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

**WEDNESDAY, APRIL 24, 2024, AT 11:00 A.M.**

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

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**COMMITTEE MEMBERS**

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

**GENERAL MANAGER**

**Elizabeth Willis**

**LEGAL COUNSEL**

**Lee McElhaney**

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**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](mailto: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/>.

**CALL TO ORDER**

**ROLL CALL**

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**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 Committee. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Committee 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 Committee.

**DISCUSSION ITEMS**

**1. FISCAL YEAR 2024 – 2025 COST OF LIVING ADJUSTMENT (COLA)**

**Recommendation:** It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval the implementation of a COLA for all permanent personnel, effective January 1, 2025.

**2. FISCAL YEAR 2024 – 2025 PRELIMINARY BUDGET**

**Recommendation:** It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval on the Fiscal Year 2024 – 2025 Preliminary Budget, Classification and Compensation Schedule, and Master Salary Chart.

**ADJOURNMENT**

The Committee will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, May 13, 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 11:00 a.m. on April 19, 2024.

*Brandon Yoshida*  
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Brandon Yoshida, Board Clerk

**STAFF REPORT  
FINANCE COMMITTEE MEETING**

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**DATE:** April 24, 2024  
**FROM:** Elizabeth Willis, General Manager  
**BY:** Alicia Fernandez, Administrative Services Manager  
**SUBJECT:** **FISCAL YEAR 2024-2025 COST OF LIVING ADJUSTMENT (COLA)**

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**RECOMMENDATION**

It is recommended that the Committee:

1. Review, discuss, and recommend that the Board of Directors approval the implementation of a COLA for all permanent personnel, effective January 1, 2025.

**BACKGROUND**

Each year, the Board considers a COLA proposed by staff in consultation with the District's accountant Eide Bailey. The purpose of the COLA is to adjust each step on the District's Salary Step Chart to keep up with the rising cost of living in the area. The District has historically chosen to use the Bureau of Labor Statistics, Western CPI Data for the Riverside-San Bernardino-Ontario area as a guide in choosing the cost-of-living increase most appropriate for each year. Historically, the District has used the January figures as a guide. The data is tailored to the unique characteristics and cost of living of the Inland Empire as compared with other areas in Southern California.

**DISCUSSION/ANALYSIS**

In the last several years, the United States has experienced historic inflation. The Bureau of Labor Statistics CPI for Riverside-San Bernardino-Ontario in January 2024 was recorded at 2.9%, which is less than the area has seen for two years prior. After consulting with Eide Baily accountants, staff has chosen to propose a COLA of 3% in an effort to blend fiscal responsibility with addressing historically high inflation. If the District were to choose a COLA of 3%, its salary ranges would fall in line with competing government employers and make the District competitive for talent.

**FISCAL IMPACT**

The cost of a 3% Cost-of-Living Adjustment, effective January 1, 2025, would represent an increase of \$27,700 in personnel and insurance costs during the coming fiscal year.

**ATTACHMENT(S)**

Attachment 1: Bureau of Labor Statistics, Western CPI Data Summary  
Attachment 2: Classification & Compensation Chart w/ COLA Updates



## Economy at a Glance

Western Office PRINT:

## Riverside-San Bernardino-Ontario, CA

## Riverside-San Bernardino-Ontario, CA

Data Series	Back Data	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024
<b>Labor Force Data</b>							
Civilian Labor Force <sup>(1)</sup>		2,177.8	2,186.7	(P) 2,172.0	2,184.5	(P) 2,184.1	
Employment <sup>(1)</sup>		2,066.7	2,076.3	(P) 2,061.7	2,065.2	(P) 2,063.6	
Unemployment <sup>(1)</sup>		111.1	110.3	(P) 110.3	119.3	(P) 120.5	
Unemployment Rate <sup>(2)</sup>		5.1	5.0	(P) 5.1	5.5	(P) 5.5	
<b>Nonfarm Wage and Salary Employment</b>							
Total Nonfarm <sup>(3)</sup>		1,700.8	1,713.6	1,718.5	1,684.9	(P) 1,687.4	
12-month % change		1.8	1.4	1.6	1.3	(P) 1.3	
Mining and Logging <sup>(3)</sup>		1.6	1.6	1.6	1.6	(P) 1.6	
12-month % change		14.3	14.3	14.3	14.3	(P) 14.3	
Construction <sup>(3)</sup>		120.6	118.8	118.9	115.6	(P) 115.8	
12-month % change		4.1	4.9	6.2	7.3	(P) 3.9	
Manufacturing <sup>(3)</sup>		98.1	97.9	98.1	96.9	(P) 96.5	
12-month % change		-2.2	-2.1	-1.2	-2.7	(P) -3.2	
Trade, Transportation, and Utilities <sup>(3)</sup>		458.8	467.4	469.9	452.7	(P) 448.0	
12-month % change		-1.0	-2.3	-2.2	-2.7	(P) -1.8	
Information <sup>(3)</sup>		13.3	13.3	13.3	13.2	(P) 13.2	
12-month % change		2.3	1.5	0.8	-0.8	(P) 0.0	
Financial Activities <sup>(3)</sup>		44.8	45.0	45.0	44.6	(P) 44.8	
12-month % change		-2.0	-0.9	-1.3	-1.3	(P) -0.7	
Professional and Business Services <sup>(3)</sup>		166.8	167.2	168.9	163.7	(P) 163.8	
12-month % change		-4.2	-3.6	-1.3	-0.7	(P) -1.5	
Education and Health Services <sup>(3)</sup>		295.2	296.3	297.4	296.5	(P) 300.3	
12-month % change		7.9	7.6	7.7	7.9	(P) 7.9	
Leisure and Hospitality <sup>(3)</sup>		184.6	185.8	185.1	181.3	(P) 183.4	
12-month % change		1.6	0.5	-0.4	-2.1	(P) -2.2	
Other Services <sup>(3)</sup>		49.9	50.1	50.0	48.6	(P) 49.1	
12-month % change		3.7	4.2	4.6	2.3	(P) 1.9	
Government <sup>(3)</sup>		267.1	270.2	270.3	270.2	(P) 270.9	
12-month % change		5.2	5.1	4.8	4.9	(P) 5.0	
<b>Consumer Price Index: Riverside-San Bernardino-Ontario, CA</b>							
CPI-U, All items <sup>(4)</sup>			131.372		131.358		133.144
CPI-U, All items, 12-month % change <sup>(4)</sup>			4.3		2.9		4.3
CPI-W, All items <sup>(5)</sup>			131.963		131.840		134.144
CPI-W, All items, 12-month % change <sup>(5)</sup>			4.4		3.1		4.8
<b>Footnotes</b>							
(1) Number of persons, in thousands, not seasonally adjusted.							
(2) In percent, not seasonally adjusted.							
(3) Number of jobs, in thousands, not seasonally adjusted. See <a href="#">About the data</a> .							
(4) All Urban Consumers, base: December 2017=100, not seasonally adjusted.							
(5) Urban Wage Earners and Clerical Workers, base: December 2017=100, not seasonally adjusted.							
(P) Preliminary							

Data extracted on: April 12, 2024

Source: U.S. Bureau of Labor Statistics

Note: More data series, including additional geographic areas, are available through the "[Databases & Tables](#)" tab at the top of this page.

Geographically based survey data available from BLS:

## **Employment & Unemployment**

- [Employment, Hours, and Earnings from the CES survey \(State and Area\)](#)
- [Local Area Unemployment Statistics](#)
- [Create Customized Maps -- Unemployment Rates](#)
- [Quarterly Census of Employment and Wages](#)
- [Occupational Employment Statistics](#)
- [Geographic Profile](#)

## **Prices & Living Conditions**

- [Consumer Price Index](#)
- [Consumer Expenditure Survey](#)

## **Compensation & Working Conditions**

- [National Compensation Survey](#)
- [Employment Cost Index](#)
- [Injuries, Illnesses, and Fatalities](#)

U.S. BUREAU OF LABOR STATISTICS Western Information Office Attn: EA & I, 90 Seventh Street Suite 14-100 San Francisco, CA 94103-6715

Telephone: 1-415-625-2270\_ [www.bls.gov/regions/west](http://www.bls.gov/regions/west) [Contact Western Region](#)

**CHINO BASIN WATER CONSERVATION DISTRICT  
CLASSIFICATION AND COMPENSATION SCHEDULE**

**Board Approval Date: 03/11/2024** (last revised 10/9/23)

ELECTED OFFICIALS		DAY OF SERVICE		*MAX WITH COLA
Board Members		\$ 200	\$ 200	N/A
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>				
MANAGEMENT CLASSIFICATION (EXEMPT)	RANGE	ANNUAL SALARY RANGE		*MAX WITH COLA
Conservation Programs Manager	249	\$ 97,656	\$ 128,133	\$ 138,578
Community Programs Manager	249	\$ 97,656	\$ 128,133	\$ 138,578
Facilities & Operations Manager	249	\$ 97,656	\$ 128,133	\$ 138,578
Administrative Services Manager	250	\$ 100,097	\$ 131,336	\$ 142,042
General Manager	N/A	No Range		
HOURLY CLASSIFICATIONS (NON-EXEMPT)	RANGE	HOURLY RANGE		*MAX WITH COLA
<b>Administration</b>				
Administrative Services Intern	106	\$ 16.24	\$ 21.30	\$ 23.04
Administrative Assistant I	125	\$ 27.25	\$ 35.75	\$ 36.84
Administrative Assistant II	128	\$ 29.34	\$ 38.50	\$ 39.68
Administrative Analyst	132	\$ 32.39	\$ 42.50	\$ 43.78
Board Clerk	138	\$ 35.78	\$ 46.95	\$ 50.78
<b>Community Programs</b>				
Youth Programs Teaching Assistant	106	\$ 16.24	\$ 21.30	\$ 23.04
Outreach & Public Affairs Intern	106	\$ 16.24	\$ 21.30	\$ 23.04
Community Programs Assistant	113	\$ 19.30	\$ 25.32	\$ 27.39
Community Programs Educator I	115	\$ 20.28	\$ 26.61	\$ 28.78
Community Programs Educator II	125	\$ 25.96	\$ 34.06	\$ 36.84
Community Outreach Specialist	131	\$ 30.10	\$ 39.50	\$ 42.72
Community Programs Specialist	131	\$ 30.10	\$ 39.50	\$ 42.72
<b>Conservation Programs</b>				
Conservation Programs Intern	106	\$ 16.24	\$ 21.30	\$ 23.04
Receptionist	110	\$ 17.92	\$ 23.52	\$ 25.44
Conservation Landscape Worker I	110	\$ 17.92	\$ 23.52	\$ 25.44
Conservation Landscape Worker II	114	\$ 19.78	\$ 25.96	\$ 28.08
Conservation Technician I	115	\$ 20.28	\$ 26.61	\$ 28.78
Conservation Technician II	125	\$ 25.96	\$ 34.06	\$ 36.84
Conservation Specialist I	131	\$ 30.10	\$ 39.50	\$ 42.72
Conservation Specialist II	134	\$ 32.42	\$ 42.53	\$ 46.00
<b>Facilities &amp; Operations</b>				
Facilities & Operations Trades Intern	106	\$ 16.24	\$ 21.30	\$ 23.04
Landscape / Maintenance Worker I	110	\$ 17.92	\$ 23.52	\$ 25.44
Landscape / Maintenance Worker II	114	\$ 19.78	\$ 25.96	\$ 28.08
Landscape Maintenance Worker III	125	\$ 25.96	\$ 34.06	\$ 36.84
Facilities & Basins Technician	131	\$ 30.10	\$ 39.50	\$ 42.72

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

**\* A COLA of 3% for FY 24-25 will be effective January 1, 2025**

**STAFF REPORT  
FINANCE COMMITTEE MEETING**

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**DATE:** April 24, 2024  
**FROM:** Elizabeth Willis, General Manager  
**BY:** Elizabeth Willis, General Manager  
**SUBJECT:** **FISCAL YEAR 2024-2025 PRELIMINARY BUDGET**

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**RECOMMENDATION**

It is recommended that the Committee:

1. Review, discuss, provide feedback, and recommend for Board of Directors approval on the Fiscal Year 2024 – 2025 Preliminary Budget, Classification and Compensation Schedule, and Master Salary Chart.

**BACKGROUND**

The proposed budget reflects the District’s mission to sustain a regional water supply through public stewardship by engaging the public through demonstration, education, and percolation strategies to ensure our region’s water needs are efficiently met. The budgeting process was a collaborative process, in which all the managers of each department met with the General Manager and the District’s accountant from Eide Bailly to set forth priorities and develop programs.

The FY 24-25 budget includes \$803,000 for capital projects, including basin restoration projects and the construction of the outdoor amphitheater. The budget does not include a line item for purchasing water, as staff seeks direction from the Board on that matter.

**DISCUSSION/ANALYSIS**

***Fiscal Year 2024-2025 Revenues***

District revenues are primarily supported by property taxes which are collected by the County of San Bernardino. The FY 24-25 budget is built with a 2% increase to projected FY 23-24 revenues and totals **\$4,682,000**. This projected 2% increase excludes the RDA Pass-Thru assessment revenues, which are conservatively budgeted at the projected year-end revenues for FY 23-24. It is important to note that over the past 20 years, the average rate of increase of property taxes has been approximately 7%. However, staff strongly supports the fiscally conservative practice

of budgeting at a 2% increase as it is difficult, if not impossible, to know how tax revenues will behave in any specific year.

The District is enrolled in the Teeter Program, which enables full collection of property tax revenues allocated to CBWCD each year regardless of delinquency and penalty payments. The county government then collects and keeps the delinquency and penalty payments, but the District is protected against non-payment of property taxes. However, the Teeter Program is not available for RDA Pass-Thru funds.

***Fiscal Year 2024-2025 Expenditures***

District Wages considers full staffing for the full 12 months, as well as medical benefits and retirement expenses. Staff proposes allocating \$2,416,300 in wages, taxes, and benefits, which is \$255,300, or approximately 11.8% higher than the FY 23-24 budget for total compensation as adopted by the Board in June 2023, which was \$2,161,000.

***Classification and Compensation Schedule and Master Salary Chart***

The updated Classification and Compensation Schedule listing the job titles, labor grades, and numbers per title that staff suggests will be filled during the upcoming fiscal year is attached herein as Attachment 3. In addition, and Master Salary Chart which lays out the compensation for each of the twelve steps for each labor grade at the District is attached here in as Attachment 4. This salary chart includes a proposed 3% cost of living increase, which, with Board approval, would become effective on January 1, 2025.

Staff is also recommending filling the long-vacant position of Conservation Specialist II with the current Conservation Specialist I. This move would allow the existing staff person to tackle a wider and more complex job functions, including:

- Taking over as the primary point of contact for conservation staff serving water retail agencies in the Chino Basin,
- Representing the District at assigned interagency meetings,
- Representing the District at water and landscape industry conferences and events, and
- Tracking new and ongoing state, local, and federal policy related to urban water conservation and landscape water use efficiency while providing information and presentations about policies to local agencies, stakeholders, and landscape and irrigation contractors, who generally do not understand how these regulations will impact their businesses or how to address them.

These new functions will allow the District to deepen it's bench of experts speaking on water use efficiency to the outside world.



**FISCAL IMPACT**

The Proposed Fiscal Year 24-25 Budget totals \$5,127,000 and is supported by \$4,682,000 in property tax revenues and the use of \$445,000 of reserve funds. Of the reserve funds, \$345,00 was strategically placed in Recharge Improvement Reserves in the FY 23-24 Budget Modification for recharge improvement projects in FY 24-25 and \$100,000 is proposed to come from the District Facilities Reserve Fund.

**ATTACHMENT(S)**

Attachment 1: Proposed FY 2024-2025 Budget

Attachment 2: FY 2024-2025 Budget Narrative

Attachment 3: Classification and Compensation Schedule for Fiscal Year 2024-2025

Attachment 4: Master Salary Chart, including proposed 3% increase effective January 1, 2025



**General Fund  
Proposed Budget  
Fiscal Year 2024/25**

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>FY 2023/24 Adopted Budget</b>	<b>FY 2023/24 Projected Ending</b>	<b>FY 2024/25 Proposed Budget</b>
<b>1 Revenue</b>			
2 Property Tax & Assessment Revenue	\$ 2,865,000	2,865,000	2,922,800
3 Redevelopment Agency ABx1 26	1,300,000	1,300,000	1,300,000
4 Interest Income	400,000	433,200	433,200
5 Miscellaneous Income	24,700	24,800	26,000
<b>6 Total Revenue</b>	<b>4,589,700</b>	<b>4,623,000</b>	<b>4,682,000</b>
<b>7 Expenditures</b>			
<b>8 Salaries and Benefits</b>			
9 Employee Wages - Salaried	645,300	645,000	686,800
10 Employee Wages - Hourly	859,900	859,000	935,500
11 Employee Wages - Interns	72,000	56,900	82,000
12 Health Benefits	273,800	280,300	319,900
13 Payroll Taxes	127,700	122,400	135,100
14 CalPERS Retirement Normal Costs	130,600	130,600	144,400
15 CalPERS Retirement UAL (Required)	41,300	41,300	53,800
16 Education, Training & Travel	48,100	48,100	58,800
<b>17 Total Salaries and Benefits</b>	<b>2,198,700</b>	<b>2,183,600</b>	<b>2,416,300</b>
<b>18 General and Administrative</b>			
19 Legal	90,000	90,200	100,000
20 Engineering	30,000	30,000	50,000
21 Audit & Accounting	90,000	95,000	95,000
22 General Consulting	112,500	112,500	140,000
23 Administrative Support	10,000	13,800	-
24 Insurance	94,200	93,600	104,000
25 Board of Directors	105,100	92,200	97,600
26 Election Expenses	-	-	45,000
27 Dues & Subscriptions	43,600	43,600	42,300
28 Office Utilities	39,500	31,700	34,500
29 Agenda Management Software	7,000	-	-
30 Computer / Information Technology Software and	47,200	47,200	60,700
31 Office Equipment & Supplies	50,100	55,900	53,400
32 Telecommunications	27,500	27,500	23,800
33 Maintenance/Janitorial	17,300	17,300	15,700
34 Banking, Payroll & Collection Fees	22,700	21,000	21,900
35 Recruitment	5,000	5,000	5,000
<b>36 Total General and Administrative</b>	<b>\$ 791,700</b>	<b>\$ 776,500</b>	<b>\$ 888,900</b>

## General Fund Proposed Budget Fiscal Year 2024/25

	A	B	C
	FY 2023/24 Adopted Budget	FY 2023/24 Projected Ending	FY 2024/25 Proposed Budget
37 <b>Facilities and Operations</b>			
38 Basin Percolation Maintenance	56,000	\$ 56,000	\$ 421,000
39 Landscape and Irrigation	73,600	73,600	90,600
40 Fencing	45,000	45,000	32,000
41 Structural Maintenance	75,800	75,800	56,500
42 Signage	4,500	10,000	26,500
43 Hardscape	17,200	17,200	20,000
44 Facilities	10,000	400	10,000
45 Equipment & Vehicles	28,200	27,200	26,000
46 Uniforms	10,700	10,700	11,700
47 Weed Abatement and Pest / Critter Control	29,200	30,200	36,000
48 Trash Cleanup & Disposal	10,000	10,000	10,000
49 Utilities, Permits, Fees & Miscellaneous	14,000	8,200	10,000
50 <b>Total Facilities and Operations</b>	<b>374,200</b>	<b>364,300</b>	<b>750,300</b>
51 <b>Public Relations/Education</b>			
52 District Events	40,700	49,400	103,000
53 School Tours	40,000	40,000	40,000
54 Advertising & Strategic Communications	64,000	54,000	49,100
55 Web Design and Maintenance	25,700	25,700	25,400
56 Public Education/Workshops	16,800	16,800	21,000
57 Community Sponsorships	2,500	2,500	5,000
58 Youth Program Supplies	2,500	3,000	2,000
59 Informational Materials	4,600	4,600	6,000
60 Supplies/Giveaways	10,000	11,700	11,000
61 Lobby Display Rotation	3,500	3,500	6,000
61 <b>Total Public Relations/Education</b>	<b>210,300</b>	<b>211,200</b>	<b>268,500</b>
64 <b>Capital Expenditures and Pension Management</b>			
65 Capital Expenditures	535,600	437,400	803,000
66 CalPERS UAL Discretionary Payments	-	-	-
67 CalPERS Pension Trust Contributions	-	-	-
68 <b>Total Capital Expenditures and Pension Management</b>	<b>535,600</b>	<b>437,400</b>	<b>803,000</b>
70 <b>Total Expenditures</b>	<b>4,110,500</b>	<b>3,973,000</b>	<b>5,127,000</b>
72 <b>Net Revenue / (Expenditures)</b>	<b>479,200</b>	<b>650,000</b>	<b>(445,000)</b>
74 Use of (Addition to) Recharge Improvements Reserve	(300,000)	(300,000)	345,000
Use of (Addition to) District Facilities Reserve	-	-	100,000
75 Use of (Addition to) Unassigned Reserve	(179,200)	(350,000)	-
76 <b>Net Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# 5-Year Capital Plan Proposed Budget Fiscal Year 2024/25

	A	B	C	D	E	F
	FY 2023/24 Adopted Budget	FY 2023/24 Projected Ending	FY 2024/25 Proposed Budget	FY 2025/26 Projected Budget	FY 2026/27 Projected Budget	FY 2027/28 Projected Budget
<b>1 Capital Expenditures</b>						
2 Permanent Signage - Interpretive and Other	15,000	-	15,000	15,000	100,000	50,000
3 Truck	65,000	66,100	-	80,000		
4 Ely Basin No. 3 - Asphalt Driveway	20,000	-	-	40,000		
5 Amphitheatre Roof and Upgrades	60,000	60,000	500,000	100,000		
6 College Heights - Iron Fencing	15,000	-	-			
7 Waterwise Community Center Lobby Displays	7,200	7,100	-			
8 Brooks Basin Fencing	300,000	300,000	-			
9 Drinking Fountain	4,200	4,200	-			
10 Parking Lot	-	-	40,000			
11 HVAC - Conservation Office	-	-	35,000			
12 Natural Playground	-	-	50,000	250,000	400,000	
13 Security Upgrades	-	-	-		200,000	
14 Bus Shelter	-	-	-			150,000
15 Montclair Basin No.4 Overflow Enhancement	-	-	-			30,000
16 Major Structural Failures	-	-	90,000	90,000	90,000	200,000
17 Contingency - 10% of Total	49,200	-	73,000	57,500	79,000	43,000
<b>18 Total Capital Expenditures</b>	<b>\$ 535,600</b>	<b>\$ 437,400</b>	<b>\$ 803,000</b>	<b>\$ 632,500</b>	<b>\$ 869,000</b>	<b>\$ 473,000</b>
<b>District Funded</b>	535,600	437,400	<b>358,000</b>	632,500	719,000	473,000
<b>Reserve Funded</b>	-	-	<b>445,000</b>	-	150,000	-

## District Reserves Fiscal Year 2024/25

	<b>A</b>	<b>B</b>	<b>C</b>
	<b>FY 2023/24 Beginning Balance</b>	<b>FY 2023/24 Projected Balance</b>	<b>FY 2023/24 Projected Balance</b>
<b>Reserves</b>			
Major Structural Failures	\$ 2,350,000	\$ 2,350,000	\$ 2,350,000
Recharge Improvements	2,350,000	2,650,000	2,305,000
District Facilities	300,000	300,000	200,000
Pension Liability	819,854	819,854	819,854
Compensated Absences	67,774	67,774	77,774
Operations	1,808,150	1,808,150	1,808,150
Unassigned	4,834,638	5,164,038	5,154,038
<b>Total Reserves</b>	<b>\$ 12,530,417</b>	<b>\$ 13,159,817</b>	<b>\$ 12,714,817</b>

# Chino Basin Water Conservation District

## FY 25 Proposed Budget

### General Fund Revenue and Expenditures

#### Revenue

**Line 2 - Property Tax & Assessment Revenue** includes Ad Valorem tax revenue levied by San Bernardino County. **Increase 2% over FY 24 projected actual revenue.**

**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. **No increase for FY 25.**

**Line 4 - Interest Income** includes earnings from cash and investments held with Wells Fargo Bank, CalTrust, and Local Agency Investment Fund (LAIF). **No increase for FY 25.**

**Line 5 - Miscellaneous Income** includes the Inland Empire utility agreement revenue, land lease revenue, credit card incentives, and other unpredictable sources of revenue. **Increase 5% over FY 24 projected actual revenue.**

**Line 6 - Total Revenue** includes annual recurring revenue. **Net increase of 1% over FY 24 projected actual revenue.**

#### Expenditures

**Line 9 - Employee Wages - Salaried** includes employee wages for salaried employees. **Increase 6% for merit/step increases and 3% cost of living increases.**

**Line 10 - Employee Wages - Hourly** includes employee wages for hourly employees. **Increase 9% for merit/step increases, 3% cost of living increases, employee reclassifications, and the movement of an employee from part-time to full-time.**

**Line 11 - Employee Wages - Interns** includes wages budgeted for four internship positions. **Increase 44% for merit/step increases, 3% cost of living increases, and the addition of an intern in the facilities department.**

**Line 12 - Health Benefits** include the District's contribution toward health, dental, vision, life, and disability insurance benefits for employees. **Increase 14% for rate increases and the movement of an employee from part-time to full-time.**

**Line 13 - Payroll Taxes** includes the District's portion of Federal and State taxes. **Increase 10% for employee wage increases in lines 10-12.**

**Line 14 - CalPERS Retirement Normal Costs** includes the District's portion of employee retirement benefits. **Increase 11% for employee wage increases in lines 10-12.**

**Line 15 - CalPERS Unfunded Accrued Liability Payment** is the annual payment required to pay down the unfunded accrued liability. **Increase 30% based on the CalPERS valuation report.**

# Chino Basin Water Conservation District

## FY 25 Proposed Budget

**Line 16 - Education, Training & Travel** includes expenses for tuition reimbursements, staff education, various conferences, mileage, food per diem and hotels for travel. [Increase 22% for additional staff participation in training and educational events.](#)

**Line 19 - Legal** includes various legal expenses. [Increase 11% for anticipated legal services.](#)

**Line 20 - Engineering** includes general engineering changes to the basin, inspections, and improvement recommendations. [Maintain consistent budget year to year.](#)

**Line 21 - Audit and Accounting** includes external audit and accounting services. [No increase for FY 25.](#)

**Line 22 - General Consulting** includes contracts for graphic design, grant writing, human resource consulting, communication consulting, and other miscellaneous services, including planning for 75<sup>th</sup> Anniversary events. [Increase 24% for additional 75<sup>th</sup> anniversary expenses.](#)

**Line 23 - Administrative Support** includes contract services for administrative staff vacancies. [No expenses are budgeted for FY 25.](#)

**Line 24 - Insurance** includes property, liability, and worker's compensation insurance. [Increase 11% for rate increases.](#)

**Line 25 - Board of Directors** includes meeting stipends, meals, conferences, health and life insurance, mileage, travel, and miscellaneous expenses. [Increase 6% for additional conference and event attendance.](#)

**Line 26 - Election Expenses** includes Board member election expenses every other year. [Budget \\$45,000 for anticipated expenses.](#)

**Line 27 - Dues & Subscriptions** includes community and professional organization dues and subscriptions. [Decrease 3% for shared electronic subscriptions.](#)

**Line 28 - Office Utilities** includes gas, electricity, and water charges for the District. [Increase 9% for higher rates.](#)

**Line 29 - Agenda Management Software** includes annual maintenance for software used to structure, organize, and distribute meeting agendas. [Budget line is included in Computer / Information Technology Support for FY 25.](#)

**Line 30 - Computer/Information Technology Support** includes computer software, maintenance, and technology services. [Increase 29% for higher contract and subscription costs and the transfer of agenda management software from line 29.](#)

**Line 31 - Office Equipment & Supplies** includes copier lease and maintenance expenses, office furniture, computer and printer supplies, postage, and miscellaneous expenses. [Decrease 2% based on FY 24 projected actual expenses.](#)

**Line 32 - Telecommunications** includes phone, wireless, and internet services. [Decrease 13% for a change in service provider.](#)

# Chino Basin Water Conservation District

## FY 25 Proposed Budget

**Line 33 – Maintenance/Janitorial** includes routine facility maintenance, cleaning services, and supplies. [Decrease 9% based on FY 24 projected actual expenses.](#)

**Line 34 – Banking, Payroll, & Collection Fees** includes payroll processing, banking, and County tax collection fees. [Increase 4% for increased rates.](#)

**Line 35 – Recruitment** includes costs of recruiting for vacant employment position. [No increase for FY 25.](#)

**Line 38 – Basin Percolation Maintenance** includes ripping the floor of the basins, tract walking, and other activities designed to increase percolations rates. [Increase for basin restoration. Funding includes use of the Recharge Improvements Reserve.](#)

**Line 39 – Landscape and Irrigation** includes grounds maintenance, landscaping services, irrigation expenses, small tool purchases, and supplies. [Increase 23% for replacement plants, tree trimming, new irrigation installation, and backflow testing.](#)

**Line 40 – Fencing** includes maintenance and repairs for various District fences. [Decrease 29% for the deferral of fencing projects to the following fiscal year.](#)

**Line 41 – Structural Maintenance** includes HVAC maintenance, security maintenance, painting, parking lot resurfacing, and other various projects. [Decrease 25% for the transfer of various maintenance projects to replacement/capital projects.](#)

**Line 42 – Signage** includes non-capitalized building and garden signage. [Increase for vertical signage and banners at basins.](#)

**Line 43 – Hardscape** includes concrete work, stucco repair and road repair. [Increase 16% for various projects.](#)

**Line 44 – Facilities** includes miscellaneous facility repairs. [Maintain a consistent budget year to year. Budget indicates increase over FY 24 projected actual expenses because of fluctuating and unanticipated activity.](#)

**Line 45 – Equipment & Vehicles** includes vehicles, repair and maintenance, and fuel. [Decrease 4% based on FY 24 projected actual expenses.](#)

**Line 46 – Uniforms** include employee uniforms. [Increase 9% for staff and Board attire at community events.](#)

**Line 47 – Weed Abatement and Pest/Critter Control** includes services required for weed abatement and pest control. [Increase 19% for additional weed abatement at the basins.](#)

**Line 48 – Trash Cleanup & Disposal** includes trash and green waste services, street cleanup, and miscellaneous disposal services. [No increase for FY 25.](#)

**Line 49 – Utilities, Permits, Fees & Miscellaneous** includes miscellaneous permits and fees and operating utilities. [Increase 22% for higher utility rates.](#)



# Chino Basin Water Conservation District

## FY 25 Proposed Budget

**Line 52 – District Events** includes various outreach events, the water fair, and the poster art contest. [Increase for 75th anniversary enhancements.](#)

**Line 53 – School Tours** includes bus expenses for school tours. [No increase for FY 25.](#)

**Line 54 – Advertising & Strategic Communications** includes mailers, printing, and various promotional pieces to promote the 75<sup>th</sup> Anniversary. [Decrease 9% based on FY 24 projected actual expenses.](#)

**Line 55 – Web Design and Maintenance** includes service agreements to maintain and upgrade the District's website. [Decrease 1% for projected expenses.](#)

**Line 56 – Public Education/Workshops** includes educational workshops for the public. [Increase 25% for additional workshops.](#)

**Line 57 – Community Sponsorships** includes miscellaneous community sponsorships. [Increase for additional community sponsorships.](#)

**Line 58 – Youth Program Supplies** includes miscellaneous supplies for youth programming. [Decrease 33% for projected expenses.](#)

**Line 59 – Informational Materials** includes educational workshop brochures and handouts. [Increase 30% for election flyers.](#)

**Line 60 – Supplies/Giveaways** include giveaways for public events and workshops. [Decrease 6% for projected actual expenses.](#)

**Line 61 – Lobby Display Rotation** includes various educational displays in the Waterwise Community Center. [Increase for additional displays.](#)

**Line 65 – Capital Expenditures** include capital projects detailed in the 5-year capital plan / proposed budget for FY 25.

**Line 66 – CalPERS UAL Discretionary Payments** included voluntary payments toward the unfunded accrued liability. [No payments are budgeted for FY 25.](#)

**Line 67 – CalPERS Pension Trust Contributions** include voluntary payments to the pension trusts. [No contributions are budgeted for FY 25.](#)

**Line 72 – Net Revenue/(Expenditures)** includes budgeted revenue over expenses. [The FY 25 Budget projects expenditures greater than revenue of \\$445,000. The Recharge Improvements Reserve and the District Facilities Reserve will be utilized to balance the budget.](#)

# Chino Basin Water Conservation District

## FY 25 Proposed Budget

### Capital Expenditures

**Line 2 - Permanent Signage – Interpretive and Other** includes the design and installation of district-wide signage. Basin structural poles are budgeted for FY 25.

**Line 3 – Truck** includes the purchase of a new truck. The truck was purchased in FY 24 and there is no budget for FY 25.

**Line 4 – Ely Basin No. 3 – Asphalt Driveway** includes multiple driveways at the Ely Basin. The driveways will be replaced, rather than repaired in FY 25.

**Line 5 - Amphitheatre Roof & Upgrades** includes construction and installation of a roof over the amphitheater and upgrades to the amphitheater. Planning costs were incurred in FY 24 and the projected is anticipated to take place in FY 25 and FY 26.

**Line 6 – College Heights – Iron Fencing** includes new fencing at the College Heights location. The project has been removed from the Capital Plan.

**Line 7 – Waterwise Community Center Lobby Displays** include permanent displays in the Waterwise Community Center. The displays are anticipated to be completed in FY 24 and there is no budget for FY 25.

**Line 8 – Brooks Basin Fencing** includes the replacement of the Brooks Basin fence. The replacement is anticipated to be completed in FY 24 and there is no budget for FY 25

**Line 9 – Drinking Fountain** includes the purchase of a drinking fountain for the District. The project was completed in FY 24 and there is no budget for FY 25.

**Line 10 – Parking Lot** includes replacement of multiple areas of the District parking lot. The projected is anticipated to be completed in FY 25.

**Line 11 - HVAC – Conservation Office** includes the potential replacement of a portion of the HVAC system. The project is in the assessment stage and is anticipated to be completed in FY 25.

**Line 12 – Natural Playground** includes the conceptual planning, design, and construction of a natural playground. Planning and design will begin in FY 25 with anticipated construction in FY 26 and FY 27.

**Line 13 – Security Upgrades** includes various upgrades for the District. Implementation is anticipated for FY 27.

**Line 14 – Bus Shelter** includes construction of a bus shelter. Planning and construction are anticipated for FY 28.

# Chino Basin Water Conservation District

## FY 25 Proposed Budget

**Line 15 – Montclair Basin No. 4 Overflow Enhancement** includes overflow enhancements. Planning and construction are anticipated for FY 28.

**Line 16 – Major Structural Failures** includes unanticipated structural expenses. There are no projected actual expenses for FY 24. The line is budgeted each year.

**Line 17 - Contingency** includes unanticipated capital expenses and costs higher than budgeted for approved projects. The Contingency budget for FY 25 is 10% of total budgeted projects.

**Line 18 – Total Capital Expenditures** includes the amount budgeted for the use of District general funds and reserves. Total capital expenditures are budgeted for \$803,000, \$358,000 from the General Fund, \$345,000 from the Recharge Improvements Fund, and \$100,000 from the District Facilities Reserve Fund.

The 5-year Capital Plan has been revised and projected through FY 2027/28. The following projects were removed from the Capital Plan and replaced with other District priorities:

1. Dump Trailer
2. Watering Tank Trailer
3. Waterwise Community Center Lobby Remodel

**CHINO BASIN WATER CONSERVATION DISTRICT  
CLASSIFICATION AND COMPENSATION SCHEDULE**

Board Approval Date: ~~03/11/2024~~ **06/10/24 subject to Board approval** (last revised ~~10/9/23~~ **03/11/24**)

	FY 23/24	FY 24/25		DAY OF SERVICE	
<b>ELECTED OFFICIALS</b>					
Board Members	7	7		\$ 200	\$ 200
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>					
<b>MANAGEMENT CLASSIFICATION (EXEMPT)</b>			<b>RANGE</b>	<b>ANNUAL SALARY RANGE</b>	
Conservation Programs Manager	1	1	249	\$ 105,616	\$ 138,578
Community Programs Manager	1	1	249	\$ 105,616	\$ 138,578
Facilities & Operations Manager	1	1	249	\$ 105,616	\$ 138,578
Administrative Services Manager	1	1	250	\$ 108,257	\$ 142,042
General Manager	1	1	N/A	No Range	
<b>HOURLY CLASSIFICATIONS (NON-EXEMPT)</b>			<b>RANGE</b>	<b>HOURLY RANGE</b>	
<b>Administration</b>					
Administrative Services Intern	0	0	106	\$ 17.57	\$ 23.04
Administrative Assistant I	0	0	125	\$ 28.07	\$ 36.84
Administrative Assistant II	1	1	128	\$ 30.23	\$ 39.68
Administrative Analyst	1	1	132	\$ 33.37	\$ 43.78
Board Clerk	1	1	138	\$ 38.70	\$ 50.78
<b>Community Programs</b>					
Youth Programs Teaching Assistant	0.5 (2)	0.5 (2)	106	\$ 17.57	\$ 23.04
Outreach & Public Affairs Intern	0	0	106	\$ 17.57	\$ 23.04
Community Programs Assistant	0	0	113	\$ 20.87	\$ 27.39
Community Programs Educator I	0	0	115	\$ 21.93	\$ 28.78
Community Programs Educator II	3	3	125	\$ 28.07	\$ 36.84
Community Outreach Specialist	0	0	131	\$ 32.56	\$ 42.72
Community Programs Specialist	0	0	131	\$ 32.56	\$ 42.72
<b>Conservation Programs</b>					
Conservation Programs Intern	1	0.5 (2)	106	\$ 17.57	\$ 23.04
Receptionist	0.5	0.5	110	\$ 19.38	\$ 25.44
Conservation Landscape Worker I	1	1	110	\$ 19.38	\$ 25.44
Conservation Landscape Worker II	0	0	114	\$ 21.40	\$ 28.08
Conservation Technician I	0	0	115	\$ 21.93	\$ 28.78
Conservation Technician II	2	2	125	\$ 28.07	\$ 36.84
Conservation Specialist I	1	0	131	\$ 32.56	\$ 42.72
Conservation Specialist II	0	1	134	\$ 35.06	\$ 46.00
<b>Facilities &amp; Operations</b>					
Facilities & Operations Trades Intern	0	0.5 (1)	106	\$ 17.57	\$ 23.04
Landscape / Maintenance Worker I	1	1	110	\$ 19.38	\$ 25.44
Landscape / Maintenance Worker II	0	0	114	\$ 21.40	\$ 28.08
Landscape Maintenance Worker III	1	1	125	\$ 28.07	\$ 36.84
Facilities & Basins Technician	1	1	131	\$ 32.56	\$ 42.72

**Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2024**

FISCAL YEAR 2024-2025

CHINO BASIN WATER CONSERVATION DISTRICT - ADOPTED 12-STEP SALARY CHART EFFECTIVE JANUARY 1, 2025

Table with columns for Salary Range, Step 1-12, Hourly, and Salary Range. Rows 101-250.

\*Salary schedule includes rounding; therefore percentages may vary slightly

COLA: 3% - Effective January 1, 2025

Blue shading indicates current labor grades