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**FINANCE COMMITTEE MEETING**

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

**Monday, July 31, 2023**

**MINUTES**

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**CALL TO ORDER** – Committee Chair Aldaco called the meeting to order at 2:08 p.m.

**ROLL CALL**

Committee Members Present:      Committee Chair Gil Aldaco  
   Director Mark Ligtenberg  
   Director Hanif Gulmahamad

Committee Members Absent:      None.

General Counsel Present:      None.

Staff Present:      General Manager Elizabeth Skrzat  
   Facilities and Operations Manager Dave Schroeder  
   Administrative Services Manager Alicia Fernandez  
   Community Programs Manager Maia Dean  
   Board Clerk/Administrative Coordinator Dena Lamarque

Guest Present:      Kristi Even, Manager, Eide Bailly LLP  
   Tara Bravo, Senior Vice President, CV Strategies

**ADDITIONS OR CHANGES TO THE AGENDA**

*General Manager Elizabeth Skrzat stated that it came to staff's attention that the title of Item 1 was incorrect. However, the Recommendation was correct and after consulting with Legal Counsel it was determined we could proceed with hearing the item.*

**PUBLIC COMMUNICATIONS**

***This is the time and place for the general public to address the Finance Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Finance Committee may refer comments and concerns to staff or request the item be placed on a future***

*agenda. In accordance with District Resolution No. 2020-05: Decorum During Public Meetings, each speaker shall be allotted five (5) minutes of time to address the Board.*

*Committee Chair Aldaco opened the Public Comment period. No public comment was received.*

## **DISCUSSION ITEMS**

**1. Provide Direction to Staff Regarding Changes to the FY 23-24 Budget and Five-Year Plan, Including Prioritizing the Construction of an Ornamental Iron Fence Along Silicon Avenue and Brooks Street, and A Wire Fence Along a Section of the Southern Boundary of the Brooks Basin Property**

Report by: Elizabeth Skrzat, General Manager  
Dave Schroeder, Facilities Maintenance Manager

Recommendation: Review, discuss, and provide direction to staff regarding changes to the FY 23-24 Budget and Five-Year Capital Plan, including prioritizing the construction of an ornamental iron fence along Silicon Avenue and Brooks Street and a wire fence along a section of the southern boundary of the Brooks Basin property.

*General Manager Elizabeth Skrzat presented the proposed changes to the FY 23-24 budget to prioritize the construction of the iron fence to address safety concerns at the Brooks Basin property. Dave Schroeder presented the slide show and gave a brief explanation of the types of fencing being considered.*

*Ms. Skrzat introduced Kristi Even to comment on the budget position with regards to this project. Ms. Even stated that the District will be financially sound because there is a contingency amount in the budget for these types of events and reprioritizing the timeline of the projects approved in the FY 23-24 budget is not going to change the budget significantly.*

*Chair Aldaco expressed concern that staff and the Board had previously determined the need for the amphitheater roof and improvement of the area was to be addressed first to facilitate the field trip program.*

*Both the Community Programs Manager and Facilities Maintenance Manager commented on the reorganization of the projects and how they can work together to prioritize District needs.*

*Director Ligtenberg stated that he did see the sense of urgency to construct a fence and also move forward with the amphitheater improvements.*

*A motion was made by Director Aldaco, to direct staff to make the necessary FY 23-24 budget adjustments, prioritize the construction of fence at the Brooks Basin Property, and the amphitheater roof structure, and move forward with invitations to bid. The motion was seconded by Director Gulmahamad and approved unanimously.*

*Chair Aldaco requested that staff provide more detail in the staff report and in the RFP when presenting it to the Board.*

*Ms. Skrzat requested to change the order of the agenda and address Item 3 before Item 2.*

**2. Provide Direction to Staff Regarding Potential Programs and Budget Options for the 75th Anniversary Year for the Chino Basin Water Conservation District**

Report by: Elizabeth Skrzat, General Manager  
Tara Bravo, Senior Vice President, CV Strategies

RECOMMENDATION: Review, discuss, and provide direction to staff regarding potential programs and budget options for the 75th Anniversary year for the Chino Basin Water Conservation District.

*General Manager Elizabeth Skrzat presented the report and introduced Tara Bravo to present the timeline of the proposed events.*

*Ms. Skrzat added that after reviewing the extra costs and proposed events, staff decided to remove the Earth Day event due to staff time and budget. The Fall Festival has been an event similar to Earth Day so it makes sense to cut the Earth Day proposed event.*

*The Committee supported the programs and budget to include the 2023 holiday cards and 2024 75<sup>th</sup> anniversary calendars, time capsule event without the sculpture, the stakeholder event, the Waterwise Garden & Pumpkin Festival, and the community celebration.*

*A motion was made by Chair Aldaco to direct staff to move forward with the revised proposed programs and budget adjustments for the 75<sup>th</sup> Anniversary Year as itemized in the report, with the removal of the sculpture in Item 2, and removal of Item 3, the Earth Day event. The motion was seconded by Director Gulmahamad and approved unanimously.*

*Ms. Skrzat stated that the revised proposed programs and budget adjustments will be brought before the Board at the August 14, 2023 meeting.*

**3. Provide Direction to Staff Regarding Changes regarding the FY 23-24 Budget and Five-Year Capital Plan in Regard to Ely Basin Restoration Project**

Report by: Elizabeth Skrzat, General Manager  
Dave Schroeder, Facilities & Operations Manager

RECOMMENDATION: Review, discuss, and provide direction to staff regarding changes to the FY 23-24 Budget and Five-Year Capital Plan in regard to Ely Basin Restoration Project.

*Unfortunately, there was miscommunication between IEUA and the District. The District was not made aware of a planned restoration project scheduled for August 2023 until July, which was after the FY 23-24 budget was adopted. Restoration in 2019 was completed for \$85,000, and it*

*is expected to be between \$85,000 to \$90,000 for this restoration project. The District has \$100,000 for unforeseen expenses related to basin percolation maintenance and Ms. Skrzat believes the District should support the restoration project. It was explained that the District will be financially responsible for a third of the cost of the project.*

*A motion was made by Chair Aldaco, to direct staff to move forward with the Ely Restoration Project and make the necessary budget adjustments, seconded by Director Gulmahamad; the motion was approved unanimously.*


**ADJOURN**

Committee Chair Gil Aldaco adjourned the meeting to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on August 14, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

**APPROVED AND ADOPTED THIS 14<sup>TH</sup> DAY OF AUGUST 2023.**

  
Elizabeth Skrzat, General Manager

ATTEST:

  
Dena Y. Lamarque, Board Clerk/Administrative Coordinator