



**CHINO BASIN WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING AGENDA**

MONDAY, SEPTEMBER 11, 2023 AT 2:00 P.M.

**BOARD ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763**

BOARD OF DIRECTORS

Mark Ligtenberg, President

Kati Parker, Vice President

Gil Aldaco, Treasurer

Tery Layton, Director

Amanda Coker, Director

Hanif Gulmahamad, Director

Ryan Sonnenberg, Director

GENERAL MANAGER

Elizabeth Skrzat

LEGAL COUNSEL

Lee McElhaney

NOTICES

PUBLIC COMMENTS: Those interested in participating during the Public Comment period or public testimony period for Public Hearings of the Board meetings, may do so in person the day of the meeting, or by contacting the Board Clerk via email at dlamarque@cbwcd.org at least two hours prior to the start of the meeting. Speakers will be required to sign in and each person's name will be called in the order received.

AMERICANS WITH DISABILITIES ACT: 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 72 hours prior to the advertised starting time of the meeting.

AGENDA MATERIALS: The agenda and/or agenda packet are available for public inspection at District's website at: <https://cbwcd.org/agendas/>.

INVOCATION**CALL TO ORDER AND FLAG SALUTE****ROLL CALL****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 – COMMUNITY DEPARTMENT FY 22-23 REPORT:** Maia Dean, Community Programs Manager
2. **INTERPRETIVE SIGNAGE PRESENTATION:** Scott Kleinrock, Conservation Programs Manager

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.

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 approved in a single motion and vote. Items removed from the Consent Calendar will be acted upon separately.

3. **APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF AUGUST 14, 2023**
Recommendation: It is recommended that the Board of Directors approve said minutes as is.
4. **FINANCIAL REPORTS FOR JULY 2023**
Recommendation: It is recommended that the Board of Directors approve the financial reports.

5. APPROVE 1234 DIRECTOR TRAVEL, TRAINING, AND MEETING REPORT

Recommendation: It is recommended that the Board of Directors approve the Director Travel, Training and Meeting Report, reflecting business-related expenses incurred by the District.

6. APPROVE 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT

Recommendation: It is recommended that the Board of Directors approve Director Compensation and Reimbursement Report.

7. ADOPT RESOLUTION NO. 2023-04 FOR DISPOSAL OF DISTRICT PROPERTY

Recommendation: It is recommended that the Board of Directors approve Resolution No. 2023-04 for Disposal of District Property.

8. ADOPT RESOLUTION NO. 2023-05: THE STATE OF CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES DESIGNATION OF APPLICANT'S AGENT FOR NON-STATE AGENCIES

Recommendation: It is recommended that the Board of Directors adopt Resolution No. 2023-05: the State of California Governor's Office of Emergency Services Designation of Applicant's Agent for Non-State Agencies to allow the District to receive reimbursement funds from FEMA for costs related to COVID-19 response.

9. APPROVE FY 22-23 4TH QUARTER (Q4) FINANCIAL REPORT

Recommendation: It is recommended that the Board of Directors approve the FY 22-23 Q4 Financial Report.

DISCUSSION ITEMS**10. ADOPT RESOLUTION 2023-06 ESTABLISHING AN APPROPRIATIONS LIMIT (GANN LIMIT) FOR FISCAL YEAR 2023-2024**

Recommendation: It is recommended that the Board of Directors review, discuss and adopt Resolution 2023-06, establishing an appropriations limit (GANN LIMIT) for Fiscal Year 2023-2024 in the amount of \$10,153,743.

11. APPROVE AGREEMENT NO. 2023-12 BETWEEN CHINO BASIN WATER CONSERVATION DISTRICT (CBWCD) & MONTE VISTA WATER DISTRICT (MVWD) FOR STORAGE OF SUPPLEMENTAL WATER

Recommendation: It is recommended that the Board of Directors review, discuss, and approve Agreement No. 2023-12 between CBWCD and Monte Vista Water District for storage of supplemental water in the Chino Basin, which is substantially complete, subject to final revisions and approval by District management and Legal Counsel.

12. APPROVE AGREEMENT NO. 2023-13 BETWEEN CHINO BASIN WATER CONSERVATION DISTRICT (CBWCD) AND CUCAMONGA VALLEY WATER DISTRICT (CVWD) FOR STORAGE OF SUPPLEMENTAL WATER

Recommendation: It is recommended that the Board of Directors review, discuss, and approve Agreement No. 2023-13 between CBWCD and Cucamonga Valley Water District for storage of supplemental water in the Chino Basin.

13. ADOPT RESOLUTION 2023-07: RESCINDING RESOLUTIONS ADOPTED IN RESPONSE TO COVID-19 IN 2020 AND 2021

Recommendation: It is recommended that the Board of Directors review, discuss, and adopt Resolution No. 2023-07: Rescinding Resolutions Adopted in Response to COVID-19 in 2020 and 2021.

14. AMEND POLICY NO. 39 – HOLIDAYS AND APPROVE THE DISTRICT’S HOLIDAY CALENDAR FOR 2024

Recommendation: It is recommended that the Board of Directors review, discuss, and amend Policy No. 39 and approve the District’s holiday calendar for 2024.

15. ACWA REGION 9 BOARD SELECTION

Recommendation: It is recommended that the Board review and select candidates to serve on the ACWA Region 9 Board for 2024 and 2025.

DIRECTOR ORAL REPORTS

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

- President Ligtenberg
- Vice President Parker
- Treasurer Aldaco
- Director Layton

- Director Coker
- Director Gulmahamad
- Director Sonnenberg

STAFF ORAL REPORTS

- General Manager/Secretary Report
- Legal Counsel Report

CLOSED SESSION

Legal Counsel shall provide a briefing on the item listed for Closed Session as follows:

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

ADJOURNMENT

The Board of Directors will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, October 9, 2023.**

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 on or before **Friday, September 8, 2023 by 2:00 p.m.**

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, August 14, 2023

MINUTES

INVOCATION – *President Ligtenberg led the Board in the invocation.*

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

ROLL CALL

Board Members Present: *President Mark Ligtenberg
Vice President Kati Parker
Treasurer Gil Aldaco
Director Teri Layton
Director Amanda Coker
Director Hanif Gulmahamad*

Board Members Absent: *Director Ryan Sonnenberg – excused*

General Counsel Present: *Leland McElhaney, Esq.*

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

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.

General Manager Elizabeth Skrzat requested that the Metrics Presentation: LEAP Commercial & LEAP Residential be pulled from the Agenda.

PRESENTATIONS

1. Metrics Presentation – Infiltration Report: Dave Schroeder, Facilities & Operations Manager

The presentation was received and filed.

2. Metrics Presentation- LEAP Commercial & LEAP Residential: Scott Kleinrock, Conservation Programs Manager

General Manager Liz Skrzat pulled Presentation No. 2 from the Agenda.

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. *Approved.*
- b. July 31, 2023 – Finance Committee Meeting. *Approved.*
- c. August 1, 2023 – Recharge Committee Meeting. *Approved.*

4. Financial Reports.

- a. June 2023. *Approved.*

5. AB 1234

- a. Director Travel, Training, and Meeting Report. *Approved.*
- b. Compensation & Reimbursement Report. *Approved.*

6. Committee Reassignment. *Received and filed.*

a. 2022-2024 CBWCD Committee Assignments & Representative Positions.

7. Revised FY 2023-2024 Classification and Compensation Chart. Approved.

A motion to approve the Consent Calendar was made by Vice President Parker seconded by Treasurer Aldaco; the motion passed unanimously.

PUBLIC COMMUNICATIONS

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

President Ligtenberg opened the Public Comment period. The Board Clerk stated no public communication was received.

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
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.

Conservation Programs Manager Scott Kleinrock presented the staff report. He explained how the lobby update would improve the Conservation and Community Programs departments operationally. The improvements would accommodate the landscape professional workshops that the District now offers by freeing up the Board Room during rainy day field trips. Additionally, the exhibits in the lobby are visibly showing wear with peeling corners and faded materials, and the informational materials are starting to sound dated. Mr. Kleinrock introduced Program Educator II Monica Curiel to explain staff's vision of creating quarterly revolving exhibits that speak to all age groups and give constituents and community groups a more engaging and memorable experience.

Director Coker commended staff for their enthusiasm and going above and beyond by taking space constraints and turning it into an opportunity to create a more interactive and engaging space.

A motion was made by Vice President Parker to budget \$11,000 for Community Programs staff to plan and implement the proposed pilot program as presented. The motion was seconded by Treasurer Aldaco; the motion passed unanimously.

9. Approve 75th Anniversary Proposal and CV Strategies Contract Amendment No. 4

Report by: Elizabeth Skrzat, General Manager

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

General Manager Skrzat presented the staff report. Ms. Skrzat explained that CV Strategies has suggested a full year of events and presented the timeline of events, including an event planned for elected and appointed officials. In addition, near the date of the District's actual founding date of December 6, 1949, a community-based event is planned. It was explained that Contract Amendment No. 4 was written to modify the existing contract to include the costs associated with the 75th Anniversary events, and to extend the contract to June 30, 2025.

A motion was made by Director Layton to approve 75th Anniversary Proposal and Contract Amendment No. 4 with CV Strategies as recommended by staff. The motion was seconded by Director Aldaco; the motion passed unanimously.

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.

Facilities and Operations Manager Dave Schroeder presented the staff report. Mr. Schroeder explained that the project was approved as part of the District's Capital Plan for completion in FY 23-24. Due to the recent sharp increase of trespassing and vandalism, and complaints from the neighboring homeowner's association it has become an issue the District needs to prioritize immediately.

Discussion ensued amongst the Board regarding whether there should be more law enforcement involvement to assist the District with these issues.

Mr. Schroeder explained that although the Police Department and Code Enforcement do respond when they are called to assist staff with these issues it is not always a top priority for law enforcement. Therefore, clearing homeless encampments and debris, and fixing fences is taking up a lot of staff time.

Director Gulmahamad recommended that staff request increased patrolling from the Montclair Police Department.

A motion was made by Vice President Parker to approve Phase 1 of enhanced security fencing at Brooks Basin and move forward on Notice to Invite Bids for the fence construction. The motion was seconded by Treasurer Aldaco; the motion passed unanimously.

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.

General Manager explained the “Drought Piggy Bank” concept to the Board. The necessary steps that must be taken prior to purchasing and recharging water into the Chino Groundwater Basin were explained in detail. By following these steps, the District will be better prepared to store water when the opportunity arises. The District does not have to purchase water at this time but could choose to purchase water when ready.

The Board unanimously agreed with staff moving forward in the direction as presented.

There was no action taken at this time.

Director Coker requested that Item No. 14 be heard before Item No. 12 because she had to leave early.

The Board agreed to allow the reorder of Item No. 14 before Item No. 12.

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

Report by: Vice President Parker and General Manager 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.

Vice President Parker provided an overview of the President and Vice President candidates and mentioned that the election committee of ACWA is in support of candidate Ernie Avila. After reviewing the qualifications of both candidates, Vice President Parker expressed her support for Ernie Avila.

Director Gulmahamad stated that he would abstain from voting.

A motion was made by Vice President Parker to vote for Kathy Green for ACWA President, and Ernesto "Ernie" Avila for Vice President, seconded by Treasurer Aldaco. The motion passed by the following vote:

MOVED: Parker	SECONDED: Aldaco	APPROVED: 4-0-1-2
AYES: Ligtenberg, Parker, Aldaco, Layton		
NOES: None		
ABSTAIN: Gulmahamad		
ABSENT: Sonnenberg, Coker		

13. Approve Amendment No. 10 to Inland Empire Utility A Contract (#460002246-10) for the Landscape Evaluation and Audits Program

Report by: Elizabeth Skrzat, General Manager
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.

Conservation Programs Manager Scott Kleinrock presented the staff report and explained that Amendment No. 10 better reflects the costs in conducting commercial and residential audits. These rates are updated as needed to account for shifts in staff costs including wages, benefits, and staff positions assigned to the program.

Director Layton asked approximately how many audits staff has completed. Mr. Kleinrock responded that approximately 114 audits had been completed.

A motion was made by Director Gulmahamad, seconded by Director Layton. The motion passed by the following vote:

MOVED: Gulmahamad	SECONDED: Layton	APPROVED: 5-0-0-2
AYES: Ligtenberg, Parker, Aldaco, Layton, Gulmahamad		
NOES: None		
ABSTAIN: None		
ABSENT: Sonnenberg, Coker		

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

General Manager Skrzat presented the staff report and explained that MVWD has been supportive of the District and believed that the District should reciprocate.

Director Coker pointed out that for these grants there is a quick turnaround for letters of support. She recommended that the General Manager be directed to sign future letters of support on behalf of the Board.

Director Layton suggested that the General Manager could add any letters of support she signs to the agenda for informational purposes. Vice President Parker added that if a letter of support is controversial, the General Manager discuss with the President of the Board.

A motion was made by Director Coker to approve the letter of support for MVWD, and direct staff to process future letters of support at staff level, seconded by Treasurer Aldaco. The motion passed unanimously.

Director Coker left the meeting at 3:42 p.m.

INFORMATIONAL ITEMS

15. Quarterly Metrics Report

Received and filed.

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.

President Ligtenberg - None

Vice President Parker - Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.

Treasurer Aldaco - Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.

Director Layton - Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.

Director Coker – None

Director Gulmahamad - Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.

Director Sonnenberg – None

STAFF ORAL REPORTS

Executive Director/Secretary Report – *General Manager Skrzat thanked the Community Programs Team for the Dog Days of Summer Event. It was well organized and 111 people and 55 dogs enjoyed it. She also commended Community Programs Educator Billy Mercado for increasing the attendance by posting on Instagram. She reminded the Board of the Montclair Chamber of Commerce Evening event on August 17th.*

Board Attorney Report - None

CLOSED SESSION

President Ligtenberg recessed the meeting at 3:55 p.m., to consider the following Closed Session items:

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

President Ligtenberg reconvened the meeting at 4:22 p.m.

Board Attorney, Leland McElhaney, stated that there was no reportable action taken in closed session.

ADJOURN

President Ligtenberg adjourned the meeting at 4:23 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, September 11, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 11TH DAY OF SEPTEMBER, 2023.

Elizabeth Skrzat, General Manager

ATTEST:

Dena Y. Lamarque, Board Clerk/Administrative Coordinator

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

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

Chino Basin Water Conservation District
Income & Expense Report
 July 2023

	Jul 23	Budget	% of Budget
Ordinary Income/Expense			
Income			
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	39,379.68	2,651,600.00	1.5%
40200 · Current Yr Supplemental Tax Rev	0.00	74,300.00	0.0%
40300 · Prior Yr Tax Revenue	39,689.52	58,000.00	68.4%
40400 · Homeowner's Prop Tax Relief	0.00	19,500.00	0.0%
40500 · RDA Pass-Thru from Cities	0.00	1,267,100.00	0.0%
Total 40000 · Property Tax & Assessment Rev	79,069.20	4,070,500.00	1.9%
41000 · Interest Income	25.45	167,600.00	0.0%
42000 · Contributions/Sponsorships	0.00	4,000.00	0.0%
44000 · Grant Income			
44200 · Non-Govt Grant Income	640.00		
Total 44000 · Grant Income	640.00		
45000 · Capital Gain/Loss			
45100 · CalTRUST Investment Earnings	9,769.99	54,100.00	18.1%
45110 · CalTRUST unrealized gain/loss	2,397.18		
Total 45000 · Capital Gain/Loss	12,167.17	54,100.00	22.5%
49000 · Miscellaneous Income			
49100 · Agreement Income	0.00	17,500.00	0.0%
49200 · Cal Card Incentive	0.00	2,000.00	0.0%
49500 · Lease Revenue	1,000.00	12,000.00	8.3%
49900 · Misc Income	1,122.93		
49000 · Miscellaneous Income - Other	1.00		
Total 49000 · Miscellaneous Income	2,123.93	31,500.00	6.7%
Total Income	94,025.75	4,327,700.00	2.2%
Gross Profit	94,025.75	4,327,700.00	2.2%
Expense			
50000 · Payroll Expenses			
50100 · Wages			
50110 · Directors Wages	2,975.00	56,000.00	5.3%
50120 · Salary Employee Wages	69,946.43	645,300.00	10.8%
50130 · Hourly Employee Wages	84,156.40	833,100.00	10.1%
50140 · Intern Wages	6,724.49	72,000.00	9.3%
Total 50100 · Wages	163,802.32	1,606,400.00	10.2%
50200 · Payroll taxes	12,631.54	125,900.00	10.0%
50300 · Employee Benefits			
50326 · CalPERS Pension Reserve Trust	0.00	100,000.00	0.0%
50310 · Med/Dentl/Vision/Life/Dis. Ins	20,354.29	261,900.00	7.8%
50311 · Employee Paid Premiums	-685.80	-4,900.00	14.0%
50313 · EAP - Employee Assist. Program	0.00	600.00	0.0%
50321 · Classic - ER Paid Member Contr.	1,484.56	13,200.00	11.2%
50322 · Classic-Employer Contribution	2,244.35	20,100.00	11.2%
50325 · PEPRA-Employer Contribution	9,998.54	96,800.00	10.3%
50328 · Unfunded PERS payment	41,286.00	48,900.00	84.4%
Total 50300 · Employee Benefits	74,681.94	536,600.00	13.9%
50400 · Payroll processing fees	234.45	14,100.00	1.7%
Total 50000 · Payroll Expenses	251,350.25	2,283,000.00	11.0%
51000 · Administration Expenses			
51100 · Accounting Fees	7,976.00	80,000.00	10.0%
51150 · Banking Fees	15.00	400.00	3.8%
51200 · Board of Director's Expenses			
51210 · Conference & Tour Fees	875.00	12,000.00	7.3%
51230 · Legal Notices/Director Related	0.00	2,000.00	0.0%
51240 · Meals	140.00	1,500.00	9.3%
51250 · Medical & Life Insurance	651.31	21,600.00	3.0%
51260 · Mileage	156.41	2,500.00	6.3%
51270 · Miscellaneous	1,200.00	12,500.00	9.6%
51280 · Travel & Lodging	291.96	2,000.00	14.6%
Total 51200 · Board of Director's Expenses	3,314.68	54,100.00	6.1%
51300 · Consulting Fees	3,025.00	131,000.00	2.3%
51400 · Dues & Subscriptions	2,324.05	45,200.00	5.1%
51500 · Engineering Fees	0.00	10,000.00	0.0%
51600 · Legal Fees	11,165.00	50,000.00	22.3%
51700 · Office Expenses			
51785 · Agenda Management Software	0.00	12,000.00	0.0%
51710 · Office Equipment & Repairs	687.73	10,200.00	6.7%
51720 · Computer/Printer Supplies	194.85	2,500.00	7.8%
51730 · Maintenance/Janitorial	931.78	17,300.00	5.4%
51740 · Miscellaneous	0.00	1,000.00	0.0%
51750 · Postage	77.88	1,300.00	6.0%
51760 · Supplies	252.62	7,100.00	3.6%
51765 · Computer/IT Support	8,198.68	43,700.00	18.8%

12:49 PM

08/30/23

Accrual Basis

Chino Basin Water Conservation District

Income & Expense Report

July 2023

	Jul 23	Budget	% of Budget	
51770 · Telecommunications	1,411.20	19,500.00	7.2%	
51780 · Utilities	3,900.70	39,500.00	9.9%	
Total 51700 · Office Expenses	15,655.44	154,100.00	10.2%	
51800 · Meeting Refreshments	78.12	3,000.00	2.6%	
51900 · Staff Expenses				
51910 · Education	1,949.00	11,000.00	17.7%	
51920 · Conference & Tour Fees	100.00	10,700.00	0.9%	
51930 · Meals	101.18	6,600.00	1.5%	
51940 · Mileage	138.86	4,300.00	3.2%	
51950 · Miscellaneous	0.00	4,000.00	0.0%	
51955 · Recruitment	629.00	5,000.00	12.6%	
51960 · Travel & Lodging	42.50	11,500.00	0.4%	
51970 · Uniform Expense	473.52	10,700.00	4.4%	
Total 51900 · Staff Expenses	3,434.06	63,800.00	5.4%	
51990 · Tax Collections Fees	189.27	8,200.00	2.3%	
Total 51000 · Administration Expenses	47,176.62	599,800.00	7.9%	
51999 · Non-Operating General Expenses				
51999-1 · Facilities	355.88	10,000.00	3.6%	
51999-2 · Furniture & Equipment	580.54	28,000.00	2.1%	
Total 51999 · Non-Operating General Expenses	936.42	38,000.00	2.5%	
53000 · Insurance Expenses				
53100 · Bonding	450.00	1,000.00	45.0%	
53200 · General Liability	1,709.00	46,400.00	3.7%	
53300 · Property	10,160.51	9,600.00	105.8%	
53400 · Workers' Comp	0.00	36,000.00	0.0%	
Total 53000 · Insurance Expenses	12,319.51	93,000.00	13.2%	
54000 · Operation Expenses				
54150 · Equipment & Vehicles				
54160 · Equipment	0.00	3,000.00	0.0%	
54170 · Fuel	894.16	13,200.00	6.8%	
54180 · Repairs, Maint & Supplies	0.00	17,000.00	0.0%	
Total 54150 · Equipment & Vehicles	894.16	33,200.00	2.7%	
54200 · Fence Expenses	944.94	42,000.00	2.2%	
54250 · Hardscape Expenses	0.00	9,200.00	0.0%	
54300 · Irrigation Expenses	4,131.13	16,100.00	25.7%	
54350 · Landscape Maint & Supplies	-62.53	53,000.00	-0.1%	
54400 · Miscellaneous	0.00	1,500.00	0.0%	
54450 · Basin Percolation Maintenance	0.00	101,000.00	0.0%	
54500 · Pest Control	941.94	11,000.00	8.6%	
54550 · Signage	0.00	4,500.00	0.0%	
54600 · Small Tools & Supplies	240.93	6,000.00	4.0%	
54650 · Structural Maintenance	1,982.70	42,000.00	4.7%	
54750 · Trash Cleanup & Disposal	865.68	15,000.00	5.8%	
54800 · Utilities	697.73	12,000.00	5.8%	
54850 · Weed Abatement	1,017.19	20,200.00	5.0%	
Total 54000 · Operation Expenses	11,653.87	366,700.00	3.2%	
56000 · Permits & Fees	0.00	500.00	0.0%	
56000 · Public Education/Relations				
56100 · Advertising & Strategic Comm.	2,303.72	63,300.00	3.6%	
56200 · Critter Expenses	278.52	7,000.00	4.0%	
56300 · District Events				
56330 · Outreach Events	1,186.61	30,000.00	4.0%	
56340 · Water Fair	0.00	15,000.00	0.0%	
56350 · Poster Art Contest	9.00	14,000.00	0.1%	
56360 · Youth Program Supplies	178.29	1,500.00	11.9%	
56370 · School Tours	0.00	40,000.00	0.0%	
56380 · Public Ed/Workshops	194.79	20,000.00	1.0%	
Total 56300 · District Events	1,568.69	120,500.00	1.3%	
56400 · Community Events/Sponsorships	2,500.00	2,500.00	100.0%	
56500 · Informational Materials	1,659.37	3,000.00	55.3%	
56600 · Supplies - Give Aways	213.99	10,000.00	2.1%	
56700 · Web Design/Maintenance	4,447.95	29,000.00	15.3%	
Total 56000 · Public Education/Relations	12,972.24	235,300.00	5.5%	
58000 · Capital Expenses	7,850.00	541,200.00	1.5%	
Total Expense	344,258.91	4,157,500.00	8.3%	
Net Ordinary Income	-250,233.16	170,200.00	-147.0%	
Net Income	-250,233.16	170,200.00	-147.0%	

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

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10600 · Pension Trust	73,209.00
10100 · General Checking	153,356.05
10200 · Petty Cash	1,001.09
10300 · LAIF Investment	10,612,362.59
10310 · LAIF FMV	-163,571.38
10400 · CalTrust	2,409,351.37
Total 10000 · Cash Accounts	13,085,708.72
Total Checking/Savings	13,085,708.72
Accounts Receivable	
11000 · Accounts Receivable	1.00
Total Accounts Receivable	1.00
Other Current Assets	
11100 · Other Accounts Receivable	811.46
14000 · Prepaid Expenses	
14200 · Miscellaneous	50,383.57
Total 14000 · Prepaid Expenses	50,383.57
14600 · Deferred Outflows - DOR	
14601 · DOR - Pension Contributions	1,255,746.00
14602 · DOR - Pension Related	515,202.00
Total 14600 · Deferred Outflows - DOR	1,770,948.00
14999 · Undeposited Funds	1,240.00
Total Other Current Assets	1,823,383.03
Total Current Assets	14,909,092.75
Fixed Assets	
12000 · Construction in Process	325,410.40
15000 · Buildings & Fixtures - Net Val	
15100 · Buildings and Fixtures	9,043,586.31
15200 · A/D - Buildings & Fixtures	-2,530,079.64
Total 15000 · Buildings & Fixtures - Net Val	6,513,506.67
16000 · Land Assets	
16000-1 · Land	1,486,121.26
16000-3 · Land - Confluence Project	4,500,000.00
Total 16000 · Land Assets	5,986,121.26
17000 · Office Furn. & Equip. - Net Val	
17100 · Office Furniture & Equipment	111,024.42
17200 · A/D - Office Furniture & Equipm	-65,663.96
Total 17000 · Office Furn. & Equip. - Net Val	45,360.46
18000 · Vehicles & Implements - Net Val	
18100 · Vehicles and Implements	198,800.48
18200 · A/D - Vehicles & Implements	-109,644.43
Total 18000 · Vehicles & Implements - Net Val	89,156.05
19000 · Garden & Hardscape - Net Val	
19100 · Garden & Hardscape	1,546,393.75
19200 · A/D - Garden & Hardscape	-1,112,776.07
Total 19000 · Garden & Hardscape - Net Val	433,617.68

Chino Basin Water Conservation District

Balance Sheet

As of July 31, 2023

	Jul 31, 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
TOTAL ASSETS	28,306,191.40
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	58,886.19
Total Accounts Payable	58,886.19
Credit Cards	
20600 · CalCard	
20647 · CalCard- A Quinones	693.42
20645 · CalCard- J Jones	906.69
20644 · CalCard - L Holguin	234.17
20643 · CalCard - D Lamarque	841.96
20642 · CalCard - D Schroeder	317.57
20610 · CalCard - J Taylor	814.99
20613 · CalCard - R Sotomayor	757.63
20609 · CalCard - J Salcido	1,277.29
20626 · CalCard - M Curiel	691.98
20634 · CalCard - D Moreno	169.19
20630 · CalCard - M Dean	2,738.34
20631 · CalCard - W Mercado	285.50
20619 · CalCard - B Burgess	945.22
20620 · CalCard - S Kleinrock	2,593.45
20632 · CalCard - E Skrzat	4,489.49
20637 · CalCard - G Jimenez	135.26
20600 · CalCard - Other	-15,546.68
Total 20600 · CalCard	2,345.47
Total Credit Cards	2,345.47
Other Current Liabilities	
21000 · Payroll Liabilities	
21290 · Employee CalPERS payable	26.09
21300 · Employer Payroll Taxes Payable	
21350 · SDI	483.82
21330 · ETT	1.68
21340 · SUI	28.71
Total 21300 · Employer Payroll Taxes Payable	514.21
21500 · Accrued Employee Benefits	
21510 · Vacation Payable	67,774.14
Total 21500 · Accrued Employee Benefits	67,774.14
21600 · Accrued Wages	62,525.47
Total 21000 · Payroll Liabilities	130,839.91
22000 · Customer Deposits	
22100 · Rental Property - Rent Deposit	1,400.00
Total 22000 · Customer Deposits	1,400.00

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08/30/23
Accrual Basis

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

	Jul 31, 23
24000 · Accrued Expenses	4,589.70
Total Other Current Liabilities	136,829.61
Total Current Liabilities	198,061.27
Long Term Liabilities	
23500 · Lease Liabilities	
23510 · Lease Liability - Equipment(ST)	3,978.74
Total 23500 · Lease Liabilities	3,978.74
29000 · Deferred Inflows- DIR	
29002 · DIR - Pension Related	1,059,359.00
Total 29000 · Deferred Inflows- DIR	1,059,359.00
29001 · Net Pension Liability	1,213,543.00
Total Long Term Liabilities	2,276,880.74
Total Liabilities	2,474,942.01
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	1,700,000.00
Total 30020 · Assigned Net Position	6,700,000.00
30090 · Investment in Capital Assets	13,528,834.46
31000 · Unassigned Net Position	2,132,869.33
Net Income	-250,233.16
Total Equity	25,831,249.39
TOTAL LIABILITIES & EQUITY	28,306,191.40

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

Type	Date	Num	Name	Memo	Amount
10000 - Cash Accounts					
10100 - General Checking					
General Journal	07/01/2023	du 7.1...		PPE 7/1/2023	-15,381.33
General Journal	07/01/2023	du 7.1...	CalPERS (Payroll)	CalPERS - PPE 7/1/2023	-7,899.67
General Journal	07/01/2023	du 7.1...	CalPERS (Payroll)	CalPERS - PPE 7/1/2023	-1,578.87
General Journal	07/01/2023	du 7.1...		Payroll 7/1/2023	-38,722.29
General Journal	07/01/2023	du 7.1...		CalPERS - PPE 7/1/2023 Adjustment	-23.71
Bill Pmt -Check	07/05/2023	20872	Bee Removers	bee colony removal from Irrig. valve box	-130.00
Bill Pmt -Check	07/05/2023	20873	Montclair Chamber of Commerce	annual membership	-350.00
Bill Pmt -Check	07/05/2023	20874	Monte Vista Water District		-475.45
Bill Pmt -Check	07/05/2023	20875	Robert A. Carter	keys for dump trailer locks	-35.77
Bill Pmt -Check	07/07/2023	20876	AM-TEC Security	quarterly fire,security,camera monitoring	-625.20
Bill Pmt -Check	07/07/2023	20877	ArchiveSocial, LLC	social media archive service	-4,188.00
Bill Pmt -Check	07/07/2023	20878	ASBCSD	Membership Mtg-July 17th-Director Parker	-40.00
Bill Pmt -Check	07/07/2023	20879	Burrtec Waste Industries, Inc.	trash & green waste service-July	-395.36
Bill Pmt -Check	07/07/2023	20880	Cintas Corporation #150	uniform service	-91.51
Bill Pmt -Check	07/07/2023	20881	Computer Village	Microsoft 365 monthly	-535.50
Bill Pmt -Check	07/07/2023	20882	Maria Lima	cbwcd.org annual maintenance plan	-4,428.00
Bill Pmt -Check	07/07/2023	20883	Omone Abu	social media contractor	-450.00
Bill Pmt -Check	07/07/2023	20884	SBC-Auditor/Controller (Vendor)	LAFCO's FY23-24 Apportionment	-2,016.05
Bill Pmt -Check	07/07/2023	20885	Vanguard Cleaning Systems	monthly janitorial svc-July	-495.00
General Journal	07/07/2023	cm 7.9...	CalPERS (Non-Payroll)	Unfunded Accrd Liability - CalPERS	-41,286.00
Bill Pmt -Check	07/10/2023	20886	San Diego Human Resources Consulting, Inc	Diversity & Mngr Training On Site	-2,121.00
Bill Pmt -Check	07/10/2023	20887	ACWA JPIA	Med.,Dental,Vision,Life Ins-August	-19,367.86
Bill Pmt -Check	07/10/2023	20888	Computer Village	Dell Laptop	-1,333.24
Bill Pmt -Check	07/10/2023	20889	Greater Ontario Business Council--CA	Annual Membership Dues	-500.00
Check	07/10/2023			Wire Service Charge	-15.00
General Journal	07/14/2023	bc 8.1...	Paychex	Paychex Fee - Hrs	-50.00
General Journal	07/15/2023	du 7.2...		Payroll 7/15/2023	-40,547.63
General Journal	07/15/2023	du 7.2...		PPE 7/15/2023 SDI	-486.74
General Journal	07/15/2023	du 7.2...		PPE 7/15/2023 ETT	-1.17
General Journal	07/15/2023	du 7.2...		PPE 7/15/2023 SUI	-19.98
General Journal	07/15/2023	du 7.2...		PPE 7/15/2023	-16,298.59
General Journal	07/15/2023	du 7.2...	CalPERS (Payroll)	CalPERS - PPE 7/15/2023	-8,117.92
General Journal	07/15/2023	du 7.2...	CalPERS (Payroll)	CalPERS - PPE 7/15/2023	-1,588.26
General Journal	07/20/2023	bc 8.1...	Paychex	Paychex Fee - OAB	-184.45
Bill Pmt -Check	07/21/2023	20890	ACWA JPIA	Workers Comp Quarter 4: 4/1-6/30/23	-8,726.15
Bill Pmt -Check	07/21/2023	20891	AM-TEC Security	ED bldg fire alarm troubleshooting	-282.50
Bill Pmt -Check	07/21/2023	20892	Central Blueprint Service		-700.38
Bill Pmt -Check	07/21/2023	20893	Cintas Corporation #150		-187.67
Bill Pmt -Check	07/21/2023	20894	City of Ontario		-183.76
Bill Pmt -Check	07/21/2023	20895	Computer Village	IT monitoring and support	-1,914.00
Bill Pmt -Check	07/21/2023	20896	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	07/21/2023	20897	Kenneth Michael Davis	geese feed,bucket,scoop for feed,scoop for ic...	-127.59
Bill Pmt -Check	07/21/2023	20898	Kessler Alair Insurance Services Inc.	Bonding for Dir. Gulmahamad, ESkrzat, MDean	-450.00
Bill Pmt -Check	07/21/2023	20899	Monte Vista Water District		-830.20
Bill Pmt -Check	07/21/2023	20900	SCE (Utlitly Payments Only)		-3,077.64
Bill Pmt -Check	07/21/2023	20901	Smith Pipe & Supply Inc.		-1,415.56
Bill Pmt -Check	07/21/2023	20902	Stump Fence Co.	bottom fence railing installation on chainlink	-7,850.00
Bill Pmt -Check	07/21/2023	20903	TPX Communications	phone & internet service 7/16-8/15	-820.04
Bill Pmt -Check	07/21/2023	20904	United Rentals (North America), Inc.	loader rental for weed abatement @ Brooks & ...	-1,017.19
Bill Pmt -Check	07/21/2023	20905	Verizon Wireless	wireless push to talk srvc 7/10-8/9	-140.51
Bill Pmt -Check	07/21/2023	20906	Wagner & Bonsignore, CCE		-3,938.40
Bill Pmt -Check	07/24/2023	20907	Brunick, McElhaney & Kennedy	Legal services for June	-3,360.00
Bill Pmt -Check	07/24/2023	20908	San Diego Human Resources Consulting, Inc	Deposit-Admin Leadership Forum	-550.00
Bill Pmt -Check	07/24/2023	20909	ACWA JPIA	Property Program 7/1/23-6/30/24	-10,160.51
Bill Pmt -Check	07/24/2023	20910	Central Blueprint Service	summer brochure-2nd printing	-377.13
General Journal	07/29/2023	du 8.7....		Payroll 7/29/2023	-36,211.38
General Journal	07/29/2023	du 8.7....		PPE 7/29/2023	-473.23
General Journal	07/29/2023	du 8.7....		PPE 7/29/2023	-1.87
General Journal	07/29/2023	du 8.7....		PPE 7/29/2023	-31.75
General Journal	07/29/2023	du 8.7....		PPE 7/29/2023	-15,009.91
General Journal	07/29/2023	du 8.7....	CalPERS (Payroll)	CalPERS - PPE 7/29/2023	-7,775.84
General Journal	07/29/2023	du 8.7....	CalPERS (Payroll)	CalPERS - PPE 7/29/2023	-1,588.26
Total 10100 - General Checking					-317,668.75
Total 10000 - Cash Accounts					-317,668.75
TOTAL					-317,668.75

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

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.05
10200 · Petty Cash						1,001.05
Deposit	07/31/2023			Interest	0.04	1,001.09
Total 10200 · Petty Cash					0.04	1,001.09
Total 10000 · Cash Accounts					0.04	1,001.09
TOTAL					0.04	1,001.09

Chino Basin Water Conservation District CalCard Monthly Detail

As of July 31, 2023

Type	Date	Name	Memo	Amount	Balance
20600 · CalCard					4,808.43
20647 · CalCard- A Quinones					229.00
Credit Card Charge	07/13/2023	Amazon-Cal Card	microphone for social media reels	9.80	238.80
Credit Card Charge	07/17/2023	Lowe's-Cal Card	paint for lobby reading nook	32.63	271.43
Credit Card Charge	07/26/2023	Services - Misc	FT registration platform monthly	199.00	470.43
Credit Card Charge	07/28/2023	Wishpond	Poster Contest Voting Platform	9.00	479.43
Credit Card Charge	07/31/2023	Supplies - Misc	WW workbook patch	213.99	693.42
Total 20647 · CalCard- A Quinones				464.42	693.42
20645 · CalCard- J Jones					739.02
Credit Card Charge	07/15/2023	Home Depot - CalCard	water sealant,gloves,sunhats	104.71	843.73
Credit Card Charge	07/17/2023	Stater Bros - CalCard	apples for rabbit trapping in park area	2.31	846.04
Credit Card Charge	07/20/2023	Stater Bros - CalCard	apples for rabbit trapping	4.63	850.67
Credit Card Charge	07/20/2023	Home Depot - CalCard	ext. cord, hanging hooks for garden tools	42.96	893.63
Credit Card Charge	07/26/2023	Supplies - Misc	duckweed, water lettuce for water feature	13.06	906.69
Total 20645 · CalCard- J Jones				167.67	906.69
20644 · CalCard - L Holguin					21.20
Credit Card Charge	07/05/2023	Stater Bros - CalCard	tortoise food	24.50	45.70
Credit Card Charge	07/13/2023	Fuel - Misc	fuel for tractor	94.43	140.13
Credit Card Charge	07/27/2023	Costco-Cal Card	fuel for older Chevy	94.04	234.17
Total 20644 · CalCard - L Holguin				212.97	234.17
20643 · CalCard - D Lamarque					250.00
Credit Card Charge	07/12/2023	Services - Misc	rental car Insur. - CSDA Confer. for Dir. Parker	44.00	294.00
Credit Card Charge	07/12/2023	Services - Misc	Dir. Parker airfare to CSDA Confer. in Monterey	247.96	541.96
Credit Card Charge	07/12/2023	Southern California Water Coalition	Qtrly luncheon for Dir. Aldaco	100.00	641.96
Credit Card Charge	07/24/2023	Services - Misc	State of the County registration for ES & Dir. KP,AC,HG	200.00	841.96
Total 20643 · CalCard - D Lamarque				591.96	841.96
20642 · CalCard - D Schroeder					150.00
Credit Card Charge	07/03/2023	Restaurant-Cal Card	(DS) lunch for RS & LH for A&B work	49.85	199.85
Credit Card Charge	07/11/2023	Restaurant-Cal Card	(ES & DS) lunch w/Steve Smith-IEUA	51.33	251.18
Credit Card Charge	07/11/2023	Supplies - Misc	magnifying glass	20.46	271.64
Credit Card Charge	07/16/2023	Stater Bros - CalCard	tortoise food	45.93	317.57
Total 20642 · CalCard - D Schroeder				167.57	317.57
20610 · CalCard - J Taylor					312.39
Credit Card Charge	07/05/2023	Stater Bros - CalCard	beverages for meetings	28.26	340.65
Credit Card Charge	07/06/2023	Amazon-Cal Card	USB hub splitter,cable ties,surge prot.,ppr clip holder	64.80	405.45
Credit Card Charge	07/07/2023	Amazon-Cal Card	pressboard folders for FY23-24 bank stmts	34.28	439.73
Credit Card Charge	07/07/2023	Amazon-Cal Card	kleenex, webcam covers	18.02	457.75
Credit Card Charge	07/07/2023	Amazon-Cal Card	painter's tape, computer speakers (AF)	30.47	488.22
Credit Card Charge	07/07/2023	Amazon-Cal Card	heavy duty adhesive velcro strips	14.44	502.66
Credit Card Charge	07/10/2023	Amazon-Cal Card	soap disp. refills for WCC & ED bldgs	113.26	615.92
Credit Card Charge	07/19/2023	Conference-Cal Card	Dir. Aldaco-State of the County	50.00	665.92
Credit Card Charge	07/21/2023	Post Office	mail ES contract to Lee, roll of stamps	71.94	737.86
Credit Card Charge	07/22/2023	Supplies - Misc	plants for lobby book nook	21.33	759.19
Credit Card Charge	07/26/2023	Post Office	mailed forms to R.O.V.	5.94	765.13
Credit Card Charge	07/30/2023	Stater Bros - CalCard	committee meeting refreshments	49.86	814.99
Total 20610 · CalCard - J Taylor				502.60	814.99
20613 · CalCard - R Sotomayor					163.67
Credit Card Charge	07/03/2023	Services - Misc	dump fees-trash from MC 4 & Brooks	167.76	331.43
Credit Card Charge	07/11/2023	Costco-Cal Card	fuel for older Chevy	90.22	421.65
Credit Card Charge	07/12/2023	Fuel - Misc	fuel for rental tractor	26.98	448.63
Credit Card Charge	07/14/2023	Amazon-Cal Card	Antibiotic ointment for MUB first aid cabinet	17.43	466.06
Credit Card Charge	07/14/2023	Amazon-Cal Card	sting relief wipes for MUB first aid cabinet	6.54	472.60
Credit Card Charge	07/19/2023	Costco-Cal Card	fuel for newer Chevy	122.71	595.31
Credit Card Charge	07/20/2023	Landscape Expo	Expo registration for RS,JS,LH,GJ,JJ	50.00	645.31
Credit Card Charge	07/28/2023	Costco-Cal Card	Fuel for newer Chevy	112.32	757.63
Total 20613 · CalCard - R Sotomayor				593.96	757.63
20609 · CalCard - J Salcido					0.00
Credit Card Charge	07/07/2023	Costco-Cal Card	fuel for newer Chevy	104.27	104.27
Credit Card Charge	07/10/2023	Stater Bros - CalCard	cat food	35.37	139.64
Credit Card Charge	07/10/2023	Stater Bros - CalCard	tortoise food	32.68	172.32
Credit Card Charge	07/12/2023	Fuel - Misc	fuel for tractor	80.00	252.32
Credit Card Charge	07/12/2023	Burrttec Waste Industries, Inc.	trash from encampments @ Brooks, concrete from MC 4	242.64	494.96
Credit Card Charge	07/17/2023	Lowe's-Cal Card	chainlink fence posts	179.94	674.90
Credit Card Charge	07/21/2023	Lowe's-Cal Card	pool for Sam	23.64	698.54
Credit Card Charge	07/21/2023	Stater Bros - CalCard	tortoise food	42.54	741.08
Credit Card Charge	07/26/2023	Costco-Cal Card	janitorial, office supplies,detergent,copy ppr	536.21	1,277.29
Total 20609 · CalCard - J Salcido				1,277.29	1,277.29
20626 · CalCard - M Curiel					0.00
Credit Card Charge	07/13/2023	Supplies - Misc	rug for the lobby reading nook	165.63	165.63
Credit Card Charge	07/13/2023	Supplies - Misc	seating cushions for lobby book nook	147.56	313.19
Credit Card Charge	07/13/2023	Amazon-Cal Card	planters for the lobby book nook	16.56	329.75
Credit Card Charge	07/13/2023	Amazon-Cal Card	lobby shelves for book nook	139.50	469.25
Credit Card Charge	07/13/2023	Amazon-Cal Card	seating cushions for children's lobby book nook	80.16	549.41
Credit Card Charge	07/20/2023	Supplies - Misc	stickers for events & tabling	142.57	691.98
Total 20626 · CalCard - M Curiel				691.98	691.98
20634 · CalCard - D Moreno					0.00

**Chino Basin Water Conservation District
CalCard Monthly Detail**

As of July 31, 2023

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	07/06/2023	Fuel - Misc	fuel for Ford	169.19	169.19
Total 20634 · CalCard - D Moreno				169.19	169.19
20630 · CalCard - M Dean					90.60
Credit Card Charge	07/03/2023	Emma	newsletter software	141.24	231.84
Credit Card Charge	07/06/2023	Services - Misc	postcard direct mail for Dog Days	1,624.13	1,855.97
Credit Card Charge	07/08/2023	Google	cloud storage	1.99	1,857.96
Credit Card Charge	07/11/2023	Services - Misc	software for social media mngmt	79.00	1,936.96
Credit Card Charge	07/11/2023	Supplies - Misc	Dog days giveaway	93.74	2,030.70
Credit Card Charge	07/19/2023	Amazon-Cal Card	Dog days event supplies	147.50	2,178.20
Credit Card Charge	07/19/2023	Services - Misc	software for monthly newsletter	88.35	2,266.55
Credit Card Charge	07/21/2023	Services - Misc	Dog Days event insurance	297.00	2,563.55
Credit Card Charge	07/22/2023	Survey Monkey	survey software	53.00	2,616.55
Credit Card Charge	07/24/2023	Supplies - Misc	ED bldg decor	96.58	2,713.13
Credit Card Charge	07/25/2023	Amazon-Cal Card	pens	10.77	2,723.90
Credit Card Credit	07/26/2023	Amazon-Cal Card	refund from Dog Days item return	-14.16	2,709.74
Credit Card Charge	07/27/2023	Drop Box	cloud storage for social media	11.99	2,721.73
Credit Card Charge	07/30/2023	Zoom	Community Prog. Zoom acct	16.61	2,738.34
Total 20630 · CalCard - M Dean				2,647.74	2,738.34
20631 · CalCard - W Mercado					29.41
Credit Card Charge	07/18/2023	Amazon-Cal Card	3 headsets for walkie talkies	49.02	78.43
Credit Card Charge	07/21/2023	Amazon-Cal Card	field trip supplies	32.69	111.12
Credit Card Charge	07/25/2023	Amazon-Cal Card	event speakers	174.38	285.50
Total 20631 · CalCard - W Mercado				256.09	285.50
20619 · CalCard - B Burgess					276.24
Credit Card Charge	07/05/2023	Amazon-Cal Card	presentation remotes for boardroom	71.92	348.16
Credit Card Charge	07/14/2023	Zoom	Webinar & Zoom One Pro	162.06	510.22
Credit Card Charge	07/14/2023	Services - Misc	annual autocad software fee	435.00	945.22
Total 20619 · CalCard - B Burgess				668.98	945.22
20620 · CalCard - S Kleinrock					2,102.94
Credit Card Charge	07/01/2023	SendGrid	contact list storage	19.95	2,122.89
Credit Card Charge	07/05/2023	ESRI - CalCard	subscription to run website maps	440.00	2,562.89
Credit Card Charge	07/11/2023	Services - Misc	stock imagery subscription charge	49.00	2,611.89
Credit Card Credit	07/12/2023	Home Depot - CalCard	return of leaky galvanized trough for water feature	-171.32	2,440.57
Credit Card Charge	07/28/2023	Home Depot - CalCard	supplies for irrigation workshop	152.88	2,593.45
Total 20620 · CalCard - S Kleinrock				490.51	2,593.45
20632 · CalCard - E Skrzat					443.96
Credit Card Charge	07/06/2023	Building Industry Association of So Cal	Bronze Sponsor	2,500.00	2,943.96
Credit Card Charge	07/11/2023	Los Angeles News Group	LA Times Digital for ES	16.00	2,959.96
Credit Card Charge	07/12/2023	California Special Districts Association	2023 Confer. Registration for Dir. Parker	675.00	3,634.96
Credit Card Charge	07/23/2023	Adobe	Acrobat Pro & Creative Cloud	374.92	4,009.88
Credit Card Charge	07/23/2023	Zoom	One Pro Monthly 7/23-8/22	16.61	4,026.49
Credit Card Charge	07/24/2023	Cal Pers	Educ. Forum for A. Fernandez	449.00	4,475.49
Credit Card Charge	07/26/2023	Los Angeles News Group	Daily Bulletin monthly digital-ES	14.00	4,489.49
Total 20632 · CalCard - E Skrzat				4,045.53	4,489.49
20637 · CalCard - G Jimenez					0.00
Credit Card Charge	07/12/2023	Lowe's-Cal Card	drill bits	15.58	15.58
Credit Card Charge	07/12/2023	Home Depot - CalCard	lumber for polinator/bird garden	60.82	76.40
Credit Card Charge	07/12/2023	Home Depot - CalCard	2nd trough for garden water feature	171.32	247.72
Credit Card Charge	07/13/2023	Amazon-Cal Card	headwear/neck bandanas	23.95	271.67
Credit Card Credit	07/13/2023	Home Depot - CalCard	return of 2nd trough for water feature	-171.32	100.35
Credit Card Charge	07/14/2023	Target-Cal Card	wood crate for pollinator garden proj.	23.98	124.33
Credit Card Charge	07/19/2023	Armstrong Garden Center	acqatic plants for garden pond	10.93	135.26
Total 20637 · CalCard - G Jimenez				135.26	135.26
20600 · CalCard - Other					0.00
General Journal	07/01/2023	Everline	REV Credit Card Refund-E Skrzat Accrual	-1,296.06	-1,296.06
Bill	07/24/2023	Cal Card (US Bank)	Statement Ending 7/24/2023	-14,250.62	-15,546.68
Total 20600 · CalCard - Other				-15,546.68	-15,546.68
Total 20600 · CalCard				-2,462.96	2,345.47
TOTAL				-2,462.96	2,345.47

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Jul-23

	PPE 7/1/2023
Total Checks & Direct Deposits	\$ 38,722.29
Total Taxes Paid	\$ 15,895.54
Payroll Fees	\$ 450.00
Total Payroll	\$ 55,067.83
<i>*Check date 7/5/2023</i>	

	PPE 7/15/2023
Total Checks & Direct Deposits	\$ 40,547.63
Total Taxes Paid	\$ 16,806.48
Payroll Fees	\$ 450.00
Total Payroll	\$ 57,804.11
<i>*Check date 7/19/2023</i>	

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Jul-23

<u>Pay Period Beg.</u>	<u>Pay Period End</u>	<u>Gross Wages</u>	<u>Notes</u>
6/18/2023	7/1/2023	\$ 54,009.58	
7/2/2023	7/15/2023	\$ 57,916.88	
Total Payroll		<u><u>\$ 111,926.46</u></u>	

Chino Basin Water Conservation District
Director and Staff Expense Reimbursements

Payroll Date 07/15/23
Check Date 7/20/2023

NOTE: Health Reimbursement for part-timers ONCE a month

Emp #	Name	Board of Director Expenses				Staff Expenses				Payroll Reimbursement \$	Membership \$
		Medical Insurance 51250	Mileage 51260	Director Conference & Tours 51210	Director Travel & Lodging 51280	Life/Medical Insurance 50310	Employee Mileage 51040	Uniforms 51070	explanation		
111	Gulmahanad, Hanif	\$ - monthly reimb.	\$ - reimb at .655 per mile	\$ -	\$ -						
113	Ugenberg, Mark	\$ 164.90 monthly reimb.	\$ 14.67 reimb at .655 per mile	\$ -	\$ -						
114	Aldaso, Gilbert	\$ 164.90 monthly reimb.	\$ 86.33 reimb at .655 per mile	\$ -	\$ -						
115	Sonnenberg, Ryan	\$ - N/A at this time	\$ 4.72 reimb at .655 per mile	\$ -	\$ -						
116	Parker, Katherine	\$ 277.52 monthly reimb.	\$ 45.06 reimb at .655 per mile	\$ -	\$ -						
117	Layton, Theresa	\$ - N/A at this time	\$ 5.63 reimb at .655 per mile	\$ -	\$ -						
118	Coker, Amanda	\$ - N/A at this time	\$ - reimb at .655 per mile	\$ -	\$ -						
240	Burgess, Brandon					\$ -	\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
249	Curiel, Monica					\$ 350.00	\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
276	Fernandez, Alicia						\$ 12.05 reimb at .655 per mile	\$ 41.58 Uniform polos		\$ -	\$ -
260	Jimenez, George						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
267	Jones, Jacob						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
266	Lamarque, Dena						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
275	Ledezma, Nyckolaus						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
256	Mercado, William						\$ 50.17 reimb at .655 per mile	\$ -		\$ -	\$ -
257	Moreno, Daniel						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
277	Quinones, Azucena						\$ 6.81 reimb at .655 per mile	\$ -		\$ -	\$ -
230	Salido, James						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
214	Soomayor, Roberto						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
220	Taylor, Judith						\$ 20.31 reimb at .655 per mile	\$ -		\$ -	\$ -
254	Bojalad-Orean, Mala						\$ 8.91 reimb at .655 per mile	\$ -		\$ -	\$ -
239	Kleinrock, Scott						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
202	Schroeder, David W						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
269	Rodriguez Pinto, Laura						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
253	Skraz, Elizabeth						\$ - reimb at .655 per mile	\$ -		\$ -	\$ -
Totals:		\$ 607.32	\$ 156.41	\$ -	\$ -	\$ 350.00	\$ 98.25	\$ 41.58		\$ -	\$ -

Payroll Date 07/01/23
Check Date 7/6/2023

NOTE: Health Reimbursement for part-timers ONCE a month

			Board of Director Expenses										Staff Expenses											
Emp #	Name	Medical Insurance 52250	Mileage 52260	Director Conference & Tours 52270	Director Travel & Lodging 52280	Life/Medical Insurance 50330	Employee Office 52540	Computer Supplies 52730	Travel & Lodging 52960	Repairs, Maintenance, and Supplies 54300	Education 55910	Membership \$												
111	Gulmahamad, Hanif	\$ -	monthly reimb. \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
113	Ligenberg, Mark	\$ -	monthly reimb. \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
114	Aldaso, Gilbert	\$ -	monthly reimb. \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
115	Sonnenberg, Ryan	\$ -	N/A at this time \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
116	Parker, Katherine	\$ -	monthly reimb. \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
117	Layton, Theresa	\$ -	N/A at this time \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
118	Coker, Amanda	\$ -	N/A at this time \$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
240	Burgess, Brandon					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
249	Curtel, Monica					\$ -	Medical Reimbursement ONCE a month, \$350 Max Mary and Jane Insurance	reimb at .655 per mile \$ -	Transportation on to NHM Ed Conference \$ 13.50	\$ -	\$ -	\$ -												
276	Fernandez, Alicia					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ 1,500.00 Technical Training for CA Professional Municipal	\$ -												
280	Jimenez, George					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
287	Jones, Jacob					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
286	Lamarque, Dena					\$ -	Medical Reimbursement ONCE a month, \$350 Max	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -												
275	Ledezma, Nykolaius					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
256	Mercado, William					\$ -	Medical Reimbursement ONCE a month, \$350 Max	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -												
257	Moreno, Daniel					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
277	Guilones, Azucena					\$ -	reimb at .655 per mile \$ -	\$ -	\$ 129.00 METROLINK Tickets to JALISCO	\$ -	\$ -	\$ -												
230	Salcido, James					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
214	Sotomayor, Roberto					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
220	Taylor, Judith					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
254	Bojlad-Dean, Maia					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
239	Kleinrock, Scott					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
202	Schroeder, David W					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
269	Rodriguez Pinto, Laura					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
251	Skratz, Elizabeth					\$ -	reimb at .655 per mile \$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Totals:		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.61	\$ -	\$ 142.50	\$ -	\$ 1,500.00	\$ -												



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Dena Lamarque, Board Clerk/Administrative Coordinator

SUBJECT: Approve AB 1234 Director Travel, Training, and Meeting Report

RECOMMENDATION

It is recommended that the Board of Directors approve the 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.

DISCUSSION

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 August 2023.

DATE	EVENT	BOARD MEMBER
08/01/23	CBWCD Recharge Committee Meeting	Committee Chair Gil Aldaco Directors Teri Layton, Ryan Sonnenberg
08/03/23	CBWCD Board of Directors Photo Shoot	President Ligtenberg Vice President Kati Parker Treasurer Gil Aldaco Directors Tery Layton, Amanda Coker, Hanif Gulmahamad, Ryan Sonnenberg

BOARD OF DIRECTORS REGULAR MEETING: SEPTEMBER 11, 2023

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DATE	EVENT	BOARD MEMBER
8/14/23	CBWCD Regular Board Meeting	President Mark Ligtenberg Vice President Kati Parker Treasurer Gil Aldaco Directors Gulmahamad

FISCAL IMPACT

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

ATTACHMENT(S):

None

STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Dena Lamarque, Board Clerk/Administrative Coordinator

SUBJECT: **Approve AB 1234 Director Compensation and Reimbursement Report**

RECOMMENDATION

It is recommended that the Board of Directors approve the Compensation and Reimbursement Report.

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

BOARD OF DIRECTORS REGULAR MEETING: SEPTEMBER 11, 2023**Page 2 of 2**

- 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.

DISCUSSION

Below is a list of events attended by specified Board Members:

DATE	EVENT	BOARD MEMBER
8/05/23	San Antonio Creek Watershed Cleanup	Vice President Parker
8/11/23	BIA Southern California Water Conference	Vice President Parker, Treasurer Aldaco, Directors Layton, Coker, Gulmahamad
8/17/23	Montclair Chamber of Commerce – Night Under the Stars	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Coker, and Gulmahamad
8/21/23	ASBCSD Membership Meeting – Yucaipa	Vice President Parker, Treasurer Aldaco, Director Coker
8/28/23	SCWC Recycled Water Task Force Meeting	Treasurer Aldaco
8/28 – 8/30	CSDA 2023 Annual Conference	Vice President Parker

FISCAL IMPACT

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

ATTACHMENT(S):

1. Treasurer Aldaco's Virtual Meetings/Events August 2023

Director Aldaco Virtual Meetings/Events August 2023

1. CBWCD Recharge Committee Meeting – August 1st (3:00 p.m.): Committee-members, Gil Aldaco; Ryan Sonnenberg, and Teri Layton met to review, discuss, and provide direction to Staff on two Discussion Items: #1. Proposed 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. #2. Changes to the FY 23-24 Budget and Five-Year Capital Plan regarding Ely Basin Restoration Project.
 - Committee-members reviewed both items and directed Staff to move forward with proposals.
2. Board of Directors Photo Session – August 3rd (4:00 p.m.): Photo session – an arranged meeting for photographer to take photographs of Directors to update District reference materials & publications.
3. Southern California Water Conference – August 11th (7:00 a.m. – 1:30 p.m.): Hosted by the Building Industry Association (BIA), the event was held at the Double Tree in Ontario. The subject matter of the conference was “Responding to Water Extremes.” Ontario Mayor Pro Tem Debra Dorst Porada opened the conference welcoming attendees and vendors. The conference program dealt with meeting the demand for water and solving the housing crisis. Presenters and panels were challenged to address the following issues: How important is density and what role does it play in addressing the water/housing crisis? Can we conserve our way out of a drought? And, Are we really using what nature gave us?
 - Susan Kennedy (Cadiz Executive Chair of Board of Directors) began the program with a Power Point Presentation entitled Water: The Greatest Infrastructure Challenge of the 21st Century. Susan closed her presentation with a “plug” for the Cadiz Water Project.
 - Keynote speaker Dr. Marty Ralph (Scripps Institution of Oceanography at UC San Diego Director Center for Western Weather and Water Extremes) gave an exceptional presentation on planning for extreme water events. Dr. Ralph’s Power Point Presentation provided historic/recent data on atmospheric rivers and the tools and technology to forecast and prepare for these events.
4. CBWCD Board Meeting – July 10th (2:00 p.m.): Review, Discuss, Approve or Continue Board Agenda Items.
5. Chamber of Commerce “Evening Under the Stars” Event – August 17th (6:00 p.m. – 8:00 p.m.): An opportunity to socialize with business-members of the community to establish networking and recognition of District Board-members in attendance, staff, and facilities.
6. ASBCSD Membership Meeting – August 21st (6:00 p.m. – 8:30 p.m.): Hosted by the San Bernardino Valley Municipal Water District at the Yucaipa Valley Golf Club. Meeting topic: “When Our Missions Align: Widespread Benefits of the Headwater Resiliency Partnership.” Presenters: Heather Dyer (GM SBVMWD) & Amy Reid (District Ranger – US Forest Service).
 - ASBCSD President Milford Harrison welcomed attendees and introduced Board-members (including a new addition – Kati Parker). Chris Palmer (CSDA) gave brief updates on Federal/State legislative activities and Assembly Bills.
 - Heather Dyer & Amy Reid both spoke on the benefits of collaborative partnerships and the far-reaching beneficial relationship of protecting watersheds and montane ecosystems.
7. SCWC Recycled Water Taskforce Meeting – August 28th (1:30 – 2:30): Agenda topics: Introductions (10 participants); Direct Potable Reuse (DPR) Draft Regulations [David Pedersen GM Los Virgenes WD & Jesus

Gonzalez LADWP]; IEUA Recycled Water Expansion [Shivaji Deshmukh GM]; Climate Resiliency Bond Update [Glenn Farrel]; and, Recycled Water in the News.

- Power Point Presentation by David Pedersen. DPR Regs out (there are concerns with changes in some of the provisions) highlights: Chemical control; Alternative chemical treatment; Pathogen control; and an Alternative Clause. Comment letter to follow – Expressing flexibility for the future; Constituents of emerging concern; and, log removal targets.
- Shivaji spoke briefly. Gave background on IEUA experience with recycled water; expanding capacity of recycled water facilities to increase reliability; recycled water partnerships with Ontario, Chino, and CBWCD; and, the Chino Basin Program.
- Glenn Farrel unavailable to speak on Climate resiliency Bond.
- Charley Wilson announced upcoming November Quarterly Meeting to be held at the Newport Bay Club.
- Next Meeting: September 25th.

The August 24th Southern California Water Coalition Stormwater Taskforce meeting was cancelled. The next stormwater taskforce meeting will be held on September 28th.



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Dave Schroeder, Facilities and Operation Manager

SUBJECT: Adopt Resolution No. 2023-04 for Disposal of District Property

RECOMMENDATION

It is recommended that the Board of Directors approve Resolution No. 2023-04, approving disposal of District property.

BACKGROUND

Policy No. 9 (**ATTACHMENT 1**) provides Board-approved direction for the disposal of surplus District and personal property, materials, and equipment.

DISCUSSION/ANALYSIS

Periodically, the District is required to dispose of items and equipment that can no longer be used or have become obsolete or unsuitable for use. Disposition includes the various options specified in Policy No. 9 and may include District property, as well as abandoned personal property, that has no commercial value or for which the estimated cost of continued care, handling, maintenance, or storage would exceed the estimated proceeds of sale. For items determined to have market value, Policy No. 9 specifies sale procedures. For those classified as “junk”, Policy No. 9 requires the items be documented in writing as having no value or public purpose and the Board to affirm that their disposal is of benefit to the District. Resolution 2023-04 (**ATTACHMENT 2**) authorizes the disposal of items listed in (**ATTACHMENT 3**) in the manner specified.

FISCAL IMPACT

None.

ATTACHMENT(S)

1. Policy No. 9 – Disposal of Surplus District Personal Property, Materials, and Equipment
2. Resolution No. 2023-04: Authorizing the Disposal of Surplus Property

Policy No.: 9
Issue No.: 1
Effective Date: 01/10/96
Subject: Disposal of Surplus District Personal Property, Materials, and Equipment.

Policy No. 9 – Disposal of Surplus District Personal Property, Materials, and Equipment.

Purpose: To establish a policy and procedure for the disposal of “surplus District personal property, materials, and equipment” in a manner to ensure the maximum return to the District from said items.

Policy/Procedure:

1. Surplus District personal property, materials, or equipment shall be defined as all such items having no further use to the District. Such property could be scrap, surplus, broken, obsolete, abandoned, or unusable.
2. Surplus District property may be disposed of either by trade-in, selling at public auction, selling through sealed bids, by prepriced sales, by negotiated sale, donating to another governmental agency or non-profit organization, or disposing of the item(s) as junk, only after documenting in writing the item(s) has no value, serves a public purpose, and its disposal is of benefit to the District.
3. Prior to disposing of any surplus item(s), the District shall place a public notice in such newspaper(s), magazine(s), or other media that will best publicize the proposed sale or disposition to those parties most likely to bid or purchase the item(s), at least ten (10) days prior to said sale or disposition. This requirement may be waived in the event it is deemed in the District’s best interest to dispose of any item covered by this section through a negotiated sale or trade-in that is demonstrated to be reasonable.
4. The sale of any “surplus District personal property, materials, or equipment” shall be subject to sales tax unless the purchase has a current resale permit number on file with the District.
5. Sales of “surplus District personal property, materials, or equipment” may not be made to District employees or their immediate families.
6. After any surplus item(s) has been disposed of, said item(s) shall be removed from the fixed asset inventory.
7. All personal property, equipment and/or materials that are found on District property and not claimed within ten (10) days shall be turned over to the Police Department having jurisdiction.

RESOLUTION NO. 2023-04

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN
WATER CONSERVATION DISTRICT ADOPTING A RESOLUTION
AUTHORIZING THE DISPOSAL OF SURPLUS PROPERTY NO LONGER
NECESSARY FOR DISTRICT PURPOSES**

WHEREAS, the Chino Basin Water Conservation District (“the District”) may, as provided by law and in accordance with District Policy No. 9, dispose of surplus property that the District finds no longer necessary for its purposes; and

WHEREAS, the Board of Directors of the District finds that the items listed in the attached September 11, 2023 – CBWCD Property Disposal – Item List” are surplus property and no longer necessary for District purposes, and that it is in the best interest of the District to dispose of said surplus property.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. Purpose and Authority. The purpose of this Resolution is to identify surplus property items that have no remaining value and is in the best interest of the District to dispose of said surplus property in the most economical manner. The General Manager is directed to promptly dispose of same with this intent in mind.

SECTION 2. Effective Date. This Resolution shall take effect immediately upon its adoption by the Board of Directors and the Board Secretary shall certify the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 11th day of September 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Ligtenberg, Board President

ATTEST: _____
Elizabeth Skrzat, Board Secretary

Exhibit(s):

- Exhibit A – September 11, 2023 CBWCD Property Disposal – Item List

EXHIBIT A**September 11, 2023 CBWCD Property Disposal - Item List****Various Items – Take to recycling facility.**

The table below lists electronic items that are no longer in working condition. The items would be disposed of by being taken to a recycling facility within San Bernardino County.

Items for Electronic Recycling			
Description	Brand Name	Serial Number (if available)	Reason for Disposal
(2) Wireless handheld microphones	SHURE	Model SM58	Broken
Wireless hands microphone	SHURE	Model SLX1G5	Broken
Computer mouse	Dell	CN009NK2	Broken
I Pad A1674	Apple	DLXRJOU	Broken
I Pad A1430	Apple	DYVHP63TDVGG	Broken
TV 32" screen LN32D4034E4D	Samsung	Z44W3CNC31677ST	Broken
TV 46" screen UN46FH6030	Samsung	Z7F73CXF308159P	Broken
Printer-Color Laser Jet	HP-BOISB-080200	CNCCB81ONO	Broken
Receiver 9272326	Creston	6504002	Broken
Audio Monitor	Creston	DM PS-300C	Broken
Electric stapler 02210	Stanley Bostitch	103876-1	Broken
Toaster	Oster	None	Broken
(4) Garage door motor drive units	Janus-Pantheon	None	Broken & replaced
Garage door logic controllers	Janus-Pantheon	2207180000425	Broken & replaced
Garage door logic controllers	Janus-Pantheon	1901040000276	Broken & replaced
Garage door logic controllers	Janus-Pantheon	2112160000037	Broken & replaced
Garage door logic controllers	Janus-Pantheon	1901040000078	Broken & replaced

Various Items – Take to recycling facility and/or advertise for sale.

The table below lists equipment and material items that are no longer in working condition. The items would be advertised for sale and/or disposed of by being taken to a recycling facility within San Bernardino County.

Items for Equipment & Materials Recycling or to be Sold			
Description	Brand Name	Serial Number (if available)	Reason for Disposal
Receiver SLX4G5	SHURE	3RHO8311783	No longer in use-Auction item
Power Supply	Supernova Nex750B	110-B1-07-50-VR	No longer in use-Auction item
Amplifier RX120 2 FX	Eurorack Pro	1300646486	No longer in use-Auction item
(28) squirrel bait stations	Hazen	W83-GSBS-4	No longer in use-Auction item
(10) pad locks	Discus	None	No longer in use-Auction item
Recycling & Trash bins	Windsor Barrel Works	None	No longer in use-Auction item
Plastic storage bin	Rubbermaid	None	No longer in use-Auction item
(2) Gopher bait dispensers	Wilco	None	No longer in use-Auction item
(3) Office chairs	None	None	No longer in use-Auction item

**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Elizabeth Skrzat, General Manager

SUBJECT: **Adopt Resolution No. 2023-05: The State of California Governor's Office of Emergency Services Designation of Applicant's Agent for Non-State Agencies**

RECOMMENDATION

It is recommended that the Board of Directors adopt Resolution No. 2023-05: the State of California Governor's Office of Emergency Services Designation of Applicant's Agent for Non-State Agencies to allow the District to receive reimbursement funds from FEMA for costs related to COVID-19 response.

BACKGROUND

In April 2022, the District applied to FEMA for reimbursable expenses related to its response to the COVID-19 pandemic in an amount of \$5,502.88. Much of these expenses were related to masks, gloves, cleaning materials, sneeze guards, and signage purchased between July 2020 and April 2022.

In August 2023, District staff were informed that the reimbursements were approved. Funds would be disbursed through the State of California Governor's Office of Emergency Services (CalOES). In order to receive payment, the District must fill out additional paperwork for CalOES, including this resolution from the Board authorizing an agent to act on behalf of the District. The staff member indicated in the resolution is the General Manager, Elizabeth Skrzat, who has had contact with CalOES and FEMA during this process.

DISCUSSION/ANALYSIS

Passing this resolution is a simple procedural step toward receiving reimbursement funds that the District has already been approved to receive.

FISCAL IMPACT

The District will receive funds in the amount of \$5,502.88. The funds will be credited to Account No. 44110 FEMA – COVID-19 RESPONSE as Federal Income.

ATTACHMENT(S)

1. Resolution No. 2023-05: State of California Governor's Office of Emergency Services
Designation of Applicant Agent for Non-State Agencies



DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☐ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this__ day of _____, 20__

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the _____
(Governing Body)

of the _____ on the _____ day of _____, 20__.
(Name of Applicant)

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



CBWCD

Statement of Financial Status

June 30, 2023

The following preliminary, unaudited reports have been prepared as of the close of the fourth quarter of the fiscal year ended June 30, 2023:

- 1 Cash and Investments as of June 30, 2023
- 2 Balance Sheet as of June 30, 2023
- 3 Budget to Actual Comparison for the fourth quarter of Fiscal Year 2022/23
- 4 District Capital Project Expenses for the fourth quarter of Fiscal Year 2022/23

Based on the review and analysis of the above reports, it is anticipated that the District will have sufficient funds on hand to meet expenditure requirements over the next 6 months.

Elizabeth Skrzat, General Manager

CBWCD
Cash & Investments (Unaudited) Preliminary
As of June 30, 2023

	Type	Rate	Cost	Market	% Total C&I
District Cash & Investments					
Unrestricted					
Wells Fargo (General)	Checking	N/A	\$ 137,746	\$ 137,746	1.04%
Wells Fargo (Petty Cash)	Checking	N/A	1,001	1,001	0.01%
Local Agency Investment Fund (LAIF)	Investment	3.167%	10,781,490	10,617,918	80.27%
CalTRUST	Investment	3.170%	2,376,707	2,397,184	18.12%
Total Unrestricted			13,296,944	13,153,850	99.44%
Restricted					
Pension Trust	Trust	N/A	73,629	73,629	0.56%
Total Restricted			73,629	73,629	0.56%
Total District Cash & Investments			\$ 13,370,573	\$ 13,227,479	100.00%

**No investments were made pursuant to the State of California Government Code Sections 53600 et.seq. (Government Code 53601 itemizes prohibited investments). All investments were made pursuant to the District's Investment Policy and Investment Guidelines and Restrictions.*

CBWCD
Balance Sheet (Unaudited) Preliminary
As of June 30, 2023

1	ASSETS		
2	Cash & Investments		
3	Checking Accounts	\$	138,747
4	Local Agency Investment Fund (LAIF)		10,781,490
5	CalTrust		2,397,184
6	Pension Trust		73,629
7	Fair Market Value Adjustments		(163,571)
8	Total Cash & Investments		<u>13,227,479</u>
9	Other Current Assets		
10	Inventory & Prepaids		51,151
11	Accounts Receivable		4,958
12	Interest Receivable		80,873
13	Total Other Current Assets		<u>136,981</u>
14	Fixed Assets		
15	Buildings & Fixtures		9,043,586
16	Land		5,986,121
17	Garden & Hardscape		1,546,394
18	Vehicles & Implements		198,800
19	Office Furniture & Equipment		111,024
20	Construction in Process		325,410
21	Accumulated Depreciation		(3,818,164)
22	Total Fixed Assets (Net)		<u>13,393,173</u>
23	Right-to-Use Assets		3,926
24	Deferred Outflows of Resources (DOR)		1,770,948
25	TOTAL ASSETS	\$	<u><u>28,532,507</u></u>
26	LIABILITIES		
27	Current Liabilities		
28	Accounts Payable & Accrued Expenses	\$	40,268
29	Vacation Payable		56,461
30	Payroll & Retirement Liabilities		62,525
31	Miscellaneous Deposits		1,400
32	Total Current Liabilities		<u>160,654</u>
33	Lease Liabilities		3,979
34	Net Pension Liability		<u>1,213,543</u>
35	TOTAL LIABILITIES		<u>1,378,175</u>
36	FUND BALANCE		
37	Non-Spendable		13,530,154
38	Restricted - Pension Trust		73,629
39	Assigned - Operating Reserve		1,700,000
40	Assigned - Recharge Basin		2,350,000
41	Assigned - Major Structural Failures Reserve		2,350,000
42	Assigned - District Facilities Reserve		300,000
43	Unassigned		<u>6,850,549</u>
44	TOTAL FUND BALANCE		<u>27,154,331</u>
45	TOTAL LIABILITIES & FUND BALANCE	\$	<u><u>28,532,507</u></u>

CBWCD
Budget to Actual (Unaudited) Preliminary
For the Period July 1, 2022 through June 30, 2023

	Q4 YTD	Adopted Budget	(Under) / Over Budget	%
1 REVENUE				
2 Property Tax & Assessment Revenue	\$ 2,846,192	\$ 2,680,800	\$ 165,392	106%
3 Redevelopment Agency ABX 126	1,374,907	1,230,900	144,007	112%
4 Grant Income - Other	620,850	620,850	-	100%
5 Interest Income	257,144	120,600	136,544	213%
6 Miscellaneous Income	28,591	35,500	(6,909)	81%
7 TOTAL REVENUE	5,127,683	4,688,650	439,033	109%
8 EXPENSE				
9 Salaries & Benefits				
10 Employee Wages-Salary	525,807	546,000	(20,193)	96%
11 Employee Wages-Hourly	628,169	654,900	(26,731)	96%
12 Employee Wages - Interns	21,133	20,700	433	102%
14 Health (Medical/Dental/Vision/Life/Disability)	212,247	235,550	(23,303)	90%
15 Payroll Taxes	95,438	103,300	(7,862)	92%
16 CalPERS Retirement	96,032	101,900	(5,868)	94%
17 CalPERS Unfunded Actuarial Liability Payment	48,887	48,900	(13)	100%
18 Education, Training & Travel	22,154	41,200	(19,046)	54%
19 Total Salaries & Benefits	1,649,867	1,752,450	(102,583)	94%
20 General & Administrative				
21 Legal	31,432	50,000	(18,568)	63%
22 Engineering	1,020	10,000	(8,980)	10%
23 Audit & Accounting	117,243	87,200	30,043	134%
24 General Consulting	117,782	165,500	(47,718)	71%
25 Insurance	104,377	90,000	14,377	116%
26 Board of Directors	81,438	98,400	(16,962)	83%
27 Election Expense	10,427	30,000	(19,573)	35%
28 Dues & Subscriptions	35,083	45,200	(10,117)	78%
29 Office Utilities	34,415	31,500	2,915	109%
30 Computer/Information Technology Support	37,853	40,400	(2,547)	94%
31 Office Equipment & Supplies	43,562	59,400	(15,838)	73%
32 Telecommunications	16,477	19,000	(2,523)	87%
32 Maintenance/Janitorial	8,404	17,300	(8,896)	49%
33 Banking, Payroll & Collection Fees	18,530	17,900	630	104%
34 Recruitment	2,924	3,000	(76)	97%
35 Total General & Administrative	660,966	764,800	(103,834)	86%
36 Facilities & Operations				
37 Basin Percolation Maintenance	22,606	100,300	(77,694)	23%
38 Landscape & Irrigation	36,570	63,500	(26,930)	58%
39 Fencing	4,087	30,000	(25,913)	14%
40 Structural Maintenance	48,676	43,300	5,376	112%
41 Signage	2,745	7,000	(4,255)	39%



CBWCD

Budget to Actual (Unaudited) Preliminary For the Period July 1, 2022 through June 30, 2023

		Q4 YTD	Adopted Budget	(Under) / Over Budget	%
42	Hardscape	10,932	18,500	(7,568)	59%
43	Facilities	-	10,000	(10,000)	0%
44	Equipment and Vehicles	18,271	28,500	(10,229)	64%
45	Uniforms	12,253	17,400	(5,147)	70%
46	Weed Abatement & Pest/Critter Control	23,123	34,200	(11,077)	68%
47	Trash Cleanup & Disposal	12,429	15,000	(2,571)	83%
48	Utilities, Permits, Fees & Miscellaneous	9,416	14,000	(4,584)	67%
49	Total Facilities & Operations	201,110	381,700	(180,590)	53%
50	Public Relations/Education				
51	District Events	36,378	50,000	(13,622)	73%
52	School Tours	19,156	40,000	(20,844)	48%
54	Advertising & Strategic Communications	45,268	63,300	(18,032)	72%
55	Web Design and Maintenance	45,358	60,000	(14,642)	76%
56	Public Education/Workshops	4,643	4,500	143	103%
57	Community Sponsorships	2,500	3,000	(500)	83%
59	Youth Program Supplies	3,154	3,500	(346)	90%
60	Informational Materials	3,757	6,000	(2,243)	63%
61	Supplies/Giveaways	12,436	12,500	(64)	99%
62	Total Public Relations/Education	172,650	242,800	(70,150)	71%
63	Capital Expenses	1,269,270	1,495,100	(225,830)	85%
64	CalPERS Retirement- Additional Discretionary Payments	-	85,600	(85,600)	0%
65	CalPERS Pension Trust Contribution	-	73,200	(73,200)	0%
66	TOTAL EXPENSES	\$ 3,953,864	\$ 4,795,650	\$ (841,786)	82%
67	NET REVENUE / (EXPENSES)	\$ 1,173,820	\$ (107,000)	\$ 1,280,820	

CBWCD
Capital Projects (Unaudited) Preliminary
For the Period July 1, 2022 through June 30, 2023

	Q4 YTD	Adopted Budget	(Under) / Over Budget	%
1 DISTRICT CAPITAL PROJECTS				
2 Montclair Basin No.2 Spillway	\$ 1,001,432	\$ 1,019,000	\$ 17,568	98%
3 Montclair Basin No.2 Spillway - Engineering	147,357	144,000	(3,357)	102%
4 Dump Trailer	15,967	-	(15,967)	N/A
5 Major Structural Failures	-	100,000	100,000	0%
6 Watering Tank Trailer	-	25,000	25,000	0%
7 Waterwise Community Center Equip. Improvements	37,670	30,000	(7,670)	126%
8 Permanent Signage - Interpretive and Other	43,082	70,000	26,918	62%
9 Electrical Lighting Systems	17,554	25,000	7,446	70%
10 Drinking Fountain	6,208	10,000	3,792	62%
11 Contingency Funding (10% of Capital Projects)	-	72,100	72,100	0%
12 CAPITAL EXPENDITURES TOTAL	\$ 1,269,270	\$ 1,495,100	\$ 225,830	85%

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

July 05, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CHINO BASIN WATER CONSERVATION DISTRICT

SECRETARY/MANAGER
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763

[Tran Type Definitions](#)

Account Number: 90-36-028

June 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/6/2023	6/5/2023	RD	1730186	N/A	ELIZABETH SKRZAT	300,000.00
6/21/2023	6/21/2023	RD	1730754	N/A	ELIZABETH SKRZAT	60,000.00

Account Summary

Total Deposit:	360,000.00	Beginning Balance:	10,421,489.84
Total Withdrawal:	0.00	Ending Balance:	10,781,489.84



PMIA/LAIF Performance Report as of 07/26/23



Quarterly Performance Quarter Ended 06/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.15
LAIF Earnings Ratio ⁽²⁾ :	0.00008636172883763
LAIF Administrative Cost ^{(1)*} :	0.06
LAIF Fair Value Factor ⁽¹⁾ :	0.984828499
PMIA Daily ⁽¹⁾ :	3.26
PMIA Quarter to Date ⁽¹⁾ :	3.01
PMIA Average Life ⁽¹⁾ :	260

PMIA Average Monthly Effective Yields⁽¹⁾

June	3.167
May	2.993
April	2.870
March	2.831
February	2.624
January	2.425

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 06/30/23 \$178.4 billion

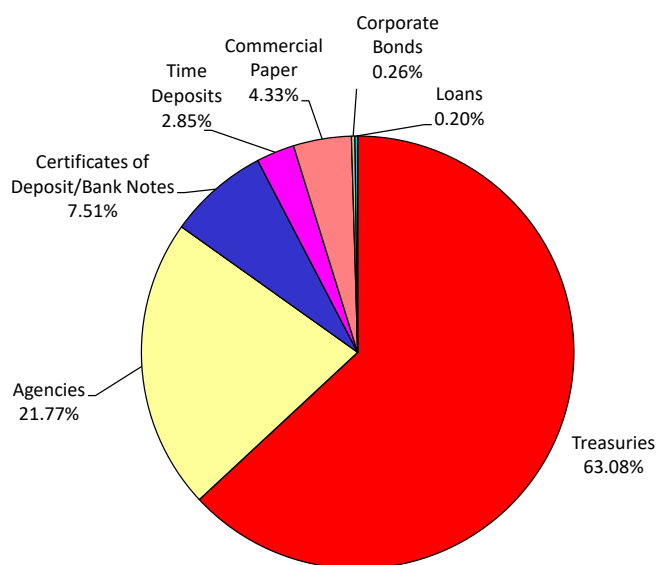


Chart does not include \$2,861,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



CalTRUST
PO Box 2709
Granite Bay, CA 95746
www.caltrust.org
Email: admin@caltrust.org
Fax: 402-963-9094
Phone: 833-CALTRUST (225-8787)

Investment Account Summary

06/01/2023 through 06/30/2023

SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Jun 30 (\$)	Value on Jun 30 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
CHINO BASIN WATER CONSERVATION DISTRICT	20100003510					
CalTRUST Short Term Fund	20100003510	239,718.420	10.00	2,397,184.20	2,376,706.81	20,477.39
Portfolios Total value as of 06/30/2023				2,397,184.20		

DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount In Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
CalTRUST Short Term Fund		CHINO BASIN WATER CONSERVATION DISTRICT			Account Number: 20100003510			
Beginning Balance	06/01/2023			238,838.790	10.00	2,388,387.90		
Accrual Income Div Reinvestment	06/30/2023	8,796.30	879.630	239,718.420	10.00	2,397,184.20	0.00	0.00
Change in Value						0.00		
Closing Balance as of	Jun 30			239,718.420	10.00	2,397,184.20		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



	CalTRUST Short Term	LAIF		CalTRUST Short Term Net Total Return	CalTRUST Short Term Yield	LAIF Yield
Net Assets	\$1,257,088,876.45	N/A	One Month	0.37%	0.37%	0.25%
NAV per Share	\$10.00	N/A	Three Month	1.06%	1.06%	0.75%
30 day SEC Yield	4.86%	N/A	Six Month	2.20%	1.98%	1.40%
Distribution Yield	4.48%	N/A	One Year*	3.29%	3.17%	2.24%
Period Net Total Return	0.37%	0.25%	Two Year*	1.29%	1.73%	1.29%
Effective Duration	0.44 yrs	N/A	Three Year*	0.95%	1.32%	1.03%
Average Maturity	0.88 yrs	N/A yrs **	Five Year*	1.63%	1.66%	1.47%
Weighted Average Life	0.73 yrs	N/A yrs **	Ten Year*	1.18%	1.21%	1.04%
		** LAIF date not available	Since Inception*	1.68%	1.68%	1.57%
*Annualized						
<div> <div>Portfolio Sector Breakdown</div> <ul style="list-style-type: none"> CERTIFICATE OF DEPOSIT - 15.22% COMMERCIAL PAPER - 0.39% CORPORATE BONDS - 27.07% MONEY MARKET FUNDS - 12.89% ASSET BACKED SECURITIES - 18.72% MUNICIPAL BONDS - 0.52% U.S. GOVERNMENT & AGENCIES - 23.47% NON U.S. GOVERNMENT & AGENCIES - 1.71% </div>						
Rated AAF by S&P Global Ratings						

CEPPT Account Update Summary

Chino Basin Water Conservation District

as of June 30, 2023

CEPPT Account Summary

As of June 30, 2023	Strategy 1	Strategy 2	Total
Initial contribution (07/26/2021)	\$0	\$19,815	\$19,815
Additional contributions	\$0	\$59,446	\$59,446
Disbursements	\$0	\$0	\$0
CEPPT expenses	\$0	(\$262)	(\$262)
Investment earnings	\$0	(\$5,370)	(\$5,370)
Total assets (07/26/2021-06/30/2023 = 1.93 years)	\$0	\$73,629	\$73,629

CEPPT/CERBT Investment Returns Outperform Benchmarks

Periods ended June 30, 2023

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	ITD
CERBT Strategy 1 (Inception June 1, 2007)	\$14,982,584,659	3.62%	2.58%	6.37%	6.37%	5.48%	5.21%	6.24%	4.88%
Benchmark		3.59%	2.53%	6.27%	6.27%	5.36%	5.04%	5.99%	4.56%
CERBT Strategy 2 (Inception October 1, 2011)	\$1,859,466,877	2.64%	1.47%	3.51%	3.51%	2.66%	4.05%	5.07%	5.96%
Benchmark		2.63%	1.44%	3.46%	3.46%	2.59%	3.96%	4.87%	5.80%
CERBT Strategy 3 (Inception January 1, 2012)	\$773,210,640	1.89%	0.63%	1.53%	1.53%	0.92%	3.20%	4.09%	4.43%
Benchmark		1.88%	0.62%	1.50%	1.50%	0.91%	3.15%	3.90%	4.26%
CERBT Total	\$17,615,262,176								
CEPPT Strategy 1 (Inception October 1, 2019)	\$96,657,149	2.41%	1.75%	5.01%	5.01%	2.70%	-	-	2.98%
Benchmark		2.41%	1.77%	5.06%	5.06%	2.72%	-	-	3.11%
CEPPT Strategy 2 (Inception January 1, 2020)	\$43,461,172	1.23%	0.57%	2.19%	2.19%	-0.72%	-	-	0.11%
Benchmark		1.25%	0.62%	2.40%	2.40%	-0.61%	-	-	0.24%
CEPPT Total	\$140,118,321								

CEPPT Portfolios

2022 Capital Market Assumptions	CEPPT Strategy 1	CEPPT Strategy 2
Expected Return	4.5%	3.5%
Risk	8.8%	6.1%

CEPPT Portfolio Details

Asset Classification	Benchmark	CEPPT Strategy 1	CEPPT Strategy 2
Global Equity	MSCI All Country World Index IMI (Net)	37% ±5%	21% ±5%
Fixed Income	Bloomberg U.S. Aggregate Bond Index	44% ±5%	61% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Liquid Index (Net)	14% ±5%	9% ±5%
Treasury Inflation Protected Securities (TIPS)	Bloomberg US TIPS Index, Series L	5% ±3%	9% ±3%
Cash	91-Day Treasury Bill	0% +2%	0% +2%

Total Participation Cost Fee Rate

- Total all-inclusive cost of participation
 - Combines administrative, custodial, and investment fees
 - Separate trust funds
 - Self-funded, fee rate may change in the future
 - Fee is applied daily to assets under management
 - 10 basis points - CERBT
 - 25 basis points - CEPPT

CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2019	10.00 basis points	-
2019-2023	10.00 basis points	25.00 basis points

630 Prefunding Program Employers

606 CERBT and 90 CEPPT

- State of California
- 159 Cities or Towns
- 10 Counties
- 83 School Employers
- 32 Courts
- 345 Special Districts and other Public Agencies
 - (104 Water, 38 Sanitation, 34 Fire, 26 Transportation)

Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
Darren Lathrop	Outreach & Support Manager	Darren.Lathrop@calpers.ca.gov	(916) 795-0751	(916) 291-0391
Lee Lo	Outreach & Support Analyst	Lee.Lo@calpers.ca.gov	(916) 795-4034	(916) 612-4128
Colleen Cain-Herrback	Administration & Reporting Program Manager	Colleen.Cain-Herrback@calpers.ca.gov	(916) 795-2474	(916) 505-2506
Vic Anderson	Administration & Reporting Manager	Victor.Anderson@calpers.ca.gov	(916) 795-3739	(916) 281-8214
Robert Sharp	Assistant Division Chief	Robert.Sharp@calpers.ca.gov	(916) 795-3878	(916) 397-0756

Program E-mail Addresses	Prefunding Programs Webpages
CEPPT4U@calpers.ca.gov – Questions & Document Submittal	www.calpers.ca.gov/CEPPT
CERBT4U@calpers.ca.gov – Questions & Document Submittal	www.calpers.ca.gov/CERBT
CERBTACCOUNT@calpers.ca.gov – Online Record Keeping System	

**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Elizabeth Skrzat, General Manager

SUBJECT: **Adopt Resolution No. 2023-06 Establishing an Appropriations Limit (GANN Limit)**

RECOMMENDATION

It is recommended that the Board of Directors review, discuss and adopt Resolution No. 2023-06: A Resolution of the Board of Directors of the Chino Basin Water Conservation District Approving and Establishing the Fiscal Year 2023-2024 Appropriations Limitation Pursuant to Article XIII B of the California Constitution.

BACKGROUND

In 1979, Proposition 4 (the Gann Initiative) was approved, adding Article XIII B to the State Constitution. The provisions of this article place limits on the amount of revenue that can be appropriated by all entities of government. This initiative was designed to constrain government expenditures by placing an annual limit on revenue and appropriation growth.

In June 1990, Proposition 111 amended Article XIII B, making changes in the base year upon which the appropriation limit is based, establishing the new cost of living factors and new population factors for use by local governments, and increasing appropriations not subject to the limit. The financial constraints of Article XIII B apply to the state, all cities, counties, special districts, and all other political subdivisions. The annual calculation of the appropriation limit must be reviewed as part of the District's annual financial audit.

DISCUSSION/ANALYSIS

Article XIII B of the California Constitution and Government Code Section 7900 et seq. requires each local jurisdiction to annually calculate and establish, by resolution, its appropriation limit for each fiscal year. The California Department of Finance annually transmits an estimate of the percentage change in population to local agencies. Each local agency then uses its percentage change in population factor, in conjunction with a change in the cost of living, or price factor, to calculate its appropriation limit for the fiscal year.

Accountants at Eide Bailly use these factors to calculate each fiscal year's GANN limit. The GANN Limit calculated for FY 2023-2024 is \$10,153,743, which is far higher than the District's adopted budget expenditures of \$4,157,500 for this fiscal year.

FISCAL IMPACT

None, as the District's proposed Fiscal Year 2023-2024 Budget is safely within the legal appropriation limit for Fiscal Year 2023-2024.

ATTACHMENT(S):

1. Resolution No 2023-06: A Resolution of the Board of Directors of the Chino Basin Water Conservation District Adopting and Establishing an Appropriation Limit (GANN Limit) for Fiscal Year 2023-2024 Pursuant to Article XIII B of the California Constitution
2. Public Notice of GANN Limit Resolution posted on August 24, 2023

RESOLUTION NO. 2023-06

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN
WATER CONSERVATION DISTRICT ADOPTING AND ESTABLISHING
AN APPROPRIATION LIMIT (GANN LIMIT) FOR FISCAL YEAR 2023-
2024 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA
CONSTITUTION**

WHEREAS, the Chino Basin Water Conservation District (“the District”) is a water conservation district organized and operating pursuant to California Water Code Section 74000 et seq.; and

WHEREAS, Article XIII B of the California Constitution and Government Code Section 7900 et seq. require the District’s Board of Directors to annually calculate and establish, by resolution, the District’s appropriations limit for each fiscal year; and

WHEREAS, pursuant to said requirement, the calculations made to determine said appropriations limits utilized by the State of California per capita personal income price factor and the percent growth of the County of San Bernardino population factor; and

WHEREAS, said calculations have been made available to the public for at least fifteen (15) days prior to the date of this Resolution in accordance with Government Code Section 7910; and

WHEREAS, the District posted its public notice of the Appropriations Limit calculation to the District’s bulletin board and website on August 24, 2023; and

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. Purpose and Authority. The purpose of this Resolution is to establish the District’s appropriation limit (GANN Limit) for Fiscal Year 2023-2024, and is hereby established at the amounts set forth in Exhibit “A” attached hereto and incorporated herein by the reference based calculations utilizing the price factor and population factor set forth therein. The budgeted revenue from property taxes for each of those fiscal years does not exceed said appropriation limits.

SECTION 2. Additions/Amendments. Exhibit A – Appropriations limit calculations.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption by the Board of Directors and the Board Secretary shall certify the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 11TH day of September 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Ligtenberg, Board President

ATTEST: _____
Elizabeth Skrzat, Board Secretary

Exhibit(s):

- Exhibit A – Appropriations Limit: 2023-2024
- Exhibit B - Department of Finance Letter

CHINO BASIN WATER CONSERVATION DISTRICT
APPROPRIATIONS LIMIT
2023 2024

Per capita personal income	4.44%
Population growth - County	0.12%
2022/23 GANN limit	<u>\$ 9,710,430</u>
2023/24 GANN limit	<u>\$ 10,153,743</u>



DEPARTMENT OF
FINANCE
OFFICE OF THE DIRECTOR
May 2023

EXHIBIT B

Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ www.dof.ca.gov

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW
Director
By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9965 = 1.0407$

Attachment B

Annual Percent Change in Population Minus Exclusions*

January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	2022-2023	1-1-22	1-1-23	1-1-2023
San Bernardino				
Adelanto	0.65	36,420	36,656	36,656
Apple Valley	-0.37	75,277	74,996	74,996
Barstow	-1.96	24,768	24,283	24,918
Big Bear Lake	-0.43	4,935	4,914	4,914
Chino	0.69	88,564	89,171	93,137
Chino Hills	-0.70	77,601	77,058	77,058
Colton	-0.67	53,513	53,154	53,154
Fontana	0.58	212,616	213,851	213,851
Grand Terrace	-0.73	12,908	12,814	12,814
Hesperia	0.19	99,855	100,041	100,041
Highland	-0.53	56,283	55,984	55,984
Loma Linda	-0.03	25,198	25,191	25,228
Montclair	-0.51	37,688	37,494	37,494
Needles	-0.77	4,793	4,756	4,756
Ontario	1.14	178,682	180,717	180,717
Rancho Cucamonga	-0.31	174,090	173,545	173,545
Redlands	-0.40	72,259	71,972	71,972
Rialto	-0.41	103,406	102,985	102,985
San Bernardino	1.25	219,218	221,949	223,230
Twentynine Palms	-0.94	15,687	15,539	25,929
Upland	-0.50	78,771	78,376	78,376
Victorville	0.90	132,189	133,384	137,193
Yucaipa	-0.46	54,242	53,991	53,991
Yucca Valley	-0.35	21,712	21,635	21,635
Unincorporated	-0.45	290,306	289,011	297,482
County Total	0.12	2,150,981	2,153,467	2,182,056

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



CHINO BASIN WATER CONSERVATION DISTRICT BOARD OF DIRECTORS

PUBLIC NOTICE

BOARD ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763

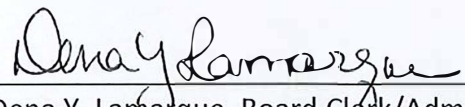
NOTICE IS HEREBY GIVEN that the Board of Directors ("Board") of the Chino Basin Water Conservation District ("District") will consider the adoption of Resolution 2023-04, establishing the appropriations limit for the Fiscal Year 2023-2024, during the Regular Board meeting scheduled for **Monday, September 11, 2023, at 2:00 p.m.**

For those interested in making public comments, you may address the Board in person during the Public Comment period of the meeting. Documentation used in the determination of the appropriations limit is available for public review by contacting the Board Clerk's office at (909) 626-2711.

Dated: August 24, 2023

CERTIFICATION

I, Dena Y. Lamarque, Board Clerk/Administrative Coordinator of the District, hereby certify that the foregoing Public Notice for the Regular Board meeting was posted on the District's bulletin board, website, and delivered to each member of the Board on or before **August 24, 2023.**


Dena Y. Lamarque, Board Clerk/Administrative Coordinator

STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Elizabeth Skrzat, General Manager

SUBJECT: **Approve Agreement No. 2023-12 Between Chino Basin Water Conservation District (CBWCD) and Monte Vista Water District (MVWD) for Water Storage of Supplemental Water**

RECOMMENDATION

It is recommended that the Board of Directors review, discuss, and approve Agreement No. 2023-12 for between CBWCD and Monte Vista Water District for storage of supplemental water in the Chino Basin, which is substantially complete, subject to final revisions and approval by District management and Legal Counsel.

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.

On August 8, 2023, staff delivered an update to the Board on how such a program could work. A key aspect of a functional program would be to work with a partner to use their existing storage agreement with Chino Basin Watermaster so that any water purchased by the District and imported to the basin would remain credited to the District for longer than one fiscal year.

The Monte Vista Water District volunteered to assist the District with the use of their storage account. An agreement was drafted by staff and reviewed by the legal counsel of each agency, subject to final revisions and approval by District management and Legal Counsel.

DISCUSSION/ANALYSIS

The proposed basin and would allow the District to import water, recharge it into the groundwater basin, and hold that amount as an asset for several years until either the District

establishes its own storage account or storage and recovery program or until the District chooses to sell the water to a willing buyer.

The agreement is substantially complete, however, the legal counsel representing both agencies are still working together to fine tune the language to the satisfaction of each party.

FISCAL IMPACT

Monte Vista Water District is not seeking compensation for their assistance in this matter.

ATTACHMENT(S)

1. Agreement No. 2023-12 with Monte Vista Water District

**AGREEMENT NO. 2023-12 FOR STORAGE OF SUPPLEMENTAL WATER
IN THE CHINO BASIN**

This Agreement for Storage of Supplemental Water in the Chino Basin (“Agreement”) is entered this ____ day of _____, 2023 (“Agreement Date”) between the CHINO BASIN WATER CONSERVATION DISTRICT, a water conservation district (“CBWCD”), and MONTE VISTA WATER DISTRICT, a county water district (“MVWD”). CBWCD and MVWD may be referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS

A. The Parties are both parties to the Chino Basin Judgment dated January 27, 1978 (“Judgment”) and the Chino Basin Peace Agreement dated June 29, 2000 (“Peace I”).

B. The Parties share an interest in recharging water in the Chino Basin, especially through recharge basins owned by CBWCD and Aquifer Storage and Recovery (“ASR”) wells owned by MVWD, to support sustainable groundwater production, improve groundwater quality, facilitate recycled water use, and offset subsidence.

C. CBWCD is planning to import and store water in the Chino Basin for future resale to willing buyers to support local water supply reliability and resiliency in response to climate change conditions.

D. Under Peace I, Chino Basin Watermaster (“Watermaster”) is required to approve applications to store, recapture, recharge, or transfer water in the Chino Basin.

E. On an annual basis, the Appropriative Pool Committee (“Committee”) submits an Application for Local Storage Agreement on behalf of all Committee members, including MVWD, for their Local Excess Carryover and Local Supplemental Storage Accounts (“LSA”) in the amounts to be determined in the next approved assessment package. Subsequent to Watermaster Board’s approval of a storage application, those Committee members whose LSA balances have increased as of the last approved assessment package are required to sign a new Local Storage Agreement with Watermaster.

F. On June 22, 2023, the Watermaster Board approved CBWCD’s application for recharge and directed Watermaster staff to account for MVWD’s increased LSA balance. Watermaster staff has confirmed that CBWCD’s recharged water can be credited to MVWD’s LSA.

G. The Parties desire to work cooperatively to facilitate CBWCD’s ability to import, store, and resell water utilizing the groundwater storage capacity in the Chino Basin in a manner that is beneficial to both Parties, the Chino Basin, and the public.

AGREEMENT

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged and accepted, the Parties agree as follows:

1. Recitals. The foregoing Recitals are true and correct.
2. Storage of CBWCD Water. MVWD shall allow CBWCD to store up to 1,000 acre feet (“AF”) of Supplemental Water (“CBWCD Stored Water”) in MVWD’s LSA. By allowing CBWCD to

store water in MVWD's LSA, MVWD is not transferring or assigning MVWD's right to store water under its LSA to CBWCD. The Parties will develop an annual documentation process to account for the CBWCD Stored Water, including any applicable Watermaster-assessed storage losses. CBWCD will retain ownership of CBWCD Stored Water until said ownership is transferred to a willing buyer.

3. Costs Related to CBWCD Stored Water. MVWD shall not charge CBWCD for use of MVWD's LSA under this Agreement. CBWCD will bear the full cost for purchasing, recharging, and recovering CBWCD Stored Water, including any Watermaster-assessed charges relating to the CBWCD Stored Water. The Parties will collaborate on preparing any required Watermaster applications for the purpose of recharging, storing, and recovering the CBWCD Stored Water in, into, and from MVWD's LSA.

4. Use of MVWD's ASR Wells. Upon CBWCD's request and at MVWD's sole discretion, MVWD shall make available to CBWCD use of its ASR wells to assist CBWCD in recharging the CBWCD Stored Water. CBWCD shall pay to MVWD all Water Facilities Authority ("WFA") and MVWD direct operation and maintenance costs necessary for injection of CBWCD Stored Water into the Chino Basin, but not WFA or MVWD capital improvement costs for the use of WFA or MVWD treatment and groundwater injection facilities necessary for injection of CBWCD Stored Water into the Chino Basin.

5. Term. The Term of this Agreement shall be coterminous with the term of MVWD's LSA. The Parties may at any time negotiate in good faith to make necessary changes to this Agreement to conform to then existing circumstances.

GENERAL PROVISIONS

6. Discretionary Project Approvals. If there are any discretionary project approvals to be obtained, CBWCD shall, at CBWCD's expense, obtain such approvals at its sole cost and expense.

7. Integration and Amendment. This Agreement, and the attached Exhibits (if any), represent the entire and integrated agreement between Parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by the Parties.

8. Further Assurances. Each Party shall execute and deliver any documents reasonably necessary for the performance of their obligations under this Agreement, and shall do any and all acts and things reasonably necessary in connection with the performance of their obligations under this Agreement.

9. Severability. If any provision, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the voided provision, condition or covenant shall be deemed severed from the remaining provisions of this Agreement, which shall remain valid and enforceable as permitted by law, and the Parties shall negotiate in good faith to replace the unenforceable provision(s) in accordance with the original purpose and intent of this Agreement so stated in the above Recitals.

10. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of the Parties.

11. Assignment and Transfer: Neither Party shall assign or transfer all or any part of its interest in this Agreement without the approval of the other Party.

12. No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person or entity, other than the Parties and their respective successors and assigns, nor is anything in this Agreement intended to relieve or discharge any obligation of any third person to any Party or give any third person any right of action over or against any Party.

13. Indemnification. CBWCD hereby agrees to defend, hold harmless and indemnify MVWD, and its directors, officers, employees, volunteers, consultants and agents (hereinafter collectively "MVWD Indemnified Parties") of, from and against any and all claims, demands, liabilities, actions and causes of action, losses, damages, expenses (including legal fees), penalties, fines, costs and judgments that may be claimed, brought or had against MVWD Indemnified Parties, or any of them, by any person or business entity, or any governmental agency, resulting from or arising out of (a) any negligent act or omission, or any intentional or willful misconduct of CBWCD, its agents, servants, employees or independent contractors, or (b) any default or breach by CBWCD of any obligation of CBWCD under this Agreement. MVWD hereby agrees to defend, hold harmless and indemnify CBWCD, and its directors, officers, employees, volunteers, consultants and agents (hereafter collectively "CBWCD Indemnified Parties") of, from and against any and all claims, demands, liabilities, actions and causes of action, losses, damages, expenses (including legal fees), penalties, fines, costs and judgments that may be claimed, brought or had against CBWCD Indemnified Parties, or any of them, by any person or business entity, or any governmental agency, resulting from or arising out of (a) any negligent act or omission, or any intentional or willful misconduct of MVWD, its agents, servants, employees or independent contractors, or (b) any default or breach by MVWD of any obligation of MVWD under this Agreement, except that MVWD shall not be responsible or liable for the quality of CBWCD Stored Water.

14. No Implied Waiver. If any term, condition, or provision of this Agreement is breached by either Party and thereafter waived by the other Party, that waiver will be limited to the specific breach so waived, and will not be deemed either to be a continual waiver or to waive any other breach under this Agreement.

15. No Inducement. Each Party acknowledges and agrees that no agent or attorney of any Party has made any promise, representation, or warranty, express or implied, not contained in this Agreement, to induce the other Party to execute this Agreement, and each Party acknowledges that it has not executed this Agreement in reliance on any such promise or representation or warranty not contained in this Agreement.

16. Resolution of Disputes. If any dispute shall arise from this Agreement and is not otherwise resolved by the Parties, then such dispute shall be determined by a general judicial reference pursuant to California Code of Civil Procedure Sections 638 et seq. in the County of San Bernardino Diego, before one general referee. This is a waiver of any right that may exist to a jury trial.

17.1 The Parties shall meet to select the referee no later than thirty (30) days after service of the initial complaint on all defendants named in the complaint. The referee shall be a retired judge who has served in either the California Superior Court or Federal Court in California with

substantial experience in the type of matter in dispute and without any relationship to either Party, unless the Parties agree otherwise.

17.2 All other fees and costs incurred in connection with the judicial reference proceeding, including the cost of the stenographic record, shall be advanced equally by the Parties. However, the referee shall have the power to reallocate such fees and costs among the Parties in the referee's final ruling.

17. California Law; Venue. This Agreement shall be governed by and construed in accordance with the laws of California. Venue for any action or proceeding to enforce this Agreement shall be in San Bernardino County, California.

18. Notice. Any notice required or permitted to be given hereunder shall be deemed to have been validly given or made only if in writing and when received by the party to whom it is directed by personal service, hand delivery, or United States Mail as follows:

Monte Vista Water District
General Manager
10575 Central Ave
Montclair, CA 91763

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

Either party may change its address above at any time by written notice to the other in accordance with this Section. If the Parties agree to accept electronic service, service of any notice may be effectuated by email to an email address provided by the Party.

19. Electronic Signatures and Counterparts. Any Party may execute this Agreement using an "electronic signature," as that term is defined in California Civil Code Section 1633.2. An electronic signature will have full legal effect and enforceability. This Agreement may be executed in multiple counterparts, each of which is an original. All signatures, taken together will be considered as one and the same agreement.

(Signatures on the following page)

Draft Pending Legal Counsel Approval

IN WITNESS WHEREOF, the Parties executed this Agreement as of the Agreement Date above:

Chino Basin Water Conservation District

Monte Vista Water District

By: _____

Elizabeth Skrzat, General Manager

By: _____

Justin M. Scott-Coe, General Manager

By: _____

Mark Ligtenberg, President
Board of Directors

By: _____

Sandra S. Rose, President
Board of Directors

APPROVED AS TO FORM:

Brunick, McElhaney & Beckett PLC

Kidman Gagen Law LLP

By: _____

Leland McElhaney, Legal Counsel

By: _____

Andrew B. Gagen, General Counsel

**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Elizabeth Skrzat, General Manager

SUBJECT: **Approve Agreement No. 2023-13 Between Chino Basin Water Conservation District (CBWCD) and Cucamonga Valley Water District (CVWD) for Storage of Supplemental Water**

RECOMMENDATION

It is recommended that the Board of Directors review, discuss, and approve Agreement No. 2023-13 between CBWCD and Cucamonga Valley Water District for storage of supplemental water in the Chino 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.

On August 8, 2023, staff delivered an update to the Board on how such a program could work. A key aspect of a functional program would be to work with a partner to use their existing storage agreement with Chino Basin Watermaster so that any water purchased by the District and imported to the basin would remain credited to the District for longer than one fiscal year.

The Cucamonga Valley Water District volunteered to assist the District with the use of their storage account. An agreement was drafted by staff and reviewed by the legal counsel of each agency.

DISCUSSION/ANALYSIS

The proposed agreement would allow the District to import water, recharge it into the groundwater basin, and hold that amount as an asset for several years until either the District establishes its own storage account or storage and recovery program or until the District chooses

to sell the water to a willing buyer. The agreement itself will last until the end of the Peace Agreement.

FISCAL IMPACT

The Cucamonga Valley Water District is not seeking compensation for their assistance in this matter.

ATTACHMENT(S)

1. Agreement No. 2023-13 with Cucamonga Valley Water District

Pending Legal Counsel Final Approval **ATTACHMENT 1**

2023 WATER AGREEMENT NO. 2023-13

Chino Basin Water Conservation District
and
Cucamonga Valley Water District

This 2023 Water Agreement ("Agreement") is made as of _____, 2023, by and between the Chino Basin Water Conservation District (CBWCD), and the Cucamonga Valley Water District (CVWD). CBWCD and CVWD are hereinafter collectively referred to as the Parties or individually as a Party.

RECITALS

WHEREAS, the Chino Groundwater Basin (Chino Basin) is one of the largest subsurface storage aquifers in Southern California and has the capacity to store large volumes of water for local use during dry periods;

WHEREAS, a Judgment was entered in San Bernardino County Superior Court in 1978 that adjudicated rights to the groundwater and storage capacity within the Chino Basin and established a physical solution; and

WHEREAS, the Peace I Agreement and Peace II Agreement (together "Peace Agreements") established further agreement and rules regarding storage, and the Peace Agreements expire December 31, 2030, unless or until they are modified, amended, extended or terminated; and

WHEREAS, CVWD has pumping rights and storage rights within the Chino Basin; and

WHEREAS, CBWCD has the immediate desire and ability to purchase treated or untreated imported water to supplement local groundwater supply; and

WHEREAS, CBWCD contemplates storing supplemental water in the Chino Basin for the purpose of providing additional local water supplies during dry years; and

WHEREAS, CBWCD desires to have a designated storage account within the Chino Basin; a process that is scheduled to be worked through over the next year with the Chino Basin Watermaster (Watermaster); and

WHEREAS, on April 12, 2023, CBWCD submitted an application to Watermaster for recharge for up to 15,000 acre-feet from May 2023 through May 2028; and

WHEREAS CBWCD intends to recharge water, which is subject to evaporative and storage losses, and transfer the balance accrued to CVWD's supplemental storage accounts in the Chino Basin and any transfer or storage of this water will be subject to a separate application to Watermaster;

WHEREAS, until CBWCD obtains a storage account from Watermaster, the only way for CBWCD to deliver and store water, as contemplated above, is by utilizing the storage account of another entity such as CVWD. CVWD is willing to facilitate the above-mentioned delivery and storage by CBWCD pursuant to the provisions of this Agreement.

NOW, THEREFORE, the Parties hereto agree as follows:

SECTION 1: DELIVERY OF MWD TIER-1 WATER TO THE CHINO BASIN

A. Upon written request by CBWCD, or as otherwise coordinated between the Parties, CBWCD shall at its own cost and arrangements purchase and deliver treated or untreated imported water to a Metropolitan Water District (MWD) service connection (most likely the OC-59 connector located at the conjunction of MWD's Rialto pipeline and the San Antonio Creek Channel) and a CBWCD recharge basin. The Parties acknowledge and agree that CVWD shall not be billed for any such imported water deliveries; CVWD shall not be responsible for any applicable charges for such deliveries, including but not limited to MWD's RTS charges, and CBWCD shall be responsible for any and all charges.

SECTION 2: STORED WATER CREDITS

A. Following the purchase and delivery of any water in accordance with Section 1 of this Agreement (Stored Water), CVWD and CBWCD shall coordinate with Watermaster to cause the Stored Water to be accounted in CVWD's supplemental storage account or other appropriate groundwater storage account.

B. The Stored Water shall be subject to losses normally assessed to Appropriative Pool storage accounts by Watermaster and any such losses shall be passed through to CBWCD by CVWD and assessed to CBWCD.

C. In the event that CBWCD desires to transfer all or any portion of the Stored Water to a third party, CBWCD shall notify CVWD in writing of the requested transfer no less than 30-days prior to the proposed transfer request being filed with Watermaster. Thereafter, CVWD shall make reasonable, good faith efforts, to file the necessary paperwork required by Watermaster within 30-days of receiving a written request from CBWCD; provided, however, that CBWCD shall cooperate in supplying CVWD with all necessary data and information that may be needed to complete the Watermaster paperwork, and provided further that CVWD shall have no responsibility, liability, duty to defend, or any other obligation in relation to the timing, Watermaster consideration, potential third-party protest, or any other factors affecting any proposed transfer by CBWCD. CBWCD shall be solely responsible for any and all costs and expenses related to a transfer.

D. CVWD shall provide CBWCD with a written summary of the Stored Water balance which shall include, at a minimum, prior water balance, water added, losses applied, transfers in/out and new water balance) within 30-days of the approved Watermaster Assessment package (which occurs roughly November or December every year).

E. Upon termination of this Agreement, CVWD shall notify CBWCD of the balance of the Stored Water, which shall remain CBWCD's asset, subject to Watermaster requirements. Subject to Watermaster approval, CBWCD may: (1) transfer the remaining balance of the Stored Water to a dedicated water storage account which CBWCD may have obtained; (2) request transfer of the Stored Water to a third party; or (3) leave the balance of the Stored Water in CVWD's storage account for future transfer subject to any terms which may be determined by CVWD in its reasonable discretion. CBWCD shall make reasonable good faith efforts to ensure that all Stored Water is removed from the CVWD storage account on or before the expiration of the Peace Agreements or by December 31, 2030, whichever is sooner ("Termination Date"). In the event any Stored Water remains in the CVWD storage account after the Termination Date, the Parties shall meet and confer in good faith to develop a mutually agreeable plan for the disposition of said S t o r e d Water. If the Parties cannot reach agreement through the meet and confer process, the Dispute Resolution provisions of this Agreement shall apply.

SECTION 3: EFFECTIVE DATE

This Agreement shall be effective from the date of execution of this Agreement by both Parties and shall terminate on the Termination Date as set forth above, unless one-year extension(s) are entered into by written amendment to this Agreement executed by both Parties.

SECTION 4: MUTUAL INDEMNIFICATION

Each Party agrees to protect, defend, indemnify and hold harmless the other Party and its officers, directors, agents, employees, volunteers, attorneys, consultants, and subcontractors from any and all liability, claims, judgments, costs and demands, including demands arising from injuries or death of persons and damage to property, occurring as a result of its own or its respective officers, directors, agents, employees, volunteers, attorneys, consultants, or subcontractor's wrongful or negligent acts or omissions in performing or failing to perform this Agreement. Each Party shall be responsible only to the extent of its negligence. Each Party further agrees to investigate, handle, respond to, and provide defense for any such claims, demands or suit required hereunder at its sole expense.

SECTION 5: OBSERVING LAWS AND ORDINANCES

The Parties shall at all times observe and comply with all applicable laws, ordinances, regulations, requirements, orders and decrees affecting their respective performance under this Agreement, and

a Party's failure to comply with applicable laws, ordinances, regulations, requirements, orders or decrees may constitute a breach of this Agreement and entitle the non-breaching Party to remedies as provided in this Agreement.

SECTION 6: DISPUTE RESOLUTION

The Parties shall seek to resolve any dispute concerning the interpretation or implementation of this Agreement, including but not limited to an alleged breach of this Agreement, through good faith negotiation, involving, as and when appropriate, the general manager or chief executive officer of each of the Parties. A Party alleging a breach of this Agreement or other dispute arising under this Agreement shall send written notice with a reasonably detailed description of the alleged breach or other dispute to the other Party. The Party receiving the notice of the alleged breach or other dispute shall have thirty (30) calendar days to cure any such alleged breach or dispute to the satisfaction of the Party alleging the breach or other dispute. Any alleged breach or other dispute that remains unresolved sixty (60) days after the initial written notice of alleged breach or other dispute is delivered shall be submitted to a single arbitrator with substantial experience in the matter or matters in dispute, and conducted in accordance with Judicial Arbitration and Mediation Services (JAMS). The JAMS arbitrator shall apply the JAMS rules of arbitration, which shall govern any arbitration. If the Parties cannot agree on a single arbitrator within ten (10) days of the written election to submit the matter to arbitration, any Party may request JAMS to appoint a single, neutral arbitrator. The Parties shall use their reasonable best efforts to have the arbitration proceedings concluded within ninety (90) business days of selection of the arbitrator.

SECTION 7: NOTICE

Written notices to be given to any Party pursuant to Section 6 or Section 8 of this Agreement must be given by personal delivery or by registered or certified mail addressed and delivered as set forth below. Other correspondence and invoices may be sent by first-class mail, or by electronic mail, addressed and delivered as set forth below:

Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, CA 91763
Attention: Elizabeth Skrzat, General Manager
E-mail: ESkrzat@cbwcd.org

Cucamonga Valley Water District
10440 Ashford Street
Rancho Cucamonga, CA 91730
Attention: John Bosler, General Manager
E-mail: JohnB@cvwdwater.com

SECTION 8: TERMINATION FOR CONVENIENCE

In addition to other rights set forth in this Agreement, each Party reserves and has the right to immediately suspend, cancel or terminate this Agreement at any time upon thirty (30) days written notice to the other Party. In the event of such termination, the terminating Party shall pay the other Party any and all amounts owed for all authorized costs or any obligations hereunder up to the date of such termination. Any water remaining in a storage account at the time of termination shall be disposed of in accordance with the provisions of Section 2E of this Agreement, but shall remain the property of Chino Basin Water Conservation District

SECTION 9: REPRESENTATION OF AUTHORITY

Each Party represents to the other that it has the authority to enter into this Agreement and that the individual signing this Agreement on behalf of their respective Party has the authority to execute this Agreement and to bind their respective Party to the terms and conditions of this Agreement.

SECTION 10: GOVERNING LAW

This Agreement shall be governed by and constructed in accordance with the laws of the State of California and venue shall be in the County of San Bernardino.

SECTION 11: INCORPORATION OF RECITALS

The Recitals set forth above are incorporated herein and made a part of this Agreement.

SECTION 12: ENTIRE AGREEMENT: NO THIRD PARTY BENEFICIARIES

This Agreement is intended by the Parties as a complete and exclusive statement of the terms of their agreement and it supersedes all prior agreements, written or oral, as to the subject matter of this Agreement. This Agreement may be modified only upon the mutual written agreement of the Parties hereto. No third-party beneficiary is intended or created by the execution of this Agreement.

SECTION 13: ATTORNEYS' FEES AND COSTS

In any proceeding to enforce or interpret the terms or provisions of this Agreement, the prevailing Party, in addition to costs, shall be entitled to recover its reasonable attorneys' fees.

SECTION 14: COUNTERPARTS

This Agreement may be signed in counterparts, each of which shall constitute an original, and which taken together shall constitute one and the same Agreement. Verifiable facsimile and electronic execution copies of this Agreement shall constitute original counterparts or copies of this Agreement.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by its respective duly authorized officers. The effective date of this Agreement shall be the in accordance with the terms of this Agreement.

CHINO BASIN WATER CONSERVATION
DISTRICT:

CUCAMONGA VALLEY WATER DISTRICT:

Elizabeth Skrzat
General Manager

John Bosler
General Manager/CEO

Date: _____

Date: _____

DRAFT

**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Elizabeth Skrzat, General Manager

SUBJECT: **Adopt Resolution 2023-07: Rescinding Resolutions Adopted in Response to Covid-19 in 2020 and 2021**

RECOMMENDATION

It is recommended that the Board of Directors review, discuss, and adopt Resolution 2023-07: Rescinding Resolutions Adopted in Response to COVID-19 in 2020 and 2021.

BACKGROUND

On March 18, 2020, the Board adopted Resolution No. 2020-03 in response to the national state of emergency and California state of emergency declared in response to the Coronavirus-19 pandemic. The resolution directed the General Manager to provide immediate access to paid sick leave for all new employees, advance sick and vacation leave that would be accrued through December 31, 2020 to each employee immediately, extend all staff up to 15 days of emergency leave separate from other paid leave, granted only in the case that an employee or other member of their household received a medical diagnosis of COVID-19, and create temporary redundancies in the District's financial system to ensure that the District can continue to conduct business in the event that signatories to the District's checking account fall ill and are quarantined.

On September 13, 2021, the Board adopted Resolution No 2021-07, requiring COVID-19 vaccination as a condition of employment and Resolution No. 2021-08, requiring all Board meetings to be held in person at District headquarters and all District employees to report to work at District headquarters for their full work schedule and banning work at an alternate location.

On March 13, 2023, the Board adopted Resolution 2023-03: Rescinding Resolution 2021-07: Requiring COVID-19 Vaccination as a Condition of Employment and Policy No. 60 – Vaccination and Masking Requirement.

DISCUSSION/ANALYSIS

While the Board rescinded Resolution 2021-07, which required vaccination against COVID-19 as a condition of employment, Resolution 2020-03, the District's original response to the threat of COVID-19 in the early days of the pandemic, still remains active. The standing resolution means that each new employee receives up to 15 days of paid COVID leave. Existing employees have largely used their allotted time, which was granted on a one-time basis and not annually, though balances vary widely. While COVID-19 is present in the community and spikes in cases happen occasionally, it no longer presents the same threat to the population as a whole, which in March 2020, had had no prior contact with the virus or immunity to it. Instead, sick time can be used during illness. The District provides 80 hours of sick time annually to employees.

District management provides employees with a positive case in their household the option of using sick or vacation time or working from home. The purpose of this flexibility is to prevent employees with a positive case in their household from choosing between getting a paycheck and potentially introducing the virus into the workplace.

Resolution 2021-08, requiring employees to return to District headquarters to work full time, also remains active. The existence of the resolution would make a policy allowing hybrid work difficult, but the District is a public building that requires regular onsite staffing to remain open and safe to the general public. There is no official hybrid work policy or option at the District. However, District management allows exceptions to be made for a short period of time to allow employees to take care of illness or other family matters while not losing productive workdays.

Adopting Resolution 2023-07 will essentially restore the District's policies and procedures regarding paid leave to a pre-pandemic state.

FISCAL IMPACT

There is no expected fiscal impact related to adopting Resolution 2023-07.

ATTACHMENT(S)

1. Resolution No. 2023-07: Rescinding Resolutions No. 2020-03: A Resolution in response to National State of Emergency and Resolution No. 2021-08: A Resolution requiring a return to District for Board Members and Employees
2. Resolution No. 2023-03: Rescinding Resolution No. 2021-07: Requiring vaccinations, and Policy No. 60 – Vaccination and Masking Requirements

RESOLUTION NO. 2023-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT RESCINDING COVID RESOLUTION NO. 2020-03: A RESOLUTION IN RESPONSE TO THE NATIONAL STATE OF EMERGENCY AND CALIFORNIA STATE OF EMERGENCY DECLARED IN RESPONSE TO THE COVID-19 PANDEMIC AND RESOLUTION NO. 2021-08: A RESOLUTION IN REQUIRING A RETURN TO DISTRICT HEADQUARTERS FOR BOARD MEMBERS AND EMPLOYEES

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California in response to the threat of the novel coronavirus (COVID-19); and

WHEREAS, on March 18, 2020, the Board of Directors of the Chino Basin Water Conservation District adopted Resolution No. 2020-03, granting the General Manager authority to respond to the threat of COVID-19 by providing District staff with adequate leave time in the event of illness and building redundancies into the District's financial system in the event of multiple illnesses amongst Board and staff; and

WHEREAS, on September 13, 2021, the Board of Directors of the Chino Basin Water Conservation District adopted Resolution No. 2021-07: Requiring Vaccination Against COVID-19 as a Condition of Employment and Resolution No. 2021-08: Requiring a Return to District Headquarters for Board Members and Employees as well as Policy No. 60 – COVID-19 Vaccination and Masking Requirement; and

WHEREAS, on February 28, 2023, Governor Gavin Newsom declared the State of Emergency regarding the global coronavirus pandemic to be at an end; and

WHEREAS, on March 13, 2023, the Board of Directors passed Resolution No. 2023-03: Rescinding Resolution 2021-07: Requiring COVID-19 Vaccination as a Condition of Employment and Policy No. 60 – Vaccination and Masking Requirement; and

WHEREAS, the active status of the remaining COVID-19 resolutions may cause confusion among staff and the public;

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. Purpose. The purpose of this Resolution is to rescind the remaining active resolutions passed in response to the COVID-19 pandemic, including:

1. Resolution No. 2020-03: A Resolution in Response to the National State of Emergency and California State of Emergency Declared in Response to the Coronavirus-19 Pandemic.
2. Resolution No. 2021-08: Requiring a Return to District Headquarters for Board Members and Employees.

The rescinding of these resolutions shall return the District policies on paid leave and hybrid work to their pre-COVID-19 pandemic state, which may be amended by the Board of Directors through changes to the District's Policy Manual.

SECTION 2. Effective Date. This Resolution shall take effect immediately upon its adoption by the Board of Directors and the Board Secretary shall certify the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 11th day of September 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Ligtenberg, Board President

ATTEST: _____
Elizabeth Skrzat, Board Secretary

Exhibit(s):

- Exhibit A – Resolution No. 2020-03: A Resolution of the Board of Directors of the Chino Basin Water Conservation District in Response to the National State of Emergency and California State of Emergency Declared in Response to the Coronavirus-19 Pandemic
- Exhibit B – Resolution No. 2021-08: A Resolution of the Board of Directors of the Chino Basin Water Conservation District Requiring a Return to District Headquarters for Board Members and Employees

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT IN RESPONSE TO THE NATIONAL STATE OF EMERGENCY AND CALIFORNIA STATE OF EMERGENCY DECLARED IN RESPONSE TO THE CORONAVIRUS-19 PANDEMIC

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency to exist in California as a result of the threat of the novel coronavirus (COVID-19); and

WHEREAS, on March 11, 2020, the World Health Organization declared the novel coronavirus (COVID-19) to be a global pandemic with over 118,000 cases of the coronavirus illness in over 110 countries and territories about the world and a sustained risk of global spread; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency in response to the threat of COVID-19; and

WHEREAS, on March 13, 2020, all school districts in CBWCD's service area are closed to students and the general public; and

WHEREAS, the Chino Basin Water Conservation District seeks to adhere to all laws, regulations, and orders regarding this rapidly evolving situation; and

WHEREAS, multiple public health officials recommend social distancing as a tool to slow the spread of COVID-19, protect at-risk populations, and prevent local hospitals and medical centers from exceeding their capacity for care; and

WHEREAS, the highest priority of the Chino Basin Water Conservation District is to safeguard the safety of the public and the staff;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Chino Basin Water Conservation District grant the Executive Director the authority to take the following course of actions:

1. Temporarily waive, through December 31, 2020, all restrictions on new employees using sick leave and vacation time immediately.
2. Advance all CBWCD staff the sick and vacation time staff will accrue through December 31, 2020 immediately.
3. Extend all staff up to 15 days of Emergency Leave separate from other paid leave, to be granted only in the event that a member of staff or a person living in the same household of a staff member receives a medical diagnosis of COVID-19. Staff performing essential duties will report to work to fulfill those duties upon order of the Executive Director, taking precautions as outlined in the Infectious Disease Emergency Response plan.
4. Create temporary redundancies in CBWCD's financial systems to ensure that the District can continue to pay its bills, including:
 - a. Allowing an additional member of the Finance Committee, Director Gilbert Aldaco, to be a signatory on District's accounts to ensure that checks can be signed and sent out in a timely fashion.

- b. In the event that the Executive Director is diagnosed with COVID-19 and is quarantined, District Policy No. 17 will be temporarily amended to allow the Facilities and Operations Manager, the Conservation Programs Manager, OR the Community Programs Manager to assume the Executive Director's purchasing and approval limit of \$25,000. Only one manager should possess the Executive Director's approval level at any one time. Redundancies are listed in the event that any one of the listed managers also falls ill. The Board Treasurer, or if the Board Treasurer is ill, a member of the Finance Committee, shall have the ability to designate a manager via an emailed order to the Board President, the Finance Committee, the Executive Director, all three managers, and Legal Counsel.

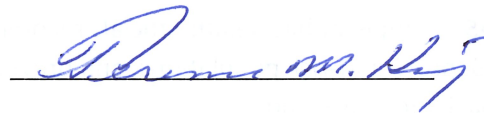
ADOPTED this 18th day of March 2020.

AYES: 7

NOES: 0

ABSTAIN: 0

ABSENT: 0



Terence King

President, Board of Directors

ATTEST: 

Elizabeth Skrzat, Executive Director

Secretary, Board of Directors

RESOLUTION NO. 2021-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN
WATER CONSERVATION DISTRICT REQUIRING A RETURN TO
DISTRICT HEADQUARTERS FOR BOARD MEMBERS AND EMPLOYEES**

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California as a result of the threat of the novel coronavirus (COVID-19); and

WHEREAS, on March 11, 2020, the World Health Organization declared the novel coronavirus (COVID-19) to be a global pandemic with over 118,000 cases of the coronavirus illness in over 110 countries and territories about the world and a sustained risk of global spread; and

WHEREAS, on March 12, 2020, Governor Gavin Newsom issued Executive Order N-25-20, suspending certain portions of the Bagley-Keene Act, otherwise known as the Brown Act, allowing public officials to meet remotely via tele- and web conferencing methods; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency in response to the threat of COVID-19; and

WHEREAS, on March 18, 2020, the Board of Directors of the Chino Basin Water Conservation District adopted Resolution No. 2020-03 in response to the rapidly evolving coronavirus pandemic; and

WHEREAS, since March 2020, all Board and Committee meetings have been held via web conference without in person interaction; and

WHEREAS, since March 2020, approximately 42% of District employees have been working partially from home while reporting to the office or to appointments in the field when in person attendance was necessary to carry out their job duties; and

WHEREAS, on April 1, 2021, vaccines that guard against serious illness and death from COVID-19 were made available to all adults aged 16 and older in the State of California; and

WHEREAS, on June 11, 2021, Governor Gavin Newsom signed executive order N-08-21, rescinding previous suspensions of certain sections of the Brown Act starting October 1, 2021, thus requiring public meetings of elected officials to be held in person on and after that date;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chino Basin Water Conservation District that:

1. All Board and Committee meetings shall be held in person at District headquarters on and after October 1, 2021.

2. All District employees must report for work at District headquarters for their full work schedule and may no longer work at an alternate location on and after October 1, 2021.
3. Should the Governor issue a "Safer at Home" order that covers San Bernardino County or Los Angeles County, the General Manager may act immediately to comply with the order.

BE IT FURTHER RESOLVED that the District Secretary is hereby instructed to implement this directive.

ADOPTED this 13th day of SEPTEMBER, 2021.

AYES: King, Gruppiso, Aldaco, Gulmahamad, Ligtenberg

NOES: Hamilton, Sonnenberg

ABSTAIN:

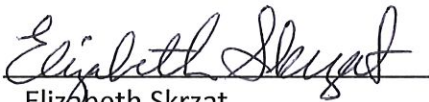
ABSENT:



Terence King

President, Board of Directors

ATTEST:



Elizabeth Skrzat

Secretary, Board of Directors

RESOLUTION NO. 2023-03

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CHINO BASIN WATER CONSERVATION DISTRICT
RESCINDING RESOLUTION 2021-07:
REQUIRING COVID-19 VACCINATION AS A CONDITION OF EMPLOYMENT AND
POLICY NO. 60 – VACCINATION AND MASKING REQUIREMENT**

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California in response to the threat of the novel coronavirus (COVID-19),

WHEREAS, on March 11, 2020, the World Health Organization declared the novel coronavirus (COVID-19) to be a global pandemic; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency in response to the threat of COVID-19; and

WHEREAS, on March 18, 2020, the Board of Directors of the Chino Basin Water Conservation District adopted Resolution No. 2020-03, granting the General Manager authority to respond to the threat of COVID-19 by providing District staff with adequate leave time in the event of illness and building redundancies into the District's financial system in the event of multiple illnesses amongst Board and staff; and

WHEREAS, on August 23, 2021, the Food and Drug Administration (FDA) granted full approval to the Pfizer BioNTech vaccine created to prevent COVID-19; and

WHEREAS, on September 13, 2021, the Board of Directors of the Chino Basin Water Conservation District adopted Resolution No. 2021-07: Requiring Vaccination Against COVID-19 as a Condition of Employment and adopted Policy No. 60 – COVID-19 Vaccination & Masking Requirement; and

WHEREAS, on February 28, 2023, Governor Gavin Newsom declared the State of Emergency regarding the global coronavirus pandemic to be at an end; and

WHEREAS, Resolution 2021-07 and Policy No. 60 are now obsolete, as the nature of the threat from COVID-19 has changed substantially from the date of their initial passage;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chino Basin Water Conservation District to rescind Resolution No. 2021-07 and Policy No. 60 – COVID-19 Vaccination & Mask Requirement Policy.

BE IT FURTHER RESOLVED that vaccination against COVID-19 is no longer a condition of employment at the Chino Basin Water Conservation District.

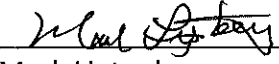
ADOPTED this 13th day of March, 2023.

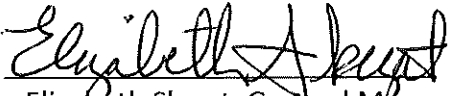
AYES: Ligtenberg, Parker, Aldaco, Coker, Layton, Sonnenberg

NOES:

ABSTAIN:

ABSENT: Gulmahamad (late arrival at 1:50 pm)

 4-10-23
Mark Ligtenberg
President, Board of Directors

ATTEST: 
Elizabeth Skrzat, General Manager
Secretary, Board of Directors

ATTACHMENT(S):

- Exhibit A - Resolution No. 2021-07: Requiring Covid-19 Vaccination & Policy No. 60 - Vaccination and Masking Requirements

RESOLUTION NO. 2021-07

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN
WATER CONSERVATION DISTRICT REQUIRING COVID-19
VACCINATION AS A CONDITION OF EMPLOYMENT**

WHEREAS, on March 4, 2020, Governor Gavin Newsom proclaimed a State of Emergency in California as a result of the threat of the novel coronavirus (COVID-19),

WHEREAS, on March 11, 2020, the World Health Organization declared the novel coronavirus (COVID-19) to be a global pandemic with over 118,000 cases of the coronavirus illness in over 110 countries and territories about the world and a sustained risk of global spread; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency in response to the threat of COVID-19; and

WHEREAS, on March 18, 2020, the Board of Directors of the Chino Basin Water Conservation District adopted Resolution No. 2020-03 in response to the rapidly evolving coronavirus pandemic; and

WHEREAS, since June 1, 2021, confirmed cases of coronavirus in San Bernardino County rose from 1.6 per 100,000 in population to on August 10, 2021 an average of 33.1 cases per 100,000 in population, an increase generally attributed to the introduction of the Delta variant into the Southern California region and the United States; and

WHEREAS, on August 23, 2021, the Food and Drug Administration (FDA) granted full approval to the Pfizer-BioNTech vaccine created to prevent COVID-19; and

WHEREAS, the Centers for Disease Control and the California Department of Public Health have found that COVID-19 continues to pose a risk to public health, especially to individuals who are not fully vaccinated; and

WHEREAS, vaccination against coronavirus has been shown to greatly reduce the rate of hospitalization and death of patients diagnosed with coronavirus; and

WHEREAS, the health and safety of Chino Basin Water Conservation District employees is of utmost importance; and

WHEREAS, many employees at the District regularly come into contact with members of the public in the course of their duties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Chino Basin Water Conservation District to adopt Policy No. 60 – COVID-19 Vaccination & Mask Requirement Policy, requiring that:

1. All current District employees show proof of having received their first vaccination dose by October 11, 2021 or provide an approved medical or religious exemption on that date. All District employees without such approved exemptions must show proof of full vaccination by November 15, 2021.
2. All District employees who are hired after adoption of this Resolution show proof of full vaccination or receipt of first dose prior to start of work with the District and show proof of any necessary second dose within the timeline recommended for the vaccine chosen, or provide an approved medical or religious exemption.
3. All District employees will receive booster shots as recommended by the Centers for Disease Control in a timely fashion, the timeline for which shall be set by the General Manager, or provide an approved medical or religious exemption.
4. Masks shall be worn by employees, Board members, and visitors of the District's headquarters building and other facilities per Cal-OSHA and CDC guidance as they change. As an employer within the State of California, the District is required to follow the minimum guidelines for workplace safety set by Cal-OSHA. However, the District recognizes that it may be prudent to follow masking guidelines set by the CDC, should they be more restrictive than the guidelines set by Cal-OSHA. The General Manager shall track and implement masking guidelines as they change.

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to implement the policy as written.

ADOPTED this 13th day of SEPTEMBER 2021.

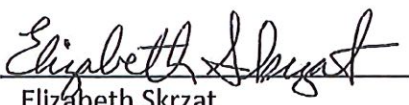
AYES: King, Gruposso, Aldaco, Ligtenberg

NOES: Hamilton, Sonnenberg

ABSTAIN: Gulmahamad

ABSENT:


Terence King
President, Board of Directors

ATTEST: 
Elizabeth Skrzat
Secretary, Board of Directors

Policy No. 60 – Vaccination & Mask Requirement Policy

Purpose: The District is committed to providing a safe and healthy workplace, consistent with COVID-19 public health guidance and legal requirements, and to protect its employees and the public. COVID-19 health requirements change constantly and it is important that the District has the flexibility to adjust as necessary, as it reopens services and returns more employees to the workplace. To date, the District's cautious COVID-19 protocol has resulted in zero workplace transmissions; however, as our facility prepares to reopen, many employees will interact daily with the general public and vulnerable populations. Our indoor facility does not allow for social distancing when all employees are in the workplace, so every measure that can be taken to reduce the transmission of and danger posed by COVID-19 becomes more important. The main lobby has been closed to the public since March 2020 for the protection of both the public and staff.

Policy/Procedure:

According to the federal Centers for Disease Control (CDC), the California Department of Public Health (CDPH), and the California Department of Industrial Relations (CalOSHA), COVID-19 continues to pose a risk, especially to individuals who are not fully vaccinated, and certain safety measures remain necessary to protect against COVID-19 cases and deaths. Vaccination is the most effective way to prevent transmission and limit COVID-19 hospitalizations and deaths. Unvaccinated employees, interns, fellows, and volunteers are at greater risk of contracting and spreading COVID-19 within the workplace and to the public that depends on our services.

To best protect our employees and the public, all employees, interns, fellows, and volunteers must, as a condition of employment, be vaccinated from COVID-19 including staying up to date on COVID-19 vaccine booster shots as determined by the General Manager in line with CDC guidelines, unless they have been approved for an exemption from the vaccination requirement as a reasonable accommodation for a medical condition or restriction or sincerely held religious belief.

All district employees including any employee who is requesting or has an approved exemption must still report their vaccination status to the District by October 11, 2021, with all employees fully vaccinated by November 15, 2021. As defined by the CDC, fully vaccinated means 2 weeks after a second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single dose vaccine, such as Johnson & Johnson's Janssen vaccine.

All incoming District employees must show proof of vaccination prior to starting work at the District as a condition of employment. New employees must produce evidence of having received at least one shot prior to their first day of employment. The second shot

must be completed within the appropriate timeline for the vaccination chosen and proof of such must be provided within an allotted time, to be set by the District's Human Resources representative in charge of onboarding the employee.

Policy No.: 60
Issue No.: 2
Effective Date: 09/13/21
Rescinded: 03/13/23
Subject: Vaccination & Mask Requirement Policy

~~The vaccination and reporting requirements are conditions of employment and a minimum qualification for employees who are assigned to work onsite. Those employees who fail to meet the vaccination and reporting requirements under this Policy will be unable to enter the facilities and unable to perform an essential function of their job, and therefore will not meet the minimum requirements to perform their job.~~

~~Failure to comply with this Policy will result in suspension of employment, internship, fellowship, or volunteer opportunity until such time as reasonably accountable to provide vaccine verification that they are fully vaccinated. Failure to comply with this Policy may result in a disciplinary action, or non-disciplinary separation from employment for failure to meet the minimum qualifications of the job.~~

~~**Requesting an Exemption from the Vaccination Requirement.** Employees with a medical condition or other medical restriction that affects their eligibility for a vaccine, as verified by their medical provider, or those with a sincerely held religious belief that prohibits them from receiving a vaccine, may request a reasonable accommodation to be excused from this vaccination requirement but must still report their status by October 11, 2021, to the General Manger. The District will review requests for accommodation on a case-by-case basis, and engage in an interactive process with employees who submit such requests.~~

~~Failure to comply with this Policy will result in suspension of employment, internship, fellowship, or volunteer opportunity until such time as compliance is achieved.~~

Mask Requirements:

~~Masks shall be worn by employees, Board Members, and visitors of District's headquarters building and other facilities per California Division of Occupational Safety and Health (Cal-OSHA) and Centers for Disease Control (CDC) guidance as they change. As an employer within the State of California, the District is required to follow the minimum guidelines for workplace safety set by Cal-OSHA. However, the District recognizes that it may be prudent to follow masking guidelines set by the CDC, should they be more restrictive than the guidelines set by Cal-OSHA. The General Manager will follow changing standards and implement new guidelines as appropriate.~~

STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: September 11, 2023

FROM: Elizabeth Skrzat, General Manager

BY: Elizabeth Skrzat, General Manager

SUBJECT: **Amend Policy No. 39 – Holidays and Approve the District’s Holiday Calendar for 2024**

RECOMMENDATION

It is recommended that the Board of Directors review, discuss, and amend Policy No. 39 and approve the District’s holiday calendar for 2024.

BACKGROUND

On March 15, 2023, the General Manager presented a report to the Personnel Committee to discuss Policy No. 38: Vacations and Policy No. 39: Holidays. She discussed the premium that U.S. employees place on working for an organization that provides a good work/life balance in context to recruitment and retention priorities. The Personnel Committee gave direction to General Manager Skrzat to report on the ramifications of starting vacation at two and a half weeks, and three weeks or 120 hours of vacation in year three of employment, as well as two floating holidays and, with the understanding that there must be adequate staffing during opening hours, particularly during the “winter break” holiday when parents may take their children to the Waterwise Community Center.

On April 25, 2023, the General Manager reported back to the Personnel Committee with the impact of additional district vacation time and holidays. The Personnel Committee voted to recommend that the Board adopt two additional floating paid holidays, as well as a vacation accrual schedule that is more generous earlier on in an employee’s career with the District.

However, there were questions at the staff level about whether or not floating holidays would be offered to part-time staff. The policy language was clarified to communicate that floating holidays will be offered only to full-time staff. Furthermore, the intent of allowing part time employees to have holiday pay is so that they do not lose income when the District is closed, therefore the proposed language clarifies that part time employees are only eligible to receive holiday pay if the District scheduled holiday falls on their normal work day, and they shall receive only the number of hours they would be normally scheduled to work that day.

DISCUSSION/ANALYSIS

During the 2023 Board Priorities Workshop, the Board emphasized that continuing to cultivate a positive culture as a way to increase recruitment and retention of qualified staff. Many studies show that paid time off is an important benefit to employees, and one that especially new employees with lower vacation balances will appreciate. The benefit of allowing extra paid holidays as opposed to increased vacation time is that holidays are not considered compensation under California law, whereas vacation accruals are considered compensation. That means that when someone leaves, accrued vacation is paid out to that person. However, unused holidays will not be paid out to employees when they move on.

FISCAL IMPACT

There is no direct fiscal impact to the District.

ATTACHMENT(S)

1. Policy No. 39 - Holidays
2. District's Holiday Calendar for 2024

Policy No. 39 – Holidays

Purpose: To provide ~~salaries and full-time and part-time hourly eligible~~ employees holiday time off with pay, ~~or equivalent compensation~~.

Policy/Procedure:

1. The District pays full-time employees for ~~twelve~~ fourteen holidays per year:

- * New Year's Day
- * Martin Luther King Day
- * President's Day
- * Memorial Day
- * Independence Day
- * Labor Day
- * Veteran's Day
- * Thanksgiving Day
- * Day after Thanksgiving
- * Christmas Eve
- * Christmas Day
- * New Year's Eve
- * Two Floating Holidays (8 hours each day)

For the purpose of this policy, a holiday is defined as a day off with 8 hours of pay.

2. If the holiday falls on Saturday, employees will have the preceding Friday off. If the holiday falls on Sunday, employees will have the following Monday off.
3. If a District observed holiday falls on an employee's 9/80 Alternative Work Week scheduled day off, the employee will accrue eight hours of holiday pay. ~~The employee shall work with their manager to schedule using that accrued holiday pay within the same pay period.~~
4. If an observed holiday falls on the employee's eight-hour workday, the employee will be credited with eight hours of holiday pay.
5. If an observed holiday falls on the employee's nine-hour workday, the employee may elect to use one hour of vacation ~~or floating holiday leave accrual~~ to supplement the eight-hour holiday pay.
6. At the start of each year, the District designates 12 days as holidays and posts a list of those days.
7. Part time employees will receive holiday pay if their regularly scheduled workday falls upon the day that holiday is scheduled each year. The intention of this policy is that part time employees receive a District scheduled holiday day off with pay just like their full-time colleagues so that they do not lose income while the District is closed for a holiday. Therefore, they will receive holiday pay for the number of hours they are

Policy No.: 39
Issue No.: 5
Effective Date: 01/01/10
Subject: Holidays

normally scheduled to work on that day of the week. If a District scheduled holiday falls on a day that a part time employee does not work, that part time employee will not receive holiday pay. Floating holidays are a benefit extended only to full-time employees.

8. At the start of each year, by January 1, each employee must submit the dates they desire to use their two floating holidays for approval by the General Manager. The week between Christmas and New Years is a popular time, and approval for holidays and vacations during that time will prioritize keeping minimal staffing on campus to allow it to be open to the public. The General Manager has final approval on the scheduling of floating holidays. Submission of a desired date does not guarantee its approval, and staff may be asked to submit a second or third choice based on availability.

Revision:

Issue No. 5 – 09/11/23 (adding two floating holidays)

CBWCD OBSERVED PAID HOLIDAYS

2024 Calendar Year

New Year's Eve	December 31, Sunday
New Year's Day	January 1, Monday
New Year's Eve (*observed)	January 2, Tuesday
Martin Luther King Jr. Day	January 15, Monday
Presidents' Day	February 19, Monday
Memorial Day	May 27, Monday
Independence Day	July 4, Thursday
Labor Day	September 2, Monday
Veteran's Day	November 11, Monday
Thansgiving Day	November 28, Thursday
Day after Thanksgiving Day	November 29, Friday
Christmas Eve	December 24, Tuesday
Christmas Day	December 25, Wednesday
New Year's Eve	December 31, Tuesday
New Year's Day 2024	January 1, Wednesday

*District Policy No. 39 states that holidays that fall on Saturdays should be observed on Fridays; however, if there is also a holiday on a Friday, the holiday will be observed on the prior Thursday. If a holiday falls on a Sunday, the holiday will be observed on Monday. If there is also a holiday on a Monday, the holiday will be observed on the following Tuesday.



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: September 11, 2023
FROM: Elizabeth Skrzat, General Manager
BY: Elizabeth Skrzat, General Manager
SUBJECT: ACWA Region 9 Board Selection

RECOMMENDATION

It is recommended that the Board of Directors review, discuss, and select candidates to serve on the ACWA Region 9 Board for 2024 and 2025.

BACKGROUND

The Association of California Water Agencies (ACWA) is conducting an election for regional boards. Votes are due September 15, 2023. The District is in ACWA Region 9, which includes San Bernardino, Riverside, and Imperial Counties. The Board seeks a balance between representatives from the Western and Arid communities of Region 9. The District has the choice of voting for the Nominating Committee's recommended slate of candidates or to elect individual candidates.

DISCUSSION/ANALYSIS

The District received an outreach email from Rancho California Water District in support of their Director Carol Lee Gonzalez-Brady. She is an incumbent on the Board and is the only candidate for ACWA Region 9 Vice Chair. The other candidate statements have been downloaded from the ACWA website and included in this packet.

FISCAL IMPACT

None.

ATTACHMENT(S):

1. ACWA Region 9 Board Ballot 2024-2025 Term
2. ACWA Region 9 Candidate Statements
3. Rancho California Water District Letter of Support

OFFICIAL REGION 9 Board Ballot

2024-2025 TERM



Please return completed ballot
by Sept. 15, 2023

E-mail: regionelections@acwa.com

Mail: ACWA
980 9th Street, Suite 1000
Sacramento, CA 95814

General Voting Instructions:

1 You may either vote for the slate recommended by the Region 9 Nominating Committee or vote for individual region board members (please note rules & regulations for specific qualifications). Mark the appropriate box to indicate your decision.

2 Complete your agency information. The authorized representative is determined by your agency in accordance with your agency's policies and procedures.

Region 9 Rules & Regulations:

Region 9 Rules & Regulations:
The chair and vice chair shall be elected, one from each area, and the positions shall be rotated between the Western and Arid areas of Region 9. For the 2024-2025 term, the chair shall be from the Arid area.

Submitted board candidate bios and headshots are available on www.acwa.com/elections/2023-region-elections/.

CLEAR FORM

1

Nominating Committee's Recommended Slate

☐ I concur with the Region 9 Nominating Committee's recommended slate below.

CHAIR:

- G. Patrick O'Dowd, Executive Director, Salton Sea Authority (Arid)

VICE CHAIR:

- Carol Lee Gonzales-Brady, Vice President, Rancho California Water District (Western)

BOARD MEMBERS:

- Brenda Dennstedt, Board Member, Western Municipal Water District (Western)
- Gina Dockstader, Director, Imperial Irrigation District (Arid)
- James Morales Jr., Vice Chairman, East Valley Water District (Western)
- Paul Ortega, President of the Board of Directors, Desert Water Agency (Arid)
- Harvey Ryan, Board Member, Elsinore Valley Municipal Water District (Western)

OR

Individual Board Candidate Nominations

(See Rules & Regulations before selecting)

☐ I do not concur with the Region 9 Nominating Committee's recommended slate. I will vote for individual candidates below as indicated.

CANDIDATES FOR CHAIR: (CHOOSE ONE)

- ☐ G. Patrick O'Dowd, Executive Director, Salton Sea Authority (Arid)

CANDIDATES FOR VICE CHAIR: (CHOOSE ONE)

- ☐ Carol Lee Gonzales-Brady, Vice President, Rancho California Water District (Western)

CANDIDATES FOR BOARD MEMBERS: (MAX OF 5 CHOICES)

- ☐ Amber Duff, Director, Mission Springs Water District (Arid)
- ☐ Chander Letulle, Director, San Geronio Pass Water Agency (Arid)
- ☐ David E. Raley, Director, San Bernardino Valley Water Conservation District (Western)
- ☐ G. Patrick O'Dowd, Executive Director, Salton Sea Authority (Arid)
- ☐ Carol Lee Gonzales-Brady, Vice President, Rancho California Water District (Western)
- ☐ Brenda Dennstedt, Board Member, Western Municipal Water District (Western)
- ☐ Gina Dockstader, Director, Imperial Irrigation District (Arid)
- ☐ James Morales Jr., Vice Chairman, East Valley Water District (Western)
- ☐ Paul Ortega, President of the Board of Directors, Desert Water Agency (Arid)
- ☐ Harvey Ryan, Board Member, Elsinore Valley Municipal Water District (Western)

2

AGENCY NAME

AUTHORIZED REPRESENTATIVE

DATE



ATTACHMENT "B"

Biography – Mission Springs Water District Director Amber Duff

Director Amber Duff serves in Division 1 on the MSWD Board of Directors. She was elected to the position in November 2022.

Director Duff is accustomed to handling complex business needs, having worked in various administrative/management roles during the last 25 years in multiple fields, including the legal and healthcare industry as well as the ocean tourism industry.

Director Duff's work history includes working for several private practice attorneys, Scripps Health as an administrator in nuclear medicine and radiation oncology, then a doctor's group persuaded her to assist them in opening and operating five free-standing cancer treatment centers, where she was responsible for overseeing accounts payable, as well as complex radiation oncology medical billing and collections. She also participated in the company's merger with a local hospital working hand-in-hand with the company's accountant and law firm to complete a multi-million dollar deal.

Following this, she spent the next six years managing a 40-year sportfishing institution. She helped the business adapt to the age of social media, including adapting to changing customer expectations and responding to increased environmental regulations/changes. One of her most significant accomplishments in this role includes working with the city to navigate land lease options after the lease was put out for public bid. Due to her successful work in this area, the family-owned business still operates today.

In her spare time, Dir. Duff and her husband prepare and distribute homeless hygiene packs to local charities and our local homeless communities. Her other volunteer efforts included serving on the San Diego Radiological disaster response team for four years and volunteering for approximately 10 years at the American Cancer Society, including personally assisting the Society's president for two years. She has also worked with various school districts and children's charities to provide ocean conservation education opportunities to underprivileged youth, handicapped youth, and several senior non-profits.



CHANDER LETULLE

DIVISION NO.2 DIRECTOR

SAN GORGONIO PASS WATER AGENCY

PROFESSIONAL SUMMARY

Chander is the Division No. 2 elected board member for the San Geronio Pass Water Agency. He is also the Director of Operations for Jurupa Community Services District. He has been a water industry and community leader for over twenty-five years. Known as an approachable leader and mentor who drives effective utility management through strategic planning, shaping organizational culture, and performance monitoring.

He holds multiple water industry certifications and earned an MS degree in Environmental Engineering from UC Riverside, a BS degree in Environmental Science, and several AS degrees in Water Treatment, Distribution, and Wastewater Treatment from Santiago Canyon College.

Through his volunteer work, community service, and professional and academic partnerships, Chander has demonstrated a passion for developing the next generation of tradespeople and water industry leaders.

Division 2: David E. Raley

Director



Director Raley and family moved to Redlands from Alaska in 1975 and immediately fell in love with the people and the area. His wife, Diane, graduated from Crafton Hills College and Cal State San Bernardino. His daughter and 2 sons graduated from Redlands High School.

Since retiring from the Air Force at Norton AFB, Director Raley has been active in the community as:

- Member, Past Chairman, Crafton Hills College Foundation 2000-Present
- Manager/Chief Executive Officer, Norton Credit Union 1984-1998
- President of the Board, Norton Credit Union 1980-1984
- Member, Past Vice Chairman, 2005-2007 SB College District's Bond Oversight Committee
- Chairman, Norton Area Business Association 1997-1999
- Finance and Management teacher – Embry-Riddle and USC
- Past Director California Credit Union League
- Past member Norton Economic Expansion Committee
- Past Chairman, IVDA Citizens Committee's Small Business Incubator Sub-Committee
- Master of Business Administration - Arizona State University
- VP Loss Prevention – Worker's Compensation Insurance Company

G. Patrick O'Dowd is Executive Director/General Manager of the Salton Sea Authority, where he oversees that agency's vital efforts to protect human health, revitalize the environment and economy of the Sea and region. He recently served as a Board Member of the Coachella Valley Water District, originally elected in November, 2014, and as a representative thereof he also served on the Salton Sea Authority Board, having served a term as its President. Patrick is also on the Board of Directors of the Association of California Water Agencies (ACWA), serving as Chair of the Board's Federal Affairs Committee, a member of the Board's Executive Committee, a member of ACWA's Region 9 board (Riverside, San Bernardino, and Imperial Counties), and serves from time to time as a member of numerous other committees and task forces.

Originally from New Orleans, Louisiana, O'Dowd earned a bachelor's degree in Construction from Louisiana State University, and has an extensive background in business and finance, real estate development and media. After moving to the Coachella Valley in 1996, he worked locally in real estate development and sales, as well as senior management positions with several operating enterprises including publishing, fitness, and faith-based institutions. He has held a real estate license in Texas, a Broker's license in Louisiana, and (though presently inactive) has been licensed in California since 1999.

Patrick has also served on numerous boards including the Indio Water Authority and the Indio Planning Commission, and the Advancement Board for Cal State University San Bernardino's Palm Desert campus. Patrick and his wife Kathy O'Dowd, an eighth grade teacher at Palm Desert Charter Middle School, are residents of Rancho Mirage, and have two adult children and two dogs.



Carol Lee Gonzales-Brady

Region 9 Candidate Biography

Carol Lee Gonzales-Brady was elected to Rancho California Water District's Board in 2017 and was reelected in November 2022. Her current term will expire in December 2026. Director Gonzales-Brady became Senior Vice President in 2020 and served as the Board's President in 2021 and 2022. She is the Chairman of the Finance and Audit Committee and is the alternate on the Engineering and Operations Committee.



Director Gonzales-Brady represents Rancho Water as the District's Representative to the Association of California Agencies (ACWA)/Joint Powers Insurance Authority (JPIA), ACWA's Communications Committee, Membership Committee, and Agriculture Sub-Committee; and as a Board Member of the Urban Water Institute (UWI). Elected by ACWA's member organizations to the Region 9 Board, she also represents the Region on ACWA's Election Committee. Director Gonzales-Brady also serves on the Board of Trustees of the Southern California Water Coalition (SCWC), where she is co-chair of that organization's Legislative Task Force.

A native Californian with long family ties to the Temecula region, Director Gonzales-Brady is a vineyard owner and member of the Temecula Winegrowers Association and the Temecula Valley Horsemen's Association. Before joining Rancho Water's Board, she was appointed by the Riverside County Board of Supervisors to the Temecula-Elsinore-Anza-Murrieta Resource Conservation District's Board of Directors, where she served two terms.

Director Gonzales-Brady is a graduate of Pepperdine University with a Bachelor of Science degree in Management (magna cum laude). Her career has spanned federally-regulated industries, including electric and water utilities and geothermal power plant design, engineering, and construction.



Brenda Dennstedt

An experienced water education advocate, Brenda Dennstedt joined Western's board in January 2007, and was subsequently re-elected in 2010, 2014, 2018 and 2022. In addition, Director Dennstedt has served as President of the Board five times and most recently in 2022.

Director Dennstedt represents Division 3, which includes Lake Mathews, properties located south of Cajalco Road and west of the 215 Freeway, Lake Elsinore, Temecula, Canyon Lake, Wildomar, Rainbow and Murrieta.

Director Dennstedt is committed to maintaining a standard of excellence by consistently demonstrating active engagement in all her many roles throughout the region.

Ms. Dennstedt was elected to the Murrieta County Water District board in 2003, which merged with Western in November 2005. She serves on Western's Murrieta Advisory committee.

Director Dennstedt is Western Water's representative on the Metropolitan Water District of Southern California. In addition, Director Dennstedt is Western's representative on the Western Riverside Council of Governments Executive and the Admin & Finance Committee, and the alternate representative for the Santa Ana Watershed Project Authority.

Director Dennstedt has dedicated her service to the region through her consistent support of water education, community outreach and regional representation. She serves on the joint committees of Elsinore Valley, Rancho California and Eastern Municipal Water Districts. Director Dennstedt is also the SAWPA representative for the Lake Elsinore and San Jacinto Watersheds Authority, and she serves as the District's representative for the Temescal Valley Municipal Advisory Council.

Director Dennstedt has served on the Region 9 board for two terms and the Association of the California Water Agencies Joint Powers Insurance Authority.

Director Dennstedt's current term on the Western Municipal Water District Board expires in Dec. 2026.

Biography



Gina Young Dockstader

Imperial Irrigation District Board of Directors, Division 3

Director Gina Young Dockstader represents Division 3, which includes Brawley, Calipatria and Niland and the southeastern area of the Salton Sea. She was elected to the IID Board of Directors in the November 2022 runoff election.

Director Dockstader is an agribusiness woman. Prior to her service on the IID Board she managed her father's farming office, started a trucking company, owns an organic date farm and is a partner in a farming entity and an organic packing house outside of Brawley.

A fourth-generation Imperial Valley resident, she attended local schools, graduating from Calipatria High School, furthering her education from Northern Arizona University where she majored in Public Relations and minored in Business Management and Spanish.

Director Dockstader currently serves on the Career Technical Educational advisory board for Calipatria High School and is a member of her local PEO sisterhood, a philanthropic educational organization for furthering the career of women.

She resides in Calipatria.

Her current term as IID director expires in December 2026.



2023 ACWA Region 9 Board Candidate Nomination Attachment
James Morales Jr. – Vice-Chairman of the Board, East Valley Water District

My ACWA-related activities that qualify me for this office:

I have honorably represented and faithfully served the Region 9 agency members since 2013. Currently, I am fulfilling the role of Alternate Chairman of the Region 9 Board, carrying out my duties in alignment with its mission, vision, policy, and guiding documents. As such, I have attended all the necessary meetings where we discussed crucial issues impacting water agencies at both the regional and statewide levels. In addition, I have supported statewide and local goals through active participation and a collaborative approach to activism, membership tours, and events. During my service, I have led and/or served on many work groups and ad hoc committees that have produced successful educational programs, forums, and events for our industry. I have been active in supporting ACWA by helping to shape and implement the Region 9 Strategic and Work Plans. I am confident, that if selected, I can continue to be a productive leader and valuable member of ACWA Region 9.

Bio and Summary of Experience and Qualifications that make me a viable candidate for ACWA Region Leadership

I am an active and results-orientated candidate who has been involved in water-related issues since joining the East Valley Water District Board of Directors in 2008. I take pride in developing organizational objectives and personal goals through strategic planning, which can be evaluated through outcome measurements. I have served as Chairman of the Board and on various committees, including Legislative and Policy, Public Affairs, Finance, and Human Resources. Additionally, I have held the position of Chairman for various ad hoc committees that covered subjects such as recycled water and contract negotiations. I have been actively involved in the formulation of District Strategic Plans, Grant and Communications Strategies, Legislative Platform, Fiscal/Budget/Procurement/Investment Policies, a Consolidated Facilities Project, and Capital Improvement Planning. Throughout my tenure, the District has emerged as a true leader in the water community.

Other Public Sector Experience:

Previous experience includes executive positions with the County of San Bernardino. I served as the Deputy Director of Administrative and Fiscal Services for the Workforce Development Department. Prior to this role, areas of experience included: Board of Supervisors Executive Analyst, Legislative Analyst-Office of Legislative Affairs, Administrative Analyst-County Executive Office, and Commercial/Industrial Valuations-Office of the Assessor.

City of Highland, Design Review Board Member (Planning Commission).

Private Sector Experience:

Small business owner with offices in City of Highland and Grand Terrace (1992-1999).

Education:

Master of Arts Public Administration; Bachelor of Arts Economics.

Region Board Candidate Nomination Form, attachment

Paul Ortega

Describe your ACWA-related activities that help qualify you for this office:

I am currently serving as a member of the Region 9 board of directors. Since joining the board of Desert Water Agency in December 2020, I have attended several ACWA conference, first virtually during the worst of the COVID pandemic, and then more recently in Sacramento (May 2022), Washington, D.C. (July 2022) and Monterey (May 2023). I have also attended several regional events this year, including Region 9's Salton Sea day and Region 2's Sites Reservoir.

Bio summarizing the experience and qualifications that make me a viable candidate for ACWA Region leadership:

Paul Ortega was appointed to the Desert Water Agency Board of Directors in 2020. He currently serves as the board's president, and chairs the board's Executive Committee, the Conservation & Public Affairs Committee, and the ad hoc Legislative Committee.

Since 2002, Paul has lived and worked in Palm Springs, embracing the desert environment with a deep commitment to water conservation. His relationship with the Agency began in 2005 when he co-founded the Desert Horticultural Society and served as its board president for 8 years. During that time, he worked with the Agency in support of programs to reduce water use in landscapes and provide insight and advice on conservation programs within its service area. In addition to water conservation, Paul is committed to the Agency's provision of safe and affordable water to the community that it serves.

Paul received his Bachelor of Arts in International Relations from Stanford University and his Master of Art in International Relations and Economics from John Hopkins University's School of Advanced International Studies. Both programs allowed for him to continue his academic pursuits while studying in Italy.

Prior to beginning his own landscape design firm, Paul worked as a member of the executive team for a major U.S. retailer, as a business manager for a global telecommunications company and as the CFO of an international business-to-business internet firm. His move to the desert included a change in direction, pursuing a personal passion and making it a career.

In addition to Paul's work with the Desert Horticultural Society, he has previously served as a member and chair of the City of Palm Springs Architectural Advisory Committee and as a member of the Living Desert University Board as well as Modernism Week's Events Committee. He also volunteers at the Palm Springs Animal Shelter. He is also a graduate of the initial class of the Water Counts Academy. This academy is designed for emerging leaders and covers the history, use and management of water in the Coachella Valley.

Letter of Support for Carol Lee**from Rancho California Water District's Board President**

On behalf of the Rancho California Water District (Rancho Water/District), it is my pleasure to share our Board's unanimous support for Director Carol Lee Gonzales-Brady for the Association of California Water Agencies (ACWA) Region 9 Board. Rancho Water is a water, wastewater, and recycled water provider serving the Temecula and Murrieta Valleys and surrounding unincorporated areas. Throughout Director Gonzales-Brady's time on the Rancho Water Board of Directors, she has provided exemplary leadership and clear direction, which she demonstrated with excellence as the immediate past president of the Rancho Water Board of Directors.

Enclosed is a candidate statement highlighting some of Director Gonzales-Brady's accomplishments. You will notice that Director Gonzales-Brady brings over 20 years of experience with water and conservation districts across the region, including her various leadership roles within ACWA. These positions include membership on the Communications Committee, Membership Committee, and the Agriculture Sub-Committee.

Director Gonzales-Brady's diverse background includes not only her professional experience in manufacturing and construction but also extensive experience with agriculture as she is a California vineyard owner. This gives her a truly unique and holistic perspective on water issues that we believe would be invaluable to this position.

In addition to supporting Director Gonzales-Brady for the Region Board, Rancho Water would like to encourage your vote for her as the Region 9 Board Vice Chair. As you share this information with your board colleagues, I hope you will join us in our strong support for Director Gonzales-Brady and her excellent work.

Sincerely,

Rancho California Water District

A handwritten signature in black ink, appearing to read 'John V. Rossi', with a long horizontal line extending to the right.

John V. Rossi

Board President



*Director Carol Lee Gonzales-Brady and other ACWA Region 9 board members host
water industry leaders at the Region 9 Salton Sea Tour in March 2023*

