



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

MONDAY, APRIL 8, 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

President Ligtenberg 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, and Director Ryan Sonnenberg were present.

Directors Teri Layton, Amanda Coker, and Hanif Gulmahamad were absent.

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.

PUBLIC COMMUNICATIONS

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

Director Gulmahamad arrived at 2:04 p.m.

CONSENT CALENDAR

Motion by Vice President Parker, second by Treasurer Aldaco, carried 5-0, to approve the consent calendar. Director Layton and Director Coker were absent.

1. APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF MARCH 11, 2024; AND PERSONNEL COMMITTEE MEETING OF MARCH 27, 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve Meeting Minutes: Regular Board Meeting of March 11, 2024; and Personnel Committee Meeting of March 27, 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 FEBRUARY 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve the financial reports for February 2024.

5. INTRODUCTION AND FIRST READING OF ORDINANCE NO. 2024-01, AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT, ADOPTING A POLICY PROHIBITING CAMPING ON DISTRICT OWNED PROPERTIES

Recommendation: It is recommended that the Board of Directors:

1. Introduce and conduct first reading, by title only, Ordinance No. 2024-01, an Ordinance of the Board of Directors of the Chino Basin Water Conservation District, adopting a policy prohibiting camping on District owned properties.

DISCUSSION ITEMS

Director Gulmahamad left the Dias at 2:05 p.m.

6. APPROVE UPDATED DISTRICT POLICY NO. 48 – CELL PHONE USAGE AND STIPEND

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve District Policy No. 48 – Cell Phone Usage and Stipend, effective April 8, 2024; and,
2. Direct staff to update the District’s Policy and Procedures Manual.

General Manager Willis introduced Item 6, and Administrative Services Manager Fernandez provided the presentation. Ms. Fernandez provided a summary of the report and the purpose of the cell phone usage and stipend policy. She noted that the updates and changes to Policy No. 48 will bring the District up to date with best business practices.

Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 4-0, to approve District Policy No. 48 – Cell Phone Usage and Stipend. Directors Layton, Coker, and Gulmahamad were absent.

Director Gulmahamad returned to the Dias at 2:07 p.m.

7. APPROVE UPDATED DISTRICT POLICY NOS. 30, 30-2 – 30-6, 38, AND 39

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve District Policy Nos. 30, 30-2 – 30-6, 38, and 39, effective April 8, 2024; and,
2. Direct staff to update the District’s Policy and Procedures Manual.

General Manager Willis introduced Item 7, and Administrative Services Manager Fernandez provided the presentation. Ms. Fernandez provided a summary of the report, outlining the notable changes to each policy within the staff report. She noted that many of the policies were initially combined into Policy No. 30-2, which was outdated. To enhance consistency, staff assigned each section its own policy number to facilitate organization and updates as necessary. Ms. Fernandez also highlighted that these policies were updated to align with best business practices.

Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 5-0, to approve District Policy Nos. 30, 30-2 – 30-6, 38, and 39. Director Layton and Director Coker were absent.

8. APPROVE THE RETROACTIVE PAY TO ADMINISTRATIVE ASSISTANT II POSITION FOR DUTIES PERFORMED OUTSIDE OF CLASSIFICATION

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve the retroactive pay “Option A” for the Administrative Assistant II position for duties performed outside of classification, effective April 8, 2024, as recommended by the Personnel Committee.

General Manager Willis presented Item 8. Ms. Willis provided a summary of the staff report and the results of the Personnel Committee meeting where the item was previously discussed.

Motion by Vice President Parker, second by Director Sonnenberg, carried 5-0, to approve the retroactive pay "Option A" for the Administrative Assistant II position for duties performed outside of classification. Director Layton and Director Coker were absent.

9. ELECTION MARKETING PLAN FOR THE NOVEMBER 2024 GENERAL ELECTION

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and provide feedback on the election marketing plan for the November 2024 General Election.

Board Clerk Yoshida presented Item 9. Mr. Yoshida provided a summary of the staff report, outlining the purpose of the election marketing plan for the November 2024 General Election. Mr. Yoshida highlighted the target dates for initiating election advertising, the sample election flyer proposed for marketing, and reviewed election marketing plans from comparable special districts.

Vice President Parker voiced support for the necessity of an election marketing plan and emphasized the importance of advertising the District during the upcoming election. President Ligtenberg also expressed support for the election marketing plan, acknowledging the significance of advertising the forthcoming election while suggesting that the District should seek to minimize monetary costs associated with advertising.

Treasurer Aldaco recognized the necessity of advertising the election and concurred with the importance of controlling expenses related to election advertising. Director Sonnenberg echoed agreement with the necessity of advertising the election.

Director Gulmahamad stated the importance of impartial election advertising while emphasizing the need to minimize budgetary impact. Additionally, Gulmahamad suggested that constituents should take the initiative to seek election information independently. Director Gulmahamad inquired regarding the costs of physical newspaper advertisements. Board Clerk Yoshida provided estimated costs per newspaper advertisement, and General Manager Willis stressed the importance of advertising beyond the minimum requirement and in multiple newspapers. Director Gulmahamad agreed with the outlined election marketing plan but requested progress be brought back to the Board of Directors when all members are present. Ms. Willis indicated that staff would present a progress update on election advertising efforts at the Regular Board of Directors meeting in June.

10. AWARD PROFESSIONAL SERVICES AGREEMENT NO. 2024-02 TO 19SIX ARCHITECTS IN THE AMOUNT OF \$124,900, FOR THE DESIGN AND ENGINEERING ENHACEMENTS TO THE DISTRICT OUTDOOR AMPHITHEATER

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve the awarding of a professional services agreement to 19Six Architects in the amount of \$124,900, for the design and engineering enhancements to the District Outdoor Amphitheater.

General Manager Willis introduced Item 10, and Administrative Services Manager Fernandez provided the presentation. Ms. Fernandez offered a summary of the report, explaining why the District selected 19Six Architects as the most responsive bidder. She elaborated on the Request for Proposals (RFP) process, noting that 19Six Architects was the most responsive bidder, addressing every section of the bid proposal. Ms. Fernandez contrasted this with other bidders who partially responded to the RFP.

Director Gulmahamad raised concerns about the cost disparities between the interviewed bidders and questioned why 19Six Architects was chosen despite higher costs. Ms. Fernandez explained the RFP process and highlighted how 19Six Architects provided comprehensive responses to all sections, unlike other bidders. She noted how they also provide services such as construction management which would assist with reducing costs when the project does begin.

Vice President Parker inquired about the estimated construction costs of the project. Ms. Willis mentioned that construction costs may fall within the range of \$500,000. Ms. Parker suggested exploring grant funding opportunities to assist in funding the construction of the project. Ms. Willis noted that 19Six Architects could assist in securing grant funding for construction, with an amendment to the contract to include these services.

Vice President Parker also suggested reviewing the shade cover for the outdoor amphitheater to ensure adaptability to different weather conditions. General Manager Willis confirmed that staff would discuss this with 19Six Architects.

Treasurer Aldaco asked about safety measures during construction and identification of utility lines. General Manager Willis assured that safety measures and utility mapping would be reviewed before construction. Treasurer Aldaco also emphasized the need for futureproofing the structure for potential audio equipment installation. Ms. Willis agreed and noted the suggestion to be reviewed with 19Six Architects.

Motion by Treasurer Aldaco, seconded by Director Sonnenberg, carried 5-0, to approve awarding a professional services agreement to 19Six Architects in the amount of \$124,900 for designing and engineering enhancements to the District's Outdoor Amphitheater. Directors Layton and Director Coker were absent.

INFORMATIONAL ITEMS

11. STATE WATER ALLOCATION INFORMATIONAL UPDATES

There was no report on Item 11.

DIRECTOR ORAL REPORTS:

President Ligtenberg, Vice President Parker, Treasurer Aldaco, Director Gulmahamad, and Director Sonnenberg all gave brief reports regarding their meetings attended in the month of March.

STAFF ORAL REPORTS

General Manager Willis provided a brief report regarding the District’s past and upcoming events.

CLOSED SESSION

President Ligtenberg recessed the Regular Board of Directors Meeting into Closed Session at 3:23 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

13. PUBLIC EMPLOYEE PERFORMANCE REVIEW

Government Code Section 54957
Title: General Manager

14. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION


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

President Ligtenberg reconvened the Regular Board of Directors Meeting at 4:13 p.m. Legal Counsel stated no reportable action from Closed Session.

ADJOURNMENT

President Ligtenberg adjourned the Regular Board of Directors Meeting at 4:13 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, May 13, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 13TH DAY OF MAY 2024.


Elizabeth Willis, General Manager

ATTEST:



Brandon Yoshida, Board Clerk