



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

MONDAY, MAY 13, 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 Gulmahamad led the invocation.

CALL TO ORDER AND FLAG SALUTE

President Ligtenberg called the meeting to order at 2:01 p.m. and led the flag salute.

ROLL CALL

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

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Facilities & Operations Manager Dave Schroeder, Conservation Programs Manager Scott Kleinrock, Community Programs Manager Maia Dean, Board Clerk Brandon Yoshida, Community Programs Educator Monica Curiel, and Legal Counsel Lee McElhaney were present.

ADDITIONS OR CHANGES TO THE AGENDA

Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 7-0, to add the California Water Efficiency Partnership Peer-to-Peer Conference on May 29th, 2024, through May 30th, 2024, to Item 7 on the Consent Calendar.

PRESENTATIONS

Administrative Services Manager Alicia Fernandez gave a presentation regarding Municipal Clerk's Week, which runs May 5th through May 11th, 2024, in recognition of the hard work and dedication of 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 Vice President Parker, second by Treasurer Aldaco, carried 7-0, to pull Item 7 for separate discussion.

Motion by Director Coker, second by Director Layton, carried 7-0, to approve the consent calendar, with the removal of Item 7 for separate discussion.

Motion by Vice President Parker, second by Treasurer Aldaco, carried 7-0, to approve Item 7 with the addition of the California Water Efficiency Partnership Peer-to-Peer Conference on May 29th, through May 30th, 2024.

1. APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF APRIL 8, 2024, FINANCE COMMITTEE MEETING OF APRIL 24, 2024, AND THE PERSONNEL COMMITTEE MEETING OF MAY 6, 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve Meeting Minutes: Regular Board Meeting of April 8, 2024, Finance Committee Meeting of April 24, 2024, and the Personnel Committee Meeting of May 6, 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 MARCH 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve the financial reports for February 2024.

5. FISCAL YEAR 23-24 SECOND QUARTER (Q3) FINANCIAL REPORT

Recommendation: It is recommended that the Board of Directors:

1. Approve the Fiscal Year 23-24 Third Quarter (Q3) Financial Report.

6. SECOND READING AND ADOPTION 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. Waive further reading and adopt 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.

7. APPROVE DIRECTOR ATTENDANCE AT THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) ANNUAL CONFERENCE, LEADERSHIP ACADEMY, AND ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) ANNUAL CONFERENCE

Recommendation: It is recommended that the Board of Directors:

1. Approve Director attendance for the CSDA Annual Conference, Leadership Academy, and ACWA Annual Conference.

DISCUSSION ITEMS

8. FISCAL YEAR 2024–2025 PRELIMINARY BUDGET, CLASSIFICATION AND COMPENSATION SCHEDULE, MASTER SALARY CHART, AND CHANGES TO THE CONSERVATION SPECIALIST II JOB DESCRIPTION

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, provide and feedback on the Fiscal Year 2024–2025 Preliminary Budget, Classification and Compensation Schedule, and Master Salary Chart, and approve the updated job descriptions for Conservation Specialist I/II, effective July 1, 2024.

General Manager Willis introduced Item 8 and provided a presentation regarding the preliminary budget for the fiscal year 2024 – 2025, outlining the notable adjustments in comparison to the previous fiscal year. She also discussed changes within the Administrative Services Department, the classification and compensation schedule, and the master salary chart.

Community Programs Manager Maia Dean presented her department budget, including notable increases and decreases to the 2024 – 2025 fiscal year budget in comparison to the previous fiscal year. Ms. Dean noted the various events and programs the department has outlined for the upcoming fiscal year and the necessity to continue to provide enhanced educational opportunities to the community. Ms. Dean also included the breakdown to the advertising and marketing efforts for the next fiscal year.

Conservation Programs Manager Scott Kleinrock presented his department budget, including notable increases and decreases to the 2024 – 2025 fiscal year budget in comparison to the previous fiscal year. Mr. Kleinrock noted the new programs and events his department will be undertaking next fiscal year, including the initiation of the retail nursery project for the Chino Basin Water Conservation District.

Facilities & Operations Manager Dave Schroeder presented his department budget, including notable increases and decreases to the 2024 – 2025 fiscal year budget in comparison to the previous fiscal year. Mr. Schroeder noted the continuing and new projects in the upcoming fiscal year, including various capital improvement projects such as the amphitheater re-roof and upgrade and the Heating, Ventilation, and Air Conditioning (HVAC) unit replacement for the Conservation Programs Department Office.

The Board of Directors thanked the General Manager and staff for their presentation on the 2024 – 2025 fiscal year budget. The Board of Directors asked a variety of questions regarding each departmental budget and specific questions on events, programs, and projects. Director Layton asked the General Manager to review the options for expanding the parking lot due to the expansion of District events and projects. Director Coker requested educational signage when the District repairs the permeable asphalt.

Director Sonnenberg left the Dias at 2:58 p.m. and returned at 2:59 p.m.

Motion by Vice President Parker, second by Director Coker, carried 7-0, to approve the updated job descriptions for the Conservation Specialist I/II, effective July 1, 2024.

9. APPROVE UPDATED DISTRICT POLICY NOS. 13, 22, 29, 47, AND PROPOSED POLICY NO. 63

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve the updates to District Policy Nos. 13, 22, 29, 47, and proposed Policy No. 63, subject to legal review, to be effective May 13, 2024; and,
2. Direct staff to update the District's Policy and Procedures Manual.

Director Layton left the Dias at 3:05 p.m. and returned at 3:07 p.m.

Director Gulmahamad left the Dias at 3:13 p.m. and returned at 3:15 p.m.

Vice President Parker left the Dias at 3:17 p.m. and returned at 3:18 p.m.

Administrative Services Manager Alicia Fernandez presented Item 9. Ms. Fernandez provided an overview of the policy revisions, including the proposed District Policy No. 63. Within Ms. Fernandez’s presentation, she also provided the input received from the Personnel Committee with regards to the revised district policies. Her presentation summarized the main points of the revisions and how the revisions will bring the District back to industry standards. General Manager Willis also provided clarifying points to Board of Directors questions.

Director Layton commented that the Board of Directors should be responsible for approving the policies, but the administrative procedures should be determined by the General Manager and the Administrative Services Department.

Treasurer Aldaco questioned the necessity of a vehicle allowance 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 tracking sheet.

Ms. Fernandez mentioned that Legal Counsel did review the policies.

Motion by Vice President Parker, second by Treasurer Aldaco, carried 7-0, to approve District Policy Nos. 13, 29, 47, and proposed Policy No. 63, as amended, and to bring Policy No. 22 back to a future Board of Directors Meeting for further discussion.

10. APPROVE ISSUING A REQUEST FOR PROPOSALS (RFP NO. 2024-01) FOR GRANT WRITING SERVICES

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, provide feedback, and approve issuing the Request for Proposals for Grant Writing Services (RFP No. 2024-01).

General Manager Willis provided a presentation on Item 10. Ms. Willis noted the expiration date of the current grant writing service consultant and the various updates to the request for proposals document.

Director Coker suggested the General Manager determine if an RFP should be submitted based upon projects adopted by the annual fiscal year budget.

Motion by Treasurer Aldaco, second by Director Coker, carried 7-0, to approve issuing the Request for Proposals for Grant Writing Services (RFP No. 2024-01).

11. APPROVE AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH KDBA, LLC. FOR INTERPRETIVE SIGNAGE AND EXHIBITORY CONCEPT DESIGN SERVICES

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, provide feedback, and approve Amendment No. 2 to the Professional Services Agreement with KDBA, LLC. (KDBA), effective May 13, 2024.

General Manager Willis provided a presentation on Item 11. Ms. Willis noted the expiration of the current agreement with KDBA, LLC and how the second amendment will only extend the term of the contract for no additional cost. Ms. Willis mentioned that if additional tasks were to be assigned to KBDA, an additional amendment would appear before the Board to increase the not-to-exceed limit of the contract, and that feedback on streetfront signage from the City of Montclair may require additional work by KBDA.

Motion by Vice President Parker, second by Director Coker, carried 7-0, to approve Amendment No. 2 to the Professional Services Agreement with KDBA, LLC. (KDBA), effective May 13, 2024.

INFORMATIONAL ITEMS

12. **THIRD QUARTER CORRESPONDENCE REPORT: JANUARY – MARCH 2024**
13. **THIRD QUARTER METRICS REPORT: JANUARY – MARCH 2024**
14. **THIRD QUARTER CONSERVATION PROGRAMS REPORT: JANUARY – MARCH 2024**

Community Programs Educator Monica Curiel provided a presentation on the informational items regarding the Community Programs Department, noting that walk-in visitor numbers have increased substantially in the third quarter of the Fiscal Year (January-March) and that the quarterly numbers are approaching the annual numbers seen prior to the COVID-19 pandemic, due to increased expenditures on community outreach tactics.

DIRECTOR ORAL REPORTS:

President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton, Gulmahamad, Coker, and 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 4:00 p.m.

16. **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

- 17. **CONFERENCE WITH LABOR NEGOTIATORS**
Government Code Section 54957.6
Agency Designated Representative: Elizabeth Willis, General Manager
Unrepresented Employees


- 18. **PUBLIC EMPLOYEE PERFORMANCE REVIEW**
Government Code Section 54957
Title: General Manager


President Ligtenberg reconvened the Regular Board of Directors Meeting at 4:35 p.m. Legal Counsel stated no reportable action from Closed Session.

ADJOURNMENT

President Ligtenberg adjourned the Regular Board of Directors Meeting at 4:35 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, June 10, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 10TH DAY OF JUNE 2024.


Elizabeth Willis, General Manager

ATTEST:


Brandon Yoshida, Board Clerk