



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

WEDNESDAY, MARCH 27, 2024, AT 11:00 A.M.

CONFERENCE ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763

COMMITTEE MEMBERS

Ryan Sonnenberg, Director
Kati Parker, Director
Gil Aldaco, Director

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

Committee Chair Sonnenberg called the meeting to order at 11:01 a.m.

ROLL CALL

Committee Chair/Director Ryan Sonnenberg, Vice President Kati Parker, and Treasurer Gilbert Aldaco were present.

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Conservation Programs Manager Scott Kleinrock, and Board Clerk Brandon Yoshida were present.

ADDITIONS OR CHANGES TO THE AGENDA

General Manager Willis confirmed there were no additions to the agenda; however, staff requested the Committee act on Item 2 before the rest of the items.

PUBLIC COMMUNICATIONS

Committee Chair Sonnenberg opened the Public Comment Period. No comments were given.

DISCUSSION ITEMS

- 1. RETROACTIVE PAY TO ADMINISTRATIVE ASSISTANT II POSITION FOR DUTIES PERFORMED OUTSIDE OF CLASSIFICATION**

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval the retroactive pay options for the Administrative Assistant II position for duties performed outside of classification effective April 8, 2024.

General Manager Willis presented Item 1. She provided a summary of the report, noted that this item was brought back to the Personnel Committee by the Board of Directors on March 11, 2024, and explained why the item was returned. Ms. Willis explained the gap in duties performed during the COVID-19 shut down and how the Board of Directors felt it be more feasible to review retroactive pay amounts from January 2022 to present, when the Administrative Assistant II resumed duties of both positions.

Treasurer Aldaco recommended the Committee move forward with highlighting Option A as the preferred retroactive pay amount but to present both options to the Board of Directors.

Motion by Committee Chair Sonnenberg, seconded by Treasurer Aldaco, carried 3-0, to recommend the Board of Directors approve the retroactive pay options for the Administrative Assistant II position for duties performed outside of classification, highlighting Option A as the preferred amount, to be effective on April 8, 2024.

2. CONSERVATION SPECIALIST I/II JOB DESCRIPTIONS UPDATES

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval the proposed updates and changes to the Conservation Specialist I/II job descriptions effective April 8, 2024.

The Committee addressed Item 2 ahead of other agenda items.

General Manager Willis introduced Item 2, with Conservation Programs Manager Kleinrock providing an overview and summary. Ms. Willis mentioned that updates and changes to the Conservation Specialist I/II job descriptions would be presented at the Board of Directors meeting in May. She stressed the importance of staff retention concerning Item 6, indicating that the modifications aimed to offer clear promotional paths for employees within the Conservation Programs Department. Additionally, Ms. Willis clarified that these changes would not impact the prospective Classification and Compensation study, which is slated for inclusion in the next budget cycle.

Conservation Programs Manager Kleinrock detailed the proposed updates and changes within the Conservation Specialist I/II job descriptions. He outlined the departmental requirements, the need for local landscape professionals to adhere to new state regulations, and the revised responsibilities of the Conservation Specialist I/II positions, aligning with these demands. Among the updates, Mr. Kleinrock highlighted enhanced interagency communications and legislation tracking, crucial for the District's role in educating the public on conservation efforts and regulations. Ms. Willis echoed Kleinrock's points, noting landscape professionals' concerns

regarding the lack of implementation strategies from state legislators when new conservation or landscape related legislation is introduced. Mr. Kleinrock further emphasized that the job description changes would empower the District to play a pivotal role in implementing strategies when new legislation arises.

Vice President Parker suggested rephrasing the years of experience requirements in the job descriptions for clarity. Ms. Willis and Mr. Kleinrock agreed with the suggestion.

Committee Chair Sonnenberg requested that organization charts accompany job description items for future meetings.

Treasurer Aldaco proposed modifying the job requirements to outline relevant coursework as qualifications alongside work experience, instead of mandating specific undergraduate or graduate degrees. Ms. Willis and Mr. Kleinrock agreed with the proposal.

Motion by Committee Chair Sonnenberg, seconded by Vice President Parker, carried 3-0, to recommend the Board of Directors approve the proposed updates and changes to the Conservation Specialist I/II job descriptions, effective May 13, 2024.

3. REVISION OF DISTRICT POLICY NO. 48 – CELL PHONE USAGE AND STIPEND

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval amended District Policy No. 48 – Cell Phone Usage and Stipend, effective April 8, 2024

General Manager Willis introduced Item 3, with Administrative Services Manager Fernandez providing additional details. Ms. Willis highlighted that the current Push-To-Talk phone system used by the District is obsolete and no longer viable for communication. Furthermore, she explained the necessity of a smartphone to utilize the new maintenance services application, MaintainX, to its full extent. Ms. Fernandez confirmed that the policy had been updated to align with current industry standards and assured that the District's Legal Counsel would review it for compliance with the Freedom of Information Act and the California Public Records Act prior to the Board of Director's approval.

Treasurer Aldaco pointed out the distinction between "Cell Phone" and "Mobile Phone" but suggested using either term interchangeably given the present era.

Committee Chair Sonnenberg emphasized the importance of legal review before presenting the policy at the next Regular Board of Directors Meeting for approval.

Motion by Committee Chair Sonnenberg, seconded by Treasurer Aldaco, carried 3-0, to recommend the Board of Directors approve the amended District Policy No. 48 – Cell Phone Usage and Stipend.

4. REVIEW UPDATES TO THE DISTRICT'S POLICY AND PROCEDURES MANUAL RELATED TO POLICY NO. 30, 30-2 – 30-6, 38, AND 39

Recommendation: It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Director's approval the proposed updates to the District's Policy and Procedures Manual, effective April 8, 2024.

General Manager Willis introduced Item 4, with Administrative Services Manager Fernandez offering additional details for the report. Ms. Fernandez summarized and reviewed each policy update for the Committee, mentioning that all policies are undergoing review by Legal Counsel. She explained that once Legal provides input on the policy updates, the District will make necessary amendments, removing or adding details as required. She clarified that no language from the original policies has been removed, as the determination of whether certain language should be removed will be made by Legal Counsel.

Treasurer Aldaco inquired whether the waiver of a 30-minute meal break applies to field employees or office employees and whether 10-minute paid meal breaks are the minimum requirement. Ms. Fernandez confirmed that 10 minutes is the required minimum.

Treasurer Aldaco also asked whether the job descriptions or recruitments indicate that the District allows for a flexible workweek option. Ms. Fernandez affirmed that all necessary job descriptions include a flexible workweek option, noting exceptions for positions that cannot work a flexible workweek because of the nature of their position.

Regarding Policy 30-4, Sonnenberg inquired about the availability of flex time when an employee works overtime. Ms. Willis provided an explanation of flex time and the requirement to pay overtime.

Treasurer Aldaco suggested developing a policy to address secondary job requirements, prohibiting employees from leaving early or working within the service area of the District. Ms. Fernandez proposed adding language to the policy stipulating that employees with secondary employment cannot wear district uniforms or advertise their secondary employment through the agency.

Motion by Committee Chair Sonnenberg, seconded by Treasurer Aldaco, carried 3-0, to recommend the Board of Directors approve the proposed updates to the District's Policy and Procedures Manual, effective April 8, 2024.

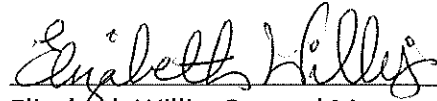
ORAL REPORTS


Committee Chair Sonnenberg asked for any oral reports. There were no oral reports and no suggestions in the Board of Directors suggestion box.

ADJOURNMENT

Committee Chair Sonnenberg adjourned the Personnel Committee Meeting at 12:05 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District on Monday, April 8, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 8TH DAY OF APRIL 2024.


Elizabeth Willis, General Manager

ATTEST: 

Brandon Yoshida, Board Clerk