.9%
56600 · Supplies - Give Aways	9,973.94	12,500.00	79.8%

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Accrual Basis

**Chino Basin Water Conservation District**  
**Income & Expense Report**  
 July 2022 through April 2023

	Jul '22 - Apr 23	Budget	% of Budget
56700 · Web Design/Maintenance	31,756.03	60,000.00	52.9%
Total 56000 · Public Education/Relations	119,642.53	245,800.00	48.7%
57500 · Expense Reimbursables Clearing	0.00		
58000 · Capital Expenses	1,235,725.68	1,495,100.00	82.7%
Total Expense	3,379,421.80	4,795,650.00	70.5%
Net Ordinary Income	1,102,386.96	-107,000.00	-1,030.3%
Net Income	1,102,386.96	-107,000.00	-1,030.3%

## Chino Basin Water Conservation District

## Balance Sheet

As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10600 · Pension Trust	73,209.00
10100 · General Checking	232,752.22
10200 · Petty Cash	1,000.96
10300 · LAIF Investment	10,421,489.84
10310 · LAIF FMV	-128,946.56
10400 · CalTrust	2,382,002.80
Total 10000 · Cash Accounts	12,981,508.26
Total Checking/Savings	12,981,508.26
Other Current Assets	
11100 · Other Accounts Receivable	207,184.00
11200 · Interest Receivable	62,579.18
14000 · Prepaid Expenses	
14200 · Miscellaneous	48,202.74
Total 14000 · Prepaid Expenses	48,202.74
14600 · Deferred Outflows - DOR	
14601 · DOR - Pension Contributions	1,255,746.00
14602 · DOR - Pension Related	515,202.00
Total 14600 · Deferred Outflows - DOR	1,770,948.00
14999 · Undeposited Funds	68.27
Total Other Current Assets	2,088,982.19
Total Current Assets	15,070,490.45
Fixed Assets	
12000 · Construction in Process	325,410.40
15000 · Buildings & Fixtures - Net Val	
15100 · Buildings and Fixtures	9,043,586.31
15200 · A/D - Buildings & Fixtures	-2,530,079.64
Total 15000 · Buildings & Fixtures - Net Val	6,513,506.67
16000 · Land Assets	
16000-1 · Land	1,486,121.26
16000-3 · Land - Confluence Project	4,500,000.00
Total 16000 · Land Assets	5,986,121.26
17000 · Office Furn. & Equip. - Net Val	
17100 · Office Furniture & Equipment	111,024.42
17200 · A/D - Office Furniture & Equipm	-65,663.96
Total 17000 · Office Furn. & Equip. - Net Val	45,360.46
18000 · Vehicles & Implements - Net Val	
18100 · Vehicles and Implements	198,800.48
18200 · A/D - Vehicles & Implements	-109,644.43
Total 18000 · Vehicles & Implements - Net Val	89,156.05
19000 · Garden & Hardscape - Net Val	
19100 · Garden & Hardscape	1,546,393.75
19200 · A/D - Garden & Hardscape	-1,112,776.07
Total 19000 · Garden & Hardscape - Net Val	433,617.68
Total Fixed Assets	13,393,172.52
Other Assets	
13500 · Right to Use Assets	

## Chino Basin Water Conservation District

## Balance Sheet

As of April 30, 2023

	Apr 30, 23
13512 · Accum. Amortization - Equipment	-16,265.81
13511 · Lease of Equipment (LT)	9,535.03
13510 · Lease of Equipment (ST)	10,656.91
Total 13500 · Right to Use Assets	3,926.13
Total Other Assets	3,926.13
<b>TOTAL ASSETS</b>	<b>28,467,589.10</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	64,620.36
Total Accounts Payable	64,620.36
Credit Cards	
20600 · CalCard	
20610 · CalCard - J Taylor	298.57
20613 · CalCard - R Sotomayor	168.39
20609 · CalCard - J Salcido	342.51
20626 · CalCard - M Curiel	119.25
20630 · CalCard - M Dean	768.98
20631 · CalCard - W Mercado	77.37
20619 · CalCard - B Burgess	16.34
20620 · CalCard - S Kleinrock	93.63
20632 · CalCard - E Skrzat	38.10
Total 20600 · CalCard	1,923.14
Total Credit Cards	1,923.14
Other Current Liabilities	
21000 · Payroll Liabilities	
21291 · PERS 457 Payable	68.27
21500 · Accrued Employee Benefits	
21510 · Vacation Payable	56,460.53
Total 21500 · Accrued Employee Benefits	56,460.53
21600 · Accrued Wages	41,399.75
Total 21000 · Payroll Liabilities	97,928.55
22000 · Customer Deposits	
22100 · Rental Property - Rent Deposit	1,400.00
Total 22000 · Customer Deposits	1,400.00
24000 · Accrued Expenses	2,285.86
Total Other Current Liabilities	101,614.41
Total Current Liabilities	168,157.91
Long Term Liabilities	
23500 · Lease Liabilities	
23510 · Lease Liability - Equipment(ST)	3,978.74
Total 23500 · Lease Liabilities	3,978.74
29000 · Deferred Inflows- DIR	
29002 · DIR - Pension Related	1,059,359.00
Total 29000 · Deferred Inflows- DIR	1,059,359.00
29001 · Net Pension Liability	1,213,543.00
Total Long Term Liabilities	2,276,880.74

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Accrual Basis

## Chino Basin Water Conservation District

### Balance Sheet

As of April 30, 2023

	Apr 30, 23
Total Liabilities	2,445,038.65
Equity	
30001 · Non-Spendable Net Position	
30003 · Prepaids & Inventory	53,008.76
Total 30001 · Non-Spendable Net Position	53,008.76
30010 · Committed Net Position	
30011 · Recycled Water Programs	3,666,770.00
Total 30010 · Committed Net Position	3,666,770.00
30020 · Assigned Net Position	
30027 · District Facilities Reserve	300,000.00
30022 · Recharge Improvements	2,350,000.00
30012 · Major Structural Failures	2,350,000.00
30026 · Operating Reserves	1,500,000.00
Total 30020 · Assigned Net Position	6,500,000.00
30090 · Investment in Capital Assets	13,528,834.46
31000 · Unassigned Net Position	1,171,550.27
Net Income	1,102,386.96
Total Equity	26,022,550.45
TOTAL LIABILITIES & EQUITY	28,467,589.10

# Chino Basin Water Conservation District

## Monthly General Checking Disbursements

As of April 30, 2023

Type	Date	Num	Name	Memo	Amount
<b>10000 - Cash Accounts</b>					
<b>10100 - General Checking</b>					
General Journal	04/08/2023	du 4.1...	Paychex	PPE 4/8/2023	-13,116.77
General Journal	04/08/2023	du 4.1...	CalPERS (Payroll)	CalPERS - PPE 04/08/2023	-6,261.98
General Journal	04/08/2023	du 4.1...	CalPERS (Payroll)	CalPERS - PPE 04/08/2023	-1,226.22
General Journal	04/08/2023	du 4.1...	Paychex	Payroll 4/8/2023	-31,734.71
Bill Pmt -Check	04/10/2023	20716	ACWA JPIA	Medical, Dental, Life, Vision Ins-May	-9,530.52
Bill Pmt -Check	04/10/2023	20717	AM-TEC Security	Fire/security/camera monitoring 4/1-6/30/23	-625.20
Bill Pmt -Check	04/10/2023	20718	Animal Pest Management Services, Inc.	ground squirrel control @ basins-March	-935.00
Bill Pmt -Check	04/10/2023	20719	Beneficial Ag Services		-165.24
Bill Pmt -Check	04/10/2023	20720	Burrtec Waste Industries, Inc.	greenwaste & trash srvc-April	-395.36
Bill Pmt -Check	04/10/2023	20721	Cintas Corporation #150		-183.02
Bill Pmt -Check	04/10/2023	20722	Computer Village	MS 365 Monthly subscription	-514.73
Bill Pmt -Check	04/10/2023	20723	Eide Bailly LLP	215752	-7,346.80
Bill Pmt -Check	04/10/2023	20724	Frontier	909-293-7578-071118-5	-459.60
Bill Pmt -Check	04/10/2023	20725	La Verne Power Equipment, Inc.	3 back pack sprayers	-429.94
Bill Pmt -Check	04/10/2023	20726	Maria Lima	Web design overhaul-Inv #2 of 3	-11,950.00
Bill Pmt -Check	04/10/2023	20727	Monte Vista Water District		-263.95
Bill Pmt -Check	04/10/2023	20728	O.F. Wolfenbarger, Inc.	DG for pathways	-59.26
Bill Pmt -Check	04/10/2023	20729	Omone Abu	social media contractor-April	-500.00
Bill Pmt -Check	04/10/2023	20730	R&L Feed	goat feed	-102.76
Bill Pmt -Check	04/10/2023	20731	San Diego Human Resources Consulting,...	HR Consulting-March	-52.50
Bill Pmt -Check	04/10/2023	20732	Sonoma County Water Agency	QWEL Program Annual Fee for 2022	-500.00
Bill Pmt -Check	04/10/2023	20733	Vanguard Cleaning Systems	monthly janitorial srvc-April	-495.00
Bill Pmt -Check	04/10/2023	20734	Cal Card (US Bank)		-11,975.75
General Journal	04/12/2023	bm 5.1...	Paychex	Paychex Fee - EIB	-178.60
General Journal	04/12/2023	bc 5.1...	Paychex	Paychex Fee - Hrs	-50.00
General Journal	04/20/2023	bc 5.1...	Paychex	Paychex Fee - OAB	-154.70
Bill Pmt -Check	04/21/2023	20735	ACWA JPIA	Worker's Comp Quarter 3: 1/1-3/31/23	-9,108.87
Bill Pmt -Check	04/21/2023	20736	AM-TEC Security	Fire alarm system trouble-replaced radio	-899.99
Bill Pmt -Check	04/21/2023	20737	ASBCSD	Mbrshp Mtg on 4/17: 5 Directors, 4 staff	-297.00
Bill Pmt -Check	04/21/2023	20738	Beneficial Ag Services	green waste from Ely #3	-36.00
Bill Pmt -Check	04/21/2023	20739	Brunick, McElhaney & Kennedy	legal services for March	-2,800.00
Bill Pmt -Check	04/21/2023	20740	C.J. Brown & Company, CPAS	Auditor services for March	-550.00
Bill Pmt -Check	04/21/2023	20741	Central Blueprint Service		-1,527.90
Bill Pmt -Check	04/21/2023	20742	Central School District	Ruth Musser MS field trip bus reimbursement	-344.65
Bill Pmt -Check	04/21/2023	20743	Cintas Corporation #150		-183.02
Bill Pmt -Check	04/21/2023	20744	City of Ontario		-63.70
Bill Pmt -Check	04/21/2023	20745	Climatec LLC	Qtrly A/C maintenance 1/1-3/31/23	-1,815.00
Bill Pmt -Check	04/21/2023	20746	Computer Village		-3,076.51
Bill Pmt -Check	04/21/2023	20747	Department of Justice	(AF) pre-employment fingerprint	-32.00
Bill Pmt -Check	04/21/2023	20748	DJL Audio Video Specialists, Inc.	board room AV system project	-5,486.24
Bill Pmt -Check	04/21/2023	20749	Eide Bailly LLP	215752	-7,863.70
Bill Pmt -Check	04/21/2023	20750	Foothills Knolls PTA	Foothill Knolls STEM Field Trip bus reimburse...	-191.04
Bill Pmt -Check	04/21/2023	20751	Geosyntec Consultants, Inc.	Consulting srvc-Feasibility GW storage	-15,889.82
Bill Pmt -Check	04/21/2023	20752	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	04/21/2023	20753	Hose-Man Inc.	hose repair for tractor spraying	-129.56
Bill Pmt -Check	04/21/2023	20754	Kenneth Michael Davis	straw for goat pen	-73.05
Bill Pmt -Check	04/21/2023	20755	Nyckolaus Ledezma	Mileage reimbursement-brochure distribution	-34.06
Bill Pmt -Check	04/21/2023	20756	Occupational Health Ctr of Ca	pre-employment physical-A. Fernandez	-155.50
Bill Pmt -Check	04/21/2023	20757	OMSD - Bussing		-647.75
Bill Pmt -Check	04/21/2023	20758	SCE (Utility Payments Only)	Electric use all campus 3/14-4/11/23	-1,893.50
Bill Pmt -Check	04/21/2023	20759	The City of Monclair	sewer charges-all campus	-103.52
Bill Pmt -Check	04/21/2023	20760	TPX Communications	phone & internet srvc 4/16-5/15	-806.37
Bill Pmt -Check	04/21/2023	20761	Verizon Wireless	wireless push to talk srvc 4/10-5/9	-138.92
Bill Pmt -Check	04/21/2023	20762	Wagner & Bonsignore, CCE		-1,815.20
General Journal	04/22/2023	du 4.2...	Paychex	PPE 4/22/2023	-14,674.02
General Journal	04/22/2023	cm 4.2...	CalPERS (Payroll)	CalPERS - PPE 04/22/2023	-6,244.81
General Journal	04/22/2023	cm 4.2...	CalPERS (Payroll)	CalPERS - PPE 04/22/2023	-1,135.60
General Journal	04/22/2023	cm 4.2...	Paychex	Payroll 4/22/2023	-38,129.05
Check	04/25/2023			Wire Service Charge	-30.00
General Journal	04/26/2023	bm 5.1...	Paychex	Paychex Fee - EIB	-192.75
Total 10100 - General Checking					-216,264.44
Total 10000 - Cash Accounts					-216,264.44
<b>TOTAL</b>					<b>-216,264.44</b>

**Chino Basin Water Conservation District**  
**Monthly Petty Cash Checking Disbursements**  
As of April 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,000.92
10200 · Petty Cash						1,000.92
Deposit	04/30/2023			Interest	0.04	1,000.96
Total 10200 · Petty Cash					0.04	1,000.96
Total 10000 · Cash Accounts					0.04	1,000.96
<b>TOTAL</b>					<b>0.04</b>	<b>1,000.96</b>

**Chino Basin Water Conservation District**  
**CalCard Monthly Detail**  
As of April 30, 2023

Type	Date	Name	Memo	Amount	Balance
<b>20600 · CalCard</b>					5,470.76
<b>20643 · CalCard - D Lamarque</b>					382.27
Credit Card Charge	04/03/2023	California Special Districts Association	(DL) Board Clerk Conf 11/6-11/8	625.00	1,007.27
Credit Card Charge	04/03/2023	California Special Districts Association	(ES) GM Leadership Summit- June 25-27	675.00	1,682.27
Credit Card Charge	04/03/2023	ACWA	(ES) 2023 Spring Conference May 9-11	690.00	2,372.27
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-2,372.27	0.00
<b>Total 20643 · CalCard - D Lamarque</b>				-382.27	0.00
<b>20642 · CalCard - D Schroeder</b>					0.00
Credit Card Charge	04/06/2023	Services - Misc	(DS) CEU's for Arborist	10.00	10.00
Credit Card Charge	04/13/2023	Services - Misc	(DS) CEU - Raising Trees webinar	10.00	20.00
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-20.00	0.00
<b>Total 20642 · CalCard - D Schroeder</b>				0.00	0.00
<b>20610 · CalCard - J Taylor</b>					212.74
Credit Card Charge	04/04/2023	Services - Misc	Tablecloth & towel laundering	46.01	258.75
Credit Card Charge	04/05/2023	Amazon-Cal Card	floral foam-centerpieces for ASBCSD dinner	22.92	281.67
Credit Card Charge	04/07/2023	Amazon-Cal Card	boxes for raffle prizes for ASBCSD dinner	37.04	318.71
Credit Card Charge	04/08/2023	Armstrong Garden Center	succulents for ASBCSD dinner centerpieces	45.92	364.63
Credit Card Charge	04/09/2023	Stater Bros - CalCard	board meeting refreshments	84.26	448.89
Credit Card Charge	04/11/2023	Supplies - Misc	gift box shredded filler	39.84	488.73
Credit Card Credit	04/11/2023	Supplies - Misc	return of gift box fillers	-39.84	448.89
Credit Card Charge	04/11/2023	Supplies - Misc	gift box filler for ASBCSD raffle prizes	11.31	460.20
Credit Card Charge	04/12/2023	Stater Bros - CalCard	bday cake & IceCream for GJ, WM, DM	37.48	497.68
Credit Card Charge	04/17/2023	Amazon-Cal Card	labels, sheet protectors, dividers	37.98	535.66
Credit Card Charge	04/17/2023	Amazon-Cal Card	blue pen refills	5.60	541.26
Credit Card Charge	04/23/2023	Supplies - Misc	cat food bowls, tea, wtr pitcher, tub for beverages	55.44	596.70
Credit Card Charge	04/23/2023	Smart & Final-Cal Card	snacks & beverages for mtgs	88.43	685.13
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-685.13	0.00
Credit Card Charge	04/25/2023	Stater Bros - CalCard	postage stamps	50.40	50.40
Credit Card Charge	04/25/2023	Stater Bros - CalCard	refreshments for committee mtgs	26.67	77.07
Credit Card Charge	04/26/2023	Amazon-Cal Card	frames for certs for ES office	65.38	142.45
Credit Card Charge	04/27/2023	Amazon-Cal Card	memo pads & 3x3 sticky notes	22.87	165.32
Credit Card Charge	04/27/2023	Amazon-Cal Card	lined sticky notes, 2 sizes	18.47	183.79
Credit Card Charge	04/27/2023	Amazon-Cal Card	wipes for monitors	22.41	206.20
Credit Card Charge	04/28/2023	Restaurant-Cal Card	AF first day meet & greet treat	92.37	298.57
<b>Total 20610 · CalCard - J Taylor</b>				85.83	298.57
<b>20613 · CalCard - R Sotomayor</b>					0.00
Credit Card Charge	04/07/2023	Fuel - Misc	fuel for tractor	90.35	90.35
Credit Card Charge	04/14/2023	Services - Misc	oil change for 2018 Chevy	60.00	150.35
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-150.35	0.00
Credit Card Charge	04/25/2023	Hazzard Backflow Inc	backflow test at Ely #3	55.00	55.00
Credit Card Charge	04/26/2023	Costco-Cal Card	fuel for 2018 Chevy	113.39	168.39
<b>Total 20613 · CalCard - R Sotomayor</b>				168.39	168.39
<b>20609 · CalCard - J Salcido</b>					329.51
Credit Card Charge	04/04/2023	Services - Misc	weld for tractor	80.00	409.51
Credit Card Charge	04/04/2023	Fuel - Misc	diesel for tractor	108.16	517.67
Credit Card Charge	04/12/2023	Stater Bros - CalCard	tortoise food	26.31	543.98
Credit Card Charge	04/17/2023	Costco-Cal Card	fuel for older Chevy	90.06	634.04
Credit Card Charge	04/18/2023	Fuel - Misc	Diesel for tractor	102.84	736.88
Credit Card Charge	04/20/2023	Stater Bros - CalCard	tortoise & cat food	48.89	785.77
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-785.77	0.00
Credit Card Charge	04/26/2023	Supplies - Misc	tortoise food	18.83	18.83
Credit Card Charge	04/28/2023	Supplies - Misc	fertilizer for palms	323.68	342.51
<b>Total 20609 · CalCard - J Salcido</b>				13.00	342.51
<b>20626 · CalCard - M Curiel</b>					0.00
Credit Card Charge	04/20/2023	Supplies - Misc	bathroom & Sam way finding sign for garden	119.25	119.25
<b>Total 20626 · CalCard - M Curiel</b>				119.25	119.25
<b>20634 · CalCard - D Moreno</b>					163.27
Credit Card Charge	04/14/2023	Fuel - Misc	Fuel for Ford	45.29	208.56
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-208.56	0.00
<b>Total 20634 · CalCard - D Moreno</b>				-163.27	0.00
<b>20630 · CalCard - M Dean</b>					1,905.06
Credit Card Charge	04/03/2023	Emma	newsletter software	141.24	2,046.30
Credit Card Credit	04/05/2023	Smart & Final-Cal Card	return of unused cookies from open house	-21.98	2,024.32
Credit Card Charge	04/05/2023	Eco Promotional Products, Inc.	branded pens	1,094.21	3,118.53
Credit Card Charge	04/07/2023	Google	cloud storage	1.99	3,120.52
Credit Card Charge	04/10/2023	4imprint, Inc.	branded reusable bags for giveaways	1,022.26	4,142.78
Credit Card Charge	04/11/2023	Services - Misc	software for social media mngmt	79.00	4,221.78
Credit Card Charge	04/16/2023	Amazon-Cal Card	mic for presentations	44.13	4,265.91
Credit Card Charge	04/19/2023	Services - Misc	newsletter software	76.00	4,341.91
Credit Card Charge	04/22/2023	Survey Monkey	monthly survey software	53.00	4,394.91
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-3,663.53	731.38
Credit Card Charge	04/27/2023	Drop Box	monthly cloud storage w/social media	11.99	743.37
Credit Card Charge	04/28/2023	Wishpond	paused plan-voting website for poster contest	9.00	752.37
Credit Card Charge	04/30/2023	Zoom	virtual meeting platform	16.61	768.98
<b>Total 20630 · CalCard - M Dean</b>				-1,136.08	768.98
<b>20631 · CalCard - W Mercado</b>					28.88
Credit Card Charge	04/17/2023	Amazon-Cal Card	alarm clock for field trips	18.52	47.40

# Chino Basin Water Conservation District CalCard Monthly Detail

As of April 30, 2023

Type	Date	Name	Memo	Amount	Balance
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-28.88	18.52
Credit Card Charge	04/26/2023	Amazon-Cal Card	walkie talkies for field trips & events	58.85	77.37
Total 20631 · CalCard - W Mercado				48.49	77.37
<b>20619 · CalCard - B Burgess</b>					32.14
Credit Card Charge	04/13/2023	CA Water Efficiency Partnership	(BB) Peer to Peer Conference	257.50	289.64
Credit Card Charge	04/14/2023	Zoom	Monthly One Pro & Webinar 1000	162.06	451.70
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-451.70	0.00
Credit Card Charge	04/27/2023	Amazon-Cal Card	coiled patch cable	16.34	16.34
Total 20619 · CalCard - B Burgess				-15.80	16.34
<b>20620 · CalCard - S Kleinrock</b>					1,422.29
Credit Card Charge	04/01/2023	SendGrid	contact list storage	19.95	1,442.24
Credit Card Charge	04/12/2023	Best Buy	portable projector screen & stand	217.98	1,660.22
Credit Card Charge	04/13/2023	Amazon-Cal Card	projector/laptop stand (SK)	43.15	1,703.37
Credit Card Charge	04/14/2023	Tree of Life Nursery	plants for garden	320.18	2,023.55
Credit Card Credit	04/14/2023	Supplies - Misc	refund for 3 trees that were rejected on order delivery	-187.44	1,836.11
Credit Card Charge	04/19/2023	Lowe's-Cal Card	materials for park tree planting proj	213.65	2,049.76
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-2,049.76	0.00
Credit Card Charge	04/27/2023	Amazon-Cal Card	hose attachments & quick couplers	93.63	93.63
Total 20620 · CalCard - S Kleinrock				-1,328.66	93.63
<b>20632 · CalCard - E Skrzat</b>					913.93
Credit Card Charge	04/05/2023	Southern California News Group	ES digital subscription	14.00	927.93
Credit Card Charge	04/06/2023	Restaurant-Cal Card	(ES) Lunch w/Justin of MVWD	35.12	963.05
Credit Card Charge	04/13/2023	Services - Misc	(ES) Room hold June Conference	286.23	1,249.28
Credit Card Charge	04/17/2023	Amazon-Cal Card	books & shelf for staff library	92.87	1,342.15
Credit Card Charge	04/17/2023	Amazon-Cal Card	book for staff library	38.10	1,380.25
Credit Card Charge	04/19/2023	Los Angeles News Group	monthly digital for ES	16.00	1,396.25
Credit Card Charge	04/23/2023	Zoom	One Pro Monthly	16.61	1,412.86
Credit Card Charge	04/23/2023	Adobe	Creative Cloud & Acrobat Pro	374.92	1,787.78
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-1,749.68	38.10
Total 20632 · CalCard - E Skrzat				-875.83	38.10
<b>20637 · CalCard - G Jimenez</b>					80.67
Bill	04/24/2023	Cal Card (US Bank)	Statement Ending 4/24/2023	-80.67	0.00
Total 20637 · CalCard - G Jimenez				-80.67	0.00
Total 20600 · CalCard				-3,547.62	1,923.14
<b>TOTAL</b>				<b>-3,547.62</b>	<b>1,923.14</b>

**CHINO BASIN WATER CONSERVATION DISTRICT**  
**PAYROLL SUMMARY**  
**Apr-23**

	PPE <u>4/8/2023</u>	
Total Checks & Direct Deposits	\$ 31,784.51	
Total Taxes Paid	\$ 13,153.19	
Payroll Fees	\$ 178.60	0
<b>Total Payroll</b>	<b>\$ 45,116.30</b>	

*\*Check date 4/12/2023*

	PPE <u>4/22/2023</u>	
Total Checks & Direct Deposits	\$ 38,129.05	
Total Taxes Paid	\$ 14,674.02	
Payroll Fees	\$ 192.75	
<b>Total Payroll</b>	<b>\$ 52,995.82</b>	

*\*Check date 4/26/2023*

**CHINO BASIN WATER CONSERVATION DISTRICT**  
**PAYROLL SUMMARY**  
Apr-23

Pay Period Beg.	Pay Period End	Gross Wages	Notes
6/19/2022	7/2/2022	\$ 40,853.11	
7/3/2022	7/16/2022	\$ 45,459.41	
7/17/2022	7/30/2022	\$ 40,152.49	
7/31/2022	8/13/2022	\$ 41,389.53	
8/14/2022	8/27/2022	\$ 42,350.96	
8/28/2022	9/10/2022	\$ 47,154.69	
	9/10/2022	\$ 866.76	<i>ES Retro Pay</i>
9/11/2022	9/24/2022	\$ 43,519.06	
9/25/2022	10/8/2022	\$ 42,559.94	
	10/5/2022	\$ 3,552.20	<i>Toyasha's Final Check</i>
10/9/2022	10/22/2022	\$ 41,542.35	
10/23/2022	11/5/2022	\$ 41,584.44	
11/6/2022	11/19/2022	\$ 44,645.23	
11/20/2022	12/3/2022	\$ 42,607.17	
12/4/2022	12/17/2022	\$ 46,525.79	
12/18/2022	12/31/2022	\$ 42,947.93	
1/1/2023	1/14/2023	\$ 46,723.80	
1/15/2023	1/28/2023	\$ 44,361.23	
1/29/2023	2/11/2023	\$ 42,277.66	
2/12/2023	2/25/2023	\$ 48,787.70	
2/26/2023	3/11/2023	\$ 45,431.15	
3/12/2023	3/25/2023	\$ 50,119.56	
3/26/2023	4/8/2023	\$ 44,976.00	
4/9/2023	4/22/2023	\$ 51,197.60	
<b>Total Payroll</b>		<b>\$ 981,585.76</b>	





**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> CC 3a
<b>FROM:</b>	Elizabeth Skrzat, General Manager Dena Lamarque, Board Clerk/Administrative Coordinator	
<b>SUBJECT:</b>	AB 1234 – Director Travel, Training, and Meeting Report	

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**RECOMMENDATION**

Receive and file Chino Basin Water Conservation District Director Travel, Training, and Meeting Report, reflecting business-related expenses incurred by the District.

**FISCAL IMPACT**

None. Anticipated Director attendance and associated expenses are included in the Fiscal Year Budget.

**BACKGROUND**

In accordance with Assembly Bill 1234 (AB 1234), effective January 1, 2006, members of the Board of Directors are required to provide a brief report on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

**ISSUES/ANALYSIS**

In response to AB 1234, a Board of Director Travel, Training, and Meeting Report has been created and is placed on the Board Agenda Consent Calendar monthly. It provides the required brief report on meetings that Board members attended in May 2023.

Regular Board Meeting Date: June 12, 2023

Subject: AB 1234 - Director Travel, Training, and Meeting Report

Agenda Item: CC 3a, Page 2

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DATE	EVENT	BOARD MEMBER
5/8/23	Regular Meeting of the Board	President Ligtenberg Vice President Parker Directors Layton, Coker, Gulmahamad, and Sonnenberg
5/24/23	CBWCD Finance Committee	Chair Aldaco, Directors Ligtenberg and Gulmahamad



**STAFF REPORT**  
**CHINO BASIN WATER CONSERVATION DISTRICT**  
**REGULAR BOARD MEETING**

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**MEETING DATE:** June 12, 2023

**AGENDA ITEM:** CC 3b

**FROM:** Elizabeth Skrzat, General Manager  
Dena Lamarque, Board Clerk/Administrative Coordinator

**SUBJECT:** AB 1234 – Compensation and Reimbursement Report

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**RECOMMENDATION**

Approve compensation and reimbursement for specified Board Members for participation at the following events:

DATE	EVENT	BOARD MEMBER
5/16/23	Upland USD Basin Tour Presentation	Vice President Parker
5/13/23	IEUA Board Meeting	Treasurer Aldaco
5/16/23	Ontario Council Meeting – Basin Tour Presentation	Director Coker
5/17/23	Rancho Cucamonga Council Meeting Basin Tour Presentation	Vice President Parker
5/22/23	ASBCSD Membership Meeting	Vice President Parker Treasurer Aldaco Director Coker
5/25/23	CBW & CBWCD Stakeholder BBQ	Vice President Parker Treasurer Aldaco Directors Coker, Gulmahamad, Sonnenberg
5/31/23	Meeting w/Bob Bowcock & GM Skrzat	Vice President Parker
5/31/23	Chino Hills State of the City	Vice President Parker Treasurer Aldaco

### **FISCAL IMPACT**

None. Anticipated Director attendance and associated expenses are included in the Fiscal Year 2022-2023 budget.

### **BACKGROUND**

Per Policy 47, dated November 9, 2020, "Board Member Compensation, Reimbursement, and Ethics Training", Exhibit A, Category C reflects the following:

#### **CATEGORY C** – Meetings at Partner Organizations

At the beginning of each Fiscal Year, Board Members will vote on assignments for attendance at meetings of each organization listed below to ensure broad, diverse, and consistent District representation at such events. A primary and alternate will be chosen. If the primary and alternate members designated are both unable to attend, another member may be later designated for this purpose. At events considered to be of particular importance, multiple directors may be authorized to attend. Compensation and reimbursement for attendance at Category C meetings may be approved post-attendance on the Board's consent calendar.

- a. Association of California Water Agencies (ACWA)
- b. Association of San Bernardino County Special Districts (ASBCSD)
- c. California Groundwater Coalition (CGD)
- d. California Special Districts Association (CDSA)
- e. Cal Trust
- f. Chino Basin Watermaster
- g. Cucamonga Valley Water District (CVWD)
- h. Groundwater Recharge Coordinating Committee (GRCC)
- i. Inland Empire Utilities Agency (IEUA)
- j. Joint Powers Authority (JPIA)
- k. LAIF
- l. Local Agency Formation Commission (LAFCO)
- m. Metropolitan Water District (MWD)
- n. Monte Vista Water District
- o. Southern California Water Committee (SCWC)
- p. Southern California Storm Water Taskforce
- q. Southern California Recycled Water Taskforce
- r. Urban Water Institute (UWI)
- s. Water Education Foundation (WEF)

Please refer to Policy No. 47 for further information.



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2022	<b>AGENDA ITEM:</b> DI 4
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approve Agreement No. 2023-06 with North American Weather Consultants, Inc. (NAWC) and the Santa Ana Watershed Project Authority (SAWPA) for Cloud Seeding Program Equipment Lease	
<b>ATTACHMENT(S):</b>	1) Lease Agreement with North American Weather Consultants, Inc., and the Santa Ana Watershed Project Authority	

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**RECOMMENDATION**

Review, discuss and approve Agreement No. 2023-06, the “Site Operator Agreement between North American Weather Consultants, the Santa Ana Watershed Project Authority, and the Chino Basin Water Conservation District,” and authorize the General Manager to execute the agreement in a form approved by District Counsel.

**FISCAL IMPACT**

The exact fiscal impact is unknown, as it is dependent upon the number of possible storm events that occur over the course of the year and on the number of times that District employees are called out to turn on and turn off the equipment installed on District property. The District will be compensated for one hour of staff time for two staff members that will respond to calls to turn on and turn off the equipment at a rate of \$125.66 during defined daytime hours, Monday – Friday and \$195.72 for defined nighttime hours, weekends, and holidays, representing overtime pay. This rate includes the cost of staff pay, vehicle use, and mileage.

**BACKGROUND**

On November 8, 2021, the Board voted to contribute \$20,000 to the Santa Ana Watershed Project Authority (SAWPA) Cloud Seeding Pilot Program. SAWPA has since moved forward with the project and has contracted with North American Weather Consultants (NAWC) to implement the pilot project in the region. NAWC will use a ground seeding method rather than the use of airplanes due to the crowded airspace in the Los Angeles region.

NAWC will use cloud nuclei generators, which are steel cylinders that will propel the cloud seeding agent, silver iodide, into the atmosphere. These CNG's are manually turned on when the conditions for cloud seeding are ideal. NAWC has approached the District and requested permission to install two CNG's in two locations at District basins along the San Antonio Creek Channel.

On September 12, 2022, the Board approved an agreement with NAWC, allowing them to use District land as locations to install and operate their weather seeding equipment. NAWC plans to install one CNG at the College Heights Basins and one at Montclair Basin #4.

Per the agreement, during potential cloud seeding events, NAWC will notify the District to turn on the CNG's. The District will send two employees from the Facilities & Operations Department to turn on the CNG's. This can happen 24/7, 365. The District will be compensated for one hour per person of staff time during defined "daytime" hours, Monday through Friday, and overtime one hour per person of staff time during defined "nighttime" hours, weekends, and holidays.

However, this type of activity was something that the District's insurance provider, ACWA JPIA, had never before seen. Negotiations have been ongoing as to the appropriate way to structure liability and risk transfer. One request from ACWA JPIA was that SAWPA also be a signatory to the agreement. Therefore, the agreement must come back before the Board for approval. These items have been thoroughly examined by ACWA JPIA and District Counsel.

### **ISSUES & ANALYSIS**

In order for the cloud seeding pilot program to be successful, the contractor hired by SAWPA needs secure property to install equipment and staff to turn the equipment on and off as requested. This request from North American Weather Consultants is unrelated to the District's financial support of the program, which would continue whether or not the District chooses to participate in the program by allowing equipment to be installed on its property and to commit to its operation. Many other water districts in the Santa Ana Watershed are participating in the program by allowing cloud nuclei generators to be installed on their property, including the San Bernardino Valley Water Conservation District.

**SITE OPERATOR AGREEMENT BETWEEN  
NORTH AMERICAN WEATHER CONSULTANTS, THE SANTA ANA RIVER PROJECT AUTHORITY, AND THE  
CHINO BASIN WATER CONSERVATION DISTRICT**

1. This agreement is made between North American Weather Consultants, Inc., a Utah corporation, hereinafter referred to as “NAWC”, the Santa Ana Watershed Project Authority, hereinafter referred to as “SAWPA” and the Chino Basin Water Conservation District, hereinafter referred to as “District.” NAWC, SAWPA, and District are sometimes individually referred to as “Party” and collectively as “Parties”. **Services**

The District shall operate the silver iodide nuclei generator indicated in paragraph two below according to instructions from an authorized representative of NAWC or SAWPA. The District shall report malfunctions or problems to NAWC and SAWPA.

2. **Generator Location**

NAWC and SAWPA shall install two silver iodide nuclei generators on the District’s property. The exact locations of the silver iodide generators will be chosen jointly by District staff, NAWC and SAWPA and shall be named, with a map, on an addendum to this agreement. The District hereby grants permission to NAWC and SAWPA to place two said silver iodide nuclei generators at those two locations. The District warrants that it has the authority to grant such permission.

3. **Compensation**

Provided NAWC and SAWPA requests the District to operate the generator, i.e., either ignite the flame and regulate the generator (turn-on) or extinguish the flame (turn-off), the contractor will be compensated as follows. For each individual operation (activation or short-down of equipment) conducted by the District upon request by NAWC and SAWPA, between during regularly scheduled working hours of the Facilities and Operations Department, Monday – Friday, the District will be paid SEVENTY-TWO DOLLARS, EIGHT CENTS (\$72.08) for staff time and FIFTY-THREE DOLLARS AND FIFTY-EIGHT CENT (\$53.58) to cover the one hour cost of operating a District vehicle for a total of ONE HUNDRED TWENTY FIVE DOLLARS AND SIXTY-SIX CENT (\$125.66). In the event of any operation request outside of the regularly scheduled working hours of the Facilities and Operations Department during the workweek of Monday through Friday, or at any time on a Saturday or Sunday or a paid District holiday, the District shall be paid ONE HUNDRED, FORTY-TWO DOLLARS, FOURTEEN CENT (\$142.14) for staff time and an additional FIFTY THREE DOLLARS AND FIFTY-EIGHT CENT (\$53.58) to cover the cost of operating a District vehicle for one hour for a total cost of ONE HUNDRED NINETY-FIVE DOLLARS AND SEVENTY-TWO CENT (\$195.72). NAWC and SAWPA further agree that the contract is guaranteed a minimum compensation of ONE THOUSAND DOLLARS AND NO CENT (\$1,000) during the term of this agreement, provided the agreement is not terminated (by any party) earlier than agreed to in Section 4.

4. **Term**

The term of this Agreement shall commence on the day it is executed and shall terminate on the 30<sup>TH</sup> day of May 2027, provided however, that either party may terminate this Agreement at any time prior thereto upon giving one week’s written notice to the other party. Though the term of this agreement

shall extend through May 2027, it is not intended that the cloud seeding generator will remain on site during that entire period. For details regarding the installation and removal of the cloud seeding equipment see EXHIBIT A.

## **5. Independent Contractor**

It is understood by the parties hereto that the District is an independent contractor and its services rendered to NAWC and SAWPA hereunder are those of an independent contractor and not an employee of NAWC or SAWPA. It is further understood by the parties hereto that NAWC and SAWPA are not and shall not be liable for the payment of any sums on behalf of the District under the Federal Insurance Contributions Act, the Self-Employment Contributions Act, or under any other law or laws relative to the Social Security system or the laws or regulations of any other governmental body, be it State, Federal, or local, or any law or laws relating to the taxation of income, unemployment insurance, disability compensation, or similar laws. This income may be reported to the IRS if required based on the total amount of payment.

## **6. Indemnification**

- a. Scope of Indemnity. To the fullest extent permitted by law, NAWC and SAWPA shall defend, indemnify and hold the District, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of NAWC and SAWPA, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the NAWC's and SAWPA's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorney's fees and other related costs and expenses. Notwithstanding the foregoing, to the extent NAWC's and SAWPA's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of NAWC. District shall indemnify NAWC and SAWPA in the event that damages, injuries or death are the result of sole active negligence or willful misconduct on the part of District Personnel, Employees, Agents.
- b. Additional Indemnity Obligations. NAWC and SAWPA shall defend, with Counsel of District's choosing and at NAWC's and SAWPA's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind that may be brought or instituted against District or its directors, officials, officers, employees, volunteers and agents. NAWC and SAWPA shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. NAWC and SAWPA shall also reimburse District for the cost of any settlement paid by District or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for District's attorney's fees and costs, including expert witness fees. NAWC and SAWPA shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. NAWC's and SAWPA's obligation to indemnify shall survive expiration or termination of this Agreement, and shall

not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents, or volunteers.

- c. Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in San Bernardino County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, NAWC and SAWPA must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by NAWC and SAWPA. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, NAWC and SAWPA shall be barred from bringing and maintaining a valid lawsuit against the District.

## **7. Insurance.**

- A. Time for Compliance. NAWC and SAWPA shall not commence Services under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this Section. In addition, NAWC and SAWPA shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the District that the subconsultant has secured all insurance required under this Section.
- B. Minimum Requirements. NAWC and SAWPA shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the NAWC and SAWPA, its agents, representatives, employees or subconsultants. NAWC and SAWPA shall also require all of its subconsultants to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:
  - a. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.
  - b. Minimum Limits of Insurance. NAWC and SAWPA shall maintain limits no less than: (1) *General Liability*: \$2,000,000 MINIMUM; per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be \$3,000,000 MINIMUM; (2) *Automobile Liability*: \$1,000,000

MINIMUM; per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 MINIMUM; per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

- c. Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with the District. If such coverage is cancelled or materially reduced, NAWC and SAWPA shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the District will be promptly reimbursed by NAWC and SAWPA or the District may withhold amounts sufficient to pay premium from NAWC and SAWPA payments. In the alternative, the District may suspend or terminate this Agreement.
- d. Professional Liability. NAWC and SAWPA shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount not less than \$1,000,000 MINIMUM; per claim and shall be endorsed to include contractual liability. Defense costs shall be paid in addition to the limits.

If Professional Liability is a claims made policy, the following additional provisions apply:

- 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of the contract work.
  - 2. If coverage is canceled or non-renewed, and not replace with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
- C. Insurance Endorsements. The insurance policies shall contain the following provisions, or NAWC and SAWPA shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:
- a. **General Liability.** The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the District, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and completed operations performed by or on behalf of the NAWC and SAWPA, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the District,

its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the NAWC's and SAWPA's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the District, before the District's own primary insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents, and volunteers shall be excess of the NAWC's and SAWPA's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in this agreement, any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this agreement.

- b. ***Automobile Liability.*** The automobile liability policy shall include or be endorsed (a ended) to state that: (1) the District, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by NAWC and SAWPA or for which NAWC and SAWPA are responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of NAWC's and SAWPA's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents, and volunteers shall be excess of NAWC's and SAWPA's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in this agreement, any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this agreement.
  - c. ***Workers' Compensation and Employer's Liability Coverage.*** The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by NAWC and SAWPA.
  - d. ***All Coverages.*** Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents, and volunteers. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the District, its officials, officers, employees, agents and volunteers, or any other additional insureds.
- D. Separation of Insureds; No Special Limitations; Waiver of Subrogation. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the

District, its directors, officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow NAWC and SAWPA or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. NAWC and SAWPA hereby waives its own right of recovery against District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

- E. Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. NAWC and SAWPA shall guarantee that, at the option of the District, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its directors, officials, officers, employees, agents, and volunteers; or (2) the NAWC and SAWPA shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.
- F. Subconsultant Insurance Requirements. NAWC and SAWPA shall not allow any subconsultants to commence work on any subcontract relating to the work under the Agreement until they have provided evidence satisfactory to the District that they have secured all insurance required under this Section. If requested by NAWC and SAWPA, the District may approve different scopes or minimum limits of insurance for particular subconsultants. NAWC, SAWPA and the District shall be named as additional insureds on all subconsultants' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.
- G. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the District.
- H. Verification of Coverage. NAWC and SAWPA shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District prior to the start of the project. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.
- I. Reporting of Claims. NAWC and SAWPA shall report to the District, in addition to NAWC's and SAWPA's insurer, any and all insurance claims submitted by NAWC and SAWPA in connection with the Services under this Agreement.
- J. Safety. NAWC and SAWPA shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out this project, the NAWC and SAWPA shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and lifesaving equipment and procedures; (B) instructions in accident prevention for all

employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

**8. Child Labor Laws**

Contractor warrants that all employees engaged in this activity are eighteen years of age or older and that the services of persons under the age of eighteen shall not be utilized for work under this agreement.

**9. Responsibilities of District, SAWPA and NAWC**

See EXHIBIT A

**10. Entire Agreement**

This Agreement contains the entire agreement and understand of the parties hereto. It may not be changed, modified, extended, or terminated other than as provided above, nor may any of its provisions be waived except by mutual agreement of the parties hereto in writing.

**11. Attorney's Fees**

If any action at law or inequity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fee, costs, and necessary disbursements in addition to any other relief to which he may be entitled.

**12. Applicable Law**

This Agreement shall be governed by the laws and courts of the State of California.

IN WITNESS WHEREOF, the Parties hereto have executed this agreement on the date first written above.

CBWCD

CHINO BASIN WATER CONSERVATION DISTRICT

APPROVED BY:

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Elizabeth Skrzat  
General Manager

NAWC

NORTH AMERICAN WEATHER CONSULTANTS, INC.

APPROVED BY

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Garrett L. Cammans  
President

SAWPA

SANTA ANA WATERSHED PROJECT AUTHORITY

APPROVED BY

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Jeffrey J. Mosher  
General Manager

## **EXHIBIT “A” – Responsibilities of PARTIES**

### DISTRICT employees shall:

1. Provide NAWC and SAWPA access to the sites to install and periodically maintain equipment.
2. Upon receiving notice that conditions are or will soon be favorable for seeding, dispatch employees to turn on the cloud seeding equipment at both locations.
3. Upon receiving notice that seedable conditions have or will soon terminate dispatch employees to turn off the equipment.
4. Report any known issues or concerns to NAWC and SAWPA

### NAWC and SAWPA shall be responsible to:

1. Train District’s staff in the safe operation of equipment.
2. Notify District prior to accessing the property for equipment maintenance and prior to any scheduled refills of the propane tanks.
3. Maintain the equipment and keep the cloud seeding generator filled with seeding solution.
4. Track propane usage and contract with certified propane suppliers to conduct refills.
5. Direct cloud seeding and provide appropriate lead times in notifications to turn equipment on and off.
6. Comply with the CEQA analysis and accompanying MND.
7. Comply with suspension criteria as outlined in the Operations Plan.

### Installation and Removal Timing:

NAWC and SAWPA shall install equipment no sooner than October 1, 2023. NAWC and SAWPA shall remove the cloud seeding generator by May 30<sup>th</sup> of 2024. For each subsequent season of operation (3 subsequent seasons expected), the same general timing of October 1<sup>st</sup> and May 30<sup>th</sup> shall apply for the installation and removal of the cloud seeding generator.

If permitted by DISTRICT, the propane tank may remain onsite year around. NAWC and SAWPA shall reimburse DISTRICT in the amount of \$200 each year if the propane tank remains on site during the “off season.”

### Additional Safety Measures:

NAWC and SAWPA shall be responsible for providing chain link fencing to secure and protect the cloud seeding equipment and/or propane tank from damages or interference.

### Operational Responsibility:

NAWC and SAWPA maintains sole responsibility for determining when the cloud seeding equipment is to be operated.

NEVERTHELESS, In the event of an emergency, or if deemed necessary to ensure workplace safety, District may turn off the equipment. In such circumstances District shall notify NAWC and SAWPA of the emergency shut off.

NEVERTHELESS, In the event of an emergency, or if deemed necessary to ensure workplace safety, District may turn off the equipment. In such circumstances District shall notify NAWC and SAWPA of the emergency shut off.



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> DI 5
<b>FROM:</b>	Dave Schroeder, Facilities & Operations Manager	
<b>SUBJECT:</b>	Ratify DJL Audio Visual Specialists Work Order and Approve an Additional Expenditure to Replace Outdoor “Overflow” Speakers	
<b>ATTACHMENT(S):</b>	1) DJL Audio Visual Work Order – August 2022 2) DJL Audio Visual Quote – June 2023	

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**RECOMMENDATION**

Review, discuss, and ratify the work orders for DJL Audio Visual Specialists in the amount of \$35,854.24 and approve an additional expenditure of \$1,938.11 for a total not-to-exceed amount of \$37,792.35.

**FISCAL IMPACT**

The work to fix the audio-visual equipment in the Board room is included in the mid-year budget modification for FY 22-23 under Acct: 58000: Capital Projects. There are ample funds to cover extra costs.

**BACKGROUND**

In July 2022, the audio-visual equipment in the Board room suddenly stopped working. The microphones, speakers, televisions, monitors, and projector were all affected. The General Manager informed the Board of the issue during the July Board meeting, suggesting that the best way to move forward was to treat this as an emergency issue and allow staff to quickly find the most qualified contractor with the best price, with the Board ratifying the purchase later. There were no objections.

Staff were unable to contact the contractors who originally installed the equipment in the Board room. Staff identified a contractor willing to work with the District and engaged in their services. DJL Audio/Visual Specialists, Inc. were engaged to replace the wiring and broken audio-visual elements at a cost of \$35,854.24. Unfortunately, work was slowed greatly due to the supply chain

issues. As elements were delivered, they were installed. DJL programmed the system to work from a single monitor installed at the Board Clerk's desk.

Upon investigation, DJL electronics learned that the "overflow" speakers, which were located outside the Board Room, were not functioning, and they suggested replacing them. This additional project would cost an estimated \$1,938.11. Therefore, staff recommend ratifying the original work order and approving a work order in the amount of \$1,938.11, allowing for the work with the overflow speakers to move forward.

### **ISSUES & ANALYSIS**

DJL Audio/Visual Specialists have been extremely responsive to staff needs and have worked hard during each stage of the project to assist staff with better understanding of the system. As the Board Room becomes another popular location for District events as well as third-party events, it is crucial that the audio/visual system functions properly. The supply chain issue has slowed work considerably, however, the system works far better than it had previously.

**D.J.L. audio / video specialists, Inc.**

210 West Arrow Highway Suite "B"  
 San Dimas, CA 91773  
 Phone (909) 599-2669  
 Fax (909) 592-3612

**Proposal**

Contractors License # 783215

**SERVICE FOR:**  
**Chino Basin Water District**  
 4594 San Bernadino Street  
 Montclair, CA 91763

AV upgrade

**INVOICE NO.** Pending  
**SALES- DESIGN** Darryl Lima  
**DATE** 7/28/22  
**JOB NAME / NUMBER**  
**TERMS** 50% / 50%  
**Supervised by** TOYASHA SEBBAG  
 Assistant General Manager

QTY	PARTS DESCRIPTION	PRICE	AMOUNT
1	Extron DXP 44 HD 4K PLUS 4x4 matrix	2969.00	2969.00
1	Extron DMP 128 Plus C	2244.00	2244.00
1	Extron DMP 64 Plus C	1594.00	1594.00
1	Extron TLP PRO 1025 - table top mount	2020.00	2020.00
1	Extron IPCP PRO 350	1295.00	1295.00
4	Samsung 19" monitors and swing arm stands	449.00	1796.00
1	Epson EB-PU1007W laser projector 7k lumens - WUXGA / 4k res	6600.00	6600.00
1	Epson lens ELPLM08	370.00	370.00
1	Samsung 70" TV with RS-232	1795.00	1795.00
1	Chief large format wall mount	170.00	170.00
1	HDMI splitter / extender 1 x 12	488.00	488.00
1	HDMI splitter / extender 1 x 8	380.00	380.00
3	Shure QLXD 24/SM58 digital wireless hand held microphone system	989.00	2967.00
1	Cable and hardware - Cat, Bal Aud, HDMI, fittings and connectors, etc.	640.00	640.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>NOTE- All electrical outlets and services to be provided by others.</b>			
<b>TOTAL PARTS</b>			25328.00

SERVICED BY	LABOR DESCRIPTION	HOURS	RATE	AMOUNT
D.J.L. Field Services	Remove existing AV system and replace with new upgraded digital equipment.		8500.00	8500.00
	System to accommodate 9 lectern mics, three new wireless systems, and video source audio components. All new HDMI distribution and full Extron full color 10" touch panel control.			0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>TOTAL LABOR</b>				8500.00

**COMMENTS**

	<b>PARTS</b>	25328.00
	<b>LABOR</b>	8500.00
	<b>TAX RATE</b>	8.000%
	<b>TAX</b>	2026.24
	<b>TOTAL DUE</b>	\$35,854.24

Accepted by Elizabeth Skyst Date 8/3/22



**D.J.L. audio / video specialists, Inc.**

210 West Arrow Highway Suite "B"  
 San Dimas, CA 91773  
 Phone (909) 599-2669  
 Fax (909) 592-3612

**Proposal**

Contractors License # 783215

**SERVICE FOR:**  
**Chino Basin Water District**  
 4594 San Bernadino Street  
 Montclair, CA 91763

INVOICE NO. Pending  
 SALES- DESIGN Darryl Lima  
 DATE 12/22/22  
 JOB NAME / NUMBER  
 TERMS Net 15  
 Supervised by Elizabeth Skrzat  
 General Manager

QTY	PARTS DESCRIPTION	PRICE	AMOUNT
	<u>Overflow Sound System Upgrade</u>		0.00
2	Tannoy AMS-6 all weather speakers and wall mounts - white	250.00	500.00
1	LAB.Gruppen E 2:2 power amplifier 100w x 2 @ 8 ohms	799.00	799.00
1	Quam 100 w wall mounted volume control	60.00	60.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
<b>TOTAL PARTS</b>			1359.00

**NOTE- All electrical outlets and services to be provided by others.**

**All proposals are good for 30 days. All TV pricing is good for 7 days.**

SERVICED BY	LABOR DESCRIPTION	HOURS	RATE	AMOUNT
D.J.L. Field Services	Complete installation and calibration		450.00	450.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
<b>TOTAL LABOR</b>				450.00

**COMMENTS**

	<b>PARTS</b>	1359.00
	<b>LABOR</b>	450.00
	<b>TAX RATE</b>	9.500%
	<b>TAX</b>	129.11
		\$1,938.11
	<b>TOTAL DUE</b>	

Accepted by

Date





## CHINO BASIN WATER CONSERVATION DISTRICT BOARD MEETING

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**MEETING DATE:** June 12, 2023 **AGENDA ITEM:** DI 6

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Designate a Voting Representative for ACWA Elections

**ATTACHMENT:** 1) ACWA Election Voter Designation Form

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### **RECOMMENDATION**

Review, discuss, and appoint a voting representative to cast the District's ballot for the ACWA Officer and Regional Board Elections.

### **FISCAL IMPACT**

None.

### **BACKGROUND**

The Association of California Water Agencies (ACWA) will be conducting its first election entirely online prior to the annual Fall Conference. In order to accomplish this task, ACWA staff require that all nominees for the position of President and Vice President, as well as all nominees for Region Board seats be submitted by June 16, 2023. No one on the Board has indicated an interest in being nominated for these seats. Additionally, ACWA staff require that each District designate a voting representative by June 16, 2023. The voting representative can be a member of the Board or the General Manager.

### **ISSUES/ANALYSIS**

Once the candidate slate is announced, the Board will have the opportunity to vote for the candidates of their choice for President, Vice President, and the Board of Region 9. This vote will instruct the designated voter to cast the ballot in that manner. The District has not determined who that designated voter should be, and with three out of seven Directors being new Board members, staff is seeking direction from the Board on the matter. In the past, the General Manager has served as the designated voter during the in-person voting at the ACWA Fall Conference. However, voting will now occur online rather than at the ACWA conference.



ATTACHMENT 1

ACWA has launched two separate but concurrent election processes for the 2024-'25 term: the board officers' election for President and Vice President and the region board elections. **In order to vote for the board officers, each member agency must designate one voting representative by June 16.** To designate your agency's one voter, submit this Authorized Voting Representative Form by the June deadline. If you do not designate a representative to vote by the deadline, your agency's General Manager will be the authorized voter by default. Authorized voters will receive an electronic ballot on July 17. For more information about ACWA's elections, visit [www.acwa.com/elections](http://www.acwa.com/elections).

**The person designated below will cast our agency's vote for the election of ACWA's President and Vice President for the 2024-'25 term in the upcoming election.**

Member Agency's Name		Agency's Phone No.
Authorized Voting Representative's Name	Authorized Voting Representative's Email	Authorized Voting Representative's Phone No.

Our member agency would like to cast a paper ballot by U.S. mail instead of voting electronically.  
*Please provide the mailing address below only if you are voting by mail.*

Mailing Address	City, State and Zip
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Print Name of Member Agency's Authorized Signatory

X

Authorized Signatory Signature

Date

**SUBMIT YOUR FORM**

**To:** Donna Pangborn, Senior Clerk of the Board  
**Email:** [donna@acwa.com](mailto:donna@acwa.com)  
**Mail:** 980 9th Street, Suite 1000, Sacramento, CA 95814

**SUBMISSION DEADLINE  
JUNE 16, 2023**





**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> DI 7
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approval of Positions and Job Descriptions for Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist	
<b>ATTACHMENT(S):</b>	<ol style="list-style-type: none"><li>1) Administrative Assistant I Job Description</li><li>2) Receptionist – Part-time Job Description</li><li>3) Landscape Maintenance Worker III Job Description</li><li>4) Landscape Maintenance Worker II Job Description</li></ol>	

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**RECOMMENDATION**

Review, discuss, and approve the positions and job descriptions for Administrative Assistant I, Landscape Maintenance Worker III, and Part-Time Receptionist as recommended by the Finance and Personnel Committees.

**FISCAL IMPACT**

The fiscal impact of the additions of these job descriptions is a total of \$106,031. However, two of these positions are being budgeted at Step 12 and may be filled at a lower compensation level. One of these positions, the Administrative Assistant I has a fully burdened rate at Step 12 of \$84,017 represents a dual filling of the Administrative Assistant position at the District for the purposes of job training. The two positions would be carried simultaneously for no more than two years due to a member of staff's expressed desire to retire during that timeframe, so the total increase in staff costs listed above would not be permanent.

**BACKGROUND**

In order to best maintain an efficient office and effective workforce, staff recommends the addition of an Administrative Assistant I, a Part-Time Weekend Receptionist, and a Landscape Maintenance Worker III position. The Administrative Assistant I position would be a new hire that would learn the position of Administrative Assistant from the current Administrative Assistant II, allowing for effective on the job training and knowledge transfer. The Part-Time Weekend

Receptionist would staff the front desk on Saturdays, providing additional staff presence for walk-in visitors and during workshops. While other staff are onsite during weekend hours, they are often engaged in running workshops or garden maintenance and are unable to greet or monitor visitors that come in the building. The District will be best able to handle weekend visitors with the presence of another staff member. However, the needs for the position are very low level, and it does not make sense to assign higher-paid staff to fulfill this function with 20% (or one day) of their work week. The Landscape Maintenance Worker III would be filled internally, as one member of staff is currently working above their class.

### **ISSUES & ANALYSIS**

These staffing changes are designed to address repeated pain points that staff experiences in delivering a high level of service to the public. The Administrative Assistant position is a key position that requires extensive on-the-job training to accomplish at a high level and is key to the District's sound fiscal management. Saturdays are becoming increasingly busy and extra assistance is needed to ensure that the public has a pleasant experience as well as to ensure the safety of the visitors and the protection of District property. Staff has learned that frequent visitors to the District make it impossible for staff sitting at the front desk to reliably accomplish other complex tasks, meaning that core work is not getting done while sitting at the front desk. Therefore, sitting a higher-paid individual at the front test for an entire workday is a waste of District resources. The Landscape Maintenance Worker III position is being reintroduced to account for the current Landscape Maintenance Worker II working outside of class, saving the District substantial funds in not needing to bring in outside contractors and tradesmen to complete higher level maintenance work, including carpentry, plumbing and electrical work.

**DRAFT**


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POSITION	ADMINISTRATIVE ASSISTANT I
SALARY GRADE	120
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	JULY 1, 2023

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#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

#### ABOUT THE DEPARTMENT

The Administrative Services Department is responsible for the business and personnel functions of the District and for supporting other Departments in fulfilling their goals and the District mission. Administrative Services:

- is responsible for administration of District Financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- oversees Human Resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- administers benefits programs and risk management;
- oversees safety programs and protocols;
- is responsible for District Records, including resolutions, Board and committee meetings materials and minutes, and public records requests;
- maintains and coordinates review of District policies with District Counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- oversees Information Technology;
- provides support to the Board of Directors;
- manages scheduling of Water Conservation Center facilities; and
- oversees procurements, contracts, and agreements.

#### ABOUT THE POSITION

##### SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of semi-skilled and skilled duties to support office staff, including clerical duties, financial record keeping, greeting visitors in person and on the telephone, processing mail, making copies, scanning, filing, typing, indexing, ordering office supplies, janitorial work, as well as performing light maintenance at

the District office. Assists the general public visiting District facilities as needed. This is an entry level position. Positions assigned to this level perform limited or routine clerical and light janitorial duties at the District facilities. The Office Assistant I position differs from the Office Assistant II position in that the more senior position is assigned additional duties of providing the General Manager and Administrative Services Manager direct clerical assistance, maintaining the District's filing system, and handling accounts payable, which requires additional clerical and administrative experience.

#### ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification.

##### Communication

- Processes telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Greets and directs visitors to appropriate person, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.
- Processes, logs, and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage, and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.
- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs.
- Maintains and updates the public display case (insert and remove agendas, meeting notices, holiday, and other notices in a timely manner).

##### Board of Director/Committee support

- Sets up for Board/Committee and all general District meetings and cleans up after.
- Delivers documents to Board members and others, as needed.
- Posts notices and agendas.
- Researches and retrieves actions and policies by the Board of Directors.
- Proofreads agendas, minutes, announcements, and other materials as requested.
- Assembles, mails, and delivers agenda packets and informational materials as needed.

##### General Clerical/Staff Support

- Maintains District's Outlook Internal Calendar.
- Coordinates use of the Waterwise Community Center facilities by internal and external parties.
- Processes reproduction of District documents.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, electronic storage, and purging out-of-date files when required.
- Prepares District Business Cards as needed.
- Maintains appropriate levels of office, janitorial and first aid supplies.
- Proofreads letters and reports.
- Maintains the District's letter reference numbers and log.
- Organizes and maintains the District historical archives.
- Performs miscellaneous word processing or other computer program assignments.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).

- Gathers and prepares recycling for disposal.
- Monitors and records visitor data.
- Assists in new hire process as needed.
- Assists with maintaining Board and staff training records.

#### Accounting

- Copies incoming checks and records in deposit log.
- Processes bank deposits and cash.
- Processes and mails signed accounts payable checks.
- Prepares and records property tax income reports.
- Processes accounts receivable and accounts payable.

#### Meeting/Event Support

- For District-sponsored events, assists with ordering food and set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.

#### Janitorial

- Provides light office cleaning.
- Maintains District kitchen organization and tidiness.
- Maintains and keeps common areas organized.
- Cleans up after meetings and events.

#### Basin/Garden Support

- Tracks and maintains basin data as directed.
- Tracks and reports on chemical inventory and usage as directed.
- Maintains basin work staff hour logs as directed.

#### Miscellaneous

- Supervises volunteers and interns as needed.
- Supports and assists with District special and ongoing events and activities (ex: Waterwise Garden and Pumpkin Festival, student contests, workshops etc.).
- Performs related duties or special projects as assigned.
- Maintains records of work, time, and material usage.
- Runs errands as needed.

### COMPETENCIES

#### Knowledge and Experience

- Basic office procedures. General filing techniques.
- Standard telephone techniques
- Addition, subtraction, multiplication, and division.
- Basic operation of standard office equipment and personal computers.
- Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)
- Proficient in QuickBooks Pro (Version 2012 or higher)
- Vehicular and worker safety codes, practices, and procedures.
- Proper work safety standards.

#### Skills

- Operate standard office equipment.
- Operate Personal Computer.

- Fully developed keyboarding skills.
- Perform mathematical calculations.

#### Abilities

- Comply with the District's Safety, Health, and Environmental policies.
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- Project professional image and communicate effectively in English with others, including the public.
- Safely and efficiently use a variety of hand tools, cleaning solutions and equipment in the performance of janitorial and office type work.
- Understand and follow oral and written instructions in English.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Work safely and efficiently without direct supervision.
- Learn and employ District procedures to safely and efficiently accomplish assigned tasks.
- Work overtime or on various shifts as assigned.
- Deal tactfully and courteously with internal and external contacts.
- Proofread documents to ensure accuracy in spelling, punctuation, and grammar.

#### SUPERVISION

- Reports to: Administrative Services Manager.
- Supports: General Manager.
- Supervises: Volunteers or interns as needed.

#### POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires occasional Saturday work.

#### EDUCATION AND EXPERIENCE

Required: 6-12 months of clerical experience. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties.

Optional:

- Conversational Spanish speaker.

#### WORK ENVIRONMENT

- Standard office setting.
- Frequent interaction with District staff and general public.

#### PHYSICAL DEMANDS

- Communicate orally in English with District management, co-workers, and the public in face-to-face, one-on-one and group settings.
- Regular use of a telephone for communication.
- Use office equipment such as a personal computer, printer, copier, and fax machine.
- Possess aided or unaided hearing and vision within normal ranges.
- Extended standing, walking, sitting, reaching, stopping, climbing, and bending.
- Lifting (up to 50 Lb.).
- Frequent travel by automobile in conducting District business.

- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- Safely operate and maintain a variety of office equipment.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Use both hands and all fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30 – 60 minutes for daily totals between five (5) to seven (7) hours.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

#### OTHER DUTIES

- Some limited local driving is involved.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



**DRAFT**


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POSITION	WEEKEND RECEPTIONIST, PART-TIME
SALARY GRADE	120
CLASSIFICATION	Part-Time, 8-16 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	JULY 1, 2023

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#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

#### ABOUT THE DEPARTMENT

The Conservation Programs Department provides:

- Classes and workshops for residents related to water conservation, landscape transformations, and water efficiency.
- Landscape audits and retrofits.
- Landscape design and horticultural consultations.
- Irrigation audits and training.
- Professional development courses and certification programs for landscape professionals.
- Green infrastructure and low impact development programs that promote water conservation.
- Administration of grants and contracts to develop and deliver audit, landscape transformation, efficient irrigation, and onsite water percolation services and programs.

#### ABOUT THE POSITION

##### SUMMARY/OBJECTIVE

This position works mainly on Saturdays when the Waterwise Community Center, Gardens and Park are open to the general public. This position sits at the front desk and greets visitors and often is the main face of the District during the weekend hours. Under limited supervision, the Weekend Receptionist maintains staff presence in the office during weekend hours. This position's main duties are to greet visitors, answer the telephone, and answer questions from the general public. The weekend receptionist may direct people to the garden, to workshops and classes scheduled for that weekend, or provide them with information about future scheduled events and workshops. This position also performs a variety of semi-skilled and skilled duties to support office staff, including clerical duties,

making copies, scanning, filing, typing, indexing, and maintaining a tidy appearance of the main building during the Saturday shift. This is an entry level position.

### ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification.

#### Communication

- Processes telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public. Questions from the general public may range from:
  - Date and time of workshops, events, and classes.
  - Availability of mulch and compost.
  - Inquiries into District resources such as the Sprinkler Check Up Program.
  - Gardening advice and best practices.
  - District recommendations on various aspects of water conservation, particularly outdoor conservation.
- Greets and directs visitors to appropriate person or event, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the District's online forms, if necessary.
- Performs miscellaneous word processing or other computer program assignments.
- Monitors and records visitor data.

#### Workshop/Event Support

- For District-sponsored events, assists with small tasks as assigned, including but not limited to creating nametags, guest lists, checking in guests, and other basic tasks.
- As requested, assists with setting up rooms and furniture, and maintains communication with event hosts.

#### Janitorial

- Maintains and keeps common areas organized during the shift.
- Assists with clean up after meetings and events as requested.

#### Building/Garden Support

- Unlocks and locks the main building, outdoor access restrooms, and garden gates as assigned.

#### Miscellaneous

- Supports and assists with District special and ongoing events and activities (ex: Waterwise Garden and Pumpkin Festival, accepts student contest entries, workshops etc.).
- Performs related duties or special projects as assigned.
- Runs errands as needed.

### COMPETENCIES

#### Knowledge and Experience

- Basic office procedures. General filing techniques.
- Standard telephone techniques.

- Addition, subtraction, multiplication, and division.
- Basic operation of standard office equipment and personal computers.
- Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook).
- Vehicular and worker safety codes, practices, and procedures.
- Proper work safety standards.

#### Skills

- Operate standard office equipment.
- Operate Personal Computer.
- Fully developed keyboarding skills.
- Perform mathematical calculations.

#### Abilities

- Comply with the District's Safety, Health, and Environmental policies.
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- Project professional image and communicate effectively in English with others, including the public.
- Safely and efficiently use a variety of hand tools, cleaning solutions and equipment in the performance of janitorial and office type work.
- Understand and follow oral and written instructions in English.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Work safely and efficiently without direct supervision.
- Learn and employ District procedures to safely and efficiently accomplish assigned tasks.
- Work on various shifts as assigned.
- Deal tactfully and courteously with internal and external contacts and the general public.

#### SUPERVISION

- Reports to: Conservation Programs Manager.
- Supervises: None.

#### POSITION TYPE AND EXPECTED HOURS OF WORK

- Part-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m. on Saturdays, with the possibility of some Fridays requested.

#### EDUCATION AND EXPERIENCE

Required: Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties.

Optional:

- Conversational Spanish speaker.
- Interest and enthusiasm for gardening, California Native plants, waterwise landscapes, garden design, Earth science, watershed science, or the water industry.

#### WORK ENVIRONMENT

- Standard office setting.
- Frequent interaction with the general public.

#### PHYSICAL DEMANDS

- Communicate orally in English with District management, co-workers, and the public in face-to-face, one-on-one and group settings.
- Regular use of a telephone for communication.
- Use office equipment such as a personal computer, printer, copier, and scanner.
- Possess aided or unaided hearing and vision within normal ranges.
- Extended standing, walking, sitting, reaching, stopping, climbing, and bending.
- Lifting (up to 50 Lb.).
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- Safely operate and maintain a variety of office equipment.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Use both hands and all fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30 – 60 minutes for daily totals between five (5) to seven (7) hours.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

#### OTHER DUTIES

- Some limited local driving may be involved; however, the position's main responsibility is to staff the front desk.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

DRAFT



POSITION	LANDSCAPE MAINTENANCE WORKER III
SALARY GRADE	125
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	TBD

#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

#### ABOUT THE DEPARTMENT

The Facilities and Operations Department manages and maintains the District's facilities and is responsible for the planning and execution of District capital projects.

#### ABOUT THE POSITION

Under general supervision, employees in the Landscape Maintenance Worker III (LMWIII) classification perform a variety of tasks related to landscaping grounds on District property, cultivating vegetation, and facility maintenance on the interior and exterior of buildings as well as exterior hardscapes.

#### SUMMARY/OBJECTIVE

Employees in this classification perform a full range of landscape related maintenance duties under general supervision. Landscape Maintenance Worker III position must be able to perform all activities required in the Landscape Maintenance Worker I and II positions plus additional areas of responsibility including providing supervision and training for more junior employees, interns, and volunteers performing basin, garden, and other district landscape projects. The Landscape Maintenance Worker III position also must be able to perform office tasks, such as maintaining inventories, spreadsheets, basic writing, and sourcing, pricing, and making recommendations for items for purchase by the District.

#### ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities. Under no supervision, this position shall perform a variety of landscaping, grounds and vegetation maintenance on District properties including but not limited to mowing, planting, trimming, raking, watering, weeding, fertilizing, and renovating vegetation. This position shall also be able to troubleshoot a variety of issues related to electrical, plumbing, carpentry, and general

handyman work in the District's buildings. The Landscape Maintenance Worker III shall be able to provide supervision and training to Landscape Maintenance Workers I and II and Conservation Landscape Workers I and II as well as interns and Volunteers when more senior positions are not present to do so. Other major essential functions include:

Landscape Maintenance:

- Operate vehicles and powered equipment, such as trucks, mowers, tractors, chain saws, gas clippers, sod cutters, and pruning saws. Operates a variety of hand and power equipment commonly used in landscaping and maintaining grounds.
- Mow or edge lawns using power mowers or edgers.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Care for established lawns by seeding, mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Inspect grounds for hazards, reports and repair as necessary.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
- Mix of concrete for various projects **without supervision.**
- Paint District properties.
- Perform some janitorial duties.
- Perform facility maintenance and repairs throughout District properties.
- Mix and dispense fertilizers and herbicides **without supervision.**
- Operate District tractor to move heavy objects and spray weeds at the District basins **without supervision.**
- Maintain or repair tools, equipment and structures.
- Gather and remove litter.
- Monitor and repair irrigation systems **in consultation with the Conservation Programs Department.**
- Assist with the establishment and maintenance a plant propagation program in consultation with the Conservation Programs Department as needed.
- Inspect assigned areas for insects and rodents.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Assist with setup of District events, both onsite and offsite.
- **Assist with tabling and outreach events, as needed.**
- Coordinate work plan for more junior District landscape maintenance employees, as assigned.
- Establish landscape maintenance schedules.
- **Plan and execute special projects from start to finish, including researching and proposing budgets, sourcing of materials, work plans, staff assistance required, and closeout reports.**

Maintenance of Buildings:

- **Troubleshoots plumbing issues and performs plumbing maintenance and installation.**
- **Troubleshoots electrical issues and performs electrical maintenance and installation.**
- **Completes construction and carpentry projects, including minor fixes and larger projects for which the District does not need to hire a contractor.**
- **Provides general handyman services onsite.**
- **Machinery and appliance repair, both in the shop and in office buildings.**
- **Assists with safety inspections of District buildings.**

#### Animal Care:

- Oversees wellness of tortoises, including feeding, housing, and veterinary care.

#### Office Duties:

- Researches proposals and budgeting for Facilities & Operations Department projects as assigned.
- Submits written reports on a regular basis as assigned for items such as chemical inventories, tools and equipment inventories, and animal care.
- Creating spreadsheets and other documents for Facilities & Operations Department programs.

Performs related duties as assigned.

#### COMPETENCIES

Knowledge and experience, skills, and abilities that employee must possess to effectively perform job and succeed in position.

##### Knowledge and Experience

- Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Tree trimming chipping, stumping.
- Various irrigation systems.
- Use and application of various fertilizers and herbicides used for vegetation control.
- Proper work safety standards.
- Proper operation and maintenance of various types of equipment used in grounds maintenance.
- Spreading seed and fertilizer.
- Operation of blowers, sweepers, mowers, clippers, sprayers, etc.
- Safe operation and maintenance of tools and equipment used in grounds maintenance.
- Basic and accurate arithmetical calculations.

##### Skills

- Competency in applying technical knowledge and carrying out a learned activity.
- Putting knowledge and technical skills to beneficial use in a unique, efficient, effective manner.
- Developing and recommending creative solutions to resolve or improve landscape maintenance and operations.

##### Abilities

- Safely use and maintain tools and equipment used in grounds maintenance.
- Learn to operate weather station equipment and system.
- Effectively apply fertilizers and herbicides.
- Follow oral and written directions in English.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

## SUPERVISION

- Reports to: Facilities and Operations Manager.
- Supervises: This position has no direct reports, but the Landscape Maintenance Worker III does supervise more junior Landscape Maintenance Worker, intern, and volunteer positions in the field when more senior members are absent, as assigned.

## POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, forty-hour work week, with evenings, weekends, and holidays occasionally required. Forty-hour work week may include Saturdays.

## EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Required: Equivalent to graduation from high school.
- Preferred: Certificates from recognized organizations in pesticides, herbicides, landscaping and irrigation preferred. See more requirements below.

## WORK ENVIRONMENT

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- Exposure to chemicals: Herbicides, fertilizers, pesticides, insecticides, and housecleaning chemicals.

## PHYSICAL DEMANDS

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Operates Equipment including trucks (with and without trailers) lawn mowers, and shredders.
- Operates District tractor to move heavy object and spray weeds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidences by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Holds QWEL Certification or Water Efficient Landscaper Dual Certification Program.
- Must obtain a Pesticide Applicators License withing one (1) year of hire.
- Must obtain a Recycled Water On-Site Supervisor certification within one (1) year of hire.
- Optional: ISA Certified Arborist certification.
- Must satisfactorily meet job requirements for this position for a minimum of 12 months before progressing to another level.

#### OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



**DRAFT**

POSITION	LANDSCAPE MAINTENANCE WORKER II
SALARY GRADE	114
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	September 10, 2018

**ABOUT THE DISTRICT**

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast paced, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

**ABOUT THE DEPARTMENT**

The Project Management and Operations Department manages and maintains the District's facilities and is responsible for the planning and execution of District capital projects.

**ABOUT THE POSITION**

Under general supervision, employees in the Landscape Maintenance Worker I (LMWI) classification perform a variety of responsible landscaping grounds, vegetation, and facility maintenance on District properties. The LMWI is also required to assist the general public and school tours visiting District facilities as needed.

**SUMMARY/OBJECTIVE**

Employees in this classification perform a full range of landscape-related maintenance duties under general supervision. Landscape Maintenance Worker II position must be able to perform all activities required in the Landscape Maintenance Worker I position plus additional areas of responsibility including overseeing employees performing basin, garden, and other district landscape projects.

**ESSENTIAL FUNCTIONS**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities. Under ongoing supervision, this position shall perform a variety of responsible landscaping, grounds and vegetation maintenance on District properties including but not limited to mowing, planting, trimming, raking, watering, weeding, fertilizing, and renovating vegetation, including the following:

- Operate vehicles and powered equipment, such as mowers, tractors, chain saws, gas clippers, sod cutters, and pruning saws. Operates a variety of hand and power equipment commonly used in landscaping and maintaining grounds.
- Mow or edge lawns using power mowers or edgers.

- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Care for established lawns by seeding, mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Inspect grounds for hazards, reports, and repair, as necessary.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
- Under supervision, mix of concrete for various projects.
- Paint District properties.
- Perform some janitorial duties.
- Perform facility maintenance and repairs throughout District properties.
- Under supervision, assist in mixing and dispensing fertilizers and herbicides.
- Under supervision, operate District tractor to move heavy objects and spray weeds at the District basins.
- Maintain or repair tools, equipment, and structures.
- Gather and remove litter.
- Under supervision, monitor and repair irrigation systems.
- Establish and maintain a plant propagation program.
- Inspect assigned areas for insects and rodents.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Assist with setup of District events.
- Lead group tours of District garden and basins.
- Coordinate work plan for District landscape employees.
- Establish landscape maintenance schedules.
- Coordinate special projects.
- Monitors and repairs irrigation system.
- Perform related duties as assigned.

## COMPETENCIES

Knowledge and experience, skills, and abilities that employee must possess to effectively perform job and succeed in position.

### Knowledge and Experience

- Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Various irrigation systems.
- Use and application of various fertilizers and herbicides used for vegetation control.
- Proper work safety standards.
- Proper operation and maintenance of various types of equipment used in grounds maintenance.
- Spreading seed and fertilizer.
- Operation of blowers, sweepers, mowers, clippers, sprayers, etc.
- Tree trimming chipping, stumping with direction.
- Trees and plants.
- Safe operation and maintenance of tools and equipment used in grounds maintenance.
- Basic and accurate arithmetical calculations.

### Skills

- Competency in applying technical knowledge and carrying out a learned activity.
- Putting knowledge and technical skills to beneficial use in a unique, efficient, effective manner.
- Developing and recommending creative solutions to resolve or improve landscape maintenance and operations.

#### Abilities

- Safely use and maintain tools and equipment used in grounds maintenance.
- Learn to operate District weather station equipment and system.
- Effectively apply fertilizers and herbicides.
- Follow oral and written directions in English.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

#### SUPERVISION

- Reports to: Landscape Maintenance Worker Lead and Senior Project Manager.
- Supervises: None.

#### POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, forty-hour work week, with evenings, weekends, and holidays occasionally required. The forty-hour work week may include Saturdays.

#### EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Required: Equivalent to graduation from high school.
- Preferred: Certificates from recognized organizations in pesticides, herbicides, landscaping, and irrigation preferred.

#### WORK ENVIRONMENT

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body MAY come in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- Exposure to chemicals: Herbicides, fertilizers, pesticides, insecticides, and housecleaning chemicals.

#### PHYSICAL DEMANDS

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Operates Equipment including trucks (with and without trailers) lawn mowers, and shredders.
- Operates District tractor to move heavy objects and spray weeds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidences by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Must obtain a QWEL Certification within 1 year of hire.
- Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.
- Must satisfactorily meet job requirements for this position for a minimum of 12 months before progressing to another level.

#### OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> DI 8
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approve Compensation Schedule and Salary Step Chart for Fiscal Year 2023-2024	
<b>ATTACHMENT(S):</b>	1) Classification Compensation Schedule FY 23-24 2) Salary Step Chart for FY 2023-2024	

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**RECOMMENDATION**

Review, discuss, and approve the modified compensation schedule and salary step chart for FY 2023-2024 as recommended by the Finance and Personnel Committees.

**FISCAL IMPACT**

The Proposed Fiscal Year 2023-24 Budget totals \$4,157,500 and is supported by \$4,327,700 in revenues, allowing for an increase in reserves of \$170,200. Total staff compensation costs as proposed would be \$2,161,000 in wages, taxes, and benefits. This represents a \$114,900, or 5%, increase over staffing costs for FY 22-23 as originally adopted by the Board in June 2022. However, a budgeted total of \$84,017 of that \$114,900 increase includes one duplicate position that staff suggests carrying for up to two years to hire and train a replacement for an employee who plans to retire during that timeframe.

**BACKGROUND**

Each year, the Board approves a Classification and Compensation Schedule for the upcoming Fiscal Year (**ATTACHMENT 1**). It lists the job titles, labor grades, and numbers per title that staff suggests will be filled during the upcoming fiscal year. Many positions listed are not filled, as indicated by the "(0)." They are still listed, as they are positions that could be filled in future years. This practice gives the District, which is small, flexibility to look at options for meeting future needs during future budget cycles.

Each year, the Board also approves a Salary Step Chart, which lays out the compensation for each of the twelve steps for each labor grade at the District. This chart allows staff to see their potential

for growth in compensation at the District in their current position and in positions they may aspire to grow into during their tenure at the organization. The two salary step charts attached (**ATTACHMENT 2**). The first is for calendar year 2023. The second includes how each labor grade step changes with the proposed 5% cost of living increase, which, with Board approval, would become effective on January 1, 2024.

### **ISSUES & ANALYSIS**

This year, staff has recommended three new positions in the compensation schedule: an Administrative Assistant I, a part-time weekend Receptionist for Saturdays, and a Landscape Maintenance Worker III.

## FY 2023-2024 Adjusted Classifications, Labor Grades, and Hourly/Salary Ranges

FY 2023-2024 CBWCD Non-Exempt (Hourly)	
Classifications	Labor Grade
Intern	106
Receptionist - Part-Time (0.5)	110
Landscape / Maintenance Worker I (1)	110
Conservation Landscape Worker I (1)	110
Program Assistant (0) - will not fill	113
Landscape / Maintenance Worker II (0)	114
Conservation Landscape Worker II (0)	114
Conservation Technician I (0)	115
Community Programs - Program Educator I Part-time (0)	115
Bookkeeper - Part-time (0)	117
Administrative Assistant I (1)	120
Administrative Assistant II (1)	123
Landscape/Maintenance Worker III (1)	125
Community Programs - Program Educator II - Part Time (0.5)	125
Community Programs - Program Educator II - Full Time (2)	125
Conservation Technician II (2)	125
Facilities & Basins Technician (1)	131
Community Outreach Specialist (0)	131
Community Programs - Programs Specialist (0)	131
Conservation Specialist I (1)	131
Conservation Specialist II (0) - will not fill	134
Board Clerk / Administrative Coordinator (1)	138

FY 2023-2024 Non-Exempt (Hourly) Ranges			
Hourly Labor Grade	Hourly Range		
	Minimum	Max	Max with COLA*
106	\$ 16.24	\$ 21.30	\$ 22.37
110	\$ 17.92	\$ 23.52	\$ 24.69
113	\$ 19.30	\$ 25.32	\$ 26.58
114	\$ 19.78	\$ 25.96	\$ 27.25
115	\$ 20.28	\$ 26.61	\$ 27.93
117	\$ 21.30	\$ 27.95	\$ 29.34
120	\$ 22.94	\$ 30.10	\$ 31.60
123	\$ 24.71	\$ 32.42	\$ 34.03
125	\$ 25.96	\$ 34.06	\$ 35.75
131	\$ 30.10	\$ 39.50	\$ 41.46
134	\$ 32.42	\$ 42.53	\$ 44.65
138	\$ 35.78	\$ 46.95	\$ 49.29

FY 2023-2024 CBWCD Exempt (Annual Salary)	
Classifications	Labor Grade
Conservation Programs Manager (1)	249
Community Programs Manager (1)	249
Facilities & Operations Manager (1)	249
Administrative Services Manager (1)	250
General Manager (1)	N/A

FY 2023-2024 Exempt (Annual Salary) Ranges			
Salary Labor Grade	Salary Range		
	Minimum	Max	Max with COLA*
249	\$ 97,656	\$ 128,133	\$ 134,511
250	\$ 100,097	\$ 131,336	\$ 137,874
N/A (General Manager)	\$ 140,000	\$ 170,000	

**Total of 18 full-time equivalent (FTEs) positions.**

Approved: TBD

\* A COLA of 5% for FY 23-24 will be effective January 1, 2024.



**CHINO BASIN WATER CONSERVATION DISTRICT - PROPOSED 12-STEP SALARY SCHEDULE 11/04/2020**

FACTORS
Range 6, Step 12, Annual <b>\$44,313.36</b>
Step Increase <b>2.50%</b>
Range Increase <b>2.50%</b>
Pay Periods per Year <b>26</b>
Hours per Year <b>2,080</b>

< Lowest current salary = Landscape Maintenance Worker I

Proposed COLA: 5% - Effective January 1, 2023

Salary Range	Annually												Hourly											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
<b>106</b>	33,773	34,618	35,483	36,370	37,279	38,211	39,167	40,146	41,149	42,178	43,233	<b>44,313</b>	16.24	16.64	17.06	17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.78	<b>21.30</b>
<b>110</b>	37,279	38,211	39,167	40,146	41,149	42,178	43,233	44,313	45,421	46,557	47,721	48,914	17.92	18.37	18.83	19.30	19.78	20.28	20.78	21.30	21.84	22.38	22.94	23.52
<b>113</b>	40,146	41,149	42,178	43,233	44,313	45,421	46,557	47,721	48,914	50,136	51,390	52,675	19.30	19.78	20.28	20.78	21.30	21.84	22.38	22.94	23.52	24.10	24.71	25.32
<b>114</b>	41,149	42,178	43,233	44,313	45,421	46,557	47,721	48,914	50,136	51,390	52,675	53,992	19.78	20.28	20.78	21.30	21.84	22.38	22.94	23.52	24.10	24.71	25.32	25.96
<b>115</b>	42,178	43,233	44,313	45,421	46,557	47,721	48,914	50,136	51,390	52,675	53,992	55,341	20.28	20.78	21.30	21.84	22.38	22.94	23.52	24.10	24.71	25.32	25.96	26.61
<b>117</b>	44,313	45,421	46,557	47,721	48,914	50,136	51,390	52,675	53,992	55,341	56,725	58,143	21.30	21.84	22.38	22.94	23.52	24.10	24.71	25.32	25.96	26.61	27.27	27.95
<b>120</b>	47,721	48,914	50,136	51,390	52,675	53,992	55,341	56,725	58,143	59,597	61,086	62,614	22.94	23.52	24.10	24.71	25.32	25.96	26.61	27.27	27.95	28.65	29.37	30.10
<b>123</b>	51,390	52,675	53,992	55,341	56,725	58,143	59,597	61,086	62,614	64,179	65,783	67,428	24.71	25.32	25.96	26.61	27.27	27.95	28.65	29.37	30.10	30.86	31.63	32.42
<b>125</b>	53,992	55,341	56,725	58,143	59,597	61,086	62,614	64,179	65,783	67,428	69,114	70,842	25.96	26.61	27.27	27.95	28.65	29.37	30.10	30.86	31.63	32.42	33.23	34.06
<b>131</b>	62,614	64,179	65,783	67,428	69,114	70,842	72,613	74,428	76,289	78,196	80,151	82,154	30.10	30.86	31.63	32.42	33.23	34.06	34.91	35.78	36.68	37.59	38.53	39.50
<b>134</b>	67,428	69,114	70,842	72,613	74,428	76,289	78,196	80,151	82,154	84,208	86,314	88,471	32.42	33.23	34.06	34.91	35.78	36.68	37.59	38.53	39.50	40.48	41.50	42.53
<b>138</b>	74,428	76,289	78,196	80,151	82,154	84,208	86,314	88,471	90,683	92,950	95,274	97,656	35.78	36.68	37.59	38.53	39.50	40.48	41.50	42.53	43.60	44.69	45.80	46.95
<b>249</b>	97,656	100,097	102,600	105,165	107,794	110,489	113,251	116,082	118,984	121,959	125,008	128,133	46.95	48.12	49.33	50.56	51.82	53.12	54.45	55.81	57.20	58.63	60.10	61.60
<b>250</b>	100,097	102,600	105,165	107,794	110,489	113,251	116,082	118,984	121,959	125,008	128,133	131,336	48.12	49.33	50.56	51.82	53.12	54.45	55.81	57.20	58.63	60.10	61.60	63.14

CHINO BASIN WATER CONSERVATION DISTRICT - PROPOSED 12-STEP SALARY SCHEDULE 11/04/2020

FACTORS	
Range 6, Step 12, Annual	< Lowest current salary = Landscape Maintenance Worker I
\$46,519.20	
Step Increase	
2.50%	
Range Increase	
2.50%	Proposed COLA: 5% - Effective January 1, 2024
Pay Periods per Year	
26	
Hours per Year	
2,080	

Salary Range	Annually												Hourly											
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
106	35,454	36,341	37,249	38,180	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	17.05	17.47	17.91	18.36	18.81	19.29	19.77	20.26	20.77	21.29	21.82	22.37
110	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	18.81	19.29	19.77	20.26	20.77	21.29	21.82	22.37	22.92	23.50	24.08	24.69
113	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	20.26	20.77	21.29	21.82	22.37	22.92	23.50	24.08	24.69	25.30	25.94	26.58
114	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	20.77	21.29	21.82	22.37	22.92	23.50	24.08	24.69	25.30	25.94	26.58	27.25
115	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	21.29	21.82	22.37	22.92	23.50	24.08	24.69	25.30	25.94	26.58	27.25	27.93
117	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	22.37	22.92	23.50	24.08	24.69	25.30	25.94	26.58	27.25	27.93	28.63	29.34
120	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	24.08	24.69	25.30	25.94	26.58	27.25	27.93	28.63	29.34	30.08	30.83	31.60
123	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	25.94	26.58	27.25	27.93	28.63	29.34	30.08	30.83	31.60	32.39	33.20	34.03
124	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	26.58	27.25	27.93	28.63	29.34	30.08	30.83	31.60	32.39	33.20	34.03	34.88
125	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	74,368	27.25	27.93	28.63	29.34	30.08	30.83	31.60	32.39	33.20	34.03	34.88	35.75
131	65,730	67,374	69,058	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	31.60	32.39	33.20	34.03	34.88	35.75	36.65	37.56	38.50	39.47	40.45	41.46
134	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	88,400	90,610	92,875	34.03	34.88	35.75	36.65	37.56	38.50	39.47	40.45	41.46	42.50	43.56	44.65
138	78,133	80,086	82,088	84,140	86,244	88,400	90,610	92,875	95,197	97,577	100,017	102,517	37.56	38.50	39.47	40.45	41.46	42.50	43.56	44.65	45.77	46.91	48.08	49.29
249	102,517	105,080	107,707	110,400	113,160	115,989	118,888	121,861	124,907	128,030	131,230	134,511	49.29	50.52	51.78	53.08	54.40	55.76	57.16	58.59	60.05	61.55	63.09	64.67
250	105,080	107,707	110,400	113,160	115,989	118,888	121,861	124,907	128,030	131,230	134,511	137,874	50.52	51.78	53.08	54.40	55.76	57.16	58.59	60.05	61.55	63.09	64.67	66.29



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> DI 9
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approve the Implementation of a Cost-of-Living Adjustment (COLA) for Fiscal Year 2023-2024	
<b>ATTACHMENT(S):</b>	1) Bureau of Labor Statistics, Western CPI Data Summary	

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**RECOMMENDATION**

Review, discuss, and approve the implementation of a Cost-of-Living Adjustment (COLA) for all permanent personnel, effective January 1, 2024, and approve a modified Classification and Compensation Chart and Salary Step Chart to implement the Cost-of-Living Adjustment as recommended by the Finance and Personnel Committees.

**FISCAL IMPACT**

The cost of a 5% Cost-of-Living Adjustment, effective January 1, 2024, would represent an increase of \$38,815 in personnel and insurance costs during FY 23-24 and an additional \$38,815 in staff costs for the first six months of FY 24-25.

**BACKGROUND**

Each year, the Board considers a COLA proposed by staff in consultation with the District’s accountant Eide Bailly. The purpose of the COLA is to adjust each step on the District’s Salary Step Chart to keep up with the rising cost of living in the area. The District has historically chosen to use the Bureau of Labor Statistics, Western CPI Data for the Riverside-San Bernardino-Ontario area as a guide in choosing the cost-of-living increase most appropriate for each year. Historically, the District has used the January figures as a guide. The data is tailored to the unique characteristics and cost of living of the Inland Empire as compared with other areas in Southern California.

### **ISSUES & ANALYSIS**

In the last two years, the United States has experienced historic inflation. The Bureau of Labor Statistics CPI for Riverside-San Bernardino-Ontario in January 2023 was recorded at 7.0%, which is much higher than the area has seen for decades prior. After consulting with Eide Baily accountants, staff has chosen to propose a COLA of 5% in an effort to blend fiscal responsibility with addressing historically high inflation. Last year, the Board chose to implement an informal “cap” of 5% on COLA when the CPI for Riverside-San Bernardino-Ontario exceeded 5%. If the District were to choose a smaller COLA of 2-3%, its salary ranges would fall far behind competing government employers and make the District uncompetitive for talent. However, it is important to keep in mind that once a COLA is passed, the salary increases are permanent, and thus matching the 7.0% increase in a single year could prove to be financially unsustainable.































# Economy at a Glance

Western Office 

PRINT: 

## Riverside-San Bernardino-Ontario, CA

### Riverside-San Bernardino-Ontario, CA

Data Series	Back Data	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
<b>Labor Force Data</b>							
Civilian Labor Force <sup>(1)</sup>		2,192.7	2,194.2	(P) 2,200.2	2,159.4	(P) 2,171.7	
Employment <sup>(1)</sup>		2,105.8	2,102.1	(P) 2,120.6	2,063.4	(P) 2,073.7	
Unemployment <sup>(1)</sup>		86.9	92.1	(P) 79.6	96.0	(P) 98.0	
Unemployment Rate <sup>(2)</sup>		4.0	4.2	(P) 3.6	4.4	(P) 4.5	
<b>Nonfarm Wage and Salary Employment</b>							
Total Nonfarm <sup>(3)</sup>		1,680.8	1,689.0	1,689.0	1,662.2	(P) 1,668.9	
12-month % change		3.5	2.5	2.1	2.0	(P) 0.8	
Mining and Logging <sup>(3)</sup>		1.6	1.6	1.6	1.6	(P) 1.6	
12-month % change		6.7	6.7	6.7	0.0	(P) 0.0	
Construction <sup>(3)</sup>		118.7	114.9	114.3	110.9	(P) 113.7	
12-month % change		5.9	2.5	3.4	1.6	(P) 0.6	
Manufacturing <sup>(3)</sup>		100.0	98.6	98.1	98.1	(P) 98.7	
12-month % change		2.4	0.6	0.0	0.3	(P) -0.5	
Trade, Transportation, and Utilities <sup>(3)</sup>		468.2	475.0	477.4	462.0	(P) 457.4	
12-month % change		2.4	0.6	-0.1	0.4	(P) -2.6	
Information <sup>(3)</sup>		10.2	10.3	10.3	10.1	(P) 10.1	
12-month % change		3.0	3.0	1.0	0.0	(P) 0.0	
Financial Activities <sup>(3)</sup>		47.4	47.7	47.6	46.1	(P) 46.0	
12-month % change		2.8	3.0	2.4	-1.1	(P) -1.7	
Professional and Business Services <sup>(3)</sup>		181.2	184.0	185.9	180.9	(P) 181.5	
12-month % change		2.4	3.0	4.0	3.4	(P) 2.1	
Education and Health Services <sup>(3)</sup>		270.7	272.1	272.3	272.0	(P) 274.6	
12-month % change		5.2	5.2	4.7	4.3	(P) 3.9	
Leisure and Hospitality <sup>(3)</sup>		179.6	180.7	178.2	177.5	(P) 180.7	
12-month % change		5.0	3.6	1.2	2.2	(P) 1.5	
Other Services <sup>(3)</sup>		48.8	49.1	49.2	47.6	(P) 49.2	
12-month % change		4.9	5.6	6.0	4.4	(P) 5.6	
Government <sup>(3)</sup>		254.4	255.0	254.1	255.4	(P) 255.4	
12-month % change		2.9	2.5	2.1	2.8	(P) 2.7	
<b>Consumer Price Index: Riverside-San Bernardino-Ontario, CA</b>							
CPI-U, All items <sup>(4)</sup>			125.983		127.683		127.707
CPI-U, All items, 12-month % change <sup>(4)</sup>			7.5		7.3		4.6
CPI-W, All items <sup>(5)</sup>			126.453		127.936		128.027
CPI-W, All items, 12-month % change <sup>(5)</sup>			7.3		7.0		4.2
<b>Footnotes</b>							
<sup>(1)</sup> Number of persons, in thousands, not seasonally adjusted.							
<sup>(2)</sup> In percent, not seasonally adjusted.							
<sup>(3)</sup> Number of jobs, in thousands, not seasonally adjusted. See <a href="#">About the data</a> .							
<sup>(4)</sup> All Urban Consumers, base: December 2017=100, not seasonally adjusted.							
<sup>(5)</sup> Urban Wage Earners and Clerical Workers, base: December 2017=100, not seasonally adjusted.							
(P)Preliminary							

Data extracted on: April 19, 2023

Source: U.S. Bureau of Labor Statistics

Note: More data series, including additional geographic areas, are available through the "[Databases & Tables](#)" tab at the top of this page.

Geographically based survey data available from BLS:

Employment & Unemployment

- [Employment, Hours, and Earnings from the CES survey\\_\(State and Area\)](#)
- [Local Area Unemployment Statistics](#)
- [Create Customized Maps -- Unemployment Rates](#)
- [Quarterly Census of Employment and Wages](#)
- [Occupational Employment Statistics](#)
- [Geographic Profile](#)

Prices & Living Conditions

- [Consumer Price Index](#)
- [Consumer Expenditure Survey](#)

Compensation & Working Conditions

- [National Compensation Survey](#)
- [Employment Cost Index](#)
- [Injuries, Illnesses, and Fatalities](#)

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94103-6715

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**STAFF REPORT**  
**CHINO BASIN WATER CONSERVATION DISTRICT**  
**BOARD MEETING**

---

**MEETING DATE:** June 12, 2023                      **AGENDA ITEM:** DI 10

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Adopt the Annual Budget for Fiscal Year 2023-2024

**ATTACHMENTS:** 1) Proposed FY 23-24 Budget  
2) FY 23-24 Budget Narrative  
3) Summary of Proposed Budget Revisions

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**RECOMMENDATION**

Review, discuss and adopt the Annual Budget for Fiscal Year 2023-2024 as recommended by the Finance Committee.

**FISCAL IMPACT**

The Proposed Fiscal Year 2023-24 Budget totals \$4,157,500 and is supported by \$4,327,700 in revenues, allowing for an increase in reserves of \$170,200.

**BACKGROUND**

The proposed budget reflects the District’s mission to sustain a regional water supply through public stewardship by engaging the public through demonstration, education, and percolation strategies to ensure our region’s water needs are efficiently met. The budgeting process was a collaborative process, in which all the managers of each department met with the General Manager and the District’s accountant from Eide Bailey to set forth priorities and develop programs.

Notably, the budget does not yet include a line item for purchasing water. One reason is that it is possible that the Board may opt to purchase water during FY 22-23, or to not purchase water at all. Furthermore, there is currently no Board direction on how much water to buy or how much money to spend. Staff recommends that once the decision is made, the Board approve a budget amendment at that time approving the use of reserve funds for that purpose.

## **ISSUES/ANALYSIS**

### ***Fiscal Year 2023-2024 Revenues***

District revenues are primarily supported by property taxes which are collected by the County of San Bernardino. FY 23-24 is budgeted with a 2% increase to projected FY 22-23 results. This projected 2% increase excludes the RDA Pass-Thru assessment revenues, which are conservatively budgeted at the projected year-end revenues for FY 22-23. It is important to note that over the past 20 years, the average rate of increase of property taxes has been approximately 7%. However, staff strongly supports the fiscally conservative practice of budgeting at a 2% increase as it is difficult, if not impossible, to know how tax revenues will behave in any specific year.

The District is enrolled in the Teeter Program, which enables full collection of property tax revenues allocated to CBWCD each year regardless of delinquency and penalty payments. The county government then collects and keeps the delinquency and penalty payments, but the District is protected against non-payment of property taxes. However, the Teeter Program is not available for RDA Pass-Thru funds.

### ***Fiscal Year 2023-2024 Expenditures***

District Wages considers full staffing for the full 12 months, as well as medical benefits and retirement expenses. Staff proposes allocating \$2,161,000 in wages, taxes, and benefits, which is \$114,900, or 5% higher than the FY 22-23 budget for total compensation as adopted by the Board in June 2022, which was \$2,046,100. However, of that increase, \$84,017 is dedicated for only a temporary increase for up to two years in order to provide staff training prior to the planned retirement of a staff member in a key position.

Total compensation is budgeted at 49% of overall projected revenue, which is consistent with past District budgets. The percentage of staff costs to projected non-grant revenue is lower than the original adopted budget for FY 22-23, in which staff expense (\$2,046,100) was budgeted 51% of projected non-grant revenue (\$3,982,800).

During the Finance Committee review and the Board Budget Study session, some suggestions were made. Additionally, staff costs were overestimated in the original draft budget and an adjustment is found in this version of the budget. Staff added two capital items, including an asphalt driveway for Ely Basin No. 3 (\$20,000) and an ornamental iron fence for part of the College Heights property (\$15,000). New staff put in a request for agenda management software (\$12,000). All of these changes can be found on **ATTACHMENT 3**, Summary of Proposed Budget Revisions.

Proposed Budget  
Fiscal Year 2023/24

	A	B	C
	FY 2022/23 Adopted Budget	FY 2022/23 Projected Ending	FY 2023/24 Proposed Budget
1 <b>Revenue</b>			
2 Property Tax & Assessment Revenue	\$ 2,680,800	\$ 2,748,400	\$ 2,803,400
3 Redevelopment Agency ABx1 26	1,230,900	1,267,100	1,267,100
4 Interest Income	120,600	217,300	221,700
5 Miscellaneous Income	35,500	31,800	35,500
6 <b>Total Revenue - Non-Grant</b>	4,067,800	4,264,600	4,327,700
7 Grant Proceeds (Capital)	620,850	620,850	-
8 <b>Total Revenue</b>	<b>4,688,650</b>	<b>4,885,450</b>	<b>4,327,700</b>
9 <b>Expenditures</b>			
10 <b>Salaries &amp; Benefits</b>			
11 Employee Wages - Salaried	546,000	525,100	645,300
12 Employee Wages - Hourly	654,900	603,300	833,100
13 Employee Wages - Interns	20,700	18,300	72,000
14 Health Benefits	235,550	249,700	257,600
15 Payroll Taxes	103,300	93,500	125,900
16 CalPERS Retirement Normal Costs	101,900	98,900	130,100
17 CalPERS Retirement UAL (Required)	48,900	48,900	48,900
18 Education, Training & Travel	41,200	36,300	48,100
19 <b>Total Salaries &amp; Benefits</b>	<b>1,752,450</b>	<b>1,674,000</b>	<b>2,161,000</b>
20 <b>General &amp; Administrative</b>			
21 Legal	50,000	29,700	50,000
22 Engineering	10,000	-	10,000
23 Audit & Accounting	87,200	98,000	80,000
24 General Consulting	165,500	156,400	131,000
25 Insurance	90,000	93,000	93,000
26 Board of Directors	98,400	99,200	113,100
27 Election Expenses	30,000	30,000	-
28 Dues & Subscriptions	45,200	45,200	45,200
29 Office Utilities	31,500	37,000	39,500
30 Agenda Management Software	-	-	12,000
31 Computer/IT Support	40,400	40,400	43,700
32 Office Equipment & Supplies	59,400	55,900	50,100
33 Telecommunications	19,000	19,000	19,500
34 Maintenance/Janitorial	17,300	17,300	17,300
35 Banking, Payroll & Collection Fees	17,900	18,100	22,700
36 Recruitment	3,000	3,000	5,000
37 <b>Total General &amp; Administrative</b>	<b>\$ 764,800</b>	<b>\$ 742,200</b>	<b>\$ 732,100</b>

**Proposed Budget  
Fiscal Year 2023/24**

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>FY 2022/23 Adopted Budget</b>	<b>FY 2022/23 Projected Ending</b>	<b>FY 2023/24 Proposed Budget</b>
38 <b>Facilities &amp; Operations</b>			
39 Basin Percolation Maintenance	\$ 100,300	\$ 99,500	\$ 101,000
40 Landscape & Irrigation	63,500	63,500	75,100
41 Fencing	30,000	30,000	42,000
42 Structural Maintenance	43,300	44,400	42,000
43 Signage	7,000	10,300	4,500
44 Hardscape	18,500	18,500	9,200
45 Facilities	10,000	-	10,000
46 Equipment & Vehicles	28,500	25,800	33,200
47 Uniforms	17,400	17,400	10,700
48 Weed Abatement & Pest/Critter Control	34,200	35,400	38,200
49 Trash Cleanup & Disposal	15,000	15,000	15,000
50 Utilities, Permits, Fees & Miscellaneous	14,000	12,700	14,000
51 <b>Total Facilities &amp; Operations</b>	<b>381,700</b>	<b>372,500</b>	<b>394,900</b>
52 <b>Public Relations/Education</b>			
53 District Events	50,000	50,100	59,000
54 School Tours	40,000	40,000	40,000
55 Advertising & Strategic Communications	63,300	63,300	63,300
56 Web Design/Maintenance	60,000	60,000	29,000
57 Public Education/Workshops	4,500	4,500	20,000
58 Community Sponsorships	3,000	3,000	2,500
59 Youth Program Supplies	3,500	3,500	1,500
60 Informational Materials	6,000	6,000	3,000
61 Supplies/Giveaways	12,500	12,500	10,000
62 <b>Total Public Relations/Education</b>	<b>242,800</b>	<b>242,900</b>	<b>228,300</b>
63 <b>Capital Expenditures and Pension Management</b>			
64 Capital Expenditures Total	1,495,100	1,362,200	541,200
65 CalPERS UAL Discretionary Payments	85,600	-	-
66 CalPERS Pension Trust Contributions	73,200	19,800	100,000
67 <b>Total Capital Expenditures and Pension Management</b>	<b>1,653,900</b>	<b>1,382,000</b>	<b>641,200</b>
68 <b>Total Expenditures</b>	<b>4,795,650</b>	<b>4,413,600</b>	<b>4,157,500</b>
69 <b>Net Revenue / (Expenditures)</b>	<b>(107,000)</b>	<b>471,850</b>	<b>170,200</b>
70 Use / (Addition) of Unassigned Reserves	107,000	(471,850)	(170,200)
71 <b>Net Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 5-Year Capital Plan Proposed Budget Fiscal Year 2023/24

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>FY 2022/23 Projected Ending</b>	<b>FY 2023/24 Proposed Budget</b>	<b>FY 2024/25 Projection</b>	<b>FY 2025/26 Projection</b>	<b>FY 2026/27 Projection</b>
<b>1 Capital Expenditures</b>					
2 Montclair Basin No.2 Spillway	\$ 1,019,000	\$ -	\$ -	\$ -	\$ -
3 Montclair Basin No.2 Spillway - Engineering	144,000	-	-	-	-
4 Major Structural Failures	-	100,000	170,000	500,000	500,000
5 Dump Trailer	10,000	-			
6 Waterwise Community Center Equipment Improvements	34,200	-			
7 Permanent Signage - Interpretive and Other	70,000	30,000			
8 Electrical Lighting Systems	25,000	-			
9 Drinking Fountain	10,000	-			
10 Truck	-	65,000			
11 Ely Basin No. 3 - Asphalt Driveway		20,000			
12 Amphitheatre Roof and Upgrades	-	262,000			
13 College Heights - Iron Fencing	-	15,000			
14 Watering Tank Trailer	-	-	30,000	-	-
15 Waterwise Community Center Lobby Remodel <sup>1</sup>	-	-	-	-	-
16 Brooks Basin Fence	-	-	300,000	300,000	-
17 Natural Playground <sup>2</sup>		-			
18 Contingency - 10% of Total	50,000	49,200	50,000	80,000	50,000
<b>19 Total Capital Expenditures</b>	<b>\$ 1,362,200</b>	<b>\$ 541,200</b>	<b>\$ 550,000</b>	<b>\$ 880,000</b>	<b>\$ 550,000</b>
<b>20 Grant Proceeds</b>					
21 MWD Stormwater Pilot Program Grant	(320,850)	-	-	-	-
22 ARPA (SB County)	(300,000)	-	-	-	-
<b>23 Total Grant Proceeds</b>	<b>\$ (620,850)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>24 Net Capital Expenditures (District-Funded)</b>	<b>\$ 741,350</b>	<b>\$ 541,200</b>	<b>\$ 550,000</b>	<b>\$ 880,000</b>	<b>\$ 550,000</b>

<sup>1</sup> Project budget of \$250,000 removed from 5-year capital plan and replaced with Natural Playground project

<sup>2</sup> Project added without a budget, as a placeholder, to improve the outdoor space and to replace the lobby remodel



## Chino Basin Water Conservation District

### FY 24 Proposed Budget

## General Fund Revenue and Expenses

### Revenue

**Line 2 Property Tax & Assessment Revenue** includes Ad Valorem tax revenue levied by San Bernardino County. Increase 2% over FY 23 projected actual revenue.

**Line 3 – Redevelopment Agency ABx126** includes collections remitted by the successor agency of the former Redevelopment Agency (RDA) in compliance with ABX 126 and AB 1484. No increase over FY 23 projected actual revenue.

**Line 4 – Interest Income** includes earnings from cash and investments held with Wells Fargo Bank, CalTrust, and Local Agency Investment Fund (LAIF). Increase 2% over FY 23 projected actual revenue.

**Line 5 – Miscellaneous Income** includes the Inland Empire utility agreement revenue, land lease revenue, credit card incentives, and other unpredictable sources of revenue. No increase over FY 23 budget.

**Line 6 – Total Revenue – Non-Grant** includes annual recurring revenue, excluding grant revenue. 2% Increase from FY 23 projected actual revenue.

**Line 8 – Total Revenue** includes annual recurring revenue and grant revenue. Decrease 11% due to the completion of grant-funded capital projects. Grant revenue is not considered or anticipated for general fund expenses.

### Expenses

**Line 11 –Employee Wages - Salaried** includes employee wages for salaried employees. FY 23 mid-year budget was reduced to account for unfilled positions. Increase for FY 24 over FY 23 budget includes a 2.5% step increase and 5% cost of living increase for current employees and the filled Administrative Services Manager position (ASM).

**Line 12 – Employee Wages - Hourly** includes employee wages for hourly employees. FY 24 budget includes a 2.5% step increase and 5% cost of living increase for current employees and the addition of a full-time administrative assistant and a part-time receptionist.

**Line 13 – Employee Wages - Interns** includes wages budgeted for four internship positions. Increase for full funding by the District, previously partially grant-funded.

**Line 14 – Health Benefits** include the District's contribution toward health, dental, vision, life, and disability insurance benefits for employees. Increase 3% over FY 23 projected actual expenses for rate increases.

**Line 15 – Payroll Taxes** includes the District's portion of Federal and State taxes. Increase in line with increased employee wages, including the Administrative Services Manager and two new positions.

## **Chino Basin Water Conservation District**

### **FY 24 Proposed Budget**

**Line 16 – CalPERS Retirement Normal Costs** includes the District’s portion of employee retirement benefits. Increase in line with increased employee wages, including the Administrative Services Manager and two new positions.

**Line 17 – CalPERS Unfunded Actuarial Liability Payment** is the annual payment required to pay down the unfunded accrued liability. No increase over FY 23 budget and decreased significantly over prior years due to the large payment made in FY 23.

**Line 18 Education, Training & Travel** includes expenses for tuition reimbursements, staff education, various conferences, mileage, food per diem and hotels for travel. Increase 33% over FY 23 projected actual expenses due to a reduced FY 23 budget at mid-year, higher costs, and additional training and education opportunities for staff.

**Line 21 – Legal** includes various legal expenses. Maintain consistent budget year to year.

**Line 22 - Engineering** includes general engineering changes to the basin, inspections, and improvement recommendations. Maintain consistent budget year to year.

**Line 23 – Audit and Accounting** includes external audit and accounting services. Decrease over FY 23 projected actual expenses due to the filled Administrative Services Manager position and the outsourcing of payroll processing.

**Line 24 – General Consulting** includes contracts for graphic design, grant writing, human resource consulting, communication consulting, and other miscellaneous services, including planning for 75<sup>th</sup> Anniversary events. Decrease 16% due to the completion of the interpretive signage project, street frontage signage, and event promotions templates.

**Line 25 – Insurance** includes property, liability, and worker’s compensation insurance. No net increase based on insurance quotes.

**Line 26 – Board of Directors** includes meeting stipends, meals, conferences, health and life insurance, mileage, travel, and miscellaneous expenses. Increase 14% due to increased stipend per day of service, increased meeting and conference attendance, and travel.

**Line 27 Election Expenses** includes Board member election expenses every other year.

**Line 28 Dues & Subscriptions** includes community and professional organization dues and subscriptions. No increase over FY 23 budget and projected actual expenses.

**Line 29 Office Utilities** includes gas, electricity, and water charges for the District. Increase 7% due to higher gas prices.

**Line 30 – Agenda Management Software** includes a proposal for software to effectively structure, organize, and distribute meeting agendas. New line for FY 24.

**Line 31 – Computer/Information Technology Support** includes computer software, maintenance, and technology services. Increase 8% for higher contract and subscription costs.

## Chino Basin Water Conservation District

### FY 24 Proposed Budget

**Line 32 - Office Equipment & Supplies** includes copier lease and maintenance expenses, office furniture, computer and printer supplies, postage, and miscellaneous expenses. Decrease 10% due to office furniture purchased in FY 23.

**Line 33 - Telecommunications** includes phone, wireless, and internet services. Increase 3% for anticipated higher rates.

**Line 34 - Maintenance/Janitorial** includes routine facility maintenance, cleaning services, and supplies. No increase for FY 24.

**Line 35 - Banking, Payroll, & Collection Fees** includes payroll processing, banking, and County tax collection fees. Increase 25% due to the outsourcing of payroll processing. This replaces accounting consultant expenses, staff time, and provides stability.

**Line 36 - Recruitment** includes costs of recruiting for vacant employment position. Increase to maintain a consistent budget year to year.

**Line 39 - Percolation Maintenance** includes ripping the floor of the basins, tract walking, and other activities designed to increase percolations rates. Increase 2% for anticipated costs.

**Line 40 - Landscape and Irrigation** includes grounds maintenance, landscaping services, irrigation expenses, small tool purchases, and supplies. Increase 18% for replacement plants, new irrigation installation, and backflow testing, formerly budgeted in structural maintenance.

**Line 41 - Fencing** includes maintenance and repairs for various District fences. Increase 40% for garden fence painting.

**Line 42 - Structural Maintenance** includes HVAC maintenance, security maintenance, painting, parking lot resurfacing, and other various projects. Decrease 5% for transfer of backflow testing to the Landscape and Irrigation line.

**Line 43 - Signage** includes non-capitalized building and garden signage. Decrease due to limited signage replacements anticipated.

**Line 44 - Hardscape** includes concrete work, stucco repair and road repair. Decrease due to limited projects anticipated.

**Line 45 - Facilities** includes miscellaneous facility repairs. Maintain consistent budget year to year.

**Line 46 - Equipment & Vehicles** includes vehicles, repair and maintenance, and fuel. Increase for higher fuel costs.

**Line 47 - Uniforms** includes employee uniforms. Decrease from FY 23 projected actual expenses due to two years of uniforms ordered and received in one year.

**Line 48 - Weed Abatement and Pest/Critter Control** includes services required for weed abatement and pest control. Increase 8% to provide protective cover for the llama.

## **Chino Basin Water Conservation District**

### **FY 24 Proposed Budget**

**Line 49 – Trash Cleanup & Disposal** includes trash and green waste services, street cleanup, and miscellaneous disposal services. No increase over FY 23 budget and projected actual expenses.

**Line 50 – Utilities, Permits, Fees & Miscellaneous** includes miscellaneous permits and fees and operating utilities. Increase 10% for higher utility rates.

**Line 53 – District Events** includes various outreach events, the water fair, and the poster art contest. Increase 18% for 75<sup>th</sup> anniversary enhancements.

**Line 54 – School Tours** includes bus expenses for school tours. No increase over FY 23 projected actual expenses.

**Line 55 – Advertising & Strategic Communications** includes mailers, printing, and various promotional pieces to promote the 75<sup>th</sup> Anniversary. No increase over FY 23 projected actual expenses.

**Line 56 – Web Design and Maintenance** includes service agreements to maintain and upgrade the District's website. Decrease due to completion of website overhaul.

**Line 57 – Public Education/Workshops** includes educational workshops for the public. Increase due to a California Native Plant Landscape Certification program.

**Line 58 – Community Sponsorships** includes miscellaneous community sponsorships. Decrease from FY 23 projected actual expenses.

**Line 59 – Youth Program Supplies** includes miscellaneous supplies for youth programming. Decrease from FY 23 projected actual expenses.

**Line 60 – Informational Materials** includes educational workshop brochures and handouts. Decrease from projected actual expenses.

**Line 61 – Supplies/Giveaways** include giveaways for public events and workshops. Decrease from projected actual expenses.

**Line 64 – Capital Expenditures** include capital projects detailed in the 5-year capital plan / proposed budget for FY 24.

**Line 65 – CalPERS UAL Discretionary Payments** included voluntary payments toward the unfunded accrued liability. No payments are budgeted for FY 24.

**Line 66 – CalPERS Pension Trust Contributions** include voluntary payments to the pension trusts. \$100,000 is budgeted for FY24 and decisions to make payments throughout the year will be assessed by staff and the Board.

**Line 69 – Net Revenue/(Expenses)** includes budgeted revenue over expenses. The FY 24 Budget projects an addition to the general fund reserves of \$170,200.

## Chino Basin Water Conservation District

### FY 24 Proposed Budget

#### Capital Expenditures

**Line 2 – Montclair Basin No. 2 Spillway** includes contracted services to construct the Montclair Basin Spillway. The project was completed in FY 23.

**Line 3 – Montclair Basin No. 2 Spillway – Engineering** includes contracted services for engineering for the Montclair Basin Spillway. The project was completed in FY 23.

**Line 4 – Major Structural Failures** includes unanticipated structural expenses. The are no projected actual expenses for FY 23. The budgeted is renewed each year.

**Line 5 –Dump Trailer** includes the purchase of a dump trailer. The dump trailer will be purchased in FY 23 and there is no budget for FY 24.

**Line 6 – Waterwise Community Center Equipment Improvements** includes technological board room upgrades. The project was completed in FY 23.

**Line 7 – Permanent Signage – Interpretive and Other** includes the design and installation of district-wide interpretive signage. The interpretive signage was completed in FY 23. Street front signage is budgeted for FY 24.

**Line 8 – Electrical Lighting Systems** includes the purchase of performance lighting. The project was completed in FY 23.

**Line 9 – Drinking Fountain** includes the purchase of a drinking fountain for the District. The project will be completed in FY 23.

**Line 10 – Truck** includes the purchase of a new truck. The truck will be purchased in FY 24.

**Line 11 – Ely Basin No. 3 – Asphalt Driveway** includes a new driveway at the Ely Basin. The driveway will be replaced, rather than repaired in FY 24.

**Line 12 - Amphitheatre Roof & Upgrades** includes construction and installation of a roof over the amphitheater and potential upgrades to the amphitheater. The project is in the initial planning stages.

**Line 13 – College Heights – Iron Fencing** includes new fencing at the College Heights location. The fence is budgeted to be installed in FY 24.

**Line 14 - Watering Tank Trailer** included a purchase of a water tank trailer. The purchase is not anticipated to be made in FY 24 and has been deferred to FY 25.

**Line 15 – Waterwise Community Center (WCC) Lobby Remodel** includes the renovation of the WCC lobby. The renovation budget has been removed from the 5-year capital plan and has been replaced by an natural playground project which is in the conceptual stage.

## **Chino Basin Water Conservation District**

### **FY 24 Proposed Budget**

**Line 16 – Brooks Basin Fence** includes the replacement of the Brooks Basin fence. The replacement has been deferred to FY 25 and FY 26.

**Line 17 – Natural Playground** includes the conceptual planning, design, and construction of natural playground that is proposed to be located at the north end of the Wilderness Park.

**Line 18 - Contingency** includes unanticipated capital expenses and costs higher than budgeted for approved projects. The Contingency budget for FY 24 is 10% of total budgeted projects.

**Line 20 – Total Grant Proceeds** includes grant funding for capital projects. There are no anticipated grant proceeds for FY 24.

**Line 21 – Net Capital Expenditures (District-Funded)** includes the amount budgeted for the use of District funds. \$541,200 is budgeted from general funds for FY 24.

**Chino Basin Water Conservation District**  
**FY 24 Proposed Budget**  
**Revisions for Finance Committee Meeting**  
**5/24/23**

	Original	Revised	Difference
<b>General Fund Expenses</b>			
<b>1</b> 11. Employee Wages - Salaried	667,600	645,300	(22,300)
12. Employee Wages - Hourly	874,500	833,100	(41,400)
13. Employee Wages - Interns	75,600	72,000	(3,600)
14. Health Benefits	261,500	257,600	(3,900)
15. Payroll Taxes	129,900	125,900	(4,000)
16. CalPERS Retirement Normal Costs	135,900	130,100	(5,800)
<b>2</b> 30. Agenda Management Software	-	12,000	12,000
<b>3</b> 31. Computer / Information Technology Support	41,800	43,700	1,900
<b>Capital Expenses</b>			
<b>4</b> 11. Ely Basin No. 3 - Asphalt Driveway	-	20,000	20,000
<b>5</b> 13. College Heights - Iron Fencing	-	15,000	15,000
<b>6</b> 15. WCC Lobby Remodel <b>1</b>	-	-	-
<b>7</b> 17. All-Natural Playground <b>2</b>	-	-	-
<b>8</b> 18. Contingency (10% of added projects)	45,700	49,200	3,500
Net Decrease in Expenses	2,232,500	2,203,900	(28,600)
<b>9</b> 69. Net Revenue / (Expenditures)	141,600	170,200	28,600

- 1** The original proposed budget applied the step increase and the cost of living adjustment (COLA) as of 7/1/23, based on an earlier consideration that is not being proposed for FY 24. The proposed budget for employee wages and related benefits has been decreased to reflect the step increase at 7/1/23 and COLA at 1/1/24.
- 2** A new budget line is being introduced to propose the purchase of agenda management software.
- 3** The revised proposed budget includes an increase for the addition of a social media archiving service.
- 4** The revised proposed budget includes an increase for the addition of an asphalt driveway at Ely Basin No. 3
- 5** The revised proposed budget includes an increase for the addition of iron fencing at College Heights.
- 6** The WCC lobby remodel budget has been removed from the 5-year capital plan. It was budgeted for FY 24/25 and has been replaced by the natural playground project.
- 7** The revised proposed budget includes an increase for the addition of an natural playground project, which replaces the WCC lobby remodel.
- 8** The revised proposed budget includes an increase in Contingency for 10% of the additional projects.
- 9** The net effect of the proposed budget revisions is an increase in the addition to reserves of \$28,600.





**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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**MEETING DATE:** June 12, 2023 **AGENDA ITEM:** DI 11

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Approve Amendment to Policy No. 36: Sick Leave

**ATTACHMENTS:** 1) Policy No. 36: Sick Leave (redlined)  
2) Policy No. 36: Sick Leave (final)

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**RECOMMENDATION**

Review, discuss, and approve adjustments to Policy No. 36: Sick Leave, allowing for access of sick leave after 30 days of employment as recommended by the Personnel Committee.

**FISCAL IMPACT**

None.

**BACKGROUND**

One of the District's most effective Covid safety practices is to encourage staff to stay home when they are sick, or to leave work if they start feeling ill while at work. Staff members have been vigilant about following this practice, which has kept their fellow staff members safe from COVID, the flu, and other illnesses. However, under the guidelines of the District's current sick leave policy, staff may not have access to accrued sick leave until after the 90<sup>th</sup> day of employment. This limitation has caused the General Manager to send staff home without pay.

Staff suggest changing the limit from ninety days to thirty days, at which point a new employee would have accrued 6 hours of sick leave. While not perfect, it does assist new employees, as well as their managers, in enforcing the "stay at home if you are ill" practice without undue economic impact to new employees.

**ISSUES/ANALYSIS**

The suggested change in Policy No. 36: Sick Leave would not change the overall amount of sick time that an employee receives each year, nor would it change the rate of accrual or give new employees access to additional sick time beyond what they have already accrued. It simply allows them to access accrued sick leave 60 days sooner in their career with the District.

**Policy No.:** 36  
**Issue No.:** 8  
**Effective Date:** TBD  
**Subject:** Sick Leave

ATTACHMENT 1

## **Policy No. 36 – Sick Leave**

**Purpose:** To establish guidelines for the usage of sick leave by District employees and to adhere to AB1522 “Healthy Workplaces, Healthy Families Act of 2014”; and to provide affected employees with monetary compensation during an absence from work due to an injury, illness, or disability; to establish the method by which employees receive monetary compensation during an extended absence from work due to an injury, illness, or disability; to establish how employees who are injured, ill, or disabled on the job supplement regular sick leave benefits with compensation received from the District’s Workers’ Compensation program and the State Disability Insurance Fund.

### **Policy/Procedure:**

1. All salaried and hourly full-time employees accrue sick leave at the rate of eighty (80) hours per year. Unused sick leave may be carried forward to a maximum accrual of one hundred seventy-six (176) hours. Employees are eligible to use accrued sick leave on the ~~90<sup>th</sup>~~ 30<sup>th</sup> day of employment. Salaried and full-time hourly employees who are ill on a holiday will receive holiday pay.
2. Except in emergencies or when the employee has previously provided a written off-work order from his/her treating physician(s), an employee who utilizes sick leave shall be responsible, each and every day sick leave is utilized, to notify the Manager or a supervisor prior to his/her scheduled start time.
3. A District part-time, temporary or intern (employee) who, on or after July 1, 2015, works for thirty (30) or more days within a year from the commencement of employment shall accrue paid sick leave at the rate of one hour for every 30 hours worked; such employee is entitled to use accrued sick days beginning ~~on the 90<sup>th</sup> day of employment~~ (or 30 days after the employee begins to accrue sick leave). Unused sick leave may be carried forward to a maximum accrual of one hundred seventy-six (176) hours.
4. It is the employee’s responsibility to be aware of how much sick leave has been earned and used. In accordance with AB1522, if the employee separates from the District and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon returning.
5. Employees on sick leave who are eligible for disability benefits are required to apply for them, and the employee’s pay while on sick leave is reduced by the amount of any disability benefits awarded. The employee sends the notice of award or a copy of the first disability check to the District as soon as it is received.

**Policy No.:** 36  
**Issue No.:** 8  
**Effective Date:** TBD  
**Subject:** Sick Leave

ATTACHMENT 1

6. Sick leave is not paid to employees upon termination, whether voluntary or involuntary.
7. At no time shall the employee's total compensation received from the District's Workers' Compensation program and the utilization of sick leave, vacation leave be greater than his/her regular total compensation received from the District.
8. The use of sick leave or vacation leave to supplement benefits received from the District's Workers' Compensation program, or the Long-Term Disability program shall be limited to those amounts earned by the employee prior to or accrued during any absence covered by either of those programs.
9. Employees who utilize the value of sick leave or vacation leave, to supplement the difference between the employee's regular District compensation and the benefits received from the District's Workers' Compensation program are required to submit to the District a copy of all checks received from said programs within five (5) working days of receipt of any compensation check.
10. Upon receiving from the employee a copy of his/her compensation check from the District's Workers' Compensation program the District shall credit the employee's leave accounts for any sick leave or vacation leave utilized to supplement the difference between the employee's regular District compensation and benefits received from the District's Workers' Compensation program.
11. Upon returning to work following an absence due to an injury or illness, an employee shall present to the General Manager a medical release form identifying "limitation", if any, to his ability to perform the regular duties of his/her position without further injury or at a reduced efficiency. If the medical release form contains limitations which, in the District's sole opinion, are incompatible with its operations and the normal work assignments of the employee, the District may refuse to let the employee return to work. In such an event, the employee shall continue his absence as identified before his attempt to return to work with incompatible restrictions, unless and until he/she is released to return to work without restrictions or until other provisions of these rules, such as those relating to leave of absence, and such come into play.
12. Employees unable to report to work for his/ her scheduled shift shall either call or have someone call his/ her supervisor at least sixty (60) minutes preceding the time he/ she is scheduled to report to work to notify the District of the absence for sick leave purposes. If the supervisor does not answer at the time of the call, a contact phone number shall be left as part of the message regarding the absence. Sick leave use must be reported to the employee's manager/supervisor and submitted with payroll.
13. Sick leave may be granted for personal illness or injury; absences for medical, dental, and/ or vision care appointments; or to attend to an immediate family member (parent,

**Policy No.:** 36  
**Issue No.:** 8  
**Effective Date:** TBD  
**Subject:** Sick Leave

ATTACHMENT 1

child, spouse, registered domestic partner, sibling, grandparent, or grandchild as defined under California Labor Code Section 233 and 245. 5) who is ill/injured or needs care as permitted by that law.

14. An employee using sick leave for three (3) or more consecutive days must present his/her manager with a note from a doctor clearing the individual to return to work.

**Workers' Compensation:** The District abides by all laws and regulations pertaining to the Workers' Compensation system established by the State of California.

Revision:

Issue No. 1 – 1-10-96 (Original Policy)

Issue No. 2 – 3-12-97 (Annual Review)

Issue No. 3 – 3-9-09 (Alternative Work Week)

Issue No. 4 – 7-13-15 (AB1522 Legal Update)

Issue No. 5 – 3-9-20 (Add #12 and 13)

Issue No. 6 – 6-14-21 (Add #14)

Issue No. 7 – 1-10-22 (Removed sick leave hour limitation of 24-hours per year for part-time employees and added total accrual of 176 hours)

Issue No. 8 – TBD – decreased the waiting time a new employee has before being allowed to use sick leave from the 90<sup>th</sup> day of employment to the 30<sup>th</sup> day of employment for full time workers and the 30<sup>th</sup> day after beginning to accrue sick leave for part time employees.

**Policy No.:** 36  
**Issue No.:** 8  
**Effective Date:** TBD  
**Subject:** Sick Leave

ATTACHMENT 2

### **Policy No. 36 – Sick Leave**

**Purpose:** To establish guidelines for the usage of sick leave by District employees and to adhere to AB1522 “Healthy Workplaces, Healthy Families Act of 2014”; and to provide affected employees with monetary compensation during an absence from work due to an injury, illness, or disability; to establish the method by which employees receive monetary compensation during an extended absence from work due to an injury, illness, or disability; to establish how employees who are injured, ill, or disabled on the job supplement regular sick leave benefits with compensation received from the District’s Workers’ Compensation program and the State Disability Insurance Fund.

#### **Policy/Procedure:**

1. All salaried and hourly full-time employees accrue sick leave at the rate of eighty (80) hours per year. Unused sick leave may be carried forward to a maximum accrual of one hundred seventy-six (176) hours. Employees are eligible to use accrued sick leave on the 30<sup>th</sup> day of employment. Salaried and full-time hourly employees who are ill on a holiday will receive holiday pay.
2. Except in emergencies or when the employee has previously provided a written off-work order from his/her treating physician(s), an employee who utilizes sick leave shall be responsible, each and every day sick leave is utilized, to notify the Manager or a supervisor prior to his/her scheduled start time.
3. A District part-time, temporary or intern (employee) who, on or after July 1, 2015, works for thirty (30) or more days within a year from the commencement of employment shall accrue paid sick leave at the rate of one hour for every 30 hours worked; such employee is entitled to use accrued sick days beginning 30 days after the employee begins to accrue sick leave. Unused sick leave may be carried forward to a maximum accrual of one hundred seventy-six (176) hours.
4. It is the employee’s responsibility to be aware of how much sick leave has been earned and used. In accordance with AB1522, if the employee separates from the District and is rehired within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon returning.
5. Employees on sick leave who are eligible for disability benefits are required to apply for them, and the employee’s pay while on sick leave is reduced by the amount of any disability benefits awarded. The employee sends the notice of award or a copy of the first disability check to the District as soon as it is received.

**Policy No.:** 36  
**Issue No.:** 8  
**Effective Date:** TBD  
**Subject:** Sick Leave

ATTACHMENT 2

6. Sick leave is not paid to employees upon termination, whether voluntary or involuntary.
7. At no time shall the employee's total compensation received from the District's Workers' Compensation program and the utilization of sick leave, vacation leave be greater than his/her regular total compensation received from the District.
8. The use of sick leave or vacation leave to supplement benefits received from the District's Workers' Compensation program, or the Long-Term Disability program shall be limited to those amounts earned by the employee prior to or accrued during any absence covered by either of those programs.
9. Employees who utilize the value of sick leave or vacation leave, to supplement the difference between the employee's regular District compensation and the benefits received from the District's Workers' Compensation program are required to submit to the District a copy of all checks received from said programs within five (5) working days of receipt of any compensation check.
10. Upon receiving from the employee a copy of his/her compensation check from the District's Workers' Compensation program the District shall credit the employee's leave accounts for any sick leave or vacation leave utilized to supplement the difference between the employee's regular District compensation and benefits received from the District's Workers' Compensation program.
11. Upon returning to work following an absence due to an injury or illness, an employee shall present to the General Manager a medical release form identifying "limitation", if any, to his ability to perform the regular duties of his/her position without further injury or at a reduced efficiency. If the medical release form contains limitations which, in the District's sole opinion, are incompatible with its operations and the normal work assignments of the employee, the District may refuse to let the employee return to work. In such an event, the employee shall continue his absence as identified before his attempt to return to work with incompatible restrictions, unless and until he/she is released to return to work without restrictions or until other provisions of these rules, such as those relating to leave of absence, and such come into play.
12. Employees unable to report to work for his/ her scheduled shift shall either call or have someone call his/ her supervisor at least sixty (60) minutes preceding the time he/ she is scheduled to report to work to notify the District of the absence for sick leave purposes. If the supervisor does not answer at the time of the call, a contact phone number shall be left as part of the message regarding the absence. Sick leave use must be reported to the employee's manager/supervisor and submitted with payroll.
13. Sick leave may be granted for personal illness or injury; absences for medical, dental, and/ or vision care appointments; or to attend to an immediate family member (parent,

**Policy No.:** 36  
**Issue No.:** 8  
**Effective Date:** TBD  
**Subject:** Sick Leave

ATTACHMENT 2

child, spouse, registered domestic partner, sibling, grandparent, or grandchild as defined under California Labor Code Section 233 and 245. 5) who is ill/injured or needs care as permitted by that law.

14. An employee using sick leave for three (3) or more consecutive days must present his/her manager with a note from a doctor clearing the individual to return to work.

**Workers' Compensation:** The District abides by all laws and regulations pertaining to the Workers' Compensation system established by the State of California.

Revision:

Issue No. 1 – 1-10-96 (Original Policy)

Issue No. 2 – 3-12-97 (Annual Review)

Issue No. 3 – 3-9-09 (Alternative Work Week)

Issue No. 4 – 7-13-15 (AB1522 Legal Update)

Issue No. 5 – 3-9-20 (Add #12 and 13)

Issue No. 6 – 6-14-21 (Add #14)

Issue No. 7 – 1-10-22 (Removed sick leave hour limitation of 24-hours per year for part-time employees and added total accrual of 176 hours)

Issue No. 8 – TBD – decreased the waiting time a new employee has before being allowed to use sick leave from the 90<sup>th</sup> day of employment to the 30<sup>th</sup> day of employment for full time workers and the 60<sup>th</sup> day of employment for part time employees.



**STAFF REPORT  
CHINO BASIN WATER CONSERVATION DISTRICT  
BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> DI 12
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approve Amendment to Policy No. 38: Vacations	
<b>ATTACHMENTS:</b>	1) Policy No. 38: Vacations (redlined) 2) Vacation Comp Study Charts	

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**RECOMMENDATION**

Review, discuss, and approve changes to Policy No. 38: Vacations allowing full-time staff accrual of 96 hours of vacation at the beginning of employment rather than 80 hours and 120 hours of vacation at three years of employment rather than at five years of employment as recommended by the Personnel Committee to be effective July 1, 2023.

**FISCAL IMPACT**

There is no direct fiscal impact to the District. However, the value of 2.5 additional vacation days is \$18,284. The value of allowing staff access to 120 hours of vacation at three years rather than five is \$36,569. However, the District sees no direct costs unless staff leave the District and cash out unused vacation days. On the other hand, the District may see decreased turnover with a more generous vacation policy as well as increased staff engagement and effectiveness.

**BACKGROUND**

General Manager Elizabeth Skrzat presented a report to the March 15, 2023 Personnel Committee meeting to discuss Policy No. 38: Vacations. She discussed the premium that U.S. employees place on working for an organization that provides a good work/life balance in context to recruitment and retention priorities. The Personnel Committee gave direction to General Manager Skrzat to report on the ramifications of starting vacation at two and a half weeks, and three weeks or 120 hours of vacation in year three of employment. On May 25, 2023, General Manager Skrzat returned with more information and the Personnel Committee chose to recommend starting at 96 hours of vacation for the first year of employment and increasing that to 120 hours of vacation after 36 months of service. The District's current policy is 80 hours of vacation for the first 60 months of service, so these adjustments will reflect a significant change in vacation benefits.

### **ISSUES/ANALYSIS**

Time off and a good work/life balance are some of the most valued non-monetary and non-insurance benefits, particularly among workers in the Millennial and Generation Z age groups. According to Deloitte's 2022 international survey of more than 23,000 workers in those generations, a "Good work/life balance" rated as the top reason that respondents chose to work at their organization (39% of Millennials and 32% of Gen Z workers marked this element as important). Insurance company Unum polled over 1,000 U.S. workers and found that the top favored non-insurance benefit was a generous paid leave program, with 39% of respondents voting PTO as a priority.

While the District is under no obligation to change current policies, the subject is worth consideration in the context of recruitment and retention priorities. A survey of local government organizations in the area shows that while the District is relatively in line with higher-paying water districts, it is noticeably less generous with early vacation benefits than many surrounding municipalities. It should be noted that when the District has lost employees, it most often loses them to surrounding municipalities, who therefore represent the District's main competition for talent.

**Policy No.:** 38  
**Issue No.:** 3  
**Effective Date:** 01/01/2022  
**Subject:** Vacation

## ATTACHMENT 1

### Policy No. 38 – Vacation

**Purpose:** Vacation time provides employees paid time off for their personal use.

**Policy/Procedure:**

Full time employees earn vacation time according to the following schedule:

Months of Service	Per Paycheck Accrual	Annual Accrual
0-60 months	3.08 hours	80 hours
61-72 months	4.62 hours	120 hours
73-84 months	4.92 hours	128 hours
85-96 months	5.23 hours	136 hours
97-108 months	5.54 hours	144 hours
109-120 months	5.85 hours	152 hours
121+ months	6.15 hours	160 hours

Months of Service	Per Paycheck Accrual	Annual Accrual
0-36 months	4.31 hours	96 hours
37-60 months	4.62 hours	120 hours
61-72 months	4.92 hours	128 hours
73-96 months	5.23 hours	136 hours
97-108 months	5.54 hours	144 hours
109-120 months	5.85 hours	152 hours
121+ months	6.15 hours	160 hours

**General Manager:** The General Manager's vacation accrual is determined by the General Manager's contract.

**Full-time Employees:** See chart above.

**Part-Time Employees:** Not eligible for vacation.

**Policy No.:** 38  
**Issue No.:** 3  
**Effective Date:** 01/01/2022  
**Subject:** Vacation

**ATTACHMENT 1**

1. Employees are eligible to use accrued vacation time after completing six (6) months of continuous employment. However, full-time employees on a management-approved 9-80 schedule may use one hour of vacation time during District paid holidays within their first six months of service in order to be paid for the 9<sup>th</sup> hour of the day and receive one full paid day off during the District holiday.
2. When considering vacation request, the General Manager may schedule vacations as necessary to minimize the effect of the vacation schedule on District operations. Vacation requests must be submitted in writing on a form approved by the General Manager to be considered.
3. Employees are encouraged to use their vacation time every year. However, an employee may carry forward vacation earned but not used up to a maximum of 200 hours. Employees will not accrue additional vacation time until the total accrued hours is reduced below 200 hours.
4. The General Manager is responsible for seeing that all vacation time used by employees is reported.
5. Upon termination of employment after completion of the Introductory Employment period per Policy No. 29 and continuous employment during that time, an eligible employee is paid for vacation accrued through the date of termination, computed at the employee's straight time then in effect.
6. Vacation hours shall be accrued on a pro rata basis calculated with each pay period.
7. While part-time employees are not eligible for vacation, if they were employed with the District full time and transitioned to part-time employment, they may keep and use any vacation time accrued during their tenure as a full time employee.
8. Part-time employees that transition to full time employment can count time served with the District toward the District's vacation accrual chart as follows: all hours worked as throughout the part-time employee's tenure with the District will be divided by 2,080, or the number of full time working hours in a year. The formula is as follows (total hours worked as a part time employee of the District/2,080 = years of service for vacation accrual). For example, if an employee worked 20 hours per week for three years, they will have accrued one and a half years, or 18 months, of service. The District's Administrative Services Department will follow that formula to determine the number of months of service based on that calculation and the General Manager will review and sign off on the determination.

**Revision:**

Issue No. 1 – 01-10-96 (Original Policy)

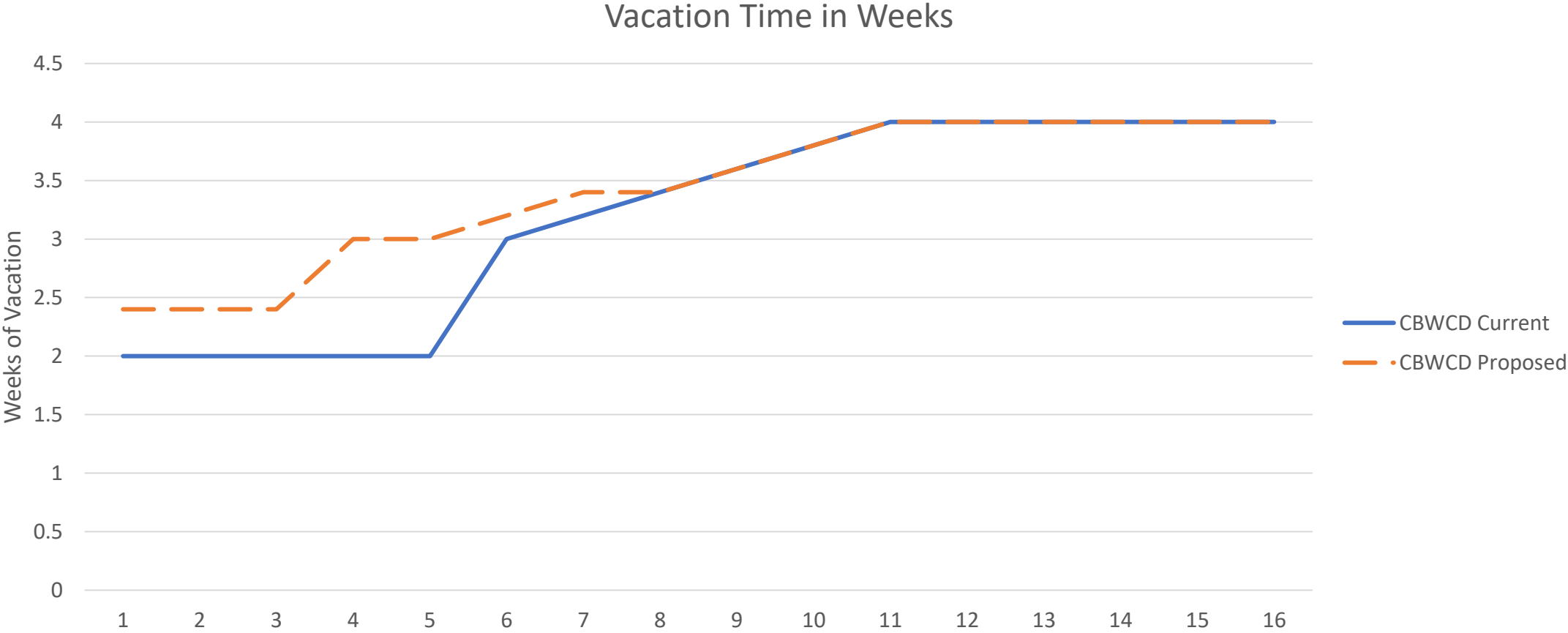
Issue No. 2 – 08-08-16 (Conforming changes with Policy No. 29 Introductory Employment; clarifying changes)

Issue No. 3 – 04-13-20 (Change to #1, length of time before use of accrued vacation)

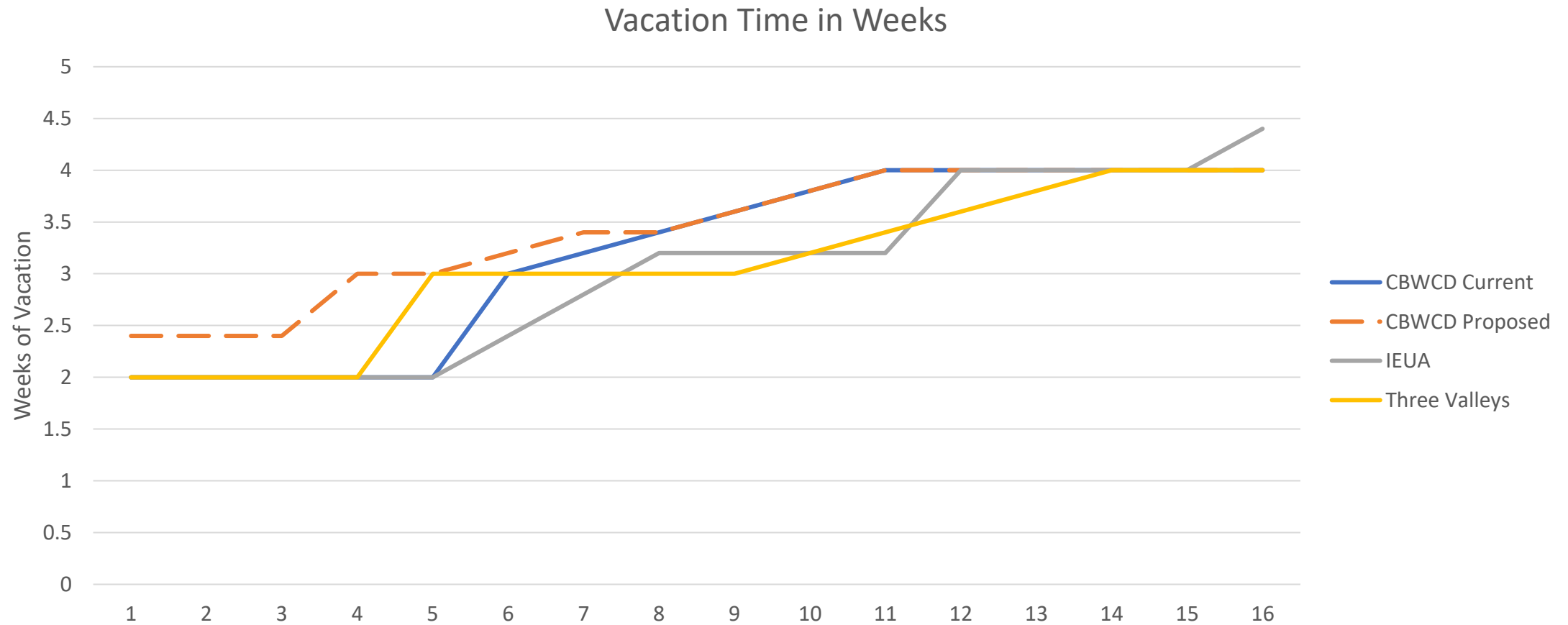
Issue No. 4 – 02-12-2023 – retroactively applied to 01-01-2022 – years of service listed as months to eliminate confusion as to when vacation hour accruals should change.

Issue No. 5 – TBD – Vacation accrual chart updated and items #7 and #8 added.

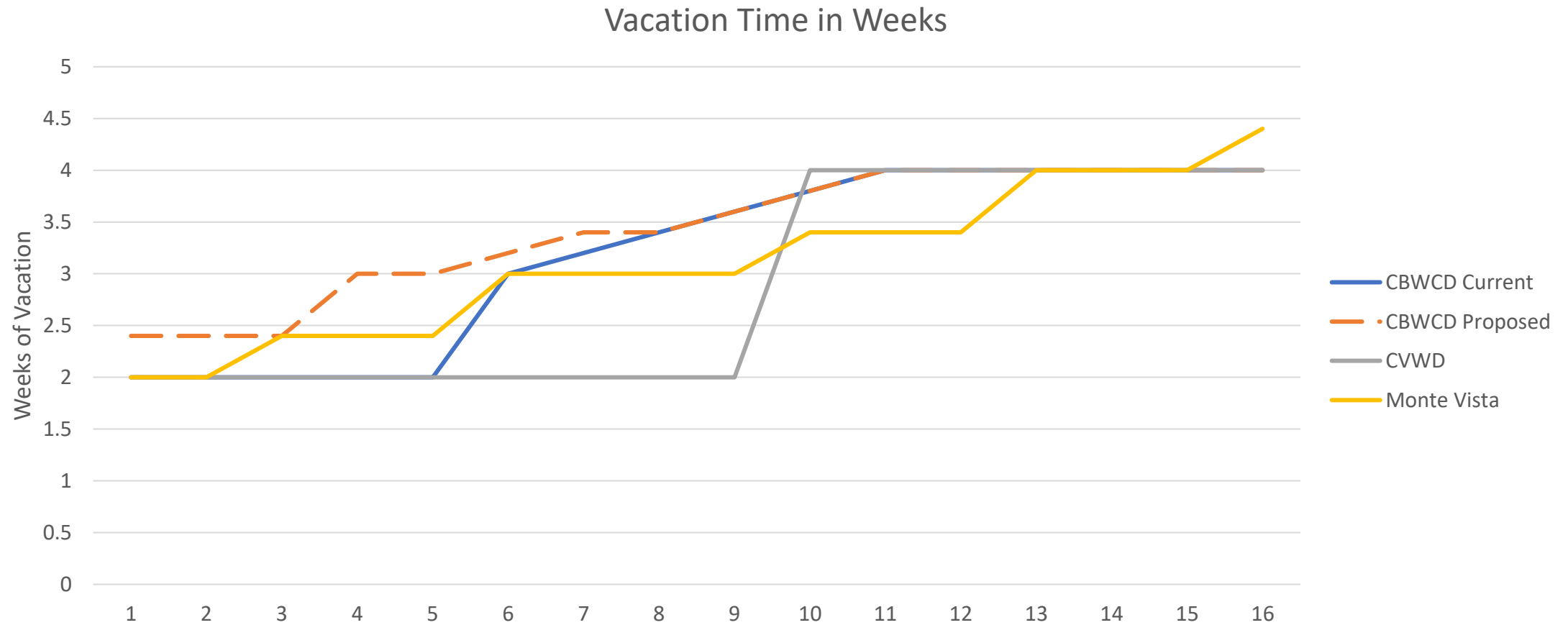
# Vacation Time Comp Study



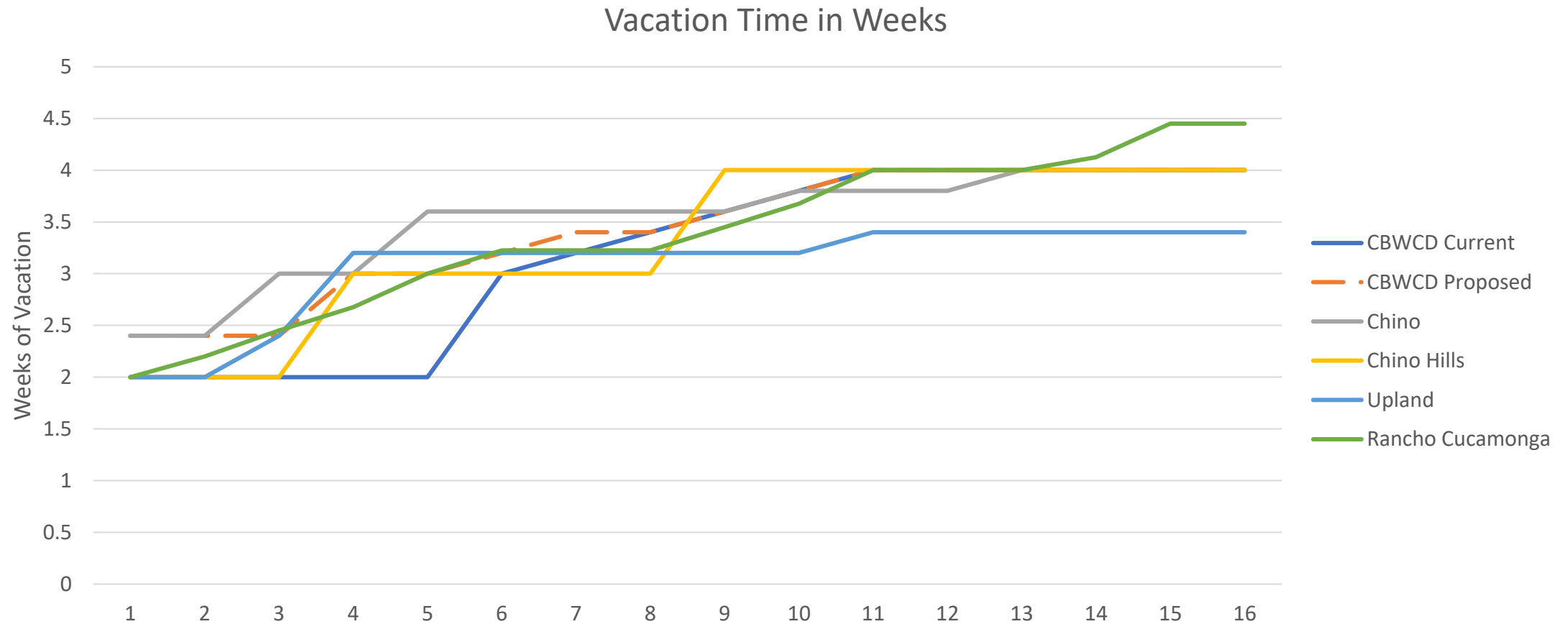
# Vacation Time Comp Study



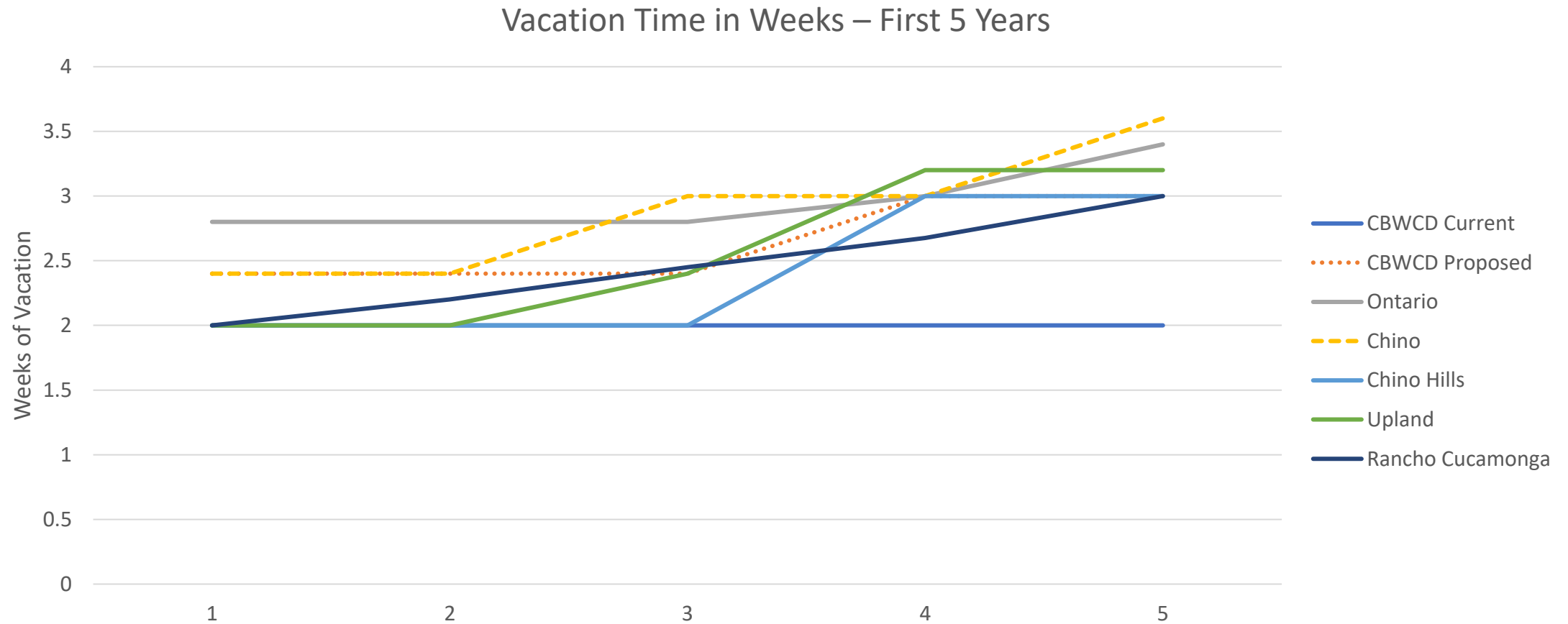
# Vacation Time Comp Study



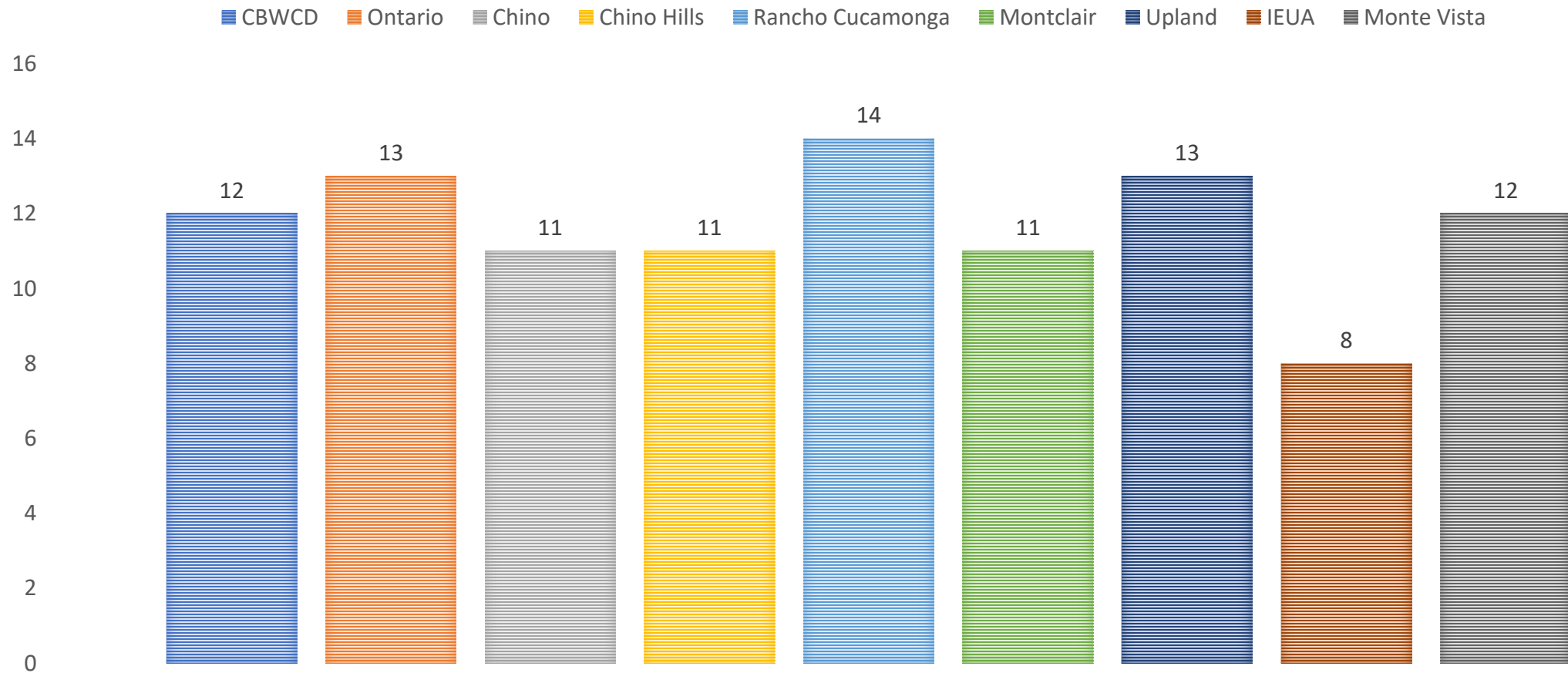
# Vacation Time Comp Study



# Vacation Time Comp Study



# Paid Holidays





**STAFF REPORT**  
**CHINO BASIN WATER CONSERVATION DISTRICT**  
**BOARD MEETING**

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<b>MEETING DATE:</b>	June 12, 2023	<b>AGENDA ITEM:</b> DI 13
<b>FROM:</b>	Elizabeth Skrzat, General Manager Kristi Even, Eide Bailly	
<b>SUBJECT:</b>	Consideration of the California CLASS Prime Fund Investment Program	
<b>ATTACHMENTS:</b>	1) California CLASS Prime Fund Information Statement 2) CLASS Features and Benefits	

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**RECOMMENDATION**

Review, discuss, and provide direction to staff regarding the California CLASS Prime Fund investment program.

**FISCAL IMPACT**

The fiscal impact of any change in investment strategy is highly variable and difficult to predict.

**BACKGROUND**

The District has traditionally invested with the Local Agency Investment Fund (LAIF), in which the principal is backed dollar-for-dollar, as well as the Cal Trust fund, which can yield higher returns, but does not include that guarantee. The District's accounting firm, Eide Bailly, has alerted staff to a new investment fund that is available only to public agencies called the California Cooperative Liquid Assets Securities System, or California CLASS Prime Fund. It is a California joint powers authority (JPA) created pursuant to Title 1, Division 7, Chapter 5 of the California Government Code, Section 53601. The California CLASS JPA was created on June 6, 2022 and is sponsored by the California Special Districts Association (CSDA) and the League of California Cities.

The CLASS Prime fund is AAA rated by Moody's and Standard & Poor's, which means that they have the highest principal stability. The assets have a weighted average maturity of less than 60

days. The fund offers same-day withdrawal.

As of January 12, 2023, the Daily Effective Yield in the CLASS Prime Fund was 4.55%, while the yield for LAIF was 2.41%. In general LAIF has longer maturity assets than CLASS and as such, LAIF has not been able to capitalize on rising interest rates.

### **ISSUES/ANALYSIS**

While the District's investments in LAIF are secure, they earn very little return. The District may be able to yield a higher return by moving some funds into the California CLASS Prime Fund.



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## Prime Fund Information Statement

June 17, 2022

## Introduction

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The purpose of this Information Statement for the California CLASS Prime Fund (Prime Fund) is to provide information to Participants (as defined herein) in connection with the purchase of Shares (as defined herein) in the Prime Fund. This Information Statement for the Prime Fund describes certain provisions of the JPA Agreement (as defined herein) for the California CLASS and the Investment Policy for the Prime Fund. Participants interested in the purchase of Shares in the Prime Fund should review the full terms of the JPA Agreement (located in the Document Center at [www.californiaclass.com](http://www.californiaclass.com)) and the Investment Policy for the Prime Fund described herein (located in the Document Center at [www.californiaclass.com](http://www.californiaclass.com)), each of which are incorporated herein by reference. Capitalized terms not otherwise defined herein shall have the meanings set forth in the JPA Agreement.

The contents of this Information Statement should not be considered to be legal, tax or investment advice, and Participants should consult with their own counsel and advisers as to all matters concerning investment in the Prime Fund.

## California CLASS Prime Fund Summary

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The California Cooperative Liquid Assets Securities System, doing business as the California CLASS, is a California joint powers authority created pursuant to Title 1, Division 7, Chapter 5 of the California Government Code (commencing with Section 6500), known as the Joint Exercise of Powers Act (Act) and the JPA Agreement referenced below.

The Act provides that two or more public agencies (as defined herein, Public Agencies) that have the authority to invest funds in their treasuries may, by agreement, jointly exercise that common power and create a joint powers authority separate from such Public Agencies to exercise such common power and to act as administrator of the agreement. Under this authority, California CLASS was created pursuant to a Joint Exercise of Powers Agreement (JPA Agreement) dated as of June 6, 2022, between the Founding Participants (as defined in the JPA Agreement).

The Act authorizes a joint powers authority, such as California CLASS, to issue shares of beneficial interest in authorized investments to participating Public Agencies (collectively referred to herein, as Participants and individually, as a Participant). See “Eligible Shareholders.” The JPA Agreement sets forth the terms of the investment program known as California CLASS Investment Program, including the establishment of Funds in which Participants purchase shares of beneficial interest issued by California CLASS in authorized investments that are owned by California CLASS. The Prime Fund is one of the initial Funds established by the California CLASS.

The purpose of the California CLASS is to consolidate investment activities of the Participants and thereby reduce duplication, take advantage of economies of scale and perform governmental functions more efficiently through the California CLASS Investment Program.

As a joint powers authority, California CLASS provides a professionally managed pooled investment program for Participants. See “Investment Advisor & Administrator.” Pursuant to the JPA Agreement, California CLASS is governed by a Board of Trustees and is sponsored by the California Special Districts Association (CSDA) and the League of California Cities (Cal Cities and together with CSDA, the Sponsors). See “Board of Trustees.”

The Shares in the California CLASS Prime Fund have not been, and are not required to be, registered under any federal or state securities law. The California CLASS has not been, and is not required to be, registered under the Investment Company Act of 1940, as amended. Accordingly, the California CLASS and its Prime Fund are not subject to the provisions of that Act, including the protective rules relating to registered money market funds and other types of mutual funds.

## Prime Fund Investment Objectives

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California CLASS provides a professionally managed pooled investment program for Participants. The general objective of the Prime Fund is to generate additional investment income for the Participants while maintaining safety and liquidity. The Prime Fund is managed by the California CLASS to comply with the requirements of California law, specifically California Government Code Section 53601.

The Prime Fund is managed by the California CLASS to offer a safe, convenient, and daily liquid investment option for Participants. As described below, the investment objectives of the Prime Fund are to preserve principal, provide daily liquidity, earn a competitive rate of return, and maintain a stable Net Asset Value (NAV) of \$1.00. The Prime Fund accrues net income daily and pays net income on a pro rata basis monthly.

The California CLASS has established that the Prime Fund will have a maximum dollar-weighted average maturity (WAM) of 60 days and a maximum weighted average life (WAL) of 120 days. The Investment Policy created by the California CLASS for the Prime Fund establishes the objectives, policies and restrictions that are designed to facilitate the achievement of these objectives.

The Investment Advisor for the Prime Fund will seek to maintain a ‘AAAm’ rating from S&P Global Ratings on the Prime Fund. According to S&P Global Ratings, a fund rated ‘AAAm’ demonstrates extremely strong capacity to maintain principal stability and to limit exposure to principal losses due to credit risk. ‘AAAm’ is the highest principal stability fund rating assigned by S&P Global Ratings.

The investment objectives of the Prime Fund in order of priority are:

**Safety:** The Prime Fund is managed to emphasize the preservation of principal while maintaining a stable NAV of \$1.00.

**Liquidity:** The Prime Fund is managed to provide daily liquidity to its Participants. See above for description of the maximum WAM and WAL for investments in the Prime Fund.

**Competitive Returns:** The Prime Fund is managed to generate competitive returns while providing daily liquidity and stability of principal.

No assurances can be given that the investment objectives of the Prime Fund will be achieved.

## Transparency

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The California CLASS seeks to provide transparency to Participants in the Prime Fund by allowing Participants to readily obtain portfolio and account information. The California CLASS will offer dedicated Participant support with an easy-to-use technology platform. Historical and current performance data, Net Asset Value, WAM, and WAL are published and available to Participants on the California CLASS website. Portfolio holdings are published quarterly and are available to Participants through the California CLASS Client Services team on an as-needed basis. Participant breakdowns and expense ratios are also published and available to Participants on the California CLASS website on a quarterly basis.

## Eligible Shareholders

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Any Public Agency that has the authority to invest funds in its treasury in statutorily permitted investments, including but not limited to Section 53601 of the California Government Code, and meets the requirements described in the next paragraph is eligible to become a Participant of the California CLASS Investment Program and is eligible to purchase shares in the Prime Fund.

Each Participant must be a "Public Agency", as that term is defined in Section 6509.7 of the Act, which, as of the date of this Information Statement, is defined as "the federal government or any federal department or agency, this state, another state or any state department or agency, a county, county board of education, county superintendent of schools, city, public corporation, public district, or regional transportation commission of the State of California or another state, a federally recognized Indian tribe, or any joint powers authority formed pursuant to this article by any of these agencies," and includes "a nonprofit corporation whose membership is confined to public agencies or public officials." Each Participant must also be a political subdivision of a state, or an agency, authority, or instrumentality of the United States, a state of any political subdivision of a state.

## Prime Fund Eligible Investments

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Funds in the Prime Fund are required to be invested by the Investment Advisor in investments permitted by California law, specifically California Government Code Section 53601, and will be made in accordance with the Investment Policy established by the California CLASS for the Prime Fund. As required by California law, funds in the Prime Fund will be invested by the Investment Advisor in accordance with the prudent investor standard of the California Government Code.

While the Investment Policy established by the California CLASS for the Prime Fund covers the eligible investments and their maximum maturity, maximum portfolio allocation, maximum per issuer allocation and minimum credit quality in greater detail, the following types of investments are eligible for inclusion in the Prime Fund:

- U.S. Government and agency obligations
- Repurchase agreements collateralized by U.S. Government and agency obligations
- Registered warrants or treasury notes of the state of California
- Bonds, notes, warrants, or other obligations of a local agency in the state of California
- Registered treasury notes or bonds of any of the other 49 states
- Bankers' acceptances
- Prime commercial paper and asset-backed commercial paper
- Negotiable certificates of deposit
- Corporate notes
- Asset-backed securities
- U.S. dollar denominated senior unsecured obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation or Inter-American Development Bank
- Money market mutual funds

The Investment Policy for the Prime Fund also contains certain investment restrictions on investments in the Prime Fund.

As set forth in Section 53601 of the California Government Code, the legislative body of a local agency having moneys in a sinking fund or moneys in its treasury not required for the immediate needs of the local agency may invest any portion of the money that it deems wise or expedient in the investments described in Section 53601. However, the California Government Code limits the amount of surplus money of a local agency that may be invested in such investments. Each Participant is responsible for monitoring the aggregate amount of its investments in any of these types of investments to ensure its own compliance with the California Government Code. None of the California CLASS, the Administrator, the Investment Advisor, the Custodian or any other agents of the California CLASS shall be responsible for such monitoring or compliance.

Each Participant, by its investment in the Prime Fund, is certifying that it is legally authorized to make such investment. Participants should consult with their legal counsel and/or advisors regarding the legality of investment funds in the Prime Fund.

## Shares; Interests of Participants

The JPA Agreement provides that the beneficial interests of the Participants in the assets of the Prime Fund and the earnings thereon are divided into "Shares." "Shares" means the unit used to denominate

and measure the respective pro rata beneficial interests of the Participants in a Fund within the California CLASS Investment Program, including the Prime Fund. As required by Section 6509.7 of the Act, each Share shall represent an equal proportionate interest in the Investment Property within a Fund, including the Prime Fund. The JPA Agreement provides that the number of Shares that may be used to measure and represent the proportionate allocation of beneficial interests among the Participants in a Fund, including the Prime Fund, is unlimited. All Shares in a Fund, including the Prime Fund, shall be of one class representing equal distribution, liquidation, and other rights. The beneficial interests measured by the Shares shall not entitle a Participant to preference, preemptive, appraisal, conversion, or exchange rights of any kind with respect to the California CLASS Investment Program or the Investment Property held in the applicable Fund, including the Prime Fund. Title to the Investment Property held in the applicable Fund, including the Prime Fund, of every description is vested in the California CLASS. The Participants shall have no interest in the Investment Property held in the applicable Fund, including the Prime Fund, other than the beneficial interests conferred hereby and measured by their Shares, and they shall have no right to call for any partition or division of any property, profits, rights, or interests of the California CLASS.

In its discretion, the California CLASS may from time to time allocate Shares in addition to the then allocated Shares to such Participant for such amount and such type of consideration (including without limitation income from the investment of Investment Property held in the applicable Fund, including the Prime Fund) at such time(s) (including without limitation each Business Day in accordance with the maintenance of a constant net asset value per Shares as set forth in the JPA Agreement for constant net asset value Funds, such as the Prime Fund), and on such terms as the California CLASS may deem best. In connection with any allocation of Shares, the California CLASS may allocate fractional Shares. From time to time, the California CLASS may adjust the total number of Shares allocated without thereby changing the proportionate beneficial interests in the Investment Property held in the applicable Fund, including the Prime Fund. Reductions or increases in the number of allocated Shares may be made in order to maintain a constant net asset value per Share for constant net asset value Funds, such as the Prime Fund. Shares shall be allocated and redeemed as one hundredths (1/100ths) of a Share or any multiple thereof.

## Investment Risks

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Participants should specifically consider the following risks before deciding to purchase Shares of the Prime Fund. The following summary does not purport to be comprehensive or definitive of all risk factors.

### Interest Rate Risks

The prices of the fixed-income securities in the Prime Fund will rise and fall in response to changes in the interest rates paid by similar securities. Generally, when interest rates rise, prices of fixed-income securities fall. However, market factors, such as demand for particular fixed-income securities, may cause the price of certain fixed-income securities to fall while the price of other securities rise or remain

unchanged. Interest rate changes have a greater effect on the price of fixed-income securities with longer maturities. The Investment Advisor will seek to manage this risk by purchasing short-term securities.

## Credit Risks

Credit risk is the possibility that an issuer of a fixed-income security held in the Prime Fund will default on the security by failing to pay interest or principal when due. If an issuer defaults, Participants in the Prime Fund will lose money. The Investment Advisor will seek to manage this risk by purchasing high-quality securities as determined by one or more Nationally Recognized Statistical Ratings Organizations and/or the Investment Advisor's credit research team. The Investment Policy for the Prime Fund contains a description of the minimum credit quality for each category of eligible investment in the Prime Fund.

## Stable Net Asset Value Risks

Although the Prime Fund is managed to maintain a stable NAV of \$1.00 per Share, there is no guarantee that it will be able to do so.

## Investment Not Insured or Guaranteed

An investment in the Prime Fund is neither insured nor guaranteed by the Federal Deposit Insurance Corporation or any other government agency.

## Board of Trustees

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Pursuant to the JPA Agreement, the management of California CLASS is governed by a Board of Trustees (Board). The Board supervises the California CLASS and its affairs and acts as the liaison between the Participants, the Custodian, the Administrator, the Investment Advisor and all service providers.

CSDA and Cal Cities are sponsors of the California CLASS. The governing bodies of CSDA and Cal Cities each appoint two (2) Trustees who are either elected, appointed, or staff from a California CLASS Participant which is also a CSDA or Cal Cities member; or, staff from CSDA and Cal Cities. One seat on the Board shall be a Participant that is appointed by a majority vote of the Board.

Initially, the number of Trustees shall be five (5) voting Trustees. The Board may expand the membership of the Board and set initial terms for each additional Trustee. The Board approved the Investment Policy for the Prime Fund and may approve amendments to such Investment Policy from time to time. Upon the Board's approval of any amendment to the Investment Policy for the Prime Fund, the amended Investment Policy will be posted to the website of California CLASS.

See [www.californiaclass.com](http://www.californiaclass.com) for a description of the current Trustees and officers of the California CLASS.

## Investment Advisor & Administrator

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Pursuant to an agreement with the California CLASS, Public Trust Advisors, LLC (Public Trust) serves as the Investment Advisor and Administrator for California CLASS Investment Program.

As Investment Advisor, Public Trust provides investment services to the California CLASS, including the Prime Fund. Public Trust is an investment advisory firm headquartered in Denver, Colorado with offices in Los Angeles, California. Public Trust is registered with the Securities and Exchange Commission as an investment advisor under the Investment Advisers Act of 1940.

As Administrator, Public Trust services all Participant accounts in the California CLASS Investment Program, including all Participant accounts in the Prime Fund, determines and allocates income of the California CLASS Investment Program, provides certain written confirmation of the investment and withdrawal of funds by Participants, provides administrative personnel and facilities to the California CLASS, determines the NAV of the Prime Fund on a daily basis, and performs all related administrative services for California CLASS. At least quarterly, the Administrator provides the Board with a detailed evaluation of the performance of the California CLASS Investment Program, including the Prime Fund, based upon a number of factors. This evaluation includes a comparative analysis of the investment results of the California CLASS Investment Program, including the Prime Fund, in relation to industry standards such as the performance of comparable money market mutual funds and various indexes of money market securities.

## Custodian

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Pursuant to an agreement with the California CLASS, U.S. Bank, N.A. serves as Custodian for California CLASS Investment Program.

As Custodian, U.S. Bank, N.A. acts as directed custodian for the California CLASS Investment Program, including the Prime Fund, and serves, in accordance with California law, as the depository in connection with the direct investment and withdrawal mechanisms of California CLASS Investment Program. U.S. Bank, N.A. does not participate in the investment decision making process of the California CLASS Investment Program.

The Custodian shall hold the Investment Property (excluding cash, which is not held by the Custodian), in its capacity as Custodian on behalf of California CLASS. Such Investment Property shall be custodial property of the Custodian and shall not be, or be deemed to be, an asset of the Custodian.

Within fifteen (15) days after the end of each month, the Custodian shall send statements providing the closing balance in the Account at the end of such month and the transactions performed in the Account during such month to the Administrator and the California CLASS.

## Independent Auditors

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An independent certified public accounting firm, CliftonLarsonAllen, LLP, has been engaged to audit the annual financial statements of the California CLASS. The audit will contain statements of assets and liabilities, of operations, and of changes in net assets. The opinion of the independent certified public accountant on such financial statements is based on an examination of the books and records of California CLASS made in accordance with generally accepted accounting principles (GAAP). The fiscal year of the California CLASS ends each March 31.

## How to Become a Participant

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See “Eligible Shareholder” to determine if you are eligible to be a Participant in the California CLASS Investment Program. Any prospective Participants seeking to purchase Shares in the Prime Fund should review the JPA Agreement, this Information Statement for the Prime Fund, and the Investment Policy for the Prime Fund and then simply complete the California CLASS Registration Packet found in the document center of the California CLASS website(located in the Document Center at [www.californiaclass.com](http://www.californiaclass.com)). Please email all completed forms to [clientservices@californiaclass.com](mailto:clientservices@californiaclass.com).

There is no limit on the number of subaccounts that can be opened by a Participant. The Administrator will notify the prospective Participant of its approval of the Registration Forms and the account number(s) assigned. The Administrator reserves the right to reject any Registration in its discretion. Investment in the Prime Fund may be effectuated through the California CLASS Participant Portal. Secure online access will be available to Participants with respect to their accounts. Information with respect to the Prime Fund, including daily yield, up-to-date account information, and a transaction history will be available online. Confirmations of each contribution (purchase of Shares) and withdrawal (redemption of Shares) of funds will be available online to a Participant within one business day of the transaction.

## Purchase of Shares; Investments

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Payments by the Participant to the California CLASS, and the crediting of Shares resulting therefrom, are referred to herein as “contributions” for convenience. Participants may purchase Shares in the Prime Fund by Automated Clearing House (ACH) transfer or wire transfer from the Participant to the Custodian, as described in the Investment Procedures set forth below. The California CLASS does not charge a fee for receipt of wire contributions. However, a Participant’s bank may charge a fee for wiring funds.

There is no maximum or minimum amount that must be invested in the Prime Fund nor is there any maximum or minimum limitations on the aggregate amount of the investment funds that any Participant may have invested at any one time with California CLASS.

## Investment Procedures

1. The Participant shall provide a recorded call or send a written notice to the Administrator indicating the amount to be invested in the Prime Fund and indicating which Account of the Prime Fund the investment is to be made. The Participant shall instruct its bank depository to wire or electronically transfer Investment Funds to the applicable Account at the Custodian for the purchase of investments to be held by the Custodian in such Account.
2. The Administrator shall receive the notice described in (1) from the Participant.
3. Investments received by the Custodian by 11:00 a.m. PT will be used to purchase Shares in the Prime Fund.
4. If Investment Funds for which notification of investment has been given are not received by the end of the business day on which such notification is given, the Administrator shall deduct the value of such Investment Funds (including any earning income) from the Participant's balance if previously credited.
5. The Participant is prohibited from requesting payments from amounts credited to its balance in the Prime Fund until such Investment Funds are received by the Custodian from the Participant.

These Investment Procedures may be amended from time-to-time pursuant to the JPA Agreement provided, however, the Administrator will only change the times set forth above after consulting with the Custodian.

## Redemptions of Shares; Withdrawals; Transfers

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Payments by the California CLASS to Participants, and the reduction of Shares resulting therefrom, are referred to herein as "redemptions" for convenience. Redemptions of Shares from the Prime Fund may be made via ACH or wire transfer from the Custodian to the Participant, as described in the Payment Procedures set forth below. Shares in the Prime Fund will be redeemed in the amount of the withdrawal assuming a NAV of \$1.00 per Share.

There is no maximum or minimum amount that must be invested in the Prime Fund nor is there any maximum or minimum limitations on the aggregate amount of the investment funds that any Participant may have invested at any one time with California CLASS.

Each Participant, by its investment in any Fund, including the Prime Fund, agrees that the California CLASS may temporarily suspend the right of redemption or postpone the date of payment for redeemed Shares for the whole or any part of any period: (i) during which trading in securities generally on the New York Stock Exchange or the American Stock Exchange or over-the-counter market shall have been suspended or minimum prices or maximum daily charges shall have been established on such exchange or market; (ii) if a general banking moratorium shall have been declared by Federal, state, or the State of New York or State of California authorities or during a suspension of payments by banks in the State

of California; (iii) during which there shall have occurred any state of war or national emergency; (iv) during which any financial emergency or other crisis the effect of which on the financial markets of the United States is such as to make it impracticable (a) to dispose of the Investment Property because of the substantial losses that might be incurred or (b) to determine the Investment Property Value in accordance with the Valuation Procedures. The Administrator shall determine, on behalf of California CLASS, when an event occurs that would entitle the Custodian to temporarily suspend or postpone a Participant's right of redemption. Participants should refer to the JPA Agreement for additional detail.

Transfers among the Prime Fund and another Fund within the California CLASS Investment Program will be considered a withdrawal from one Fund and a contribution to another subject to the requirements described in this Information Statement.

### **Payment Procedures**

1. The Participant shall provide a recorded call or send a written notice to the Administrator indicating the amount requested to be paid (redeemed) and shall specify from which Account of the Prime Fund the payment is to be made.
2. The Participant shall notify the Administrator in writing of the payee of the amount requested, which may be the Participant, and include any wire, electronic transfer, or other payment instructions. Such payee must be listed on the list of approved payees that has been provided by the Participant to the Administrator in advance of the payment.
3. The Administrator shall receive the notice described in (1) and the information required in (2) from the Participant. Requests for redemptions from Accounts of the Prime Fund with pre-established wire instructions will be honored on a same-day basis if received by the Administrator prior to 11:00 a.m. PT. Special wire transfer requests are available only with written documentation.
4. The Participant may only request payments of that portion of its balance that represents Investment Funds and its proportional share of the income from the Investment Property that, in all cases, is actually held by the Custodian in the applicable Account in the Prime Fund.

These Payment Procedures may be amended from time-to-time pursuant to the JPA Agreement provided, however, that the Administrator will only change the times set forth above after consulting with the Custodian.

## **Portfolio Transactions**

Subject to the general supervision of the California CLASS, the Investment Advisor is responsible for placing the orders for the purchase and sale of securities within the Prime Fund, referred to herein as "portfolio transactions" for convenience. The portfolio transactions within the California CLASS Investment Program, including the Prime Fund, occur only with broker dealers acting as principals except for commercial paper transactions that may be placed directly with the issuers. Although California

CLASS does not ordinarily seek but nonetheless may make profits through short-term trading, the Investment Advisor may, on behalf of the California CLASS, dispose of any portfolio investment prior to its maturity if such disposition is advisable. The weighted average maturity and weighted average life limits applicable to the Prime Fund is expected to result in high portfolio turnover. However, since brokerage commissions are not typically paid on the types of investments in which the Prime Fund is likely to invest, any turnover resulting from such investments should not adversely affect the NAV of the Prime Fund.

The Investment Advisor seeks to obtain the best net price and the most favorable execution of portfolio transactions. Portfolio transactions will not occur between the Investment Advisor and Administrator, the Custodian, any Trustee, or any affiliate, officer, director, employee, or agent of any of them.

## Valuation of Prime Fund Shares

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The Administrator determines the NAV of the Shares of the Prime Fund at least daily on a mark-to-market basis. The NAV per Share of the Prime Fund is computed by dividing the total value of the securities and other assets of the Prime Fund, less any liabilities, by the total outstanding Shares of the Prime Fund. Expenses and fees of the California CLASS accrue daily and are included within liabilities for the NAV calculation.

The result of this calculation is a share value rounded to the nearest penny. Accordingly, the price at which Shares of the Prime Fund are sold and redeemed will not reflect unrealized gains or losses on securities within the Prime Fund that amount to less than \$.005 per Share. The Administrator will endeavor to minimize the amount of such gains or losses. However, if unrealized gains or losses on securities within the Prime Fund should exceed \$.005 per Share, the Prime Fund's NAV per Share will change from \$1.00 or be maintained at \$1.00 per Share by retention of earnings or the reduction on a pro rata basis of each Participant's Shares in the Prime Fund in the event of losses or by a pro rata distribution to each Participant in the event of gains.

While it is a fundamental objective of the Prime Fund to maintain a NAV of \$1.00 per Share, there can be no guarantee that the NAV will not deviate from \$1.00 per Share. The NAV per Share of the Prime Fund may be affected by general changes in interest rates resulting in increases or decreases in the value of the securities in the Prime Fund. The fair market value of the Prime Fund's securities will vary inversely to changes in prevailing interest rates. If a security is held to maturity, no loss or gain is normally realized as a result of these fluctuations.

### **1. Portfolio Valuation**

At least daily, the Investment Property Value within the Prime Fund shall be determined on a mark-to-market basis as follows: (a) securities for which market quotations are readily available are valued at the most recent bid price or yield equivalent as obtained from one or more market makers for such

securities or a third-party pricing source; (2) all other securities and assets are valued at fair market value in good faith.

## 2. Amendment

These Valuation Procedures may be amended from time-to-time pursuant to the JPA Agreement.

## Use of Fair Value Measurement

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California CLASS follows Financial Accounting Standards Board (FASB) Accounting Standards Topic (ASC) 820 *Fair Value Measurement and Disclosure* for financial reporting purposes. ASC 820 defines fair value, establishes a single framework for measuring fair value, and requires disclosures about fair value measurement.

Local government investment pools (LGIP) may select different methods of determining the value of assets held within the portfolio for reporting purposes. The two most common methods used to report on the assets of the portfolio are mark-to-market—frequently referred to as “fair value” or “fair market value”—and amortized cost. California CLASS utilizes the mark-to-market methodology. This involves obtaining prices for securities in the portfolio every business day. The mark-to-market methodology provides Participants with a high degree of transparency with respect to the underlying market values of the Prime Fund’s securities.

The mark-to-market methodology (FASB) can and should be contrasted with the amortized cost method that some LGIPs utilize. LGIPs that follow GASB 79 are following the amortized cost method, which entails adjusting the value of the portfolio’s securities on a daily basis by a predetermined amount from the purchase date to the maturity date. While the amortized cost method produces very reliable and predictable asset valuations, that predetermined value may or may not accurately reflect the market value of the security.

## Computation of Yields

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A daily and seven-day average yield for the Prime Fund will be provided by the Administrator in published reports and information on [www.californiaclass.com](http://www.californiaclass.com). To obtain the daily yield, a daily income distribution per share factor is first calculated. That factor is the net income for that day divided by the number of settled shares outstanding. The factor is then multiplied by 365 (366 in a leap year) to produce the daily yield. The seven-day average yield is obtained by averaging the daily yield for seven identified, consecutive days. From time-to-time, the Administrator may also quote the yield for the Prime Fund on other basis for the information of the Participants.

Participants should note that the yields quoted should not be considered a representation of the future yield of the Prime Fund since the yield is not fixed. Actual yields for the Prime Fund will depend not only

on the type, quality, and maturities of the investments held by the Prime Fund and the changes in interest rates for such investments but also on changes in the Prime Fund's expenses during the period.

Yield information may be useful in reviewing the performance of the Prime Fund and for providing a basis for comparison with other investment alternatives.

## Income Allocations

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All net income of the Prime Fund is determined as of the close of business each day (and at such other times as the Board may determine) and is credited pro rata to each Participant's Account within the Prime Fund at month-end. The Prime Fund accrues net income on a daily basis and pays interest income on a monthly basis.

Net income that has thus accrued to the Participants is converted as of the close of business at month-end into additional Shares that are thereafter held in each Participant's account. Reinvested net income is converted into full and fractional shares at the rate of one share for each one dollar credited. Net income for the Prime Fund consists of (1) all accrued interest income on assets of the Prime Fund plus (2) accretion of discount less (3) amortization of premium and less (4) accrued expenses.

## Retained Reserves

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Pursuant to the JPA Agreement, the Investment Advisor may retain from earnings and profits in the California CLASS Investment Program, including the Prime Fund, amounts deemed necessary to pay the debts and expenses of the California CLASS, as well as to meet other obligations of the California CLASS. The Investment Advisor possesses the power to establish from earnings and profits such reasonable reserves as they believe may be necessary or desirable. Realized capital gains or losses shall be distributed in a timely and equitable manner as determined by the Investment Advisor. More information about retained reserves is available in the JPA Agreement, including the detailed accounting that the Investment Advisor provides to the Board on a quarterly basis on amounts deemed necessary or desirable by the Investment Advisor for retained reserves.

## California CLASS Expenses

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Pursuant to the JPA Agreement, Public Trust Advisors, as Administrator, for the California CLASS Investment Program, including the Prime Fund, shall receive a fee as described below in "California CLASS Fees." The Administrator's fee shall be an Investment Property Liability. From its fee, the Administrator shall pay the following costs and expenses: the Investment Advisor's fee set forth in the Investment Advisor Agreement, the Custodian's fee set forth in the Custody Agreement, the costs of third parties retained by the Administrator to render investment advice pursuant to the Administrator Agreement, the fees to the Sponsors, marketing expenses, all custodial and securities clearance

transaction charges, the cost of valuing the Investment Property, the cost of obtaining a rating or ratings, if any, the cost of other expenses agreed to by the Administrator and the California CLASS, all Investment Property record-keeping expenses, the cost of preparing monthly and annual reports, the expense of outside auditors required pursuant to the Administrator Agreement (but only if the Administrator selects such auditors), the fees of the counsel to the Administrator and/or the counsel to the California CLASS, the cost of Meetings of the Board, insurance costs and the costs of Participant surveys and mailings. Periodically, the Administrator shall provide a detailed accounting of such expenses to the Trustees.

## California CLASS Fees

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For the performance of its obligations as Administrator in the Administrator Agreement, the Administrator will charge a fee from the Investment Property Value (the daily fee). This daily fee will accrue on a daily basis and be paid monthly in arrears and prorated for any portion of the month in which the Administrator Agreement is in effect. The daily fee shall be calculated as follows: the Investment Property Value is multiplied by the applicable fee rate and is divided by 365 or 366 days in the event of a leap year to equal the daily fee accrual. The Investment Property Value shall be based on the prior day's net assets. For weekend days and holidays, the net assets for the previous business day will be utilized for the calculation of fees. The applicable fee rate shall be determined by the Administrator monthly on the first business day of each month and shall be at an annual rate equal to up to fifteen (15) basis points. The Administrator is authorized to debit the applicable monthly fee amount within five (5) business days after the end of such month. All payment records and invoices will be presented at each subsequent meeting of the Board. Fees may be waived or abated at any time, or from time-to-time, at the sole discretion of the Administrator. Any such waived fees may be restored by the written agreement of the California CLASS.

## Reports to Participants

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### **Annually**

Audited financial statements of the California CLASS will be provided annually. See "Independent Auditors" above.

### **Monthly**

Within 15 days after the end of each month, the Administrator shall prepare and submit, or make available, to each Participant a statement disclosing any activity and a closing balance, including the number of Shares, in each of its accounts for such month.

**Upon Request**

The Administrator, upon the request of a Participant, shall furnish to the Participant a statement of such Participant's balance as of the date of such request subject only to account activity on such date.



## California Cooperative Liquid Assets Securities System

### What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

### How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

### How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at [clientservices@californiaclass.com](mailto:clientservices@californiaclass.com). To obtain account forms and fund documents, visit [www.californiaclass.com/document-center/](http://www.californiaclass.com/document-center/).

### Endorsed By:



[www.calcities.org](http://www.calcities.org)



**California Special  
Districts Association**

*Districts Stronger Together*

[www.csda.net](http://www.csda.net)

### Participants benefit from the following:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Deposits by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Prime fund transacts at stable NAV
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No withdrawal notices for Prime Fund
- Participant-to-Participant transactions
- Interest accrues daily and pays monthly
- No maximum contributions
- No minimum balance requirements
- No transaction fees\*
- Annual audit conducted by independent auditing firm\*\*
- Dedicated client service representatives available via phone or email on any business day

\*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.

\*\*External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



## What are the objectives of California CLASS?

### Safety

The primary investment objective of the California CLASS Prime fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

### Liquidity

When you invest in the California CLASS Prime fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the internet or phone. There are no withdrawal notices for the daily-liquid California CLASS Prime fund. Enhanced Cash is a variable NAV fund that provides next-day liquidity and a one-day notification of withdrawal.

### Competitive Returns

California CLASS strives to provide competitive returns while adhering to the objectives of safety and liquidity. Participants benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. Portfolio performance is strengthened by the extensive knowledge of California public agency cash flows that the Public Trust team possesses.

### Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day using the California CLASS phone number (877) 930-5213, fax number (877) 930-5214, email [clientservices@californiaclass.com](mailto:clientservices@californiaclass.com) or via the California CLASS Online Transaction Portal at [www.californiaclass.com](http://www.californiaclass.com).

### Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, interest accruals, and rate summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

### Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

**Have Questions?** Contact us or visit [www.californiaclass.com](http://www.californiaclass.com) for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** Please see the Information Statement for further details on the fee calculation and other key aspects about California CLASS. California CLASS Prime is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit [www.spglobal.com](http://www.spglobal.com). California CLASS Enhanced Cash is rated by 'AAAf/SI' by FitchRatings. The 'AAAf' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit [www.fitchratings.com](http://www.fitchratings.com). Ratings are subject to change and do not remove credit risk.