



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, July 10, 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**

Presentation of Certificate from the International Institute of Municipal Clerks of Certified Municipal Clerk to Alicia Fernandez

## **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. **June 12, 2023 – Regular Board Meeting.** Approve.
2. **Financial Reports.**
  - a. **May 2023.** Approve.
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** Approve.
  - b. **Compensation & Reimbursement Report.** Approve.
4. **Approve Director Attendance at the CSDA Annual Conference and the ACWA Fall Conference**

**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**

5. **Approve Amendments to Contracts with the Inland Empire Utilities Agency (IEUA), including Amendment 9 of the IEUA Contract (#460002246-009) for the Landscape Evaluations, and Audit Programs, Amendment 10 of the IEUA Contract (#4600000861-010) for the Residential Landscaping Program, and Amendment 4 of the IEUA Contract (#460002827-004) for the Gardens in Every School Program**

Report by: Elizabeth Skrzat, General Manager  
Scott Kleinrock, Conservation Programs Manager

Dave Schroeder, Facilities and Operations Manager

RECOMMENDATION: Review, discuss and approve contracts with the Inland Empire Utilities Agency (IEUA), including Amendment No. 9 of the IEUA Contract (#460002246-009) for Landscape Evaluation and Audit Program, Amendment 10 of the IEUA Contract (#4600000861-010 for the Residential Landscaping Program, and Amendment 4 of the IEUA Contract (#460002827-004) for the Gardens in Every School Program.

6. **Approve Amendment No. 1 to Employment Agreement between the Chino Basin Water Conservation District (District) and Elizabeth Skrzat, General Manager**

Report by: Ryan Sonnenberg, Personnel Committee Chair  
Lee McElhaney, Legal Counsel

RECOMMENDATION: Review, discuss and approve Amendment No. 1 to Employment Agreement between the Chino Basin Water Conservation District (District) and Elizabeth Skrzat, General Manager, and authorize the Board President to execute the Agreement with retroactive pay to July 1, 2023.

7. **Approve Participation in the Solve the Water Crisis Coalition**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve participation in the Solve the Water Crisis Coalition and instruct staff on how the District should participate.

8. **Approve Participation in the California CLASS Prime Fund Investment Program and Amendments to Policy No. 18 and Policy No. 19**

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

RECOMMENDATION: Review, discuss, and approve participation in the California CLASS Prime Fund investment program, assign a dollar amount to invest, and make changes to Policy No. 18 increasing the number of signatories to District accounts and Policy No. 19 allowing for investments with JPAs serving public entities that are less than three years old.

9. **Approve Amendment to Policy No. 30-1**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve changes to Policy No. 30-1, specifying overtime policy and procedures for employees working a traditional 40-hour workweek as well as part-time employees, temporary employees, and interns.

**10. Select a Candidate for the Southern California Network Seat C of the 2024-2026 California Special Districts Association (CSDA) Board of Directors**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and select a candidate for the Southern California Network Seat C of the 2024-2026 California Special Districts Association Board of Directors.

**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**

**11. 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



**12. CONFERENCE WITH LEGAL COUNSEL**

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

**ADJOURN**

The Board of Directors will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on Monday, August 14, 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 Wednesday July 5, 2023.

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Dena Y. Lamarque, Board Clerk/Administrative Coordinator





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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**

**M I N U T E S**

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**INVOCATION** – *Director Layton 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 Mark Ligtenberg  
Vice President Kati Parker  
Treasurer Gil Aldaco  
Director Teri Layton  
Director Hanif Gulmahamad  
Director Ryan Sonnenberg – arrived at 3:36 p.m.*

Board Members Absent: *Director Amanda Coker*

General Counsel Present: *Leland McElhaney, Esq.*

Staff Present: *General Manager Elizabeth Skrzat  
Board Clerk/Administrative Coordinator Dena Lamarque  
Conservation Programs Manager Scott Kleinrock  
Facilities Maintenance Manager Dave Schroeder  
Administrative Services Manager Alicia Fernandez*

Guest: *Kristi Even, Manager Government Advisory Services, Eide Bailly LLP*

### **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.** *Approved.*
  - b. **May 24, 2023 – Finance Committee Meeting.** *Approved.*
2. **Financial Reports.**
  - a. **April 2023.** *Approved.*
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** *Approved.*
  - b. **Compensation & Reimbursement Report.** *Approved.*

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

**Motion carried on 5-0-0-2 vote to approve the Consent Calendar.**

**MOVED: Gulmahamad**

**SECONDED: Layton**

**APPROVED: 5-0-0-2**

**AYES:** Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Coker, Sonnenberg

**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 stated there were no public communications received.*

## **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**

*General Manager Elizabeth Skrzat presented the staff report explaining that in 2022 the Board approved an agreement between NAWC and CBWCD, but SAWPA was not named in the agreement. ACWA/JPIA wanted to ensure that SAWPA was also a party to the agreement as this is a pilot program created by SAWPA and they have hired NAWC to carry out the Cloud Seeding Program. The purpose of this agreement is to allow cloud nuclei generators to be installed and operate on district property.*

*A motion was made by Vice President Parker to approve this item as recommended by staff, seconded by Treasurer Aldaco, and carried on the following vote:*

*Director Gulmahamad expressed his opposition in the approval of the agreement.*

**Motion carried on 4-1-0-2 vote to 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.**

**MOVED: Parker**

**SECONDED: Aldaco**

**APPROVED: 4-1-0-2**

**AYES:** Ligtenberg, Parker, Aldaco, Layton

**NOES:** Gulmahamad

**ABSTAIN:** None

**ABSENT:** Coker, Sonnenberg

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

*Facilities & Operations Manager Dave Schroeder gave a brief description of the ratification of the work order to include the replacement of outdoor speakers and additional cost.*

*Vice President Parker made a motion to approve this item as recommended by staff, seconded by Director Layton, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve the Ratification of the Work Order with DJL Audio Visual Specialists to Replace Outdoor "Overflow" Speakers.**

**MOVED: Parker**

**SECONDED: Layton**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented the staff report stating that the General Manager has been the representative to vote for ACWA Elections because the ACWA elections were held during the November fall conference that she attended. Due to changes to ACWA bylaws, the elections are now online prior to the fall conference. Furthermore, it was explained that If the Board does not designate a representative to vote by the deadline of June 16, 2023, then the agency's General Manager will be the authorized voter by default.*

*Vice President Parker expressed interest in being designated the voting representative.*

*Director Aldaco made a motion that for consistency the General Manager remain as the representative to vote for ACWA Elections. Because Vice President Parker expressed interest in being the representative, Director Aldaco withdrew the motion.*

*A motion was made by Director Layton to designate Vice President Parker as the voting representative, seconded by President Ligtenberg , and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to Designate Vice President Parker as the CBWCD Representative for ACWA Elections.**

**MOVED: Layton**

**SECONDED: Ligtenberg**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented the staff report recommending the approval of the positions and job descriptions as recommended by the Finance and Personnel Committees and was available for questions.*

*There was no further discussion from the Board.*

*A motion was made by Treasurer Aldaco to approve this item as recommended by staff, seconded by Director Layton, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to 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.**

**MOVED: Aldaco**

**SECONDED: Layton**

**APPROVED: 5-0-0-2**

**AYES:** Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented a staff report and PowerPoint recommending the approval of the Compensation Schedule and Salary Step Chart for Fiscal Year 2023-2024 as recommended by the Finance and Personnel Committees and was available for questions.*

*Director Layton asked a clarifying question related to how long it takes an employee to move a step, and General Manager Skrzat explained that an employee is moved one step at a time. Director Layton recommended consideration to minimize the number of steps. Vice President Parker recommended consideration for an employee to move two steps at a time at the General Manager's discretion.*

*A motion was made by Treasurer Aldaco to approve this item as recommended by staff, seconded by Director Gulmahamad, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve the Compensation Schedule and Salary Step Chart for Fiscal Year 2023-2024 as recommended by the Finance and Personnel Committees.**

**MOVED: Aldaco**

**SECONDED: Gulmahamad**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented the staff report recommending the approval of the Cost-of-Living Adjustment for Fiscal Year 2023-24 as recommended by the Finance and Personnel Committees.*

*A motion was made by Treasurer Aldaco to approve this item as recommended by staff, seconded by Director Gulmahamad, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve a Cost-of-Living Adjustment (COLA) for Fiscal Year 2023-2024 as recommended by the Finance and Personnel Committees.**

**MOVED: Aldaco**

**SECONDED: Gulmahamad**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented the staff report and explained that after the Board budget review session in May, suggestions were made and taken to the Finance Committee for further review. Further revisions were made to the proposed Fiscal Year 2023-2024 budget as recommended by the Finance Committee; therefore, staff is recommending adoption of the annual budget for Fiscal Year 2023-2024.*

*A motion was made by Director Gulmahamad to approve this item as recommended by staff, seconded by Treasurer Aldaco, and carried on the following vote:*



**Motion carried on 5-0-0-2 vote to Adopt the Annual Budget for Fiscal Year 2023-2024 as recommended by the Finance Committee.**

**MOVED: Gulmahamad**

**SECONDED: Aldaco**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented the staff report recommending approval to amend Policy No. 36, Sick Leave, as recommended by the Personnel Committee.*

*A motion was made by Director Layton to approve this item as recommended by staff, seconded by Vice President Parker, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve Amendment to Policy No. 36: Sick Leave, as recommended by the Personnel Committee.**

**MOVED: Layton**

**SECONDED: Parker**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

*General Manager Elizabeth Skrzat presented the report and PowerPoint presentation recommending amending Policy No. 38, Vacations, as recommended by the Personnel Committee. Director Layton suggested possibly reducing the number of levels considered in the months of service.*

*A motion was made by Treasurer Aldaco to approve this item as recommended by staff, seconded by Vice President Parker, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve Amendment to Policy No. 38: Vacations as recommended by the Personnel Committee to be effective July 1, 2023.**

**MOVED: Aldaco**

**SECONDED: Parker**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

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

*Director Gulmahamad asked Counsel McElhaney, if he had any concerns about the three-year stipulation. Counsel McElhaney responded that he did not at this point.*

*A motion was made by Vice President Parker to amend Policies No. 18 and No. 19 to further consider Eide Bailly's recommendations at the next Board meeting, seconded by Treasurer Aldaco, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to direct the General Manager to amend Policies No. 18 and No. 19 and bring them back to the Board on July 10, 2023, and to be prepared to open an account and transfer funds as recommended by Eide Bailly.**

**MOVED: Parker**

**SECONDED: Aldaco**

**APPROVED: 5-0-0-2**

AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad

NOES: None

ABSTAIN: None

ABSENT: Coker, Sonnenberg

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

Vice President Parker - *Attended meetings as itemized in Item 3 – AB 1234 of the Agenda but stated that she had a family emergency and did not attend the Chino Hills State of The Union after all.*

Treasurer Aldaco – *Attended meetings as itemized in Item 3 – AB 1234 of the Agenda.*

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.*

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

Director Sonnenberg – *Attended meetings as itemized in Item 3 – AB 1234 of the Agenda with the exception of the Chino Basin Stakeholders BBQ on May 15<sup>th</sup>. The Director's report was amended.*

#### **STAFF ORAL REPORTS**

General Manager/Secretary Report – *Thanked staff for the Basin Tour event. It is the best example of how well staff works together. Acknowledged Dave, Billy, Dena, and Judy for all their efforts to make this a successful event.*

Board Attorney Report – *None.*

#### **CLOSED SESSION**

*President Ligtenberg recessed the meeting to Closed Session at 3:45 p.m. to consider the following Closed Session items:*

##### **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

*President Ligtenberg reconvened the meeting at 4:58 p.m. Board Attorney, Leland McElhaney, stated that there was no reportable action taken.*

#### **ADJOURN**

President Ligtenberg adjourned the meeting at 4:59 p.m. to the next Regular Board 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.

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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**  
**MAY 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 May 2023

	Jul '22 - May 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	2,738,938.75	2,569,100.00	106.6%
40200 · Current Yr Supplemental Tax Rev	55,338.20	35,700.00	155.0%
40300 · Prior Yr Tax Revenue	34,419.00	56,900.00	60.5%
40400 · Homeowner's Prop Tax Relief	14,871.35	19,100.00	77.9%
40500 · RDA Pass-Thru from Cities	1,374,906.84	1,230,900.00	111.7%
<b>Total 40000 · Property Tax &amp; Assessment Rev</b>	<b>4,218,474.14</b>	<b>3,911,700.00</b>	<b>107.8%</b>
41000 · Interest Income	199,762.58	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	65,185.31	31,200.00	208.9%
45110 · CalTRUST unrealized gain/loss	2,395.17		
<b>Total 45000 · Capital Gain/Loss</b>	<b>67,580.48</b>	<b>31,200.00</b>	<b>216.6%</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	5,492.00	17,000.00	32.3%
49200 · Cal Card Incentive	2,396.52	2,000.00	119.8%
49500 · Lease Revenue	11,000.00	12,000.00	91.7%
49900 · Misc Income	2,978.87		
49000 · Miscellaneous Income - Other	1.00		
<b>Total 49000 · Miscellaneous Income</b>	<b>21,868.49</b>	<b>31,000.00</b>	<b>70.5%</b>
<b>Total Income</b>	<b>5,129,919.54</b>	<b>4,688,650.00</b>	<b>109.4%</b>
<b>Gross Profit</b>	<b>5,129,919.54</b>	<b>4,688,650.00</b>	<b>109.4%</b>
<b>Expense</b>			
50000 · Payroll Expenses			
50100 · Wages			
50160 · Employee Longevity Bonus	200.00		
50110 · Directors Wages	39,550.00	43,300.00	91.3%
50120 · Salary Employee Wages	474,959.40	546,000.00	87.0%
50130 · Hourly Employee Wages	559,705.84	654,900.00	85.5%
50140 · Intern Wages	15,612.80	20,700.00	75.4%
<b>Total 50100 · Wages</b>	<b>1,090,028.04</b>	<b>1,264,900.00</b>	<b>86.2%</b>
50200 · Payroll taxes	85,078.75	103,300.00	82.4%
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/Dent/Vision/Life/Dis. Ins	216,701.67	247,150.00	87.7%
50311 · Employee Medical Premium	-4,907.35	-12,800.00	38.3%
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.	10,400.14	12,300.00	84.6%
50322 · Classic-Employer Contribution	13,763.16	16,000.00	86.0%
50325 · PEPR - Employer Contribution	61,979.87	73,600.00	84.2%
50328 · Unfunded PERS payment	48,887.00	48,900.00	100.0%
<b>Total 50300 · Employee Benefits</b>	<b>347,136.01</b>	<b>545,150.00</b>	<b>63.7%</b>
50400 · Payroll processing fees	8,404.13	9,600.00	87.5%
<b>Total 50000 · Payroll Expenses</b>	<b>1,530,646.93</b>	<b>1,922,950.00</b>	<b>79.6%</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	4,505.00	12,000.00	37.5%
51220 · Election Expenses	10,427.00	30,000.00	34.8%
51230 · Legal Notices/Director Related	1,641.53	2,000.00	82.1%
51240 · Meals	1,799.84	1,500.00	120.0%
51250 · Medical & Life Insurance	14,993.74	19,600.00	76.5%
51260 · Mileage	2,806.86	2,500.00	112.3%
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>40,671.16</b>	<b>82,100.00</b>	<b>49.5%</b>
51300 · Consulting Fees	91,615.71	165,500.00	55.4%
51400 · Dues & Subscriptions	28,106.78	45,200.00	62.2%
51500 · Engineering Fees	382.50	10,000.00	3.8%

# Chino Basin Water Conservation District

## Income & Expense Report

July 2022 through May 2023

	Jul '22 - May 23	Budget	% of Budget
51600 · Legal Fees	28,072.00	50,000.00	56.1%
51700 · Office Expenses			
51785 · Agenda Management Software	0.00	0.00	0.0%
51710 · Office Equipment & Repairs	8,532.72	10,800.00	79.0%
51720 · Computer/Printer Supplies	1,275.94	2,200.00	58.0%
51730 · Maintenance/Janitorial	7,872.25	17,300.00	45.5%
51740 · Miscellaneous	491.79	1,000.00	49.2%
51750 · Postage	430.66	1,300.00	33.1%
51760 · Supplies	6,571.53	6,100.00	107.7%
51765 · Computer/IT Support	33,905.11	40,400.00	83.9%
51770 · Telecommunications	15,065.14	19,000.00	79.3%
51780 · Utilities	32,112.69	31,500.00	101.9%
51700 · Office Expenses - Other	32.67		
Total 51700 · Office Expenses	106,290.50	129,600.00	82.0%
51800 · Meeting Refreshments	2,646.38	3,000.00	88.2%
51900 · Staff Expenses			
51910 · Education	2,896.95	9,000.00	32.2%
51920 · Conference & Tour Fees	5,685.50	11,100.00	51.2%
51930 · Meals	1,379.91	2,600.00	53.1%
51940 · Mileage	2,762.71	3,650.00	75.7%
51950 · Miscellaneous	1,782.50	4,000.00	44.6%
51955 · Recruitment	2,859.54	3,000.00	95.3%
51960 · Travel & Lodging	6,625.33	10,850.00	61.1%
51970 · Uniform Expense	10,100.94	17,400.00	58.1%
Total 51900 · Staff Expenses	34,093.38	61,600.00	55.3%
51990 · Tax Collections Fees	7,100.20	8,000.00	88.8%
Total 51000 · Administration Expenses	433,077.03	642,500.00	67.4%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	0.00	10,000.00	0.0%
51999-2 · Furniture & Equipment	16,901.70	38,000.00	44.5%
Total 51999 · Non-Operating General Expenses	16,901.70	48,000.00	35.2%
53000 · Insurance Expenses			
53100 · Bonding	1,552.00	1,000.00	155.2%
53200 · General Liability	46,789.59	50,000.00	93.6%
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	80,229.61	90,000.00	89.1%
54000 · Operation Expenses			
54150 · Equipment & Vehicles			
54160 · Equipment	2,723.60	4,000.00	68.1%
54170 · Fuel	6,080.44	10,000.00	60.8%
54180 · Repairs, Maint & Supplies	9,083.67	14,500.00	62.6%
54150 · Equipment & Vehicles - Other	113.30		
Total 54150 · Equipment & Vehicles	18,001.01	28,500.00	63.2%
54200 · Fence Expenses	4,087.09	30,000.00	13.6%
54250 · Hardscape Expenses	10,932.30	18,500.00	59.1%
54300 · Irrigation Expenses	6,547.01	12,200.00	53.7%
54350 · Landscape Maint & Supplies	17,945.11	40,300.00	44.5%
54400 · Miscellaneous	1,506.61	1,500.00	100.4%
54450 · Basin Percolation Maintenance	22,605.82	100,300.00	22.5%
54500 · Pest Control	10,866.53	11,000.00	98.8%
54550 · Signage	2,503.42	7,000.00	35.8%
54600 · Small Tools & Supplies	9,636.97	11,000.00	87.6%
54650 · Structural Maintenance	47,386.39	43,300.00	109.4%
54750 · Trash Cleanup & Disposal	8,976.47	15,000.00	59.8%
54800 · Utilities	6,832.99	11,000.00	62.1%
54850 · Weed Abatement	7,312.44	20,200.00	36.2%
Total 54000 · Operation Expenses	175,140.16	349,800.00	50.1%
55000 · Permits & Fees	450.00	1,500.00	30.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	27,050.56	63,300.00	42.7%
56200 · Critter Expenses	3,152.61	3,000.00	105.1%
56300 · District Events			
56320 · Educational Grant	0.00	0.00	0.0%
56330 · Outreach Events	13,591.64	28,000.00	48.5%
56340 · Water Fair	10,083.75	10,000.00	100.8%
56350 · Poster Art Contest	11,333.66	12,000.00	94.4%
56360 · Youth Program Supplies	1,974.61	3,500.00	56.4%
56370 · School Tours	19,063.59	40,000.00	47.7%
56380 · Public Ed/Workshops	1,617.90	4,500.00	36.0%
56390 · Youth Education	31.14		
Total 56300 · District Events	57,696.29	98,000.00	58.9%
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	12,436.27	12,500.00	99.5%

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06/30/23

Accrual Basis

# Chino Basin Water Conservation District

## Income & Expense Report

July 2022 through May 2023

	Jul '22 - May 23	Budget	% of Budget
56700 · Web Design/Maintenance	32,088.07	60,000.00	53.5%
Total 56000 · Public Education/Relations	138,397.92	245,800.00	56.3%
57500 · Expense Reimbursables Clearing	0.00		
58000 · Capital Expenses	1,251,603.28	1,495,100.00	83.7%
Total Expense	3,626,446.63	4,795,650.00	75.6%
Net Ordinary Income	1,503,472.91	-107,000.00	-1,405.1%
Net Income	1,503,472.91	-107,000.00	-1,405.1%



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06/30/23  
Accrual Basis

# Chino Basin Water Conservation District

## Balance Sheet

As of May 31, 2023

	May 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
10000 · Cash Accounts	
10600 · Pension Trust	73,209.00
10100 · General Checking	618,743.59
10200 · Petty Cash	1,001.01
10300 · LAIF Investment	10,421,489.84
10310 · LAIF FMV	-128,946.56
10400 · CalTrust	2,388,387.90
Total 10000 · Cash Accounts	13,373,884.78
Total Checking/Savings	13,373,884.78
Accounts Receivable	
11000 · Accounts Receivable	1,230.00
Total Accounts Receivable	1,230.00
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	616.91
Total Other Current Assets	2,089,530.83
Total Current Assets	15,464,645.61
<b>Fixed Assets</b>	
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

## Chino Basin Water Conservation District

## Balance Sheet

As of May 31, 2023

	May 31, 23
Total 19000 · Garden & Hardscape - Net Val	433,617.68
Total Fixed Assets	13,393,172.52
Other Assets	
13500 · Right to Use Assets	
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>28,861,744.26</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	51,284.63
Total Accounts Payable	51,284.63
Credit Cards	
20600 · CalCard	
20647 · CalCard- A Quinones	44.67
20644 · CalCard - L Holguin	190.83
20605 · CalCard - David Schroeder	34.05
20610 · CalCard - J Taylor	476.28
20613 · CalCard - R Sotomayor	202.34
20609 · CalCard - J Salcido	76.52
20626 · CalCard - M Curiel	92.07
20634 · CalCard - D Moreno	89.29
20630 · CalCard - M Dean	1,482.00
20631 · CalCard - W Mercado	63.89
20619 · CalCard - B Burgess	111.53
20620 · CalCard - S Kleinrock	3,678.23
20632 · CalCard - E Skrzat	1,854.64
Total 20600 · CalCard	8,396.34
Total Credit Cards	8,396.34
Other Current Liabilities	
21000 · Payroll Liabilities	
21290 · Employee CalPERS payable	0.01
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	97,860.29
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	101,546.15
Total Current Liabilities	161,227.12
Long Term Liabilities	
23500 · Lease Liabilities	
23510 · Lease Liability - Equipment(ST)	3,978.74

Chino Basin Water Conservation District  
**Balance Sheet**  
As of May 31, 2023

	May 31, 23
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
Total Liabilities	2,438,107.86
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	1,503,472.91
Total Equity	26,423,636.40
TOTAL LIABILITIES & EQUITY	28,861,744.26

**Chino Basin Water Conservation District**  
**Monthly General Checking Disbursements**  
As of May 31, 2023

Type	Date	Num	Name	Memo	Amount
<b>10000 · Cash Accounts</b>					
<b>10100 · General Checking</b>					
Bill Pmt -Check	05/05/2023	20763	ACWA JPIA	Medical,Dental,Vision,Life Ins-June	-17,113.04
Bill Pmt -Check	05/05/2023	20764	Animal Pest Management Services, Inc.	monthly basin ground squirrel control	-935.00
Bill Pmt -Check	05/05/2023	20765	Cintas Corporation #150	uniform service	-91.51
Bill Pmt -Check	05/05/2023	20766	Computer Village	Microsoft 365 monthly subscription	-518.10
Bill Pmt -Check	05/05/2023	20767	Eide Bailly LLP	215752	-12,503.05
Bill Pmt -Check	05/05/2023	20768	Equiparts Corp	Outdoor Pedestal & Pet Fountain w/bottle filler	-6,208.09
Bill Pmt -Check	05/05/2023	20769	Ewing Irrigation Products, Inc.		-635.84
Bill Pmt -Check	05/05/2023	20770	Frontier	909-293-7578-071118-5	-464.42
Bill Pmt -Check	05/05/2023	20771	MJA Electric Co.	troubleshooting lights-WCC restroom & Garden	-800.00
Bill Pmt -Check	05/05/2023	20772	Occupational Health Ctr of Ca	pre-employment physical-AQ	-155.50
Bill Pmt -Check	05/05/2023	20773	Omone Abu	social media srvc-May	-500.00
Bill Pmt -Check	05/05/2023	20774	OMSD - Bussing		-1,338.90
Bill Pmt -Check	05/05/2023	20775	R&L Feed	feed for goats	-185.75
Bill Pmt -Check	05/05/2023	20776	San Diego Human Resources Consulting, Inc	Consulting srvc for April	-375.00
Bill Pmt -Check	05/05/2023	20777	Smith Pipe & Supply Inc.		-5,743.59
Bill Pmt -Check	05/05/2023	20778	Standard Insurance Company, Inc.	LTD & STD from April Payroll	-633.39
Bill Pmt -Check	05/05/2023	20779	Vanguard Cleaning Systems	monthly janitorial srvc-May	-495.00
Bill Pmt -Check	05/05/2023	20780	Yesmean N. Rihbany	consulting srvc-board workshop & report	-9,500.00
General Journal	05/06/2023	du 5.9...	Paychex	PPE 5/6/2023	-14,632.83
General Journal	05/06/2023	du 5.9...	CalPERS (Payroll)	CalPERS - PPE 05/06/2023 - A. Fernandez adj 5...	-174.59
General Journal	05/06/2023	du 5.9...	CalPERS (Payroll)	CalPERS - PPE 05/06/2023	-1,203.87
General Journal	05/06/2023	du 5.9...	CalPERS (Payroll)	CalPERS - PPE 05/06/2023	-6,409.87
General Journal	05/06/2023	du 5.9...	Paychex	Payroll 5/06/2023	-34,960.10
General Journal	05/10/2023	bm 6....	Paychex	Paychex Fee - EIB	-175.50
Bill Pmt -Check	05/12/2023	20781	Aggressive Pest Management	quarterly pest spraying-all campus	-75.00
Bill Pmt -Check	05/12/2023	20782	ASBCSD	Dir. Parker, Coker, Gulmahamad-Mbrshp Mtg-5/22	-84.00
Bill Pmt -Check	05/12/2023	20783	Burrtec Waste Industries, Inc.	monthly trash & green waste-May	-395.36
Bill Pmt -Check	05/12/2023	20784	Cintas Corporation #150		-183.02
Bill Pmt -Check	05/12/2023	20785	Commercial Door Company Inc.	MUB garage door controls/motors	-5,865.00
Bill Pmt -Check	05/12/2023	20786	Computer Village		-1,373.10
Bill Pmt -Check	05/12/2023	20787	Donald D. Kniss	trimmed date palms	-625.00
Bill Pmt -Check	05/12/2023	20788	Hose-Man Inc.	hose for tractor	-248.50
Bill Pmt -Check	05/12/2023	20789	Main Street Signs	signs for compost giveaway	-192.71
Bill Pmt -Check	05/12/2023	20790	Monte Vista Water District		-344.95
Bill Pmt -Check	05/12/2023	20791	OMSD - Bussing		-1,038.10
Bill Pmt -Check	05/12/2023	20792	Smith Pipe & Supply Inc.	irrig supplies for avocado tree area	-182.85
Bill Pmt -Check	05/12/2023	20793	Southern California News Group	posted Legal Notice-Ordinance 23-01	-420.33
Bill Pmt -Check	05/12/2023	20794	St Margaret Mary School	F/T 3/21 Visser bus reimbursement	-440.00
Bill Pmt -Check	05/12/2023	20795	Thompson Plumbing Supply Inc.	new kitchen faucet for MUB	-30.96
Bill Pmt -Check	05/12/2023	20796	Cal Card (US Bank)		-12,246.30
General Journal	05/12/2023	bc 6.1...	Paychex	Paychex Fee - Hrs	-50.00
Bill Pmt -Check	05/15/2023	20797	Brunick, McElhaney & Kennedy	legal services-April	-3,360.00
Bill Pmt -Check	05/15/2023	20798	Stump Fence Co.	spikes added -west garden fence	-2,100.00
Bill Pmt -Check	05/16/2023	20799	Three Valleys MWD	Leadership Breakfast-ES & Dir. GA & HG	-90.00
General Journal	05/20/2023	du 5.2...	Paychex	PPE 5/20/2023	-15,010.63
General Journal	05/20/2023	du 5.2...	Paychex	Payroll 05/20/2023	-39,961.30
General Journal	05/20/2023	du 5.2...	CalPERS (Payroll)	CalPERS - PPE 05/20/2023	174.59
General Journal	05/20/2023	du 5.2...	CalPERS (Payroll)	CalPERS - PPE 05/20/2023	-1,228.87
General Journal	05/20/2023	du 5.2...	CalPERS (Payroll)	CalPERS - PPE 05/20/2023	-7,193.77
General Journal	05/22/2023	bc 6.1...	Paychex	Paychex Fee - OAB	-160.65
Bill Pmt -Check	05/24/2023	20800	Baca Enterprise Inc.	commercial pole saw	-304.70
Bill Pmt -Check	05/24/2023	20801	Big Tex Trailer World Inc.	2024 BigTex Dump Trailer	-15,622.60
Bill Pmt -Check	05/24/2023	20802	Cintas Corporation #150	uniform service	-91.51
Bill Pmt -Check	05/24/2023	20803	City of Ontario		-102.34
Bill Pmt -Check	05/24/2023	20804	Computer Village	Managed IT srvc	-1,914.00
Bill Pmt -Check	05/24/2023	20805	Great America Financial Services Corp	monthly copier lease	-688.71
Bill Pmt -Check	05/24/2023	20806	Jeremy Harris	MC#3 slope erosion & road repairs	-7,550.00
Bill Pmt -Check	05/24/2023	20807	Monte Vista Water District		-853.40
Bill Pmt -Check	05/24/2023	20808	Omone Abu	June social media mngmt	-525.00
Bill Pmt -Check	05/24/2023	20809	SBC-Registrar of Voters	Nov 8, 2022 General Election services	-10,427.00
Bill Pmt -Check	05/24/2023	20810	SCE (Utility Payments Only)	electric use all campus	-1,683.18
Bill Pmt -Check	05/24/2023	20811	Swedlows Distributors, Inc.	2 new chairs, fixed AQ's standing desk	-1,866.19
Bill Pmt -Check	05/24/2023	20812	TPX Communications	phone & internet srvc 5/16-6/15	-806.37
Bill Pmt -Check	05/24/2023	20813	Uline	2 Lg. metal trash cans for garden	-1,804.32
Bill Pmt -Check	05/24/2023	20814	Verizon Wireless	wireless push to talk srvc 4/10-5/9	-138.94
Bill Pmt -Check	05/24/2023	20815	Wagner & Bonsignore, CCE		-637.50
General Journal	05/24/2023	bm 6....	Paychex	Paychex Fee - EIB	-203.10
Total 10100 · General Checking					-253,697.61
Total 10000 · Cash Accounts					-253,697.61
<b>TOTAL</b>					<b>-253,697.61</b>

**Chino Basin Water Conservation District**  
**Monthly Petty Cash Checking Disbursements**  
As of May 31, 2023

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,000.96
10200 · Petty Cash						1,000.96
Deposit	05/31/2023			Interest	0.05	1,001.01
Total 10200 · Petty Cash					0.05	1,001.01
Total 10000 · Cash Accounts					0.05	1,001.01
TOTAL					0.05	1,001.01

# Chino Basin Water Conservation District CalCard Monthly Detail

As of May 31, 2023

Type	Date	Name	Memo	Amount	Balance
<b>20600 · CalCard</b>					3,134.94
<b>20647 · CalCard- A Quinones</b>					0.00
Credit Card Charge	05/30/2023	Amazon-Cal Card	tally counters for tabling	11.98	11.98
Credit Card Charge	05/31/2023	Supplies - Misc	(AQ) staff vest-uniform	32.69	44.67
<b>Total 20647 · CalCard- A Quinones</b>				44.67	44.67
<b>20644 · CalCard - L Holguin</b>					0.00
Credit Card Charge	05/09/2023	Lowe's-Cal Card	wood glue,buckets,chisels	107.86	107.86
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-107.86	0.00
Credit Card Charge	05/24/2023	Supplies - Misc	uniforms for staff	70.00	70.00
Credit Card Charge	05/25/2023	Costco-Cal Card	Fuel for newer Chevy	120.83	190.83
<b>Total 20644 · CalCard - L Holguin</b>				190.83	190.83
<b>20643 · CalCard - D Lamarque</b>					0.00
Credit Card Charge	05/04/2023	Chino Valley Chamber of Commerce	Dir. Parker-Chino Hills State of the City event	25.00	25.00
Credit Card Charge	05/16/2023	Conference-Cal Card	ES,Dir. KP-BIA So Cal Water Conference	250.00	275.00
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-275.00	0.00
<b>Total 20643 · CalCard - D Lamarque</b>				0.00	0.00
<b>20605 · CalCard - David Schroeder</b>					0.00
Credit Card Charge	05/21/2023	Lowe's-Cal Card	wall hooks for MUB bathroom	24.05	24.05
Credit Card Charge	05/22/2023	Education - Misc	(DS) CEU's for Arborist Cert	10.00	34.05
<b>Total 20605 · CalCard - David Schroeder</b>				34.05	34.05
<b>20610 · CalCard - J Taylor</b>					298.57
Credit Card Charge	05/01/2023	Restaurant-Cal Card	Admin lunch for AF first day	82.14	380.71
Credit Card Charge	05/02/2023	Amazon-Cal Card	pens, white-out tape	42.81	423.52
Credit Card Charge	05/03/2023	MOO Inc	business cards for AF & AQ	120.93	544.45
Credit Card Charge	05/07/2023	Food - CalCard	bday cake-RS, refreshments mtg & 1st day AQ	63.40	607.85
Credit Card Charge	05/08/2023	Stater Bros - CalCard	ice cream RS/MD bdays, cake frosting-RS	7.48	615.33
Credit Card Charge	05/08/2023	Food - CalCard	birthday dessert for MD & RS	42.00	657.33
Credit Card Charge	05/12/2023	Amazon-Cal Card	poly multi-colored file folders 1/3 cut	20.70	678.03
Credit Card Charge	05/12/2023	Amazon-Cal Card	Orange file folders for A/P new fiscal year	16.24	694.27
Credit Card Charge	05/17/2023	Amazon-Cal Card	clear/colored tapes for label maker	15.25	709.52
Credit Card Charge	05/19/2023	Kenny Products	Name badges for staff and Directors	252.03	961.55
Credit Card Charge	05/21/2023	Supplies - Misc	uniform shirts	64.67	1,026.22
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/25/2023	-961.55	64.67
Credit Card Charge	05/23/2023	Amazon-Cal Card	game pieces for EAT summer BBQ	8.85	73.52
Credit Card Charge	05/24/2023	Stater Bros - CalCard	Bey's & snacks for committee mtgs	85.22	158.74
Credit Card Charge	05/24/2023	Amazon-Cal Card	placemats for EAT summer BBQ	15.21	173.95
Credit Card Charge	05/30/2023	Costco-Cal Card	Meeting refreshments,cups,basin tour snacks	294.34	468.29
Credit Card Charge	05/31/2023	Stater Bros - CalCard	dessert for basin tour	7.99	476.28
<b>Total 20610 · CalCard - J Taylor</b>				177.71	476.28
<b>20613 · CalCard - R Sotomayor</b>					168.39
Credit Card Charge	05/04/2023	Costco-Cal Card	Fuel for newer Chevy	111.77	280.16
Credit Card Charge	05/08/2023	Lowe's-Cal Card	gloves, sandpaper, thermo gun for A/C	106.95	387.11
Credit Card Charge	05/08/2023	WalMart - CalCard	toasters for 2 main bldgs.	105.60	492.71
Credit Card Charge	05/10/2023	Costco-Cal Card	copy paper,gloves,plates,cups,knives,janitorial suppl...	411.77	904.48
Credit Card Charge	05/11/2023	Lowe's-Cal Card	trash can & dolly	113.09	1,017.57
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-1,017.57	0.00
Credit Card Charge	05/24/2023	Supplies - Misc	uniforms for staff	140.03	140.03
Credit Card Charge	05/30/2023	Fuel - Misc	Fuel for newer chevy & 5 gal container	62.31	202.34
<b>Total 20613 · CalCard - R Sotomayor</b>				33.95	202.34
<b>20609 · CalCard - J Salcido</b>					342.51
Credit Card Charge	05/01/2023	Lowe's-Cal Card	ice maker for MUB fridge	117.45	459.96
Credit Card Charge	05/05/2023	Stater Bros - CalCard	tortoise food	27.72	487.68
Credit Card Credit	05/10/2023	Costco-Cal Card	returned gloves	-15.07	472.61
Credit Card Charge	05/12/2023	Stater Bros - CalCard	tortoise food	28.10	500.71
Credit Card Charge	05/15/2023	Lowe's-Cal Card	fertilizer, buckets	164.60	665.31
Credit Card Charge	05/19/2023	Stater Bros - CalCard	tortoise food	34.93	700.24
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-700.24	0.00
Credit Card Charge	05/24/2023	Supplies - Misc	uniform for staff	43.09	43.09
Credit Card Charge	05/24/2023	Stater Bros - CalCard	tortoise food	33.43	76.52
<b>Total 20609 · CalCard - J Salcido</b>				-265.99	76.52
<b>20626 · CalCard - M Curiel</b>					119.25
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 05/22/2023	-119.25	0.00
Credit Card Charge	05/25/2023	Supplies - Misc	uniforms for staff	92.07	92.07
<b>Total 20626 · CalCard - M Curiel</b>				-27.18	92.07
<b>20634 · CalCard - D Moreno</b>					0.00
Credit Card Charge	05/04/2023	Fuel - Misc	Fuel for Ford	147.86	147.86
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-147.86	0.00
Credit Card Charge	05/24/2023	Supplies - Misc	(DM) uniform shirt	52.30	52.30
Credit Card Charge	05/24/2023	Supplies - Misc	(DM) uniform shirt	17.00	69.30
Credit Card Credit	05/24/2023	Supplies - Misc	(DM) uniform shirt	-17.00	52.30
Credit Card Charge	05/31/2023	Services - Misc	car wash for Ford	36.99	89.29
<b>Total 20634 · CalCard - D Moreno</b>				89.29	89.29
<b>20630 · CalCard - M Dean</b>					1,980.78
Credit Card Charge	05/01/2023	Emma	newsletter software	141.24	2,122.02
Credit Card Charge	05/05/2023	Conference-Cal Card	Conference for MC @ NHMLAC	75.00	2,197.02
Credit Card Charge	05/05/2023	Conference-Cal Card	Conference for WM @ NHMLAC	75.00	2,272.02

# Chino Basin Water Conservation District CalCard Monthly Detail

As of May 31, 2023

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	05/05/2023	Conference-Cal Card	Conference for Azucena @ NHMLAC	75.00	2,347.02
Credit Card Charge	05/05/2023	Amazon-Cal Card	pens	13.21	2,360.23
Credit Card Charge	05/08/2023	Restaurant-Cal Card	lunch for Azucena's on-boarding day	50.77	2,411.00
Credit Card Charge	05/08/2023	Google	cloud storage on Google Drive	1.99	2,412.99
Credit Card Charge	05/09/2023	Supplies - Misc	puzzles for giveaways	2,168.24	4,581.23
Credit Card Charge	05/11/2023	Services - Misc	software for social media mngmt	79.00	4,660.23
Credit Card Charge	05/15/2023	Supplies - Misc	wall calendar for program planning	9.70	4,669.93
Credit Card Charge	05/15/2023	Supplies - Misc	wall calendar for program planning	6.00	4,675.93
Credit Card Charge	05/19/2023	Amazon-Cal Card	microphone for basin tour	34.87	4,710.80
Credit Card Charge	05/19/2023	Services - Misc	newsletter software	76.00	4,786.80
Credit Card Charge	05/22/2023	Survey Monkey	teacher survey software	53.00	4,839.80
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-4,786.80	53.00
Credit Card Charge	05/23/2023	Supplies - Misc	flirs for Dog Days of Summer	135.77	188.77
Credit Card Charge	05/24/2023	Supplies - Misc	table for ED bldg supplies	264.36	453.13
Credit Card Charge	05/25/2023	4imprint, Inc.	buttons for giveaways	294.09	747.22
Credit Card Charge	05/26/2023	Subs,Dues,Membership	(MD) Annual Membership	300.00	1,047.22
Credit Card Charge	05/26/2023	Supplies - Misc	patches for staff uniforms	155.00	1,202.22
Credit Card Charge	05/26/2023	Supplies - Misc	staff uniform	35.52	1,237.74
Credit Card Charge	05/27/2023	Drop Box	cloud storage-social media: 5/27-6/27	11.99	1,249.73
Credit Card Charge	05/28/2023	Wishpond	poster contest voting software	9.00	1,258.73
Credit Card Charge	05/30/2023	Zoom	virtual meeting platform	16.61	1,275.34
Credit Card Charge	05/31/2023	Services - Misc	Dog Days event flyer	206.66	1,482.00
Total 20630 · CalCard - M Dean				-498.78	1,482.00
20631 · CalCard - W Mercado					77.37
Credit Card Charge	05/04/2023	Amazon-Cal Card	flower cups for 1st grade lesson plan	13.07	90.44
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-90.44	0.00
Credit Card Charge	05/26/2023	Food - CalCard	lunch for tablers @ LA Co. Fair	24.00	24.00
Credit Card Charge	05/27/2023	Target-Cal Card	uniform shirt purchase	20.69	44.69
Credit Card Charge	05/27/2023	Target-Cal Card	uniform shirt purchase	19.20	63.89
Total 20631 · CalCard - W Mercado				-13.48	63.89
20619 · CalCard - B Burgess					16.34
Credit Card Charge	05/09/2023	Amazon-Cal Card	posture seat pad (AF)	54.49	70.83
Credit Card Charge	05/09/2023	Amazon-Cal Card	(AF) keyboard,mouse,planner,stapler,desk organizers	160.88	231.71
Credit Card Charge	05/09/2023	Amazon-Cal Card	panel wall clips (AF)	9.84	241.55
Credit Card Charge	05/10/2023	Fuel - Misc	fuel for Older Chevy	116.40	357.95
Credit Card Charge	05/10/2023	Home Depot - CalCard	potting mix for container planting	77.32	435.27
Credit Card Charge	05/14/2023	Zoom	Webinar 1000 & OnePro monthly	162.06	597.33
Credit Card Charge	05/15/2023	Amazon-Cal Card	(DM) weekly/monthly planner 23/24	13.07	610.40
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-610.40	0.00
Credit Card Charge	05/24/2023	Supplies - Misc	(BB) uniform shirts	63.18	63.18
Credit Card Charge	05/24/2023	Amazon-Cal Card	connection hoses for hose cart	38.35	101.53
Credit Card Charge	05/31/2023	Parking Fees	(BB) parking @ Peer to Peer Confer.	10.00	111.53
Total 20619 · CalCard - B Burgess				95.19	111.53
20620 · CalCard - S Kleinrock					93.63
Credit Card Charge	05/01/2023	SendGrid	contact list storage	19.95	113.58
Credit Card Charge	05/05/2023	Supplies - Misc	4" pots for succulent cuttings	188.11	301.69
Credit Card Charge	05/05/2023	Amazon-Cal Card	corner guards for garden signs	7.62	309.31
Credit Card Charge	05/13/2023	Adobe	annual Creative cloud subscription	599.88	909.19
Credit Card Charge	05/17/2023	Services - Misc	web hosting plan upgrade	312.09	1,221.28
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 5/22/2023	-1,221.28	0.00
Credit Card Charge	05/24/2023	Amazon-Cal Card	(SK) uniform purchase	66.15	66.15
Credit Card Charge	05/27/2023	Supplies - Misc	Furniture for Garden & Lobby	2,378.19	2,444.34
Credit Card Charge	05/27/2023	Supplies - Misc	Furniture for Garden	1,233.89	3,678.23
Total 20620 · CalCard - S Kleinrock				3,584.60	3,678.23
20632 · CalCard - E Skrzat					38.10
Credit Card Charge	05/01/2023	Services - Misc	(ES) flight to ACWA conf.	447.95	486.05
Credit Card Charge	05/01/2023	Services - Misc	(ES) Early Bird on SWA to ACWA conf	15.00	501.05
Credit Card Charge	05/01/2023	Services - Misc	(ES) Early Bird -SWA flight to ACWA conf.	15.00	516.05
Credit Card Charge	05/02/2023	Restaurant-Cal Card	(ES) lunch w/Dir, Parker & Dir. Comacho	97.25	613.30
Credit Card Charge	05/03/2023	Restaurant-Cal Card	(ES) lunch with Dir. Layton & Fontana Wtr rep	60.43	673.73
Credit Card Charge	05/03/2023	Southern California News Group	(ES) monthly digital subscription	14.00	687.73
Credit Card Charge	05/09/2023	Restaurant-Cal Card	(ES) lunch @ ACWA spring conf.	12.28	700.01
Credit Card Charge	05/09/2023	Services - Misc	(ES) Parking @ ACWA conf.	10.00	710.01
Credit Card Charge	05/09/2023	Restaurant-Cal Card	(ES) coffee w/ACWA board Dir. @ Conf.	7.63	717.64
Credit Card Charge	05/09/2023	Restaurant-Cal Card	(ES) ACWA conf. breakfast	3.79	721.43
Credit Card Charge	05/11/2023	memberships	(AF) Membership-MMASC	90.00	811.43
Credit Card Charge	05/11/2023	memberships	(AF) Membership-CAPPO	140.00	951.43
Credit Card Charge	05/11/2023	memberships	(AF) membership-IIMC	225.00	1,176.43
Credit Card Charge	05/11/2023	Restaurant-Cal Card	(ES) Dinner @ ACWA conf.	49.56	1,225.99
Credit Card Charge	05/12/2023	Services - Misc	(ES) rental car for Monterey Conference	530.41	1,756.40
Credit Card Charge	05/12/2023	City Clerk's Association of California	(AF) membership	250.00	2,006.40
Credit Card Charge	05/12/2023	Restaurant-Cal Card	(ES) breakfast during travel to ACWA Conf.	8.09	2,014.49
Credit Card Charge	05/12/2023	Society for Human Resource Mgt	(AF) Membership	244.00	2,258.49
Credit Card Charge	05/15/2023	MOO Inc	business cards for ES & SK	161.70	2,420.19
Credit Card Charge	05/15/2023	MOO Inc	Annual subscription-business card Boost Plan	107.92	2,528.11
Credit Card Charge	05/15/2023	Services - Misc	(ES) lodging @ ACWA spring Conf.	838.71	3,366.82
Credit Card Charge	05/16/2023	Amazon-Cal Card	(DL) letter opener	4.20	3,371.02
Credit Card Charge	05/16/2023	Amazon-Cal Card	(DL) Ipad wall charger,binder dividers	28.89	3,399.91
Credit Card Charge	05/16/2023	Amazon-Cal Card	(AF) headset	24.12	3,424.03
Credit Card Charge	05/16/2023	Los Angeles News Group	(ES) Monthly digital subscription	16.00	3,440.03
Credit Card Charge	05/16/2023	Zoom	monthly ZoomOnePro	16.61	3,456.64
Credit Card Charge	05/17/2023	Services - Misc	Alliance-Event liability insurance-WM BBQ	365.00	3,821.64
Bill	05/22/2023	Cal Card (US Bank)	Statement Ending 05/22/2023	-3,805.03	16.61
Credit Card Charge	05/23/2023	Adobe	Creative Cloud, Acrobat Pro	374.92	391.53

Chino Basin Water Conservation District  
CalCard Monthly Detail

As of May 31, 2023

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	05/25/2023	Services - Misc	Annual Subscription	1,330.20	1,721.73
Credit Card Charge	05/31/2023	Restaurant-Cal Card	(ES) lunch w/Dir. Parker & B. Bowcock	118.91	1,840.64
Credit Card Charge	05/31/2023	Southern California News Group	(ES) monthly digital subscription	14.00	1,854.64
Total 20632 - CalCard - E Skrzat				1,816.54	1,854.64
Total 20600 - CalCard				5,261.40	8,396.34
TOTAL				5,261.40	8,396.34



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

	<b>PPE</b>
	<b>5/6/2023</b>
Total Checks & Direct Deposits	\$ 34,960.10
Total Taxes Paid	\$ 14,632.83
Payroll Fees	\$ 175.50
<b>Total Payroll</b>	<b>\$ 49,768.43</b>
<i>*Check date 5/10/2023</i>	

	<b>PPE</b>
	<b>5/20/2023</b>
Total Checks & Direct Deposits	\$ 39,959.78
Total Taxes Paid	\$ 15,010.59
Payroll Fees	\$ 203.10
<b>Total Payroll</b>	<b>\$ 55,173.47</b>
<i>*Check date 5/24/2023</i>	

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

<b>Pay Period Beg.</b>	<b>Pay Period End</b>	<b>Gross Wages</b>	<b>Notes</b>
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	
4/23/2023	5/6/2023	\$ 49,639.44	
5/7/2023	5/20/2023	\$ 53,581.97	
<b>Total Payroll</b>		<b>\$ 1,084,807.17</b>	

### Director and Staff Expense Reimbursements

Payroll Date	Check Date
05/06/23	

**NOTE: Health Reimbursement for part-timers ONCE a month**

5/10/2023

Board of Director Expenses												Staff Expenses			
Emp #	Name	Medical Insurance 51250	Mileage 51260	Director Conference & Tours 51210	Director Travel & Lodging 51280	Life/Medical Insurance 50310	Employee Mileage 51940	Uniforms 51970	explanation	explanation	Membership \$ 51400				
106	King, Terence M	\$ -	monthly reimb.	\$ -	\$ -										
111	Gulmahamad, Hanif	\$ -	monthly reimb.	\$ -	\$ -										
112	Gruppiso, Marc	\$ -	monthly reimb.	\$ -	\$ -										
113	Ligenberg, Mark	\$ -	monthly reimb.	\$ -	\$ -										
114	Aldaco, Gilbert	\$ -	monthly reimb.	\$ -	\$ -										
115	Sonnenberg, Ryan	\$ -	N/A at this time	\$ -	\$ -										
116	Parker, Katherine	\$ -	monthly reimb.	\$ -	\$ -										
117	Layton, Theresa	\$ -	N/A at this time	\$ -	\$ -										
118	Coker, Amanda	\$ -	N/A at this time	\$ -	\$ -										
240	Burgess, Brandon					\$ -	-	\$ 166.33	reimb at .655 per mile	Boot allowance	\$ -				
249	Curler, Monica					\$ -		\$ -	reimb at .655 per mile		\$ -				
276	Fernandez, Alicia					\$ -		\$ -	reimb at .655 per mile		\$ -				
260	Jimenez, George					\$ -		\$ 59.93	reimb at .655 per mile		\$ -				
267	Jones, Jacob					\$ -		\$ -	reimb at .655 per mile		\$ -				
266	Lamarque, Dena					\$ -		\$ -	reimb at .655 per mile		\$ -				
275	Ledezma, Nykolaius					\$ -		\$ -	reimb at .655 per mile		\$ -				
256	Mercado, William					\$ -		\$ 56.72	reimb at .655 per mile		\$ -				
257	Moreno, Daniel					\$ -		\$ -	reimb at .655 per mile		\$ -				
239	Salcido, James					\$ -		\$ -	reimb at .655 per mile		\$ -				
214	Sotomayor, Roberto					\$ -		\$ -	reimb at .655 per mile		\$ -				
220	Taylor, Judith					\$ -		\$ 45.00	reimb at .655 per mile		\$ -				
254	Bojalad-Dein, Maia					\$ -		\$ -	reimb at .655 per mile		\$ -				
239	Kleinrock, Scott					\$ -		\$ -	reimb at .655 per mile		\$ -				
202	Schroeder, David W					\$ -		\$ -	reimb at .655 per mile		\$ -				
269	Rodriguez Pinto, Laura					\$ -		\$ -	reimb at .655 per mile		\$ -				
253	Skratz, Elizabeth					\$ -		\$ -	reimb at .655 per mile		\$ -				
	Totals:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161.65	\$ 166.33			\$ -				



Payroll Date 05/20/23  
 Check Date 5/24/2023

NOTE: Health Reimbursement for part-timers ONCE a month

Emp #	Name	Board of Director Expenses				Staff Expenses				Travel & Lodging	Computer Supplies	Travel & Lodging	Repairs, Maintenance, and Supplies
		Medical Insurance	Mileage	Director Conference & Tours	Director Travel & Lodging	Life/Medical Insurance	Employee Mileage	Computer Supplies	Travel & Lodging				
		51250	51260	51210	51280	50310	51940	51720	51960	54180	54180	54180	54180
		explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation
106	King, Terence M	\$ - monthly reimb.	\$ - reimb at .655 per mile	\$ -	\$ -								
111	Gulmahamad, Hanif	\$ 164.90 monthly reimb.	\$ 55.02 reimb at .655 per mile	\$ -	\$ -								
112	Grupposo, Marc	\$ - monthly reimb.	\$ - reimb at .655 per mile	\$ -	\$ -								
113	Ligtenberg, Mark	\$ 164.90 monthly reimb.	\$ 14.67 reimb at .655 per mile	\$ -	\$ -								
114	Aldaco, Gilbert	\$ 164.90 monthly reimb.	\$ 138.34 reimb at .655 per mile	\$ -	\$ -								
115	Sonnenberg, Ryan	\$ - N/A at this time	\$ 22.53 reimb at .655 per mile	\$ -	\$ -								
116	Parker, Katherine	\$ 277.52 monthly reimb.	\$ 75.85 reimb at .655 per mile	\$ -	\$ -								
117	Layton, Theresa	\$ - N/A at this time	\$ 22.66 reimb at .655 per mile	\$ -	\$ -								
118	Coker, Amanda	\$ - N/A at this time	\$ 7.07 reimb at .655 per mile	\$ -	\$ -								
240	Burgess, Brandon					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
249	Curiel, Monica					\$ -	\$ 64.71 reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
276	Fernandez, Alicia					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
280	Jimenez, George					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
287	Jones, Jacob					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
286	Lamarque, Dena					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
275	Ledezma, Nycolaus					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
256	Mercado, William					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
257	Moreno, Daniel					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
277	Quinones, Azucena					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
230	Salido, James					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
214	Sotomayor, Roberto					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
220	Taylor, Judith					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
254	Bojlad-Dean, Mala					\$ -	\$ 16.51 reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
239	Kleinrock, Scott					\$ -	\$ 51.48 reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
202	Schroeder, David W					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
289	Rodriguez Pinto, Laura					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
253	Skratz, Elizabeth					\$ -	\$ - reimb at .655 per mile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals:		\$ 772.22	\$ 386.15	\$ -	\$ -	\$ -	\$ 132.70	\$ -	\$ 122.08	\$ -	\$ -	\$ -	\$ -





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

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<b>MEETING DATE:</b>	July 10, 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 June 2023.

Regular Board Meeting Date: July 10, 2023

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

Agenda Item: CC 3a, Page 2

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DATE	EVENT	BOARD MEMBER
6/1/23	CBWCD Basin Tour	President Ligtenberg Vice President Parker Treasurer Aldaco Director Gulmahamad
6/12/23	CBWCD Regular Board Meeting	President Ligtenberg Vice President Parker Treasurer Aldaco Directors Layton, Gulmahamad and Sonnenberg
6/25/23	Ethics Training Webinar	Director Gulmahamad

**ATTACHMENT(S):**

None



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

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**MEETING DATE:** July 10, 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
6/1/23	Santa Ana River Enhanced Recharge Phase 1B	Treasurer Aldaco
6/2/23	IEUA Bay Delta Tour	Director Gulmahamad
6/3/23	IEUA Bay Delta Tour	Director Gulmahamad
6/7/23	Supervisor Curt Hagman's Open House	Treasurer Aldaco
6/15/23	Chino Basin Watermaster Advisory Committee Meeting	Vice President Parker
6/16/23	Meeting with Supervisor Jesse Armendarez	Vice President Parker
6/19/23	Meeting with CVWD Kevin Kenley	Vice President Parker
6/22/23	Montclair Chamber Board Installation Ceremony	Vice President Parker Treasurer Aldaco Director Gulmahamad
6/22/23	Chino Basin Watermaster Orientation & Board Meeting	Vice President Parker
6/29/23	Three Valleys MWD Leadership Breakfast	Treasurer Aldaco Director Gulmahamad

### **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.



**ATTACHMENT(S):**

1. Director Aldaco's Virtual Meetings/ Events June 2023



**Director Aldaco Virtual Meetings/Events June 2023**

1. Chino Groundwater Basin & Sustainability Tour – June 1<sup>st</sup> (8:15 am – 1:00 p.m.) I attended the tour along with District staff, local officials, and business leaders. The bus-tour began at the Headwaters of the San Antonio Creek making its way to District recharge basins along the route; and, wrapping up at the Waterwise Community Center for lunch and networking opportunities.
2. Santa Ana River Enhanced Recharge Phase 1B – June 2<sup>nd</sup> (10:30 a.m.) I attended the ceremonial groundbreaking of Santa Ana River Enhanced Recharge Phase 1B in Highland, CA – a collaborative project between San Bernardino Valley Municipal Water District and the Western Municipal Water District. Attending the outdoor event were various dignitaries, local water industry leaders, and the project engineers & construction crew. Representative Pete Aguilar, 33<sup>rd</sup> Congressional District acknowledged and commended project participants for expanding and enhancing the recharge of the groundwater basin.
3. Supervisor Curt Hagman Open House – June 7<sup>th</sup> (5:00 p.m. – 7:00 p.m.) I attended the Supervisor’s annual open house event held in Chino Hills. The event featured San Bernardino County services providers, local fire district & Sheriff personnel, and business leaders.
4. CBWCD Board Meeting – June 12<sup>th</sup> (2:00 p.m.) Review, Discuss, Approve or Continue Board Agenda Items.
5. Montclair Chamber Board Installation Ceremony – June 22<sup>nd</sup> (12:00 p.m. – 1:30 p.m.) I attended the Chamber event held at CBWCD. The event recognized past Board-members and welcomed the new Board. The event provided an opportunity to circulate among local business leaders to learn more about their industry and business, and to familiarize them with our facility.
6. Three Valleys MWD Leadership Breakfast – June 29<sup>th</sup> (7:30 a.m. – 9:00 a.m.) I attended the Leadership Breakfast held at Mountain Meadows Golf Course in Pomona, CA. Adel Hagekhalil, General Manager and CEO of the Metropolitan Water District of Southern California was the guest speaker. His presentation dealt with “Water in a Changing World.” He also provided an update on the “Pure Water Southern California project.

*I was unable to attend the June 22<sup>nd</sup> Southern California Water Coalition Stormwater Taskforce meeting due to a scheduling conflict. The next stormwater taskforce meeting will be held on July 27<sup>th</sup>.*

*The June 26<sup>th</sup> Southern California Water Coalition Recycled Water Taskforce meeting was cancelled. The next recycled water taskforce meeting will be held on July 24<sup>th</sup>.*





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

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<b>MEETING DATE:</b>	July 10, 2023	<b>AGENDA ITEM:</b> CC 4
<b>FROM:</b>	Elizabeth Skrzat, General Manager Dena Lamarque, Board Clerk/Administrative Coordinator	
<b>SUBJECT:</b>	Approve Director Attendance at the CSDA Annual Conference and the ACWA Fall Conference	

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**RECOMMENDATION**

Review, discuss, and approve Director attendance at both the CSDA Annual Conference and the ACWA Fall Conference.

**BACKGROUND**

The CSDA's Annual Conference is an opportunity to hear from experts in local government affairs, build partnerships, and strengthen the voice of local control. The conference is scheduled from Monday, August 28<sup>th</sup> – Thursday August 31<sup>st</sup> at the Marriott and the Portola Hotel in Monterey. Topics are listed in detail on the schedule provided in **ATTACHMENT 1**.

ACWA's Fall Conference will be held from November 28<sup>th</sup> – November 29<sup>th</sup> in Indian Wells. No specific information on the program itself is available at this point, but due to limited room availability, it is important to have the Board's permission to book early, **ATTACHMENT 2**.

**ISSUES/ANALYSIS**

If the District wants to become more involved in CSDA and ACWA and strengthen relationships with other special districts and water agencies locally and throughout California, it is imperative that several Directors attend these conferences regularly.

**FISCAL IMPACT**

Funds for Director attendance at conferences are budgeted at \$12,000 in Acct No. 51210: Conference & Tour Fees.

Regular Board Meeting Date: July 10, 2023

Subject: Approve Director Attendance at the CSDA Annual Conference and the ACWA Fall Conference

Agenda Item: CC 3a, Page 2

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**ATTACHMENT(S):**

1. CSDA Fall Conference Schedule
2. ACWA Fall Conference Hold the Date

10:30 a.m. – 3:00 p.m.



**NEW! Young Professionals  
Pre-Conference Tour  
Elkhorn Slough Kayak Tour and  
Moss Landing Harbor District**

Join your fellow YPs (Young Professional staff and elected officials under the age of 40) for the best way to experience the wildlife and nature of Elkhorn Slough, via kayak. The 1.5-hour kayak tour will take you to visit sea otters, harbor seals and birds up close. The tour of Moss Landing Harbor District will follow. End your pre-conference day networking with your fellow YPs over appetizers and drinks.

**\$90 per person, includes transportation to/from the Convention Center, kayak excursion, and post-tour happy hour.**

*Early registration is encouraged. Limited to 25 attendees. Due to safety, the max weight is 250 lbs.*

1:30 – 3:30 p.m.

**Certified Special District Manager  
(CSDM) Exam, Special District  
Leadership Foundation**

*(optional, must be scheduled prior to conference)*

3:45 – 5:15 p.m.

**Chapter Roundtable Discussion**

*(optional, no fee but must be attending the conference)*

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



Calling all Young Professional District Staff, age 40 and younger! Keep an eye out for special sessions and a pre-conference tour especially suited for you. These sessions are noted with a YP icon.

# Conference Officially BEGINS!

5:15 – 7:30 p.m.

**President's Reception  
with the Exhibitors**

*(all registered attendees welcome)*

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.





# 08.29 - 08.31 schedule

This conference hits all the right notes!

## Tuesday, August 29, 2023

7:30 – 8:30 a.m.

### CSDA Board Meeting

7:30 a.m. – 6:30 p.m.

### Exhibitor Showcase Open

7:30 – 8:30 a.m.

### Continental Breakfast in the Exhibit Hall

Breakfast is included in full conference registration.

8:45 – 10:45 a.m.

### Opening General Session and Keynote



**Seth Mattison**  
CEO and Founder of  
FutureSight Labs

**"The Heart of Leadership:  
The Secret & Science to  
Influencing & Leading During  
Transformation"**

Leadership has always been about one thing: influence. To effectively manage transformation today, leaders must have the understanding and the skill to not only connect with the rational and logical aspects of people's brains but also have the capacity to reach their hearts to understand what ultimately drives human behavior at the deepest level.

In this highly interactive deep-dive discussion, leadership keynote speaker Seth Mattison will add a new perspective to the conversation of leadership today by dissecting the most critical skills and competencies leaders will need to acquire to elevate their impact on the teams they're supporting, the organizations they're leading, and the communities they live in.



#### Awards Presented:

- ▶ General Manager of the Year
- ▶ Board Member of the Year

- ▶ Staff Member of the Year
- ▶ SDLF New and Renewing Certified Special District Managers
- ▶ SDLF Essential Leadership Skills Certificate

11:00 a.m. – 12:00 p.m.

### Scheduled Breakout Sessions

#### ABCs of Alternative Delivery Models for Capital Improvement Projects (CIPs)

*Melanie Mow Schumacher, Soquel Creek Water District*

With alternative delivery models being used more frequently for capital improvement projects (CIPs), it's important to know the pros/cons between various procurement methods. Design-build (DB) construction is a delivery method that provides an owner (special district) a single point of contact for both the design and construction phase of the project. Unlike traditional design-bid-build (DBB), the phases overlap, and team members (owner and DB firm) collaborate throughout the process to provide successful project delivery.

#### Public Agencies' Role in Forest Management and Keys to Successful Grant Applications

*Joel Metzger, Utica Water and Power Authority*  
*Andy Fecko, Placer County Water Agency*  
*Mark Egbert, Georgetown Divide and El Dorado Resource Conservation Districts*

As landscape-scale forest management becomes increasingly important to protect our communities, water supplies, and timberlands, public agencies have a unique opportunity to take leading roles in being good stewards of our natural resources. Hear from public agency managers who are on the cutting edge of forest management in California, learn about their ongoing projects, and find out how they worked with stakeholders. Local, state, and federal grants / appropriations are critical to public agencies' ability to move forest management projects forward, and the panel will identify preferred funding sources and share



**Tuesday, August 29, 2023**

the keys to successful grant applications. If a public agency in your community is ready to take on a forest management project, you don't want to miss this panel!

### **Role of the Board, Parliamentary Procedure, Brown Act, and Conflicts of Interest**

*Oliver Yee, Liebert Cassidy Whitmore*

The board has significant fiduciary responsibilities and duties, much of which is guided by the law. This session will cover the essential legal functions and foundational principles surrounding board governance. Specifically, it will cover key provisions of the Brown Act, ethical responsibilities, conflicts of interest, and parliamentary procedures.

### **Save Money and Time with Programmatic Environmental Impact Reports (EIRs)**

*Tom Kennedy and Malik Tamimi, Rainbow Municipal Water District*

CEQA compliance adds a great deal of time and money to every project. With rapidly aging infrastructure every pipeline will need work sooner or later. Rather than performing a separate CEQA action every time, Rainbow MWD decided to perform a Programmatic EIR (PEIR) to cover every pipeline in the district. Though this process took a bit longer, by evaluating nearly 400 miles of pipeline all at once, over 75% of water and over 90% of sewer pipelines are now fully covered by the action. The remaining pipelines are also covered with pre-defined monitoring and mitigation steps. Attendees will learn how to perform a systemwide PEIR, the cost and time benefits of a systemwide PEIR, and how future projects can be incorporated into the

PEIR via addendums.

### **Practicing Emotional Intelligence**

*Sylvette Wake, CPS HR Consulting*

There is strong evidence that emotional intelligence is one of the strongest predictors of performance. Some research states that it is responsible for 58% of job performance and 90% of top performers have a high EQ. So, getting more EQ is a good thing. Join us to learn about the four quadrants of emotional intelligence and what you can do to boost your EQ.

### **Required Ethics AB 1234 Compliance Training (Part 1)\***

*Richard D. Pio Roda and Alex J. Mog, Meyers Nave*

AB 1234 mandates agency officials receive two hours of ethics training every two years. This training covers all required topics, including conflicts, financial gain, prerequisites of office, transparency, and fair process.\*\*

*\*Must attend both sessions to receive your digital certificate.*

*\*\*This presentation has been approved for 2 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider, PN #10416*

### **LAFCOs – An Additional Resource for Special Districts**

*Joe Serrano, Santa Cruz LAFCO*

Where does a district go to change its jurisdictional boundaries? Who determines when a new district is formed? The answer is the Local Area Formation of Counties (LAFCO). By the end of this session, not only will you understand the synergy between special districts and LAFCOs but you will leave as a LAFCO expert.

**12:15 – 1:30 p.m.**

## **Lunch with the Exhibitors**

*Lunch is included in the full conference registration.*

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!





**Tuesday, August 29, 2023**

**1:45 – 3:00 p.m.**

## **Scheduled Breakout Sessions**

### **How CUPCCAA Benefits Special Districts in Delivering Public Works Projects**

*Will Clemens, Oceano Community Services District*

The California Uniform Public Construction Cost Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery. This session will cover key provisions of the act, benefits of participation and how to opt into the Act, pitfalls to avoid, and recent updates.

### **Public Events to Build Community Equity**

*Joshua Bonner, Coachella Valley Public Cemetery District  
Victoria Llori, Coachella Valley Water District  
CV Strategies*

Community equity has never been more important, as districts are increasingly responsible for solving some of the most pressing local issues in your neighborhood. Events and public gatherings can be an important component of your district's communication and public engagement plan. As an interactive experience, events allow your district to engage the community on a positive footing, building your district's image beyond just the service(s) you offer. Learn how to engage the community, build your brand, and recognize valuable partnership opportunities that exist within your community. Use your next event to move from a special district no one understands to a trusted community partner with an interest in giving back.



**Great for Young Professionals!**

### **You Can (Central) Bank On It: The Importance and Impact of the Federal Reserve System to Your District's Investment Program**

*Brent Turner, California CLASS*

How much do you really know about how the Federal Reserve works? While we have all seen "the Fed" in the news, how do its decisions impact the economy and the investor? In this session, attendees will gain a fuller understanding of the role that the Federal Reserve System plays in managing the nation's money supply, influencing the economy, and serving as a lender of last

resort. This session is meant to demystify a subject that is often presented and discussed in unnecessarily incomprehensible jargon, so if you are curious to learn more about the Federal Reserve and monetary policy in plain-English terms, please consider attending.

### **The Brown Act in a Modern World**

*Chelsea Straus, Richards Watson Gershon*

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- ▶ Avoiding constitutional issues when monitoring your social media pages

### **What's All the Buzz About? How Partnerships Fuel Drone Innovation**

*Joshua Metz and Sophia Selivanoff, Regional Government Services*

*Chris Bley, Insight Up Solutions*

*Becca Fenwick, UCSC CITRIS Institute for Drone Education & Research*

Come see what all the buzz is about with this budding industry before it takes off! We're on the cusp of a workforce transformation - and Monterey Bay, industry, governments, and academia have joined forces to chart a path for drones and robotics to automate work while strengthening community. A panel of leaders will share their lessons learned on strategic coalitions and working across organizations and sectors to craft a common vision for the future.

### **Required Ethics AB1234 Compliance Training (Part 2)\***

*Richard D. Pio Roda and Alex J. Mog, Meyers Nave*

See previous session description.

*\*Must attend both sessions to receive your digital certificate.*

### **Hearings, Protests and Elections, Oh My! Implementing a Property-Related Fee**

*Kevin King, Reclamation District No. 1000*

*Eric Grotenhuis, Page Design*

*Greg Ghironzi, NBS*

Aging infrastructure and increasing costs of service are common problems for many local agencies and the procedural challenges presented by Prop. 218 for property-related fees can be daunting. With a thoughtful approach to fee setting and



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implementation, funding for operation, maintenance and capital needs is possible to achieve. This session will discuss considerations for the fee-setting process, the approval procedure to include both the hearing and election steps, and public outreach efforts exemplified using a case study of Reclamation District No. 1000's stormwater fee.


**3:45 – 4:45 p.m.**

## **Scheduled Breakout Sessions**

### **Leadership of Management**

*Robert Gutierrez, Rainbow Municipal Water District  
Steve Hernandez, WaterWisePro Training LLC*

Understanding the critical differences between leadership and management is an essential tool in efficiently operating any organization. Management is a form of control, while leadership is a form of influence. Persons in positions of authority need help to understand the dynamics of these two styles, impacting their ability to get the most out of their staff. This session will explore the concepts of servant leadership and how to leverage this leadership style to increase production, morale, and the willingness to stay with the organization.

 **Great for Young Professionals!**

### **Pricing Debt: Interest Rates, Fees, and Other Variables**

*Consultants of CSDA Finance Corporation  
Don Bartz, Phelan Pinon Hills Community Services District*

When an agency considers financing, interest rates are often the first concern and can vary based on several factors. In this interactive panel discussion, CSDA Finance Corporation consultants explain how financings are priced and interest rates are set in both the bond market and the bank placement market. We'll be joined by a special district general manager who will share insight into the financing process and the importance of communicating to board officials each step of the way.

### **How to Recruit When No One Knows What You Do**

*Kylie Sun, Tripepi Smith  
Cathy Thompson, Tripepi Smith (TS) Talent Solutions*

Many agencies are finding it difficult to not only keep employees engaged, but to find new, motivated talent to join their team. The challenge of finding new

employees increases when it isn't clear what exactly your organization does or what it values. Finding qualified candidates goes hand in hand with your ability to clearly communicate your organization's mission, culture, expectations, and responsibilities.

Presenters will share their tips and tricks for creating a seamless and successful recruiting process that educates the public on your organization and brings in top talent prospects.

### **Embracing Diversity, Equity, Inclusion, and Belonging as The Cultural Norm**

*Knicketa V. Bullock, UKG*

Implementing Diversity, Equity, Inclusion, and Belonging (DEI&B) initiatives today isn't just the right thing to do. It's a business imperative that positively impacts the workforce and drives employee retention and engagement. To attract and retain talent in the post-pandemic world of work, governmental organizations need to move beyond DEI&B checkboxes and create inclusive cultures where employees feel valued and know they belong. This session will show you how to assess your organization's DEI&B progress, facilitate real organizational change through honest dialogue, and enable true inclusivity. Most importantly, you'll learn how to build a DEI&B practice that lasts.

### **Privacy and the Need to Share Information in the Workplace**

*Ryan Quadrel and Rob Cutbirth, Slovak Baron Empey Murphy & Pinkney LLP*

Employees regularly provide confidential, personal health information (PHI) to employers and claims administrators through the onboarding process, requests for leaves of absence (LOA) or disability accommodation, and in response to workers' compensation claims. PHI might then be stored, shared, and used by Human Resources, Benefits, Risk Management, Claims Administrators, and others. Even with good intentions, such acts (and omissions) may create risk exposures in terms of statutory privacy violations, may harm or negate your ability to best manage LOA/disability accommodation requests, or result in a loss of defense to claims.





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## **Avoiding Conflicts of Interest and Maintaining Public Trust**

*Alex J. Mog, Meyers Nave*

Maintaining public trust is critical to successfully serving as a public official. Conflicts of interest, both real and perceived, are a quick way for public officials to lose that trust. This session will provide an explanation of the requirements of SB 1439, which establishes significant new conflict of interest rules regarding campaign contributions, as well as tips for maintaining public trust.

*This presentation has been approved for 1 hour of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

## **Learn How to Make Your Website Accessible Before a Costly Lawsuit Forces You**

*Martin Rauch, Rauch Communication Consultants, Inc.  
Mac Clemmens, Streamline*

State and federal laws and a growing number of legal judgments are pushing special districts to make their websites, media, and documents accessible to people with disabilities. If you don't know if your district's website and documents are Americans With Disabilities Act (ADA) compliant, they probably are not. And it could cost your district up to \$4,000 per day in fines. Join us at this fast-paced session where you will learn what is web and document accessibility and how it affects members of your district, why your district should care, and guidance on how your district can get and stay compliant.

**5:00 – 6:30 p.m.**

## **Mix and Mingle in the Exhibit Hall**

*(all registered attendees welcome)*

Stop by the exhibit hall for a drink and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

*The exhibit hall closes on  
Tuesday, August 29th at 6:30 p.m.*







## Wednesday, August 30, 2023

8:00 – 8:30 a.m.

### SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

*Breakfast is included in full conference registration.*



8:30 – 10:30 a.m.

### General Session Keynote



#### Matthew Luhn

*Formerly with Pixar, Story Artist,  
Creativity Expert & Author*

**Storytelling for Business**

Storytelling is the #1 business skill necessary to connect, motivate, and lead people in today's world. Stories compel us to engage in experiences, learn lessons, and define our values and ourselves within our organization. Matthew Luhn, a 20-year Pixar story veteran, brings his experience creating and developing 10 blockbuster films at Pixar and provides practical strategies that teach and inspire people and teams to connect more effectively with audiences

on an emotional level. Matthew uses the power of storytelling to bridge the gap between business and heart, driving your story toward one unforgettable selling point.



#### Awards Presented:

- ▶ SDRMA Awards
- ▶ SDLF New and Renewing Transparency Certificate of Excellence
- ▶ SDLF New and Renewing District of Distinction

10:45 a.m. – 12:00 p.m.

### Scheduled Breakout Sessions

#### Understanding Board Member Liability

*Peter Glaessner, Esq., Allen, Glaessner,  
Hazelwood & Werth*

*Debbie Yokota, Special District Risk  
Management Authority*

The goal of this presentation is to provide current and newly elected or appointed board members with a working understanding of the role of an elected official in the day-to-day governance of district operations. Public board members are covered by Public Officials Errors & Omissions policies. This session will inform board members what activities and actions are and are not covered by this policy.

#### The California Public Records Act: Don't Get Caught Unaware!

*Sarah Lustig, Atkinson, Andelson, Loya, Ruud & Romo*

It is imperative that public agencies know how to respond to and comply with requests for records under the California Public Records Act (CPRA). This session will provide an overview of the CPRA, including deadlines and methods for responding and a discussion of exemptions and statutory objections. It will also highlight trending legal developments surrounding the California Public Records Act and give tips and advice for responding to requests.

#### Blueprint for a Changing Workplace

*Terri Bianco, CPS HR Consulting*

Never has there been a better opportunity to create positive changes in your workplace. Everyone in your organization was affected by recent external events. No one is the same as they were before. People have adapted to working from home. They have become more independent, flexible, and more productive. Now it will change again and keep changing. As a



**Wednesday, August 30, 2023**

manager or supervisor, you are in a position to plan, to guide, and to influence the success of a new work culture. But how? This class offers ideas, processes, techniques, and behaviors to move things along in the right direction from the get-go.

### **Current IRS Audits Focused on Special District Issues**

*Judith Boyette and Mikaela Habib, Hanson Bridgett, LLP*

This session will be focused on current increased IRS audits and compliance reviews dealing with areas that are of concern to California special districts. These IRS actions create the risk of potential large monetary penalties for special districts, as well as risk of damage to the public's perception of the special district.

### **Difficult Conversations - Ethics Complaints Against a Board Member**

*Steven Miller, Hanson Bridgett, LLP*

Few issues are as sensitive and difficult as how to handle a complaint lodged against a sitting board member. Such a complaint usually raises legal challenges for an agency as well as political and emotional challenges for board members and staff. Maintaining internal cohesion and public trust can be extremely difficult. The process is often shrouded in secrecy, without the transparency often necessary to learn any meaningful lessons. Learn some best practices and identify key issues from an experienced ethics investigator and advisor. This session will explore how to address key legal issues and protect the agency, what an agency's goals should be, and how to establish protocols for the greatest chance of success.

### **What to Expect from Your Finance Department**

*Cindy Byerrum, Eide Bailly CPAs  
Paul Kaymark, Nigro & Nigro PC  
Larry McKenney, Amador Water Agency*

This interactive session will help demystify the mysteries of the accounting and auditing world. A special district finance director will walk through what leadership should expect from the finance department, when to expect it, and talk about typical compliance reports expected from your finance professionals and common issues found with each.

### **10 Best Practices Every Board Member Should Know**

*Brent Ives, BHI Management Consulting*

This session will cover:

- ▶ What correlates as critically important to boards.
- ▶ What are the most difficult aspects of working with the board?
- ▶ What are the most challenging issues of working with your GM and staff?
- ▶ What practices have you learned about being productive in the public environment?
- ▶ What have you learned about yourself in this job?

**11:00 a.m. – 12:00 p.m.**

### **SDLF Board and Annual Meeting**

**12:15 – 2:00 p.m.**

### **Legislative Update Luncheon**

*(All attendees welcome)*

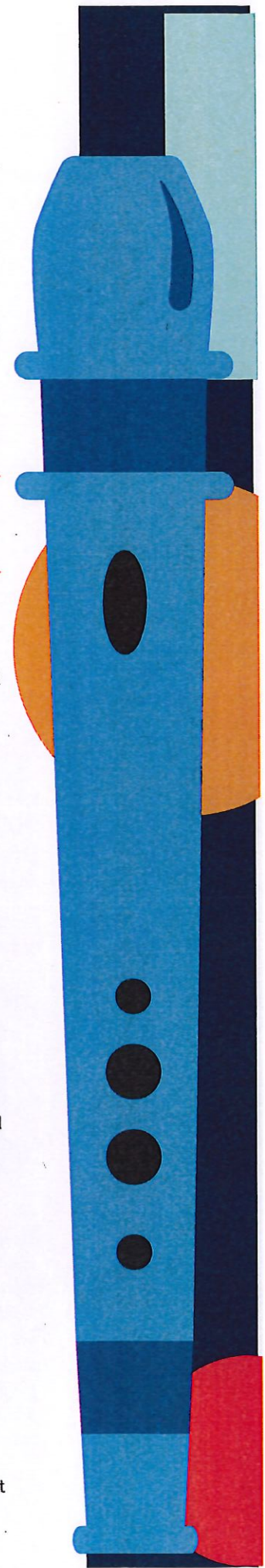
CSDA's legislative and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2023, as well as a sneak peek of what to expect in 2024. Learn about significant new laws coming your way and what they mean for special districts going forward.



#### **Awards Presented:**

- ▶ Innovative Project/Program of the Year Award (large district)
- ▶ Innovative Project/Program of the Year Award (small district)
- ▶ Exceptional Public Outreach & Advocacy Award (large district)
- ▶ Exceptional Public Outreach & Advocacy Award (small district)
- ▶ Recognition of Previous and Outgoing Board Members
- ▶ Ralph Heim Exceptional Outreach & Advocacy Award
- ▶ William Hollingsworth Award of Excellence

*Lunch is included in the conference registration.*





**Wednesday, August 30, 2023**

**2:15 – 3:30 p.m.**

## **CSDA Finance Corporation Board and Annual Meeting**

**2:15 – 3:30 p.m.**

### **Scheduled Breakout Sessions**

#### **Cal/OSHA Requirements Made Simple**

*Enriqueta (Henri) Castro, CSP, Special District Risk Management Authority*

While the ultimate goal of Cal/OSHA is to protect employees, we recognize how challenging it is to figure out which of the many Cal/OSHA regulations may apply to your district. There are regulations that apply to all employers, there are some that require written programs, there are those that apply only if there is an "occupational exposure", the list goes on and on. During this session we'll focus on Cal/OSHA regulations that commonly apply to special districts. We'll review the requirements based on operations and employee exposures, and then we'll review a step-by-step approach on how to break down the requirements to help simplify implementation. Participants will receive tools to easily navigate the requirements of 20 common regulations, as well as implementation guidance.

#### **Cybersecurity Best Practices for Special Districts**

*Corey Kaufman, VC3*

With ransomware attacks threatening local governments more than any other industry—even more than schools or healthcare organizations—a perfect storm exists as local governments are also often the least-equipped to handle a cyberattack. Many local governments do not even have the "basic basics" in place such as multi-factor authentication (MFA), endpoint detection and response (EDR), and data backup. We will answer the question, "Where do I begin with cybersecurity?" and present a checklist that distills tips, best practices, and recommendations that organizations can use to score themselves, find cybersecurity gaps, and create an action plan.

#### **Surplus Land Act and Special Districts: Know the Impact**

*Larry J. Kosmont, Kosmont Financial Services  
Matt Cody, Best Best & Krieger LLP*

California is faced with a housing crisis. The State has revved up enforcement to accelerate the

production of affordable housing including the use of public agency-owned land. Effective in 2020, the Surplus Land Act (SLA) requires ALL public agencies including special districts to follow a process to sell or lease any public property by first offering it to a state-controlled list of affordable housing developers. The State Department of Housing & Community Development manages the process and now has an enforcement unit to ensure compliance. Learn how the SLA process will impact re-use of district properties and how to navigate the sale/lease/licensing of special district public agency property.

#### **Leading a Values-Based Organizational Culture**

*Sean Barclay, Tahoe City Public Utility District*

Creating alignment around a shared set of values at an organizational level requires so much more than just adopting a "set of words on a wall." This session will examine one district's journey towards implementing a set of shared values and behaviors that guide decision-making, from strategic planning to everyday customer interactions. The session will share actual experiences along the way towards implementation, including the challenges and real benefits realized over time. Come learn firsthand from our mistakes and successes and take-home practical tips to help you understand if a values-based organizational culture is the right fit for your district.



**Great for Young Professionals!**

#### **A Step-by-Step Guide to Building an Effective Multi-Year Strategic Plan**

*Martin Rauch, Rauch Communication Consultants, Inc*

Whatever the challenges facing your district, it is critical to build a realistic and well-supported plan to get there. Whether your district has an existing planning process or is looking to start one for the first time, this session will provide proven methods for evaluating the issues, challenges, and opportunities facing your district, and developing clear and practical direction for the future. It will distinguish the roles of the board and staff in the process. This lively session will also feature sharing of experiences (good and bad) by the participants and presenter, and practical tips that you can bring home. We will also explore how to successfully engage the board, executive team, staff, and public in this process.



**Wednesday, August 30, 2023**

### **Skilled and Trained Workforce: When is it Triggered and What Are My Agency's Responsibilities?**

*Deborah Wilder, Contractor Compliance and Monitoring, Inc.*

Skilled and Trained Workforce (STW) requirements now attach to 15 different types of projects from school lease back contracts to design build contracts of one million dollars or more. As more and more construction projects include STW requirements, join us for an educational session to determine if and when your project will be subject to STW, what the agency's obligation is to monitor and collect monthly reports, and when progress payments should be withheld. Finally, learn the requirements for mandatory reporting of non-compliant contractors to the Department of Industrial Relations.

### **Sexual Harassment Prevention (Part 1)\***

*Victoria Danna, Best Best & Krieger LLP*

This training satisfies California Assembly Bills 1825, 2053, and 1661 biannual requirements. This training applies to supervisory and private business professionals with 50 or more employees, as well as elected officials. Attendees will learn what constitutes sexual harassment and discrimination in the workplace, how to recognize and prevent harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences of harassment, and a discussion about gender identity and gender expression in the workplace, in compliance with Senate Bill 396.

*\*Must attend both sessions to receive your digital certificate.*

**3:45 – 5:00 p.m.**

### **Scheduled Breakout Sessions**

#### **Reserves: What Every Board Member, General Manager, Finance Staff AND Taxpayer Should Know**

*Tom Scaglione, Grossmont Healthcare District*

This interactive session will explore real reserve policies from a variety of California special districts to consider policy provisions worthy of imitation and those to avoid. We'll discuss the foundation provided by California law and industry guidelines and discover how to write a policy that doesn't sound like it was written by an accounting nerd. As stewards of the people's money, we need to communicate effectively on how our reserve

policies meet the unique financial and operational objectives of each district. Participate in this important session and gain the confidence you need to know what reserve policy is best for your district and your customers.

### **Building an Effective Board Management Team – Here's How**

*Martin Rauch, Rauch Communication Consultants, Inc.*

This session will provide best practices, review case studies, and allow participants to discuss strategies for building an effective board and management team. You will take home ideas for change and improvement, including how to evaluate whether to have committee meetings and if so, how to structure them; how to ensure your board is focusing on the right information and issues; how to provide clear policy direction to the manager; and how to develop a pain-free and productive method for evaluating the manager's performance.

### **Sexual Harassment Prevention (Part 2)\***

*Victoria Danna, Best Best & Krieger LLP*

See previous session description.

*\*Must attend both sessions to receive your digital certificate.*

### **Understanding CEQA's Requirements Regarding Tribal Cultural Resources and AB 52 Tribal Consultation**

*Amy Hoyt and Sarah Owsowitz, Best Best & Krieger LLP*

The California Environmental Quality Act ("CEQA") requires lead agencies to analyze a project's potentially significant impacts on Tribal Cultural Resources. And before releasing any negative declaration, mitigated declaration or environmental impact report to the public, CEQA requires lead agencies to invite any California Native American tribe, who has previously submitted a written request, to consult with the lead agency pursuant to AB 52. AB 52 consultation recognizes that California Native American Tribes have valuable expertise regarding their tribal history and practices that should be considered when studying potentially significant impacts on Tribal Cultural Resources.





This session will discuss CEQA's requirements regarding analysis of Tribal Cultural Resources, including requirements regarding AB 52 consultation.

### **When the Gavel Strikes: Tips for Efficient and Effective Board Meetings**

*Craig Steele, Richards Watson Gershon*

Public meetings influence how your agency is perceived by the public. Meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency. In this session, we share tips for minimizing disruptions, facilitating public participation, and fostering a thoughtful-yet-convivial atmosphere during board meetings.



**6:00 – 9:00 p.m.**

### **Taste of the City**

*(all registered attendees welcome)*

The Dueling Pianos are back to take your requests while you dance the night away, sample local food and beverages, and enjoy a silent auction.

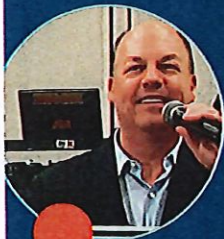


**9:00 – 11:00 p.m.**

### **Karaoke After Party**

Let's keep the party going... Join us for the ultimate Taste of the City After Party! Belt out your favorite tunes as we let loose to celebrate a great Annual Conference!

*\$25\* includes admission and 2 drinks. All proceeds support the Special District Leadership Foundation.*



### **Contracting Do's and Don'ts: Public Works, Services, Materials, Supplies, and Equipment**

*Gary Bell, Colantuono Highsmith & Whatley, PC*

All special districts contract for services, materials, supplies, and equipment and frequently public works, too. There are different procedures in principal acts and other provisions of state law for each, required policies for some, and pitfalls if procedures aren't followed. This session will distinguish between the different types of procurement, discuss the rules that apply to each, and provide practical advice for board members and staff regarding these processes.

**5:00 – 6:00 p.m.**

### **SDRMA Member Reception**

*Light appetizers and drinks will be served.*

Electronic Invitation to SDRMA Members to follow – approximately one month prior to the event.

## **Thursday, August 31, 2023**

**8:00 – 10:00 a.m.**

### **Closing Breakfast: Connect and Collaborate**

We've saved the best for last! Join us for a unique and valuable opportunity to spend time with your special district peers, discuss issues unique to your particular district type, trade ideas and best practices, and listen to one another's stories. Continental breakfast will also be provided. It's the perfect way to wrap up the Annual Conference!



### **Awards Presented:**

- ▶ Excellence in Technology
- ▶ Chapter of the Year
- ▶ Beacon Awards

**10:00 a.m.**

### **Conference Adjourns**









# MARK YOUR CALENDAR

November 28 - November 30  
Indian Wells, CA

## 2023 Fall Conference & Expo

ACWA conferences are the premier destination for water industry professionals to learn and connect. Program offerings include Statewide Issue Forums, Town Hall discussions, Region Programs and sessions covering a wide range of topics including groundwater management, water rates issues, crisis communications, affordable drinking water issues, municipal finance, and more.

Specific details about this conference will be made available in the future. Please check back for updates.





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

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**MEETING DATE:** July 10, 2023 **AGENDA ITEM:** DI 5

**FROM:** Elizabeth Skrzat, General Manager  
Scott Kleinrock, Conservation Programs Manager  
Dave Schroeder, Facilities and Operations Manager

**SUBJECT:** Approve Amendments to Contracts with the Inland Empire Utilities Agency (IEUA), including Amendment 9 of the IEUA Contract (#460002246-009) for the Landscape Evaluations and Audit Programs, Amendment 10 of the IEUA Contract (#4600000861-010) for the Residential Landscaping Program, and Amendment 4 of the IEUA Contract (#460002827-004) for the Gardens in Every School Program

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**RECOMMENDATION**

Review, discuss and approve contracts with the Inland Empire Utilities Agency (IEUA), including Amendment No. 9 of the IEUA Contract (#460002246-009) for Landscape Evaluation and Audit Program, Amendment 10 of the IEUA Contract (#4600000861-010) for the Residential Landscaping Program, and Amendment 4 of the IEUA Contract (460002827-004) for the Gardens in Every School Program.

**BACKGROUND**

**Landscape Evaluations and Audit Program (LEAP):** On December 14, 2016, the Chino Basin Water Conservation District (CBWCD) and Inland Empire Utilities Agency (IEUA) entered into a two-year Agreement for the Implementation of Landscape Audits for customer sites identified as potentially significant water conservation candidates within the IEUA service area, but not within the CBWCD service area. The agreement has allowed CBWCD to offer the popular program throughout the cities that it serves.

IEUA has requested that the District continue the program and proposed Amendment No. 9, which will extend the contract timetable out to June 30, 2024, and increase the not-to-exceed compensation by an additional \$23,538 to a total not-to-exceed contracted amount of \$150,000. Landscape irrigation system audits are performed for commercial, industrial, institutional, multi-family and single-family customer sites identified by the cities of Chino, Chino Hills, and Upland

Regular Board Meeting Date: July 10, 2023

Subject: Approve Amendments to Contracts with the Inland Empire Utilities Agency (IEUA), including Amendment 9 of the IEUA Contract (#460002246-009) for the Landscape Evaluations and Audit Programs, Amendment 10 of the IEUA Contract (#4600000861-010) for the Residential Landscaping Program, and Amendment 4 of the IEUA Contract (#460002827-004) for the Gardens in Every School Program

Agenda Item: DI 5, Page 2

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and water agencies of Monte Vista Water District, Cucamonga Valley Water District, and Fontana Water Company within the District's sphere of influence, which is contiguous with IEUA's service area boundaries. The residential, single-family home program is marketed as the "Sprinkler Check-Up" program while the commercial program retains the LEAP Audit name.

The District is responsible for scheduling appointments and performing irrigation evaluation and audits for participants. Upon completion of each audit, a site report is provided which includes observed irrigation system with photos, soil texture, percolation, and runoff issues, needed repair, scheduling and irrigation efficiency recommendations, a watering guide, and information on available landscape rebate incentives.

**Residential Landscaping Program:** On January 19, 2011, the District entered into a contract with IEUA to provide workshops to retail agencies outside the District's service area. While all but one of the retail agencies share territory with the District, IEUA would like to keep the option open for the remaining retail agency, Fontana Water Company, to participate in the program.

As a part of this program, the District will send one of its horticultural or irrigation experts to the headquarters of the retail agency for a retail-agency sponsored workshop on a subject of their choosing.

The tenth amendment to this contract extends the term through June 30, 2024 and increases the total compensation by \$5,000, for a total not-to-exceed compensation of \$30,000.

**Gardens in Every School Program:** On January 6, 2020, the District entered into a contract with IEUA to provide services of its expert employees to design and install educational gardens in local schools. While both IEUA and the District have agreed that it would be best to discontinue the program, IEUA would like to finish work at two remaining schools that have not yet been able to meet the requirements to break ground. Therefore, IEUA is proposing a fourth amendment that will extend the term through June 30, 2024. As the District desires to be a good partner with IEUA on this project, staff is recommending that the Board approve the contract amendment.

## **ISSUES & ANALYSIS**

It is a priority of the Board to maintain good relationships with partner agencies in the basin. The contract with IEUA that extends the reach of the Landscape Evaluation and Audit Program beyond the District's service area and into the District's sphere of influence is crucial for District operations and for the efficient marketing of the program by retail agencies. Upland and Chino

Regular Board Meeting Date: July 10, 2023

Subject: Approve Amendments to Contracts with the Inland Empire Utilities Agency (IEUA), including Amendment 9 of the IEUA Contract (#460002246-009) for the Landscape Evaluations and Audit Programs, Amendment 10 of the IEUA Contract (#4600000861-010) for the Residential Landscaping Program, and Amendment 4 of the IEUA Contract (#460002827-004) for the Gardens in Every School Program

Agenda Item: DI 5, Page 3

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Hills both send information out about LEAP audits in their billing inserts and monthly magazines on a semi-annual basis, and each city has significant territory outside the District's service area.

**FISCAL IMPACT:**

The total contracted amount could increase District income up to an additional \$28,538 in FY 2023-2024.

**ATTACHMENT(S):**

1. Amendment No. 9 for Contract (#460002246-009) for the Landscape Evaluation and Audit Program
2. Amendment No. 10 for Contract (#4600000861-010) for the Residential Landscaping Program
3. Amendment No. 4 for Contract (#460002827-004) of the Gardens in Every School Program







**CONTRACT AMENDMENT NUMBER: 460002246-009  
FOR  
IMPLEMENTATION AND COMPLETION OF LANDSCAPE AUDITS  
FOR CUSTOMER SITES CURRENTLY IDENTIFIED AS  
POTENTIALLY SIGNIFICANT WATER CONSERVATION CANDIDATES  
WITHIN  
THE IEUA SERVICE AREA**

AMENDMENT NUMBER NINE is made and entered by and between the Inland Empire Utilities Agency, a Municipal Water District, organized and existing in the County of San Bernardino under and by virtue of the laws of the State of California (hereinafter referred to as "Agency") and Chino Basin Water Conservation District, a special district organized and existing in the County of San Bernardino (hereinafter referred to as "Contractor"), and shall revise the contract as follows:

**SECTION 5, TERM, IS REVISED TO READ AS FOLLOWS:**

An additional term of this Contract shall commence on July 1, 2023, and shall continue in effect through June 30, 2024, unless terminated as specified in section 20, (Termination for Convenience), or in the event the maximum amount of this Contract is exceeded as set forth in section 6.B. (Payment, Invoicing, and Compensation).

**SECTION 6 B., COMPENSATION IS REVISED TO READ AS FOLLOWS:**

B. An additional **\$23,538.00** will be added to the total not-to-exceed compensation payable to CBWCD such that CBWCD's total compensation for services rendered under this Agreement, as amended, shall not exceed the aggregate sum of **\$150,000.00** for all services satisfactorily provided during the term of this Contract.

**ALL OTHER PROVISIONS OF THIS CONTRACT REMAIN UNCHANGED.**

WITNESSETH, that the parties hereto have mutually covenanted and agreed as per the above amendment item, and in doing so have caused this document to become incorporated into the Contract Documents.

**INLAND EMPIRE UTILITIES AGENCY:**  
(A Municipal Water District):

**CHINO BASIN WATER  
CONSERVATION DISTRICT:**

\_\_\_\_\_  
Warren T. Green  
Manager of Contracts  
and & Procurement

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Elizabeth Skrzat  
General Manager

\_\_\_\_\_  
(Date)





**CONTRACT AMENDMENT NUMBER: 4600000861-010  
FOR  
RESIDENTIAL LANDSCAPING PROGRAM**

AMENDMENT NUMBER TEN is made and entered by and between the Inland Empire Utilities Agency, a Municipal Water District, organized and existing in the County of San Bernardino under and by virtue of the laws of the State of California (hereinafter referred to as "Agency") and Chino Basin Water Conservation District, a special district organized and existing in the County of San Bernardino (hereinafter referred to as "Contractor"), and shall revise the contract as follows:

**SECTION 5, TERM, IS REVISED TO READ AS FOLLOWS:**

An additional term of this Contract shall commence on July 1, 2023, and shall continue in effect through June 30, 2024, unless terminated as specified in section 20, (Termination for Convenience), or in the event the maximum amount of this Contract is exceeded as set forth in section 6.B. (Payment, Invoicing, and Compensation).

**SECTION 6, COMPENSATION IS REVISED TO READ AS FOLLOWS:**

An additional **\$5,000.00** will be added to the total not-to-exceed compensation payable to CBWCD such that CBWCD's total compensation for services rendered under this Agreement, as amended, shall not exceed the aggregate sum of **\$30,000.00** for all services satisfactorily provided during the term of this Contract.

**ALL OTHER PROVISIONS OF THIS CONTRACT REMAIN UNCHANGED.**

WITNESSETH, that the parties hereto have mutually covenanted and agreed as per the above amendment item, and in doing so have caused this document to become incorporated into the Contract Documents.

**INLAND EMPIRE UTILITIES AGENCY:**  
(A Municipal Water District):

**CHINO BASIN WATER  
CONSERVATION DISTRICT:**

\_\_\_\_\_  
Warren T. Green  
Manager of Contracts  
and & Procurement

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Elizabeth Skrzat  
General Manager

\_\_\_\_\_  
(Date)





**CONTRACT AMENDMENT NUMBER: 460002827-004  
FOR  
GARDEN IN EVERY SCHOOL PROGRAM SERVICES WITHIN THE  
IEUA SERVICE AREA**

AMENDMENT NUMBER FOUR is made and entered by and between the Inland Empire Utilities Agency, a Municipal Water District, organized and existing in the County of San Bernardino under and by virtue of the laws of the State of California (hereinafter referred to as "Agency") and Chino Basin Water Conservation District, a special district organized and existing in the County of San Bernardino (hereinafter referred to as "Contractor"), and shall revise the contract as follows:

**SECTION 5, TERM, IS REVISED TO READ AS FOLLOWS:**

An additional term of this Contract shall commence on July 1, 2023, and shall continue in effect through June 30, 2024, unless terminated as specified in section 20, (Termination for Convenience), or in the event the maximum amount of this Contract is exceeded as set forth in section 6 (Payment, Invoicing, and Compensation).

**ALL OTHER PROVISIONS OF THIS CONTRACT REMAIN UNCHANGED.**

WITNESSETH, that the parties hereto have mutually covenanted and agreed as per the above amendment item, and in doing so have caused this document to become incorporated into the Contract Documents.

**INLAND EMPIRE UTILITIES AGENCY:**  
(A Municipal Water District):

**CHINO BASIN WATER  
CONSERVATION DISTRICT:**

\_\_\_\_\_  
Warren T. Green  
Manager of Contracts  
and Procurement

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Elizabeth Skrzat  
General Manager

\_\_\_\_\_  
(Date)





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

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<b>MEETING DATE:</b>	July 10, 2023	<b>AGENDA ITEM:</b> DI 6
<b>FROM:</b>	Ryan Sonnenberg, Personnel Committee Chair Lee McElhaney, District Counsel	
<b>SUBJECT:</b>	Approve Amendment No. 1 to Employment Agreement between the Chino Basin Water Conservation District (District) and Elizabeth Skrzat, General Manager	

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**RECOMMENDATION**

Review, discuss and approve Amendment No. 1 to Employment Agreement between the District and Elizabeth Skrzat, General Manager, and authorize the Board President to execute the Agreement, with retroactive pay to July 1, 2023.

**BACKGROUND**

The General Manager's employment term is based upon the current Agreement which expires July 1, 2025. This new contract extends the term of the employment Agreement an additional twenty-four (24) months from the previous contract end date of July 1, 2025 to a new contract end date of July 1, 2027. The Board offered the General Manager a base salary of \$185,000, consistent with past District leadership.

The Board of Directors approved a 5% COLA increase at the June 12, 2023, regular board meeting for all District employees. According to this agreement and to the existing agreement, all cost-of-living adjustments apply to the General Manager's position. The cost-of-living increase will be made effective January 1, 2024.

**ISSUES & ANALYSIS**

The issue as to the General Manager's compensation and other employment terms has been carefully reviewed by the Board. Based upon the General Manager's satisfactory job performance, it is recommended the District authorize the Board President to execute the first amendment to the Employment Agreement with the General Manager, in a form approved by District legal counsel that: provides for an extended contract termination date of July 1, 2027;

Board Meeting Date: July 10, 2023

Subject: Approve Amendment No. 1 to Employment Agreement between the District and Elizabeth Skrzat, General Manager

Agenda Item: DI 6, Page 2

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includes a merit increase, as indicated above, along with the 5% COLA adjustment authorized by the District on June 12, 2023 for all other District employees and staff.

**FISCAL IMPACT**

The proposed new Agreement would include a 9% salary adjustment, retroactive to July 1, 2023, raising the General Manager's base annual compensation from \$168,371 to \$185,000. The cost of the adjustment is accounted for in the FY 2023-2024 budget.

**ATTACHMENT(S):**

1. Amendment No. 1 to Employment Agreement between the Chino Basin Water Conservation District (District) and Elizabeth Skrzat, General Manager



**AMENDMENT NO. 1**  
**TO EMPLOYMENT AGREEMENT**  
**ELIZABETH SKRZAT- GENERAL MANAGER**

THIS AGREEMENT, made and entered into as of this 10<sup>th</sup> day of July, 2023 (with an “Effective Date” of July 1, 2023), by and between the CHINO BASIN WATER CONSERVATION DISTRICT, a public entity (hereinafter “DISTRICT”), and ELIZABETH J. SKRZAT, an individual (hereinafter “SKRZAT”), to be effective as of said date. DISTRICT and SKRZAT are sometimes collectively referred to herein as the “PARTIES.”

**RECITALS**

A. WHEREAS, DISTRICT desires to continue to employ SKRZAT as its General Manager under the conditions and terms set forth herein, and to hereby amend the Employment Agreement between the PARTIES executed on July 8, 2019, and amended in July 2021 and, again, on September 12, 2022.

B. WHEREAS, SKRZAT desires to accept such employment as DISTRICT’s General Manager under the conditions and terms set forth herein, and agrees to: (1) perform such duties and functions on behalf of the DISTRICT pursuant to the applicable provisions of the California Water Code; (2) perform such other legally permissible and proper duties and functions as the DISTRICT’s Board of Directors may from time to time direct and assign; and (3) recommend courses of action to the DISTRICT’s Board of Directors which, in her professional opinion, will enhance and improve the DISTRICT.

C. WHEREAS, the PARTIES agree that the conditions and terms of SKRZAT’s employment with the DISTRICT should be expressed by and in this written AGREEMENT.

**COVENANTS**

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual conditions and promises contained herein, the PARTIES hereto agree as follows:

1. Incorporation of Recitals. The foregoing Recitals, and each of them, are hereby incorporated into this AGREEMENT by their reference as though set forth in full.

2. Duties and Obligations.

- a. General Duties. SKRZAT shall serve as the DISTRICT's General Manager. In such capacity as General Manager of DISTRICT, SKRZAT shall do and perform all services, acts, or things necessary or advisable to manage and conduct the DISTRICT's business, including without limitation the hiring and firing of all employees, subject at all times to the policies and resolutions set by DISTRICT's Board of Directors, and also subject to the consent of the DISTRICT's Board of Directors when required by the terms of their agreement.
  - b. Other Duties and Obligations. The DISTRICT's Board of Directors may establish by official action such other conditions and terms relating to SKRZAT's employment as may from time to time be determined by it to be appropriate, provided such conditions and terms are not contrary to, or inconsistent with, the provisions of this AGREEMENT, the California Water Code, or other law.
  - c. Restrictions on Outside Business Activities. During the employment term, SKRZAT shall not directly or indirectly, either as an employee, employer, consultant, agent, principal, partner, stockholder, corporate officer, director, or in any other individual or representative capacity, engage or participate in any business that is in competition or in any manner whatsoever in conflict with the DISTRICT's business or policies.
  - d. Character of Services. SKRZAT hereby agrees and represents that the services to be performed under the terms of their AGREEMENT are of a special, unique, unusual, extraordinary, and intellectual character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in an action at law.
3. Term of Employment. Subject to negotiated extension(s) by mutual agreement of the PARTIES or earlier termination as provided for in Section 11 of this AGREEMENT, SKRZAT shall be employed by the DISTRICT for a period of an additional Forty-eight (48) months beginning on July 1, 2023 ("Employment Date") and expiring Four (4) years thereafter on July 1, 2027 (the "Expiration Date").
4. Base Salary. During the employment term, the DISTRICT shall pay to SKRZAT a Base Salary of \$185,000.00 per annum. Such compensation shall be payable in installments consistent with the DISTRICT's pay period cycles,

and subject to appropriate withholdings. The Base Salary is gross compensation, exclusive of retirement contributions made on behalf of SKRZAT and the cost of any insurance or other benefits made available to SKRZAT. Should this AGREEMENT be terminated other than on the first workday of a month, the monthly compensation shall be prorated for that month. The Base Salary may be adjusted periodically to reflect merit increases.

5. Automobile Allowance. SKRZAT's duties with the DISTRICT require that she have the use of an automobile at all times during the employment term. DISTRICT shall pay to SKRZAT a monthly automobile allowance of \$600.00 per month as of July 1, 2022, as provided within DISTRICT Policy #22, as may be amended from time to time, constitutes full compensation for all costs, depreciation, operation, maintenance and repairs, insurance, gasoline, tires and oil, and all other incidental expenses associated with the operation of SKRZAT's personal automobile on DISTRICT business.
6. Other Supplemental Benefits. During the employment term, DISTRICT shall provide SKRZAT the same supplemental/fringe benefits as other employees of the DISTRICT, including but not limited to cost-of-living adjustments not less than that which is granted to other employees of the DISTRICT. All actions taken by DISTRICT's Board of Directors relating to supplemental/fringe benefits for employees shall be considered actions granting the same benefits to SKRZAT. Notwithstanding the above, the benefits specifically granted to SKRZAT during the employment term include, but are not limited to, the following:
  - a. Vacation. SKRZAT shall be entitled to twenty (20) days of vacation annually by accrual (6.15 hours per pay period) per calendar year. Said vacation days may be accumulated up to a maximum of four hundred (400) hours and carried over to the next year.
  - b. Administrative Leave. SKRZAT shall be entitled to ten (10) paid working days of administrative leave per calendar year. Upon the Employment Date, and upon January 1 of each year, the DISTRICT's personnel records for SKRZAT shall be credited with ten (10) paid working days of "Administrative Leave." Such administrative leave may be used at any time by SKRZAT, provided reasonable notice is given and provided further that the time-off does not conflict with the days and dates for regularly scheduled meetings of the Board of Directors for DISTRICT. Administrative leave days shall not accrue or carry over from one calendar year to the next.

- c. Holidays. SKRZAT shall be entitled to twelve (12) paid holidays per calendar year as specified by the DISTRICT.
  - d. Sick Leave. SKRZAT shall be entitled to ten (10) paid days of sick leave per calendar year; said sick days may be accumulated up to a maximum of twenty-two (22) days.
  - e. Retirement Contributions. In accordance with the California public Employees' Pension Reform Act (PEPRA) of 2013, the DISTRICT shall pay the employer contribution and SKRZAT shall pay the employee contribution to the California Public Employee Retirement System (CalPERS).
  - f. Health, Vision and Dental Insurance Benefits. The DISTRICT shall pay the ACWA/JPIA Medical Premiums for SKRZAT's family's health, vision and dental benefits.
  - g. Professional Development Expenses. The DISTRICT shall reimburse SKRZAT for eligible education expenses.
7. Dues, Subscriptions, and Memberships. During the employment term, DISTRICT shall pay SKRZAT's membership in the Association of California Water Agencies (ACWA), the American Water Works Association (AWWA), and/or other membership dues and subscriptions as may be approved by the DISTRICT'S Board of Directors as necessary for SKRZAT to maintain professional relationships in appropriate associations and organizations necessary and desirable for her continued professional growth and benefit to DISTRICT.
8. Conference Expenses. During the employment term, SKRZAT shall be permitted to attend professional conferences, seminars, and/or other such meetings, the reasonable costs of which shall be paid by DISTRICT, in accordance with the adopted policy of the DISTRICT's Board of Directors for conference reimbursement.
9. General Expenses. DISTRICT shall reimburse SKRZAT for necessary expenses incurred in the course of her day-to-day representation of DISTRICT. SKRZAT shall submit written documentation of expenditures requested for reimbursement, pursuant to established DISTRICT policies.
10. Performance Evaluation. The DISTRICT's Board of Directors shall evaluate SKRZAT's performance of employment not less than once every six (6) months, or more often at the discretion of the DISTRICT's Board of Directors.

Such evaluations shall be used as a basis for determining whether a change in SKRZAT's Base Salary as set forth in Section 4 of this Agreement is appropriate or whether additional benefits may be awarded to SKRZAT, or other changes or modifications to the Agreement are appropriate or necessary, at DISTRICT's discretion. Each evaluation shall include a discussion of goals and objectives, and SKRZAT's job performance, as appropriate. In this connection, DISTRICT contemplates an in-depth performance evaluation and review annually, and a less formal performance review mid-year, at DISTRICT's discretion.

11. Termination of Agreement.

- a. Termination for Cause. The DISTRICT may terminate this Agreement and SKRZAT's employment with the DISTRICT at any time, by a majority vote of its Board of Directors, if SKRZAT commits any material act of dishonesty; discloses confidential information; is guilty of misconduct, unlawful conduct, or gross carelessness; unjustifiably neglects any duties under this Agreement which has an adverse effect on the DISTRICT's finances, financial ability, or position in community; acts in any way that has an adverse effect on the DISTRICT's reputation; or otherwise engages in any act or omission that is deemed by the DISTRICT's Board of Directors to qualify as a ground for termination as listed in Exhibit "A" attached hereto and incorporated herein by this reference. In the event that SKRZAT is terminated with cause, or that SKRZAT resigns or retires from employment with the DISTRICT, SKRZAT will be due an amount equal to all accrued and unused Vacation time and Administrative Leave time.
- b. Severance Payment. In the event DISTRICT terminates SKRZAT's employment not for cause (as specified in paragraph 11, subdivision (a) above, or in Exhibit "A" attached hereto), then a lump sum cash payment equal to six (6) months of SKRZAT's base salary shall be paid as severance.

12. Notices. Any notices to be given hereunder by either PARTY to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of date of mailing. Mailed notices shall be addressed to the PARTIES at the addresses appearing below, but each PARTY may change that address by written notice in accordance with this section:

To DISTRICT: Chino Basin Water Conservation District  
4594 San Bernardino Street  
Montclair, California 91763

To SKRZAT: Elizabeth Skrazt  
7735 Montara Avenue  
Rancho Cucamonga, California 91730

13. Entire Agreement. This AGREEMENT contains the entire agreement between the PARTIES hereto, and supersedes any and all other agreements, either oral or in writing, between the PARTIES hereto with respect to the employment of SKRZAT by DISTRICT, and contains all of the covenants and agreements between the PARTIES with respect to that employment in any manner whatsoever. Each PARTY to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any PARTY, or anyone acting on behalf of any PARTY, which are not embodied herein, and that no other agreement, statement, or promise not contained in this AGREEMENT shall be valid or binding on either PARTY. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied on by any PARTY hereto.

14. Waiver. The failure of either PARTY to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other PARTY shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

15. Assignment. This AGREEMENT is not assignable by either the DISTRICT or SKRZAT.

IN WITNESS WHEREOF, the PARTIES have executed this Agreement in Montclair, California, on the day and year first above written.

**ELIZABETH J. SKRZAT**

**DISTRICT**

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Elizabeth J. Skrzat

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Mark Ligtenberg, President  
Board of Directors  
Chino Basin Water Conservation District

**Approved as to Form:**

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Lee McElhaney, General Counsel



## **EXHIBIT “A”**

### **GROUND FOR TERMINATION FOR CAUSE**

1. Incompetency, such as failure to comply with the minimum standards for General Manager's position.
2. Neglect of duty, such as failure to timely perform the duties required of a General Manager's position.
3. Addiction to or habitual use of alcoholic beverages, narcotics, or any habit-forming drug which interferes with the performance of General Manager's duties.
4. Repeated absence without excuse.
5. Conviction of a felony or any crime or conduct involving moral turpitude.
6. Falsification of any DISTRICT report or record or of any report or record required to be or filed by General Manager.
7. Breach of General Manager's Employment Agreement.
8. Failure to perform the duties of a General Manager or chief executive officer as specified in the Chino Basin Water Conservation District's Articles and By-Laws, enabling legislation, rules and regulations, and policies and procedures; failure to perform the duties assigned to the General Manager from time to time by the Board of Directors of the Chino Basin Water Conservation District.



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

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<b>MEETING DATE:</b>	July 10, 2023	<b>AGENDA ITEM:</b> DI 7
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approve Participation in the Solve the Water Crisis Coalition	

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**RECOMMENDATION**

Review, discuss and approve participation in the “Solve the Water Crisis” Coalition and instruct staff as to how the District should participate.

**BACKGROUND**

On April 10, 2023, Shivaji Deshmukh delivered a presentation to the Board about the Solve the Water Crisis Coalition, which is an effort started by local water districts to educate state officials and the general public about the crisis in water supply reliability caused by climate change. The effort speaks plainly about the direct connection between the warming planet and California’s changing hydrology and talks about the need for massive infrastructure investments to capture much more water during wet winters to store it for use during the longer, hotter, dry periods that follow.

The effort was first started when, under the direction of his Board, Craig Miller, the General Manager of the Western Municipal Water District, began looking for support from other agencies to lobby for these investments at the state level. Currently, there are twenty-six agencies signed on as Board members with a financial stake in the venture and an additional fifty-one supporters, consisting of water agencies, cities, and industry groups. Local Board members include IEUA, Three Valleys, San Bernardino Valley Water District, and Jurupa Community Services District. Local supporters include the Cucamonga Valley Water District, Monte Vista Water District, the City of Ontario, and SAWPA.

The Solve the Water Crisis has since put forward legislation entitled SB 366: The California Water for All Initiative. The bill would establish water supply targets to capture and produce enough water for all uses, including urban, agriculture, and the environment. The goal is to modernize California’s water infrastructure for a changing climate.

### **ISSUES & ANALYSIS**

Becoming a supporter is as easy as filling out an online form. The form asks each agency which types of support it wants to give. These include:

- Adding the organization's logo to the website,
- Participating in media activities,
- Receiving updates on the water supply crisis,
- Receiving educational content for the agency to distribute via their network, and
- Financial support.

### **FISCAL IMPACT**

Giving financially is entirely optional. The District did not budget for financial support of this effort in the FY 24 budget, however, if the Board chooses to support the effort financially, it can be included in the mid-year budget modification.

### **ATTACHMENT(S):**

None



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

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<b>MEETING DATE:</b>	July 10, 2023	<b>AGENDA ITEM:</b> DI 8
<b>FROM:</b>	Elizabeth Skrzat, General Manager Kristi Even, Eide Bailly	
<b>SUBJECT:</b>	Approve Participation in the California CLASS Prime Fund Investment Program and Amendments to Policy No. 18 and Policy No. 19	

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**RECOMMENDATION**

Review, discuss, and approve participation in the California CLASS Prime Fund investment program, assign a dollar amount to invest, and make changes to Policy No. 18 increasing the number of signatories to District accounts and Policy No. 19 allowing for investments with JPAs serving public entities that are less than three years old.

**BACKGROUND**

**California CLASS Prime Fund:** 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 CalTrust 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 and non-profit organizations 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.

**Policy No. 18:** Policy No. 18 lays out signatory authorization for the District's financial accounts. Changes to Policy No. 18 include adding the California CLASS Prime Fund as an account and adding one additional member of the Finance Committee and the Administrative Services Manager to the general checking and petty cash accounts. Staff has also edited the procedures outlined for moving funds between investment accounts and general checking accounts so that they better reflect the procedures used by the District.

**Policy No. 19:** Policy No. 19 outlines the District's investment portfolio management policies and procedures. Changes to the policy include adding the California CLASS Prime Fund to the list of investment accounts and adds an exception to the rule that an institution must be at least three years old if it is a joint powers authority created primarily for public sector customers and the staff that runs the fund have more than fifteen years of experience.

### **ISSUES/ANALYSIS**

While the District's investments in LAIF are secure, they earn very little return. Funds in CalTrust are less secure. The District lost principal in CalTrust during the pandemic and regained it within the last year. The District may be able to yield a higher return in a safer fund by moving some funds into the California CLASS Prime Fund. Staff recommends at least moving funds in CalTrust to the CLASS Prime Fund and to consider moving a limited amount of funds from LAIF into the CLASS Prime Fund as well. Eide Bailly's recommendation, included in ATTACHMENT 3, calls for moving the \$2,388,400 in CalTrust to the CLASS Prime Fund and \$4,000,000 from LAIF into the CLASS Prime Fund. Such a large amount may be too aggressive. Staff recommend moving \$2,388,400 from CalTrust into the CLASS Prime Fund and about \$1,000,000 from LAIF into the CLASS Prime Fund.

### **FISCAL IMPACT**

The fiscal impact of any change in investment strategy is highly variable and difficult to predict. However, the CLASS Prime Fund is managed more like LAIF to protect the principal and appears to be a safer place to invest money than CalTrust.

### **ATTACHMENT(S):**

1. California CLASS Prime Fund Information Statement
2. CLASS Features and Benefits
3. Eide Bailly Recommendation
4. Policy No. 18
5. Policy No. 19

ATTACHMENT 1



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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.



Chino Basin Water Conservation District  
Cash and Investments  
Prepared 7/3/2023

<b>Current District Cash and Investments</b>	<b>Balance 5/31/2023</b>	<b>Annual Yield</b>	<b>30-Day Yield</b>	<b>Daily Yield</b>	<b>% of Portfolio</b>
<b>Unrestricted</b>					
Wells Fargo (General)	\$ 664,243	0.10%	0.10%	0.10%	4.90%
Wells Fargo (Petty Cash)	1,001	0.06%	0.06%	0.06%	0.01%
Local Agency Investment Fund (LAIF)	10,421,500	2.05%	2.99%	3.10%	76.92%
CalTRUST Investment Short-Term Fund	2,388,400	2.69%	4.08%	NA	17.63%
<b>Total Unrestricted</b>	<b>\$ 13,475,144</b>				<b>99.46%</b>
<b>Restricted</b>					
CERBT (Pension Trust, Strategy 2)*	73,200	0.28%	-3.40%	NA	0.54%
<b>Total Restricted</b>	<b>\$ 73,200</b>				<b>0.54%</b>
<b>Total Current District Cash and Investments</b>	<b>\$ 13,548,344</b>				<b>100.00%</b>

**Recommended Changes:**

1. Close account with CalTRUST and invest all funds (approximately **\$2,388,400**) in CLASS Prime Fund.
2. Transfer **\$4,000,000** from LAIF and invest in CLASS Prime Fund.

<b>Proposed District Cash and Investments</b>	<b>Balance 5/31/2023</b>	<b>Annual Yield</b>	<b>30-Day Yield</b>	<b>Daily Yield</b>	<b>% of Portfolio</b>
<b>Unrestricted</b>					
Wells Fargo (General)	\$ 664,243	0.10%	0.10%	0.10%	4.90%
Wells Fargo (Petty Cash)	1,001	0.06%	0.06%	0.06%	0.01%
Local Agency Investment Fund (LAIF)	6,421,500	2.05%	2.99%	3.10%	47.40%
CalTRUST Investment	-	2.69%	4.08%	NA	0.00%
CLASS Prime Fund*	6,388,400	4.83%	5.15%	5.19%	47.15%
<b>Total Unrestricted</b>	<b>\$ 13,475,144</b>				<b>99.46%</b>
<b>Restricted</b>					
CERBT (Pension Trust, Strategy 2)*	73,200	0.28%	-3.40%	NA	0.54%
<b>Total Restricted</b>	<b>\$ 73,200</b>				<b>0.54%</b>
<b>Total Proposed District Cash and Investments</b>	<b>\$ 13,548,344</b>				<b>100.00%</b>

**\*Notes**

\*Figure in gold for CERBT represents the July 2022 - March 2023 Fiscal Year actual yield to date.

\*Figure in green for CLASS prime fund represents the YTD July 2022 - May 2023 Fiscal year to date yield.



**Policy No.:** 18  
**Issue No.:** 16  
**Effective Date:** 07/05/2023  
**Subject:** Signatory Authorization for District Financial Accounts

**ATTACHMENT 4**

**Policy No. 18 – Signatory Authorization for District Financial Accounts**

**Purpose:** To establish the rights and responsibilities of District officers and employees as signatories on District accounts, and to protect District funds.

**Policy/Procedure:**

This policy will cover the following District funds and accounts:

1. General checking account and any “Special Bank Accounts” that may from time to time be authorized by the Board of Directors
2. Petty Cash checking account
3. Local Agency Investment Fund (LAIF)
4. Investment Trust of California (CalTRUST), a joint powers authority offering a pooled investment program for local agencies in California
5. California CLASS Prime Fund, a joint powers authority offering a pooled investment program for public agencies and non-profit organizations in California

General Checking Account

The general checking account requires two signatures in any combination upon each check disbursement. The signatories may be assigned or reassigned by the Board of Director’s. The signatories at this time are as follows:

- \* President of the Board of Directors
- \* Vice President of the Board of Directors
- \* Treasurer of the Board of Directors
- \* One Additional Member of the Finance Committee
- \* General Manager\*\*
- \* Administrative Services Manager\*\*

~~Upon authorization by the Board of Directors,~~ In order to ensure a stable cash flow for District business, set fund amounts may be transferred into the General Checking Account from the LAIF, CalTRUST, or the California CLASS Prime Fund funds by order of the General Manager, with later approval of the Treasurer of the Board of Directors.

\*\*At no time shall a check be signed by two staff members. Checks must be signed by either one staff member and one board member, or by two board members.

Petty Cash Account

The Petty Cash account requires one authorized signature, at this time consisting of:

- \* General Manager
- \* Administrative Services Manager

**Policy No.:** 18

**ATTACHMENT 4**

**Issue No.:** 16

**Effective Date:** 07/05/2023

**Subject:** Signatory Authorization for District Financial Accounts

- \* President of the Board of Directors
- \* Vice President of the Board of Directors
- \* Treasurer of the Board of Directors
- \* One additional member of the Finance Committee

The intent of the petty cash fund is to allow the speedy purchase of relatively small items, generally totaling under \$150.00, although exceptions to this rule may arise upon occasion in response to an urgent situation. Upon authorization by the Board of Directors, set fund amounts may be transferred into the Petty Cash fund from the General Checking Account by order of the General Manager.

LAIF, CalTRUST and California CLASS Prime Funds

The General Manager may transfer funds into the General Checking Account from LAIF, CalTRUST, or the California CLASS Prime Funds to cover Board authorized expenditures. In the event the General Manager, the Board President or the Board Treasurer has approved a LAIF, CalTRUST, or California CLASS Prime Fund withdrawal and/or deposit amount but is unavailable to do the transfer for payroll or accounts payable purposes, the Administrative Services Manager, with written or email approval from the General Manager, Board President or Board Treasurer, is authorized as a representative for the District to process the transfer(s).

The General Manager may transfer funds into the LAIF, CalTRUST, or California CLASS Prime Funds without previous Board approval. All transfers are recorded and later reviewed and approved by the Treasurer of the Board of Directors.

**Revision:**

Issue No. 14 – 08-08-16 (Amend to reflect changes in titles and positions and remove names)

Issue No. 15 – 11-09-20 (Amend to reflect changes in titles and positions)

Issue No. 16 – 07-10-23 – Added the Administrative Services Manager and One Additional Member of the Finance Committee as signatories on District accounts and added language pertaining to the California CLASS Prime Fund.

**Policy No.:** 19  
**Issue No.:** 11  
**Effective Date:** 07/05/23  
**Subject:** Portfolio Management Policies and Procedures

**ATTACHMENT 5**

**Policy No. 19 – Portfolio Management Policies and Procedures**

**Purpose:** To outline the policies for maximizing the efficiency of the District's investment portfolio, for prudent investment of the District's funds, and to provide guidelines for the selection of suitable investments. The objective is the enhancement of the economic status of the District while simultaneously protecting its funds.

The District's investment portfolio policies and procedures are designed to accurately monitor and forecast expenditures and revenues, thus enabling the District to invest funds to the fullest extent possible. The District shall attempt to obtain the highest yield, provided that all investments meet the criteria established for safety and liquidity.

The investment policies and procedures of the District are based upon Federal, State, and Local law, and prudent money management. The primary goals of these policies are:

1. To ensure compliance with all Federal, State, and Local laws governing the investment of monies under the control of the District's Treasurer or General Manager.
2. To protect the principal monies entrusted to this office.
3. To generate the maximum amount of investment income within the parameters of this statement of investment policy, and to establish the guidelines for suitable investments.

**Policy/Procedure:**

All monies entrusted to the District will be pooled in an actively managed portfolio. The investment portfolio will be referred to as the "Fund" throughout the remainder of this document.

**A. Safety of Principal:**

Safety of principal is the foremost objective of the District. Each investment transaction shall seek to preserve the principal of the portfolio, whether from institutional default, broker-dealer default, or erosion of market value of securities. The District shall seek to preserve principal by mitigating the two types of risk: credit risk and market risk.

Investments shall be undertaken in a manner which first seeks to ensure the preservation of principal in the Fund. The Treasurer or General Manager shall evaluate or cause to have evaluated each potential investment, seeking both quality in the issuer and the underlying security or collateral, and shall diversify the portfolio to reduce exposure or loss. Pursuant to section 53653 of the California Government Code, to the

extent local conditions warrant, a Treasurer may waive security for such funds as are insured pursuant to Federal law; therefore, to the extent local conditions warrant and in accord with the provisions of Government Code section 53653, the District's Treasurer is authorized to waive security for funds deposited or invested with Banks, Credit Unions, and Savings and Loan Associations to the extent such deposited or invested funds are fully insured pursuant to Federal law.

1. Credit Risk. Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing only in very safe institutions, and by diversifying the Fund so that the failure of any one issuer would not unduly harm the District's cash flow.
  - a. For the purposes of establishing credit risk, a very safe institution is defined as a Bank, Credit Union, or Savings and Loan institution having net worth to net asset ratio higher than 3.0% and experiencing positive earnings records.
  - b. For investments within Banks, Credit Unions, and Savings and Loan institutions having less than a 3.0% net worth to asset ratio or one that is experiencing a negative earnings record, the Treasurer shall limit deposits to \$100,000.
  - c. District investments with the Local Agency Investment Fund (LAIF) may not, by state regulation, exceed the limit set by the Local Agency Investment Fund. District investments with the CalTRUST program may not exceed the limit which may be set from time to time by the CalTRUST Joint Powers Authority Board of Trustees. Until otherwise directed by the Board of Directors, the Local Agency Investment Fund shall be the primary depository for District Funds.
  - d. Cash will be invested only in FDIC, NCUA, or FSLIC insured banking, credit union, or savings and loan institutions or in fully collateralized certificates of deposits. Excepting the LAIF, ~~and CalTRUST~~, and California CLASS Prime Fund accounts, no more than 10 percent of the District portfolio, not to exceed \$300,000 shall be invested in any one institution or in certificates of deposits. The bank, credit union, savings and loan institution must meet the following criteria to be considered by the District:

The District will not invest any more than \$100,000 in any institution less than three years old. **An exception to this rule can be made if the institution is a joint powers authority created primarily for public sector customers and**

if each of the members of the senior staff of the institution that runs the fund has at least 5 years of experience in managing similar investments.

The bank, credit union, or savings and loan institution must be located in California.

- e. A General checking account shall be maintained for amounts under \$300,000. During emergency situations this amount may be temporarily exceeded for up to a seven-day period. The minimum account balance should be \$5,000 in order to meet unanticipated cash requirements.
- 2. Market Risk. The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the District's Fund to five years.

NOTE: Five years is the maximum maturity allowed by law for individual investments, unless specifically permitted the Board of Directors for a longer time. The preferred weighted average maturity should generally be set at a time less than five years in order to accommodate the District's cash flow needs.

**B. Liquidity:**

Liquidity is the second-most important objective. Investments shall be made whose maturity date is compatible with cash flow requirements, and which can be easily and rapidly converted into cash without substantial loss of value.

**C. Return on Investment:**

Investments shall be undertaken to produce an acceptable rate of return after first considering safety of principal and liquidity.

**D. Prohibited Investments:**

Pursuant to Government Code section 53601.6, as may be amended from time to time, the District is prohibited from investing in inverse floaters, range notes, or mortgage-derived interest-only strips. The District also is prohibited from investing funds in any security that could result in zero interest accrual if held to maturity; however, this limitation shall not apply to investments in shares of beneficial interest issued by diversified management companies registered under the Investment Company Act of

**Policy No.:** 19  
**Issue No.:** 11  
**Effective Date:** 07/05/23  
**Subject:** Portfolio Management Policies and Procedures

**ATTACHMENT 5**

1940 (15 U.S.C. Sec. 80a-1, and following) that are authorized for investment pursuant to subdivision (k) of Section 53601 of the California Government Code.

NOTE: If any of these prohibited investments were purchased prior to enactment of SB 866, the District may hold them until maturity.

Government Code section 53637 prohibits the legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the money from investing local agency funds, or funds in custody of the local agency, in negotiable certificates of deposit issued by a credit union if a member of the legislative body of the local agency, or any person with investment decision making authority in the administrative office, General Manager's office, budget office, auditor-controller's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the Board of Directors, or the credit committee or the supervisory committee of the credit union issuing the negotiable certificates of deposit.

E. Reporting Requirements (Government Code section 53646):

NOTE: If a local agency has placed all of its investments in the Local Agency Investment Fund, created by Sections 16429.1 through 16429.3 of the Government Code, or in Federal Deposit Insurance Corporation-insured accounts in a bank, in National Credit Union Association insured credit union accounts, or in Federal Savings and Loan Insurance Corporation accounts in savings and loan associations, or any combination of these, the Treasurer or manager may comply with Government Code Section 53646 by supplying to the District's Board of Directors, General Manager, and auditor the most recent statement(s) received by the District. For any other combination of investments, the requirements below apply.

- \* The report must be given at least quarterly, within 45 days after quarter-end. However, the Board of Directors may elect to require the report, as specified in Government Code section 53646, to be made on a monthly basis instead of quarterly.
- \* Contents of the report must include:
  1. The type of investment
  2. The issuer
  3. The date of maturity par and dollar amount invested in all securities
  4. A description of any of the District Funds, investments, or programs that are under management



**Policy No.:** 19  
**Issue No.:** 11  
**Effective Date:** 07/05/23  
**Subject:** Portfolio Management Policies and Procedures

**ATTACHMENT 5**

5. The market value weighted average, investments and monies held by the agency as of the date of the report. This includes any Funds, investments or programs, including loans that are under the management of contracted parties.
  6. The report must also state compliance of the Fund with the statement of investment policy, or the manner in which the Fund is not in compliance.
  7. Any additional information required by the Board of Directors.
- \* Include a statement denoting the ability of the District to meet its expenditure requirements for the next six months, or an explanation as to why sufficient money will not or may not be available. A subsidiary ledger of investments may be used in accordance with accepted accounting practices.
  - \* The Treasurer or General Manager shall report whatever additional information or data may be required by the Board of Directors.

**F. Policy Review:**

State Law requires that Special Districts perform an annual review of their investment policy for compliance with changes in the law. The District will endeavor to perform this annually, in May of each year.

**G. Delegation of Authority:**

Implementation of this policy is the responsibility of the District Treasurer. By law, the Board of Directors is empowered to only delegate investment authority to the Treasurer for a one-year period, renewable annually subject to review. When the Treasurer has investment-related questions, he or she may seek the advice of the Finance Committee. Actions taken by the Finance Committee must be in general compliance with this policy. The Finance Committee shall assist the Treasurer in making the annual policy review required by State law, and make recommendations for changes to said policy. Neither the Treasurer nor the Finance Committee are empowered to make investment decisions which are not in accordance with this policy.

Under the direction and supervision of the Treasurer, the daily administration of this policy is hereby delegated to the General Manager and Administrative Assistant.

**H. Brokers and Dealers:**

Brokers and dealers shall only be utilized by approval of the Board of Directors. When Brokers and Dealers are used, the scope of their services and details pertaining to

**Policy No.:** 19  
**Issue No.:** 11  
**Effective Date:** 07/05/23  
**Subject:** Portfolio Management Policies and Procedures

**ATTACHMENT 5**

investment strategies, objectives, and guidelines shall be covered by separate Board resolution.

As relates to the money invested by the District with “Smith Barney,” the directive of the Board of Directors is for the District to utilize a “buy and hold until maturity” strategy. As each of these current investments mature, the District’s staff shall reinvest the money in the District’s LAIF account and/or the District’s CalTRUST account.

**I. Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the District, particularly with regard to the time of purchases and sales, on their appropriate statement of economic interests forms to be filed in a manner consistent with the District’s Conflict of Interest Code, and shall be disqualified from participating in the decision-making process regarding District investments and the implementation of this policy.

Revision:

Issue No. 11 – 7-10-23 – Added California CLASS Prime Fund Account and added language to pertaining to exception to the District investing in any institution less than three years old.



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

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<b>MEETING DATE:</b>	July 10, 2023	<b>AGENDA ITEM:</b> DI 9
<b>FROM:</b>	Elizabeth Skrzat, General Manager	
<b>SUBJECT:</b>	Approve Amendment to Policy No. 30-1	

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**RECOMMENDATION**

Review, discuss, and approve amendment to Policy No. 30-1, specifying overtime policy and procedures for employees working a traditional 40-hour workweek as well as part-time employees, temporary employees, and interns.

**BACKGROUND**

The District recently moved from the PayChex system to the Employer on the GO system run by Eide Bailly. The move to a new system prompted a review of the District's overtime policies, during which staff realized that Policy No. 30-1, which deals with overtime, only explicitly lays out how overtime is handled for employees who work the 9-80 alternative schedule. There is no explicit mention of overtime for employees working full time on a traditional 40-hour work week or for part-time employees, temporary employees, or interns. Per state law, anyone who works more than eight hours per day who is not working an alternative schedule must be paid overtime for those additional hours. It is crucial that Policy No. 30-1 be updated to reflect that practice.

**ISSUES/ANALYSIS**

It is important that the District has an overtime policy that pertains to all employees and is consistent with state law.

**FISCAL IMPACT**

None.

**ATTACHMENT(S):**

1. Policy No. 30-1



**Policy No. 30-1 – Overtime-~~Alternative Work Week~~**

**Purpose:** To establish the guidelines under which overtime is defined and administered by the District.

**Policy/Procedure:**

This policy shall apply to full-time permanent employees, currently scheduled to work a traditional 40 hour per week work schedule, **as well as the full-time permanent employees working an alternate work week, part-time employees, temporary employees, and paid interns.**

**1. Traditional Work Schedule**

- a. Employees working a traditional 40-hour work week consisting of five eight-hour days will receive overtime pay (time and a half) after eight hours of work on a given day. Double time is owed for all work performed in excess of 12 hours per day or in excess of eight hours worked on an unscheduled workday.
- b. Part-time employees, temporary employees, and interns will receive overtime pay (time and a half) after eight hours of work on a given day. Double time is owed for all work performed in excess of 12 hours per day or in excess of eight hours on an unscheduled work day.

**2. Alternative Work Week:** CBWCD has determined through communications with its employees that the 9/80 work week would be the Alternative Work Week most agreeable to its employees, and therefore to the District. In a scheduled two-week, 80 hour pay period, **employees who request an alternative work week and receive approval for it** will work eight nine-hour days and one eight-hour day and have one eight-hour work day off every two weeks.

- a. Employees on an Alternative Work Week earn overtime differently than those who are entitled to overtime pay after only eight hours per day. Employees on Alternative Work Weeks are owed **overtime** (time and a half) for all work performed in any workday beyond the schedule established by the Alternative Work Week agreement, up to 12 hours a day, or for all work performed in any week beyond the schedule established by the Alternative Work Week agreement for that week. Thus, the employee will be paid time and a half for hours worked in excess of nine hours a day on a scheduled nine-hour workday or in excess of eight hours on that employee's scheduled eight-hour day or for all work performed in any week in excess of the schedule established by the Alternative Work Week agreement for that week. Double time is owed for all work performed in excess of 12 hours per day, or in excess of eight hours on an unscheduled workday.

**3. Overtime Approval:** Overtime must be **required approved** by the General Manager, and will be computed **up** to the nearest one-quarter (one-quarter) hour. **For example, if an employee works one hour and five minutes, he or she shall enter one hour and**

**Policy No.:** 30-1  
**Issue No.:** 3  
**Effective Date:** TBD  
**Subject:** Overtime —~~Alternative Work Week~~

**fifteen minutes on their timecard.** All employees will be expected to work overtime under specific circumstances which shall be defined by the General Manager. Refusal to work, after requested to do so under those circumstances, will be grounds for disciplinary action.

4. Overtime Criteria. Management and employees exempt from the overtime requirement of the Fair Labor Standards Act will not be entitled to overtime compensation except in special cases where the Board of Directors determines that the circumstances warrant extra compensation. In such circumstances, the Board of Directors, shall, in its sole discretion, determine the amount of such compensation to be given.
5. Hours Worked. Overtime is calculated based on hours actually worked. Hours worked is defined as the time during which an employee is subject to the control of an employer. Examples of some of the common exclusions from overtime pay are when an employee receives holiday, sick, or vacation paid time off and worked on an unscheduled workday. For example, when an employee regularly works Monday-Friday but receives holiday pay on Monday and works on a Saturday. In such a case, the time upon which the holiday pay is based does not count as hours worked for the purposes of determining overtime because no work was performed; therefore, regular wages would be paid for the hours worked on Saturday.

Revision:

Issue No. 1 – 03-09-09 (Original Policy governing only employees working an alternate work week)

Issue No. 2 – 07/10/23 (Change to include provisions for traditional work week, part time, temporary employees, and interns)



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

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**MEETING DATE:** July 10, 2023                      **AGENDA ITEM:** DI 10

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Select a Candidate for the Southern California Network Seat C of the 2024-2026 California Special Districts Association (CSDA) Board of Directors

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**RECOMMENDATION:** Review, discuss, and select a candidate for the Southern California Network Seat C of the 2024-2026 California Special Districts Association (CSDA) Board of Directors.

**BACKGROUND**

Each of California Special Districts Association (CSDA) six networks has three elected representative seats on the CSDA Board. As a Regular Member in good standing, the District is entitled to vote for one (1) person to represent our Network in Seat C for the 2024-2026 Term.

**ISSUES/ANALYSIS**

The Board may vote for one (1) of the candidates and authorize the Board Secretary to submit the District's ballot electronically. The deadline to submit the District ballot is July 17, 2023 at 5 p.m.

**FISCAL IMPACT**

None.

**ATTACHMENT(S):**

1.   a. Al Nederhood, Municipal Water District of Orange County Candidate Statement  
     b. Al Nederhood Letter of Support  
     c. Al Nederhood 2023 CSDA Board Candidate Information Sheet
2.   a. Arlene Schafer, Costa Mesa Sanitary District Candidate Statement  
     b. Arlene Schafer 2023 CSDA Board Candidate Information Sheet
3.   a. John Skerbelis, Rubidoux Community Services District







# **Al Nederhood**

## **MWDOC Board**

### **Elect to CSDA Board**

### **Southern Network**

### **Seat C**

#### **Professional & Personal History**

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State  
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

#### **Why should you vote for Al Nederhood?**

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

**I would appreciate your Board voting for me, Al Nederhood.**

If you want to contact me:

**Al Nederhood**

**MWDOC, Director Division One**

[anederhood@mwdoc.com](mailto:anederhood@mwdoc.com)

**C. 714-261-3964**





Street Address:  
18700 Ward Street  
Fountain Valley, California 92708

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Megan Yoo Schneider, P.E.  
*President*

Bob McVicker, P.E., D.WRE  
*Vice President*

Randall Crane, Ph.D.  
*Director*

Larry D. Dick  
*Director*

Al Nederhood  
*Director*

Karl W. Seckel, P.E.  
*Director*

Jeffery M. Thomas  
*Director*

Harvey De La Torre  
*Interim General Manager*

#### MEMBER AGENCIES

City of Brea  
City of Buena Park  
East Orange County Water District  
El Toro Water District  
Emerald Bay Service District  
City of Fountain Valley  
City of Garden Grove  
Golden State Water Co.  
City of Huntington Beach  
Irvine Ranch Water District  
Laguna Beach County Water District  
City of La Habra  
City of La Palma  
Mesa Water District  
Moulton Niguel Water District  
City of Newport Beach  
City of Orange  
Orange County Water District  
City of San Clemente  
Santa Margarita Water District  
City of Seal Beach  
Serrano Water District  
South Coast Water District  
Trabuco Canyon Water District  
City of Tustin  
City of Westminster  
Yorba Linda Water District

May 26, 2023

### **Re: Support for Director Al Nederhood, CSDA Board of Directors, Southern Network Seat C**

On behalf of the Municipal Water District of Orange County (MWD OC), it is my pleasure to share our unanimous support for Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C. MWD OC is a wholesale water supplier serving 3.2 million residents through 27 retail water agencies, making Director Nederhood uniquely qualified.

Director Nederhood brings seven years of Special District board experience as well as decades as a senior manager in the private sector to his candidacy. He willingly listens to constituents and fellow board members, and then works hard to create effective solutions. He actively engages with our local CSDA chapter, as well as CSDA and ACWA events.

Attached you will find a candidate's statement highlighting some of Director Nederhood's accomplishments. You will notice he has demonstrated his innovative thinking on behalf of special districts of all sizes which would make him an asset to the CSDA Board of Directors, bringing a fresh perspective to long-term practices.

I encourage you to share this information with your Board of Directors and that you strongly consider supporting Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C for the 2023 election. Electronic voting begins on June 5 and will continue until July 14. Please do not hesitate to contact me or Director Nederhood personally should you have any questions. His contact information can be found on the attached candidate's statement. Thank you for your consideration.

Sincerely,

Megan Yoo Schneider, M.S., P.E.  
Board President



**California Special  
Districts Association**  
*Districts Stronger Together*

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended nearly 100% of the public meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Saundra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.

3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.

4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District.

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot. Page 133 of 173 2023 BOARD OF DIRECTORS NOMINATION FORM**

**AI Nederhood Candidate Statement:**

I was introduced to CSDA in 2016 as a newly elected Director to the Yorba Linda Water District. I attended the CSDA training for new directors which opened my eyes to the responsibilities and value of Special Districts. I made friends at that training that continue on today including former YLWD Director Brooke Jones and current Director John Sears of East Orange County Water District.

Before getting involved in water issues later in life, I began my professional career as a high school teacher. I moved on to the business world including Xerox and 7-Eleven Stores as a Merchandise Manager. I was the college president for a variety of vocational colleges and ended my career as the President of a non-profit in Santa Ana.

After my 2016 election I attended ISDOC and LAFCO meetings. I became aware of the dues structure created by ISDOC in 2000. This structure, in place for 20 years, no longer represented the realities of revenue and dues. Many smaller revenue Special Districts had disproportionately large dues. By working with Director Jim Fisler from Mesa Water and Director Saundra Jacobs of Santa Margarita Water District, we revised the 20-year-old structure into a more equitable dues arrangement that saved smaller districts tens of thousands of dollars each year.

As an elected director to two different Special Districts, first YLWD and now MWDOC, I've experienced first-hand the vital role that Special Districts have in California life, infrastructure and politics.

As the elected representative for the Southern Network, it is my commitment to work hard to support Special Districts, provide active, collegial representation focused on key issues, and listen to Special District members.

I would appreciate your vote to be the CSDA representative for the Southern Network, one of 18 members on the CSDA Board. Thank you!

Name of Candidate: Albert Nederhood

District: Municipal Water District of Orange County (MWDOC)

Mailing Address: 18700 Ward Street Fountain Valley CA 92708

Network: Southern Network (see map)

Telephone: 714-261-3964

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: anederhood@mwdoc.com

Nominated by (optional): Board of Directors for MWDOC

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to: CSDA Attn: Amber Phelen 1112 I Street, Suite 200 Sacramento, CA 95814 (877) 924-2732 [amberp@csda.net](mailto:amberp@csda.net)  
DEADLINE FOR RECEIVING NOMINATIONS: Northern, Sierra, Coastal and Southern Networks: April 6, 2023 at 5:00 p.m.  
Bay Area and Central Networks: April 17, 2023 at 5:00 p.m.





# **Al Nederhood**

## **MWDOC Board**

### **Elect to CSDA Board**

### **Southern Network**

### **Seat C**

#### **Professional & Personal History**

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State  
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

#### **Why should you vote for Al Nederhood?**

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

**I would appreciate your Board voting for me, Al Nederhood.**

If you want to contact me:

**Al Nederhood**

**MWDOC, Director Division One**

**[anederhood@mwdoc.com](mailto:anederhood@mwdoc.com)**

**C. 714-261-3964**

RESOLUTION NO. 2135

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY  
NOMINATION OF AL NEDERHOOD  
TO THE CSDA BOARD OF DIRECTORS  
SOUTHERN NETWORK, SEAT C

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat C for the 2024-26 term; and

WHEREAS, the Municipal Water District of Orange County (MWDOC) is a voting member of CSDA and a voting member for the Southern Network, Seat C; and

WHEREAS, Director Al Nederhood has expressed interest in serving on the CSDA Board of Directors;

WHEREAS, Director Nederhood and MWDOC are aware of the commitment, expectations, and expenses associated with this position; and

WHEREAS, the Board of Directors of the Municipal Water District of Orange County believes that Al Nederhood would be an effective member of the CSDA Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Municipal Water District of Orange County does hereby nominate Director Al Nederhood to represent the Southern Network, Seat C, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a Resolution to CSDA, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Municipal Water District of Orange County on this 15<sup>th</sup> day of March 2023.

AYES:	Directors Nederhood, Dick, McVicker, Seckel, Thomas & Yoo Schneider
NOES:	None
ABSTAIN:	None
ABSENT:	Director Crane

ATTEST:



*Maribeth Goldsby, District Secretary  
Municipal Water District of Orange County*





**California Special  
Districts Association**

*Districts Stronger Together*

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended most of the quarterly meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Saundra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO. As part of this process I attended virtually all ISDOC Board meetings for 2 years.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.

3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.

4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District. I've actively participated in the WACO (Water Advisory Committee of Orange County) both in attendance and planning of the meetings.





**Candidate Statement**

**Arlene Schafer  
Costa Mesa Sanitary District  
Southern Network, Seat C**

It has been an honor serving you on CSDA's Board of Directors for the past nineteen years. I have had the privilege of establishing long lasting relationships with local officials that forged an organization to become one of the leading advocacy groups in California on statewide and national issues. I am proud of my past and current board members for the accomplishments we achieved to enhance special district's visibility in the capital, as well as broadening educational opportunities to help you govern effectively and openly. There is much more important work to be done, so I humbly ask for your trust and support in re-electing me to Seat C of the Southern Network.

I believe we are approaching a year that could have an everlasting effect on the way we provide services. It is very likely the November 2024 Statewide Ballot will have Initiative 21-0042A1, which is now Initiative 1935. If approved by the voters, this initiative will significantly restrict how we fund critical services like fire, parks, libraries, sewers, water, etc. Initiative 1935 will jeopardize the ability of special districts to deliver essential services, which is why as your CSDA representative I am committed to helping defeat this deceptive and dangerous measure.

In addition to my advocacy efforts, I believe CSDA provides some of the best training and professional development programs for local government officials. I will continue serving on the Professional Development Committee to work with CSDA staff and others on making sure you continue receiving top quality workshops, seminars, and conferences. I hope I earned your trust by voting for me by **July 14, 2023**.



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Board of Directors – Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 25 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I served on CSDA Board of Directors and several committees including chair of the membership and professional development committees and served on the legislative and fiscal, and I served on the Alliance Executive Council. I have completed the Special District Leadership Academy, Good Governance Foundation workshop and I attend the annual conference and Legislative Days.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I have been associated with the Solid Waste Association of North America (SWANA) of Southern California, and the Independent Special Districts of Orange County (ISDOC) and

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

I am a current member of the Board of Directors for CSDA Finance Corporation, and I am the former Vice President of ISDOC and the former commissioner of the Orange County Local Formation Commission (LAFCO). I am also the former Mayor of the City of Costa Mesa.

4. List civic organization involvement:

Harbor Mesa Lions Club, Costa Mesa Chamber of Commerce, Ambassador for the City Costa Mesa during special events.

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**



## 2023 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John Skerbelis  
District/Company: Rubidoux Community Services DIST  
Title: Vice President  
Elected/Appointed/Staff: Elected  
Length of Service with District: 12 Years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

None

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

None

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Past member of Riverside County Solid Waste  
Advisory Committee 7 Years

4. List civic organization involvement:

Riverside County Dept of Environmental Health  
Community Clean ups and Illegal Dumping