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

**MONDAY, NOVEMBER 13, 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 Willis**

**LEGAL COUNSEL**

**Lee McElhaney**

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**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 Administrative Services Manager via email at [afernandez@cbwcd.org](mailto:afernandez@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. **WATERWISE GARDEN & PUMPKIN FESTIVAL – MAIA DEAN, COMMUNITY PROGRAMS MANAGER**
2. **FINAL REPORT ON THE NEW WEBSITE – 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 OCTOBER 9, 2023**

**Recommendation:** It is recommended that the Board of Directors approve said minutes as is.

4. **FINANCIAL REPORTS FOR SEPTEMBER 2023**

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

**5. 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.

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

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

**DISCUSSION ITEMS****7. REPORT ON BOARD WORKSHOP RESEARCH RESULTS**

**Recommendation:** It is recommended that the Board of Directors receive staff's updated information and provide direction to staff regarding the Board Workshop research results.

**8. APPROVE THE UPDATED BOARD CLERK JOB DESCRIPTION**

**Recommendation:** It is recommended that the Board of Directors review, discuss and approve the updated job description for the Board Clerk position.

**9. APPROVE POLICY NO. 62 – CALL-BACK PAY AND UPDATED JOB DESCRIPTION FOR THE FACILITIES AND BASINS TECHNICIAN**

**Recommendation:** It is recommended that the Board of Directors review, discuss, and approve Policy No. 62 – Call-Back Pay and the updated job description for the Facilities and Basin Technician.

**INFORMATIONAL ITEMS****10. FIRST QUARTER CORRESPONDENCE JULY – SEPTEMBER 2023****11. FIRST QUARTER METRICS FOR JULY – SEPTEMBER 2023****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:

**12. 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 and through 10, inclusive

San Bernardino Superior Court Case No.: CIVDS 1933655

**ADJOURNMENT**

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

I, Alicia Fernandez, Administrative Services Manager of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted on or before **Thursday, November 9, 2023, by 2:00 p.m.**



Alicia Fernandez, Administrative Services Manager





**ITEM NO. 03**

**APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF OCTOBER 9, 2023**

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

**MONDAY, October 9, 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 Willis**

**LEGAL COUNSEL**

**Lee McElhaney**

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**INVOCATION** – *Director Sonnenberg led the Board with 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, Hanif Gulmahamad, and Ryan Sonnenberg.*

*General Counsel Leland McElhaney, Esq., General Manager Elizabeth Willis, Conservation Programs Manager Scott Kleinrock, Facilities Maintenance Manager Dave Schroeder, Community Programs Manager Maia Dean, Landscape Maintenance Worker III James Salcido, Administrative Services Manager Alicia Fernandez, Community Programs Educators Billy Mercado, Azucena Quinones, Monica Curiel, Facilities & Basins Technician Robert Sotomayor, Landscape Maintenance Worker I Luis Holguin, Conservation Technician II George Jimenez, Conservation Specialist I Brandon Burgess, and Conservation Technician II Daniel Moreno were present.*

### **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.*

*No changes.*

### **PRESENTATIONS**

1. **METRICS PRESENTATION: LANDSCAPE AUDIT, WORKSHOP, GUEST LECTURE, AND PROFESSIONAL DEVELOPMENT PROGRAMS, FISCAL YEAR 2022-2023 – SCOTT KLEINROCK, CONSERVATION PROGRAMS MANAGER**

*The presentation was received and filed.*

2. **LOTERIA PROJECT- MONICA CUIEL, PROGRAM EDUCATOR**

*The presentation was received and filed.*

### **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.**

*None.*

### **CONSENT CALENDAR**

At this time, members of the public may present testimony as to why an item should be pulled from the Consent Calendar for separate discussion. Unless a member of the public or a Director request that an item be pulled from the Consent Calendar, all items will be acted upon as a whole and approved in a single motion and vote. Items pulled from the Consent Calendar will be acted upon separately.

*A motion was made by Vice President Kati Parker to approve Items No's. 3-6, seconded by Treasurer Gil Aldaco; the motion was approved unanimously.*

**3. APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF SEPTEMBER 11, 2023**

**Recommendation:** It is recommended that the Board of Directors approve said minutes as is.

*Approved unanimously.*

**4. FINANCIAL REPORTS FOR AUGUST 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 the Director Compensation and Reimbursement Report.

*Approved unanimously.*

**DISCUSSION ITEMS**

**7. APPROVE REQUEST FOR PROPOSAL (RFP) NO. 2023-02 FOR DESIGN AND ENGINEERING SERVICES FOR AN AMPHITHEATER ROOF, ENHANCEMENT, AND RECLADDING**

**Recommendation:** It is recommended that the Board of Directors review, discuss, and approve RFP No. 2023-02 for Design and Engineering Services for An Amphitheater Roof, Enhancement, and recladding.

*General Manager Elizabeth Willis presented the staff report to the Board and explained the benefits of recladding and enhancing the existing amphitheater, with the presumption that construction begins within the first quarter of 2025.*

*Director Teri Layton inquired about the current seating capacity, to which Ms. Willis responded with the added value of a fourth row.*

*A motion was made by Treasurer Aldaco to approve the item as recommended by staff, seconded by Director Sonnenberg.*

*Treasurer Aldaco suggested that the stucco be included in the scope of services. Ms. Willis confirmed that it was already a concern that was to be addressed by District staff prior to construction. The scope of services itself includes recladding.*

*The motion was approved unanimously.*

**8. REPORT ON MONTCLAIR CHAMBER OF COMMERCE PILOT EVENT: "NIGHT UNDER THE STARS"**

**Recommendation:** It is recommended that the Board of Directors receive and file staff's report on the District's pilot evening event and provide feedback and direction on their own perspectives on the event which can be incorporated into a future Facility Use Policy.

*General Manager Elizabeth Willis presented the staff recommendation and feedback from the pilot evening event. Staff recommended appointing/assigning a single member of staff as a representative to tend to the event holder's needs. The appointed representative will be tasked with performing a walk-through with the event holder, no later than two weeks before the event, to ensure details and all documents are finalized. Among the recommendations it was noted that events that require furniture rearrangement should not be scheduled the day before or after a Board meeting to guarantee the Facilities Department ample time to move furniture. Lastly, Staff also recommended that a refundable deposit and the number of events be limited to safeguard the District's Mission.*

*Treasurer Aldaco suggested improving the existing audiovisual system.*

*President Ligtenberg expressed concern about utilizing staff in lieu of security. He articulated that it could put staff in a challenging position.*

*Vice President Parker sought confirmation that the facility use policy that is being recommended is intended to encompass solutions for future events.*

*As a result, from the Board's feedback, a Facility Use Policy and application process will be drafted.*

**9. NOTICE INVITING BIDS FOR BROOKS BASIN FENCING**

**Recommendation:** It is recommended that the Board of Directors review, discuss and approve the release of the Notice Inviting Bids for Brooks Basin Fencing Project.

*Facilities Maintenance Manager Dave Schroeder presented the staff report to the Board. Mr. Schroeder remarked that Montclair's City Planning office preferred the decorative iron fencing to be built along Brooks Street in an effort to deter vandalism and trespassing.*

*Treasurer Aldaco motioned to approve release of the Notice Inviting Bids for Brooks Basin Fencing. The motion was seconded by Director Layton.*

*Members of the Board expressed interest in the feasibility of the proposed fence and the involvement of United Pacific Railroad (UPRR).*

*Director Coker suggested Dave speak with the UPRR and in the interim the 170' of ornamental fencing be amended as an optional bid item to be better informed on the cost.*

*Treasurer Aldaco amended his motion to include Director Coker's recommendation to make the 170' fencing along the railroad an optional bid item, allowing time to review and consider the costs prior to awarding the project, the motion was seconded by Director Coker.*

*Director Coker inquired if there were any gates. Mr. Schroeder confirmed that there were five gates included in the specifications for the project. Ms. Coker then confirmed that the optional bid items to be amended were items 5 & 7.*

*President Ligtenberg inquired if Director Layton was in support of Director Aldaco's amended motion; she was in support.*

*President Ligtenberg changed the original motion to amend bid items 5 & 7 as optional bid items.*

*The motion was approved unanimously.*

**10. APPROVE AUTHORIZATION FOR TRUCK PURCHASE**

**Recommendation:** It is recommended that the Board of Directors approve authorization for the purchase of a truck for the District's fleet of vehicles from MK Smith Chevrolet, the lowest responsive bidder, and approve an expenditure in the amount of up to \$66,000 for that purpose.

*General Manager Elizabeth Willis presented the staff report to the Board and contesting market vehicle options and final selection of the MK Smith Chevrolet. District Staff sought*

*approval in the efforts of allotting more time to build the infrastructures needed to become compliant with the California Air Resources Board's Advanced Clean Fleet regulation.*

*Vice President Parker motioned to approve the item as recommended by staff; Director Layton seconded the motion.*

*Treasurer Aldaco inquired about vehicle usage and asked clarifying questions regarding the vehicle specifications. Mr. Schroeder acknowledged that usage varied depending on daily tasks and the proposed vehicle met the versatility needs to accomplish those tasks.*

*The motion was approved unanimously.*

**11. APPROVE THE YOUTH PROGRAMS TEACHING ASSISTANT JOB DESCRIPTION AND REVISED CLASSIFICATION AND COMPENSATION SCHEDULE**

**Recommendation:** It is recommended that the Board of Directors approve the amended job description and revised Fiscal Year (FY) 2023-2024 Classification and Compensation Schedule that includes the position update from

*A motion was made by Vice President Parker to approve the item as recommended by staff, seconded by Director Layton; the motion was approved unanimously.*

**12. CONSIDERATION OF PURCHASE OF WATER FOR REPLENISHMENT INTO THE CHINO GROUNDWATER BASIN AS PART OF THE DROUGHT PIGGY BANK PROGRAM**

**Recommendation:** It is recommended that the Board of Directors direct staff to not purchase water during the 2023-2024 Fiscal Year.

*General Manager Elizabeth Willis presented the staff report to the board.*

*Vice President Parker expressed her utmost support in the purchase of water. She motioned the purchase of 500-acre feet of untreated MWD water from Three Valleys for a total of \$ 436,000.000; Treasurer Aldaco seconded.*

*Director Layton expressed concerns about purchasing water at this moment and inquired about possible hidden fees and/or incurring higher future fees, as well as accessibility to the purchased water. Treasure Aldaco and Directors Coker and Gulmahamad were in support of Director Layton's suggestion. Director Gulmahamad suggested that the Board reconsider this item at a future meeting.*

*The motion failed.*

<b>MOVED: Parker</b>	<b>SECONDED:</b>	<b>Failed: 1-5-1-0</b>
AYES: Parker		
NOES: Ligtenberg, Aldaco, Layton, Coker, Gulmahamad		
ABSTAIN: Sonnenberg		
ABSENT: None		

### **DIRECTOR ORAL REPORTS**

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

President Ligtenberg – None.

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

Treasurer Aldaco – Mr. Aldaco reported he took part in the California Nevada Drought Early warning system. He touched on the forecasts that were mentioned during the webinar.

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

Director Coker – Ms. Coker suggested a brief presentation on the plans for the Confluence Project. She expressed her excitement and complemented the artwork for the Loteria event.

Director Gulmahamad – Mr. Gulmahamad attended meetings as itemized in Item 5- AB 1234 of the Agenda. He praised the staff on the educational benefits of the Leak Repair workshop he attended on 9/16.

Director Sonnenberg – Mr. Sonnenberg commended the staff on the Waterwise Garden & Pumpkin Fest.

### **STAFF ORAL REPORTS**

General Manager/Secretary Report – Ms. Willis also attended the State of the County event. She commended staff on Waterwise Garden & Pumpkin Fest. She reminded the Board of the Loteria event in November.

- Legal Counsel Report – None

President Ligtenberg recessed the meeting to Closed Session at 4:15 p.m.



**CLOSED SESSION**

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

**13. 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

**14. 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 regular Board meeting at 5:02 p.m.*

*Legal Counsel Leland stated that there was no reportable action taken.*

**ADJOURNMENT**

President Ligtenberg adjourned the meeting at 5:02 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on Monday, November 13, 2023, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

**APPROVED AND ADOPTED THIS 13<sup>TH</sup> DAY OF NOVEMBER 2023**

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

ATTEST:

\_\_\_\_\_  
Alicia Fernandez, Administrative Services Manager





**ITEM NO. 4**

**FINANCIAL REPORTS FOR SEPTEMBER 2023**

## **CHINO BASIN WATER CONSERVATION DISTRICT**

### **FINANCIAL REPORTS**

**September 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

September 2023

	Sep 23	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	0.00	0.00	0.0%
40200 · Current Yr Supplemental Tax Rev	0.00	0.00	0.0%
40300 · Prior Yr Tax Revenue	0.00	0.00	0.0%
40400 · Homeowner's Prop Tax Relief	0.00	0.00	0.0%
40500 · RDA Pass-Thru from Cities	0.00	0.00	0.0%
<b>Total 40000 · Property Tax &amp; Assessment Rev</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
41000 · Interest Income	94,790.45	0.00	100.0%
42000 · Contributions/Sponsorships	0.00	0.00	0.0%
45000 · Capital Gain/Loss			
45100 · CalTRUST Investment Earnings	9,183.37	0.00	100.0%
45110 · CalTRUST unrealized gain/loss	-2,416.76		
<b>Total 45000 · Capital Gain/Loss</b>	<b>6,766.61</b>	<b>0.00</b>	<b>100.0%</b>
49000 · Miscellaneous Income			
49100 · Agreement Income	0.00	0.00	0.0%
49200 · Cal Card Incentive	0.00	0.00	0.0%
49500 · Lease Revenue	1,000.00	0.00	100.0%
<b>Total 49000 · Miscellaneous Income</b>	<b>1,000.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total Income</b>	<b>102,557.06</b>	<b>0.00</b>	<b>100.0%</b>
<b>Gross Profit</b>	<b>102,557.06</b>	<b>0.00</b>	<b>100.0%</b>
<b>Expense</b>			
50000 · Payroll Expenses			
50100 · Wages			
50110 · Directors Wages	5,250.00	0.00	100.0%
50120 · Salary Employee Wages	48,521.47	0.00	100.0%
50130 · Hourly Employee Wages	56,296.70	0.00	100.0%
50140 · Intern Wages	5,064.87	0.00	100.0%
<b>Total 50100 · Wages</b>	<b>115,133.04</b>	<b>0.00</b>	<b>100.0%</b>
50200 · Payroll taxes	8,890.27	0.00	100.0%
50300 · Employee Benefits			
50326 · CalPERS Pension Reserve Trust	0.00	0.00	0.0%
50310 · Med/Dent/Vision/Life/Dis. Ins	43,124.18	0.00	100.0%
50311 · Employee Paid Premiums	-457.20	0.00	100.0%
50313 · EAP - Employee Assist. Program	0.00	0.00	0.0%
50321 · Classic - ER Paid Member Contr.	981.90	0.00	100.0%
50322 · Classic-Employer Contribution	1,508.42	0.00	100.0%
50325 · PEPPRA-Employer Contribution	6,869.99	0.00	100.0%
50328 · Unfunded PERS payment	0.00	0.00	0.0%
<b>Total 50300 · Employee Benefits</b>	<b>52,027.29</b>	<b>0.00</b>	<b>100.0%</b>
50400 · Payroll processing fees	234.45	0.00	100.0%
<b>Total 50000 · Payroll Expenses</b>	<b>176,285.05</b>	<b>0.00</b>	<b>100.0%</b>
51000 · Administration Expenses			
51100 · Accounting Fees	7,596.80	0.00	100.0%
51150 · Banking Fees	15.00	0.00	100.0%
51200 · Board of Director's Expenses			
51210 · Conference & Tour Fees	25.00	0.00	100.0%
51230 · Legal Notices/Director Related	0.00	0.00	0.0%
51240 · Meals	365.00	0.00	100.0%
51250 · Medical & Life Insurance	860.20	0.00	100.0%
51260 · Mileage	291.49	0.00	100.0%
51270 · Miscellaneous	130.00	0.00	100.0%
51280 · Travel & Lodging	900.28	0.00	100.0%
<b>Total 51200 · Board of Director's Expenses</b>	<b>2,571.97</b>	<b>0.00</b>	<b>100.0%</b>
51300 · Consulting Fees	5,575.00	0.00	100.0%
51400 · Dues & Subscriptions	6,776.27	0.00	100.0%
51500 · Engineering Fees	1,000.00	0.00	100.0%
51600 · Legal Fees	0.00	0.00	0.0%
51700 · Office Expenses			
51785 · Agenda Management Software	0.00	0.00	0.0%
51710 · Office Equipment & Repairs	1,145.17	0.00	100.0%
51720 · Computer/Printer Supplies	130.77	0.00	100.0%
51730 · Maintenance/Janitorial	1,738.26	0.00	100.0%
51740 · Miscellaneous	0.00	0.00	0.0%
51750 · Postage	66.00	0.00	100.0%
51760 · Supplies	1,050.45	0.00	100.0%
51765 · Computer/IT Support	3,067.49	0.00	100.0%
51770 · Telecommunications	1,428.67	0.00	100.0%
51780 · Utilities	5,023.17	0.00	100.0%
<b>Total 51700 · Office Expenses</b>	<b>13,649.98</b>	<b>0.00</b>	<b>100.0%</b>
51800 · Meeting Refreshments	188.16	0.00	100.0%
51900 · Staff Expenses			

# Chino Basin Water Conservation District

## Income & Expense Report

September 2023

	Sep 23	Budget	% of Budget
51910 · Education	460.46	0.00	100.0%
51920 · Conference & Tour Fees	0.00	0.00	0.0%
51930 · Meals	0.00	0.00	0.0%
51940 · Mileage	221.27	0.00	100.0%
51950 · Miscellaneous	42.00	0.00	100.0%
51955 · Recruitment	78.27	0.00	100.0%
51960 · Travel & Lodging	205.00	0.00	100.0%
51970 · Uniform Expense	509.05	0.00	100.0%
Total 51900 · Staff Expenses	1,516.05	0.00	100.0%
51990 · Tax Collections Fees	0.00	0.00	0.0%
Total 51000 · Administration Expenses	38,889.23	0.00	100.0%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	0.00	0.00	0.0%
51999-2 · Furniture & Equipment	5,990.13	0.00	100.0%
Total 51999 · Non-Operating General Expenses	5,990.13	0.00	100.0%
53000 · Insurance Expenses			
53100 · Bonding	775.00	0.00	100.0%
53200 · General Liability	15,420.85	0.00	100.0%
53300 · Property	0.00	0.00	0.0%
53400 · Workers' Comp	0.00	0.00	0.0%
Total 53000 · Insurance Expenses	16,195.85	0.00	100.0%
54000 · Operation Expenses			
54150 · Equipment & Vehicles			
54160 · Equipment	0.00	0.00	0.0%
54170 · Fuel	593.76	0.00	100.0%
54180 · Repairs, Maint & Supplies	41.99	0.00	100.0%
Total 54150 · Equipment & Vehicles	635.75	0.00	100.0%
54200 · Fence Expenses	20.00	0.00	100.0%
54250 · Hardscape Expenses	0.00	0.00	0.0%
54300 · Irrigation Expenses	58.45	0.00	100.0%
54350 · Landscape Maint & Supplies	534.51	0.00	100.0%
54400 · Miscellaneous	9.59	0.00	100.0%
54450 · Basin Percolation Maintenance	0.00	0.00	0.0%
54500 · Pest Control	973.61	0.00	100.0%
54550 · Signage	0.00	0.00	0.0%
54600 · Small Tools & Supplies	753.28	0.00	100.0%
54650 · Structural Maintenance	7,882.40	0.00	100.0%
54750 · Trash Cleanup & Disposal	467.36	0.00	100.0%
54800 · Utilities	1,119.02	0.00	100.0%
54850 · Weed Abatement	0.00	0.00	0.0%
Total 54000 · Operation Expenses	12,453.97	0.00	100.0%
55000 · Permits & Fees	0.00	0.00	0.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	6,744.40	0.00	100.0%
56200 · Critter Expenses	118.71	0.00	100.0%
56300 · District Events			
56330 · Outreach Events	75.04	0.00	100.0%
56340 · Water Fair	5,293.86	0.00	100.0%
56350 · Poster Art Contest	9.00	0.00	100.0%
56360 · Youth Program Supplies	147.05	0.00	100.0%
56370 · School Tours	0.00	0.00	0.0%
56380 · Public Ed/Workshops	268.48	0.00	100.0%
Total 56300 · District Events	5,793.43	0.00	100.0%
56400 · Community Events/Sponsorships			
56500 · Informational Materials	619.56	0.00	100.0%
56700 · Web Design/Maintenance	37.87	0.00	100.0%
56400 · Community Events/Sponsorships - Other	0.00	0.00	0.0%
Total 56400 · Community Events/Sponsorships	657.43	0.00	100.0%
56600 · Supplies - Give Aways	0.00	0.00	0.0%
56750 · Lobby Display Rotation - noncap	337.70		
Total 56000 · Public Education/Relations	13,651.67	0.00	100.0%
57500 · Expense Reimbursables Clearing	300.00		
58000 · Capital Expenses			
58003 · Lobby Displays	3,500.00		
58000 · Capital Expenses - Other	4,200.00	0.00	100.0%
Total 58000 · Capital Expenses	7,700.00	0.00	100.0%
Total Expense	271,465.90	0.00	100.0%
Net Ordinary Income	-168,908.84	0.00	100.0%
Net Income	-168,908.84	0.00	100.0%

## Chino Basin Water Conservation District

## Balance Sheet

As of September 30, 2023

	Sep 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10600 · Pension Trust	73,629.00
10100 · General Checking	247,922.00
10200 · Petty Cash	701.17
10300 · LAIF Investment	10,062,362.59
10310 · LAIF FMV	-163,571.38
10400 · CalTrust	2,425,946.90
Total 10000 · Cash Accounts	12,646,990.28
Total Checking/Savings	12,646,990.28
Accounts Receivable	
11000 · Accounts Receivable	935.00
Total Accounts Receivable	935.00
Other Current Assets	
11200 · Interest Receivable	94,773.03
14000 · Prepaid Expenses	
14200 · Miscellaneous	24,929.65
Total 14000 · Prepaid Expenses	24,929.65
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	150.00
Total Other Current Assets	1,890,800.68
Total Current Assets	14,538,725.96
Fixed Assets	
12000 · Construction in Process	16,708.09
15000 · Buildings & Fixtures - Net Val	
15100 · Buildings and Fixtures	9,193,137.61
15200 · A/D - Buildings & Fixtures	-2,767,323.67
Total 15000 · Buildings & Fixtures - Net Val	6,425,813.94
16000 · Land Assets	
16000-1 · Land	2,854,555.50
16000-3 · Land - Confluence Project	4,500,000.00
Total 16000 · Land Assets	7,354,555.50
17000 · Office Furn. & Equip. - Net Val	
17100 · Office Furniture & Equipment	166,247.46
17200 · A/D - Office Furniture & Equipm	-77,351.52
Total 17000 · Office Furn. & Equip. - Net Val	88,895.94
18000 · Vehicles & Implements - Net Val	
18100 · Vehicles and Implements	214,767.87
18200 · A/D - Vehicles & Implements	-127,381.91
Total 18000 · Vehicles & Implements - Net Val	87,385.96
19000 · Garden & Hardscape - Net Val	
19100 · Garden & Hardscape	1,546,393.75
19200 · A/D - Garden & Hardscape	-1,241,257.22
Total 19000 · Garden & Hardscape - Net Val	305,136.53

## Chino Basin Water Conservation District

## Balance Sheet

As of September 30, 2023

	Sep 30, 23
Total Fixed Assets	14,278,495.96
Other Assets	
13500 · Right to Use Assets	
13512 · Accum. Amortization - Equipment	-16,265.81
13511 · Lease of Equipment (LT)	9,535.03
13510 · Lease of Equipment (ST)	10,656.91
Total 13500 · Right to Use Assets	3,926.13
Total Other Assets	3,926.13
<b>TOTAL ASSETS</b>	<b>28,821,148.05</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	50,163.60
Total Accounts Payable	50,163.60
Credit Cards	
20600 · CalCard	
20647 · CalCard- A Quinones	208.00
20644 · CalCard - L Holguin	103.35
20610 · CalCard - J Taylor	567.22
20613 · CalCard - R Sotomayor	14.81
20609 · CalCard - J Salcido	23.69
20626 · CalCard - M Curiel	470.65
20634 · CalCard - D Moreno	177.43
20630 · CalCard - M Dean	781.61
20631 · CalCard - W Mercado	141.86
20620 · CalCard - S Kleinrock	28.81
20632 · CalCard - E Skrzat	791.99
Total 20600 · CalCard	3,309.42
Total Credit Cards	3,309.42
Other Current Liabilities	
21000 · Payroll Liabilities	
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	130,299.61
22000 · Customer Deposits	
22100 · Rental Property - Rent Deposit	1,400.00
Total 22000 · Customer Deposits	1,400.00
24000 · Accrued Expenses	4,592.85
Total Other Current Liabilities	136,292.46
Total Current Liabilities	189,765.48
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



## Chino Basin Water Conservation District

## Balance Sheet

As of September 30, 2023

	Sep 30, 23
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	2,466,646.22
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	1,808,150.00
Total 30020 · Assigned Net Position	6,808,150.00
30090 · Investment in Capital Assets	13,528,834.46
31000 · Unassigned Net Position	2,993,414.37
Net Income	-695,675.76
Total Equity	26,354,501.83
TOTAL LIABILITIES & EQUITY	28,821,148.05

# Chino Basin Water Conservation District

## Monthly General Checking Disbursements

As of September 30, 2023

Type	Date	Num	Name	Memo	Amount
<b>10000 · Cash Accounts</b>					
<b>10100 · General Checking</b>					
Bill Pmt -Check	09/07/2023	20964	ACWA JPIA	Med/Dental/Vision/Life Ins-October	-19,367.86
Bill Pmt -Check	09/07/2023	20965	Animal Pest Management Services, Inc.	quarterly gopher control @ basins	-935.00
Bill Pmt -Check	09/07/2023	20966	Beneficial Ag Services		-108.00
Bill Pmt -Check	09/07/2023	20967	Burrtec Waste Industries, Inc.	green waste & trash svc-September	-395.36
Bill Pmt -Check	09/07/2023	20968	Central Blueprint Service		-312.48
Bill Pmt -Check	09/07/2023	20969	Cintas Corporation #150		-196.82
Bill Pmt -Check	09/07/2023	20970	Computer Village	Microsoft 365 monthly	-528.30
Bill Pmt -Check	09/07/2023	20971	DJL Audio Video Specialists, Inc.	HDMI cables-floor/reprogram control system	-1,942.35
Bill Pmt -Check	09/07/2023	20972	Fence Craft of Upland, Inc.		-3,863.12
Bill Pmt -Check	09/07/2023	20973	Monte Vista Water District		-439.45
Bill Pmt -Check	09/07/2023	20974	O.F. Wolfenbarger, Inc.	fill sand	-37.71
Bill Pmt -Check	09/07/2023	20975	Omone Abu	Sept. Social Media	-675.00
Bill Pmt -Check	09/07/2023	20976	San Diego Human Resources Consulting, Inc	Consulting srvc-August	-1,288.08
Bill Pmt -Check	09/07/2023	20977	Saoirse LLC	IE Special Insert	-4,650.00
Bill Pmt -Check	09/07/2023	20978	Vanguard Cleaning Systems	monthly janitorial svc-Sept.	-495.00
Bill Pmt -Check	09/07/2023	20979	V.C.I. Victor Construction, Inc.	Drinking fountain installation	-4,200.00
Bill Pmt -Check	09/07/2023	20980	Cal Card (US Bank)	Statement Ending 8/22/2023	-17,359.31
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023 - SDI	-489.75
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023 - ETT	-1.62
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023 - SUI	-27.57
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023	-15,596.24
General Journal	09/09/2023	ke 9.22.23	CalPERS (Payroll)	CalPERS - PPE 9/09/2023	-8,137.26
General Journal	09/09/2023	ke 9.22.23	CalPERS (Payroll)	CalPERS - PPE 9/09/2023	-1,938.26
General Journal	09/09/2023	ke 9.22.23		Payroll 9/09/2023	-38,408.58
Bill Pmt -Check	09/11/2023	20981	Computer Village	Inkjet printer for DS	-384.31
Bill Pmt -Check	09/11/2023	20982	Red Wing Business Advantage	work boots-RS	-109.96
Bill Pmt -Check	09/11/2023	20983	Smith Pipe & Supply Inc.	irrig parts for garden	-63.01
Bill Pmt -Check	09/11/2023	20984	Walk In Grace, Inc.	Quarterly window & solar panel cleaning	-1,350.00
General Journal	09/15/2023	cm 10.6.23	Paychex	Paychex Fee - Hrs	-50.00
General Journal	09/20/2023	cm 10.6.23	Paychex	Paychex Fee - OAB	-184.45
General Journal	09/23/2023	ke 10.04.23		PPE 9/0232023 - SDI	-494.64
General Journal	09/23/2023	ke 10.04.23		PPE 9/23/2023 - ETT	-1.83
General Journal	09/23/2023	ke 10.04.23		PPE 9/23/2023 - SUI	-31.01
General Journal	09/23/2023	ke 10.04.23		PPE 9239/2023	-16,825.05
General Journal	09/23/2023	ke 10.04.23	CalPERS (Payroll)	CalPERS - PPE 9/23/2023	-8,155.65
General Journal	09/23/2023	ke 10.04.23	CalPERS (Payroll)	CalPERS - PPE 9/23/2023	-1,938.26
General Journal	09/23/2023	ke 10.04.23		Payroll 9/23/2023	-43,696.56
Bill Pmt -Check	09/25/2023	20985	AM-TEC Security	VOID: Qrtly monitoring-security,cameras,fir...	0.00
Bill Pmt -Check	09/25/2023	20986	AM-TEC Security	Qrtly monitoring-security,cameras,fir 10/1-...	-625.20
Bill Pmt -Check	09/25/2023	20987	ASBCSD	Hesperia Dinner Mtg on 9/18-Dir. Parker	-40.00
Bill Pmt -Check	09/25/2023	20988	Beneficial Ag Services	green waste from garden	-72.00
Bill Pmt -Check	09/25/2023	20989	Brunick, McElhaney & Kennedy	VOID: Legal services-August	0.00
Bill Pmt -Check	09/25/2023	20990	Cintas Corporation #150		-196.82
Bill Pmt -Check	09/25/2023	20991	City of Ontario		-329.41
Bill Pmt -Check	09/25/2023	20992	Climatec LLC	Quarterly A/C service 7/1-9/30	-1,815.00
Bill Pmt -Check	09/25/2023	20993	Computer Village	IT monitoring & support	-1,914.00
Bill Pmt -Check	09/25/2023	20994	Costco Wholesale Membership	Annual Costco Membership	-120.00
Bill Pmt -Check	09/25/2023	20995	DJL Audio Video Specialists, Inc.	Troubleshoot HDMI cable-replaced	-421.18
Bill Pmt -Check	09/25/2023	20996	Eagle Eye Produce Inc.	pumpkins for festival	-1,040.00
Bill Pmt -Check	09/25/2023	20997	Great America Financial Services Corp	monthly copier lease	-723.99
Bill Pmt -Check	09/25/2023	20998	Kessler Alair Insurance Services Inc.		-775.00
Bill Pmt -Check	09/25/2023	20999	Lizbeth Cardenas	Face Painting for Pumpkin Festival	-380.00
Bill Pmt -Check	09/25/2023	21000	Monte Vista Water District		-778.00
Bill Pmt -Check	09/25/2023	21001	Natalja Kent Photography	VOID: Bal. due for photographer @ Pumpkin...	0.00
Bill Pmt -Check	09/25/2023	21002	O.F. Wolfenbarger, Inc.	DG for garden paths	-226.27
Bill Pmt -Check	09/25/2023	21003	Ronald Bourn	DJ services @ Pumpkin Festival	-500.00
Bill Pmt -Check	09/25/2023	21004	Santa Ana Watershed Project Authority	VOID: FY23-24 Contribution-Weather Mod P...	0.00
Bill Pmt -Check	09/25/2023	21005	Sarah Khwaja	Face Painting for Pumpkin Festival	-380.00
Bill Pmt -Check	09/25/2023	21006	SCE (Utility Payments Only)		-4,261.71
Bill Pmt -Check	09/25/2023	21007	Standard Insurance Company, Inc.	Policy #006492990083/from Sept payroll	-760.30
Bill Pmt -Check	09/25/2023	21008	Studio Tutto LLC	deposit for mural kit design for Lobby	-3,500.00
Bill Pmt -Check	09/25/2023	21009	TPX Communications	phone & internet service 9/16-10/15	-815.33
Bill Pmt -Check	09/25/2023	21010	Verizon Wireless	wireless push to talk svc 9/10-10/9	-146.57
Bill Pmt -Check	09/25/2023	21011	Virginia Ashley	Petting Zoo @ Pumpkin Festival	-1,250.00
Bill Pmt -Check	09/25/2023	21012	Wagner & Bonsignore, CCE	Engrg. Srvc for August	-1,000.00
Bill Pmt -Check	09/25/2023	21013	Frontier	909-293-7578-071118-5	-466.77
Bill Pmt -Check	09/25/2023	21014	Natalja Kent Photography	Bal. due for photographer @ Pumpkin Festival	-300.00
Bill Pmt -Check	09/25/2023	21015	Santa Ana Watershed Project Authority	FY23-24 Contribution-Weather Mod Pilot Pr...	-5,000.00
Check	09/25/2023			Wire Service Charge	-15.00
Total 10100 · General Checking					-222,530.40
Total 10000 · Cash Accounts					-222,530.40
<b>TOTAL</b>					<b>-222,530.40</b>

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

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.13
10200 · Petty Cash						1,001.13
Check	09/28/2023	2442	CBWCD-Petty Cash	\$ for change for pumpkin patch sales @ festival	-300.00	701.13
Deposit	09/30/2023			Interest	0.04	701.17
Total 10200 · Petty Cash					-299.96	701.17
Total 10000 · Cash Accounts					-299.96	701.17
<b>TOTAL</b>					<b>-299.96</b>	<b>701.17</b>

# Chino Basin Water Conservation District CalCard Monthly Detail

As of September 30, 2023

Type	Date	Name	Memo	Amount	Balance
<b>20600 · CalCard</b>					7,411.08
<b>20647 · CalCard- A Quinones</b>					223.80
Credit Card Charge	09/15/2023	Food - CalCard	Snacks for Cohort meeting	19.45	243.25
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-243.25	0.00
Credit Card Charge	09/26/2023	Services - Misc	fieldtrip booking platform	199.00	199.00
Credit Card Charge	09/28/2023	Wishpond	poster contest voting platform paused plan	9.00	208.00
Total 20647 · CalCard- A Quinones				-15.80	208.00
<b>20646 · CalCard- A Fernandez</b>					320.00
Credit Card Charge	09/19/2023	Amazon-Cal Card	wireless mouse	9.70	329.70
Credit Card Charge	09/19/2023	Amazon-Cal Card	3 ring binders	27.24	356.94
Credit Card Charge	09/19/2023	Amazon-Cal Card	15 tab dividers for 3 ring binders	51.84	408.78
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-408.78	0.00
Total 20646 · CalCard- A Fernandez				-320.00	0.00
<b>20645 · CalCard- J Jones</b>					0.00
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	0.00	0.00
Total 20645 · CalCard- J Jones				0.00	0.00
<b>20644 · CalCard - L Holguin</b>					0.00
Credit Card Charge	09/14/2023	Costco-Cal Card	Fuel for newer Chevy	131.16	131.16
Credit Card Charge	09/15/2023	Lowe's-Cal Card	zipties, palm fertilizer	103.35	234.51
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-131.16	103.35
Total 20644 · CalCard - L Holguin				103.35	103.35
<b>20643 · CalCard - D Lamarque</b>					625.00
Credit Card Charge	09/08/2023	Eventbrite-Cal Card	So.Cal.Wtr.Coalition dinner-Dir. Parker	325.00	950.00
Credit Card Charge	09/19/2023	Food - CalCard	bday cake for AF	42.00	992.00
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-992.00	0.00
Total 20643 · CalCard - D Lamarque				-625.00	0.00
<b>20642 · CalCard - D Schroeder</b>					352.38
Credit Card Charge	09/01/2023	Supplies - Misc	plumbing parts for drinking fountain installation	22.75	375.13
Credit Card Charge	09/04/2023	Lowe's-Cal Card	garden fountain installation supplies	72.34	447.47
Credit Card Charge	09/06/2023	memberships	ISA membership-DS	233.00	680.47
Credit Card Credit	09/07/2023	Lowe's-Cal Card	returned fountain installation supplies	-23.61	656.86
Credit Card Charge	09/07/2023	Services - Misc	copy of incident report-CHTs accident	20.00	676.86
Credit Card Credit	09/13/2023	Supplies - Misc	return of parts from garden drinking fountain install	-59.68	617.18
Credit Card Charge	09/14/2023	Landscape Expo	Admission-DS Landscape Expo	10.00	627.18
Credit Card Charge	09/21/2023	Parking Fees	(DS) parking fees @ Landscape Expo	20.00	647.18
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-647.18	0.00
Total 20642 · CalCard - D Schroeder				-352.38	0.00
<b>20610 · CalCard - J Taylor</b>					201.04
Credit Card Charge	09/07/2023	Amazon-Cal Card	TP dispensers-outdoor restrooms, mosquito trap	95.84	296.88
Credit Card Charge	09/07/2023	Amazon-Cal Card	face masks, trash bags for ergo cans	74.10	370.98
Credit Card Charge	09/08/2023	Stater Bros - CalCard	beverages for mtgs, postage stamps	99.47	470.45
Credit Card Charge	09/09/2023	Smart & Final-Cal Card	snacks for board mtg + misc mtgs	61.24	531.69
Credit Card Charge	09/10/2023	Stater Bros - CalCard	beverages for board + other mtgs	43.01	574.70
Credit Card Charge	09/12/2023	MOO Inc	business cards-BB & Dir. Aldaco	120.93	695.63
Credit Card Charge	09/19/2023	Services - Misc	laundry towels & table cloths	34.52	730.15
Credit Card Charge	09/21/2023	Amazon-Cal Card	AAA batteries, super glue	27.47	757.62
Credit Card Charge	09/22/2023	MOO Inc	business cards for Liz & Dir. Gulmahamad	202.46	960.08
Credit Card Charge	09/22/2023	Amazon-Cal Card	mosquito traps	104.62	1,064.70
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-695.63	369.07
Credit Card Charge	09/25/2023	Amazon-Cal Card	coffee creamers	25.99	395.06
Credit Card Charge	09/27/2023	Stater Bros - CalCard	snacks for panel interviews day	24.45	419.51
Credit Card Charge	09/27/2023	Food - CalCard	lunch for admin panel interviews	58.10	477.61
Credit Card Charge	09/28/2023	Amazon-Cal Card	mosquito trap refill cartridges	27.24	504.85
Credit Card Charge	09/28/2023	Amazon-Cal Card	hydrocortisone packets	7.62	512.47
Credit Card Charge	09/28/2023	Amazon-Cal Card	handsoap + refills	34.58	547.05
Credit Card Charge	09/28/2023	Food - CalCard	lunch for Admin panel interviews	20.17	567.22
Total 20610 · CalCard - J Taylor				366.18	567.22
<b>20613 · CalCard - R Sotomayor</b>					145.58
Credit Card Charge	09/11/2023	Lowe's-Cal Card	plungers,saw blades	172.28	317.86
Credit Card Charge	09/12/2023	Lowe's-Cal Card	hose, gloves	71.71	389.57
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-389.57	0.00
Credit Card Charge	09/29/2023	Super King	tortoise food	14.81	14.81
Total 20613 · CalCard - R Sotomayor				-130.77	14.81
<b>20609 · CalCard - J Salcido</b>					383.13
Credit Card Charge	09/05/2023	Lowe's-Cal Card	wood for ED team project	52.57	435.70

# Chino Basin Water Conservation District CalCard Monthly Detail

As of September 30, 2023

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	09/07/2023	Supplies - Misc	tortoise food	24.67	460.37
Credit Card Charge	09/09/2023	Costco-Cal Card	fuel for older Chevy	104.85	565.22
Credit Card Charge	09/12/2023	Super King	tortoise food	31.08	596.30
Credit Card Charge	09/14/2023	Fuel - Misc	fuel for tractor	101.40	697.70
Credit Card Charge	09/15/2023	Lowe's-Cal Card	photo booth supplies for Pumpkin Fest	84.25	781.95
Credit Card Charge	09/18/2023	Costco-Cal Card	gloves,copy ppr,cups,kleenex,trash bags,cat food,p...	459.16	1,241.11
Credit Card Charge	09/21/2023	Parking Fees	(JS) parking @ Landscape Expo	20.00	1,261.11
Credit Card Charge	09/22/2023	Stater Bros - CalCard	tortoise food	23.69	1,284.80
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-1,261.11	23.69
Total 20609 · CalCard - J Salcido				-359.44	23.69
20626 · CalCard - M Curiel					705.78
Credit Card Charge	09/08/2023	Supplies - Misc	branded shovels-giveaways @ Pumpkin Fest	449.16	1,154.94
Credit Card Charge	09/12/2023	Amazon-Cal Card	crafts for activity tables @ Pumpkin Festival	99.16	1,254.10
Credit Card Charge	09/12/2023	Amazon-Cal Card	succulents for Pumpkin centerpiece @ festival	283.30	1,537.40
Credit Card Charge	09/12/2023	Amazon-Cal Card	paint-festival photo backdrop	18.49	1,555.89
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-1,555.89	0.00
Credit Card Charge	09/26/2023	Supplies - Misc	area rugs for lobby for field trips	337.70	337.70
Credit Card Charge	09/28/2023	Amazon-Cal Card	plant ID hooks-sensory garden	66.48	404.18
Credit Card Charge	09/28/2023	Amazon-Cal Card	button parts for fest activity	66.47	470.65
Total 20626 · CalCard - M Curiel				-235.13	470.65
20634 · CalCard - D Moreno					0.00
Credit Card Charge	09/08/2023	Costco-Cal Card	fuel for Ford	129.07	129.07
Credit Card Charge	09/08/2023	Services - Misc	Ford truck wash	41.99	171.06
Credit Card Charge	09/21/2023	Parking Fees	(DM) parking @ Landscape Expo	20.00	191.06
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-191.06	0.00
Credit Card Charge	09/22/2023	Home Depot - CalCard	demonstration materials for workshop	39.70	39.70
Credit Card Charge	09/22/2023	Home Depot - CalCard	demonstration materials for workshop	10.45	50.15
Credit Card Charge	09/29/2023	Fuel - Misc	Fuel for Ford	127.28	177.43
Total 20634 · CalCard - D Moreno				177.43	177.43
20630 · CalCard - M Dean					1,990.09
Credit Card Charge	09/08/2023	Google	cloud storage	1.99	1,992.08
Credit Card Charge	09/11/2023	Services - Misc	software for social media	79.00	2,071.08
Credit Card Charge	09/19/2023	Services - Misc	newsletter software	88.35	2,159.43
Credit Card Charge	09/19/2023	memberships	annual membership	150.00	2,309.43
Credit Card Charge	09/19/2023	Supplies - Misc	event stickers	279.04	2,588.47
Credit Card Charge	09/20/2023	Amazon-Cal Card	pumpkin scrapers for succulent planting	37.02	2,625.49
Credit Card Charge	09/21/2023	California Botanic Gar...	raffle prize for pumpkin festival	85.00	2,710.49
Credit Card Charge	09/22/2023	Survey Monkey	monthly survey software	53.00	2,763.49
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-2,710.49	53.00
Credit Card Charge	09/25/2023	Services - Misc	Event Insurance-Pumpkin Fest	652.00	705.00
Credit Card Charge	09/25/2023	A City of Montclair	Event Permit-Pumpkin Fest	60.00	765.00
Credit Card Charge	09/30/2023	Zoom	One Pro monthly	16.61	781.61
Total 20630 · CalCard - M Dean				-1,208.48	781.61
20631 · CalCard - W Mercado					0.00
Credit Card Charge	09/08/2023	Amazon-Cal Card	freezer paper/twine for lesson plan	30.25	30.25
Credit Card Charge	09/21/2023	Amazon-Cal Card	markers & velcro dots for lesson plans	39.43	69.68
Credit Card Charge	09/22/2023	Amazon-Cal Card	cheese cloth for lesson plan	10.89	80.57
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-30.25	50.32
Credit Card Charge	09/26/2023	Amazon-Cal Card	program holders for Fall Fest	49.04	99.36
Credit Card Charge	09/26/2023	Amazon-Cal Card	grommet tool for banners	42.50	141.86
Total 20631 · CalCard - W Mercado				141.86	141.86
20619 · CalCard - B Burgess					556.70
Credit Card Charge	09/11/2023	Amazon-Cal Card	mosquito traps & TP dispensers for outdoor restroo...	344.14	900.84
Credit Card Charge	09/13/2023	CLCA	WELDCP for Jacob	50.00	950.84
Credit Card Charge	09/14/2023	Zoom	Zoom One Pro & webinar monthly	162.06	1,112.90
Credit Card Charge	09/19/2023	Amazon-Cal Card	USB cable,Aux cord audio cable,headphone adapters	51.16	1,164.06
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-1,164.06	0.00
Total 20619 · CalCard - B Burgess				-556.70	0.00
20620 · CalCard - S Kleinrock					623.07
Credit Card Charge	09/07/2023	SendGrid	contact list storage	19.95	643.02
Credit Card Charge	09/11/2023	Amazon-Cal Card	ant bait	38.61	681.63
Credit Card Charge	09/11/2023	Amazon-Cal Card	surge protector for intern computer	40.62	722.25
Credit Card Charge	09/11/2023	Amazon-Cal Card	extension cord for workshops	23.97	746.22
Credit Card Charge	09/11/2023	Amazon-Cal Card	envelopes for seed packets	78.42	824.64
Credit Card Charge	09/18/2023	Amazon-Cal Card	soil moisture meter	50.13	874.77
Credit Card Charge	09/22/2023	Services - Misc	web hosting service	17.92	892.69
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-874.77	17.92
Credit Card Charge	09/28/2023	Amazon-Cal Card	replacement float valve for pond	10.89	28.81

# Chino Basin Water Conservation District CalCard Monthly Detail

As of September 30, 2023

Type	Date	Name	Memo	Amount	Balance
Total 20620 · CalCard - S Kleinrock				-594.26	28.81
<b>20632 · CalCard - E Skrzat</b>					1,284.51
Credit Card Charge	09/07/2023	Los Angeles News Gr...	monthly digital access-ES	16.00	1,300.51
Credit Card Charge	09/08/2023	Supplies - Misc	75th anniversary calendars	6,335.62	7,636.13
Credit Card Charge	09/20/2023	Southern California N...	monthly digital subscription-ES	14.00	7,650.13
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-7,650.13	0.00
Credit Card Charge	09/23/2023	Zoom	One Pro Monthly	16.61	16.61
Credit Card Charge	09/23/2023	Adobe	Creative Cloud & Acrobat Pro	374.92	391.53
Credit Card Charge	09/29/2023	Education - Misc	Safety Standards various books	400.46	791.99
Total 20632 · CalCard - E Skrzat				-492.52	791.99
<b>20637 · CalCard - G Jimenez</b>					0.00
Credit Card Charge	09/07/2023	Home Depot - CalCard	block for garden	6.92	6.92
Bill	09/22/2023	Cal Card (US Bank)	Statement Ending 9/22/2023	-6.92	0.00
Total 20637 · CalCard - G Jimenez				0.00	0.00
Total 20600 · CalCard				-4,101.66	3,309.42
<b>TOTAL</b>				<b>-4,101.66</b>	<b>3,309.42</b>

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

	<b>PPE</b>
	<b>9/9/2023</b>
Total Checks & Direct Deposits	\$ 38,408.58
Total Taxes Paid	\$ 16,115.18
<b>Total Payroll</b>	<b>\$ 54,523.76</b>

*\*Check date 9/13/2023*

	<b>PPE</b>
	<b>9/23/2023</b>
Total Checks & Direct Deposits	\$ 43,696.56
Total Taxes Paid	\$ 17,352.53
<b>Total Payroll</b>	<b>\$ 61,049.09</b>

*\*Check date 9/27/2023*

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

<b>Pay Period Beg.</b>	<b>Pay Period End</b>	<b>Gross Wages</b>	<b>Notes</b>
6/18/2023	7/1/2023	\$ 54,009.58	
7/2/2023	7/15/2023	\$ 57,916.88	
7/16/2023	7/29/2023	\$ 52,833.17	
7/30/2023	8/12/2023	\$ 55,622.73	
8/13/2023	8/26/2023	\$ 59,212.92	
8/27/2023	9/9/2023	\$ 54,669.62	
9/10/2023	9/23/2023	\$ 61,235.64	
<b>Total Payroll</b>		<b>\$ 395,500.54</b>	



NOTE: Health Reimbursement for part-timers ONCE a month

9/14/2023

Emp #	Name	Board of Director Expenses					Staff Expenses					Advertising & Strategic Comm.	
		Medical Insurance 51250	Mileage 51260	Conference & Tours 51210	Director Travel & Lodging 51280	Life/Medical Insurance 50310	Employee Mileage 51940	Outreach Events 56330					
111	Gulshahmad, 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, Catherine	\$ - monthly reimb.	\$ - reimb at .655 per mile	\$ 25.00	\$ 900.28								
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					\$ -	\$ -						\$ -
249	Curlet, Monica					\$ -	Medical Reimbursement 51929 Non-Medical Insurance						\$ -
276	Fernandez, Alicia					\$ -							\$ -
270	Holgún, Luis					\$ -							\$ -
260	Jimenez, George					\$ -							\$ -
267	Jones, Jacob					\$ -							\$ -
266	Lamarque, Dena					\$ -	Medical Reimbursement 51929 Non-Medical Insurance						\$ -
275	Ledezem, Nickolaus					\$ -							\$ -
256	Mercado, William					\$ -	Medical Reimbursement 51929 Non-Medical Insurance						\$ -
257	Moreno, Daniel					\$ -							\$ -
277	Quinones, Azucena					\$ -							\$ -
280	Salcido, James					\$ -							\$ -
214	Sotomayor, Roberto					\$ -							\$ -
220	Taylor, Judith					\$ -							\$ -
254	Bojalad-Dean, Maia					\$ -							\$ -
239	Kleinrock, Scott					\$ -							\$ -
202	Schneider, David W					\$ -							\$ -
269	Rodriguez Pinto, Laura					\$ -							\$ -
253	Skratz, Elizabeth					\$ -							\$ 320.43
	Totals:	\$ -	\$ -	\$ 25.00	\$ 900.28	\$ -	\$ 11.92	\$ 55.59					\$ 320.43



9/28/2023

Emp #		Name	Board of Director Expenses					Staff Expenses										Travel & Lodging	Repairs, Maintenance, and Supplies.	explanation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
			Medical Expense	Mileage	Director Conference & Mileage	Director Misc. Exp.	explanation	explanation	explanation	Employee Mileage	Outreach Events	Advertising & Strategic Comm.	Meals	Uniforms	explanation	explanation	explanation																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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**STAFF REPORT**  
**BOARD OF DIRECTORS REGULAR MEETING**

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**DATE:** November 13, 2023  
**FROM:** Elizabeth Willis, General Manager  
**BY:** Alicia Fernandez, Administrative Services Manager  
**SUBJECT:** **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/ANALYSIS**

In response to AB 1234, a Board of Director Travel, Training, and Meeting Report has been created and is placed on the Board Agenda Consent Calendar monthly. It provides the required brief report on meetings that Board members attended in October 2023.

DATE	EVENT	BOARD MEMBER
10/07/23	Waterwise Garden & Pumpkin Fest	President Mark Ligtenberg Treasurer Aldaco Directors Layton, Coker, Gulmahamad, and Sonnenberg
10/09/23	Regular Meeting of the Board of Directors	President Mark Ligtenberg Vice President Parker Treasurer Aldaco Directors Layton, Coker, Gulmahamad, and Sonnenberg

**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:** November 13, 2023

**FROM:** Elizabeth Willis, General Manager

**BY:** Alicia Fernandez, Administrative Services Manager

**SUBJECT:** **AB 1234 – 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: NOVEMBER 13, 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/ANALYSIS**

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

DATE	EVENT	BOARD MEMBER
10/02/23	Montclair Council Meeting, Announcement of Annual Fair	Vice President Parker
10/16/23	ASBCSD Board Meeting	Vice President Parker
10/23/23 – 10/25/23	SDLA Leadership Academy	President Ligtenberg
10/23/23	ASBCSD Membership Meeting	Vice President Parker Directors Layton, Gulmahamad General Manager Willis
10/26/23	TVMWD Leadership Breakfast	Vice President Parker Director Gulmahamad

**FISCAL IMPACT**

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

**ATTACHMENT(S):**

None

**STAFF REPORT**  
**BOARD OF DIRECTORS REGULAR MEETING**

---

**DATE:** November 13, 2023

**FROM:** Elizabeth Willis, General Manager

**BY:** Elizabeth Willis, General Manager

**SUBJECT: REPORT ON BOARD WORKSHOP RESEARCH RESULTS**

---

**RECOMMENDATION**

It is recommended that the Board of Directors receive staff's updated information and provide direction to staff regarding the Board Workshop research results.

**BACKGROUND**

On March 13, 2023, the Board held a "Board Priorities Workshop" facilitated by Yesmean Rihbany of The Rihbany Group. Staff presented on the District's progress over the past four years since the last Board Priorities Workshop in April 2019. Staff presented the Board with options for District direction and action in five strategic priorities:

1. Primary Scope of Services: Exploring new ways to increase infiltration into the Chino Groundwater Basin
  - a. Water Bank/Storage – *6 votes*
  - b. New Recycled Waterline to Brooks Basin – *5 votes*
  - c. Work with MWD – *5 votes*
2. Secondary Scope of Services: Developing a culture of water conservation in the community
  - a. 75<sup>th</sup> Anniversary – *8 votes*
  - b. Increase Walk-In Visitors – *7 votes*
  - c. Waterwise Nursery – *5 votes*
3. Increase Visitors to Campus: Improving the facility to draw more visitors and support.
  - a. Natural playground in the Wilderness Park – *8 votes*
  - b. Rain shelter for amphitheater – *5 votes*
  - c. Children's garden in education courtyard – *5 votes*
4. Staff Focus: Continuing to cultivate a positive work environment, including a focus on culture and staff development.

- a. Focus on a positive culture – *9 votes*
  - b. Creating visible pathways for Advancement – *5 votes*
  - c. Knowledge transfer – *3 votes*
5. Board Focus: Exploring outreach to other agencies and increase visibility in the community.
- a. Identify ways to help staff achieve their goals.
  - b. Focus on elected-to-elected outreach.

The Board had an opportunity to ask questions, discuss options, and use a multi-dot voting system to identify priorities. Each member of the Board was given stickers representing dots and stars. Dots could be used only in one strategic priority. Three stars could be used across all categories to identify the actions or direction that each Board Member found most important.

Once votes were cast, the Board had a chance to discuss the results priority by priority and explore and confirm the choices of the group. The next course of action was for staff to research the options identified, including costs and feasibility.

#### **DISCUSSION/ANALYSIS**

At this time, staff will present their results for costs and feasibility of the priorities identified by the Board. The Board will have the opportunity to provide further feedback and direction given the results of the staff's research. Once the final tactics are selected, staff will create an action plan with dates and budgets for the Board to adopt, while simultaneously moving forward with the items identified as priorities.

#### **FISCAL IMPACT**

The fiscal impact of moving forward with the plan in its entirety is impossible to determine at this time. However, decisions on next steps will not have an immediate fiscal impact.

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

1. Chino Basin Water Conservation District Board Priorities Report – May 2023





## Report on 2023 Board Priorities Workshop



## Table of Contents

Workshop Overview .....	2
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External Forces Shaping Actions .....	3
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Strategic Priorities and Tactics.....	7
Next Steps—Implementation Process .....	11
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## Workshop Overview

The Chino Basin Water Conservation District (CBWCD) held a Board workshop on March 13, 2023, at the Waterwise Community Center in Montclair to identify the District's priorities for the next three years. This report presents a summary of the workshop.

### Workshop Objectives

- Focus on the District's mission statement.
- Provide a shared and compelling vision to provide clarity and inspiration to the Board.
- Create a distinct and well-understood strategy to allow the Board to consider the allocation of limited resources and align with the District's vision and strategy.

### Workshop Outcome

- Define strategies and tactics for CBWCD priorities over the next three years.

### Workshop Participants

- Gil Aldaco, Director
- Amanda Coker, Director
- Hanif Gulmahamad, Director
- Teri Layton, Director
- Mark Ligtenberg, Director
- Kati Parker, Director
- Ryan Sonnenberg, Director
- Dave Schroeder, Facilities & Operations Manager
- Scott Kleinrock, Conservation Programs Manager
- Maia Dean, Community Programs Manager
- Elizabeth Skrzat, General Manager
- Lee McElhaney, District Counsel
- Dena Lamarque, Board Clerk/Administrative Coordinator
- Yesmean Rihbany, The Rihbany Group, Facilitator
- Shirley Miller, The Rihbany Group, Recorder

### Workshop Preparation

To prepare for an effective event, surveys and discussions were conducted prior to the workshop to gather input on priorities for the next three years.

- Board members and District staff members completed anonymous electronic surveys.
- With input from staff and the Board, the Leadership team held two in-person meetings to synthesize and formulate initial recommendations for the Board's consideration.

The resulting input was consolidated to guide the workshop's agenda and discussions.

## CBWCD's Mission and Vision

During the workshop, the organization's mission and vision were reviewed.

### OUR MISSION

- Protecting and replenishing our regional groundwater supply since 1949.

### OUR VISION

- Ensuring our community understands the true value of water and uses it wisely in every home, every business, and every neighborhood, while expanding our local water supply through basin recharge.

### OUR COMMUNITY

- Providing programs, services, and resources to serve audiences of all ages to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

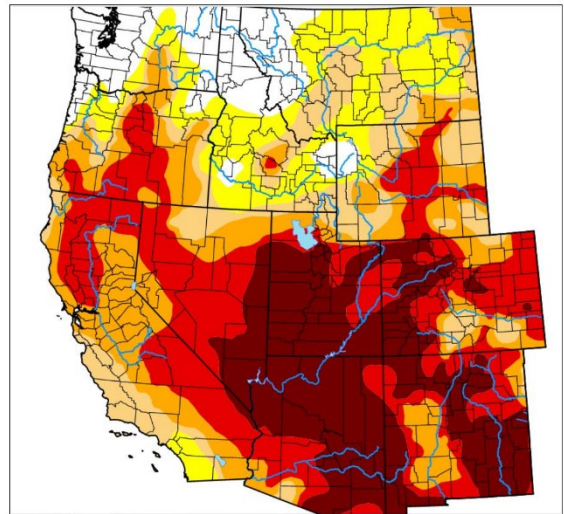
## External Forces Shaping Actions

Elizabeth Skrzat presented an overview of the external forces shaping the future of the CBWCD.

### Wide Lens Issues

California water crisis: Climate change is reducing both our snowpack and each snowpack's runoff (or yield), which is reducing the overall supply of water available for cities and farms.

- "Aridification of the West"—megadrought in Western states
- Delta Tunnel/Conveyance
- Sikes Reservoir
- "California Water Fix"
- Colorado River Negotiations and threat of "deadpool"
- State Regulations: "Make Conservation a California Way of Life"—AB 1668/SB 606
- State-imposed housing obligations, which require water service



U.S. Drought Monitor, January 24, 2021.

### Local Issues

- Development of the Chino Basin Program
- Chino Basin Watermaster
- Desalter Replenishment Obligations
- Met Pure Water Program



- Local Agency Formation Commission (LAFCO)

## District Guiding Principles

The Guiding Principles provide a foundation for all strategic priorities as well as direction for the Board's and staff's ongoing focus. The following principles were based on Board input and approved by the Board during the workshop.

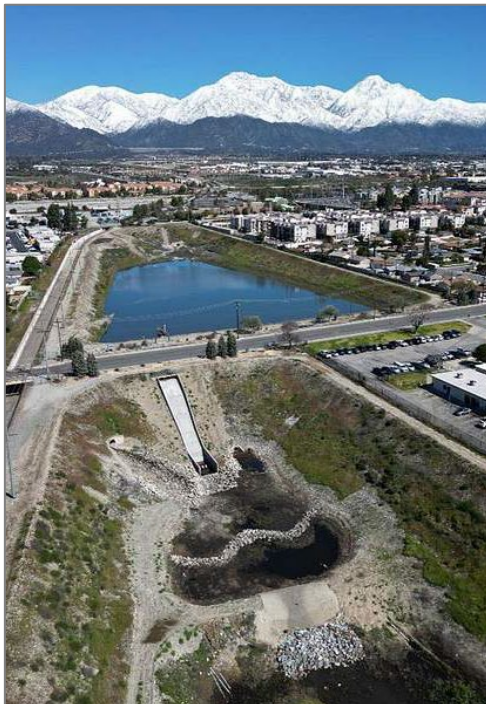
- We highly prize **good relationships** with our regional partners and the community we serve.
- We seek to **grow our influence and impact** in a fiscally responsible manner.
- We seek to address California's water crisis through **growing our local water supply and decreasing our local water demand** while growing our voice in the water industry.
- We will **continue to cultivate a positive work environment** and protect our culture in which our team feels valued and engaged.

## Current Programs and Accomplishments

Presentations on current projects and programs were made by the following staff members:

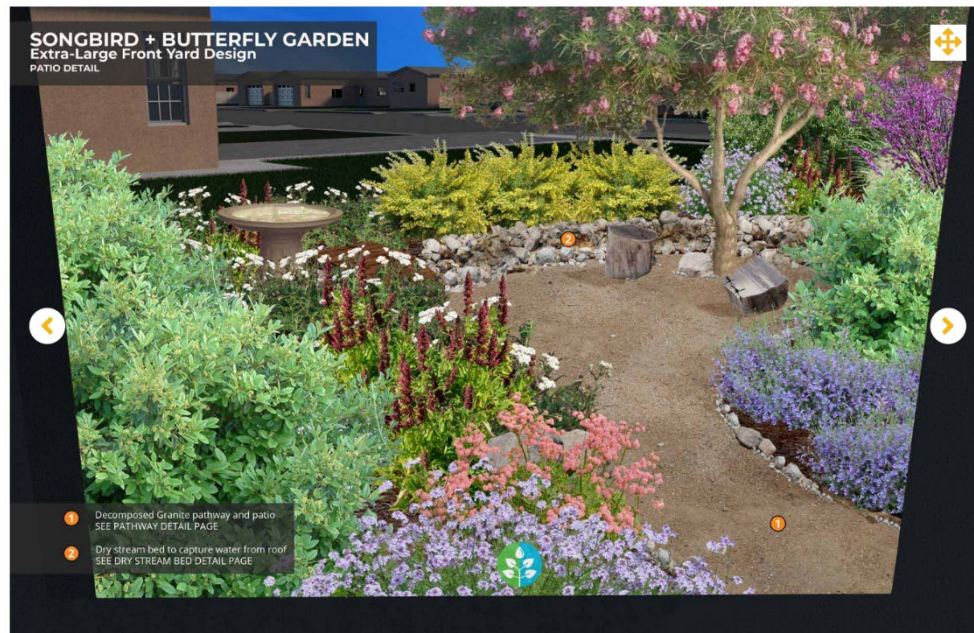
- Dave Schroeder, Facilities & Operations Manager
- Scott Kleinrock, Conservation Programs Manager
- Maia Deen, Community Programs Manager

## CBWCD Major Accomplishments in the Past Two Years



1. Construction of the Montclair Basin No. 2 Spillway with grants from the Metropolitan Stormwater Pilot Project and the County of San Bernardino's American Rescue Plan Act (ARPA) funding.
2. Launch of the Groundwater and Sustainability Basin Tour Program, which has educated local elected officials about our local water infrastructure and the critical role the Chino Groundwater Basin plays in our communities' water security and drought resiliency.
3. Reconstruction of the Waterwise Garden Planner (formerly the Inland Valley Garden Planner) to be more user friendly for people interested in landscape transformation.

5. “Dig It: Garden Planner Launch Party,” held on March 17, 2022, which connected the District’s new resources to local elected officials in city, county, and special districts within the service area. This event brought many local officials and high-ranking staff to District headquarters for the first time.
6. Creation of the Landscape Design Templates with eight (8) unique styles fit to four (4) sizes of yards commonly found in the District’s service area.



*Landscape Design Template as featured on the newly redesigned “Waterwise Garden Planner” website.*

7. Completion of the Interpretive Signage Project, replacing all the damaged and outdated signs in the Waterwise Demonstration Garden and Wilderness Park with signs that reflect the District’s updated branding and updated recommendations for waterwise gardens and landscape transformation. The project includes links to more resources online and integration with the Waterwise Garden Planner. Signs were fully installed in April 2023.
8. Launch of Online Workshops for Waterwise Gardening during the COVID-19 pandemic, which resulted in a large increase in attendees from previous in-person numbers. The increase was due in part to greater accessibility and to unprecedented interest in gardening during pandemic “stay at home” orders.
9. Creation of long form “how to” videos posted on the District’s YouTube channel for constituents engaged in DIY landscape transformation projects. These videos have received excellent feedback.

10. Fully online field trip programs offered to school children in the service area during online schooling. Rather than show a PowerPoint presentation to the students, the District took the camera outside into the Waterwise Demonstration Garden and Montclair Basin No. 4 to teach about ways the District captures water and infiltrates it into the Chino Groundwater Basin, and how to best use that water in everyday life.
11. Rewrote and launched the District's curriculum for the Field Trip Program with Next Generation Science Standards (NGSS) with subject matter tailored to transitional kindergarten (TK) through sixth grade, middle school, and high school. Each grade level has two lesson plans tied to NGSS science standards for that grade, one for indoors and one for outdoors. Every lesson plan touches on water, from the water cycle to groundwater to the ecology of native and waterwise gardens.
12. Increased visitation post-COVID. The District chose to increase accessibility by opening garden "emergency exit" gates as new entrances, which has drawn more visitors to the garden. However, staff cannot capture true numbers as many people choose the garden entrance, which is not staffed. However, observations point to a higher number of visitors and increased phone traffic.
13. Renamed the "Landscape & Water Conservation Festival" to the "Waterwise Garden & Pumpkin Fest," and implemented social media ads and mailers to promote it. Visitation increased 10% despite the festival being cancelled for two years due to COVID-19.





## Strategic Priorities and Tactics

The five strategic priorities serve as the foundation for the District's focus. During the workshop, the Board used a priority voting method as well as discussion to identify key tactical actions that would be CBWCD's focus for the next three years. See Appendix A for the priority voting method and results.

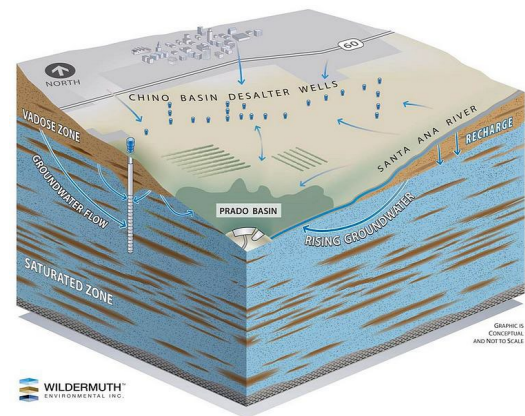
District staff will research the potential tactics identified by the Board to determine the costs, benefits, and feasibility for successfully implementing each tactic, and will present final recommendations.

### 1. Primary Scope of Services: Explore new ways to increase infiltration into the Chino Groundwater Basin

**Purpose:** Infiltrate water into the Chino Groundwater Basin.

#### Key Tactical Actions

- Water bank (or storage account)
  - Purchase water from outside the area.
  - Bring it here using the Rialto Feeder and OC-59 Connector.
  - Infiltrate into our basins.
  - Create a storage account with Watermaster.
  - Store for later sale to producers inside the Chino Basin.
- Build another recycled water line into the State Street Channel to raise the water level in Brooks Basin.
- Purchase land to develop more basins. (There is a limited window to implement this option near the Cucamonga Creek.)
- Work with Metropolitan Water District (MWD) to develop recharging infrastructure.



#### Additional Tactics for Consideration

- Explore opportunities to fill Montclair Basins with advanced treated water.
- Develop injection wells.
- Implement dry well installation program.



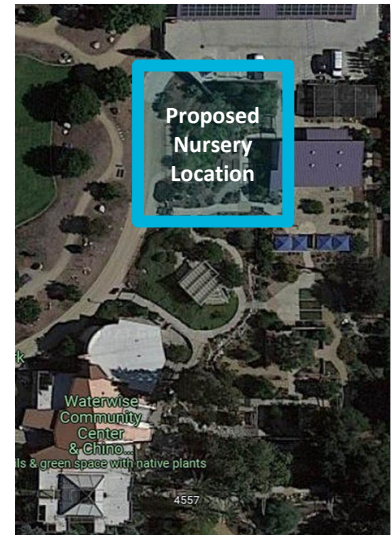
## 2. Secondary Scope of Services: Develop a culture of water conservation in the community

**Purpose:** Align with our vision of helping our community use water wisely in every home, every business, and every neighborhood.

### Key Tactical Actions

- Create the “Waterwise Community Nursery.”
- Create an online guide to landscape transformation.
- Increase walk-in visitors per year (defined as visitors who are not attending an organized event on campus).
- 75<sup>th</sup> Anniversary: Prepare and launch a 75<sup>th</sup> Anniversary Year in 2024 which tells the District’s story, highlights the District’s legacy, and elevates the District’s profile in the service area.

**Note:** The staff determined that all secondary scope actions can be done in parallel within the next five years.

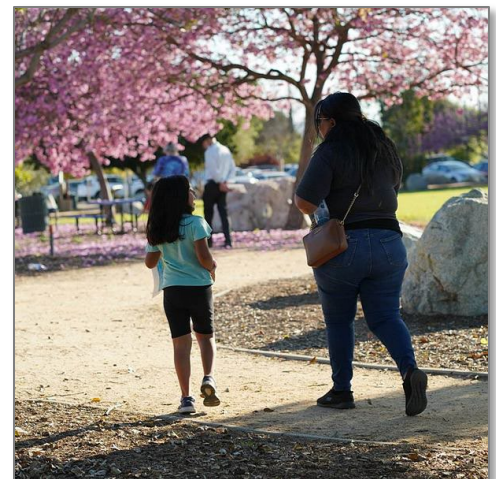


## 3. Increase Visitors to Campus: Improve facility to draw more visitors and build support

**Purpose:** Create an engaging and inviting experience for constituents of all ages.

### Key Tactical Actions

- Create a family-friendly experiential opportunity that will increase visitation and engagement with District programming, such as the importance of our water supply, how to use water wisely, and waterwise non-lawn options.
- Build a rain shelter over the amphitheater to accommodate rainy day field trips without using the Board Room.
- Design and build a natural playground in the Wilderness Park to draw visitors and showcase how landscaping can use less water, while adding value.
- Create a Children’s Garden in the education courtyard to allow children to learn about water, infiltration, and native landscapes. The Garden would include hands-on outdoor activities in a safe environment and parents can relax and enjoy watching their children discover how to conserve water.



### **Additional Tactics for Consideration**

- Re-imagine the landscape of the Wilderness Park to make it more closely resemble a wilderness park.
- Purchase land to expand the District's main campus.
- Create hands-on, experiential lobby exhibits that tell the story of the Chino Groundwater Basin, groundwater recharge, and watershed science.
- Work with local instructors to offer contract classes in the garden such as yoga, Zumba, tai chi, painting, or other garden-related activities that will drive visitation.
- Allow two to four local community-based organizations to host fundraisers in the Waterwise Demonstration Garden to attract new visitors to District Headquarters.

#### **4. Staff Focus: Continue to cultivate a positive work environment, including a focus on culture and staff development**

**Purpose:** Increase staff engagement and continue to cultivate a positive workplace culture.

##### **Key Tactical Actions**

- The General Manager will explore the following tactics and bring recommendations and actions to the Board.
  - Define success for retention: Research appropriate turnover rates in local government, special districts, and the water industry to determine reasonable employee turnover rates.
  - Update compensation strategy: Articulate and adopt a well-defined compensation philosophy.
  - Advancement: Explore creating a visible and flexible career path that allows hourly employees to see a possibility for advancement among several levels within the hourly labor grades.
  - Culture focus: Continue to cultivate a culture in which employees feel they are a valued member of a team working to achieve a common purpose.

### **Additional Tactics for Consideration**

- The General Manager will explore the following tactics and bring recommendations and actions to the Board.
  - Benefits: Explore non-monetary benefit options that would increase employee satisfaction.
  - Knowledge transfer: Create a culture that values transition and knowledge transfer planning. Such a tactic would require the Board to direct resources to occasional and temporary redundancies in staffing and allow for staff time to be spent on this pursuit.

## 5. Board Focus: Explore outreach to other agencies and visibility in the community

**Purpose:** Leverage connection and visibility.

### Key Tactical Actions

- Identify ways to help the staff achieve their goals.
- Focus on elected-to-elected outreach; create a strategy to identify and cultivate key relationships to support the District's mission.

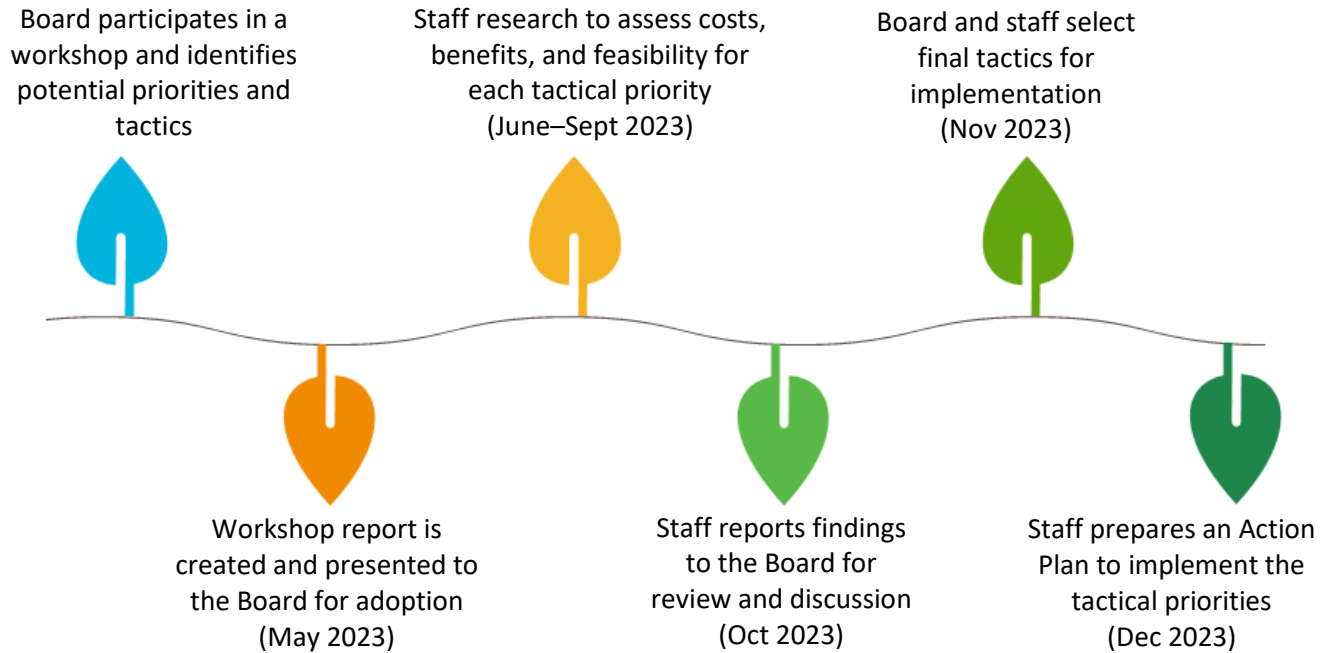
### Notes

- During the discussion that followed the priority voting, the Board acknowledged the issues related to compensation days and Policy 47.
- The Board decided to focus on creating a strategy to identify and cultivate key relationships to support the District's mission.
- In addition, they thought it was important for Board members to speak at city council and school board meetings but decided not to have formal assignments based on division locations, but rather to allow more flexibility based on the Board members' availability.

### Additional Tactics for Consideration

- Assign Board members to speak at council and school board meetings.
- Change Policy 47 to widen the breadth of allowable meetings or events to accommodate increased outreach.
- Consider adopting an ordinance to increase the number of allowable days of service from six per month to ten per month.
- Hold an annual Board/staff breakfast.
- Provide an orientation for new Board members.

## Next Steps—Implementation Process



## Appendix A—Priority Voting Method and Results

### Priority Voting Method

The Board used a voting and discussion process to select the highest priorities and tactical actions. The process steps were the following:

- Each person received 10 votes (stickers).
- The potential tactics for each priority area were listed on flip charts.
- Participants placed up to two votes for each tactic they felt would best serve the District.
- Participants placed a gold star on the tactics they viewed as most important.
- The voting results were discussed to confirm understanding and alignment.
- Decisions were made by consensus.

### Priority Voting Results

#### 1. Primary Scope of Services: Exploring new ways to increase filtration into the Chino Groundwater Basin

Item	Description	Notes	Dots	Stars
1	Water bank/storage		3	3
2	Recycled waterline/Brooks Basin		4	1
3	Purchase land for basins	Limited window of time	0	0
4	Advanced treated water		2	0
5	Injection wells		2	0
6	Sources of stormwater	Explore after Item 2	0	0
7	Work with MWD		5	0
8	Dry well installation		1	0

## 2. Secondary Scope of Services: Developing a culture of water conservation in the community

Item	Description	Notes	Dots	Stars
1	Waterwise Nursery	Explore zoning requirements	5	1
2	Organized Guide		1	0
3	Walk-in visitors		6	1
4	75 <sup>th</sup> Anniversary	To be done throughout 2024 with a January kickoff. All staff will be involved in creating the anniversary.	6	2

Note: All secondary scope items can be done in parallel, and all can be done within the next five years.

## 3. Increase Visitors to Campus: Improve facility to draw more visitors and build support

Item	Description	Notes	Dots	Stars
1	Rain shelter		5	0
2	Natural Playground in the Wilderness Park		5	3
3	Children's Garden in the education courtyard		3	2
4	Woodland Walk		2	0
5	ADA compliant deck		2	0
6	Re-imagining Wilderness Park		0	0
7	Expand property	Expand parking	0	0
8	No item (numbering error)		-	-
9	Lobby exhibition		1	0
10	Contract classes		3	0
11	Venue for fundraisers	Test case in August	2	1

Note regarding this category: Staff members need to develop a comprehensive facility use plan that may combine some of these tactics.

#### 4. Staff Focus: Continuing to cultivate a positive work environment, including a focus on culture and staff development

Item	Description	Notes	Dots	Stars
1	Define success	*	0	0
2	Compensation focus	*	0	0
3	Benefits	*	2	0
4	Advancement	Explore ways to make work more enjoyable.	4	1
5	Knowledge transfer		2	1
6	Culture		5	4

\* Items 1, 2, and 3 need the General Manager to explore options and make recommendations. All three items need Board guidance and approval.

#### 5. Board Focus: Exploring outreach to other agencies and visibility in the community

Item	Description	Notes	Dots	Stars
1	Assign board to speak at city council and school board meetings	This is our responsibility/our job. Don't assign; some people have more flexibility.	0	0
2	Connect with elected officials/ others/businesses		2	0
3	Change Policy 47	This comes after Item 4.	1	1
4	Increase allowable comp days	This is already in the works.	2	1
5	Ways to help staff achieve their goals	What do you need from the Board on this?	6	1
6	Annual all staff/Board breakfast		1	1
7	Board orientation	This is important, but not urgent. Can be done later.	1	1





**STAFF REPORT  
BOARD OF DIRECTORS REGULAR MEETING**

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**DATE:** November 13, 2023

**FROM:** Elizabeth Willis, General Manager

**BY:** Elizabeth Willis, General Manager

**SUBJECT: APPROVE THE UPDATED BOARD CLERK JOB DESCRIPTION**

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**RECOMMENDATION**

It is recommended that the Board of Directors review, discuss and approve the updated job description for the Board Clerk position.

**BACKGROUND**

On April 11, 2022, the Board reclassified the Senior Administrative Assistant position at Labor Grade 126 as the Board Clerk position at Labor Grade 138 to be in line with the salaries that Board Clerks at water agencies, special districts, and municipalities were commanding in San Bernardino County. The role of Board Clerk is highly valued and highly translatable across many types of government agencies, which allows skilled Board Clerks to move easily between government agencies and fed the increase in Board Clerk compensation locally. The compensation adjustment in 2022 was appropriate and it is not necessary to revisit salary at this time.

The District's Board Clerk position recently became vacant. Staff recommends tightening the job description at this time to attract the best possible candidates for the position and discourage candidates who do not have the correct qualifications for the position.

**DISCUSSION/ANALYSIS**

The suggested changes to the job description include listing the core responsibilities of the Board Clerk in a more explicit and concrete manner in the "Summary/Objective" section and in the "Essential Functions" section, adding contract management, which is typically the function of a clerk position, and listing the "processing of payroll" rather than the "calculation of payroll," now that the District uses a third-party vendor to calculate payroll. Staff believes that the verb "processes" is both more accurate and more likely to attract a person with a solid set of clerk skills who might be intimidated by the idea of calculating of payroll, or who might be simply uninterested in the task.

The other duties more explicitly outlined include records management, processing public record requests, posting notices in accordance with legal requirements, and acting as the District's Filing Officer for the Fair Political Practices Commission, to name a few items. All of these items have been expected of the Board Clerk in the past, but they were not explicitly laid out in the job description.

**FISCAL IMPACT**

None.

**ATTACHMENT(S)**

1. Board Clerk Job Description – Redline
2. Board Clerk Job Description – Final




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POSITION	BOARD CLERK/ <del>ADMINISTRATIVE COORDINATOR</del>
SALARY GRADE	138
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	<del>04/11/2022</del> 11/13/23

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#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

#### ABOUT THE DEPARTMENT

The Administrative Services Department works with the General Manager on the business and personnel functions of the District.

#### Administrative Services:

- Is responsible for District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District Records, including Resolutions, Board and committee agendas, meeting materials and minutes, and public records requests;
- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;
- Provides support to the Board of Directors; and
- Oversees procurements, contracts, and agreements.

## ABOUT THE POSITION

### SUMMARY/OBJECTIVE

The Board Clerk/Administrative Coordinator position answers directly to the Administrative Services Manager and is responsible for **and performs all functions necessary for the efficient operations of the Clerk of the Board office.** ~~general administrative support to the Board of Directors, General Manager, and District management/staff.~~

Under general supervision, **provides highly responsible and complex administrative support to the Board of Directors, General Manager, and District management/staff;** performs ~~complex and responsible secretarial, administrative support, and general clerical~~ Clerk of the Board duties, **including preparation of Board/Committee agenda packets, minutes, actions, ordinances, resolutions, records management, and overseeing the election and redistricting process;** ~~of a complex legal nature;~~ performs **contract management;** ~~calculates~~ processes payroll; and performs other related duties as required.

The Board Clerk/Administrative Coordinator is the main support to the Board of Directors, schedules Board, Committee, **and Ad-Hoc** meetings, handles Director calendars, and tracks Director compensation. This position requires occasional Saturday work **to assist with special events, as needed.** ~~for staff coverage when the building is open to the public during the weekend.~~

### ESSENTIAL FUNCTIONS

#### *Board Support:*

- Coordinates with Board Members and management staff to schedule Board, ~~and~~ Committee, **and Ad-Hoc** meetings.
- **Prepares public notifications, agenda packets, and other documents.**
- Coordinates and participates in preparation and dissemination of agendas and agenda packets to the Board of Directors, legal counsel, and staff.
- Proofreads and checks the agenda and agenda packets for accuracy and completeness prior to printing and publication; formats agenda packets for posting to the web.
- Posts notices for Board and Committee meetings ~~in person and online~~ in compliance with the Brown Act, **including** ~~Notifies~~ **notifying** interested persons of the time, place, and subject of Board and Committee meetings.
- ~~Attends Board and Committee meetings~~ **and records all official proceedings.** ~~, takes meeting minutes, and prepares minutes for publication.~~
- Writes meeting minutes for **all Board and Committee meetings and prepares for publication.** ~~agenda packets and is responsible for compiling Consent Calendar and Informational Items.~~
- Proofreads and checks materials for accuracy, completeness and compliance with Board standards, policies, and procedures.
- Prepares meeting materials, PowerPoint presentations, documents, and reports, including those of confidential nature.
- ~~Prepares power point presentations for Board and Committee meetings by working with staff in multiple departments to compile several presentations into one final document.~~
- Runs A/V equipment, power point presentations, and audio recordings during public meetings.

- Drafts and arranges for the legal publication of notices, postings, ordinances, and public hearings.
- Assists with the dissemination and processing of all actions including ordinances, resolutions, contracts, agreements, and deeds.
- **Handles contract management, including ensuring** materials, contracts, **insurance**, and reports for signature are accurate and complete. Obtains signatures, sends documents to third parties, and files fully executed documents appropriately, both digitally and in hard copy.
- **Administers the public hearing process for Board meetings; coordinates public notices in accordance with government code requirements and legal deadlines.**
- **Oversees the District-wide records management program and directs the retention and destruction of official records in accordance with applicable laws and regulations; assists with developing and updating records retention schedules, policies, and procedures; and researches documents, historical information, and other information as needed.**
- **Responds to public record requests in compliance with the Public Records Act.**
- **Prepares and maintains a procedures manual for the Board Clerk's office and review and recommend work products, methods, and procedures.**
- **Assists with preparing and updating the District's conflict of interest code and serves as Filing Officer for the Fair Political Practices Commission.**
- **Receives and opens sealed bids and formally releases bid bonds.**
- **Receives, processes, and maintains claims, summonses, and complaints.**
- **Oversees codification of ordinances.**
- ~~• Transcribes motions, seconds, and votes during Board and Committee meetings.~~
- ~~• Assists with maintenance of Board records.~~

#### *Financial Support:*

- Prepares **Processes** and submits bi-weekly payroll.
- Processes benefits related payments, including to CalPERS.
- **May assist with the budget preparation for the Board Clerk office as it relates to training, equipment, materials, and supplies.**

#### *Scheduling:*

- Maintains the appointment calendar for the Board of Directors and the General Manager. Schedules appointments and meetings as requested both internally and externally.
- Receives invitations from external organizations for District leadership attendance at community and professional events, forwards invitations to appropriate leadership and RSVPs on their behalf; **maintains Board event calendar.**
- Arranges travel accommodations for District Directors, General Manager, and management staff in accordance with District Policy.

#### *Regulatory Support:*

- Assist with tracking and compliance of local, state, and federal laws pertaining to public records, Board and Committee meetings, ethics, and Board elections.
- Organizes and maintains files in compliance with applicable governmental laws and regulations.

#### *General Administrative Support:*

- Prepares and processes correspondence and routine administrative reports.
- ~~• Responds to public records requests.~~

- Responds to inquiries from staff and the public regarding matters pertaining to Board actions and/or related information retained in the Administrative Services Department.
- Researches and assembles information from multiple sources for inclusion in reports and other work products.
- Maintains administrative files and databases for legal documents, archival materials, resolutions, ordinances, minutes, agreements, and contracts; assists with records retention, which may include document imaging.
- Maintains all asset records.
- Responsible for tracking Bonding of Directors and Staff.
- ~~Provides front desk coverage.~~
- Assists as backup support with opening/closing procedures and front desk coverage in the absence of the Administrative Assistant I/II.
- Assists customers at the front counter during front counter desk duty or as needed.
- Performs other duties as required.

## COMPETENCIES

### *Knowledge and Experience*

- Expertise in Microsoft Office products, including Word/Excel/PowerPoint/Outlook/Teams/SharePoint is required.
- Expertise in Adobe Acrobat.
- English usage, spelling, vocabulary, grammar, and punctuation.
- A minimum of 2-5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a Board Clerk/City Clerk's office. public agency.
- Research and reporting methods, techniques, and procedures.
- Records management principles, procedures, and practices.
- Experience with election procedures, including the re-districting process.
- Experience in Knowledge of laws and procedures relating to the Brown Act, Public Records Act, Political Reform Act, and Fair Political Practices Commission requirements is highly desirable, but not required.
- General knowledge of Board governance and ethics, and local government regulations.
- Knowledge of District policies, procedures, and related legal requirements.

### *Skills*

- Strong interpersonal, collaborative, organizational, time management, problem-solving, and customer service skills.
- Strong technical skills.
- Exceptionally detail-oriented, with superb organizational skills.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Strong techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Basic principles of mathematics.
- Bilingual Spanish language skill is desirable, but not required.

### *Abilities*

- Learn, interpret, and apply District and department rules, regulations, policies, practices, ordinances, resolutions, and laws.
- Plan and coordinate complex administrative programs.
- Coordinating on-going District-wide records clean-up.

- Ability to work independently.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in written form, with proper English usage.
- Independently prepare correspondence and memorandums.
- Understand and carry out oral and written directions.
- Interact professionally with other employees, customers, consultants, the public, and vendors.
- Perform quality work within deadlines without direct supervision.
- Gather data, compile information, and prepare reports.
- Operate and troubleshoot standard office equipment systems and software (copier, fax, printers, computers, web-based software/applications), and including Board room audio-video equipment.
- Perform mathematical calculations quickly and accurately.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

#### SUPERVISION

Receives general supervision from the Administrative Services Manager. The incumbent in this position does not routinely exercise supervision.

#### POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is Monday – Friday, from 8:00 a.m. to 5:00 p.m. five days each week
- This position requires periodic evenings and occasional Saturday weekend work to assist with special events, as needed.

#### EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required supplemented by college level coursework in business administration, public administration, or other related specialized training. A Bachelor's Degree from an accredited college or university is highly desirable.
- Any recent training such as academic courses and certification programs, which are relevant to this job classification. Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks is highly desirable.
- Minimum of 2-5 years of progressive administrative support experience directly related to the primary duties and essential functions specified, preferably with a Board Clerk/City Clerk's office. public agency.

#### WORK ENVIRONMENT

- Standard office setting.
- Frequent interaction with staff and public.

#### PHYSICAL DEMANDS

- Work at a desk and sit for an extended time periods.
- ~~Sitting for extended time periods.~~
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities.
- Requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.

- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regular use of telephone for communication.
- Use of office equipment such as computers, copiers, and fax machines.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Work in an office environment, **need to lift, and move, drag, and push** objects such as large binders, books, boxes, office equipment, **files, computer reports, or other materials weighing up to 25 pounds.**
- ~~Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.~~

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- ~~Strong computer skills using Microsoft products.~~
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

#### OTHER DUTIES

- Some limited local driving is involved.
- Performs other duties as assigned.






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POSITION	BOARD CLERK
SALARY GRADE	138
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	11/13/23

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- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;
- Provides support to the Board of Directors; and
- Oversees procurements, contracts, and agreements.

## ABOUT THE POSITION

### SUMMARY/OBJECTIVE

The Board Clerk position answers directly to the Administrative Services Manager and is responsible for and performs all functions necessary for the efficient operations of the Clerk of the Board office.

Under general supervision, provides highly responsible and complex administrative support to the Board of Directors, General Manager, and District management/staff; performs Clerk of the Board duties, including preparation of Board/Committee agenda packets, minutes, actions, ordinances, resolutions, records management, and overseeing the election and redistricting process; performs contract management; processes payroll; and performs other related duties as required.

The Board Clerk is the main support to the Board of Directors, schedules Board, Committee, and Ad-Hoc meetings, handles Director calendars, and tracks Director compensation. This position requires occasional Saturday work to assist with special events, as needed.

### ESSENTIAL FUNCTIONS

#### *Board Support:*

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- Prepares public notifications, agenda packets, and other documents.
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- Proofreads and checks the agenda and agenda packets for accuracy and completeness prior to printing and publication; formats agenda packets for posting to the web.
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- Attends Board and Committee meetings and records all official proceedings.
- Writes meeting minutes for all Board and Committee meetings and prepares for publication.
- Proofreads and checks materials for accuracy, completeness and compliance with Board standards, policies, and procedures.
- Prepares meeting materials, PowerPoint presentations, documents, and reports, including those of confidential nature.
- Runs A/V equipment, power point presentations, and audio recordings during public meetings.
- Drafts and arranges for the legal publication of notices, postings, ordinances, and public hearings.
- Assists with the dissemination and processing of all actions including ordinances, resolutions, contracts, agreements, and deeds.
- Handles contract management, including ensuring materials, contracts, insurance, and reports for signature are accurate and complete. Obtains signatures, sends documents to third parties, and files fully executed documents appropriately, both digitally and in hard copy.
- Administers the public hearing process for Board meetings; coordinates public notices in accordance with government code requirements and legal deadlines.
- Oversees the District-wide records management program and directs the retention and destruction of official records in accordance with applicable laws and regulations; assists with developing and updating records retention schedules, policies, and

procedures; and researches documents, historical information, and other information as needed.

- Responds to public record requests in compliance with the Public Records Act.
- Prepares and maintains a procedures manual for the Board Clerk's office and review and recommend work products, methods, and procedures.
- Assists with preparing and updating the District's conflict of interest code and serves as Filing Officer for the Fair Political Practices Commission.
- Receives and opens sealed bids and formally releases bid bonds.
- Receives, processes, and maintains claims, summonses, and complaints.
- Oversees codification of ordinances.

*Financial Support:*

- Processes and submits bi-weekly payroll.
- Processes benefits related payments, including to CalPERS.
- May assist with the budget preparation for the Board Clerk office as it relates to training, equipment, materials, and supplies.

*Scheduling:*

- Maintains the appointment calendar for the Board of Directors and the General Manager. Schedules appointments and meetings as requested both internally and externally.
- Receives invitations from external organizations for District leadership attendance at community and professional events, forwards invitations to appropriate leadership and RSVPs on their behalf; maintains Board event calendar.
- Arranges travel accommodations for District Directors, General Manager, and management staff in accordance with District Policy.

*Regulatory Support:*

- Assist with tracking and compliance of local, state, and federal laws pertaining to public records, Board and Committee meetings, ethics, and Board elections.
- Organizes and maintains files in compliance with applicable governmental laws and regulations.

*General Administrative Support:*

- Prepares and processes correspondence and routine administrative reports.
- Responds to inquiries from staff and the public regarding matters pertaining to Board actions and/or related information retained in the Administrative Services Department.
- Researches and assembles information from multiple sources for inclusion in reports and other work products.
- Maintains administrative files and databases for legal documents, archival materials, resolutions, ordinances, minutes, agreements, and contracts; assists with records retention, which may include document imaging.
- Maintains all asset records.
- Responsible for tracking Bonding of Directors and Staff.
- Assists as backup support with opening/closing procedures and front desk coverage in the absence of the Administrative Assistant I/II.
- Assists customers at the front counter during front counter desk duty or as needed.
- Performs other duties as required.

**COMPETENCIES**

*Knowledge and Experience*

- Expertise in Microsoft Office products, including Word/Excel/PowerPoint/Outlook/Teams/SharePoint is required.
- Expertise in Adobe Acrobat.
- English usage, spelling, vocabulary, grammar, and punctuation.
- A minimum of 2-5 years of progressive administrative experience directly related to the primary duties and essential functions specified, preferably with a Board Clerk/City Clerk's office.
- Research and reporting methods, techniques, and procedures.
- Records management principles, procedures, and practices.
- Experience with election procedures, including the re-districting process.
- Knowledge of laws and procedures relating to the Brown Act, Public Records Act, Political Reform Act, and Fair Political Practices Commission requirements is highly desirable.
- General knowledge of Board governance and ethics, and local government regulations.
- Knowledge of District policies, procedures, and related legal requirements.

#### *Skills*

- Strong interpersonal, collaborative, organizational, time management, problem-solving, and customer service skills.
- Strong technical skills.
- Exceptionally detail-oriented, with superb organizational skills.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Strong techniques for record keeping and report preparation and writing.
- Proper English, spelling, and grammar.
- Basic principles of mathematics.
- Bilingual Spanish language skill is desirable, but not required.

#### *Abilities*

- Learn, interpret, and apply District and department rules, regulations, policies, practices, ordinances, resolutions, and laws.
- Plan and coordinate complex administrative programs.
- Coordinating on-going District-wide records clean-up.
- Ability to work independently.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in written form, with proper English usage.
- Independently prepare correspondence and memorandums.
- Understand and carry out oral and written directions.
- Interact professionally with other employees, customers, consultants, the public, and vendors.
- Perform quality work within deadlines without direct supervision.
- Gather data, compile information, and prepare reports.
- Operate and troubleshoot standard office equipment systems and software (copier, fax, printers, computers, web-based software/applications), and including Board room audio-video equipment.
- Perform mathematical calculations quickly and accurately.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.

#### **SUPERVISION**

Receives general supervision from the Administrative Services Manager. The incumbent in this position does not routinely exercise supervision.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is Monday – Friday, from 8:00 a.m. to 5:00 p.m.
- This position requires periodic evenings and occasional Saturday work to assist with special events, as needed.

**EDUCATION AND EXPERIENCE**

- Minimum High School Diploma or GED is required supplemented by college level coursework in business administration, public administration, or other related specialized training. A Bachelor's Degree from an accredited college or university is highly desirable.
- Any recent training such as academic courses and certification programs, which are relevant to this job classification. Certification as a Municipal Clerk (CMC) by the International Institute of Municipal Clerks is highly desirable.
- Minimum of 2-5 years of progressive administrative support experience directly related to the primary duties and essential functions specified, preferably with a Board Clerk/City Clerk's office.

**WORK ENVIRONMENT**

- Standard office setting.
- Frequent interaction with staff and public.

**PHYSICAL DEMANDS**

- Work at a desk and sit for an extended time periods.
- Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities.
- Requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regular use of telephone for communication.
- Use of office equipment such as computers, copiers, and fax machines.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Work in an office environment, need to lift, move, drag, and push objects such as large binders, books, boxes, office equipment, files, computer reports, or other materials weighing up to 25 pounds.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

**OTHER DUTIES**

- Some limited local driving is involved.
- Performs other duties as assigned.



**STAFF REPORT  
BOARD OF DIRECTORS REGULAR MEETING**

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**DATE:** November 13, 2023

**FROM:** Elizabeth Willis, General Manager

**BY:** Elizabeth Willis, General Manager

**SUBJECT: APPROVE POLICY NO. 62 – CALL-BACK PAY AND UPDATED JOB DESCRIPTION FOR THE FACILITIES AND BASINS TECHNICIAN**

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**RECOMMENDATION**

It is recommended that the Board of Directors review, discuss, and approve Policy No. 62 – Call-Back Pay and the updated job description for the Facilities and Basins Technician.

**BACKGROUND**

The District's Facilities and Operations Department provides continuous service to manage and maintain its facilities. From time to time, during the evenings or weekends, employees from the Facilities & Operations Department are needed to perform duties during the off hours, such as managing and monitoring basins during storm events, handling security issues or vandalism on District property, or responding to the District's security alarms sounding on campus.

Usually these duties are handled by the Facilities & Operations Manager, who is a full-time, exempt, salaried employee. However, there are times when the manager is not available, and it is unwise to rely on only one person for after-hours response. Therefore, it is necessary for certain non-exempt employees to respond to any reasonable after-hours request for duty. Some employees may be required, as a condition of their employment, to be asked to return to work in excess of their regular schedule in order to physically respond to after-hours emergencies, service calls, or facility alarm calls. The most common after-hours call is for a facility alarm being triggered, which can happen in any of the three main buildings on campus.

Non-exempt employees who are called back to return to work after they have worked a full day are currently receiving compensatory pay for actual hours worked or a minimum of two hours, whichever is greater, which is best practice and in accordance with California law. However, to date, the District has had no formal policy codifying the existing practice, and staff recommends adopting the policy to ensure consistency into the future.

**DISCUSSION/ANALYSIS**

Currently the District doesn't have a policy that clearly defines what call-back pay is, who it applies to, how and when an employee is compensated, and when an employee is required to respond to any after-hour inquiries. While managers are, as a rule, called first to respond to after-hours issues, at times, non-exempt employees may also receive after-hours calls or texts with questions, or asked to report physically to District property to handle an issue. Employees have been unclear about how or where to record that time as hours worked outside of simply adding the hours to their time sheets.

Establishing a call-back policy will clearly advise employees but will also motivate employees to respond promptly to after-hours or emergency situations, recognize and compensate employees for their additional time and effort, and ensure fairness and equity in compensation practices. The policy will also require employees to use a daily tracking log to record any after-hour calls and/or texts that they respond to. This log will allow the District to properly track potential costs associated with responding to after-hours calls, texts, or requests to return to work.

Responding to call-backs is a requirement for select employees of the Facilities and Operations department, specifically the Facilities and Basins Technician position. The job description for this position currently requires the employee to be available for emergency callouts 24 hours a day, 7 days a week, which is considered "on-call" pay. During times when employees are subject to the employer's control, on-call or standby time at the work site is considered hours worked; therefore, employees must be compensated for this time even if they don't do anything. Consequently, Staff recommends that Facilities and Basins Technician job description be updated to eliminate the requirement of being available for emergency callouts 24 hours a day, 7 days a week; and clarify the language to state that the employee shall respond in accordance with the District's Call-Back Pay Policy.

**FISCAL IMPACT**

No fiscal impact is associated with adopting the Call-Back Policy.

**ATTACHMENT(S)**

1. Policy No. 62 - Call-Back Pay
2. Facilities and Basins Technician Job Description – Redlined
3. Facilities and Basins Technician Job Description – Final



**Policy No.:** 62 [NEW SUGGESTED POLICY]  
**Issue No.:** 1  
**Effective Date:** 11/13/23  
**Subject:** Call-Back Pay for Non-Exempt Employees

## **Policy No. 62 – Call-Back Pay for Non-Exempt Employees**

**Purpose:** To provide call-back pay to non-exempt employees who are required or asked by their manager/department to physically respond to an after-hours emergency, service call, or facility alarm outside their normal schedule.

### **Policy/Procedures**

Call backs occur when a non-exempt employee is called back to perform after-hours work (either physically reporting to a work site or performing work remotely). The non-exempt employee may be called back by their manager, the General Manager, the District's service provider for the alarm system, or the Montclair Police Department. An after-hours emergency, service call, or facility alarm response is defined as an unscheduled request made by an appropriate management official for an employee to return to work to do unforeseen or emergency work after leaving the work location at the end of the employee's regular shift and before the beginning of the next regularly scheduled shift.

Employees of the Facilities and Operations department, specifically the Facilities and Basins Technician position, are required to respond to call-backs and are eligible for call-back pay if the Facilities & Operations Manager is unavailable. If the Facilities and Basins Technician is unable to respond, then other members of the department may be called.

Non-exempt employees that are not required to respond to after-hours emergency/service/alarm calls are not eligible for call-back pay; and should not make calls or emails, respond to inquiries, or to perform any off-the clock work. Managers should not contact employees before or after their shift, unless it's an emergency or it cannot wait until their shift.

### **Hours Worked:**

1. An employee who is called back to work outside the employee's normal work schedule will receive pay for the time worked or a minimum of two hours, whichever is greater. Once the task is complete, the employee shall notify the manager that the task is complete and apprise him or her of the outcome or resolution.
  - a. If the employee receives an additional call within the first two-hour call-out period, the employee shall then be eligible for four (4) hours of pay, or for actual time worked, whichever is greater.
  - b. Travel time is not considered compensable pay when responding to call-backs, but the employee will be reimbursed for mileage only if it is longer than the employee's normal commute. For example, an employee's normal commute from home to the work site is 5 miles, but the employee traveled 20 miles to arrive to the work site; the employee may be reimbursed for 15 miles. However, promptness of response should be prioritized. If the employee is at

**Policy No.:** 62 [NEW SUGGESTED POLICY]  
**Issue No.:** 1  
**Effective Date:** 11/13/23  
**Subject:** Call-Back Pay for Non-Exempt Employees

a great distance from District Headquarters when they are called, management shall attempt to locate an employee that is closer to District Headquarters. Asking an employee to drive a long distance shall be avoided if at all possible to ensure a prompt response.

**Tracking Log:**

1. Employees who are required or asked to respond to after-hours calls, e-mails, and texts are required to keep a *daily* tracking log and submit to their department manager for approval. Employees are required to submit the tracking log to their manager at the end of the workweek and shall submit the approved log to the Administrative Services Manager, *no later than the end of each pay period* for payroll processing. All hours worked will be computed to the nearest one-quarter (0.25) hour and entered into the employee's timecard accordingly.
  - a. Any call and/or text to a non-exempt employee will trigger Call Back pay and managers should avoid contacting employees during their time off unless it's an emergency and the matter can't wait until the next work shift.

**Rate of Pay:**

1. Time worked will be calculated at the employee's regular rate of pay. Overtime compensation is applicable *only* when the total hours worked exceed 40 hours in the workweek and/or for all hours worked in excess of eight (8) hours on that employee's scheduled eight hours day or in excess of the schedule established by the Alternative Work Week Agreement.

**Holiday Rules:**

1. In addition to the employee's regular holiday pay, employees who are asked to respond to emergency call-backs that occur during paid holiday leave will be paid at a premium rate of time-and-a-half for all hours worked or for a minimum of two hours, whichever is greater. Justification must be provided to the department director to validate that the call-back is an emergency.
  - a. Floating holidays do not apply.

**Adherence to District Policy:**

1. Employees who respond to after-hours emergencies, service calls, or facility alarm calls must adhere to all the District's policies, including drug and alcohol use and testing. If an employee is not fit to work, they should decline to report to work, and/or state that they are unable to work. Any violation of company policy may result in disciplinary action, up to and including termination.



POSITION	FACILITIES AND BASINS TECHNICIAN
SALARY GRADE	131
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FSLA).
DATE	JANUARY 11, 2021-NOVEMBER 13, 2023

#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast paced, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

#### ABOUT THE DEPARTMENT

The Project Management and Operations Department manages and maintains the District's facilities and is responsible for the planning and execution of District capital projects.

#### ABOUT THE POSITION

Under general supervision, the Facilities and Basins Technician classification performs a variety of responsible landscaping grounds, vegetation, and facility maintenance on District properties. May also be required to assist the general public, school tours visiting District facilities, and/ or offsite outreach events as needed. *The Facilities and Basins Technician oversees all activities inside a building, making sure that health and safety standards are met and arranging for repairs when needed. They report to the Facilities & Operations Manager and the two of them work together in tracking expenses and coordinating with external vendors.*

#### SUMMARY/OBJECTIVE

The Facilities and Basins Technician position establishes duties and coordinates the work of Landscape Maintenance I and II staff and Conservation Landscape II staff when assigned, performing basin, park, and other district landscape, ground, and structural maintenance projects. The Technician oversees the proper implementation of horticultural, landscape, equipment, and material inventory policies, standards, and best practices to ensure District grounds, landscapes, facilities, structures, equipment, and materials are installed, maintained, and replaced to high standards.

#### ESSENTIAL FUNCTIONS

The position requires successful completion of the following tasks, duties, and responsibilities:

#### *Facilities and Landscapes Maintenance:*

- Coordinates work plan for District landscape employees.
- Establishes landscape maintenance schedules.
- Oversees planting and maintenance of vegetation through activities such as mulching, fertilizing, watering, mowing, or pruning.
- Trains workers in tasks such as transplanting, pruning trees or shrubs, finishing cement, using equipment, or caring for turf.
- Provides workers with assistance in performing duties as necessary to meet deadlines.
- Maintains inventory supplies of tools, equipment, or materials to ensure availability of sufficient supplies and that items are in usable condition.
- Operates District tractor to move heavy objects and spray weeds at the District basins.
- Monitors and repairs irrigation systems.
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds.
- Inspects assigned areas for insects and rodents.
- Oversees facility maintenance and repairs throughout District properties.
- Paints, patches, and provides minor repairs of District properties.
- Mixes concrete for various projects.
- Maintains and repairs tools, equipment, and structures.
- Inspects grounds for hazards and provides reports and requests repairs as necessary.
- Some janitorial duties may be required.
- Assists in mixing and dispensing fertilizers, herbicides, and pesticides.
- Operates vehicles and powered equipment, such as mowers, tractors, chain saws, gas clippers, sod cutters, and pruning saws and a variety of hand and power equipment commonly used in landscaping and grounds maintenance.
- Mows and edges lawns using power equipment.
- Prunes or trims trees, shrubs, or hedges.
- Cares for established lawns by seeding, mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Establishes and maintains a plant propagation program.
- Gathers and removes litter.

#### *Assistance Provided Other Departments:*

- Establishes and maintains cooperative working relationships with co-workers, contractors, and the public.
- Assists with setup of District events.
- Assists staff from other departments when needed.
- Coordinates special projects.

#### *Administrative:*

- In concert with the Facilities & Operations Manager, establishes and enforces operating procedures and work standards that will ensure adequate performance and personnel safety, with particular focus on work in the field.
- Inspect completed work to ensure conformance to specifications, standards, and contract requirements.
- Plans, coordinates, and leads the work of Landscape Maintenance Workers I and II, as well as Conservation Landscape Worker II when assigned to Facilities & Operations Department, and supervises crews in the field.
- Schedules work for crews, depending on work priorities, crew or equipment availability, or weather conditions.
- Participates in the selection, training, and evaluation of personnel.

- Oversees and maintains inventory, maintenance and operation condition of District tools, equipment, and supplies.
- Assists with the preparation of formal RFPs / RFQs.
- Assists with solicitation of bids for smaller projects or for budgeting purposes.
- Prepares requisitions and orders needed materials, parts, equipment and services in accordance with District policies.
- Ensures compliance with applicable rules policies and procedures.
- Inspects completed work to ensure conformance to specifications, standards, and contract requirements.
- Coordinates special projects.
- Ensures proper purchasing documentation and inventory.

## COMPETENCIES

Knowledge and experience, skills, and abilities that **the** employee must possess to effectively perform job and succeed in position.

### *Knowledge and Experience:*

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. Employee should possess knowledge and experience in the following:

- Practices, techniques, and materials used in general irrigation, gardening, maintenance, operation and repair of facilities, grounds, and landscapes.
- Practice and procedures of weed abatement.
- Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Spreading seed and fertilizer.
- Trees and plants Tree trimming chipping, stumping with direction.
- Knowledge of drought tolerant and native plants and least toxic pesticides and techniques highly desirable.
- Use and application of various fertilizers and herbicides for vegetation control
- Various irrigation systems.
- Proper work safety standards.
- Proper operation and maintenance of various types of equipment used in grounds maintenance.
- Basics of vehicle maintenance.
- Operating blowers, sweepers, mowers, clippers, sprayers, etc.
- Safe operation and maintenance of tools and equipment used in grounds maintenance.
- Recycled water regulations and procedures.
- Basic and accurate arithmetical calculations.
- Proper grammar and spelling.

### *Skills*

Employee must possess the following skills:

- Ability to estimate time and materials for projects.
- Irrigation system installation and maintenance.
- Horticulture, specific native and drought-tolerant landscapes.
- Landscaping techniques and processes.
- Minor repairs, maintenance work, and troubleshoot at District facilities.
- Safe operation of motor vehicles, chipper, shredder, and tractor.
- Proper and safe operation of hand and power tools and equipment.
- Follow oral and written directions in English.

- Maintain organized records and files.
- Basic computer programs, such as Microsoft Office software.
- Fully developed keyboarding skills.
- Basic writing skills for writing reports, proposals, and scopes of work.
- Basic Excel skills with a focus on creating budgets.

### *Abilities*

Employee must be able to:

- Establish and maintain cooperative working relationships with co-workers, contractors, and the public.
- Work independently, with minimal supervision and be self-motivated.
- Be committed to safety and mindful of safe use of tools and equipment.
- Learn to operate District weather station equipment and system.
- Follow oral and written directions in English.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

### SUPERVISION

- Reports to: Facilities & Operations Manager.
- Supervises: Plans, coordinates, and leads the work of Landscape Maintenance Workers I and II, and Conservation landscape Worker II when in the field, and may be assigned to supervise these classifications on a limited basis.

### POSITION TYPE AND EXPECTED HOURS OF WORK

- FSLA Non-Exempt, Full-time, 40-hour work week, with evenings, weekends, and holidays occasionally required.
- The employee is required to **respond to after-hours emergencies, service calls, or facility alarm calls, in accordance with the District's Call Back Pay Policy.** ~~be available for emergency callouts 24 hours a day, 7 days a week to the degree allowable by law.~~

### EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Required: Equivalent to graduation from high school. At least six years of experience in the field, including at least two years of "foreman" or "lead worker" experience.
- Preferred: Certificates from recognized organizations, including institutions of higher learning, in pesticides, herbicides, landscaping and irrigation. Some college credits and/or certificates in the above subjects and disciplines are highly desired.

### WORK ENVIRONMENT

- Exposure to the sun: 50% to 90% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.



- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- Exposure to chemicals: Herbicides, fertilizers, pesticides, insecticides, and housecleaning chemicals.

#### PHYSICAL DEMANDS

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Operates Equipment including trucks (with and without trailers) lawn mowers, and shredders.
- Operates District tractor to move heavy object and spray weeds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidence by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Must obtain a QWEL Certification within 1 year of hire.
- Must obtain a Pesticide Applicators License within 1 year of hire.
- Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.
- Must satisfactorily meet job requirements for this position for a minimum of 12 months before progressing to another level.
- Arborist certificate from the International Society of Arboriculture (ISA) highly desirable.
- Obtain certificates from recognized organizations in pesticides, herbicides, landscaping, and irrigation required.

#### OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.







POSITION	FACILITIES AND BASINS TECHNICIAN
SALARY GRADE	131
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA).
DATE	NOVEMBER 13, 2023

#### ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, fast paced, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

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#### ESSENTIAL FUNCTIONS

The position requires successful completion of the following tasks, duties, and responsibilities:

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- Trains workers in tasks such as transplanting, pruning trees or shrubs, finishing cement, using equipment, or caring for turf.
- Provides workers with assistance in performing duties as necessary to meet deadlines.
- Maintains inventory supplies of tools, equipment, or materials to ensure availability of sufficient supplies and that items are in usable condition.
- Operates District tractor to move heavy objects and spray weeds at the District basins.
- Monitors and repairs irrigation systems.
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds.
- Inspects assigned areas for insects and rodents.
- Oversees facility maintenance and repairs throughout District properties.
- Paints, patches, and provides minor repairs of District properties.
- Mixes concrete for various projects.
- Maintains and repairs tools, equipment, and structures.
- Inspects grounds for hazards and provides reports and requests repairs as necessary.
- Some janitorial duties may be required.
- Assists in mixing and dispensing fertilizers, herbicides, and pesticides.
- Operates vehicles and powered equipment, such as mowers, tractors, chain saws, gas clippers, sod cutters, and pruning saws and a variety of hand and power equipment commonly used in landscaping and grounds maintenance.
- Mows and edges lawns using power equipment.
- Prunes or trims trees, shrubs, or hedges.
- Cares for established lawns by seeding, mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Establishes and maintains a plant propagation program.
- Gathers and removes litter.

#### *Assistance Provided Other Departments:*

- Establishes and maintains cooperative working relationships with co-workers, contractors, and the public.
- Assists with setup of District events.
- Assists staff from other departments when needed.
- Coordinates special projects.

#### *Administrative:*

- In concert with the Facilities & Operations Manager, establishes and enforces operating procedures and work standards that will ensure adequate performance and personnel safety, with particular focus on work in the field.
- Inspect completed work to ensure conformance to specifications, standards, and contract requirements.
- Plans, coordinates, and leads the work of Landscape Maintenance Workers I and II, as well as Conservation Landscape Worker II when assigned to Facilities & Operations Department, and supervises crews in the field.
- Schedules work for crews, depending on work priorities, crew or equipment availability, or weather conditions.
- Participates in the selection, training, and evaluation of personnel.

- Oversees and maintains inventory, maintenance and operation condition of District tools, equipment, and supplies.
- Assists with the preparation of formal RFPs / RFQs.
- Assists with solicitation of bids for smaller projects or for budgeting purposes.
- Prepares requisitions and orders needed materials, parts, equipment and services in accordance with District policies.
- Ensures compliance with applicable rules policies and procedures.
- Inspects completed work to ensure conformance to specifications, standards, and contract requirements.
- Coordinates special projects.
- Ensures proper purchasing documentation and inventory.

## COMPETENCIES

Knowledge and experience, skills, and abilities that the employee must possess to effectively perform job and succeed in position.

### *Knowledge and Experience:*

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. Employee should possess knowledge and experience in the following:

- Practices, techniques, and materials used in general irrigation, gardening, maintenance, operation and repair of facilities, grounds, and landscapes.
- Practice and procedures of weed abatement.
- Methods and techniques of planting, transplanting, cultivating, pruning, plant propagation and maintaining a variety of lawns, ground cover, plants, shrubs, hedges, and trees.
- Spreading seed and fertilizer.
- Trees and plants Tree trimming chipping, stumping with direction.
- Knowledge of drought tolerant and native plants and least toxic pesticides and techniques highly desirable.
- Use and application of various fertilizers and herbicides for vegetation control
- Various irrigation systems.
- Proper work safety standards.
- Proper operation and maintenance of various types of equipment used in grounds maintenance.
- Basics of vehicle maintenance.
- Operating blowers, sweepers, mowers, clippers, sprayers, etc.
- Safe operation and maintenance of tools and equipment used in grounds maintenance.
- Recycled water regulations and procedures.
- Basic and accurate arithmetical calculations.
- Proper grammar and spelling.

### *Skills*

Employee must possess the following skills:

- Ability to estimate time and materials for projects.
- Irrigation system installation and maintenance.
- Horticulture, specific native and drought-tolerant landscapes.
- Landscaping techniques and processes.
- Minor repairs, maintenance work, and troubleshoot at District facilities.
- Safe operation of motor vehicles, chipper, shredder, and tractor.
- Proper and safe operation of hand and power tools and equipment.
- Follow oral and written directions in English.

- Maintain organized records and files.
- Basic computer programs, such as Microsoft Office software.
- Fully developed keyboarding skills.
- Basic writing skills for writing reports, proposals, and scopes of work.
- Basic Excel skills with a focus on creating budgets.

### *Abilities*

Employee must be able to:

- Establish and maintain cooperative working relationships with co-workers, contractors, and the public.
- Work independently, with minimal supervision and be self-motivated.
- Be committed to safety and mindful of safe use of tools and equipment.
- Learn to operate District weather station equipment and system.
- Follow oral and written directions in English.
- Establish and maintain cooperative working relationships with co-workers, outside agencies and the public.

### SUPERVISION

- Reports to: Facilities & Operations Manager.
- Supervises: Plans, coordinates, and leads the work of Landscape Maintenance Workers I and II, and Conservation landscape Worker II when in the field, and may be assigned to supervise these classifications on a limited basis.

### POSITION TYPE AND EXPECTED HOURS OF WORK

- FSLA Non-Exempt, Full-time, 40-hour work week, with evenings, weekends, and holidays occasionally required.
- The employee is required to respond to after-hours emergencies, service calls, or facility alarm calls, in accordance with the District's Call-Back Pay Policy.

### EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

- Required: Equivalent to graduation from high school. At least six years of experience in the field, including at least two years of "foreman" or "lead worker" experience.
- Preferred: Certificates from recognized organizations, including institutions of higher learning, in pesticides, herbicides, landscaping and irrigation. Some college credits and/or certificates in the above subjects and disciplines are highly desired.

### WORK ENVIRONMENT

- Exposure to the sun: 50% to 90% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 20 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures between 80-110 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.

- Irregular or extended work hours. Occasionally required to change working hours or work overtime.
- Exposure to chemicals: Herbicides, fertilizers, pesticides, insecticides, and housecleaning chemicals.

#### PHYSICAL DEMANDS

- Operates District vehicles and equipment in collection system construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Operates Equipment including trucks (with and without trailers) lawn mowers, and shredders.
- Operates District tractor to move heavy object and spray weeds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff and public in face-to-face, one-to-one settings.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

#### ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of a valid California Class C Driver's License and proof of a good driving record as evidences by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Must obtain a QWEL Certification within 1 year of hire.
- Must obtain a Pesticide Applicators License within 1 year of hire.
- Must obtain a Recycled Water On-Site Supervisor certification within 1 year of hire.
- Must satisfactorily meet job requirements for this position for a minimum of 12 months before progressing to another level.
- Arborist certificate from the International Society of Arboriculture (ISA) highly desirable.
- Obtain certificates from recognized organizations in pesticides, herbicides, landscaping, and irrigation required.

#### OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.





ITEM NO. 10

**FIRST QUARTER CORRESPONDENCE JULY – SEPTEMBER 2023**

# **First Quarter Correspondence: Jul - Sept 2023**



**CHINO BASIN**

**Water  
Conservation  
District**



# Kudos

It's so helpful to be walked through these two different approaches, from start to finish. Yours are the best videos I've found on how to actually do this! [ . . . ] Big learning curve for me, but I think I've finally gotten the hang of it! Is there a similar organization to yours in the San Gabriel Valley? I'm in Pasadena and would love to attend an in person training or event on Waterwise irrigation. Thank you again for these great resources!

- *Comment on CBWCD YouTube Video "Install Drip Irrigation Like a Pro", user terrireyes295*

Today a guest came in with his Grandson. First time visitor.

When he was leaving, he commented on how much his grandson enjoyed it. But he had also mentioned that he noticed the rock circle in the back of the garden and commented that he thought it would be a wonderful place to bring some of his friends to sit in the rock circle and do a bible study. He thought it had a very meditative ambiance to it.

- *Comment given to Judy at front desk about garden, (8/2)*

# Social Media Interactions



## Waterwise Community Center

@CBWCD 1.52K subscribers 110 videos

### Comments on "Creating and Maintaining Stem Bee Boxes | DIY Native Pollinator Habitat Project"



JessTheMess commented: "Just subscribed. Love this."

3 weeks ago



### Step by Step Adding a Pressure Regulating Filter to An Irrigation Valve and ...



@terrireyes295 • 2 months ago

Your video is outstanding. I now feel like I can take this project on myself.



### Step by Step Adding a Pressure Regulating Filter to An Irrigation Valve and ...



@ranaparker4825 • 1 month ago

Thank you for the detailed video. Now I want to try this myself.



# Social Media Interactions



pawtyofthreepaws • Follow

Waterwise Community Center

...



pawtyofthreepaws 11h

Thanks for the fun Dog Days of Summer event @cbwcd ! Treats, bandanas and lots of cute furry friends 🐾 🐾

#goldenretriever



luz\_thebulldog 51m

I Love your bandana 🥰



Reply



dogsnifferig • Follow

..



dogsnifferig 4h

For more great activities and destinations for you and your dog visit our website.  
[www.dogsniffer.com](http://www.dogsniffer.com)



Liked by [montevistawaterdistrict](#) and 12 others

[montclairchamber](#) The Chamber of Commerce would like to thank of of its supporters and sponsors for the Night Under the Stars Event.

Thank you @supervisorcurthagman, @cbwcd, @metroacuraca @metrohondaca @montclairplace @costco

See you all tonight!

# Social Media Interactions

1<sup>st</sup> CBWCD Reel  
83 likes  
16 shares



- andreadurazo1234 8w · ❤️ by author  
I enjoy going there. It's a lovely place.  
1 like Reply Hide
- isism.bravo 8w · ❤️ by author  
I love iittt!! 🥰🥰  
1 like Reply Hide
- holy4toledo 8w · ❤️ by author  
We@love the garden AND all your amazing classes. Scott and his staff rock  
2 likes Reply Hide
- shellipoo 8w · ❤️ by author  
Hi, do you have a seed library there?  
1 like Reply Hide
- cbwcd 8w  
@shellipoo Hello! We no longer have a seed library but we still have a wealth of waterwise resources for your garden!  
1 like Reply
- kimbaz7 8w · ❤️ by author  
Great resource!  
1 like Reply Hide

2<sup>nd</sup> CBWCD Reel  
49 likes  
6 shares



- holy4toledo 5w · ❤️ by author  
Love this!!! What time is it open?  
1 like Reply Hide
  - View 1 more reply
  - ieuwatwater 5w · ❤️ by author  
👏👏👏👏  
1 like Reply Hide
  - Reply to ieuwatwater...
  - elgallo\_909 5w · ❤️ by author  
Dope  
1 like Reply Hide
- ❤️ 🙌 🔥 🙏 🥰 😍 😂
- Add a comment...
- GIF



# Social Media Interactions

**WE APPRECIATE  
ORGANIZATIONAL MEMBER:  
WATERWISE COMMUNITY CENTER**



**Waterwise  
Community  
Center**

## Visit

Beautiful Garden.  
Hands-On Workshops.  
Engaging Exhibits.



**Learn more: [cbwcd.org/visit](https://cbwcd.org/visit)**



*Strengthening environmental  
education in California*

**caeo** Gratitude post for organizational member Waterwise Community Center @cbwcd. The Chino Basin Water Conservation District was formed in 1949 to help protect and preserve the Chino Groundwater Basin for the San Bernardino County communities that rely on it as a water source. The Waterwise Community Center is the public face of the District, offering our community no-cost resources and inspiration for water conservation and education. Learn more at <https://cbwcd.org/visit/>



cityofchinogov



Liked by rco\_pizza and 86 others

cityofchinogov 🍁💧🍊 Kick off the fall festivities with the Chino Basin Water Conservation District @cbwcd at their annual Waterwise Garden & Pumpkin Fest! Join the fun for FREE on October 7th from 11:00am – 3:00pm at the Waterwise Community Center. 📍 4594 San Bernardino Street Montclair, CA 91763

Kick off the fall season with these FREE family festivities:

- ➡ Pumpkin patch & Pumpkin decorating
- ➡ Free crafts and activities
- ➡ Free bounce house & face painting
- ➡ Free compost
- ➡ Food vendors
- ➡ Plant sale



For more information, please visit [cbwcd.org/waterwisefest](https://cbwcd.org/waterwisefest).

# Social Media Interactions

 cityofmontclair



Waterwise Community Center  
**Waterwise Garden & Pumpkin Fest** 1/4

**Family fun!**

- Free kids' crafts and activities
- Food vendors
- Pumpkin patch
- Plant sale

**Free!**  
Saturday,  
October 7th  
11am-3pm

❤️ 💬 🗑️

 Liked by montclairchamber and 71 others

cityofmontclair REPOST: Chino Basin Water Conservation District @cbwcd

Free Family Fun! 🎈 🤗 🍁

The Chino Basin Water Conservation District, along with our sponsors, is hosting our annual Waterwise Garden & Pumpkin Fest 🍂

📅 Saturday, October 7th  
🕒 11:00 AM-3:00 PM  
📍 Waterwise Community Center & Chino Basin Water Conservation District  
4594 San Bernardino St  
Montclair, CA CA 91763  
📞 909-626-2711

- Free kids' crafts and activities ✂️
- Free bounce house & face painting 🎨
- Food vendors 🍔
- Pumpkin patch, pumpkin decorating, pumpkin succulent centerpiece making 🍂
- Resources for water conservation 💧
- Free compost ♻️
- Plant sale 🌱

We hope to see you there!

 grow.native.nursery



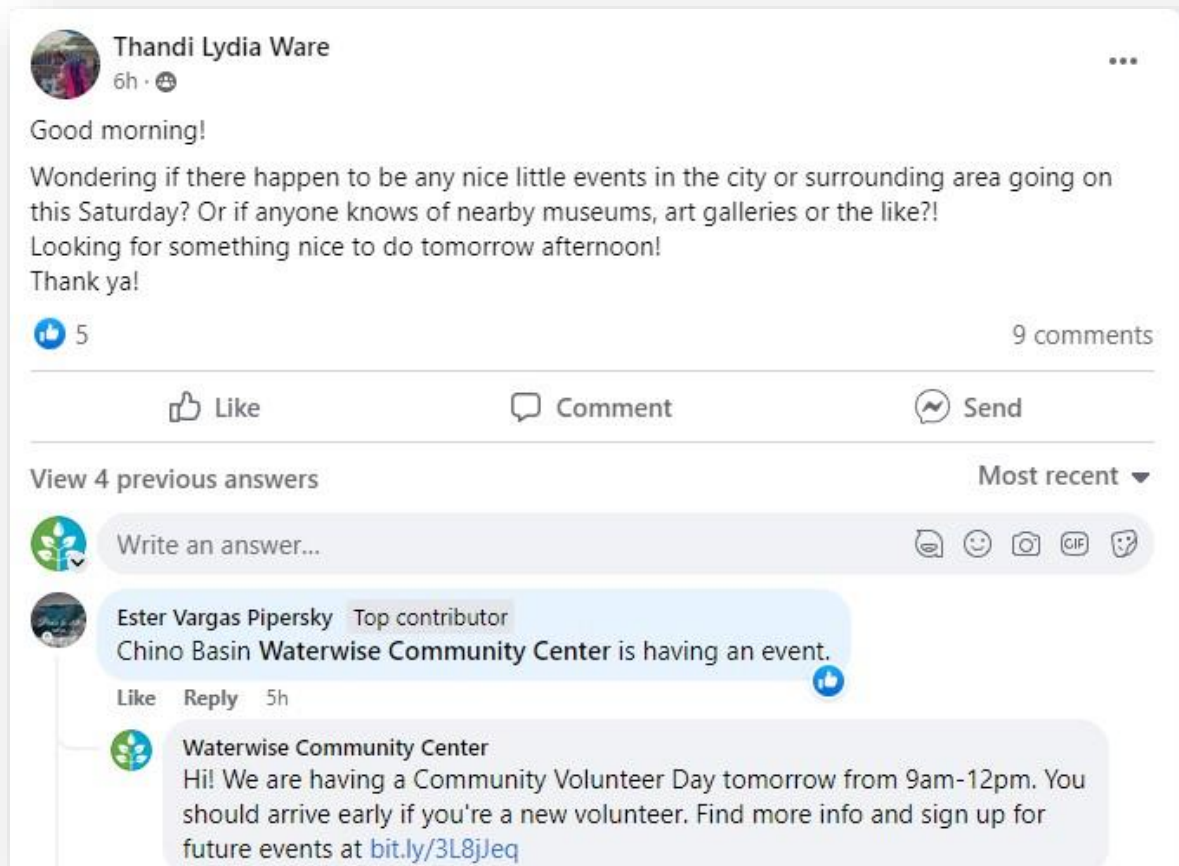
❤️ 💬 🗑️

 Liked by elchabitatgardens and 268 others

grow.native.nursery Can't wait for the Fall Plant Sale? Grow Native Nursery will be selling native plants at the Waterwise Garden & Pumpkin Fest at the Waterwise Community Center a week from today! Saturday, October, 7 from 11 AM - 3 PM (while supplies last!). This is a free event provided by @cbwcd where you can enjoy treats from local food vendors while you participate in free activities and learn more about being waterwise.

For more information tap on the Waterwise Garden & Pumpkin Fest button at the link in @cbwcd bio.

# Social Media Interactions



Instagram post  
talking about  
Hurricane  
Hilary and all  
the water  
captured by  
CBWCD  
Percolation  
Basins

**nativegardenmagic** The news media got hysterical over our rain storm last weekend.

I think that was greatly exaggerated. All my friends received good news! 1-3 inches of clean, FREE water!

Special thanks to the folks at Chino Basin Water Conservation District [#CBWCD](#) for maintaining recharge basins capable of collecting 170 million gallons of rainwater and returning it to the aquifers for use in dry years.

Perfect for our recent storm surge!

We need more positive stories in our news feeds on the amazing work of these type of projects. Does your area have a water conservation district?

[#CBWCD](#)



# Social Media Interactions



skulltellaria\_mexicana Went to @cbwcd 's open house back in March. It was my first time checking out their CA native garden space. I highly recommend it!

You can walk around their native garden that has multiple sections to it as well as examples of CA native ground cover to replace grass. It's dog-friendly and there are outdoor exercise machines as well. And they offer great classes throughout the year.

Don't forget to visit their tortoise, Sam, all of their cute goats, and llama!



nativegardenmagic Attended some classes B4 and great information!

19h 1 like Reply



nativegardenmagic These classes have been really helpful, and they are taught by people knowledgeable on gardening and irrigation. Plus they are typically free! Thank you Chino Basin Water Conservation Dist. for doing this!

19h 1 like Reply



nativegardenmagic These classes have been really helpful, and they are taught by people knowledgeable on gardening and irrigation. Plus they are typically free! Thank you Chino Basin Water Conservation Dist. for doing this!

19h 1 like Reply



# Social Media Interactions



THEODORE PAYNE FOUNDATION

## August Newsletter



### **California Native Plant Landscaper Certification in the IE!**

TPF and Chino Basin Water Conservation District are collaborating once again to bring the CNPLC to the IE! If you are an aspiring or professional landscaper residing in the Inland Empire interested in signing up for the California Native Plant Landscaper Certification, [please fill out this Google Form by no later than August 24.](#)

# Social Media Interactions



rms\_ca Sheet mulching right now 😊, thanks for the youtube workshop videos. Highly, recommend taking this class. Make sure you know how often to water the mulch in the sheet mulching method. Seriously, take this class. It will save so much time ⌚ and greatly decrease your work load 🙌🙌🙌



nativegardenmagic Just attended this seminar: excellent information and practical knowledge from a person who has removed multiple lawns and transformed them into wonderful drought tolerant islands of inspiration. Kudos and thanks for a great program!



greywatercorps • [Follow](#)  
Waterwise Community Center

..



Just got back from the @cbwcd Waterwise Community Center - and man were we blown away! This unbelievable space is open to the public and contains a full range of California native landscapes, from grassy meadows to oak scrubland, desert, chaparral and even a pond with a flowing creek. Come get inspiration for your own garden, learn about the variety of ecosystems present in the state, or just spend some peaceful time among the birds and bees.



# Social Media Interactions



nativegardenmagic Chino Basin Water Conservation District's Waterwise Community Center

Is a great resource for native garden design and inspiration!

In Montclair off 10 freeway.

I just attended a free seminar discussing ways to remove your lawn safely and effectively. Scott, our instructor has extensive experience in removing lawns throughout Chino. His practical experience is rich and balanced. Hope to attend other free seminars soon. Visit their free gardens to become inspired. Local natives and non-local plants are displayed beautifully. A great local resource to visit!

CBWCD.ORG

#CBWCD

# Los Angeles Times

He wanted a ‘low-water, colorful, smell-good garden.’ But first, the lawn had to go



Three years later, Bautista walks down a concrete path he installed himself, surrounded by California native plants and a bioswale, left. (Dania Maxwell / Los Angeles Times)

Living in [drought-stricken California](#), the self-described “millennial with climate change anxiety” decided to remove his lawns and plant a drought-tolerant landscape filled with [California native plants](#).

Armed with eight hours of instruction and a litany of [Waterwise Community Youtube videos](#), Bautista removed the backyard first, “in case it didn’t work out,” he said with a laugh.

Regarding landscape design and plant selection, Bautista relied on the California Native Plant Society’s [Calscape](#) website and the [Waterwise Garden Planner for Southern California](#) as guides. Most plants came from [Theodore Payne Nursery](#) in Sun Valley and [Artemisia Nursery](#) in El Sereno.



JULY/AUGUST 2023 / WWW.STORMWATER.COM

# STORMWATER SOLUTIONS™

## Turning Stormwater Into DRINKING WATER

Harnessing Excess Stormwater for Basin Recharge p. 16

### The Montclair #2 Spillway Replacement Project harnesses excess stormwater for basin recharge.

by Elizabeth Skrzat

A NEW PROJECT TO CAPTURE STORMWATER runoff cascading from nearby mountains and trickling down city streets is helping Chino Basin Water Conservation District (CBWCD) fill its "drought piggy bank." In wet years, surplus rainwater is channeled into earthen catch basins, where it slowly percolates underground and can be pumped out later for use during dry periods.

The \$1.05 million Montclair #2 Spillway Replacement Project helps the district balance the boom-and-bust hydrological cycle common in California by harnessing excess stormwater for basin recharge. The water feeds the massive Chino Groundwater Basin, which provides drinking water for 1.5 million people in inland Southern California.

While the project was years in the making, the timing worked out well for CBWCD and the region it serves. The spillway was completed in October 2022, just in time for the winter's wave of atmospheric river storms

that brought an end to California's lengthy and profound drought.

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

The new spillway better connects the first two basins in a four-basin chain adjacent to the San Antonio Creek Channel and allows CBWCD to raise the water level in Montclair Basin #1 by 8 feet, which represents 18 million gallons of water. The soil of the Montclair Basins can soak up 18 to 24 inches of water per day, and the sandy, gravelly soil near the creek creates the ideal conditions for percolation and water storage in the aquifer.

The Chino Groundwater Basin provides about half of the water supply for the area.

The Chino Groundwater Basin is the 10th largest aquifer in Southern California and provides about half of the water supply for the area. CBWCD has spent decades investing in recharge basins to ensure that water can be put back into the aquifer. The area has a network of basins for both recharge and flood control, owned by CBWCD and San Bernardino County Flood Control District.

The organizations work with the Chino Basin Watermaster and the Inland Empire Utilities Agency to maximize the effectiveness and efficiency of all the basins in the area to capture and store as much water as possible, which includes stormwater, recycled water, and imported water from Northern California.

### Capturing Stormwater

The Montclair #2 Spillway Replacement Project is one element of a comprehensive approach to water resources that addresses limited supply, a growing population, and the complicated effects of climate change.

Stormwater recapture is becoming an integral part of that equation. Historically, stormwater management has focused on safely diverting heavy rainfall to minimize flooding. Like recycled water, stormwater is increasingly viewed as one more resource that can be leveraged to enhance drinking water supplies. Local groundwater

is critical for reducing the region's dependence on more expensive and less reliable imported water.

Since the spillway project provides wide-ranging benefits across multiple communities, CBWCD worked with a coalition of partners — the County of San Bernardino, Inland Empire Utilities Agency (IEUA) and the Metropolitan Water District of Southern California (MWD) — that provided valuable support to help bring the effort to fruition.

The County of San Bernardino provided \$300,000 in assistance through the American Rescue Plan Act, which was established to provide economic relief

CHINO BASIN WATER CONSERVATION DISTRICT



# In the News

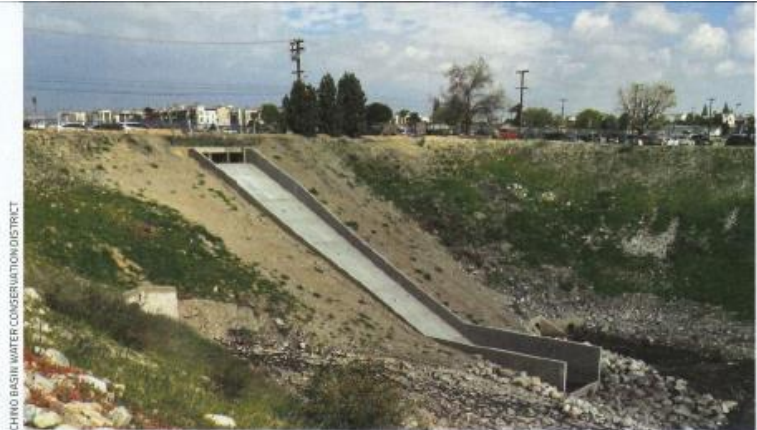
## COVER STORY

individuals and communities affected by the COVID-19 pandemic. By allocating a portion of the funds to support local infrastructure projects, the federal government provided immediate relief and long-term benefits to communities served by CBWCD.

CBWCD serves the Inland Southern California cities of Montclair, Upland, Ontario, Chino, Chino Hills, Rancho Cucamonga, and Fontana, which rely on the Chino Groundwater Basin as an essential source of drinking water.

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

The spillway complements a planned inlet diversion project by IEUA that will increase stormwater capture by an



The new spillway allows CBWCD to raise the water level in Montclair Basin #1 by 8 feet.

additional 96 acre-feet per year — enough to serve almost 200 families annually.

"Through this collaboration, we will be able to capture more stormwater annually for use within our region," said IEUA Board President Marco Tule. "Projects like this are essential to persevering through unprecedented, severe drought like we have seen recently across California."

MWD, a wholesaler of water from the State Water Project and Colorado River

Aqueduct, offered significant support to move the project forward. Since its establishment in 1928, MWD has been dedicated to ensuring that close to 19 million people across six counties enjoy a reliable supply of high-quality water through various infrastructure and water supply initiatives.

To further promote water conservation and sustainability, MWD initiated a Stormwater for Recharge Pilot Program,

which offers financial incentives to develop, monitor, and assess up to 10 new or existing stormwater recharge projects. This program provides funding to evaluate such projects' performance and regional water supply benefits. Due to the potential for the Montclair #2 Spillway Replacement Project to positively impact aquifer levels in areas benefiting from CBWCD, MWD provided a \$1 million grant. The funding was instrumental in ensuring the project's timely completion.

"We are excited about this project because it improves infrastructure that already exists, which allows us to do more with our resources," said MWD Groundwater and Stormwater Manager Matt Hacker.

### Collaboration is Key

The collaboration of multiple agencies demonstrates how efforts such as the Montclair #2 Spillway Replacement Project not only advance the goals of each



The spillway was completed in October 2022.

organization but also provide direct benefits to hundreds of thousands of residents in multiple communities.

"IEUA takes pride in our relationship with regional agencies, and we are proud to partner with the Chino Basin Water Conservation District and the Metropolitan Water District of Southern California to advance our agencies' goals of protecting and preserving the quality of life for residents throughout the basin," Tule said.

Addressing the water climate crisis requires a comprehensive and coordinated

approach from government, industry and society; CBWCD has set an excellent example for California agencies in bringing all three together. In addition to creating valuable partnerships and projects, the district also provides free water conservation education to its service area.

The success of the spillway project demonstrates the value of investing in critical infrastructure and stormwater recharge to support communities' long-term growth and sustainability. 💧

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

# In the News

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

FEATURED

Sep 30, 2023 0

### Halloween and Harvest Events Waterwise Garden and Pumpkin Fest Oct. 7

The annual Waterwise Garden and Pumpkin Fest hosted by the Chino Basin Water Conservation District will be held from 11 a.m. to 3 p.m. Saturday, Oct. 7, at the Waterwise Community Center, 4594 San Bernardino St., in Montclair. The free festival includes a pumpkin patch, free crafts and activities, face painting, plant sale, and food vendors.

Information: [cbwcd.org/waterwisefest](http://cbwcd.org/waterwisefest).

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## Claremont Courier

A LOCAL NONPROFIT NEWSROOM

### Waterwise Garden and Pumpkin Festival is Oct. 7

September 28th, 2023

The [Chino Basin Water Conservation District](#) hosts its annual Waterwise Garden and Pumpkin Festival from 11 a.m. to 3 p.m. Saturday, October 7 at Waterwise Community Center, 4594 San Bernardino St., Montclair.

This free and open to the public event includes children's crafts and activities, a bounce house, pumpkin succulent centerpiece making, a plant sale, free compost, food vendors, and a pumpkin patch with a decorating station. This year's sponsors include [Fontana Water Company](#), [Monte Vista Water District](#), [Cucamonga Valley Water District](#), [Chino Basin Watermaster](#), and the cities of [Chino](#), [Chino Hills](#), [Ontario](#) and [Upland](#).

Call (909) 626-2711 or visit [cbwcd.org](http://cbwcd.org) to learn more.

# Google My Business

## Waterwise Community Center & Wilderness Basin Park

4.6 ★★★★★ 132 reviews ⓘ



Aleja Parra

★★★★★ 3 weeks ago **NEW**



Sergio Farias

★★★★★ 4 weeks ago

I attended a California Native Plant course.



Ana Martinez

Local Guide · 60 reviews

★★★★★ 2 months ago

Me gusta mucho este parque, es pequeño y muy bonito tiene muchas plantas y una tortuga 🐢 chica. Una llama pero se la llevaron. Estaba bien bonita =(

*Translation: I like this park a lot, it's small and very pretty, it has a lot of plants and a small turtle. A llama (too) but they took him away. He was very pretty =(*



Jesse S

Local Guide · 167 reviews · 163 photos

★★★★★ 2 months ago

Lived in the area for a few years now and finally took the dogs for a walk here. Great small trail loop with a fair amount of shade. THERE'S GOATS!



2





ITEM NO. 11

**FIRST QUARTER METRICS FOR JULY – SEPTEMBER 2023**

# FY 23-24 Quarterly Metrics Report

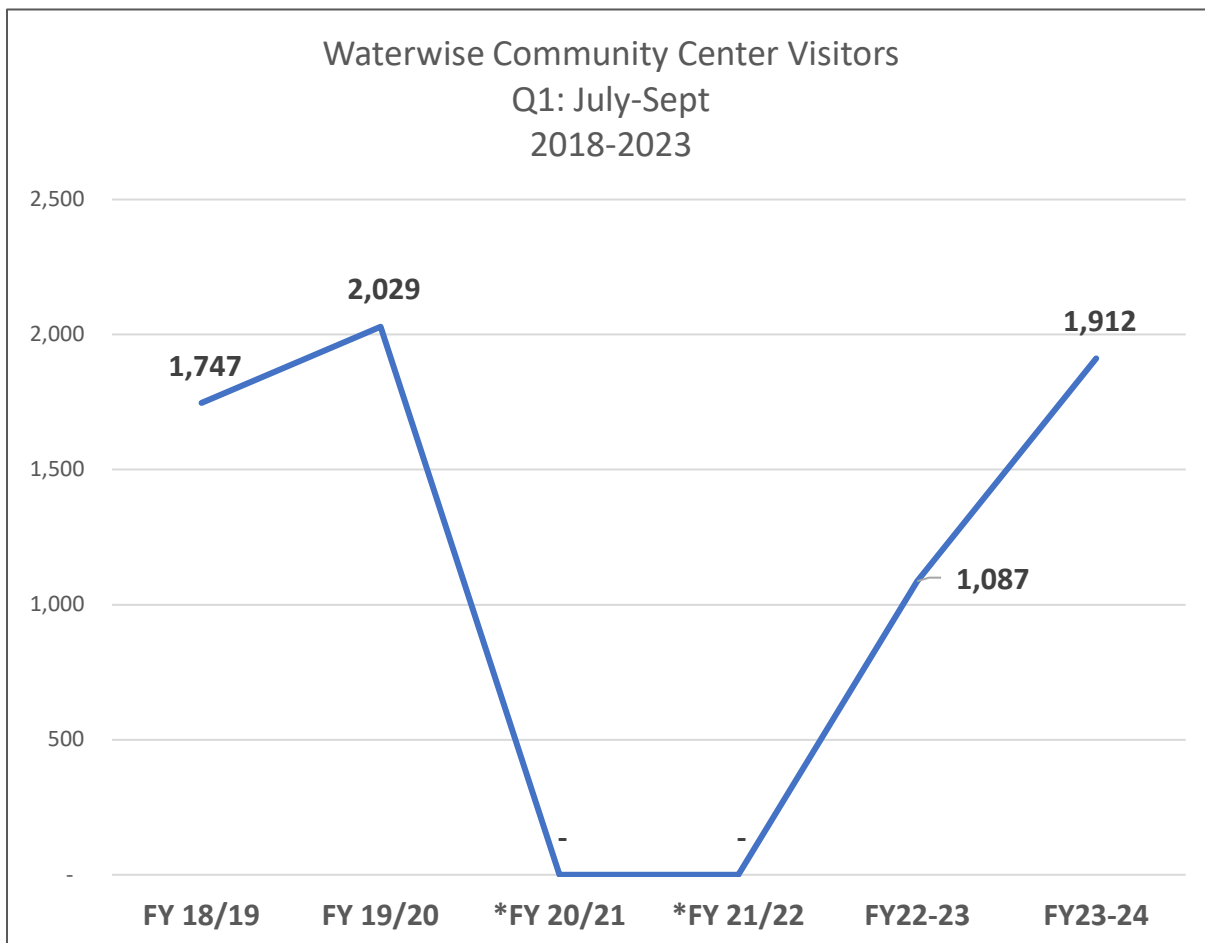
First Quarter Metrics | July-September 2023



## Waterwise Community Center Visitors

Total Q1 visitors to the Waterwise Community Center are compiled using visitors from the following programs:

Program	July	Aug	Sept	PROGRAM TOTALS
WCC Lobby Walk Ins	358	386	446	1,190
CBWCD Workshops	79	69	74	222
Professional Workshops	0	0	46	0
CBWCD Events	0	111	0	0
Non-CBWCD Booked Events	0	83	49	132
Tours	0	0	0	0
Compost Giveaways (cars)	82	89	40	211
Youth Education Programs	0	0	0	0
<b>ALL VISITORS - MONTHLY TOTALS</b>	<b>519</b>	<b>738</b>	<b>655</b>	<b>1,912</b>



\*No visitors due to COVID-19 pandemic

# FY 23-24 Quarterly Metrics Report

## First Quarter Metrics | July-September 2023



### Outreach & Communications - Social Media Metrics

- **Social Media Engagements:** Public shares, likes and comments on CBWCD posts on Instagram and Facebook
- **Social Media Followers:** Total Instagram and Facebook followers

QUARTER 1	FY	FY	FY	FY	FY	% Change
	19/20	20/21	21/22	22/23	23/24	FY 23/24 – FY 22/23
Social Media Engagement	2,406	2,429	2,139	1,384	1,568	13%
Social Media Followers	2,946	3,367	3,932	3,590	4,188	17%

### Outreach & Communications - Newsletter Metrics

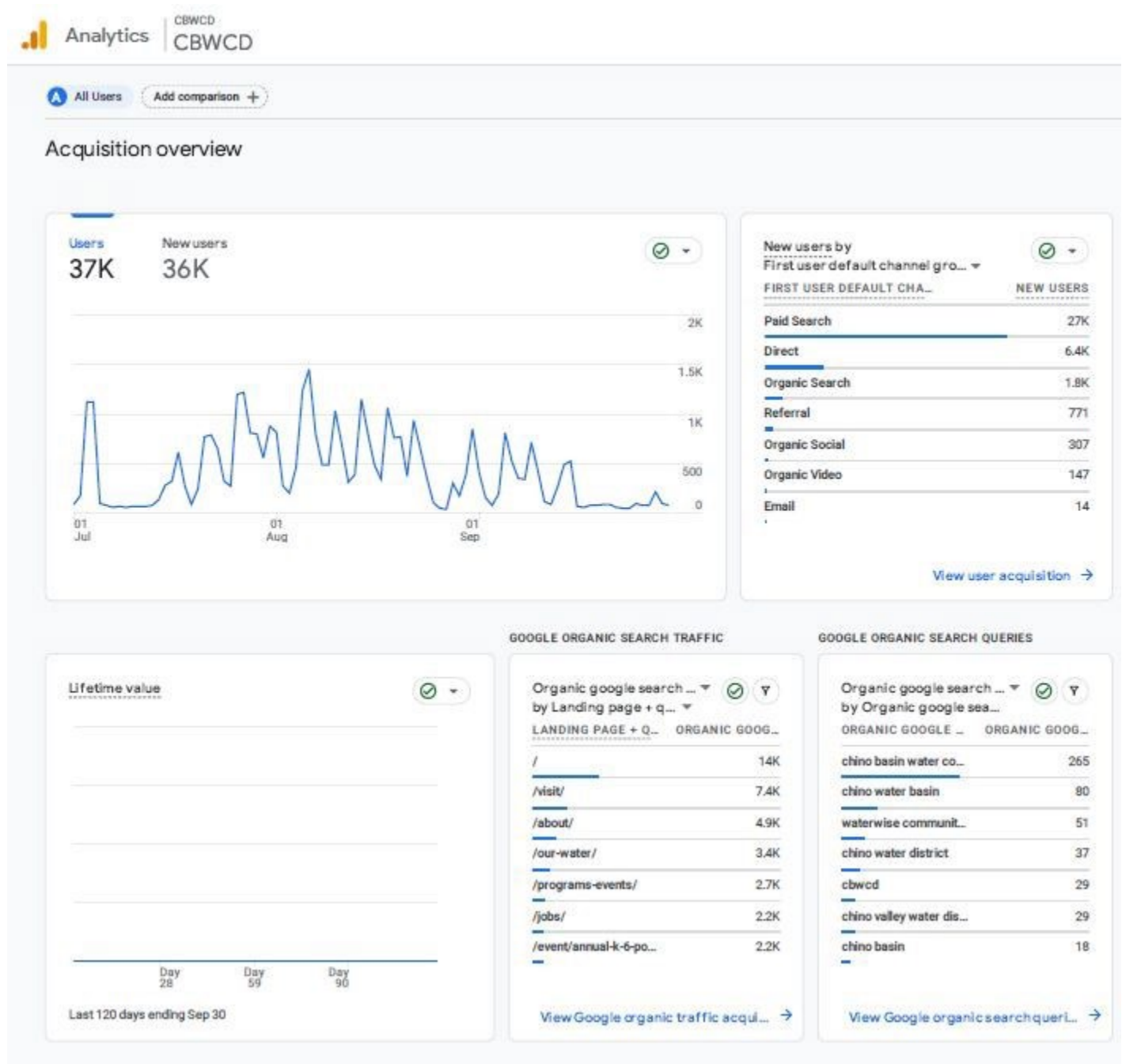
- Drop and Educator News Subscribers

FY 2023-24	Q1	Q2	Q3	Q4
Newsletter Subscribers	9,164			

# FY 23-24 Quarterly Metrics Report

## First Quarter Metrics | July-September 2023

### Website Metrics












# FY 23-24 Quarterly Metrics Report

## First Quarter Metrics | July-September 2023

### Facebook Metrics

Date Range Comparison: Q1 July-September 2023 to Previous quarter (April-June 2023)

Facebook Account Overview				
Posts Published ⓘ	Total Likes ⓘ	New Likes ⓘ	Unlikes ⓘ	Engaged People ⓘ
37	2,260	31	12	570
+2   5.7%	+25   1.1%	+12   63.2%	+8   200.0%	-78   -12.0%
Total Reach ⓘ	Organic Reach ⓘ	Paid Reach ⓘ	Impressions ⓘ	Video Views ⓘ
9,026	8,988	0	13,016	239
-734   -7.5%	-709   -7.3%		-4,442   -25.4%	+17   7.7%
3 Most Engaging Posts ⓘ		3 Highest Reach Posts ⓘ		3 Most Shared Posts ⓘ
<div><div></div><div><div>Have you ever visited the Waterwise Community Center? Wa...</div><div>25.0%</div></div></div>		<div><div></div><div><div>Waterwise Garden &amp; Pumpkin Fest FREE EVENT: Treat yourself and the entire family to a fu...</div><div>1,223</div></div></div>		<div><div></div><div><div>Compost Giveaway Feed your garden with compost! Bring your own tools and...</div><div>8</div></div></div>
<div><div></div><div><div>We have a new exciting feature at the Waterwise Communi...</div><div>19.57%</div></div></div>		<div><div></div><div><div>Compost Giveaway Feed your garden with compost! Bring your own tools and...</div><div>896</div></div></div>		<div><div></div><div><div>Waterwise Garden &amp; Pumpkin Fest FREE EVENT: Treat yourself and the entire family to a fu...</div><div>8</div></div></div>
<div><div></div><div><div>San Antonio Watershed Cleanup Event Spread the word! VOLUNTEERS NEEDED: We're partnering wi...</div><div>10.34%</div></div></div>		<div><div></div><div><div>Compost Giveaway Keep your garden in tip-top shape with our free compost...</div><div>696</div></div></div>		<div><div></div><div><div>Compost Giveaway Keep your garden in tip-top shape with our free compost...</div><div>6</div></div></div>






# FY 23-24 Quarterly Metrics Report

## First Quarter Metrics | July-September 2023



### Instagram Metrics

Date Range Comparison: Q1 July-September 2023 to Previous quarter (April-June 2023)

Instagram Account Overview					
Posts Published ⓘ	Total Followers ⓘ	New Followers ⓘ	Impressions ⓘ	Reach ⓘ	Profile Views ⓘ
37	1,776	151	20,360	14,127	1,111
+3   8.8%	+117   7.1%	+36   31.3%	+4,989   32.5%	+2,579   22.3%	+428   62.7%
3 Most Liked Posts ⓘ			3 Most Commented Posts ⓘ		
 <p>Have you ever visited the Waterwise Community Center? Watch this reel to see what we have in store! The Waterwise Co...</p> <p>83</p>			 <p>Have you ever visited the Waterwise Community Center? Watch this reel to see what we have in store! The Waterwise Co...</p> <p>6</p>		
 <p>San Antonio Watershed Cleanup Event Spread the word! 📢 VOLUNTEERS NEEDED: We're partnering with San Antonio Water Company, @cityofuplandca, and @cityofpo...</p> <p>74</p>			 <p>Summer Waterwise and California Native Garden Care Discover important summertime care activities that'll make your waterwise4 and California native garden shine! Join...</p> <p>4</p>		
 <p>Waterwise Garden &amp; Pumpkin Fest 📢 Big news! Save the date for the Waterwise Garden &amp; Pumpkin Fest – one of the best fall events in the Inland Empire....</p> <p>55</p>			 <p>We have a new exciting feature at the Waterwise Community Center... a Book Nook! Watch this reel to learn more about ...</p> <p>4</p>		

# FY 23-24 Quarterly Metrics Report

First Quarter Metrics | July-September 2023

## Google My Business

### Waterwise Community Center & Wilderness Basin Park

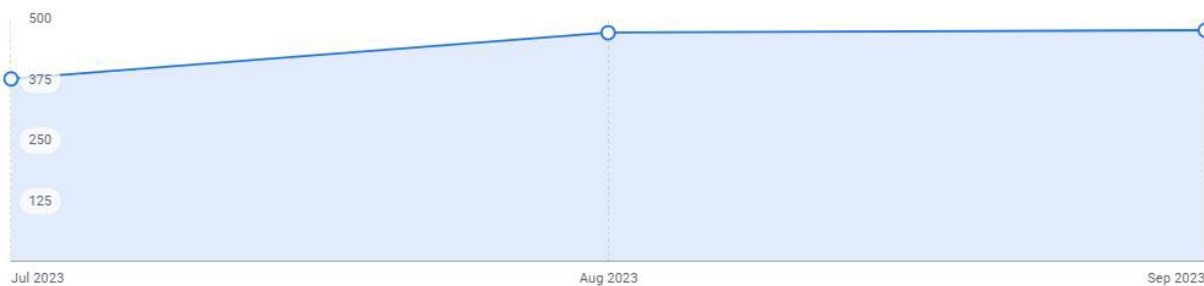
Time period  
Jul 2023–Sep 2023

Overview Calls Messages Bookings Directions Website clicks

1,326

Business Profile interactions ⓘ

↗ +4.2% (vs Jul 2022–Sep 2022)



#### How people discovered you ⓘ

6,727

👁 People viewed your Business Profile

↘ -47.4% (vs Jul 2022–Sep 2022)

##### Platform and device breakdown

Platform and devices that people used to find your profile



2,362

🔍 Searches showed your Business Profile in the search results

↘ -41.7% (vs Jul 2022–Sep 2022)

##### Searches breakdown

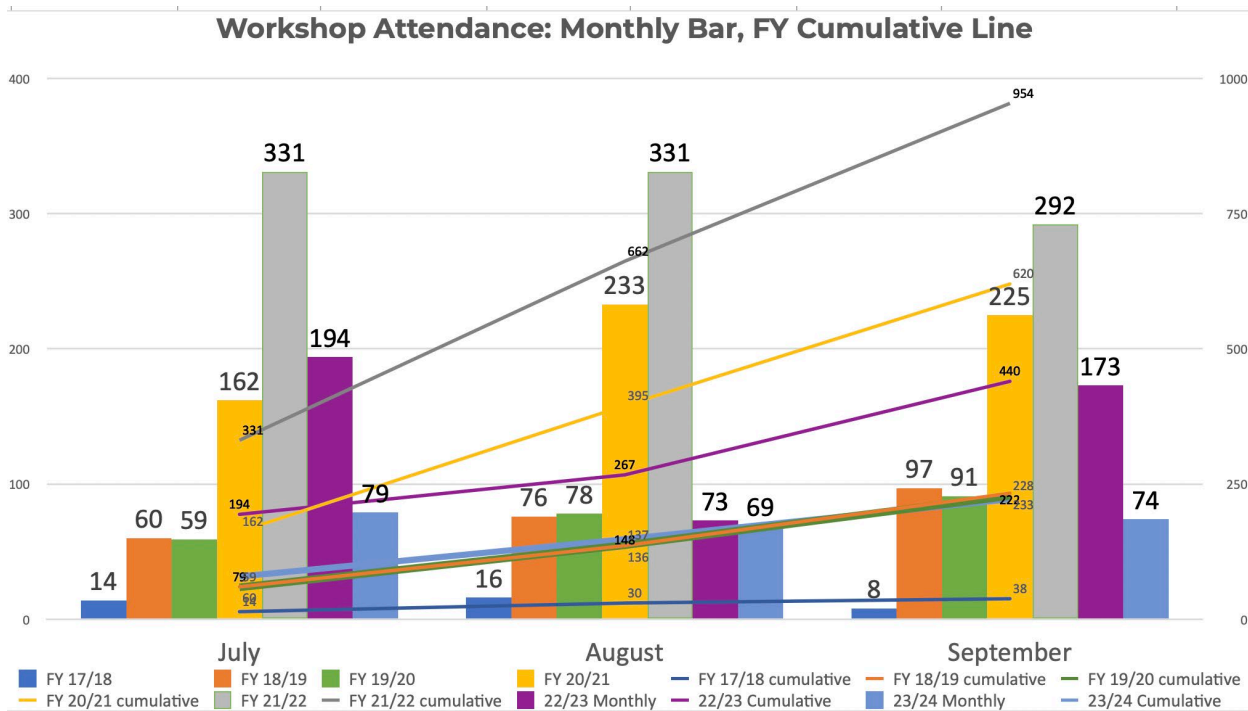
Search terms that showed your Business Profile in the search results

1. chino basin water conservation district	400
2. botanical gardens near me	236
3. waterwise community center & chino basin water con...	220
4. botanical gardens	219
5. conservation	178

[See more](#)



### In-Person and Online Workshops



Workshop attendance in Q1 totaled 222 participants, tracking closely with attendance in years 18/19 and 19/20. FY 20/21 performance reflects record participation in online-only workshops during COVID. Staff believes the decline in attendance compared to 22/23 reflects a possible cyclical trend in general reduced interest that occurs after “good rain years” following drought cycles.

Other than our regularly offered “Introduction” workshop, most of the District’s current workshop offerings focus on an in-depth three hour “how-to” format on different topics. This format is popular when large numbers of community members are committed to taking on landscape projects and are looking for detailed information on how to get projects successfully completed.

In response to our suspected reasons for the shift in workshop attendance, staff is considering a partial format shift for winter and spring workshops, trying to replace some of our in-depth and longer workshops with more introductory and shorter workshops that take place entirely in the demonstration garden. This format might be more accessible and appealing to those just beginning to think about going waterwise in their home landscapes and may help us engage a wider total audience. With the availability of our online workshop recordings, participants in introductory workshops who want to learn more could follow up with more in-depth online content.

### In-Person and Online Workshops

Some comments from Fiscal Year 23/24 Q1 workshop participants:

#### DIY Landscape Design for California Native Gardens:

“Good info... I plan to take more classes to modify 3,000 sq. ft. of front yard turf. This helped me start smart.”

- Etiwanda Resident

“Wonderful instructor. His cadence and enthusiasm kept the workshop fun and interesting. We will be attending more workshop and going to YouTube and your website. Thank you.”

- Ontario Resident

#### Renovating Lawn Sprinklers for Waterwise and California Native Gardens:

“Terrific! As a novice, I have much to learn, and each class delivers!”

- Rancho Cucamonga Resident

“Great Info and great instructor. He is so easy to listen to and not fall asleep.”

- Ontario Resident

#### Removing Your Lawn the Right Way:

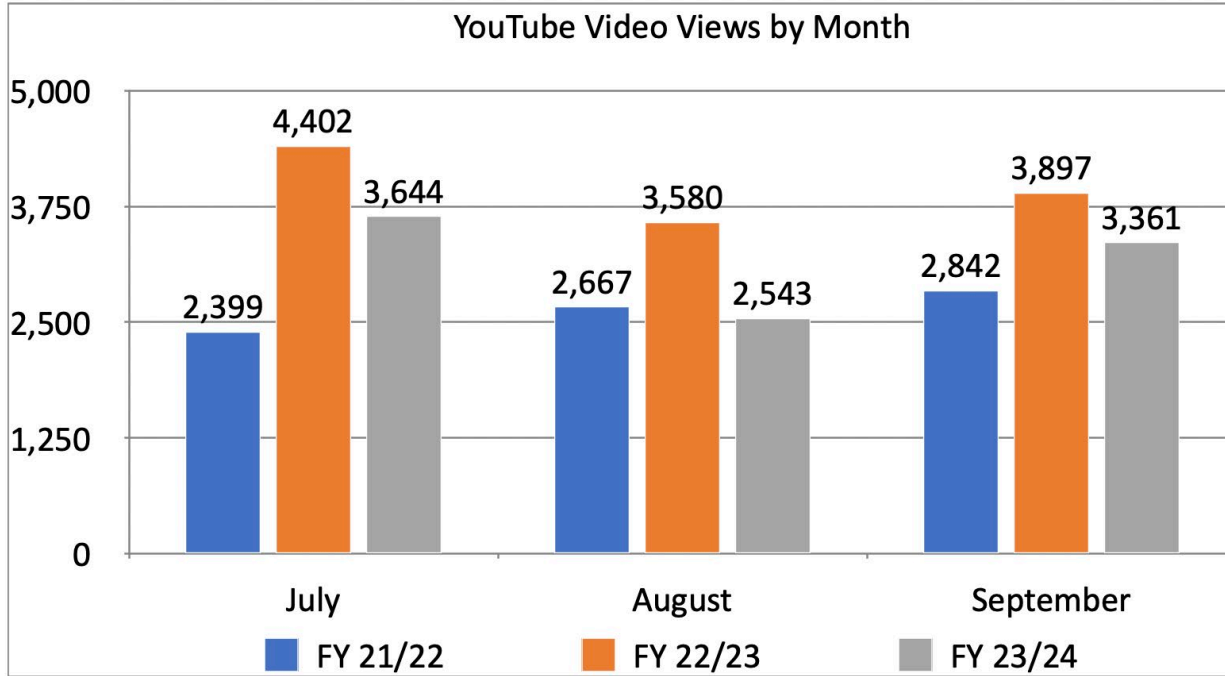
“Enjoyed the class. It was very informative. Currently sheet mulching but interested in the solarization method that I learned about today.”

- Ontario Resident

“Very informative.... I came as someone who is interested in creating a more native / desert type garden and was not expecting to find all the different types of garden designs possible through the website provided during the workshop.”

- South Gate Resident

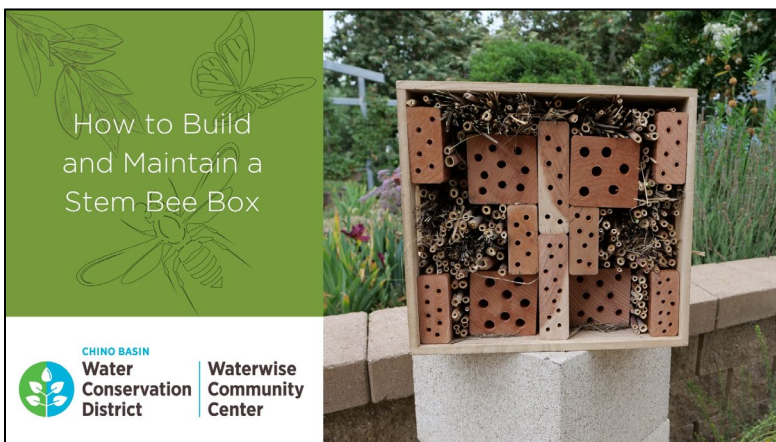
### YouTube Videos



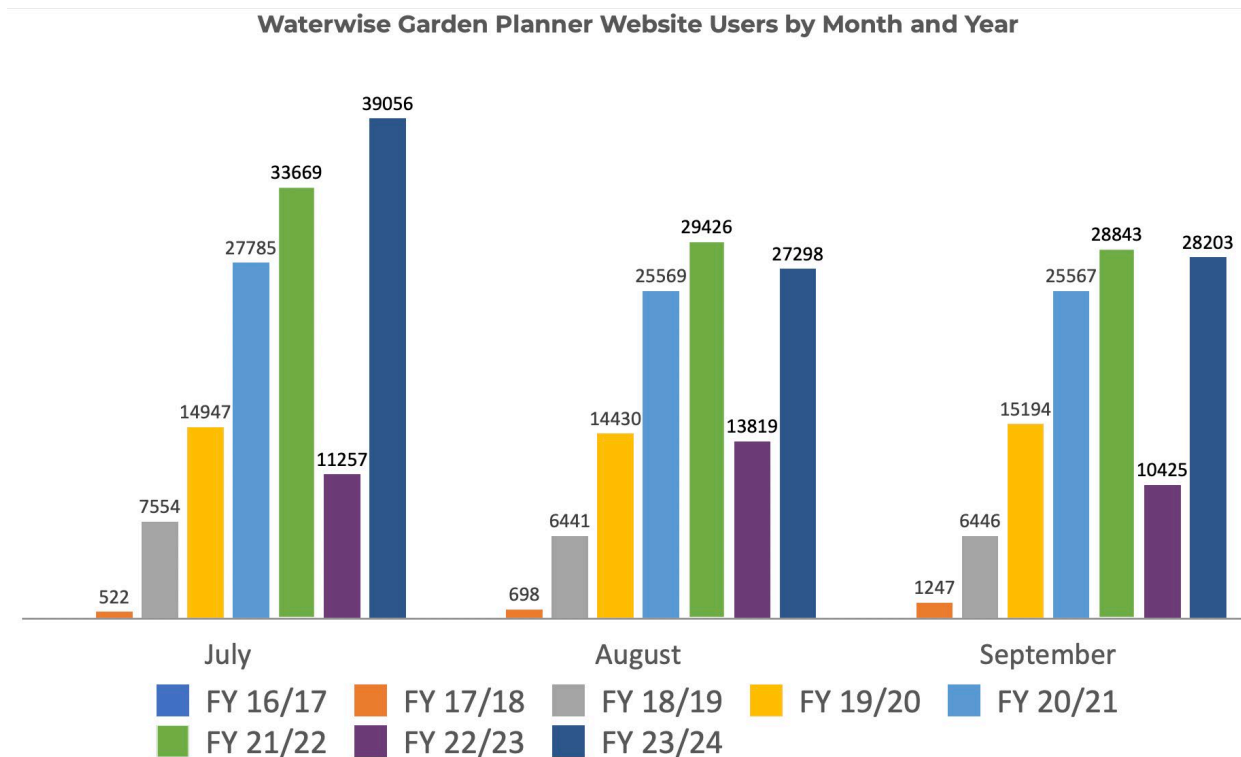
Q1 YouTube views remained significant, and on par with past years, though not as strong as FY 22/23 performance. Staff is in a planning phase for a new round of videos and have been researching best practices in YouTube publishing to inform the planning, recording, and editing of future videos to increase viewership.

Q1 saw the publication of two new videos highlighting DIY native bee habitat features community members can build to add to their waterwise gardens.

This project was planned and led by Conservation Programs Intern Kaylee Denberger, who was recently hired on as the District's part-time receptionist. The videos can be directly accessed at [cbwcd.org/pollinator](http://cbwcd.org/pollinator) DIY and are the first in an in-progress series staff is working on that will include additional videos on pollinator garden design, top plants for pollinators, hummingbirds, and songbirds, DIY bird baths, and more.



### Waterwise Garden Planner Website

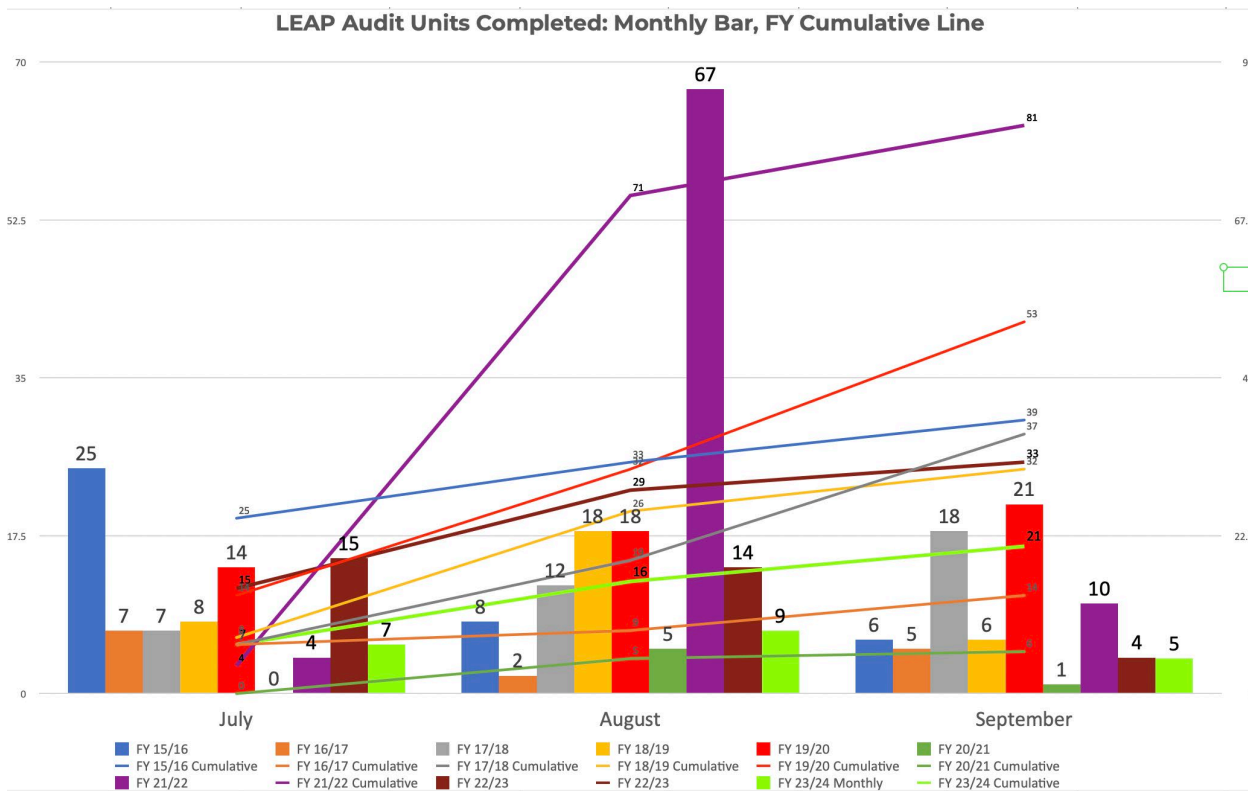


Q1 saw strong user numbers for the Waterwise Garden Planner website. Last FY staff was unsure if the reduced usage seen was due to a temporary search engine optimization issue related to the website redesign and URL change, reduced interest in home gardening post-COVID, or a combination of the two.

With the rebound in user numbers this FY, it appears most likely that the issue was temporarily reduced search engine optimization, which the District's web designers warned would happen with renaming and changing the URL of the site from inlandvalleygardenplanner.org to waterwisegardenplanner.org. They predicted this impact to be temporary, and all involved agreed that this move was still the right one to further reinforce the District's brand and to maximize the site's utility to the region. Staff is happy to see site statistics rebound.

The peak usership in July was due to an online advertising campaign that brought approximately 10,000 additional users to the site that month. However, staff was able to use website use analytics to understand that although the advertising campaign brought users to the site, those users were less engaged with the site than other users who either discovered the site through search results or navigated directly to the site by entering the web address into their browser. Staff's analysis is that while the campaign did have some positive impacts, ultimately, it makes more sense to prioritize ongoing outreach budget on other priorities, including increasing visitation to the Waterwise Community Center.

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



FY 23/24 has seen relatively low demand for the Landscape Evaluation and Audit Program from the community compared to many past years, despite ongoing promotion of the program.

Staff believes this may be a combination of lowered general interest in conservation due “drought fatigue” followed by a winter of significant rainfall and the prediction of an El Nino weather pattern. Reduced interest in conservation programs provided by other agencies, including those which offer completely free installation of water saving devices including upgraded irrigation controllers has also been noticed, so this may be part of a wider trend.

In Q1, there has also been reduced interest in audit services from the CII sector, possibly partially due to reluctance to request this service during a non-functional turf irrigation ban, as many, many properties are still watering their non-functional turf. Due to these sensitivities, District staff is clear with potential participants that we do not function to enforce and particular regulation, rather this service advises and helps CII sites prioritize pathways to water conservation and future regulatory compliance. Staff is currently in the process of providing audits on some CII properties, which will be reflected in Q2 metrics.



### Community Volunteer Program



The District's Community Volunteer Program started back up in September after a break for the summer heat. Volunteers helped groom the native plantings in the park to get ready for the fall festival and packed our favorite new give-away, branded native wildflower seeds. This popular give-away is very affordable though the District buying seeds by the pound and, along with volunteer help, stamping and packing seeds into individual seed pack envelopes. The volunteers had a great time, and loved envisioning how their efforts will help community members sow their own mini-superblooms!