



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

MONDAY, FEBRUARY 12, 2024, AT 2:00 P.M.

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

OUR MISSION

Protecting and replenishing our regional groundwater supply since 1949.

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

Director Sonnenberg led the invocation.

CALL TO ORDER AND FLAG SALUTE

President Ligtenberg called the meeting to order at 2:02 p.m. and led the flag salute.

ROLL CALL

President Mark Ligtenberg, Vice President Kati Parker, Treasurer Gilbert Aldaco, Directors Teri Layton, Amanda Coker, Hanif Gulmahamad, and Ryan Sonnenberg were present.

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Board Clerk Brandon Yoshida, and Legal Counsel Lee McElhaney were present.

ADDITIONS OR CHANGES TO THE AGENDA

General Manager Willis confirmed there were no additions or changes to the agenda.

PRESENTATIONS

1. INTRODUCTION OF NEW EMPLOYEE – BRANDON YOSHIDA, BOARD CLERK

Administrative Services Manager Fernandez introduced new Board Clerk Brandon Yoshida.

PUBLIC COMMUNICATIONS

President Ligtenberg opened the Public Comment Period. Board Clerk Yoshida confirmed there were no public comments.

CONSENT CALENDAR

Motion by Director Layton, second by Director Gulmahamad, carried 7-0, to approve the consent calendar.

2. APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF JANUARY 8, 2024; AND PERSONNEL COMMITTEE MEETING OF JANUARY 17, 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve Meeting Minutes: Regular Board Meeting of January 8, 2024; and Personnel Committee Meeting of January 17, 2024.

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

Recommendation: It is recommended that the Board of Directors:

1. Approve the Director Travel, Training, and Meeting Report, reflecting business-related expenses incurred by the District.

4. APPROVE 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT

Recommendation: It is recommended that the Board of Directors:

1. Approve the Compensation and Reimbursement Report.

5. FINANCIAL REPORTS FOR DECEMBER 2023

Recommendation: It is recommended that the Board of Directors:

1. Approve the financial reports for December 2023.

6. FISCAL YEAR 23-24 SECOND QUARTER (Q2) FINANCIAL REPORT

Recommendation: It is recommended that the Board of Directors:

1. Approve the Fiscal Year 23-24 Second Quarter (Q2) Financial Report.

DISCUSSION ITEMS**7. APPROVE AMENDED POLICY NO. 50 – DRESS CODE**

Recommendation: It is recommended that the Board of Directors:

1. Amend Policy No. 50 – “Uniforms” to “Dress Code”; and
2. Rescind Policy No. 55 – “Boot Allowance” and incorporate the language into the amended “Policy No. 50 – Dress Code” policy; and
3. Amend Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures.”

Administrative Services Manager Fernandez presented Item 7. She stated that all suggestions and amendments from the January 17, 2024 Personnel Committee Meeting were included in the report. General Manager Willis noted for the record that upon further review, the increase of the boot allowance to \$350 would be more accommodating for staff.

Director Layton stated that disciplinary action of employees should also be subject to legal review. General Manager Willis concurred and stated policy 26-1 can be amended to include legal review as part of the review process for disciplinary actions of employees.

Motion by Director Sonnenberg, second by Treasurer Aldaco, carried 7-0, to amend District Policy No. 50 – “Uniforms” to “Dress Code”; and rescind District Policy No. 55 – “Boot Allowance” and incorporate the language into the amended “Policy No. 50 – Dress Code” policy; and, amend District Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures” pending legal review.

8. APPROVE THE RESCHEDULING OF THE REGULAR BOARD OF DIRECTORS MEETING OF MONDAY, NOVEMBER 11, 2024, TO MONDAY, NOVEMBER 4, 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve the rescheduling of the Regular Board of Directors Meeting of Monday, November 11, 2024, to Monday, November 4, 2024, due to November 11th being a Federal Holiday (Veterans Day).

General Manager Willis presented Item 8. After discussion amongst the Board of Directors, it was determined that a poll of availability should be sent to the Directors before scheduling the November Board of Directors Meeting.

Motion by Director Layton, second by Vice President Parker, carried 7-0, to table Item 8 to the next Regular Board of Directors meeting for further discussion and action.

9. ADOPT RESOLUTION NO. 2024-01 OF THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT, ESTABLISHING THE DISTRICT’S POLICIES AND PROCEDURES FOR ADVISORY COMMITTEES

Recommendation: It is recommended that the Board of Directors:

1. Adopt Resolution No. 2024-01 of the Board of Directors of the Chino Basin Water Conservation District, establishing the District's policies and procedures for advisory committees.

Administrative Services Manager Fernandez and General Manager Willis presented Item 9. Administrative Services Manager Fernandez stated the importance of establishing a set policy and procedure for establishing and maintaining advisory committees. General Manager Willis noted that the "Education Committee" will be renamed to the "Programs Committee" upon approval of this Resolution. General Manager Willis also noted that the adoption of the resolution and the changing of the name of the Education Committee to the Programs Committee would not change the roster of any of the committees, which was set in January 2023 by the President of the Board.

Motion by Treasurer Aldaco, second by Director Layton, carried 7-0, to adopt Resolution 2024-01 of the Board of Directors of the Chino Basin Water Conservation District, establishing the District's policies and procedures for advisory committees.

INFORMATIONAL ITEMS

10. **SECOND QUARTER CORRESPONDENCE REPORT: OCTOBER – DECEMBER 2023**
11. **SECOND QUARTER METRICS REPORT: OCTOBER – DECEMBER 2023**

President Ligtenberg noted Items 10 and 11 are in the agenda packet for review.

Vice President Parker emphasized the significance of the Unity Garden mentioned in the Second Quarter Correspondence Report, which was planted at Randall Pepper Elementary School on December 15, 2023. The garden serves as a tribute to the O'Day Short Family, known for their pivotal role in breaking Fontana's color barrier in 1945.

DIRECTOR ORAL REPORTS:

President Ligtenberg, Vice President Parker, Treasurer Aldaco, and Directors Layton, Coker, Gulmahamad, and Sonnenberg gave brief reports.

Vice President Parker asked about the possibility of broadcasting or uploading recordings of the Board of Directors Meetings online, in line with similar agencies taking the same approach. General Manager Willis responded that while it is feasible for the District to explore this option, it would necessitate additional funding, time, and dedicated staff to manage the broadcasting operations effectively.

STAFF ORAL REPORTS

General Manager Willis provided a brief report regarding the 75th Anniversary Chino Basin Water Conservation District Time Capsule Ceremony and thanked staff for their hard work and dedication during the event.

Legal Counsel had no report.

CLOSED SESSION

President Ligtenberg recessed the Regular Board of Directors Meeting into Closed Session at 2:33 p.m.

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 reconvened the Regular Board of Directors Meeting at 3:08 p.m. Legal Counsel stated no reportable action from Closed Session.

ADJOURNMENT

President Ligtenberg adjourned the Regular Board of Directors Meeting at 3:08 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, March 11, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 11TH DAY OF MARCH 2024.


Elizabeth Willis, General Manager

ATTEST:



Brandon Yeshida, Board Clerk