



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

MONDAY, MARCH 11, 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.

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.

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.

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 11th 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).

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.

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.

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.

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.

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:

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

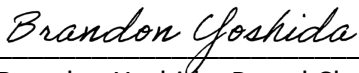
13. CONFERENCE WITH LABOR NEGOTIATORS

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

ADJOURNMENT

The Board of Directors will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, April 8, 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 March 8, 2024.



Brandon Yoshida, Board Clerk



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ITEM NO. 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.**



CHINO BASIN WATER CONSERVATION DISTRICT EDUCATION COMMITTEE MEETING MINUTES

FRIDAY, FEBRUARY 9, 2024, AT 2:00 P.M.

BOARD ROOM
4594 SAN BERNARDINO STREET
MONTCLAIR, CA 91763

COMMITTEE MEMBERS

Hanif Gulmahamad, Director
Kati Parker, Director
Amanda Coker, Director

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

Committee Chair Gulmahamad called the meeting to order at 2:01 p.m.

ROLL CALL

Committee Chair Hanif Gulmahamad, Vice President Kati Parker, and Director Amanda Coker were present.

General Manager Elizabeth Willis, Community Programs Manager Maia Dean, Board Clerk Brandon Yoshida, and Community Programs Educator Il Azucena Quinones were present.

ADDITIONS OR CHANGES TO THE AGENDA

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

PUBLIC COMMUNICATIONS

Committee Chair Gulmahamad opened the public comment period. Board Clerk Yoshida confirmed there were no public comments.

DISCUSSION ITEMS

1. FISCAL YEAR 2023-2024 POSTER CONTEST SELECTION

RECOMMENDATION: It is recommended that the Education Committee:

1. Review, discuss, and select finalists of the Fiscal Year 2023-2024, K-6 Poster Contest for winners to be voted on by the public from February 22 through March 7, 2024.

Community Programs Manager Dean presented Item 1.

By process of elimination, the Committee decided on submissions from each grade level to be the Fiscal Year 2023-2024 Poster Contest Finalists.

ADJOURNMENT

Committee Chair Gulmahamad adjourned the Education Committee Meeting at 2:37 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, February 12, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 11TH DAY OF MARCH 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk



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

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

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

OUR MISSION

Protecting and replenishing our regional groundwater supply since 1949.

BOARD OF DIRECTORS

Mark Ligtenberg, President

Kati Parker, Vice President

Gil Aldaco, Treasurer

Teri Layton, Director

Amanda Coker, Director

Hanif Gulmahamad, Director

Ryan Sonnenberg, Director

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

INVOCATION

Director Sonnenberg led the invocation.

CALL TO ORDER AND FLAG SALUTE

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

ROLL CALL

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

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

ADDITIONS OR CHANGES TO THE AGENDA

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

PRESENTATIONS

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

Administrative Services Manager Fernandez introduced new Board Clerk Brandon Yoshida.

PUBLIC COMMUNICATIONS

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

CONSENT CALENDAR

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

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

Recommendation: It is recommended that the Board of Directors:

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

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

Recommendation: It is recommended that the Board of Directors:

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

4. APPROVE 1234 DIRECTOR COMPENSATION & REIMBURSEMENT REPORT

Recommendation: It is recommended that the Board of Directors:

1. Approve the Compensation and Reimbursement Report.

5. FINANCIAL REPORTS FOR DECEMBER 2023

Recommendation: It is recommended that the Board of Directors:

1. Approve the financial reports for December 2023.

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

Recommendation: It is recommended that the Board of Directors:

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

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

Recommendation: It is recommended that the Board of Directors:

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

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

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

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

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

Recommendation: It is recommended that the Board of Directors:

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

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

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

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

Recommendation: It is recommended that the Board of Directors:

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

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

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

INFORMATIONAL ITEMS

10. SECOND QUARTER CORRESPONDENCE REPORT: OCTOBER – DECEMBER 2023

11. SECOND QUARTER METRICS REPORT: OCTOBER – DECEMBER 2023

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

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

DIRECTOR ORAL REPORTS:

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

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

STAFF ORAL REPORTS

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

Legal Counsel had no report.

CLOSED SESSION

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

12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Government Code Section 54956.9(d)(1)

KAISER FOUNDATION HEALTH PLAN, INC., et al. vs. CHINO BASIN WATER CONSERVATION DISTRICT; and DOES 1 through 10, inclusive

San Bernardino Superior Court Case No.: CIVDS 1933655

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

ADJOURNMENT

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

APPROVED AND ADOPTED THIS 11TH DAY OF MARCH 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk



**CHINO BASIN WATER CONSERVATION DISTRICT
FINANCE COMMITTEE MEETING AGENDA**

TUESDAY, FEBRUARY 13, 2024, AT 2:00 P.M.

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

COMMITTEE MEMBERS

**Gil Aldaco, Director
Mark Ligtenberg, Director
Hanif Gulmahamad, Director**

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

Committee Chair/Treasurer Aldaco called the meeting to order at 2:06 p.m.

ROLL CALL

Committee Chair/Treasurer Gilbert Aldaco, President Mark Ligtenberg, and Director Hanif Gulmahamad were present.

General Manager Elizabeth Willis (Virtual), Administrative Services Manager Alicia Fernandez (Virtual), Community Programs Manager Maia Dean, Board Clerk Brandon Yoshida, and Kristi Even (Virtual) with Eide Bailly were present.

ADDITIONS OR CHANGES TO THE AGENDA

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

PUBLIC COMMUNICATIONS

Committee Chair/Treasurer Aldaco opened the public comment period. Kassandra Lopez and Judith Taylor both made public comments on Item 2.

DISCUSSION ITEMS

- 1. 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:

1. Review, discuss, and provide feedback on language within District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024; and,
2. Review, discuss, and recommend for Board approval to amend Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024 (60 days lead time required).

General Manager Willis presented Item 1. She provided clarity on the language found within Policy No. 32 for medical benefits and referenced the outcome of the Personnel Committee Meeting held on January 17, 2024, where the Committee also approved the recommended action.

Motion by President Ligtenberg, second by Committee Chair/Treasurer Aldaco, carried 3-0, to recommend for Board approval language clarification for District Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits effective April 1, 2024.

Motion by President Ligtenberg, second by Director Gulmahamad, carried 3-0, to recommend for Board approval language clarification for Policy No. 32 to allow Directors to be covered under the single ACWA JPIA Formula effective on or before June 1, 2024.

2. REVIEW SALARY ANALYSIS AND UPDATED ADMINISTRATIVE ASSISTANT I, ADMINISTRATIVE ASSISTANT II AND PROPOSED ADMINISTRATIVE ANALYST JOB DESCRIPTIONS

Recommendation: It is recommended that the Committee:

1. Review and discuss the salary analysis; and,
2. Review, discuss, and recommend for Board approval the updated job descriptions for Administrative Assistant I and Administrative Assistant II positions effective March 11, 2024; and,
3. Review, discuss, and recommend for Board approval the proposed Administrative Analyst position effective March 11, 2024.

General Manager Willis and Administrative Services Manager Fernandez presented Item 2. General Manager Willis provided a summary of the report and 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.

Administrative Services Manager Fernandez then provided a report on the department's history and highlighted the necessity of approving an Administrative Analyst position. She also explained the salary comparison charts included in the staff report and emphasized the importance of succession planning within the department to foster individual growth.

Additionally, retroactive pay for the employee performing duties outside of their job description has been included in the amended mid-year budget.

Director Gulmahamad stated that ACWA JPIA should review the job descriptions in addition to internal review.

Motion by President Ligtenberg, second by Director Gulmahamad, carried 3-0, to recommend for Board approval the updated job descriptions for Administrative Assistant I, Administrative Assistant II, and approve the proposed Administrative Analyst position to be effective March 11, 2024.

3. REVIEW THE UPDATED PROGRAM EDUCATOR I/II JOB DESCRIPTION

Recommendation: It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators effective March 11, 2024; and,
2. Review, discuss, and recommend for Board approval of changes to the Program Educator I/II job description effective March 11, 2024.

Community Programs Manager Dean presented Item 3. She explained the significance of including an additional full-time employee for her department and discussed reportable actions the department has undergone since 2021.

Motion by Director Gulmahamad, second by President Ligtenberg, carried 3-0, to recommend for Board approval the adjustments from two (2) full-time and one (1) part-time Educator to three (3) full-time Educators and to update their respective job descriptions effective March 11, 2024.

4. FISCAL YEAR 2023-2024 MID-YEAR BUDGET ADJUSTMENTS

Recommendation: It is recommended that the Committee:

1. Review, discuss, and recommend for Board approval the mid-year budget adjustments for fiscal year 2023-2024; and,
2. Review, discuss and recommend for Board approval the classification and compensation schedule for fiscal year 2023-2024.

General Manager Willis and Kristi Even from Eide Bailly presented Item 4. General Manager Willis reported that the District's performance has been positive, with projected revenues meeting or exceeding performance this year. Ms. Willis outlined the amended budget changes detailed in the staff report, highlighting the District's favorable financial position to implement these adjustments. Ms. Even commended the District's capacity to address emergencies and adapt to changes without pulling from reserve funds.

Director Gulmahamad raised concerns about potential interest rate cuts and their impact on the District's investment performance. In response, Ms. Even reassured that any cuts would not adversely affect the District's long-term financial health.

Motion by Director Gulmahamad, second by President Ligtenberg, carried 3-0, to recommend for Board approval the mid-year budget adjustments and the classification and compensation schedule for fiscal year 2023-2024.

ADJOURNMENT

Committee Chair/Treasurer Aldaco adjourned the Finance Committee Meeting at 3:04 p.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District on Monday, March 11, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 11TH DAY OF MARCH 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: March 11, 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
2/9/24	CBWCD Education Committee Meeting	Vice President Parker, Directors Coker and Gulmahamad
2/12/24	CBWCD Regular Board Meeting	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Coker, Layton, Gulmahamad, and Sonnenberg
2/13/24	CBWCD Finance Committee Meeting	President Ligtenberg, Treasurer Aldaco, Director Gulmahamad

BOARD OF DIRECTORS REGULAR MEETING: MARCH 11, 2024

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DATE	EVENT	BOARD MEMBER
2/7/24 2/8/24 2/22/24	CBWCD Field Trips	Vice President Parker, Treasurer Aldaco and Directors Coker, Sonnenberg, and Gulmahamad
2/22/24 2/27/24	CBWCD Confluence Property Tours	Treasurer Aldaco, Directors Layton and Gulmahamad
2/23/24	CBWCD 75 th Anniversary Ad Hoc Committee Meeting	Vice President Parker, Directors Coker and Layton

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: March 11, 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
2/1/24	Montclair Chamber of Commerce Grand Re-Opening	Director Gulmahamad
2/5/24	SCWC Recycled Water Taskforce Virtual Meeting	Treasurer Aldaco
2/6/24 2/7/24	AGWT-AGWA CA Groundwater Conference	Vice President Parker (2/6 only), Treasurer Aldaco, Directors Layton and Gulmahamad
2/15/24	Ribbon Cutting Ceremony: City of Upland Reservoir 15	Vice President Parker, Directors Layton and Gulmahamad
2/19/24	ASBCSD Virtual Board Meeting	Vice President Parker
2/22/24	70 th Anniversary Gala of San Bernardino Valley Municipal Water District	Vice President Parker, Treasurer Aldaco, and Director Coker
2/26/24	ASBCSD Monthly Membership Meeting	Vice President Parker, Treasurer Aldaco, and Director Gulmahamad
1/29/24	TVMWD Leadership Breakfast	Vice President Parker and Treasurer Aldaco

FISCAL IMPACT

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

ATTACHMENT(S):

1. Attachment 1 - Treasurer Report

Director Aldaco Virtual Meetings/Events February 2024

1. SCWC Recycled Water Taskforce Meeting – February 5th (2:00 p.m.): Special brainstorming meeting called to discuss development of a campaign (video or website) designed to inform elected officials and the public on direct potable reuse (DPR) of recycled water. The intent being to inform and provide a general understanding of this beneficial resource as a means of diversifying our water supply. A subcommittee will be formed and will meet twice a month or monthly at a minimum.

2. 2024 AGWT-AGWA California Groundwater Conference – February 6th & 7th. A two-day conference held at the Ontario Airport Hotel. The conference theme was “Everything Aquifers and Groundwater Management.” Although program content was generally related to Central California concerns, it was highly applicable to Southern California water supply issues.
 - Day one Conference topics touched on Central Valley hydrology & groundwater conditions; SGMA; Sustainability; Aquifer storage and recovery (ASR); Managed Aquifer Storage (MAR)/Indirect Potable Reuse (IPR); and, using geophysics to identify recharge sites in Southern Orange County.
 - Day two conference dealt with protecting California’s groundwater. Topics dealing with emerging contaminants of concern; water quality testing, and treatment solutions for Arsenic, Hexavalent Chromium, PFAS; and, more recently, Microplastics in groundwater.

Vendors of groundwater equipment & services were present. Door prizes were awarded at the conclusion of the Conference, as well as, continuing education units (CEUs) for California water operators.

3. CBWCD 5th Grade Student Field trip – February 8th (9:00 a.m.): Board-members in attendance had an opportunity to observe water-wise instruction provided to 5th grade students. Instructors provided hands-on instruction, encouraged active participation, and kept the class fully engaged. The program was informative and instructive. My compliments to our instructors for providing a learning experience these students will remember and put into practice.

4. CBWCD Board Meeting – February 12th (2:00 p.m.): Review, Discuss, Approve, or Continue Board Agenda Items.

5. CBWCD Finance Committee Meeting – February 13th (2:00 p.m.): Committee members Mark Ligtenberg, Hanif Gulmahamad, and Gil Aldaco met to review, discuss, and provide direction to staff on the following discussion items: District Policy 32; Salary analysis and updated Administrative Assistant I, Administrative Assistant II, and Proposed Administrative Analyst job descriptions; Program Educator I/II job descriptions; and, Fiscal Year 2023-2024 Mid-Year Budget Adjustments.

6. San Bernardino Valley Municipal Water District (SBVMWD) 70th Anniversary Gala – February 22nd (5:30 p.m.): Held at the Mitten Building in Redlands, the Gala celebration highlighted 7-decades of accomplishments towards a resilient water supply and a healthy watershed. The event included a welcome reception and dinner. The formal program included presentations by the SBVMWD Board of Directors; Jennifer Pierce – State Water Contractors; Douglas Headrick – Former SBVMWD GM; Dr. F. Martin Ralph – Scripps Institution of Oceanography, UC San Diego; and, Heather Dyer – CEO/GM, SBVMWD.

7. ASBCSD Monthly Meeting – February 26th (5:30 p.m.): Held at the Planes of Fame Museum located at the Chino Airport. Milford Harrison opened the meeting welcoming attendees and introducing the Chino Valley Fire District Board. Chris Palmer (CSDA) provided legislative updates, notably: as of the 16th of February 2,124, new Bills were introduced (1505 Assembly & 619 Senate). State Budget deficit increased from \$58 billion to \$73 billion. On the Federal side, CSDA has been working on a Special Districts Recognition Act that needs to be introduced. Professional Development for Board-members will be held April 14th – 17th. Finally, Chris encouraged all to attend upcoming Legislative Days [May 21st – 22nd] and to apply for available scholarships to help defray costs of attendance. Guest speaker, Chief Dave Williams of

the CVFD spoke about the Fire District, its programs (Stop the Bleed & AED), and its further commitment to the community by providing District-owned ambulance services.

8. Confluence Property Tour – February 27th (2:00 p.m.): Tour of District property located south of Riverside Drive between the Chino Creek and the San Antonio Creek (i.e., the Confluence Project site). Board-members toured the grounds to familiarize themselves with the expanse of the site, current tenant use of the property, and its beneficial use for future District endeavors.
9. TVMWD Leadership Breakfast – February 29th (7:30 a.m.): Held at the Cal Poly Kellog West Conference Center. The theme of the event was “Sites Reservoir Project – What It Takes To Get California’s Largest New Reservoir Into Construction.” Keynote speaker, Alicia Forsythe (Environmental Planning & Permitting Manager) spoke on the subject providing a brief history of the project and its challenges, background information, and project statistics; for example: It will be the 8th largest lake with a capacity of approximately 1.5 million-acre feet; It will take 4 to 6 years to fill; it will provide 100-year flood protection; and, cost approximately \$4.5 billion to complete. The Sites Reservoir will require 9 new dams, 11 miles of pipeline (9’ to 12’ diameter); and removal of 20 million cubic yards of soil (1 truckload every 10 minutes). Construction is slated to begin 2026 and be fully operational by 2033, if all goes as planned.



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ITEM NO. 4

FINANCIAL REPORTS FOR JANUARY 2024

CHINO BASIN WATER CONSERVATION DISTRICT

FINANCIAL REPORTS

January 2024

- 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 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
Income			
46000 · Gain/Loss - Pension Trust	3,282.00		
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	1,699,953.34	2,651,600.00	64.1%
40200 · Current Yr Supplemental Tax Rev	16,345.13	74,300.00	22.0%
40300 · Prior Yr Tax Revenue	49,994.69	58,000.00	86.2%
40400 · Homeowner's Prop Tax Relief	8,892.40	19,500.00	45.6%
40500 · RDA Pass-Thru from Cities	918,897.14	1,267,100.00	72.5%
Total 40000 · Property Tax & Assessment Rev	2,694,082.70	4,070,500.00	66.2%
41000 · Interest Income	236,030.97	167,600.00	140.8%
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	1,724.00	17,500.00	9.9%
49200 · Cal Card Incentive	1,437.57	2,000.00	71.9%
49500 · Lease Revenue	7,000.00	12,000.00	58.3%
49900 · Misc Income	1,816.00		
Total 49000 · Miscellaneous Income	11,977.57	31,500.00	38.0%
Total Income	3,120,353.69	4,327,700.00	72.1%
Gross Profit	3,120,353.69	4,327,700.00	72.1%
Expense			
50000 · Payroll Expenses			
50100 · Wages			
50110 · Directors Wages	28,375.00	56,000.00	50.7%
50120 · Salary Employee Wages	387,304.53	645,300.00	60.0%
50130 · Hourly Employee Wages	456,579.07	833,100.00	54.8%
50140 · Intern Wages	32,602.40	72,000.00	45.3%
Total 50100 · Wages	904,861.00	1,606,400.00	56.3%
50200 · Payroll taxes	70,450.22	125,900.00	56.0%
50300 · Employee Benefits			
50310 · Med/Dentl/Vision/Life/Dis. Ins	164,967.56	261,900.00	63.0%
50311 · Employee Paid Premiums	-3,318.64	-4,900.00	67.7%
50312 · Emp Benefits - Healthy Living	335.44		
50313 · EAP - Employee Assist. Program	324.88	600.00	54.1%
50321 · Classic - ER Paid Member Contr.	7,916.15	13,200.00	60.0%
50322 · Classic-Employer Contribution	12,124.06	20,100.00	60.3%
50325 · PEPRA-Employer Contribution	52,005.12	96,800.00	53.7%
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	275,640.57	536,600.00	51.4%
50400 · Payroll processing fees	6,300.00	14,100.00	44.7%
Total 50000 · Payroll Expenses	1,257,251.79	2,283,000.00	55.1%
51000 · Administration Expenses			
51100 · Accounting Fees	65,148.50	80,000.00	81.4%
51125 · Administrative Support	10,593.24		
51150 · Banking Fees	240.00	400.00	60.0%
51200 · Board of Director's Expenses			
51210 · Conference & Tour Fees	4,984.70	12,000.00	41.5%
51230 · Legal Notices/Director Related	0.00	2,000.00	0.0%
51240 · Meals	2,154.46	1,500.00	143.6%
51250 · Medical & Life Insurance	5,592.56	21,600.00	25.9%
51260 · Mileage	1,734.31	2,500.00	69.4%
51270 · Miscellaneous	1,435.21	12,500.00	11.5%
51280 · Travel & Lodging	3,535.12	2,000.00	176.8%
Total 51200 · Board of Director's Expenses	19,436.36	54,100.00	35.9%
51300 · Consulting Fees	37,819.13	131,000.00	28.9%
51400 · Dues & Subscriptions	19,979.25	45,200.00	44.2%
51500 · Engineering Fees	16,844.70	10,000.00	168.4%
51600 · Legal Fees	57,191.50	50,000.00	114.4%
51700 · Office Expenses			
51710 · Office Equipment & Repairs	5,271.55	10,200.00	51.7%
51720 · Computer/Printer Supplies	1,043.85	2,500.00	41.8%

Chino Basin Water Conservation District

Income & Expense Report

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
51730 · Maintenance/Janitorial	7,700.45	17,300.00	44.5%
51740 · Miscellaneous	487.28	1,000.00	48.7%
51750 · Postage	325.16	1,300.00	25.0%
51760 · Supplies	4,363.00	7,100.00	61.5%
51765 · Computer/IT Support	29,300.11	43,700.00	67.0%
51770 · Telecommunications	14,482.65	19,500.00	74.3%
51780 · Utilities	18,596.41	39,500.00	47.1%
51785 · Agenda Management Software	0.00	12,000.00	0.0%
Total 51700 · Office Expenses	81,570.46	154,100.00	52.9%
51800 · Meeting Refreshments	1,322.71	3,000.00	44.1%
51900 · Staff Expenses			
51910 · Education	6,080.46	11,000.00	55.3%
51920 · Conference & Tour Fees	2,070.00	10,700.00	19.3%
51930 · Meals	1,543.95	6,600.00	23.4%
51940 · Mileage	1,402.14	4,300.00	32.6%
51950 · Miscellaneous	2,463.78	4,000.00	61.6%
51955 · Recruitment	2,079.78	5,000.00	41.6%
51960 · Travel & Lodging	2,107.72	11,500.00	18.3%
51970 · Uniform Expense	4,531.81	10,700.00	42.4%
Total 51900 · Staff Expenses	22,279.64	63,800.00	34.9%
51990 · Tax Collections Fees	4,326.52	8,200.00	52.8%
Total 51000 · Administration Expenses	336,752.01	599,800.00	56.1%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	355.88	10,000.00	3.6%
51999-2 · Furniture & Equipment	21,203.28	28,000.00	75.7%
Total 51999 · Non-Operating General Expenses	21,559.16	38,000.00	56.7%
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	4,490.37	13,200.00	34.0%
54180 · Repairs, Maint & Supplies	6,045.48	17,000.00	35.6%
Total 54150 · Equipment & Vehicles	11,202.84	33,200.00	33.7%
54200 · Fence Expenses	5,159.04	42,000.00	12.3%
54250 · Hardscape Expenses	0.00	9,200.00	0.0%
54300 · Irrigation Expenses	6,446.35	16,100.00	40.0%
54350 · Landscape Maint & Supplies	8,534.17	53,000.00	16.1%
54400 · Miscellaneous	428.07	1,500.00	28.5%
54450 · Basin Percolation Maintenance	0.00	101,000.00	0.0%
54500 · Pest Control	7,000.55	11,000.00	63.6%
54550 · Signage	2,137.48	4,500.00	47.5%
54600 · Small Tools & Supplies	4,915.29	6,000.00	81.9%
54650 · Structural Maintenance	57,640.87	42,000.00	137.2%
54750 · Trash Cleanup & Disposal	5,009.40	15,000.00	33.4%
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	114,249.79	366,700.00	31.2%
55000 · Permits & Fees	0.00	500.00	0.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	20,067.92	63,300.00	31.7%
56200 · Critter Expenses	818.79	7,000.00	11.7%
56300 · District Events			
56330 · Outreach Events	12,057.63	30,000.00	40.2%
56340 · Water Fair	15,758.91	15,000.00	105.1%
56350 · Poster Art Contest	6,275.22	14,000.00	44.8%
56360 · Youth Program Supplies	1,150.55	1,500.00	76.7%
56370 · School Tours	3,997.40	40,000.00	10.0%
56380 · Public Ed/Workshops	1,728.34	20,000.00	8.6%
Total 56300 · District Events	40,968.05	120,500.00	34.0%
56400 · Community Events/Sponsorships			
56500 · Informational Materials	3,292.33	3,000.00	109.7%
56700 · Web Design/Maintenance	2,849.74	29,000.00	9.8%
56400 · Community Events/Sponsorships - Other	2,500.00	2,500.00	100.0%
Total 56400 · Community Events/Sponsorships	8,642.07	34,500.00	25.0%
56600 · Supplies - Give Aways	5,581.12	10,000.00	55.8%
56750 · Lobby Display Rotation - noncap	2,146.07		
Total 56000 · Public Education/Relations	78,224.02	235,300.00	33.2%
57500 · Expense Reimburseables Clearing	4,813.33		

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Accrual Basis

Chino Basin Water Conservation District
Income & Expense Report
July 2023 through January 2024

	Jul '23 - Jan 24	Budget	% of Budget
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%
Total 58000 · Capital Expenses	35,510.31	541,200.00	6.6%
Total Expense	1,901,690.91	4,157,500.00	45.7%
Net Income	1,218,662.78	170,200.00	716.0%

Chino Basin Water Conservation District

Balance Sheet

As of January 31, 2024

	Jan 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10100 · General Checking	14,248.30
10200 · Petty Cash	1,001.23
10300 · LAIF Investment	7,969,366.80
10310 · LAIF FMV	-50,829.35
10320 · CLASS	6,592,327.14
10330 · CLASS FMV	-1,455.86
10600 · Pension Trust	76,911.00
Total 10000 · Cash Accounts	14,601,569.26
Total Checking/Savings	14,601,569.26
Accounts Receivable	
11000 · Accounts Receivable	43.06
Total Accounts Receivable	43.06
Other Current Assets	
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	58.12
Total Other Current Assets	1,243,521.02
Total Current Assets	15,845,133.34
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

Chino Basin Water Conservation District

Balance Sheet

As of January 31, 2024

	Jan 31, 24
Total Fixed Assets	14,295,296.46
Other Assets	
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	30,166,530.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	37,739.85
Total Accounts Payable	37,739.85
Credit Cards	
20600 · CalCard	
20648 · CalCard-K Lopez	821.26
20609 · CalCard - J Salcido	97.68
20610 · CalCard - J Taylor	167.40
20613 · CalCard - R Sotomayor	95.35
20619 · CalCard - B Burgess	-29.42
20620 · CalCard - S Kleinrock	1,222.75
20626 · CalCard - M Curiel	29.41
20630 · CalCard - M Dean	1,959.66
20631 · CalCard - W Mercado	1,500.00
20632 · CalCard - E Willis	652.65
20642 · CalCard - D Schroeder	193.06
20644 · CalCard - L Holguin	34.49
20647 · CalCard- A Quinones	1,849.00
Total 20600 · CalCard	8,593.29
Total Credit Cards	8,593.29
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	192,106.45
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	

Chino Basin Water Conservation District

Balance Sheet

As of January 31, 2024

	Jan 31, 24
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
Total Liabilities	2,071,905.16
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	1,218,662.78
Total Equity	28,094,625.81
TOTAL LIABILITIES & EQUITY	30,166,530.97

Chino Basin Water Conservation District

Monthly General Checking Disbursements

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
10000 - Cash Accounts					
10100 - General Checking					
General Journal	07/01/2023	du 7.19.23		PPE 7/1/2023	-483.82
General Journal	07/01/2023	du 7.19.23		PPE 7/1/2023	-1.68
General Journal	07/01/2023	du 7.19.23		PPE 7/1/2023	-28.71
General Journal	07/01/2023	du 7.19.23		PPE 7/1/2023	-15,381.33
General Journal	07/01/2023	du 7.19.23	CalPERS (Payroll)	CalPERS - PPE 7/1/2023	-7,899.67
General Journal	07/01/2023	du 7.19.23	CalPERS (Payroll)	CalPERS - PPE 7/1/2023	-1,578.87
General Journal	07/01/2023	du 7.19.23		Payroll 7/1/2023	-38,722.29
General Journal	07/01/2023	du 7.19.23		CalPERS - PPE 7/1/2023 Adjustment	-23.71
Bill Pmt -Check	07/05/2023	20872	Bee Removers	bee colony removal from Irrig. valve box	-130.00
Bill Pmt -Check	07/05/2023	20873	Montclair Chamber of Commerce	annual membership	-350.00
Bill Pmt -Check	07/05/2023	20874	Monte Vista Water District		-475.45
Bill Pmt -Check	07/05/2023	20875	Robert A. Carter	keys for dump trailer locks	-35.77
Bill Pmt -Check	07/07/2023	20876	AM-TEC Security	quarterly fire,security,camera monitoring	-625.20
Bill Pmt -Check	07/07/2023	20877	ArchiveSocial, LLC	social media archive service	-4,188.00
Bill Pmt -Check	07/07/2023	20878	ASBCSD	Membership Mtg-July 17th-Director Parker	-40.00
Bill Pmt -Check	07/07/2023	20879	Burrtec Waste Industries, Inc.	trash & green waste service-July	-395.36
Bill Pmt -Check	07/07/2023	20880	Cintas Corporation #150	uniform service	-91.51
Bill Pmt -Check	07/07/2023	20881	Computer Village	Microsoft 365 monthly	-535.50
Bill Pmt -Check	07/07/2023	20882	Maria Lima	cbwcd.org annual maintenance plan	-4,428.00
Bill Pmt -Check	07/07/2023	20883	Omone Abu	social media contractor	-450.00
Bill Pmt -Check	07/07/2023	20884	SBC-Auditor/Controller (Vendor)	LAFCO's FY23-24 Apportionment	-2,016.05
Bill Pmt -Check	07/07/2023	20885	Vanguard Cleaning Systems	monthly janitorial srvc-July	-495.00
General Journal	07/07/2023	cm 7.9.23	CalPERS (Non-Payroll)	Unfunded Accrd Liability - CalPERS	-41,286.00
Bill Pmt -Check	07/10/2023	20886	San Diego Human Resources Consulting, Inc	Diversity & Mngr Training On Site	-2,121.00
Bill Pmt -Check	07/10/2023	20887	ACWA JPIA	Med.,Dental,Vision,Life Ins-August	-19,367.86
Bill Pmt -Check	07/10/2023	20888	Computer Village	Dell Laptop	-1,333.24
Bill Pmt -Check	07/10/2023	20889	Greater Ontario Business Council--CA	Annual Membership Dues	-500.00
Check	07/10/2023			Wire Service Charge	-15.00
General Journal	07/14/2023	bc 8.11.23	Paychex	Paychex Fee - Hrs	-50.00
General Journal	07/15/2023	du 7.20.23		Payroll 7/15/2023	-40,547.63
General Journal	07/15/2023	du 7.20.23		PPE 7/15/2023 SDI	-486.74
General Journal	07/15/2023	du 7.20.23		PPE 7/15/2023 ETT	-1.17
General Journal	07/15/2023	du 7.20.23		PPE 7/15/2023 SUI	-19.98
General Journal	07/15/2023	du 7.20.23		PPE 7/15/2023	-16,298.59
General Journal	07/15/2023	du 7.20.23	CalPERS (Payroll)	CalPERS - PPE 7/15/2023	-8,117.92
General Journal	07/15/2023	du 7.20.23	CalPERS (Payroll)	CalPERS - PPE 7/15/2023	-1,588.26
General Journal	07/20/2023	bc 8.11.23	Paychex	Paychex Fee - OAB	-184.45
Bill Pmt -Check	07/21/2023	20890	ACWA JPIA	Workers Comp Quarter 4: 4/1-6/30/23	-8,726.15
Bill Pmt -Check	07/21/2023	20891	AM-TEC Security	ED bldg fire alarm troubleshooting	-282.50
Bill Pmt -Check	07/21/2023	20892	Central Blueprint Service		-700.38
Bill Pmt -Check	07/21/2023	20893	Cintas Corporation #150		-187.67
Bill Pmt -Check	07/21/2023	20894	City of Ontario		-183.76
Bill Pmt -Check	07/21/2023	20895	Computer Village	IT monitoring and support	-1,914.00
Bill Pmt -Check	07/21/2023	20896	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	07/21/2023	20897	Kenneth Michael Davis	geese feed,bucket,scoop for feed,scoop for ice machine	-127.59
Bill Pmt -Check	07/21/2023	20898	Kessler Alair Insurance Services Inc.	Bonding for Dir. Gulmahamad, ESKrztz, MDean	-450.00
Bill Pmt -Check	07/21/2023	20899	Monte Vista Water District		-830.20
Bill Pmt -Check	07/21/2023	20900	SCE (Utility Payments Only)		-3,077.64
Bill Pmt -Check	07/21/2023	20901	Smith Pipe & Supply Inc.		-1,415.56
Bill Pmt -Check	07/21/2023	20902	Stump Fence Co.	bottom fence railing installation on chainlink	-7,850.00
Bill Pmt -Check	07/21/2023	20903	TPX Communications	phone & internet service 7/16-8/15	-820.04
Bill Pmt -Check	07/21/2023	20904	United Rentals (North America), Inc.	loader rental for weed abatement @ Brooks & Chts	-1,017.19
Bill Pmt -Check	07/21/2023	20905	Verizon Wireless	wireless push to talk srvc 7/10-8/9	-140.51
Bill Pmt -Check	07/21/2023	20906	Wagner & Bonsignore, CCE		-3,938.40
Bill Pmt -Check	07/24/2023	20907	Brunick, McElhaney & Kennedy	Legal services for June	-3,360.00
Bill Pmt -Check	07/24/2023	20908	San Diego Human Resources Consulting, Inc	Deposit-Admin Leadership Forum	-550.00
Bill Pmt -Check	07/24/2023	20909	ACWA JPIA	Property Program 7/1/23-6/30/24	-10,160.51
Bill Pmt -Check	07/24/2023	20910	Central Blueprint Service	summer brochure-2nd printing	-377.13
General Journal	07/29/2023	du 8.7.23		Payroll 7/29/2023	-36,211.38
General Journal	07/29/2023	du 8.7.23		PPE 7/29/2023	-473.23
General Journal	07/29/2023	du 8.7.23		PPE 7/29/2023	-1.87
General Journal	07/29/2023	du 8.7.23		PPE 7/29/2023	-31.75
General Journal	07/29/2023	du 8.7.23		PPE 7/29/2023	-15,009.91
General Journal	07/29/2023	du 8.7.23	CalPERS (Payroll)	CalPERS - PPE 7/29/2023	-7,775.84
General Journal	07/29/2023	du 8.7.23	CalPERS (Payroll)	CalPERS - PPE 7/29/2023	-1,588.26
Bill Pmt -Check	08/01/2023	20911	Erin L. Hughes	Headshots for Board of Directors	-1,200.00
Bill Pmt -Check	08/07/2023	20912	ACWA JPIA	Med.,Dental,Vision,Life Ins-September	-19,367.86
Bill Pmt -Check	08/07/2023	20913	Animal Pest Management Services, Inc.	Basins- ground squirrel control-July srvc	-935.00
Bill Pmt -Check	08/07/2023	20914	Burrtec Waste Industries, Inc.	Trash & Green waste service-August	-395.36
Bill Pmt -Check	08/07/2023	20915	C.J. Brown & Company, CPAS	Consulting services for July	-5,976.00
Bill Pmt -Check	08/07/2023	20916	Central Blueprint Service		-668.06
Bill Pmt -Check	08/07/2023	20917	Cintas Corporation #150		-196.82
Bill Pmt -Check	08/07/2023	20918	Climatec LLC	Troubleshooting A/C unit issues	-1,075.00
Bill Pmt -Check	08/07/2023	20919	Computer Village	Microsoft 365 monthly	-528.30
Bill Pmt -Check	08/07/2023	20920	Eide Bailly LLP	215752	-10,888.69
Bill Pmt -Check	08/07/2023	20921	Ewing Irrigation Products, Inc.	pipe for avocado tree sprinklers	-26.23
Bill Pmt -Check	08/07/2023	20922	Folding Gate Systems, Inc.	various gate repairs-Trash Bin,MUB,MC #4	-765.00
Bill Pmt -Check	08/07/2023	20923	Frontier	909-293-7578-071118-5	-450.65
Bill Pmt -Check	08/07/2023	20924	Hometown Rentals Inc.	tractor & rotor hammer for park project	-191.40
Bill Pmt -Check	08/07/2023	20925	Omone Abu	social media srvc-July & August	-575.00
Bill Pmt -Check	08/07/2023	20926	Sandy Alexander, Inc.	Banners for Garden Fence	-2,451.45
Bill Pmt -Check	08/07/2023	20927	Smith Pipe & Supply Inc.		-2,583.82
Bill Pmt -Check	08/07/2023	20928	Standard Insurance Company, Inc.	Policy 006492990083/from July payroll	-748.55
Bill Pmt -Check	08/07/2023	20929	Vanguard Cleaning Systems	monthly janitorial 8/1-8/31	-495.00
Bill Pmt -Check	08/08/2023	20930	Monte Vista Water District		-506.83
Check	08/10/2023			Wire Service Charge	-15.00
General Journal	08/11/2023	cm 9.5.23	Paychex	Paychex Fee - Hrs	-50.00
General Journal	08/12/2023	ke 8.18.23		Payroll 8/12/2023	-38,231.37
General Journal	08/12/2023	ke 8.18.23		PPE 8/12/2023 - SDI	-498.33
General Journal	08/12/2023	ke 8.18.23		PPE 8/12/2023 - SUI	-32.57

Chino Basin Water Conservation District Monthly General Checking Disbursements

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
General Journal	08/12/2023	ke 8.18.23		PPE 8/12/2023	-16,035.37
General Journal	08/12/2023	ke 8.18.23	CalPERS (Payroll)	CalPERS - PPE 8/12/2023	-8,146.46
General Journal	08/12/2023	ke 8.18.23	CalPERS (Payroll)	CalPERS - PPE 8/12/2023	-1,588.26
General Journal	08/21/2023	cm 9.5.23	Paychex	Paychex Fee - OAB	-184.45
General Journal	08/22/2023	ke 8.18.23	CalPERS (Payroll)	GASB 68 Reporting Annual Fee	-700.00
Bill Pmt -Check	08/25/2023	20931	ACWA JPIA	Cyber Liability 7/1/23-6/30/24	-1,709.00
Bill Pmt -Check	08/25/2023	20932	Aggressive Pest Management	Quarterly pest control srvc	-75.00
Bill Pmt -Check	08/25/2023	20933	ASBCSD	Mbrshp Mtg dinner for Dir. Aldaco,Coker,Parker	-120.00
Bill Pmt -Check	08/25/2023	20934	Beneficial Ag Services	green waste from park	-59.92
Bill Pmt -Check	08/25/2023	20935	Brunick, McElhaney & Kennedy	Legal services for July	-11,165.00
Bill Pmt -Check	08/25/2023	20936	CAPIO	Membership renewal (annual)	-275.00
Bill Pmt -Check	08/25/2023	20937	Central Blueprint Service		-592.63
Bill Pmt -Check	08/25/2023	20938	Cintas Corporation #150		-295.23
Bill Pmt -Check	08/25/2023	20939	City of Ontario		-310.37
Bill Pmt -Check	08/25/2023	20940	Computer Village		-1,940.60
Bill Pmt -Check	08/25/2023	20941	Eide Bailly LLP	215752	-5,337.90
Bill Pmt -Check	08/25/2023	20942	Ewing Irrigation Products, Inc.		-163.56
Bill Pmt -Check	08/25/2023	20943	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	08/25/2023	20944	McFadden-Dale Ind Hardware	hat for PPE/tractor pin	-22.95
Bill Pmt -Check	08/25/2023	20945	Natalja Kent Photography	50% deposit-photographer for Fall Fest	-300.00
Bill Pmt -Check	08/25/2023	20946	O.F. Wolfinbarger, Inc.	filler sand for park sprinklers	-32.86
Bill Pmt -Check	08/25/2023	20947	Quality Pet Waste Stations	Doggie station bags	-211.46
Bill Pmt -Check	08/25/2023	20948	Red Wing Business Advantage	work boots for JJ,GJ,JS,RS,LH	-668.26
Bill Pmt -Check	08/25/2023	20949	SCE (Utility Payments Only)		-4,041.73
Bill Pmt -Check	08/25/2023	20950	Smith Pipe & Supply Inc.		-548.96
Bill Pmt -Check	08/25/2023	20951	Southern California Water Coalition	Annual Membership 7/1/23-6/30/24	-2,500.00
Bill Pmt -Check	08/25/2023	20952	The City of Monclair	sewer srvc-all campus	-54.39
Bill Pmt -Check	08/25/2023	20953	TPX Communications	phone & internet srvc 8/16-9/15	-815.33
Bill Pmt -Check	08/25/2023	20954	Verizon Wireless	wireless push to talk srvc 8/10-9/9	-138.35
Bill Pmt -Check	08/25/2023	20955	Yesmean N. Rihbany	Consulting srvc-Leader Assessment	-1,900.00
General Journal	08/26/2023	ke 9.1.23		Payroll 8/26/2023	-42,164.98
General Journal	08/26/2023	ke 9.1.23		PPE 8/26/2023 - SDI	-497.60
General Journal	08/26/2023	ke 9.1.23		PPE 8/26/2023 - ETT	-1.97
General Journal	08/26/2023	ke 9.1.23		PPE 8/26/2023 - SUI	-33.67
General Journal	08/26/2023	ke 9.1.23		PPE 8/26/2023	-16,670.68
General Journal	08/26/2023	ke 9.1.23	CalPERS (Payroll)	CalPERS - PPE 8/26/2023 - Lemarque, Quinones, & Sotomayor adjs	640.14
General Journal	08/26/2023	ke 9.1.23	CalPERS (Payroll)	CalPERS - PPE 8/26/2023	-8,180.71
General Journal	08/26/2023	ke 9.1.23	CalPERS (Payroll)	CalPERS - PPE 8/26/2023	-1,588.26
Bill Pmt -Check	08/28/2023	20956	MVWD (WEWAC)	WEWAC annual dues for FY23-24	-1,500.00
Bill Pmt -Check	08/28/2023	20957	Cal Card (US Bank)	Statement Ending 7/24/2023	-14,250.62
Bill Pmt -Check	08/28/2023	20958	Computer Village	Lenovo Thinkpad	-1,536.91
Bill Pmt -Check	08/28/2023	20959	Eide Bailly LLP	215752	-3,150.00
Bill Pmt -Check	08/28/2023	20960	Governmentjobs.com, Inc.	Job Posting Bundle Purchase	-629.00
Bill Pmt -Check	08/28/2023	20961	KBDA		-5,500.00
Bill Pmt -Check	08/28/2023	20962	Standard Insurance Company, Inc.	Policy #006492990083/from Aug. payroll	-1,121.59
Bill Pmt -Check	08/28/2023	20963	Frontier	909-293-7578-071118-5	-466.77
Check	08/28/2023			Wire Service Charge	-15.00
Bill Pmt -Check	09/07/2023	20964	ACWA JPIA	Med/Dental/Vision/Life Ins-October	-19,367.86
Bill Pmt -Check	09/07/2023	20965	Animal Pest Management Services, Inc.	quarterly gopher control @ basins	-935.00
Bill Pmt -Check	09/07/2023	20966	Beneficial Ag Services		-108.00
Bill Pmt -Check	09/07/2023	20967	Burrtec Waste Industries, Inc.	green waste & trash srvc-September	-395.36
Bill Pmt -Check	09/07/2023	20968	Central Blueprint Service		-312.48
Bill Pmt -Check	09/07/2023	20969	Cintas Corporation #150		-196.82
Bill Pmt -Check	09/07/2023	20970	Computer Village	Microsoft 365 monthly	-528.30
Bill Pmt -Check	09/07/2023	20971	DJL Audio Video Specialists, Inc.	HDMI cables-floor/reprogram control system	-1,942.35
Bill Pmt -Check	09/07/2023	20972	Fence Craft of Upland, Inc.		-3,863.12
Bill Pmt -Check	09/07/2023	20973	Monte Vista Water District		-439.45
Bill Pmt -Check	09/07/2023	20974	O.F. Wolfinbarger, Inc.	fill sand	-37.71
Bill Pmt -Check	09/07/2023	20975	Omone Abu	Sept. Social Media	-675.00
Bill Pmt -Check	09/07/2023	20976	San Diego Human Resources Consulting, Inc	Consulting srvc-August	-1,288.08
Bill Pmt -Check	09/07/2023	20977	Saoirse LLC	IE Special Insert	-4,650.00
Bill Pmt -Check	09/07/2023	20978	Vanguard Cleaning Systems	monthly janitorial srvc-Sept.	-495.00
Bill Pmt -Check	09/07/2023	20979	V.C.I. Victor Construction, Inc.	Drinking fountain installation	-4,200.00
Bill Pmt -Check	09/07/2023	20980	Cal Card (US Bank)	Statement Ending 8/22/2023	-17,359.31
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023 - SDI	-489.75
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023 - ETT	-1.62
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023 - SUI	-27.57
General Journal	09/09/2023	ke 9.22.23		PPE 9/09/2023	-15,596.24
General Journal	09/09/2023	ke 9.22.23	CalPERS (Payroll)	CalPERS - PPE 9/09/2023	-8,137.26
General Journal	09/09/2023	ke 9.22.23	CalPERS (Payroll)	CalPERS - PPE 9/09/2023	-1,938.26
General Journal	09/09/2023	ke 9.22.23		Payroll 9/09/2023	-38,408.58
Bill Pmt -Check	09/11/2023	20981	Computer Village	Inkjet printer for DS	-384.31
Bill Pmt -Check	09/11/2023	20982	Red Wing Business Advantage	work boots-RS	-109.96
Bill Pmt -Check	09/11/2023	20983	Smith Pipe & Supply Inc.	irrig parts for garden	-63.01
Bill Pmt -Check	09/11/2023	20984	Walk In Grace, Inc.	Quarterly window & solar panel cleaning	-1,350.00
General Journal	09/15/2023	cm 10.6.23	Paychex	Paychex Fee - Hrs	-50.00
General Journal	09/20/2023	cm 10.6.23	Paychex	Paychex Fee - OAB	-184.45
General Journal	09/23/2023	ke 10.04.23		PPE 9/23/2023 - SDI	-494.64
General Journal	09/23/2023	ke 10.04.23		PPE 9/23/2023 - ETT	-1.83
General Journal	09/23/2023	ke 10.04.23		PPE 9/23/2023 - SUI	-31.01
General Journal	09/23/2023	ke 10.04.23		PPE 9239/2023	-16,825.05
General Journal	09/23/2023	ke 10.04.23	CalPERS (Payroll)	CalPERS - PPE 9/23/2023	-8,155.65
General Journal	09/23/2023	ke 10.04.23	CalPERS (Payroll)	CalPERS - PPE 9/23/2023	-1,938.26
General Journal	09/23/2023	ke 10.04.23		Payroll 9/23/2023	-43,696.56
Bill Pmt -Check	09/25/2023	20985	AM-TEC Security	VOID: Qtrly monitoring-security,cameras,fire 10/1-12/31	0.00
Bill Pmt -Check	09/25/2023	20986	AM-TEC Security	Qtrly monitoring-security,cameras,fire 10/1-12/31	-625.20
Bill Pmt -Check	09/25/2023	20987	ASBCSD	Hesperia Dinner Mtg on 9/18-Dir. Parker	-40.00
Bill Pmt -Check	09/25/2023	20988	Beneficial Ag Services	green waste from garden	-72.00
Bill Pmt -Check	09/25/2023	20989	Brunick, McElhaney & Kennedy	VOID: Legal services-August	0.00
Bill Pmt -Check	09/25/2023	20990	Cintas Corporation #150		-196.82
Bill Pmt -Check	09/25/2023	20991	City of Ontario		-329.41
Bill Pmt -Check	09/25/2023	20992	Climatec LLC	Quarterly A/C service 7/1-9/30	-1,815.00

Chino Basin Water Conservation District

Monthly General Checking Disbursements

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	09/25/2023	20993	Computer Village	IT monitoring & support	-1,914.00
Bill Pmt -Check	09/25/2023	20994	Costco Wholesale Membership	Annual Costco Membership	-120.00
Bill Pmt -Check	09/25/2023	20995	DJL Audio Video Specialists, Inc.	Troubleshoot HDMI cable-replaced	-421.18
Bill Pmt -Check	09/25/2023	20996	Eagle Eye Produce Inc.	pumpkins for festival	-1,040.00
Bill Pmt -Check	09/25/2023	20997	Great America Financial Services Corp	monthly copier lease	-723.99
Bill Pmt -Check	09/25/2023	20998	Kessler Alair Insurance Services Inc.		-775.00
Bill Pmt -Check	09/25/2023	20999	Lizbeth Cardenas	Face Painting for Pumpkin Festival	-380.00
Bill Pmt -Check	09/25/2023	21000	Monte Vista Water District		-778.00
Bill Pmt -Check	09/25/2023	21001	Natalja Kent Photography	VOID: Bal. due for photographer @ Pumpkin Festival	0.00
Bill Pmt -Check	09/25/2023	21002	O.F. Wolfinbarger, Inc.	DG for garden paths	-226.27
Bill Pmt -Check	09/25/2023	21003	Ronald Bourn	DJ services @ Pumpkin Festival	-500.00
Bill Pmt -Check	09/25/2023	21004	Santa Ana Watershed Project Authority	VOID: FY23-24 Contribution-Weather Mod Pilot Proj Year 2	0.00
Bill Pmt -Check	09/25/2023	21005	Sarah Khwaja	Face Painting for Pumpkin Festival	-380.00
Bill Pmt -Check	09/25/2023	21006	SCE (Utlitiy Payments Only)		-4,261.71
Bill Pmt -Check	09/25/2023	21007	Standard Insurance Company, Inc.	Policy #006492990083/from Sept payroll	-760.30
Bill Pmt -Check	09/25/2023	21008	Studio Tutto LLC	deposit for mural kit design for Lobby	-3,500.00
Bill Pmt -Check	09/25/2023	21009	TPX Communications	phone & internet service 9/16-10/15	-815.33
Bill Pmt -Check	09/25/2023	21010	Verizon Wireless	wireless push to talk srvc 9/10-10/9	-146.57
Bill Pmt -Check	09/25/2023	21011	Virginia Ashley	Petting Zoo @ Pumpkin Festival	-1,250.00
Bill Pmt -Check	09/25/2023	21012	Wagner & Bonsignore, CCE	Engrg. Srvc for August	-1,000.00
Bill Pmt -Check	09/25/2023	21013	Frontier	909-293-7578-071118-5	-466.77
Bill Pmt -Check	09/25/2023	21014	Natalja Kent Photography	Bal. due for photographer @ Pumpkin Festival	-300.00
Bill Pmt -Check	09/25/2023	21015	Santa Ana Watershed Project Authority	FY23-24 Contribution-Weather Mod Pilot Proj Year 2	-5,000.00
Check	09/25/2023			Wire Service Charge	-15.00
Bill Pmt -Check	10/06/2023	21016	ACWA JPIA	Med/Dental/Vision/Life Ins-November	-19,367.86
Bill Pmt -Check	10/06/2023	21017	Animal Pest Management Services, Inc.	ground squirrel control @ basins	-935.00
Bill Pmt -Check	10/06/2023	21018	Beneficial Ag Services		-72.00
Bill Pmt -Check	10/06/2023	21019	Brunick, McElhaney & Kennedy	Legal services-August	-6,338.75
Bill Pmt -Check	10/06/2023	21020	Burrtec Waste Industries, Inc.	trash & green waste srvc-October	-395.36
Bill Pmt -Check	10/06/2023	21021	Central Blueprint Service	Fall workshop brochures	-619.56
Bill Pmt -Check	10/06/2023	21022	Cintas Corporation #150		-202.27
Bill Pmt -Check	10/06/2023	21023	Computer Village	Microsoft 365 - October	-559.92
Bill Pmt -Check	10/06/2023	21024	Eide Bailly LLP	215752	-7,596.80
Bill Pmt -Check	10/06/2023	21025	GM Parking Lot Restoration Corp.	parking lot resurfacing & striping	-6,697.20
Bill Pmt -Check	10/06/2023	21026	La Verne Power Equipment, Inc.		-924.92
Bill Pmt -Check	10/06/2023	21027	Monte Vista Water District		-773.07
Bill Pmt -Check	10/06/2023	21028	O.F. Wolfinbarger, Inc.		-295.24
Bill Pmt -Check	10/06/2023	21029	Omone Abu	Social Media - October	-575.00
Bill Pmt -Check	10/06/2023	21030	Smith Pipe & Supply Inc.		-198.36
Bill Pmt -Check	10/06/2023	21031	Swedlows Distributors, Inc.	GM office furniture	-5,990.13
Bill Pmt -Check	10/06/2023	21032	Tom Day Tree Service, Inc.	tree trimming in oak grove & garden areas	-4,395.00
Bill Pmt -Check	10/06/2023	21033	Vanguard Cleaning Systems	monthly janitorial srvc-October	-495.00
Bill Pmt -Check	10/06/2023	21034	ACWA	2024 Annual Agency Dues	-14,100.00
Bill Pmt -Check	10/06/2023	21035	Cal Card (US Bank)	Statement Ending 9/22/2023	-18,952.25
General Journal	10/07/2023	ke 10.13.23		PPE 10/07/2023 - SDI	-516.85
General Journal	10/07/2023	ke 10.13.23		PPE 10/07/2023 - ETT	-1.57
General Journal	10/07/2023	ke 10.13.23		PPE 10/07/2023 - SUI	-26.90
General Journal	10/07/2023	ke 10.13.23		PPE 10/07/2023	-16,798.16
General Journal	10/07/2023	ke 10.13.23	CalPERS (Payroll)	CalPERS - PPE 10/07/2023	-8,171.42
General Journal	10/07/2023	ke 10.13.23	CalPERS (Payroll)	CalPERS - PPE 10/07/2023	-1,938.26
General Journal	10/07/2023	ke 10.13.23		Payroll 10/07/2023	-40,989.50
Bill Pmt -Check	10/09/2023	21036	Computer Village		-366.77
General Journal	10/13/2023	cm 11.6.23	Paychex	Paychex Fee - Hrs	-50.00
Bill Pmt -Check	10/19/2023	21037	Central Blueprint Service		-851.12
Bill Pmt -Check	10/19/2023	21038	Cintas Corporation #150		-193.57
Bill Pmt -Check	10/19/2023	21039	City of Ontario		-325.77
Bill Pmt -Check	10/19/2023	21040	CV Strategies	Consulting srvc-Sept.	-4,278.75
Bill Pmt -Check	10/19/2023	21041	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	10/19/2023	21042	La Verne Power Equipment, Inc.		-250.93
Bill Pmt -Check	10/19/2023	21043	Montclair Chamber of Commerce	Liz Willis -Oct. networking breakfast	-15.00
Bill Pmt -Check	10/19/2023	21044	Nationwide Guard Services, Inc	overnight security for fall festival	-600.00
Bill Pmt -Check	10/19/2023	21045	Robert A. Carter	repair front door & Lg. Conf. rm door handle	-564.89
Bill Pmt -Check	10/19/2023	21046	SCE (Utlitiy Payments Only)	electric use all campus	-3,150.19
Bill Pmt -Check	10/19/2023	21047	SiteOne Landscape Supply Holding, LLC	irrigation supplies	-351.97
Bill Pmt -Check	10/19/2023	21048	California Newspapers Partnership	Notice for Bids	-1,005.35
Bill Pmt -Check	10/19/2023	21049	The City of Monclair	Sewer charges 8/1-9/30	-50.58
Bill Pmt -Check	10/19/2023	21050	Three Valleys MWD	10/26 Ldrshp Brkfst-Directors Kati P. & Hanif G.	-60.00
Bill Pmt -Check	10/19/2023	21051	TPX Communications	phone & internet service 10/16-11/15	-831.33
Bill Pmt -Check	10/19/2023	21052	Verizon Wireless	wireless push to talk srvc 10/10-11/09	-145.22
Bill Pmt -Check	10/19/2023	21053	Wagner & Bonsignore, CCE		-22,054.90
Bill Pmt -Check	10/20/2023	21054	ACWA JPIA	Auto & GL Policy Year 10/1/23-10/1/24	-48,212.00
Bill Pmt -Check	10/20/2023	21055	Computer Village	IT monitoring & support	-1,992.00
Check	10/20/2023			Wire Service Charge	-15.00
General Journal	10/20/2023	cm 10.6.23	Paychex	Paychex Fee - OAB	-184.45
General Journal	10/21/2023	cm 10.26.23		Payroll 10/21/2023	-38,960.75
General Journal	10/21/2023	cm 10.26.23		PPE 10/21/2023 - SDI	0.00
General Journal	10/21/2023	cm 10.26.23		PPE 10/21/2023 - ETT	-1.41
General Journal	10/21/2023	cm 10.26.23		PPE 10/21/2023 - SUI	-24.03
General Journal	10/21/2023	cm 10.26.23		PPE 10/21/2023-IRS	-13,610.10
General Journal	10/21/2023	cm 10.26.23	CalPERS (Payroll)	CalPERS - PPE 10/21/2023	-7,683.95
General Journal	10/21/2023	cm 10.26.23	CalPERS (Payroll)	CalPERS - PPE 10/21/2023	-1,769.99
General Journal	10/21/2023	cm 10.26.23		PPE 10/21/2023-EDD	-2,522.44
General Journal	10/21/2023	cm 10.26.23		Balance ETT per 10/2023 Bank Statement	-1.93
Bill Pmt -Check	10/26/2023	21056	Chino Valley USD		-771.50
General Journal	10/27/2023	cm 11.6.23		Paychex Refund	737.80
Bill Pmt -Check	11/03/2023	21057	ACWA JPIA	Workers Comp Q1: 7/1/23-9/30/23	-9,418.38
Bill Pmt -Check	11/03/2023	21058	Animal Pest Management Services, Inc.	ground squirrel control @ basins	-935.00
Bill Pmt -Check	11/03/2023	21059	Cintas Corporation #150		-196.82
Bill Pmt -Check	11/03/2023	21060	Climatec LLC	Quarterly HVAC maintenance	-1,815.00
Bill Pmt -Check	11/03/2023	21061	Computer Village		-2,238.10
Bill Pmt -Check	11/03/2023	21062	CV Strategies	Consulting Srvc-Oct.	-2,755.00
Bill Pmt -Check	11/03/2023	21063	Eide Bailly LLP	215752	-2,050.00

Chino Basin Water Conservation District Monthly General Checking Disbursements

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	11/03/2023	21064	Erin L. Hughes	Staff Group & employee headshots photo session	-3,100.00
Bill Pmt -Check	11/03/2023	21065	Ford Printing and Mailing	Loteria Deck Printing	-4,812.19
Bill Pmt -Check	11/03/2023	21066	Frontier	909-293-7578-071118-5	-473.79
Bill Pmt -Check	11/03/2023	21067	O.F. Wolfenbarger, Inc.	DG for GIES: Our Loving Savior	-245.67
Bill Pmt -Check	11/03/2023	21068	Occupational Health Ctr of Ca	Pre-employment physical-KL	-155.50
Bill Pmt -Check	11/03/2023	21069	Omone Abu	Nov. social media services	-500.00
Bill Pmt -Check	11/03/2023	21070	Robert A. Carter	replace handle on office door with keyypad one	-992.81
Bill Pmt -Check	11/03/2023	21071	Standard Insurance Company, Inc.	Policy #006492990083/STD/LTD from Oct payroll	-716.48
Bill Pmt -Check	11/03/2023	21072	V.C.I. Victor Construction, Inc.	Repair tile on top of WCC entrance wall	-500.00
Bill Pmt -Check	11/03/2023	21073	Vanguard Cleaning Systems	Monthly Janitorial Srvc-November	-495.00
General Journal	11/04/2023	ke 11.13.23		Payroll 11/04/2023	-36,315.90
General Journal	11/04/2023	ke 11.13.23		PPE 11/04/2023 - EDD	-2,434.97
General Journal	11/04/2023	ke 11.13.23		PPE 11/04/2023 - ETT	-2.03
General Journal	11/04/2023	ke 11.13.23		PPE11/04/2023 - SUI	-34.59
General Journal	11/04/2023	ke 11.13.23		PPE 11/04/2023-IRS	-13,018.07
General Journal	11/04/2023	ke 11.13.23	CalPERS (Payroll)	CalPERS - PPE 11/04/2023	-7,504.13
General Journal	11/04/2023	ke 11.13.23	CalPERS (Payroll)	CalPERS - PPE 11/04/2023	-1,799.99
Bill Pmt -Check	11/06/2023	21074	ACWA JPIA	Med/Dental/Vision/Life Ins-December	-17,362.78
Bill Pmt -Check	11/06/2023	21075	Monte Vista Water District	Recycled Garden Irrigation	-321.49
Bill Pmt -Check	11/06/2023	21076	Occupational Health Ctr of Ca	Pre-Employment Physical-IG	-155.50
Bill Pmt -Check	11/06/2023	21077	Smith Brothers Glass, Inc	replace window -upper North corner of board room	-2,395.10
Bill Pmt -Check	11/07/2023	21078	Monte Vista Water District	irrigation @ MC 1,2,3	-178.71
Bill Pmt -Check	11/07/2023	21079	Beneficial Ag Services	Green Waste Recycling	-36.00
Bill Pmt -Check	11/07/2023	21080	Burrtec Waste Industries, Inc.	trash & green waste srvc-November	-395.36
Bill Pmt -Check	11/07/2023	21081	Climatec LLC		-5,650.19
General Journal	11/10/2023	bc 12.7.23	Paychex	Paychex Fee - Hrs	-50.00
Bill Pmt -Check	11/13/2023	21082	Cal Card (US Bank)	Statement Ending 10/23/2023	-17,416.44
Bill Pmt -Check	11/16/2023	21083	Bee Removers	Bee Removal Svcs	-260.00
Bill Pmt -Check	11/16/2023	21084	Beneficial Ag Services	Green Waste Recycling	-36.00
Bill Pmt -Check	11/16/2023	21085	Central Blueprint Service		-74.13
Bill Pmt -Check	11/16/2023	21086	Cintas Corporation #150	Uniform Srvc	-103.86
Bill Pmt -Check	11/16/2023	21087	Climatec LLC	check for refrigerant leaks	-595.00
Bill Pmt -Check	11/16/2023	21088	City of Ontario		-278.81
Bill Pmt -Check	11/16/2023	21089	Department of Justice	Fingerprints-KL	-64.00
Bill Pmt -Check	11/16/2023	21090	Dora Cervantes	Strip/wax floors in WCC & ED bldgs	-950.00
Bill Pmt -Check	11/16/2023	21091	Hometown Rentals Inc.	Trencher Rental for GIES Randall Pepper	-220.00
Bill Pmt -Check	11/16/2023	21092	Jon's Flags & Poles Inc.	CAL & USA flags (2 ea)	-401.67
Bill Pmt -Check	11/16/2023	21093	Lighting Instyle Inc.	Locker Rm Light Bulbs	-38.04
Bill Pmt -Check	11/16/2023	21094	Monte Vista Water District		-749.00
Bill Pmt -Check	11/16/2023	21095	Rupinder S. Bedi	First Aid CPR & AED Training-20 Staff	-780.00
Bill Pmt -Check	11/16/2023	21096	San Diego Human Resources Consulting, Inc	HR Consulting Svcs-October	-246.05
Bill Pmt -Check	11/16/2023	21097	SCE (Utility Payments Only)	Electric use all campus 10/11-11/8	-2,340.83
Bill Pmt -Check	11/16/2023	21098	Smith Pipe & Supply Inc.		-60.18
Bill Pmt -Check	11/16/2023	21099	Aggressive Pest Management	Quarterly pest control srvc	-75.00
Bill Pmt -Check	11/16/2023	21100	Great America Financial Services Corp	Copier Lease Pmt	-687.73
Bill Pmt -Check	11/17/2023	21101	JMDIAZ, INC.	2023-14 Board/Admin Assist svcs-Oct	-3,855.30
General Journal	11/18/2023	BC 11.22.23		PPE 11/18/23	-44,873.70
General Journal	11/18/2023	BC 11.22.23		PPE 11/18/23 - SDI	-436.90
General Journal	11/18/2023	BC 11.22.23		PPE 11/18/23 - ETT	-3.11
General Journal	11/18/2023	BC 11.22.23		PPE 11/18/23 - SUI	-52.90
General Journal	11/18/2023	BC 11.22.23		PPE 11/18/23	-16,231.45
General Journal	11/18/2023	BC 11.22.23	CalPERS (Payroll)	CalPERS - PPE 11/18/23	-6,997.01
General Journal	11/18/2023	BC 11.22.23	CalPERS (Payroll)	CalPERS - PPE 11/18/23	-1,799.99
Bill Pmt -Check	11/20/2023	21102	Brunick, McElhaney & Kennedy		-26,662.25
Bill Pmt -Check	11/20/2023	21103	TPX Communications	phone & internet service 11/16-12/15	-831.45
Bill Pmt -Check	11/20/2023	21104	Verizon Wireless	wireless push to talk srvc 11/10-12/09	-141.90
Bill Pmt -Check	11/20/2023	21105	T&G Roofing Company, Inc	Roof Repairs on WCC Bldg	-2,950.00
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	Frontier	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	MaintainX, 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	-20.66
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 Boark 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	Climatec 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	-216.10

Chino Basin Water Conservation District Monthly General Checking Disbursements

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	12/08/2023	21133	Securitas Security Services USA, Inc.	Security Svcs-11/25/2023	-440.00
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	Burrtec Waste Industries, Inc.	trash & green waste svcs-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		-867.39
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	-10,745.90
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 Monclair	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
General Journal	12/16/2023	BC 12.20.23		Checking Rec adjustment 1/31/24	-0.05
Bill Pmt -Check	12/21/2023	21151	AM-TEC Security	Qtrly monitoring-security,cameras,fire 1/1/24-3/31/24	-625.20
Bill Pmt -Check	12/21/2023	21152	Chiofam 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	Elvira'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 svcs 11/10-12/09 - Additional Phone Srvc + New iPho...	-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
Check	01/03/2024	EFT		Service Charge	-15.00
Bill Pmt -Check	01/05/2024	21161	ACWA JPIA	Med/Dental/Vision/Life Ins-February	-21,735.54
Bill Pmt -Check	01/05/2024	21162	Animal Pest Management Services, Inc.	Ground Squirrel Control @ Basins	-935.00
Bill Pmt -Check	01/05/2024	21163	ASBCSD	Jan. Mbrshp Mtg-Dir. AC,TL,GA,HG + E.Willis	-195.00
Bill Pmt -Check	01/05/2024	21164	Burrtec Waste Industries, Inc.	trash & green waste svcs-January	-395.36
Bill Pmt -Check	01/05/2024	21165	Cintas Corporation #150	uniform service + changes for GJ	-127.18
Bill Pmt -Check	01/05/2024	21166	Climatec LLC	AC troubleshooting-Conservation office	-595.00
Bill Pmt -Check	01/05/2024	21167	Computer Village	Microsoft 365: Monthly	-577.80
Bill Pmt -Check	01/05/2024	21168	CV Strategies	Strategic Comm. Svcs-December	-2,710.00
Bill Pmt -Check	01/05/2024	21169	Eide Bailly, LLC Payroll Services	VOID: November Payroll Processing	0.00
Bill Pmt -Check	01/05/2024	21170	Elvira's Management Inc.	Remaining Balance for Time Capsule Event Lunch: 1/17/2024	-1,077.07
Bill Pmt -Check	01/05/2024	21171	Frontier	909-293-7578-071118-5	-473.79
Bill Pmt -Check	01/05/2024	21172	Kessler Alair Insurance Services Inc.		-200.00
Bill Pmt -Check	01/05/2024	21173	Montclair Chamber of Commerce	Fireman's luncheon for EW,AF,GA,HG,KP	-200.00
Bill Pmt -Check	01/05/2024	21174	Occupational Health Ctr of Ca	Pre-employment physical- B. Yoshida	-155.50
Bill Pmt -Check	01/05/2024	21175	Vanguard Cleaning Systems		-690.00
Bill Pmt -Check	01/05/2024	21176	Gourmet Gourmet Catering Inc.	Table/Chair/Heater Rntls for Time Capsule Event	-929.34
Bill Pmt -Check	01/08/2024	21177	ACWA JPIA	Workers Comp Q2: 10/1/23-12/31/23	-8,224.01
Bill Pmt -Check	01/08/2024	21178	Cintas Corporation #150	Uniform Srvc	-97.18
Bill Pmt -Check	01/08/2024	21179	Monte Vista Water District	irrigation @ MC 1,2,3	-178.71
Bill Pmt -Check	01/08/2024	21180	San Diego Human Resources Consulting, Inc	PTO Policy revision support-December	-46.25
Bill Pmt -Check	01/08/2024	21181	Smith Pipe & Supply Inc.	valve box-repair-olive tree removal area	-9.39
Bill Pmt -Check	01/08/2024	21182	Computer Village	Board room computer set up for board clerk	-2,219.90
Bill Pmt -Check	01/08/2024	21183	Eide Bailly LLP	215752	-900.00
Bill Pmt -Check	01/08/2024	21184	JMDIAZ, INC.	2023-14 Board/Admin Assist Svcs-Dec	-2,442.44
General Journal	01/12/2024	bc 2.8.24	Paychex	Paychex Fee - Hrs	-50.00
General Journal	01/13/2024	BC 1.17.24		PPE 1/13/24	-42,438.21
General Journal	01/13/2024	bc 1.17.24		PPE 1/13/2024 - SDI	-617.92
General Journal	01/13/2024	bc 1.17.24		PPE 1/13/2024 - ETT	-42.15
General Journal	01/13/2024	bc 1.17.24		PPE 1/13/2024 - SUI	-628.69
General Journal	01/13/2024	bc 1.17.24		PPE 1/13/2024	-16,707.64
General Journal	01/13/2024	BC 1.17.24	CalPERS (Payroll)	CalPERS - PPE 1/13/24	-8,425.67
General Journal	01/13/2024	BC 1.17.24	CalPERS (Payroll)	CalPERS - PPE 1/13/24	-1,819.15
Bill Pmt -Check	01/18/2024	21185	Cal Card (US Bank)	Statement Ending 11/22/2023	-16,309.57
Bill Pmt -Check	01/19/2024	21186	ASBCSD	2024 Annual Dues	-275.00
Bill Pmt -Check	01/19/2024	21187	Beneficial Ag Services	green waste from Garden	-36.00
Bill Pmt -Check	01/19/2024	21188	C.J. Brown & Company, CPAS	auditor svcs for Dec. 2023	-1,632.00
Bill Pmt -Check	01/19/2024	21189	Chiofam LLC	Bal. due-blinds for EU,AF & Brd Clrk offices	-1,459.40
Bill Pmt -Check	01/19/2024	21190	Cintas Corporation #150		-194.36
Bill Pmt -Check	01/19/2024	21191	Climatec LLC	replace two ECM motors	-4,160.66
Bill Pmt -Check	01/19/2024	21192	Computer Village	email assist for Director ML.	-8.74
Bill Pmt -Check	01/19/2024	21193	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	01/19/2024	21194	Monte Vista Water District		-1,164.74
Bill Pmt -Check	01/19/2024	21195	O.F. Wolfinbarger, Inc.		-203.11

Chino Basin Water Conservation District

Monthly General Checking Disbursements

As of January 31, 2024

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	01/19/2024	21196	Occupational Health Ctr of Ca	pre-employment phys.-K. Martinez	-155.50
Bill Pmt -Check	01/19/2024	21197	OMSD - Bussing		-658.90
Bill Pmt -Check	01/19/2024	21198	Quality Pet Waste Stations	doggie waste bags for park	-211.46
Bill Pmt -Check	01/19/2024	21199	SCE (Utlitiy Payments Only)	electric use all campus 12/12/23-1/10/24	-2,279.13
Bill Pmt -Check	01/19/2024	21200	Smith Pipe & Supply Inc.		-438.36
Bill Pmt -Check	01/19/2024	21201	TPX Communications	phone & internet srvc - 1/16-2/15/24	-831.45
Bill Pmt -Check	01/19/2024	21202	Department of Justice	Fingerprinting for Brandon Y & Karla M	-64.00
Bill Pmt -Check	01/19/2024	21203	Main Street Signs		-607.10
Bill Pmt -Check	01/24/2024	21204	AM-TEC Security	Service call for ED Bldg alarm	-245.00
Bill Pmt -Check	01/24/2024	21205	Chino Valley USD		-414.40
Bill Pmt -Check	01/24/2024	21206	City of Ontario		-185.69
Bill Pmt -Check	01/24/2024	21207	Dept of Industrial Relations		-450.00
Bill Pmt -Check	01/24/2024	21208	Eide Bailly LLP	215752	-9,073.70
Bill Pmt -Check	01/24/2024	21209	Language Testing International, Inc	Spanish Translator test for AQ	-63.00
Bill Pmt -Check	01/24/2024	21210	Lighting Instyle Inc.	light bulbs for lobby fixtures	-205.45
Bill Pmt -Check	01/24/2024	21211	Mountain View School District		-1,000.00
Bill Pmt -Check	01/24/2024	21212	OMSD - Bussing		-1,000.00
Bill Pmt -Check	01/24/2024	21213	V.C.I. Victor Construction, Inc.	Pull Up bar installation	-1,643.00
Bill Pmt -Check	01/24/2024	21214	Verizon Wireless	wireless push to talk srvc 12/10-1/09	-643.98
Bill Pmt -Check	01/24/2024	21215	Frontier	909-293-7578-071118-5	-474.49
Bill Pmt -Check	01/24/2024	21216	Cintas Corporation #150	Uniform Service	-97.18
General Journal	01/27/2024	BC 2.2.24		PPE 1/27/24	-40,013.29
General Journal	01/27/2024	bc 2.2.24		PPE 1/27/2024- SDI	-641.47
General Journal	01/27/2024	bc 2.2.24		PPE 1/27/2024- ETT	-28.10
General Journal	01/27/2024	bc 2.2.24		PPE 1/27/2024- SUI	-423.04
General Journal	01/27/2024	bc 2.2.24		PPE 1/27/2024	-16,514.53
General Journal	01/27/2024	BC 2.2.24	CalPERS (Payroll)	CalPERS - PPE 1/27/24	-8,687.98
General Journal	01/27/2024	BC 2.2.24	CalPERS (Payroll)	CalPERS - PPE 1/27/24	-2,019.15
Total 10100 · General Checking					-1,911,543.55
Total 10000 · Cash Accounts					-1,911,543.55
TOTAL					-1,911,543.55

Chino Basin Water Conservation District
Monthly Petty Cash Checking Disbursements
As of January 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.05
10200 · Petty Cash						1,001.05
Deposit	07/31/2023			Interest	0.04	1,001.09
Deposit	08/31/2023			Interest	0.04	1,001.13
Check	09/28/2023	2442	CBWCD-Petty Cash	\$ for change for pumpkin patch sales @ festival	-300.00	701.13
Deposit	09/30/2023			Interest	0.04	701.17
Deposit	10/12/2023			Deposit	300.00	1,001.17
Deposit	10/31/2023			Interest	0.04	1,001.21
Deposit	12/31/2023			Interest	0.01	1,001.22
Deposit	01/31/2024			Interest	0.01	1,001.23
Total 10200 · Petty Cash					0.18	1,001.23
Total 10000 · Cash Accounts					0.18	1,001.23
TOTAL					0.18	1,001.23

Chino Basin Water Conservation District
CalCard Monthly Detail

As of January 31, 2024

Type	Date	Name	Memo	Amount	Balance
20600 - CalCard					1,207.28
20648 - CalCard-K Lopez					34.85
Credit Card Charge	01/05/2024	Amazon-Cal Card	Refill dispenser for powdered soap	23.95	58.80
Credit Card Charge	01/09/2024	Restaurant-Cal Card	coffee for time capsule event	98.96	157.76
Credit Card Charge	01/09/2024	Post Office	stamps	66.00	223.76
Credit Card Charge	01/12/2024	Kenny Products	Name Badges - BY and KL	53.62	277.38
Credit Card Charge	01/14/2024	Services - Misc	Brd Rm nameplate for Brd Clerk	50.32	327.70
Credit Card Charge	01/16/2024	Supplies - Misc	Beta fish for Time Capsule Event centerpieces	51.61	379.31
Credit Card Charge	01/18/2024	Amazon-Cal Card	HDMI to DP Cable for monument sign, keyboard/mouse for community intern laptop	90.43	469.74
Credit Card Charge	01/19/2024	Target-Cal Card	photo frames for ASM office	96.09	565.83
Credit Card Charge	01/19/2024	Food - CalCard	Meet and Greet for BY	35.34	601.17
Credit Card Charge	01/19/2024	Amazon-Cal Card	speaker for ASM office	46.21	647.38
Credit Card Charge	01/19/2024	Amazon-Cal Card	headphones for ASM office	163.49	810.87
Credit Card Charge	01/19/2024	Amazon-Cal Card	batteries	26.68	837.55
Credit Card Credit	01/19/2024	Amazon-Cal Card	Returned USB to HDMI converter from Order -2996214 (not compatible w/Brd Clerk computers)	-28.32	809.23
Credit Card Charge	01/19/2024	MOO Inc	business cards for Conservation Team and BY	204.31	1,013.54
Credit Card Charge	01/22/2024	Services - Misc	laundry srvc - table cloths and rags	42.36	1,055.90
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-978.20	77.70
Credit Card Charge	01/25/2024	Amazon-Cal Card	Outlet extender/mtg table/cabinet for ASM office	221.99	299.69
Credit Card Charge	01/26/2024	Food - CalCard	Lunch Mtg with EideBailey - EW,AF,JT,KL,BY,DS,KE,CM,BC	190.94	490.63
Credit Card Charge	01/26/2024	Amazon-Cal Card	Shirt to embroider for ASM	23.52	514.15
Credit Card Charge	01/26/2024	Amazon-Cal Card	Shirt to embroider for ASM	26.14	540.29
Credit Card Charge	01/26/2024	Amazon-Cal Card	Shirts to embroider for BY and KL for Admin Team Photos	101.31	641.60
Credit Card Charge	01/30/2024	Amazon-Cal Card	Coffee creamer and straws	50.69	692.29
Credit Card Credit	01/31/2024	Amazon-Cal Card	Return Mtg Table for ASM Office - Came table top only	-69.41	622.88
Credit Card Charge	01/31/2024	Amazon-Cal Card	Mtg table for ASM office	183.10	805.98
Credit Card Charge	01/31/2024	Amazon-Cal Card	Carpet Cleaner	15.28	821.26
Total 20648 - CalCard-K Lopez				786.41	821.26
20609 - CalCard - J Salcido					0.00
Credit Card Charge	01/03/2024	Home Depot - CalCard	Metal sheet panels for cloud project at MC #4	141.13	141.13
Credit Card Charge	01/04/2024	Fuel - Misc	Fuel for new Chevy	130.66	271.79
Credit Card Charge	01/10/2024	Costco-Cal Card	wtr, tortoise food,TP,Cntr pull twls,creamers,copy ppr	201.59	473.38
Credit Card Charge	01/11/2024	Lowe's-Cal Card	small tools & supplies, fencing materials	243.88	717.26
Credit Card Charge	01/12/2024	Costco-Cal Card	gloves - PPE	32.69	749.95
Credit Card Charge	01/16/2024	Lowe's-Cal Card	ply boards for MUB	69.60	819.55
Credit Card Charge	01/17/2024	Lowe's-Cal Card	shovels for time capsule ceremony	64.61	884.16
Credit Card Charge	01/17/2024	Lowe's-Cal Card	shovels and adhesives for plaque for time capsule ceremony	155.03	1,039.19
Credit Card Charge	01/19/2024	Stater Bros - CalCard	Tortoise and cat food	29.06	1,068.25
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-1,068.25	0.00
Credit Card Charge	01/31/2024	Fuel - Misc	Fuel for 2018 Chevy & 5Gal gas container	97.68	97.68
Total 20609 - CalCard - J Salcido				97.68	97.68
20610 - CalCard - J Taylor					-7.30
Credit Card Charge	01/03/2024	Amazon-Cal Card	legal pads	18.52	11.22
Credit Card Charge	01/05/2024	Amazon-Cal Card	Command Strips and TP	46.05	57.27
Credit Card Charge	01/06/2024	Stater Bros - CalCard	Bday cake for Dir Parker	29.99	87.26
Credit Card Charge	01/09/2024	Amazon-Cal Card	cork board 12x12	15.25	102.51
Credit Card Charge	01/16/2024	Supplies - Misc	dog treats for visitors, net for betta care	18.84	121.35
Credit Card Charge	01/17/2024	Supplies - Misc	Archive paper for Time Capsule event	49.50	170.85
Credit Card Charge	01/17/2024	Stater Bros - CalCard	Beverages for 75th Time Capsule event	113.30	284.15
Credit Card Charge	01/20/2024	Walmart - CalCard	refreshments for Brandon Y's first day	32.20	323.40
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-366.95	-43.55
Credit Card Charge	01/23/2024	Post Office	Certified Mail: Mgmt report letter to CJ Brown	9.68	-33.87
Credit Card Charge	01/29/2024	WalMart - CalCard	refreshments - Admin & EideBailey mtg	19.44	-14.43
Credit Card Charge	01/30/2024	Costco-Cal Card	kleenex, coffee creamer, popcorn, chips, bowls	127.35	112.92
Credit Card Charge	01/30/2024	Amazon-Cal Card	Kettles for board room and employee kitchen	54.48	167.40
Total 20610 - CalCard - J Taylor				174.70	167.40
20613 - CalCard - R Sotomayor					0.00
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	0.00	0.00
Credit Card Charge	01/24/2024	Costco-Cal Card	Gas for truck	95.35	95.35
Total 20613 - CalCard - R Sotomayor				95.35	95.35
20619 - CalCard - B Burgess					-29.42
Credit Card Charge	01/14/2024	Zoom	Zoom One Pro + Webinar: 1/14-2/13	162.06	132.64
Credit Card Charge	01/14/2024	Eventbrite-Cal Card	Pro 100: 1/14-2/14	29.00	161.64
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-191.06	-29.42
Total 20619 - CalCard - B Burgess				0.00	-29.42
20620 - CalCard - S Kleinrock					170.61
Credit Card Charge	01/01/2024	SendGrid	contact list storage: Jan 2024	19.95	190.56
Credit Card Charge	01/06/2024	Amazon-Cal Card	Giveaway - Seed Envelopes	156.84	347.40
Credit Card Charge	01/12/2024	Amazon-Cal Card	Reusable name tags for volunteer program	21.78	369.18
Credit Card Charge	01/12/2024	Amazon-Cal Card	garden people counter	249.61	618.79
Credit Card Charge	01/12/2024	California Botanic Garden	plants for the garden	81.03	699.82
Credit Card Charge	01/14/2024	Target-Cal Card	Giveaway for Montclair Place Display - Chair (4)	867.64	1,567.46
Credit Card Charge	01/14/2024	Target-Cal Card	Giveaway for Montclair Place Display - Table	163.50	1,730.96
Credit Card Credit	01/16/2024	Adobe	Credit for cancelling subscription - transferred to whole agency account	-190.65	1,540.31
Credit Card Charge	01/18/2024	Services - Misc	Apple iCloud Storage	9.99	1,550.30
Credit Card Charge	01/19/2024	Amazon-Cal Card	Camera batteries	152.50	1,702.80
Credit Card Charge	01/20/2024	Amazon-Cal Card	Moisture Meter for CNPLC Program Demo	74.12	1,776.92
Credit Card Charge	01/20/2024	Amazon-Cal Card	Replacement hard drive for Adobe & Video edit files	392.39	2,169.31
Credit Card Charge	01/20/2024	Amazon-Cal Card	Replacement hard drive for Video files	217.99	2,387.30
Credit Card Charge	01/20/2024	Amazon-Cal Card	waterproof cases for garden people counter	32.68	2,419.98
Credit Card Charge	01/22/2024	Services - Misc	waterwisegardenplanner.org-hosting	63.00	2,482.98
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-1,260.23	1,222.75
Total 20620 - CalCard - S Kleinrock				1,052.14	1,222.75
20626 - CalCard - M Curiel					0.00
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	0.00	0.00
Credit Card Charge	01/25/2024	Supplies - Misc	Field Trip game materials for 'Web of Life'	29.41	29.41
Total 20626 - CalCard - M Curiel				29.41	29.41
20630 - CalCard - M Dean					28.60
Credit Card Charge	01/08/2024	Google	Google Play monthly	1.99	30.59
Credit Card Charge	01/10/2024	Supplies - Misc	Personal Charge - Reimburseable to CBWCD	40.83	71.42
Credit Card Charge	01/11/2024	Services - Misc	Social Media Mgmt Software	79.00	150.42
Credit Card Charge	01/15/2024	Services - Misc	Graphic Design Software - Annual Subscription	119.40	269.82
Credit Card Charge	01/19/2024	Services - Misc	Newsletter software	88.35	358.17
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-358.17	0.00
Credit Card Charge	01/23/2024	Amazon-Cal Card	power cord for TV screen	9.80	9.80
Credit Card Charge	01/27/2024	Drop Box	DropBox Plus: 1-27-24 to 2-27-24	11.99	21.79
Credit Card Charge	01/29/2024	Services - Misc	Open House invitations	33.39	55.18
Credit Card Charge	01/29/2024	Supplies - Misc	Teacher giftcards-Poster Contest	1,875.00	1,930.18
Credit Card Charge	01/30/2024	Amazon-Cal Card	duck tape for MUB supplies	12.87	1,943.05

Chino Basin Water Conservation District
CalCard Monthly Detail

As of January 31, 2024

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	01/30/2024	Zoom	One Pro monthly	16.61	1,959.66
Total 20630 · CalCard - M Dean				1,931.06	1,959.66
20631 · CalCard - W Mercado					38.11
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-38.11	0.00
Credit Card Charge	01/29/2024	Supplies - Misc	Teacher giftcards-Poster Contest	1,500.00	1,500.00
Total 20631 · CalCard - W Mercado				1,461.89	1,500.00
20632 · CalCard - E Willis					431.52
Credit Card Charge	01/10/2024	California Newspapers Partnership	Daily Bulletin: Digital access monthly	14.00	445.52
Credit Card Charge	01/12/2024	Food - CalCard	Gloria's Cocina Mexicana - EW lunch w/Scott	42.86	488.38
Credit Card Charge	01/16/2024	Adobe	Creative Cloud	20.32	508.70
Credit Card Charge	01/18/2024	Elvira's Management Inc.	Balance due for Time Capsule catering	1,035.60	1,544.30
Credit Card Charge	01/19/2024	Erin L. Hughes	photography for Time Capsule event	400.00	1,944.30
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-1,944.30	0.00
Credit Card Charge	01/23/2024	Adobe	Creative Cloud (4) & Acrobat Pro (6) - Monthly	503.90	503.90
Credit Card Charge	01/23/2024	Zoom	Zoom One Pro Monthly 1/23/24-2/22/24	16.61	520.51
Credit Card Charge	01/24/2024	Supplies - Misc	iPad charging cable for EW	21.54	542.05
Credit Card Charge	01/30/2024	Restaurant-Cal Card	lunch w/SBVWCD (2 members)	110.60	652.65
Total 20632 · CalCard - E Willis				221.13	652.65
20634 · CalCard - D Moreno					0.00
Credit Card Charge	01/16/2024	Fuel - Misc	Gas for F150	77.87	77.87
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-77.87	0.00
Total 20634 · CalCard - D Moreno				0.00	0.00
20637 · CalCard - G Jimenez					0.00
Credit Card Charge	01/10/2024	Armstrong Garden Center	Sensory garden plants	18.97	18.97
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-18.97	0.00
Total 20637 · CalCard - G Jimenez				0.00	0.00
20642 · CalCard - D Schroeder					0.00
Credit Card Charge	01/09/2024	Burrtec Waste Industries, Inc.	dumpster deposit for MC #3 & 4 clean-up	822.64	822.64
Credit Card Charge	01/16/2024	Services - Misc	evaluate Climatec's diagnosis for Conserv. Off HVAC	128.00	950.64
Credit Card Charge	01/22/2024	Services - Misc	Education units for DS to maintain Certified Arborist credentials	150.00	1,100.64
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-950.64	150.00
Credit Card Charge	01/25/2024	Lowe's-Cal Card	Locks for Cloud Seeder - Billed to SAWPA	43.06	193.06
Total 20642 · CalCard - D Schroeder				193.06	193.06
20643 · CalCard - D Lamarque					0.00
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	0.00	0.00
Total 20643 · CalCard - D Lamarque				0.00	0.00
20644 · CalCard - L Holguin					82.31
Credit Card Charge	01/04/2024	Services - Misc	Dumping of office materials from construction	38.00	120.31
Credit Card Charge	01/04/2024	Home Depot - CalCard	Hardware & cover for MC #4	95.48	215.79
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-215.79	0.00
Credit Card Charge	01/26/2024	Lowe's-Cal Card	concrete for GIES	30.39	30.39
Credit Card Charge	01/29/2024	Lowe's-Cal Card	supplies for wall repair & sign hanging	26.89	57.28
Credit Card Credit	01/29/2024	Lowe's-Cal Card	return of concrete-GIES	-22.79	34.49
Total 20644 · CalCard - L Holguin				-47.82	34.49
20645 · CalCard- J Jones					0.00
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	0.00	0.00
Total 20645 · CalCard- J Jones				0.00	0.00
20646 · CalCard- A Fernandez					250.00
Credit Card Credit	01/08/2024	Southern California Water Coalition	Refund SoCal Quarterly Luncheon - Dir Aldaco	-125.00	125.00
Credit Card Charge	01/08/2024	Southern California Water Coalition	SoCal Quarterly Luncheon - Liz Willis	125.00	250.00
Credit Card Charge	01/10/2024	Upland Chamber of Commerce	January Luncheon-Dir. Parker	100.00	350.00
Credit Card Charge	01/10/2024	Eventbrite-Cal Card	SoCalWater Coalition-Qtrly lunch-Dir. Layton	125.00	475.00
Credit Card Charge	01/12/2024	American Ground Water Trust	2024 AGWA Conference-Dir. Aldaco	475.00	950.00
Credit Card Charge	01/12/2024	American Ground Water Trust	2024 AGWA Conference-Dir. Parker	270.00	1,220.00
Credit Card Charge	01/16/2024	American Ground Water Trust	2024 Conference AGWA - EW	475.00	1,695.00
Credit Card Charge	01/16/2024	American Ground Water Trust	2024 AGWA Conference-Dir. TL & HG	950.00	2,645.00
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-2,645.00	0.00
Total 20646 · CalCard- A Fernandez				-250.00	0.00
20647 · CalCard- A Quinones					208.00
Credit Card Charge	01/04/2024	Supplies - Misc	poster contest winner trophies	99.19	307.19
Credit Card Charge	01/04/2024	4imprint, Inc.	poster contest clrd pencil kit prizes	958.05	1,265.24
Credit Card Charge	01/05/2024	Supplies - Misc	stickers for poster contest participants	138.98	1,404.22
Credit Card Charge	01/18/2024	Stater Bros - CalCard	Groundwater guardians youth cohort snacks	9.07	1,413.29
Bill	01/22/2024	Cal Card (US Bank)	Statement Ending 01/22/24	-1,413.29	0.00
Credit Card Charge	01/26/2024	Services - Misc	fieldtrip regist. platform-monthly	199.00	199.00
Credit Card Charge	01/29/2024	Supplies - Misc	Teacher giftcard-poster contest entries	75.00	274.00
Credit Card Charge	01/29/2024	Supplies - Misc	Teacher giftcards-Poster Contest	1,500.00	1,774.00
Credit Card Charge	01/31/2024	Supplies - Misc	Teacher giftcards-Poster Contest	75.00	1,849.00
Total 20647 · CalCard- A Quinones				1,641.00	1,849.00
Total 20600 · CalCard				7,386.01	8,593.29
TOTAL				7,386.01	8,593.29

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Jan-24

	PPE
	12/30/2023
Total Checks & Direct Deposits	\$ 36,253.19
Total Taxes Paid	\$ 16,384.01
Total Payroll	\$ 52,637.20
<i>*Check date 1/04/2024</i>	

	PPE
	1/13/2024
Total Checks & Direct Deposits	\$ 42,438.24
Total Taxes Paid	\$ 17,996.40
Total Payroll	\$ 60,434.64
<i>*Check date 1/18/2024</i>	

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Jan-24

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	
12/17/2023	- 12/30/2023	\$ 52,522.02	
12/31/2023	- 1/13/2024	\$ 60,593.00	
Total Payroll		\$ 847,705.81	

Payroll Date	12/30/23
Check Date	1/4/2024

Director and Staff Expense Reimbursements

01/13/24

Board of Director Expenses				Staff Expenses									
Emp #	Name	Medical Insurance	Mileage	Employee Mileage	Outreach Events	Water Fair	Repairs, Maintenance, and Supplies	EE Health Exp	Office Supplies	Meeting Refreshments	Uniforms		
		explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation	explanation		
111	Gulshamrad, Haniif	\$ 164.90 monthly reimb.	\$ 45.85 per mile	reimb at .655 per mile									
113	Ligensberg, Mark	\$ 164.90 monthly reimb.	\$ 6.55 per mile	reimb at .655 per mile									
114	Aldaco, Gilbert	\$ 164.90 monthly reimb.	\$ 23.19 per mile	reimb at .655 per mile									
115	Sennenberg, Ryan	N/A at this time	\$ 4.72 per mile	reimb at .655 per mile									
116	Parker, Katherine	\$ 277.52 monthly reimb.	\$ 57.64 per mile	reimb at .655 per mile									
117	Larson, Theresa	N/A at this time	\$ 5.63 per mile	reimb at .655 per mile									
118	Coker, Amanda		\$ 19.36 per mile	reimb at .655 per mile									
279	Allanis, Ashley			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
240	Burgess, Brandon			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
249	Curiel, Monica			reimb at .655 per mile		\$ -	\$ -	Insurance Reimbursement	\$ -	\$ -	\$ -		
278	Dienberger, Kaylee			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
276	Fernandez, Alicia			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
281	Garcia, Isabella			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
270	Holgoin, Luis			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
260	Innocent, George			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
267	Jones, Jacob			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
280	Lopez, Cassandra			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
256	Mercado, William			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
257	Moreno, Daniel			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
277	Quinones, Azucena			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
230	Salcido, James			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
214	Sotomayor, Roberto			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
220	Taylor, Judith			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
254	Bojaldes Dean, Maia			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
239	Kleinrock, Scott			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
202	Schroeder, David W			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
269	Rodriguez Prieto, Laura			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
253	Wills, Elizabeth			reimb at .655 per mile		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Totals:		\$ 772.22	\$ 162.84	\$ 31.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		



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**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: March 11, 2024

FROM: Elizabeth Willis, General Manager

BY: Elizabeth Willis, General Manager

SUBJECT: **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 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.

At the February 12, 2024, Regular Board of Directors Meeting, the Board asked staff to create a poll of availability to reschedule the March Board Meeting to a date that works for all Board Members. A poll was sent out to Directors, with the most votes received for Monday, November 18, 2024.

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 18, 2024. This change will accommodate for Veterans Day while still convening the monthly Board of Directors meeting. Alternative recommendations can be provided as well if the aforementioned date does not meet the needs 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: March 11, 2024

FROM: Elizabeth Willis, General Manager

BY: Elizabeth Willis, General Manager

SUBJECT: **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).

BACKGROUND

In the past few months, several questions have been raised about the implementation of Policy No. 32 related to how benefits are calculated and distributed. The policy was last updated in September 2017 after a thorough review of options for changing the way the District handles benefits. Previously, the District paid 100% of the least expensive family plans for medical, as well as 100% of vision and dental plans. That amount was reduced to 90% of the cheapest family plan on September 11, 2017, due to budgetary concerns that have since been resolved.

DISCUSSION/ANALYSIS

There are two issues to consider that arose out of different members of the Board, District staff, and Eide Bailly staff reading the policy and coming to different conclusions. Such a circumstance requires that the policy be adjusted to ensure clarity and to ensure that the intent of the Board is put into practice.

The first issue that arose concerns staff benefits. It is unclear if, in 2017, the Board intended that the 90% cap on employee health benefits covers 90% of the least expensive family medical plan and 100% of the dental and vision plans or if the Board intended for the District to pay for 90%

BOARD OF DIRECTORS REGULAR MEETING: MARCH 11, 2024

Page 2 of 3

of the total of the cheapest family medical plan as well as 90% of the vision and dental plans. There are no choices on the vision and dental plan options that employees could make, there is only one dental plan and one vision plan for all enrollees.

For the calendar year 2023, the District set the 90% “cap” on the District share of benefits at \$2,003.52. Anything over that amount is paid for by the employee. Typically, the average employee on a family medical plan pays \$222.61 per month for their medical insurance.

The second issue is benefits provided to Directors. A few people have read the policy’s meaning as allowing Directors to either be put on the District’s health insurance plan as a single person or to be reimbursed by the District for insurance purchased elsewhere. As the policy does not explicitly state one way or another about the possibility of a Director being on the District’s health insurance plan, staff thought it best to bring the issue to the Personnel Committee for further discussion.

On January 17, 2024, the Personnel Committee met to discuss both issues and it was recommended that the Board approve amending Policy No. 32 to state that the District will pay for medical benefits, including Dental and Vision, at 100% of the lowest Family Plan. The proposed benefit change will be extended to salaried and full-time hourly employees, including their spouse and qualified family members, as of the first of the next month after the date of employment, in an effort to better attract and retain employees. In addition, the Personnel Committee also recommended that Board members be allowed to participate in the District’s medical plan under the single member ACWA JPIA formula; not including dental and vision benefits. It was noted that the health plans offered by AWCA JPIA are significantly cheaper than plans offered by other agencies and extending the benefit to its Board would attract future Board members.

On February 13, 2024, the Finance Committee met to discuss both issues related to amending Policy No. 32 and recommended that the Board approve amending the policy to reflect 100% of the lowest family plan for employees and to allow Board members to participate in the District’s medical plan under the single member ACWA JPIA formula.

FISCAL IMPACT

The District currently pays a maximum of \$2,003.52 per month for employee health care. The least expensive HMO family plan is the Kaiser HMO plan, which costs \$2,226.13, with vision and dental included. This leaves \$222.61 per month deducted from paychecks for employees with family coverage. This arrangement saves the District approximately \$2,671,32 per year for employees with family coverage.

Coverage for a single individual costs \$775.36 for Anthem Blue Cross PPO, \$954.71 for Anthem Blue Cross HMO, and \$740.13 for Kaiser HMO. The total cost of adding Directors to the District’s health plan varies depending on the number of Directors participating and the level of coverage they choose.

ATTACHMENT(S)

BOARD OF DIRECTORS REGULAR MEETING: MARCH 11, 2024

Page 3 of 3

1. Attachment 1 – Policy No. 32 – Director, General Manager, Salaried, and Hourly Employee Benefits
2. Attachment 2 – ACWA JPIA – Add or Term Classes Form

Policy No.: 32
Issue No.: ~~10~~ 11
Effective Date: ~~09/11/17~~ 03/11/24
Subject: Director, General Manager, Salaried, Hourly Employee Benefits

Policy No. 32 – Director, General Manager, Salaried, Hourly Employee Benefits

Purpose: To establish and set forth benefits provided to Director, salaried and hourly District employees.

Definitions:

Director – A publicly elected or appointed member of the District’s Board of Directors.

General Manager – An exempt employee who has a unique Employment Agreement.

Salaried employee – An exempt employee who works a minimum of 80 hours during a scheduled Alternative Work Week.

Full-time hourly employee - A non-exempt, hourly employee who works a minimum of 80 hours during a scheduled Alternative Work Week receiving the same vacation, sick, and medical benefits as a salaried employee.

Part-time hourly employee – A non-exempt hourly employee not working a full-time hourly schedule.

Policy/Procedure:

Retirement Plan:

The retirement plan provided by the District is through CalPERS and applies to salary and hourly employees meeting plan requirements and who work 1,000 hours or more each year. The District pays the employee and employer portion of the plan for Classic CalPERS members. The employee pays the employee portion of the plan and the District pays the employer portion of the plan for PERPA* CalPERS members. The District administers the plan pursuant to CalPERS rules and regulations.

* The California Public Employees' Pension Reform Act (PEPRA), which took effect in January 2013, changes the way CalPERS retirement and health benefits are applied, and places compensation limits on members.

As defined by PEPRA, a new member includes:

- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who has no prior membership** in any California public retirement system
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and **who is not eligible for reciprocity** with another California public retirement system

Policy No.: 32
Issue No.: ~~40~~ 11
Effective Date: ~~09/11/17~~ 03/11/24
Subject: Director, General Manager, Salaried, Hourly Employee Benefits

All members that don't fall into the definitions above are considered Classic members. Classic members will retain the existing benefit levels for future service with the same employer.

Medical Benefits:

The General Manager is eligible for medical benefits covering the General Manager, spouse, and qualified family members as of the first of the next month after the date of employment with the District paying premiums as specified in the General Manager Employment Agreement.

Salaried and full-time hourly employees are eligible for medical benefits covering the employee, spouse, and qualified family members as of the first of the next month after the date of employment with ~~90~~ 100% of the lowest Family HMO plan, including Dental and Vision premiums, paid by the District.

As of the first of the next month after the date a Director is "sworn-in" as a Director for this District, individual Directors may elect to utilize a basic health care plan of their own choosing, which is comparable in monthly premium amounts and benefits to that offered to all District salaried or full-time employees, or elect to participate in the District's medical plan under the single member ACWA JPIA formula (not including dental/vision benefits). If a Director elects to secure his/her own basic medical insurance coverage and desires reimbursement through the District, the Director shall provide a receipt or other acceptable proof of payment in accordance with the auditor's guidelines. The District will then issue a reimbursement check to the Director monthly. The District will only pay that portion of the insurance premium covering the Director; it does not pay insurance premiums for a Director's spouse or family members.

Dental Benefits:

Salaried or full-time hourly employees are eligible for dental benefits as of the first of the next month after the date of employment. Directors are not eligible for dental benefits.

Vision Benefits:

Salaried or full-time hourly employees are eligible for vision benefits as of the first of the next month after the date of employment. Directors are not eligible for vision benefits.

Car Allowance:

The General Manager receives a monthly car allowance as delineated in District Policy No. 22.

Revision:

Issue No. 9: (Update adding PEPR to Retirement Plan and General Manager Title)

Issue No. 10: 09/11/17, Update adding General Manager Definition and Medical Benefits, and adding 90% cap to Family Medical, Dental and Vision Plans.

Issue No. 11: 03/11/24, Updated to 100% cap to Family Medical, Dental, and Vision Plans for eligible employees, and 100% of a single-member Medical plan for Directors.



Medical – Change Covered Classes

To add, change or terminate covered classes, please complete the following information. If adding classes mid-year, a special open enrollment period will be required.

Desired Effective Date: _____ (60 days lead time is required; longer if for January 1. Must be the first day of a month.)

Please indicate add or term as applicable:

- _____ Board Members/Directors (Not required to be covered, but if covered must be treated the same as active employees for the purposes of benefits, including participation and contribution requirements. Exception: If Directors are covered at an Incentive Rate district, they may waive in accordance with Standard Rate policies.)
- _____ Retirees (Not required to be covered – Agency must follow JPIA retiree health requirements to add Retirees as a class.)
- _____ Other (please describe) _____
(added class must meet JPIA participation requirements)

Retiree Information

Complete this section if you wish to add retiree medical coverage. Your retiree health policies must accompany this application.

Indicate the employer contribution for Retiree Medical:

_____ % of ☐ least cost Retiree plan or ☐ any Retiree plan; OR

\$ _____ flat dollar amount (defined contribution)

(Minimum for Standard Rate program is 25% of the retiree only premium for least cost retiree plan; for Incentive Rate program, the minimum is 50%.)

Retiree **Dependent** Medical _____ % or \$ _____ (No agency contribution is required for retiree dependent coverage)

How long will your agency provide retirement benefits?

☐ Lifetime ☐ Medicare Entitlement or _____ Years

☐ Other, please describe _____

If an enrolled retiree gets married after retirement, will the new spouse be eligible to enroll?

☐ Yes ☐ No

What about the new spouse's children, if they are of eligible age for coverage?

☐ Yes ☐ No

Do you provide Surviving Spouse benefits for spouses enrolled at the time of retiree death?

☐ Yes ☐ No If yes, how long? _____



Do you provide Surviving Child benefits for children enrolled at the time of retiree death?

☐ Yes ☐ No If yes, how long? _____

Participation Requirements

The undersigned Member hereby requests a change to its covered classes. It is understood and agreed that the following minimum requirements apply for agencies with Standard rates. Additional requirements are noted in JPIA's Employer Participation Requirements document that apply for agencies in the Incentive Rate Program:

- A. Employees who enroll must work the required number of hours per week as described in their employer's policies. The minimum number of hours per week that an employer may require is 20.
- B. Directors alone may not be covered. If Directors are covered, they must be subject to the same participation requirements as employees, including cost share of premiums. (Exception: If Directors are covered at an Incentive Rate district, they may waive in accordance with Standard Rate policies.)
- C. Retirees may be covered but only if employees are covered.
- D. Dependents may be covered only if the subscriber is covered (with qualified COBRA participants and qualified surviving spouses being the only exception).
- E. All employees eligible to enroll in JPIA medical must enroll with the exception that up to 25% of employees can waive coverage with written documentation showing these employees have other coverage.
- F. Non-JPIA PPO plans may not be offered at the same time as a JPIA PPO plan. If any non-JPIA plan is offered, it must be offered to all the same class(es) of employees as the JPIA plan(s).
- G. Employer contributions may be no less than the employee only portion of the least cost JPIA plan for which active employees, and Directors if covered, are eligible.
- H. If retiree coverage is offered, the employer contribution may be no less than 25% of the retiree single rate for the least cost JPIA plan for which the retiree is eligible.
- I. If retiree coverage is offered to Medicare eligible retirees, those retirees must enroll in Medicare Parts A & B upon eligibility.
- J. Coverage will terminate for an employee on the last day of the month in which their employment terminates. Coverage will terminate for a dependent on the last day of the month in which their eligibility status terminates.
- K. A participating agency must give a minimum 60 days' notice to terminate participation in the JPIA medical plan(s).

I represent that statements contained herein, including those made in response to the questions above and any attachments, are true and complete, to the best of my knowledge and belief. I understand that they form the basis for approval to change covered classes. Further, I understand that it is the employer's responsibility to inform ACWA JPIA of any practice/policy changes enacted that are in conflict with JPIA's Employer Participation Requirements for Standard or Incentive Rates.

Signature - General Manager

Date

Print Name

Agency Name



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STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: March 11, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: 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. Instruct staff to include funds for a full Classification and Compensation Study within the Fiscal Year 2024-2025, the first draft of which will be presented to the Finance Committee at the beginning of April 2024.

BACKGROUND

In June of 2020, the District engaged Koff & Associates to prepare a Total Compensation Study, assessing both salaries and benefits, to evaluate and compare District positions and compensation with other similar agencies. During this detailed analysis it was determined that the Office Assistant I/II's job descriptions were outdated, containing duties that no longer applied to those positions and would not be appropriate to continue; therefore, Staff proposed changing those job descriptions as well to change the job titles to "Administrative Assistant I/II". However, the District did not engage Koff & Associates to perform a formal "classification study," which would have contrasted duties within the job description to the functions carried out by employees on a day-to-day basis through surveys of staff and their managers.

On December 20, 2020, the District approved the updated job description for the Administrative Assistant I position, which was vacant. At the time staff proposed it remain unfilled but be filled when needed, should the Board decide to do so. In addition, the Administrative Assistant II job description was also updated to include the finance duties that were previously performed by the Bookkeeper, who resigned on or about February 27, 2020. Shortly after the resignation of the Bookkeeper, the state government enacted the “Stay at Home” policy in response to the COVID-19 pandemic, which abruptly ended all events being held at the District. Managing events had been a large part of the Administrative Assistant II’s day-to-day responsibilities. During the state lock down, the Administrative Assistant II continued finance responsibilities. Although the job description was updated to include new responsibilities, the salary grade of 111 remained the same for the Administrative Assistant II position.

On January 11, 2021, the District approved updating labor grades as recommended Koff & Associates Compensation Study. As a result, the Administrative Assistant I salary grade was changed to 113 and the Administrative Assistant II salary grade was changed to 123. When the classification and compensation study was completed, the Administrative Assistant II and Bookkeeper positions were analyzed as two separate positions. To date, the Bookkeeper position has remained vacant since February of 2020; therefore, the current Administrative Assistant II has been working above their class for almost 4 years as of February 2020.

DISCUSSION/ANALYSIS

On June 12, 2023, the Board approved the position and updated the job description for the Administrative Assistant I position for the purpose of effective job training and knowledge transfer of the Administrative Assistant II position. During this time the Administrative Services Manager, who onboarded in May of 2023, created a matrix of all duties performed by the staff within the Administration Department. The matrix was created for the purpose of new-hire/job training, cross-training the team, to better understand the operations of the department, and to create a training manual/guide that would benefit the District in the future.

As a result, staff has streamlined the Administrative Assistant I (**Attachment 1**) and Administrative Assistant II (**Attachment 2**) job descriptions for each of the job titles by removing duties that no longer applied or were duplicated throughout, adding actual duties performed but not listed, improved clarity, and differentiated the experience levels between the two positions. Greater clarity will benefit those who currently hold these positions and will assist potential job seekers in understanding the nature of these positions prior to applying for them, as well as attracting better qualified candidates.

In addition, to best maintain an efficient and effective workforce, staff recommends the addition of an Administrative Analyst position (**Attachment 3**). The Administrative Analyst position would be filled internally, by the current Administrative Assistant II, who has continuously and successfully performed the duties for that higher position since February of 2020. This recommendation is based on the employee’s exceptional performance, increased responsibilities, and the potential benefits of retaining talent within the organization by allowing

room for advancement. Creating this position will not only recognize the employee for their contributions but it will also foster a culture of growth and development by motivating and empowering other team members. Recognizing and promoting employees who excel in their roles is crucial for retaining top talent within the organization. Finally, creating this position and placing the Administrative Assistant II in it simply reflects the duties and level of responsibility that this employee has performed since the loss of the Bookkeeper.

Staff compiled a list of similar Administrative Assistant positions from 16 agencies within San Bernardino County to complete a salary analysis for the Administrative team. The minimum, midpoint and maximum salary ranges were researched for the Administrative Assistant I, II, and Administrative Analyst/Administrative Assistant III positions, and the average hourly rate was used to determine the proposed salary range. The salary analysis concluded that the current minimum hourly rate for Administrative Assistant I position is approximately 16% below market and the maximum hourly rate is 14% below market. The results for the Administrative Assistant II concluded that the current minimum hourly rate is 17% below market and the maximum hourly rate is 16% below market. As a result of the salary analysis, staff recommended to the Personnel and Finance Committees that the District update the labor grade for the Administrative Assistant I from 120 to 125; updating the labor grade for the Administrative Assistant II from 123 to 128; and placing the Administrative Analyst in labor grade 132 (**Attachment 4**).

On January 17, 2024, the Personnel Committee met to review the proposed updated job descriptions for Administrative Assistant I, Administrative Assistant II, Administrative Analyst, the salary analysis, and proposed labor grades for the positions. The committee provided feedback on the job descriptions and recommended bringing this item for Board consideration in March. In addition, it was suggested that staff research retroactive pay for the employee that performed duties outside of their classification for the past four years. Staff requested that the District's financial consultant, Eide Bailly LLP, compute the retroactive pay from 2020 to 2024, which calculated to \$28,500 (including taxes and benefits). For consistency purposes, staff also updated the salary analysis to only include the comparator agencies previously used in the 2020 Koff & Associates compensation study (**Attachment 5**).

On February 13, 2024, the Finance Committee met to review the proposed job descriptions, the salary analysis, proposed labor grades, and retroactive pay research for the employee that performed duties outside of their classification. The committee suggested that the job descriptions be reviewed by the District's human resources advisory representative at ACWA JPIA and recommended Board approval. ACWA JPIA reviewed the descriptions and found them in order. In addition, staff requested that Koff and Associates review the internal salary analysis and provide feedback. Koff and Associates recommended that the District focus on the select comparator group previously used in the 2020 study and that the District base salary labor grades on the market median, rather than the average. As a result, the salary analysis was updated to reflect the recommendation made by Koff and Associates (**Attachment 6**); there was no change in the proposed salary ranges for the three positions.

Periodic reviews of compensation structures and job classifications ensure fairness, competitiveness, and alignment with organizational goals. Traditionally, organizations undertake a comprehensive compensation study every three to five years, while classification studies are conducted usually every five years. While the District conducted a total compensation study with Koff & Associates in 2020-2021, the District has not conducted a classification study with a third-party consultant. Lack of a formal study raises concerns regarding the alignment of the District's compensation practices with industry standards, as well as the accuracy of current job classifications across the organization. In light of this, staff recommends that the District take proactive steps to address this gap by including funds for a classification and compensation study in the FY 24-25 Budget and initiating a request for proposals to conduct such a study beginning in June 2024. This study will encompass an in-depth analysis of the District's current compensation structure across all departments, including salary ranges, benefits packages, and other forms of compensation, to ensure competitiveness in attracting and retaining top talent.

FISCAL IMPACT

Approving the Administrative Analyst position at Labor Grade 132 would result in an estimated increased cost (above current salary) of \$2,400 (including benefits) for FY 23/24. If the Committee recommends that the Board consider paying the \$28,500 (including taxes and benefits), in retroactive pay, the fiscal impact would be a combined total of \$30,900 for FY 23/24. Approving the proposed Classification and Compensation Schedule for the Administrative I/II position at Labor Grade 125 and 128 would still yield a savings of \$16,800 (includes taxes and benefits), because the position was budgeted for twelve months, but filled mid-year.

ATTACHMENT(S)

1. Attachment 1 – Administrative Assistant I Job Description
2. Attachment 2 – Administrative Assistant II Job Description
3. Attachment 3 – Administrative Analyst Job Description
4. Attachment 4 – Salary Analysis and Proposed Labor Grades – Comparator Agencies
5. Attachment 5 – Salary Analysis and Proposed Labor Grades – Comparator Agencies and Koff & Associates Input
6. Attachment 6 – Updated Classification and Compensation Schedule



POSITION	ADMINISTRATIVE ASSISTANT I
SALARY GRADE	120 125
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	JULY 1, 2023, March 11, 2024 (to be presented at 3/11/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Administrative Services Department is responsible for the business and personnel functions of the District and for supporting other Departments in fulfilling their goals and the District mission.

Administrative Services:

- Is responsible for administration of District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District records, including resolutions, Board and committee meetings materials and minutes, and public records requests;
- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;

- Provides support to the Board of Directors;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

ABOUT THE POSITION

SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of ~~semi~~ **basic**-skilled duties to support office staff, including clerical/**administrative** duties, financial record keeping, greeting visitors in person and on the telephone, assisting the public visiting the District facilities, processing mail, making copies, scanning, filing, typing, indexing, ordering office supplies, ~~janitorial work, as well as performing light maintenance at the District office~~ **maintaining cleanliness of front lobby/meeting rooms, as well as prepping for meetings**. ~~Positions assigned to this level perform limited or routine clerical and light janitorial duties at the District facilities.~~

Positions assigned to this level perform a full range of clerical duties under general supervision; this is an entry level position.

The ~~Office~~ **Administrative** Assistant I position differs from the ~~Office~~ **Administrative** Assistant II position in that the Administrative Assistant I position is assigned duties of providing the General Manager and Administrative Services Manager ~~clerical assistance~~ **basic administrative support**, maintaining the District's filing system, ~~and handling~~ **assisting with** accounts payable **on an as needed basis**, which requires **1-2 years of** clerical/administrative experience.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all duties and responsibilities of the classification.

Board of Director/Committee Support:

Responsible for the following duties in the absence of the Administrative Assistant II/Administrative Analyst and/or is responsible for:

- Assembles and delivers agenda packets and **other documents**/informational materials **to Board Members**.
- Sets up for Board/Committee ~~and all general District~~ meetings and cleans up afterward.
- **Logs**, researches, and retrieves actions and policies by the Board of Directors, as well as other historical documents upon request.
- ~~Posts notices and agendas.~~
- ~~Delivers documents to Board members and others, as needed.~~
- ~~Proofreads agendas, minutes, announcements, and other materials as requested.~~

Financial Support:

May assist in the following duties in the absence of the Administrative Assistant II/Administrative Analyst:

- Processes accounts receivable, including recording transactions in QuickBooks.
- Processes accounts payable, including recording transactions in QuickBooks.
- Compiles and maintains District payroll documents and creates the payroll packet for Board meetings.
- Prepares and records County property tax income deposits and reports.
- Processes/records bank deposits and cash and maintains bank statements.
- Prepares District checks with supporting documentation on a weekly basis for and coordinates signatures.
- Processes and mails signed accounts payable checks.
- Applies for and oversees annual Wellness Grant.
- Assists with locating and maintaining files for annual financial audit.
- Prepares Cal Card reconciliation for all departments.
- Runs QuickBooks reports for all departments as requested.
- Periodically reviews bank account balances to avoid insufficient funds.
- Retrieves investment account statements and records transfers as needed.
- ~~Copies incoming checks and records in deposit log.~~

Communication:

Responsible for the following duties:

- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs.
- Greets and directs visitors to appropriate person, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.
- Handles telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes, logs, and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage, and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.
- ~~Maintains and updates the public display case (insert and remove agendas, meeting notices, holiday, and other notices in a timely manner).~~

Regulatory Support:

May assist in the following duties in the absence of the Administrative Assistant II/ Administrative Analyst and/or is responsible for:

- Logs time tracking sheets for basin staff hours.
- ~~Tracks and maintains basin data as directed.~~
- ~~Tracks and reports on chemical inventory and usage as directed.~~
- ~~Maintains basin work staff hour logs as directed.~~

General Clerical/Staff Support:

Responsible for the following duties in the absence of the Administrative Assistant II/ Administrative Analyst and/or is responsible for:

- Assists the Administrative Services Manager and General Manager as needed.
- Assists with preparing for activities associated with District special and ongoing events and activities (ex: Waterwise Garden and Pumpkin Festival, student contests, workshops etc.).
- Responsible for facility opening and closing procedures, including outside bathrooms and garden.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster as needed.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, electronic storage, and purging out-of-date files when required.
- Prepares Orders District Business Cards as needed.
- Provides Performs miscellaneous-clerical support and word processing assistance to the Administrative Services Department.
- Performs related duties or special projects as assigned.
- Proofreads agendas, minutes, announcements, letters, reports, and other materials as requested.
- For District-sponsored events, assists with ordering food and room set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.
- Prepares and sets up for all District meetings, including staff meetings, and cleans up afterwards.
- Responsible for maintaining copier, including programming users.
- Monitors and records visitor data.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).
- Coordinates use of the Waterwise Community Center facilities by internal and external parties.
- Maintains District kitchen organization and tidiness.
- Maintains and keeps common areas organized.
- Maintains District's Outlook shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility first-aid supplies.
- Coordinates District wide janitorial and laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Assists with maintaining Board and staff training records.
- Serves as backup for all administrative duties performed in the absence of the Administrative Assistant II/Administrative Analyst.
- ~~Processes reproduction of District documents.~~
- ~~Maintains the District's letter reference numbers and log.~~
- ~~Organizes and maintains the District historical archives.~~
- ~~Assists in new hire process as needed.~~

Meeting/Event Support

- ~~For District sponsored events, assists with ordering food and set up, nametags, guest lists, and other basic tasks.~~
- ~~For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.~~
- ~~Sets up for all District meetings and cleans up afterwards.~~

Janitorial

- ~~Provides light office cleaning.~~
- ~~Maintains District kitchen organization and tidiness.~~
- ~~Maintains and keeps common areas organized.~~
- ~~Cleans up after meetings and events.~~

Miscellaneous

- ~~Supervises volunteers and interns as needed.~~
- ~~Performs related duties or special projects as assigned.~~
- ~~Maintains records of work, time, and material usage.~~
- ~~Runs errands as needed.~~

COMPETENCIES

Knowledge and Experience:

- **Basic/Intermediate technical experience** Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat, and/or other related software.**
- **Minimum of 1-2 years of basic clerical/administrative experience directly related to the primary duties and essential functions, preferably with a public agency.**
- ~~Proficient in QuickBooks Pro (Version 2012 or higher)~~ QuickBooks experience (invoicing, ~~income receipts~~, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is desired, but not required.
- **Basic office procedures, knowledge of office equipment,** general filing techniques and standard telephone etiquette/techniques.
- ~~Basic office procedures. General filing techniques.~~
- ~~Standard telephone techniques.~~
- ~~Basic operation of standard office equipment and personal computers.~~
- ~~Proper work safety standards.~~
- ~~Vehicular and worker safety codes, practices, and procedures.~~

Skills:

- **Customer/Client service oriented.**
- **Basic technical skills.**
- **Basic oral and written communication proficiency.**
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping, report preparation, and writing.
- Proper English, spelling, and grammar.

- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.
- ~~Operate standard office equipment.~~
- ~~Operate Personal Computer.~~
- ~~Fully developed keyboarding skills.~~
- ~~Perform mathematical calculations.~~

Abilities:

- Ability to work individually and as part of a team, under general supervision.
- Ability to prioritize and organize workload.
- Detail oriented.
- Comply with the District's ~~Safety, Health, and Environmental~~ policies and procedures.
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- Project a professional image and communicate effectively both orally and in written form, with proper English usage. ~~in English with others, including the public.~~
- Safely and efficiently use a variety of hand tools, cleaning solutions, and equipment in the performance of janitorial and office type work.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Proofread documents to ensure accuracy in spelling, punctuation, and grammar.
- Work overtime or on various shifts as assigned.
- Administer District's telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently without general supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, and vendors.
- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- ~~Understand and follow oral and written instructions in English.~~
- ~~Learn and employ District procedures to safely and efficiently accomplish assigned tasks.~~
- ~~Deal tactfully and courteously with internal and external contacts.~~

SUPERVISION

Receives direct supervision from the Administrative Services Manager and supports the General Manager. The incumbent in this position does not routinely exercise supervision.

- ~~Reports to: Administrative Services Manager.~~

- ~~Supports: General Manager.~~
- ~~Supervises: Volunteers or interns as needed.~~

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires occasional evenings and weekend work. ~~Saturday work.~~

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.
- Minimum of 1-2 years of basic/intermediate experience such as a front desk representative, administrative clerk, administrative assistant, or relevant clerical experience.
- Ability to type 35+ words per minute with speed and accuracy.
- Basic/intermediate technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.
- Conversational Spanish speaker is preferred, but not required.

~~**Required:** 6-12 months of clerical experience. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties.~~

WORK ENVIRONMENT

This job operates in a professional/standard office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

- ~~Standard office setting.~~
- ~~Frequent interaction with staff and public.~~

PHYSICAL DEMANDS

- Work in an office environment, lift and move objects up to 20 pounds such as large binders, books, boxes, and office equipment.
- Possess aided or unaided hearing and vision within normal ranges.
- Frequent travel by automobile in conducting District business.
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- **Sitting for extended time periods.**
- Safely use office equipment such as a ~~personal~~ computer, printer, copier, and fax machine.
- Regular use of a telephone for communication.

- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, climbing, and bending.
- Use both hands and fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30-60 minutes for daily totals between five (5) to seven (7) hours.
- ~~Communicate orally in English with District management, co-workers, and the public in face-to-face, one-on-one and group settings.~~
- ~~Lifting (up to 20 50 Lb.).~~
- ~~Safely operate and maintain a variety of office equipment.~~

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- **Basic/Intermediate Beginner computer skills using Microsoft products.**
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



POSITION	ADMINISTRATIVE ASSISTANT II
SALARY GRADE	111 128
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	December 20, 2020 March 11, 2024 (to be presented at 3/11/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Administrative Services Department works with the ~~General Manager~~ Executive Director on the business and personnel functions of the District.

Administrative Services:

- Is responsible for District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District records, including resolutions, Board and committee agendas, meeting materials and minutes, and public records requests;
- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;

- Oversees information technology;
- Provides support to the Board of Directors;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

ABOUT THE POSITION

SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of ~~semi-~~intermediate-skilled duties to support office staff, including clerical/~~administrative~~ duties, financial record keeping, greeting visitors in person and on the telephone, assisting the public visiting the District facilities, processing mail, making copies, filing, typing, indexing, ordering office supplies, ~~maintaining cleanliness of front lobby/meeting rooms~~, as well as prepping rooms for meetings.

Positions assigned to this level perform a full range of clerical/~~administrative~~ duties under ~~general~~ minimal supervision. Because employees in this classification are expected to be fully trained and competent, the position requires significant previous work experience in the appropriate areas.

The Administrative Assistant I position differs from the Administrative Assistant II position in that the more senior is assigned additional duties of providing ~~the General Manager and Administrative Services Manager direct intermediate-level administrative support~~, assists with ~~procurement functions~~, is responsible for accounts payable and credit card reconciliation, which requires ~~3-4 years of progressive clerical and~~ administrative experience.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

Board of Director/Committee Support:

May assist in the following duties in the absence of the Administrative Assistant I/ Administrative Analyst and/or is responsible for:

- Assembles and delivers agenda packets and ~~other documents~~/informational materials to Board Members.
- Sets up for Board/Committee ~~and all general District~~ meetings and cleans up afterward.
- ~~Logs~~, researches, and retrieves actions and policies passed by the Board of Directors, as well as ~~contracts with District vendors, and~~ other historical documents upon request.
- ~~Assists with organization of records management as needed.~~
- ~~Posts notices for Board and Committee meetings in compliance with the Brown Act.~~
- ~~Delivers documents to Board members and others, as needed.~~

Financial Support:

May assist in the following duties in the absence of the Administrative Analyst and/or is responsible for:

- Processes accounts receivable, including recording transactions in QuickBooks.
- Processes accounts payable, including recording transactions in QuickBooks.
- Compiles and maintains District payroll documents and creates the payroll packet for Board meetings.
- Prepares and records County property tax income deposits and reports.
- Processes/records bank deposits and cash and maintains bank statements.
- Prepares District checks with supporting documentation on a weekly basis for and coordinates signatures.
- Processes and mails signed accounts payable checks.
- Applies for and oversees annual Wellness Grant.
- Assists with locating and maintaining files for annual financial audit.
- Prepares Cal Card reconciliation for all departments.
- Runs QuickBooks reports for all departments as requested.
- Periodically reviews bank account balances to avoid insufficient funds.
- Retrieves investment account statements and records transfers as needed.
- Scans expense reports for payroll processing, including e-filing.
- Assists with processing payroll in the absence of the Board Clerk.
- ~~• Maintains copies incoming checks and records in deposit log.~~
- ~~• Cuts checks weekly.~~

Communication:

Responsible for the following duties:

- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs.
- Greets and directs visitors to appropriate person, screens management calls, and locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.
- ~~• Processes~~ Handles telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes, logs, and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.
- ~~• Maintains and updates the public display case (inserts and removes agendas, meeting notices, holiday and other notices in a timely manner).~~

Regulatory Support:

May assist in the following duties in the absence of the Administrative Assistant I/Administrative Analyst and/or is responsible for:

- Logs time tracking sheets for basin staff hours.
- ~~• Maintains basin work staff hour logs.~~

- ~~Tracks and reports on chemical inventory and usage.~~

General Administrative Support:

Responsible for the following duties in the absence of the Administrative Assistant I/Administrative Analyst and/or is responsible for:

- Assist the Administrative Services Manager and ~~General Manager~~ Senior Administrative Assistant as needed.
- Assist with attending and preparing for activities associated with District special and ongoing events and activities (ex: Earth Day Festival, student contests, workshops, etc.).
- Responsible for facility opening and closing procedures, including outside bathrooms and garden.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster as needed.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, microfilming, electronic storage, and purging out-of-date files when required.
- Prepares ~~Orders~~ District Business Cards as needed.
- Provides administrative ~~clerical~~ support and word processing assistance to the Administrative Services Department ~~District personnel~~ and Board members.
- Performs related duties or special projects as assigned.
- Proofreads agendas, minutes, announcements, letters, reports and other materials as requested.
- For District-sponsored events, assists with ordering food and room set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.
- Prepares and sets up for all District meetings, including staff meetings, and cleans up afterwards.
- Responsible for maintaining copier, including programming users.
- Monitors and records visitor data.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).
- Coordinates the use of the Waterwise Community Center facilities.
- Maintains District kitchen organization and tidiness.
- Maintains and keeps common areas organized.
- Maintains the District's Outlook shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility ~~first aid~~ supplies.
- Coordinates District wide janitorial and laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Assists with organization of finance records.
- Assists with purchasing/procurement, as needed.

- Serves as backup for all administrative duties performed in the absence of the Administrative Assistant I/Administrative Analyst.
- ~~Maintains records of work, time, and material usage.~~
- ~~Processes reproduction of District documents.~~
- ~~Maintains the District's letter reference numbers and log.~~
- ~~Organizes and maintains the District historical archives.~~

COMPETENCIES

Knowledge and Experience:

- Proficient in Microsoft Office 365 products (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat and/or other related software.**
- Minimum of 3-4 years of progressive intermediate-level administrative experience directly related to the primary duties and essential functions, preferably with a public agency.
- QuickBooks experience (invoicing, ~~income receipts~~, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is desired, but not required.
- **Basic office procedures, knowledge of office equipment,** general filing techniques and standard telephone etiquette/techniques.
- Principles and practices of records management.

Skills:

- **Customer/Client service oriented.**
- **Intermediate/Advanced technical skills.**
- **Intermediate/Advanced oral and written communication proficiency.**
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping, report preparation, and writing.
- Proper English, spelling, and grammar.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.

Abilities:

- **Ability to work individually and as a part of a team, under minimal supervision.**
- **Ability to prioritize and organize workload.**
- **Detail oriented.**
- Comply with the District's policies **and procedures.**
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- **Project a professional image and** communicate effectively, both orally and in written form, with proper English usage.

- Safely and efficiently use a variety of hand tools, cleaning solutions, and equipment in the performance of setup and cleanup of District meetings.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Proofread documents to ensure accuracy in spelling, punctuation, and grammar.
- Work overtime or on various shifts as assigned.
- Administer the District's telephone system, as required.
- Assist the ~~Senior Administrative Assistant~~ **Services Manager** with projects where needed.
- Work safely and efficiently without ~~minimal direct~~ **minimal direct** supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, and vendors.
- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.

SUPERVISION

Receives direct supervision from the Administrative Services Manager and supports the General Manager. The incumbent in this position does not routinely exercise supervision.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires **occasional** ~~periodic~~ evenings and weekend work.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.
- Minimum of ~~3~~ **3-4** years of progressive **intermediate/advanced** administrative experience directly related to the primary duties and essential functions ~~specified~~, preferably with a public agency **or a combination of a bachelor's degree and 1-2 years' experience.**
- **Ability to type 45+ words per minute with speed and accuracy.**
- **Intermediate/advanced technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.**
- **Conversational Spanish speaker is preferred, but not required.**

WORK ENVIRONMENT

This job operates in a professional/standard office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

- ~~Standard office setting.~~
- ~~Frequent interaction with staff and public.~~

PHYSICAL DEMANDS

- Work in an office environment, lift and move objects up to ~~20~~ 25 pounds such as large binders, books, boxes, and office equipment.
- Possess aided or unaided hearing and vision within normal ranges.
- Frequent travel by automobile in conducting District business.
- Keyboarding, filing, organizing, and proficiently using a computer and other office equipment.
- Sitting for extended time periods.
- Safely use office equipment such as computers, copiers, and fax machines.
- Regular use of telephone for communication.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, climbing, and bending.
- Use both hands and fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30-60 minutes for daily totals between five (5) to seven (7) hours.
- ~~Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.~~

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- ~~Intermediate/Advanced~~ Strong computer skills using Microsoft products.
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.
- ~~Performs other duties as assigned.~~



POSITION	ADMINISTRATIVE ANALYST
SALARY GRADE	132
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	March 11, 2024 (to be presented at 3/11/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Administrative Services Department works with the General Manager on the business and personnel functions of the District.

Administrative Services:

- Is responsible for District financial activities, including budget and expenditures, inventory, audits, investments, and payroll;
- Oversees human resources functions, including classification and compensation, recruitment and selection, performance appraisals, personnel records, and staff development and education;
- Administers benefits programs and risk management;
- Oversees safety programs and protocols;
- Is responsible for District records, including resolutions, Board and committee agendas, meeting materials and minutes, and public records requests;
- Coordinates Board and committee meetings;
- Maintains and coordinates review of District policies with District counsel for compliance with federal, state, and local laws and advises staff on applicable policies;
- Oversees information technology;

- Provides support to the Board of Directors;
- Manages scheduling of Water Conservation Center facilities; and
- Oversees procurements, contracts, and agreements.

ABOUT THE POSITION

SUMMARY/OBJECTIVE

Under administrative direction, performs a variety of advanced-skilled duties to support office staff, including clerical duties/administrative duties, financial record keeping, greeting visitors in person and on the telephone, assisting the public visiting the District facilities, processing mail, making copies, filing, typing, indexing, ordering office supplies, maintaining cleanliness of front lobby/meeting rooms, as well as prepping rooms for meetings.

Positions assigned to this level perform a full range of clerical/administrative duties with little to no supervision. Because employees in this classification are expected to be fully trained and competent, the position requires significant previous work experience in the appropriate areas.

The Administrative Assistant II position differs from the Administrative Analyst position in that the more senior is assigned additional duties of providing the General Manager and Administrative Services Manager confidential and advanced-level administrative support, assists with human resources functions, is responsible for accounts payable and credit card reconciliation, which requires 5 years or more of progressive administrative experience.

ESSENTIAL FUNCTIONS

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all of the duties and responsibilities of the classification.

Board/Committee Support:

May assist in the following duties in the absence of the Administrative Assistant I/II and/or is responsible for:

- Assembles and delivers agenda packets and other documents/informational materials to Board Members.
- Sets up for Board/Committee meetings and cleans up afterward.
- Logs, researches, and retrieves actions and policies passed by the Board of Directors, as well as other historical documents upon request.
- Assists with organization of records management, including District wide records retention and destruction.

Financial Support:

Responsible for the following duties:

- Processes accounts receivable, including recording transactions in QuickBooks.

- Processes accounts payable, including recording transactions in QuickBooks.
- Compiles and maintains District payroll documents and creates the payroll packet for Board meetings.
- Prepares and records County property tax income deposits and reports.
- Processes/records bank deposits and cash and maintains bank statements.
- Prepares District checks with supporting documentation on a weekly basis and coordinates signatures.
- Processes and mails signed accounts payable checks.
- Applies for and oversees annual Wellness Grant.
- Assists with locating and maintaining files for annual financial audit.
- Prepares Cal Card reconciliation for all departments.
- Runs QuickBooks reports for all departments as requested.
- Periodically reviews bank account balances to avoid insufficient funds.
- Retrieves investment account statements and records transfers as needed.
- Scans expense reports for payroll processing, including e-filing.
- Assists with processing payroll in the absence of the Board Clerk.

Communication:

Responsible for the following duties:

- Assists with telephone system administration duties and inquiries to include making software changes and coordinating repairs.
- Greets and directs visitors to appropriate person, screens management calls, locates employees for callers, and directs callers to or assists callers with program and workshop information and filling out the Districts online forms, if necessary.
- Handles telephone calls, takes messages, secures proper names, telephone numbers, and extensions; provides answers to general questions from the public.
- Processes logs and delivers all incoming mail. Processes all outgoing mail: copies, types, provides postage and delivers to post office when required. Handles all special and/or overnight mail including Federal Express, UPS, Express Mail, and certified mail.

Regulatory Support:

Administrative Analyst may assist in the following duties in the absence of the Administrative Assistant I/II and/or is responsible for:

- Logs time tracking sheets for basin staff hours.

General Administrative Support:

May assist in the following duties in the absence of the Administrative Assistant I/II and/or is responsible for:

- Assist the Administrative Services Manager and General Manager as needed.
- Assist with attending and preparing for activities associated with District special and ongoing events and activities (ex: Earth Day Festival, student contests, workshops, etc.)

- Responsible for facility opening and closing procedures, including outside bathrooms and garden.
- Maintains front lobby cleanliness, lobby flyers, and creates facility closure signs.
- Maintains and updates the Employee Roster as needed.
- Performs general records management duties including creating and maintaining files, central filing, archives, library, electronic storage, and purging out-of-date files when required.
- Orders District Business Cards as needed.
- Provides advanced administrative support and word processing assistance to the Administrative Services Department and Board members.
- Performs related duties or special projects as assigned.
- Proofreads agendas, minutes, announcements, letters, reports and other materials as requested.
- For District-sponsored events, assists with ordering food and room set up, nametags, guest lists, and other basic tasks.
- For all events, ensures that rooms are reserved appropriately, forms are signed, rooms and furniture are set up appropriately, and maintains communication with event hosts.
- Prepares and sets up for all District meetings, including staff meetings, and cleans up afterwards.
- Responsible for maintaining copier, including programming users.
- Monitors and records visitor data.
- Runs errands as requested (bank deposits, post office, accountant, check signature runs, office supplies, grocery store, etc.).
- Coordinates the use of the Waterwise Community Center facilities.
- Maintains District kitchen organization and tidiness.
- Maintains and keeps common areas organized.
- Maintains the District's Outlook shared calendars.
- Maintains appropriate levels of office, kitchen, janitorial, and facility supplies.
- Coordinates District wide janitorial and laundry services with vendor.
- Gathers and prepares recycling for disposal.
- Assists with organization of finance records.
- **Manages all scheduling of internal/external appointments for the General Manager and assists with Board calendar in the absence of the Board Clerk.**
- **Assists with searching for records to respond to public records requests.**
- **Assists with recruiting process such as posting/removing job recruitments, preparing interview binders, preparing board room, organizing/filing candidate information, and responding to unselected candidates.**
- **Assists with onboarding processes such as preparing on-boarding documentation, creating employee file folders, scanning documents, preparing keys, and onboarding process.**
- **Monitor employee anniversary milestones.**

- Serves as backup for all administrative duties performed in the absence of the Administrative Assistant I/II.

COMPETENCIES

Knowledge and Experience:

- Advanced in Microsoft Office 365 products (Word, Excel, PowerPoint, Outlook), Adobe Acrobat, and/or other related software.
- Minimum of 5 years of progressive advanced-level administrative experience directly related to the primary duties and essential functions, preferably with a public agency.
- QuickBooks experience (invoicing, financial reports, bank statement reconciliation, accounts payable, accounts receivable) is required.
- Principles and practices of records management.
- Basic office procedures, knowledge of office equipment, general filing techniques, and standard telephone etiquette/techniques.

Skills:

- Customer/Client service oriented.
- Advanced technical skills.
- Advanced oral and written communication proficiency.
- Proficient typing and 10-key pad skills.
- Proficient techniques for record keeping, report preparation, and writing.
- Proper English, spelling, and grammar.
- Keen eye for typos, formatting, and other mistakes on written materials.
- Basic principles of mathematics.
- Strong customer service skills.
- Bilingual Spanish language skills is highly desirable, but not required.

Abilities:

- Ability to work individually and as a part of a team, with little to no supervision.
- Ability to prioritize and organize workload.
- Detail oriented.
- Comply with the District's policies and procedures.
- Establish and maintain cooperative relationships with internal and external contacts in the course of work.
- Project a professional image and communicate effectively, both orally and in written form, with proper English usage.
- Safely and efficiently use a variety of hand tools, cleaning solutions and equipment in the performance of setup and cleanup of District meetings.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.
- Proofread documents to ensure accuracy in spelling, punctuation, and grammar.
- Work overtime or on various shifts as assigned.

- Administer the District telephone system, as required.
- Assist the Administrative Services Manager with projects where needed.
- Work safely and efficiently with little to no supervision.
- Assist with the operation and troubleshooting of standard office equipment (copier, fax, printers, computers).
- Assist with gathering data and compiling information for the preparation of reports.
- Interact professionally with other employees, customers, the public, and vendors.
- Perform mathematical calculations quickly and accurately.
- Use good judgment in the performance of typical and special work assignments, paying particular attention to details and job safety.

SUPERVISION

Receives direct supervision from the Administrative Services Manager. The incumbent in this position does not routinely exercise supervision.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-Time, Non-Exempt, Hourly.
- The standard work schedule is from 8:00 a.m. to 5:00 p.m., five days each week.
- This position requires occasional evenings and weekend work.

EDUCATION AND EXPERIENCE

- Minimum High School Diploma or GED is required. Any combination of formal or informal training and education that provides the ability to read and write English at a level required of assigned duties, supplemented by specialized clerical training.
- Minimum of 5 years of progressive advanced administrative experience directly related to the primary duties and essential functions specified, preferably with a public agency or a combination of a bachelor's degree and 3-4 years' experience.
- Ability to type 55+ words per minute with speed and accuracy.
- Advanced technical experience in MS Office (Word, Excel, PowerPoint, Outlook, Projects, and Access) and Adobe Acrobat.
- Conversational Spanish speaker is preferred, but not required.

WORK ENVIRONMENT

This job operates in a professional/standard office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, and has frequent interaction with staff and the public.

PHYSICAL DEMANDS

- Work in an office environment, lift, and move objects up to 20 pounds such as large binders, books, boxes, and office equipment.
- Possess aided or unaided hearing and vision within normal ranges.
- Frequent travel by automobile in conducting District business.

- Sitting for extended time periods.
- Safely use office equipment such as computers, copiers, and fax machines.
- Regular use of telephone for communication.
- Good judgment involving safe and proper work procedures and the order in which assignments are completed.
- Safely mix and apply chemicals used to clean and disinfect restrooms and other office environments.
- Intermittently kneel, bend, squat and carry items, for brief to moderate durations of up to 5 minutes.
- Extended standing, walking, sitting, reaching, climbing, and bending.
- Use both hands and fingers to perform keyboarding strokes and to grip, grasp and manipulate various types of office equipment and supplies. Some repetitive pushing/pulling with the use of the arms and/or hands, twisting of the wrist and or elbows may be performed throughout the work shift. These functions will be intermittently performed for moderate to extended periods ranging from 30 – 60 minutes for daily totals between five (5) to seven (7) hours.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Advanced computer skills using Microsoft products.
- Possession of a valid California Class C Driver's License and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

OTHER DUTIES

- Some limited local driving is involved.
- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

SALARY ANALYSIS AND PROPOSED LABOR GRADES

ADMINISTRATIVE ASSISTANT I

	Agency	Position	Salary Min	Midpoint	Salary Max
1	Chino Basin Watermaster	Office Specialist/Receptionist	\$ 48,360.00	\$ 56,940.00	\$ 65,520.00
2	Cucamonga Valley Water District**	Administrative Assistant I	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
3	East Valley Water District**	Senior Administrative Assistant	\$ 65,728.00	\$ 69,139.20	\$ 72,550.40
4	Hi-Desert Water District	Admin Assistant I/Accounting Technician I	\$ 57,574.40	\$ 68,556.80	\$ 79,539.20
5	Inland Empire Resource Conservation District**	Administrative Assistant	\$ 48,880.00	\$ 57,772.00	\$ 66,664.00
6	Inland Empire Utilities Agency (IEUA)	Admin Assistant I	\$ 64,251.20	\$ 70,307.12	\$ 76,363.04
7	Joshua Basin Water District	Accounting Technician	\$ 57,408.00	\$ 66,372.80	\$ 75,337.60
8	Jurupa Community Services District	Office Assistant	\$ 51,292.80	\$ 56,825.60	\$ 62,358.40
9	Mojave Water Agency	Administrative Assistant I	\$ 46,488.00	\$ 55,796.00	\$ 65,104.00
10	San Bernardino Valley Municipal Water District**	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
11	Yucaipa Valley Water District**	Administrative Assistant I	\$ 64,896.00	\$ 75,036.00	\$ 85,176.00
12	Ontario	Administrative Technician	\$ 56,014.19	\$ 62,046.30	\$ 68,078.40
13	Monte Vista Water District**	Administrative Assistant	\$ 59,716.80	\$ 69,024.80	\$ 78,332.80
14	Pomona**	Administrative Assistant	\$ 45,780.80	\$ 50,720.80	\$ 55,660.80
15	Chino Hills**	Administrative Secretary	\$ 57,345.60	\$ 63,523.20	\$ 69,700.80
16	San Bernardino Valley Water Conservation District	Administrative Assistant	\$ 50,461	\$ 58,531.20	\$ 66,602

Min	\$ 45,780.80	\$ 50,720.80	\$ 55,660.80
Max	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
Average	\$ 57,143.83	\$ 65,112.04	\$ 73,080.25
Average Hourly	\$ 27.47	\$ 31.30	\$ 35.13

CBWCD - Administrative Assistant I	Range 120	\$ 22.94	\$ 26.52	\$ 30.10
% difference from average		12%	-15%	-14%

	Min	Mid	Max
CBWCD	\$ 22.94	\$ 26.52	\$ 30.10
Average (30% differential)	\$ 27.47	\$ 31.30	\$ 35.13
40% differential for Admin Positions	\$ 26.04	\$ 31.30	\$ 36.47
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65
Salary Range 125 (Proposed)	\$ 27.25	\$ 31.50	\$ 35.75
Salary Range 124	\$ 26.58	\$ 30.73	\$ 34.88
Salary Range 123	\$ 25.94	\$ 30.01	\$ 34.08

ADMINISTRATIVE ASSISTANT II

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	Chino Basin Watermaster	Administrative Assistant	\$ 57,990.40	\$ 67,839.20	\$ 77,688.00
2	Cucamonga Valley Water District**	Administrative Assistant I	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
3	East Valley Water District**	Senior Administrative Assistant	\$ 65,728.00	\$ 69,139.20	\$ 72,550.40
4	Hi-Desert Water District	Accounting Technician II / Admin Assistant II	\$ 61,276.80	\$ 72,956.00	\$ 84,635.20
5	Inland Empire Resource Conservation District**	Administrative Programs Lead	\$ 44,200.00	\$ 60,008.00	\$ 75,816.00
6	Inland Empire Utilities Agency (IEUA)	Admin Assistant II	\$ 72,546.03	\$ 80,468.54	\$ 88,391.06
7	Joshua Basin Water District	Accounting Technician II	\$ 61,817.60	\$ 71,468.80	\$ 81,120.00
8	Jurupa Community Services District	Administrative Assistant(70)	\$ 58,968.00	\$ 65,322.40	\$ 71,676.80
9	Mojave Water Agency	Administrative Assistant II	\$ 51,334.40	\$ 61,599.20	\$ 71,864.00
10	San Bernardino Valley Municipal Water District**	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
11	Yucaipa Valley Water District**	Administrative Assistant II	\$ 77,640.00	\$ 89,772.00	\$ 101,904.00
12	Ontario	Administrative Assistant	\$ 60,091.20	\$ 66,560.00	\$ 73,028.80
13	Monte Vista Water District**	Administrative Assistant II	\$ 64,313.60	\$ 74,339.20	\$ 84,364.80
14	Pomona**	Administrative Assistant II	\$ 50,544.00	\$ 55,983.20	\$ 61,422.40
15	Chino Hills**	Management Aide	\$ 61,360.00	\$ 67,964.00	\$ 74,568.00
16	San Bernardino Valley Water Conservation District	Administrative Specialist I	\$ 67,621	\$ 78,436.80	\$ 89,253

Agencies Surveyed: 16

Min	\$ 44,200.00	\$ 55,983.20	\$ 61,422.40
Max	\$ 77,640.00	\$ 89,772.00	\$ 101,904.00
Average	\$ 61,917.42	\$ 71,136.40	\$ 80,355.39
Average Hourly	\$ 29.77	\$ 34.20	\$ 38.63

CBWCD - Administrative Assistant II	Range 123	\$ 24.71	\$ 28.57	\$ 32.42
	% difference from average	-17%	-16%	-16%

	Min	Mid	Max
CBWCD	\$ 24.71	\$ 28.57	\$ 32.42
Average (30% differential)	\$ 29.77	\$ 34.20	\$ 38.63
40% differential for Admin Positions	\$ 28.45	\$ 34.20	\$ 39.84
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45
Salary Range 129	\$ 30.08	\$ 34.78	\$ 39.47
Salary Range 128 (Proposed)	\$ 29.34	\$ 33.92	\$ 38.50
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65

ADMINISTRATIVE ANALYST

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	Chino Basin Watermaster	Administrative Analyst	\$ 64,750.40	\$ 75,764.00	\$ 86,777.60
2	Cucamonga Valley Water District**	Administrative Assistant II	\$ 65,832.00	\$ 75,722.40	\$ 85,612.80
3	East Valley Water District**	Senior Administrative Assistant	\$ 65,728.00	\$ 69,139.20	\$ 72,550.40
4	Hi-Desert Water District	Administrative Assistant III	\$ 74,651.20	\$ 88,306.40	\$ 101,961.60
5	Inland Empire Resource Conservation District**	Administrative Programs Lead	\$ 44,200.00	\$ 60,008.00	\$ 75,816.00
6	Inland Empire Utilities Agency (IEUA)	Executive Assistant	\$ 88,172.03	\$ 97,799.52	\$ 107,427.01
7	Joshua Basin Water District	Executive Assistant	\$ 61,817.60	\$ 71,468.80	\$ 81,120.00
8	Jurupa Community Services District	Sr. Admin Assistant (89)	\$ 71,240.00	\$ 78,915.20	\$ 86,590.40
9	Mojave Water Agency	Senior Administrative Assistant	\$ 61,006.40	\$ 73,205.60	\$ 85,404.80
10	San Bernardino Valley Municipal Water District**	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
11	Yucaipa Valley Water District**	Administrative Assistant II	\$ 77,640.00	\$ 89,772.00	\$ 101,904.00
12	Ontario	Administrative Specialist	\$ 65,062.19	\$ 72,071.90	\$ 79,081.60
13	Monte Vista Water District**	Administrative Assistant III	\$ 70,969.60	\$ 82,045.60	\$ 93,121.60
14	Pomona**	Administrative Assistant III	\$ 63,107.20	\$ 69,908.80	\$ 76,710.40
15	Chino Hills**	Executive Secretary	\$ 65,956.80	\$ 73,018.40	\$ 80,080.00
16	San Bernardino Valley Water Conservation District	Administrative Specialist	\$ 78,270	\$ 86,642.40	\$ 95,014

Agencies Surveyed: 16

Min	\$ 44,200.00	\$ 60,008.00	\$ 72,550.40
Max	\$ 88,172.03	\$ 97,799.52	\$ 107,427.01
Average	\$ 68,345.19	\$ 78,261.96	\$ 88,178.73
Average Hourly	\$ 32.86	\$ 37.63	\$ 42.39

CBWCD - Executive Administrative Assistant (Proposed)

Proposed Range 132 \$ 32.39 \$ 37.45 \$ 42.50

% difference from average

-1% 0% 0%

	Min	Mid	Max
CBWCD			
Average (30% differential)	\$ 32.86	\$ 37.63	\$ 42.39
40% differential for Admin Positions	\$ 31.30	\$ 37.63	\$ 43.83
Salary Range 134	\$ 34.03	\$ 39.34	\$ 44.65
Salary Range 133	\$ 33.20	\$ 38.38	\$ 43.56
Salary Range 132 (Proposed)	\$ 32.39	\$ 37.45	\$ 42.50
Salary Range 131	\$ 31.60	\$ 36.53	\$ 41.46
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45

SALARY ANALYSIS AND PROPOSED LABOR GRADES - COMPARATOR AGENCIES

ADMINISTRATIVE ASSISTANT I

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	<i>Cucamonga Valley Water District**</i>	Administrative Assistant I	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
2	<i>East Valley Water District**</i>	Senior Administrative Assistant	\$ 70,449.60	\$ 78,041.60	\$ 85,633.60
3	<i>Eastern Municipal Water District **</i>	Administrative Assistant I	\$ 59,009.60	\$ 66,258.40	\$ 73,507.20
4	<i>Inland Empire Resource Conservation District**</i>	Administrative Assistant	\$ 44,200.00	\$ 55,473.60	\$ 66,747.20
5	<i>San Bernardino Valley Municipal Water District**</i>	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
6	<i>Yucaipa Valley Water District**</i>	Administrative Assistant I	\$ 64,896.00	\$ 73,008.00	\$ 81,120.00
7	<i>Monte Vista Water District**</i>	Administrative Assistant	\$ 59,716.80	\$ 69,024.80	\$ 78,332.80
8	<i>Pomona**</i>	Administrative Assistant	\$ 45,780.80	\$ 50,720.80	\$ 55,660.80
9	<i>Chino Hills**</i>	Administrative Secretary	\$ 52,644.80	\$ 58,323.20	\$ 64,001.60
10	<i>Redlands**</i>	Administrative Assistant I	\$ 40,081.60	\$ 45,632.08	\$ 51,182.56

Min	\$ 40,081.60	\$ 45,632.08	\$ 51,182.56
Max	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
Average	\$ 56,810.00	\$ 64,951.12	\$ 73,092.24
Average Hourly	\$ 27.31	\$ 31.23	\$ 35.14

CBWCD - Administrative Assistant I	Range 120	\$ 22.94	\$ 26.52	\$ 30.10
% difference from average		12%	-15%	-14%

	Min	Mid	Max
CBWCD	\$ 22.94	\$ 26.52	\$ 30.10
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65
Salary Range 125 (Proposed)	\$ 27.25	\$ 31.50	\$ 35.75
Salary Range 124	\$ 26.58	\$ 30.73	\$ 34.88
Salary Range 123	\$ 25.94	\$ 30.01	\$ 34.08

ADMINISTRATIVE ASSISTANT II

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	<i>Cucamonga Valley Water District**</i>	Administrative Assistant II	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
2	<i>East Valley Water District**</i>	Senior Administrative Assistant	\$ 66,289.60	\$ 75,961.60	\$ 85,633.60
3	<i>Eastern Municipal Water District**</i>	Administrative Assistant II	\$ 65,041.60	\$ 73,028.80	\$ 81,016.00
4	<i>Inland Empire Resource Conservation District**</i>	Administrative Programs Lead	\$ 48,880.00	\$ 62,348.00	\$ 75,816.00
5	<i>San Bernardino Valley Municipal Water District**</i>	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
6	<i>Yucaipa Valley Water District**</i>	Administrative Assistant II	\$ 77,640.00	\$ 87,348.00	\$ 97,056.00
7	<i>Monte Vista Water District**</i>	Administrative Assistant II	\$ 64,313.60	\$ 74,339.20	\$ 84,364.80
8	<i>Pomona**</i>	Administrative Assistant II	\$ 50,544.00	\$ 55,983.20	\$ 61,422.40
9	<i>Chino Hills**</i>	Management Aide	\$ 61,089.60	\$ 67,662.40	\$ 74,235.20
10	<i>Redlands**</i>	Administrative Specialist I	\$ 46,532	\$ 52,976.56	\$ 59,421

Agencies Surveyed: 16

Min	\$ 46,531.68	\$ 52,976.56	\$ 59,421.44
Max	\$ 77,640.00	\$ 88,403.12	\$ 101,687.04
Average	\$ 61,165.09	\$ 70,267.65	\$ 79,370.21
Average Hourly	\$ 29.41	\$ 33.78	\$ 38.16

CBWCD - Administrative Assistant II

Range 123	\$ 24.71	\$ 28.57	\$ 32.42
% difference from average	-16%	-15%	-15%

	Min	Mid	Max
CBWCD	\$ 24.71	\$ 28.57	\$ 32.42
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45
Salary Range 129	\$ 30.08	\$ 34.78	\$ 39.47
Salary Range 128 (Proposed)	\$ 29.34	\$ 33.92	\$ 38.50
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65

ADMINISTRATIVE ANALYST

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	<i>Cucamonga Valley Water District**</i>	Administrative Assistant II	\$ 65,832.00	\$ 75,722.40	\$ 85,612.80
2	<i>East Valley Water District**</i>	Senior Administrative Assistant	\$ 66,289.60	\$ 75,961.60	\$ 85,633.60
3	Eastern Municipal Water District	Executive Assistant	\$ 75,316.80	\$ 84,562.40	\$ 93,808.00
4	<i>Inland Empire Resource Conservation District**</i>	Administrative Programs Lead	\$ 48,880.00	\$ 62,348.00	\$ 75,816.00
5	<i>San Bernardino Valley Municipal Water District**</i>	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
6	<i>Yucaipa Valley Water District**</i>	Administrative Assistant II	\$ 77,640.00	\$ 87,348.00	\$ 97,056.00
7	<i>Monte Vista Water District**</i>	Administrative Assistant III	\$ 70,969.60	\$ 82,045.60	\$ 93,121.60
8	<i>Pomona**</i>	Administrative Assistant III	\$ 63,107.20	\$ 69,908.80	\$ 76,710.40
9	<i>Chino Hills**</i>	Executive Secretary	\$ 68,078.40	\$ 75,389.60	\$ 82,700.80
10	<i>Redlands**</i>	Administrative Analyst	\$ 68,095.04	\$ 76,674.00	\$ 85,252.96

Agencies Surveyed: 16

Min	\$ 48,880.00	\$ 62,348.00	\$ 75,816.00
Max	\$ 77,640.00	\$ 88,403.12	\$ 101,687.04
Average	\$ 67,932.78	\$ 77,836.35	\$ 87,739.92
Average Hourly	\$ 32.66	\$ 37.42	\$ 42.18

CBWCD - Executive Administrative Assistant (Proposed)

Proposed Range 132	\$ 32.39	\$ 37.45	\$ 42.50
% difference from average	-1%	0%	1%

	Min	Mid	Max
CBWCD			
Salary Range 134	\$ 34.03	\$ 39.34	\$ 44.65
Salary Range 133	\$ 33.20	\$ 38.38	\$ 43.56
Salary Range 132 (Proposed)	\$ 32.39	\$ 37.45	\$ 42.50
Salary Range 131	\$ 31.60	\$ 36.53	\$ 41.46
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45

SALARY ANALYSIS AND PROPOSED LABOR GRADES - COMPARATOR AGENCIES

ADMINISTRATIVE ASSISTANT I

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	<i>Cucamonga Valley Water District**</i>	Administrative Assistant I	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
2	<i>East Valley Water District**</i>	Senior Administrative Assistant	\$ 70,449.60	\$ 78,041.60	\$ 85,633.60
3	<i>Eastern Municipal Water District **</i>	Administrative Assistant I	\$ 59,009.60	\$ 66,258.40	\$ 73,507.20
4	<i>Inland Empire Resource Conservation District**</i>	Administrative Assistant	\$ 44,200.00	\$ 55,473.60	\$ 66,747.20
5	<i>San Bernardino Valley Municipal Water District**</i>	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
6	<i>Yucaipa Valley Water District**</i>	Administrative Assistant I	\$ 64,896.00	\$ 73,008.00	\$ 81,120.00
7	<i>Monte Vista Water District**</i>	Administrative Assistant	\$ 59,716.80	\$ 69,024.80	\$ 78,332.80
8	<i>Pomona**</i>	Administrative Assistant	\$ 45,780.80	\$ 50,720.80	\$ 55,660.80
9	<i>Chino Hills**</i>	Administrative Secretary	\$ 52,644.80	\$ 58,323.20	\$ 64,001.60
10	<i>Redlands**</i>	Administrative Assistant I	\$ 40,081.60	\$ 45,632.08	\$ 51,182.56

Min	\$ 40,081.60	\$ 45,632.08	\$ 51,182.56
Max	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
Median	\$ 57,605.60	\$ 65,442.00	\$ 73,278.40
Average Hourly	\$ 27.70	\$ 31.46	\$ 35.23

CBWCD - Administrative Assistant I	Range 120	\$ 22.94	\$ 26.52	\$ 30.10
% difference from average		12%	-16%	-15%

	Min	Mid	Max
CBWCD	\$ 22.94	\$ 26.52	\$ 30.10
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65
Salary Range 125 (Proposed)	\$ 27.25	\$ 31.50	\$ 35.75
Salary Range 124	\$ 26.58	\$ 30.73	\$ 34.88
Salary Range 123	\$ 25.94	\$ 30.01	\$ 34.08

ADMINISTRATIVE ASSISTANT II

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	<i>Cucamonga Valley Water District**</i>	Administrative Assistant II	\$ 56,201.60	\$ 64,625.60	\$ 73,049.60
2	<i>East Valley Water District**</i>	Senior Administrative Assistant	\$ 66,289.60	\$ 75,961.60	\$ 85,633.60
3	<i>Eastern Municipal Water District**</i>	Administrative Assistant II	\$ 65,041.60	\$ 73,028.80	\$ 81,016.00
4	<i>Inland Empire Resource Conservation District**</i>	Administrative Programs Lead	\$ 48,880.00	\$ 62,348.00	\$ 75,816.00
5	<i>San Bernardino Valley Municipal Water District**</i>	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
6	<i>Yucaipa Valley Water District**</i>	Administrative Assistant II	\$ 77,640.00	\$ 87,348.00	\$ 97,056.00
7	<i>Monte Vista Water District**</i>	Administrative Assistant II	\$ 64,313.60	\$ 74,339.20	\$ 84,364.80
8	<i>Pomona**</i>	Administrative Assistant II	\$ 50,544.00	\$ 55,983.20	\$ 61,422.40
9	<i>Chino Hills**</i>	Management Aide	\$ 61,089.60	\$ 67,662.40	\$ 74,235.20
10	<i>Redlands**</i>	Administrative Specialist I	\$ 46,532	\$ 52,976.56	\$ 59,421

Agencies Surveyed: 16

Min	\$ 46,531.68	\$ 52,976.56	\$ 59,421.44
Max	\$ 77,640.00	\$ 88,403.12	\$ 101,687.04
Median	\$ 62,701.60	\$ 70,345.60	\$ 78,416.00
Average Hourly	\$ 30.15	\$ 33.82	\$ 37.70

CBWCD - Administrative Assistant II

Range 123	\$ 24.71	\$ 28.57	\$ 32.42
% difference from average	-18%	-16%	-14%

	Min	Mid	Max
CBWCD	\$ 24.71	\$ 28.57	\$ 32.42
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45
Salary Range 129	\$ 30.08	\$ 34.78	\$ 39.47
Salary Range 128 (Proposed)	\$ 29.34	\$ 33.92	\$ 38.50
Salary Range 127	\$ 28.63	\$ 33.10	\$ 37.56
Salary Range 126	\$ 27.93	\$ 32.29	\$ 36.65

ADMINISTRATIVE ANALYST

#	Agency	Position	Salary Min	Midpoint	Salary Max
1	<i>Cucamonga Valley Water District**</i>	Administrative Assistant II	\$ 65,832.00	\$ 75,722.40	\$ 85,612.80
2	<i>East Valley Water District**</i>	Senior Administrative Assistant	\$ 66,289.60	\$ 75,961.60	\$ 85,633.60
3	Eastern Municipal Water District	Executive Assistant	\$ 75,316.80	\$ 84,562.40	\$ 93,808.00
4	<i>Inland Empire Resource Conservation District**</i>	Administrative Programs Lead	\$ 48,880.00	\$ 62,348.00	\$ 75,816.00
5	<i>San Bernardino Valley Municipal Water District**</i>	Administrative Specialist	\$ 75,119.20	\$ 88,403.12	\$ 101,687.04
6	<i>Yucaipa Valley Water District**</i>	Administrative Assistant II	\$ 77,640.00	\$ 87,348.00	\$ 97,056.00
7	<i>Monte Vista Water District**</i>	Administrative Assistant III	\$ 70,969.60	\$ 82,045.60	\$ 93,121.60
8	<i>Pomona**</i>	Administrative Assistant III	\$ 63,107.20	\$ 69,908.80	\$ 76,710.40
9	<i>Chino Hills**</i>	Executive Secretary	\$ 68,078.40	\$ 75,389.60	\$ 82,700.80
10	Redlands**	Administrative Analyst	\$ 68,095.04	\$ 76,674.00	\$ 85,252.96

Agencies Surveyed: 16

Min	\$ 48,880.00	\$ 62,348.00	\$ 75,816.00
Max	\$ 77,640.00	\$ 88,403.12	\$ 101,687.04
Median	\$ 68,086.72	\$ 76,317.80	\$ 85,623.20
Average Hourly	\$ 32.73	\$ 36.69	\$ 41.17

CBWCD - Executive Administrative
Assistant (Proposed)

Proposed Range 132	\$ 32.39	\$ 37.45	\$ 42.50
% difference from average	-1%	2%	3%

	Min	Mid	Max
CBWCD			
Salary Range 134	\$ 34.03	\$ 39.34	\$ 44.65
Salary Range 133	\$ 33.20	\$ 38.38	\$ 43.56
Salary Range 132 (Proposed)	\$ 32.39	\$ 37.45	\$ 42.50
Salary Range 131	\$ 31.60	\$ 36.53	\$ 41.46
Salary Range 130	\$ 30.83	\$ 35.64	\$ 40.45

CHINO BASIN WATER CONSERVATION DISTRICT CLASSIFICATION AND COMPENSATION SCHEDULE

Board Approval Date: 10/09/2023 (last revised 8/14/23)

		FY 23/24				
ELECTED OFFICIALS				DAY OF SERVICE		*MAX WITH COLA
Board Members		7		\$ 200	\$ 200	N/A
*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month						
MANAGEMENT CLASSIFICATION (EXEMPT)			RANGE	ANNUAL SALARY RANGE		*MAX WITH COLA
Conservation Programs Manager		1	249	\$ 97,656	\$ 128,133	\$ 134,511
Community Programs Manager		1	249	\$ 97,656	\$ 128,133	\$ 134,511
Facilities & Operations Manager		1	249	\$ 97,656	\$ 128,133	\$ 134,511
Administrative Services Manager		1	250	\$ 100,097	\$ 131,336	\$ 137,874
General Manager		1	N/A	No Range		
HOURLY CLASSIFICATIONS (NON-EXEMPT)			RANGE	HOURLY RANGE		*MAX WITH COLA
Administration						
Administrative Services Intern		0	106	\$ 16.24	\$ 21.30	\$ 22.37
Bookkeeper—Part-time		0	117	\$ 21.30	\$ 27.95	\$ 29.35
Administrative Assistant I		1	120-125	\$22.94 \$27.25	\$30.10 \$35.75	-
Administrative Assistant II		0	123-128	24.71 \$29.34	\$32.42 \$38.50	-
Administrative Analyst		1	132	\$ 32.39	\$ 42.50	-
Board Clerk		1	138	\$ 35.78	\$ 46.95	\$ 49.30
Community Programs						
Youth Programs Teaching Assistant		0.5	106	\$ 16.24	\$ 21.30	\$ 22.37
Youth Programs Teaching Intern		0.5	106	\$ 16.24	\$ 21.30	\$ 22.37
Outreach & Public Affairs Intern		0	106	\$ 16.24	\$ 21.30	\$ 22.37
Community Programs Assistant		0	113	\$ 19.30	\$ 25.32	\$ 26.59
Community Programs Educator I		0	115	\$ 20.28	\$ 26.61	\$ 27.94
Community Programs Educator II		0.5/2	125	\$ 25.96	\$ 34.06	\$ 35.76
Community Outreach Specialist		0	131	\$ 30.10	\$ 39.50	\$ 41.48
Community Programs Specialist		0	131	\$ 30.10	\$ 39.50	\$ 41.48
Conservation Programs						
Conservation Programs Intern		1	106	\$ 16.24	\$ 21.30	\$ 22.37
Receptionist		0.5	110	\$ 17.92	\$ 23.52	\$ 24.70
Conservation Landscape Worker I		1	110	\$ 17.92	\$ 23.52	\$ 24.70
Conservation Landscape Worker II		0	114	\$ 19.78	\$ 25.96	\$ 27.26
Conservation Technician I		0	115	\$ 20.28	\$ 26.61	\$ 27.94
Conservation Technician II		2	125	\$ 25.96	\$ 34.06	\$ 35.76
Conservation Specialist I		1	131	\$ 30.10	\$ 39.50	\$ 41.48
Conservation Specialist II		0	134	\$ 32.42	\$ 42.53	\$ 44.66
Facilities & Operations						
Facilities & Operations Trades Intern		0	106	\$ 16.24	\$ 21.30	\$ 22.37
Landscape / Maintenance Worker I		1	110	\$ 17.92	\$ 23.52	\$ 24.70
Landscape / Maintenance Worker II		0	114	\$ 19.78	\$ 25.96	\$ 27.26
Landscape Mainteannce Worker III		1	125	\$ 25.96	\$ 34.06	\$ 35.76
Facilities & Basins Technician		1	131	\$ 30.10	\$ 39.50	\$ 41.48

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023

* A COLA of 5% for FY 23-24 will be effective January 1, 2024

**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: March 11, 2024

FROM: Elizabeth Willis, General Manager

BY: Maia Dean, Community Programs Manager

SUBJECT: **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.

BACKGROUND

The Community Programs Department has undergone many changes in staffing levels over the past five years in response to changing needs of the District, including staffing needs during the COVID-19 pandemic, and in response to requests from staff to scale down to part-time work or to return to full-time work. The District's field trip program is highly prized within the local educational community for the quality of the instruction and experience and for the District's willingness to tie instruction of each grade level to specific Next Generation Science Standard (NGSS) benchmarks set for each grade level. Therefore, the District has an interest in retaining highly qualified and expert educators to run the field trips and teach the hands-on STEM NGSS benchmarked curriculum developed for each grade level.

On April 15, 2019, the District's Community Programs Department requested the creation of the part-time educator position, as changed from a full-time educator position, due to a staff request to move from full-time to part-time. The Board approved the request. At the time, the Department also consisted of a full-time Community Programs Specialist and a full-time Community Programs Coordinator, and a part-time Community Programs Specialist. An additional part-time Educator was hired in July 2019.

In January 2021, the Programs Coordinator was changed to an Outreach Specialist to better capture and compensate for the duties and responsibilities performed by the employee.

In September 2021, the Community Programs Specialist position was vacated and the employee transferred to a Part-Time Educator II at the employee's request. The change was beneficial to the District at the time due to closures in programs related to the COVID-19 pandemic and statewide lockdown.

In June 2022, the District re-created the Full-Time Program Educator position to allow for increased staff time to work on the administrative aspects of the field trip program. The Board approved two Full-Time and one Part-Time Educator positions for the Fiscal Year.

In December 2022, after issues in properly staffing the Community Outreach Specialist position, the District chose to dissolve the position of Outreach Specialist and fulfill the duties of communications with the conversion of one of the two Part-Time Community Programs Educator positions into a second full-time Community Programs Educator position. This position would use the additional hours per week to handle the District's communications platforms, including writing newsletters, doing simple graphic design for collateral materials, and handling the District's social media channels. The District also chose to use consultants to fulfill the key roles of more complicated graphic design projects and public relations.

On January 17, 2024, the Personnel Committee met to review the change in staffing levels and the updated job description and voted to recommend these changes to the Board.

On February 13, 2024, the Finance Committee met to review the change in the staffing levels and the updated job description. By a vote of 3-0, the Finance Committee approved the recommendation of these changes to the Board.

DISCUSSION/ANALYSIS

The District currently has two Full-Time Educators and one Part-Time Educator. This staffing arrangement, rather than beginning the fiscal year with three Full-Time Educators, was originally set at the request of a member of staff to remain in a part-time position for a longer period of time. There is now a request from that staff member to return to full-time work. Twenty hours per week covers only teaching the three field trip classes per week without any extra projects attached, so management is strongly supportive of making this move now.

The current two Full-Time Educators spend half of their time teaching, preparing for, and cleaning up after field trips and half of their time on office work or special projects. One runs the administrative portion of the field trips, including the sign-up process, scheduling classes, communicating with teachers, and gathering feedback, as well as the District's annual Poster Contest and the District's tabling calendar. The second Full-Time Program Educator spends office time on communications, graphic design, newsletters, and social media. A third Full-Time Program Educator would be invaluable to work on special projects related to the Board's

priorities as expressed during the Board Priorities Workshop in March 2023. This would include planning for the natural playground in the Wilderness Park, working on lobby exhibits, creating small, District-run evening community events to elevate the District's profile among its immediate neighbors, researching and preparing for contract classes, such as yoga in the garden, and working on raising walk-in visitor numbers.

FISCAL IMPACT

Transition from a part-time to a full-time Program Educator position starting mid-March would cost an additional \$28,800 in staff wages and benefits. These changes are included in the mid-year budget modification.

ATTACHMENT(S)

1. Attachment 1 – Programs Education I/II Job Description



POSITION	COMMUNITY PROGRAMS EDUCATOR I & II
SALARY GRADE	Community Programs Educator I: 115 Community Programs Educator II: 125
SALARY RANGE	I = \$18.88 — \$24.78 AND II = \$24.17 — \$31.72
CLASSIFICATION	Full-Time, 40 hours per week, Non-exempt under the Fair Labor Standards Act (FLSA)
DATE	March 11, 2024 (to be presented at 3/11/24 Board Meeting)

ABOUT THE DISTRICT

Chino Basin Water Conservation District (District) is recognized throughout the state as an innovative, energetic, and effective water conservation organization. The District is dedicated to the protection of the Chino Groundwater Basin to ensure that the current and future water needs of the region will be met. Its core business is two-pronged: (1) increase water supply through groundwater percolation; and (2) decrease water demand through conservation education, workforce training, and services. The District provides programs, services, and resources to audiences of all ages and backgrounds to cultivate a community-wide conservation ethic and build regional capacity for water resilience.

ABOUT THE DEPARTMENT

The Community Programs Department seeks to:

- Demonstrate best practices in conservation education in collaboration with strategic partners across the region.
- Educate to activate a community-wide conservation ethic for all ages by providing programs and resources that support awareness and knowledge of our water resource to promote both stewardship of our watershed and participation in achievable conservation behaviors.
- Provide interpretation and education of percolation strategies in the Chino Groundwater Basin to sustain a long-term water supply.

The Community Programs team develops, implements, and evaluates culturally relevant community & youth programming, plans and executes community events at the Waterwise Community Center, hosts symposia, coordinates community science and volunteer projects, and is responsible for the District and Center's public communications and outreach efforts.

ABOUT THE POSITIONS

COMMUNITY PROGRAMS EDUCATOR I & II pg. 1

Position approval date: 01/11/2021 (TBD 03/11/24)

Approved by: Board of Directors

Community Programs Educator I: This is the entry level position that supports the goals of the Community Programs Department by **leading assisting with** culturally relevant, inquiry-based environmental education programs for service area communities.

Community Programs Educator II: This is an advanced position requiring 2-3 years of experience and supports the goals of the Community Programs Department by leading culturally relevant, inquiry-based environmental education programs for service area communities.

Distinctions between levels in the Community Programs Educator I & II job classification series may be based on many factors, including **education and experience**, the complexity of functions within department, decision-making responsibility and level of supervision exercised, and nature and complexity of work performed.

SUMMARY/OBJECTIVE

Under the administrative direction of the Community Programs Manager, the Programs Educator is responsible for curriculum development and instruction to K-12 ~~and higher education~~ students related to water conservation **and** watershed sciences. ~~and sustainable landscaping both at the Waterwise Community Center and at sites across the region.~~ Related responsibilities include promoting the District and District programs through events hosted at the Waterwise Community Center, ~~landscaping best practices~~, conducting public outreach and education activities, ~~supporting homeowner and professional landscaping classes~~, and general administrative tasks as needed.

ESSENTIAL FUNCTIONS

Primary duties include, but are not limited to, the following:

Program Coordination:

- Utilize place-based experiential and inquiry-based environmental education best practices to teach K-12 students about water conservation **and** watershed science ~~and landscaping~~ in a classroom, field, and garden-based setting.
- Under limited supervision, take responsibility for coordinating programs such as field trips, contests, ~~Earth Day~~, volunteer programs, community events, or other education efforts as needed. This may include scheduling and promoting field trips, professional development trainings, workshops, and/or community events, and tracking supply inventory, budgets, invoices, and program effectiveness indicators.
- Assist the Community Programs ~~Specialist~~ **Department in developing and implementing new curriculum**, professional development trainings, and refining program offerings utilizing experiential and inquiry-based education best practices.
- **Coordinate and schedule volunteers during programming and events.**
- **Mentor volunteers and support student-led community service projects**
- Provide support for new programs and partnerships as needed to expand education efforts.

- ~~Travel off-site to conduct interactive school assemblies, class or schoolyard investigations, and presentations to audiences of all ages on topics related to water conservation and the District and Center's mission.~~
- Interface with members of the Education Committee and other members of the Board Directors to provide them information about the District's community programs.
- ~~Assist Community Programs Manager and Specialist in identifying, applying for, and tracking grant opportunities and evaluating programs.~~
- Collaboratively work with other team members and departments to support programming.
- Support District partnerships with local water agencies through such venues as the Water Education Water Awareness Committee (WEWAC) or other ad hoc partnerships.

Public Communications: ~~Support~~

- Draft written and graphic communications materials for digital and print publication including newsletters, social media content, and press releases.
- Assist with developing and maintaining District's editorial calendar.
- Maintain contact with news outlets, advertising venues, social media channels, and others to identify opportunities for the District to expand public awareness and knowledge of programs and watershed literacy.
- ~~Support District outreach by preparing materials and staffing informational booths at conferences and other public events.~~
- ~~Assist with inventory tracking and ordering of promotional items.~~
- Update and maintain District contact database.
- Oversee sections of District website to ensure content is current and follows web content development best practices.
- Promote District and Center programs by assisting with the maintenance of the District and Center's website, signage, lobby displays, literature racks, flyers, brochures, posters, and social media outlets.
- ~~Respond to community members and partners' program and conservation related questions in person, by phone, and online.~~
- ~~Prepare and deliver a variety of informative presentations to diverse audiences promoting the District's programs and mission.~~
- ~~Support and actively participate in various water conservation programs and technical information programs such as Water Awareness Month activities, Earth Day and Water Fair events, and contractor and homeowner training and information classes.~~
- ~~Assist with the development of interpretative signage and public education programming for urban greening projects.~~
- Translate outreach materials and informational handouts for both English and Spanish speakers.
- Designs and evaluates interpretative exhibits and signage in collaboration with staff and stakeholders.

Offsite Community Outreach:

- Supports District outreach by developing and maintaining a tabling booth calendar, preparing materials and staffing, and working with Department Managers to assign staff, interns, **and volunteers** to represent the District at informational booths at community events.
- **Coordinate, order, and track inventory of promotional and giveaway items for outreach and public events.**
- ~~Prepares and delivers a variety of informative presentations to diverse audiences promoting the District's programs and mission.~~

Administrative Support

- Perform database input and analysis, and report generation for **outreach/education** programs.
- Perform special projects and related duties as assigned.
- Provide guidance to **Program Teaching Assistant(s)** **personnel**, interns, **and volunteers**, ~~and other training personnel as needed.~~
- Assist with budget tracking for program expenditures and grants.
- Update ~~monthly~~ **quarterly** Board Reports with program effectiveness indicators.
- Assist the Community Programs Manager in evaluating education programs **for effectiveness and relevance.**

COMPETENCIES

Knowledge and Experience

- Knowledge of Microsoft Office tools, familiarity with basic web content management systems, social media management, and familiarity digital communications software such as Adobe Creative Cloud products and Canva.
- Knowledge or understanding of basic environmental science topics, particularly related to **native and waterwise plants adaptations, water science** and watershed concepts.
- Knowledge and experience in curriculum development best practices and lesson planning for hands-on, engaging, inquiry-based scientific activities for K-12 audiences.
- ~~Working understanding of education standards including California Science Framework, Common Core, Environmental Principles and Concepts, Next Generation Science Standards.~~
- ~~Working understanding of watershed systems.~~
- Familiarity with principles, methods, and practices of environmental communications, community outreach and advertising programs through digital and print media.
- ~~Ability to build understanding of behavior change theory~~

Skills

- **Teaching**
 - Classroom management/Behavioral management
- Customer service

- Public speaking
- Collaborative teamwork
- Organizational skills and time management
- Verbal and written communication skills
- Event coordination
- Public outreach
- ~~Networking~~
- ~~Meeting facilitation~~

Abilities

- Demonstrate curiosity and desire to learn about topics relevant to the District mission such as water, conservation, landscaping, watershed science, science education pedagogy, and trends, etc.
- Quickly adapt and learn new approaches and software for project management and communications.
- Effectively communicate in written public communications materials and during public speaking and partnership meetings.
- Project professional and positive image and deal tactfully, collaboratively, and courteously with internal and external contacts of all ages.
- ~~Coordinate work schedules with others.~~
- ~~Prepare clear, concise, well-organized, engaging, and interactive presentations and deliver to a wide variety of audiences.~~
- Use flexibility and problem-solving skills.
- Demonstrate positive attitude and initiative to attain information and skills necessary to complete tasks and projects well.
- Actively seek out collaboration among staff or partners when necessary.
- Ability to quickly learn effective project management skills: Can prioritize among competing requests and timelines.
- Ability to lead a group, create supportive and safe learning environments, and effectively engage communities.
- Demonstrate and model best practices in environmental education.

SUPERVISION

- **Reports to:** Community Programs Manager.
- **Community Programs Educator I Supervises:** Does not provide any supervision.
- **Community Programs Educator II Supervises:** Youth volunteers and interns, ~~and Master Gardeners on occasion.~~

POSITION TYPE AND EXPECTED HOURS OF WORK

- Full-time, 40-hour work week; evening and/or weekend work may be required to complete required duties and projects and participate in events; responds to emergencies as necessary.

EDUCATION AND EXPERIENCE

- **Community Programs Educator I:** Must have a minimum of a high school diploma or GED. Field experience in community or conservation programming and education preferred.
- **Community Programs Educator II:** Must have a minimum of a high school diploma or GED and 2-3 years of equivalent field experience in community or conservation programming and education. Bachelor's degree preferred with major course work in areas of environmental studies, ecology, resource management, hydrology, horticulture, geology, plant science, ~~landscape irrigation science~~, education, communications, or directly related fields.
- ~~Required Community Programs Educator I/II: Must have a minimum of a high school diploma or GED. 2-3 years of equivalent field experience in community or conservation programming and education or two years as Community Programs Assistant.~~
- ~~Preferred Community Programs Educator II: Bachelor's degree with major course work in areas of environmental studies, ecology, resource management, hydrology, horticulture, geology, plant science, landscape irrigation science, education, communications, or directly related fields.~~

WORK ENVIRONMENT

- Indoor and outdoor work, year-round, in all weather conditions. Must be able to work outdoors in heat, direct sun, wind, rain, and cold. ~~Must be able to work in fast-paced environment.~~

PHYSICAL DEMANDS

- Communicates orally in English with District Board members, co-workers, and the public in face-to-face, one-to-one, group, and classroom settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- ~~Regularly operates a telephone for communication.~~
- Operates office equipment such as computers, printers, copiers, projectors, and FAX machines.
- ~~Travels frequently by vehicle to conduct District business.~~
- ~~Sometimes works in an outdoor environment in the sun, wind, rain, etc.~~
- Frequently positions self to address a classroom setting, assist students at tables and on the floor, inspect materials (plants, compost, etc.) on the ground, on tables/counters, and on shelves.
- May be required to move/position supplies and materials of up to 50 Lb.
- Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations ~~of up to 5 minutes.~~
- Traverses over uneven terrain.
- Works with soil, water, compost, plants, "critters" (composting worms, tortoises, etc.) and other teaching elements on a regular basis in garden, ~~riparian~~, and classroom settings.

- Possible exposure to communicable diseases, blood, bodily fluids or tissues as a part of working with youth on a regular basis.
- Uses a variety of hand tools, cleaning solutions and equipment in the performance of light janitorial and office type work to support programs.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Possession of, or ability to obtain a valid driver's license is required and a good motor vehicle driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.
- Must complete within the first year of hire:
 - Formalized training in Project WET facilitation ~~or EEI/NGSS Workshop.~~
 - ~~○ Attend a minimum of two (2) District facilitated waterwise landscaping seminars.~~
 - CPR and First Aid training.

OTHER DUTIES

- This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: March 11, 2024

FROM: Elizabeth Willis, General Manager

BY: Elizabeth Willis, General Manager

SUBJECT: **APPROVE THE FISCAL YEAR 2023-2024 MID-YEAR BUDGET ADJUSTMENTS**

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.

BACKGROUND

Each year, the District undergoes a mid-year budget analysis and staff presents proposed budget amendments to the Finance Committee for review, feedback, and recommendation to the Board. This year, the District encountered two substantial, unexpected mid-year costs: the need to fast track the construction of iron fencing around Books Basin due to an increase in break-ins on the property, and percolation restoration at the Ely 3 Basin. Staff worked to fit these changes into the adopted FY 23-24 Budget, while also updating revenue projections based on funds that have been received thus far in the fiscal year. The Fiscal Year 2023-2024 proposed budget adjustments increases the District's overall budget by a total of \$285,700, moving from \$4,157,500 adopted in June 2023 to \$4,443,200, as proposed in February 2024.

The most important changes to the budget in the proposed mid-year budget adjustments include:

- **Increase in Revenues** – Due to strong performance in incoming funds, the District's revenue projections have risen \$262,000, from \$4,327,700 to \$4,589,700.
- **Brooks Basin Fence** – A total of \$300,000 was moved from FY 24-25 to FY 23-24 to allow for the Brooks Basin Fence to be completed this fiscal year.

- **Ely 3 Restoration** – A total of \$299,600 was added to the Recharge Improvements fund in the District’s Reserve Funds, which has been proposed by IEUA to be completed in the summer of 2024.
- **Amphitheater** – A total of \$202,000 was reallocated to the Brooks Basin Fence Project to allow that project to move forward one year early. A total of \$60,000 remains for design and engineering of the amphitheater roof, with construction expected to begin in 2025.
- **Reserve Funds** – The District’s planned contribution to its Reserve Funds is decreasing \$23,700, from a total of \$170,200 adopted in June 2023 to \$146,500 proposed in February 2024.
- **Staffing Adjustments** – The staffing adjustments proposed below will raise the total anticipated budget for hourly wages by 3%, or \$26,800. It would also raise funds allocated for employee health benefits by 6%, or \$16,200.
 - o Amending the job description and updating the salary range for the Administrative Assistant I classification.
 - o Amending the job description and updating the salary range for the Administrative Assistant II classification.
 - o Addition of the Administrative Analyst classification and salary range.
 - o Amending the job description for the Program Educator I/II classifications.
 - o Amending the number of budgeted positions for the Program Educator II classification from two full-time positions and one part-time position to three full-time positions for fiscal year 2023-2024.

DISCUSSION/ANALYSIS

While the District has encountered unexpected costs, the original FY 23-24 Budget adopted by the Board in June 2023 included provisions for the unknown. Staff’s original proposed budget was conservative about increases in revenue and planned for unexpected problems to occur during the year. Therefore, the District’s budget remains in good shape for a strong end to the fiscal year.

On February 13, 2024, the Finance Committee met to discuss the Fiscal Year 2023-2024 mid-year budget adjustments and recommended Board approval.

FISCAL IMPACT

The Fiscal Year 2023-2024 proposed budget adjustments increases the District’s overall budget by a total of \$285,700, moving from \$4,157,500 adopted in June 2023 to \$4,443,200, as proposed in February 2024.

ATTACHMENT(S)

1. Attachment 1 – Classification and Compensation Schedule
2. Attachment 2 – FY 23-24 Mid-Year Budget Modification (Proposed)
3. Attachment 3 – FY 23-24 Mid-Year Budget Modification Narrative

CHINO BASIN WATER CONSERVATION DISTRICT CLASSIFICATION AND COMPENSATION SCHEDULE

Board Approval Date: 10/09/2023 (last revised 8/14/23)

	FY 23/24				
ELECTED OFFICIALS			DAY OF SERVICE		*MAX WITH COLA
Board Members	7		\$ 200	\$ 200	N/A
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>					
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Administrative Assistant II	0	123 128	24.71 \$29.34	\$32.42 \$38.50	-
<i>Administrative Analyst</i>	<i>1</i>	<i>132</i>	<i>\$ 32.39</i>	<i>\$ 42.50</i>	-
Board Clerk	1	138	\$ 35.78	\$ 46.95	\$ 49.30
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Landscape Mainteannce Worker III	1	125	\$ 25.96	\$ 34.06	\$ 35.76
Facilities & Basins Technician	1	131	\$ 30.10	\$ 39.50	\$ 41.48

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023

* A COLA of 5% for FY 23-24 will be effective January 1, 2024



**Proposed Amended Budget
General Fund
FY 2023/24**

	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	Proposed % Increase
1 Revenue					
2 Property Tax & Assessment Revenue	\$ 1,722,536	\$ 2,803,400	\$ 61,600	\$ 2,865,000	2%
3 Redevelopment Agency ABx1 26	918,895	1,267,100	32,900	1,300,000	3%
4 Interest Income	252,674	221,700	178,300	400,000	80%
5 Miscellaneous Income	15,250	35,500	(10,800)	24,700	-30%
6 Total Revenue	\$ 2,909,355	\$ 4,327,700	\$ 262,000	\$ 4,589,700	6%
7 Expenditures					
8 Salaries & Benefits					
9 Employee Wages - Salaried	336,407	645,300		645,300	0%
10 Employee Wages - Hourly	396,265	833,100	26,800	859,900	3%
11 Employee Wages - Interns	28,830	72,000		72,000	0%
12 Health Benefits	140,359	257,600	16,200	273,800	6%
13 Payroll Taxes	60,250	125,900	1,800	127,700	1%
14 CalPERS Retirement Normal Costs	62,214	130,100	500	130,600	0%
15 CalPERS Retirement UAL (Required)	41,286	48,900	(7,600)	41,300	-16%
16 Education, Training & Travel	14,667	48,100	-	48,100	0%
17 Total Salaries & Benefits	\$ 1,080,279	\$ 2,161,000	\$ 37,700	\$ 2,198,700	2%
18 General & Administrative					
19 Legal	44,166	50,000	40,000	90,000	80%
20 Engineering	16,845	10,000	20,000	30,000	200%
21 Audit & Accounting	53,319	80,000	10,000	90,000	13%
22 General Consulting	34,584	131,000	(18,500)	112,500	-14%
23 Administrative Support	8,151	-	10,000	10,000	N/A
24 Insurance	53,331	93,000	1,200	94,200	1%
25 Board of Directors	42,658	113,100	(8,000)	105,100	-7%
26 Dues & Subscriptions	19,492	45,200	(1,600)	43,600	-4%
27 Office Utilities	15,420	39,500		39,500	0%
28 Agenda Management Software	-	12,000	(5,000)	7,000	-42%
29 Computer/IT Support	25,941	43,700	3,500	47,200	8%
30 Office Equipment & Supplies	28,154	50,100	-	50,100	0%
31 Telecommunications	12,533	19,500	8,000	27,500	41%
32 Maintenance/Janitorial	6,814	17,300		17,300	0%
33 Banking, Payroll & Collection Fees	10,673	22,700	-	22,700	0%
34 Recruitment	1,870	5,000		5,000	0%
35 Total General & Administrative	\$ 373,950	\$ 732,100	\$ 59,600	\$ 791,700	8%
36 Facilities & Operations					
37 Basin Percolation Maintenance	-	101,000	(45,000)	56,000	-45%
38 Landscape & Irrigation	18,003	75,100	(1,500)	73,600	-2%
39 Fencing	12,848	42,000	3,000	45,000	7%
40 Structural Maintenance	51,670	42,000	33,800	75,800	80%
41 Signage	1,530	4,500		4,500	0%
42 Hardscape	-	9,200	8,000	17,200	87%
43 Facilities	356	10,000		10,000	0%
44 Equipment & Vehicles	10,801	33,200	(5,000)	28,200	-15%
45 Uniforms	3,874	10,700		10,700	0%
46 Weed Abatement & Pest/Critter Control	7,859	38,200	(9,000)	29,200	-24%
47 Trash Cleanup & Disposal	3,414	15,000	(5,000)	10,000	-33%
48 Utilities, Permits, Fees & Miscellaneous	5,187	14,000	-	14,000	0%
49 Total Facilities & Operations	115,543	394,900	(20,700)	374,200	-5%

**Proposed Amended Budget
General Fund
FY 2023/24**

	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	Proposed % Increase
50 Public Relations/Education					
51 District Events	23,596	59,000	(18,300)	40,700	-31%
52 School Tours	1,434	40,000		40,000	0%
53 Advertising & Strategic Communications	19,980	63,300	700	64,000	1%
54 Web Design/Maintenance	2,725	29,000	(3,300)	25,700	-11%
55 Public Education/Workshops	1,476	20,000	(3,200)	16,800	-16%
56 Community Sponsorships	2,500	2,500		2,500	0%
57 Youth Program Supplies	1,121	1,500	1,000	2,500	67%
58 Informational Materials	3,292	3,000	1,600	4,600	53%
59 Supplies/Giveaways	4,550	10,000		10,000	0%
60 Lobby Display Rotation	2,146		3,500	3,500	N/A
61 Total Public Relations/Education	62,820	228,300	(18,000)	210,300	-8%
62 Capital Expenditures and Pension Management					
63 Capital Expenditures Total	35,510	541,200	(5,600)	535,600	-1%
64 CalPERS Pension Trust Contributions	-	100,000	(100,000)	-	-100%
65 Total Capital Expenditures and Pension Management	35,510	641,200	(105,600)	535,600	-16%
66 Total Expenditures	1,668,102	4,157,500	(47,000)	4,110,500	-1%
67 Net Revenue / (Expenditures)	1,241,253	170,200	309,000	479,200	182%
68 (Addition to) Recharge Improvements Reserve	-	-	(300,000)	(300,000)	N/A
69 (Addition to) Unassigned Reserve	(1,241,253)	(170,200)	(9,000)	(179,200)	5%
70 Net Balance	\$ -	\$ -	\$ -	\$ -	

Proposed Amended Budget Capital Plan FY 2023/24

	FY 2023/24 YTD 12/31/23	FY 2023/24 Adopted Budget	FY 2023/24 Proposed Amendments	FY 2023/24 Amended Budget	Proposed % Increase
1 Capital Expenditures					
2 Major Structural Failures	\$ -	\$ 100,000	\$ (100,000)	\$ -	-100%
3 Permanent Signage - Interpretive and Other	2,451	30,000	(15,000)	15,000	-50%
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	(202,000)	60,000	-77%
7 College Heights - Iron Fencing	-	15,000		15,000	0%
8 Lobby Displays	7,152		7,200	7,200	N/A
9 Brooks Basin Fence	11,915	-	300,000	300,000	N/A
10 Drinking Fountain	4,200		4,200	4,200	N/A
11 Contingency - 10% of Total		49,200		49,200	0%
12 Total Capital Expenditures (District-Funded)	\$ 25,718	\$ 541,200	\$ (5,600)	\$ 535,600	-1%

Chino Basin Water Conservation District

FY 24 Proposed Budget Adjustments

General Fund Revenue and Expenditures

Revenue

Line 2 - Property Tax & Assessment Revenue includes Ad Valorem tax revenue levied by San Bernardino County. [Increase 2% based on actual collections year to date.](#)

Line 3 - Redevelopment Agency ABx126 includes collections remitted by the successor agency of the former Redevelopment Agency (RDA) in compliance with ABX 126 and AB 1484. [Increase 3% based on actual collections year to date.](#)

Line 4 - Interest Income includes earnings from cash and investments held with Wells Fargo Bank, CalTrust, and Local Agency Investment Fund (LAIF). [Increase 80% for higher than anticipated interest rates on current investments and the transfer of funds into the California Cooperative Liquid Assets Securities System \(CLASS\).](#)

Line 5 - Miscellaneous Income includes the Inland Empire utility agreement revenue, land lease revenue, credit card incentives, and other unpredictable sources of revenue. [Decrease 30% for less anticipated irrigation audits.](#)

Expenditures

Line 9 - Employee Wages - Salaried includes employee wages for salaried employees. [No amendment.](#)

Line 10 - Employee Wages - Hourly includes employee wages for hourly employees. [Increase 3% for administrative department reclassifications and community department employee moving to full-time.](#)

Line 11 - Employee Wages - Interns includes wages budgeted for four internship positions. [No amendment.](#)

Line 12 - Health Benefits include the District's contribution toward health, dental, vision, life, and disability insurance benefits for employees. [Increase 6% for community department employee moving to full-time.](#)

Line 13 - Payroll Taxes includes the District's portion of Federal and State taxes. [Increase 1% for employee changes noted in line 10.](#)

Line 14 - CalPERS Retirement Normal Costs includes the District's portion of employee retirement benefits. [Increase less than 1% for employee changes noted in line 10.](#)

Line 15 - CalPERS Unfunded Actuarial Liability Payment is the annual payment required to pay down the unfunded accrued liability. [Decrease 16% for lower required payment due to favorable actuarial calculation.](#)

Line 16 - Education, Training & Travel includes costs for tuition reimbursements, staff education, various conferences, mileage, food per diem and hotels for travel. [No amendment.](#)

Chino Basin Water Conservation District

FY 24 Proposed Budget Adjustments

Line 19 – Legal includes various legal fees. Increase 80% for projected costs related to ongoing litigation.

Line 20 - Engineering includes general engineering changes to the basin, inspections, and improvement recommendations. Increase 200% for project costs related to ongoing litigation.

Line 21 – Audit and Accounting includes external audit and accounting services. Increase 13% for additional services supporting and training new administrative team members.

Line 22 – General Consulting includes contracts for graphic design, grant writing, human resource consulting, communication consulting, and other miscellaneous services, including planning for 75th Anniversary events. Net decrease of 14% for removal of water storage consulting and reduced contract for human resources consulting, and the addition of first responder assessment and training.

Line 23 – Administrative Support includes temporary staffing during the Board Clerk position vacancy. Add new budget for actual expenditures year to date.

Line 24 – Insurance includes property, liability, and worker's compensation insurance. Increase 1% for Bonding costs for new employee.

Line 25 – Board of Directors includes meeting stipends, meals, conferences, health and life insurance, mileage, travel, and miscellaneous expenditures. Decrease 7% for less than anticipated conference attendance and travel.

Line 26 - Dues & Subscriptions includes community and professional organization dues and subscriptions. Decrease 4% for subscriptions reallocated to the Computer/IT Support line.

Line 27 - Office Utilities includes gas, electricity, and water charges for the District. No amendment.

Line 28 – Agenda Management Software includes a proposal for software to effectively structure, organize, and distribute meeting agendas. Decrease 42% for negotiated discount on agreement.

Line 29 – Computer/Information Technology Support includes computer software, maintenance, and technology services. Increase 8% for subscriptions reallocated from the Dues & Subscriptions line.

Line 30 - Office Equipment & Supplies includes copier lease and maintenance expenditures, office furniture, computer and printer supplies, postage, and miscellaneous expenditures. No amendment.

Line 31 – Telecommunications includes phone, wireless, and internet services. Increase 41% for upgraded cell phones, office phones, and related services.

Line 32 – Maintenance/Janitorial includes routine facility maintenance, cleaning services, and supplies. No amendment.

Chino Basin Water Conservation District

FY 24 Proposed Budget Adjustments

Line 33 – Banking, Payroll, & Collection Fees includes payroll processing, banking, and County tax collection fees. [No amendment.](#)

Line 34 – Recruitment includes costs of recruiting for vacant employment position. [No amendment.](#)

Line 37 – Basin Percolation Maintenance includes ripping the floor of the basins, tract walking, and other activities designed to increase percolations rates. [Decrease 45% based on actual expenditures and less than anticipated maintenance through year end.](#)

Line 38 – Landscape and Irrigation includes grounds maintenance, landscaping services, irrigation expenditures, small tool purchases, and supplies. [Decrease 2% based on actual expenditures year to date.](#)

Line 39 – Fencing includes maintenance and repairs for various District fences. [Increase 7% for additional fence repairs and goat containment.](#)

Line 40 – Structural Maintenance includes heating, ventilation, and air-conditioning system (HVAC) maintenance, security maintenance, painting, parking lot resurfacing, and other various projects. [Increase 80% for additional security services, alarm repairs, and heating, ventilation, and air-conditioning system \(HVAC\) maintenance.](#)

Line 41 – Signage includes non-capitalized building and garden signage. [No amendment.](#)

Line 42 – Hardscape includes concrete work, stucco repair and road repair. [Increase 87% for stucco repair to the amphitheater.](#)

Line 43 – Facilities includes miscellaneous facility repairs. [No amendment.](#)

Line 44 – Equipment & Vehicles includes vehicles, repair and maintenance, and fuel. [Decrease 15% for lower than anticipated fuel costs.](#)

Line 45 – Uniforms includes employee uniforms. [No amendment.](#)

Line 46 – Weed Abatement and Pest/Critter Control includes services required for weed abatement and pest control. [Decrease 24% based on actual expenditures year to date.](#)

Line 47 – Trash Cleanup & Disposal includes trash and green waste services, street cleanup, and miscellaneous disposal services. [Decrease 33% based on actual expenditures year to date.](#)

Line 48 – Utilities, Permits, Fees & Miscellaneous includes miscellaneous permits and fees and operating utilities. [No amendment.](#)

Line 51 – District Events includes various outreach events, the water fair, and the poster art contest. [Decrease 31% for removal of proposed events.](#)

Line 52 – School Tours includes bus expenditures for school tours. [No amendment.](#)

Chino Basin Water Conservation District

FY 24 Proposed Budget Adjustments

Line 53 – Advertising & Strategic Communications includes mailers, printing, and various promotional pieces to promote the 75th Anniversary. [Net increase of 1% for reallocation of software to Computer/IT Support line and addition of an IE news insert.](#)

Line 54 – Web Design and Maintenance includes service agreements to maintain and upgrade the District's website. [Decrease 11% for removal of Civic Plus service.](#)

Line 55 – Public Education/Workshops includes educational workshops for the public. [Decrease 16% for reduced participation in the California Native Plant Landscaper Certification program and removal of guest instructor.](#)

Line 56 – Community Sponsorships includes miscellaneous community sponsorships. [No amendment.](#)

Line 57 – Youth Program Supplies includes miscellaneous supplies for youth programming. [Increase 67% for additional supplies.](#)

Line 58 – Informational Materials includes educational workshop brochures and handouts. [Increase 53% for additional workbooks for workshops.](#)

Line 59 – Supplies/Giveaways include giveaways for public events and workshops. [No amendment.](#)

Line 60 – Lobby Display Rotation includes educational displays in the Waterwise Community Center lobby. [Add budget for new line.](#)

Line 63 – Capital Expenditures include capital projects detailed in the proposed budget for the Capital Plan.

Line 64 – CalPERS Pension Trust Contributions include voluntary payments to the pension trusts. [Decrease 100% to realize higher investment earnings than currently offered with pension trust.](#)

Line 67 – Net Revenue/(Expenditures) includes budgeted revenue over expenditures. [FY 24 revenue over expenditures is projected to be \\$479,200.](#)

Line 68 – (Addition to) Recharge Improvements Reserve includes revenue in excess of expenses to be transferred to the Recharge Improvements Reserve. [The FY 24 addition to the reserve is projected to be \\$300,000.](#)

Line 69 – (Addition to) Unassigned Reserve includes revenue in excess of expenses to be transferred to the Unassigned Reserve for future assignment by the Board. [The FY 24 addition to the reserve is projected to be \\$179,200.](#)

Chino Basin Water Conservation District

FY 24 Proposed Budget Adjustments

Capital Expenditures

Line 2 – Major Structural Failures includes unanticipated structural expenditures. [Decrease 100% for reallocation to planned projects..](#)

Line 3 – Permanent Signage – Interpretive and Other includes the design and installation of district-wide interpretive signage. [Decrease 50% for the delay of street front signage.](#)

Line 4 – Truck includes the purchase of a new truck. [No amendment.](#)

Line 5 – Ely Basin No. 3 – Asphalt Driveway includes a new driveway at the Ely Basin. [No amendment.](#)

Line 6 - Amphitheatre Roof & Upgrades includes construction and installation of a roof over the amphitheater and potential upgrades to the amphitheater. [Decrease 77% for projected planning costs through year end.](#)

Line 7 – College Heights – Iron Fencing includes new fencing at the College Heights location. [No amendment.](#)

Line 8 – Lobby Displays includes permanent displays in the Waterwise Community Center lobby. [Add budget for new line.](#)

Line 9 – Brooks Basin Fence includes the replacement of the Brooks Basin fence. [Add budget for project advanced from FY 25 to FY 24.](#)

Line 10 – Drinking Fountain includes the purchase of a drinking fountain for the District. [Add budget for final project costs, not completed until FY 24.](#)

Line 11 – Contingency includes 10% of total budget for unanticipated expenditures. [No amendment.](#)

Line 12 – Net Capital Expenditures (District-Funded) includes the amount budgeted for the use of District funds. [The FY 24 Amended Budget projects the use of \\$535,600 from general funds.](#)



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**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: March 11, 2024

FROM: Elizabeth Willis, General Manager

BY: Dave Schroeder, Facilities & Operations Manager

SUBJECT: **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.

BACKGROUND

Following heavy rainfall totaling over six inches between February 4th and February 7th, 2024, as reported by the National Centers for Environmental Information (refer to Attachment 2), an inspection of the basins revealed a blowout along the eastern slope of Montclair Basin #2, adjacent to Moreno Elementary School. With another rainstorm forecasted to arrive within a week, General Manager Willis declared an emergency condition and directed staff to promptly repair the blowout before the impending storm.

Facilities and Operations Manager, Dave Schroeder, contacted three local contractors capable of performing the necessary earth excavation work to address the blowout. One contractor did not respond, while the other two inspected the site; only one of those two contractors submitted a complete and timely bid. With the forecasted rainstorm just four days away, General Manager Willis decided to proceed with the sole contractor who provided a responsive bid, treating it as a sole-source contract.

Mr. Schroeder, acting as the District's representative, monitored the construction work on-site on both Friday and Saturday of that week. The blowout repair was successfully completed twenty-four hours before the onset of the expected rains. During the storm, Mr. Schroeder conducted a thorough inspection of the basin to ensure that the repair was functioning effectively. It is noteworthy that all systems performed as expected.

DISCUSSION/ANALYSIS

While \$16,680 is below the General Manager's spending limit, according to Policy No. 44 – Purchasing Policy, "Public Works Contracts" within the threshold of \$5,001 - \$25,000 are required to have at least three written bids. However, Policy No. 44 also states "when the District determines that emergency conditions exist, or when a governmental entity declares a state of emergency, the repair or replacement of equipment or supplies necessary for the continuation of District operations or services, or to avoid danger to life or property, contracts may be awarded without application of these procedures, subject to later ratification by the District's Board. The General Manager is authorized to execute contracts under emergency conditions, subject to ratification by a super majority vote at the Board's next meeting."

In accordance with Policy No. 44, staff recommends the Board of Directors ratify the emergency contract.

FISCAL IMPACT

The \$16,680 is budgeted within the Percolation Maintenance Account (No. 54450) for the 23/24 Fiscal Year budget.

ATTACHMENTS

1. Attachment 1 – GRB Engineering Invoice
2. Attachment 2 – Policy No. 44 – Purchasing Policy
3. Attachment 3 – Weather Report Statistics

Policy No.: 44
Issue No.: 4
Effective Date: 2/8/21
Subject: Purchasing Policy

Policy No. 44 – Purchasing Policy

Purpose: The following procedures have been approved by the Board of Directors of the Chino Basin Water Conservation District to promote uniformity in purchasing goods, supplies, equipment, and in contracting for professional services, installation of equipment, and construction and maintenance projects.

Policy/Procedure

These procedures are established to provide authority, guidance and direction for the staff and the Board in all aspects of District purchasing.

DEFINITIONS:

- a. District - The Chino Basin Water Conservation District.
- b. Sole Source Contractor - A contractor or consultant that has been evaluated to provide a proprietary, unique, or specialized service which cannot be obtained from other contractors. Such designation shall be approved by the Board of Directors.

NO SEPARATION OF PROJECTS. No purchase, project, or contract shall be split or separated into smaller contracts or work orders for the purpose of evading the provisions of this Purchasing Policy.

AUTHORITY TO PURCHASE. As stated in District Policy No. 17 – Authority to Contractually Commit the District, is limited as follows:

Amount	Position
Up to \$600	Administrative Assistant (I/II) Senior Administrative Assistant Community Programs Manager Conservation Programs Manager Facilities and Operations Manager Administrative Services Manager
Up to \$25,000	General Manager
Exceeding \$25,000	Board of Directors

EMERGENCY CONDITIONS. When the District determines that emergency conditions exist, or when a governmental entity declares a state of emergency, the repair or replacement of equipment or supplies necessary for the continuation of District operations or services, or to avoid danger to life or property, contracts may be awarded without application of these procedures, subject to later ratification by the District's Board. The General Manager is authorized to execute contracts under emergency conditions, subject to ratification by a super majority vote at the Board's next meeting.

Policy No.: 44
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Subject: Purchasing Policy

GENERAL PURCHASES.

Definition: General Purchases include purchases of supplies, materials, and equipment. For purchases that include a combination of supplies, materials, equipment *and professional services for the installation, repair or maintenance of goods purchased*, the section below relating to Professional Services Contracts must be followed. Splitting a purchase within a fiscal year to avoid competitive bidding is not allowed.

Amount	Position Authorized to Approve Purchase	Process
Up to \$600	Senior Administrative Assistant Administrative Assistant (I/II)	Employees are encouraged to use good judgement and price comparison within this pricing category.
\$601 - \$2,000	Community Programs Manager Conservation Programs Manager Facilities and Operations Manager Administrative Services Manager	Employees are encouraged to use good judgement and price comparison within this pricing category.
\$2,001 - \$5,000	General Manager	<p>Purchase Authorization Form:</p> <p>District Managers must fill out the Purchase Authorization Form (Attachment A) and include at least three bids or quotes. If unable to obtain three bids or quotes, the companies or organizations invited to submit bids or quotes should be listed on the Form. Quotes or bids received shall be attached to the Purchase Authorization Form for review. The General Manager must sign the Purchase Authorization Form prior to purchase.</p> <p>Unless the person submitting the lowest bid or quote is selected, a</p>

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		<p>written statement explaining the reasons for the selection shall be attached to the Form.</p> <p>The General Manager is authorized to reject all bids or quotes and direct the reissuance of bid requests.</p>
\$5,001 to \$25,000	General Manager	<p>Minimum of Three Written Bids:</p> <p>District Managers shall write a description of the product, supplies, materials, or equipment sought, which description shall be used to obtain a minimum of three written quotes. All paperwork shall be attached to the Purchase Authorization form and submitted to the General Manager for approval.</p> <p>If the lowest responsible bidder is not recommended, a written explanation of the reasons for the recommendation shall be included in the Purchase Authorization Form packet.</p> <p>The General Manager is authorized to reject all bids or quotes, and direct reissuance of the bid requests.</p>
Above \$25,000	Board of Directors	<p>Formal RFP / RFQ Process:</p> <p>Staff shall use the RFP / RFQ template (Attachment B), which must be approved and authorized by a vote of the Board of Directors. The RFP / RFQ shall set a date and time for the submittal of all proposals and quotes, after which no bid shall be accepted.</p> <p>District staff will appoint a review committee of no less than two staff members, who will review written proposals and use written scoring sheets (Attachment B). If the District desires to include an oral interview as part of the bid process, the review</p>

Policy No.: 44
Issue No.: 4
Effective Date: 2/8/21
Subject: Purchasing Policy

		committee will use oral scoring sheets (Attachment B). The review committee will present its recommendation to a designated committee of Board members, if appropriate, and then to the Board of Directors. The District shall seek to award the contract to the lowest responsible and responsive bidder. The District has the right to reject all bids and direct staff to reissue an RFP / RFQ.
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PROFESSIONAL SERVICES CONTRACTS.

Definition: Professional Services Contract shall include and relate to work performed by outside consultants because of their specialized knowledge or expertise or for limited time/project-oriented work. This also includes work performed by outside sources for the installation, maintenance or repair of specialized equipment and or materials when the purchase is a combination thereof, e.g., purchase/installation of computer software and hardware by one vendor.

Amount	Position Authorized to Approve Purchase	Process
Up to \$600	Senior Administrative Assistant Administrative Assistant (I/II)	Employees are encouraged to use good judgement and price comparison within this pricing category.
\$601 - \$2,000	Community Programs Manager Conservation Programs Manager Facilities and Operations Manager Administrative Services Manager	Employees are encouraged to use good judgement and price comparison within this pricing category.
\$2,001 - \$5,000	General Manager	Purchase Authorization Form: District Managers must fill out the Purchase Authorization Form (Attachment A) with three quotes. If

Policy No.: 44
Issue No.: 4
Effective Date: 2/8/21
Subject: Purchasing Policy

		<p>unable to obtain three quotes, the companies or organizations invited to submit bids or quotes should be listed on the Form. Quotes or bids shall be attached to the Purchase Authorization Form for review. The General Manager must sign the Purchase Authorization Form prior to purchase.</p> <p>If the lowest bidder is not chosen, a written explanation of the reasons for the selection shall be included in the Purchase Authorization Form packet.</p> <p>The General Manager is authorized to reject all bids and direct reissuance of the bid requests.</p>
\$5,001 to \$25,000	General Manager	<p>Minimum of Three Written Bids:</p> <p>District Managers shall write a description of the service and deliverables sought and use the written description to obtain three written quotes. All paperwork shall be attached to the Purchase Authorization Form and submitted to the General Manager for approval.</p> <p>If the lowest responsible bidder is not recommended, a written explanation of the reasons for the recommendation shall be included in the Purchase Authorization Form packet.</p> <p>The General Manager is authorized to reject all bids and direct reissuance of bid requests.</p>
Above \$25,000	Board of Directors	<p>Formal RFP / RFQ Process:</p> <p>Staff shall use the RFP / RFQ template (Attachment B), which must be approved and authorized by a vote of the Board of Directors. The RFP / RFQ shall set a date and time for the submittal of all proposals and quotes, after which no bid shall be</p>

Policy No.: 44
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		<p>accepted.</p> <p>District staff will appoint a review committee of no less than two staff members, who will review written proposals and use written scoring sheets (Attachment B). If the District desires to include an oral interview as part of the bid process, the review committee will use oral scoring sheets (Attachment B).</p> <p>The review committee will present its recommendation to a committee of Board members, if appropriate, and then to the Board of Directors.</p> <p>The District shall seek, but is not required to award, the purchase to the lowest responsible and responsive bidder. The District has the right to reject all bids and direct staff to reissue an RFP / RFQ. The District may use the standard template for a Professional Services Agreement (Attachment B).</p>
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PUBLIC WORKS CONTRACTS.

Definition: Public Works Contracts include and relate to work performed by outside contractors for the construction, erection, alteration repair, maintenance work, or improvement of any public structure, building, road, or other public improvement of any kind. (See California Public Contractor Code. PPC 2202 (c) excl. (d) for bidding purposes, if applies.)

Amount	Position Authorized to Approve Purchase	Process
Up to \$600	Senior Administrative Assistant Administrative Assistant (I/II)	Employees are encouraged to use good judgement and price comparison within this pricing category.
\$601 - \$2,000	Community Programs Manager Conservation Programs Manager Facilities and Operations Manager Administrative Services Manager	Employees are encouraged to use good judgement and price comparison within this pricing category.

Policy No.: 44
Issue No.: 4
Effective Date: 2/8/21
Subject: Purchasing Policy

\$2,001 - \$5,000	General Manager	<p>Purchase Authorization Form:</p> <p>District Managers must fill out the Purchase Authorization Form (Attachment A) with a minimum of three quotes. If employees are unable to obtain three quotes, the companies or organization invited to submit bids or quotes should be listed on the Form. The General Manager must sign the Purchase Authorization Form prior to purchase.</p> <p>If the lowest bidder is not chosen, a written explanation of the reasons for the recommendation shall be included.</p> <p>The General Manager is authorized to reject all bids and direct reissuance of bid requests.</p>
\$5,001 - \$25,000	General Manager	<p>Three Written Bids:</p> <p>District Managers shall write a description of the project and use the written description to obtain a minimum of three written bids or quotes. All paperwork shall be attached to the Purchase Authorization Form and submitted to the General Manager for approval.</p> <p>The award shall go to lowest responsible bidder – the bidder with the lowest monetary quote that has the required expertise and financial viability to perform work in the required timeframe and provide the product to be purchased.</p> <p>A District standard contract or other contract form approved by legal</p>

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		<p>counsel is required.</p> <p>The vendor must provide proof of insurance per District Policy No. 16.</p> <p>The General Manager is authorized to reject all bids and direct reissuance of bid requests.</p>
Above \$25,000	Board of Directors	<p>Formal Notice Inviting Bids (NIB) Process:</p> <p>All bid packages will be reviewed by legal counsel (1) prior to release and (2) prior to finalizing the contract.</p> <p>The District may begin formal, public bidding procedures for construction / public works contracts with an NIB process to identify qualified bidders. After identifying qualified bidders, the District may release an NIB only to those bidders identified as qualified during the NIB process.</p> <p>The NIB must be authorized and approved by a vote of the Board of Directors. The NIB shall set a date and time for the submittal of all proposals and quotes, after which no bid shall be accepted. Bids shall be submitted in a sealed envelope, which will not be opened until the bidding period is closed.</p> <p>During the NIB process, District staff will appoint a review committee of no less than two staff members, who will review the bids.</p> <p>The bids shall be evaluated for compliance with the notice and requirements of the District.</p> <p>The review committee will present its recommendation to a committee of Board members, if appropriate, and then to the Board of Directors.</p>

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		<p>The District shall determine the contractor considered to be the lowest responsible and responsive bidder. Thereafter, the District shall indicate that a contract will be executed according to specific terms set forth in the Bid package and any clarifications thereof prior to submission of the seal bids.</p> <p>The Board of Directors has the right to reject all bids and direct staff to reissue an NIB.</p> <p>The contractor must provide proof of insurance and pay prevailing wages.</p> <p>Contractors must be registered public works contractor at the time of the bid. All listed subcontractors must also be registered as a public works vendor or contractor at the time of the bid, including those performing surveyor or inspection work, material testing and/or trucking. If a bid contains individuals or companies which are not registered as public works contractors, the District:</p> <ol style="list-style-type: none">1. May reject the bid as non-responsive; or2. Provide the prime contractor with 24 hours (one business day) to correct any registration deficiency. If the registration deficiency is not corrected, the bid will be rejected as non-responsive. <p>The contractor is required to submit certified payroll electronically to the District.</p> <p>Ancillary costs for the permitting of the project are deemed to be approved once the contract is let.</p>
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SOLE SOURCE CONTRACTS.

If after advertising and/or otherwise soliciting bids for a project the District should not receive any bids, the District Board of Directors may elect to "sole" source out the work to be performed.

REAL PROPERTY.

Definition: Land purchased or easements obtained for the construction of public works projects, or land purchased for other reasonable and necessary operations of the District.

All purchases of real property must be approved by a vote of the Board of Directors.

STAFF REIMBURSEMENT.

Definition: Any reasonable and necessary expense incurred by staff on behalf of or for the benefit of the District. This section is not intended to govern Board member compensation or reimbursement.

Overview:

1. Require an appropriately detailed purchase order, Travel Request Form, or other approved method of purchasing.
2. Department Managers cannot review and approve their own expense reimbursements; they must have the approval of the General Manager. The Administrative Services Manager will review and approve reimbursements submitted by the General Manager.
3. It is the responsibility of the employee to turn in all receipts. All receipts that are food related **MUST** be itemized. If there is no itemized receipt it will be up to the employee to either obtain the itemized receipt or have the meal approved by the General Manager.
4. Any missing receipts will be the responsibility of the employee and will need to be paid by the employee, unless authorized by the General Manager.

CREDIT CARD USE.

In order to facilitate the swift and efficient purchasing of supplies, materials, equipment, and subscriptions for the smooth operation of the District, staff shall follow protocols listed below concerning the issuance and use of District credit cards.

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1. Cards shall be issued to all employees except interns.
2. Cards shall be kept in a centralized locked cabinet until the time of purchase.
3. The District shall define programs controls for cardholders and approving officials as follows:
 - a. The District will avoid applying merchant activity control codes, which would limit staff to make purchases with only State-approved vendors.
 - b. The General Manager and Administrative Services Manager are appointed the "Approving Officials." This ensures that the approving officials do not approve their own purchases.

While each staff level is assigned a monthly balance, individual purchases must adhere to the approval level designated in Policy No. 17: "Authority to Contractually Commit the District." Purchases shall not be split to evade the approval levels listed therein.

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POSITION	MONTHLY TRANSACTION LIMIT
General Manager	\$5,000
Community Programs Manager	\$5,000
Conservation Programs Manager	\$5,000
Facilities & Operations Manager	\$5,000
Administrative Services Manager	\$5,000
Conservation Specialist I, II	\$5,000
Community Programs Assistant Community Programs Educator I, II Community Programs Coordinator Community Programs Specialist	\$2,500
Landscape Maintenance Lead	\$2,500
Senior Administrative Assistant	\$2,500
Landscape Maintenance Worker I, II Conservation Landscape Worker I, II	\$1,000
Administrative Assistant I, II	\$1,000
Conservation Technician	\$ 500

All CalCard purchases are reviewed by the applicable supervisor. Additionally, the General Manager and/or the Administrative Services Manager review the Cal Card statements on a monthly basis after it is reconciled by the Administrative Assistant or Bookkeeper.

Revisions

Issue No. 3 – 01/12/09

Issue No. 4 – 12/14/2020 – Modified from covering construction contracts only to a comprehensive purchasing policy.

Issue No. 5 – 02/08/21 – Update to Purchasing Policy Attachments.

U.S. Department of Commerce
National Oceanic & Atmospheric Administration
National Environmental Satellite, Data, and Information Service

**Record of Climatological
Observations**
These data are quality controlled and may not
be identical to the original observations.

National Centers for Environmental Information
151 Patton Avenue
Asheville, North Carolina 28801

Current Location: Elev: 636 ft. Lat: 33.9756° N Lon: 117.6249° W
Station: **CHINO AIRPORT, CA US USW00003179**

Generated on 02/29/2024

Observation Time Temperature: Unknown Observation Time Precipitation: Unknown

Year	Month	Day	Temperature (F)			Precipitation					Evaporation		"Soil Temperature (F)"					
			"24 Hrs. Ending at Observation Time"		At Obs.	24 Hour Amounts Ending at Observation Time				At Obs. Time	24 Hour Wind Movement (mi)	Amount of Evap. (in)	4 in. Depth			8 in. Depth		
			Max.	Min.		Rain, Melted Snow, Etc. (in)	Flag	Snow, Ice Pellets, Hail (in)	Flag	Snow, Ice Pellets, Hail, Ice on Ground (in)			Ground Cover (see *)	Max.	Min.	Ground Cover (see *)	Max.	Min.
2024	02	01																
2024	02	02																
2024	02	03																
2024	02	04	60	48		1.34												
2024	02	05	56	51		3.46												
2024	02	06	53	47		1.74												
2024	02	07	59	45		0.48												
2024	02	08																
2024	02	09																
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2024	02	26																
2024	02	27																
2024	02	28																
2024	02	29																
Summary			57	48		7.02												

Empty, or blank, cells indicate that a data observation was not reported.

*Ground Cover: 1=Grass; 2=Fallow; 3=Bare Ground; 4=Brome grass; 5=Sod; 6=Straw mulch; 7=Grass muck; 8=Bare muck; 0=Unknown

"s" This data value failed one of NCEI's quality control tests. "At Obs." = Temperature at time of observation

"T" values in the Precipitation or Snow category above indicate a "trace" value was recorded.

"A" values in the Precipitation Flag or the Snow Flag column indicate a multiday total, accumulated since last measurement, is being used.

Data value inconsistency may be present due to rounding calculations during the conversion process from SI metric units to standard imperial units.