



---

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

**MONDAY, MAY 6, 2024, AT 11:00 A.M.**

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

---

**COMMITTEE MEMBERS**

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

**GENERAL MANAGER**

**Elizabeth Willis**

**LEGAL COUNSEL**

**Lee McElhaney**

---

**CALL TO ORDER**

*Committee Chair Sonnenberg called the meeting to order at 11:03 a.m.*

**ROLL CALL**

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

*General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, and Board Clerk Brandon Yoshida 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 Sonnenberg opened the Public Comment Period. No comments were given.*

**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 the Board of Directors approve the implementation of a COLA for all permanent personnel, effective January 1, 2025.

*General Manager Willis presented Item 1. Ms. Willis provided a summary of the staff report and the method by which the proposed COLA is calculated.*

*Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 2-0-1 (Vice President Parker absent), to recommend the Board of Directors approve the implementation of a COLA for all permanent personnel, effective January 1, 2025.*

## **2. FISCAL YEAR 2024 – 2025 CLASSIFICATION AND COMPENSATION SCHEDULE AND MASTER SALARY CHART**

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

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

*General Manager Willis presented Item 2. Ms. Willis provided a summary of the staff report, the details regarding staffing levels for Fiscal Year 2024 – 2025, and the updated salary charts.*

*Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 2-0-1 (Vice President Parker absent), to recommend the Board of Directors approve the Fiscal Year 2024 – 2025 Classification and Compensation Schedule and Master Salary Chart.*

## **3. REVIEW UPDATES TO THE DISTRICT'S POLICY AND PROCEDURES MANUAL RELATED TO POLICY NOS. 13, 22, 25-1, 29, 47, AND PROPOSED POLICY NO. 63**

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

1. Review, discuss, provide feedback, and recommend the Board of Directors approve the proposed updates to the District's Policy and Procedures Manual, effective May 13, 2024.

*General Manager Willis introduced Item 3 and Administrative Services Director Fernandez provided a summary of the staff report. Ms. Fernandez provided an overview of the proposed policy changes, including the newly proposed Policy No. 63.*

*Treasurer Aldaco recommended various administrative corrections to Item 13. Treasurer Aldaco also questioned the necessity of the proposed stipend for the Facilities & Operations Manager found in Item 13. Mr. Aldaco noted that tracking mileage is a routine task among numerous government agencies and suggested simplifying it using a fillable form such as a trip tracker or mileage tracker sheet. Mr. Aldaco expressed his desire for the District to avoid providing a stipend to one manager while neglecting others.*

---

*The Personnel Committee supported the 15% - 20% gratuity or tips rate for services, such as car shuttling, dinners, and entertainment expenses. The Committee also suggested reducing the expense reimbursement reporting period from 30 days to 10 days.*

*Regarding Item 22, Treasurer Aldaco recommended various administrative corrections and emphasized the need for the policy to incorporate procedures for routine daily inspections on District vehicles.*

*Treasurer Aldaco raised questions about Policy No. 25-1 and its definition of "at-will." The Personnel Committee voiced concerns about due process for District employees and requested Legal Counsel to review Policy No. 25-1 and present it at a future Personnel Committee Meeting. General Manager Willis concurred with the request.*

*Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 2-0-1 (Vice President Parker absent), to recommend the Board of Directors approve the updates to the District's Policy and Procedures Manual related to Policy Nos. 13, 22, 29, 47, and Proposed Policy No. 63, as amended to include the various changes from the Personnel Committee, and to bring Policy 25-1 back at a future Personnel Committee meeting for further review and discussion.*

*Ms. Fernandez inquired whether to strike the stipend for the Facilities & Operations Manager or leave it in the policy for the Board of Directors to discuss and decide. The Personnel Committee confirmed that the Board of Directors can decide whether to remove the Facilities & Operations Manager stipend from the policy or retain the language.*

#### **ORAL REPORTS**

*Director Sonnenberg left the Conference Room at 12:10 p.m.*

*Director Sonnenberg returned to the Conference Room at 12:11 p.m.*

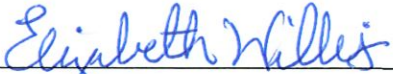
*Committee Chair Sonnenberg asked for any oral reports. There were no oral reports and no suggestions in the Board of Directors suggestion box.*

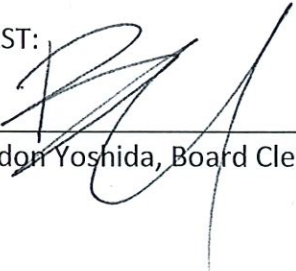
#### **ADJOURNMENT**

*Committee Chair Sonnenberg adjourned the Personnel Committee Meeting at 12:12 p.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 13<sup>TH</sup> DAY OF MAY 2024.

  
Elizabeth Willis, General Manager

ATTEST:   
Brandon Yoshida, Board Clerk