

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT, ESTABLISHING THE DISTRICT'S POLICIES AND PROCEDURES FOR ADVISORY COMMITTEES

WHEREAS, the Chino Basin Water Conservation District's Board of Directors may establish standing and other advisory committees from time to time as it deems necessary in order to properly carry out its functions, and shall determine the size and purpose of each committee; and

WHEREAS, the current District Committees consist of the Personnel Committee, Finance Committee, Education Committee, and the Recharge Committee, but they have not yet been formally established by resolution; and

WHEREAS, in the name of efficiency and effectiveness, the Board desires to formally establish its Committee structure and consolidate oversight of the District's programs and public offerings with the existing Education Committee; and

WHEREAS, the Board seeks to rename the Education Committee as "Programs Committee" in order to better reflect this new focus;

WHEREAS, it is the intent of the District to formally establish its advisory committees.

NOW THEREFORE, THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT HEREBY RESOLVES, FINDS, AND DECLARES AS FOLLOWS:

SECTION 1. Incorporation of Recitals.

The District finds and declares that the foregoing recitals are true and correct and incorporates said recitals fully into this Resolution as findings.

SECTION 2. Advisory Committees are hereby created as follows:

1. Advisory Committees established.

A. The District establishes the following committees to serve the District, identified as follows and collectively referred herein as the "committees":

- 1) Personnel Committee;
- 2) Finance Committee;
- 3) Programs Committee;

4) Recharge Committee.

B. Nothing in this section shall be construed as restricting or curtailing any of the powers of the Board of Directors, or as a delegation to the Committees, of any authority or discretionary powers vested and imposed by law in the District. The District declares that the public interest, convenience, welfare and necessity require the establishment of the committees to act in a purely advisory capacity, for the purposes set forth herein.

2. Members – Composition, Appointment, and Term of Office.

A. Each Committee shall consist of no more than three (3) members of the Board of Directors.

B. After each general election, during the January meeting, the Board shall hold its election of officers. The Board President shall then choose committee assignments for members of the Board by the next Regular Board meeting.

C. Each member shall serve for a period of two (2) years. The member shall serve for the duration of his or her term, unless a Board Member vacates office for any reason prior to the expiration of the appointed term, or unless an agreement is made among two or more Board members to change assignments, and the change is approved by the Board President.

3. Members – Vacancies.

A. The Board shall fill any vacancy, whether created by death, disability, eligibility, non-attendance or otherwise, within thirty (30) days of the occurrence of the vacancy. The appointment shall only be for the remainder of the term being vacated.

4. Members – Officers.

A. The Board President shall appoint the Chair of each committee during the committee assignment process each January after an election year.

5. Members – Rules and Records.

A. The majority of the currently appointed members of a committee shall constitute a quorum (e.g., for a three (3) member committee, two (2) members constitute a quorum) for the transaction of business. Robert's Rules of Order shall prevail for all committee meetings. Minutes shall be approved at the next regularly scheduled Board meeting.

6. Members – Compensation.

- A. Members of a committee shall be entitled to such compensation as determined by the District Ordinance, establishing compensation and an allowable number of paid days for Directors. Committee Member will be compensated for meetings attended per District Policy No. 47.

7. Meetings – Time and Place of Meeting.

- A. Meetings may be called by the Committee Chairperson or the General Manager or his or her designee, in accordance with the Ralph M. Brown Act.
- B. Each of the Committees shall meet as needed and each Committee shall establish a date, time and place for its meetings, which shall be open to the public.
 - 1) The Personnel Committee shall meet quarterly or as needed.
 - 2) The Finance Committee shall meet at least three times per year, in line with the budget process, and as needed.
 - 3) The Programs Committee shall meet at least once per year to judge the annual Poster Contest, and additionally as needed to evaluate and provide feedback on District programming.
 - 4) The Recharge Committee shall meet at least once per year and additionally as needed depending on progress of projects related to groundwater recharge.
- C. Meetings shall be held at the Chino Basin Water Conservation District located at 4594 San Bernardino Street, Montclair, California, 91763, or at another location allowed by law.
- D. All meetings, including adjourned meetings and special meetings, shall be held in the manner provided for in the Ralph M. Brown Act, as set forth in California Government Code Section 54950 et seq., and as may be amended from time to time.

5. Committee Duties. Each Committee shall have the duty to render advice and make recommendations to the Board of Directors and General Manager.

- A. The Personnel Committee’s responsibility is to support a positive and productive working environment by assessing District workplace policies and staff compensation. The committee shall meet to advise the Board on the following matters:

- 1) To review and recommend changes and updates to the District's Policy and Procedure Manual, ensuring that the District maintains compliance with the law in personnel matters.
 - 2) To assess the staffing needs of the District as well as to recommend fair compensation and benefits packages that will attract and retain excellent employees.
- B. The Finance Committee's responsibility is to ensure that the District is operating with the financial resources it needs to meet its mission. The committee shall meet to advise the Board on the following matters:
- 1) The District's annual budget, mid-year budget modifications, and annual financial reports.
 - 2) The District's capital plan.
 - 3) The District's revenue sources and projections.
 - 4) Staffing levels and fair compensation and benefits packages that will attract and retain excellent employees through the lens of the long-term financial health of the District.
- C. The Programs Committee's responsibility is to assess the performance and effectiveness of the District's constituent-focused programming. The committee shall meet to advise the Board on the following matters:
- 1) Judging the District's Annual Poster Contest and awarding winners and honorable mentions.
 - 2) Hearing reports, providing staff feedback, and making recommendations to the Board of Directors regarding the District's constituent programming, including but not limited to:
 - a. Kindergarten – Twelfth Grade Field Trips.
 - b. Workshops on Waterwise Gardening, Horticulture, and Irrigation practices aimed toward adult constituents.
 - c. Landscape Efficiency and Audit Programs for both single-family homes and commercial properties, which include Homeowners Associations, multi-family residential properties, professional, retail, or industrial developments with landscaping, and government properties.
 - d. The District's online educational resources, including the two websites managed by the District, the Landscape Design Templates, online instructional videos, and other resources.
 - e. Improvements to District properties that focus on constituent service and interaction, such as the stewardship and enhancement of the Waterwise Demonstration Garden, the Wilderness Park, and the Waterwise Community Center's public areas.
 - f. The creation of new constituent educational programs or discontinuation of existing constituent educational programs.

- D. The Recharge Committee oversees the District's efforts to infiltrate and store water in the Chino Groundwater Basin for the benefit and long term viability of the aquifer and the communities that depend on it for water supply. The committee shall meet to advise the Board on the following matters:
- 1) Maintenance, care, operations and improvements to the District's existing recharge basins.
 - 2) Expansion of existing properties and basins or the addition of new properties and construction of new recharge basins.
 - 3) Projects or programs that are focused on recharging the Chino Groundwater Basin.
- E. From time to time, other duties may be directed by the Board to the standing advisory committees, or the Board may choose to establish an Ad Hoc Committee to accomplish a specific short-term task.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption by the Board of Directors and the Board Secretary shall certify the passage and adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 12th day of February 2024.

AYES: Directors Sonnenberg, Gulmahamad, Coker, Layton, Treasurer Aldaco, Vice President Parker, President Ligtenberg

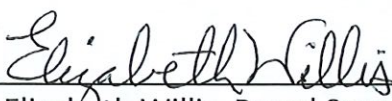
NOES:

ABSTAIN:

ABSENT:



Mark Ligtenberg, Board President

ATTEST: 

Elizabeth Willis, Board Secretary

Exhibit(s):

- None