



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

WEDNESDAY, APRIL 24, 2024, AT 11:00 A.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 Aldaco called the meeting to order at 11:00 a.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, Board Clerk Brandon Yoshida, and Kristi Even (Virtual) with Eide Bailly were present.

ADDITIONS OR CHANGES TO THE AGENDA

General Manager Willis noted for the record that an updated Classification & Compensation schedule was provided to the Committee and will be attached to the staff report when the item goes before the Board of Directors.

PUBLIC COMMUNICATIONS

No public comments.

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.

General Manager Willis presented Item 1. Ms. Willis provided a brief overview of the Cost of Living Adjustment to be implemented into the fiscal year 2024 – 2025 budget. Administrative Services Manager Alicia Fernandez noted the updated classification and compensation schedule for the record and to provide clarity on the updates.

Motion by President Ligtenberg, second by Director Gulmahamad, carried 3-0, to recommend for Board of Directors approval on 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.

General Manager Willis presented Item 2. Ms. Willis provided an overview of the fiscal year 2024 – 2025 preliminary budget and highlighted specific areas where the budget increased or decreased. Ms. Willis also provided clarification on several line items within the budget, giving greater transparency on the costs associated with projects happening within the 2024 – 2025 fiscal year. Ms. Willis and Kristi Even, Finance Consultant with Eide Bailly, also stated that the full classification and compensation study was accidentally omitted in the preliminary budget and recommended to the Finance Committee that the recommendation be amended to include the study, with the budgeted amounts to be included in the staff report when the item goes before the Board of Directors.


Motion by Director Gulmahamad, second by President Ligtenberg, carried 3-0, to recommend for Board of Directors approval on the fiscal year 2024 – 2025 preliminary budget, classification and compensation schedule, and master salary chart, with the amendment to include the classification and compensation study within the preliminary budget.

Director Gulmahamad left the Conference Room at 11:40 a.m.

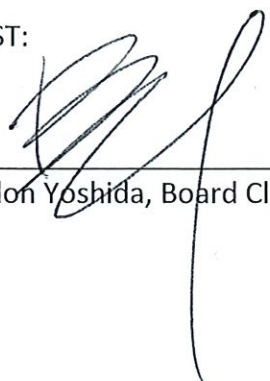
ADJOURNMENT

Committee Chair/Treasurer Aldaco adjourned the Finance Committee Meeting at 11:42 a.m. to the next Regular Board Meeting of the Chino Basin Water Conservation District on 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