



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

MONDAY, NOVEMBER 13, 2023, AT 2:00 P.M.

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

BOARD OF DIRECTORS

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

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

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

CALL TO ORDER AND FLAG SALUTE – *President Ligtenberg called the meeting to order at 2:04 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, Administrative Services Manager Alicia Fernandez, Interim Board Clerk Jasmine Felix, Community Programs Educators Billy Mercado, Azucena Quinones, Monica Curiel 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.

General Manager Elizabeth Willis confirmed there were no changes at the present time. Although Ms. Willis did note there was an amendment made to item 9 of the agenda before the Brown Act deadline of 72 hours. President Ligtenberg confirmed with all Board members they had received a copy of the amendment.

PRESENTATIONS

1. **WATERWISE GARDEN & PUMPKIN FESTIVAL - MAIA DEAN, COMMUNITY PROGRAMS MANAGER**

The presentation was received and filed.

2. **FINAL REPORT ON THE NEW WEBSITE - SCOTT KLEINROCK, CONSERVATION PROGRAMS MANAGER**

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.

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

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.

A motion was made by Treasurer Aldaco, seconded by Director Layton, to approve Items No's. 3 -6; the motion was approved unanimously.

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.

Approved unanimously.

4. FINANCIAL REPORTS FOR SEPTEMBER 2023

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

Approved unanimously.

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.

Approved unanimously.

6. APPROVE AB 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT

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

Approved unanimously.

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.

General Manager Willis began the presentation by providing an overview of Workshop purpose and outcome. She then called on Facilities Maintenance Manager Dave Schroeder to present his findings on new ways to increase infiltration into the Chino Groundwater Basin.

Director Gulmahamad inquired if Mr. Schroeder received any pushback from the Chino Basin Watermaster to which Mr. Schroeder responded that he has not yet reached out to them to discuss any future assistance on any project.

Separate to the subject, Mr. Schroeder provided a brief update on establishing a connection with the United Pacific Railroad (UPRR) on the previously proposed lease of 30 feet of railroad property adjoining the District's Brooks Basin property. Director Aldaco asked if during Mr. Schroeder's exchange with UPRR the wall was mentioned. Mr. Schroeder confirmed that all goals were expressed to UPRR and should receive a response early next year, however, the main objective was to establish communication.

General Manager Willis continued with the presentation and the proposal of bringing various options for increasing infiltration in the Chino Basin to the Recharge Committee for deliberation and possible recommendation to the full Board.

Conservation Programs Manager Scott Kleinrock was called to present on the proposition of a Waterwise Community Nursery. Directors Ligtenberg, Paker, Layton and Aldaco expressed their endorsement for the Nursery and suggested a business plan be drafted to outline profits, staffing needs, parking, point of sales, incentivizing Master Gardeners to participate, potential vendors, nursery location and size, and funding.

Community Programs Manager Maia Dean and Mr. Kleinrock collectively proceeded to present on the tracking of Walk-In Visitors. Ms. Dean shared historical numbers of all visitors, including walk-in visitors, to campus. Mr. Kleinrock recommended the installation of an infrared trail counter as a cost-effective solution to obtaining an estimate of foot traffic through the garden gate entrances. Directors Layton, Aldaco and Gulmahamad inquired about the tactical placement and the functionality of the device. Director Sonnenberg, Mr. Kleinrock and Ms. Willis remarked that the cost of the device was economically reasonable and the District should move forward with the purchase.

Ms. Willis continued with the next focus to increase visitors to campus by sharing a variety of playgrounds at different price points. Directors Aldaco and Gulmahamad asked about ADA compliance and limited parking. Ms. Willis responded that once a budget was approved, and a designer was chosen through an RFQ process, staff would collaborate with the designer to address their concerns.

Ms. Willis resumed the presentation and recounted the ways that the Waterwise Community Center has progressed in cultivating a positive work environment, including a focus on culture and staff development. Directors Parker, Layton, and Coker commended Ms. Willis and the staff for their achievements and provided suggestions on team building activities.

Lastly Ms. Willis presented her findings on the Board Focus.

Director Aldaco requested a copy of the report.

The report was constructively received and no action was taken by the Board.

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.

Administrative Services Manager Alicia Fernandez presented the updated job description.

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

Director Gulmahamad inquired about the highlighted section in the Job Description. General Manager Willis clarified that upon review Administrative Services Manager Fernandez found the highlighted phrase to be pertinent to the job description.

Ms. Willis proposed the motion to be rephrased to move for approval with the additional language recommended by staff.

Director Sonnenberg amended his motion to include the additional language in job description. The motion was seconded by Director Layton and approved unanimously.

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.

General Manager Willis presented Item 9 and stated that the change to the job description was a result of it being incompatible with California Labor Laws.

General Councilman Lee McElhaney proposed to modify the sentence beginning with “All hours worked”, on page 70 under the Tracking Log section. He recommended to insert the word “up” and should read “All hours worked will be computed up to the nearest one-quarter (0.25) hour and entered into the employee’s timecard accordingly.” In addition, he advocated to include the subsequent sentence “Time will not be rounded down.”

Treasurer Aldaco motioned to approve the proposed updated policy with the incorporation of Mr. McElhaney’s comments; the motion was seconded by Director Sonnenberg.

The motion passed unanimously.

INFORMATIONAL ITEMS

10. FIRST QUARTER CORRESPONDENCE JULY – SEPTEMBER 2023

11. FIRST QUARTER METRICS FOR JULY – SEPTEMBER 2023

President Ligtenberg recommended informational items be read and reviewed at everyone's leisure.

DIRECTOR ORAL REPORTS

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

- President Ligtenberg - *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Vice President Parker – *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Treasurer Aldaco - *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda. He praised staff on the Waterwise Garden & Pumpkin Festival.*
- Director Layton - *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Director Coker - *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda. She expressed excitement and anticipation for the Waterwise Loteria event on Thursday, November 16, 2023.*
- Director Gulmahamad – *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Director Sonnenberg - *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*

STAFF ORAL REPORTS

- General Manager/Secretary Report – *General Manager Willis reminded the Board that the Waterwise Loteria event will take place on Thursday, November 16, 2023. She provided an update on the Board request to have the monitors lowered at the dais.*
- Legal Counsel Report – *None.*

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 through 10, inclusive

San Bernardino Superior Court Case No.: CIVDS 1933655

President Ligtenberg affirmed there was nothing to report on Item 12 for a closed session to be had and thus proceeded with the adjournment.

ADJOURNMENT

President Ligtenberg adjourned the meeting at 4:38 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on **Monday, December 11, 2023**, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 11TH DAY OF DECEMBER 2023.


Elizabeth Willis, General Manager

ATTEST:



Jasmine Felix, Interim Board Clerk