



Those persons wishing to speak on any item included on the agenda should contact the Board Clerk/Administrative Coordinator via email at [dlamarque@cbwcd.org](mailto:dlamarque@cbwcd.org) or contact the District office at (909) 626-2711 at least two hours prior to the advertised starting time of the meeting. During the Public Communications Section, each person's name will be called.

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, August 14, 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 Teri Layton, Amanda Coker, Hanif Gulmahamad, and 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**

1. Metrics Presentation – Infiltration Report: Dave Schroeder, Facilities & Operations Manager
2. Metrics Presentations - LEAP Commercial & LEAP Residential: Scott Kleinrock, Conservation Programs Manager

## **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.*

3. **Minutes**
  - a. **July 10, 2023 – Regular Board Meeting.** Approve.
  - b. **July 31, 2023 – Finance Committee Meeting.** Approve.
  - c. **August 1, 2023 – Recharge Committee Meeting.** Approve.
4. **Financial Reports.**
  - a. **June 2023.** Approve.
5. **AB 1234**
  - a. **Director Travel, Training, and Meeting Report.** Approve.
  - b. **Compensation & Reimbursement Report.** Approve.
6. **Committee Reassignment.** Approve.
  - a. **2022-2024 CBWCD Committee Assignments & Representative Positions.** Receive and file.
7. **Revised FY 2023-2024 Classification and Compensation Chart.** Approve.

## **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**

### **8. Consideration of a Pilot Program to Update the Lobby to Better Suit Current Facility Needs**

Report by: Monica Curiel, Program Educator II and  
Scott Kleinrock, Conservation Programs Manager

RECOMMENDATION: Review, discuss, and provide direction to staff regarding a pilot program to update the lobby to better suit current facility needs.

### **9. Approve 75<sup>th</sup> Anniversary Proposal and CV Strategies Contract Amendment No. 4**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve 75<sup>th</sup> Anniversary Proposal and CV Strategies Contract Amendment No. 4.

### **10. Provide Direction to Staff Regarding the Construction of Enhanced Security Fencing at Brooks Basin**

Report by: Dave Schroeder, Facilities and Operations Manager

RECOMMENDATION: Review, discuss, and provide direction to staff regarding the construction of enhanced security fencing at Brooks Basin.

### **11. Update on CBWCD “Drought Piggy Bank” Concept**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and provide direction to staff regarding the “Drought Piggy Bank” concept to bring additional imported water resources to the Chino Groundwater Basin.

### **12. Vote for Candidate in Association of California Water Agency Elections**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and select candidates for the Association of California Water Agency Elections for the 2024-2025 term and direct the District’s elector to vote accordingly.

### **13. Approve Amendment No. 10 to IEUA Contract (#460002246-10) for the Landscape Evaluation and Audits Program**

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

RECOMMENDATION: Review, discuss, and approve Amendment No. 10 to the IEUA Contract (#460002246-10) for the Landscape Evaluation and Audits Program, updating rates charged by the District to better reflect current burdened staff costs.

**14. Approve a Letter of Support for Monte Vista Water District's (MVWD) Application for the US Bureau of Reclamation 2024 Water and Energy Efficiency Grant**

Report by: Elizabeth Skrzat, General Manager

RECOMMENDATION: Review, discuss, and approve a letter of support for Monte Vista Water District's application for the US Bureau of Reclamation's WaterSMART: Water and Energy Efficiency Grant for Fiscal Year 2024.

**INFORMATIONAL ITEMS**

**15. Quarterly Metrics Report**

**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**

Executive Director/Secretary Report

Board Attorney Report



**CLOSED SESSION**

**16. 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

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

Government Code Section 54956.9(d)(1)

Cari McCormick vs. California Public Employees' Retirement System

**ADJOURN**

The Board of Directors will adjourn to the next Regular Meeting of the Chino Basin Water Conservation District, to be held on **Monday, September 11, 2023 at 2:00 p.m.**

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, August 9, 2023.

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Dena Lamarque, Board Clerk/Administrative Coordinator



**REGULAR MEETING  
OF THE BOARD OF DIRECTORS**

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

**Monday, July 10, 2023**

**M I N U T E S**

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

**CALL TO ORDER AND FLAG SALUTE** – *Vice President Parker called the meeting to order at 2:01 p.m. and led the audience in the flag salute.*

**ROLL CALL**

Board Members Present: *Vice President Kati Parker  
Treasurer Gil Aldaco  
Director Amanda Coker  
Director Hanif Gulmahamad  
Director Ryan Sonnenberg*

Board Members Absent: *President Mark Ligtenberg  
Director Teri Layton*

General Counsel Present: *Leland McElhaney, Esq.*

Staff Present: *General Manager Elizabeth Skrzat  
Conservation Programs Manager Scott Kleinrock  
Facilities Maintenance Manager Dave Schroeder  
Administrative Services Manager Alicia Fernandez*

Guest: *Scott Nelsen, 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**

*Presentation of Certificate from the International Institute of Municipal Clerks of Certified Municipal Clerk to Alicia Fernandez. – Presented by Vice President Parker*

### **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.** *Approved.*
2. **Financial Reports.**
  - a. **May 2023.** *Approved.*
3. **AB 1234.**
  - a. **Director Travel, Training, and Meeting Report.** *Approved.*
  - b. **Compensation & Reimbursement Report.** *Approved.*
4. **Approve Director Attendance at the CSDA Annual Conference and the ACWA (Association of California Water Agencies) Fall Conference.** *Approved.*

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

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

**MOVED: Gulmahamad**

**SECONDED: Aldaco**

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

**AYES:** Parker, Aldaco, Coker, Gulmahamad, Sonnenberg

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Ligtenberg, Layton

## **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 Parker opened the Public Comment period. The Board Clerk stated there were no public communications received.*

## **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**

*General Manager Elizabeth Skrzat introduced Scott Kleinrock, Conservation Programs Manager, to present the staff report. Mr. Kleinrock explained the IEUA Programs and that all three amendments were presented at the same time for expediency. The Gardens in Every School Program was supposed to be closed, but two schools have thus far not met the requirements to finish installation and IEUA requested that the District continue the contract so that they can extend the deadline for the schools.*

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

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

**MOVED: Aldaco**

**SECONDED: Sonnenberg**

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

**AYES: Parker, Aldaco, Coker, Gulmahamad, Sonnenberg**

**NOES: None**

**ABSTAIN: None**

**ABSENT: Ligtenberg, Layton**

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

*Legal Counsel Lee McElhaney presented the staff report and stated that this item was previously discussed by the Board in closed session where input from staff and the Board was considered. Based on the input, modifications were recommended to increase the annual compensation and to extend the contract term to 2027.*

*Vice President Parker understood that the contract term had been extended to 2028.*

*The Board unanimously agreed that the term discussed in closed session was for an additional three years, extending the term of the agreement to 2028.*

*Director Sonnenberg made a motion to approve the General Manager's Contract as discussed by the Board and Counsel, to increase the annual compensation, and extend the contract to 2028, seconded by Treasurer Aldaco, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve Amendment No. 1, to Employment Agreement between the Chino Basin Water Conservation District (District) and Elizabeth Skrzat, General Manager.**

**MOVED: Sonnenberg**

**SECONDED: Aldaco**

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

**AYES:** Parker, Aldaco, Coker, Gulmahamad, Sonnenberg

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Ligtenberg, Layton

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

*General Manager Elizabeth Skrzat presented the staff report. Ms. Skrzat explained that Shivaji Deshmukh, IEUA General Manager, provided a "Solve the Water Crises Coalition" presentation at a previous Board meeting. As a result of the Board's expressed interest in participating, Ms. Skrzat further explained the online application form needed to become a supporter of the coalition.*

*Treasurer Aldaco made a motion to approve participation in the Solve the Water Crisis Coalition, and instruct staff as to how the District should participate, with the exception of financial support, seconded by Director Gulmahamad, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to Approve Participation in the Solve the Water Crisis Coalition without Supporting Financially.**

**MOVED: Aldaco**

**SECONDED: Gulmahamad**

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

AYES: Parker, Aldaco, Coker, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg, Layton

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

*General Manager Elizabeth Skrzat presented the staff report recommending approval of participating in the California CLASS Prime Fund Investment Program and amendments to Policy No. 18 and 19. Policy No. 18 would add 3 signatories and allow the Administrative Services Manager to access and download monthly balance sheets which are needed to prepare financial reports. Policy No. 19 would update the rule that the District should not invest more than \$100,000 in an institution that is less than three years old to include an exception that allows the District to establish an account and fund the investment as reviewed and approved by Counsel.*

*Scott Nelsen, Eide Bailey Representative, gave a brief summary of the California CLASS Prime Fund Investment Program and how the District will be maximizing their investment based on recommendations made by Kristi Even, Manager Government Advisory Services, Eide Bailly LLP, which will redistribute funds from CalTrust (15%) and LAIF (85%), to CLASS (50%) and LAIF (50%) to maximize the District's investments. As of May 2023, the CLASS annual percent yield is 4.83%, and LAIF is just over 2.0%.*

*Ms. Skrzat presented another option that emptied the CalTrust account into CLASS and moved a smaller amount out of LAIF.*

*Discussion ensued from the Board on the amount of funds that should be transferred based on the report and recommendations.*

*A motion was made by Treasurer Aldaco to approve participating in the California CLASS Prime Fund Investment Program, assign a dollar amount to zero out Cal Trust and \$2 million to invest, and amend Policy No 18 and Policy No 19 as recommended by staff; motion died for lack of a second.*

*A motion was made by Vice President Parker to approve participating in the California CLASS Prime Fund Investment Program, invest \$4 million from LAIF and all funds from CalTrust as recommended by Kristi Even, seconded by Treasurer Aldaco, and carried on the following vote:*

**Motion carried on 5-0-0-2 vote to approve participation in the California CLASS Prime Fund Investment Program and Amendments to Policy No. 18 and Policy 19.**

**MOVED: Parker**

**SECONDED: Aldaco**

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

AYES: Parker, Aldaco, Coker, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg, Layton

*Director Gulmahamad asked for quarterly investment reports to be given to the Board to monitor investment; consensus was received. General Manager Skrzat stated that she could report quarterly.*

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

*General Manager Elizabeth Skrzat presented a staff report and explained as the District transitioned from PayChex to Eide Bailey's MyGo the entire Employee Manual had to be uploaded in the system. As a result, staff realized that the overtime policy only specified overtime hours for employees who work alternative work weeks and did not directly address employees working traditional work weeks. The updated policy includes the traditional work week schedule and overtime pay, including part-time employees and interns. It is consistent with California state law.*

*General Manager Elizabeth Skrzat thanked Administrative Services Manager Alicia Fernandez for pointing out the issue and updating the policy.*

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

**Motion carried on 5-0-0-2 vote to approve Amendment to Policy No. 30-1.**

**MOVED: Sonnenberg**

**SECONDED: Coker**

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

AYES: Parker, Aldaco, Coker, Gulmahamad, Sonnenberg

NOES: None

ABSTAIN: None

ABSENT: Ligtenberg, Layton

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

*General Manager Elizabeth Skrzat presented the staff report. She stated that there are three candidates and received one letter of support from one of the candidates, the incumbent's application, supportive information, and a third candidate's application.*



*Vice President Parker recommended that the Board remain neutral and not cast a vote. Consensus was reached and no action was taken.*

### **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 act on any of the subject matters listed below.***

Vice President Parker – Attended meetings as itemized in Item 3 – AB 1234 of the Agenda. She added that IEUA is hosting the Women in Water Conference on July 27, 2023, and was asked to represent the District on the panel.

Treasurer Aldaco – Attended meetings as itemized in Item 3 – AB 1234 of the Agenda and in his written report.

Director Coker – Invited the Board to attend the Chino Fair Auction on Friday, at 6:00 p.m. at the Chino Fair Grounds.

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.

### **STAFF ORAL REPORTS**

General Manager/Secretary Report – Thanked the Board for approving her contract and appreciates the Board and Staff very much. Thanked Judy for ordering the name tags, and thanked Maia for purchasing the swag. Congresswoman Norma Torres had a round table and asked questions about what local water districts need. There might be federal money for security problems around water infrastructure.

Board Attorney Report – None.

### **CLOSED SESSION**

*Vice President Parker recessed the meeting to Closed Session at 2:59 p.m. to consider the following Closed Session items:*

#### **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.

*Vice President Parker reconvened the meeting at 3:33 p.m.*

*Board Attorney, Leland McElhaney, stated that there was no reportable action taken.*

*Vice President Parker reported on the 75<sup>th</sup> Anniversary Ad Hoc Committee meeting discussion and commended Staff on a great presentation of the various events. The Finance Committee will review the recommendations and will be brought back to the Board for approval.*

**ADJOURN**

Vice President Parker adjourned the meeting at 3:36 p.m. to the next Regular Board 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.

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

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

ATTEST:

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Alicia Fernandez, Administrative Services Manager

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**FINANCE COMMITTEE MEETING**

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

**Monday, July 31, 2023**

**M I N U T E S**

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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:

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Dena Y. Lamarque, Board Clerk/Administrative Coordinator

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**RECHARGE COMMITTEE MEETING**

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

**Monday, August 1, 2023**

**MINUTES**

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**CALL TO ORDER** – Committee Chair Aldaco called the meeting to order at 3:14 p.m.

**ROLL CALL**

Committee Members Present: Committee Chair Gil Aldaco, Directors Teri Layton, and Ryan Sonnenberg

Committee Members Absent: None.

Staff Present: General Manager Elizabeth Skrzat  
Dave Schroeder, Facilities Maintenance Manager  
Dena Lamarque, Board Clerk/Administrative Coordinator

Guests Present: Kristi Even, Manager, Eide Bailley

**PUBLIC COMMUNICATIONS**

***This is the time and place for the general public to address the Recharge Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Recharge 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 Recharge Committee.***

*Chair Aldaco opened the public comment period. No public comment requests were received.*

**DISCUSSION ITEMS**

- 1. 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.**

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, 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 staff report and the events that have recently transpired regarding the safety concerns at Brooks Basin. Ms. Skrzat introduced Kristi Even to answer any questions regarding the budget.*

*Ms. Even explained that the FY 23-24 budget allows for the reprioritization of projects and will not be affected significantly. In addition, reserves have a larger amount than was anticipated.*

*Mr. Schroeder presented PowerPoint presentation which included a description of the types of fences being considered.*

*Ms. Skrzat recommended that staff request RFQ for a designer and engineering team and that the permitting process begin in FY 23-24 to allow time for design, and construction can begin in FY 24-25.*

*A motion was made by Chair Aldaco to approve this item as recommended by staff. The motion was seconded by Director Layton and approved unanimously.*

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

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

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

*Ms. Skrzat presented the staff report and provided background information regarding budgeting for unexpected percolation maintenance and an update on staff changes at IEUA that are involved with the Ely Basin. Unfortunately, there was miscommunication between IEUA and the District. In early July and after the FY 23-24 budget was adopted, IEUA informed District staff that a restoration project had been scheduled for August 2023. Over time, silt and other debris settle into basin floors and slow percolation rates as is the case in Ely Basin. The District funds restoration of the Montclair Basins on its own but shares the cost with IEUA for Ely Basin 3 and Brooks Basin. Mr. Schroeder added that there is a SCADA System in the basins and a monitor*



*will be installed in his office to better monitor the basins. As part of the agreement, he and other staff members will receive training on the system.*

*A motion was made by Chair Aldaco to approve this item as recommended by staff. The motion was seconded by Director Layton and approved unanimously.*

### **ADJOURN**

Committee Chair Aldaco adjourned the meeting at 4:45 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on **Monday, August 14, at 2:00 p.m.**

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

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Elizabeth Skrzat, General Manager

ATTEST:

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Dena Y. Lamarque  
Board Clerk/Administrative Coordinator



**CHINO BASIN WATER CONSERVATION DISTRICT**  
**FINANCIAL REPORTS**  
**June 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 &amp; Expense Report

July 2022 through June 2023

	Jul '22 - Jun 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	17,495.70	19,100.00	91.6%
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>4,221,098.49</b>	<b>3,911,700.00</b>	<b>107.9%</b>
41000 · Interest Income	199,794.75	89,400.00	223.5%
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	73,981.61	31,200.00	237.1%
45110 · CalTRUST unrealized gain/loss	2,395.17		
<b>Total 45000 · Capital Gain/Loss</b>	<b>76,376.78</b>	<b>31,200.00</b>	<b>244.8%</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	6,312.00	17,000.00	37.1%
49200 · Cal Card Incentive	2,396.52	2,000.00	119.8%
49500 · Lease Revenue	12,000.00	12,000.00	100.0%
49900 · Misc Income	3,178.97		
49000 · Miscellaneous Income - Other	1.00		
<b>Total 49000 · Miscellaneous Income</b>	<b>23,888.49</b>	<b>31,000.00</b>	<b>77.1%</b>
<b>Total Income</b>	<b>5,143,392.36</b>	<b>4,688,650.00</b>	<b>109.7%</b>
<b>Gross Profit</b>	<b>5,143,392.36</b>	<b>4,688,650.00</b>	<b>109.7%</b>
<b>Expense</b>			
50000 · Payroll Expenses			
50100 · Wages			
50160 · Employee Longevity Bonus	200.00		
50110 · Directors Wages	43,575.00	43,300.00	100.6%
50120 · Salary Employee Wages	521,604.20	546,000.00	95.5%
50130 · Hourly Employee Wages	619,232.77	654,900.00	94.6%
50140 · Intern Wages	18,976.85	20,700.00	91.7%
<b>Total 50100 · Wages</b>	<b>1,203,588.82</b>	<b>1,264,900.00</b>	<b>95.2%</b>
50200 · Payroll taxes	93,979.02	103,300.00	91.0%
50300 · Employee Benefits			
50327 · CalPERS Retirement - ADPs	0.00	85,600.00	0.0%
50326 · CalPERS Pension Reserve Trust	0.00	73,200.00	0.0%
50310 · Med/Dentl/Vision/Life/Dis. Ins	241,208.64	247,150.00	97.6%
50311 · Employee Medical Premium	-5,364.55	-12,800.00	41.9%
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.	11,358.04	12,300.00	92.3%
50322 · Classic-Employer Contribution	15,022.38	16,000.00	93.9%
50325 · PEPPRA-Employer Contribution	68,770.97	73,600.00	93.4%
50328 · Unfunded PERS payment	48,887.00	48,900.00	100.0%
<b>Total 50300 · Employee Benefits</b>	<b>380,194.00</b>	<b>545,150.00</b>	<b>69.7%</b>
50400 · Payroll processing fees	9,030.23	9,600.00	94.1%
<b>Total 50000 · Payroll Expenses</b>	<b>1,686,792.07</b>	<b>1,922,950.00</b>	<b>87.7%</b>
51000 · Administration Expenses			
51100 · Accounting Fees	106,354.69	87,200.00	122.0%
51150 · Banking Fees	393.00	300.00	131.0%
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	1,938.83	1,500.00	129.3%
51250 · Medical & Life Insurance	15,809.95	19,600.00	80.7%
51260 · Mileage	2,968.51	2,500.00	118.7%
51270 · Miscellaneous	1,819.95	12,500.00	14.6%
51280 · Travel & Lodging	2,726.23	2,000.00	136.3%
<b>Total 51200 · Board of Director's Expenses</b>	<b>41,837.00</b>	<b>82,100.00</b>	<b>51.0%</b>
51300 · Consulting Fees	128,281.75	165,500.00	77.5%
51400 · Dues & Subscriptions	29,342.66	45,200.00	64.9%
51500 · Engineering Fees	382.50	10,000.00	3.8%

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

	Jul '22 - Jun 23	Budget	% of Budget
51600 · Legal Fees	31,432.00	50,000.00	62.9%
51700 · Office Expenses			
51785 · Agenda Management Software	0.00	0.00	0.0%
51710 · Office Equipment & Repairs	9,220.45	10,800.00	85.4%
51720 · Computer/Printer Supplies	1,324.96	2,200.00	60.2%
51730 · Maintenance/Janitorial	8,404.10	17,300.00	48.6%
51740 · Miscellaneous	491.79	1,000.00	49.2%
51750 · Postage	481.06	1,300.00	37.0%
51760 · Supplies	7,014.66	6,100.00	115.0%
51765 · Computer/IT Support	37,852.79	40,400.00	93.7%
51770 · Telecommunications	16,476.94	19,000.00	86.7%
51780 · Utilities	34,415.03	31,500.00	109.3%
51700 · Office Expenses - Other	32.67		
Total 51700 · Office Expenses	115,714.45	129,600.00	89.3%
51800 · Meeting Refreshments	2,757.80	3,000.00	91.9%
51900 · Staff Expenses			
51910 · Education	3,046.95	9,000.00	33.9%
51920 · Conference & Tour Fees	5,760.50	11,100.00	51.9%
51930 · Meals	2,211.68	2,600.00	85.1%
51940 · Mileage	2,945.45	3,650.00	80.7%
51950 · Miscellaneous	2,649.59	4,000.00	66.2%
51955 · Recruitment	2,923.54	3,000.00	97.5%
51960 · Travel & Lodging	6,349.10	10,850.00	58.5%
51970 · Uniform Expense	12,371.64	17,400.00	71.1%
Total 51900 · Staff Expenses	38,258.45	61,600.00	62.1%
51990 · Tax Collections Fees	7,106.77	8,000.00	88.8%
Total 51000 · Administration Expenses	501,861.07	642,500.00	78.1%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	0.00	10,000.00	0.0%
51999-2 · Furniture & Equipment	23,627.56	38,000.00	62.2%
Total 51999 · Non-Operating General Expenses	23,627.56	48,000.00	49.2%
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	6,340.76	10,000.00	63.4%
54180 · Repairs, Maint & Supplies	9,093.80	14,500.00	62.7%
54150 · Equipment & Vehicles - Other	113.30		
Total 54150 · Equipment & Vehicles	18,271.46	28,500.00	64.1%
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	7,012.34	12,200.00	57.5%
54350 · Landscape Maint & Supplies	18,727.62	40,300.00	46.5%
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	12,061.53	11,000.00	109.7%
54550 · Signage	2,744.60	7,000.00	39.2%
54600 · Small Tools & Supplies	10,142.33	11,000.00	92.2%
54650 · Structural Maintenance	48,676.39	43,300.00	112.4%
54750 · Trash Cleanup & Disposal	12,429.21	15,000.00	82.9%
54800 · Utilities	7,459.77	11,000.00	67.8%
54850 · Weed Abatement	7,312.44	20,200.00	36.2%
Total 54000 · Operation Expenses	183,969.51	349,800.00	52.6%
55000 · Permits & Fees	450.00	1,500.00	30.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	45,267.80	63,300.00	71.5%
56200 · Critter Expenses	3,749.43	3,000.00	125.0%
56300 · District Events			
56320 · Educational Grant	0.00	0.00	0.0%
56330 · Outreach Events	14,951.37	28,000.00	53.4%
56340 · Water Fair	10,083.75	10,000.00	100.8%
56350 · Poster Art Contest	11,342.66	12,000.00	94.5%
56360 · Youth Program Supplies	3,123.12	3,500.00	89.2%
56370 · School Tours	19,155.92	40,000.00	47.9%
56380 · Public Ed/Workshops	4,642.90	4,500.00	103.2%
56390 · Youth Education	31.14		
Total 56300 · District Events	63,330.86	98,000.00	64.6%
56400 · Community Events/Sponsorships	5,000.00	3,000.00	166.7%
56500 · Informational Materials	3,757.35	6,000.00	62.6%
56600 · Supplies - Give Aways	12,436.27	12,500.00	99.5%

11:20 AM

07/24/23

Accrual Basis

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

	Jul '22 - Jun 23	Budget	% of Budget
56700 · Web Design/Maintenance	45,358.02	60,000.00	75.6%
Total 56000 · Public Education/Relations	178,899.73	245,800.00	72.8%
57500 · Expense Reimbursables Clearing	-200.48		
58000 · Capital Expenses	1,255,469.14	1,495,100.00	84.0%
Total Expense	3,911,098.21	4,795,650.00	81.6%
Net Ordinary Income	1,232,294.15	-107,000.00	-1,151.7%
Net Income	1,232,294.15	-107,000.00	-1,151.7%

## Chino Basin Water Conservation District

## Balance Sheet

As of June 30, 2023

	Jun 30, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash Accounts	
10600 · Pension Trust	73,209.00
10100 · General Checking	137,746.05
10200 · Petty Cash	1,001.05
10300 · LAIF Investment	10,781,489.84
10310 · LAIF FMV	-128,946.56
10400 · CalTrust	2,397,184.20
<b>Total 10000 · Cash Accounts</b>	<b>13,261,683.58</b>
<b>Total Checking/Savings</b>	<b>13,261,683.58</b>
<b>Accounts Receivable</b>	
11000 · Accounts Receivable	2,250.48
<b>Total Accounts Receivable</b>	<b>2,250.48</b>
<b>Other Current Assets</b>	
11100 · Other Accounts Receivable	1,296.06
11200 · Interest Receivable	62,579.18
14000 · Prepaid Expenses	
14200 · Miscellaneous	48,202.74
<b>Total 14000 · Prepaid Expenses</b>	<b>48,202.74</b>
14600 · Deferred Outflows - DOR	
14601 · DOR - Pension Contributions	1,255,746.00
14602 · DOR - Pension Related	515,202.00
<b>Total 14600 · Deferred Outflows - DOR</b>	<b>1,770,948.00</b>
<b>Total Other Current Assets</b>	<b>1,883,025.98</b>
<b>Total Current Assets</b>	<b>15,146,960.04</b>
<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
<b>Total 15000 · Buildings &amp; Fixtures - Net Val</b>	<b>6,513,506.67</b>
16000 · Land Assets	
16000-1 · Land	1,486,121.26
16000-3 · Land - Confluence Project	4,500,000.00
<b>Total 16000 · Land Assets</b>	<b>5,986,121.26</b>
17000 · Office Furn. & Equip. - Net Val	
17100 · Office Furniture & Equipment	111,024.42
17200 · A/D - Office Furniture & Equipm	-65,663.96
<b>Total 17000 · Office Furn. &amp; Equip. - Net Val</b>	<b>45,360.46</b>
18000 · Vehicles & Implements - Net Val	
18100 · Vehicles and Implements	198,800.48
18200 · A/D - Vehicles & Implements	-109,644.43
<b>Total 18000 · Vehicles &amp; Implements - Net Val</b>	<b>89,156.05</b>
19000 · Garden & Hardscape - Net Val	
19100 · Garden & Hardscape	1,546,393.75
19200 · A/D - Garden & Hardscape	-1,112,776.07
<b>Total 19000 · Garden &amp; Hardscape - Net Val</b>	<b>433,617.68</b>

# Chino Basin Water Conservation District

## Balance Sheet

As of June 30, 2023

	Jun 30, 23
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>28,544,058.69</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	6,972.22
Total Accounts Payable	6,972.22
Credit Cards	
20600 · CalCard	
20647 · CalCard- A Quinones	30.00
20644 · CalCard - L Holguin	21.20
20643 · CalCard - D Lamarque	250.00
20642 · CalCard - D Schroeder	150.00
20610 · CalCard - J Taylor	312.39
20613 · CalCard - R Sotomayor	163.67
20630 · CalCard - M Dean	90.60
20631 · CalCard - W Mercado	29.41
20619 · CalCard - B Burgess	175.44
20620 · CalCard - S Kleinrock	2,047.71
20632 · CalCard - E Skrzat	2,929.96
Total 20600 · CalCard	6,200.38
Total Credit Cards	6,200.38
Other Current Liabilities	
21000 · Payroll Liabilities	
21290 · Employee CalPERS payable	1.57
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	97,861.85
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	101,547.71
Total Current Liabilities	114,720.31
Long Term Liabilities	
23500 · Lease Liabilities	
23510 · Lease Liability - Equipment(ST)	3,978.74
Total 23500 · Lease Liabilities	3,978.74
29000 · Deferred Inflows- DIR	



## Chino Basin Water Conservation District

## Balance Sheet

As of June 30, 2023

	Jun 30, 23
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	2,391,601.05
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	1,232,294.15
Total Equity	26,152,457.64
TOTAL LIABILITIES & EQUITY	28,544,058.69

# Chino Basin Water Conservation District Monthly General Checking Disbursements

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount
<b>10000 - Cash Accounts</b>					
<b>10100 - General Checking</b>					
General Journal	06/03/2023	du 6.16.23	Paychex	PPE 6/3/2023	-17,696.78
General Journal	06/03/2023	du 6.16.23	CalPERS (Payroll)	CalPERS - PPE 6/3/2023	-7,889.86
General Journal	06/03/2023	du 6.16.23	CalPERS (Payroll)	CalPERS - PPE 6/3/2023	-1,578.87
General Journal	06/03/2023	du 6.16.24	Paychex	Payroll 6/3/2023	-39,439.19
Check	06/05/2023	EFT		Service Charge	-30.00
General Journal	06/07/2023	bm 7.19.23	Paychex	Paychex Fee - EIB	-189.00
Bill Pmt -Check	06/09/2023	20816	ACWA JPIA	Med/Dental/Vision/Life Ins-July 2023	-23,129.42
Bill Pmt -Check	06/09/2023	20817	Animal Pest Management Services, Inc.	ground squirrel control at basins	-935.00
Bill Pmt -Check	06/09/2023	20818	Beneficial Ag Services		-108.00
Bill Pmt -Check	06/09/2023	20819	Central School District		-821.25
Bill Pmt -Check	06/09/2023	20820	Cintas Corporation #150		-183.02
Bill Pmt -Check	06/09/2023	20821	Computer Village		-1,530.77
Bill Pmt -Check	06/09/2023	20822	Cucamonga School District		-5,556.85
Bill Pmt -Check	06/09/2023	20823	Frontier	909-293-7578-071118-5	-450.58
Bill Pmt -Check	06/09/2023	20824	KBDA	1st pmt-brand identities & comms templates	-15,000.00
Bill Pmt -Check	06/09/2023	20825	R&L Feed	duck food	-15.00
Bill Pmt -Check	06/09/2023	20826	Standard Insurance Company, Inc.	STD & LTD from May payroll	-715.54
Bill Pmt -Check	06/09/2023	20827	Vanguard Cleaning Systems	janitorial svcs-June	-495.00
Bill Pmt -Check	06/09/2023	20828	Burtec Waste Industries, Inc.	trash & green waste service for June	-395.36
Bill Pmt -Check	06/09/2023	20829	Cintas Corporation #150	uniform service	-91.51
Bill Pmt -Check	06/09/2023	20830	Monte Vista Water District		-419.20
Bill Pmt -Check	06/12/2023	20831	Climatec LLC	Qtrly A/C Maintenance 4/1-6/30	-1,815.00
General Journal	06/16/2023	bc 7.19.23	Paychex	Paychex Fee - Hrs	-50.00
General Journal	06/17/2023	cm 6.20.23	CalPERS (Payroll)	CalPERS - PPE 6/17/2023	-7,213.45
General Journal	06/17/2023	cm 6.20.23	CalPERS (Payroll)	CalPERS - PPE 6/17/2023	-1,578.87
General Journal	06/17/2023	cm 6.20.23	Paychex	PPE 6/17/2023	-16,389.10
General Journal	06/17/2023	cm 6.20.23	Paychex	Payroll 6/17/2023	-41,175.38
Bill Pmt -Check	06/19/2023	20832	Alta Loma School District	4/13 Field Trip: bus reimbursement	-200.00
Bill Pmt -Check	06/19/2023	20833	Brunick, McElhaney & Kennedy	Legal services-May	-2,400.00
Bill Pmt -Check	06/19/2023	20834	Chino Valley USD		-353.54
Bill Pmt -Check	06/19/2023	20835	Cintas Corporation #150	uniform service	-91.51
Bill Pmt -Check	06/19/2023	20836	Climatec LLC	repairs to A/C units	-1,290.00
Bill Pmt -Check	06/19/2023	20837	Department of Justice	pre-employment background-2 interns	-64.00
Bill Pmt -Check	06/19/2023	20838	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	06/19/2023	20839	Maria Lima		-12,250.00
Bill Pmt -Check	06/19/2023	20840	San Diego Human Resources Consulting, Inc	Diversity + Mngr. Training	-1,843.75
Bill Pmt -Check	06/19/2023	20841	SCE (Utility Payments Only)	electric use all campus	-2,204.78
Bill Pmt -Check	06/19/2023	20842	Smith Pipe & Supply Inc.	irrig supplies for park tree project	-53.44
Bill Pmt -Check	06/19/2023	20843	Swedlows Distributors, Inc.		-4,531.90
Bill Pmt -Check	06/19/2023	20844	The City of Monclair	sewer service 4/1-5/31	-97.56
Bill Pmt -Check	06/19/2023	20845	Upland Unified School District	Field trip bus reimburse-Sycamore ES on 3/7	-92.33
Bill Pmt -Check	06/19/2023	20846	Cal Card (US Bank)		-13,843.28
Bill Pmt -Check	06/19/2023	20847	City of Ontario		-151.33
General Journal	06/20/2023	bc 7.19.23	Paychex	Paychex Fee - OAB	-172.55
Check	06/21/2023	EFT		Service Charge	-30.00
General Journal	06/21/2023	bm 7.19.23	Paychex	Paychex Fee - EIB	-214.55
Bill Pmt -Check	06/30/2023	20848	Adrian D. DeBie	embroidery & patches for staff uniforms	-215.00
Bill Pmt -Check	06/30/2023	20849	Bee Removers	bee colony removal from water meter	-130.00
Bill Pmt -Check	06/30/2023	20850	Beneficial Ag Services	green waste from garden	-56.00
Bill Pmt -Check	06/30/2023	20851	Chino Valley USD		-994.00
Bill Pmt -Check	06/30/2023	20852	Cintas Corporation #150		-183.02
Bill Pmt -Check	06/30/2023	20853	Computer Village		-2,714.00
Bill Pmt -Check	06/30/2023	20854	Crime Scene Steri-Clean, LLC	homeless encampment clean-up @ MC 2	-2,966.92
Bill Pmt -Check	06/30/2023	20855	DJL Audio Video Specialists, Inc.		-3,521.07
Bill Pmt -Check	06/30/2023	20856	Elde Bailly LLP	215752	-12,589.27
Bill Pmt -Check	06/30/2023	20857	Frontier	909-293-7578-071118-5	-465.23
Bill Pmt -Check	06/30/2023	20858	Geosyntec Consultants, Inc.		-4,300.04
Bill Pmt -Check	06/30/2023	20859	KBDA	1st pmt-visibility signage for garden	-10,500.00
Bill Pmt -Check	06/30/2023	20860	Kenneth Michael Davis	tortoise & goat feed	-302.46
Bill Pmt -Check	06/30/2023	20861	La Verne Power Equipment, Inc.	hard hat	-73.86
Bill Pmt -Check	06/30/2023	20862	Maria Lima	website overhaul proj.-final invoice	-1,000.00
Bill Pmt -Check	06/30/2023	20863	Pocial LLC	digital advertising campaign	-18,000.00
Bill Pmt -Check	06/30/2023	20864	Saoirse LLC	IE Special Insert	-4,650.00
Bill Pmt -Check	06/30/2023	20865	Standard Insurance Company, Inc.	STD & LTD based on June payroll	-766.96
Bill Pmt -Check	06/30/2023	20866	Theodore Payne Foundation	MOU-cost for running CNPLC course	-3,000.00
Bill Pmt -Check	06/30/2023	20867	TPX Communications	phone & internet svcs 6/16-7/15	-806.37
Bill Pmt -Check	06/30/2023	20868	Verizon Wireless	wireless push to talk svcs 6/10-7/9	-140.20
Bill Pmt -Check	06/30/2023	20869	Cal Card (US Bank)		-19,154.72
Bill Pmt -Check	06/30/2023	20870	Animal Pest Management Services, Inc.	ground squirrel control @ basins-June	-935.00
Bill Pmt -Check	06/30/2023	20871	CV Strategies	Consulting services	-19,745.00
Total 10100 - General Checking					-332,673.37
Total 10000 - Cash Accounts					-332,673.37
<b>TOTAL</b>					<b>-332,673.37</b>

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

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.01
10200 · Petty Cash						1,001.01
Deposit	06/30/2023			Interest	0.04	1,001.05
Total 10200 · Petty Cash					0.04	1,001.05
Total 10000 · Cash Accounts					0.04	1,001.05
<b>TOTAL</b>					<b>0.04</b>	<b>1,001.05</b>

# Chino Basin Water Conservation District CalCard Monthly Detail

As of June 30, 2023

Type	Date	Name	Memo	Amount	Balance
<b>20600 · CalCard</b>					8,418.22
<b>20647 · CalCard- A Quinones</b>					44.67
Credit Card Charge	06/02/2023	Theodore Payne Foundation	Wildflower poster for ED bldg	20.38	65.05
Credit Card Charge	06/02/2023	Amazon-Cal Card	various posters for ED classroom	176.28	241.33
Credit Card Charge	06/02/2023	Supplies - Misc	book shelf for ED bldg	151.84	393.17
Credit Card Charge	06/02/2023	Supplies - Misc	(AQ) staff shirt/uniform	17.88	411.05
Credit Card Charge	06/05/2023	Supplies - Misc	pollinator poster for classroom	30.00	441.05
Credit Card Charge	06/05/2023	Supplies - Misc	Butcher paper for ED bldg	325.71	766.76
Credit Card Charge	06/05/2023	Supplies - Misc	Native Bee poster for ED classroom	17.92	784.68
Credit Card Charge	06/05/2023	Supplies - Misc	Plant Anatomy Poster	38.65	823.33
Credit Card Charge	06/12/2023	CAPIO	workshop webinar (AQ)	45.00	868.33
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-868.33	0.00
Credit Card Charge	06/28/2023	CAPIO	(MD) webinar for Instagram Reels	30.00	30.00
Total 20647 · CalCard- A Quinones				-14.67	30.00
<b>20645 · CalCard- J Jones</b>					0.00
Credit Card Charge	06/02/2023	Fuel - Misc	Fuel for Ford	55.28	55.28
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-55.28	0.00
Total 20645 · CalCard- J Jones				0.00	0.00
<b>20644 · CalCard - L Holguin</b>					190.83
Credit Card Charge	06/12/2023	AutoZone-Cal Card	battery connector for golf cart	10.13	200.96
Credit Card Charge	06/21/2023	Lowe's-Cal Card	brushes for goat area, charger for Chevy	34.42	235.38
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-235.38	0.00
Credit Card Charge	06/26/2023	Stater Bros - CalCard	tortoise food	21.20	21.20
Total 20644 · CalCard - L Holguin				-169.63	21.20
<b>20643 · CalCard - D Lamarque</b>					0.00
Credit Card Charge	06/09/2023	Services - Misc	Accidental charge by DL	13.00	13.00
Credit Card Charge	06/09/2023	Services - Misc	Accidental charge by DL	12.00	25.00
Credit Card Charge	06/20/2023	Southern California Water Coal...	Dir. Gil Aldaco-Quarterly Luncheon	100.00	125.00
Credit Card Charge	06/22/2023	City Clerk's Association of Califo...	(DL) Membership renewal	250.00	375.00
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-125.00	250.00
Total 20643 · CalCard - D Lamarque				250.00	250.00
<b>20642 · CalCard - D Schroeder</b>					34.05
Credit Card Charge	06/06/2023	Supplies - Misc	Drone	1,262.22	1,296.27
Credit Card Charge	06/09/2023	Home Depot - CalCard	grinding tools for drill motor	13.99	1,310.26
Credit Card Charge	06/14/2023	Restaurant-Cal Card	(DS) breakfast with security rep	34.45	1,344.71
Credit Card Charge	06/22/2023	Education - Misc	(DS) Arborist seminar-CEU's	150.00	1,494.71
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-1,344.71	150.00
Total 20642 · CalCard - D Schroeder				115.95	150.00
<b>20610 · CalCard - J Taylor</b>					476.28
Credit Card Charge	06/02/2023	Amazon-Cal Card	plates & napkins for EAT summer BBQ	39.22	515.50
Credit Card Credit	06/02/2023	Supplies - Misc	refund JT shirt order less shipping	-55.72	459.78
Credit Card Charge	06/02/2023	Supplies - Misc	(JT) replacement shirt order	64.67	524.45
Credit Card Charge	06/07/2023	Stater Bros - CalCard	postage stamps, dessert for EAT summer BBQ	63.38	587.83
Credit Card Charge	06/07/2023	Smart & Final-Cal Card	Dessert for EAT summer BBQ	37.97	625.80
Credit Card Charge	06/09/2023	Amazon-Cal Card	hi-liters,thumb drives,hand towels,lead refills	78.01	703.81
Credit Card Charge	06/11/2023	Stater Bros - CalCard	birthday cookies for Dir. Layton	4.99	708.80
Credit Card Charge	06/11/2023	Dolce Group Incorporation	Birthday cake for Dir. Aldaco	44.00	752.80
Credit Card Charge	06/15/2023	Amazon-Cal Card	(DL) speakers,surge protectr,lumbar pillow	69.72	822.52
Credit Card Charge	06/21/2023	Amazon-Cal Card	sm. safe (ES),coffee,creamers,sign here flags	178.49	1,001.01
Credit Card Charge	06/22/2023	MOO Inc	business cards for RS & DM	133.90	1,134.91
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-822.52	312.39
Total 20610 · CalCard - J Taylor				-163.89	312.39
<b>20613 · CalCard - R Sotomayor</b>					202.34
Credit Card Charge	06/06/2023	Amazon-Cal Card	tortoise pellets & vitamins	105.44	307.78
Credit Card Charge	06/08/2023	Stater Bros - CalCard	beverages & ice for EAT summer BBQ	89.92	397.70
Credit Card Charge	06/12/2023	Lowe's-Cal Card	trash can-park,cinder blocks for tortoise enclosure	119.28	516.98
Credit Card Charge	06/13/2023	Amazon-Cal Card	air purifier for AF's office	107.91	624.89
Credit Card Charge	06/16/2023	Big Tex Trailer World Inc.	dump trailer accessories	344.79	969.68
Credit Card Charge	06/21/2023	Costco-Cal Card	fuel for newer Chevy	113.16	1,082.84
Credit Card Charge	06/22/2023	Lowe's-Cal Card	wooden stakes, concrete filler	64.50	1,147.34
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-1,082.84	64.50
Credit Card Charge	06/24/2023	Fuel - Misc	diesel for 5G containers	45.38	109.88
Credit Card Credit	06/27/2023	Lowe's-Cal Card	pallet refund from cinderblock purchase	-26.94	82.94
Credit Card Charge	06/29/2023	Lowe's-Cal Card	surge & cord protector-DL office	34.23	117.17
Credit Card Charge	06/29/2023	Fuel - Misc	Diesel fuel for 5G containers	46.50	163.67
Total 20613 · CalCard - R Sotomayor				-38.67	163.67
<b>20609 · CalCard - J Salcido</b>					76.52
Credit Card Charge	06/01/2023	Red Wing Business Advantage	(JS) uniform beanie	21.54	98.06
Credit Card Charge	06/02/2023	Stater Bros - CalCard	tortoise food	29.62	127.68
Credit Card Charge	06/07/2023	Stater Bros - CalCard	tortoise food	38.65	166.33
Credit Card Charge	06/13/2023	Stater Bros - CalCard	tortoise food	36.66	202.99
Credit Card Charge	06/19/2023	Stater Bros - CalCard	tortoise food	47.79	250.78
Credit Card Charge	06/21/2023	Lowe's-Cal Card	scrub brushes for tortoises	5.90	256.68
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-256.68	0.00
Total 20609 · CalCard - J Salcido				-76.52	0.00
<b>20626 · CalCard - M Curiel</b>					92.07
Credit Card Charge	06/02/2023	Costco-Cal Card	refreshments-Water 101 Commty field trip	87.32	179.39

# Chino Basin Water Conservation District CalCard Monthly Detail

As of June 30, 2023

Type	Date	Name	Memo	Amount	Balance
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-179.39	0.00
Total 20626 · CalCard - M Curiel				-92.07	0.00
20634 · CalCard - D Moreno					89.29
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-89.29	0.00
Total 20634 · CalCard - D Moreno				-89.29	0.00
20630 · CalCard - M Dean					1,472.23
Credit Card Charge	06/01/2023	Emma	newsletter software	141.24	1,613.47
Credit Card Charge	06/01/2023	Supplies - Misc	drum for ED courtyard	476.88	2,090.35
Credit Card Charge	06/02/2023	Supplies - Misc	Dog Days event giveaways	344.01	2,434.36
Credit Card Charge	06/04/2023	Supplies - Misc	staff uniform	24.71	2,459.07
Credit Card Charge	06/05/2023	Costco-Cal Card	staff uniform	15.25	2,474.32
Credit Card Charge	06/06/2023	Supplies - Misc	wall calendar for Community Prog	38.16	2,512.48
Credit Card Charge	06/08/2023	Google	Cloud Storage	1.99	2,514.47
Credit Card Charge	06/11/2023	Services - Misc	social media mngmt software	79.00	2,593.47
Credit Card Charge	06/16/2023	4imprint, Inc.	uniform order	1,386.68	3,980.15
Credit Card Charge	06/19/2023	Services - Misc	newsletter software	76.00	4,056.15
Credit Card Charge	06/22/2023	Survey Monkey	survey software	53.00	4,109.15
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-4,056.15	53.00
Credit Card Charge	06/27/2023	Drop Box	cloud storage	11.99	64.99
Credit Card Charge	06/28/2023	Wishpond	paused plan for poster contest	9.00	73.99
Credit Card Charge	06/30/2023	Zoom	One Pro monthly	16.61	90.60
Total 20630 · CalCard - M Dean				-1,381.63	90.60
20631 · CalCard - W Mercado					95.54
Credit Card Charge	06/05/2023	Amazon-Cal Card	spray bottle for "capture the rain"	10.83	106.37
Credit Card Charge	06/12/2023	Supplies - Misc	streamers for Ed bldg watercycle wall art	1.36	107.73
Credit Card Charge	06/15/2023	Amazon-Cal Card	sprayers for "capture that rain"	54.15	161.88
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-161.88	0.00
Credit Card Charge	06/26/2023	Amazon-Cal Card	field ops bell-Comm Prog dept	13.07	13.07
Credit Card Charge	06/26/2023	Amazon-Cal Card	earpiece for walkie talkies	16.34	29.41
Total 20631 · CalCard - W Mercado				-66.13	29.41
20619 · CalCard - B Burgess					111.53
Credit Card Charge	06/01/2023	Parking Fees	(BB) parking @ Peer to Peer Confer.	10.00	121.53
Credit Card Charge	06/14/2023	Zoom	virtual workshop platform	162.06	283.59
Credit Card Charge	06/14/2023	Amazon-Cal Card	hand watering supplies	144.17	427.76
Credit Card Charge	06/14/2023	Amazon-Cal Card	hand pruner for JJ	72.65	500.41
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-500.41	0.00
Credit Card Charge	06/24/2023	Amazon-Cal Card	outdoor brochure holders	101.34	101.34
Credit Card Charge	06/24/2023	Amazon-Cal Card	case & sleeve for Sk laptop	74.10	175.44
Total 20619 · CalCard - B Burgess				63.91	175.44
20620 · CalCard - S Kleinrock					3,678.23
Credit Card Charge	06/01/2023	SendGrid	contact list storage 5/1-5/31	19.95	3,698.18
Credit Card Charge	06/10/2023	Amazon-Cal Card	pruner sharpeners	37.64	3,735.82
Credit Card Charge	06/10/2023	Amazon-Cal Card	tools for volunteer program	182.61	3,918.43
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-3,918.43	0.00
Credit Card Charge	06/24/2023	Amazon-Cal Card	walkie talkies for garden/reception staff	756.30	756.30
Credit Card Charge	06/24/2023	Amazon-Cal Card	crates for water features	85.00	841.30
Credit Card Charge	06/24/2023	Amazon-Cal Card	materials for garden water features	281.07	1,122.37
Credit Card Charge	06/24/2023	Amazon-Cal Card	supplies for hand watering	119.82	1,242.19
Credit Card Charge	06/24/2023	Amazon-Cal Card	watering attachment for nursery	46.66	1,288.85
Credit Card Charge	06/24/2023	Supplies - Misc	watering supplies for garden/shade house	101.24	1,390.09
Credit Card Charge	06/24/2023	Services - Misc	Certified Wildlife Habitat Regist.	52.18	1,442.27
Credit Card Charge	06/24/2023	Supplies - Misc	garden signs-Leaves, Letrero, Pollinator	189.00	1,631.27
Credit Card Charge	06/30/2023	Home Depot - CalCard	supplies-water & habitat features-garden	344.63	1,975.90
Credit Card Charge	06/30/2023	Supplies - Misc	saucer for garden bird bath	21.55	1,997.45
Credit Card Charge	06/30/2023	Supplies - Misc	pans for garden water feature	17.42	2,014.87
Credit Card Charge	06/30/2023	Armstrong Garden Center	dish for garden water feature	32.84	2,047.71
Total 20620 · CalCard - S Kleinrock				-1,630.52	2,047.71
20632 · CalCard - E Skrzat					1,854.64
Credit Card Charge	06/05/2023	Restaurant-Cal Card	Basin Tour lunch on June 1st	1,025.49	2,880.13
Credit Card Charge	06/05/2023	Building Industry Association of ...	Bronze Sponsor	2,500.00	5,380.13
Credit Card Charge	06/07/2023	Drop Box	DB Plus 6/7/23-6/7/24 annual subscription	119.88	5,500.01
Credit Card Charge	06/08/2023	Restaurant-Cal Card	annual employee EAT summer BBQ	687.00	6,187.01
Credit Card Charge	06/13/2023	Restaurant-Cal Card	(ES) lunch briefing with Dir. Layton	32.00	6,219.01
Credit Card Charge	06/14/2023	Restaurant-Cal Card	staff lunch during DEI training	615.38	6,834.39
Credit Card Charge	06/14/2023	Los Angeles News Group	(ES) monthly digital subscription	16.00	6,850.39
Credit Card Charge	06/15/2023	Restaurant-Cal Card	(ES) coffee w/AGM of CVWD	6.27	6,856.66
Credit Card Charge	06/18/2023	Services - Misc	(ES) hotel room chg to be reversed next stmt	1,009.83	7,866.49
Credit Card Charge	06/19/2023	Restaurant-Cal Card	lunch w/Dir. Parker + 2 from CVWD	91.94	7,958.43
Bill	06/22/2023	Cal Card (US Bank)	Statement Ending 6/22/2023	-5,458.43	2,500.00
Credit Card Charge	06/23/2023	Zoom	OnePro Monthly	16.61	2,516.61
Credit Card Charge	06/23/2023	Adobe	Creative Cloud & Acrobat Pro	374.92	2,891.53
Credit Card Charge	06/28/2023	Restaurant-Cal Card	(ES) lunch w/Justin-MVWD	38.43	2,929.96
Total 20632 · CalCard - E Skrzat				1,075.32	2,929.96
Total 20600 · CalCard				-2,217.84	6,200.38
TOTAL				-2,217.84	6,200.38

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

	PPE 6/3/2023
Total Checks & Direct Deposits	\$ 39,439.19
Total Taxes Paid	\$ 17,696.78
Payroll Fees	\$ 189.00
<b>Total Payroll</b>	<b>\$ 57,324.97</b>
<i>*Check date 5/10/2023</i>	

	PPE 6/17/2023
Total Checks & Direct Deposits	\$ 41,175.38
Total Taxes Paid	\$ 16,389.10
Payroll Fees	\$ 214.55
<b>Total Payroll</b>	<b>\$ 57,779.03</b>
<i>*Check date 5/24/2023</i>	

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

Pay Period Beg.	Pay Period End	Gross Wages	Notes
6/19/2022	7/2/2022	\$ 40,853.11	
7/3/2022	7/16/2022	\$ 45,459.41	
7/17/2022	7/30/2022	\$ 40,152.49	
7/31/2022	8/13/2022	\$ 41,389.53	
8/14/2022	8/27/2022	\$ 42,350.96	
8/28/2022	9/10/2022	\$ 47,154.69	
	9/10/2022	\$ 866.76	<i>ES Retro Pay</i>
9/11/2022	9/24/2022	\$ 43,519.06	
9/25/2022	10/8/2022	\$ 42,559.94	
	10/5/2022	\$ 3,552.20	<i>Toyasha's Final Check</i>
10/9/2022	10/22/2022	\$ 41,542.35	
10/23/2022	11/5/2022	\$ 41,584.44	
11/6/2022	11/19/2022	\$ 44,645.23	
11/20/2022	12/3/2022	\$ 42,607.17	
12/4/2022	12/17/2022	\$ 46,525.79	
12/18/2022	12/31/2022	\$ 42,947.93	
1/1/2023	1/14/2023	\$ 46,723.80	
1/15/2023	1/28/2023	\$ 44,361.23	
1/29/2023	2/11/2023	\$ 42,277.66	
2/12/2023	2/25/2023	\$ 48,787.70	
2/26/2023	3/11/2023	\$ 45,431.15	
3/12/2023	3/25/2023	\$ 50,119.56	
3/26/2023	4/8/2023	\$ 44,976.00	
4/9/2023	4/22/2023	\$ 51,197.60	
4/23/2023	5/6/2023	\$ 49,639.44	
5/7/2023	5/20/2023	\$ 53,581.97	
5/21/2023	6/3/2023	\$ 57,418.03	
6/4/2023	6/17/2023	\$ 57,614.94	
<b>Total Payroll</b>		<b>\$ 1,199,840.14</b>	



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

[illegible]



Chino Basin Water Conservation District

Director and Staff Expense Reimbursements

Payroll Date 06/17/23

Check Date 6/21/2023

NOTE: Health Reimbursement for part-timers ONCE a month

Emp #	Name	Board of Director Expenses				Staff Expenses				Youth Program Supplies
		Medical Insurance 51250	Mileage 51260	Director Conference & Tours 51210	Director Travel & Lodging 51280	Life/Medical Insurance 50310	Employee Mileage 51040	Computer Supplies 51720	Repairs, Maintenance, and Supplies 54380	
		explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation
111	Guilamhamad, Hanif	monthly reimb. \$ 164.90	reimb at .655 per mile \$ 62.88	\$ -	\$ -					
113	Ligtenberg, Mark	monthly reimb. \$ 164.90	reimb at .655 per mile \$ 14.67	\$ -	\$ -					
114	Aldaso, Gilbert	monthly reimb. \$ 164.90	reimb at .655 per mile \$ 30.92	\$ -	\$ -					
115	Sonnenberg, Ryan	N/A at this time	reimb at .655 per mile \$ 4.72	\$ -	\$ -					
116	Parker, Katherine	monthly reimb. \$ 277.52	reimb at .655 per mile \$ 42.84	\$ -	\$ -					
117	Layton, Theresa	N/A at this time	reimb at .655 per mile \$ 5.63	\$ -	\$ -					
118	Coker, Amanda	N/A at this time	reimb at .655 per mile \$ -	\$ -	\$ -					
240	Burgess, Brandon						reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
249	Curiel, Monica					Medical Reimbursement ONCE a month, per mile, Max \$350 Max	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
276	Fernandez, Alicia						reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
260	Jimenez, George						reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
267	Jones, Jacob						reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
266	Lamarque, Dena					Medical Reimbursement ONCE a month, per mile, Max \$350 Max	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
275	Ledema, Nykolaius						reimb at .655 per mile \$ -	\$ -	\$ -	\$ -
256	Mercado, William					Medical Reimbursement ONCE a month, per mile, Max \$350 Max	reimb at .655 per mile \$ 15.46	\$ -	\$ -	\$ -
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 \$ 26.99	\$ -	\$ -	\$ -
254	Bojlad-Deen, Mala						reimb at .655 per mile \$ -	\$ -	\$ -	\$ 11.01 Dish Draining Rack for Ed Bldg
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:		\$ 772.22	\$ 164.65	\$ -	\$ -	\$ -	\$ 42.44	\$ -	\$ -	\$ 11.01







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

---

**MEETING DATE:** August 14, 2023 **AGENDA ITEM:** CC 5a

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

**SUBJECT:** AB 1234 – Director Travel, Training, and Meeting Report

---

**RECOMMENDATION**

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

**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 July 2023.

DATE	EVENT	BOARD MEMBER
7/05/23	75 <sup>th</sup> Anniversary Ad Hoc Committee Meeting	Vice President Parker Director Layton Director Coker

DATE	EVENT	BOARD MEMBER
7/10/23	CBWCD Regular Board Meeting	Vice President Parker Treasurer Aldaco Directors Coker, Gulmahamad, and Sonnenberg
7/31/23	Finance Committee Meeting	President Mark Ligtenberg Treasurer Aldaco Director Gulmahamad

**FISCAL IMPACT**

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

**ATTACHMENT(S):**

None.



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

**MEETING DATE:** August 14, 2023

**AGENDA ITEM:** CC 5b

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

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

**RECOMMENDATION**

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

DATE	EVENT	BOARD MEMBER
7/8/23	Assemblymember Freddie Rodriguez Open House	Treasurer Aldaco Director Gulmahamad
7/15/23	ASBCSD Membership Meeting	Vice President Parker
7/25/23	CSDA Drought Strategy Webinar	Treasurer Aldaco
7/27/23	Women in Water – The Juggle is Real	Vice President Parker
7/28/23	SCWC Quarterly Luncheon	Treasurer Aldaco
7/31/23	Meeting with IEUA General Manager Shivaji Deshmukh & Michael Camacho	Vice President Parker

## **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.

## **FISCAL IMPACT**

None.

## **ATTACHMENT(S):**

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

## Director Aldaco Virtual Meetings/Events July 2023

1. Ethics Training – July 1<sup>st</sup> (Online): Biennial requirement for Board-members.
2. Assemblyman Freddie Rodriguez Summer Open House – July 8<sup>th</sup> (11:00 a.m.): I attended the Assemblymember’s annual open house event held at Aguiar Square in Chino. The event featured Presentations of Honorees (e.g., Veteran of the Year; Woman of the Year; Small Business of the Year Nonprofit of the Year & Scholarship awards), and Legislative & Budget Updates.
3. CBWCD Board Meeting – July 10<sup>th</sup> (2:00 p.m.): Review, Discuss, Approve or Continue Board Agenda Items.
4. CSDA Drought Strategy Webinar – July 25<sup>th</sup> (11:00 a.m.): “Preparing for Drought in a Non-Drought Year” was the theme of the Webinar and discussions.
  - The Session goals were as follows: 1. Share the Commission’s deliberation process and introduce preliminary drought strategies; 2. Collect feedback from diverse participants on the strategies; 3. Identify areas of regional interest/concern and any additional considerations; 4. Hear how strategies could impact or benefit interested parties; and 5. Create opportunities for Commissioners to hear directly from interested parties.
  - The following “Drought Strategies” were developed for participant discussions: 1. Increase Capacity & Information Needed to Manage Drought; 2. Scale Up Groundwater Recharge; 3. Conduct Watershed-level Planning to Reduce Ecosystem Impacts of Drought; and, 4. Better Position Communities to Respond to Drought Emergencies. Each Strategy was discussed and “Key Actions” were developed to protect species and communities from the impacts of drought, as well as individual and collective commitments toward sustainable water use.
5. SCWC Quarterly Luncheon – July 28<sup>th</sup> (12:00 – 2:00): Held at The Crossings – Carlsbad, CA. The theme of the luncheon panel-discussion was “Watershed Moments – Insight into Colorado River Water Management.” The panel was comprised of Dan Denham (moderator); Robert Cheng (Coachella Water District); Tina Shields (Imperial Irrigation District); and Bill Hasencamp (MWD). The panel spoke on the status of the Colorado River, development of 7-State Colorado River Plan, Salton Sea issues, impacts to Agricultural economy, and current and looming reduction of Colorado River supplies.
6. CBWCD Finance Committee Meeting – July 31<sup>st</sup> (2:00 p.m.): Committee-members, Gil Aldaco; Mark Ligtenberg; and, Hanif Gulmahamad met to review, discuss, and provide direction to Staff on three Discussion Items: 1. Changes to the FY 23-24 Budget Year Capital Plan to prioritize the construction of an ornamental iron fence for the Brooks Basin; 2. Changes to the FY 23-24 Budget and Five-Year Capital Plan regarding the Ely Basin Restoration Project; and, 3. Potential Programs and Budget Option for the 75<sup>th</sup> Anniversary Year for the Chino Basin Water Conservation District.

*The July 27<sup>th</sup> Southern California Water Coalition Stormwater Taskforce meeting was cancelled. The next stormwater taskforce meeting will be held on August 24<sup>th</sup>.*

*The July 24<sup>th</sup> Southern California Water Coalition Recycled Water Taskforce meeting was cancelled. The next recycled water taskforce meeting will be held on August 28<sup>th</sup>.*







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

---

**MEETING DATE:** August 14, 2023

**AGENDA ITEM:** CC 6

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** 2022-2024 CBWCD Committee Assignments & Representative Positions

---

**RECOMMENDATION**

Receive and file President Ligtenberg's updates Committee Assignments & Representative Positions for 2022-2024.

**BACKGROUND**

Director Sonnenberg offered his seat on the Recharge Committee to Director Coker, given her extensive experience in matters relating to the Chino Groundwater Basin. The General Manager presented to change to President Ligtenberg, who approved of the change in assignments.

**ISSUES/ANALYSIS**

Committee assignments are allocated at the discretion of the President of the Board. Therefore, Board approval is unnecessary. The change in assignments will become effective as soon as the item is received and filed by the Board of Directors.

**FISCAL IMPACT**

None.

**ATTACHMENT(S):**

1. 2022-2024 CBWCD Committee Assignments & Representative Positions – Updated August 14, 2023



## 2022-2024 CBWCD Committee Assignments & Representative Positions

Officers elected at the December 12, 2022 meeting, President Ligtenberg assigned committee representative positions and identified chair positions in effect until certification of the November 2024 election. At the Board Meeting on August 14, 2023, President Ligtenberg approved a change of assignment in the Recharge Committee from Director Sonnenberg to Director Coker.

### Officers

**President:** Mark Ligtenberg  
**Vice President:** Kati Parker  
**Treasurer:** Gil Aldaco

Committee Assignments	Aldaco	Layton	Gulmahamad	Coker	Parker	Ligtenberg	Sonnenberg
Recharge Committee	Chair	x		x			
Education Committee			Chair	x	x		
Finance Committee	Chair		x			x	
Personnel Committee	x				x		Chair
75th Anniversary Ad Hoc Committee		x		x	Chair		

Volunteer Representative Positions	Director
ACWA - Region 9 Representative	Parker
ACWA - alternate representative	Ligtenberg
JPIA Director	Gulmahamad
JPIA - Alternate Director	Sonnenberg
LAFCO - Special District Voting Representative	Aldaco
SCWC - Storm Water Task Force Representative	Aldaco





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

---

**MEETING DATE:** August 14, 2023

**AGENDA ITEM:** CC 7

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Revised FY 2023-2024 Classification and Compensation Chart

---

**RECOMMENDATION**

Approve a revised Classification & Compensation Chart for Fiscal Year 2023-2024 that correctly lists the General Manager's position as having no range.

**BACKGROUND**

The Board approved the FY 23-24 Classification and Compensation Chart on June 12, 2023. However, staff noticed that the chart incorrectly listed the General Manager's position as having a range of \$140,000 to \$170,000. The Board had verbally instructed staff to list the General Manager's position as having no range, as it is a contract position. As it stands, the General Manager's current salary exceeds the range.

**FISCAL IMPACT**

None. The General Manager's salary is accounted for in the FY 2023-2024 Budget.

**ATTACHMENT(S):**

1. FY 2023-2024 Classification and Compensation Chart



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

ATTACHMENT 1

FY 2022-2023 CBWCD Non-Exempt (Hourly)	
Classifications	Labor Grade
Intern	106
Receptionist - Part-Time (0.5)	110
Landscape / Maintenance Worker I (1)	110
Conservation Landscape Worker I (1)	110
Program Assistant (0) - will not fill	113
Landscape / Maintenance Worker II (0)	114
Conservation Landscape Worker II (0)	114
Conservation Technician I (0)	115
Community Programs - Program Educator I Part-time (0)	115
Bookkeeper - Part-time (0)	117
Administrative Assistant I (1)	120
Administrative Assistant II (1)	123
Landscape Maintenance Worker III (1)	125
Community Programs - Program Educator II - Part Time (0.5)	125
Community Programs - Program Educator II - Full Time (2)	125
Conservation Technician II (2)	125
Facilities & Basins Technician (1)	131
Community Outreach Specialist (0)	131
Community Programs - Programs Specialist (0)	131
Conservation Specialist I (1)	131
Conservation Specialist II (0) - will not fill	134
Board Clerk / Administrative Coordinator (1)	138

FY 2022-2023 Non-Exempt (Hourly) Ranges			
Hourly Labor Grade	Hourly Range		
	Minimum	Max	Max with COLA*
106	\$ 16.24	\$ 21.30	\$ 22.37
110	\$ 17.92	\$ 23.52	\$ 24.69
113	\$ 19.30	\$ 25.32	\$ 26.58
114	\$ 19.78	\$ 25.96	\$ 27.25
115	\$ 20.28	\$ 26.61	\$ 27.93
117	\$ 21.30	\$ 27.95	\$ 29.34
120	\$ 22.94	\$ 30.10	\$ 31.60
123	\$ 24.71	\$ 32.42	\$ 34.03
125	\$ 25.96	\$ 34.06	\$ 35.75
131	\$ 30.10	\$ 39.50	\$ 41.46
134	\$ 32.42	\$ 42.53	\$ 44.65
138	\$ 35.78	\$ 46.95	\$ 49.29

FY 2022-2023 CBWCD Exempt (Annual Salary)	
Classifications	Labor Grade
Conservation Programs Manager (1)	249
Community Programs Manager (1)	249
Facilities & Operations Manager (1)	249
Administrative Services Manager (1)	250
General Manager (1)	N/A

FY 2022-2023 Exempt (Annual Salary) Ranges			
Salary Labor Grade	Salary Range		
	Minimum	Max	Max with COLA*
249	\$97,656	\$128,133	\$134,511
250	\$100,097	\$131,336	\$137,874
N/A (General Manager)	No Range		

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

Approved: 08-14-23

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







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

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<b>MEETING DATE:</b>	August 14, 2023	<b>AGENDA ITEM:</b> DI 8
<b>FROM:</b>	Monica Curiel, Program Educator II Scott Kleinrock, Conservation Programs Manager	
<b>SUBJECT:</b>	Consideration of a Pilot Program to Update the Lobby to Better Suit Current Facility Needs	

---

**RECOMMENDATION**

Review, discuss and provide direction to staff regarding a pilot program to update the lobby to better suit current facility needs.

**BACKGROUND**

The District's lobby was designed and installed as part of the original construction of the building in 2012 and 2013. During a Special Meeting on March 30, 2012, the Board interviewed two design firms responding to an RFP and chose Universal Exhibits at a cost of \$180,000. Ten years later, the exhibits are visibly showing wear with peeling corners and faded materials. Additionally, some of the information on the exhibits is beginning to feel dated. The lobby served the District well for the first decade of the life of the Waterwise Community Center building, but changing facility needs have caused staff to take a step back and re-examine how the space may be better used to accommodate growing demand for building space for expanded District programming and community interest in the use of the facility.

Staff have investigated the space underneath the large center wall of exhibits and found that the floor and the post that runs from the ceiling to the floor inside the wall are both the same color as the floor and post currently visible to the public. Staff proposes simply dismantling the central wall and opening up the entire lobby space. Staff also propose to remove the exhibit signage on the western wall that abuts the Large Conference Room.

In its place, staff propose to create quarterly revolving exhibits that speak to all age groups and engage constituents in a way that would lengthen the average visit time at District headquarters. These exhibits would be fully mobile, which would allow for Community Programs Staff to clear them in the event of rain during field trips.

## **ISSUES/ANALYSIS**

### **Potential for Community Engagement and Publicity:**

Installing exhibits that change quarterly would allow the District to reach out to multiple constituencies and community groups in the area, including artists, educators, and non-profits, as the content of the exhibits would change. Changes to the exhibits would be announced on The Drop Newsletter, on Social Media, and on press releases, providing the District with more opportunities to engage with the surrounding community and invite our neighbors to campus. The changing exhibits would also give local families reasons to return each season to see something new and exciting.

### **Potential to Evaluate How the Public Uses the Space:**

Community Programs staff will take turns evaluating how the public interacts with the space during each quarterly iteration of the lobby exhibit. Any future investments in the lobby can then be guided by data on what is popular with the public and what draws people to spend time inside the lobby engaging with exhibits. Therefore, if the Board chooses to invest a large amount of money in future indoor exhibitry, the design, layout, and subject matter will be guided by recent data on audience interests and interactions.

### **Potential as a Short-Term, Immediate Solution for Rainy Day Field Trips:**

The District holds field trips three days a week during the school year, rain, or shine. Typically, field trips accommodate seventy (70) children per day. The children are put into two groups of approximately thirty-five (35) children each, which switch off between indoor classroom lessons in the Margaret Hamilton Education Building and the Demonstration Garden or outdoor classroom at Montclair Basin #2. The switch happens halfway through the field trip so that each child participates in both the indoor and the outdoor lesson designed for their grade level.

On sunny days, the Educators brief children for their outdoor lesson in the amphitheater before they go out into the garden to complete their lesson. On rainy days, the Educators brief the outdoor group in the Board room for about fifteen minutes before they don ponchos provided by the District and go outside into the garden to see how rain interacts with the bioswales and other water capture elements on campus. To accommodate these two rounds of fifteen-minute briefings on rainy days (or days after rain, in which the amphitheater is too wet) the Board Room is reserved for rainy day field trips three days a week, nine months out of the year. This prevents its use for District-led professional programming, such as the QWEL classes and the California Native Landscaper classes, as well as its use for outside organizations, such as the Monte Vista Water District constituent programming, the Montclair Chamber of Commerce, the Greater Ontario Business Council, or other government or non-profit entities that might wish to use the space.

If the exhibit wall in the lobby was removed and the exhibits placed in the lobby were mobile, this would allow the rainy day briefings to be held in the lobby prior to kids going out into the garden or the basin overlook in their rain ponchos and it would open the Board Room to much more use by other District departments as well as water agencies and civic organizations during the school year.

Staff believes that this is a good near-term and short-term solution for rainy day field trips as the District moves through the process of designing, permitting, and constructing upgrades to the amphitheater and roof.

### **FISCAL IMPACT**

The removal of the central exhibit wall in the lobby can be accomplished by District staff alone. It is possible that waxing or staining the floor may be necessary due to fading, however any investment in deconstructing the wall is expected to be minimal.

Staff have taken great care to propose rotating lobby exhibits that are modest in cost, requiring only the purchase of new tables, drawers, acrylic sheets, and other small purchases. If the District chooses to pursue a display of artwork, staff will already have mobile walls for the display of posters for the poster contest. The total cost of all proposals put before management is \$3,560. This proposal is an excellent low-cost solution to multiple issues.

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

None.





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

---

**MEETING DATE:** August 14, 2023

**AGENDA ITEM:** DI 9

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Approve 75<sup>th</sup> Anniversary Proposal and CV Strategies Contract Amendment No. 4

---

**RECOMMENDATION**

Review, discuss, and approve 75<sup>th</sup> Anniversary Proposal and CV Strategies Contract Amendment No. 4.

**BACKGROUND**

The Chino Basin Water Conservation District was established in December 1949 by a vote of the people. The year 2024 will mark the 75<sup>th</sup> Anniversary of CBWCD, which presents an opportunity to increase outreach and better serve our constituents by making the Waterwise Community Center and all the services the District offers better known within the communities it serves. The 75<sup>th</sup> Anniversary Ad Hoc Committee met on July 5, 2023 and provided feedback to staff on the proposed activities for the 12-month period of 2024, which spans two fiscal years. The committee members suggested obtaining feedback from the Finance Committee prior to bringing a budget to the Board.

In the interim between the Ad Hoc Committee meeting and the Finance Committee meeting, it became clear that two large projects would be necessary to accomplish this fiscal year, which could result in the use of contingency funds for their intended purpose of basin maintenance and security. These developments may result in a need to scale back on some of the activities and events geared toward the 75<sup>th</sup> Anniversary. The Finance Committee chose two staff-recommended items to pull as a cost-saving measure. These include an Earth Day Celebration and a sculpture.

**ISSUES/ANALYSIS**

CV Strategies has suggested a full year of events that culminate in one event for elected and appointed officials in September and another event geared toward the community in December, near the date of the District's actual founding date, December 6, 1949.

The suggested events are as follows:

1. **2023 Holiday Cards and 2024 “75<sup>th</sup> Anniversary” Calendars – December 2023:** The District will make and print holiday cards and calendars to be sent out to partners in the industry and in the basin announcing our 75<sup>th</sup> Anniversary year. The calendars will feature photographs of the garden. Overall, this option is a low cost, staff-led endeavor that would create a good return on investment. Holiday cards and calendars are something that government agencies regularly make and send annually as outreach to other government agencies, both for recognizing and honoring relationships and for marketing accomplishments and programs in the wider community.
2. **Time Capsule Event – January 2024:** The District will invite elected officials, senior staff from the seven cities and two water districts we serve, and the Montclair Chamber of Commerce to attend an event during which we bury a time capsule in the garden. Each city could be invited to bring a historical object or a contemporary object that represents their city. Ad Hoc Committee members asked staff to investigate the cost of a sculpture to fit over the time capsule and mark its place, given the long timeline involved. However, with the needed projects in the basins, the Finance Committee recommended using a lower-cost bronze plaque set in stone and wait to do a sculpture or some other form of public art for the District’s 80<sup>th</sup> anniversary. If the District were to choose to do a sculpture five years from now, the District would have ample time to move through a process to ask local artists to submit their proposals, which would be judged by a committee and then funded by the District. It would be impossible to move through that process starting in August 2023 and have a piece of art ready for installation in January 2024.
3. **Stakeholder Evening Event – September 2024:** An evening event for approximately two hundred local elected officials and senior staff would be held offsite. The suggested location is the Chaffey College Campus in Chino. CV Strategies would hire a Master of Ceremonies and craft a program that is relevant to the District’s work. CV Strategies will film and produce an anniversary video celebrating the District’s history and contribution to the region, which will premiere at the event.
4. **Waterwise Garden & Pumpkin Fest – October 2024:** The District will host its usual fall festival, but with a “75<sup>th</sup> Anniversary” theme. Costs typically associated with the event are outlined in the budget for the sake of clarity. Staff recommends moving forward with the event as it is the District’s largest annual community event.
5. **Community Celebration – December 2024:** The District would host a “cookies and cocoa” event on the first Saturday in December, which is closest to the actual anniversary. As an additional incentive, the District’s “gift” to the community could be free pictures with Santa. Mailers would go out to the surrounding community.

**FISCAL IMPACT**

Costs related to anniversary events are outlined in the budget and scope of work in ATTACHMENT 1. Funds for both CV Strategies work and third-party direct costs, such as printing, venue rentals, and food, include \$32,556 for FY 23-24 and \$99,920 for FY 24-25. However, \$14,900 of FY 25 costs include the annual Waterwise Garden and Pumpkin Fest, which would be budgeted regardless of the anniversary celebrations.

**ATTACHMENT(S):**

1. CV Strategies Contract Amendment No. 4





**CHINO BASIN WATER CONSERVATION DISTRICT  
AMENDMENT NO. 4 TO PROFESSIONAL SERVICES AGREEMENT  
WITH CV STRATEGIES**

**1. PARTIES.**

This Amendment No. 4 to the Professional Services Agreement (“Amendment No. 4”) is made and entered into this 14<sup>th</sup> day of August 2023 (“Effective Date”) by and between the **CHINO BASIN WATER CONSERVATION DISTRICT**, a special district organized under the laws of the State of California with its principal place of business at 4594 San Bernardino Street, Montclair, CA 91763 (“District”) and **CV STRATEGIES** a corporation with its principal place of business at 73700 Dinah Shore, Suite 402, Palm Desert, CA 92211 (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

The Parties to this Amendment No. 4 do mutually agree and promise as follows:

**2. PURPOSE.**

This Amendment No. 4 is being entered into as a fourth amendment to the Contract between District and Consultant which was executed by the General Manager on **SEPTEMBER 23, 2021**, which original term commenced on **SEPTEMBER 23, 2021**, and terminates with an original contract payment limit of **\$21,115**. Said contract shall hereinafter be referred to as the “Original Contract” and is incorporated herein by reference. The first amendment was entered into on **JANUARY 10, 2022** with an additional contract payment limit of **\$53,833**. Said contract shall hereinafter be referred to as the “Amendment No. 1” and is incorporated herein by reference. The second amendment was entered into on **APRIL 11, 2022**, for an additional amount of **\$2,600**. On **AUGUST 8, 2022**, the Board approved Contract Amendment 3 for an additional **\$30,000** in work. The fourth contract amendment, dated **AUGUST 14, 2023**, includes work for the 75<sup>th</sup> Anniversary of the District in the year 2024, which covers two fiscal years (FY 2023-2024 and FY 2024-2025). Therefore the contract will cover an additional **\$49,924** in work and extend the contract to June 30, 2025.

**2.1 Original Contract Provisions.**

The parties hereto agree to continue to abide by those terms and conditions of the Original Contract, and any amendments thereto, which are unaffected by this Amendment No. 4.

**2.2 Amendment Provisions.**

This Amendment No. 4 is subject to the Amendment Provisions attached hereto, which are incorporated herein by reference, and which control over any conflicting provisions of the Original Contract, or any amendment thereto.

**2.3 Insurance Coverage Updated and Maintained.**

Pursuant to the Original Contract, the Consultant shall provide the District with

updated insurance certificates, and the Consultant shall maintain insurance coverage, for this Amendment No. 4 to be deemed to be in effect.

**3. AMENDMENT PROVISIONS (TERM, PAYMENT LIMIT, AND SERVICE PLAN).**

3.1 Term. Original Contract Section 3.1.2 is amended to read as follows: The term of this Agreement shall be from the Effective Date to June 30, 2025. Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Compensation. Original Contract Section 3.3.1 is amended to read as follows:

Consultant shall receive additional compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A" attached hereto and incorporated herein by reference, up to the total amount of **FORTY-NINE THOUSAND, NINE HUNDRED TWENTY-FOUR DOLLARS AND NO CENT (\$49,924)** authorized therein for work related to strategic communications services. This addition brings the total contract limit to **ONE HUNDRED SIXTY-FOUR THOUSAND, THREE HUNDRED DOLLARS AND NO CENT (\$164,300)**. Extra Work may be authorized by the District's Board of Directors, as described below, and if authorized, will be compensated at the rates and manner set forth in the Contract Amendment.

3.3 Exhibit "A". Scope of Work is amended and attached hereto.

**ALL OTHER TERMS AND CONDITIONS OF THIS AMENDMENT NO. 4 NOT CHANGED BY THIS AMENDMENT REMAIN AS ORIGINALLY WRITTEN.**

3.4 Entire Amendment. This Amendment contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements. This Agreement may only be modified by a writing signed by both parties.

**SIGNATURE PAGE FOR CONTRACT AMENDMENT NO. 4  
BETWEEN THE DISTRICT AND CV STRATEGIES**

IN WITNESS WHEREOF, the Parties have entered this Amendment No. 4 as of the 14<sup>th</sup> day of August 2023.

**CHINO BASIN WATER  
CONSERVATION DISTRICT**

By: \_\_\_\_\_  
Mark Ligtenberg  
President, Board of Directors

*Attest:* \_\_\_\_\_  
Elizabeth Skrzat  
Board Secretary

**CV STRATEGIES**

By: \_\_\_\_\_  
*(Signature)*  
\_\_\_\_\_  
*Name (Print)*  
\_\_\_\_\_  
*Title (Print)*

By: \_\_\_\_\_  
*(Signature)*  
\_\_\_\_\_  
*Name (Print)*  
\_\_\_\_\_  
*Title (Print)*

**Attachment:**

- Exhibit A – Costs for Fiscal Year 2023-2024



## EXHIBIT “A”

### Costs for Fiscal Year 2023-2024

Fiscal Year	Event	Timing	Task	Estimated Hours	CV Strategies Not-to-Exceed Service Costs	Third Party Estimated Costs	Ad Buy Basic	Ad Buy Premium	ATTACHMENT 1 Ad Buy Maximum	NOTES	
FY 23-24	Ongoing Ad Buy	FY 23	Update Artwork Bi-Annually	8	\$1,480			\$6,000	\$12,000	Artwork is for general ads related to District.	
	Additional Filming	Sep-23	Film full Montclair Basins following water release, as well as film new signage in park and garden and new lobby library	8	\$1,480					Footage to be added to existing web videos and to 75th anniversary video.	
	Mascot Artwork	Sep-23	Update Artwork for mascots in different poses	8	\$1,480					WM will incorporate into graphics and social media posts.	
	75th Anniversary Logo	Sep-23	Create 75th Anniversary Logo	4	\$740					Logo to be used on event collateral, email signatures, and swag.	
	2024 Calendar	Dec-23	Created and printed by CBWCD staff			\$5,000				MD Print, DL & JT Mail	
	Holiday Cards 2023		Created and printed by CBWCD staff.			\$2,000				MD Print, DL & JT Mail	
	Time Capsule Event	Jan-24	Facilitate Event - Day of Coordination	5	\$925						Includes four 30 minute meetings prior and 3 hours day of event.
			Food Budget			\$2,500					JT to purchase food, rent tables & linens and facilitate food-related activities.
			Craft Media Alert	3	\$555						CV Strat to craft and release media alert.
			Connect with History Museum	3	\$555						CV Strat
			Stats of Your City - Connect with Local Cities	4	\$740						ES to email key PIO's and CV Strat creates infographic
			Invite - Eblast	3	\$555						CV creates invite, ES creates guest list, DL sends invite & monitors RSVPs
			Produce Commercial Clip	20	\$3,700						CV Strat
			Create Time Capsule & Plaque	3	\$555	\$3,000					JT order time capsule and plaque.
			Craft Event Signage	3	\$555	\$250					CV Strat create and send to printer. JT receive printer invoice and cut check.
			Develop Social Media Posts	2	\$370						CV Strat will create graphics and content using the commercial clip for reels in addition to photo montages. WM to post.
				46	\$8,510	\$5,750					
	Stakeholder Celebration Prep	Ongoing	Book Location	2	\$370	\$3,636					CV Strat will book location, JT to process invoice & cut check.
			Invite - Printed & Mailed	6	\$1,110	\$1,000					CV Strat will design invite and send to printer, JT will pay printer and mail. DL will track RSVPs.
				8	\$1,480	\$4,636					
	FY 23-24 Total				82	\$15,170	\$17,386		\$6,000	\$12,000	

## Costs for Fiscal Year 2024-25

FY 24-25	Stakeholder Celebration	Sep-24	Facilitate Event (Catering, Rentals, Centerpieces, Signage, etc.)	50	\$9,250	\$43,750				CV Strat will handle total event, including building guest list, creating the program and agenda, catering, rentals, centerpieces, and signage.
			Incidentals			\$2,500				
			Audio/Visual	2	\$370	\$150				
			Inland Water Magazine Ad	6	\$1,110	\$3,000	\$3,000	\$3,000	\$3,000	CV Strat design and place ad. The ad placement is estimated at \$3,000.
										The anniversary video will premiere at the event and will feature a combination of old and new footage as well as clips from throughout the anniversary year.
			Anniversary Video (premieres at event)	80	\$14,800					
			138	\$25,530	\$49,400	\$3,000	\$3,000	\$3,000		
	Fall Festival	Oct-24	Event (Facilitated by CBWCD Staff using Establish Budget)	0	\$0	\$11,000				CBWCD staff will facilitate the Fall Festival event as normal with the 75th Anniversary theme.
			Mailers				\$3,900	\$3,900	\$3,900	Already created, MD will place mailers with company.
			Craft media alert for Fall Festival	3	\$555					CV Strat will craft and release media alert.
			Manage Ad Buy	1	\$185	\$300	\$300	\$2,000	\$5,000	CV Strat will create ads and manage the ad buy for Fall Festival attendance.
			Develop Digital Assets for Online Ads	6	\$1,110					These include ads clips and content for social media ads.
				10	\$1,850	\$11,300	\$4,200	\$5,900	\$8,900	
	Anniversary Day	Dec-24	CV Strat Assist in December Board Meeting Presentation	3	\$555					December Board Meeting will include presentations related to anniversary and present info on events through the anniversary year. It is not on the same day as the Cookies & Cocoa event.
			Craft media alert for Cookies & Cocoa Event	3	\$555					CV Strat craft media release for cookies & cocoa constituent celebration
			Event Photographer			\$600				MD hire local photographer to photograph the event itself.
			Cookies & Cocoa Event - all food, cocoa cups, etc.			\$2,500				To be held on one of the first two Saturdays in December. (12/2/24 or 12/9/24)
			Photographer & Assistant for Santa Pictures			\$2,500				Hired by MD.
			Santa			\$2,500				Hired by MD.
			Santa background and seating area in woodland circle			\$1,000				Created by Facilities or Conservation Departments - "Woodland Santa" theme.
			Flyer creation & printing			\$500				Created by WM.
			Signage			\$500				Created by WM.
										WM create mailer & MD place order. Potentially CBWCD staff canvass neighborhoods.
			Mailers				\$2,000	\$2,000	\$2,000	
				6	\$1,110	\$10,100	\$2,000	\$2,000	\$2,000	
				FY 24-25 Total		154	\$28,490	\$70,800	\$9,200	\$10,900
	Contingency			\$6,264						
Total			236	\$49,924	\$88,186	\$9,200	\$16,900	\$25,900		



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

---

<b>MEETING DATE:</b>	August 14, 2023	<b>AGENDA ITEM:</b> DI 10
<b>FROM:</b>	Dave Schroeder, Facilities and Operations Manager	
<b>SUBJECT:</b>	Provide Direction to Staff Regarding the Construction of Enhanced Security Fencing at Brooks Basin	

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**RECOMMENDATION**

Review, discuss, and provide direction to staff regarding the construction of enhanced security fencing at Brooks Basin.

**BACKGROUND**

On November 6, 2020, the Recharge Committee was presented with a plan to strengthen security around Brooks Basin with an ornamental iron fence. Current fencing surrounding Brooks Basin is chain link, which has not provided sufficient protection from individuals intent on trespassing on District property. The proposal was for “Phase 1” to secure the southern perimeter of the property, which borders the railroad tracks. “Phase 2” was to replace chain link fence along the northern edge of the property on Brooks Street, which borders a homeowner’s association and along Silicon Avenue to the west. Staff noted a need for enhanced fencing due to the basin’s proximity to the railroad tracks and its use by members of the homeless population as a connection between the railroad right-of-way and Silicon Avenue and Brooks Street, which also lead to Holt Blvd.

The items were placed on the District’s Capital Plan for completion in FY 23-24, and the Montclair #2 Spillway was prioritized for FY 22-23. During the budgeting process in April 2023, staff suggested delaying construction of the Brooks Basin fence an additional year to allow for building a roof over the amphitheater in the garden, which would free up the Board room as a “rainy day back up” for the Community Programs Department. The use of the Board Room as a “rainy day back up” was becoming a serious issue as the Conservation Programs Department had increased educational offerings to landscape professionals and community groups and governmental organizations increased their requests to use the space.

However, issues of trespassing and vandalism have increased sharply in the past month, prompting verbal complaints from the neighboring homeowner’s association, and causing District staff to delay other projects in order to repair fences at Brooks Basin several times a week.

The balance of priorities has shifted and staff now suggest moving forward with the original “Phase 2” of the plan with all possible speed. Staff worked out a low-cost, temporary solution to the need for Board Room space during the school year, which is to remove the aging exhibit wall in the lobby and replace it with a quarterly changing series of modular exhibits, which can be moved to make room for rainy day briefings when they are necessary. This is a low-cost, temporary solution that will immediately free up the Board Room while staff waits for a delayed amphitheater roof project.

On July 31, 2023, the Finance Committee heard a staff report on the issue and on August 1, 2023, the Recharge Committee heard a staff report on the issue. Each committee recommended moving forward with the Brooks Basin enhanced security fencing in FY 23-24. The Recharge Committee also suggested moving forward with the design, engineering, and permitting of the amphitheater roof in FY 23-24 and suggested that construction on the project could start in 2025, after the conclusion of the District’s 75<sup>th</sup> anniversary year.

After speaking with Wagner & Bonsignore, the District’s contracted engineering firm, it was decided that upon further direction from the Board as to material type, the firm would move forward with engineering specifications and format a Notice Inviting Bids for the project, which will come before the Board in September 2023.

### **ISSUES/ANALYSIS**

Staff recommend moving forward with the fencing along Brooks Street and Silicon Avenue first. Staff researched three options for enhanced security fencing:

1. Wire mesh fence with steel mesh backing – according to verbal quotes from fence companies, the cost of a wire fence with steel mesh backing is approximately the same as that of an ornamental iron fence, which is approximately \$200-\$300 per linear foot, without gates. This type of fence is generally frowned upon by Montclair City Planning, however, it is in an industrial area. Staff recommend installing wire mesh fencing along 170 feet of the southern fence of Brooks Basin where the area is flat and easy to access.
2. Ornamental iron fence with steel mesh backing – Ornamental iron fencing is the preferred option by the Montclair City Planning and highly recommended for Brooks Street in particular, which abuts a residential neighborhood. Verbal cost estimates for the ornamental iron fence without the addition of steel mesh backing run between \$200-\$300 per linear foot, which at 1,100 linear feet would equal approximately \$220,000 - \$330,000 for fencing alone, without gates or mesh backing.
3. CMU block wall – One option discussed during committee meetings was an eight-foot CMU block wall. Wagner & Bonsignore cautioned that a wall of that height would require engineering, significantly adding to the cost of the project.



### **FISCAL IMPACT**

Estimates for this project range between \$250,000 - \$350,000. Prior to the escalation of vandalism and encampment activity at Brooks Basin, the District had planned to build a roof for the garden amphitheater in FY 23-24 with a budget of \$262,000 in Account No. 58000: Capital Projects. Within the District's Five-Year Capital Plan, the Board approved Phase 1 of the Brooks Basin Fence Project in FY 24-25 with a budget of \$300,000 and Phase 2 of the Fence Project in FY 25-26 with a budget of \$300,000.

Staff proposes to delay the amphitheater roof project for one or more years and focus on the Brooks Basin Fence project, starting with an ornamental iron fence along the north and west sections of the property, which are closest to the affected homeowners and are seeing significant impact by vandalism, as well as a wire fence along the most vulnerable sections of the southern border of the property, which abuts railroad tracks.

In order to accommodate the needed space for rainy day field trips, staff suggests removing the lobby exhibit wall, which includes outdated information and is visibly worn and in need of repair. This project will be staff-lead and the cost will be largely staff time. A minimal amount of funds can be used to do small pilot projects to test constituent and visitor response to different iterations of the use of the space. All projects can be mobile, allowing the room to be cleared in the event of rain during a field trip. Community Programs staff are confident that there is enough room in the lobby to accommodate up to thirty-five children.

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

1. Brooks Basin Fence Map



## Brooks Basin Fence Project Map

August 2023







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

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**MEETING DATE:** August 14, 2023

**AGENDA ITEM:** DI 11

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Update on CBWCD “Drought Piggy Bank” Concept

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**RECOMMENDATION**

**RECOMMENDATION:** Review, discuss, and provide direction to staff regarding the “Drought Piggy Bank” concept to bring additional imported water resources to the Chino Groundwater Basin.

**BACKGROUND**

The District has been investigating the possibility of importing supplemental water to the Chino Groundwater Basin to better secure water supply reliability for the region during times of drought. On July 1, 2022, the Recharge Committee first directed staff to investigate the matter and to hire a consultant to assist with an investigation into the feasibility of a “drought piggy bank” for the region.

**ISSUES/ANALYSIS**

There are several steps that must be taken prior to purchasing and recharging water into the Chino Groundwater Basin.

1. **Supplemental Water Recharge Application** – any entity wishing to recharge imported (or supplemental) water into the Chino Groundwater Basin and receive credit for (or retain ownership of) that water must submit a Recharge Application to Watermaster. The District submitted an application to recharge up to 3,000-acre feet of water each year for the next five years. Staff overestimated the amount of recharge that the District would want to conduct in order to avoid a scenario in which the District was limited in its ability to recharge water in any given year.

**Status:** The District submitted a Supplemental Water Recharge Application in April 2023 and it was approved by the Chino Basin Watermaster Board on June 22, 2023.

2. **Purchase Water** – Staff would search for the best price to purchase water and have it delivered to District-owned basins along the San Antonio Creek Channel.
3. **Request to Recharge Supplemental Water & Report on Recharge Event** – The District would fill out Chino Basin Watermaster 2b to request to conduct a recharge event. During the recharge event, Watermaster staff would measure the volume of water recharged in the District’s basins.

At this point, water being recharged in the basin would be subject to Evaporation Loss, which is set at 1.5% of water imported from November through March (called the “winter rate”) and 4.2% of water imported from April through October (called the “summer rate”). At the end of the recharge event, a report is created and the entity conducting the recharge event is invoiced for Watermaster staff time for monitoring the recharge event.

4. **Storage Agreement** – Once the water is recharged, it will need to be held in an account, unless the entity that owns the water wishes to use or sell that water prior to the end of Watermaster’s fiscal year. Watermaster will not grant a new account to an entity that does not yet have water held in a storage agreement in the basin. The purpose of this arrangement is to prevent entities from essentially reserving storage space in the basin and then failing to use it.

Watermaster staff suggested that the District partner with a water agency that already has a storage agreement as a stopgap measure to ensure that the water is held in trust prior to the creation of either a storage agreement or a storage and recovery agreement.

**Status:** Staff is working with both the Cucamonga Valley Water District (CVWD) and the Monte Vista Water District (MVWD) to bring agreements to the Board of each organization that would allow the District to store water with either agency.

5. **Selling “Paper” Water** – Once the water is needed and the District is able to sell water to a willing buyer, the District would sell the water to that agency, who could either pump it up with their own equipment and serve it to customers, continue to store it for future use, or use it for Desalter Replenishment Obligations.

### **FISCAL IMPACT**

This fiscal impact of the program is highly variable depending on what water the District is able to find. The least expensive water would be untreated water from Metropolitan Water District. The untreated rate in 2023 is \$855 per acre foot and the untreated rate in 2024 is \$903 per acre foot. There are likely to be administrative and/or readiness-to-serve fees to pay in addition to the base rate.

**ATTACHMENT(S):**

None.







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

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<b>MEETING DATE:</b>	August 14, 2023	<b>AGENDA ITEM:</b> DI 12
<b>FROM:</b>	Elizabeth Skrzat, General Manager Katie Parker, Vice President	
<b>SUBJECT:</b>	Vote for Candidate in Association of California Water Agency Elections	

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**RECOMMENDATION**

Review, discuss, and select candidates for the Association of California Water Agency Elections for the 2024-2025 term and direct the District's elector to vote accordingly.

**BACKGROUND**

The Association of California water Agencies (ACWA) is conducting its first online "Paper Ballot" election for the 2024-2025 term for the ACWA President and ACWA Vice President, which are both statewide offices. On June 12, 2023 the Board voted to appoint Vice President Kati Parker as the District's voting representative. Her name was submitted to the Association and she has been registered to vote online with the Board's choice for candidates.

**ISSUES/ANALYSIS**

Cathy Green, the current ACWA Vice President, is the only candidate for ACWA President. She is a Director at the Orange County Water District. There are two candidates for Vice President: Ernesto "Ernie" A. Avila, a Director at the Contra Costa Water District and Michael Saunders, a Director at the Georgetown Divide Public Utility District. The Vice President very often moves on to becoming the President after the current presidential term.

**FISCAL IMPACT**

None.

**ATTACHMENT(S):**

1. ACWA Election 2024-2025 Paper Ballot
2. ACWA Election 2024-2025 Candidate Statements



## PAPER BALLOT VOTING

**To Vote:**

1. Use a black ball point pen to mark the ballot.
2. Completely fill in the oval(s) next to your choice(s) like this: ●
3. To vote for a person not on the ballot for an office, write the name on the "Write-In" line and mark the oval to the left of that name. Write-in candidates must be an elected or appointed director of an ACWA member agency and must submit a nominating/support resolution from their member agency's board no later than Sept. 15.

**ACWA PRESIDENT**

(Vote for only one)

☐ Cathy Green (*Election Committee's preferred candidate*)

☐ \_\_\_\_\_  
Write-In

**ACWA VICE PRESIDENT**

(Vote for only one)

☐ Ernesto "Ernie" A. Avila (*Election Committee's preferred candidate*)

☐ Michael Saunders

☐ \_\_\_\_\_  
Write-In

**Voted paper ballots must be postmarked by September 15.**



## CANDIDATE STATEMENTS

### PRESIDENT

#### Cathy Green



As ACWA's Vice President since 2022, I have and will continue to diligently listen to and work on behalf of all ACWA members. My vision for ACWA is to fully embrace its motto of Bringing Water Together. I believe that we can accomplish this by unifying ACWA members and collaborating with stakeholders to find effective solutions to the challenges we face.

As your ACWA President, I will continue to advance the momentum I have built on key initiatives including: 1) advocating for state accountability on water infrastructure investments and policy issues, 2) spearheading the ACWA Council of Past Presidents to mentor new members so that they are aware of membership benefits, and 3) furthering ACWA's economical, efficient, and effective member services through sound fiscal, HR, managerial, and administrative practices.

I will also work on three new initiatives including: 1) re-examining ACWA dues to provide equity for all members, 2) strengthening the Association's ability to attract, develop, and retain top industry talent, and 3) increasing non-dues revenues.

I ask for your vote so that I may continue working to ensure ACWA offers value for all members. My experience, qualifications, decade long ACWA membership, and role as ACWA Vice President have provided me a unique understanding of ACWA as the nation's largest statewide coalition of public water agencies. Please contact me any time at 714.321.0522 or CGreen@OCWD.com.

#### **ACWA Board Member and Committees**

- ACWA Vice President (2022-current)
- Executive Committee (2020-current)
- Region 10 Chair (2018-2019)
- Region 10 Vice Chair (2016-2017, 2020-2021)
- Region 10 Board Member (2012-2021)
- Water Quality Committee (2012-current)
- Energy Committee (2019-current)
- State Legislative Committee (2012-2015)

#### **Orange County Water District**

- President (2015-2016, 2022-current)
- 1st Vice President (2013, 2014, 2019-2022)
- Director (2010-current)
- Joint Planning Committee Chair
- Labor Ad Hoc Committee Chair

#### **Civic, Professional Experience**

- Huntington Beach Mayor (2003, 2009)
- Council Member (2002-2010)
- Registered Nurse
- Law degree

# CANDIDATE STATEMENTS

## VICE PRESIDENT

### Ernesto “Ernie” A. Avila



I want to be the next Vice-President of the Association of California Water Agencies (ACWA) because I want ACWA to continue to be the nexus of knowledge and leadership in water for California. We are emerging from a multi-year drought, and I will put my energy into strategies to keep water in the public eye with ACWA as the trusted sources for information and innovation. A priority for me is to ensure that ACWA continues to equip member agencies with information and resources necessary to support their water supply reliability efforts, implement infrastructure and watershed improvements, and address the challenges associated with climate change.

I have 40 years of experience with California water as a Civil Engineer, General Manager, Executive Director of three water coalitions involving over 50 water agencies, and I currently serve as CCWD Board President. I have led or supported over \$5 Billion in California water infrastructure serving over 5 million citizens and many industries today.

I have supported ACWA for 20 years including serving on the Board of Directors, the Executive Committee, the Region 5 Board, the Federal Affairs Committee, the ACWA Foundation Steering Committee and Chair of the Local Government Committee.

This year, we have gone from extreme drought conditions to concerns about flooding in months. ACWA has been leading the discussions for water supply reliability, investments in infrastructure, including above- and below-ground storage, and it is now crucial to progress beyond conversations to action. I want to work with all ACWA members to find strategies to advance projects and I will work with ACWA members to keep our seat at the table to affirm the state's commitment to help fund and facilitate these critical investments.

I would be honored to represent our members as the next Vice-President of ACWA.

Learn more at: [ccwater.com/AvilaForACWAVP](http://ccwater.com/AvilaForACWAVP)

### Michael Saunders



I have been working with water issues as an elected; with MSRs as a County LAFCO commissioner; through my work with the CABY Integrated Regional Water Management Group; my work in the water use efficiency workgroups with the Department of Water Resources; and as an Executive Board member of the Regional Water Authority. I have been active in ACWA since I became an elected official in 2018, each year increasing my level of participation and leadership, from conferences to workgroups to symposiums. I was a member of the Diversity, Equity, and Inclusion Workgroup which helped form the new ACWA Foundation. I am currently a member of the Headwaters Workgroup, Water Use Efficiency Workgroup, State Infrastructure Workgroup, and the Membership Committee. I also participate in the State Legislative Committee. I am on

the ACWA Region 3 Board and have worked on a regional forum and event and on our regional issues dealing with guidelines and legislation.

The qualities I can bring to the office is my understanding of the water issues from our Region and the State along with my working relationship with our Board members, Regional members, ACWA members, ACWA staff, elected officials, and District Staff. Coming from a small agency, the input from our members is vital and important to bring each Agency's issues, strategies, and suggestions to the table and make every agency feel valued. I will continue to be a strong legislative advocate, continue to build on our outreach, and rely and utilize the expertise and talents of our members and ACWA staff. I am enthusiastic and committed to the work of ACWA and hope to bring my excitement to our members and continue to push for the growth and success of ACWA.

I would be honored to have your vote.



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

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<b>MEETING DATE:</b>	August 14, 2023	<b>AGENDA ITEM:</b> DI 13
<b>FROM:</b>	Elizabeth Skrzat, General Manager Scott Kleinrock, Conservation Programs Manager	
<b>SUBJECT:</b>	Approve Amendment No. 10 to IEUA Contract (#460002246-10) for the Landscape Evaluation and Audit Program	

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**RECOMMENDATION**

Review, discuss, and approve Amendment No. 10 to Inland Empire Utilities Agency (IEUA) Contract #460002246-10 for the Landscape Evaluation and Audits 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.

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 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.

On July 10, 2023, the CBWCD approved Amendment No. 9 to continue the program, which extended 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.

Amendment No. 10 increases the invoice rates that CBWCD charges IEUA per audit unit for residential and commercial site audits which take place outside of CBWCD's service area but within CBWCD's sphere of influence. CBWCD bases these rates on the average cost required to reimburse CBWCD's staff-time to conduct an audit unit. These rates are updated as needed to account for shifts in staff costs including wages, benefits, and staff positions assigned to the program, as detailed in Attachment A of Amendment 10, which CBWCD calculated and provided to IEUA. Staff recommends the Board approve Amendment 10 of the IEUA Contract for the Landscape Evaluation and Audit Program.

#### **FISCAL IMPACT**

Amendment No. 10 increases the per-audit-unit invoice cost to IEUA from \$335 to \$360 for commercial, industrial, institutional, municipal, and HOA properties and from \$205 to \$217 for single family residential properties.

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

1. Amendment No. 10 to IEUA Contract (#460002246-009) for the Landscape Evaluation and Audit Program





**CONTRACT AMENDMENT NUMBER: 460002246-010  
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 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:

**EXHIBIT A, ATTACHMENT A – LABOR AND BUDGET COSTS FEE SCHEDULE IS DELETED IN ITS ENTIRETY AND REPLACED WITH LANDSCAPE EVALUATION AND AUDIT PROGRAM FY 22/23 FEE SCHEDULE ATTACHED HERETO:**

**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)

**460002246-010 (GD)  
7/17/2023**

**Page 1 of 1**

## **ATTACHMENT A**

ATTACHMENT A - LABOR AND BUDGET COSTS - CHINO BASIN WATER CONSERVATION DISTRICT LANDSCAPE EVALUATION AND AUDIT PROGRAM FY 22/23					
Commercial and Municipal (CII) Properties					
Task	Task Description	CLW blend \$29	CS 1 \$50	Total Hours	Total Cost
Task 1	Intake/Signup	0.00	0.50	0.50	\$25
Task 2	Previsit (map prep, aerial image, tablet prep)	0.00	0.50	0.50	\$25
Task 3	Audit (w/drive time)	2.25	2.25	4.50	\$178
Task 4	Post Visit (Image uploads, note transcription, report generation, delivery and followup)	0.00	2.5	2.50	\$125
Task 5	Water Use Tracking and Reporting	0.25	0.00	0.25	\$7
Totals				8.25	\$360

CLW = Conservation Landscape Worker / Intern Blended Rate  
CS1 = Conservation Specialist 1

Single Family Residential (SFR) Properties					
Task	Task Description	CT 2 \$39	CS1 \$50	Total Hours	Total Cost
Task 1	Intake/Signup	0.17	0.00	0.17	\$7
Task 2	Previsit (map prep, aerial image, tablet prep)	0.17	0.00	0.17	\$7
Task 3	Audit (w/drive time)	2.75	0.00	2.75	\$107
Task 4	Post Visit (Image uploads, note transcription, report generation, delivery and followup)	2.00	0.00	2.00	\$78
Task 5	Water Use Tracking and Reporting	0.25	0.00	0.25	\$10
Task 6	Final Report Review and General Admin	0.00	0.17	0.17	\$9
Totals				5.34	\$217

CT2 = Conservation Technician II  
CS1 = Conservation Specialist I





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

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**MEETING DATE:** August 14, 2023

**AGENDA ITEM:** DI 14

**FROM:** Elizabeth Skrzat, General Manager

**SUBJECT:** Approve a Letter of Support for Monte Vista Water District's (MVWD) Application for the US Bureau of Reclamation 2024 Water and Energy Efficiency Grant

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**RECOMMENDATION**

Review, discuss, and approve a letter of support for Monte Vista Water District's application for the US Bureau of Reclamation's Water SMART: Water and Energy Efficiency Grant for Fiscal Year 2024.

**BACKGROUND**

Monte Vista Water District contacted District staff about their application for the US Bureau of Reclamations Water SMART: Water and Energy Efficiency Grant for Fiscal Year 2024. They are requesting funding for their Advanced Metering Infrastructure (AMI) Installation Project. The advanced metering infrastructure will allow them access to hourly water use data, which will help MVWD staff find and address leaks faster, significantly reducing water loss.

**ISSUES/ANALYSIS**

The Monte Vista water District is a longstanding partner of CBWCD. The software that they hope to fund will help save water in the region.

**FISCAL IMPACT**

None.

**ATTACHMENT(S):**

1. CBWCD Letter of Support



Chino Basin  
Water Conservation District  
Waterwise Community Center

4594 San Bernardino St  
Montclair, CA 91763  
Ph. (909) 626-2711  
Fax. (909) 626-5974  
[info@cbwcd.org](mailto:info@cbwcd.org)  
[cbwcd.org](http://cbwcd.org)

Board of Directors

**Kati Parker**  
*Vice President: Division 1*

**Teri Layton**  
*Division 2*

**Amanda Coker**  
*Division 3*

**Mark Ligtenberg**  
*President: Division 4*

**Gil Aldaco**  
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**Hanif Gulm aham ad**  
*Division 6*

**Ryan Sonnenberg**  
*Division 7*

**Elizabeth Skrzat**  
*General Manager  
Secretary to the Board*

**Lee McElhane y**  
*District Counsel*

August 14, 2023

Bureau of Reclamation  
Financial Assistance Support Section  
P.O. Box 25007, MS 84-27815  
Denver, CO 80225

**Re: Letter of Support for MVWD's Grant Application**  
WaterSMART Water and Energy Efficiency Grants for Fiscal Year 2024

Dear Selection Committee,

Chino Basin Water Conservation District supports Monte Vista Water District's application to the Bureau of Reclamation's WaterSMART: Water and Energy Efficiency Grants for Fiscal Year 2024 program for funding its Advanced Metering Infrastructure (AMI) Installation Project. By providing access to hourly water use data, AMI technology allows MVWD staff to find and address leaks faster, significantly reducing water loss. In addition, AMI technology minimizes the need for meter technicians to drive their meter reading route, thus reducing the carbon footprint associated with traditional meter readings.

AMI conversion will allow for more precise implementation of district-metered areas, cutting back on water loss from agency-level leaks. Additionally, AMI is the technology needed to utilize customer engagement software, which will provide customers with access to hourly water usage, consumption trends, and other conservation tools to manage water use and increase water efficiency.

Chino Basin Water Conservation District strongly supports MVWD's application for grant funding to implement the AMI Project. Once completed, the AMI installation project will increase water efficiency by modifying customers' water use behavior as well as facilitating prompt leak detection and repair by both the customer and the district.

If you have any questions regarding our support of this application, please do not hesitate to contact me at (909) 626-2711.

Sincerely,

Elizabeth Skrzat  
General Manager

cc: Justin Scott-Coe, General Manager, Monte Vista Water District

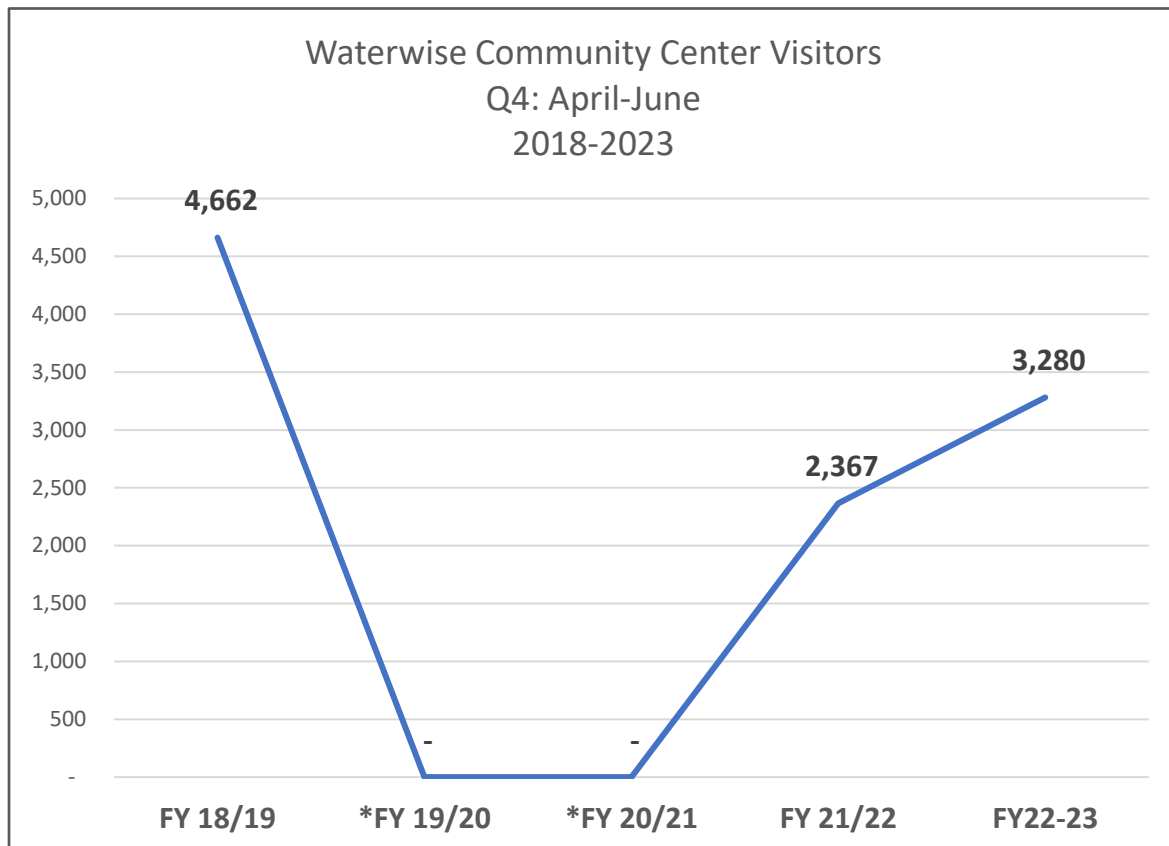




### Waterwise Community Center Visitors

Total Q4 visitors to the Waterwise Community Center are compiled using visitors from the following programs:

Program	April	May	June	PROGRAM TOTALS
WCC Lobby Walk Ins	378	395	392	1,165
CBWCD Workshops	27	36	33	96
Professional Workshops	0	0	48	36
CBWCD Events	0	0	25	25
Non-CBWCD Booked Events	70	75	155	312
Tours	32	0	0	32
Compost Giveaways (cars)	89	111	94	294
Youth Education Programs	740	541	39	1,320
<b>ALL VISITORS - MONTHLY TOTALS</b>	<b>1,336</b>	<b>1,158</b>	<b>786</b>	<b>3,280</b>



\*No visitors due to COVID-19 pandemic

# FY 22-23 Quarterly Metrics Report

## Fourth Quarter Metrics | April-June 2023



### Outreach & Communications Social Media Metrics

- **Social Media Engagements:** Public shares, likes and comments on CBWCD posts on Instagram and Facebook
- **Social Media Followers:** Total Instagram and Facebook followers
- **Social Media Reach:** The number of times CBWCD's posts are displayed to a unique user's feed

QUARTER 4	FY 19/20	FY 20/21	FY 21/22	FY22/23	% Change FY22/23 - FY21/22
Social Media Engagement	4,823	5,528	1,449	1,421	-2%
Social Media Followers	3,225	3,656	3,626	4,050	12%

### Outreach & Communications Newsletter Metrics










FY 2022-23	Q1	Q2	Q3	Q4
The Drop Newsletter Subscribers	8,537	8,780	8,601	8,668

# FY 22-23 Quarterly Metrics Report

## Fourth Quarter Metrics | April-June 2023







### Facebook Metrics

Date Range Comparison FY 22-23: Q4 (April-June) to Q3(Jan-March)

Facebook Account Overview (April 1 - June 30, 2023)				
Posts Published	Total Likes	New Likes	Unlikes	Engaged People
35	2,235	19	4	648
-3   -7.9%	+25   1.1%			+85   15.1%
Total Reach	Organic Reach	Paid Reach	Impressions	Video Views
9,760	9,697	0	17,458	222
+1,672   20.7%	+1,638   20.3%		+5,389   44.7%	-157   -41.4%
3 Most Engaging Posts		3 Highest Reach Posts		3 Most Shared Posts
 Compost Giveaway 🔥 Come one, come all, to get free compost. Bring your own... 10.07%		 Compost Giveaway 🔥 Come one, come all, to get free compost. Bring your own... 546		 Superbloom 🌸 Nature has outdone itself with a spectacular springtime... 5
 Compost Giveaway Replenish your garden with compost to give it the nutrien... 8.06%		 Superbloom 🌸 Nature has outdone itself with a spectacular springtime... 497		 Compost Giveaway Replenish your garden with compost to give it the nutrien... 3
 Community Conservation Field Trip Do you miss field trips?! Adults and middle and high scho... 7.65%		 ICYMI Open House 🎉 Congratulations to the finalists and winners of this ye... 309		 Community Conservation Field Trip Do you miss field trips?! Adults and middle and high scho... 3

### Instagram Metrics

Date Range Comparison FY 22-23: Q4 (April-June) to Q3(Jan-March)

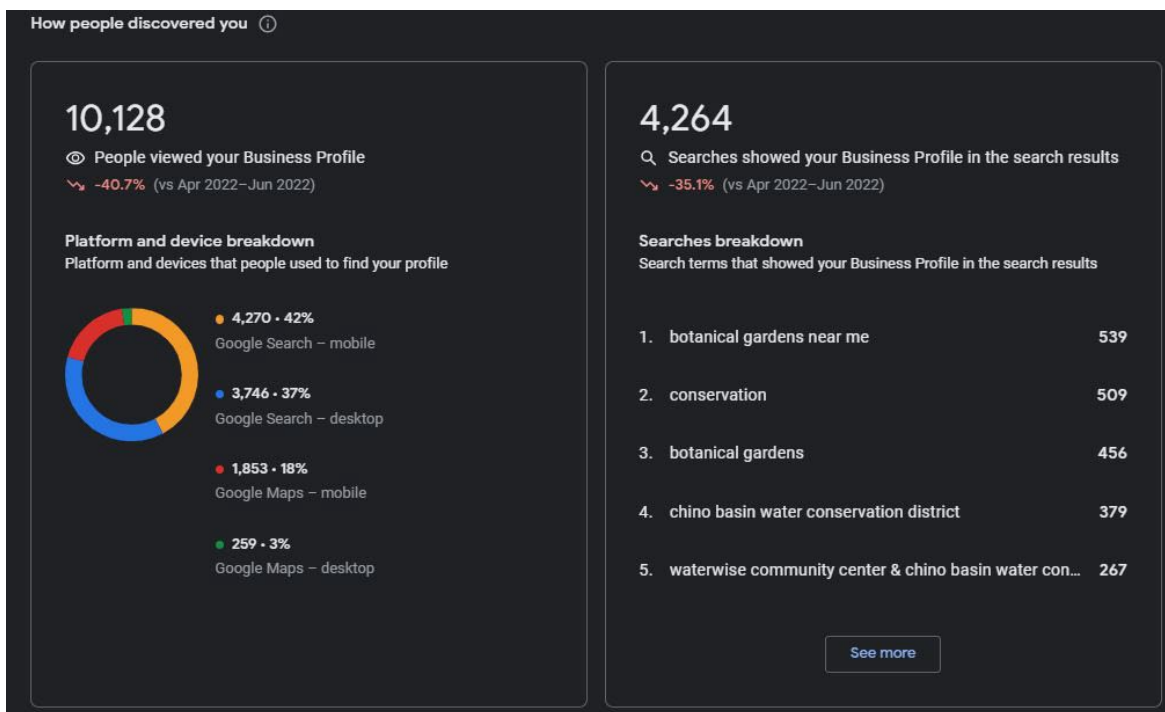
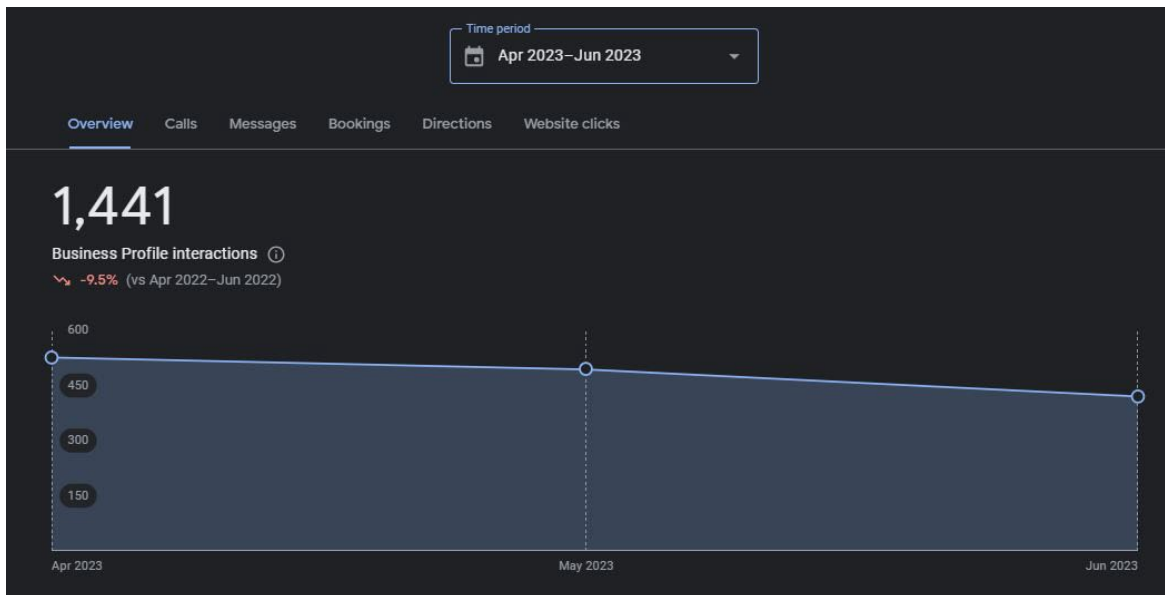
Instagram Account Overview (April 1 - June 30, 2023)					
Posts Published	Total Followers	New Followers	Impressions	Reach	Profile Views
34	1,659	115	15,371	11,548	683
-5   -12.8%	+91   5.8%	-32   -21.8%	-5,288   -25.6%	-3,125   -21.3%	-126   -15.6%
3 Most Liked Posts			3 Most Commented Posts		
 Spring Waterwise and California Native Garden Care 🌸 Spring has sprung! Learn how to keep your waterwise garden looking its best. Join us in-person on Saturday, April 2... 49			 Landscape Transformation Basics Upgrade your thirsty landscape to a stunning waterwise landscape. We'll teach you everything you need to know to star... 4		
 Landscape Transformation Basics Upgrade your thirsty landscape to a stunning waterwise landscape. We'll teach you everything you need to know to star... 48			 Landscape Transformation Basics 🌱 Ditch your dull grass for a vibrant waterwise landscape that will thrive through the next drought! Join us in-perso... 4		
 Superbloom 🌸 Nature has outdone itself with a spectacular springtime show! Visit the garden to see a symphony of colors with our... 44			 Compost Giveaway Free, quality compost at your service! Load up your tools and containers for our self-serve, drive-in compost giveawa... 2		

# FY 22-23 Quarterly Metrics Report

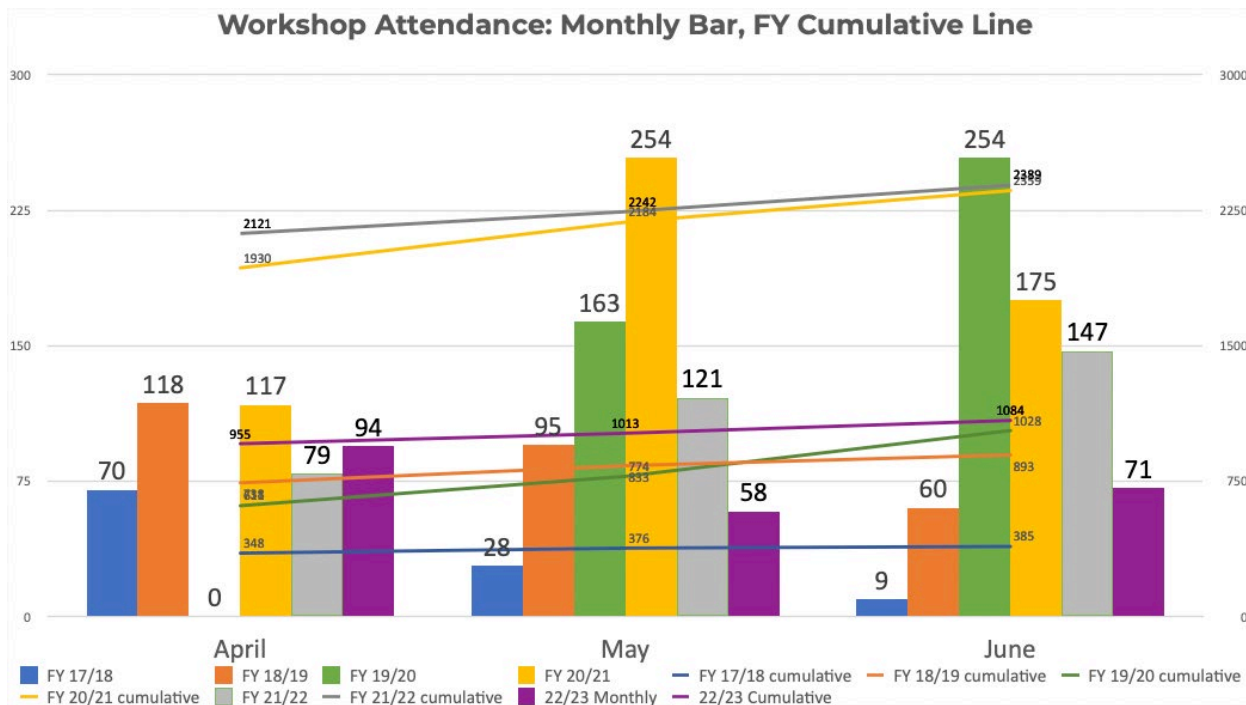
## Fourth Quarter Metrics | April-June 2023

### Google My Business

Waterwise Community  
Center & Wilderness Basin  
Park



### In-Person and Online Workshops



FY 22/23 ended as a relatively strong year for workshop attendance, surpassing all other previous years in which the District primarily taught in-person workshops. The extremely high-attendance years of 20/21 and 21/22, as well as the very high spring attendance of FY 19/20 came from the “pandemic bump” of people being stuck at home. This brought exceptionally high interest in both home gardening and online workshops, which CBWCD completely pivoted to between May of FY 19/20 and January of FY 21/22.

By the beginning of FY 22/23, interest in online workshops had dropped from peak pandemic levels, and with the Demonstration Garden open again, staff made the decision to pivot primarily back to in-person workshops as a better option to support our local service-area residents and to help draw visitors to the facility. We have received significant feedback from our local participants that they highly value being back on-site and in the garden.

### Some comments from Fiscal Year 22/23 Q4 participants:

#### Spring Waterwise and California Native Garden Care 4/29/23:

“These classes are incredible and very helpful. I am always grateful for all the knowledge shared and all the helpful support. I always walk away feeling more empowered and capable of caring for my garden and in being a caretaker of native plants.”

- Rancho Cucamonga Resident

“Scott, George, and Jacob were amazing! I really enjoyed multi presenters. Loved the in-garden demos.”

- Chino Resident

Favorite California Native and Waterwise Plants for Southern California 5/20/23

“Thank You! With we had more time – so fun and informative!”

- Chino Resident

California Native Garden Design 6/10/23:

“Really helped me not feel so overwhelmed by the process. Great to have a path to a plan!”

- La Verne Resident

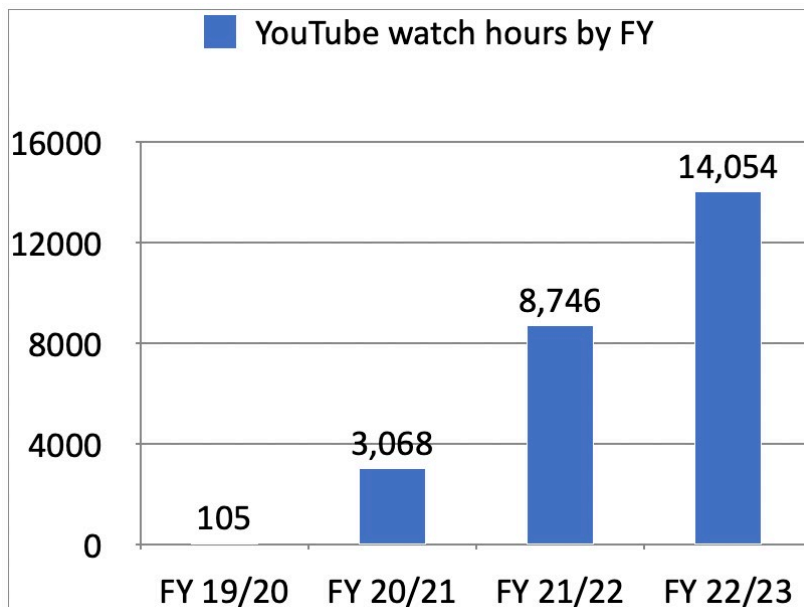
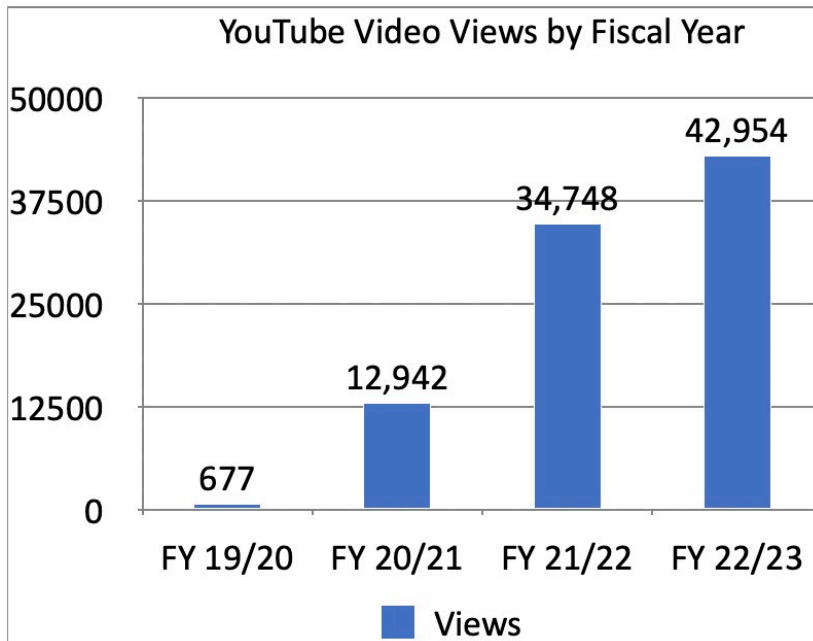
“Lots of great information, thank you! I especially liked the images of your garden progression and the specifics of how to layout a garden with paper and pen and google earth.”

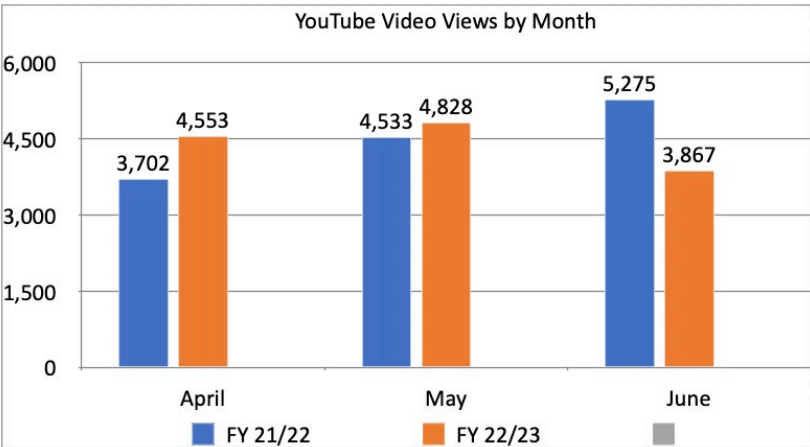
- Claremont Resident

### YouTube Videos

Use of the District's YouTube video educational resources continues to see an overall upward trend.

In FY 22/23, CBWCD YouTube video use totaled **42,954 views** and **14,054 "watch hours."**

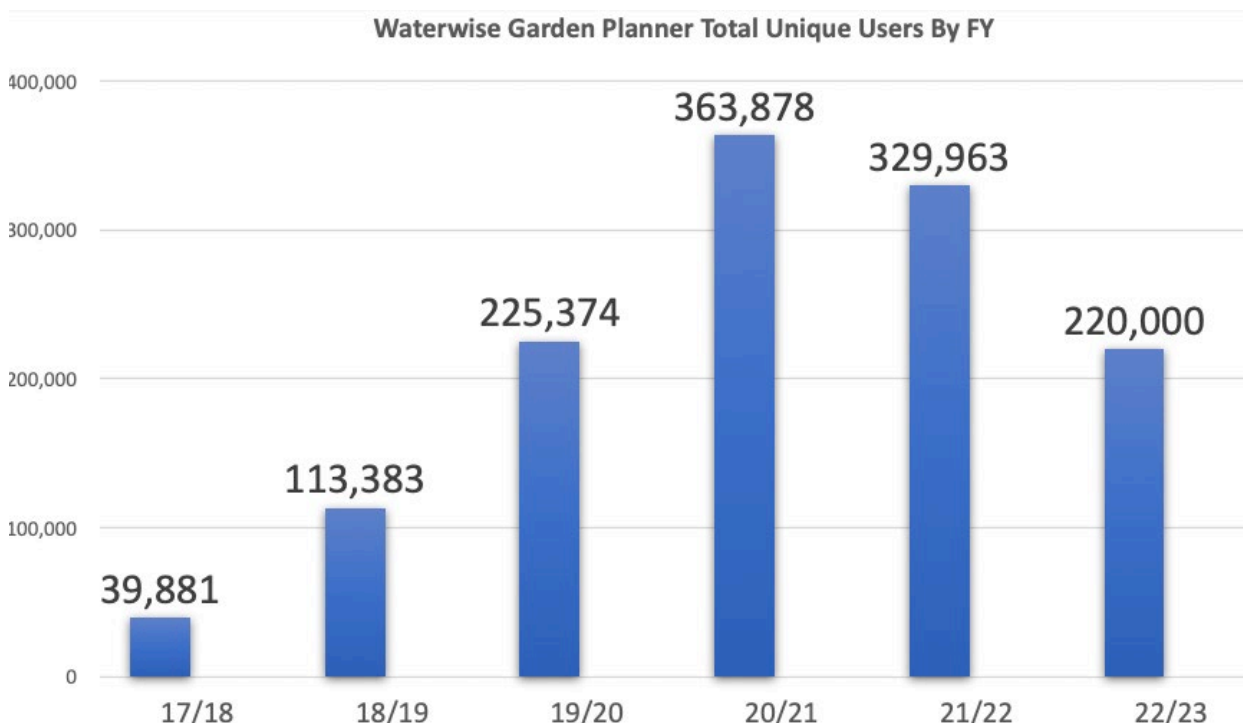
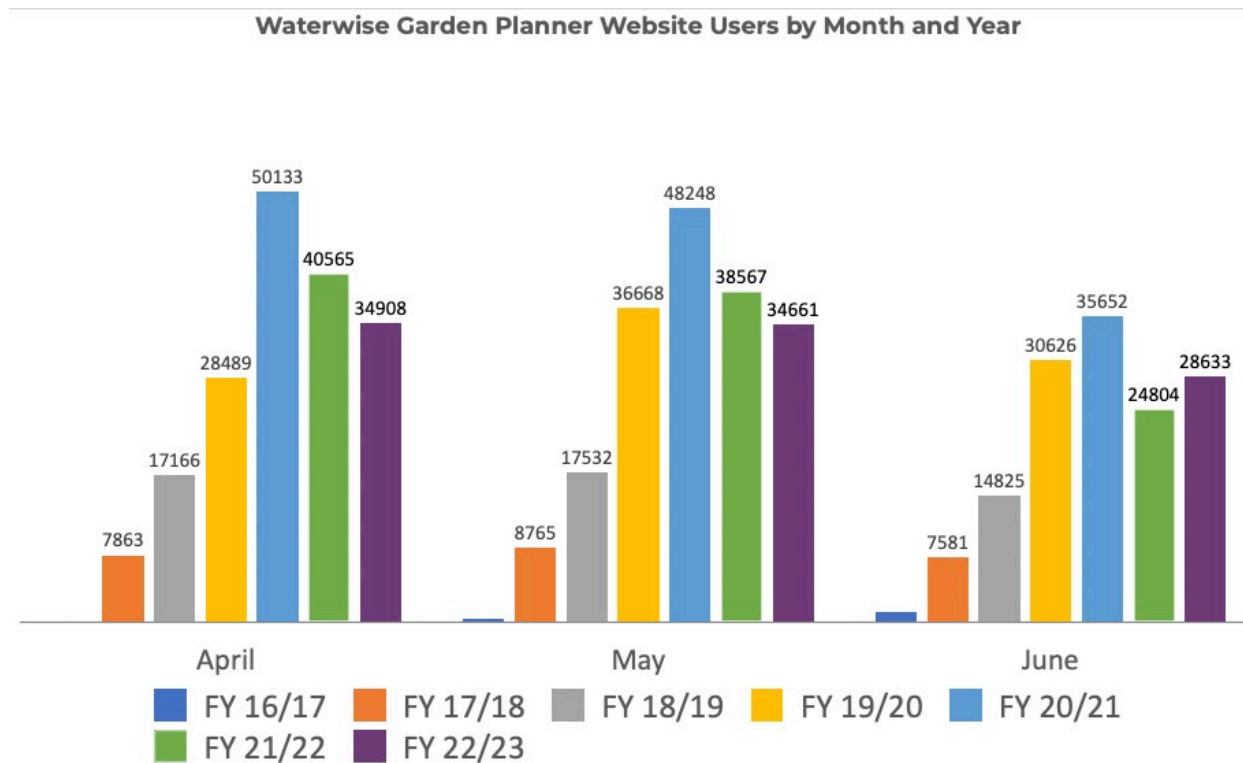




Interns and staff are currently working on a series of DIY project tutorial videos of building habitat features for waterwise pollinator gardens.



### Waterwise Garden Planner Website

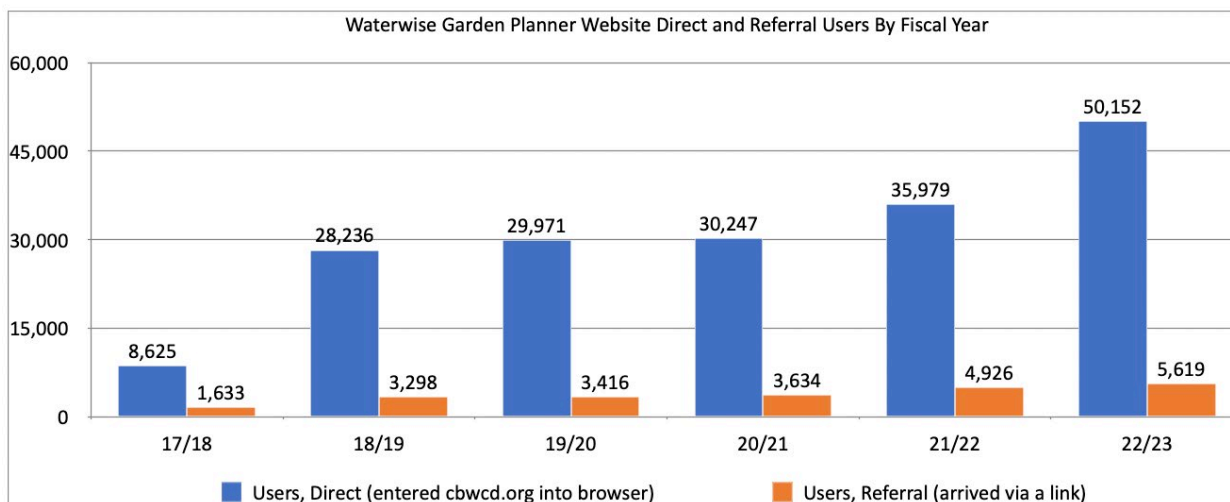


The Waterwise Garden Planner Website continues to be a well-used public resource across the region, serving as a hub for detailed information about waterwise landscapes and gardening as well as the central place for CBWCD program participants to learn more as they pursue their own waterwise landscaping projects.

While site users have declined compared to FYs 20/21 and 21/22, we believe this is largely due to the “pandemic bump” received when people were stuck at home and the country saw unusually high interest in all things related to home gardening and online resources.

220,000 users per year, achieved in FY 22/23 still vastly surpasses staff’s original hopes for the site, and may be closer to a realistic continued level of use. The main source of traffic to the site is Google search results. Site analytics show that users arriving through a Google search are responsible for the vast majority of the year-over-year drop in site traffic.

It is important to note, however that key specific metrics indicate that the Waterwise Garden Planner is continuing to gain traction and reputation, as indicated by FY 22/23s record site traffic from users arriving by Direct traffic (directly entering the site’s web address, meaning they are either returning because they find it useful, learned about the site by participating in a program, were told about it by a friend, etc.) and Referral traffic (links from other websites including other water agencies, CBWCD’s main site, etc., but not search engines).

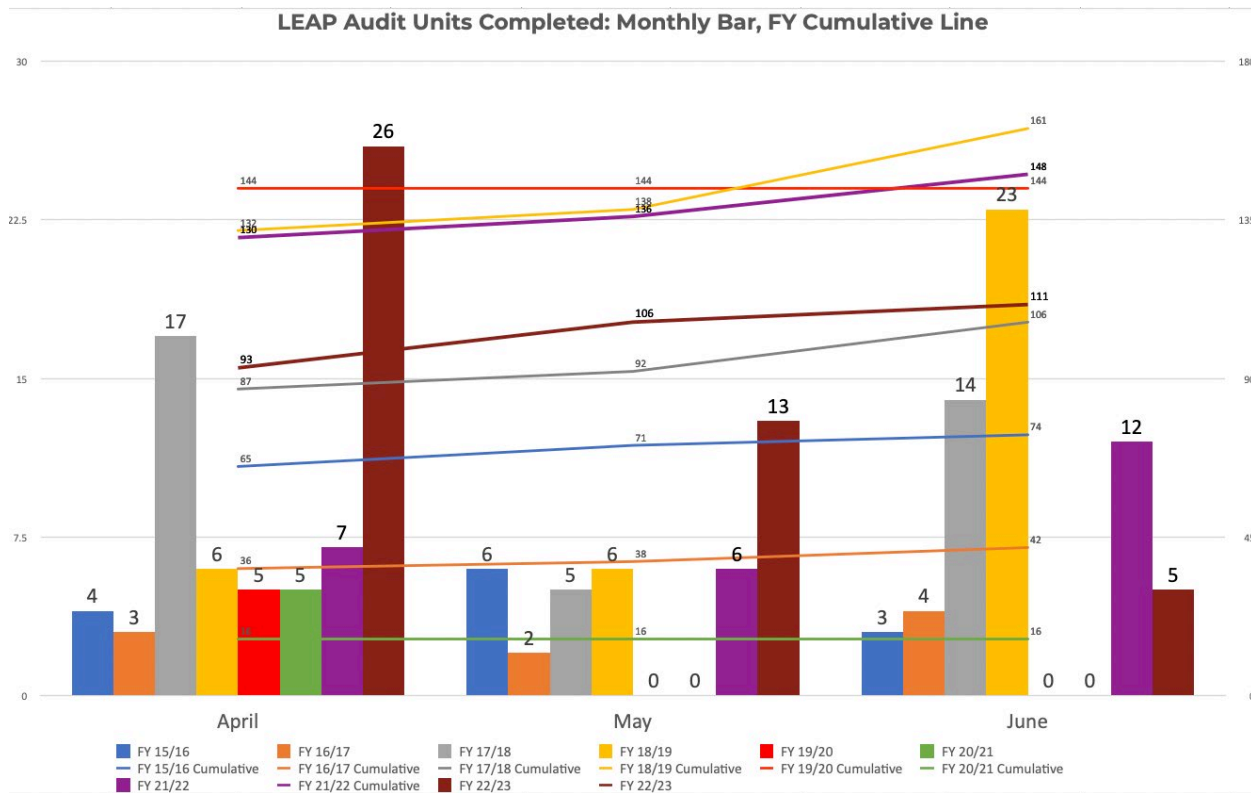


The Los Angeles Times recently profiled a residential native garden in Torrance, and the homeowner’s process of learning how to go about the process of designing and installing it (see correspondence packet). Both the District’s YouTube workshops and the Waterwise Garden Planner were mentioned as resources he used in the process!

# FY 22-23 Quarterly Metrics Report

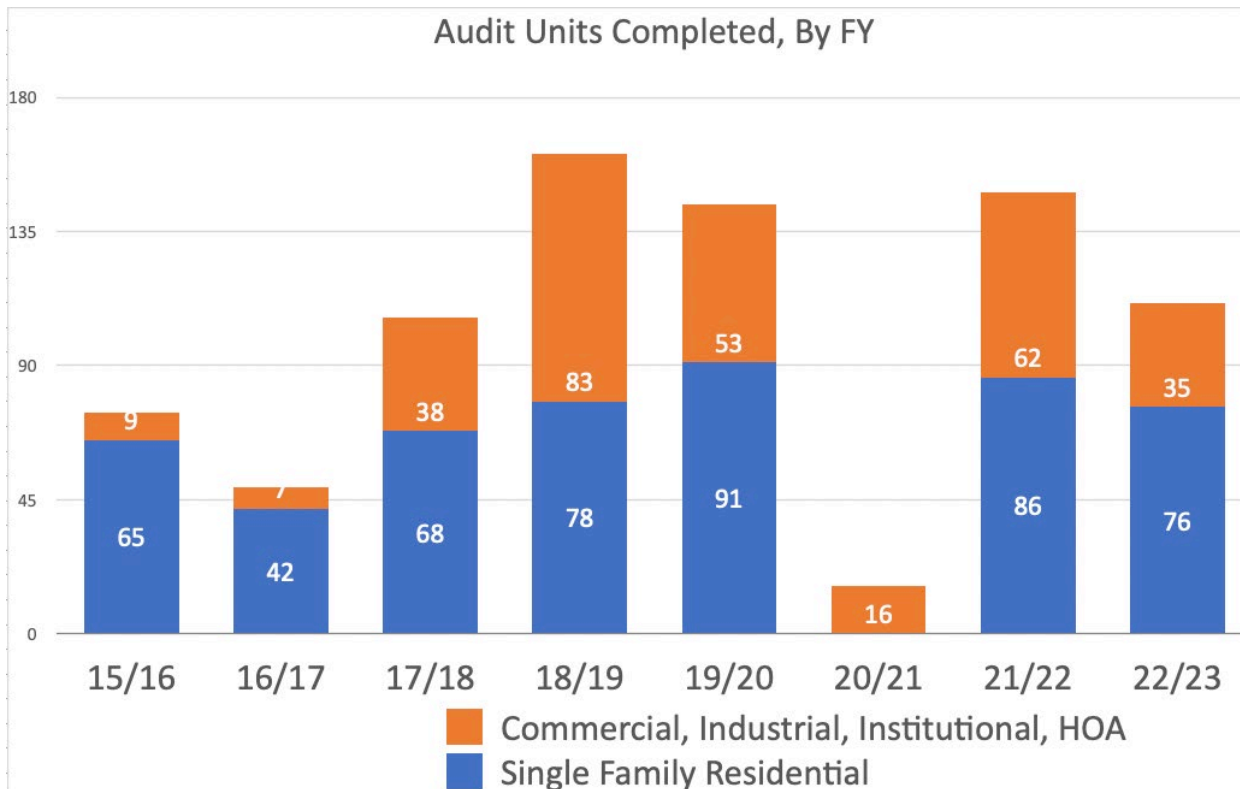
Fourth Quarter Metrics | April-June 2023

## Landscape Efficiency and Audit Program (Sprinkler Check Up and Landscape Water Efficiency Consultation)



# FY 22-23 Quarterly Metrics Report

## Fourth Quarter Metrics | April-June 2023



FY 22/23 ended as a statistically average year for the program (excluding the pandemic-related year of 20/21, mean audit units-per-year completed from 15/16-22/23 was 113 units and activity this year was 111 units).

Challenging factors this year included extreme drought, in which staff believes both commercial sites and residential properties may have been reluctant to invite staff to inspect irrigation settings in the context of watering day and time restrictions and a commercial site ban on watering non-functional turf. This was followed by heavy rains, creating a period of months when people may have been unlikely to think much about their irrigation systems.

To increase participation, the District's April newsletter featured our Sprinkler Checkup Program for its lead article, followed by more regular smaller plugs for program participation. This helped raise participation toward the end of the year.

### Community Volunteer Program

In February, the District launched our Community Volunteer Program, to provide “learn by doing” opportunities for community members. Volunteers gain experience with caring for waterwise landscapes by working the first Saturday morning of most months alongside District staff.

This program has multiple goals including:

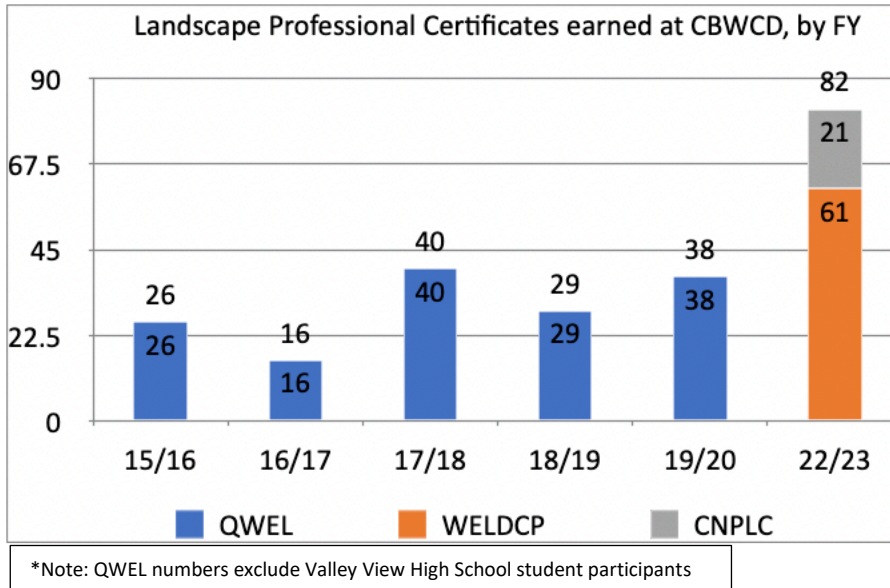
- Teaching the skills to properly care for waterwise and California native landscapes
- Helping the District build connections with community members and increase the community’s perceived value of the District
- Further activating the Demonstration Garden and Park
- Assisting staff in caring for and expanding the California native plantings in the Park

This year, 23 volunteers, some of whom participated multiple days, contributed over 124 hours of time over 5 volunteer days.

After a summer break from the program in July and August (planned due to heat), we look forward to welcoming back volunteers beginning in September.



### Landscape Professional Certification / Certificate Programs



After being on pause due to COVID in FYs 20/21 and 21/22, the District re-launched professional certification and certificate programs this year, with some exciting new changes and project partners.

Formerly the District offered the Qualified Water Efficient Landscaper certificate (QWEL). This year we replaced that offering with the WELDCP (Water Efficient Landscaper Dual Certification Program) in partnership with Metropolitan Water District, in which participants can gain both the QWEL certification and the California Landscape Contractors Association's Certified Water Manager certification by attending one course series and taking a single test.

In addition, this spring the District hosted our first cohort of the California Native Plant Landscaper Certificate Program, in partnership with the Theodore Payne Foundation and the California Native Plant Society.

These new offerings, combined with the outreach efforts of District staff and our partners resulted in FY 22/23 being a record year for engagement with and training of landscape professionals.

# Fourth Quarter Correspondence: Apr – Jun 2023



CHINO BASIN

**Water  
Conservation  
District**



This gentleman brought his friend in today. Both belong to a support group for people with traumatic brain injury. He commented on how healing our place is for them to visit, because it is so serene & quiet. The park included. He stated that because there is only one entrance and exit to the park from the street, it makes them feel “safer” than the typical park with all the comings and goings

- *Comments given to Judy at the front desk about the park/garden, (5/23)*

Hi Scott

I just wanted to extend a (now-belated) thank you for the terrific presentation and garden tour on May 20th. This was the first presentation that I've attended in person and it was just as on-point and useful as the others that I've viewed online. It was particularly great to see your favorite plants in situ and to hear you discuss your experiments with different varieties of keystone species for native/water-wise plant gardens. I've been on the hunt for a great ground cover buckwheat variety and not only did you come through, but I was able to see the other leading contenders.

Beyond this particular presentation, I also want to thank you for ALL the incredible work that you and your compatriots at the IVGP/CBWCD are doing. I am a self-taught and incorrigibly curious landscape designer and I have learned so much from the website and the online presentations. They are focused, practical and useful for folks with a wide degree of knowledge, DIYers and professionals alike. I have been trying to really focus my own design practice on water-wise garden designs and I find myself coming back to the resources that you and your organization have created over and over again. This is a testament to the depth and practicality of the offerings, as well as the exceptional user interface that you've all built.

I said this to you in person when we met, but it bears repeating: I truly believe your organization is moving the needle on water-wise gardening and the myriad benefits and opportunities that it offers. And doing so at a scale that is disproportionate to your water district's size and resources. I would challenge anyone to point me to a more useful and approachable resource in this regard. I "fessed up" when I was there that I'm based in Pasadena, well outside of the CBWCD, but I'll keep coming back and spreading the word - to friends, colleagues, clients - about the great work you are doing out there. Keep it up! Please!

With gratitude and admiration,

- *Thank you' Email sent by Zak Cook, after a garden tour, (5/20)*



## ***'Landscape Transformation Basics' Workshop, 6/8: Attendee Comments***

Thank you so much. I attend a myriad of online courses and this was by far the best I have attended. I learned so much that I can instantly use in my garden. I really appreciate this new found program. I can't believe all this information was free and user friendly. See you at the drip irrigation workshop coming up! Thanks.

Wonderful presentation. Thank you so much for sharing your wealth of knowledge!

This was excellent. Thank you!!

I had so much fun! Here are some reasons why. When I arrived here I was struck with the beautiful scent. My group, Ellie, Ivy, Jordan, and Addyson were awestruck. They taught us very interesting things and they let us go in their garden. We also saw a beautiful tortoise named Sam. He was super cute. In conclusion the Waterwise Community Center was amazing. I hope we can come back! We are the luckiest kids on the earth to go to this amazing place.

- *Handwritten 'Thank you' note written by Eddie, 4<sup>th</sup> Grade Student of Deer Canyon Elementary. The entire class also wrote thank you letters that were sent to the Community Programs Team*

# Social Media Interactions



## Waterwise Community Center

@CBWCD 1.52K subscribers 110 videos

Comments on "Install Drip Irrigation Like a Pro: how to install an inline drip irrigation grid"



### Highlighted comment



srossmitchell 7 days ago

Thanks, I'm in the middle of converting my park strip lawn to something low water, and this is quite helpful!

Comments on "Drip Irrigation Design and Installation for Landscapes"



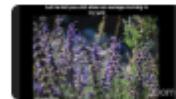
### Highlighted comment



Zak Cook 1 day ago

Fantastic workshop/presentation. So practical and informative. Thank you.

Comments on "California Native Garden Design Online Workshop"



### Highlighted comment



@Kiolashei 2 days ago

So helpful! I've been overwhelmed trying to design a garden and this helped calm my anxiety. Thank you 🙏



Reply

# Social Media Interactions



CITY OF MONTCLAIR

## **ECONOMIC DEVELOPMENT** **E-NEWSLETTER**

### Free Programs to Help Save Water



As summer nears, Monte Vista Water District (MVWD) reminds businesses that water conservation is a way of life, not just a response to drought conditions. Conserving water for present and future needs is essential, and several ways exist.

As the water provider for your Montclair business, MVWD offers free programs to help customers conserve water. The Nozzle Retrofit Program will retrofit existing sprinkler nozzles with high-efficiency nozzles, resulting in significant water savings. Additionally, the Landscape Evaluation Audit Program (LEAP) offered by the Chino Basin Water Conservation District (CBWCD) helps businesses identify ways to improve the water efficiency of their landscapes. Both programs are FREE to MVWD customers and can save significant water.

Conserving water is a way of life, and MVWD urges all businesses to do their part in using water wisely.

Let's work together to create a sustainable future for Montclair.

# Social Media Interactions



## SUSTAINABLE LANDSCAPING LUNCH & LEARN

This workshop will help property managers/owners and landscape maintenance teams work together to improve their landscape's water use.



Thursday June 29, 2023



11:30 AM - 12:45 PM



Waterwise Community Center

4594 San Bernardino St, Montclair

Join Monte Vista Water District &  
Chino Basin Water Conservation District  
for FREE lunch, prizes and resources!

Register at [MVWD.org/class](https://mvwd.org/class)



scan to register!



CHINO BASIN  
Water  
Conservation  
District

Waterwise  
Community  
Center

Monte Vista Water District (MVWD) invites you to a Sustainable Landscaping Lunch & Learn to help property managers and maintenance teams work together to improve your landscape's water use. The workshop will be held on Thursday, June 29, 2023, from 11:30 a.m.- 12:45 p.m. at the Waterwise Community Center, located at 4594 San Bernardino St. in Montclair, CA. Join MVWD & Chino Basin Water Conservation District for FREE lunch, valuable resources, and prizes. Registration details are included in the flyer. If you have any questions, call 909.267.2130.

# Social Media Interactions



gobcontario What a great GMO!  
We kickstarted this morning with a visit to the Chino Basin Water Conservation District, your included!

The Chino Basin Water Conservation District was formed in 1949 to help protect and preserve the Chino Groundwater Basin for the San Bernardino County communities that rely on it as a water source. Their formal service area includes all or part of the cities of Chino, Chino Hills, Montclair, Ontario, Fontana, Rancho Cucamonga, and Upland.

The CBWCD is committed to working with partners in the community to conserve water and protect our natural resources.

They do this by providing a variety of programs and services, including:

- Water conservation education and outreach
- Water efficiency rebates and incentives
- Water conservation planning and implementation assistance
- Water quality monitoring and protection
- Groundwater management
- Flood control and erosion control

Here are some of the ways you can help conserve water:

- Fix leaks in your home and yard
- Install water-efficient appliances and fixtures
- Water your lawn and plants less often
- Take shorter showers
- Recycle your water

For more information, please visit our website at [www.cbwcd.org](http://www.cbwcd.org)



gobcontario • [Follow](#)

Rooney • When Did Your Heart Go Missing?

Greater Ontario Business Council



# Social Media Interactions



At left is the Montclair Basin Chain shown full after a March 2023 storm. The Montclair Spillway #2, shown above, at its completion.

## Recent Storms Demonstrate Benefits of New Spillway for Groundwater Recharge

This year's constant deluge of water after so many years of drought has many Californians asking what we are doing to capture water for later use. California's future economic vitality depends on our ability to fully take advantage of wet years, as climate change is causing drought years to last longer and become more intense. While surface reservoirs are crucial to our water supply, opportunities to store water underground are just as important. In fact, for many communities around the state lucky enough to have an underground aquifer, with the right infrastructure, they represent a "drought piggy bank" that captures water in wet years for use during dry years.

In one community sitting below Mount Baldy, the Chino Groundwater Basin has been a crucial source of water for generations. The Chino Basin Water Conservation District, founded in 1949, completed a key piece of infrastructure in the fall of 2022, just in time to take advantage of this winter's storms. A new concrete spillway for Montclair Basin #2, located along the San Antonio Creek Channel, will help capture up to 18 million gallons of additional stormwater runoff for future use.

The \$1.05 million project in Montclair was unveiled by CBWCD Board members at a ribbon cutting ceremony on Jan. 19, following a series of major rainstorms. The new spillway allows CBWCD to raise the water level in Montclair Basin #1 by eight feet, which represents 18 million gallons of water.

"This project is made for winters like this, when we are inundated by rain that we can then capture and store underground for dry times," said Gil Aldaco, CBWCD Board Treasurer, at the Jan. 19 ribbon cutting ceremony. "Holding the water locally, rather than letting it flow out to the ocean, furthers our goal of preserving and protecting the Chino Groundwater Basin."

The Chino Groundwater Basin is the tenth largest aquifer in Southern California and provides about half of the water supply for the area. CBWCD has spent decades investing in recharge basins to ensure that water can be put back into the aquifer. The area has a network of basins for both recharge and flood

The spillway project was completed in October 2022 with \$300,000 in assistance from the American Rescue Plan Act (ARPA) funds, awarded to CBWCD by the County of San Bernardino.

"Our water supply is central to our ability to grow our community and our economy. During the drought, we have been reminded that it is crucial to capture every drop we can for our local supplies," San Bernardino County Supervisor Curt Hagman said.

The spillway complements a planned inlet diversion project by Inland Empire Utilities Agency (IEUA) that will increase stormwater capture by an additional 96 acre-feet per year – enough to serve almost 200 families for a year. Together, the projects were funded by a \$1 million grant from Metropolitan Water District of Southern California's (MWD) Stormwater for Recharge Pilot Program. ☐

For more information about CBWCD, visit [cbwcd.org](http://cbwcd.org).



socialwater The Chino Groundwater Basin is a key source of water for generations, and the new infrastructure update will help capture more stormwater runoff in the future.  
#ChinoBasin #StormwaterCapture

Read about it:  
<https://loom.ly/d8g0hy0>

# Social Media Interactions



CHINO BASIN  
**Water  
Conservation  
District**

May/June 2023



## STS NEWSLETTER

A bimonthly publication of Street Tree Seminar  
Your Los Angeles/Orange County Regional Forest Council

### Waterwise Community Center & Garden Tour

*Our May meeting was held at the Chino Basin Water District Waterwise Community Center in Montclair. Dave Schroeder led the group through the history of the facility and then took us on a tour of the facility and surrounding park.*

The meeting began with a short history of the Chino Basin Water District Waterwise Community Center.



March 1938 Flood - Mt. Baldy

In 1938 a catastrophic flood of the LA river and San Antonio Creek triggered by days of rainfall caused extensive damage and claimed several lives.

In 1949 the CBWCD was formed.



The San Antonio Dam was completed by the Los Angeles US Army Corps Engineers in 1956, creating opportunities for farming in the valley. Today, the CBWCD is part of the California State Water Project, a 705 mile network of water storage and management facilities serving 27 million people and more than 750 acres of farms throughout California.

After the historical presentation, Dave and his team

gave us a tour of the facility grounds and talked about how they handle pruning and watering. We even got to meet the resident animals, including their llama, Bazzle!

Bazzle arrived at the Waterwise Community Center in 2021. He is a 13-year-old tuxedo llama. His job is to protect the goats living in the Montclair Basin from predators. See if you can glimpse his grazing on grasses and other weeds. He enjoys sleeping in the shade, eating his nightly dessert of alfalfa, and greeting visitors by the north fence of the Wilderness Park.



Continued page 3



# Social Media Interactions



montevistawaterdistrict Thinking about upgrading your landscape to a beautiful, waterwise one, but not sure where to start? The @cbwcd can help! Join one of their FREE in-person or online classes presented by expert instructors and learn how to design, install and maintain waterwise landscapes. Visit [www.cbwcd.org](http://www.cbwcd.org) for more info.

Montclair Chamber of Commerce

# Networking Breakfast

15 JUNE | 2023 | 8:30 AM

Tiffany Brito

**STRIVE**  
PT & Wellness

"Benefits of Therapy  
in the Business World"

Waterwise Community Center  
4594 San Bernardino St, Montclair, CA 91763

CHINO BASIN Water Conservation District Waterwise Community Center



montclairchamber UPDATE RESCHEDULED-Join us on Thursday, June 8th as we welcome Tiffany Brito from @striveptwellness to showcase Benefits of Therapy in the Business World.

June 15th, 2023

8:30 AM - 9:30 AM

@cbwcd (4594 San Bernardino St, Montclair, CA 91763)



# Social Media Interactions



**amateurgardener13** A couple of trees blooming at the Chino Water Basin Community Center Park @cbwcd #trees #treesofinstagram

Trees:

- 1 Eastern Redbud
- 2 Pink Trumpet



**steelerlou3865** • Follow

Waterwise Community Center



**steelerlou3865** This is my office today; at the annual Monte Vista water conservation day, come visit me 🤗



**collegetutormike** Just planted my first lupine and first salvia, using organic soil mix and some TLC. They look great in their new home. The creatures are already visiting! 💚💚💚

# Social Media Interactions



## COMMUNITY CONSERVATION FIELD TRIP

**A FREE field trip for our life  
long waterwise learners!**

Do you miss field trips?!  
Adults and 6th-12th graders are invited to  
come learn about water in our  
community on a fun, interactive field trip  
for grown ups!

June 3rd | 10am-12pm

Register at

[tinyurl.com/2023excursion](https://tinyurl.com/2023excursion)

\*\*Presented in/Presentado en: English, Spanish and American Sign Language\*\*

## EXCURSIÓN DE CONSERVACIÓN COMUNITARIA

**¡Una excursión para  
aprendizaje de agua de toda  
la vida!**

¿Le encantan las excursiones?  
¡Adultos y estudiantes 6-12 grado están  
invitados a venir y aprender sobre el agua  
en nuestra comunidad en una divertida e  
interactiva excursión para adultos!

3 de junio | 10am-12pm

Inscripción:

[tinyurl.com/2023excursion](https://tinyurl.com/2023excursion)



CHINO BASIN

**Water  
Conservation  
District**

**Waterwise  
Community  
Center**

Waterwise Community Center  
4594 San Bernardino Street  
Montclair, CA 91763  
Open: Mon-Sat 8AM- 4:45PM  
Phone: 909-626-2711

**energy\_is\_everything** Do you miss  
field trips? Turn to **@cbwcd**! They are  
offering a free community  
conservation field trip on June 3rd for  
middle schoolers, high schoolers, and  
adults of all ages at Montclair,  
California.

Visit the link to register and for more  
details: <https://bit.ly/3NYCP95>



**growgardenangel** The Waterwise Community Center in  
Montclair is the place to go for drought-tolerant landscaping  
inspiration! **#waterwisecommunitycenter** **#waterwisegardening**  
**#droughttolerant**



**growgardenangel** Water is life in SoCal! Thanks to **@cbwcd**  
for the tour and preserving the Chino Groundwater Basin.  
**#waterpreservation** **#sustainability** **#waterwisegardening**  
**#inlandempire**



# Advertising

## April Earth Day/Month display with Montclair Place



# In the News

📄 Appeared in print as *"Pumpkins, Succulents and Family Fun"*

✍ By **Sandra Buettner**

🕒 April 2023

📁 Hearts and Minds



Page 1

## A Connection with Plants and Gardening Helps this District Deliver Messages About Water's Value

A California district hosts an October Waterwise Garden and Pumpkin Fest to stress water conservation and kick off the fall planting season

The Chino Basin Water Conservation District's fall festival is back after a two-year hiatus due to COVID.

Based in Montclair, California, the district created the festival to educate residents on water-saving plantings and responsible gardening practices. Amid frequent droughts, the residents appreciate learning how they can do their share to conserve water.

"We have festival attendees who know a lot about water wise gardening and some who know nothing. It runs the gamut," says Maia Dean, community programs manager. The Waterwise Garden and Pumpkin Fest takes place on the district's grounds, about 30 minutes east of Los Angeles.

The district was formed in 1949 to help protect and preserve the Chino Groundwater Basin for the San Bernardino communities that rely on it for water. Its service area includes some or all of the cities of Chino, Chino Hills, Montclair, Ontario, Rancho Cucamonga and Upland.

### Festival fun

"Our planting and growing season starts in fall, and so we host our event in October to teach water-wise planting and gardening practices just as residents are planting their own gardens," Dean says.

The festival was started in 2006 as a family-friendly event. Many residents attend year after year. The half-day event runs from 10 a.m. to 2 p.m. and offers water-related activities festival for all ages. Inland Empire Utilities Agency helps sponsor the event. There are workshops sponsored by the district's partner water agencies. Every year there are up to 20 booths.

The district promotes the festival in a monthly newsletter sent to 8,000 subscribers. Information is also posted on the district website and social media platforms, including a Facebook page devoted solely to the event.

Partner agencies advertise the event through their social media and bill inserts. Some cities hang promotional banners above their streets. "When the district hosts school field trips, we promote the festival to the students and educators throughout the year," Dean says.

# In the News

📄 Appeared in print as *"Pumpkins, Succulents and Family Fun"*

✍ By **Sandra Buettner**

🕒 April 2023

💡 Hearts and Minds



Page 2

## A Connection with Plants and Gardening Helps this District Deliver Messages About Water's Value

A California district hosts an October Waterwise Garden and Pumpkin Fest to stress water conservation and kick off the fall planting season

### Varied activities

Festival booths can include a master gardener tent and a representative from the San Bernardino stormwater program who explains what not to put down storm drains. An irrigation vendor instructs residents on how to use a water-saving slow-drip system to water plants.

Students from the horticultural department at the local community college sell succulents and water-saving plants as a fundraiser. They teach attendees which plants are best for their areas and describe the plants' water-conserving qualities.

Throughout the day, raffles are conducted for water-related items donated by partner agencies.

Speakers throughout the day tell how to create and maintain water-conserving gardens. Dance groups and singing groups volunteer to entertain the attendees. There are special events for children; one festival featured a live exhibit with marine animals.

### Pumpkin patch

The festival draws about 900 people, including roughly 600 adults and 300 children. By far the most popular event is the Pumpkin Patch. Kids and adults buy pumpkins that the children paint for prizes. Adults and older children create pumpkin centerpieces, which the families take them home to use as fall decorations in their yards.

The festival also includes water-related arts and crafts activities for kids. Booths offer prizes, popcorn, candy and ice pops. There is also a petting zoo.

A festival of this magnitude takes a lot of helping hands. Area middle and high schools require students to contribute volunteer hours every year; many students donate some of those hours to the festival year after year.

The district staff members also pitch in, as do staffers from partner water agencies and master gardeners. Says Dean, "Our volunteers make this festival the success that it is, and we couldn't do it without them."





## In the News

### ***Champion Newspapers*** *Chino Champion • Chino Hills Champion*

## \$19 million improvements made to Eastside Water Treatment in Ontario

By Briana Munoz Apr 29, 2023 0

The City of Chino has completed the \$19 million phase three expansion of its Eastside Water Treatment Facility, located at 7537 Schaefer Ave. in Ontario, which was constructed in 2015.

The facility is now equipped with nitrate removal equipment consisting of ion exchange treatment vessels and 123-TCP removal equipment, increasing the treatment capacity from 3,500 gallons per minute to 7,000 gallons per minute, or 10 million gallons of water per day.

Dual brine pipelines were constructed to convey the brine waste resulting from the treatment process from the Eastside facility to a Santa Ana Watershed Project Authority lateral owned and operated by the Inland Empire Utilities Agency (IEUA).

There are five phases planned for the facility. The next phase is the installment of the Well 11 transmission line, Well 16 rehabilitation, and Well 17 equipping projects that will be treated by this facility.

Mayor Eunice Ulloa said the region's agricultural past and industrial uses have left a legacy of contaminants in the city's groundwater, that has subsequently been regulated by the State Water Resources Control Board.

"While Chino has sufficient groundwater to meet current and future needs, treatment is a critical component," said Mayor Ulloa. "Purchase of imported water can be unreliable and expensive. The use of locally treated groundwater is preferable over alternative sources to increase water supply reliability."

According to a press release, the expansion will help meet current and future demands in Chino with a population of 95,000 residents and growing. The growth in The Preserve continues to fuel a significant increase in water demand that the water treatment facility will help the city meet.

A ribbon cutting was held April 18 at the treatment facility to commemorate the completion, which was attended by local and state representatives and staff and board members from local water agencies including the IEUA, Monte Vista Water District, Chino Basin Water Conservation District, Chino Basin Desalter Authority, and the Water Facilities Authority.