



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

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

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 Brandon Yoshida, Board Clerk, via email at byoshida@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. INTRODUCTION OF NEW EMPLOYEE – BRANDON YOSHIDA, BOARD CLERK****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.

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.”

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).

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.

INFORMATIONAL ITEMS

10. SECOND QUARTER CORRESPONDENCE REPORT: OCTOBER – DECEMBER 2023

11. SECOND QUARTER METRICS REPORT: OCTOBER – DECEMBER 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 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, March 11, 2024, at 2:00 p.m.**

I, Brandon Yoshida, Board Clerk of the Chino Basin Water Conservation District, do hereby certify that a copy of this agenda has been posted at the District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763 and on the District's website by 2:00 p.m. on February 9, 2024.

Brandon Yoshida

Brandon Yoshida, Board Clerk



ITEM NO. 2

**APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF JANUARY 8, 2024 AND
PERSONNEL COMMITTEE MEETING OF JANUARY 17, 2024**



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

MONDAY, JANUARY 8, 2024, 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

Director Layton led the Board in the invocation.

CALL TO ORDER AND FLAG SALUTE

President Ligtenberg called the meeting to order at 2:03 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, Administrative Services Manager Alicia Fernandez, Facilities Maintenance Manager Dave Schroeder, Interim Board Clerk Jasmine Felix, and Jonathan Abadesco, with Fedak & Brown 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 additions to the agenda, however Item No. 1 on the agenda required a correction to the verbiage on page 6 of 7 and Item No. 3 was amended to exclude a meeting on 12/11/23.

PRESENTATIONS

None.

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 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.

Director Aldaco made a motion to approve the consent calendar, seconded by Director Gulmahamad. Director Parker made a request to rephrase the motion to include the changes previously mentioned by General Manager Willis. Director Aldaco and Gulmahamad concurred and the motion to approve the consent calendar with the changes was made; the motion was approved unanimously.

1. APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF DECEMBER 11, 2023

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

Approved unanimously.

2. 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.

3. APPROVE AB 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT

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

Approved unanimously.

4. FINANCIAL REPORTS FOR NOVEMBER 2023

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

Approved unanimously.

DISCUSSION ITEMS

5. FY 2022-2023 ANNUAL FINANCIAL REPORTS

Recommendation: It is recommended that the Board of Directors receive and file the FY 2022-2023 Annual Financial Reports.

General Manager Willis provided Jonathan Abadesco, with Fedak & Brown, with a warm introduction and prompted him to begin the presentation of his findings. Mr. Abadesco commenced by providing a general background on guidelines and the auditing process, followed by his findings and explanation of the differences in values, and concluded by opening the floor to questions and comments.

Directors Layton & Parker thanked Mr. Abadesco for his presentation. Director Parker further recognized Mr. Abadesco & Ms. Willis for making the requested changes to the Financial Highlights section to better provide transparency.

Director Aldaco made motioned to file the annual financial reports FY 2022-2023, seconded by Director Gulmahamad; the motion was approved unanimously.

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 – *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda. She praised Facilities Maintenance Manager Dave Schroeder on his presentation at the O’Day Short Family Unity Garden Dedication.*
- Treasurer Aldaco – *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Director Layton – *None.*
- Director Coker – *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Director Gulmahamad – *Attended meetings as itemized in Item 5 – AB 1234 of the Agenda.*
- Director Sonnenberg – *None.*

STAFF ORAL REPORTS

- General Manager/Secretary Report – General Manager Willis kindly reminded the Board of the Time Capsule Buriel event on January 18, 2024 and encouraged the Board of Directors to RSVP. She commended the Chino Basin Water Conservation District administrative services team, specifically Administrative Services Manager, Alicia Fernandez and Administrative Assistant II, Judith Taylor, with their exemplary aid during the audit.
- Legal Counsel Report – *None.*

CLOSED SESSION

President Ligtenberg recessed the meeting at 2:25 p.m., to consider the following Closed Session item:

6. 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

Director Coker excused herself from Closed Session at 3:30 p.m.

The Board reconvened from Closed Session, at 4:08 p.m., at which point President Ligtenberg asked General Counsel Leland McElhaney, Esq. if there was any report from closed session. Mr. McElhaney confirmed there was no reportable action taken in closed session.

ADJOURNMENT

President Ligtenberg adjourned the meeting at 4:08 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District to be held on **Monday, February 12, 2024**, at 2:00 p.m. at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763.

APPROVED AND ADOPTED THIS 12TH DAY OF FEBRUARY 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk



**CHINO BASIN WATER CONSERVATION DISTRICT
PERSONNEL COMMITTEE MEETING
MINUTES**

MONDAY, JANUARY 17, 2024, AT 1:00 P.M.

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

COMMITTEE MEMBERS

**Ryan Sonnenberg, Director
Kati Parker, Vice President
Gil Aldaco, Treasurer**

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

Committee Chair Sonnenberg called the meeting to order at 1:05 p.m.

ROLL CALL

Committee Members present were Committee Chair Ryan Sonnenberg, Directors Kati Parker, and Gilbert Aldaco.

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Community Programs Manager Maia Dean, Conservation Specialist I Brandon Burgess, Conservation Technician II Daniel Moreno, Community Programs Educators Billy Mercado, Azucena Quinones, Monica Curiel, Administrative Assistant II Judith Taylor, Administrative Assistant I Kassandra Lopez, and Interim Board Clerk Jasmine Felix 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 noted there were no additions made to the agenda, however there was a revision made to the Staff Report for Item No. 3 of the agenda.

PRESENTATIONS

None.

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.

Chair Sonnenberg opened the Public Comment period. Interim Board Clerk Felix acknowledged two (2) public comments submitted by Ms. Cassandra Lopez and Ms. Judith Taylor respectively, speaking on Discussion Item 3.

DISCUSSION ITEMS**1. REVIEW AMENDED POLICY NO. 50 - DRESS CODE**

Recommendation: It is recommended that the Committee review, discuss, and provide feedback on Policies 26-1, 50 and 55.

General Manager Elizabeth Willis presented the subject item and Administrative Services Manager Alicia Fernandez provided a report to the Board on the changes made to the policies.

After Ms. Fernandez's report, Director Parker inquired about the use of dressy neutral T-shirts. Ms. Willis was open to the inclusion of this article of clothing in the policy.

Director Sonnenberg made a motion to approve the recommended amendments to the listed policies; the motion was seconded by Director Aldaco.

Director Sonnenberg suggested increasing the boot allowance from \$180 to about \$250 to \$300 to account for current market prices. Ms. Willis affirmed that the District would provide a fair average to present to the Board. Director Aldaco was in support of increasing the boot allowance and suggested allowing the employee to use any unused portion of the allowance toward work socks, insoles, or boot laces.

On the topic of Policy 50, Director Aldaco provided clarifying verbiage to the draft policy. Directors Paker and Sonnenberg provided their support of Director Aldaco's suggested revisions and inquired if legal counsel reviewed the policy. Ms. Willis and Ms. Fernandez stated that the purpose of all the revisions to the policy were to provide fairness and clarity to all departments and that staff wished to obtain feedback from the Committee before presenting it to legal counsel for review.

Director Sonnenberg went forward with his original motion, Director Parker inquired if the motion included all policies, Director Sonnenberg confirmed that the motion was inclusive

of all recommended polices, and Director Aldaco seconded the motion; motion was approved unanimously.

2. PROVIDE FEEDBACK AND DIRECTION TO STAFF ON DISTRICT POLICY NO. 32 - DIRECTOR, GENERAL MANAGER, SALARIED, AND HOURLY EMPLOYEE BENEFITS.

Recommendation: It is recommended that the Committee review, discuss, and provide feedback on language within District Policy No. 32 - Director, General Manager, Salaried, and Hourly Employee Benefits.

General Manager Elizabeth Willis presented the subject item and highlighted the current issue with the policy being that the policy is open to interpretation as either 90% of the lowest medical plan plus 100% of dental and vision or 90% of family medical, dental, and vision. Director Parker inquired what the fiscal impact would be of providing 100%. Ms. Willis responded with an estimate of \$2,600 per employee registered for the family plan. Ms. Willis asked the Committee to clarify which interpretation is correct. Director Parker motioned to amend the policy to state 100% of medical, dental, and vision benefits for the cheapest family plan. The motion was seconded by Director Aldaco and approved unanimously.

Ms. Willis mentioned there was a second issue that excluded staff but included Directors. Director Parker suggested that the second issue should be voted on separately.

Ms. Willis presented the second issue stating that the policy did not clearly state whether Directors of the Board were allowed to participate in the District's healthcare plan. Director Parker noted that allowing Directors to participate in the District's healthcare plan would be attractive to future Board members and is significantly cheaper than other plans offered by other agencies. Director Parker suggested the policy be reworded to be inclusive of Directors.

Director Sonnenberg made a motion to amend the policy to allow for Directors to be covered under the single ACWA/JPIA formula and to bring it to the board for consideration. Director Aldaco seconded the motion; the motion was approved unanimously.

3. REVIEW UPDATED ADMINISTRATIVE ASSISTANT I/II AND PROPOSED ADMINISTRATIVE ANALYST

Recommendation: It is recommended that the Committee review, discuss, and consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24.

General Manager Elizabeth Willis presented the staff report and Administrative Services Manager Alicia Fernandez provided the background to the Committee. Ms. Fernandez mentioned that she conducted an analysis of job description and salaries for the same positions within other agencies.

Director Parker asked if retroactive pay was considered for the employee that performed duties outside of their classification for the past four years. Ms. Fernandez and Ms. Willis stated that they will consult with the District's financial consultant to calculate the backpay and will present it to the board for approval.

Director Aldaco made a motion to consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24; Director Sonnenberg seconded the motion.

Director Aldaco provided his feedback on the job description, asked clarifying questions, and provided minor edits. Director Aldaco touched on the overlapping duties listed across the progressing positions. Ms. Fernandez noted that the purpose of reiterating the duties across the positions is to ensure that there is cross training. Ms. Willis added that there is not a definite break in positions because it is envisioned that any combination of two of the three positions will be held at the same time, which would allow for growth in experience and salary. Director Sonnenberg asked if there is a need could all three positions be filled and Ms. Willis responded yes if there was a future need.

Director Aldaco questioned the listed agencies and noted a couple of agencies that could cause minor confusion. Director Parker supported keeping the listed agencies to provide a realistic comparison of the recommended job descriptions and salary classifications. Ms. Fernandez and Ms. Willis advocated that although the listed agencies are arguably comparable or incomparable the objective behind the recommendations is employee retention. The Committee accepted their justification and moved to take a vote on the motion earlier stated by Director Aldaco.

General Manager Willis asked to restate the motion to include the revisions presented by Director Aldaco. Directors Aldaco motioned and Director Sonnenberg seconded to consider the updated job descriptions, proposed Administrative Analyst position, and updated Classification and Compensation Schedule for FY 23/24 with the recommended revisions; the motion was approved unanimously.

4. CLASSIFICATION AND COMPENSATION SCHEDULE ADJUSTMENT FY 23-24 AND UPDATING THE PROGRAM EDUCATOR I/II JOB DESCRIPTION

Recommendation: It is recommended that the Committee review, discuss, and consider the recommended adjustments from two (2) full-time and one (1) part-time Educators to three (3) full-time Educators and recommend Board approval of changes to the Program Educator I/II job description.

General Manager Elizabeth Willis presented the staff report to the Committee. Community Programs Manager Maia Dean proceeded by elaborating on the extensive duties that the Community Programs department performs and commented on the benefits of having another full-time educator.

Director Parker made a motion to move forward with staff's recommendation and to present the recommended adjustments from two (2) full-time and one (1) part-time

Educator to three (3) full-time Educators and changes to the Program Educator I/II job description to the Board. Director Aldaco seconded the motion.

Director Aldaco provided his feedback on the job description. He suggested that the District provide additional training on possible exposure to communicable disease, blood, bodily fluids or tissues.

Administrative Services Manager Alicia Fernandez provided a general note that as policies are being reviewed and revised, the salary rates are being excluded and in lieu the public can refer to the salary schedule that will be accessible on the Chino Basin Water Conservation District website.

Ms. Willis posed a question, if the Board approves the change to a full-time employee, then there would be no need for part-time employees' benefits. Director Parker proposed that the policy allowing for part-time employee benefits remain as an option to allow flexibility for future hires.

The Committee moved to vote on the motion, previously stated by Director Parker; the motion was approved unanimously.

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.

- Committee Chair Sonnenberg – Director Sonnenberg requested that the probation period mentioned in Policy 26-1 be clarified for the meeting in March. He then handed General Manager Willis an entry from the Board Suggestion Box to present to the Committee. The note was regarding Policy No. 29 and inquired about the extension of the probation period. Mr. Sonnenberg responded that extending the probationary period is a common practice, the probationary period should be up to the General Manager's discretion, and the policy should be updated accordingly.
- Vice President Parker – None.
- Treasurer Aldaco – None.

CLOSED SESSION

None.

ADJOURNMENT

Committee Chair Ryan Sonnenberg adjourned the meeting at 2:50 p.m. to the next **Regular Board Meeting of the Chino Basin Water Conservation District, to be held on Monday, February 12, 2024, at 2:00 p.m.** at District Headquarters, located at 4594 San Bernardino Street, Montclair, CA 91763

APPROVED AND ADOPTED THIS 12TH DAY OF FEBRUARY 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk

DRAFT



STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: February 12, 2024

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:

1. 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 December 2023.

DATE	EVENT	BOARD MEMBER
1/8/24	CBWCD Regular Board Meeting	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Coker, Layton, Gulmahamad, and Sonnenberg
1/17/24	CBWCD Personnel Committee Meeting	Vice President Parker, Treasurer Aldaco, Director Sonnenberg
1/18/24	CBWCD Time Capsule Ceremony	Vice President Parker, Treasurer Aldaco, Directors Coker, Layton, 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: February 12, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: AB 1234 – DIRECTOR COMPENSATION AND REIMBURSEMENT REPORT

RECOMMENDATION

It is recommended that the Board of Directors:

1. 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 (CSDA)
- 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)

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- k. LAIF
- 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
1/8/24	Upland City Council Meeting	Vice President Parker
1/11/24	Montclair Firefighters Recognition Luncheon	Vice President Parker, Treasurer Aldaco, and Director Gulmahamad
1/15/24	ASBCSD Board Meeting (Virtual)	Vice President Parker
1/22/24	ASBCSD January Membership Meeting	Treasurer Aldaco and Directors Coker, Gulmahamad, and Layton
1/26/24	SCWC Quarterly Luncheon	Vice President Parker, Treasurer Aldaco, and Directors Coker, Gulmahamad, and Layton
1/26/24	Upland Chamber: Taste of the IE	Vice President Parker

FISCAL IMPACT

None. Anticipated Director attendance and associated expenses are included in the Fiscal Year 2023-2024 budget.

ATTACHMENT(S):

1. Director Aldaco Virtual Meetings/Events January 2024

Director Aldaco Virtual Meetings/Events January 2024

1. CBWCD Board Meeting – January 8th (2:00 p.m.): Review, Discuss, Approve, or Continue Board Agenda Items.
2. Montclair Firefighters Recognition Luncheon – January 11th (12:00 p.m. – 2:30p.m.): General invitation to all CBWCD Board-members to attend the Montclair Fire Department’s luncheon, held at District facilities, to recognize their staff and a key member of the Department for exemplary service to the Department and community.
3. CBWCD Personnel Committee Meeting – January 17th (1:00 p.m.): Committee members (Sonnenberg, Parker, and Aldaco) attended the meeting to review, discuss, and provide direction to Staff on four discussion items (District Policy #50 – Dress Code; District Policy #32 – Director, General Manager, Salaried, and Hourly Employee Benefits; Administrative Assistant I/II and proposed Administrative Analyst; and, Classification and Compensation Schedule Adjustment FY 23-24 and Updating the Program Educator I/II Job Description). District employees were present to observe and comment on items of interest.
4. CBWCD 75th Anniversary/Time Capsule Ceremony – January 18th (11:00 a.m.): Directors, Staff, local Water Agency representatives, City Officials, and Legislators’ representatives attended the Time Capsule Burial Ceremony. Many spoke on the importance and significance of the District – its capture and recharge of stormwater for groundwater stability and its conservation & water-use efficiency educational programs geared to all levels (students to professionals) within its service community. Numerous items were contributed for burial within the Time Capsule.
5. SCWC Recycled Water Taskforce Meeting – January 22nd (1:30 p.m. – 2:30 p.m.): Agenda Topics – Introductions (16 participants); SCWC Strategic Plan 2024 (Charley); DPR Educational Video Development (Paul Liu); State Legislative Investment Overview (Glenn Farrel); Recycled Water Task Force Engagement Plan (All); and, Recycled Water in the News (internet articles).
 - Glenn provided updates... Legislature back in session; State Budget shortfall/differing shortfall amounts but “really bad;” Lots of “behind the scenes” with decisions due on or before June 26th; Governor cutting back on several projects such as the recycled water program, PFAS; and, SCWC series of briefing with Legislative staff, and rally at Capitol.
 - Charley touched on “cultivating relationships with the Legislature;” bringing new voices into the Coalition (i.e., local constituents); DPR (Direct Potable Reuse) raw water augmentation/treated water augmentation; DPR public education (i.e., animated video style of approach); and, SCWC representation in Sacramento. Charley also touched on the upcoming Quarterly Luncheon.
 - Charley encouraged all participants to come up with overall strategic planning ideas.

The next Recycled Water Taskforce meeting will be held in March, date to be determined.
6. ASBCSD Membership Meeting – January 22nd (5:30 p.m.) Held at the Biane Brothers Winery (Rancho Cucamonga), the Cucamonga Valley Water District hosted the event. ASBCSD President Milford Harrison called the meeting to order and began by providing ASBCSD updates. CSDA Representative, Chris Palmer touched on State Budget concerns, invited meeting guests to attend the Special Districts Leadership Academy – indicating scholarships towards attendance were available; and, announced the upcoming CSDA conference in San Diego (April 15th). LAFCO Representative, Kevin Kenley spoke about concerns involving two Cemetery Districts and issues regarding Special District dues. Following the updates, guest speaker Shannon D. Dicus gave a presentation on the San Bernardino County Sheriff’s office, his background, law enforcement challenges – citing crime statistics within his jurisdiction, and his meeting with Legislators in Sacramento. The Sheriff received a standing ovation at the end of his presentation.

7. SCWC Stormwater Task Force Meeting – January 25th (1:00 p.m. – 2:30 p.m.) *Unable to participate*
Next meeting Thursday February 22, 2024.
8. SCBC Quarterly Luncheon – January 26th (12:00 p.m. – 2:00 p.m.): Held at the Mission Inn (Riverside, CA) the meeting theme – “Diverse Streams, One Goal: Uniting Voices for Sustainable Water Solutions” focused on collaboration and innovative thinking to deal with the State’s pressing water issues. Charley Wilson (SCWC Ex. Dir. & CEO) moderated a panel of speakers comprised of Miguel Luna, CEO, Urban Semillas; James Morales, East Valley Water District; Kurt Wilson Western Riverside County of Governments; and, Regina Brown Wilson, California Black Media. Each member of the panel gave a brief introduction of themselves and their respective agencies. The panel-members were asked about their personal experiences establishing collaboration & cooperation with members of their communities to facilitate proposed infrastructure improvements. The event was sold out.

Noteworthy Recent Headlines:

- ACWA Headline: “State Water Board Adopts Direct Potable Reuse Regulations” – the regulations establish criteria for the introduction of recycled water either directly into a public water system or into a raw water supply immediately upstream of a water treatment plant.
- Santa Barbara Independent headline: “California Ranks High Worldwide for Rapidly Depleted Groundwater.” California’s Cuyama Valley, north of Santa Barbara, ranked 34th worldwide. Its underground basin has been dropping almost 5-feet a year, and residents, farmers, and even the school district are locked in a court battle with carrot growers who sued them over groundwater rights.
- CleanTechnica article: “Nevada Supreme Court Rules Surface Water and Groundwater Are One And The Same.” The Nevada Supreme Court has ruled that the state may restrict new groundwater pumping if it will impact other users and wildlife.
- Stateline article: “Agriculture built these High Plains towns. Now, it might run them dry.” As the Ogallala Aquifer dwindles, rural towns try to keep their sole source. “...The Ogallala Aquifer, the underground rock and sediment formation that spans eight states from South Dakota to the Texas Panhandle, is the only reliable source for some parts of the region. But for decades, states have allowed farmers to overpump groundwater to irrigate corn and other crops that would otherwise struggle on the arid High Plains”.



ITEM NO. 5

FINANCIAL REPORTS FOR DECEMBER 2023

CHINO BASIN WATER CONSERVATION DISTRICT

FINANCIAL REPORTS

December 2023

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

Chino Basin Water Conservation District

Income & Expense Report

July through December 2023

	Jul - Dec 23	Budget	% of Budget
Income			
46000 · Gain/Loss - Pension Trust	3,282.00		
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	1,655,519.07	2,651,600.00	62.4%
40200 · Current Yr Supplemental Tax Rev	15,788.83	74,300.00	21.3%
40300 · Prior Yr Tax Revenue	48,560.81	58,000.00	83.7%
40400 · Homeowner's Prop Tax Relief	2,667.72	19,500.00	13.7%
40500 · RDA Pass-Thru from Cities	918,894.86	1,267,100.00	72.5%
Total 40000 · Property Tax & Assessment Rev	2,641,431.29	4,070,500.00	64.9%
41000 · Interest Income	203,854.76	167,600.00	121.6%
42000 · Contributions/Sponsorships	4,500.00	4,000.00	112.5%
44000 · Grant Income			
44200 · Non-Govt Grant Income	640.00		
Total 44000 · Grant Income	640.00		
45000 · Capital Gain/Loss			
45100 · CalTRUST Investment Earnings	48,819.10	54,100.00	90.2%
45110 · CalTRUST unrealized gain/loss	9,735.18		
Total 45000 · Capital Gain/Loss	58,554.28	54,100.00	108.2%
48000 · FMV Investment Accounts			
48200 · CLASS FMV Investment	-1,455.86		
48100 · LAIF FMV Investment	112,742.03		
Total 48000 · FMV Investment Accounts	111,286.17		
49000 · Miscellaneous Income			
49100 · Agreement Income	856.00	17,500.00	4.9%
49200 · Cal Card Incentive	1,437.57	2,000.00	71.9%
49500 · Lease Revenue	6,000.00	12,000.00	50.0%
49900 · Misc Income	1,816.00		
Total 49000 · Miscellaneous Income	10,109.57	31,500.00	32.1%
Total Income	3,033,658.07	4,327,700.00	70.1%
Gross Profit	3,033,658.07	4,327,700.00	70.1%
Expense			
50000 · Payroll Expenses			
50100 · Wages			
50110 · Directors Wages	24,975.00	56,000.00	44.6%
50120 · Salary Employee Wages	336,407.37	645,300.00	52.1%
50130 · Hourly Employee Wages	396,265.32	833,100.00	47.6%
50140 · Intern Wages	28,829.57	72,000.00	40.0%
Total 50100 · Wages	786,477.26	1,606,400.00	49.0%
50200 · Payroll taxes	60,250.29	125,900.00	47.9%
50300 · Employee Benefits			
50310 · Medi/Dent/Vision/Life/Dis. Ins	142,897.41	261,900.00	54.6%
50311 · Employee Paid Premiums	-2,873.40	-4,900.00	58.6%
50312 · Emp Benefits - Healthy Living	335.44		
50313 · EAP - Employee Assist. Program	0.00	600.00	0.0%
50321 · Classic - ER Paid Member Contr.	6,885.01	13,200.00	52.2%
50322 · Classic-Employer Contribution	10,540.66	20,100.00	52.4%
50325 · PEPPRA-Employer Contribution	44,788.46	96,800.00	46.3%
50326 · CalPERS Pension Reserve Trust	0.00	100,000.00	0.0%
50328 · Unfunded PERS payment	41,286.00	48,900.00	84.4%
Total 50300 · Employee Benefits	243,859.58	536,600.00	45.4%
50400 · Payroll processing fees	6,250.00	14,100.00	44.3%
Total 50000 · Payroll Expenses	1,096,837.13	2,283,000.00	48.0%
51000 · Administration Expenses			
51100 · Accounting Fees	53,318.80	80,000.00	66.6%
51125 · Administrative Support	8,150.80		
51150 · Banking Fees	225.00	400.00	56.3%
51200 · Board of Director's Expenses			
51210 · Conference & Tour Fees	3,289.70	12,000.00	27.4%
51230 · Legal Notices/Director Related	0.00	2,000.00	0.0%
51240 · Meals	1,964.46	1,500.00	131.0%
51250 · Medical & Life Insurance	4,776.35	21,600.00	22.1%
51260 · Mileage	1,571.47	2,500.00	62.9%
51270 · Miscellaneous	1,405.22	12,500.00	11.2%
51280 · Travel & Lodging	3,535.12	2,000.00	176.8%
Total 51200 · Board of Director's Expenses	16,542.32	54,100.00	30.6%
51300 · Consulting Fees	34,584.13	131,000.00	26.4%
51400 · Dues & Subscriptions	19,491.85	45,200.00	43.1%
51500 · Engineering Fees	16,844.70	10,000.00	168.4%
51600 · Legal Fees	44,166.00	50,000.00	88.3%
51700 · Office Expenses			
51710 · Office Equipment & Repairs	4,583.82	10,200.00	44.9%
51720 · Computer/Printer Supplies	688.79	2,500.00	27.6%
51730 · Maintenance/Janitorial	6,813.87	17,300.00	39.4%
51740 · Miscellaneous	391.19	1,000.00	39.1%
51750 · Postage	249.48	1,300.00	19.2%

Chino Basin Water Conservation District

Income & Expense Report

July through December 2023

	Jul - Dec 23	Budget	% of Budget	
51760 · Supplies	3,861.01	7,100.00	54.4%	
51765 · Computer/IT Support	25,940.75	43,700.00	59.4%	
51770 · Telecommunications	12,532.73	19,500.00	64.3%	
51780 · Utilities	15,420.03	39,500.00	39.0%	
51785 · Agenda Management Software	0.00	12,000.00	0.0%	
Total 51700 · Office Expenses	70,481.67	154,100.00	45.7%	
51800 · Meeting Refreshments	1,141.05	3,000.00	38.0%	
51900 · Staff Expenses				
51910 · Education	6,130.46	11,000.00	55.7%	
51920 · Conference & Tour Fees	1,595.00	10,700.00	14.9%	
51930 · Meals	1,044.55	6,600.00	15.8%	
51940 · Mileage	1,325.57	4,300.00	30.8%	
51950 · Miscellaneous	2,463.78	4,000.00	61.6%	
51955 · Recruitment	1,869.99	5,000.00	37.4%	
51960 · Travel & Lodging	2,107.72	11,500.00	18.3%	
51970 · Uniform Expense	3,673.94	10,700.00	36.2%	
Total 51900 · Staff Expenses	20,411.01	63,800.00	32.0%	
51990 · Tax Collections Fees	4,197.74	8,200.00	51.2%	
Total 51000 · Administration Expenses	289,555.07	599,800.00	48.3%	
51999 · Non-Operating General Expenses				
51999-1 · Facilities	355.88	10,000.00	3.6%	
51999-2 · Furniture & Equipment	16,438.19	28,000.00	58.7%	
Total 51999 · Non-Operating General Expenses	16,794.07	38,000.00	44.2%	
53000 · Insurance Expenses				
53100 · Bonding	1,425.00	1,000.00	142.5%	
53200 · General Liability	29,182.85	46,400.00	62.9%	
53300 · Property	5,080.26	9,600.00	52.9%	
53400 · Workers' Comp	17,642.39	36,000.00	49.0%	
Total 53000 · Insurance Expenses	53,330.50	93,000.00	57.3%	
54000 · Operation Expenses				
54150 · Equipment & Vehicles				
54160 · Equipment	666.99	3,000.00	22.2%	
54170 · Fuel	4,088.81	13,200.00	31.0%	
54180 · Repairs, Maint & Supplies	6,045.48	17,000.00	35.6%	
Total 54150 · Equipment & Vehicles	10,801.28	33,200.00	32.5%	
54200 · Fence Expenses	4,998.49	42,000.00	11.9%	
54250 · Hardscape Expenses	0.00	9,200.00	0.0%	
54300 · Irrigation Expenses	5,822.30	16,100.00	36.2%	
54350 · Landscape Maint & Supplies	7,820.16	53,000.00	14.8%	
54400 · Miscellaneous	428.07	1,500.00	28.5%	
54450 · Basin Percolation Maintenance	0.00	101,000.00	0.0%	
54500 · Pest Control	6,065.55	11,000.00	55.1%	
54550 · Signage	1,530.38	4,500.00	34.0%	
54600 · Small Tools & Supplies	4,360.99	6,000.00	72.7%	
54650 · Structural Maintenance	51,669.91	42,000.00	123.0%	
54750 · Trash Cleanup & Disposal	3,413.94	15,000.00	22.8%	
54800 · Utilities	4,758.54	12,000.00	39.7%	
54850 · Weed Abatement	1,017.19	20,200.00	5.0%	
Total 54000 · Operation Expenses	102,686.80	366,700.00	28.0%	
55000 · Permits & Fees	0.00	500.00	0.0%	
56000 · Public Education/Relations				
56100 · Advertising & Strategic Comm.	19,979.57	63,300.00	31.6%	
56200 · Critter Expenses	776.31	7,000.00	11.1%	
56300 · District Events				
56330 · Outreach Events	7,792.32	30,000.00	26.0%	
56340 · Water Fair	15,758.91	15,000.00	105.1%	
56350 · Poster Art Contest	45.00	14,000.00	0.3%	
56360 · Youth Program Supplies	1,121.14	1,500.00	74.7%	
56370 · School Tours	1,434.10	40,000.00	3.6%	
56380 · Public Ed/Workshops	1,475.60	20,000.00	7.4%	
Total 56300 · District Events	27,627.07	120,500.00	22.9%	
56400 · Community Events/Sponsorships				
56500 · Informational Materials	3,292.33	3,000.00	109.7%	
56700 · Web Design/Maintenance	2,724.79	29,000.00	9.4%	
56400 · Community Events/Sponsorships - Other	2,500.00	2,500.00	100.0%	
Total 56400 · Community Events/Sponsorships	8,517.12	34,500.00	24.7%	
56600 · Supplies - Give Aways	4,549.98	10,000.00	45.5%	
56750 · Lobby Display Rotation - noncap	2,146.07			
Total 56000 · Public Education/Relations	63,596.12	235,300.00	27.0%	
57500 · Expense Reimbursables Clearing	0.00			
58000 · Capital Expenses				
58002 · Basin Expenses	11,914.85			
58003 · Lobby Displays	7,151.66			
58000 · Capital Expenses - Other	16,443.80	541,200.00	3.0%	

8:19 AM

01/30/24

Accrual Basis

Chino Basin Water Conservation District
Income & Expense Report
July through December 2023

	Jul - Dec 23	Budget	% of Budget
Total 58000 - Capital Expenses	35,510.31	541,200.00	6.6%
Total Expense	1,658,310.00	4,157,500.00	39.9%
Net Income	1,375,348.07	170,200.00	808.1%

8:20 AM

01/30/24

Accrual Basis

Chino Basin Water Conservation District

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10100 · General Checking	188,597.82
10200 · Petty Cash	1,001.22
10300 · LAIF Investment	7,872,135.62
10310 · LAIF FMV	-50,829.35
10320 · CLASS	6,561,770.39
10330 · CLASS FMV	-1,455.86
10600 · Pension Trust	76,911.00
Total 10000 · Cash Accounts	14,648,130.84
Total Checking/Savings	14,648,130.84
Other Current Assets	
11100 · Other Receivable	4,681.89
11200 · Interest Receivable	97,231.18
14000 · Prepaid Expenses	
14200 · Miscellaneous	80,460.90
Total 14000 · Prepaid Expenses	80,460.90
14600 · Deferred Outflows - DOR	
14601 · DOR - Pension Contributions	132,647.00
14602 · DOR - Pension Related	1,030,355.00
Total 14600 · Deferred Outflows - DOR	1,163,002.00
14999 · Undeposited Funds	500.00
Total Other Current Assets	1,345,875.97
Total Current Assets	15,994,006.81
Fixed Assets	
12000 · Construction in Process	16,708.09
15000 · Buildings & Fixtures - Net Val	
15100 · Buildings and Fixtures	10,561,571.85
15200 · A/D - Buildings & Fixtures	-2,767,323.67
Total 15000 · Buildings & Fixtures - Net Val	7,794,248.18
16000 · Land Assets	
16000-1 · Land	1,486,121.26
16000-3 · Land - Confluence Project	4,500,000.00
Total 16000 · Land Assets	5,986,121.26
17000 · Office Furn. & Equip. - Net Val	
17100 · Office Furniture & Equipment	158,242.46
17200 · A/D - Office Furniture & Equipm	-52,546.02
Total 17000 · Office Furn. & Equip. - Net Val	105,696.44
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
Total Fixed Assets	14,295,296.46
Other Assets	

8:20 AM

01/30/24

Accrual Basis

Chino Basin Water Conservation District

Balance Sheet

As of December 31, 2023

	Dec 31, 23
13500 · Right to Use Assets	
13511 · Lease of Equipment	29,136.17
13512 · Accum. Amortization - Equipment	-3,035.00
Total 13500 · Right to Use Assets	26,101.17
Total Other Assets	26,101.17
TOTAL ASSETS	30,315,404.44
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	37,493.65
Total Accounts Payable	37,493.65
Credit Cards	
20600 · CalCard	
20648 · CalCard-K Lopez	34.85
20610 · CalCard - J Taylor	-7.30
20619 · CalCard - B Burgess	-29.42
20630 · CalCard - M Dean	28.60
20631 · CalCard - W Mercado	38.11
20632 · CalCard - E Skrzat	431.52
20644 · CalCard - L Holguin	82.31
20646 · CalCard- A Fernandez	250.00
20647 · CalCard- A Quinones	199.00
Total 20600 · CalCard	1,027.67
Total Credit Cards	1,027.67
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	14,073.70
Total Other Current Liabilities	145,773.31
Total Current Liabilities	184,294.63
Long Term Liabilities	
23500 · Lease Liabilities	
23510 · Lease Liability - Equipment(ST)	6,894.80
23511 · Lease Liability - Equipment(LT)	18,797.91
Total 23500 · Lease Liabilities	25,692.71
29000 · Deferred Inflows- DIR	
29002 · DIR - Pension Related	1,034,252.00
Total 29000 · Deferred Inflows- DIR	1,034,252.00
29001 · Net Pension Liability	819,854.00
Total Long Term Liabilities	1,879,798.71

8:20 AM

01/30/24

Accrual Basis

Chino Basin Water Conservation District

Balance Sheet

As of December 31, 2023

	Dec 31, 23
Total Liabilities	2,064,093.34
Equity	
30001 · Non-Spendable Net Position	
30003 · Prepaids & Inventory	50,249.51
30090 · Investment in Capital Assets	14,295,296.92
Total 30001 · Non-Spendable Net Position	14,345,546.43
30020 · Assigned Net Position	
30012 · Major Structural Failures Resrv	2,350,000.00
30022 · Recharge Improvements Reserve	2,350,000.00
30023 · Pension Liability Reserve	819,854.00
30025 · Compensated Absences Reserve	67,774.14
Total 30020 · Assigned Net Position	5,587,628.14
30026 · Operating Reserves	1,808,150.00
30027 · District Facilities Reserve	300,000.00
31000 · Unassigned Net Position	4,834,638.46
Net Income	1,375,348.07
Total Equity	28,251,311.10
TOTAL LIABILITIES & EQUITY	30,315,404.44

Chino Basin Water Conservation District Monthly General Checking Disbursements

As of December 31, 2023

Type	Date	Num	Name	Memo	Amount
10000 - Cash Accounts					
10100 - General Checking					
Bill Pmt - Check	12/01/2023	21106	Animal Pest Management Services, Inc.	Ground Squirrel Control @ Basins	-935.00
Bill Pmt - Check	12/01/2023	21107	California Special Districts Association	Annual Membership + 2024 labor law posters	-8,437.00
Bill Pmt - Check	12/01/2023	21108	Cintas Corporation #150		-293.52
Bill Pmt - Check	12/01/2023	21109	Computer Village		-2,569.80
Bill Pmt - Check	12/01/2023	21110	Donald D. Kniss		-1,125.00
Bill Pmt - Check	12/01/2023	21111	Eide Bailly LLP	215752	-2,580.50
Bill Pmt - Check	12/01/2023	21112	Ewing Irrigation Products, Inc.		-140.78
Bill Pmt - Check	12/01/2023	21113	Fronber	909-293-7578-071118-5	-473.79
Bill Pmt - Check	12/01/2023	21114	Gourmet Gourmet Catering Inc.	Holiday Luncheon Buffet Delivery	-1,838.24
Bill Pmt - Check	12/01/2023	21115	MainlainX, Inc.	Premium Plan (Work Order Platform): 11-30-23 to 11-30-24	-9,006.00
Bill Pmt - Check	12/01/2023	21116	Majestic Trophy Co., Inc.	Time Capsule Bronze Plaque	-462.19
Bill Pmt - Check	12/01/2023	21117	McFadden-Dale Ind Hardware	Fencing Tie Wire	-20.65
Bill Pmt - Check	12/01/2023	21118	Omone Abu	Dec Social Media Svcs	-450.00
Bill Pmt - Check	12/01/2023	21119	R&L Feed	35 Straw Bale Rentals - Pumpkin Patch	-364.12
Bill Pmt - Check	12/01/2023	21120	Securitas Security Services USA, Inc.		-1,320.00
Bill Pmt - Check	12/01/2023	21121	Smith Pipe & Supply Inc.	Park Irrigation Parts	-36.02
Bill Pmt - Check	12/01/2023	21122	Standard Insurance Company, Inc.	Policy #006492990083/STD/LTD from Nov payroll	-744.19
Bill Pmt - Check	12/01/2023	21123	Swedlows Distributors, Inc.	GM Office Chair, Panel for Board Clerk Office, Work Rm Furniture mvmt	-1,993.34
Bill Pmt - Check	12/01/2023	21124	Thompson Plumbing Supply Inc.	Urinal Filters	-233.19
Bill Pmt - Check	12/01/2023	21125	Vanguard Cleaning Systems	Monthly Janitorial Srvc-December	-495.00
General Journal	12/02/2023	BC 12.11.23		PPE 12/02/23	-38,020.51
General Journal	12/02/2023	BC 12.11.23		PPE 12.02.23 - SDI	-414.61
General Journal	12/02/2023	BC 12.11.23		PPE 12.02.23 - ETT	-2.63
General Journal	12/02/2023	BC 12.11.23		PPE 12.02.23 - SUI	-44.71
General Journal	12/02/2023	BC 12.11.23		PPE 12.02.23	-14,601.24
General Journal	12/02/2023	BC 12.11.23	CalPERS (Payroll)	CalPERS - PPE 12/02/23	-6,905.54
General Journal	12/02/2023	BC 12.11.23	CalPERS (Payroll)	CalPERS - PPE 12/02/23	-1,799.99
Bill Pmt - Check	12/04/2023	21126	Studio Tutto LLC	Mural lobby painting - Payment 2 of 2	-3,500.00
Bill Pmt - Check	12/04/2023	21127	ACWA JPIA	Med/Dental/Vision/Life Ins-January	-24,857.38
Check	12/06/2023			Wire Service Charge	-15.00
Bill Pmt - Check	12/08/2023	21128	Beneficial Ag Services	Green Waste Recycling	-36.00
Bill Pmt - Check	12/08/2023	21129	Central Blueprint Service	Scan of IEUA Recharge Plans - Ely 3	-7.33
Bill Pmt - Check	12/08/2023	21130	Cimatec LLC	AC Repairs	-736.26
Bill Pmt - Check	12/08/2023	21131	JMDIAZ, INC.	VOID: 2023-14 Board/Admin Assist Svcs-Nov	0.00
Bill Pmt - Check	12/08/2023	21132	OMSD - Bussing	Bus Rmbrsm: Lincoln ES FT on 11-29-23	-218.10
Bill Pmt - Check	12/08/2023	21133	Securitas Security Services USA, Inc.	Security Svcs-11/25/2023	-449.00
Bill Pmt - Check	12/08/2023	21134	ServPro of Claremont/Montclair		-10,725.13
Bill Pmt - Check	12/08/2023	21135	Smith Pipe & Supply Inc.		-1,385.56
Bill Pmt - Check	12/08/2023	21136	Wagner & Bonsignore, CCE		-5,704.65
Bill Pmt - Check	12/08/2023	21137	JMDIAZ, INC.	2023-14 Board/Admin Assist Svcs-Nov	-4,295.50
Check	12/08/2023			Wire Service Charge	-40.00
Bill Pmt - Check	12/14/2023	21138	Burtec Waste Industries, Inc.	Trash & green waste srvc-December	-395.36
Bill Pmt - Check	12/14/2023	21139	C.J. Brown & Company, CPAS	Auditing Svcs - Nov 2023	-6,526.00
Bill Pmt - Check	12/14/2023	21140	Cal Card (US Bank)	Statement Ending 11/22/2023	-12,180.63
Bill Pmt - Check	12/14/2023	21141	Central Blueprint Service		-857.39
Bill Pmt - Check	12/14/2023	21142	Cintas Corporation #150		-202.46
Bill Pmt - Check	12/14/2023	21143	CV Strategies	Consulting Svcs - Nov	-3,145.00
Bill Pmt - Check	12/14/2023	21144	Eide Bailly LLP	215752	-10,745.80
Bill Pmt - Check	12/14/2023	21145	Justin Lane Saegusa	FY 20-22 Annual Report Design	-5,500.00
Bill Pmt - Check	12/14/2023	21146	MJA Electric Co.		-2,725.00
Bill Pmt - Check	12/14/2023	21147	Monte Vista Water District		-441.70
Bill Pmt - Check	12/14/2023	21148	Securitas Security Services USA, Inc.	Security Srvc - 12/02	-440.00
Bill Pmt - Check	12/14/2023	21149	Smith Pipe & Supply Inc.		-289.04
Bill Pmt - Check	12/14/2023	21150	The City of Montclair	Sewer charges 10/1-11/30	-50.58
General Journal	12/15/2023	bc 1.10.24	Paychex	Paychex Fee - Hrs	-50.00
General Journal	12/16/2023	BC 12.20.23		PPE 12/16/23	-44,727.63
General Journal	12/16/2023	BC 12.20.23		PPE 12.16.23 - ETT	-1.30
General Journal	12/16/2023	BC 12.20.23		PPE 12.16.23 - SUI	-22.01
General Journal	12/16/2023	BC 12.20.23	CalPERS (Payroll)	CalPERS - PPE 12/16/23	-6,928.69
General Journal	12/16/2023	BC 12.20.23	CalPERS (Payroll)	CalPERS - PPE 12/16/23	-1,799.99
General Journal	12/16/2023	BC 12.20.23		PPE 12.16.23-IRS	-13,863.61
General Journal	12/16/2023	BC 12.20.23		PPE 12.16.23-EDD	-2,626.24
Bill Pmt - Check	12/21/2023	21151	AM-TEC Security	Crtry monitoring-security,cameras,fire 11/124-3/31/24	-625.20
Bill Pmt - Check	12/21/2023	21152	Chiclam LLC	Deposit - Office Blinds	-1,459.40
Bill Pmt - Check	12/21/2023	21153	Cintas Corporation #150	Uniform Srvc	-104.62
Bill Pmt - Check	12/21/2023	21154	City of Ontario		-195.21
Bill Pmt - Check	12/21/2023	21155	Computer Village	IT Monitoring & Support	-1,992.00
Bill Pmt - Check	12/21/2023	21156	Ehira's Management Inc.	Deposit for Time Capsule Event Lunch: 1/17/2024	-1,077.07
Bill Pmt - Check	12/21/2023	21157	Great America Financial Services Corp	Copier Lease Pmt	-687.73
Bill Pmt - Check	12/21/2023	21158	SCE (Utility Payments Only)	Electric use all campus 11/9-12/11	-2,415.52
Bill Pmt - Check	12/21/2023	21159	TPX Communications	phone & internet service 12/16/23-1/15/24	-831.45
Bill Pmt - Check	12/21/2023	21160	Verizon Wireless	wireless push to talk srvc 11/10-12/09 - Additional Phone Svc + New iPhones	-4,069.69
Check	12/21/2023			Wire Service Charge	-15.00
Check	12/22/2023			Wire Service Charge	-40.00
Check	12/28/2023			Wire Service Charge	-40.00
General Journal	12/30/2023	BC 1.3.24		PPE 12/30/23	-36,253.19
General Journal	12/30/2023	BC 1.3.24		PPE 12.30.23 - SDI	-575.25
General Journal	12/30/2023	BC 1.3.24		PPE 12.30.23 - ETT	-52.11
General Journal	12/30/2023	BC 1.3.24		PPE 12.30.23 - SUI	-881.94
General Journal	12/30/2023	BC 1.3.24		PPE 12.30.23	-14,874.71
General Journal	12/30/2023	BC 1.3.24	CalPERS (Payroll)	CalPERS - PPE 12/30/23	-6,805.40
General Journal	12/30/2023	BC 1.3.24	CalPERS (Payroll)	CalPERS - PPE 12/30/23	-1,799.99
Total 10100 - General Checking					-335,590.49
Total 10000 - Cash Accounts					-335,590.49
TOTAL					-335,590.49

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

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.21
10200 · Petty Cash						1,001.21
Deposit	12/31/2023			Interest	0.01	1,001.22
Total 10200 · Petty Cash					0.01	1,001.22
Total 10000 · Cash Accounts					0.01	1,001.22
TOTAL					0.01	1,001.22

Chino Basin Water Conservation District CalCard Monthly Detail

As of December 31, 2023

Type	Date	Name	Memo	Amount	Balance
20600 - CalCard					8,971.64
20648 - CalCard-K Lopez					0.00
Credit Card Charge	12/21/2023	Supplies - Misc	Logo Stickers for Table Sign Centerpieces	26.16	26.16
Credit Card Charge	12/21/2023	Amazon-Cal Card	USB to HDMI Converter for Board Clerk Office	28.32	54.48
Credit Card Charge	12/21/2023	Amazon-Cal Card	Vials for Betta Fish Food-75th Anniversary take home care package	6.53	61.01
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-26.16	34.85
Total 20648 - CalCard-K Lopez				34.85	34.85
20609 - CalCard - J Salcido					0.00
Credit Card Charge	12/02/2023	Stater Bros - CalCard	Tortoise Food	25.45	25.45
Credit Card Charge	12/06/2023	Fuel - Misc	Gas for New Chevy - 27,797 Miles	120.49	145.94
Credit Card Charge	12/07/2023	Lowe's-Cal Card	Measuring Tape and Levels	104.43	250.37
Credit Card Charge	12/13/2023	Super King	Tortoise Food	11.33	261.70
Credit Card Charge	12/13/2023	Fuel - Misc	Fuel for 2018 Chevy	103.06	364.76
Credit Card Charge	12/18/2023	Home Depot - CalCard	Drill Bit Holder	8.56	373.32
Credit Card Charge	12/19/2023	Services - Misc	Oil Change & Tire Rotations '03 & '18 Chevy - Golden Jet Promotions (Plaza Aut...	149.10	522.42
Credit Card Charge	12/19/2023	Lowe's-Cal Card	Box Cutters	19.35	541.77
Credit Card Charge	12/21/2023	Lowe's-Cal Card	picture hanging supplies, safety glasses	51.87	593.64
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-593.64	0.00
Total 20609 - CalCard - J Salcido				0.00	0.00
20610 - CalCard - J Taylor					684.37
Credit Card Charge	12/03/2023	WalMart - CalCard	EW and JJ BDay Dessert and Mtg Refreshments	14.16	698.53
Credit Card Charge	12/03/2023	Food - CalCard	Lunch for Board Clerk Interviews: AF and 2 panelists	47.41	745.94
Credit Card Charge	12/04/2023	Food - CalCard	Lunch for Board Clerk Interviews: AF and 2 panelists	14.33	760.27
Credit Card Charge	12/05/2023	Amazon-Cal Card	mtg refreshments and soap for rstmr	87.14	847.41
Credit Card Charge	12/05/2023	Food - CalCard	Cafe Moderno: EW & KP lunch to discuss board items	41.53	888.94
Credit Card Charge	12/05/2023	Food - CalCard	BDay Dessert-EW, JJ, KL from Layered Cakerie	43.00	931.94
Credit Card Charge	12/07/2023	Amazon-Cal Card	Cotton Paper for Time Capsule Documents	21.79	953.73
Credit Card Charge	12/08/2023	Costco-Cal Card	Utensils for Holiday Employee Luncheon	64.70	1,018.43
Credit Card Charge	12/10/2023	Stater Bros - CalCard	Board Mtg Refreshments	41.77	1,060.20
Credit Card Charge	12/12/2023	Party City	Table Cloths for Holiday Luncheon	7.54	1,067.74
Credit Card Charge	12/12/2023	Stater Bros - CalCard	BDay Dessert-EW, JJ, KL	10.33	1,078.07
Credit Card Credit	12/12/2023	Supplies - Misc	Office Depot - Return of cabinet rail	-31.60	1,046.47
Credit Card Charge	12/14/2023	Amazon-Cal Card	Mtg Refreshments	7.45	1,053.92
Credit Card Charge	12/14/2023	Amazon-Cal Card	Mtg Refreshments	93.64	1,147.56
Credit Card Charge	12/14/2023	CalChamber-Cal Card	2024 Labor Law poster for the MUB	36.25	1,183.81
Credit Card Charge	12/14/2023	Supplies - Misc	phone cord for Polycom phone	30.17	1,213.98
Credit Card Charge	12/15/2023	Amazon-Cal Card	Painters Tape, 2024 Agenda, Restroom Soap	94.63	1,308.61
Credit Card Charge	12/17/2023	Supplies - Misc	Snacks for Kaiser Mediation Mtg	13.99	1,322.60
Credit Card Charge	12/17/2023	Smart & Final-Cal Card	Snacks for Mtg	21.96	1,344.56
Credit Card Charge	12/18/2023	Food - CalCard	Lunch for Kaiser Mediation Mtg - EW, Lee	33.98	1,378.54
Credit Card Charge	12/20/2023	Amazon-Cal Card	Table Sign for Time Capsule Event Centerpiece	16.34	1,394.88
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-1,402.18	-7.30
Total 20610 - CalCard - J Taylor				-691.67	-7.30
20613 - CalCard - R Sotomayor					121.26
Credit Card Charge	12/01/2023	Lowe's-Cal Card	Lumber for GIES-Randall Pepper	508.06	629.32
Credit Card Charge	12/07/2023	Lowe's-Cal Card	Conduit Fittings	8.75	638.07
Credit Card Charge	12/11/2023	Home Depot - CalCard	Lumbar, Rakes, and Sprinkler Eqmt	186.30	824.37
Credit Card Charge	12/15/2023	Stater Bros - CalCard	Drinks for Holiday Luncheon	104.15	928.52
Credit Card Charge	12/15/2023	Services - Misc	(RS) Pest Lic application	120.00	1,048.52
Credit Card Credit	12/18/2023	Home Depot - CalCard	Return of Rake	-44.34	1,004.18
Credit Card Charge	12/19/2023	Fuel - Misc	Fuel for '03 Chevy	90.78	1,094.96
Credit Card Charge	12/21/2023	Supplies - Misc	Seat covers for 2018 Chevy	488.50	1,583.46
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-1,583.46	0.00
Total 20613 - CalCard - R Sotomayor				-121.26	0.00
20619 - CalCard - B Burgess					-29.42
Credit Card Charge	12/14/2023	Eventbrite-Cal Card	Eventbrite Monthly Fee	29.00	-0.42
Credit Card Charge	12/14/2023	Zoom	Zoom One Pro + Webinar	162.06	161.64
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-191.06	-29.42
Total 20619 - CalCard - B Burgess				0.00	-29.42
20620 - CalCard - S Kleinrock					0.00
Credit Card Charge	12/01/2023	California Botanic Garden	Plants for garden	280.32	280.32
Credit Card Charge	12/06/2023	SendGrid	contact list storage: Dec 2023	19.95	300.27
Credit Card Charge	12/06/2023	Drop Box	Dropbox Plus Annual Subscription	119.88	420.15
Credit Card Charge	12/09/2023	Supplies - Misc	Seeds for Seed Packet Giveaways	119.11	539.26
Credit Card Charge	12/18/2023	Services - Misc	Apple iCloud Storage	9.99	549.25
Credit Card Charge	12/22/2023	Services - Misc	waterwisegardenplanner.org -hosting	42.00	591.25
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-591.25	0.00
Total 20620 - CalCard - S Kleinrock				0.00	0.00
20626 - CalCard - M Curiel					28.32
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-28.32	0.00
Total 20626 - CalCard - M Curiel				-28.32	0.00
20630 - CalCard - M Dean					2,727.72
Credit Card Charge	12/02/2023	Costco-Cal Card	Pizza for mural painting day	32.54	2,760.26
Credit Card Charge	12/08/2023	Google	Google Drive Cloud Storage	1.99	2,762.25
Credit Card Charge	12/11/2023	Services - Misc	Software for Social Media Mgmt	79.00	2,841.25
Credit Card Credit	12/11/2023	Amazon-Cal Card	Street Safety Sign - Return	-35.89	2,805.36
Credit Card Charge	12/12/2023	Supplies - Misc	Stools for lobby activity - Incredible Journey Game	54.95	2,860.31
Credit Card Charge	12/14/2023	4imprint, Inc.	2024 Fall Fest Giveaway - Lanyard Fan	837.56	3,697.87
Credit Card Charge	12/15/2023	Amazon-Cal Card	Cords for ED Bldg Computer	27.77	3,725.64
Credit Card Charge	12/19/2023	Services - Misc	newsletter software	88.35	3,813.99
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-3,813.99	0.00
Credit Card Charge	12/27/2023	Drop Box	Social Media Cloud Storage	11.99	11.99

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

As of December 31, 2023

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	12/30/2023	Zoom	One Pro monthly	16.61	28.60
Total 20630 · CalCard - M Dean				-2,699.12	28.60
20631 · CalCard - W Mercado					22.48
Credit Card Charge	12/20/2023	Amazon-Cal Card	Paper cups for 4th grade lesson plan	12.52	35.00
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-35.00	0.00
Credit Card Charge	12/22/2023	Amazon-Cal Card	replacement for speakers for field trips	38.11	38.11
Total 20631 · CalCard - W Mercado				15.63	38.11
20632 · CalCard - E Skrzat					5,007.07
Credit Card Charge	12/06/2023	Food - CalCard	EW and Director Layton lunch at Eden Garden Fusion Grill	44.87	5,051.94
Credit Card Charge	12/07/2023	Food - CalCard	EW lunch with Justin from MVWD	55.52	5,107.46
Credit Card Charge	12/12/2023	Amazon-Cal Card	Computer Speakers for GM Office	38.14	5,145.60
Credit Card Charge	12/12/2023	Amazon-Cal Card	Small Binder Clips	9.80	5,155.40
Credit Card Charge	12/13/2023	California Newspapers Partn...	Daily Bulletin: Digital access monthly	14.00	5,169.40
Credit Card Charge	12/15/2023	Amazon-Cal Card	TP Squares for Outdoor Restrooms	115.71	5,285.11
Credit Card Charge	12/15/2023	Supplies - Misc	TP & Soap Dispensers for Outdoor Restrooms	218.44	5,503.55
Credit Card Charge	12/15/2023	Supplies - Misc	WorldWide Janitor - Powdered Soap for Outdoor Restrooms	97.10	5,600.65
Credit Card Charge	12/18/2023	Supplies - Misc	Bond Paper for Time Capsule Docs/Photos from Archival Methods	64.65	5,665.30
Credit Card Charge	12/20/2023	Food - CalCard	Lunch for EW and Director Layton	36.70	5,702.00
Credit Card Charge	12/21/2023	Southern California Water Co...	Dir. Haniff Gulmahamad-Quarterly Luncheon	125.00	5,827.00
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-5,827.00	0.00
Credit Card Charge	12/23/2023	Adobe	Adobe monthly svcs 12/23/23-1/22/24	398.91	398.91
Credit Card Charge	12/23/2023	Zoom	Zoom One Pro Monthly 12/23/23-1/22/24	16.61	415.52
Credit Card Charge	12/26/2023	Los Angeles News Group	Monthly digital subscription	16.00	431.52
Total 20632 · CalCard - E Skrzat				-4,575.55	431.52
20634 · CalCard - D Moreno					171.88
Credit Card Charge	12/20/2023	Fuel - Misc	Fuel for Ford F150	84.96	256.84
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-256.84	0.00
Total 20634 · CalCard - D Moreno				-171.88	0.00
20637 · CalCard - G Jimenez					0.00
Credit Card Charge	12/09/2023	The Toll Roads	Toll Charges-Travel to Tree of Life Nursery	23.81	23.81
Credit Card Charge	12/11/2023	Amazon-Cal Card	Garden Pond Replacement Float Valve	10.89	34.70
Credit Card Charge	12/19/2023	Fuel - Misc	Diesel for Tractor	110.78	145.48
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-145.48	0.00
Total 20637 · CalCard - G Jimenez				0.00	0.00
20642 · CalCard - D Schroeder					0.01
Credit Card Charge	12/04/2023	Supplies - Misc	Holiday Center: Christmas Tree for Lobby	174.35	174.36
Credit Card Charge	12/11/2023	El Nativio Growers	Plants for Randall Pepper Elementary - GIES	1,337.26	1,511.62
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-1,511.62	0.00
Total 20642 · CalCard - D Schroeder				-0.01	0.00
20643 · CalCard - D Lamarque					0.00
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	0.00	0.00
Total 20643 · CalCard - D Lamarque				0.00	0.00
20644 · CalCard - L Holguin					0.00
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	0.00	0.00
Credit Card Charge	12/27/2023	Foothill Car Wash	Car wash for older Chevy	29.99	29.99
Credit Card Charge	12/27/2023	Foothill Car Wash	Car wash for newer Chevy	39.84	69.83
Credit Card Charge	12/28/2023	Stater Bros - CalCard	tortoise food	12.48	82.31
Total 20644 · CalCard - L Holguin				82.31	82.31
20645 · CalCard- J Jones					29.95
Credit Card Charge	12/07/2023	Lowe's-Cal Card	Potting Soil	48.33	78.28
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-78.28	0.00
Total 20645 · CalCard- J Jones				-29.95	0.00
20646 · CalCard- A Fernandez					0.00
Credit Card Charge	12/08/2023	Amazon-Cal Card	Personal Use - Reimbursable to CBWCD	17.29	17.29
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-17.29	0.00
Credit Card Charge	12/27/2023	Southern California Water Co...	SoCal Quarterly Luncheon - Dir Aldaco	125.00	125.00
Credit Card Charge	12/27/2023	Southern California Water Co...	SoCal Quarterly Luncheon - Dir Parker	125.00	250.00
Total 20646 · CalCard- A Fernandez				250.00	250.00
20647 · CalCard- A Quinones					208.00
Bill	12/22/2023	Cal Card (US Bank)	Statement Ending 12/22/23	-208.00	0.00
Credit Card Charge	12/26/2023	Services - Misc	Fld Trp scheduling system-monthly	199.00	199.00
Total 20647 · CalCard- A Quinones				-9.00	199.00
Total 20600 · CalCard				-7,943.97	1,027.67
TOTAL				-7,943.97	1,027.67

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Dec-23

	PPE
	12/2/2023
Total Checks & Direct Deposits	\$ 38,020.51
Total Taxes Paid	\$ 15,063.19
Total Payroll	\$ 53,083.70
<i>*Check date 12/7/2023</i>	

	PPE
	12/16/2023
Total Checks & Direct Deposits	\$ 44,727.63
Total Taxes Paid	\$ 16,513.16
Total Payroll	\$ 61,240.79
<i>*Check date 12/21/2023</i>	

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Dec-23

Pay Period Beg.	Pay Period End	Gross Wages	Notes
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	
9/24/2023	10/7/2023	\$ 53,496.92	
10/8/2023	10/21/2023	\$ 55,879.77	
10/22/2023	- 11/4/2023	\$ 52,929.72	
11/5/2023	- 11/18/2023	\$ 61,429.59	
11/19/2023	- 12/2/2023	\$ 54,039.81	
12/3/2023	- 12/16/2023	\$ 61,314.44	
Total Payroll		\$ 734,590.79	

Payroll Date	12/02/23
Check Date	12/07/2023

[illegible]

Chino Basin Water Conservation District
Director and Staff Expense Reimbursements

Payroll Date 12/16/23
Check Date 12/21/2023

Emp #	Name	Board of Director Expenses										Staff Expenses				
		Medical Insurance 51350	Medical 51350	Mileage 51260	Director Conference & Tours 51210	Director Travel 51280	Medical Refim 51280	Employee Mileage 51260	EE Health 5033	Uniforms 51070	explanation	explanation	explanation	explanation	explanation	explanation
111	Guilhamad, Hanif	\$ 164.90	monthly reimb.	\$ 43.89	\$ -	\$ -										
113	Ugrenberg, Mark	\$ 164.90	monthly reimb.	\$ 6.55	\$ -											
114	Aldaco, Gilbert	\$ 164.90	monthly reimb.	\$ 213.40	Conference Month 8, Tibs											
115	Sonnenberg, Ryan		N/A at this time	\$ 12.84	\$ -											
116	Parker, Katherine	\$ 277.52	monthly reimb.	\$ 155.10	\$ -											
117	Laykin, Theresa		N/A at this time	\$ 11.27	\$ -											
118	Coker, Amanda		N/A at this time	\$ 59.02	\$ -											
279	Allano, Ashley															
240	Burgess, Brandon															
249	Curfel, Monica															
278	Denberger, Kaylee															
276	Fernandez, Alicia															
281	Garcia, Isabella															
270	Holgado, Luis															
260	Jimenez, George															
267	Jones, Jacob															
280	Lopez, Kassandra															
256	Mercado, William															
257	Moreno, Daniel															
277	Quinones, Azucena															
230	Salcido, James															
214	Sotomayor, Roberto															
220	Taylor, Judith															
254	Ugalde-Duran, Maia															
239	Kleinrock, Scott															
202	Schneider, David W															
260	Rodriguez Pinto, Laura															
253	Willis, Elizabeth															
Totals:		\$ 772.22		\$ 692.07	\$ 8.70	\$ -	\$ -	\$ 591.19	\$ -	\$ -						



ITEM NO. 6

APPROVE FISCAL YEAR 23-24 2ND QUARTER (Q2) FINANCIAL REPORT



CBWCD

Statement of Financial Status

December 31, 2023

The following preliminary, unaudited reports have been prepared as of the close of the second quarter of the fiscal year ended December 31, 2023:

1 Cash and Investments as of December 31, 2023

2 Balance Sheet as of December 31, 2023

3 Budget to Actual Comparison for the second quarter of Fiscal Year 2023/24

4 District Capital Project Expenses for the second quarter of Fiscal Year 2023/24

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

Elizabeth Willis, General Manager



CBWCD
Balance Sheet (Unaudited)
As of December 31, 2023

1	ASSETS	
2	Cash & Investments	
3	Checking Accounts	\$ 190,099
4	California Cooperative Liquid Assets Securities System (CLASS)	6,561,770
5	Local Agency Investment Fund (LAIF)	7,872,136
6	Pension Trust	76,911
7	Fair Market Value Adjustments	(52,285)
8	Total Cash & Investments	14,648,631
9	Other Current Assets	
10	Inventory & Prepaids	80,461
11	Accounts Receivable	4,682
12	Interest Receivable	97,231
13	Total Other Current Assets	182,374
14	Fixed Assets	
15	Buildings & Fixtures	10,561,572
16	Land	5,986,121
17	Garden & Hardscape	1,546,394
18	Vehicles & Implements	214,768
19	Office Furniture & Equipment	158,242
20	Construction in Process	16,708
21	Accumulated Depreciation	(4,188,509)
22	Total Fixed Assets (Net)	14,295,296
23	Right-to-Use Assets	26,101
24	Deferred Outflows of Resources (DOR)	1,163,002
25	TOTAL ASSETS	\$ 30,315,404
26	LIABILITIES	
27	Current Liabilities	
28	Accounts Payable & Accrued Expenses	\$ 52,497
29	Vacation Payable	67,774
30	Payroll & Retirement Liabilities	62,525
31	Miscellaneous Deposits	1,400
32	Total Current Liabilities	184,197
33	Lease Liabilities	25,693
34	Deferred Inflows of Resources - DIR	1,034,252
35	Net Pension Liability	819,854
36	TOTAL LIABILITIES	2,063,996
37	FUND BALANCE	
38	Non-Spendable	14,345,546
39	Assigned	7,695,778
40	Unassigned	6,210,084
41	TOTAL FUND BALANCE	28,251,409
42	TOTAL LIABILITIES & FUND BALANCE	\$ 30,315,404

No assurance provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the U.S. not included.



CBWCD

Cash & Investments (Unaudited)

As of December 31, 2023

	Type	Rate	Cost	Market	% Total C&I
District Cash & Investments					
Unrestricted					
Wells Fargo (General)	Checking	N/A	\$ 189,098	\$ 189,098	1.29%
Wells Fargo (Petty Cash)	Checking	N/A	1,001	1,001	0.01%
Local Agency Investment Fund (LAIF)	Investment	3.929%	7,872,136	7,821,306	53.39%
CLASS	Investment	4.824%	6,561,770	6,560,315	44.78%
Total Unrestricted			14,624,005	14,571,720	99.47%
Restricted					
Pension Trust	Trust	N/A	76,911	76,911	0.53%
Total Restricted			76,911	76,911	0.53%
Total District Cash & Investments			\$ 14,700,916	\$ 14,648,631	100.00%

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



CBWCD

Budget to Actual (Unaudited)

For the Period July 1, 2023 through December 31, 2023

	Q2 YTD	Adopted Budget	(Under) / Over Budget	50%
1 REVENUE				
2 Property Tax & Assessment Revenue	\$ 1,722,536	\$ 2,803,400	\$ (1,080,864)	61%
3 Redevelopment Agency ABX 126	918,895	1,267,100	(348,205)	73%
4 Interest Income	378,433	221,700	156,733	171%
5 Miscellaneous Income	15,250	35,500	(20,250)	43%
6 TOTAL REVENUE	3,033,658	4,327,700	(1,294,042)	70%
7 EXPENSE				
8 Salaries & Benefits				
9 Employee Wages - Salary	336,407	645,300	(308,893)	52%
10 Employee Wages - Hourly	396,265	833,100	(436,835)	48%
11 Employee Wages - Interns	28,830	72,000	(43,170)	40%
13 Health (Medical/Dental/Vision/Life/Disability)	140,359	257,600	(117,241)	54%
14 Payroll Taxes	60,250	125,900	(65,650)	48%
15 CalPERS Retirement	62,214	130,100	(67,886)	48%
16 CalPERS Unfunded Actuarial Liability Payment	41,286	48,900	(7,614)	84%
17 Education, Training & Travel	14,604	48,100	(33,496)	30%
18 Total Salaries & Benefits	1,080,216	2,161,000	(1,080,784)	50%
19 General & Administrative				
20 Legal	44,166	50,000	(5,834)	88%
21 Engineering	16,845	10,000	6,845	168%
22 Audit & Accounting	53,319	80,000	(26,681)	67%
23 Administrative Support	8,151	-	8,151	N/A
24 General Consulting	34,584	131,000	(96,416)	26%
25 Insurance	53,331	93,000	(39,670)	57%
27 Board of Directors	42,658	113,100	(70,442)	38%
28 Dues & Subscriptions	19,492	45,200	(25,708)	43%
29 Office Utilities	15,420	39,500	(24,080)	39%
30 Agenda Management Software	-	12,000	(12,000)	0%
31 Computer/Information Technology Support	25,929	43,700	(17,771)	59%
32 Office Equipment & Supplies	26,212	50,100	(23,888)	52%
33 Telecommunications	12,533	19,500	(6,967)	64%
32 Maintenance/Janitorial	6,791	17,300	(10,509)	39%
33 Banking, Payroll & Collection Fees	10,673	22,700	(12,027)	47%
34 Recruitment	1,870	5,000	(3,130)	37%
35 Total General & Administrative	371,973	732,100	(360,127)	51%
36 Facilities & Operations				
37 Basin Percolation Maintenance	-	101,000	(101,000)	0%
38 Landscape & Irrigation	18,003	75,100	(57,097)	24%
39 Fencing	4,998	42,000	(37,002)	12%
40 Structural Maintenance	51,670	42,000	9,670	123%
41 Signage	1,530	4,500	(2,970)	34%

No assurance provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the U.S. not included.

CBWCD
Budget to Actual (Unaudited)
For the Period July 1, 2023 through December 31, 2023

		Q2 YTD	Adopted Budget	(Under) / Over Budget	50%
42	Hardscape	-	9,200	(9,200)	0%
43	Facilities	356	10,000	(9,644)	4%
44	Equipment and Vehicles	10,801	33,200	(22,399)	33%
45	Uniforms	3,874	10,700	(6,826)	36%
46	Weed Abatement & Pest/Critter Control	7,859	38,200	(30,341)	21%
47	Trash Cleanup & Disposal	3,414	15,000	(11,586)	23%
48	Utilities, Permits, Fees & Miscellaneous	5,187	14,000	(8,813)	37%
49	Total Facilities & Operations	107,693	394,900	(287,207)	27%
50	Public Relations/Education				
51	District Events	23,596	59,000	(35,404)	40%
52	School Tours	1,434	40,000	(38,566)	4%
54	Advertising & Strategic Communications	19,980	63,300	(43,320)	32%
55	Web Design and Maintenance	2,725	29,000	(26,275)	9%
56	Public Education/Workshops	3,622	20,000	(16,378)	18%
57	Community Sponsorships	2,500	2,500	-	100%
58	Youth Program Supplies	1,121	1,500	(379)	75%
59	Informational Materials	3,292	3,000	292	110%
60	Supplies/Giveaways	4,550	10,000	(5,450)	45%
61	Total Public Relations/Education	62,820	228,300	(165,480)	28%
62	Capital Expenses	35,510	541,200	(505,690)	7%
63	CalPERS Pension Trust Contribution	-	100,000	(100,000)	0%
64	TOTAL EXPENSES	\$ 1,658,212	\$ 4,157,500	\$ (2,499,288)	40%
65	NET REVENUE / (EXPENSES)	\$ 1,375,446	\$ 170,200	\$ 1,205,246	



CBWCD
Capital Projects (Unaudited)
For the Period July 1, 2023 through December 31, 2023

	Q2 YTD	Adopted Budget	(Under) / Over Budget	50%
1 DISTRICT CAPITAL PROJECTS				
2 Major Structural Failures	\$ -	\$ 100,000	\$ (100,000)	0%
3 Permanent Signage - Interpretive and Other	2,451	30,000	(27,549)	8%
4 Truck	-	65,000	(65,000)	0%
5 Ely Basin No. 3 - Asphalt Driveway	-	20,000	(20,000)	0%
6 Amphitheatre Roof and Upgrades	-	262,000	(262,000)	0%
7 College Heights - Iron Fencing	-	15,000	(15,000)	0%
8 Waterwise Community Center Upgrades	1,942	-	1,942	N/A
9 Lobby Displays	7,152	-	7,152	N/A
10 Brooks Basin Fence	11,915	-	11,915	N/A
11 Montclair Basin No. 4 Fence	7,850	-	7,850	N/A
12 Drinking Fountain	4,200	-	4,200	N/A
13 Contingency Funding (10% of Capital Projects)	-	49,200	(49,200)	0%
14 CAPITAL EXPENDITURES TOTAL	\$ 35,510	\$ 541,200	\$ (505,690)	7%

**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: February 12, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **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”; and
3. Amend Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures.”

BACKGROUND

Currently the District does not have a policy that clearly defines guidelines for appropriate attire in the workplace. However, there is a small section within Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures” that briefly addresses employee dress code, appearance, and personal hygiene. That section states that employees shall:

- Wear appropriate clothing.
- Be neat in appearance, well groomed, bathed, and in clean clothes.
- Keep long hair, mustache, or beard clean, trimmed, combed, or groomed, as to not interfere with work safety.
- Be clean shaven unless they would like to start growing a mustache/beard.
- Dress in a manner that affords safety from unnecessary risk of injury, including not wearing sandals, thongs, slippers, or unsafe footwear.

In order to consolidate all policies regarding attire, staff suggests that Policy 26-1 be updated to remove the above-mentioned section, and that Policy No. 50 – “Uniforms” and Policy No. 55 – “Boot Allowance” be consolidated. These changes will create a detailed, comprehensive dress

code policy that provides clear guidelines for all employees. Staff suggests retitling Policy No. 50 to “Dress Code” to avoid creating an entirely new policy at the end of the policy manual.

The proposed changes to Policy No. 26-1 only include those related to dress code, but the entire policy will be reviewed by the Personnel Committee at a later date.

On January 17, 2024, the Personnel Committee met to review the proposed amendments to Policy No. 50. Staff received input on acceptable clothing, employee uniform responsibility, acceptable footwear, and increasing the boot allowance from \$180 to a range between \$250-350. Furthermore, it was suggested that in addition to work boots that the boot allowance may be used for the purchase of laces, work socks, and boot insoles. It was recommended that Staff present comparable pricing at the next Board meeting for consideration of approval. Staff researched boot prices (Attachment 6) and it is recommended to increase the allowance to \$350.

DISCUSSION/ANALYSIS

Staff would like to propose approving a formal dress code policy for the District. The dress code policy shall enhance professionalism and promote the District’s image with the public and partnering agencies, while remaining in accordance with the law and requirements of specific working conditions and/or job classifications. Implementing a dress code policy will provide clear guidelines on dress, appearance, and grooming standards. The policy will vary between departments or depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms, or other circumstances as defined by management.

The management team provided feedback to draft a policy that brings a balance between professionalism and flexibility. The proposed amended Policy No. 50 – “Dress Code”, Attachment No. 1, was then designed to align with the District’s organizational values, culture, and industry standards. It is important to keep in mind that four different industries are represented among staff, which requires flexibility to be written into the policy. Staff recommends amending Policy No. 50 – “Uniforms” by retitling it to “Dress Code”, to include a detailed dress code and incorporating Policy No. 55 – “Boot Allowance” into the updated policy.

FISCAL IMPACT

The District will expect to spend more under the Boot Allowance in future years, which comes out of Acct No: 51970 - Uniforms. Annually, the District spends approximately \$1,620 on the boot allowance. The suggested change could raise the overall amount to \$3,150. However, the boot allowance represents a small portion of the funds spent on uniforms annually, which include the rented uniforms for field staff as well as District logo apparel for all staff.

ATTACHMENT(S)

1. Policy No. 50 – “Dress Code”, Proposed Amended Policy with Redlines
2. Policy No. 50 – “Dress Code”, Proposed Amended Policy
3. Policy No. 55 – “Boot Allowance”
4. Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures”, Proposed Amended Policy with Redlines
5. Policy 26-1 – “Management Rights, Progressive Discipline of Employees, and Related Records and Procedures”, Proposed Amended Policy
6. Boot Pricing

Policy No.: 50
Issue No.: 2-3
Effective Date: 02/12/24
Subject: ~~Uniforms~~ Dress Code

Policy No. 50 – ~~Uniforms~~ Dress Code

Purpose: Employee appearance contributes to the District's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by visitors, partnering agencies, and the general public. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to the community. Dress also plays a role in safety, particularly for employees who work outdoors in the District's basins, park, and garden. These standards are established to ensure a professional appearance, the safety of employees, and to maintain standards of neatness and cleanliness among employees, to further the purposes related to the conduct of District business.

Policy/Procedures

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms for safety purposes, or other circumstances as defined by the department head and/or the Administration Services Department. The standards in this policy apply when an employee has officially started the workday. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

An employee's religious beliefs or medical conditions, as defined by applicable law that requires deviation from the standards as set forth will be considered on an individual basis.

Clothing

During scheduled working hours or when representing the District, employees are expected to present a clean, neat, and in good condition. Each employee is expected to wear business casual clothing in accordance with the requirements of their position.

While not an exhaustive list, acceptable attire includes the following:

Business Attire	Casual Attire
Dress pants, slacks/trousers, khakis, Dockers, Chinos, or similar style pants.	Jeans or work pants (must be clean and free of rips, tears, dark stains, patches, and fraying).
Business style dresses, skirts.	Casual dresses, skirts.
Dress shirts, blouses, sweaters, and dressy tees.	Casual shirts, blouses, and sweaters. All shirts/blouses with buttons or collars are acceptable, including polo shirts. "Dressy tees," shells, and dressy cap sleeved shirts are all permissible.
Business style blazers, sweaters, sport coats.	District logo branded attire/uniforms, including District uniform shorts, T-shirts, polo shirts, and other clothing items for events.
	Specialty clothing for outdoor hot weather/sun exposure.

**The length of dresses or skirts should be no shorter than mid-thigh*

Policy No.: 50
Issue No.: 2-3
Effective Date: 02/12/24
Subject: ~~Uniforms~~ Dress Code

While not an exhaustive list, unacceptable attire includes the following:

- Athletic clothing, including: warm-up or jogging suits and pants, biker shorts, basketball shorts, yoga pants, tight fitted workout pants, sweats, or pajama pants.
- Shorts.
- Casual T-shirts or sweatshirts/hoodies of any kind.
- Clothing with offensive, political, and/or inappropriate slogans, graphics, messages, images.
- Mini-skirts or mini-dresses.
- Tank tops or muscle shirts.
- Halter tops/shirts or dresses with spaghetti straps unless covered by a business style blazer, sweater, sport coat, or other outer garment; shirts that expose stomach or midriff area (e.g., crop tops); fishnet or see-through tops.
- Any clothing that reveals undergarments.
- Low front or low back attire.
- Pants worn below the waist or hip line.
- Rips or tears in any clothing.
- Slippers/thong sandals/flip-flops.
- Inappropriate/extreme jewelry, including body piercings (must not detract from a professional appearance or pose any safety hazards).
 - Discrete facial body piercings are *acceptable*.
- Tattoos on the head, face, neck, and hands must be covered up for employees working in an office environment and serving the public, program participants, and/or partnering organizations.
 - Any visible tattoos cannot be obscene, sexually explicit, discriminatory as to sex, race, religion, national origin, or be extremist in nature or gang related. Any tattoos in violation of this section must be covered with clothing or a bandage while at work.

Uniforms

The District will pay one hundred (100%) percent of uniform rental, up to a maximum of eleven sets of uniforms, for all employees working outdoors. This may include the following job classifications:

- Facilities and Operations Manager;
- Facilities & Basins Technician; and
- Landscape Maintenance Worker I-III; and
- Conservation Maintenance Worker I-II.

All employees receiving uniforms are required to wear them during working hours, unless attending a more formal meeting. At no time should these uniforms be worn for personal use outside of District functions.

The employee is responsible for one hundred (100%) percent of the cost (billed to the District by the uniform supplier) of ~~damages to their uniforms due to and for~~ lost or unreturned uniforms. Failure to comply with this policy is subject to District disciplinary action.

Policy No.: 50
Issue No.: 2-3
Effective Date: 02/12/24
Subject: ~~Uniforms~~ Dress Code

Footwear

During working hours, while representing the District, interacting with the public, or meeting with partnering agencies, employees must wear appropriate footwear on the acceptable list and/or footwear in accordance with the requirements of their position.

Acceptable	Unacceptable
Business professional shoes, such as dress shoes and sandals; dress heels/pumps; loafers, flats/ballet flats.	Casual sliders; flip-flop sandals.
Dress boots, ankle boots, and work boots.	Unsafe footwear.
Sneakers – must be clean and free of rips.	Slippers.

Boot Allowance

For safety purposes, the District shall require employees in certain classifications to wear safety boots appropriate to his/ her specific working conditions and/or job classification. Each fiscal year, employees in the job classifications listed below will have available to them ~~one hundred eighty~~ **three hundred fifty** dollars (~~\$180~~ **\$350.00**) towards the purchase of boots and boot-related accessories **such as laces, work socks, and insoles.**

This may include the following job classifications:

- Facilities and Operations Manager;
- **Facilities & Basins Technician; and**
- Landscape Maintenance Worker I-III/~~Lead~~
- ~~Landscape Maintenance Worker II~~
- ~~Landscape Maintenance Worker I~~
- Conservation Programs Manager
- Conservation Specialist I-II
- Conservation Technician I-II
- **Conservation Landscape Worker I-II**

Department Management shall have discretion over **job** classifications appropriate for boot allowance.

Meetings

When meeting clients or partnering organizations, the business/casual attire dress guidelines must be observed, unless indicated otherwise. Employees shall wear clothing listed as acceptable.

Grooming Standards

Maintain good personal hygiene and grooming standards. Hairstyles and facial hair should be well-groomed and not disruptive to the work environment.

Policy No.: 50
Issue No.: 2-3
Effective Date: 02/12/24
Subject: ~~Uniforms~~ Dress Code

Enforcement and Violations

Employees are responsible for familiarizing themselves and complying with this dress code policy. Employees are encouraged to seek clarification from their immediate supervisor and/or the Administration Services Manager on the dress code policy.

Employees violating this policy will be required to return home on their own time and change into appropriate attire. Repeated violations will be subject to disciplinary procedures.

Revision:

Issue No. 1: 12/14/09, Original Policy

Issue No. 2: 03/09/20, Changes to job classifications/titles

Issue No. 3: 02/12/24, Updated to create a detailed and comprehensive dress code policy

Policy No.: 50
Issue No.: 3
Effective Date: 02/12/24
Subject: Dress Code

Policy No. 50 – Dress Code

Purpose: Employee appearance contributes to the District's culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by visitors, partnering agencies, and the general public. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the District presents to the community. Dress also plays a role in safety, particularly for employees who work outdoors in the District's basins, park, and garden. These standards are established to ensure a professional appearance, the safety of employees, and to maintain standards of neatness and cleanliness among employees, to further the purposes related to the conduct of District business.

Policy/Procedures

This policy is intended to provide guidelines on dress and appearance and is not meant to address all situations. There may be differences in some department's or division's dress guidelines depending on the nature of the work environment, nature of work performed, involvement with the public, required uniforms for safety purposes, or other circumstances as defined by the department head and/or the Administration Services Department. The standards in this policy apply when an employee has officially started the workday. Employees who do not meet a professional standard may be sent home to change, and nonexempt employees will not be paid for that time. Reasonable accommodations will be made where required.

An employee's religious beliefs or medical conditions, as defined by applicable law that requires deviation from the standards as set forth will be considered on an individual basis.

Clothing

During scheduled working hours or when representing the District, employees are expected to present a clean, neat, and in good condition. Each employee is expected to wear business casual clothing in accordance with the requirements of their position.

While not an exhaustive list, acceptable attire includes the following:

Business Attire	Casual Attire
Dress pants, slacks/trousers, khakis, Dockers, Chinos, or similar style pants.	Jeans or work pants (must be clean and free of rips, tears, dark stains, patches, and fraying).
Business style dresses, skirts.	Casual dresses, skirts.
Dress shirts, blouses, sweaters, and dressy tees.	Casual shirts, blouses, and sweaters. All shirts/blouses with buttons or collars are acceptable, including polo shirts. "Dressy tees," shells, and dressy cap sleeved shirts are all permissible.
Business style blazers, sweaters, sport coats.	District logo branded attire/uniforms, including District uniform shorts, T-shirts, polo shirts, and other clothing items for events.
	Specialty clothing for outdoor hot weather/sun exposure.

**The length of dresses or skirts should be no shorter than mid-thigh*

Policy No.: 50
Issue No.: 3
Effective Date: 02/12/24
Subject: Dress Code

While not an exhaustive list, unacceptable attire includes the following:

- Athletic clothing, including: warm-up or jogging suits and pants, biker shorts, basketball shorts, yoga pants, tight fitted workout pants, sweats, or pajama pants.
- Shorts.
- Casual T-shirts or sweatshirts/hoodies of any kind.
- Clothing with offensive, political, and/or inappropriate slogans, graphics, messages, images.
- Mini-skirts or mini-dresses.
- Tank tops or muscle shirts.
- Halter tops/shirts or dresses with spaghetti straps unless covered by a business style blazer, sweater, sport coat, or other outer garment; shirts that expose stomach or midriff area (e.g., crop tops); fishnet or see-through tops.
- Any clothing that reveals undergarments.
- Low front or low back attire.
- Pants worn below the waist or hip line.
- Rips or tears in any clothing.
- Slippers/thong sandals/flip-flops.
- Inappropriate/extreme jewelry, including body piercings (must not detract from a professional appearance or pose any safety hazards).
 - Discrete facial body piercings are *acceptable*.
- Tattoos on the head, face, neck, and hands must be covered up for employees working in an office environment and serving the public, program participants, and/or partnering organizations.
 - Any visible tattoos cannot be obscene, sexually explicit, discriminatory as to sex, race, religion, national origin, or be extremist in nature or gang related. Any tattoos in violation of this section must be covered with clothing or a bandage while at work.

Uniforms

The District will pay one hundred (100%) percent of uniform rental, up to a maximum of eleven sets of uniforms, for all employees working outdoors. This may include the following job classifications:

- Facilities and Operations Manager;
- Facilities & Basins Technician; and
- Landscape Maintenance Worker I-III; and
- Conservation Maintenance Worker I-II.

All employees receiving uniforms are required to wear them during working hours, unless attending a more formal meeting. At no time should these uniforms be worn for personal use outside of District functions.

The employee is responsible for one hundred (100%) percent of the cost (billed to the District by the uniform supplier) of lost or unreturned uniforms. Failure to comply with this policy is subject to District disciplinary action.

Footwear

During working hours, while representing the District, interacting with the public, or meeting with partnering agencies, employees must wear appropriate footwear on the acceptable list and/or footwear in accordance with the requirements of their position.

Policy No.: 50
Issue No.: 3
Effective Date: 02/12/24
Subject: Dress Code

Acceptable	Unacceptable
Business professional shoes, such as dress shoes and sandals; dress heels/pumps; loafers, flats/ballet flats.	Casual sliders; flip-flop sandals.
Dress boots, ankle boots, and work boots.	Unsafe footwear.
Sneakers – must be clean and free of rips.	Slippers.

Boot Allowance

For safety purposes, the District shall require employees in certain classifications to wear safety boots appropriate to his/ her specific working conditions and/or job classification. Each fiscal year, employees in the job classifications listed below will have available to them three hundred fifty dollars (\$350.00) towards the purchase of boots and boot-related accessories such as laces, work socks, and insoles.

This may include the following job classifications:

- Facilities and Operations Manager;
- Facilities & Basins Technician; and
- Landscape Maintenance Worker I-III; and
- Conservation Programs Manager; and
- Conservation Specialist I-II; and
- Conservation Technician I-II; and
- Conservation Landscape Worker I-II.

Department Management shall have discretion over job classifications appropriate for boot allowance.

Meetings

When meeting clients or partnering organizations, the business/casual attire dress guidelines must be observed, unless indicated otherwise. Employees shall wear clothing listed as acceptable.

Grooming Standards

Maintain good personal hygiene and grooming standards. Hairstyles and facial hair should be well-groomed and not disruptive to the work environment.

Enforcement and Violations

Employees are responsible for familiarizing themselves and complying with this dress code policy. Employees are encouraged to seek clarification from their immediate supervisor and/or the Administration Services Manager on the dress code policy.

Employees violating this policy will be required to return home on their own time and change into appropriate attire. Repeated violations will be subject to disciplinary procedures.

Revision:

Issue No. 1: 12/14/09, Original Policy

Issue No. 2: 03/09/20, Changes to job classifications/titles

Issue No. 3: 02/12/24, Updated to create a detailed and comprehensive dress code policy

Policy No.: 55 - **Rescind policy and incorporate into proposed Policy No. 50,**
Issue No.: "Dress Code"
Effective Date: 1
Subject: 03/09/20 ~~Boot Allowance~~

~~Policy No. 55 – Boot Allowance~~

~~Purpose:~~ ~~To provide employees with District paid safety boots appropriate for his/her working conditions and job classification.~~

~~Policy / Procedure:~~

~~For safety purposes, the District shall require employees in certain classifications to wear safety boots appropriate to his/ her specific working conditions.~~

~~Each fiscal year, employees in the job classifications listed below will have available to them one hundred eighty dollars (\$180.00) towards the purchase of boots and boot related accessories.~~

~~This may include the following job classifications:~~

- ~~Facilities and Operations Manager~~
- ~~Landscape Maintenance Worker III/Lead~~
- ~~Landscape Maintenance Worker II~~
- ~~Landscape Maintenance Worker I~~
- ~~Conservation Programs Manager~~
- ~~Conservation Specialist I~~
- ~~Conservation Specialist II~~
- ~~Conservation Technician I~~
- ~~Conservation Technician II~~

~~Department Management shall have discretion over classifications appropriate for boot allowance.~~

~~Revision:~~

~~Issue No. 1 3-9-20 (Original Policy)~~

Policy No.: 26-1
Issue No.: ~~2-3~~
Effective Date: 03/08/00
Subject: Management Rights, Progressive Discipline of Employees, and Related Records and Procedures

Policy No. 26-1 – Management Rights, Progressive Discipline of Employees, and Related Records and Procedures

Policy/Procedure:

GENERAL STATEMENT AND MANAGEMENT RIGHTS

"General Statement." The employment policies and rules and regulations for the administration of employer/employee relations and all additions, amendments, and revisions that may be made are for the guidance of the management and the employees of the District and their employee organizations. These policies and rules and regulations shall be subject to the following limitations, conditions, constructions and interpretations:

1. Certain of the policies and rules and regulations may be changed at any time and from time to time by the Board of Directors of the District in accordance with the "meet and confer" provisions of the Government Code of the State of California.
2. The policies and rules and regulations shall not be construed as a contract with any union or employee organization or as an unalterable relationship with any employee. District employment is employment at will as per California Labor Code Section 2922. The employee may thus resign at any time and conversely his employment may be terminated at any time. Nothing in these policies and rules and regulations or in any District document or statement, whether oral or written, shall limit the right of the employer to terminate at will employment.

"Management Rights." The exclusive rights of the District shall include, but not be limited to, the right:

- to determine the organization of the District and the purpose and mission of its constituent agencies,
- to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations,
- to establish and effect administrative regulations and employment rules and regulations consistent with law and the specific provisions of this manual to direct its employees,
- to take disciplinary action for just cause,
- to relieve its employees from duty because of lack of work or for other legitimate reasons,
- to determine whether goods or services shall be made, purchased, or contracted for,

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- to determine the methods, means and personnel by which the District's services are to be provided, including the right to schedule and assign work and overtime, and
- to otherwise act in the interest of efficient service to the community.

~~"Employee Conduct, Dress, Appearance, and Personal Hygiene." All employees, in order to safeguard the best interests of themselves, the District and the public are expected to comply with standards of conduct on the job at a minimum equivalent to those all citizens must meet in private life.~~

~~In performing their work, employees will probably come into contact with the public, which judges the quality of the District service by the appearance and behavior of its employees and has the right to expect appropriate clothing, neat appearance, good manners, and service. Therefore, all employees should attempt to keep themselves as well groomed as possible under the circumstances. They should start their work day bathed and in clean clothes.~~

~~All employees having long hair or wearing a mustache or beard must keep them clean, trimmed, combed, and otherwise groomed so as not to interfere with work safety or be offensive to other employees or the general public.~~

~~Those employees who normally do not wear a beard or mustache and who normally shave must keep themselves clean shaven unless they inform the General Manager ahead of time that they are starting a mustache or beard.~~

~~Employees must dress in a manner that affords them safety from unnecessary risk of injury. In keeping with these requirements, when working in the field, employees must not wear perforated jerseys, sandals, thongs, slippers, or unsafe footwear. Likewise, the office employee must keep in mind the impression he/she makes as a representative of the District and must not in appropriate clothing.~~

~~When, on occasion, employees have to deal with discourteous persons, it is especially important for them to maintain their friendly attitude. Continuing courtesy on the part of employees will do much to promote an excellent relationship between the District and the community.~~

DISCIPLINE/PROGRESSIVE DISCIPLINE/RECORDS AND DEMOTION

A. DISCIPLINE

"Disciplinary Policy." The discipline policy of the District is not an item which the District will discuss with its employees under "meet and confer", but rather is a subject which the District considers as being within its "management rights". It is

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intended that discipline be imposed for corrective purposes and to address deficiencies in work performance and behavior modification. The District expects its employees to carry out District policies and instructions from management without criticizing or undermining those policies and instructions to District personnel, customers or the general public. Derogatory comments about the District, its policies, activities, personnel or governing body while on duty will not be condoned and may constitute the basis for discipline, demotion or discharge. Although an employee may have grounds for disagreement, such disagreement must not be insubordinate, slanderous, libelous, or bear untruths.

"Disciplinary Acts". Acts by an employee which may constitute a basis for discipline up to and including discharge include:

1. Engaging in unsafe horseplay, scuffling, or throwing things.
2. Disorderly or immoral conduct or indecency while on District premises or business.
3. Abusive behavior towards others, including harassing, threatening, intimidating, coercing, interfering with fellow employees.
4. Provoking or instigating a fight on District property. (Protection of self will be given special consideration.)
5. Being tardy without verifiable excuse or absent without authorization.
6. Contributing to unsanitary conditions or unsafe or unhealthy housekeeping.
7. Abuse or misuse of District tools and equipment and operating, using, or possessing machines, tools, or equipment to which the employee has not been trained.
8. Unauthorized gambling activities such as dice playing, craps, cards, etc., on District premises unless approved by management.
9. Violating a safety rule or safety practice.
10. Carelessness affecting personal safety.
11. Leaving the job during the work shift without permission.
12. Willful failure to follow or refusal to follow job instructions, verbal or written.
13. Misusing, destroying, or damaging any District property or property of any employees.
14. Reporting for work obviously under the influence of alcohol or non-prescription drugs.
15. Consumption of any alcoholic beverage or the use of drugs on the premises or on District time. [Consumption of alcoholic beverages at a District sponsored event shall not be grounds for discipline.]
16. Sleeping on the job during working hours.
17. Insubordination.
18. Receipt by the District of a wage assignment or garnishment against employee's wages.

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19. Falsifying District records or other records useful to or used by the District.
20. Possessing firearms or explosives on District premises without authorization.
21. Smoking in prohibited areas.
22. Theft of any District or employee property.
23. Unauthorized removal or use of District property without authorization.
24. Failure to keep supervisor aware of one's whereabouts during duty time when availability may be required.
25. Abuse of sick leave.
26. Incompetence.
27. Dishonesty.
28. Violation of District rules.
29. Documented unsatisfactory work performance.
30. Inappropriate dress. Failure to exercise acceptable personal hygiene practices.

This list is not to be construed as all-inclusive, but merely the more common causes for disciplinary action.

"Just Cause." Application of this section shall be equally applied to all employees, and it is the express policy of this District to discipline only for just cause. The elements of just cause are:

1. The employee had forewarning or foreknowledge of possible or probable disciplinary consequences for violation of the District rule or managerial order or the basis if discipline is so obvious that forewarning or foreknowledge can be inferred.
2. The rule or managerial order violated was reasonably related to the orderly, efficient, and safe operation of the District.
2. Determination by the General Manager before administering discipline that the employee did in fact violate the rule or order of management.
3. The investigation into the charge was conducted fairly and objectively.
4. A preponderance of evidence indicates that the employee has violated a District rule or order of management.
5. The degree of discipline may be increased or tempered if mitigating or aggravating factors are present.

These factors include such circumstances as:

- a. Employee's prior record.
- b. Prior progressive discipline within a reasonable period of time for the same or similar violation.
- c. Extenuating circumstances.

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- d. Employee's length of service.
- e. Provocation leading to a violation.
- f. Gravity of the consequences of the violation.
- g. Impact of violation on District customers of the District's efficient operation.
- h. Attitude of employee (desire and ability to learn from mistakes).

B. PROGRESSIVE DISCIPLINE

"Progressive Discipline Procedure." When an infraction occurs, the General Manager shall consider the elements of just cause and administer discipline as appropriate. The following steps are not mandatory, and if the infraction is deemed to be sufficiently serious, the General Manager may recommend and impose more severe discipline.

"Oral Warnings." An oral warning may be given to the employee regarding his failure to comply with the rule(s) or managerial order and very clearly state what is expected in the future.

1. The General Manager shall keep a record of the date, time, and particulars of the conversation;
2. The employee shall be advised that a record of the verbal warning is being kept, and that another warning may lead to more severe action.

"Written Warning/Instruction." The particulars of the verbal warning (date of warning, rule violated, highlights of instructions, etc.) may be stated under "Reason for Warning". The General Manager may stress again verbally, what is expected and what the consequences may be if there is no improvement.

"Suspension Without Pay." Any single or combination of disciplinary action may be considered as a major infraction. Certain actions by an employee after the elements of just cause have been considered may be so serious as to constitute a major infraction. Suspension without pay may be imposed. However, an employee's rights to a grievance on such action are not impaired.

"Discharge." Discharge will be considered for major infractions, and/or failure to respond appropriately to prior disciplinary action. Should events compel the General Manager to take immediate action where discharge appears to be necessary, the employee may be immediately suspended for a specific period of time pending an investigation of the circumstances and a hearing based on the findings.

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Issue No.: 2
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C. RECORDS

"Disciplinary Records." Disciplinary records shall be kept as follows:

1. An Oral Warning shall not be placed into a personnel file and shall remain with the General Manager.
2. All other levels of discipline shall be included in the employee's file.

D. DEMOTION

"Demotion." Demotion to a position having a lower salary range may be imposed for disciplinary purposes. (Demotions resulting from employee's inability to perform required duties, organizational changes, and layoffs are not disciplinary.)

GRIEVANCE DEFINED AND PROCEDURES

"Grievance." A grievance is defined as a disagreement between District Management and a District Employee concerning the interpretation, application, or violation of these personnel guidelines and policies.

"Purpose." A grievance procedure has been established for the following purposes:

1. To promote improved employer/employee relations by establishing an appropriate means for determining the validity of grievances; i.e., claims by an employee that the District has violated, misinterpreted or misapplied an obligation to the employee as such obligation is expressed and written in the District's Rules and Regulations.
2. To provide a method of resolving such claims as closely as possible to the date of origin and as informally as possible.
3. To encourage free communication between management and employees.

"Grievance Procedure Steps."

1. Step One: General Manager

Employees who have a grievance shall first take it up informally with the General Manager within fifteen (15) working days after they knew or reasonably should have known of the occurrence of the cause of the grievance.

2. Step Two: President of the Board of Directors

If the grievance is not resolved within five (5) working days after its submission in Step One, the employee may submit a detailed written presentation of the grievance in a sealed envelope to the President of the Board of Directors through the General Manager within five (5) working days thereafter. The President shall meet with the employee within five (5) working days after submission of the grievance and shall deliver his answer in writing to the employee within five (5) working days after such meeting.

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At this and all subsequent steps in the grievance procedure, the employee has the right to present his grievance with or without a representative, at his option.

3. Step Three: Personnel Committee

If the grievance is not resolved in the Second Step, the aggrieved employee may submit it in writing to the Personnel Committee within five (5) working days after the President's answer is received by submitting the request in a sealed envelope to the General Manager for delivery to the Personnel Committee. The Personnel Committee shall meet with the employee within five (5) working days after receiving the grievance and shall deliver their answer in writing five (5) working days after such meeting. These time limits may be extended to a definite date by mutual agreement of the employee and the General Manager.

"General Provisions."

1. If appeal is not made by the employee within the time limits indicated, the grievance will be considered to be settled on the basis of the last decision rendered. Any grievance not responded to by the District within the prescribed time limits shown will have automatically been advanced to the next higher step unless the time limit is extended by mutual agreement.
2. All grievance materials, correspondence and decisions shall be placed in the personnel file of the grievant.
3. Employees are assured freedom from reprisal for using the grievance procedure.

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Effective Date: 01/17/2024
Subject: Management Rights, Progressive Discipline of Employees,
and Related Records and Procedures

**Policy No. 26-1 – Management Rights, Progressive Discipline of Employees,
and Related Records and Procedures**

Policy/Procedures:

GENERAL STATEMENT AND MANAGEMENT RIGHTS

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- to set standards of service to be offered to the public, and through its management officials to exercise control and discretion over its organization and operations,
- to establish and effect administrative regulations and employment rules and regulations consistent with law and the specific provisions of this manual to direct its employees,
- to take disciplinary action for just cause,
- to relieve its employees from duty because of lack of work or for other legitimate reasons,
- to determine whether goods or services shall be made, purchased, or contracted for,

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Effective Date: 01/17/2024
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- to determine the methods, means and personnel by which the District's services are to be provided, including the right to schedule and assign work and overtime, and
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DISCIPLINE/PROGRESSIVE DISCIPLINE/RECORDS AND DEMOTION

A. DISCIPLINE

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Issue No.: 3
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and Related Records and Procedures

Board of Directors through the General Manager within five (5) working days thereafter. The President shall meet with the employee within five (5) working days after submission of the grievance and shall deliver his answer in writing to the employee within five (5) working days after such meeting.

At this and all subsequent steps in the grievance procedure, the employee has the right to present his grievance with or without a representative, at his option.

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If the grievance is not resolved in the Second Step, the aggrieved employee may submit it in writing to the Personnel Committee within five (5) working days after the President's answer is received by submitting the request in a sealed envelope to the General Manager for delivery to the Personnel Committee. The Personnel Committee shall meet with the employee within five (5) working days after receiving the grievance and shall deliver their answer in writing five (5) working days after such meeting. These time limits may be extended to a definite date by mutual agreement of the employee and the General Manager.

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2. All grievance materials, correspondence and decisions shall be placed in the personnel file of the grievant.
3. Employees are assured freedom from reprisal for using the grievance procedure.

Revision:

Issue No. 1 – Original Policy

Issue No. 2 – 03/08/00

Issue No. 3 – 01/12/24 (Excluded "Employee Conduct, Dress, Appearance, and Personal Hygiene" section)

[Work](#) / [Men's](#) / [Waterproof](#)



ALUMINUM TOE
Meets ASTM Safety Standards



WATERPROOF
Red Wing Waterproofing



SLIP RESISTANT
Meets ASTM Safety Standards



ELECTRICAL HAZARD
Meets ASTM Safety Standards

Work - Style 2454

EXOS LITE

MEN'S 6-INCH WATERPROOF SAFETY TOE BOOT

★★★★★ 3.7 (ZZ) [Write a review](#)

Our lightest work boot so far, this premium medium-duty style offers top performance, comfort and protection while keeping you fast and flexible on the jobsite — all from a modern design you can wear after work. It features electrical hazard protection, an aluminum safety toe and Red Wing waterproofing, plus a Vibram® Extreme Lite sole that scores high marks across all safety ratings.

SIZE [Size Chart](#)

6	6.5	7	7.5	8	8.5	9
9.5	10	10.5	11	11.5	12	13
14	15					

REGULAR (D)	WIDE (EE)
WIDE (H)	

\$239.99 USD

[FIND A STORE](#)

[30-Day Comfort Guarantee and Warranty](#)

Available only at authorized Red Wing retailers. Contact your local retailer to find the perfect fit.

EXOS LITE

EXCEPTIONAL PERFORMANCE, COMFORT AND PROTECTION FROM RED WING'S LIGHTEST WORK BOOT

- Lightweight cement construction keeps you fast and flexible
- Extra protection in toe area for durability
- Best-in-class slip resistance
- Modern, low-profile styling for on and off the job
- Great for warehousing, distribution, construction, light manufacturing and service environments

FEATURES



NON-METALLIC TOE
Meets ASTM Safety Standards



WATERPROOF
Red Wing Waterproofing



SLIP RESISTANT
Meets ASTM Safety Standards



ELECTRICAL HAZARD
Meets ASTM Safety Standards

Work - Style 2403

BRNR XP

MEN'S 6-INCH WATERPROOF SAFETY TOE BOOT

★★★★★ 4.1 (82) [Write a review](#)

Stay comfortable and productive in this durable, heavy-duty boot with non-metallic safety toe protection. The Red Wing waterproof leather upper and best-in-class GripTek rubber outsole keep you safe and surefooted in wet conditions, while triple-stitched toe and heel overlays enhance toughness in high-wear areas. The PU midsole and Quadrex V2 footbed deliver exceptional all-day comfort.

SIZE

[Size Chart](#)

7	7.5	8	8.5	9	9.5	10
10.5	11	11.5	12	13	14	15

WIDTH

REGULAR (D)	WIDE (EE)
WIDE (H)	

\$269.99 USD

[FIND A STORE](#)

[30-Day Comfort Guarantee and Warranty.](#)

Available only at authorized Red Wing retailers. Contact your local retailer to find the perfect fit.

FEATURES

BRNR XP

ADVANCED DURABILITY, COMFORT AND SLIP-RESISTANCE FOR TOUGH WORK ENVIRONMENTS

- Highly durable direct attach to welt construction
- Multi-layer Quadrex V2 footbed system for maximum underfoot comfort
- Best-in-class slip-resistant rubber GripTek sole
- Great for oil and gas environments, construction and manufacturing



ALUMINUM TOE
Meets ASTM Safety Standards



WATERPROOF
Red Wing Waterproofing



SLIP RESISTANT
Meets ASTM Safety Standards



ELECTRICAL HAZARD
Meets ASTM Safety Standards

Work - Style 2401

FLEXFORCE®

MEN'S 6-INCH WATERPROOF SAFETY TOE BOOT

★★★★★ 4.0 (94) [Write a review](#)

This medium-duty style optimizes underfoot heel stability and forefoot flexibility to provide all-day performance and comfort for work that involves squatting, kneeling and walking across uneven terrain. It includes a waterproof Red Wing® leather upper and Vibram® rubber PU XClaim TC-R outsole for best-in-class slip resistance, plus DynaForce® insoles that enhance cushioning and comfort.

SIZE

[Size Chart](#)

7	7.5	8	8.5	9	9.5	10
10.5	11	11.5	12	13	14	15

WIDTH

NARROW (B)	REGULAR (D)
WIDE (EE)	WIDE (H)

\$274.99 USD

[FIND A STORE](#)

[30-Day Comfort Guarantee and Warranty.](#)

Available only at authorized Red Wing retailers. Contact your local retailer to find the perfect fit.

FEATURES

FLEXFORCE®

GREAT COMBINATION OF UNDERFOOT HEEL STABILITY AND FLEXIBLE FOREFOOT COMFORT

- Welted heel construction provides extra stability on uneven terrain
- Cemented forefoot construction bends and flexes
- DynaForce® insoles for added comfort
- Great for jobs that require squatting, kneeling and walking in uneven terrain



NON-METALLIC TOE
Meets ASTM Safety Standards



WATERPROOF
Red Wing Waterproofing



PUNCTURE RESISTANT
Meets ASTM Safety Standards



SLIP RESISTANT
Meets ASTM Safety Standards



ELECTRICAL HAZARD
Meets ASTM Safety Standards



CSA
Canadian Safety Standards

Work - Style 3517

BURNSIDE

MEN'S 6-INCH WATERPROOF, CSA SAFETY TOE BOOT

★★★★★ 2.6 (18) [Write a review](#)

This premium, waterproof, CSA-approved leather boot with electrical hazard and non-metallic safety toe protection takes heavy-duty work in stride. Triple stitching and Helcor® ProGuard technology offer the ultimate in durability and toughness, while the exclusive Red Wing UltraSole by Vibram® offers best-in-class slip and puncture resistance. A four-layer footbed cushions every heel strike.

SIZE

[Size Chart](#)

6	6.5	7	7.5	8	8.5	9
9.5	10	10.5	11	11.5	12	13
14	15	16				

WIDTH

REGULAR (D)	WIDE (EE)
WIDE (H)	

\$319.99 USD

[FIND A STORE](#)

[30-Day Comfort Guarantee and Warranty](#)

Available only at authorized Red Wing retailers. Contact your local retailer to find the perfect fit.

FEATURES

BURNSIDE

PREMIUM ALL-DAY COMFORT AND HEAVY-DUTY PERFORMANCE



WATERPROOF
GORE-TEX®



SLIP RESISTANT
Meets ASTM Safety Standards



ELECTRICAL HAZARD
Meets ASTM Safety Standards

Work - Style 914

SUPERSOLE® 2.0

MEN'S 8-INCH WATERPROOF SOFT TOE BOOT

★★★★★ 4.4 (56) [Write a review](#)

For the toughest and wettest conditions, this premium heavy-duty boot with GORE-TEX® waterproofing is up to challenge. A dual-density urethane sole combines exceptional cushioning and comfort with a rugged outsole that is highly resistant to chemicals and abrasion. The full-grain Red Wing leather upper also extends higher up the calf for extra ankle support. Available in extended sizes and widths.

SIZE

[Size Chart](#)

7	7.5	8	8.5	9	9.5	10
10.5	11	11.5	12	13	14	15

WIDTH

NARROW (B)	REGULAR (D)
WIDE (E)	WIDE (EEE)

\$334.99 USD

[FIND A STORE](#)

[30-Day Comfort Guarantee and Warranty.](#)

Available only at authorized Red Wing retailers. Contact your local retailer to find the perfect fit.

FEATURES

SUPERSOLE® 2.0

A CLASSIC WITH COMBINED COMFORT AND DURABILITY

- Two-density outsole has soft inner core for comfort and harder clear outer shell for maximum durability
- Proven, durable direct attach to welt construction
- Extra-long wearing outsole resists chemicals and oil
- Great for tough work environments such as the oil and gas industry, construction, manufacturing and railroads



THE SUPERSOLE® 2.0 914 FEATURES:



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: February 12, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **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).

BACKGROUND

At the beginning of the new calendar year, the District sets forth a list of Federal Holidays that the agency observes. In a unique circumstance, Veterans Day happens to fall on the second Monday of the month, coincidentally being the Regular Meeting date for the Board of Directors.

DISCUSSION/ANALYSIS

As a result of Veterans Day, staff recommends adjusting the month of November's Regular Meeting date from Monday, November 11, 2024, to Monday, November 4, 2024. This change will accommodate for Veterans Day while still maintaining the monthly Board of Directors meeting. Alternative recommendations can be provided as well if the aforementioned date does not coincide with the availability of the Board.

FISCAL IMPACT

No fiscal impact is associated with approving this change in the meeting date.



STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: February 12, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **ADOPT RESOLUTION NO. 2024-01, 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.

BACKGROUND

Currently the District's advisory committees consist of the Personnel Committee, Finance Committee, Education Committee, and the Recharge Committee. The establishment of the committees is to act in a purely advisory capacity and meet as needed. Advisory committees foster a collaborative approach to address the diverse needs of the District and play a role in rendering advice or making recommendations to the Board of Directors.

Recently, staff considered consolidating its existing programs and public offerings with the Education Committee by Resolution but found no record of the District formally approving its committees in that form.

DISCUSSION/ANALYSIS

Staff recommends the Board adopt Resolution No. 2024-01 to formally approve its existing advisory committees. Below is a summary of the District's committees and any proposed changes.

Advisory Committee	Purpose	Proposed Change
Personnel Committee	Support a positive and productive working environment by assessing	None

BOARD OF DIRECTORS REGULAR MEETING: FEBRUARY 12, 2024

Page 2 of 2

Advisory Committee	Purpose	Proposed Change
	District workplace policies and staff compensation.	
Finance Committee	Ensure that the District is operating with the financial resources it needs to meet its mission.	None
Education Committee	Assess the performance and effectiveness of the District's constituent-focused programming.	Rename committee to "Programs Committee"
Recharge Committee	Oversees the District's efforts to infiltrate and store water in the Chino Groundwater Basin for the benefit and long term viability of the aquifer and the communities that depend on it for water supply.	None

FISCAL IMPACT

The proposed Resolution No. 2024-01 is not anticipated to have a significant fiscal impact, as meeting frequency is not a proposed change.

ATTACHMENT(S)

1. Resolution No. 2024-01, Establishing The District's Policies and Procedures for Advisory Committees

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

WHEREAS, the Chino Basin Water Conservation District's Board of Directors may establish standing and other advisory committees from time to time as it deems necessary in order to properly carry out its functions, and shall determine the size and purpose of each committee; and

WHEREAS, the current District Committees consist of the Personnel Committee, Finance Committee, Education Committee, and the Recharge Committee, but they have not yet been formally established by resolution; and

WHEREAS, in the name of efficiency and effectiveness, the Board desires to formally establish its Committee structure and consolidate oversight of the District's programs and public offerings with the existing Education Committee; and

WHEREAS, the Board seeks to rename the Education Committee as "Programs Committee" in order to better reflect this new focus;

WHEREAS, it is the intent of the District to formally establish its advisory committees.

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

SECTION 1. Incorporation of Recitals.

The District finds and declares that the foregoing recitals are true and correct and incorporates said recitals fully into this Resolution as findings.

SECTION 2. Advisory Committees are hereby created as follows:**1. Advisory Committees established.**

A. The District establishes the following committees to serve the District, identified as follows and collectively referred herein as the "committees":

- 1) Personnel Committee;
- 2) Finance Committee;
- 3) Programs Committee;

4) Recharge Committee.

- B. Nothing in this section shall be construed as restricting or curtailing any of the powers of the Board of Directors, or as a delegation to the Committees, of any authority or discretionary powers vested and imposed by law in the District. The District declares that the public interest, convenience, welfare and necessity require the establishment of the committees to act in a purely advisory capacity, for the purposes set forth herein.

2. Members – Composition, Appointment, and Term of Office.

- A. Each Committee shall consist of no more than three (3) members of the Board of Directors.
- B. After each general election, during the January meeting, the Board shall hold its election of officers. The Board President shall then choose committee assignments for members of the Board by the next Regular Board meeting.
- C. Each member shall serve for a period of two (2) years. The member shall serve for the duration of his or her term, unless a Board Member vacates office for any reason prior to the expiration of the appointed term, or unless an agreement is made among two or more Board members to change assignments, and the change is approved by the Board President.

3. Members – Vacancies.

- A. The Board shall fill any vacancy, whether created by death, disability, eligibility, non-attendance or otherwise, within thirty (30) days of the occurrence of the vacancy. The appointment shall only be for the remainder of the term being vacated.

4. Members – Officers.

- A. The Board President shall appoint the Chair of each committee during the committee assignment process each January after an election year.

5. Members – Rules and Records.

- A. The majority of the currently appointed members of a committee shall constitute a quorum (e.g., for a three (3) member committee, two (2) members constitute a quorum) for the transaction of business. Robert's Rules of Order shall prevail for all committee meetings. Minutes shall be approved at the next regularly scheduled Board meeting.

6. Members – Compensation.

- A. Members of a committee shall be entitled to such compensation as determined by the District Ordinance, establishing compensation and an allowable number of paid days for Directors. Committee Member will be compensated for meetings attended per District Policy No. 47.

7. Meetings – Time and Place of Meeting.

- A. Meetings may be called by the Committee Chairperson or the General Manager or his or her designee, in accordance with the Ralph M. Brown Act.
- B. Each of the Committees shall meet as needed and each Committee shall establish a date, time and place for its meetings, which shall be open to the public.
 - 1) The Personnel Committee shall meet quarterly or as needed.
 - 2) The Finance Committee shall meet at least three times per year, in line with the budget process, and as needed.
 - 3) The Programs Committee shall meet at least once per year to judge the annual Poster Contest, and additionally as needed to evaluate and provide feedback on District programming.
 - 4) The Recharge Committee shall meet at least once per year and additionally as needed depending on progress of projects related to groundwater recharge.
- C. Meetings shall be held at the Chino Basin Water Conservation District located at 4594 San Bernardino Street, Montclair, California, 91763, or at another location allowed by law.
- D. All meetings, including adjourned meetings and special meetings, shall be held in the manner provided for in the Ralph M. Brown Act, as set forth in California Government Code Section 54950 et seq., and as may be amended from time to time.

5. Committee Duties. Each Committee shall have the duty to render advice and make recommendations to the Board of Directors and General Manager.

- A. The Personnel Committee's responsibility is to support a positive and productive working environment by assessing District workplace policies and staff compensation. The committee shall meet to advise the Board on the following matters:

- 1) To review and recommend changes and updates to the District's Policy and Procedure Manual, ensuring that the District maintains compliance with the law in personnel matters.
 - 2) To assess the staffing needs of the District as well as to recommend fair compensation and benefits packages that will attract and retain excellent employees.
- B. The Finance Committee's responsibility is to ensure that the District is operating with the financial resources it needs to meet its mission. The committee shall meet to advise the Board on the following matters:
- 1) The District's annual budget, mid-year budget modifications, and annual financial reports.
 - 2) The District's capital plan.
 - 3) The District's revenue sources and projections.
 - 4) Staffing levels and fair compensation and benefits packages that will attract and retain excellent employees through the lens of the long-term financial health of the District.
- C. The Programs Committee's responsibility is to assess the performance and effectiveness of the District's constituent-focused programming. The committee shall meet to advise the Board on the following matters:
- 1) Judging the District's Annual Poster Contest and awarding winners and honorable mentions.
 - 2) Hearing reports, providing staff feedback, and making recommendations to the Board of Directors regarding the District's constituent programming, including but not limited to:
 - a. Kindergarten – Twelfth Grade Field Trips.
 - b. Workshops on Waterwise Gardening, Horticulture, and Irrigation practices aimed toward adult constituents.
 - c. Landscape Efficiency and Audit Programs for both single-family homes and commercial properties, which include Homeowners Associations, multi-family residential properties, professional, retail, or industrial developments with landscaping, and government properties.
 - d. The District's online educational resources, including the two websites managed by the District, the Landscape Design Templates, online instructional videos, and other resources.
 - e. Improvements to District properties that focus on constituent service and interaction, such as the stewardship and enhancement of the Waterwise Demonstration Garden, the Wilderness Park, and the Waterwise Community Center's public areas.
 - f. The creation of new constituent educational programs or discontinuation of existing constituent educational programs.

- D. The Recharge Committee oversees on the District's efforts to infiltrate and store water in the Chino Groundwater Basin for the benefit and long term viability of the aquifer and the communities that depend on it for water supply. The committee shall meet to advise the Board on the following matters:
- 1) Maintenance, care, operations and improvements to the District's existing recharge basins.
 - 2) Expansion of existing properties and basins or the addition of new properties and construction of new recharge basins.
 - 3) Projects or programs that are focused on recharging the Chino Groundwater Basin.
- E. From time to time, other duties may be directed by the Board to the standing advisory committees, or the Board may choose to establish an Ad Hoc Committee to accomplish a specific short-term task.

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

PASSED, APPROVED, AND ADOPTED this 12th day of February 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Ligtenberg, Board President

ATTEST: _____
Elizabeth Willis, Board Secretary

Exhibit(s):

- None



ITEM NO. 10

SECOND QUARTER CORRESPONDENCE REPORT: OCTOBER – DECEMBER 2023

Second Quarter Correspondence: Oct – Dec 2023



CHINO BASIN

**Water
Conservation
District**

Kudos

Perfect as a first trip for kinders. The staff is engaging and keep the students focused during the presentation. They know how to teach younger children.

- *Comment from Kindergarten teacher about field trips*

The hands on learning experiences provided really help students understand groundwater and run-off which aligns very well with part of our science curriculum in 5th grade.

- *Comment from 5th grade teacher about field trips*

Highly educational, very organized, and the kids had fun.

- *Comment from 3rd grade teacher about field trips*

The students enjoy it and make great connections to science

- *Comment from 5th grade teacher about field trips*

Our trip was highly engaging and lots of fun. Staff was amazing with the kids.

- *Comment from 1st grade teacher about field trips*

[The field trip] fits in perfectly with our curriculum and the staff is knowledgeable, passionate, and engaging.

- *Comment from 5th grade teacher about field trips*

We were very impressed with the instructors and their ability to "roll with the punches" of young children's impulses and curiosities.

- *Comment from 1st grade teacher about field trips*

The instructors were all amazing. They were so great with the student and gave clear directions. They would all make great classroom teachers!

- *Comment from 4th grade teacher about field trips*

Kudos to your team!

Your facility is warm, colorful and welcoming. Judy greeted me with a smile, which was delightful considering my early morning visit. During our interaction she was informative, attentive and kind.

After a walk through the garden, Scott asked if I needed help. He provided a great deal of information in a sweet and helpful style.

However, the person I wish to spotlight is Daniel. Daniel has been helping me for weeks! He has been to my home, we have spoken on the phone, communicated via email and text. Each time he has been extremely sensitive to my needs and lack of knowledge. His professionalism and timelines are exemplary. If continued guidance were possible throughout my project his experience and expertise would be ideal; making the experience pleasurable and less anxiety ridden, which is causing me to be overwhelmed. I truly delight in Daniel's expertise and delivery.

Please allow me to add Brandon to the list; without his contribution I wouldn't have my new Rachio Irrigation System that is simple to navigate.

You have a great team overall and your facility provides a wealth of information. Kudos to your awesome team. Continued success in 2024!

- *Handwritten letter from Rosie G, written January 10th, 2024*

Thank you for having us! We had a great time [at the Waterwise Garden & Pumpkin Fest] and did a lot better than we thought we did. We'd love to come back next year. The entire waterwise staff were great and super helpful.

- *Comment from RCO Pizza, a food vendor at the Waterwise Garden & Pumpkin Fest*

- I enjoyed myself and being a part of this event
- Thank you for the invitation, we had a great time promoting the City events.
- Thank you for this great event and for including us! It was a great day.
- Great event. Everyone from the attendees and staff were great. We actually got a lot of people following us on social media. We were even asked when our next popup is! Thanks again everyone

- *Feedback from exhibitors who attended the Waterwise Garden & Pumpkin Fest*

Social Media Interactions



Waterwise Community Center

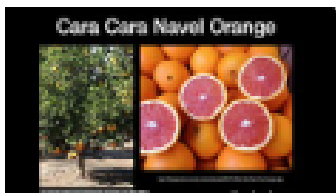
@CBWCD 1.52K subscribers 110 videos



Creating and Maintaining
Stem Bee Boxes | DIY Native
Pollinator Habitat Project



Mark Avant commented: "Another
excellent and informative video."



Fruit Trees for Inland
Southern California Home
Gardens



@MetalBum  • 2 months ago

Love this thank you



Creating and Maintaining
Stem Bee Boxes | DIY Native
Pollinator Habitat Project



@jessicavallee3831 • 3 months ago

Just subscribed. Love this.

Social Media Interactions



Grow Native Nursery

September 30 at 2:05 PM · 🌐

...

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 the Chino Basin Water Conservation District where you can enjoy treats from local food vendors while you participate in free activities and learn more about being waterwise.



Cindy Kollar Robbins

I love that native garden! One of the best!



[montevistawaterdistrict](#) [#Didyouknow](#) mulch reduces water evaporation and helps plants grow? Bring your containers and tools to [@CBWCD](#) and get your supply of mulch at their daily giveaway (6 am – 8 pm) while supplies last. While you're there, don't forget to visit their beautiful garden. [#MonteVistaWater](#)



[ieuawater](#) Looking for a family event or a way to kick off the pumpkin spice latte spirit? Join us at the Chino Basin Water Conservation District (CBWCD) for a FREE Waterwise Garden & Pumpkin Fest this Saturday, October 7th, from 11 am to 3 pm!

It's the perfect way to celebrate fall, be an environmental steward, and get those pumpkin patch photos. Don't miss out! [#IEUAWater](#) [#WaterwiseGardenFest](#) [#PumpkinSeason](#)

Social Media Interactions



cbwcd 🌱 Did you know that we have 4 tortoises at the Waterwise Community Center? Check out this reel to meet Sam, Dr. Brown, Mr. Magoo, and Myrtle, then come by and visit them in person! Stay tuned for more!

#cbwcd #tortoises #waterwise #waterwisecommunitycenter
#water #montclair #ontario #chino #chinohills
#ranchocucamonga #upland #inlandempire

3rd CBWCD Reel

53 likes

6 shares



cbwcd Looking for something to do during the holiday break? Come earn your very own Waterwise Steward Badge! Pick up your Waterwise Workbook at our front desk and explore our facility to complete the activities. Once you are finished, turn it back in to the front desk to receive your very own badge! Hope to see you soon!

#waterwiseworkbook #waterwisesteward #badgeprogram
#waterwisecommunitycenter

4th CBWCD Reel

50 likes

3 shares

Social Media Interactions



Loteria
Reel
27 likes
1 share



cbwcd ! IN CASE YOU MISSED IT! Our Lotería Gallery Evening was a big hit! Our waterwise community came by to play our custom lotería 💧, win prizes ✨, eat pan dulce 🍩, and explore the art gallery! 🎨 Even if you missed the event, our gallery will stay in our lobby through February, so be sure to visit!

✨ Join us next time! Follow for more!

! En caso que te lo hayas perdido. ¡Nuestro estreno de galería de lotería fue un gran éxito! ¡Nuestra comunidad Waterwise vino a jugar nuestra lotería personalizada 💧, ganar premios ✨, comer pan dulce 🍩 y explorar la galería de arte! 🎨 Si te perdiste el evento, nuestra galería permanecerá en nuestro vestíbulo hasta febrero, ¡así que asegúrate de visitarla!



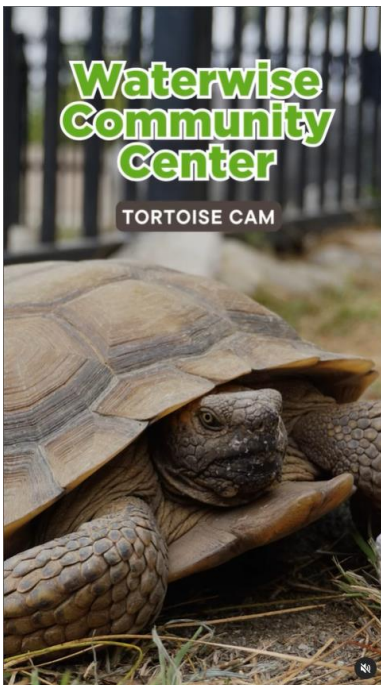
montevistawaterdistrict Looks like a great event and a fun time was had by all!

6w 1 like Reply



yourrealestateamiga We had a great time. Can't wait for the next event 🍷

6w 1 like Reply



cbwcd 🌱 It's tortoise cam time! Check out what our tortoises are doing here at the Waterwise Community Center and come say hi 🐢 in person!

#cbwcd #tortoise #waterwise #tortoisecam

7w



dayyyanclouds What a cutie 🐢

7w 1 like Reply

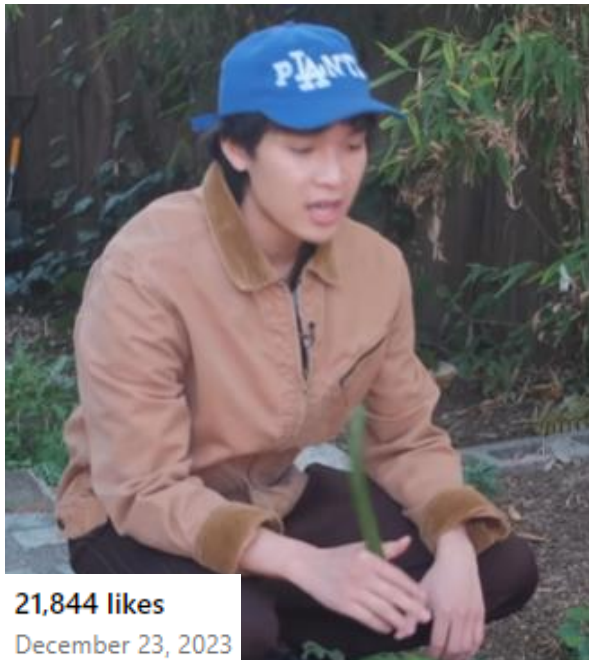


ganueva 🍷🍷🍷🍷🍷

7w 1 like Reply

47 likes
4 shares

Social Media Interactions



21,844 likes

December 23, 2023



benji_plant 1w

For more information on yard transformation rebates available in your region, check out saveourwater.com

Transforming my messy lawn into a water-wise garden!

Garden Design: [@hardycalifornians](#)
Landscaping: [@aquifer_gardens](#)

#ad #saveourwater



bonebimbo 6d

If you live in California and are curious to learn more about water saving landscapes check out this page [@cbwcd](#) !! They also have a beautiful demonstration garden that is dog friendly.

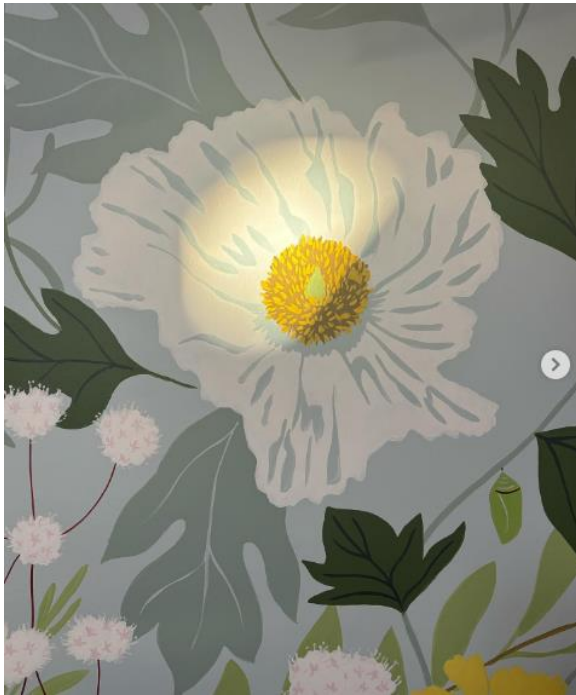


yvetters.reading 1w

💎 Waterwise Community Center 💎 ...

Hello everyone! Happy Holidays to everyone! I hope you're doing well today and eating lots of yummy food 😊❤️ I went to Waterwise Community center with earl not too long ago and I got to meet a really friendly tortoise named Sam. He was so cute! I really loved this area, it has so many pretty plants. Please be safe and take care

Social Media Interactions



sofialacin 4w

Special weekend painting party (aka MURALKIT) with @cbwcd to honor their habitat garden and its glorious buzzing lushness.

What I learned in a nutshell:

60% ! of our precious household h2O goes to nonsense landscape aka loser lawns. Swap in those beautiful native plants!



vicatized 4w

It's so pretty 🥰🍋🍋🍋. Yes boo to lawns- waste if water, no biodiversity, and offering little to native critters and soil health...ick!



studiotuttola 4w

Sneak previews - mural design for our latest MuralKit project and our first ever coloring page!

We can't wait to paint with the lovely humans at the Waterwise Community Center in Montclair this weekend! See you soon @cbwcd



spatiumnaturadraws 4w

Looks great!!!

1 like Reply



monijoygirl 4w

We are beyond excited to see this everyday at the Water wise Community Center! 🥰🍋🍋



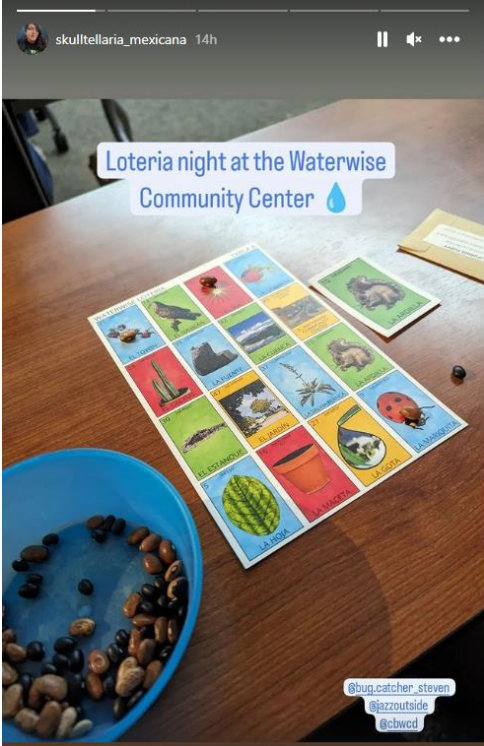
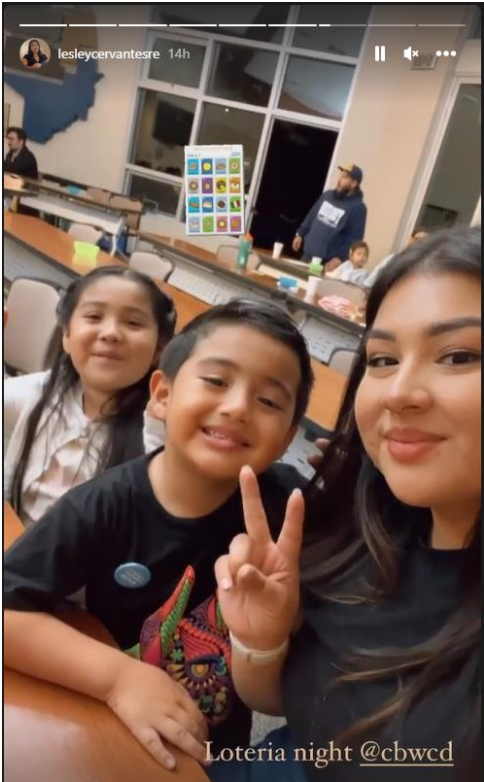
cultivating_place 4w



Lobby Mural posts

Social Media Interactions

Loteria Gallery Evening Posts



Social Media Interactions

**MONDAY
10/30 @12PM**

Featuring: **Scott Kleinrock**, Conservation Programs Manager, Chino Basin Water Conservation District & Waterwise Community Center.

Scott Kleinrock, MLA (Cal Poly Pomona Alumni) designs and coordinates construction of ambitious gardens and landscapes with a focus on edible, California native, and drought tolerant plantings.

Date and place:
10/30/2023
Cal Poly Pomona,
Plant Science Department
Building 2, Room 202

More information can be seen at:
www.CBWCD.org @cbwcd

Design Your Own Waterwise Garden With Our Garden Planner



cpp_plantsci 14h

All students are welcome to join us for a look into the career opportunities in conservation ecology, native plants, and sustainability with Scott Kleinrock!

Join us for an eye-opening presentation on the Chino Basin Water Conservation District and the Waterwise Community Center. Discover the incredible work they do, and uncover exciting internship opportunities for CPP students.

Let's explore together the power of preserving our environment and promoting water-wise practices!

#ConservationEcology

#WaterConservation #CPPInternships



Exciting opportunity! Join a FREE California Native Plant Landscaper Certification course by Chino Basin Water Conservation District (CBWCD). Attend all three Saturdays (Jan. 27, Feb. 3, and Feb. 10, 2024) from 8:00 AM to 3:30 PM in person at CBWCD Waterwise Community Center in Montclair, CA.

Check the link in bio for the flyer and registration details. Don't miss this opportunity to dive into sustainable landscaping! #WaterConservation #CertificationCourse #SustainableLandscaping

Highlighting a memorable experience! Cal Poly Pomona Plant Science students explored CBWCD during the Fall semester for PLT 1120!

From captivating class field trips to paid #Internships and enlightening guest lectures, our partnership with Chino Basin Water Conservation District and Waterwise Community Center is truly invaluable.

Thank you to CBWCD Conservation Programs Manager Scott Kleinrock for partnering with Cal Poly Pomona Plant Science Department!

#EducationPartnership #WaterConservation #Sustainability



oakcreekfarmandhomestead Amazing!!

3w 1 like Reply



Social Media Interactions



discolemonade670 Today's Adventure :
part one

I cannot infazise enough how AMAZING wilderness park is, it is FREE and located in Montclair ... They're open 6 days a week, we had the most amazing day and educational too !
We met Sam the African tortoise, smelt sage, lavender, oregano and other herbs. Relaxed in one of the many super cute "reading nooks". My co worker found this gem and we can't wait to go back !

They offer FREE classes, tomorrow Saturday Nov 4th at 9am is the next one, everyone welcomed no reservations required ...
#lovemyjob

11 likes

November 3, 2023



fUSD_rp 2w

Good morning Panthers!

Here is a sneak peak of our O'Day Short Family Unity Garden! We will be having a special dedication ceremony with our FUSD, city and county dignitaries. In January, we will have a viewing for our whole community. I am grateful beyond words. Thank you to all in making Randall Pepper an amazing place to build a legacy.

#weareRPsomosRP #IBelieveinFUSD
@fontanaunified @cbwcd @ieuawater

Other Interactions



Now in the Inland Empire & Santa Barbara!

TPF is partnering with the Chino Basin Water Conservation District & Santa Barbara Botanic Garden to provide the California Native Plant Landscaper Certification for landscapers working or providing services in those areas.

The IE course is free to students and will run from 8:00 AM – 3:30 PM on Saturdays, Jan 27, Feb 3, & Feb 10. [Sign up now!](#)

The SB course will run 6:00-8:00 PM Mondays and Thursdays, Feb 5 - Mar 2 + 9:30 AM to 12:30 PM on Saturday, Mar 2. [Learn more!](#)

fresh muralkit & sowing seeds

Studio Tutto Newsletter

STUDIO TUTTO

PAINTING WITH WATERWISE

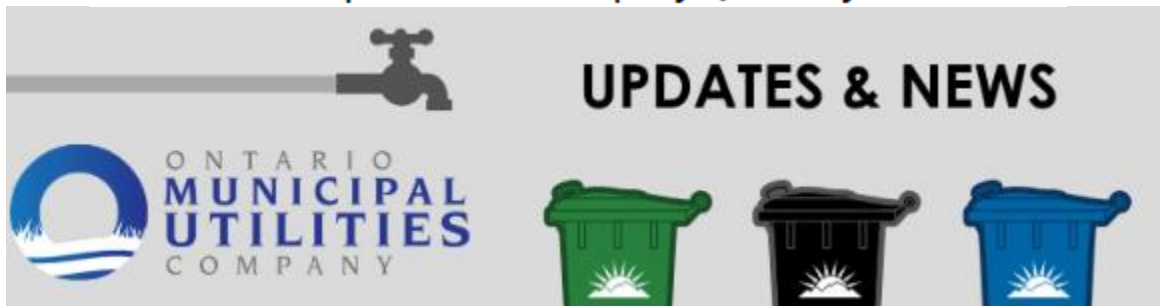
Over the course of **our three-day MuralKit**, we transformed a previously blank wall into an inviting and alive space. The Waterwise Community Center engages the surrounding community in **restoring our watershed**. They give out free packs of native seeds, inspire visitors with their gorgeous demonstration gardens, and educate people on why native plants are the way to go - both for conserving water and supporting biodiversity. **Gardens that are in service!**

We learned over the course of our collaboration that **60% of household water is used outside!** Think thirsty lawns that don't support any life. What a waste!

Other Interactions



Ontario Municipal Utilities Company Quarterly Newsletter



Ontario Municipal Utilities Company Quarterly Newsletter

Poster Contest



The Waterwise Community Center is hosting their annual Water Conservation Poster Contest. Students in grades K-6 are invited to submit posters sharing at least one water saving strategy. Ontario students will also be entered into the City of Ontario poster contest.

Please visit the [Waterwise Community Center](#) for more information. Posters must be submitted by January 26th at 4pm.

Other Interactions



Ontario-Montclair School District

BOARD OF TRUSTEES

Sonia Alvarado
Kristen Brake
Sarah S. Galvez
Flora Martinez
Elvia M. Rivas

950 West D Street, Ontario, California 91762 • (909) 418-6445 FAX: (909) 459-2542
SUPERINTENDENT'S OFFICE

James Q. Hammond, Ed.D.
Superintendent

November 16, 2023

Chino Basin Water Conservation District
4594 San Bernardino St
Montclair, CA 91763



To Whom It May Concern,

On behalf of the Ontario-Montclair School District (OMSD) Board of Trustees, I thank you for your generous donation of one (1) swag bag with water bottle, bag and various swag, an estimated value of \$20.00.

Having a united community does not happen by accident. It is through the support from organizations like yours, who are willing to invest back into our community, that contributes to the success of our OMSD students. Your recent donation helped provide OMSD with incentives for teachers participating in our Professional Development, offering a positive experience for our educators who dedicate themselves to student success. With your kind contributions, we were able to provide the best support our community has to offer in energizing and inspiring learning environment.

Once again thank you for your philanthropy. It will help make a positive difference in the lives of our children. We are grateful for your partnership and look forward to continued collaboration with you in the future.

Respectfully,

A blue ink signature of Sonia Alvarado, written in a cursive style.

Sonia Alvarado, President
Board of Trustees



What's happening **Claremont?**

Claremont Courier/Friday, October 6, 2023 **12**

BY ANDREW ALONZO

calendar@claremont-courier.com

FRIDAY 10/6

- The annual **OLA Fiesta** opens at 5 p.m. at Our Lady of the Assumption Church, 435 N. Berkeley Ave., Claremont, and includes live music, Hispanic, Vietnamese, Filipino, and American food, games, carnival rides, prize drawings, and a beer garden through Sunday, October 8. Go to olacclaremont.org for more info.

- After a four-year hiatus, California Botanic Garden's **Things That Go Bump in the Night** returns from 5:30 to 9 p.m. today and Saturday, October 7, at 1500 N. College Ave., Claremont. Tickets and information are at calbg.org.

- Claremont's free live music showcase, **Friday Nights Live**, continues from 6 to 9 p.m. tonight with **Swing Shift** at Shelton Park, **Claremont Voodoo Society** at Village Plaza, **Arrow Highway** at the chamber of commerce, and a **Led Zeppelin tribute band** at city hall. Visit claremontchamber.org for October concert details.

- Claremont High School Theatre

Department mounts "**Kodachrome**" at 7 p.m. tonight and Saturday, October 7, at the Don F. Fruechte Theatre for the Performing Arts, 1601 N. Indian Hill Blvd. Student tickets are \$8, adults \$10, at chstheatre2129.ludus.com.

- Conductor Tony Rowe leads the Pomona College Orchestra in a **free and open to the public 8 p.m. concert** highlighting works by Mozart, Barber, Wagner, and Liszt at Bridges Hall of Music, 150 E. Fourth St., Claremont. The program repeats at 3 p.m. Sunday, October 8.

SATURDAY 10/7

- A free and open to the public **waterwise garden and pumpkin festival**, hosted by Chino Basin Water Conservation District, will feature children's activities, a pumpkin patch and more from 11 a.m. to 3 p.m. at 4594 San Bernardino St., Montclair. Additional details are at cbwcd.org.

- Black owned businesses and student vendors throughout the Inland Empire will be onsite at The Mounds, at 1050 N. Mills Ave., Claremont, for Pitzer College's Black Student Union

In the News



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Herald News
The Community's Voice

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[PREV](#)

Unity Garden is dedicated in memory of family victimized by violence in Fontana in 1945

Dec 20, 2023 Updated Dec 20, 2023 0

Members from across the Fontana Unified School District community, including staff, students and elected dignitaries, gathered at Randall Pepper Elementary School on Dec. 15 for the dedication of the O'Day Short Family Unity Garden.

The garden commemorates the lives of O'Day, Helen, Carol Ann and Barry Short. The family is remembered for breaking Fontana's color barrier in 1945. All four members of the African-American family died after their house burst into flames on Dec. 16, 1945.

The dedication ceremony included speeches from local pastors, District Board of Education President Marcelino "Mars" Serna, Superintendent Miki R. Inbody, Randall Pepper Principal Theresa Gomez and Dr. Daniel Walker, a historian, philanthropist, author, film director and former Randall Pepper student.

Student ambassadors welcomed Randall Pepper's visitors, who passed by photographs of the O'Day Short family as they walked to the heart of the campus to reach the garden.

The Randall Pepper Choir performed "Swing Low, Sweet Chariot," the African-American spiritual song, and fifth-grader Londyn Otis read the poem "Peace" by Sara Fox before a colorful peace pole — which reads "May Peace Prevail on Earth" in four different languages — was unveiled next to the garden.

"This garden is a chance for us to honor the lives that were taken from us," Inbody said. "As we stand in the presence of this Unity Garden here, let it be a symbol of resilience, strength and solidarity. Gardens by their nature represent growth, renewal and the cycle of life. They remind us that from the seeds of sorrow we can cultivate hope and healing."

Among the dignitaries who attended the event were City of Fontana Mayor Pro Tem Peter A. Garcia and Treasurer Janet Koehler-Brooks, FUSD Board of Education Vice President Adam Perez, Fontana Teachers Association President Mark Schulte, United Steelworkers Local 8599 President Dawn Dooley, and representatives from the offices of San Bernardino County Supervisor Jesse Armendarez, San Bernardino County Board of Education Trustee Laura Mancha and San Bernardino County Superintendent of Schools Ted Alejandro.

The O'Day Short family purchased and began building a home on a vacant, five-acre lot at Randall Avenue and Pepper Avenue in Fontana at a time when African-Americans were forbidden to live south of Baseline Avenue. The O'Day Short family received threats of violence and offers from the Chamber of Commerce to buy back the property before their house was set ablaze.

An arson investigator hired by the National Association for the Advancement of Colored People (NAACP) determined the fire was deliberately set from the exterior, according to reports. Randall Pepper Elementary School was later built on the site in 1950.

The O'Day Short Family Unity Garden came to life thanks to the collaboration of the Inland Empire Utilities Agency (IEUA) and the Chino Basin Water Conservation District under the umbrella of the IEUA's Garden in Every School program. In addition to serving as a living monument to the O'Day Short family, the garden will serve as a learning center for generations of students exploring the world of science, the FUSD said.

Randall Pepper will continue to honor the O'Day Short family by holding an annual Unity Assembly each December to celebrate the many cultures and ethnicities that comprise its local and global community.

"There is a legacy to live up to here at Randall Pepper," Gomez said. "It is an honor to commemorate the lives of the O'Day Short Family who chose to take a stand in their world."

Reviews

Google My Business

Waterwise Community Center & Wilderness Basin Park

4.6 ★★★★★ 132 reviews ⓘ

Rosario Carrillo
Local Guide · 20 reviews · 78 photos
★★★★★ 2 months ago
Wonderful !!



Lucia Tovar
Local Guide · 23 reviews · 1 photo
★★★★★ a month ago

Francisco Serrano
Local Guide · 1 review
★★★★★ 4 weeks ago

T Stephens
Local Guide · 59 reviews · 4 photos
★★★★★ a month ago

What a beautiful place! I didn't get out of the car this time, but I enjoyed the cool breeze while eating a breakfast pastry, listening to the radio, and then reading an ebook. I love the aroma of leaves and plants on a crisp morning. Next time I'll take a walk around the "track," or maybe go inside to see if the ducks and tortoise are home. 🌿🌿🌿

Francisco Reyes
Local Guide · 138 reviews · 56 photos
★★★★★ a month ago

Nice place for a small walk and beautiful for pictures. I'm here often since it's fresh and beautiful

Veronica Ramos
Local Guide · 36 reviews · 301 photos
★★★★★ 2 months ago

Jacob J
5 reviews · 250 photos
★★★★★ 3 months ago
Nice park

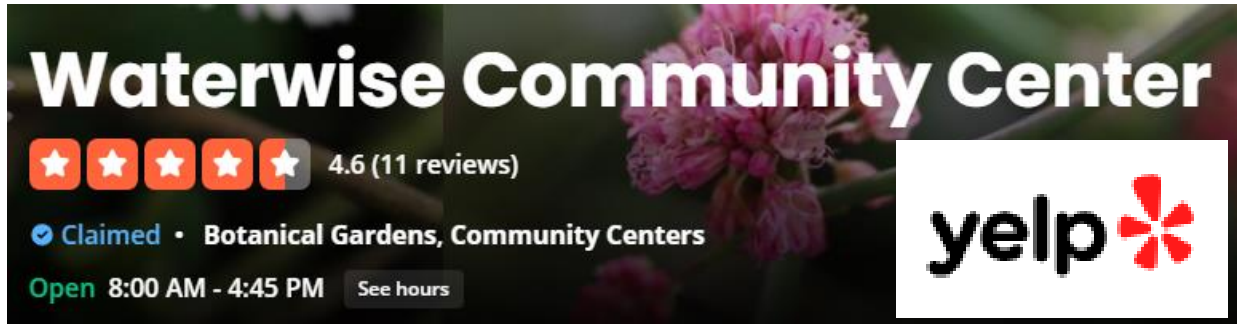
Rosa Robles
2 reviews
★★★★★ 2 months ago

Aldo Delgado
Local Guide · 5 reviews · 1 photo
★★★★★ a month ago

jorge osorio
Local Guide · 876 reviews · 2 photos
★★★★★ a month ago
Public park



Reviews



Natalie P.

Ontario, CA

🗣️ 49 📌 36 📷 8



Oct 1, 2023

Cute, clean park and community center. There's a huge garden with native plants. And it's free!!



ITEM NO. 11

SECOND QUARTER METRICS REPORT: OCTOBER – DECEMBER 2023

FY 23-24 Quarterly Metrics Report

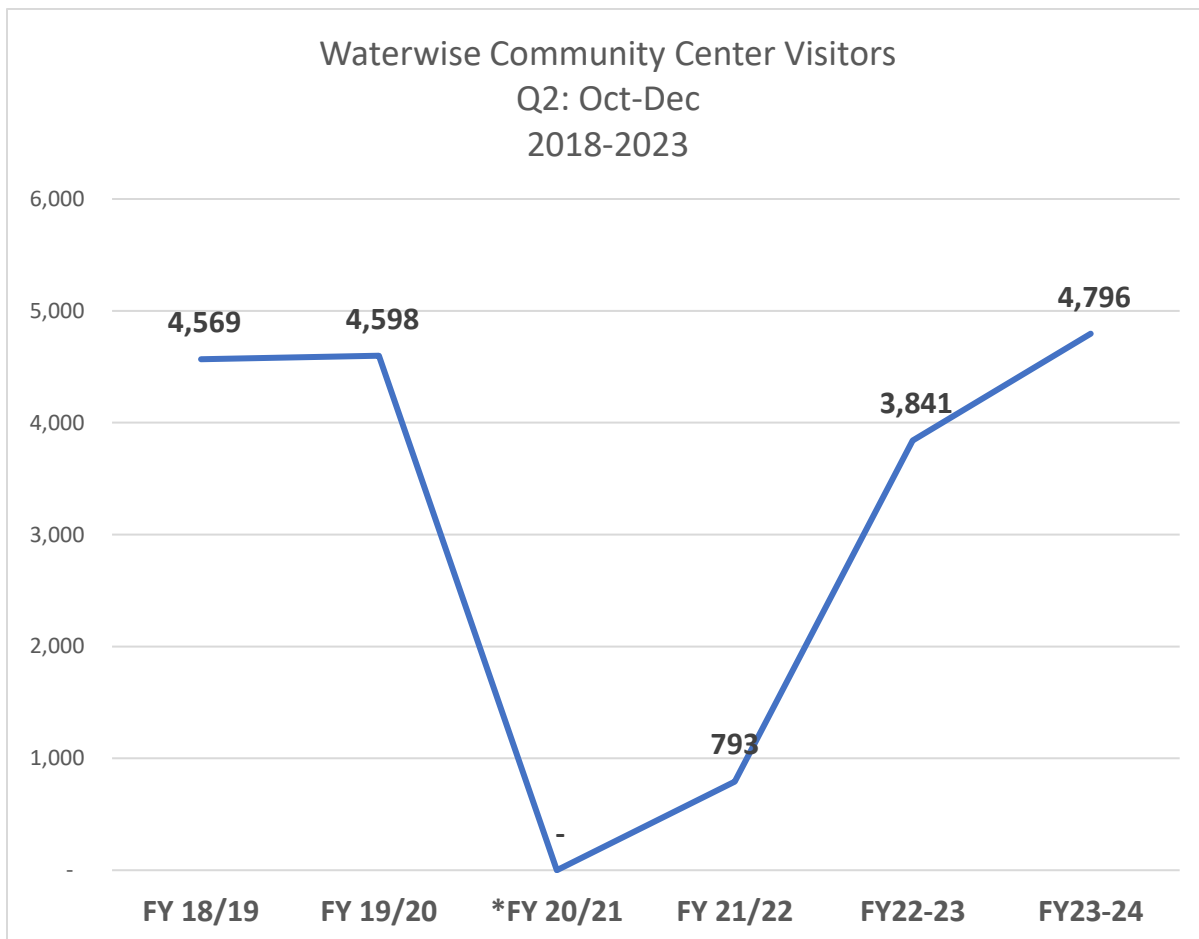
Second Quarter Metrics | October-December 2023



Waterwise Community Center Visitors

Total Q2 visitors to the Waterwise Community Center are compiled using visitors from the following programs:

Program	Oct	Nov	Dec	PROGRAM TOTALS
WCC Lobby Walk Ins	574	765	736	2,075
CBWCD Workshops	11	9	20	40
Professional Workshops	49	0	0	49
CBWCD Events	938	70	0	1,008
Non-CBWCD Booked Events	0	0	0	-
Tours	17	53	0	70
Compost Giveaways (cars)	38	92	67	197
Youth Education Programs	256	627	474	1,357
ALL VISITORS - MONTHLY TOTALS	1,883	1,616	1,297	4,796



*No visitors due to COVID-19 pandemic

FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 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 2	FY 19/20	FY 20/21	FY 21/22	FY 22/23	FY 23/24	% Change FY 23/24 – FY 22/23
Social Media Engagement	2,738	1,849	1,814	1,219	1,481	21%
Social Media Followers	3,013	3,398	3,973	3,647	4,295	18%

Outreach & Communications - Newsletter Metrics

- Drop and Educator News Subscribers

FY 2023-24	Q1	Q2	Q3	Q4
Newsletter Subscribers	9,164	9,251		

FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 2023



Facebook Metrics

Date Range Comparison: Q2 October-December 2023 to Previous quarter (July-September 2023)

Facebook Account Overview				
Posts Published ⓘ	Total Likes ⓘ	New Likes ⓘ	Unlikes ⓘ	Engaged People ⓘ
39	2,275	17	3	503
+2 5.4%	+14 0.6%	-14 -45.2%	-9 -75.0%	-67 -11.8%
Total Reach ⓘ	Organic Reach ⓘ	Paid Reach ⓘ	Impressions ⓘ	Video Views ⓘ
8,975	9,097	0	14,367	206
-51 -0.6%	+109 1.2%		+1,351 10.4%	-33 -13.8%
3 Most Engaging Posts ⓘ		3 Highest Reach Posts ⓘ		3 Most Shared Posts ⓘ
<div><div>Image failed to load</div><div>Did you know that we have 4 tortoises at the Waterwise ...</div><div>25.71%</div></div>		<div><div>Compost Giveaway</div><div>Get the compost your garden knows and loves! Gather yo...</div><div>692</div></div>		<div><div>Compost Giveaway</div><div>Get the compost your garden knows and loves! Gather yo...</div><div>6</div></div>
<div><div>It's tortoise cam time! Check out what our tortoises are...</div><div>16.22%</div></div>		<div><div>Compost Giveaway</div><div>Fall is the perfect time for planting and we have you c...</div><div>441</div></div>		<div><div>Compost Giveaway</div><div>Fall is the perfect time for planting and we 4 have you c...</div><div></div></div>
<div><div>Happy Holidays Post</div><div>On behalf of the Board of Directors and 10.53% staff of the Chin...</div><div></div></div>		<div><div>Volunteer</div><div>Let's enjoy the cooler weather and care 369 for the garden ...</div><div></div></div>		<div><div>Are you ready to inspire the next generation of waterwis...</div><div>3</div></div>







FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 2023



Instagram Metrics

Date Range Comparison: Q2 October-December 2023 to Previous quarter (July-September 2023)

Instagram Account Overview					
Posts Published ⓘ	Total Followers ⓘ	New Followers ⓘ	Impressions ⓘ	Reach ⓘ	Profile Views ⓘ
39	1,868	135	21,919	13,255	917
+2 5.4%	+90 5.1%	-16 -10.6%	+1,559 7.7%	-872 -6.2%	-194 -17.5%
3 Most Liked Posts ⓘ			3 Most Commented Posts ⓘ		
<div><div></div><div><p>Placeholder for Azucena reel - tortoises</p><p>Did you know that we have 4 tortoises at the Waterwise Community53 Center? Check out this reel to meet Sam, Dr. Brown...</p></div></div>			<div><div></div><div><p>Community Volunteer Program</p><p>We're in need of helping hands and you'll gain hands-on experience. Get 4 volunteer hours by joining us for our gard...</p></div></div>		
<div><div></div><div><p>Are you ready to inspire the next generation of waterwise heroes? Apply to be a part-time Teaching Assistant for the... 50</p></div></div>			<div><div></div><div><p>2nd Loteria Event</p><p>We are very pleased to announce that our waterwise loteria decks are in! 3 Ready to play next Thursday? The only way to...</p></div></div>		
<div><div></div><div><p>Azucena Reel Placeholder - Workbook</p><p>Looking for something to do during the holiday break? Come earn your very 50 own Waterwise Steward Badge! Pick up your W...</p></div></div>			<div><div></div><div><p>Compost Giveaway</p><p>Fall is the perfect time for planting and we have you covered with our free 3 compost. Get your gloves, tools, and co...</p></div></div>		

Google My Business

Waterwise Community Center & Wilderness Basin Park

Time period

 Oct 2023–Dec 2023

Overview Calls Messages Bookings Directions Website clicks

1,414

Business Profile Interactions ⓘ
↗ +16.8% (vs Oct 2022–Dec 2022)



How people discovered you ⓘ

5,271

👁 People viewed your Business Profile
↘ -51.5% (vs Oct 2022–Dec 2022)

Platform and device breakdown

Platform and devices that people used to find your profile



1,884

🔍 Searches showed your Business Profile in the search results
↘ -56.1% (vs Oct 2022–Dec 2022)

Searches breakdown

Search terms that showed your Business Profile in the search results

1.	conservation	327
2.	chino basin water conservation district	285
3.	waterwise community center & chino basin water co...	245
4.	botanical gardens	133
5.	chino water basin	103

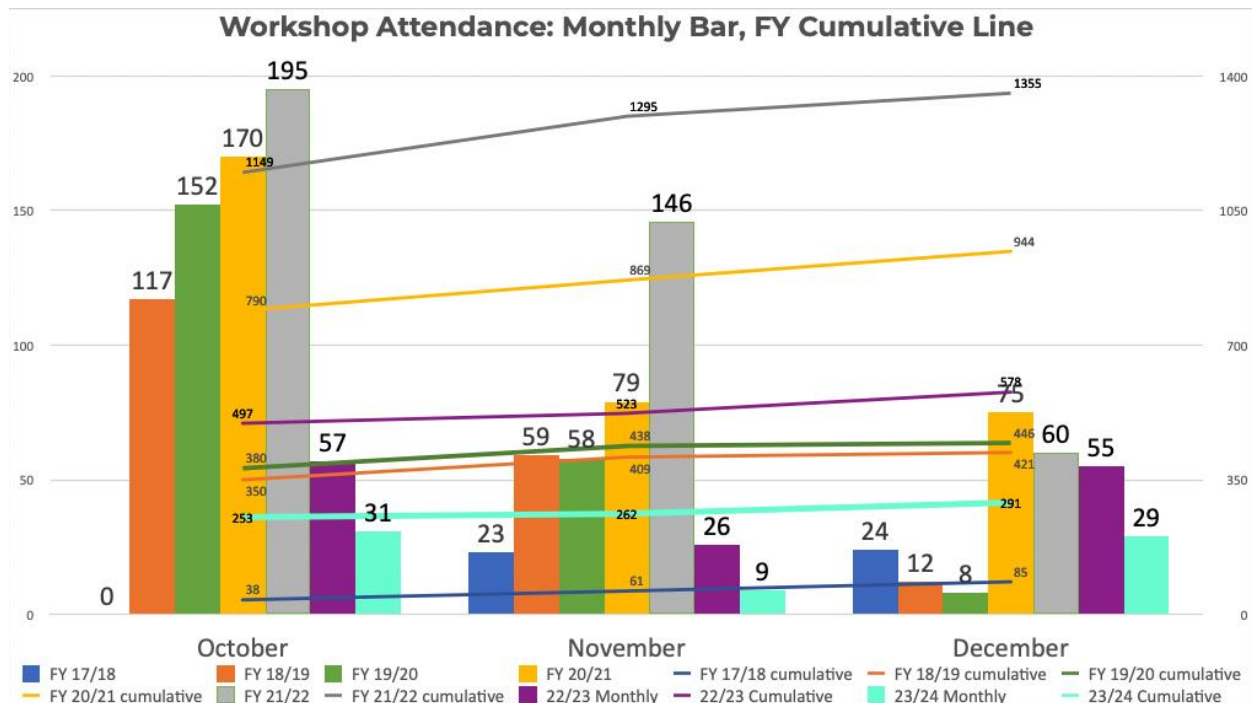
See more

FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 2023



In-Person and Online Workshops



As with last quarter, staff believes the decline in attendance compared to 22/23 reflects a regional reduction in interest in water conservation amidst the “end of the drought,” reduced turf replacement rebate amounts, and general “drought fatigue.”

Participant evaluations after workshops remain very strong, so staff knows that for those who do attend workshops, the content is still seen as highly relevant and of high quality.

Staff is responding to this trend in three ways:

- 1) Beginning in the Spring, we are replacing some of our longer, highly detailed DIY focused workshops with shorter more introductory workshops and tours held entirely in the demonstration garden. We want to test if this alternate format may be easier to attend or more appealing to new audiences. The increased availability of the District’s online content will allow participants in these introductory workshops to still have access to the detailed “how-to” content via our YouTube channel if they are ready to move forward with their projects and want to learn more.
- 2) Staff has reduced the frequency of our “Basics” or “Introduction” workshop from monthly to every-other-month to more efficiently use staff time on other projects and programs while demand for this workshop is in a lower phase.
- 3) Staff is working on collaborating with new partners to bring workshops to new locations in the community and reach new audiences. While CBWCD has long presented workshops for other water agencies in our service area, we are now exploring other partnerships. We will be teaching at the Chino Community Garden in March and are in talks with the Ontario Library to present workshops in both English and Spanish at their facilities.

In-Person and Online Workshops con't

Some comments from Fiscal Year 23/24 Q2 workshop participants:

Gardening for Birds, Butterflies, Pollinators, and More

"I appreciate the firsthand info/real-life experience Scott provided. The photos were valuable. All I learned today was very doable, I am encouraged! Thanks!"

Installation and Establishment of California Native and Waterwise Gardens

"Super informative. Knowing the prep steps is great. I've been a big indoor plant person and have been expanding to outdoor. I will make sure to checkout the website and future classes."

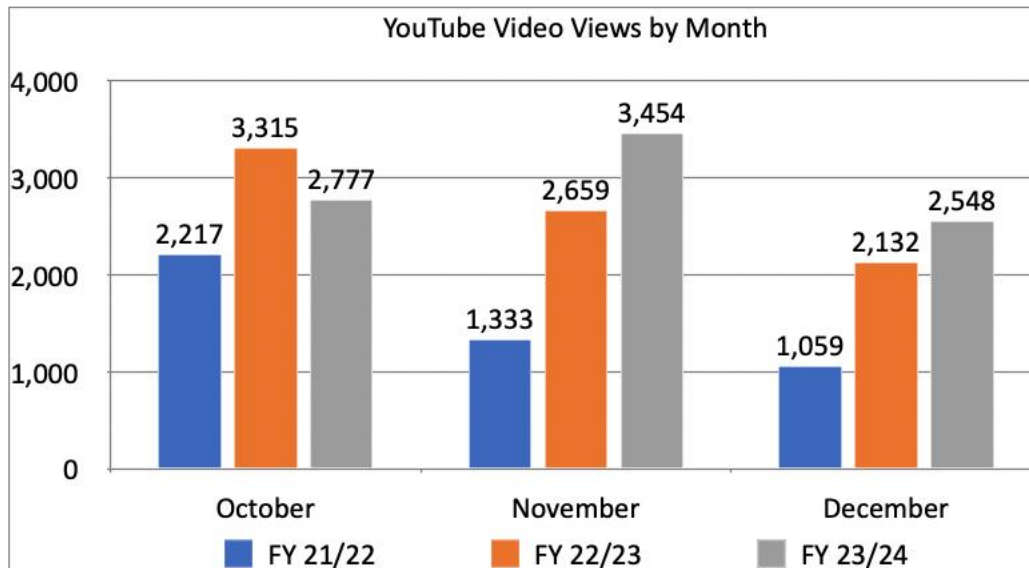
Fall California Native and Waterwise Garden Care

"I always learn something new at these workshops, please keep up the good work and keep classes going! Thank You!"

FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 2023

YouTube Videos



Q2 YouTube instructional videos saw relatively strong performance and continue to emerge as a convenient and effective way to deliver educational content to audiences who may not be able to or may not be interested in attending our in-person workshops. Staff continues to meet first-time visitors in the garden who found the District through our YouTube content.

In Q2 we launched a new in-depth tutorial video on sowing native wildflower seeds and recorded content on California native shrub pruning techniques, now in final editing. Staff is busy recording and editing content for a new series demonstrating every phase of installing a waterwise garden area including site preparation, design / layout, planting, drip irrigation installation, mulching, and establishment care.

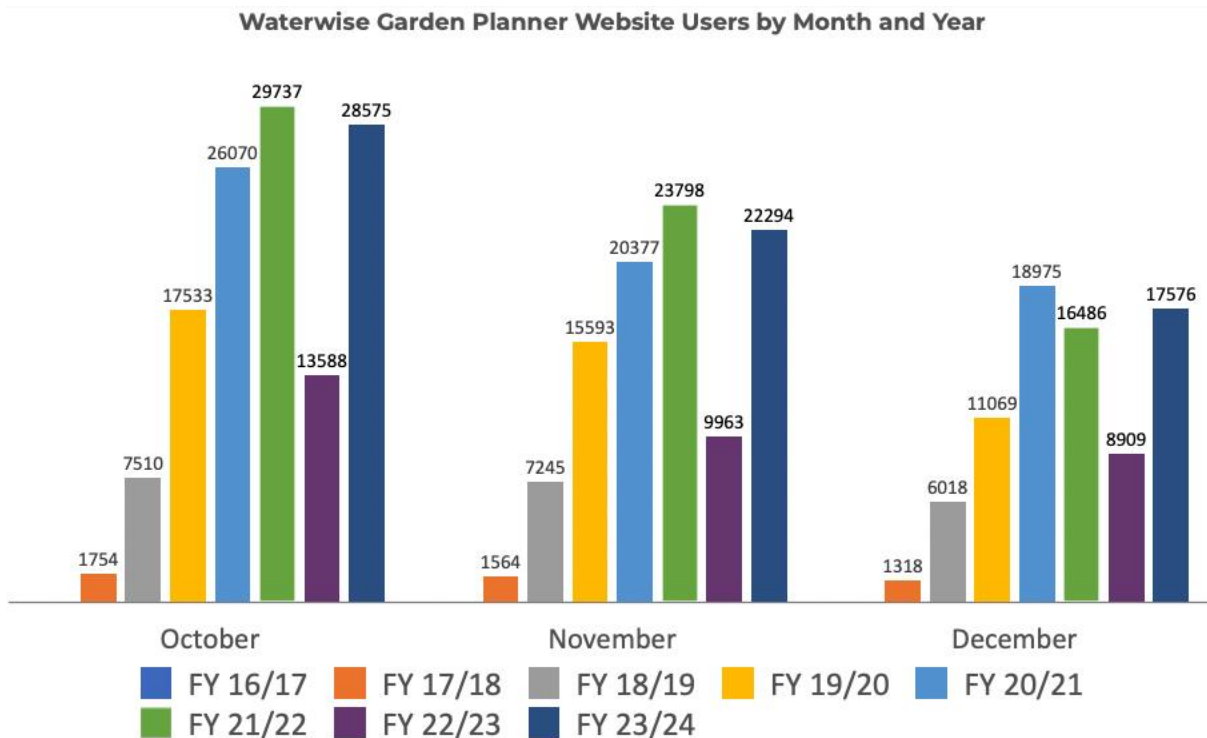


FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 2023



Waterwise Garden Planner Website



Q2 saw continued strong usership of the Waterwise Garden Planner website, which staff considers an accomplishment in the background context of generally reduced interest in water conservation as mentioned above.

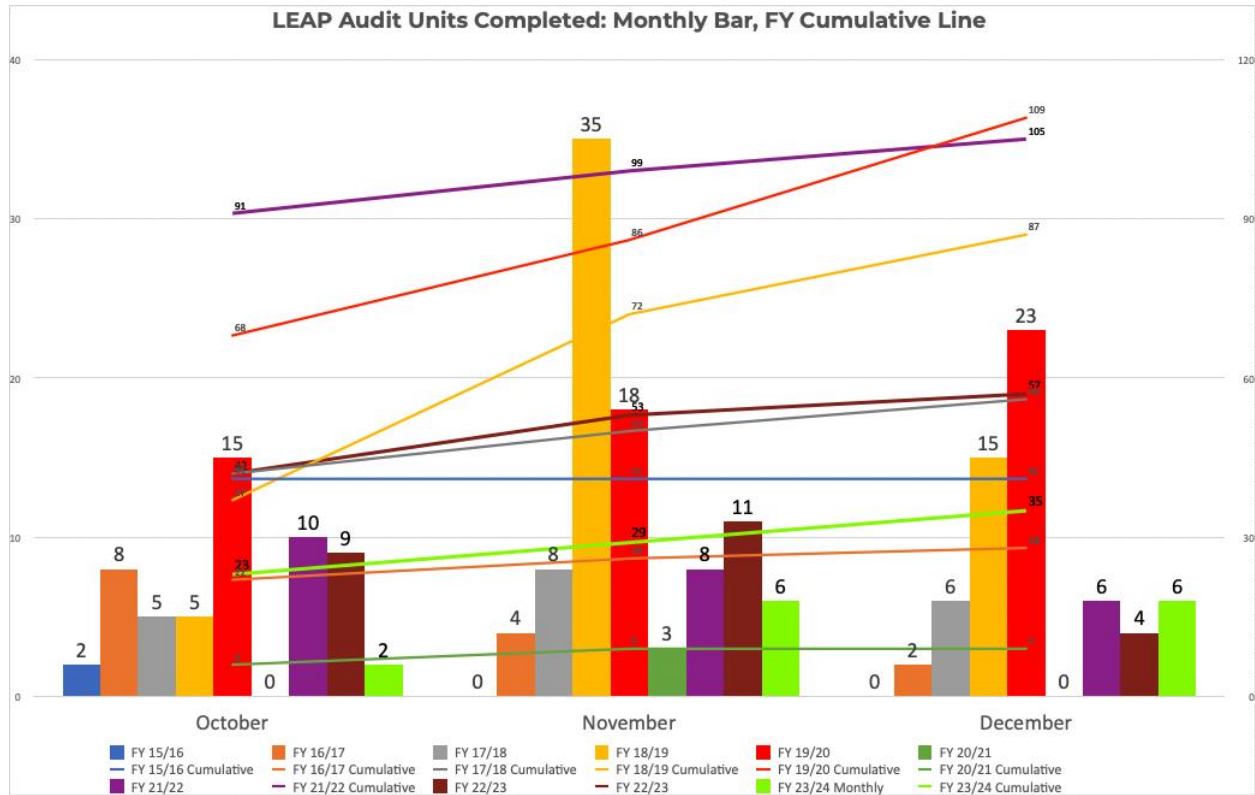
In Q3 staff will begin working on a project to organize and integrate our new YouTube content onto the Garden Planner and carefully design the interfaces between these two platforms as well as our cbwcd.org website. Our goal is that all users of any of these platforms can access all of CBWCD’s resources in an intuitive and easy-to-navigate way that remains user-friendly as our library of water conservation educational content grows.

FY 23-24 Quarterly Metrics Report

Second Quarter Metrics | October-December 2023



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



FY 23/24 has continued to see relatively low demand for the Landscape Evaluation and Audit Program from the community compared to many past years, as noted in the Q1 report.

Staff continues to believe 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.

Demand for residential audits is seeing a modest increase in the new calendar year.

Community Volunteer Program

The District's community volunteer program continued in Q2, with staff hosting volunteers for learn-by-doing experiences in October, November, and December. Volunteers assisted in the native park plantings taking on pruning of shrubs and perennial plants, weeding, and plant removal in preparation for January planting.



Professional Development Programs

Professional development programs are emerging as a highlight of CBWCD's impact in FY 23/24. In Q2 the District offered both the Water Efficient Landscaper Dual Certification Program (WELDCP), in partnership with Metropolitan Water District and the California Native Plant Landscaper Certificate program (CNPLC), in partnership with the Theodore Payne Foundation and taught by District staff.

Water Efficient Landscaper Dual Certification Program



October's three-day WELDCP course had 49 participants with registration at complete capacity.

California Native Plant Landscaper Certificate Program



September's cohort for the three-day CNPLC curriculum had 23 enthusiastic participants representing both small and large companies and including landscape installation, maintenance, and design professionals as well as students in local college programs feeding into the landscape industry. We begin our next CNPLC cohort in January with registration at full capacity, plus a waitlist, for the program. To meet demand, staff is currently planning another round of the curriculum for the spring.