



CHINO BASIN  
**Water  
Conservation  
District**

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

MONDAY, MARCH 11, 2024, AT 2:00 P.M.

BOARD ROOM  
4594 SAN BERNARDINO STREET  
MONTCLAIR, CA 91763

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**OUR MISSION**

*Protecting and replenishing our regional groundwater supply since 1949.*

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**BOARD OF DIRECTORS**

Mark Ligtenberg, President

Kati Parker, Vice President

Gil Aldaco, Treasurer

Teri Layton, Director

Amanda Coker, Director

Hanif Gulmahamad, Director

Ryan Sonnenberg, Director

**GENERAL MANAGER**

Elizabeth Willis

**LEGAL COUNSEL**

Lee McElhaney

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**INVOCATION**

*President Ligtenberg led the invocation.*

**CALL TO ORDER AND FLAG SALUTE**

*President Ligtenberg called the meeting to order at 2:07 p.m. and led the flag salute.*

**ROLL CALL**

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

*General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Facilities & Operations Manager Dave Schroeder, Community Programs Manager Maia Dean, Board Clerk Brandon Yoshida, and Legal Counsel Lee McElhaney were present.*

**ADDITIONS OR CHANGES TO THE AGENDA**

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

**PUBLIC COMMUNICATIONS**

*President Ligtenberg opened the Public Comment Period. Cassandra Lopez and Judith Taylor provided public comments.*

**CONSENT CALENDAR**

*Motion by Vice President Parker, second by Treasurer Aldaco, carried 7-0, to approve the consent calendar with the removal of Item 2 for separate consideration.*

- 1. APPROVE MEETING MINUTES: EDUCATION COMMITTEE MEETING OF FEBRUARY 9, 2024, REGULAR BOARD OF DIRECTORS MEETING OF FEBRUARY 12, 2024, AND FINANCE COMMITTEE MEETING OF FEBRUARY 13, 2024**

**Recommendation:** It is recommended that the Board of Directors:

1. Approve Meeting Minutes: Education Committee Meeting of February 9, 2024, Regular Board of Directors Meeting of February 12, 2024, and Finance Committee Meeting of February 13, 2024.

- 2. 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.

*Motion by Vice President Parker, second by Treasurer Aldaco, carried 7-0, to approve Item 2 to include Vice President Parker's name on the February 8<sup>th</sup>, 2024, CBWCD Field Trip.*

- 3. APPROVE 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT**

**Recommendation:** It is recommended that the Board of Directors:

1. Approve the Compensation and Reimbursement Report.

- 4. FINANCIAL REPORTS FOR JANUARY 2024**

**Recommendation:** It is recommended that the Board of Directors:

1. Approve the financial reports for January 2024.

- 5. APPROVE THE RESCHEDULING OF THE REGULAR BOARD OF DIRECTORS MEETING OF MONDAY, NOVEMBER 11, 2024, TO MONDAY, NOVEMBER 18, 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 18, 2024, due to November 11<sup>th</sup> being a Federal Holiday (Veterans Day).

**DISCUSSION ITEMS**

**6. APPROVE AMENDMENTS TO DISTRICT POLICY NO. 32 - DIRECTOR, GENERAL MANAGER, SALARIED, AND HOURLY EMPLOYEE BENEFITS**

**Recommendation:** It is recommended that the Board of Directors:

1. Amend the language within District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024, as recommended by the Personnel and Finance Committees; and,
2. Amend Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024, as recommended by the Personnel and Finance Committees (60 days lead time required).

*General Manager Willis presented Item 6. She provided a summary of the report, stated the language and verbiage issues within the current policy, and addressed the proposed amendments that will provide clarity with regards to medical benefits. Ms. Willis discussed the changes to the medical benefit amount and the change to include Directors under the single ACWA JPIA Formula. She also stated that the staff report was approved by both the Personnel and Finance Committees.*

*Director Sonnenberg questioned if open enrollment will be opened in April because of this amendment. General Manager Willis stated that employees will receive the benefit effective April 1st, 2024, but that this amendment will not affect the open enrollment period, which is scheduled in November 2024.*

*Vice President Parker questioned the feasibility behind offering a reimbursement option for employees who are on the single plan and do not utilize the full benefit amount. General Manager Willis stated that a change of that nature would require the District to make the medical benefits offered to employees count towards taxable income.*

*Motion by Director Sonnenberg, second by Treasurer Aldaco, carried 7-0, to amend the language within District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024, and amend Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024.*

**7. REVIEW SALARY ANALYSIS AND APPROVE UPDATED ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE ASSISTANT II AND PROPOSED ADMINISTRATIVE ANALYST JOB DESCRIPTIONS**

**Recommendation:** It is recommended that the Board of Directors:

1. Review and discuss the salary analysis and proposed labor grades; and,
2. Review, discuss, and approve the updated job descriptions for Administrative Assistant I and Administrative Assistant II positions effective March 11, 2024, as recommended by the Personnel and Finance Committees; and,

3. Review, discuss, and approve the proposed Administrative Analyst position effective March 11, 2024, as recommended by the Personnel and Finance Committees; and,
4. Review, discuss, and approve the suggested retroactive pay for the employee working out of class, as recommended by the Personnel and Finance Committees; and,
5. Review, discuss, and approve a Request for Proposals to conduct a Classification and Compensation Study for Fiscal Year 2024-2025.

*General Manager Willis presented Item 7. She provided a summary of the report. Ms. Willis stated that retention for the Administrative Services Department can be challenging due to the transferability of their skills across different types of public agencies, including municipalities, county governments, and many different types of special districts. Ms. Willis also provided a summary of events that led to the recommendations to update the Administrative Assistant job descriptions, bring forward an Administrative Analyst position, and to conduct a classification and compensation study to be included in the next budget cycle. Ms. Willis stated that the staff report was approved by both the Personnel and Finance Committees.*

*Director Layton stated that there is a need to conduct a full classification and compensation study for all positions, not just one position at a time.*

*Director Coker agreed with Director Layton on the need for a comprehensive plan. Coker also requested a long-term staffing plan to be added to the scope of the classification and compensation study. She inquired on how the retroactive pay for recommendation number 4 of the staff report was calculated.*

*General Manager Willis and Administrative Services Manager Fernandez provided additional clarification on the duties performed by the employee working out of their classification during the calendar years 2020 – 2022. General Manager Willis stated that the District's certified public accounting firm, Eide Bailly LLP, provided an in-depth calculation based on every merit increase and cost of living adjustment that employee would have received when they were doing the work of both classifications. Ms. Willis confirmed that the employee was performing the work of two budgeted positions during 2020 – 2022, despite the COVID-19 closure pausing typical duties of the Administrative Assistant II position.*

*Director Coker stated that the calculated methodology for the retroactive pay should be reviewed by the Personnel Committee to ensure the calculations are conducive to the amount being paid to the employee and for the work performed during the specific period of January 2022 to present.*

*Motion by Vice President Parker, second by Director Sonnenberg, carried 7-0, to approve the updated job descriptions for Administrative Assistant I and Administrative Assistant II positions effective March 11, 2024, approve the proposed Administrative Analyst position effective March 11, 2024, present the retroactive pay calculation methodology to the Personnel Committee for further review, and approve a Request for Proposals to conduct a Classification and Compensation*

*Study for Fiscal Year 2024-2025, with the addition of a long term staffing plan to be included in the scope.*

**8. APPROVE AMENDMENTS TO THE PROGRAM EDUCATOR I/II JOB DESCRIPTION AND APPROVE THE PROPOSED CHANGE TO THREE (3) FULL-TIME EDUCATORS**

**Recommendation:** It is recommended that the Board of Directors:

1. Amend the job description for the Program Educator I/II position effective March 11, 2024, as recommended by the Personnel and Finance Committees; and,
2. Approve the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators effective March 11, 2024, as recommended by the Personnel and Finance Committees.

*General Manager Willis presented Item 8. Ms. Willis provided a summary of events that led to staff recommendation. She provided the duties and responsibilities of the Community Programs Department and the current need for a full-time position instead of a part-time position. Community Programs Manager Dean provided additional clarification on the position duties and responsibilities.*

*Director Coker suggested for any future occurrence of this happening again that the District keep the full-time position budgeted and underfill whenever there is a staffing change needed.*

*Motion by Director Sonnenberg, second by Director Layton, carried 7-0, to amend the job description for the Program Educator I/II position effective March 11, 2024, and approve the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators effective March 11, 2024.*

**9. APPROVE MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2023-2024**

**Recommendation:** It is recommended that the Board of Directors:

1. Review, discuss, and approve the mid-year budget adjustments for fiscal year 2023-2024 as recommended by the Personnel and Finance Committees; and,
2. Review, discuss, and approve the adjustments to the classification and compensation schedule for fiscal year 2023-2024 as recommended by the Personnel and Finance Committees.

*Director Sonnenberg left the Dias at 3:08 p.m. and returned at 3:09 p.m.*

*Director Gulmahamad left the Dias at 3:10 p.m. and returned at 3:11 p.m.*

*General Manager Willis presented Item 9. She provided a summary of the report. Ms. Willis reported that the District's performance has been positive, with projected revenues meeting or exceeding performance this year. She outlined the amended budget changes detailed in the staff report, highlighting the District's favorable financial position to implement these adjustments.*

*Director Coker requested the District provide a line item under the revenues account for the reimbursement from the 4 party agreement on the next budget cycle.*

*Treasurer Aldaco inquired on the target installation date of the Brooks Basin Fence. Facilities & Operations Manager Schroeder provided a summary of the project timeline, with the target completion date being May 6th, 2024.*

*Motion by Director Coker, second by Director Sonnenberg, carried 7-0, to approve the mid-year budget adjustments for fiscal year 2023-2024 and approve the adjustments to the classification and compensation schedule for fiscal year 2023-2024.*

**10. RATIFICATION OF EMERGENCY CONTRACT IN THE AMOUNT OF \$16,680 WITH GRB ENGINEERING FOR MONTCLAIR BASIN NO. 2 EAST SLOPE REPAIRS**

**Recommendation:** It is recommended that the Board of Directors:

1. Review, discuss, and ratify the emergency contract in the amount of \$16,680 with GRB Engineering for Montclair Basin No. 2 East Slope Repairs.

*Facilities & Operations Manager Schroeder presented Item 10. Schroeder provided an in-depth report of the events that led to the staff recommendation. Director Coker suggested an on-call contractor for emergency basin repairs.*

*Motion by Director Layton, second by Director Gulmahamad, carried 7-0, to ratify the emergency contract in the amount of \$16,680 with GRB Engineering for Montclair Basin No. 2 East Slope Repairs.*

**DIRECTOR ORAL REPORTS:**

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

*Vice President Parker requested that staff bring forth a discussion item on the next Regular Board of Directors Meeting regarding an election marketing plan in preparation for the 2024 Election period. Vice President Parker expressed that having more competitive elections will foster growth within the community, expanding outreach on the importance of the agency. Director Gulmahamad noted that the agency should not spend funds on endorsing specific candidates but instead on educating the public on the agency's election, purpose, and water conservation efforts.*

*Director Sonnenberg left the Dias at 3:43 p.m. and returned at 3:44 p.m.*

*Director Gulmahamad left the Dias at 3:47 p.m. and returned at 3:49 p.m.*

**STAFF ORAL REPORTS**

*General Manager Willis provided a brief report regarding the recent lobby updates at the District office, noted the Open House that is being hosted on March 21, 2024 at 5:00 p.m., and highlighted*

employee Brandon Burgess on having an article regarding artificial turf, Polyfluoroalkyl substances (PFAS), and state regulations published in the Landscape Contractor Magazine.

**CLOSED SESSION**

President Ligtenberg recessed the Regular Board of Directors Meeting into Closed Session at 3:50 p.m.

**11. 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

**12. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section 54956.9(d)(2)  
Significant Exposure to Litigation  
Number of Cases: 1

**13. CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6  
Agency Designated Representative: Elizabeth Willis, General Manager  
Unrepresented Employees

Director Layton excused herself from the remainder of the meeting at 4:30 p.m.

Director Sonnenberg excused himself from the remainder of the meeting at 4:31 p.m.

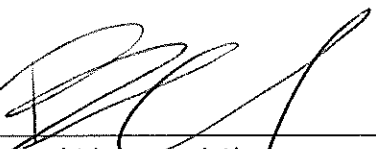
President Ligtenberg reconvened the Regular Board of Directors Meeting at 4:46 p.m. Legal Counsel stated no reportable action from Closed Session.

**ADJOURNMENT**

President Ligtenberg adjourned the Regular Board of Directors Meeting at 4:46 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, April 8, 2024, at 2:00 p.m.

**APPROVED AND ADOPTED THIS 8<sup>TH</sup> DAY OF APRIL 2024.**

  
Elizabeth Willis, General Manager

ATTEST:   
Brandon Yoshida, Board Clerk