



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

MONDAY, JUNE 10, 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

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 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/>.

INVOCATION**CALL TO ORDER AND FLAG SALUTE****ROLL CALL****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 Board of Directors. Due to Brown Act requirements, action will not be taken on any issues not on the Agenda; however, the Board of Directors 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 Board.

CONSENT CALENDAR

At this time, members of the public may present testimony as to why an item should be removed from the Consent Calendar for separate discussion. Unless a member of the public or a Director request that an item be removed from the Consent Calendar, all items will be acted upon as a whole and approved in a single motion and vote. Items removed from the Consent Calendar will be acted upon separately.

1. **APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF MAY 13, 2024, THE RECHARGE COMMITTEE MEETING OF MAY 17, 2024, AND THE SPECIAL BOARD MEETING OF JUNE 4, 2024**

Recommendation: It is recommended that the Board of Directors:

1. Approve Meeting Minutes: Regular Board Meeting of May 13, 2024, the Recharge Committee Meeting of May 17, 2024, and the Special Board Meeting of June 4, 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 APRIL 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve the financial reports for April 2024.

5. 2024 ELECTION MARKETING PLAN UPDATE

Recommendation: It is recommended that the Board of Directors:

1. Receive and file the update on the 2024 Election Marketing Plan.

DISCUSSION ITEMS

6. ADOPT THE FISCAL YEAR 2024-2025 BUDGET, CLASSIFICATION AND COMPENSATION SCHEDULE, AND MASTER SALARY CHART

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and adopt the Fiscal Year 2024 – 2025 Budget, Classification and Compensation Schedule, and Master Salary Chart, effective July 1, 2024.

7. APPROVE UPDATED DISTRICT POLICY NO. 22 – VEHICLE USE

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve the updates to District Policy No. 22, to be effective June 10, 2024; and,
2. Direct staff to update the District's Policy and Procedures Manual.

8. APPROVE PROFESSIONAL SERVICES AGREEMENT NO. 2024-03 WITH INLAND EMPIRE UTILITIES AGENCY (IEUA) FOR THE LANDSCAPE EVALUATION AND AUDIT PROGRAM (LEAP)

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and approve Professional Services Agreement No. 2024-03 with Inland Empire Utilities Agency (IEUA) for the Landscape Evaluation and Audit Program, in an amount not to exceed \$150,000.

DIRECTOR ORAL REPORTS: This is the time and place for the Board of Directors to report on any items of interest. Upon request by an individual Director, the Board may choose to take action on any of the subject matters listed below.

- President Ligtenberg

- Vice President Parker
- Treasurer Aldaco
- Director Layton
- Director Coker
- Director Gulmahamad
- Director Sonnenberg

STAFF ORAL REPORTS

- General Manager/Secretary Report
- Legal Counsel Report

CLOSED SESSION

Legal Counsel shall provide a briefing on the item listed for Closed Session as follows:

9. 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

10. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)
Significant Exposure to Litigation
Number of Cases: 1

11. PUBLIC EMPLOYEE PERFORMANCE REVIEW

Government Code Section 54957
Title: General Manager

ADJOURNMENT

The Board of Directors will adjourn to the next **Regular Board Meeting of the Chino Basin Water Conservation District on Monday, July 8, 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 2:00 p.m. on June 6, 2024.

Brandon Yoshida

Brandon Yoshida, Board Clerk



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ITEM NO. 1

APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF MAY 13, 2024, THE RECHARGE COMMITTEE MEETING OF MAY 17, 2024, AND THE SPECIAL BOARD MEETING OF JUNE 4, 2024



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

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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



**CHINO BASIN WATER CONSERVATION DISTRICT
RECHARGE COMMITTEE MEETING MINUTES
WORKSTUDY SESSION**

FRIDAY, MAY 17, 2024, AT 2:00 P.M.

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

COMMITTEE MEMBERS

**Gilbert Aldaco, Director
Theresa Layton, Director
Amanda Coker, Director**

GENERAL MANAGER

Elizabeth Willis

LEGAL COUNSEL

Lee McElhaney

CALL TO ORDER

Treasurer Aldaco called the meeting to order at 2:00 p.m.

ROLL CALL

Treasurer Gilbert Aldaco, Director Teri Layton, and Director Amanda Coker were present.

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Facilities & Operations Manager Dave Schroeder, 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

Administrative Services Manager Fernandez confirmed there were no public comments.

WORKSTUDY ITEM

1. DISCUSSION ON POSSIBLE CHINO BASIN RECHARGING METHODS

Recommendation: It is recommended that the Committee:

1. Discuss and provide direction to staff on possible methods and projects for recharging water into the Chino Groundwater Basin.

General Manager Willis provided an introduction and brief overview of Item 1. Ms. Willis stated that a Recharge plan aligns with the Chino Basin Water Conservation District's goal of overall ground water recharge efforts.

Treasurer Aldaco provided several examples of ways an agency can recharge water within the basin, such as underground facilities and extensions of pipelines from street storm drains to the Brooks Basin.

General Manager Willis stated there is a possibility of buying land or San Bernardino Flood Control Basins. Director Layton and Coker stated there are instances where existing basins can be leased or bought. Additionally, the discussion of purchasing land for the purpose of developing a recharge basin was determined as a potential option for supporting recharge efforts.

Director Coker suggested the possibility of the District supporting pre-treatment efforts to storm water before it goes to the local basins. Ms. Willis and the Recharge Committee stated that pre-treatment is a potential idea to explore as an opportunity to receive grant funding and to collaborate with other agencies to mitigate trash and debris in recharge water.

Director Aldaco suggested reviewing surrounding cities on where flooding occurs and propose a partnership to reduce flooding through the production of storm drains. The Committee concurred, stating that the District should meet with the surrounding cities to determine their drainage plans and see where the District can mitigate flooding or purchase land for the purpose of storm water runoff.

General Manager Willis stated that a request for qualifications for a real estate firm may be necessary before any acquisition of land. The Committee concurred and stated that costs will be a deterrent for purchasing land.

The Committee suggested that General Manager Willis meet with cities within the District's boundaries to learn about where flooding occurs and discuss how the District can partner with them to recharge additional stormwater.

The Committee also mentioned that the District should look to partner with neighboring agencies to provide guidance on new legislation regarding artificial turf and water conservation. The Committee stated that by establishing a partnership relationship early, it may be easier to work with the cities later when the acquisition of land or storm water pre-treatment does become a topic of discussion.

Director Layton stated that while these recharge efforts are good, it is important to note that the basins do not bring in revenue and would be an ongoing cost to the District. General Manager Willis concurred and stressed the importance of partnerships with local agencies to split operational, construction, or acquisition costs, if applicable.

ADJOURNMENT

Treasurer Aldaco adjourned the Recharge Committee Meeting at 3:15 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



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STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: June 10, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: AB 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.

BACKGROUND

In accordance with Assembly Bill 1234 (AB 1234), effective January 1, 2006, members of the Board of Directors are required to provide a brief report on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

DISCUSSION/ANALYSIS

In response to AB 1234, a Board of Director Travel, Training, and Meeting Report has been created and is placed on the Board Agenda Consent Calendar monthly. It provides the required brief report on meetings that Board members attended for the month.

DATE	EVENT	BOARD MEMBER
5/6/2024	CBWCD Personnel Committee Meeting	Treasurer Aldaco & Director Sonnenberg
5/13/2024	Regular Board of Directors Meeting	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton, Coker, Sonnenberg, & Gulmahamad
5/17/2024	CBWCD 75 th Anniversary Ad Hoc Committee Meeting	Vice President Parker, Director Layton, & Director Coker

BOARD OF DIRECTORS REGULAR MEETING: JUNE 10, 2024

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DATE	EVENT	BOARD MEMBER
5/17/2024	CBWCD Recharge Committee Meeting	Treasurer Aldaco, Director Layton, & Director Coker

FISCAL IMPACT

None. Anticipated Director attendance and associated expenses are included in the Fiscal Year Budget.

ATTACHMENT(S):

None



STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING

DATE: June 10, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **AB 1234 – DIRECTOR COMPENSATION AND REIMBURSEMENT REPORT**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Approve the Compensation and Reimbursement Report.

BACKGROUND

Per Policy 47, dated November 9, 2020, "Board Member Compensation, Reimbursement, and Ethics Training", Exhibit A, Category C reflects the following:

CATEGORY C – Meetings at Partner Organizations

At the beginning of each Fiscal Year, Board Members will vote on assignments for attendance at meetings of each organization listed below to ensure broad, diverse, and consistent District representation at such events. A primary and alternate will be chosen. If the primary and alternate members designated are both unable to attend, another member may be later designated for this purpose. At events considered to be of particular importance, multiple directors may be authorized to attend. Compensation and reimbursement for attendance at Category C meetings may be approved post-attendance on the Board's consent calendar.

- a. Association of California Water Agencies (ACWA)
- b. Association of San Bernardino County Special Districts (ASBCSD)
- c. California Groundwater Coalition (CGD)
- d. California Special Districts Association (CSDA)
- e. Cal Trust
- f. Chino Basin Watermaster
- g. Cucamonga Valley Water District (CVWD)
- h. Groundwater Recharge Coordinating Committee (GRCC)
- i. Inland Empire Utilities Agency (IEUA)
- j. Joint Powers Authority (JPIA)

BOARD OF DIRECTORS REGULAR MEETING: JUNE 10, 2024**Page 2 of 3**

- k. LAIF
- l. Local Agency Formation Commission (LAFCO)
- m. Metropolitan Water District (MWD)
- n. Monte Vista Water District
- o. Southern California Water Committee (SCWC)
- p. Southern California Storm Water Taskforce
- q. Southern California Recycled Water Taskforce
- r. Urban Water Institute (UWI)
- s. Water Education Foundation (WEF)
- t. California Water Efficiency Partnership (CalWEP)

Please refer to Policy No. 47 for further information.

DISCUSSION/ANALYSIS

Below is a list of events attended by specified Board Members:

DATE	EVENT	BOARD MEMBER
5/3/2024	East Valley Water District – SNRC Valve Turning	Vice President Parker
5/7/2024	CJUHSD Board of Directors Meeting – Recognition to Scott Kleinrock	Director Gulmahamad
5/7/2024 – 5/9/2024	Association of California Water Agencies – Spring Conference	Vice President Parker
5/15/2024	Local Agency Formation Commission – Regular Meeting	Treasurer Aldaco & Director Gulmahamad
5/21/2024	Tour w/ Nathan Stewart	Vice President Parker
5/24/2024	Tour w/ Supervisor Jesse Armenderez	Vice President Parker
5/28/2024 – 5/30/2024	California Water Efficiency Partnership – Peer-to-Peer Conference	Vice President Parker
5/29/2024	Congresswomen Torres \$1,000,000 Donation to Montclair Transit Center	Treasurer Aldaco
5/30/2024	Chino Valley Fire District Station 68 Groundbreaking	Treasurer Aldaco
5/31/2024	Water Infrastructure Networking Summit	Treasurer Aldaco

FISCAL IMPACT

BOARD OF DIRECTORS REGULAR MEETING: JUNE 10, 2024

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None. Anticipated Director attendance and associated expenses are included in the Fiscal Year 2023-2024 budget.

ATTACHMENT(S):

None

Director Aldaco Virtual Meetings/Events May 2024

1. CBWCD Personnel Committee Meeting – May 6th (11:00 a.m.): Committee members Ryan Sonnenberg and Gilbert Aldaco (absent Kati Parker) met to review, discuss and provide direction to staff on the following items: Fiscal Year 2024 – 2025 Cost of Living Adjustment (COLA); Fiscal Year 2024 – 2025 Classification and Compensation Schedule and Master Salary Chart; and, Review Updates of the District’s Policy and Procedures Manual Related to Policy Nos. 13, 22, 25-1, 29, 47 and Proposed Policy No. 63. Each Discussion Item was reviewed and discussed followed by a recommendation to move the items forward for Board review.
2. CBWCD Board Meeting – May 13th (2:00 p.m.): Review, Discuss, Approve, or Continue Board Agenda Items.
3. Local Agency Formation Commission Meeting – May 15th (9:00 a.m.): Meeting held at Norton Regional Event Center in San Bernardino. The regular meeting convened with the swearing-in of Regular City & Special District Commissioners; Selection of Alternate Public Member; and, the Selection of Chair and Vice-Chair. A Closed Session immediately followed the swearing-in. Succeeding the Closed Session were the following Agenda Items: Consent Items; Public Hearing Items; Discussion Items; and Information Items.
4. CBWCD Recharge Committee Meeting [A Work-study Session] – May 17th (2:00 p.m.): Committee members Theresa Layton, Amanda Cocker, and Gilbert Aldaco met to discuss Possible Chino Basin Recharging Methods. The committee reviewed several San Bernardino County Flood Control System maps detailing the locations of flood control facilities to assist the committee in formulating potential methods/locations of recharging the Basin. The committee came up with ideas and suggestions for Staff to follow up and report on.
5. Congresswoman Norma Torres Ceremonial \$1,000,000 Check Presentation – May 29th (3:00 p.m.): The event was held at the Montclair Transportation Center (i.e., Transit Center) located at 5091 Richton Street, Montclair. The Congresswoman arrived via Metrolink.
6. CVFD Station No. 68 Ground Breaking Ceremony – May 30th (3:00 p.m.) The event was held near the intersection of Pipeline Avenue and Soquel Canyon Parkway in Chino Hills. The event was well attended. Representatives from legislative offices, Chino, Chino Hills, and local community groups were present to celebrate the event.
7. Water Infrastructure Networking Summit – May 31st (11:30): The event was held at the Westin South Coast Plaza, Costa Mesa, CA. Symposium opening remarks by U.S. Representative of 46th District of California – Lou Correa, followed by introductions, and Key Note Speaker – U.S. Senator Alex Padilla. Two Panels comprised of infrastructure and water specialists spotlighted the event.
 - **Panel One** [Navigating Success: Insights from Transportation, Energy and Broadband Sectors] was introduced by Vicente Sarmiento (Orange County Supervisor). Charley Wilson moderated the panel comprised of Ronald T. Eguchi (NIBSLA Chair); San Bernardino County Supervisor Curt Hagman; San Diego City Councilmember Vivian Moreno; LACPW Director Mark Pestrella; and, Maria S Salinas. President and CEO LA Chamber of Commerce.
 - **Panel Two** [Navigating New Waters: Advocating for Water Resiliency in Evolving Political Landscapes] was introduced by was introduced by Katrina Foley, Orange County Supervisor. Maria Mehranian (Managing Partner & CFO Cordoba Corporation) moderated the panel comprised of Castulo Estrada (VP Coachella Valley Water District); Cathy Green (OCWD); Jasmin A. Hall (VP IEUA); Mel Katz (SDCWA Chair); and Katrina Quintanilla (Mayor City of Palm Desert).

The Symposium was attended by local and regional water agencies; engineering and environmental organizations; and members of Legislative bodies.



ITEM NO. 4

FINANCIAL REPORTS FOR APRIL 2024

CHINO BASIN WATER CONSERVATION DISTRICT

FINANCIAL REPORTS

April 2024

- 1. Income & Expense Report**
- 2. Balance Sheet**
- 3. General Checking & Petty Cash Checking**
- 4. Credit Expense Checks Breakdown (Cal Card)**
- 5. Payroll Reports**
- 6. Expense Reimbursement Reports**

Chino Basin Water Conservation District

Income & Expense Report

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	% of Budget
Income			
46000 · Gain/Loss - Pension Trust	4,062.00		
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	2,997,130.23	2,722,000.00	110.1%
40200 · Current Yr Supplemental Tax Rev	51,589.92	54,000.00	95.5%
40300 · Prior Yr Tax Revenue	64,843.28	70,000.00	92.6%
40400 · Homeowner's Prop Tax Relief	8,892.40	19,000.00	46.8%
40500 · RDA Pass-Thru from Cities	918,987.63	1,300,000.00	70.7%
Total 40000 · Property Tax & Assessment Rev	4,041,443.46	4,165,000.00	97.0%
41000 · Interest Income	406,877.15	351,200.00	115.9%
42000 · Contributions/Sponsorships	4,500.00	4,500.00	100.0%
44000 · Grant Income			
44200 · Non-Govt Grant Income	640.00	700.00	91.4%
Total 44000 · Grant Income	640.00	700.00	91.4%
45000 · Capital Gain/Loss			
45100 · CalTRUST Investment Earnings	58,554.28	48,800.00	120.0%
45110 · CalTRUST unrealized gain/loss	0.00		
Total 45000 · Capital Gain/Loss	58,554.28	48,800.00	120.0%
48000 · FMV Investment Accounts			
48200 · CLASS FMV Adjustments	-894.25		
48100 · LAIF FMV Adjustments	120,183.82		
Total 48000 · FMV Investment Accounts	119,289.57		
49000 · Miscellaneous Income			
49100 · Agreement Income	19,706.00	3,000.00	656.9%
49200 · Cal Card Incentive	2,081.94	2,500.00	83.3%
49500 · Lease Revenue	10,000.00	12,000.00	83.3%
49900 · Misc Income	2,453.73	2,000.00	122.7%
Total 49000 · Miscellaneous Income	34,241.67	19,500.00	175.6%
Total Income	4,669,608.13	4,589,700.00	101.7%
Gross Profit	4,669,608.13	4,589,700.00	101.7%
Expense			
50000 · Payroll Expenses			
50100 · Wages			
50110 · Directors Wages	48,575.00	56,000.00	86.7%
50120 · Salary Employee Wages	539,588.93	645,300.00	83.6%
50130 · Hourly Employee Wages	672,649.08	859,900.00	78.2%
50140 · Intern Wages	46,134.58	72,000.00	64.1%
Total 50100 · Wages	1,306,947.59	1,633,200.00	80.0%
50200 · Payroll taxes	101,754.42	127,700.00	79.7%
50300 · Employee Benefits			
50310 · Med/Dentl/Vision/Life/Dis. Ins	236,783.06	277,500.00	85.3%
50311 · Employee Paid Premiums	-3,992.22	-4,900.00	81.5%
50312 · Emp Benefits - Healthy Living	374.39	600.00	62.4%
50313 · EAP - Employee Assist. Program	411.68	600.00	68.6%
50321 · Classic - ER Paid Member Contr.	10,913.05	13,200.00	82.7%
50322 · Classic-Employer Contribution	16,727.28	20,100.00	83.2%
50325 · PEPRA-Employer Contribution	75,350.91	97,300.00	77.4%
50326 · CalPERS Pension Reserve Trust	0.00	0.00	0.0%
50328 · Unfunded PERS payment	41,286.00	41,300.00	100.0%
Total 50300 · Employee Benefits	377,854.15	445,700.00	84.8%
50400 · Payroll processing fees	10,290.00	14,100.00	73.0%
Total 50000 · Payroll Expenses	1,796,846.16	2,220,700.00	80.9%
51000 · Administration Expenses			
51100 · Accounting Fees	81,720.90	90,000.00	90.8%
51125 · Administrative Support	13,793.24	10,000.00	137.9%
51150 · Banking Fees	310.00	400.00	77.5%
51200 · Board of Director's Expenses			
51210 · Conference & Tour Fees	6,703.20	6,000.00	111.7%
51220 · Election Expenses	0.00	0.00	0.0%
51230 · Legal Notices/Director Related	0.00	2,000.00	0.0%
51240 · Meals	2,584.14	3,000.00	86.1%
51250 · Medical & Life Insurance	7,741.19	21,600.00	35.8%
51260 · Mileage	2,787.89	2,500.00	111.5%
51270 · Miscellaneous	1,487.54	5,000.00	29.8%
51280 · Travel & Lodging	3,731.07	6,000.00	62.2%
Total 51200 · Board of Director's Expenses	25,035.03	46,100.00	54.3%
51300 · Consulting Fees	70,260.38	112,500.00	62.5%
51400 · Dues & Subscriptions	29,084.77	43,600.00	66.7%
51500 · Engineering Fees	60,358.61	30,000.00	201.2%
51600 · Legal Fees	68,821.50	90,000.00	76.5%
51700 · Office Expenses			
51710 · Office Equipment & Repairs	8,032.93	10,200.00	78.8%

Chino Basin Water Conservation District

Income & Expense Report

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	% of Budget
51720 · Computer/Printer Supplies	1,978.35	2,500.00	79.1%
51730 · Maintenance/Janitorial	10,519.40	17,300.00	60.8%
51740 · Miscellaneous	897.37	1,000.00	89.7%
51750 · Postage	537.53	1,300.00	41.3%
51760 · Supplies	5,699.67	7,100.00	80.3%
51765 · Computer/IT Support	48,853.46	47,200.00	103.5%
51770 · Telecommunications	20,675.25	27,500.00	75.2%
51780 · Utilities	30,018.33	39,500.00	76.0%
51785 · Agenda Management Software	539.75	7,000.00	7.7%
Total 51700 · Office Expenses	127,752.04	160,600.00	79.5%
51800 · Meeting Refreshments	2,079.88	3,000.00	69.3%
51900 · Staff Expenses			
51910 · Education	6,798.82	10,000.00	68.0%
51920 · Conference & Tour Fees	5,983.54	10,700.00	55.9%
51930 · Meals	2,331.90	6,600.00	35.3%
51940 · Mileage	1,940.97	4,300.00	45.1%
51950 · Miscellaneous	2,845.13	5,000.00	56.9%
51955 · Recruitment	1,915.21	5,000.00	38.3%
51960 · Travel & Lodging	2,773.64	11,500.00	24.1%
51970 · Uniform Expense	7,838.31	10,700.00	73.3%
Total 51900 · Staff Expenses	32,427.52	63,800.00	50.8%
51990 · Tax Collections Fees	7,659.77	8,200.00	93.4%
Total 51000 · Administration Expenses	519,303.64	658,200.00	78.9%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	355.88	10,000.00	3.6%
51999-2 · Furniture & Equipment	24,355.37	28,000.00	87.0%
Total 51999 · Non-Operating General Expenses	24,711.25	38,000.00	65.0%
53000 · Insurance Expenses			
53100 · Bonding	1,425.00	2,000.00	71.3%
53200 · General Liability	41,235.85	46,400.00	88.9%
53300 · Property	7,620.39	9,600.00	79.4%
53400 · Workers' Comp	27,673.91	36,200.00	76.4%
Total 53000 · Insurance Expenses	77,955.15	94,200.00	82.8%
54000 · Operation Expenses			
54150 · Equipment & Vehicles			
54160 · Equipment	666.99	3,000.00	22.2%
54170 · Fuel	6,159.29	10,200.00	60.4%
54180 · Repairs, Maint & Supplies	4,093.02	15,000.00	27.3%
Total 54150 · Equipment & Vehicles	10,919.30	28,200.00	38.7%
54200 · Fence Expenses	7,538.04	45,000.00	16.8%
54250 · Hardscape Expenses	5,277.56	17,200.00	30.7%
54300 · Irrigation Expenses	7,985.65	14,600.00	54.7%
54350 · Landscape Maint & Supplies	19,629.55	53,000.00	37.0%
54400 · Miscellaneous	409.00	1,500.00	27.3%
54450 · Basin Percolation Maintenance	16,879.28	56,000.00	30.1%
54500 · Pest Control	9,940.55	11,000.00	90.4%
54550 · Signage	13,973.36	4,500.00	310.5%
54600 · Small Tools & Supplies	7,910.10	6,000.00	131.8%
54650 · Structural Maintenance	69,515.16	75,800.00	91.7%
54750 · Trash Cleanup & Disposal	6,491.26	10,000.00	64.9%
54800 · Utilities	6,224.51	12,000.00	51.9%
54850 · Weed Abatement	2,549.64	15,200.00	16.8%
Total 54000 · Operation Expenses	185,242.96	350,000.00	52.9%
55000 · Permits & Fees	0.00	500.00	0.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	26,068.43	64,000.00	40.7%
56200 · Critter Expenses	1,160.45	3,000.00	38.7%
56300 · District Events			
56330 · Outreach Events	16,037.89	10,500.00	152.7%
56340 · Water Fair	15,824.25	16,000.00	98.9%
56350 · Poster Art Contest	9,083.93	14,200.00	64.0%
56360 · Youth Program Supplies	1,520.57	2,500.00	60.8%
56370 · School Tours	14,199.90	40,000.00	35.5%
56380 · Public Ed/Workshops	8,196.39	16,800.00	48.8%
Total 56300 · District Events	64,862.93	100,000.00	64.9%
56400 · Community Events/Sponsorships			
56500 · Informational Materials	3,226.67	4,600.00	70.1%
56550 · Recycled Water Convrsion Incntv	12.00		
56700 · Web Design/Maintenance	4,525.23	25,700.00	17.6%
56400 · Community Events/Sponsorships - Other	2,500.00	2,500.00	100.0%
Total 56400 · Community Events/Sponsorships	10,263.90	32,800.00	31.3%
56600 · Supplies - Give Aways	8,849.62	10,000.00	88.5%
56750 · Lobby Display Rotation - noncap	2,952.30	3,500.00	84.4%

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05/28/24

Accrual Basis

Chino Basin Water Conservation District
Income & Expense Report
July 2023 through April 2024

	Jul '23 - Apr 24	Budget	% of Budget
Total 56000 · Public Education/Relations	114,157.63	213,300.00	53.5%
57500 · Expense Reimburseables Clearing	0.00		
58000 · Capital Expenses			
58002 · Basin Expenses	23,322.25		
58003 · Lobby Displays	7,119.12		
58000 · Capital Expenses - Other	78,151.06	535,600.00	14.6%
Total 58000 · Capital Expenses	108,592.43	535,600.00	20.3%
Total Expense	2,826,809.22	4,110,500.00	68.8%
Net Income	1,842,798.91	479,200.00	384.6%

Chino Basin Water Conservation District

Balance Sheet

As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10100 · General Checking	214,903.07
10200 · Petty Cash	1,001.26
10300 · LAIF Investment	8,301,937.43
10310 · LAIF FMV	-43,387.56
10320 · CLASS	6,680,595.11
10330 · CLASS FMV	-894.25
10600 · Pension Trust	77,691.00
Total 10000 · Cash Accounts	15,231,846.06
Total Checking/Savings	15,231,846.06
Accounts Receivable	
11000 · Accounts Receivable	17,557.73
Total Accounts Receivable	17,557.73
Other Current Assets	
14000 · Prepaid Expenses	
14200 · Miscellaneous	60,334.00
Total 14000 · Prepaid Expenses	60,334.00
14600 · Deferred Outflows - DOR	
14601 · DOR - Pension Contributions	132,647.00
14602 · DOR - Pension Related	1,030,355.00
Total 14600 · Deferred Outflows - DOR	1,163,002.00
Total Other Current Assets	1,223,336.00
Total Current Assets	16,472,739.79
Fixed Assets	
12000 · Construction in Process	16,708.09
15000 · Buildings & Fixtures - Net Val	
15100 · Buildings and Fixtures	10,561,571.85
15200 · A/D - Buildings & Fixtures	-2,767,323.67
Total 15000 · Buildings & Fixtures - Net Val	7,794,248.18
16000 · Land Assets	
16000-1 · Land	1,486,121.26
16000-3 · Land - Confluence Project	4,500,000.00
Total 16000 · Land Assets	5,986,121.26
17000 · Office Furn. & Equip. - Net Val	
17100 · Office Furniture & Equipment	158,242.46
17200 · A/D - Office Furniture & Equipm	-52,546.02
Total 17000 · Office Furn. & Equip. - Net Val	105,696.44
18000 · Vehicles & Implements - Net Val	
18100 · Vehicles and Implements	214,767.87
18200 · A/D - Vehicles & Implements	-127,381.91
Total 18000 · Vehicles & Implements - Net Val	87,385.96
19000 · Garden & Hardscape - Net Val	
19100 · Garden & Hardscape	1,546,393.75
19200 · A/D - Garden & Hardscape	-1,241,257.22
Total 19000 · Garden & Hardscape - Net Val	305,136.53
Total Fixed Assets	14,295,296.46

Chino Basin Water Conservation District

Balance Sheet

As of April 30, 2024

	Apr 30, 24
Other Assets	
13500 · Right to Use Assets	
13511 · Lease of Equipment	29,136.17
13512 · Accum. Amortization - Equipment	-3,035.00
Total 13500 · Right to Use Assets	26,101.17
Total Other Assets	26,101.17
TOTAL ASSETS	30,794,137.42
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	55,260.08
Total Accounts Payable	55,260.08
Credit Cards	
20600 · CalCard	
20649 · CalCard-B Yoshida	416.92
20648 · CalCard-K Lopez	426.35
20605 · CalCard - David Schroeder	165.00
20609 · CalCard - J Salcido	70.56
20610 · CalCard - J Taylor	23.97
20613 · CalCard - R Sotomayor	55.00
20626 · CalCard - M Curiel	321.16
20630 · CalCard - M Dean	1,215.57
20632 · CalCard - E Willis	5,616.53
20634 · CalCard - D Moreno	101.06
20637 · CalCard - G Jimenez	8.70
20642 · CalCard - D Schroeder	-62.80
20647 · CalCard- A Quinones	259.06
Total 20600 · CalCard	8,617.08
Total Credit Cards	8,617.08
Other Current Liabilities	
21000 · Payroll Liabilities	
21500 · Accrued Employee Benefits	
21510 · Vacation Payable	67,774.14
Total 21500 · Accrued Employee Benefits	67,774.14
21600 · Accrued Wages	62,525.47
Total 21000 · Payroll Liabilities	130,299.61
22000 · Customer Deposits	
22100 · Rental Property - Rent Deposit	1,400.00
Total 22000 · Customer Deposits	1,400.00
Total Other Current Liabilities	131,699.61
Total Current Liabilities	195,576.77
Long Term Liabilities	
23500 · Lease Liabilities	
23510 · Lease Liability - Equipment(ST)	6,894.80
23511 · Lease Liability - Equipment(LT)	18,797.91
Total 23500 · Lease Liabilities	25,692.71
29000 · Deferred Inflows- DIR	
29002 · DIR - Pension Related	1,034,252.00
Total 29000 · Deferred Inflows- DIR	1,034,252.00

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05/28/24

Accrual Basis

Chino Basin Water Conservation District

Balance Sheet

As of April 30, 2024

	Apr 30, 24
29001 · Net Pension Liability	819,854.00
Total Long Term Liabilities	1,879,798.71
Total Liabilities	2,075,375.48
Equity	
30001 · Non-Spendable Net Position	
30003 · Prepaids & Inventory	50,249.51
30090 · Investment in Capital Assets	14,295,296.92
Total 30001 · Non-Spendable Net Position	14,345,546.43
30020 · Assigned Net Position	
30012 · Major Structural Failures Resrv	2,350,000.00
30022 · Recharge Improvements Reserve	2,350,000.00
30023 · Pension Liability Reserve	819,854.00
30025 · Compensated Absences Reserve	67,774.14
Total 30020 · Assigned Net Position	5,587,628.14
30026 · Operating Reserves	1,808,150.00
30027 · District Facilities Reserve	300,000.00
31000 · Unassigned Net Position	4,834,638.46
Net Income	1,842,798.91
Total Equity	28,718,761.94
TOTAL LIABILITIES & EQUITY	30,794,137.42

Chino Basin Water Conservation District

Monthly General Checking Disbursements

As of April 30, 2024

Type	Date	Num	Name	Memo	Amount
10000 · Cash Accounts					
10100 · General Checking					
Bill Pmt -Check	04/05/2024	21326	ACWA JPIA	Med/Dental/Vision/Life Ins-May	-22,550.56
Bill Pmt -Check	04/05/2024	21327	Animal Pest Management Services, Inc.	ground squirrel control @ basins	-935.00
Bill Pmt -Check	04/05/2024	21328	Burrtec Waste Industries, Inc.	trash & green waste srvc-April	-385.36
Bill Pmt -Check	04/05/2024	21329	Cintas Corporation #150	Uniform Service - Ongoing pant exchange	-127.42
Bill Pmt -Check	04/05/2024	21330	Computer Village	Microsoft 365: Monthly	-629.13
Bill Pmt -Check	04/05/2024	21331	Eide Bailly, LLC Payroll Services	March 2024 - Payroll Processing + Floating Holiday Set Up	-1,050.00
Bill Pmt -Check	04/05/2024	21332	Klutch Construction Inc.	Amphitheatre Restoration	-5,064.21
Bill Pmt -Check	04/05/2024	21333	La Verne Power Equipment, Inc.		-308.43
Bill Pmt -Check	04/05/2024	21334	Main Street Signs	New hours signs for garden	-70.69
Bill Pmt -Check	04/05/2024	21335	Maria Lima	New Webpage - Poster Contest	-240.00
Bill Pmt -Check	04/05/2024	21336	McFadden-Dale Ind Hardware	Bolt Cutter and Towel Case	-314.94
Bill Pmt -Check	04/05/2024	21337	Monte Vista Water District	Recycled Garden Irrigation	-140.84
Bill Pmt -Check	04/05/2024	21338	O.F. Wolfinbarger, Inc.		-370.66
Bill Pmt -Check	04/05/2024	21339	OMSD - Bussing		-467.65
Bill Pmt -Check	04/05/2024	21340	Quality Pet Waste Stations	Dog waste bags for park	-211.46
Bill Pmt -Check	04/05/2024	21341	Robert A. Carter	Combo Lock for Electric Panel Rm / WCC Courtyard and Garden Gate Bar	-3,442.19
Bill Pmt -Check	04/05/2024	21342	Vanguard Cleaning Systems	Monthly Janitorial Srvc-April	-690.00
Bill Pmt -Check	04/05/2024	21343	Visser Bus Services Inc.	St Margaret Mary School FT on 2/28/24	-500.00
General Journal	04/06/2024	BY 4.9.24		PPE 4/06/24	-40,877.94
General Journal	04/06/2024	BY 4.9.24		PPE 4/06/24	-664.27
General Journal	04/06/2024	BY 4.9.24		PPE 4/06/24	-2.69
General Journal	04/06/2024	BY 4.9.24		PPE 4/06/24	-40.33
General Journal	04/06/2024	BY 4.9.24		PPE 4/06/24	-14,839.00
General Journal	04/06/2024	BY 4.9.24		PPE 4/06/24	-2,300.41
General Journal	04/06/2024	BY 4.9.24	CalPERS (Payroll)	CalPERS - PPE 4/06/24	-8,974.47
General Journal	04/06/2024	BY 4.9.24	CalPERS (Payroll)	CalPERS - PPE 4/06/24	-2,573.31
Bill Pmt -Check	04/15/2024	21344	Beneficial Ag Services		-168.00
Bill Pmt -Check	04/15/2024	21345	Cal Card (US Bank)	Statement Ending 03/22/24	-14,601.00
Bill Pmt -Check	04/15/2024	21346	Central Blueprint Service	(100) Waterwise Workbooks	-527.98
Bill Pmt -Check	04/15/2024	21347	Chino Valley USD		-507.60
Bill Pmt -Check	04/15/2024	21348	Cintas Corporation #150	Uniform Service	-110.06
Bill Pmt -Check	04/15/2024	21349	Cucamonga School District		-1,610.47
Bill Pmt -Check	04/15/2024	21350	Eide Bailly LLP	215752	-13,298.25
Bill Pmt -Check	04/15/2024	21351	O.F. Wolfinbarger, Inc.	Rock for Garden	-213.35
Bill Pmt -Check	04/15/2024	21352	OMSD - Bussing		-610.10
Bill Pmt -Check	04/15/2024	21353	Rhodes PEP Club		-547.70
Bill Pmt -Check	04/15/2024	21354	The City of Monclair	Sewer Charges: 2/01/24-3/31/24	-133.29
Bill Pmt -Check	04/15/2024	21355	Verizon Wireless	wireless push to talk srvc 4/10-5/9	-644.64
Bill Pmt -Check	04/15/2024	21356	Wagner & Bonsignore, CCE	Engineering Srvc - College Heights Basin Site Map	-524.75
General Journal	04/26/2024	BY 4.20.24		PPE 4/20/24	-53,516.89
General Journal	04/26/2024	BY 4.20.24		PPE 4/20/24	-829.17
General Journal	04/26/2024	BY 4.20.24		PPE 4/20/24	-1.80
General Journal	04/26/2024	BY 4.20.24		PPE 4/20/24	-27.08
General Journal	04/26/2024	BY 4.20.24		PPE 4/20/24	-22,175.83
General Journal	04/26/2024	BY 4.20.24		PPE 4/20/24	-3,759.01
General Journal	04/26/2024	BY 4.20.24	CalPERS (Payroll)	CalPERS - PPE 4/20/24	-8,845.11
General Journal	04/26/2024	BY 4.20.24	CalPERS (Payroll)	CalPERS - PPE 4/20/24	-2,723.31
Bill Pmt -Check	04/26/2024	21357	ACWA JPIA	Workers Comp Q3: 1/1/24-3/31/24	-10,031.52
Bill Pmt -Check	04/26/2024	21358	Bee Removers	Bee removal from water meter box	-135.00
Bill Pmt -Check	04/26/2024	21359	CA Water Efficiency Partnership	CalWEP & AWE dues	-900.00
Bill Pmt -Check	04/26/2024	21360	Chino Valley USD		-478.75
Bill Pmt -Check	04/26/2024	21361	Cintas Corporation #150		-189.07
Bill Pmt -Check	04/26/2024	21362	City of Ontario		-95.49
Bill Pmt -Check	04/26/2024	21363	Computer Village	IT Monitoring & Support	-2,062.00
Bill Pmt -Check	04/26/2024	21364	DJL Audio Video Specialists, Inc.	HDMI Splitter/XLR to USB Cable	-470.45
Bill Pmt -Check	04/26/2024	21365	Etiwanda School District		-615.08
Bill Pmt -Check	04/26/2024	21366	Frontier	909-293-7578-071118-5	-513.59
Bill Pmt -Check	04/26/2024	21367	Great America Financial Services Corp	Monthly copier lease	-687.73
Bill Pmt -Check	04/26/2024	21368	KBDA	Ph. 5,6,7,8 template designs	-10,900.00
Bill Pmt -Check	04/26/2024	21369	Lighting Instyle Inc.	lighting near old entrance	-2.84
Bill Pmt -Check	04/26/2024	21370	MJA Electric Co.	Lighting work @ WCC inside/outside	-1,490.00
Bill Pmt -Check	04/26/2024	21371	Omone Abu	social media contractor	-300.00
Bill Pmt -Check	04/26/2024	21372	OMSD - Bussing	1/22/24 FT bus reimb/Bon View ES	-192.75
Bill Pmt -Check	04/26/2024	21373	Robert A. Carter	coded locks for Garden gates/bldg lock	-2,404.91
Bill Pmt -Check	04/26/2024	21374	San Diego Human Resources Consulting, Inc	Agr. 2023-15 - March-Legal: Holiday Pay Policy	-4,500.00
Bill Pmt -Check	04/26/2024	21375	SCE (Utility Payments Only)	Electric use all campus	-2,172.23
Bill Pmt -Check	04/26/2024	21376	Smith Pipe & Supply Inc.		-510.74
Bill Pmt -Check	04/26/2024	21377	Standard Insurance Company, Inc.	Policy #006492990083/from April payroll	-835.37
Bill Pmt -Check	04/26/2024	21378	Tom Day Tree Service, Inc.		-5,095.00
Bill Pmt -Check	04/26/2024	21379	TPX Communications	39053	-826.17
General Journal	04/26/2024	Fund Tmsfr	Wells Fargo	Funds Transfer from Gnlrl ckg to LAIF Confirmation#6105555	-40.00
General Journal	04/26/2024	BY 4.20.24	CalPERS (Payroll)	CalPERS - PPE 4/20/24 Retro Pay Taylor	-754.81
Bill Pmt -Check	04/29/2024	21380	Red Wing Business Advantage	Work boots & accessories (BB)	-350.00
Total 10100 · General Checking					-279,709.85
Total 10000 · Cash Accounts					-279,709.85
TOTAL					-279,709.85

Chino Basin Water Conservation District
Monthly Petty Cash Checking Disbursements
As of April 30, 2024

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.25
10200 · Petty Cash						1,001.25
Deposit	04/30/2024			Interest	0.01	1,001.26
Total 10200 · Petty Cash					0.01	1,001.26
Total 10000 · Cash Accounts					0.01	1,001.26
TOTAL					0.01	1,001.26

Chino Basin Water Conservation District

CalCard Monthly Detail

As of April 30, 2024

Type	Date	Name	Memo	Amount	Balance
20600 · CalCard					21,076.75
20649 · CalCard-B Yoshida					3,652.00
Credit Card Charge	04/01/2024	ASBCSD	April Dinner Mtg-KL	47.12	3,699.12
Credit Card Charge	04/01/2024	ASBCSD	April Dinner Mtg-BY	47.12	3,746.24
Credit Card Charge	04/09/2024	ASBCSD	April Dinner Mtg-AF	47.12	3,793.36
Credit Card Charge	04/09/2024	ASBCSD	April Dinner Mtg (EW)	47.12	3,840.48
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-3,652.00	188.48
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-188.48	0.00
Credit Card Charge	04/23/2024	BIA/Baldy View Chapter	SoCalWaterConference-Director Parker	125.00	125.00
Credit Card Charge	04/23/2024	BIA/Baldy View Chapter	SoCalWaterConfer-Dir. Aldaco & Gulmahamad	250.00	375.00
Credit Card Charge	04/30/2024	ASBCSD	May Dinner Meeting (KP)	41.92	416.92
Total 20649 · CalCard-B Yoshida				-3,235.08	416.92
20648 · CalCard-K Lopez					1,132.94
Credit Card Charge	04/02/2024	Amazon-Cal Card	Kleenex, Pens, Summer BBQ Awards	38.57	1,171.51
Credit Card Charge	04/03/2024	Amazon-Cal Card	Toilet paper and seat covers	95.68	1,267.19
Credit Card Charge	04/08/2024	Amazon-Cal Card	Coffee Pods and Creamer	50.18	1,317.37
Credit Card Charge	04/09/2024	Costco-Cal Card	April BDay Desserts	28.98	1,346.35
Credit Card Charge	04/09/2024	Amazon-Cal Card	USB to C-port and (2) iPhone Charging Stations	84.22	1,430.57
Credit Card Charge	04/10/2024	Amazon-Cal Card	USB to Lightning Cable for iPhone Charging Station	8.71	1,439.28
Credit Card Credit	04/10/2024	Amazon-Cal Card	Returning USB to C-port for iPhone Charging Station	-16.54	1,422.74
Credit Card Charge	04/11/2024	Amazon-Cal Card	Notebooks, Computer Mouse, and Phone Charger for ASM	118.44	1,541.18
Credit Card Charge	04/11/2024	Amazon-Cal Card	9V Batteries	24.51	1,565.69
Credit Card Charge	04/11/2024	MOO Inc	Business cards-LH	33.30	1,598.99
Credit Card Credit	04/12/2024	Amazon-Cal Card	Return Summer BBQ Activity	-69.75	1,529.24
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-728.95	800.29
Credit Card Charge	04/16/2024	Amazon-Cal Card	sm post-its, gate remote batteries	14.23	814.52
Credit Card Charge	04/22/2024	MOO Inc	business cards for JS	33.30	847.82
Credit Card Charge	04/22/2024	Amazon-Cal Card	multi fold towels	47.61	895.43
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-814.52	80.91
Credit Card Charge	04/23/2024	Amazon-Cal Card	faxed/entered stamp, erasers	19.78	100.69
Credit Card Charge	04/23/2024	Amazon-Cal Card	fr. vanilla creamers	21.09	121.78
Credit Card Charge	04/29/2024	Supplies - Misc	Battery for AED defib	244.19	365.97
Credit Card Charge	04/29/2024	Amazon-Cal Card	dish soap	27.25	393.22
Credit Card Charge	04/30/2024	Amazon-Cal Card	ppr towels, hand soap	33.13	426.35
Total 20648 · CalCard-K Lopez				-706.59	426.35
20605 · CalCard - David Schroeder					0.00
Credit Card Charge	04/17/2024	Fuel - Misc	Fuel for 2018 Chevy	165.00	165.00
Total 20605 · CalCard - David Schroeder				165.00	165.00
20609 · CalCard - J Salcido					649.88
Credit Card Charge	04/03/2024	Fuel - Misc	Fuel for 2003 Chevy - ODM 104,299	125.85	775.73
Credit Card Charge	04/05/2024	Costco-Cal Card	Dessert for Summer BBQ	26.49	802.22
Credit Card Charge	04/09/2024	Lowe's-Cal Card	socket set for new Chevy truck	160.55	962.77
Credit Card Charge	04/09/2024	Services - Misc	(JS) Pesticide Reg. Test/Cert	180.00	1,142.77
Credit Card Charge	04/10/2024	Stater Bros - CalCard	Tortoise Food	17.05	1,159.82
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-556.17	603.65
Credit Card Charge	04/15/2024	Supplies - Misc	safety glasses	231.49	835.14
Credit Card Charge	04/15/2024	Costco-Cal Card	Fuel-2023 Chevy	145.42	980.56
Credit Card Charge	04/15/2024	Lowe's-Cal Card	tortoise habitat supplies	128.27	1,108.83
Credit Card Charge	04/19/2024	Stater Bros - CalCard	tortoise food	53.22	1,162.05
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-1,162.05	0.00
Credit Card Charge	04/23/2024	Fuel - Misc	fuel for rental Bobcat-work in park	21.17	21.17
Credit Card Charge	04/26/2024	Stater Bros - CalCard	tortoise food	27.27	48.44
Credit Card Charge	04/26/2024	Lowe's-Cal Card	misc tools, goo-gone	22.12	70.56
Total 20609 · CalCard - J Salcido				-579.32	70.56
20610 · CalCard - J Taylor					918.28
Credit Card Charge	04/01/2024	Amazon-Cal Card	First Aid kit for office	41.97	960.25
Credit Card Charge	04/04/2024	Stater Bros - CalCard	Soda for Board Mtg / Ice Cream for April BDay Celebrations	42.68	1,002.93
Credit Card Charge	04/05/2024	Amazon-Cal Card	prntr cartridge's for RS printer	62.66	1,065.59
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-817.80	247.79
Credit Card Charge	04/17/2024	memberships	Membership Renewal (AF)	125.00	372.79
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-372.79	0.00
Credit Card Charge	04/29/2024	Amazon-Cal Card	Laminating pouches	23.97	23.97
Total 20610 · CalCard - J Taylor				-894.31	23.97
20613 · CalCard - R Sotomayor					648.58
Credit Card Charge	04/05/2024	Costco-Cal Card	TP, Paper towels, Truck seat covers, copy paper	213.07	861.65
Credit Card Charge	04/08/2024	Supplies - Misc	metal stakes & stall mats	213.02	1,074.67
Credit Card Charge	04/12/2024	Amazon-Cal Card	portable water container	37.80	1,112.47
Credit Card Charge	04/12/2024	Amazon-Cal Card	shovel for rack for newest Chevy	98.09	1,210.56
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-186.84	1,023.72
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-1,023.72	0.00
Credit Card Charge	04/29/2024	Hazzard Backflow Inc	Annual Backflow test @ Ely #3	55.00	55.00
Total 20613 · CalCard - R Sotomayor				-593.58	55.00
20619 · CalCard - B Burgess					342.47
Credit Card Charge	04/14/2024	Zoom	One Pro & Webinar 1000 Monthly	162.06	504.53
Credit Card Charge	04/14/2024	Eventbrite-Cal Card	Pro 100 Apr 14-May 14	29.00	533.53
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-290.17	243.36
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-243.36	0.00
Total 20619 · CalCard - B Burgess				-342.47	0.00
20620 · CalCard - S Kleinrock					1,177.25

Chino Basin Water Conservation District

CalCard Monthly Detail

As of April 30, 2024

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	04/01/2024	SendGrid	Essentials 50K 4/1-4/30	19.95	1,197.20
Credit Card Charge	04/05/2024	Amazon-Cal Card	Copy Paper	126.64	1,323.84
Credit Card Charge	04/07/2024	Supplies - Misc	book for lobby book nook	12.00	1,335.84
Credit Card Charge	04/12/2024	Services - Misc	Garden Planner Domain renewals	142.64	1,478.48
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-870.16	608.32
Credit Card Charge	04/18/2024	Services - Misc	iCloud+ monthly	9.99	618.31
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-618.31	0.00
Total 20620 · CalCard - S Kleinrock				-1,177.25	0.00
20626 · CalCard - M Curiel					231.12
Credit Card Charge	04/09/2024	Supplies - Misc	Books for Summer Programming & Lobby Book Nook (8)	77.29	308.41
Credit Card Charge	04/09/2024	Supplies - Misc	Books for Summer Programming & Lobby Book Nook (1)	13.30	321.71
Credit Card Charge	04/09/2024	Supplies - Misc	Custom Post-It Notes - Field Trip scheduled & Emergency Visitor...	27.03	348.74
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-231.12	117.62
Credit Card Charge	04/15/2024	Supplies - Misc	table decals for toddler lobby tables	55.71	173.33
Credit Card Charge	04/17/2024	Amazon-Cal Card	lobby design table materials	169.96	343.29
Credit Card Charge	04/18/2024	Amazon-Cal Card	tape measure for office	22.20	365.49
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-365.49	0.00
Credit Card Charge	04/23/2024	Services - Misc	water cycle puzzle for lobby	41.40	41.40
Credit Card Charge	04/23/2024	Amazon-Cal Card	materials for lobby activity tables	18.52	59.92
Credit Card Charge	04/23/2024	Amazon-Cal Card	materials for lobby activity tables	64.20	124.12
Credit Card Charge	04/23/2024	Supplies - Misc	children's interactive lobby table materials	164.80	288.92
Credit Card Charge	04/24/2024	Amazon-Cal Card	children's lobby activity table materials	32.24	321.16
Total 20626 · CalCard - M Curiel				90.04	321.16
20630 · CalCard - M Dean					3,410.87
Credit Card Charge	04/08/2024	Google	Google One Monthly Subscription (100 GB)	1.99	3,412.86
Credit Card Charge	04/11/2024	Services - Misc	Social Media Mgmt Software	79.00	3,491.86
Credit Card Charge	04/14/2024	Google	Google One Storage - Annual	19.99	3,511.85
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-1,486.64	2,025.21
Credit Card Charge	04/18/2024	Services - Misc	Newsletter software	88.35	2,113.56
Credit Card Charge	04/18/2024	Amazon-Cal Card	uniform inventory restock	75.85	2,189.41
Credit Card Charge	04/18/2024	Amazon-Cal Card	uniform inventory restock	342.41	2,531.82
Credit Card Charge	04/18/2024	Amazon-Cal Card	uniform inventory restock	41.52	2,573.34
Credit Card Charge	04/18/2024	Amazon-Cal Card	uniform inventory restock	117.70	2,691.04
Credit Card Charge	04/18/2024	Amazon-Cal Card	uniform inventory restock	135.79	2,826.83
Credit Card Charge	04/19/2024	Amazon-Cal Card	uniform inventory restock	99.38	2,926.21
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-2,790.42	135.79
Credit Card Charge	04/24/2024	CAPIO	Conference (MD)	725.00	860.79
Credit Card Charge	04/24/2024	Amazon-Cal Card	uniform inventory restock	304.21	1,165.00
Credit Card Charge	04/26/2024	Amazon-Cal Card	uniform inventory restock	33.96	1,198.96
Credit Card Charge	04/30/2024	Zoom	Zoom One Pro Monthly: 4/30/24-5/29/24	16.61	1,215.57
Total 20630 · CalCard - M Dean				-2,195.30	1,215.57
20631 · CalCard - W Mercado					47.91
Credit Card Charge	04/10/2024	Amazon-Cal Card	Paper cups for 4th grade lesson	21.79	69.70
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-47.91	21.79
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-21.79	0.00
Total 20631 · CalCard - W Mercado				-47.91	0.00
20632 · CalCard - E Willis					4,454.73
Credit Card Charge	04/03/2024	California Newspapers Partnership	Daily Bulletin Monthly Digital Subscription-EW	14.00	4,468.73
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-2,859.22	1,609.51
Credit Card Charge	04/16/2024	Los Angeles News Group	LA Times Digital Monthly (EW)	16.00	1,625.51
Credit Card Charge	04/22/2024	Services - Misc	Direct Mail postcards	5,096.02	6,721.53
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-1,625.51	5,096.02
Credit Card Charge	04/23/2024	Adobe	Creative Cloud & Acrobat Pro monthly	503.90	5,599.92
Credit Card Charge	04/23/2024	Zoom	One Pro Monthly 4/23-5/22	16.61	5,616.53
Total 20632 · CalCard - E Willis				1,161.80	5,616.53
20634 · CalCard - D Moreno					206.70
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-83.24	123.46
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-123.46	0.00
Credit Card Charge	04/30/2024	Fuel - Misc	Fuel for Ford	101.06	101.06
Total 20634 · CalCard - D Moreno				-105.64	101.06
20637 · CalCard - G Jimenez					267.75
Credit Card Charge	04/01/2024	Patton Sales Corp	metal for pedestrian counter brackets	15.94	283.69
Credit Card Charge	04/11/2024	Services - Misc	hedger blade sharpening	40.00	323.69
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-115.17	208.52
Credit Card Charge	04/20/2024	Amazon-Cal Card	Aquatic plant food tablets	8.70	217.22
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-208.52	8.70
Total 20637 · CalCard - G Jimenez				-259.05	8.70
20642 · CalCard - D Schroeder					1,154.91
Credit Card Charge	04/04/2024	Fuel - Misc	Diesel Fuel for Tractor (502.2 hrs)	111.64	1,266.55
Credit Card Charge	04/05/2024	Services - Misc	Police report for accident w/fence damage @ CHTs basin	20.00	1,286.55
Credit Card Charge	04/14/2024	Zello Inc	Cell Push-to-Talk App: 4/14/24-5/13/24	88.00	1,374.55
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-263.12	1,111.43
Credit Card Charge	04/22/2024	Services - Misc	2nd Police rpt-auto accident damage @ CHTs	20.00	1,131.43
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-1,296.43	-165.00
Credit Card Charge	04/23/2024	Fuel - Misc	Diesel fuel for tractor	102.20	-62.80
Total 20642 · CalCard - D Schroeder				-1,217.71	-62.80
20644 · CalCard - L Holguin					160.87

Chino Basin Water Conservation District CalCard Monthly Detail

As of April 30, 2024

Type	Date	Name	Memo	Amount	Balance
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-160.87	0.00
Total 20644 · CalCard - L Holguin				-160.87	0.00
20645 · CalCard- J Jones					197.63
Credit Card Charge	04/05/2024	Armstrong Garden Center	Plants for garden & Soil amendments	101.70	299.33
Credit Card Charge	04/08/2024	Home Depot - CalCard	pond supplies	25.82	325.15
Credit Card Charge	04/08/2024	Supplies - Misc	pond plants & supplies	82.68	407.83
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-197.63	210.20
Credit Card Charge	04/19/2024	Supplies - Misc	aquatic plants & soil	54.96	265.16
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-265.16	0.00
Total 20645 · CalCard- J Jones				-197.63	0.00
20646 · CalCard- A Fernandez					0.00
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	0.00	0.00
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	0.00	0.00
Total 20646 · CalCard- A Fernandez				0.00	0.00
20647 · CalCard- A Quinones					2,422.86
Credit Card Charge	04/02/2024	Supplies - Misc	Custom Patch Factory - Waterwise Workbook Badges	220.99	2,643.85
Credit Card Charge	04/12/2024	CAPIO	Professional Development-Annual Membership: 4/12/24-4/11/25	275.00	2,918.85
Credit Card Charge	04/12/2024	Education - Misc	Professional Development Workshop: How to Write a Press Rele...	29.99	2,948.84
Bill	04/15/2024	Cal Card (US Bank)	Statement Ending 03/22/24	-2,214.86	733.98
Credit Card Charge	04/15/2024	CAPIO	CAPIO Webinars	85.00	818.98
Credit Card Charge	04/18/2024	California Newspapers Partnership	digital trial subscription (AQ)	6.00	824.98
Credit Card Charge	04/18/2024	Los Angeles News Group	digital subscription (AQ)	60.00	884.98
Bill	04/22/2024	Cal Card (US Bank)	Statement Ending 04/22/24	-884.98	0.00
Credit Card Charge	04/22/2024	Stater Bros - CalCard	bday cake for Sam	12.06	12.06
Credit Card Charge	04/23/2024	Champion Newspapers	Chino Champion Subscription-1 yr (AQ)	39.00	51.06
Credit Card Charge	04/26/2024	Services - Misc	Fieldtrip Bkg Platform - Monthly Subscription	199.00	250.06
Credit Card Charge	04/28/2024	Wishpond	poster contest paused plan	9.00	259.06
Total 20647 · CalCard- A Quinones				-2,163.80	259.06
Total 20600 · CalCard				-12,459.67	8,617.08
TOTAL				-12,459.67	8,617.08

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Apr-24

	PPE
	4/6/2024
	<hr/>
Total Checks & Direct Deposits	\$ 40,877.94
Total Taxes Paid	\$ 17,846.70
Total Payroll	\$ 58,724.64
	<hr/> <hr/>
<i>*Check date 4/11/2024</i>	

	PPE
	4/20/2024
	<hr/>
Total Checks & Direct Deposits	\$ 53,516.89
Total Taxes Paid	\$ 26,792.89
Total Payroll	\$ 80,309.78
	<hr/> <hr/>
<i>*Check date 4/25/2024</i>	

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
Apr-24

Pay Period Beg.	Pay Period End	Gross Wages	Notes
6/18/2023	7/1/2023	\$ 54,009.58	
7/2/2023	7/15/2023	\$ 57,916.88	
7/16/2023	7/29/2023	\$ 52,833.17	
7/30/2023	8/12/2023	\$ 55,622.73	
8/13/2023	8/26/2023	\$ 59,212.92	
8/27/2023	9/9/2023	\$ 54,669.62	
9/10/2023	9/23/2023	\$ 61,235.64	
9/24/2023	10/7/2023	\$ 53,496.92	
10/8/2023	10/21/2023	\$ 55,879.77	
10/22/2023	- 11/4/2023	\$ 52,929.72	
11/5/2023	- 11/18/2023	\$ 61,429.59	
11/19/2023	- 12/2/2023	\$ 54,039.81	
12/3/2023	- 12/16/2023	\$ 61,314.44	
12/17/2023	- 12/30/2023	\$ 52,522.02	
12/31/2023	- 1/13/2024	\$ 60,593.00	
1/14/2024	- 1/27/2024	\$ 58,562.99	
1/28/2024	- 2/10/2024	\$ 61,716.56	
2/11/2024	- 2/24/2024	\$ 66,874.92	
2/25/2024	- 3/9/2024	\$ 61,798.93	
3/10/2024	- 3/23/2024	\$ 72,490.59	
3/24/2024	- 4/6/2024	\$ 60,416.03	
4/7/2024	- 4/20/2024	\$ 80,806.22	
Total Payroll		\$ 1,310,372.05	

[illegible]

04/20/26

Check Date 8/19/2004

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**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: June 10, 2024

FROM: Elizabeth Willis, General Manager

BY: Brandon Yoshida, Board Clerk

SUBJECT: **2024 ELECTION MARKETING PLAN UPDATE**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Receive and file the update on the 2024 Election Marketing Plan.

BACKGROUND

On April 8, 2024, at the Regular Board of Directors Meeting, the Board of Directors approved the 2024 Election Marketing Plan, with a condition to provide an update in June regarding the Election efforts.

DISCUSSION/ANALYSIS

Since April 8, 2024, the District has completed or started the following tasks:

- Launched the CBWCD Election Webpage (CBWCD.org/elections).
- Announced the Nomination Period (July 15, 2024 – August 9, 2024).
- Posted election advertisements on the CBWCD Monthly Newsletter.
- Posted election advertisements on the CBWCD social media accounts.
- Initiated process with County of San Bernardino Registrar of Voters for election filing requirements including confirming existing district boundaries, incumbents, election costs, and Special District Board Clerk training for election services.
- Initiated process to distribute election advertisement flyers to neighboring agencies.

ATTACHMENT(S)

None.



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**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: June 10, 2024

FROM: Elizabeth Willis, General Manager

BY: Elizabeth Willis, General Manager

SUBJECT: **ADOPT THE FISCAL YEAR 2024-2025 BUDGET, CLASSIFICATION AND COMPENSATION SCHEDULE, AND MASTER SALARY CHART**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review, discuss, and adopt the Fiscal Year 2024-2025 Budget, Classification and Compensation Schedule, and Master Salary Chart, effective July 1, 2024.

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 \$858,000 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.

On March 27, 2024, the Personnel Committee met to review the updated job descriptions and recommended bringing them before the Board for approval.

On April 24, 2024, the Finance Committee met to discuss the FY 24-25 preliminary budget and recommended amending the preliminary budget to include the classification and compensation study previously approved by the Board on March 11, 2024.

On May 13, 2024, staff conducted a study session with the Board of Directors to present the FY 24-25 preliminary budget. This session provided an opportunity for the Board members to review

the proposed budget, ask questions, and provide valuable input. It was suggested that staff investigate the possibility of expanding parking opportunities at the District. Staff therefore proposes to include a site study focused on opportunities to increase parking under Line 20, Engineering. Staff believes that experts in the field are needed to assess the true scope of options available to the District for increasing the number of spaces that are available to the public. These changes can be found on Attachment 2, Budget Narrative.

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.

The total expenditures proposed under this budget at **\$5,262,000**, which includes planned expenditures of \$580,000 of District Reserves. Reserve fund expenditures include \$345,000 from Recharge Improvement Reserve, \$140,000 from District Facilities Reserve, and \$95,000 from Unassigned Reserve.

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 4. 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

5. This salary chart includes a proposed 3% Cost of Living Adjustment (COLA), which, with Board approval, would become effective on January 1, 2025.

FISCAL IMPACT

The Proposed Fiscal Year 24-25 Budget totals **\$5,262,000** and is supported by \$4,682,000 in property tax revenues and the use of \$580,000 of reserve funds. Of the reserve funds, \$345,000 was strategically placed in Recharge Improvement Reserves in the FY 23-24 Budget Modification for recharge improvement projects in FY 24-25 and \$140,000 is proposed to come from the District Facilities Reserve Fund. An additional \$95,000 is proposed to be drawn from the Unassigned Reserve.

ATTACHMENT(S)

Attachment 1: Proposed FY 2024-2025 Budget

Attachment 2: FY 2024-2025 Budget Narrative

Attachment 3: Classification and Compensation Schedule effective June 10, 2024

Attachment 4: Classification and Compensation Schedule effective January 1, 2025

Attachment 5: Master Salary Chart, effective January 1, 2024

Attachment 6: Master Salary Chart, including proposed 3% increase effective January 1, 2025



**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
1 Revenue			
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
6 Total Revenue	4,589,700	4,623,000	4,682,000
7 Expenditures			
8 Salaries and Benefits			
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
17 Total Salaries and Benefits	2,198,700	2,183,600	2,416,300
18 General and Administrative			
19 Legal	90,000	90,200	100,000
20 Engineering	30,000	30,000	90,000
21 Audit & Accounting	90,000	95,000	95,000
22 General Consulting	112,500	112,500	180,000
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 S	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
36 Total General and Administrative	\$ 791,700	\$ 776,500	\$ 968,900

**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	Facilities and Operations			
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	Total Facilities and Operations	374,200	364,300	750,300
51	Public Relations/Education			
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
62	Total Public Relations/Education	210,300	211,200	268,500
63	Total Capital Expenditures	535,600	437,400	858,000
64	Total Expenditures	4,110,500	3,973,000	5,262,000
65	Net Revenue / (Expenditures)	479,200	650,000	(580,000)
66	Use of (Addition to) Recharge Improvements Reserve	(300,000)	(300,000)	345,000
67	Use of (Addition to) District Facilities Reserve	-	-	140,000
68	Use of (Addition to) Unassigned Reserve	(179,200)	(350,000)	95,000
69	Net Balance	\$ -	\$ -	\$ -

District Reserves

Fiscal Year 2024/25

	A	B	C
	FY 2023/24 Beginning Balance	FY 2023/24 Projected Balance	FY 2024/25 Projected Balance
Reserves			
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	160,000
Pension Liability	819,854	819,854	819,854
Compensated Absences	67,774	67,774	67,774
Operations	1,808,150	1,808,150	2,202,000
Unassigned	4,834,638	5,184,638	4,695,788
Total Reserves	\$ 12,530,417	\$ 13,180,417	\$ 12,600,417

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
1 Capital Expenditures						
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 Retail Nursery			50,000			
14 Security Upgrades	-	-	-		200,000	
15 Bus Shelter	-	-	-			150,000
16 Montclair Basin No.4 Overflow Enhancement	-	-	-			30,000
17 Major Structural Failures	-	-	90,000	90,000	90,000	200,000
18 Contingency - 10% of Total	49,200	-	78,000	57,500	79,000	43,000
19 Total Capital Expenditures	\$ 535,600	\$ 437,400	\$ 858,000	\$ 632,500	\$ 869,000	\$ 473,000
District Funded	535,600	437,400	758,000	632,500	719,000	473,000
Reserve Funded	-	-	100,000	-	150,000	-

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 include 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 include 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 include 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 costs for the basin, inspections, and improvement recommendations. [Increase for parking and pedestrian site assessment. Funding includes use of the District Facilities Reserve.](#)

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 75th Anniversary events. [Increase 60% for additional 75th anniversary expenses and a classification and compensation study.](#)

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 is included with the 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 4% based on FY 24 projected actual expenses.](#)

Chino Basin Water Conservation District

FY 25 Proposed Budget

Line 32 – Telecommunications includes phone, wireless, and internet services. Decrease 13% for a change in service provider.

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 positions. 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.

Chino Basin Water Conservation District

FY 25 Proposed Budget

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

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 75th 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 expenses.](#)

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

Line 63 – Total Capital Expenditures include capital projects detailed in the 5-year capital plan / proposed budget for FY 25.

Line 65 – Net Revenue/(Expenditures) includes budgeted revenue over expenditures. [The FY 25 Budget projects expenditures greater than revenue of \\$580,000. The Recharge Improvements Reserve, District Facilities Reserve, and Unassigned 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 repaired, rather than replaced 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 – Retail Nursery includes the planning and development of an on-site retail nursery. Planning and construction are anticipated to be completed in FY 25.

Line 14 - Security Upgrades includes various upgrades for the District. Implementation is anticipated for FY 27.

Chino Basin Water Conservation District

FY 25 Proposed Budget

Line 15 – Bus Shelter includes construction of a bus shelter. Planning and construction are anticipated for FY 28.

Line 16 – Montclair Basin No. 4 Overflow Enhancement includes overflow enhancements. Planning and construction are anticipated for FY 28.

Line 17 – Major Structural Failures includes unanticipated structural expenses. There are no projected actual expenses for FY 24. The line is budgeted each year.

Line 18 - 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 19 – Total Capital Expenditures includes the amount budgeted for the use of District general funds and reserves. Total capital expenditures are budgeted for \$858,000, \$758,000 from the General 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

EFFECTIVE: June 10, 2024

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		*MAX WITH COLA
ELECTED OFFICIALS						
Board Members	7	7		\$ 200	\$ 200	N/A
*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month						
MANAGEMENT CLASSIFICATION (EXEMPT)			RANGE	ANNUAL SALARY RANGE		*MAX WITH COLA
Conservation Programs Manager	1	1	249	\$ 102,517	\$ 134,511	\$ 138,578
Community Programs Manager	1	1	249	\$ 102,517	\$ 134,511	\$ 138,578
Facilities & Operations Manager	1	1	249	\$ 102,517	\$ 134,511	\$ 138,578
Administrative Services Manager	1	1	250	\$ 105,080	\$ 137,874	\$ 142,042
General Manager	1	1	N/A	No Range		
HOURLY CLASSIFICATIONS (NON-EXEMPT)			RANGE	HOURLY RANGE		*MAX WITH COLA
Administration						
Administrative Services Intern	0	0	106	\$ 17.06	\$ 22.37	\$ 23.04
Administrative Assistant I	0	0	125	\$ 27.25	\$ 35.75	\$ 36.83
Administrative Assistant II	1	1	128	\$ 29.34	\$ 38.50	\$ 39.67
Administrative Analyst	1	1	132	\$ 32.39	\$ 42.50	\$ 43.78
Board Clerk	1	1	138	\$ 37.56	\$ 49.29	\$ 50.78
Community Programs						
Youth Programs Teaching Assistant	0.5 (2)	0.5 (2)	106	\$ 17.06	\$ 22.37	\$ 23.04
Outreach & Public Affairs Intern	0	0	106	\$ 17.06	\$ 22.37	\$ 23.04
Community Programs Assistant	0	0	113	\$ 20.26	\$ 26.58	\$ 27.39
Community Programs Educator I	0	0	115	\$ 21.29	\$ 27.93	\$ 28.78
Community Programs Educator II	3	3	125	\$ 27.25	\$ 35.75	\$ 36.83
Community Outreach Specialist	0	0	131	\$ 31.60	\$ 41.46	\$ 42.72
Community Programs Specialist	0	0	131	\$ 31.60	\$ 41.46	\$ 42.72
Conservation Programs						
Conservation Programs Intern	1	0.5 (2)	106	\$ 17.06	\$ 22.37	\$ 23.04
Receptionist	0.5	0.5	110	\$ 18.81	\$ 24.69	\$ 25.43
Conservation Landscape Worker I	1	1	110	\$ 18.81	\$ 24.69	\$ 25.43
Conservation Landscape Worker II	0	0	114	\$ 20.77	\$ 27.25	\$ 28.07
Conservation Technician I	0	0	115	\$ 21.29	\$ 27.93	\$ 28.78
Conservation Technician II	2	2	125	\$ 27.25	\$ 35.75	\$ 36.83
Conservation Specialist I	1	0	131	\$ 31.60	\$ 41.46	\$ 42.72
Conservation Specialist II	0	1	134	\$ 34.03	\$ 44.65	\$ 46.00
Facilities & Operations						
Facilities & Operations Trades Intern	0	1	106	\$ 17.06	\$ 22.37	\$ 23.04
Landscape / Maintenance Worker I	1	1	110	\$ 18.81	\$ 24.69	\$ 25.43
Landscape / Maintenance Worker II	0	0	114	\$ 20.77	\$ 27.25	\$ 28.07
Landscape Mainteannce Worker III	1	1	125	\$ 27.25	\$ 35.75	\$ 36.83
Facilities & Basins Technician	1	1	131	\$ 31.60	\$ 41.46	\$ 42.72

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

*** A COLA of 3% will be effective January 1, 2025**

CHINO BASIN WATER CONSERVATION DISTRICT CLASSIFICATION AND COMPENSATION SCHEDULE

EFFECTIVE: January 1, 2025

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		approved 6/10	
ELECTED OFFICIALS				DAY OF SERVICE	
Board Members	7	7		\$ 200	\$ 200
<i>*Per Ordinance No. 23-01 - \$200 per event, up to 10 events per calendar month</i>					
MANAGEMENT CLASSIFICATION (EXEMPT)			RANGE	ANNUAL SALARY RANGE	
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	
HOURLY CLASSIFICATIONS (NON-EXEMPT)			RANGE	HOURLY RANGE	
Administration					
Administrative Services Intern	0	0	106	\$ 17.57	\$ 23.04
Administrative Assistant I	0	0	125	\$ 28.07	\$ 36.83
Administrative Assistant II	1	1	128	\$ 30.23	\$ 39.67
Administrative Analyst	1	1	132	\$ 33.37	\$ 43.78
Board Clerk	1	1	138	\$ 38.70	\$ 50.78
Community Programs					
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	\$ 36.83
Community Outreach Specialist	0	0	131	\$ 32.56	\$ 42.72
Community Programs Specialist	0	0	131	\$ 32.56	\$ 42.72
Conservation Programs					
Conservation Programs Intern	1	0.5 (2)	106	\$ 17.57	\$ 23.04
Receptionist	0.5	0.5	110	\$ 19.38	\$ 25.43
Conservation Landscape Worker I	1	1	110	\$ 19.38	\$ 25.43
Conservation Landscape Worker II	0	0	114	\$ 21.40	\$ 28.07
Conservation Technician I	0	0	115	\$ 21.93	\$ 28.78
Conservation Technician II	2	2	125	\$ 28.07	\$ 36.83
Conservation Specialist I	1	0	131	\$ 32.56	\$ 42.72
Conservation Specialist II	0	1	134	\$ 35.06	\$ 46.00
Facilities & Operations					
Facilities & Operations Trades Intern	0	0.5 (1)	106	\$ 17.57	\$ 23.04
Landscape / Maintenance Worker I	1	1	110	\$ 19.38	\$ 25.43
Landscape / Maintenance Worker II	0	0	114	\$ 21.40	\$ 28.07
Landscape Mainteannce Worker III	1	1	125	\$ 28.07	\$ 36.83
Facilities & Basins Technician	1	1	131	\$ 32.56	\$ 42.72

Total of 18 full-time equivalent (FTEs) positions were approved by the Board on 6/10/2023 4

***A COLA of 3% was incorporated effective January 1, 2025**

CHINO BASIN WATER CONSERVATION DISTRICT - ADOPTED 12-STEP SALARY SCHEDULE EFFECTIVE JANUARY 1, 2024

Salary Range	Annually												Hourly												Salary Range
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
101	31,336	32,120	32,923	33,746	34,590	35,454	36,341	37,249	38,180	39,135	40,113	41,116	15,07	15,44	15,83	16,22	16,63	17,05	17,47	17,91	18,36	18,81	19,29	19,77	101
102	32,120	32,923	33,746	34,590	35,454	36,341	37,249	38,180	39,135	40,113	41,116	42,144	15,44	15,83	16,22	16,63	17,05	17,47	17,91	18,36	18,81	19,29	19,77	20,26	102
103	32,923	33,746	34,590	35,454	36,341	37,249	38,180	39,135	40,113	41,116	42,144	43,198	15,83	16,22	16,63	17,05	17,47	17,91	18,36	18,81	19,29	19,77	20,26	20,77	103
104	33,746	34,590	35,454	36,341	37,249	38,180	39,135	40,113	41,116	42,144	43,198	44,278	16,22	16,63	17,05	17,47	17,91	18,36	18,81	19,29	19,77	20,26	20,77	21,29	104
105	34,590	35,454	36,341	37,249	38,180	39,135	40,113	41,116	42,144	43,198	44,278	45,385	16,63	17,05	17,47	17,91	18,36	18,81	19,29	19,77	20,26	20,77	21,29	21,82	105
106	35,454	36,341	37,249	38,180	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	17,06	17,47	17,91	18,36	18,81	19,29	19,77	20,26	20,77	21,29	21,82	22,37	106
107	36,341	37,249	38,180	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	47,682	17,47	17,91	18,36	18,81	19,29	19,77	20,26	20,77	21,29	21,82	22,37	22,92	107
108	37,249	38,180	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	47,682	48,874	17,91	18,36	18,81	19,29	19,77	20,26	20,77	21,29	21,82	22,37	22,92	23,50	108
109	38,180	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	18,36	18,81	19,29	19,77	20,26	20,77	21,29	21,82	22,37	22,92	23,50	24,08	109
110	39,135	40,113	41,116	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	18,81	19,29	19,77	20,26	20,77	21,29	21,82	22,37	22,92	23,50	24,08	24,69	110
111	40,113	41,116	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	19,29	19,77	20,26	20,77	21,29	21,82	22,37	22,92	23,50	24,08	24,69	25,30	111
112	41,116	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	20,26	20,77	21,29	21,82	22,37	22,92	23,50	24,08	24,69	25,30	25,94	26,58	112
113	42,144	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	20,77	21,29	21,82	22,37	22,92	23,50	24,08	24,69	25,30	25,94	26,58	27,25	113
114	43,198	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	21,29	21,82	22,37	22,92	23,50	24,08	24,69	25,30	25,94	26,58	27,25	27,93	114
115	44,278	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	21,82	22,37	22,92	23,50	24,08	24,69	25,30	25,94	26,58	27,25	27,93	28,63	115
116	45,385	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	22,37	22,92	23,50	24,08	24,69	25,30	25,94	26,58	27,25	27,93	28,63	29,34	116
117	46,519	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	22,92	23,50	24,08	24,69	25,30	25,94	26,58	27,25	27,93	28,63	29,34	30,08	117
118	47,682	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	62,563	23,50	24,08	24,69	25,30	25,94	26,58	27,25	27,93	28,63	29,34	30,08	30,83	118
119	48,874	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	24,08	24,69	25,30	25,94	26,58	27,25	27,93	28,63	29,34	30,08	30,83	31,60	119
120	50,096	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	24,69	25,30	25,94	26,58	27,25	27,93	28,63	29,34	30,08	30,83	31,60	32,39	120
121	51,348	52,632	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	25,30	25,94	26,58	27,25	27,93	28,63	29,34	30,08	30,83	31,60	32,39	33,20	121
122	52,632	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	25,94	26,58	27,25	27,93	28,63	29,34	30,08	30,83	31,60	32,39	33,20	34,03	122
123	53,948	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	26,58	27,25	27,93	28,63	29,34	30,08	30,83	31,60	32,39	33,20	34,03	34,88	123
124	55,297	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	27,25	27,93	28,63	29,34	30,08	30,83	31,60	32,39	33,20	34,03	34,88	35,75	124
125	56,679	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	74,368	27,93	28,63	29,34	30,08	30,83	31,60	32,39	33,20	34,03	34,88	35,75	36,65	125
126	58,096	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	74,368	76,227	28,63	29,34	30,08	30,83	31,60	32,39	33,20	34,03	34,88	35,75	36,65	37,56	126
127	59,549	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	74,368	76,227	78,133	29,34	30,08	30,83	31,60	32,39	33,20	34,03	34,88	35,75	36,65	37,56	38,50	127
128	61,037	62,563	64,127	65,730	67,374	69,058	70,784	72,554	74,368	76,227	78,133	80,086	30,08	30,83	31,60	32,39	33,20	34,03	34,88	35,75	36,65	37,56	38,50	39,47	128
129	62,563	64,127	65,730	67,374	69,058	70,784	72,554	74,368	76,227	78,133	80,086	82,088	30,83	31,60	32,39	33,20	34,03	34,88	35,75	36,65	37,56	38,50	39,47	40,45	129
130	64,127	65,730	67,374	69,058	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	31,60	32,39	33,20	34,03	34,88	35,75	36,65	37,56	38,50	39,47	40,45	41,46	130
131	65,730	67,374	69,058	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	32,39	33,20	34,03	34,88	35,75	36,65	37,56	38,50	39,47	40,45	41,46	42,50	131
132	67,374	69,058	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	88,400	33,20	34,03	34,88	35,75	36,65	37,56	38,50	39,47	40,45	41,46	42,50	43,56	132
133	69,058	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	88,400	90,610	34,03	34,88	35,75	36,65	37,56	38,50	39,47	40,45	41,46	42,50	43,56	44,65	133
134	70,784	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	88,400	90,610	92,875	34,88	35,75	36,65	37,56	38,50	39,47	40,45	41,46	42,50	43,56	44,65	45,77	134
135	72,554	74,368	76,227	78,133	80,086	82,088	84,140	86,244	88,400	90,610	92,875	95,197	35,75	36,65	37,56	38,50	39,47	40,45	41,46	42,50	43,56	44,65	45,77	46,91	135
136	74,368	76,227	78,133	80,086	82,088	84,140	86,244	88,400	90,610	92,875	95,197	97,577	36,65	37,56	38,50	39,47	40,45	41,46	42,50	43,56	44,65	45,77	46,91	48,08	136
137	76,227	78,133	80,086	82,088	84,140	86,244	88,400	90,610	92,875	95,197	97,577	100,017	37,56	38,50	39,47	40,45	41,46	42,50	43,56	44,65	45,7				

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

Salary Range	Annually												Hourly												Salary Range
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
101	32,284	33,091	33,918	34,766	35,635	36,526	37,439	38,375	39,335	40,318	41,326	42,359	15.52	15.91	16.31	16.71	17.13	17.56	18.00	18.45	18.91	19.38	19.87	20.36	101
102	33,091	33,918	34,766	35,635	36,526	37,439	38,375	39,335	40,318	41,326	42,359	43,418	15.91	16.31	16.71	17.13	17.56	18.00	18.45	18.91	19.38	19.87	20.36	20.87	102
103	33,918	34,766	35,635	36,526	37,439	38,375	39,335	40,318	41,326	42,359	43,418	44,504	16.31	16.71	17.13	17.56	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.40	103
104	34,766	35,635	36,526	37,439	38,375	39,335	40,318	41,326	42,359	43,418	44,504	45,616	16.71	17.13	17.56	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.40	21.93	104
105	35,635	36,526	37,439	38,375	39,335	40,318	41,326	42,359	43,418	44,504	45,616	46,757	17.13	17.56	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.40	21.93	22.48	105
106	36,526	37,439	38,375	39,335	40,318	41,326	42,359	43,418	44,504	45,616	46,757	47,925	17.57	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.40	21.93	22.48	23.04	106
107	37,439	38,375	39,335	40,318	41,326	42,359	43,418	44,504	45,616	46,757	47,925	49,124	18.00	18.45	18.91	19.38	19.87	20.36	20.87	21.40	21.93	22.48	23.04	23.62	107
108	38,375	39,335	40,318	41,326	42,359	43,418	44,504	45,616	46,757	47,925	49,124	50,352	18.45	18.91	19.38	19.87	20.36	20.87	21.40	21.93	22.48	23.04	23.62	24.21	108
109	39,335	40,318	41,326	42,359	43,418	44,504	45,616	46,757	47,925	49,124	50,352	51,611	18.91	19.38	19.87	20.36	20.87	21.40	21.93	22.48	23.04	23.62	24.21	24.81	109
110	40,318	41,326	42,359	43,418	44,504	45,616	46,757	47,925	49,124	50,352	51,611	52,901	19.38	19.87	20.36	20.87	21.40	21.93	22.48	23.04	23.62	24.21	24.81	25.43	110
111	41,326	42,359	43,418	44,504	45,616	46,757	47,925	49,124	50,352	51,611	52,901	54,223	19.87	20.36	20.87	21.40	21.93	22.48	23.04	23.62	24.21	24.81	25.43	26.07	111
112	42,359	43,418	44,504	45,616	46,757	47,925	49,124	50,352	51,611	52,901	54,223	55,579	20.36	20.87	21.40	21.93	22.48	23.04	23.62	24.21	24.81	25.43	26.07	26.72	112
113	43,418	44,504	45,616	46,757	47,925	49,124	50,352	51,611	52,901	54,223	55,579	56,968	20.87	21.40	21.93	22.48	23.04	23.62	24.21	24.81	25.43	26.07	26.72	27.39	113
114	44,504	45,616	46,757	47,925	49,124	50,352	51,611	52,901	54,223	55,579	56,968	58,393	21.40	21.93	22.48	23.04	23.62	24.21	24.81	25.43	26.07	26.72	27.39	28.07	114
115	45,616	46,757	47,925	49,124	50,352	51,611	52,901	54,223	55,579	56,968	58,393	59,852	21.93	22.48	23.04	23.62	24.21	24.81	25.43	26.07	26.72	27.39	28.07	28.78	115
116	46,757	47,925	49,124	50,352	51,611	52,901	54,223	55,579	56,968	58,393	59,852	61,349	22.48	23.04	23.62	24.21	24.81	25.43	26.07	26.72	27.39	28.07	28.78	29.49	116
117	47,925	49,124	50,352	51,611	52,901	54,223	55,579	56,968	58,393	59,852	61,349	62,882	23.04	23.62	24.21	24.81	25.43	26.07	26.72	27.39	28.07	28.78	29.49	30.23	117
118	49,124	50,352	51,611	52,901	54,223	55,579	56,968	58,393	59,852	61,349	62,882	64,54	23.62	24.21	24.81	25.43	26.07	26.72	27.39	28.07	28.78	29.49	30.23	30.99	118
119	50,352	51,611	52,901	54,223	55,579	56,968	58,393	59,852	61,349	62,882	64,54	66,066	24.21	24.81	25.43	26.07	26.72	27.39	28.07	28.78	29.49	30.23	30.99	31.76	119
120	51,611	52,901	54,223	55,579	56,968	58,393	59,852	61,349	62,882	64,54	66,066	67,717	24.81	25.43	26.07	26.72	27.39	28.07	28.78	29.49	30.23	30.99	31.76	32.56	120
121	52,901	54,223	55,579	56,968	58,393	59,852	61,349	62,882	64,54	66,066	67,717	69,410	25.43	26.07	26.72	27.39	28.07	28.78	29.49	30.23	30.99	31.76	32.56	33.37	121
122	54,223	55,579	56,968	58,393	59,852	61,349	62,882	64,54	66,066	67,717	69,410	71,146	26.07	26.72	27.39	28.07	28.78	29.49	30.23	30.99	31.76	32.56	33.37	34.20	122
123	55,579	56,968	58,393	59,852	61,349	62,882	64,54	66,066	67,717	69,410	71,146	72,924	26.72	27.39	28.07	28.78	29.49	30.23	30.99	31.76	32.56	33.37	34.20	35.06	123
124	56,968	58,393	59,852	61,349	62,882	64,54	66,066	67,717	69,410	71,146	72,924	74,747	27.39	28.07	28.78	29.49	30.23	30.99	31.76	32.56	33.37	34.20	35.06	35.94	124
125	58,393	59,852	61,349	62,882	64,54	66,066	67,717	69,410	71,146	72,924	74,747	76,616	28.07	28.78	29.49	30.23	30.99	31.76	32.56	33.37	34.20	35.06	35.94	36.83	125
126	59,852	61,349	62,882	64,54	66,066	67,717	69,410	71,146	72,924	74,747	76,616	78,531	28.78	29.49	30.23	30.99	31.76	32.56	33.37	34.20	35.06	35.94	36.83	37.76	126
127	61,349	62,882	64,54	66,066	67,717	69,410	71,146	72,924	74,747	76,616	78,531	80,495	29.49	30.23	30.99	31.76	32.56	33.37	34.20	35.06	35.94	36.83	37.76	38.70	127
128	62,882	64,54	66,066	67,717	69,410	71,146	72,924	74,747	76,616	78,531	80,495	82,507	30.23	30.99	31.76	32.56	33.37	34.20	35.06	35.94	36.83	37.76	38.70	39.67	128
129	64,54	66,066	67,717	69,410	71,146	72,924	74,747	76,616	78,531	80,495	82,507	84,570	30.99	31.76	32.56	33.37	34.20	35.06	35.94	36.83	37.76	38.70	39.67	40.66	129
130	66,066	67,717	69,410	71,146	72,924	74,747	76,616	78,531	80,495	82,507	84,570	86,684	31.76	32.56	33.37	34.20	35.06	35.94	36.83	37.76	38.70	39.67	40.66	41.68	130
131	67,717	69,410	71,146	72,924	74,747	76,616	78,531	80,495	82,507	84,570	86,684	88,851	32.56	33.37	34.20	35.06	35.94	36.83	37.76	38.70	39.67	40.66	41.68	42.72	131
132	69,410	71,146	72,924	74,747	76,616	78,531	80,495	82,507	84,570	86,684	88,851	91,072	33.37	34.20	35.06	35.94	36.83	37.76	38.70	39.67	40.66	41.68	42.72	43.78	132
133	71,146	72,924	74,747	76,616	78,531	80,495	82,507	84,570	86,684	88,851	91,072	93,349	34.20	35.06	35.94	36.83	37.76	38.70	39.67	40.66	41.68	42.72	43.78	44.88	133
134	72,924	74,747	76,616	78,531	80,495	82,507	84,570	86,684	88,851	91,072	93,349	95,683	35.06	35.94	36.83	37.76	38.70	39.67	40.66	41.68	42.72	43.78	44.88	46.00	134
135	74,747	76,616	78,531	80,495	82,507	84,570	86,684	88,851	91,072	93,349	95,683	98,075	35.94	36.83	37.76	38.70	39.67	40.66	41.68	42.72	43.78	44.88	46.00	47.15	135
136	76,616	78,531	80,495	82,507	84,570	86,684	88,851	91,072	93,349	95,683	98,075	100,527	36.83	37.76	38.70	39.67	40.66	41.68	42.72	43.78	44.88	46.00	47.15	48.33	136
137	78,531	80,495	82,507	84,570	86,684	88,851	91,072	93,349	95,683	98,075	100,527	103,040	37.76	38.70	39.67	40.66	41.68	42.72	43.78	44.88	46.00				



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**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: June 10, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **APPROVE UPDATED DISTRICT POLICY NO. 22 – VEHICLE USE**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review, discuss, and approve the updates to District Policy No. 22, to be effective June 10, 2024; and
2. Direct staff to update the District's Policy and Procedures Manual.

BACKGROUND

The District's Policy and Procedures Manual needs to be updated periodically to address changes in the law, best practices, and the District's operations. Staff has begun working on a comprehensive review of the manual and will be recommending proposed revisions as needed.

The objective of the Manual is to provide fair and equitable management of the District's personnel. The Manual is intended to ensure uniform and fair treatment for District employees and to define guidelines for all employees of the District.

On May 6, 2024, the Personnel Committee met to discuss the recommended updates to District Policy Nos. 22 and recommended the Board of Directors review said policy at the May 13, 2024, Board of Directors Meeting.

On May 13, 2024, the Board of Directors reviewed District Policy No. 22 and recommended staff remove the stipend for the position of Facilities & Operations Manager and establishing a vehicle use and documenting procedure.

DISCUSSION/ANALYSIS

The major revisions are summarized below:

- **Policy No. 22 – Vehicle Use:** *This policy was updated to include additional guidelines related to operating a District vehicle, vehicle maintenance, and driving records.*

The proposed policy changes were reviewed by the District’s legal counsel. Pending adoption, staff will update and share the updated Policy and Procedures Manual with all employees.

FISCAL IMPACT

No fiscal impact.

ATTACHMENT(S)

Attachment 1: Policy No. 22 – Vehicle Use

Policy No.: 22
Issue No.: 89
Effective Date: 2/14/2205/13/24 (subject to Board approval)
Subject: Vehicle Use

Policy No. 22 – Vehicle Use (District or Personal)

Purpose: To identify the eligibility and reporting requirements of District employees provided car allowance and/or mileage reimbursement by District funds and to establish guidelines relative to the use of both employee vehicles and the vehicles and other mobile equipment used or owned by the District.

Policy/Procedure:

1. The General Manager shall receive a monthly car allowance at a rate specified in the General Manager employment agreement as approved by the Board. The monthly car allowance will be included on annual W2 reporting, in accordance with Internal Revenue Codes and guidelines.
2. While operating any vehicle, combination vehicle, or other mobile equipment for District business, all employees shall possess a valid California driver's license, and shall comply with all requirements of the California Vehicle Code and local regulations. In addition, all employees shall maintain a driving record deemed acceptable by District management and District insurance carriers.
3. Except for the General Manager, the District's employees and Directors shall be reimbursed for the business use of personal vehicles at a rate equal to the mileage reimbursement rate allowed by the United States Internal Revenue Service. District staff will provide an "Expense Reimbursement Report" form for each Director to submit when that Director requests to be compensated for use of their personal vehicles to attend Board meetings and attend to authorized business for the CBWCD. District employees will be reimbursed for mileage with a starting and ending address of District headquarters or in accordance with the District Policy No. 63## - Travel Pay. ~~Whereas~~ Directors will be reimbursed for mileage with a starting and ending address of their homes. All Expense Report forms shall be submitted on a timely basis per District Policy No. 13 – Travel, Reimbursements, and Expense Report Procedures.
4. The employee's private vehicle insurance is the primary insurance on the employee's private vehicle, and the District shall not be responsible for the replacement or repair of any private vehicle, not otherwise owned, rented, or leased by the District, used to conduct District business, if said vehicle is damaged or destroyed during the course of such use.
5. Employees, while performing work for the District, are not, nor shall they be, required to operate their private vehicle off-highway, i.e. off-of-paved thoroughfares available for use by the general public.
6. Employees, while operating District owned, rented, or leased vehicles and other mobile equipment, shall not permit "non-employees" to ride thereon or therein unless such non-employees are conducting business for or on behalf of the District or unless a life-threatening medical emergency exists.
7. District owned, rented, or leased vehicles and other mobile equipment shall only be utilized to conduct District business and no personal business or activity shall be conducted therein or thereon. Trips with the sole purpose of sSecuring personal meals are not District business.
8. Should a District owned, rental, or leased vehicle or other mobile equipment become significantly damaged an investigation shall be conducted to determine the facts, circumstances and cause of the incident. The General Manager and one other full-time employee shall conduct such investigation. In the event the General Manager

Policy No.: 22
Issue No.: 89
Effective Date: 2/14/2205/13/24 (subject to Board approval)
Subject: Vehicle Use

was the operator of the damaged vehicle or equipment the investigation shall be conducted by two other full-time employees. In the event the operator is determined to be legally responsible for the damage to District owned, rented, or leased vehicles or other mobile equipment, then such operator may be disciplined.

9. Any employee operating a District vehicle must meet the following requirements:
 - a. Possess a valid California driver's license with a license class that permits operation of the District vehicle being used, and submit valid driver's license upon each expiration date.
 - b. No driver shall operate a vehicle under the influence of alcohol or drugs, including over the-counter or prescription medication known to impair one's ability to drive or operate machinery.
 - c. Maintain an acceptable driving record • Follow the guidelines stated in this policy at all times.
 - d. From time to time an employee may have a need to carry business associates, Directors, stakeholders; however, transporting family, friends, or strangers is a violation of District policy.
10. District vehicles shall be parked and locked. The assigned District employee shall maintain possession of the vehicle keys at all times. When parked in public areas the vehicle shall be parked securely off street whenever possible.
11. Vehicle Maintenance - All District-provided vehicles are designated as "non-smoking" and "non-vaping" areas and employees are expected to keep the vehicles in clean, well-maintained condition. Neglecting to maintain a vehicle could result in costly repairs to the District. Unusual wear-and-tear above industry average or neglecting to properly maintain a District-provided vehicle may result in the loss of use of the vehicle and the employee may be subject to further disciplinary action.
12. Driving Record - drivers using a District vehicle and/or who regularly travel by car for work purposes shall maintain a driving record acceptable to the District and its automobile insurance provider. Written notification to the Driver's Department Manager is required within one (1) working day of receiving any of the major violations listed below:
 - a. Minor violations: Three (3) minor violations in a 12-month period or five (5) minor violations in a three-year period (e.g. failure to wear a seatbelt) will result in loss of District-provided vehicle use and loss of privilege of driving for District business. The driver may also be subject to disciplinary action.
 - b. Major violations: A major driving violation conviction (e.g. reckless driving, eluding a police officer, street racing, hit and run, driving under the influence, or driving with a suspended or revoked license) will result in loss of District-provided vehicle use and loss of the privilege of driving for District business. The driver may also be subject to disciplinary action.

Revision:

Issue No. 6: 08/13/03

Issue No. 7: 08/14/17, Update title of General Manager. Update car allowance per General Manager employment agreement.

Issue No. 8: 02/14/22, Clarify language pertaining to Items 3 and 6.

Issue No. 9: 05/13/24, Updated item #3 and added Items 9-12.



**STAFF REPORT
BOARD OF DIRECTORS REGULAR MEETING**

DATE: June 10, 2024

FROM: Elizabeth Willis, General Manager

BY: Scott Kleinrock, Conservation Programs Manager

SUBJECT: **APPROVE PROFESSIONAL SERVICES AGREEMENT NO. 2024-03 WITH INLAND EMPIRE UTILITIES AGENCY (IEUA) FOR THE LANDSCAPE EVALUATION AND AUDIT PROGRAM (LEAP)**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review, discuss, and approve Professional Services Agreement No. 2024-03 with Inland Empire Utilities Agency (IEUA) for the Landscape Evaluation and Audit Program (LEAP) Program, in an amount not to exceed \$150,000.

BACKGROUND

On December 14, 2016, the Chino Basin Water Conservation District (CBWCD) and Inland Empire Utilities Agency (IEUA) entered into a two-year Agreement for the Implementation of Landscape Audits for customer sites within the IEUA service area, but not within the CBWCD service area. The agreement has allowed CBWCD to offer this popular program throughout the entire territory of each of the cities that it serves.

After nine amendments to that agreement, IEUA has requested that the District continue the program through the new Professional Services Agreement No. 2024-03 (IEUA# 4600003438), with a total not-to-exceed contracted amount of \$150,000 and a term through June 30, 2026, with the possibility of amendment if agreed upon by both parties.

The scope of services remains unchanged from the previous contract. The invoice rates per audit unit CBWCD will invoice to IEUA for properties outside the CBWCD service area have been updated to reflect planned staff burdened hourly rates.

Landscape irrigation system audits are performed for commercial, industrial, institutional, multi-family and single-family sites in the cities of Chino, Chino Hills, and Upland and service areas of the water agencies of Monte Vista Water District, Cucamonga Valley Water District, and Fontana Water Company. The residential, single-family home program is marketed as the "Sprinkler

Check-Up” program while the commercial program is marketed under the name “Landscape Water Efficiency Consultation” program.

The District is responsible for scheduling appointments and performing irrigation evaluations and audits for participants. Upon completion of each audit, a site report is provided which includes documentation of any observed leaks or issues in need of repair related to the irrigation system, a custom recommended irrigation schedule, a custom landscape water budget, analysis of past water use compared to the budget, projection of water savings potential, information on available landscape rebate incentives, and for CII properties, analysis of non-functional turf areas.

DISCUSSION/ANALYSIS

It is a priority of the Board to maintain good relationships with partner agencies in the basin. The contract with IEUA that extends the reach of the Landscape Evaluation and Audit Program beyond the District’s service area and into the District’s sphere of influence is crucial for operation of the program and for the efficient marketing of the program by retail agencies.

FISCAL IMPACT

Fiscal impact is likely to be modest as invoicing reimburses the District for staff costs of conducting audits for properties outside the CBWCD service area but within the IEUA service area. CBWCD provides the service both within its service area and within the sphere of influence. All program marketing goes to residents or commercial sites both inside and outside the CBWCD service area so that entire cities are covered. Therefore, the number of properties for which CBWCD invoices is highly variable by year. Invoicing also varies significantly based on the size of commercial properties and HOAs which elect to participate in the program each fiscal year, as larger commercial sites are invoiced as multiple audit units based on their acreage. Staff projects income from this contract conservatively, with \$5,000 as the projected contract income for FY 25/26.

ATTACHMENT(S)

Attachment 1: Professional Services Agreement No. 2024-03 with IEUA for the Landscape Evaluation and Audit Program



**PROFESSIONAL SERVICES CONTRACT NUMBER: 4600003484
FOR PROVISION OF**

LANDSCAPE EVALUATION AND AUDIT PROGRAM (LEAP)

THIS CONTRACT (the "Contract"), is made and entered into this _____ day of _____, 2024 by and between the Inland Empire Utilities Agency, a Municipal Water District, organized and existing in the County of San Bernardino under and by virtue of the laws of the State of California (hereinafter referred to as "Agency" or "IEUA"), and Chino Basin Water Conservation District of Montclair, CA (hereinafter referred to as "Contractor"), for the Landscape Evaluation and Audit Program (LEAP).

NOW, THEREFORE, in consideration of the mutual promises and obligations set forth herein, the parties agree as follows:

1. AGENCY PROJECT MANAGER ASSIGNMENT: All technical direction related to this Contract shall come from the designated Project Manager. Details of the Agency's assignment are listed below.

Project Manager: Chris Garcia
Address: 6075 Kimball Avenue
Chino, CA 91708
Telephone: 909-993-1789
Email: cgarcia@ieua.org

2. CONTRACTOR ASSIGNMENT: Special inquiries related to this Contract and the effects of this Contract shall be referred to the following:

Contractor: Scott Kleinrock
Address: 4594 San Bernardino St
Montclair, CA 91763
Telephone: 909-626-2711
Email: skleinrock@cbwcd.org

3. ORDER OF PRECEDENCE: The documents referenced below represent the Contract Documents. Where any conflicts exist between the General Terms and Conditions the governing order of precedence shall be as follows:

- A. Amendments to Contract Number 4600003484.
- B. Contract Number 4600003484 General Terms and Conditions
- C. Contractor's Proposal dated May 13, 2024.

4. SCOPE OF WORK AND SERVICES: Contractor services and responsibilities shall include and be in accordance with the following:
- A. Landscape Evaluation and Audit Program shall be in accordance with the Agency's scope of work and services and Contractor's proposal which is attached hereto as Exhibit A.
 - B. Contractor shall provide Agency with a Schedule of Work and Services, documenting the anticipated completion of the work within the timeframe set forth in Subsection 4.A., above. The Schedule of Work and Services will be prepared and submitted, to the Project Manager, for review and approval.
 - C. The Agency may, at any time, make changes to this Contract's Scope of Work; including additions, reductions, and other alterations to any or all of the Work. However, such changes shall only be made via written amendment to this Contract. The Contract compensation and Schedule of Work and Services shall be equitably adjusted, if required, to account for such changes and shall be set forth within the mutually approved Contract Amendment.
5. TERM: The term of this Contract shall be effective as of the notice to proceed and continue in effect through June 30, 2026, unless agreed upon by both parties, reduced to writing, and amended to this Contract.
6. PAYMENT, INVOICING, AND COMPENSATION:
- A. The Contractor may submit an invoice not more than once per month during the term of this Contract to the Agency's Accounts Payable Department. Agency shall pay Contractor's properly executed invoice, approved by the Project Manager, within thirty (30) days following receipt of the invoice.
 - B. As compensation for the Work performed under this Contract, Agency shall pay Contractor's monthly invoice, for a total contract price NOT-TO-EXCEED **\$150,000.00** for all services satisfactorily provided during the term of this Contract.
 - C. Concurrent with the submittal of the original invoice to the Agency's Accounts Payable Department, the Contractor shall forward (mail, fax, or email) a copy of the invoice to the designated Project Manager, identified in Section 1, on Page 1 of this Contract.
 - D. No Additional Compensation: Nothing set forth in this Contract shall be interpreted to require payment by Agency to Contractor of any compensation specifically for the assignments and assurances required by the Contract, other than the payment of expenses as may be actually incurred by Contractor in complying with this Contract, as approved by the Project Manager.

- E. Consultant shall invoice the Agency **once-monthly** with a properly executed invoice. Invoice shall include the name of assigned personnel, the fully burdened hourly billing rate, dates worked, a brief description of the work, project number, as well as the Contract Number 4600003484 for payment. Invoices covering the services for the month of June, must not include billing for any dates worked beyond June 30. Any invoice with dates beyond June 30, will be rejected, requiring revised billing dates and be resubmitted to the Agency. Properly executed invoices will be approved by the Project Manager within thirty (30) days following **the receipt** of the invoice by IEUA. Payment shall be withheld for any service which does not meet Agency requirements or have proven unacceptable until such service is revised, the invoice resubmitted and accepted by the Project Manager. Consultant's original invoice shall be submitted electronically to APGROUP@IEUA.ORG. ALL payments shall be made via ACH (Automated Clearing House).
7. **CONTROL OF THE WORK:** The Contractor shall perform the Work in compliance with the Schedule of Work and Services. If performance of the Work falls behind schedule, the Contractor shall accelerate the performance of the Work to comply with the Schedule of Work and Services as directed by the Project Manager. If the nature of the Work is such that Contractor is unable to accelerate the Work, Contractor shall promptly notify the Project Manager of the delay, the causes of the delay, and submit a proposed revised Schedule of Work and Services.
8. **INSURANCE:** During the term of this Contract, the Contractor shall maintain, at Contractor's sole expense, the following insurance.
- A. **Minimum Scope of Insurance:** Coverage shall be at least as broad as:
1. Commercial General Liability ("CGL"): Insurance Services Office ("ISO") Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
 2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, covering hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
 3. Workers' Compensation and Employers Liability: Workers' compensation limits as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

- B. Deductibles and Self-Insured Retention: Any deductibles or self-insured retention must be declared to and approved by the Agency. At the option of the Agency, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the Agency, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- C. Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions:
1. Commercial General Liability, Automobile Liability, and Professional Liability Coverage
 - a. Additional Insured Status: The Agency, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment supplied in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85; or **by either** CG 20 10, CG 20 26, CG 20 33, or CG 20 38 **and** CG 20 37 forms if later revisions are used).
 - b. Primary Coverage: The Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Agency, its officer, officials, employees and volunteers. Any insurance or self-insurance maintained by the Agency, its officers, officials, employees, volunteers, property owners or engineers under contract with the Agency shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Agency, its officers, officials, employees or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - e. The Contractor may satisfy the limit requirements in a single policy or multiple policies. Any additional policies written as excess insurance shall not provide any less coverage than that provided by the first or primary policy.

2. Workers' Compensation and Employers and Professional Liability Coverage

Contractor hereby grants to Agency a waiver of any right to subrogation which any insurer of the Contractor may acquire against the Agency by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the Agency has received a waiver of subrogation endorsement from the insurer.

3. All Coverages

Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Agency pursuant to Section 14, page 12 of this Contract.

D. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A minus:VII, and who are admitted insurers in the State of California.

E. Verification of Coverage: Contractor shall provide the Agency with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Agency before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The Agency reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

F. Submittal of Certificates: Contractor shall submit all required certificates and endorsements to the following:

Inland Empire Utilities Agency
Attn: Warren Green
P.O. Box 9020
Chino Hills, CA 91709
and/or
insurance@ieua.org

9. FITNESS FOR DUTY:

A. Fitness: Contractor and its Subcontractor personnel on the Jobsite:

1. Shall report to work in a manner fit to do their job;
2. Shall not be under the influence of or in possession of any alcoholic beverages or of any controlled substance (except a controlled substance as prescribed by a physician so long as the performance or safety of the Work is not affected thereby); and
3. Shall not have been convicted of any serious criminal offense which, by its nature, may have a discernible adverse impact on the business or reputation of the Agency.

B. Compliance: Contractor shall advise all personnel and associated third parties of the requirements of this Contract ("Fitness for Duty Requirements") before they enter on the Jobsite and shall immediately remove from the Jobsite any employee determined to be in violation of these requirements. Contractor shall impose these requirements on its Subcontractors. Agency may cancel the Contract if Contractor violates these Fitness for Duty Requirements.

10. LEGAL RELATIONS AND RESPONSIBILITIES:

- A. Professional Responsibility: The Contractor shall be responsible to the level of competency presently maintained by other practicing professionals performing the same or similar type of work.
- B. Status of Contractor: The Contractor is retained as an independent Contractor only, for the sole purpose of providing the services described herein, and is not an employee of the Agency.
- C. Observing Laws and Ordinances: The Contractor shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect the conduct of any services or tasks performed under this Contract, and of all such orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Contractor shall at all times observe and comply with all such existing and future laws, ordinances, regulations, orders and decrees, and shall protect and indemnify, as required herein, the Agency, its officers, employees and agents against any claim or liability arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by the Contractor, its employees, or subcontractors.

- D. Subcontract Services: Any subcontracts for the performance of any services under this Contract shall be subject to the written approval of the Project Manager and shall comply with State of California, Department of Industrial Relations, SB 854 requirements.
- E. Hours of Labor: The Contractor shall comply with all applicable provisions of California Labor Code Sections 1810 to 1815 relating to working hours. The Contractor shall, as a penalty to the Agency, forfeit \$25.00 for each worker employed in the completion of the Contract by the Contractor or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of the Labor Code.
- F. Travel and Subsistence Pay: The Contractor shall make payment to each worker for travel and subsistence payments which are needed to complete the work and/or service, as such travel and subsistence payments are defined in an applicable collective bargaining agreements with the worker.
- G. Liens: Contractor shall pay all sums of money that become due from any labor, services, materials or equipment provided to Contractor on account of said services to be rendered or said materials to be provided under this Contract and that may be secured by any lien against the Agency. Contractor shall fully discharge each such lien at the time performance of the obligation secured matures and becomes due.
- H. Indemnification: Contractor shall indemnify the Agency, its directors, employees, and assigns, and shall defend and hold them harmless from all liabilities, demands, actions, claims, losses and expenses, including reasonable attorneys' fees, which arise out of, or are related to, the negligence, recklessness or willful misconduct of the Contractor, its directors, employees, agents, and assigns, in the performance of work under this contract.

In addition to the above, Contractor will indemnify, defend, and hold Agency, its directors, employees, agents, and assigns harmless from all liabilities, losses, damages, claims, penalties, fines, costs, attorney's fees or other responsibilities incurred by the Agency (an "Indemnified Loss") as a result of the acts, errors or omissions, whether intentional, negligent or otherwise, of Contractor, its employees, and its Contractors or consultants that result in claims against the Agency by Contractor's employees, Contractors and/or consultants for employment-related claims including but not limited to claims for wages, benefits, insurances, employee misconduct, workplace hostile environment, wrongful termination, discrimination or retaliation.

Contractor will not be obligated to indemnify, defend or hold harmless Agency for any liabilities, losses, damages, claims, penalties, fines, costs, attorney's fees or other responsibilities incurred by the Agency(a "Non-

Indemnified Loss”) as a result of claims made by Contractor’s employees, Contractors and/or contractors against Agency arising out of the negligent, intentional or reckless acts, errors or omissions of Agency and its employees.

- I. Conflict of Interest: No official of the Agency, who is authorized in such capacity and on behalf of the Agency to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving this Contract, or any subcontract relating to services or tasks to be performed pursuant to this Contract, shall become directly or indirectly personally interested in this Contract.
- J. Equal Opportunity: During the performance of this Contract, the Contractor shall not unlawfully discriminate against any employee or employment applicant because of race, color, religion, sex, age, marital status, ancestry, physical or mental disability, sexual orientation, veteran status or national origin. The Agency is committed to creating and maintaining an environment free from harassment and discrimination.
- K. Disputes:
 - 1. All disputes arising out of or in relation to this Contract shall be resolved in accordance with this section. The Contractor shall pursue the work to completion in accordance with the instruction of the Agency's Project Manager notwithstanding the existence of a dispute. By entering into this Contract, both parties are obligated, and hereby agree, to submit all disputes arising under or relating to the Contract which remain unresolved after the exhaustion of the procedures provided herein, to independent arbitration. Except as otherwise provided herein, arbitration shall be conducted under California Code of Civil Procedure Sections 1280, et seq., or their successor.
 - 2. Any and all disputes prior to the work starting shall be subject to resolution by the Agency’s Project Manager; and the Contractor shall comply, with the Agency Project Manager instructions. If the Contractor is not satisfied with the resolution directed by the Agency Project Manager, they may file a written protest with the Agency Project Manager within seven (7) calendar days after receiving written directive of the Project Manager's decision. Failure by Contractor to file a written protest within seven (7) calendar days shall constitute waiver of protest, and acceptance of the Project Manager's resolution. The Project Manager shall submit the Contractor's written protests to the General Manager, together with a copy of the Project Manager's written decision, for his or her consideration within seven (7) calendar days after receipt of the protest-related documents. The General Manager shall make his or her determination with respect to each

protest filed with the Project Manager within ten (10) calendar days after receipt of the protest-related documents. If Contractor is not satisfied with any such resolution by the General Manager, they may file a written request for arbitration with the Project Manager within seven (7) calendar days after receiving written notice of the General Manager's decision.

3. In the event of arbitration, the parties to this contract agree that there shall be a single neutral Arbitrator who shall be selected in the following manner:
 - a. The Demand for Arbitration shall include a list of five names of persons acceptable to the Contractor to be appointed as Arbitrator. The Agency shall determine if any of the names submitted by Contractor are acceptable and, if so, such person will be designated as Arbitrator.
 - b. In the event that none of the names submitted by Contractor are acceptable to Agency, or if for any reason the Arbitrator selected in Step (a) is unable to serve, the Agency shall submit to Contractor a list of five names of persons acceptable to Agency for appointment as Arbitrator. The Contractor shall, in turn, have seven (7) calendar days in which to determine if one such person is acceptable.
 - c. If after Steps (a) and (b), the parties are unable to mutually agree upon a neutral Arbitrator, the matter of selection of an Arbitrator shall be submitted to the San Bernardino County Superior Court pursuant to Code of Civil Procedure Section 1281.6, or its successor. The costs of arbitration, including but not limited to reasonable attorneys' fees, shall be recoverable by the party prevailing in the arbitration. If this arbitration is appealed to a court pursuant to the procedure under California Code of Civil Procedure Section 1294, et seq., or their successor, the costs of arbitration shall also include court costs associated with such appeals, including but not limited to reasonable attorneys' fees which shall be recoverable by the prevailing party.
4. Association in Mediation/Arbitration: The Agency may join the Contractor in mediation or arbitration commenced by a contractor on the Project pursuant to Public Contracts Code Sections 20104 et seq. Such association shall be initiated by written notice from the Agency's representative to the Contractor.

- L. Workers' Legal Status: For performance against this Contract, Contractor shall only utilize employees and/or subcontractors that are authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986.
11. OWNERSHIP OF MATERIALS AND DOCUMENTS/CONFIDENTIALITY: The Agency retains ownership of any, and all, partial or complete reports, drawings, plans, notes, computations, lists, and/or other materials, documents, information, or data prepared by the Contractor and/or the Contractor's subcontractor(s) pertaining to this Contract. Said materials and documents are confidential and shall be available to the Agency from the moment of their preparation, and the Contractor shall deliver them to the Agency whenever requested to do so by the Project Manager and/or Agency representative. The Contractor agrees that all documents shall not be made available to any individual or organization, private or public, without the prior written consent of an Agency representative.
12. TITLE AND RISK OF LOSS:
- A. Documentation: Title to the Documentation shall be passed to the Agency when prepared; however, a copy may be retained by Contractor for its records and internal use. Contractor shall retain such Documentation in a controlled access file, and shall not reveal, display, or disclose the contents of the Documentation to others without the prior written authorization of the Agency or for the performance of Work related to the Scope of Work described in this Contract.
- B. Material: Title to all Material, field or research equipment, and laboratory models, procured or fabricated under the Contract shall pass to the Agency when procured or fabricated, and such title shall be free and clear of all encumbrances. Contractor shall bear risk of loss of any Material or Agency-owned equipment of which it has custody.
- C. Disposition: Contractor shall dispose of items to which the Agency has title as directed, in writing, by the Project Manager and/or an Agency representative.
13. PROPRIETARY RIGHTS:
- A. Rights and Ownership: Agency's rights to inventions, discoveries, trade secrets, patents, copyrights, and other intellectual property, including the Information and Documentation, and revisions thereto (hereinafter collectively referred to as "Proprietary Rights"), used or developed by Contractor in the performance of the Work, shall be governed by the following provisions:
1. Proprietary Rights conceived, developed, or reduced to practice by Contractor in the performance of the Work shall be the property of

Agency, and Contractor shall cooperate with all appropriate requests to assign and transfer same to Agency.

2. If Proprietary Rights conceived, developed, or reduced to practice by Contractor prior to the performance of the Work are used in and become integral with the Work, or are necessary for Agency to have complete control of the Work, Contractor shall grant to Agency a non-exclusive, irrevocable, royalty-free license, as may be required by Agency for the complete control of the Work, including the right to reproduce, correct, repair, replace, maintain, translate, publish, use, modify, copy or dispose of any or all of the Work and grant sublicenses to others with respect to the Work.
 3. If the Work includes the Proprietary Rights of others, Contractor shall procure, at no additional cost to Agency, all necessary licenses regarding such Proprietary Rights so as to allow Agency the complete control of the Work, including the right to reproduce, correct, repair, replace, maintain, translate, publish, use, modify, copy, or dispose of any or all of the Work; and to grant sublicenses to others with respect to the Work. All such licenses shall be in writing and shall be irrevocable and royalty-free to Agency.
14. NOTICES: Any notice may be served upon either party by delivering it in person, or by depositing it in a United States Mail deposit box with the postage thereon fully prepaid, and addressed to the party at the address set forth below:
- Agency: Warren T. Green
Manager of Contracts and Procurement
Inland Empire Utilities Agency
P.O. Box 9020
Chino Hills, CA 91709
- Contractor: Elizabeth Willis
Chino Basin Water Conservation District
4594 San Bernardino St.
Montclair, CA 91763

Any notice given pursuant to this section shall be deemed effective in the case of personal delivery, upon receipt thereof, or, in the case of mailing, at the moment of deposit in the course of transmission through the United States Postal Service.

15. SUCCESSORS AND ASSIGNS: All of the terms, conditions and provisions of this Contract shall take effect to the benefit of and be binding upon the Agency, the Contractor, and their respective successors and assigns. No assignment of the duties or benefits of the Contractor under this Contract may be assigned, transferred, or otherwise disposed of, without the prior written consent of the Agency; and any

such purported or attempted assignment, transfer, or disposal without the prior written consent of the Agency shall be null, void, and of no legal effect whatsoever.

16. PUBLIC RECORDS POLICY: Information made available to the Agency may be subject to the California Public Records Act (Government Code Section 6250 et seq.) The Agency's use and disclosure of its records are governed by this Act. The Agency shall use its best efforts to notify Contractor of any requests for disclosure of any documents pertaining to this work. In the event of litigation concerning disclosure of information Contractor considers exempt from disclosure; (e.g., Trade Secret, Confidential, or Proprietary) Agency shall act as a stakeholder only, holding the information until otherwise ordered by a court or other legal process. If Agency is required to defend an action arising out of a Public Records Act request for any of the information Contractor has marked "Confidential," "Proprietary," or "Trade Secret," Contractor shall defend and indemnify Agency from all liability, damages, costs, and expenses, in any action or proceeding arising under the Public Records Act.
17. RIGHT TO AUDIT: The Agency reserves the right to review and/or audit all Contractor's records related to the Work. The option to review and/or audit may be exercised during the term of the Contract, upon termination, upon completion of the Contract, or at any time thereafter up to twelve (12) months after final payment has been made to the Contractor. The Contractor shall make all records and related documentation available within three (3) working days after said records are requested by the Agency.
18. INTEGRATION: The Contract Documents represent the entire Contract made and entered into by and between the Agency and the Contractor as to those matters contained in this contract. No prior oral or written understanding shall be of any force or effect with respect to those matters covered by the Contract Documents. This Contract may not be modified, altered, or amended except by written mutual agreement by the Agency and the Contractor.
19. GOVERNING LAW: This Contract is to be governed by and constructed in accordance with the laws of the State of California, in the County of San Bernardino.
20. TERMINATION FOR CONVENIENCE: The Agency reserves and has the right to immediately suspend, cancel or terminate this Contract at any time upon written notice to the Contractor. In the event of such termination, the Agency shall pay Contractor for all authorized and Contractor-invoiced services up to the date of such termination, as approved by the Project Manager.
21. FORCE MAJEURE: Neither party shall hold the other responsible for the effects of acts occurring beyond their control; e.g., war, riots, strikes, natural disasters, etcetera.
22. NOTICE TO PROCEED: No services shall be performed or provided under this Contract unless and until this document has been properly signed by all responsible

parties and a notice to proceed has been issued to the Contractor by the Project Manager.

23. **AUTHORITY TO EXECUTE CONTRACT:** The Signatories, below, each represent, warrant, and covenant that they have the full authority and right to enter into this Contract on behalf of the separate entities shown below.
24. **DELIVERY OF DOCUMENTS:** The Parties to this Contract and the individuals named to facilitate the realization of its intent, with the execution of the Contract, authorize the delivery of documents via facsimile, via email, and via portable document format (PDF) and covenant agreement to be bound by such electronic versions.

The parties hereto have caused the Contract to be entered as of the day and year written above.

INLAND EMPIRE UTILITIES AGENCY:
**A MUNICIPAL WATER DISTRICT*

CHINO BASIN WATER CONSERVATION DISTRICT:

Warren T. Green
Manager of Contracts
and Procurement

(Date)

Elizabeth Willis
General Manager

(Date)

EXHIBIT A



Chino Basin
Water Conservation District
[Waterwise Community Center](#)

4594 San Bernardino St
Montclair, CA 91763
Ph. (909) 626-2711
Fax. (909) 626-5974
info@cbwcd.org
cbwcd.org

Board of Directors

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Division 6

Ryan Sonnenberg
Division 7

Elizabeth Willis
*General Manager
Secretary to the Board*

Lee McElhane
District Counsel

May 13, 2024

Proposal to Inland Empire Utilities Agency for Landscape Evaluation and Audit Program Services in Partnership with Chino Basin Water Conservation District

Contact:
Scott Kleinrock
Conservation Programs Manager
Skleinrock@cbwcd.org
909-667-4570

Program Scope of Work: Chino Basin Water Conservation District (CBWCD) will perform landscape irrigation system evaluations/audits for commercial, industrial, institutional, municipal, multi-family and single-family customer sites within the service areas of Chino, Chino Hills, Ontario, Upland, the Monte Vista Water District, the Cucamonga Valley Water District, Fontana Water Co., San Antonio Water Co. and the Inland Empire Utilities Agency (IEUA).

CBWCD will invoice IEUA for evaluations/audits completed outside CBWCD's service area, but within CBWCD's sphere of influence, contiguous with IEUA's service area. CBWCD will not invoice for evaluations/audits completed within CBWCD's service area.

Each evaluation/audit performed by CBWCD will be based on size of landscaped area. A property shall be counted as one (1) audit if the irrigable acreage is two (2) acres or less. Every irrigable acre or portion thereof beyond two (2) acres shall be counted as one (1) additional audit.

CBWCD will:

- Work closely with all local agencies to prioritize evaluations/audits to meet local agency needs.
- Work with local agencies to promote the program benefits to potential program participants and will follow-up with targeted customers to further explain the process.
- Provide and secure participation agreements to allow access to participants' site including a hold harmless clause and a stipulation allowing CBWCD to secure water use history and future consumption data.
- Request water use history from participant agencies for the designated meters serving the site, whether potable or non-potable for a period of not less than one year.

- Schedule appointments and perform irrigation evaluations/audits for program participants
 - Meet with homeowner or site representative and discuss water conservation goals
 - Run each irrigation zone and conduct site observations
 - Record current irrigation schedule
 - Collect data to calculate precipitation rate and distribution uniformity (where relevant). Methods may include meter read/runtime/zone square footage and / or catch can test(s)
 - Assess soil type through soil probe, assess root depth for turf areas
 - Conduct general landscape health assessment related to irrigation via site observations of plant and soil conditions.
 - Answer additional homeowner or site representative questions
- Deliver a site report for each audit including:
 - Representative image of the site (on-ground image for SFR, aerial for CII)
 - Observed irrigation system condition with photos
 - Irrigation system distribution uniformity test results, when conducted
 - Soil texture, percolation and runoff issues
 - Needed repair, scheduling and irrigation efficiency recommendations
 - A water budget based on local ET rate, blended site plant factor based on aggregate areas of water use categories (e.g. percentage turf, percentage medium water use, percentage low water use), total site landscape area, and site wide average irrigation efficiency
 - A custom, site-specific watering guide, with recommended timer settings for each irrigation zone based on specific irrigation system precipitation rates, plant material, solar exposure, soil type, slope, and root zone depth
 - Information on recommended water efficient irrigation technologies

- Information on available landscape rebate incentives and additional water efficiency programs
 - Any additional information requested by property's water retailer
- Conduct a post audit follow-up with site owner/manager/landscape contractor to review results
- Support program participants by responding to telephone or email requests for additional information
- Perform a twelve-month review of pre and post water use consumption and report to IEUA and the local agency

CBWCD will provide all pertinent information (site name, location, irrigated area, potential water savings, etc.) in an Excel spreadsheet format/database each quarter for IEUA to prepare and submit invoices to the Metropolitan Water District for partial program expense reimbursements.

CBWCD will consider the evaluation/audit complete upon the electronic delivery of the evaluation/audit report to the property owner and local agency and IEUA and after attempting to contact the program participant to answer follow-up questions.

Budget:

CBWCD will charge IEUA \$411 for each completed commercial, industrial, institutional, and multi-family (CII) evaluation/audit and \$262 for each single-family (SFR) audit (see attachment A) on a monthly basis, not to exceed total program costs of (TBD by IEUA).

Terms: This scope of work will terminate (TBD by IEUA).

**ATTACHMENT A - LABOR AND BUDGET COSTS - CHINO BASIN WATER CONSERVATION DISTRICT
LANDSCAPE EVALUATION AND AUDIT PROGRAM FY 24/25**

Commercial and Municipal (CII) Properties					
Task	Task Description	CLW \$31	CS 2 \$58	Total Hours	Total Cost
Task 1	Intake/Signup	0.00	0.50	0.50	\$29
Task 2	Previsit (map prep, aerial image, tablet prep)	0.00	0.50	0.50	\$29
Task 3	Audit (w/drive time)	2.25	2.25	4.50	\$200
Task 4	Post Visit (Image uploads, note transcription, report generation, delivery and followup)	0.00	2.5	2.50	\$145
Task 5	Water Use Tracking and Reporting	0.25	0.00	0.25	\$8
Totals 2.50		5.75		8.25	\$411

Single Family Residential (SFR) Properties					
Task	Task Description	CT 2 \$47	CS2 \$58	Total Hours	Total Cost
Task 1	Intake/Signup	0.17	0.00	0.17	\$8
Task 2	Previsit (map prep, aerial image, tablet prep)	0.17	0.00	0.17	\$8
Task 3	Audit (w/drive time)	2.75	0.00	2.75	\$130
Task 4	Post Visit (Image uploads, note transcription, report generation, delivery and followup)	2.00	0.00	2.00	\$95
Task 5	Water Use Tracking and Reporting	0.25	0.00	0.25	\$12
Task 6	Final Report Review and General Admin	0.00	0.17	0.17	\$10
Totals 5.34		0.17		5.34	\$262

CT2 = Conser
CS1 = Conser