



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

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

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

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**BOARD OF DIRECTORS**

**Mark Ligtenberg, President  
Kati Parker, Vice President  
Gil Aldaco, Treasurer  
Teri Layton, Director  
Amanda Coker, Director  
Hanif Gulmahamad, Director  
Ryan Sonnenberg, Director**

**GENERAL MANAGER**

**Elizabeth Skrzat**

**LEGAL COUNSEL**

**Lee McElhaney**

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

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

**ROLL CALL** – *Board Members present were President Mark Ligtenberg, Vice President Kati Parker, Treasurer Gil Aldaco, Directors Teri Layton, Amanda Coker, and Ryan Sonnenberg. Board Member Hanif Gulmahamad had an excused absence.*

*General Counsel Leland McElhaney, Esq., 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, Community Programs Educators Billy Mercado, Azucena Quinones, Monica Curiel were present.*

**4. FINANCIAL REPORTS FOR JULY 2023**

**Recommendation:** It is recommended that the Board of Directors approve the financial reports.

*Approved unanimously.*

**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.

*Approved unanimously.*

**6. APPROVE 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT**

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

*Approved unanimously.*

**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.

*Treasurer Aldaco requested that Item No. 7 be pulled from the Consent Calendar for further discussion.*

*Treasurer Aldaco asked for clarification of the term "broken" for some of the items being listed. Staff explained that the term was meant to convey that the item was no longer operational though not necessarily damaged. He suggested other wording be used instead of "broken." Staff agreed that the term "obsolete" would be used on Disposal of District Property reports moving forward.*

*A motion to approve Item No. 7 was made by Treasurer Aldaco, seconded by Director Sonnenberg. Motion passed unanimously.*

*A motion was made by Vice President Parker and seconded by Director Sonnenberg to approve the item as recommended by staff. The motion passed unanimously.*

**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.

*General Manager Skrzat presented Items No. 11 and No. 12 simultaneously.*

**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.

*General Manager Skrzat reported that two agreements are being considered for the storage of supplemental water as part of the "Drought Piggy Bank" Program. Since CBWCD does not have a storage agreement of their own, it was highly suggested by the Watermaster staff that CBWCD work with another district that has a storage agreement.*

*General Manager Skrzat discussed the idea with MVWD and CVWD who immediately agreed to assist and began drafting agreements. Recently, all parties discussed the agreements with their legal counsel and CBWCD's legal counsel.*

*Director Layton asked if CBWCD was still going to pursue getting its storage account. Her concern is that the water is placed on an account and with time people will forget.*

*Ms. Skrzat responded that CBWCD will continue to pursue getting an account. Following regulations, CBWCD is not allowed to create an account until the water is in the ground. This is one of the steps that is needed in order to be in a better position to store water when the opportunity to purchase water presents itself.*

*Vice President Parker added that the reason Watermaster does that is because there is a limitation in the amount of storage and they do not want every district to use up that space.*

*A motion was made by Vice President Parker, seconded by Treasurer Aldaco, to amend Policy No. 39 – Holidays, subject to labor law attorney approval, and approve the District’s Holiday Calendar for 2024 as presented. The motion passed unanimously.*

**15. ACWA REGION 9 BOARD SELECTION**

*There was no action taken at this time.*

**16. RESOLUTION NO. 2023-08 NOMINATING VICE PRESIDENT KATI PARKER TO SERVE ON THE ASSOCIATION OF THE SAN BERNARDINO COUNTY SPECIAL DISTRICTS BOARD OF DIRECTORS**

**Recommendation:** It is recommended that the Board of Directors review, discuss, and pass Resolution No. 2023-08 Nominating Vice President Kati Parker to the Association of the San Bernardino County Special Districts Board of Directors.

*General Manager Skrzat reported that Vice President Parker expressed the wish to be nominated to serve on the Association of the San Bernardino County Special Districts Board of Directors. Ms. Skrzat was informed that a Resolution was needed in order to support Vice President Parker’s nomination. The SBCSD will meet about this subject this evening.*

*A motion was made by Director Layton, seconded by Treasurer Adalco to approve item as recommended by staff. The motion passed unanimously.*

*General Manager Skrzat clarified that Items 16 and 17 are now Items 17 and 18 under Closed Session.*

**DIRECTOR ORAL REPORTS**

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

- *President Ligtenberg - Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- *Vice President Parker – Attended meetings as itemized in Item 5 – AB 1234 of the Agenda. Recommended that we host one of the ASBCSD Membership meetings in June or July 2024; Suggested raising the scholarship amount for Cohort Program; Requested that the monitors be lowered at the dais.*
- *Treasurer Aldaco - Attended meetings as itemized in Item 5 – AB 1234 of the Agenda. Requested staff look into getting a consultant to work with the Board on how to be better leaders.*

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, October 9, 2023**, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

**APPROVED AND ADOPTED THIS 9TH DAY OF OCTOBER, 2023.**

  
Elizabeth Willis, General Manager

ATTEST:

  
Dena Y. Lamarque, Board Clerk/Administrative Coordinator