



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

MONDAY, JULY 8, 2024, AT 2:00 PM

**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 McElhane

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 [emailing Brandon Yoshida](#), Board Clerk, via email 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](#).

CALL TO ORDER

ROLL CALL

INVOCATION

FLAG SALUTE

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 5 minutes of time to address the Board of Directors.

CONSENT CALENDAR

Unless a Director requests 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. FINANCIAL REPORTS FOR MAY 2024

Recommendation: It is recommended that the Board of Directors:

1. Receive and file the Financial Reports.

2. APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF JUNE 10, 2024 AND THE SPECIAL BOARD MEETING OF JUNE 19, 2024

Recommendation: It is recommended that the Board of Directors:

1. Approve the Meeting Minutes of the Regular Board Meeting of June 10, 2024 and the Special Board Meeting of June 19, 2024.

3. APPROVE AB1234 DIRECTOR TRAVEL, TRAINING, AND MEETINGS

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.

4. APPROVE AB1234 DIRECTOR COMPENSATION & REIMBURSEMENTS

Recommendation: It is recommended that the Board of Directors:

1. Approve the Compensation and Reimbursement Report.

5. ADOPT RESOLUTION NO. 2024-02 ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR OF 2024-2025 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION (GANN LIMIT)

Recommendation: It is recommended that the Board of Directors:

1. Adopt Resolution No. 2024-02 establishing an appropriations limit for the Fiscal Year 2024-2025 Pursuant to Article XIII B of the California Constitution.

DISCUSSION ITEMS

6. CONCEPTUAL DESIGN SELECTION AND BUDGET APPROVAL FOR THE OUTDOOR AMPHITHEATER ROOF

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss, and select the conceptual design of the outdoor amphitheater roof; and,
2. Approve the budget, in the amount of \$647,838, for the construction of the outdoor amphitheater roof.

7. APPROVE EMPLOYMENT AGREEMENT NO. 2024-11 BETWEEN THE CHINO BASIN WATER CONSERVATION DISTRICT (DISTRICT) AND ELIZABETH WILLIS, GENERAL MANAGER

Recommendation: It is recommended that the Board of Directors:

1. Review, discuss and approve Employment Agreement No. 2024-11 between the District and Elizabeth Willis, General Manager; and
2. Authorize the Board President to execute the Agreement, with retroactive pay to July 1, 2024.

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 KATI PARKER**
- **TREASURER GIL ALDACO**
- **DIRECTOR TERI LAYTON**
- **DIRECTOR AMANDA COKER**
- **DIRECTOR HANIF GULMAHAMAD**
- **DIRECTOR RYAN 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:

- 8. 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
- 9. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**
GOVERNMENT CODE SECTION 54956.9(D)(2)
SIGNIFICANT EXPOSURE TO LITIGATION
NUMBER OF CASES: 1
- 10. CONFERENCE WITH LABOR NEGOTIATORS**
GOVERNMENT CODE SECTION 54957.6
AGENCY DESIGNATED REPRESENTATIVE: ELIZABETH WILLIS, GENERAL MANAGER
UNREPRESENTED EMPLOYEES

ADJOURNMENT

The Board of Directors will adjourn to the next Regular Board Meeting of the Chino Basin Water Conservation District on Monday, August 12, 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 on or before Friday, July 5, 2024 by 2:00 p.m.

Brandon Yoshida

Brandon Yoshida, Board Clerk



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ITEM NO. 1

FINANCIAL REPORTS FOR MAY 2024

CHINO BASIN WATER CONSERVATION DISTRICT
FINANCIAL REPORTS
May 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 May 2024

	Jul '23 - May 24	Budget	% of Budget
Income			
46000 · Gain/Loss - Pension Trust	4,062.00		
40000 · Property Tax & Assessment Rev			
40100 · Current Yr Tax Revenue	3,050,270.74	2,722,000.00	112.1%
40200 · Current Yr Supplemental Tax Rev	45,594.97	54,000.00	84.4%
40300 · Prior Yr Tax Revenue	65,840.54	70,000.00	94.1%
40400 · Homeowner's Prop Tax Relief	15,117.08	19,000.00	79.6%
40500 · RDA Pass-Thru from Cities	1,482,728.94	1,300,000.00	114.1%
Total 40000 · Property Tax & Assessment Rev	4,659,552.27	4,165,000.00	111.9%
41000 · Interest Income	437,402.55	351,200.00	124.5%
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	30,245.11	3,000.00	1,008.2%
49200 · Cal Card Incentive	2,818.68	2,500.00	112.7%
49500 · Lease Revenue	11,000.00	12,000.00	91.7%
49900 · Misc Income	4,191.28	2,000.00	209.6%
Total 49000 · Miscellaneous Income	48,255.07	19,500.00	247.5%
Total Income	5,332,255.74	4,589,700.00	116.2%
Gross Profit	5,332,255.74	4,589,700.00	116.2%
Expense			
50000 · Payroll Expenses			
50100 · Wages			
50110 · Directors Wages	51,775.00	56,000.00	92.5%
50120 · Salary Employee Wages	590,531.93	645,300.00	91.5%
50130 · Hourly Employee Wages	733,267.27	859,900.00	85.3%
50140 · Intern Wages	48,670.66	72,000.00	67.6%
Total 50100 · Wages	1,424,244.86	1,633,200.00	87.2%
50200 · Payroll taxes	111,424.56	127,700.00	87.3%
50300 · Employee Benefits			
50310 · Med/Dent/Vision/Life/Dis. Ins	264,529.96	277,500.00	95.3%
50311 · Employee Paid Premiums	-3,997.94	-4,900.00	81.6%
50312 · Emp Benefits - Healthy Living	414.39	600.00	69.1%
50313 · EAP - Employee Assist. Program	411.68	600.00	68.6%
50321 · Classic - ER Paid Member Contr.	11,833.67	13,200.00	89.6%
50322 · Classic-Employer Contribution	18,142.38	20,100.00	90.3%
50325 · PEPRA-Employer Contribution	82,664.53	97,300.00	85.0%
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	415,284.67	445,700.00	93.2%
50400 · Payroll processing fees	11,190.00	14,100.00	79.4%
Total 50000 · Payroll Expenses	1,962,144.09	2,220,700.00	88.4%
51000 · Administration Expenses			
51100 · Accounting Fees	91,921.40	90,000.00	102.1%
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	7,995.70	6,000.00	133.3%
51220 · Election Expenses	0.00	0.00	0.0%
51230 · Legal Notices Director Related	391.79	2,000.00	19.6%
51240 · Meals - Travel	2,797.23	3,000.00	93.2%
51250 · Medical & Life Insurance	7,785.18	21,600.00	36.0%
51260 · Mileage	3,138.89	2,500.00	125.6%
51270 · Miscellaneous	1,527.39	5,000.00	30.5%
51280 · Travel & Lodging	5,872.94	6,000.00	97.9%
Total 51200 · Board of Director's Expenses	29,509.12	46,100.00	64.0%
51300 · Consulting Fees	71,957.10	112,500.00	64.0%
51400 · Dues & Subscriptions	30,850.69	43,600.00	70.8%
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	8,958.79	10,200.00	87.8%

Chino Basin Water Conservation District

Income & Expense Report

July 2023 through May 2024

	Jul '23 - May 24	Budget	% of Budget
51720 · Computer/Printer Supplies	2,112.59	2,500.00	84.5%
51730 · Maintenance/Janitorial	11,538.80	17,300.00	66.7%
51740 · Miscellaneous	897.37	1,000.00	89.7%
51750 · Postage	591.93	1,300.00	45.5%
51760 · Supplies	6,021.78	7,100.00	84.8%
51765 · Computer Software / IT Support	52,772.07	47,200.00	111.8%
51770 · Telecommunications	22,735.42	27,500.00	82.7%
51780 · Utilities	32,871.40	39,500.00	83.2%
51785 · Agenda Management Software	539.75	7,000.00	7.7%
Total 51700 · Office Expenses	139,039.90	160,600.00	86.6%
51800 · Board Refreshments and Meals	2,486.79	3,000.00	82.9%
51900 · Staff Expenses			
51910 · Education	8,956.94	10,000.00	89.6%
51920 · Conference & Tour Fees	6,313.54	10,700.00	59.0%
51930 · Meals	4,041.59	6,600.00	61.2%
51940 · Mileage	2,179.56	4,300.00	50.7%
51950 · Miscellaneous	3,466.25	5,000.00	69.3%
51955 · Recruitment	2,057.55	5,000.00	41.2%
51960 · Travel & Lodging	5,610.54	11,500.00	48.8%
51970 · Uniform Expense	8,414.45	10,700.00	78.6%
Total 51900 · Staff Expenses	41,040.42	63,800.00	64.3%
51990 · Tax Collections Fees	7,856.11	8,200.00	95.8%
Total 51000 · Administration Expenses	557,944.88	658,200.00	84.8%
51999 · Non-Operating General Expenses			
51999-1 · Facilities	355.88	10,000.00	3.6%
51999-2 · Furniture & Equipment	28,000.00	28,000.00	100.0%
Total 51999 · Non-Operating General Expenses	28,355.88	38,000.00	74.6%
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	1,731.56	3,000.00	57.7%
54170 · Fuel	6,765.14	10,200.00	66.3%
54180 · Repairs, Maint & Supplies	5,551.56	15,000.00	37.0%
Total 54150 · Equipment & Vehicles	14,048.26	28,200.00	49.8%
54200 · Fence Expenses	7,538.04	45,000.00	16.8%
54250 · Hardscape Expenses	5,995.17	17,200.00	34.9%
54300 · Irrigation Expenses	8,050.24	14,600.00	55.1%
54350 · Landscape Maint & Supplies	21,135.83	53,000.00	39.9%
54400 · Miscellaneous	409.00	1,500.00	27.3%
54450 · Basin Percolation Maintenance	21,879.28	56,000.00	39.1%
54500 · Pest Control	10,950.55	11,000.00	99.6%
54550 · Signage	13,973.36	4,500.00	310.5%
54600 · Small Tools & Supplies	8,025.98	6,000.00	133.8%
54650 · Structural Maintenance	77,128.36	75,800.00	101.8%
54750 · Trash Cleanup & Disposal	6,924.62	10,000.00	69.2%
54800 · Utilities	6,784.55	12,000.00	56.5%
54850 · Weed Abatement	5,202.45	15,200.00	34.2%
Total 54000 · Operation Expenses	208,045.69	350,000.00	59.4%
55000 · Permits & Fees	0.00	500.00	0.0%
56000 · Public Education/Relations			
56100 · Advertising & Strategic Comm.	32,880.08	64,000.00	51.4%
56200 · Critter Expenses	1,303.05	3,000.00	43.4%
56300 · District Events			
56330 · Outreach Events	17,472.09	10,500.00	166.4%
56340 · Water Fair	15,824.25	16,000.00	98.9%
56350 · Poster Art Contest	9,092.93	14,200.00	64.0%
56360 · Youth Program Supplies	1,520.57	2,500.00	60.8%
56370 · School Tours	19,347.04	40,000.00	48.4%
56380 · Public Ed/Workshops	8,467.29	16,800.00	50.4%
Total 56300 · District Events	71,724.17	100,000.00	71.7%
56400 · Community Events/Sponsorships			
56500 · Informational Materials	3,871.68	4,600.00	84.2%
56700 · Web Design/Maintenance	10,430.50	25,700.00	40.6%
56400 · Community Events/Sponsorships - Other	2,500.00	2,500.00	100.0%
Total 56400 · Community Events/Sponsorships	16,802.18	32,800.00	51.2%
56600 · Supplies - Give Aways	8,849.62	10,000.00	88.5%
56750 · Lobby Display Rotation - noncap	3,154.46	3,500.00	90.1%
Total 56000 · Public Education/Relations	134,713.56	213,300.00	63.2%

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

	Jul '23 - May 24	Budget	% of Budget
57500 · Expense Reimbursables 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	3,077,751.68	4,110,500.00	74.9%
Net Income	2,254,504.06	479,200.00	470.5%

Chino Basin Water Conservation District

06/19/24

Balance Sheet

Accrual Basis

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash Accounts	
10100 · General Checking	576,961.77
10200 · Petty Cash	1,001.26
10300 · LAIF Investment	8,301,937.43
10310 · LAIF FMV	-43,387.56
10320 · CLASS	6,711,118.60
10330 · CLASS FMV	-894.25
10600 · Pension Trust	77,691.00
Total 10000 · Cash Accounts	15,624,428.25
Total Checking/Savings	15,624,428.25
Accounts Receivable	
11000 · Accounts Receivable	29,674.93
Total Accounts Receivable	29,674.93
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
14999 · Undeposited Funds	736.74
Total Other Current Assets	1,224,072.74
Total Current Assets	16,878,175.92
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

Chino Basin Water Conservation District
Balance Sheet
As of May 31, 2024

	May 31, 24
Total Fixed Assets	14,295,296.46
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	31,199,573.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · General Accounts Payable	54,980.64
Total Accounts Payable	54,980.64
Credit Cards	
20600 · CalCard	
20605 · CalCard - David Schroeder	165.00
20609 · CalCard - J Salcido	700.49
20610 · CalCard - J Taylor	118.14
20613 · CalCard - R Sotomayor	130.82
20620 · CalCard - S Kleinrock	12.54
20626 · CalCard - M Curiel	308.70
20630 · CalCard - M Dean	83.41
20632 · CalCard - E Willis	627.73
20637 · CalCard - G Jimenez	419.15
20642 · CalCard - D Schroeder	-165.00
20645 · CalCard- J Jones	18.52
20647 · CalCard- A Quinones	208.00
Total 20600 · CalCard	2,627.50
Total Credit Cards	2,627.50
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	189,307.75
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

Chino Basin Water Conservation District
Balance Sheet
 As of May 31, 2024

	May 31, 24
Total 29000 · Deferred Inflows- DIR	1,034,252.00
29001 · Net Pension Liability	819,854.00
Total Long Term Liabilities	1,879,798.71
Total Liabilities	2,069,106.46
Equity	
30001 · Non-Spendable Net Position	
30003 · Prepays & 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	2,254,504.06
Total Equity	29,130,467.09
TOTAL LIABILITIES & EQUITY	31,199,573.55

Chino Basin Water Conservation District
Monthly General Checking Disbursements
As of May 31, 2024

Type	Date	Num	Name	Memo	Amount
10000 - Cash Accounts					
10100 - General Checking					
Bill Pmt -Check	05/01/2024	21381	Beneficial Ag Services	green waste recycling	-36.00
Bill Pmt -Check	05/01/2024	21382	Ewing Irrigation Products, Inc.		-178.40
Bill Pmt -Check	05/01/2024	21383	McFadden-Dale Ind Hardware	PPE face shield & misc tools	-56.44
Bill Pmt -Check	05/01/2024	21384	Monte Vista Water District		-253.04
Bill Pmt -Check	05/01/2024	21385	Robert A. Carter	extra tractor keys	-19.03
Bill Pmt -Check	05/02/2024	21386	Computer Village		-545.98
Bill Pmt -Check	05/02/2024	21387	Stump Fence Co.	Fence repair @ CHTs-car accident	-2,200.00
Bill Pmt -Check	05/06/2024	21388	ACWA JPIA	Med/Dental/Vision/Life Ins-June	-27,038.68
Bill Pmt -Check	05/06/2024	21389	Animal Pest Management Services, Inc.	Ground squirrel control @ basins	-935.00
Bill Pmt -Check	05/06/2024	21390	Cintas Corporation #150	uniform service	-97.60
Bill Pmt -Check	05/06/2024	21391	Vanguard Cleaning Systems	Janitorial service-May	-690.00
Bill Pmt -Check	05/06/2024	21392	Wagner & Bonsignore, CCE		-25,664.70
General Journal	05/07/2024	BY 5.04.24		PPE 5/04/24	-37,767.38
General Journal	05/07/2024	BY 5.04.24		PPE 5/04/24	-621.08
General Journal	05/07/2024	BY 5.04.24		PPE 5/04/24	-1.14
General Journal	05/07/2024	BY 5.04.24		PPE 5/04/24	-17.08
General Journal	05/07/2024	BY 5.04.24		PPE 5/04/24	-13,918.40
General Journal	05/07/2024	BY 5.04.24		PPE 5/04/24	-2,152.67
General Journal	05/07/2024	BY 5.04.24	CalPERS (Payroll)	CalPERS - PPE 5/04/24	-8,495.28
General Journal	05/07/2024	BY 5.04.24	CalPERS (Payroll)	CalPERS - PPE 5/04/24	-2,723.31
Bill Pmt -Check	05/10/2024	21393	Burtec Waste Industries, Inc.	Trash & Recycle Srvc-May	-395.36
Bill Pmt -Check	05/10/2024	21394	Cintas Corporation #150	uniform service	-97.60
Bill Pmt -Check	05/10/2024	21395	Computer Village	IT Monitoring & Support	-93.06
Bill Pmt -Check	05/10/2024	21396	Hometown Rentals Inc.	Bobcat rental for park irrig	-943.80
Bill Pmt -Check	05/10/2024	21397	Griddl Company LLC	Irrig. Optimization Agrmt Inv #1	-5,750.00
Bill Pmt -Check	05/10/2024	21398	Monte Vista Water District		-919.21
Bill Pmt -Check	05/10/2024	21399	OMSD - Bussing	Bus Reimbursement: Richard E Haynes ES fo...	-240.30
Bill Pmt -Check	05/10/2024	21400	Sandy Alexander, Inc.	Banners update: time change	-1,798.85
Bill Pmt -Check	05/10/2024	21401	Tree Pros. Inc	tree trimming @ Brooks Basin	-2,150.00
Bill Pmt -Check	05/10/2024	21402	Cal Card (US Bank)	Statement Ending 04/22/24	-12,165.86
Bill Pmt -Check	05/13/2024	21403	OMSD - Bussing		-2,012.70
General Journal	05/24/2024	BY 5.18.24		PPE 5/18/24	-41,773.22
General Journal	05/24/2024	BY 5.18.24		PPE 5/18/24	-633.45
General Journal	05/24/2024	BY 5.18.24		PPE 5/18/24	-1.58
General Journal	05/24/2024	BY 5.18.24		PPE 5/18/24	-23.63
General Journal	05/24/2024	BY 5.18.24		PPE 5/18/24	-14,952.21
General Journal	05/24/2024	BY 5.18.24		PPE 5/18/24	-2,260.57
General Journal	05/24/2024	BY 5.18.24	CalPERS (Payroll)	CalPERS - PPE 5/18/24	-8,534.34
General Journal	05/24/2024	BY 5.18.24	CalPERS (Payroll)	CalPERS - PPE 5/18/24	-2,688.31
Bill Pmt -Check	05/24/2024	21404	Aggressive Pest Management	Quarterly Pest Control srvc	-75.00
Bill Pmt -Check	05/24/2024	21405	Brunick, McElhaney & Kennedy		-8,720.00
Bill Pmt -Check	05/24/2024	21406	Cintas Corporation #150	uniform service	-97.60
Bill Pmt -Check	05/24/2024	21407	City of Ontario		-92.57
Bill Pmt -Check	05/24/2024	21408	Eide Bailly, LLC Payroll Services	April 2024 - Payroll Processing	-900.00
Bill Pmt -Check	05/24/2024	21409	Ewing Irrigation Products, Inc.	irrig parts for garden	-11.13
Bill Pmt -Check	05/24/2024	21410	GRB Equipment Rental Inc	Percolation Maintenance @ Brooks Basin	-5,000.00
Bill Pmt -Check	05/24/2024	21411	Great America Financial Services Corp	monthly copier lease	-687.73
Bill Pmt -Check	05/24/2024	21412	OMSD - Bussing		-2,716.95
Bill Pmt -Check	05/24/2024	21413	SCE (Utility Payments Only)	electric use- all campus	-1,933.86
Bill Pmt -Check	05/24/2024	21414	Securitas Security Services USA, Inc.	security srvc @ Brooks Basin for fencing	-240.00
Bill Pmt -Check	05/24/2024	21415	Shelton Ogg	replace broken valve-outdoor restrooms	-2,200.00
Bill Pmt -Check	05/24/2024	21416	SiteOne Landscape Supply Holding, LLC	Herbicide	-2,047.07
Bill Pmt -Check	05/24/2024	21417	Smith Pipe & Supply Inc.		-131.07
Bill Pmt -Check	05/24/2024	21418	Standard Insurance Company, Inc.	Policy #006492990083: STD/LTD from May pa...	-797.63
Bill Pmt -Check	05/24/2024	21419	TPX Communications	39053	-826.17
Bill Pmt -Check	05/24/2024	21420	U.S. Smoke & Fire	Maintenance-Board Room Flre Curtain	-2,310.00
Bill Pmt -Check	05/24/2024	21421	Uline	Filing Cabinets for WCC Offices	-1,951.85
Bill Pmt -Check	05/24/2024	21422	Verizon Wireless	cell phone srvc 5/10-6/9	-632.41
Bill Pmt -Check	05/28/2024	21423	Adrian D. DeBie	Embroidery for staff uniform inventory	-315.00
Bill Pmt -Check	05/28/2024	21424	OMSD - Bussing	VOID:	0.00
Bill Pmt -Check	05/28/2024	21425	Cucamonga School District		-1,283.84
Bill Pmt -Check	05/28/2024	21426	Butarbutar, Carter	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21427	Chloe Butarbutar	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21428	Espinoza, Marisa	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21429	Isabella Harrell	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21430	Jonah Rosales	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21431	Maldonado-Dominguez, Denia	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21432	Nunez, Ammy	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21433	OMSD - Bussing		-1,000.00
Bill Pmt -Check	05/28/2024	21434	Roman, Isaac	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21435	Roman, Richard	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21436	Valencia Polvos, Esmeralda	FY23-24 Youth Volunteer Cohort Participation	-200.00
Bill Pmt -Check	05/28/2024	21437	Victoria Palacios-Flores	FY23-24 Youth Volunteer Cohort Participation	-200.00
Total 10100 - General Checking					-257,015.14
Total 10000 - Cash Accounts					-257,015.14

Chino Basin Water Conservation District
Monthly General Checking Disbursements
As of May 31, 2024

Type	Date	Num	Name	Memo	Amount
TOTAL					<u><u>-257,015.14</u></u>

Chino Basin Water Conservation District
Monthly Petty Cash Checking Disbursements
 As of May 31, 2024

Type	Date	Num	Name	Memo	Amount	Balance
10000 · Cash Accounts						1,001.26
10200 · Petty Cash						1,001.26
Total 10200 · Petty Cash						1,001.26
Total 10000 · Cash Accounts						1,001.26
TOTAL						1,001.26

Chino Basin Water Conservaon District CalCard Monthly Detail

As of May 31, 2024

Type	Date	Name	Memo	Amount	Balance
20600 · CalCard					10,952.04
20649 · CalCard-B Yoshida					416.92
Credit Card Charge	05/02/2024	So Ca News Circulation	Ordinance Legal Notice-No Camping	391.79	808.71
Credit Card Credit	05/02/2024	ASBCSD	Credit for Dir. Parker cancellation	-41.92	766.79
Credit Card Charge	05/14/2024	California Special Districts ...	2024 Annual Confer: Dir. Aldaco	775.00	1,541.79
Credit Card Charge	05/14/2024	Services - Misc	Conference: Dir. Parker	517.50	2,059.29
Credit Card Charge	05/14/2024	Hilton	Hotel for Dir. Parker @ CALWEP	459.90	2,519.19
Credit Card Charge	05/15/2024	Services - Misc	Hotel deposit-Dir. Aldaco @ CSDA Confer	176.34	2,695.53
Credit Card Charge	05/21/2024	ASBCSD	(EW) June Membership Dinner	34.63	2,730.16
Credit Card Charge	05/21/2024	ASBCSD	(AF) June Membership Dinner	34.63	2,764.79
Credit Card Charge	05/21/2024	ASBCSD	(KL) June Membership Dinner	34.63	2,799.42
Credit Card Charge	05/21/2024	ASBCSD	(JT) June Membership Dinner	34.63	2,834.05
Credit Card Charge	05/21/2024	ASBCSD	(BY) June Membership Dinner	34.63	2,868.68
Credit Card Charge	05/21/2024	ASBCSD	Dir. Layton-June Membership Dinner	34.63	2,903.31
Credit Card Charge	05/21/2024	ASBCSD	Dir. Coker-June Membership Dinner	34.63	2,937.94
Credit Card Charge	05/21/2024	ASBCSD	Dir. Aldaco-June Membership Dinner	34.63	2,972.57
Credit Card Charge	05/21/2024	ASBCSD	Dir. Gulmahamad-June Membersip Dinner	34.63	3,007.20
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-3,007.20	0.00
Total 20649 · CalCard-B Yoshida				-416.92	0.00
20648 · CalCard-K Lopez					426.35
Credit Card Charge	05/01/2024	Amazon-Cal Card	coffee pods, & cups	133.36	559.71
Credit Card Charge	05/01/2024	Amazon-Cal Card	coffee creamers	117.56	677.27
Credit Card Charge	05/03/2024	Costco-Cal Card	2024 Summer BBQ Activity	87.19	764.46
Credit Card Charge	05/06/2024	Costco-Cal Card	Meeting Snacks and Copy Paper	169.69	934.15
Credit Card Charge	05/17/2024	Restaurant-Cal Card	sample succulent cupcakes for 75th-Ad HOC	42.80	976.95
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-976.95	0.00
Total 20648 · CalCard-K Lopez				-426.35	0.00
20605 · CalCard - David Schroeder					165.00
Total 20605 · CalCard - David Schroeder					165.00
20609 · CalCard - J Salcido					70.56
Credit Card Charge	05/03/2024	Super King	tortoise food	33.42	103.98
Credit Card Charge	05/06/2024	Fuel - Misc	diesel for tractor	69.34	173.32
Credit Card Charge	05/08/2024	Services - Misc	Green Waste-Brooks basin	38.00	211.32
Credit Card Charge	05/09/2024	Home Depot - CalCard	galvanized panel for 4th St. Irrig gate repair	47.48	258.80
Credit Card Charge	05/10/2024	Foothill Car Wash	Truck wash for 2018 Chevy	41.94	300.74
Credit Card Charge	05/15/2024	Stater Bros - CalCard	tortoise food	40.60	341.34
Credit Card Charge	05/16/2024	Costco-Cal Card	ppr twls,trsh bags,TP,utensils,gloves,laundry deterg	236.63	577.97
Credit Card Charge	05/17/2024	Foothill Car Wash	Truck wash for Ford	39.94	617.91
Credit Card Charge	05/20/2024	Stater Bros - CalCard	tortoise food	26.02	643.93
Credit Card Charge	05/28/2024	Home Depot - CalCard	Replacement stolen tools-Trimmer	645.42	1,289.35
Credit Card Charge	05/29/2024	Stater Bros - CalCard	Tortoise Food	27.37	1,316.72
Credit Card Charge	05/31/2024	Stater Bros - CalCard	tortoise food	27.70	1,344.42
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-643.93	700.49
Total 20609 · CalCard - J Salcido				629.93	700.49
20610 · CalCard - J Taylor					23.97
Credit Card Charge	05/06/2024	Amazon-Cal Card	paper towels-Ed bldg restrooms	51.56	75.53
Credit Card Charge	05/12/2024	Restaurant-Cal Card	B'day dessert for Dir. Sonnenberg	39.85	115.38
Credit Card Charge	05/13/2024	Amazon-Cal Card	small paper plates	56.06	171.44
Credit Card Charge	05/13/2024	Food - CalCard	B'day dessert MD,RS,KD,BY	47.61	219.05
Credit Card Charge	05/15/2024	Restaurant-Cal Card	b'day dessert for MD,KD,RS,BY	18.31	237.36
Credit Card Charge	05/15/2024	Stater Bros - CalCard	b'day dessert for MD,RS,KD,BY	4.99	242.35
Credit Card Charge	05/17/2024	Amazon-Cal Card	Keurig coffee maker	131.69	374.04
Credit Card Charge	05/17/2024	Services - Misc	Airfare: Dir. Parker: Peer to Peer Conf	536.97	911.01
Credit Card Charge	05/17/2024	Services - Misc	Early bird check-in for flight-Dir. Paker	15.00	926.01
Credit Card Charge	05/17/2024	Services - Misc	Early Bird check-in for Dir Parker	15.00	941.01
Credit Card Charge	05/22/2024	Amazon-Cal Card	Breakfast Bars for Interview Panel	28.26	969.27
Credit Card Charge	05/22/2024	Amazon-Cal Card	Breakfast Pastries for Interview Panel	35.48	1,004.75
Credit Card Charge	05/25/2024	Stater Bros - CalCard	Postage Stamps	54.40	1,059.15
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-941.01	118.14
Total 20610 · CalCard - J Taylor				94.17	118.14
20613 · CalCard - R Sotomayor					55.00
Credit Card Charge	05/01/2024	Costco-Cal Card	Fuel for newer Chevy	126.46	181.46
Credit Card Charge	05/16/2024	Costco-Cal Card	fuel for newer Chevy	119.59	301.05
Credit Card Charge	05/16/2024	Costco-Cal Card	ppr towels,TP,trash bags,copy ppr	257.53	558.58
Credit Card Charge	05/17/2024	Foothill Car Wash	Truck was for 2023 Chevy	41.94	600.52
Credit Card Charge	05/29/2024	Costco-Cal Card	fuel for 2023 Chevy	130.82	731.34
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-600.52	130.82
Total 20613 · CalCard - R Sotomayor				75.82	130.82
20619 · CalCard - B Burgess					0.00
Credit Card Charge	05/14/2024	Zoom	Zoom One Pro & Webinar 1000: 5/14/24-6/13/24	162.06	162.06
Credit Card Charge	05/14/2024	Eventbrite-Cal Card	Pro 100 May 14-June 14	29.00	191.06
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-191.06	0.00
Total 20619 · CalCard - B Burgess				0.00	0.00
20620 · CalCard - S Kleinrock					1,972.49
Credit Card Charge	05/01/2024	Services - Misc	Garden Planner Domain renewals	72.32	2,044.81
Credit Card Charge	05/01/2024	SendGrid	contact list storage 4/1-4/30	19.95	2,064.76
Credit Card Charge	05/01/2024	Amazon-Cal Card	tools for CNPLC program	270.90	2,335.66
Credit Card Credit	05/03/2024	California Botanic Garden	Refund plants for garden	-41.61	2,294.05
Credit Card Charge	05/03/2024	Services - Misc	binding -2 copies-CA Native Comm Landsc Guide	13.45	2,307.50
Credit Card Charge	05/03/2024	California Botanic Garden	plants	53.66	2,361.16

Chino Basin Water Conservation District CalCard Monthly Detail

As of May 31, 2024

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	05/18/2024	Services - Misc	Apple iCloud Storage	9.99	2,371.15
Credit Card Charge	05/22/2024	Services - Misc	Inosub/WPMU hosting srvcs	63.00	2,434.15
Credit Card Charge	05/29/2024	Food - CalCard	Lunch for Conservation Tech II Outside Interview Panel	54.15	2,488.30
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-2,475.76	12.54
Total 20620 · CalCard - S Kleinrock				-1,959.95	12.54
20626 · CalCard - M Curiel					321.16
Credit Card Charge	05/09/2024	Supplies - Misc	lobby furniture for interactive tables	149.92	471.08
Credit Card Charge	05/09/2024	Amazon-Cal Card	choke test tool-interactive tables	9.76	480.84
Credit Card Charge	05/09/2024	Food - CalCard	snacks for final youth cohort mtg	11.97	492.81
Credit Card Charge	05/20/2024	Amazon-Cal Card	Adhesive Mounting Tape for Lobby Displays	8.70	501.51
Credit Card Charge	05/20/2024	Amazon-Cal Card	Table Protector for Childrens Lobby Table	33.78	535.29
Credit Card Charge	05/23/2024	Services - Misc	Natural History Museum Educator Conference (MC)	75.00	610.29
Credit Card Charge	05/23/2024	Services - Misc	Natural History Museum Educator Conference (MD)	75.00	685.29
Credit Card Charge	05/23/2024	Services - Misc	Natural History Museum Educator Conference (AQ)	75.00	760.29
Credit Card Charge	05/23/2024	Services - Misc	Natural History Museum Educator Conference (WM)	75.00	835.29
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-526.59	308.70
Total 20626 · CalCard - M Curiel				-12.46	308.70
20630 · CalCard - M Dean					1,370.89
Credit Card Charge	05/01/2024	CAPIO	Professional Development Webinar (MD)	30.00	1,400.89
Credit Card Credit	05/06/2024	Amazon-Cal Card	Return - 3 Shirts not needed	-71.55	1,329.34
Credit Card Credit	05/07/2024	Amazon-Cal Card	credit for uniform return	-50.02	1,279.32
Credit Card Charge	05/08/2024	Google	Google drive storage	1.99	1,281.31
Credit Card Charge	05/11/2024	Services - Misc	social media mgmt software	79.00	1,360.31
Credit Card Charge	05/14/2024	Food - CalCard	(MD) Dinner at conference	22.31	1,382.62
Credit Card Charge	05/14/2024	Restaurant-Cal Card	(MD) breakfast @ conference	24.09	1,406.71
Credit Card Charge	05/14/2024	Services - Misc	(MD) parking at conference	12.35	1,419.06
Credit Card Charge	05/14/2024	Services - Misc	(MD) parking for conference	8.25	1,427.31
Credit Card Charge	05/15/2024	Restaurant-Cal Card	(MD) breakfast @ conference	7.47	1,434.78
Credit Card Charge	05/16/2024	Services - Misc	(MD) hotel & meals for conference	655.30	2,090.08
Credit Card Charge	05/19/2024	Services - Misc	newsletter software	88.35	2,178.43
Credit Card Charge	05/30/2024	Restaurant-Cal Card	team lunch for FT to WRD	66.80	2,245.23
Credit Card Charge	05/30/2024	Zoom	Workplace pro monthly	16.61	2,261.84
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-2,178.43	83.41
Total 20630 · CalCard - M Dean				-1,287.48	83.41
20631 · CalCard - W Mercado					0.00
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	0.00	0.00
Total 20631 · CalCard - W Mercado				0.00	0.00
20632 · CalCard - E Willis					5,693.64
Credit Card Charge	05/01/2024	California Newspapers Part...	EW monthly digital subscription	14.00	5,707.64
Credit Card Charge	05/06/2024	MOO Inc	Annual Subscription - Business Card Boost Plan	107.92	5,815.56
Credit Card Charge	05/06/2024	Subs,Dues,Membership	Intuit QuickBooks Plus Annual Subscription	1,549.00	7,364.56
Credit Card Charge	05/07/2024	Food - CalCard	EW Breakfast to ACWA Spring Conference	7.58	7,372.14
Credit Card Charge	05/07/2024	Food - CalCard	ACWA Spring Conference lunch for EW, AF, & Dir. KP	92.65	7,464.79
Credit Card Charge	05/08/2024	Food - CalCard	EW Coffee at ACWA Spring Conference	4.14	7,468.93
Credit Card Charge	05/09/2024	Marriott	(EW) hotel @ ACWA Spring Conference	938.66	8,407.59
Credit Card Charge	05/09/2024	Marriott	Dir. Parker Hotel @ ACWA Spring Confer	938.66	9,346.25
Credit Card Charge	05/09/2024	Food - CalCard	ACWA Spring Conference lunch for EW, AF, & Dir. KP	123.20	9,469.45
Credit Card Charge	05/10/2024	Food - CalCard	EW Monthly Mtg w/Dir AC -Luckys Coffee	14.71	9,484.16
Credit Card Charge	05/12/2024	Services - Misc	Employee Plan 4/12-5/12	32.89	9,517.05
Credit Card Charge	05/14/2024	Los Angeles News Group	(EW) LA Times monthly digital	16.00	9,533.05
Credit Card Charge	05/15/2024	Adobe	Creative Cloud & Acrobat Pro monthly	503.90	10,036.95
Credit Card Charge	05/16/2024	Restaurant-Cal Card	(EW) lunch w/Justin-MVWD	23.41	10,060.36
Credit Card Charge	05/21/2024	Food - CalCard	EW breakfast mtg with Watermaster ETF & JN	68.82	10,129.18
Credit Card Charge	05/23/2024	Food - CalCard	EW lunch mtg w/ Dir. TL	38.40	10,167.58
Credit Card Charge	05/23/2024	Zoom	Pro Monthly 5/23-6/22	16.61	10,184.19
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-9,556.46	627.73
Total 20632 · CalCard - E Willis				-5,065.91	627.73
20634 · CalCard - D Moreno					101.06
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-101.06	0.00
Total 20634 · CalCard - D Moreno				-101.06	0.00
20637 · CalCard - G Jimenez					8.70
Credit Card Charge	05/11/2024	Services - Misc	Maintenance/repairs for 2018 Chevy	658.10	666.80
Credit Card Charge	05/28/2024	Home Depot - CalCard	Replacement blower-Stolen Tools	419.15	1,085.95
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-666.80	419.15
Total 20637 · CalCard - G Jimenez				410.45	419.15
20642 · CalCard - D Schroeder					-62.80
Credit Card Charge	05/14/2024	Zello Inc	cell push-to-talk app. 5/14-6/13	88.00	25.20
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-190.20	-165.00
Total 20642 · CalCard - D Schroeder				-102.20	-165.00
20644 · CalCard - L Holguin					0.00
Credit Card Charge	05/16/2024	Fuel - Misc	diesel fuel for 2 cans	39.77	39.77
Credit Card Charge	05/16/2024	Fuel - Misc	fuel for old Chevy	119.87	159.64
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-159.64	0.00
Total 20644 · CalCard - L Holguin				0.00	0.00
20645 · CalCard- J Jones					0.00
Credit Card Charge	05/09/2024	Home Depot - CalCard	Gloves	43.23	43.23

Chino Basin Water Conservation District CalCard Monthly Detail

As of May 31, 2024

Type	Date	Name	Memo	Amount	Balance
Credit Card Charge	05/10/2024	Amazon-Cal Card	Fishtank Brush and Net	43.36	86.59
Credit Card Charge	05/11/2024	Services - Misc	Maintenance/repairs on 2018 Chevy	658.10	744.69
Credit Card Charge	05/11/2024	Supplies - Misc	Pond Cleaning	21.54	766.23
Credit Card Charge	05/20/2024	Lowe's-Cal Card	palm/cactus potting mix for garden containers	40.30	806.53
Credit Card Charge	05/22/2024	AutoZone-Cal Card	cables to fix club car	18.52	825.05
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-806.53	18.52
Total 20645 · CalCard- J Jones				18.52	18.52
20646 · CalCard- A Fernandez					130.04
Credit Card Charge	05/07/2024	Marriott	(AF) hotel @ ACWA Spring Confer	938.66	1,068.70
Credit Card Charge	05/07/2024	Services - Misc	(AF) travel from airport after ACWA Conf	28.93	1,097.63
Credit Card Charge	05/08/2024	Restaurant-Cal Card	Dinner @ ACWA Conf (AF & Dir. Parker)	59.22	1,156.85
Credit Card Charge	05/08/2024	Restaurant-Cal Card	breakfast @ ACWA Conf (AF)	5.45	1,162.30
Credit Card Charge	05/08/2024	Services - Misc	(AF) Uber driver tip from 5/7 (ACWA conf)	4.00	1,166.30
Credit Card Charge	05/09/2024	Restaurant-Cal Card	breakfast @ ACWA Conf (AF)	7.05	1,173.35
Credit Card Charge	05/10/2024	Services - Misc	(AF) ride to airport-ACWA Conf	25.97	1,199.32
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-1,199.32	0.00
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	0.00	0.00
Total 20646 · CalCard- A Fernandez				-130.04	0.00
20647 · CalCard- A Quinones					259.06
Credit Card Charge	05/09/2024	Costco-Cal Card	Pizza for Final Youth Cohort Mtg	32.54	291.60
Credit Card Charge	05/26/2024	Services - Misc	Fieldtrip Bkg Platform - Monthly Subscription	199.00	490.60
Credit Card Charge	05/28/2024	Wishpond	poster contest paused plan	9.00	499.60
Bill	05/31/2024	Cal Card (US Bank)	Statement Ending 05/22/24	-291.60	208.00
Total 20647 · CalCard- A Quinones				-51.06	208.00
Total 20600 · CalCard				-8,324.54	2,627.50
TOTAL				-8,324.54	2,627.50

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
 May-24

	PPE 5/4/2024
Total Checks & Direct Deposits	\$ 37,767.38
Total Taxes Paid	\$ 16,710.37
Total Payroll	\$ 54,477.75

**Check date 5/9/2024*

	PPE 5/18/2024
Total Checks & Direct Deposits	\$ 41,773.22
Total Taxes Paid	\$ 17,871.44
Total Payroll	\$ 59,644.66

**Check date 5/23/2024*

CHINO BASIN WATER CONSERVATION DISTRICT
PAYROLL SUMMARY
 May-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	
4/21/2024	- 5/4/2024	\$ 56,486.73	
5/5/2024	- 5/18/2024	\$ 60,810.38	
Total Payroll		\$ 1,427,669.16	

Chino Basin Water Conservation District
 Director and Staff Expense Reimbursements

Payroll Date 05/04/24
 Check Date 5/9/2024

Emp #	Name	Board of Director Expenses											Staff Expenses											
		Medical Insurance 51250	Medical Insurance explanation	Monthly 51260	Monthly explanation	Director Conference & Tours 51210	Director Conference & Tours explanation	Employee Mileage 51170	Employee Mileage explanation	Outreach Events 52550	Outreach Events explanation	EE Health Exp 51513	EE Health Exp explanation	Reservoir 51515	Reservoir explanation	Employee Appreciation 51920	Employee Appreciation explanation	Office Supplies 51760	Office Supplies explanation	Meeting Room 51800	Meeting Room explanation	Uniforms 51970	Uniforms explanation	
111	Gulmahanad, Nanif	\$	monthly reimb. at .655 per mile																					
113	Lippenberg, Melk	\$	monthly reimb. at .655 per mile																					
114	Alfaro, Gilbert	\$	monthly reimb. at .655 per mile																					
115	Sonnenberg, Ryan	\$	N/A at this time																					
116	Parkler, Katherine	\$	monthly reimb. at .655 per mile																					
117	Layton, Theresa	\$	N/A at this time																					
118	Cofer, Amanda	\$	N/A at this time																					
279	Allaro, Ashley																							
240	Burgess, Brandon																							
249	Quirdi, Monica	\$						\$ 24.04	reimb at .655 per mile															
278	Denberger, Kaylee																							
276	Fernandez, Alicia																							
281	Garcia, Isabella																							
270	Higgins, Luis																							
260	Jimenez, George																							
267	James, Jacob																							
280	Lopez, Kasandra																							
283	Martinez, Karla																							
256	Mercado, William							\$ 11.95	reimb at .655 per mile															
257	Moreno, Daniel																							
277	Quinones, Azucena							\$ 11.95	reimb at .655 per mile															
230	Salcido, James																							
214	Stonerayer, Roberto																							
220	Taylor, Judith																							
254	Benjafel-Chan, Mela							\$ 9.90	reimb at .655 per mile															
239	McInneck, Scott							\$ 28.08	reimb at .655 per mile															
202	Schneider, David W																							
269		0																						
253	Wells, Elizabeth																							
282	Yoshida, Brandon																							
		Totals:		\$		\$		\$	86.96	\$	25.87	\$	40.00	\$		\$		\$		\$		\$		\$

Chino Basin Water Conservation District
Director and Staff Expense Reimbursements

Payroll Date 05/14/24
Check Date 5/23/2024

Emp #	Name	Board of Director Expenses					Staff Expenses																		
		Medical Insurance - 51250	explanation	Mileage - 51260	explanation	Director Conference & Tours - 51210	explanation	Employee Mileage - 51300	explanation	Outreach Events - 50530	explanation	EF Health Exp - 50112	explanation	Recruiting - 51725	explanation	Employee Appreciation - 51250	explanation	Office Supplies - 51205	explanation	Meeting Reimbursements - 51300	explanation	Uniform - 51070	explanation		
111	Gulmahamad, Harif	\$	monthly reimb.	\$ 45.56	reimb at .65 per mile																				
113	Lichtenberg, Mark	\$	monthly reimb.	\$ 13.40	reimb at .65 per mile																				
114	Alfaro, Gilbert	\$	monthly reimb.	\$ 150.41	reimb at .65 per mile																				
115	Sonnenberg, Ryan	\$	N/A at this time	\$ 4.82	reimb at .65 per mile																				
116	Palmer, Katherine	\$	monthly reimb.	\$ 134.80	reimb at .65 per mile																				
117	Layton, Theresa	\$	monthly reimb.	\$	reimb at .65 per mile																				
118	Colter, Amanda	\$	monthly reimb.	\$ 2.01	reimb at .65 per mile																				
279	Alfaro, Ashley				reimb at .65 per mile																				
240	Burgos, Brandon				reimb at .65 per mile																				
249	Cuello, Monica				reimb at .65 per mile																				
278	Dobson, Kaylee				reimb at .65 per mile																				
276	Fernandez, Alicia				reimb at .65 per mile																				
281	Garcia, Isabella				reimb at .65 per mile																				
270	Hagan, Luis				reimb at .65 per mile																				
260	Jimenez, George				reimb at .65 per mile																				
267	Jones, Jacob				reimb at .65 per mile																				
280	Lopez, Karandis				reimb at .65 per mile																				
283	Martinez, Karla				reimb at .65 per mile																				
256	Mercado, William				reimb at .65 per mile																				
257	Mezero, Daniel				reimb at .65 per mile																				
277	Quinones, Arisuen				reimb at .65 per mile																				
230	Saldido, James				reimb at .65 per mile																				
214	Sotomayor, Roberto				reimb at .65 per mile																				
220	Taylor, Judith				reimb at .65 per mile																				
254	Bojlad-Juan, Mala				reimb at .65 per mile																				
239	Kehneck, Scott				reimb at .65 per mile																				
202	Schroeder, David W				reimb at .65 per mile																				
269		\$			reimb at .65 per mile																				
253	Willis, Elizabeth				reimb at .65 per mile																				
282	Yoshida, Brandon				reimb at .65 per mile																				
Totals		\$		\$ 852.00		\$		\$ 152.69		\$		\$		\$		\$		\$		\$		\$		\$	



CHINO BASIN
**Water
Conservation
District**

ITEM NO. 2

APPROVE MEETING MINUTES: REGULAR BOARD MEETING OF JUNE 10, 2024, AND THE SPECIAL BOARD MEETING OF JUNE 19, 2024.



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

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

INVOCATION

Director Layton led the invocation.

CALL TO ORDER AND FLAG SALUTE

President Ligtenberg called the meeting to order at 2:02 p.m. and led the flag salute.

ROLL CALL

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

General Manager Elizabeth Willis, Administrative Services Manager Alicia Fernandez, Conservation Programs Manager Scott Kleinrock, Board Clerk Brandon Yoshida, and Legal Counsel Lee McElhaney were present.

ADDITIONS OR CHANGES TO THE AGENDA

President Ligtenberg asked if there were any additions or changes to the agenda. General Manager Elizabeth Willis confirmed there were no changes or additions.

PUBLIC COMMUNICATIONS

President Ligtenberg opened the Public Comment Period. Sophia Siqueiros with Congresswoman Norma Torres' Office provided public comment.

CONSENT CALENDAR

Motion by Vice President Parker, second by Director Gulmahamad, carried 6-0, to approve the consent calendar. Director Coker was absent.

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.

General Manager Willis introduced and presented Item 6. She noted the incorporated revisions from the May Regular Board of Directors Meeting in the final version of the Fiscal Year 2024 – 2025 budget.

Motion by Treasurer Aldaco, second by Director Sonnenberg, carried 6-0, to adopt the Fiscal Year 2024-2025 Budget, Classification and Compensation Schedule, and Master Salary Chart, effective July 1, 2024. Director Coker was absent.

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.

General Manager Willis introduced and presented Item 7. She noted the incorporated revisions from the May Regular Board of Directors Meeting in the final version of updated Policy No. 22.

Motion by Director Gulmahamad, second by Director Layton, carried 6-0, to approve the updates to District Policy No. 22, to be effective June 10, 2024, and update the District’s Policy and Procedures Manual. Director Coker was absent.

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.

General Manager Willis introduced Item 8. She provided a brief overview of the report. Conservation Manager Scott Kleinrock presented Item 8. He provided a summary of the Landscape Evaluation and Audit Program and the history of the District working with IEUA to

accomplish the program's objectives. Mr. Kleinrock stated there are no changes with the program since the last time the item was approved by the Board of Directors.

Motion by Director Sonnenberg, second by Director Gulmahamad, carried 6-0, to approve Professional Services Agreement No. 2024-03 with Inland Empire Utilities Agency for the Landscape Evaluation and Audit Program. Director Coker was absent.

DIRECTOR ORAL REPORTS:

President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton, Gulmahamad, and Sonnenberg all gave brief reports regarding their meetings attended in the month of May.

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 2:30 p.m.

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

President Ligtenberg reconvened the Regular Board of Directors Meeting at 4:10 p.m. Legal Counsel stated no reportable action from Closed Session.

ADJOURNMENT

President Ligtenberg adjourned the Regular Board of Directors Meeting at 4:10 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, July 8, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 8TH DAY OF JULY 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk



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

TUESDAY, JUNE 19, 2024, AT 6:30 P.M.

**CONFERENCE 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

CALL TO ORDER

President Ligtenberg called the meeting to order at 6:30 p.m.

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, Board Clerk Brandon Yoshida, and Facilities & Basins Technician Robert Sotomayor were present.

ADDITIONS OR CHANGES TO THE AGENDA

President Ligtenberg asked if there were any changes or additions to the agenda. No additions of changes were made to the agenda.

PUBLIC COMMUNICATIONS

President Ligtenberg opened the Public Comment Period. Board Clerk Yoshida confirmed there were no public comments.

CLOSED SESSION

President Ligtenberg recessed the Special Board of Directors Meeting into Closed Session at 6:31 p.m.

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Government Code Section 54956.9(d)(2)

Significant Exposure to Litigation

Number of Cases: 1

President Ligtenberg reconvened the Special Board of Directors Meeting at 7:38 p.m. Legal Counsel stated there was no reportable action.

ADJOURNMENT

President Ligtenberg adjourned the Special Board of Directors Meeting at 7:40 p.m. to the next Regular Board of Directors Meeting of the Chino Basin Water Conservation District, scheduled for Monday, July 8, 2024, at 2:00 p.m.

APPROVED AND ADOPTED THIS 8TH DAY OF JULY 2024.

Elizabeth Willis, General Manager

ATTEST:

Brandon Yoshida, Board Clerk



**STAFF REPORT
BOARD OF DIRECTORS MEETING**

DATE: July 8, 2024

FROM: Elizabeth Willis, General Manager

BY: Brandon Yoshida, Board Clerk

SUBJECT: **APPROVE AB1234 DIRECTOR TRAVEL, TRAINING, AND MEETINGS**

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
June 4, 2024	CBWCD Special Board of Directors Meeting	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton, Coker, Gulmahamad and Sonnenberg
June 10, 2024	CBWCD Regular Board of Directors Meeting	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton,

BOARD OF DIRECTORS MEETING: JULY 8, 2024

PAGE 2 OF 2

		Gulmahamad and Sonnenberg
June 19, 2024	CBWCD Special Board of Directors Meeting	President Ligtenberg, Vice President Parker, Treasurer Aldaco, Directors Layton, Coker, Gulmahamad and Sonnenberg

FISCAL IMPACT

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

ATTACHMENT(S)

None



**STAFF REPORT
BOARD OF DIRECTORS MEETING**

DATE: July 8, 2024

FROM: Elizabeth Willis, General Manager

BY: Brandon Yoshida, Board Clerk

SUBJECT: **APPROVE AB1234 DIRECTOR COMPENSATION & REIMBURSEMENTS**

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 MEETING: JULY 8, 2024

PAGE 2 OF 3

- k. Local Agency Investment Fund (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
June 5, 2024	Supervisor Hagman Open House	Treasurer Aldaco and Director Gulmahamad
June 7, 2024	IEUA Groundbreaking Event	Treasurer Aldaco and Director Coker
June 10, 2024	ASBCSD Board Meeting	Vice President Parker
June 17, 2024	ASBCSD General Membership Dinner	Vice President Parker, Treasurer Aldaco, Directors Coker, Layton, and Gulmahamad
June 24, 2024	City of Upland City Council Meeting	Vice President Parker
June 26, 2024	City of Upland Planning Commission Meeting	Vice President Parker
June 26, 2024	CBWM Montclair #2 Spillway Tour	Treasurer Aldaco and Director Gulmahamad
June 27, 2024	TVMWD Leadership Breakfast	Treasurer Aldaco and Director Gulmahamad
June 27, 2024	SCWC Stormwater Taskforce Meeting	Treasurer Aldaco
June 29, 2024	Assembly Member Rodriguez Summer BBQ	Treasurer Aldaco and Director Gulmahamad

FISCAL IMPACT

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

ATTACHMENT(S)

1. Gil Aldaco Virtual Meetings - Events June 2024

Director Aldaco Virtual Meetings/Events June 2024

1. CBWCD Special Board Meeting – June 4th (6:30 p.m.): A special meeting of the full Board was convened to inform and discuss sensitive matters of potential [future] influence to District operations.
2. Supervisor Curt Hagman Open House – June 6th (5:00 p.m.): The annual event was held on the parking lot outside of the Supervisor’s office along City Center Drive in Chino Hills. General information and access to County and regional resources were provided to the public in attendance.
3. IEUA Groundbreaking Ceremony – June 7th (10:00 a.m.): The outdoor event was held in Rancho Cucamonga showcasing the construction of a boring and monitoring well related to the Chino Basin Program.
4. CBWCD Board Meeting – June 10th (2:00 p.m.): Review, Discuss, Approve, or Continue Board Agenda Items.
5. ASBCSD General Membership Meeting – June 17th (7:30 a.m.): The CBWCD hosted the event held at The Old Spaghetti Factory in Rancho Cucamonga. The District’s Conservation Programs Manager, Scott Kleinrock provided a PowerPoint Presentation and spoke on “Scaling UP Success with Waterwise and California Native Landscapes for Commercial, Municipal, and Institutional Properties.” The presentation was well received followed by a Q&A session.
6. CBWCD Special Board Meeting – June 19th (6:30 p.m.): A special Board meeting to keep the Board informed on issues related to the June 4th Special meeting.
7. Montclair #2 Spillway/Chino Basin Watermaster Tour – June 26th (11:00 a.m.): Todd Corbin General Manager Chino Basin Watermaster, hosted a “Chino Basin Tour” that would showcase the District’s Montclair #2 Spillway. Directors and staff met the tour group at the site. CBWCD General Manager, Elizabeth Willis, provided background information describing the recently constructed facility and its role in maximizing groundwater recharge of the Chino Basin.
8. TVMWD Leadership Breakfast – June 27th (7:30 a.m.): Held at the Kellogg West Conference Center, Three Valleys MWD hosted the event. Lanae O’Shields, So Cal Gas Public Affairs Manager, provided an overview of So Cal Gas contextually (e.g., 150 + years in service; 24,000 square miles of service area; 100,000 miles of pipeline; and, over 21 million customers.) concluding with an introduction of Keynote Speaker Blaine Waymire (Engineering Hydrogen Manager – So Cal Gas). Blaine spoke on “The Role of Hydrogen in Natural Gas Infrastructure” explaining the purpose of blending hydrogen with natural gas to lower carbon emissions. In keeping with SoCal Gas’ “Aspire – 2045” commitment to sustainability, resiliency, cost, and diversification, the blending of hydrogen with natural gas is “equal to 1-million cars off the road.”
9. SCWC Stormwater Taskforce Meeting – June 27th (1:00 p.m.): Agenda Topics – Introductions (13 participants); Stormwater capture for this past winter (Eric Batman, LA County Public Works); Anaheim Stormwater Credit Program (Keith Linker PE City of Anaheim); Legislative Review & Funding (Glenn); and, Stormwater in the News.
 - Eric provided an overview of stormwater capture during the first six-months of the “Water Year” (i.e., October 1st through September 30th) Most storms occur between October and April. During the 2022 – 2023 Water Year approximately 628,000 Acre Feet of stormwater was captured, a \$500 million dollar value. And, enough stormwater to supply ~7.7 million person (~968,000 Acre Feet) was captured during the period 2022 – 2024.
 - Keith briefly spoke on the Anaheim Stormwater Credit Program stating the program benefits the residential, Industrial, and manufacturing industries. Directed anyone interested in the details of the program to go on the City’s website (Anaheim.net).
 - Glenn was not available for the meeting; however, Charley briefly stated the State Budget had been solved and that Water Infrastructure funding is still in consideration indicating that it is “less than half of the requested amount.”
 - Next SCWC Stormwater Taskforce meeting: Thursday, July 25th at 1:00 p.m. Also, a reminder to attend the upcoming Southern California Water Coalition Luncheon on July 26th at the SoCalGas Energy Resources Center located in Downey.

10. Assemblymember Freddie Rodriguez – June 29th (11:00 a.m.) The 11th Annual Summer Community Awards & BBQ event was held at Assembly Member’s District Office. The District, among others, hosted a table at this event providing conservation tips, water saving information, and giveaways. The Assembly Member recognized members of the audience having served in the Military, provided awards and certificates of recognition; and, described various accomplishments during his tenure.



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**STAFF REPORT
BOARD OF DIRECTORS MEETING**

DATE: July 8, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **ADOPT RESOLUTION NO. 2024-02 ESTABLISHING AN APPROPRIATIONS LIMIT FOR THE FISCAL YEAR OF 2024-2025 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION (GANN LIMIT)**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Adopt Resolution No. 2024-02 establishing an appropriations limit for the Fiscal Year 2024-2025 Pursuant to Article XIII B of the California Constitution.

BACKGROUND

In 1979, Proposition 4 (the Gann Initiative) was approved, adding Article XIII B to the State Constitution. The provisions of this article place limits on the amount of revenue that can be appropriated by all entities of government. This initiative was designed to constrain government expenditures by placing an annual limit on revenue and appropriation growth.

In June 1990, Proposition 111 amended Article XIII B, making changes in the base year upon which the appropriation limit is based, establishing the new cost of living factors and new population factors for use by local governments, and increasing appropriations not subject to the limit. The financial constraints of Article XIII B apply to the state, all cities, counties, special districts, and all other political subdivisions. The annual calculation of the appropriation limit must be reviewed as part of the District's annual financial audit.

DISCUSSION/ANALYSIS

Article XIII B of the California Constitution and Government Code Section 7900 et seq. requires each local jurisdiction to annually calculate and establish, by resolution, its appropriation limit for each fiscal year. The California Department of Finance annually transmits an estimate of the percentage change in population to local agencies. Each local agency then uses its percentage change in population factor, in conjunction with a change in the cost of living, or price factor, to calculate its appropriation limit for the fiscal year.

Accountants at Eide Bailly use these factors to calculate each fiscal year's GANN limit. The GANN Limit calculated for FY 2024-2025 is \$10,565,498, which is far higher than the District's adopted budget expenditures of \$5,262,000 for this fiscal year.

FISCAL IMPACT

None, as the District's proposed Fiscal Year 2024-2025 Budget is safely within the legal appropriation limit for Fiscal Year 2024-2025.

ATTACHMENT(S)

1. Resolution No. 2024-02 Establishing an Appropriations Limit for the FY of 2024-2025
2. Public Notice - Resolution 2024-02 Gann Limit

RESOLUTION NO. 2024-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHINO BASIN WATER CONSERVATION DISTRICT ADOPTING AND ESTABLISHING AN APPROPRIATION LIMIT (GANN LIMIT) FOR FISCAL YEAR 2024-2025 PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION

WHEREAS, the Chino Basin Water Conservation District (“the District”) is a water conservation district organized and operating pursuant to California Water Code Section 74000 et seq.; and

WHEREAS, Article XIII B of the California Constitution and Government Code Section 7900 et seq. require the District’s Board of Directors to annually calculate and establish, by resolution, the District’s appropriations limit for each fiscal year; and

WHEREAS, pursuant to said requirement, the calculations made to determine said appropriations limits utilized by the State of California per capita personal income price factor and the percent growth of the County of San Bernardino population factor; and

WHEREAS, said calculations have been made available to the public for at least fifteen (15) days prior to the date of this Resolution in accordance with Government Code Section 7910; and

WHEREAS, the District posted its public notice of the Appropriations Limit calculation to the District’s bulletin board and website on June 21, 2024; and

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

SECTION 1. Purpose and Authority. The purpose of this Resolution is to establish the District’s appropriation limit (GANN Limit) for Fiscal Year 2024-2025, and is hereby established at the amounts set forth in **Exhibit “A”** attached hereto and incorporated herein by the reference based calculations utilizing the price factor and population factor set forth therein. The budgeted revenue from property taxes for each of those fiscal years does not exceed said appropriation limits.

SECTION 2. Additions/Amendments. Exhibit A – Appropriations limit calculations.

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 8th day of July 2024.

AYES:

NOES:

ABSTAIN:

ABSENT:

Mark Ligtenberg, Board President

ATTEST: _____
Elizabeth Skrzat, Board Secretary

Exhibit(s):

- Exhibit A – Appropriations Limit: 2024-2025
- Exhibit B – Department of Finance Letter

**NOTICE OF ADOPTION OF RESOLUTION 2024-02: ESTABLISHING AN
APPROPRIATIONS LIMIT FOR THE FISCAL YEAR OF 2024-2025 PURSUANT TO
ARTICLE XIIB OF THE CALIFORNIA STATE CONSTITUTION (GANN LIMIT)**

NOTICE IS HEREBY GIVEN that the Board of Directors of the Chino Basin Water Conservation District has scheduled the adoption of Resolution 2024-02, Establishing an Appropriations Limit for the Fiscal Year of 2024-2025 Pursuant to Article XIIB of the California State Constitution (Gann Limit).

DATE: Monday, July 8, 2024, at 2:00 p.m. or soon thereafter.

LOCATION: Chino Basin Water Conservation District

Board Room

4594 San Bernardino Street

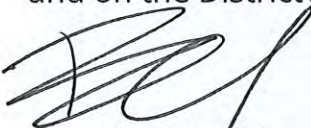
Montclair, CA 91763

NOTICE IS FURTHER GIVEN that a copy of the proposed FY 2024-2025 appropriations limit is available for public review. For further information, please contact Board Clerk Brandon Yoshida at (909) 626-2711.

PUBLIC COMMENT: If you would like to make a public comment during the public comment period, please email Brandon Yoshida at byoshida@cbwcd.org at least two hours prior to the start of the meeting.

CERTIFICATION

I, Brandon Yoshida, Board Clerk of Chino Basin Water Conservation District, hereby certify that I posted a copy of this Notice on the bulletin board outside the Chino Basin Water Conservation District, 4594 San Bernardino Street, Montclair, CA 91763, and on the District's website at cbwcd.org, on June 20, 2024.



Brandon Yoshida

Board Clerk



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**STAFF REPORT
BOARD OF DIRECTORS MEETING**

DATE: July 8, 2024

FROM: Elizabeth Willis, General Manager

BY: Alicia Fernandez, Administrative Services Manager

SUBJECT: **CONCEPTUAL DESIGN SELECTION AND BUDGET APPROVAL FOR THE OUTDOOR AMPHITHEATER ROOF**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review, discuss, and select the conceptual design of the outdoor amphitheater roof; and,
2. Approve the budget, in the amount of \$647,838, for the construction of the outdoor amphitheater roof.

BACKGROUND

In October 2023, the Board approved the release of a Request for Proposals for Design and Engineering Services for an Amphitheater Roof, Enhancement, and Recladding (RFP 2023-02). The purpose of the project is to design and build a new roof for the amphitheater in the District's Waterwise Demonstration Garden that will protect occupants from rain and sun. The current retractable transparent awning only covers about half of the audience and the front part of the stage. The cover itself is made of an outdoor canvass fabric that can be pulled along a cord system, and as such, even fully extended it provides minimal cover from the sun. It provides no protection from rain. A rain shelter over the amphitheater will allow the Community Programs Department to run outdoor programming from that location during rainy days and during days following large rainstorms after which the ground outside is wet. It will also be a more comfortable place to hold field trips and events during hot weather or days that with intense sun.

The Board and staff agreed in December 2023 to push the construction back to 2025 so that the garden would not be a construction zone during the District's 75th Anniversary events. Therefore, the architectural and engineering firms would be hired in spring 2024 with a plan to begin construction in May 2025, after the field trip season ends.

On April 8, 2024, the Board awarded RFP 2023-02 to 19Six Architects to perform the design of the outdoor amphitheater. The kickoff meeting was held on April 16, 2024, and weekly meetings were held since then to coordinate the weekly progress of the project. Architects and engineers from 19Six came to the District in person to view the site and discuss needs for the project with the management team. Community

Programs, Conservation Programs, and Facilities and Operations were all represented. The 19Six team was also given a tour of the College Heights Basins to view the rocks at the disposal of the District for decorative materials and were driven through the Russian Village and Claremont Village to view how these rocks were used in building structures adjacent to the historic San Antonio Creek.

A conceptual design was created that integrates into the District’s garden and the District’s mission in the following ways:

- Rain from the roof is proposed to funnel into a small catchment system in the current planter behind the stage. It will then be directed underneath the sidewalk and toward the District’s current bioswale system that runs to the south portion of the garden. This design will mimic the headwaters feeding the rivers that run through our area. The team from 19Six will design and engineer an unobtrusive concrete bridge to replace that section of sidewalk, which will look exactly like an existing concrete bridge just outside the District’s outdoor access restrooms in the front of the property. District staff will be responsible for lowering the bioswale that it will feed so that it will properly accept the water. Conservation Programs staff are confident in their ability to accommodate this option.
- The posts holding up the roof will mimic the posts and rain gutters on the main building that are designed to look like trees.
- The face of the seating area will be covered with “Baldy rock” from the College Heights Basins, to tell the story of the gravelly, porous soil that allows the District to infiltrate water into the aquifer and will mimic the historic construction methods seen in in the communities we serve.

DISCUSSION/ANALYSIS

19Six Architects prepared three conceptual level color renderings that illustrate the amphitheater enhancements, including cost estimates based on the concepts developed. Based on the design approved by the Board, 19Six Architects will prepare final construction drawings, specifications, and assist District staff in moving to the bid phase of the project in early 2025.

FISCAL IMPACT

The District originally budgeted \$500,000 in Account No. 5800 for: Capital Expenses for FY 24-25. However, due to unforeseen project developments and increased costs, an additional \$147,838 is now required, bringing the total requested allocation to \$647,838. Depending on the timing and length of construction, the additional funds will likely be spent in FY 25-26 and incorporated into that budget.

ATTACHMENT(S)

1. Chino Basin WCD - Amphitheater Improvements - SD Estimate - Rev.1
2. Conceptual Renderings

PREFACE TO OPINION OF PROBABLE COST

The Opinion of Probable Cost hereunder has been compiled from drawings and specifications believed to be an accurate portrayal of the project as drawn and indicated by the architect and/or engineers on drawings. If said drawings and specifications are incomplete, the project cost engineer has included those items which would usually appear in final drawings and specifications for a complete project in a manner ordinarily prudent under the circumstances. Specialty items unknown to the cost engineer will not normally be included unless communicated through the architect and/or engineers.

The user is cautioned that changes in the scope of the project or the drawings and specifications after the Opinion of Probable Cost has been submitted can cause cost changes and the cost engineer should be notified for appropriate addenda to be issued to the Opinion of Probable Cost.

Escalation has been added to the Opinion of Probable Cost to the anticipated midpoint of construction on the whole project. The escalation is based on a starting date believed to be accurate; however, unwarranted delays should be cause for added escalation at the current rate.

The Opinion of Probable Cost has also been adjusted for geographical location based on local material and labor rates as well as local construction practice in a prevailing wage environment.

1 Bid, (Sole Sourced or Negotiated)	+ 15% to +38%
2 - 3 Bids	+ 8% to +12%
4 - 5 Bids	+ 4% to - 4%
6 - 7 Bids	- 5% to - 7%
8 or more bids	- 8% to - 20%

Accordingly, it is extremely important that the owner maintain continuous contact with the bidders during the bid period to assure a minimum of 4 - 5 Bids

Opinion of Probable Cost

An Opinion of Probable Cost of cost shall be construed as an indefinite evaluation of cost based on similar structures, produced from plans and/or criteria during early stages of design commonly indicated as schematic or concept level. The cost engineer will add items which are not on the plans and use judgment but cannot know in total what the architect/engineer will later include.

In providing Opinion of Probable Costs, the Client understands that the consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's Opinion of Probable Costs are made on the on the basis of the Consultant's professional judgment and experience and historical costs and data as the basis of pricing. The Consultant makes no warranty, express or implied than the bids or the negotiated cost of the work will not vary from the Consultant's Opinion of Probable Cost.

The Opinion of Probable Cost is comprised of a survey of the quantities measured from the plans and specifications beyond the schematic stage commonly known as design development or working drawings. The estimator will add those items which may not appear on the plans but which he deems may latter be included by the Architect & Engineers.

The total cost is based on the work being performed by a single prime contractor in a continuous phase with construction.

The Opinion of Probable Cost will make the assumption that the following will be covered separately or not required for this project, unless specifically noted.

1. Hazardous abatement
2. Offsite work
3. Utility company fees, unless otherwise noted.
4. Any unforeseen subterranean conditions or objects

Chino Basin Water Conservation District
 Amphitheater Canopy and Seating Improvements
 Schematic Design Estimate

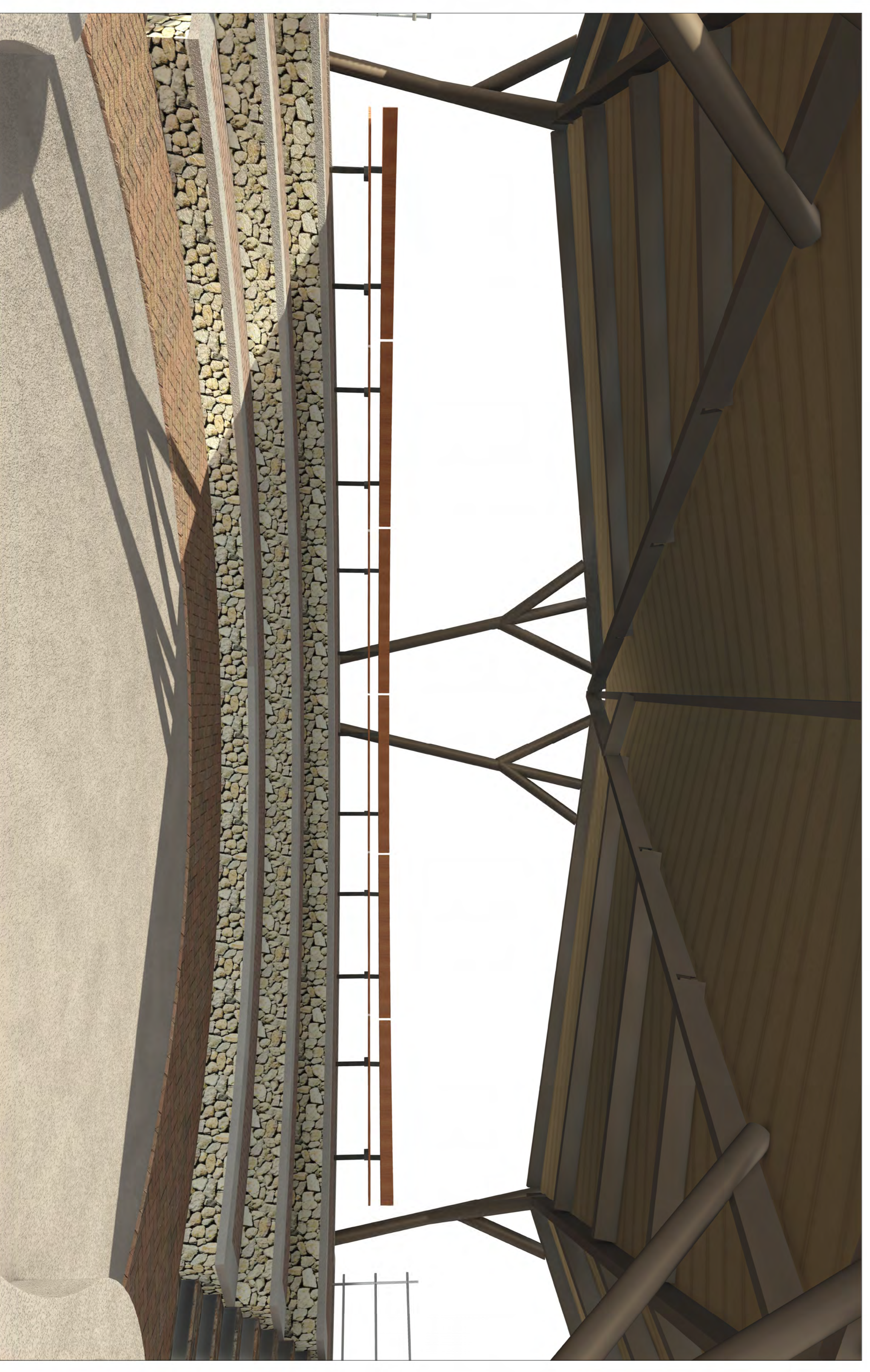
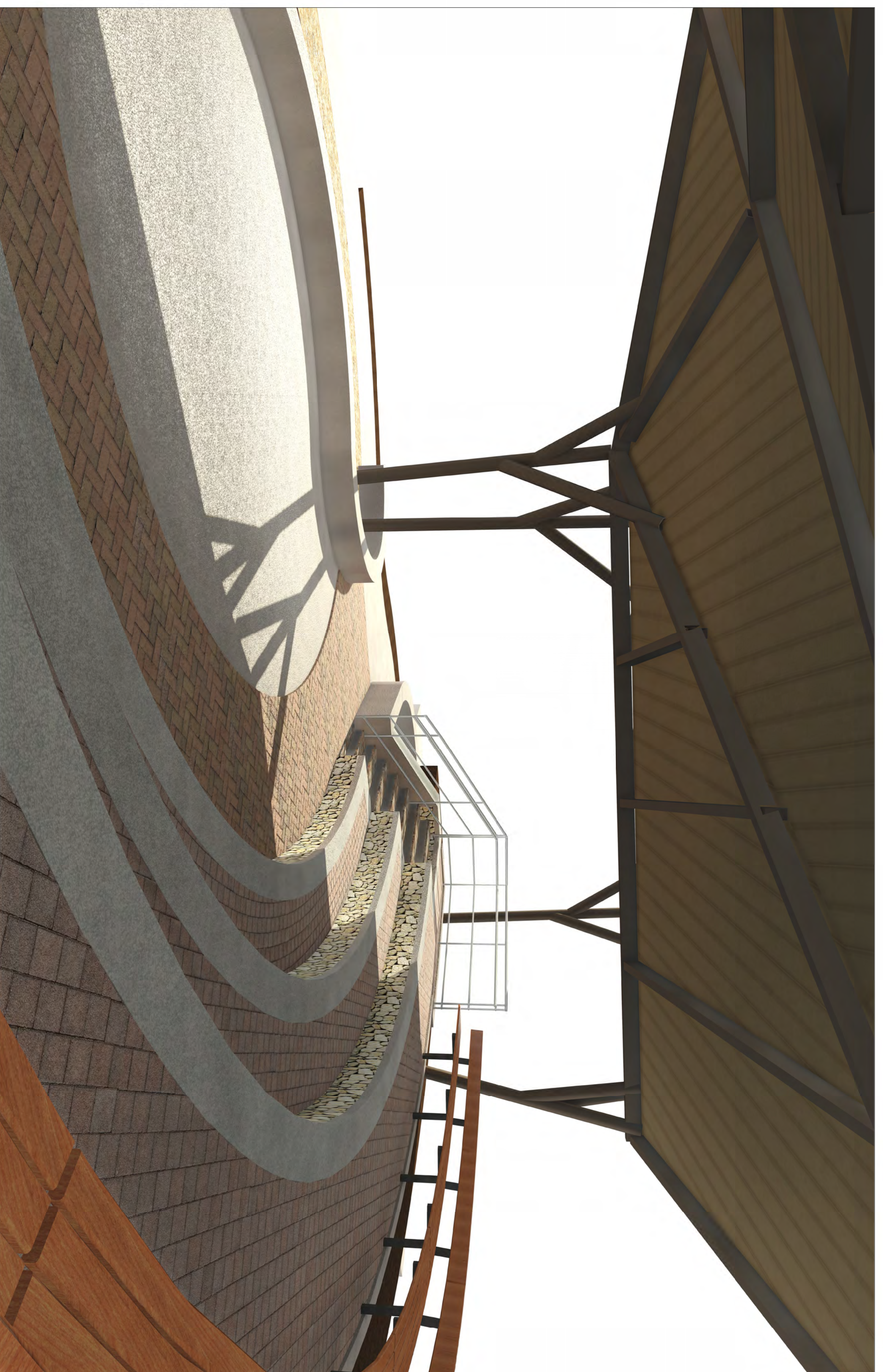
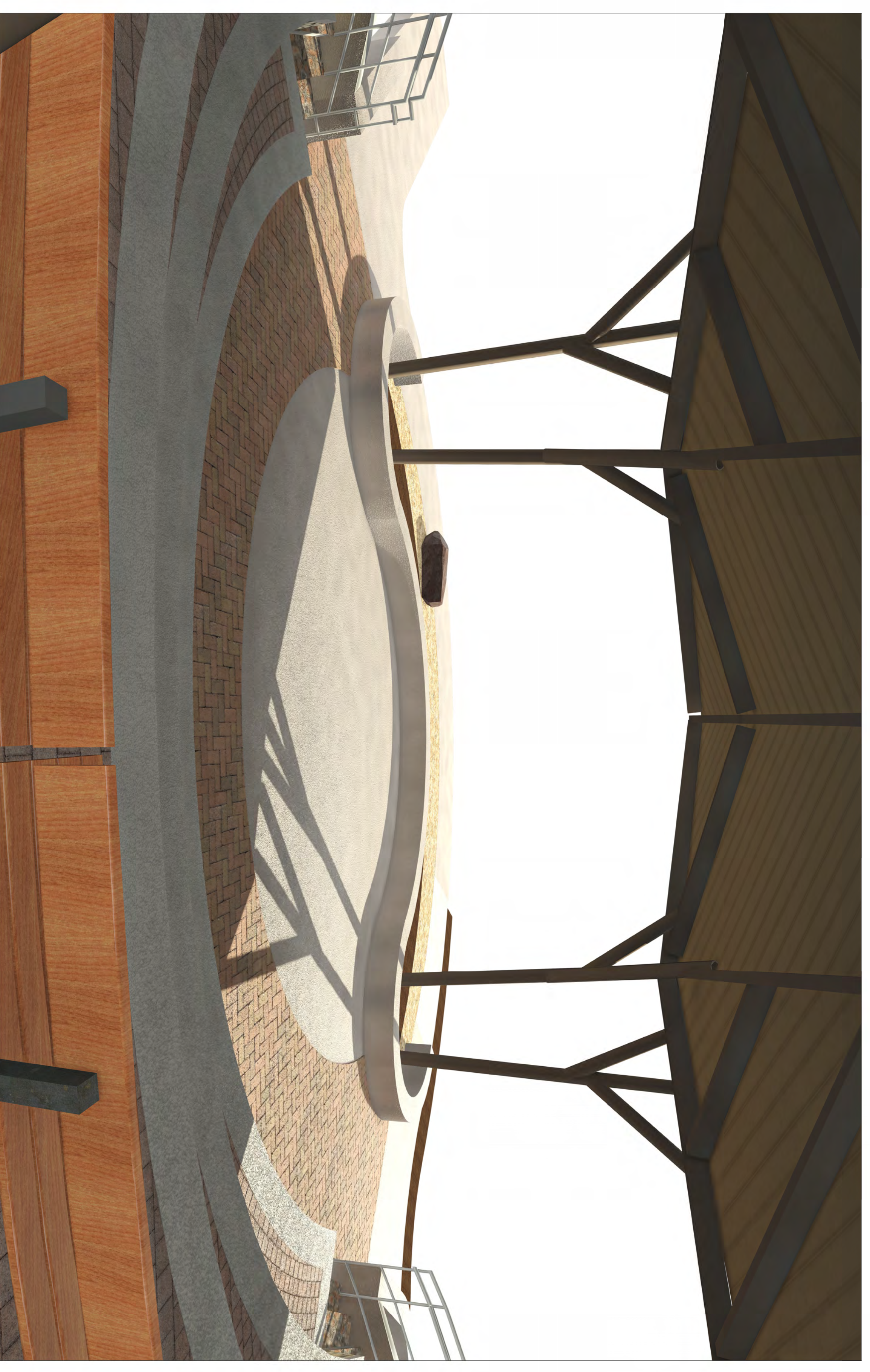
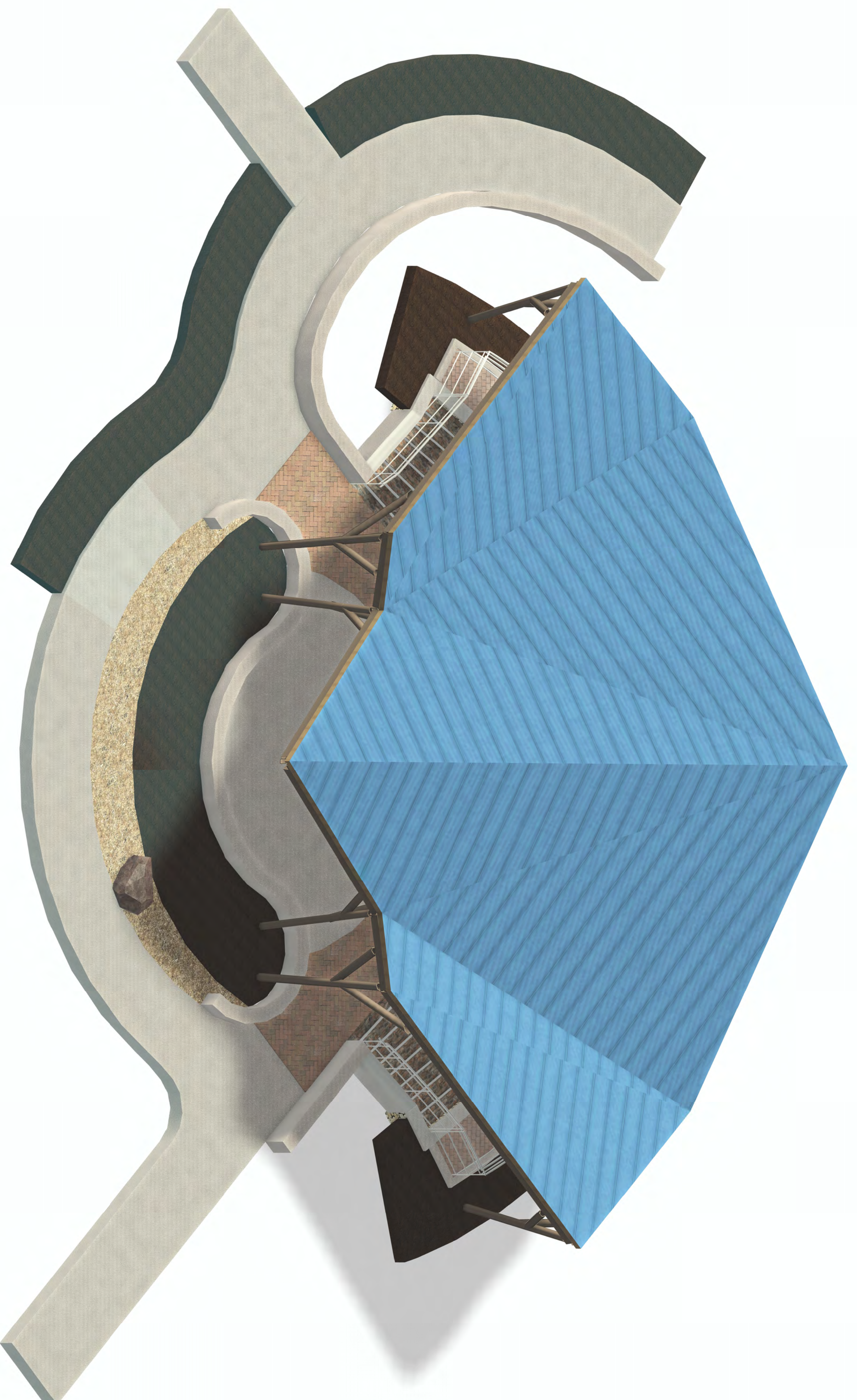


ARCHITECT: 19-6 Architects

GROSS SF: 1,293
 DATE: 10-Jun-24
 BY: J. Moreno

DETAIL ESTIMATE

TRADE	SYSTEM	DESCRIPTION	QUAN.	UNIT	UNIT COST	TOTAL	COST/GSF	
		REMOVE SEATING CAP	158	SF	\$3.50	\$553	\$0.43	
		PREPARATION FOR ROCK VENEER FACE TO SEATING	280	SF	\$5.00	\$1,400	\$1.08	
		REMOVE SHADE STRUCTURE	550	SF	\$5.00	\$2,750	\$2.13	
		MISCELLANEOUS DEMOLITION/ MOVE IN	1	LOT	\$5,000.00	\$5,000	\$3.87	
205.0	1.0	SUBTOTAL- DEMOLITION	1,293	BLDG SF		\$9,703	\$7.50	
		EROSION CONTROL	1	LS	\$500.00	\$500	\$0.39	
		SITE LIGHTING		SF			NOT ANTICIPATED	
		SITE ELECTRICAL - ROUGH IN AUDIO/ VISUAL RACEWAYS	1	LOT	\$20,000.00	\$20,000	\$15.47	
277.0	15.0	SUBTOTAL- SITE UTILITIES	1,293	BLDG SF		\$20,500	\$15.85	
		CIP CONCRETE CAP TO SEATING	158	SF	\$35.00	\$5,530	\$4.28	
		ROCK VENEER FACE - LOCALLY SOURCED	280	SF	\$50.00	\$14,000	\$10.83	
		STAIR FINISH	60	N/LF	\$65.00	\$3,900	\$3.02	
		RAILINGS	46	LF	\$350.00	\$16,100	\$12.45	
		TEAK BENCHES	45	LF	\$400.00	\$18,120	\$14.01	
		CANOPY - FOUNDATIONS	10	EA	\$2,500.00	\$25,000	\$19.33	
		CANOPY - STRUCTURE	1,834	SF	\$110.00	\$201,740	\$156.02	
		CANOPY - ROOFING (10% WASTE)	1,834	SF	\$55.00	\$100,870	\$78.01	
		IRRIGATION/ GROUND COVER/ RIVER ROCK	500	SF	\$60.00	\$30,000	\$23.20	
	NOTE:	STORM DRAINAGE PIPE FROM CANOPY RAIN WATER LEADERS INCLUDED WITH LANDSCAPING COST ABOVE.						
299.0	16.0	SUBTOTAL-GENERAL SITE WORK	1,293	BLDG SF		\$415,260	\$321.16	
		BLDG SUBTOTAL				\$445,463	\$344.52	
		GENERAL CONDITIONS		10.0%		\$44,546		
		OVERHEAD & PROFIT		5.0%		\$24,500		
		BONDS AND INSURANCE		2.5%		\$12,863		
		CONTINGENCY		20.0%		\$105,475		
		SUBTOTAL OF MARK UP				\$187,384	\$144.92	
		ESCALATION TO BID DATE - 1YR		8.0%		\$14,991		
		TOTAL MARK UP PERCENTAGE		45.43%				
TOTAL HARD COST IN TODAY'S DOLLARS						\$647,838	\$501.03	



**Waterwise
Garden Planner**
for Southern California

CHINO BASIN
Water
Conservation
District

**Waterwise
Community
Center**

nine
teen
SIX
1966
ARCHITECTS & INTERIORS

CHINO BASIN WATER CONSERVATION DISTRICT
CHINO BASIN WCD AMPHITHEATER ROOF PROJECT
SCHEMATIC DESIGN RENDERERS



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**STAFF REPORT
BOARD OF DIRECTORS MEETING**

DATE: July 8, 2024

FROM: Ryan Sonnenberg
Personnel Committee Chair

BY: Ryan Sonnenberg
Personnel Committee Chair

SUBJECT: **APPROVE EMPLOYMENT AGREEMENT NO. 2024-11 BETWEEN THE CHINO BASIN WATER CONSERVATION DISTRICT (DISTRICT) AND ELIZABETH WILLIS, GENERAL MANAGER**

RECOMMENDATION

It is recommended that the Board of Directors:

1. Review, discuss and approve Employment Agreement No. 2024-11 between the District and Elizabeth Willis, General Manager; and
2. Authorize the Board President to execute the Agreement, with retroactive pay to July 1, 2024.

BACKGROUND

On July 8, 2020, the Board of Directors approved the current Employment Agreement with the General Manager for twenty-four months (24), expiring July 8, 2021. The Agreement was amended on July 12, 2021, to extend the term of employment an additional twenty-four (24) months, to July 1, 2023. On July 10, 2023, the Agreement was amended to extend the term of employment for an additional sixty (60) months beginning on July 1, 2023, and ending on July 1, 2028.

Staff is recommending entering into a new agreement due to the General Manager's name change. The General Manager's employment term will remain the same and is based upon the current Agreement which expires July 1, 2028. The General Manager also has requested a 2.5% merit increase in her base annual salary, consistent with step increases given to all staff, as well as an increase in her automobile allowance to \$700/month consistent with the inflationary effects on gasoline prices.

The Board of Directors approved a 3% COLA increase at the June 10, 2024, Regular Board meeting for all District employees effective January 1, 2025. According to this Employment Agreement and to the existing Agreement, all cost-of-living adjustments apply to the General Manager's position.

DISCUSSION/ANALYSIS

The issue as to the General Manager’s compensation and other employment terms has been carefully reviewed by the District’s Personnel Committee. Based upon the General Manager’s satisfactory job performance, the Committee and staff recommend the District authorize the Board President to execute Employment Agreement No. 2024-10 with the General Manager, in a form approved by District legal counsel that: includes a 2.5% merit increase, as indicated above, along with the 3% COLA adjustment authorized by the District on June 10, 2024 for all other District employees and staff; and an increase in the General Manager’s monthly automobile allowance to \$700/month, consistent with the inflationary impact upon gasoline prices and vehicle maintenance costs.

FISCAL IMPACT

The proposed Employment Agreement No. 2024-10 would include a 2.5% salary adjustment, retroactive to July 1, 2024, raising the General Manager’s base annual compensation from \$194,250 to \$199,106.35. The cost of the adjustment is accounted for in the FY 2024-2025 budget.

ATTACHMENT(S)

1. Agreement 2024-11 - General Manager Willis Agreement

**CHINO BASIN WATER CONSERVATION DISTRICT
EMPLOYMENT AGREEMENT NO. 2024-11
WITH ELIZABETH J. WILLIS**

THIS AGREEMENT, made and entered into as of this **8th day of July, 2024 (with an “Effective Date” of July 1, 2024)**, by and between the **CHINO BASIN WATER CONSERVATION DISTRICT**, a public entity (hereinafter “DISTRICT”), and **ELIZABETH J. WILLIS**, an individual (hereinafter “WILLIS”), to be effective as of said date. DISTRICT and WILLIS are sometimes collectively referred to herein as the “PARTIES.”

RECITALS

A. WHEREAS, DISTRICT desires to continue to employ WILLIS as its General Manager under the conditions and terms set forth herein, and to enter into this Employment Agreement which supersedes any previous agreements between the PARTIES.

B. WHEREAS, WILLIS desires to accept such employment as DISTRICT’s General Manager under the conditions and terms set forth herein, and agrees to: (1) perform such duties and functions on behalf of the DISTRICT pursuant to the applicable provisions of the California Water Code; (2) perform such other legally permissible and proper duties and functions as the DISTRICT’s Board of Directors may from time to time direct and assign; and (3) recommend courses of action to the DISTRICT’s Board of Directors which, in her professional opinion, will enhance and improve the DISTRICT.

C. WHEREAS, the PARTIES agree that the conditions and terms of WILLIS’ employment with the DISTRICT should be expressed by and in this written AGREEMENT.

COVENANTS

NOW, THEREFORE, in consideration of the foregoing Recitals and the mutual conditions and promises contained herein, the PARTIES hereto agree as follows:

1. Incorporation of Recitals. The foregoing Recitals, and each of them, are hereby incorporated into this AGREEMENT by their reference as though set forth in full.
2. Duties and Obligations.
 - a. General Duties. WILLIS shall serve as the DISTRICT’s General Manager. In such capacity as General Manager of DISTRICT, WILLIS shall do and perform all services, acts, or things necessary or advisable to manage and conduct the DISTRICT’s business, including without limitation the hiring and firing of

all employees, subject at all times to the policies and resolutions set by DISTRICT's Board of Directors, and also subject to the consent of the DISTRICT's Board of Directors when required by the terms of their agreement.

- b. Other Duties and Obligations. The DISTRICT's Board of Directors may establish by official action such other conditions and terms relating to WILLIS' employment as may from time to time be determined by it to be appropriate, provided such conditions and terms are not contrary to, or inconsistent with, the provisions of this AGREEMENT, the California Water Code, or other law.
 - c. Restrictions on Outside Business Activities. During the employment term, WILLIS shall not directly or indirectly, either as an employee, employer, consultant, agent, principal, partner, stockholder, corporate officer, director, or in any other individual or representative capacity, engage or participate in any business that is in competition or in any manner whatsoever in conflict with the DISTRICT's business or policies.
 - d. Character of Services. WILLIS hereby agrees and represents that the services to be performed under the terms of their AGREEMENT are of a special, unique, unusual, extraordinary, and intellectual character that gives them a peculiar value, the loss of which cannot be reasonably or adequately compensated in damages in an action at law.
3. Term of Employment. Subject to negotiated extension(s) by mutual agreement of the PARTIES or earlier termination as provided for in Section 11 of this AGREEMENT, the employment terms shall be from July 1, 2024 to July 1, 2028 (the "Expiration Date").
 4. Base Salary. During the employment term, the DISTRICT shall pay to WILLIS a Base Salary of \$199,106.35 per annum. Such compensation shall be payable in installments consistent with the DISTRICT's pay period cycles, and subject to appropriate withholdings. The Base Salary is a gross compensation, exclusive of retirement contributions made on behalf of WILLIS and the cost of any insurance or other benefits made available to WILLIS. Should this AGREEMENT be terminated other than on the first work day of a month, the monthly compensation shall be prorated for that month. The Base Salary may be adjusted periodically to reflect merit increases.

5. Automobile Allowance. WILLIS' duties with the DISTRICT require that she have the use of an automobile at all times during the employment term. DISTRICT shall pay to WILLIS a monthly automobile allowance of \$700.00 per month as of July 1, 2024, as provided within DISTRICT Policy #22, as may be amended from time to time, constitutes full compensation for all costs, depreciation, operation, maintenance and repairs, insurance, gasoline, tires and oil, and all other incidental expenses associated with the operation of WILLIS' personal automobile on DISTRICT business.

6. Other Supplemental Benefits. During the employment term, DISTRICT shall provide WILLIS the same supplemental/fringe benefits as other employees of the DISTRICT, including but not limited to cost of living adjustments not less than that which is granted to other employees of the DISTRICT. All actions taken by DISTRICT's Board of Directors relating to supplemental/fringe benefits for employees shall be considered actions granting the same benefits to WILLIS. Notwithstanding the above, the benefits specifically granted to WILLIS during the employment term include, but are not limited to, the following:
 - a. Vacation. WILLIS shall be entitled to twenty (20) days of vacation annually by accrual (6.15 hours per pay period) per calendar year. Said vacation days may be accumulated up to a maximum of four hundred (400) hours, and carried over to the next year.

 - b. Administrative Leave. WILLIS shall be entitled to ten (10) paid working days of administrative leave per calendar year. Upon the Employment Date, and upon January 1 of each year, the DISTRICT's personnel records for WILLIS shall be credited with ten (10) paid working days of "Administrative Leave." Such administrative leave may be used at any time by WILLIS, provided reasonable notice is given and provided further that the time-off does not conflict with the days and dates for regularly scheduled meetings of the Board of Directors for DISTRICT. Administrative leave days shall not accrue or carry over from one calendar year to the next.

 - c. Holidays. WILLIS shall be entitled to fourteen (14) paid holidays per calendar year as specified by the DISTRICT per Policy No. 39.

 - d. Sick Leave. WILLIS shall be entitled to ten (10) paid days of sick leave per calendar year; said sick days may be accumulated up to a maximum of twenty-two (22) days.

- e. Retirement Contributions. In accordance with the California public Employees' Pension Reform Act (PEPRA) of 2013, the DISTRICT shall pay the employer contribution and WILLIS shall pay the employee contribution to the California Public Employee Retirement System (CalPERS).
 - f. Health, Vision and Dental Insurance Benefits. The DISTRICT shall pay the ACWA/JPIA Medical Premiums for WILLIS' family's health, vision and dental benefits.
 - g. Professional Development Expenses. The DISTRICT shall reimburse WILLIS for eligible education expenses.
 - h. Cell phone allowance. WILLIS shall be entitled to a cell phone stipend per DISTRICT Policy No. 48.
7. Dues, Subscriptions, and Memberships. During the employment term, DISTRICT shall pay WILLIS's membership in the Association of California Water Agencies (ACWA), the American Water Works Association (AWWA), and/or other membership dues and subscriptions as may be approved by the DISTRICT'S Board of Directors as necessary for WILLIS to maintain professional relationships in appropriate associations and organizations necessary and desirable for her continued professional growth and benefit to DISTRICT.
8. Conference Expenses. During the employment term, WILLIS shall be permitted to attend professional conferences, seminars, and/or other such meetings, the reasonable costs of which shall be paid by DISTRICT, in accordance with the adopted policy of the DISTRICT'S Board of Directors for conference reimbursement.
9. General Expenses. DISTRICT shall reimburse WILLIS for necessary expenses incurred in the course of her day-to-day representation of DISTRICT. WILLIS shall submit written documentation of expenditures requested for reimbursement, pursuant to established DISTRICT policies.
10. Performance Evaluation. The DISTRICT'S Board of Directors shall evaluate WILLIS' performance of employment not less than once every twelve (12) months, or more often at the discretion of the DISTRICT'S Board of Directors. Such evaluations shall be used as a basis for determining whether a change in WILLIS' Base Salary as set forth in Section 4 of this Agreement is appropriate or whether additional benefits may be awarded to WILLIS, or other changes or

modifications to the Agreement are appropriate or necessary, at DISTRICT's discretion. Each evaluation shall include a discussion of goals and objectives, and WILLIS' job performance, as appropriate. In this connection, DISTRICT contemplates an in-depth performance evaluation and review annually, and a less formal performance review mid-year, at DISTRICT's discretion.

11. Termination of Agreement.

- a. Termination for Cause. The DISTRICT may terminate this Agreement and WILLIS' employment with the DISTRICT at any time, by a majority vote of its Board of Directors, if WILLIS commits any material act of dishonesty; discloses confidential information; is guilty of misconduct, unlawful conduct, or gross carelessness; unjustifiably neglects any duties under this Agreement which has an adverse effect on the DISTRICT's finances, financial ability, or position in community; acts in any way that has an adverse effect on the DISTRICT's reputation; or otherwise engages in any act or omission that is deemed by the DISTRICT's Board of Directors to qualify as a ground for termination as listed in Exhibit "A" attached hereto and incorporated herein by this reference. In the event that WILLIS is terminated with cause, or that WILLIS resigns or retires from employment with the DISTRICT, WILLIS will be due an amount equal to all accrued and unused Vacation time and Administrative Leave time.
- b. Severance Payment. In the event DISTRICT terminates WILLIS' employment not for cause (as specified in paragraph 11, subdivision (a) above, or in Exhibit "A" attached hereto), then a lump sum cash payment equal to six (6) months of WILLIS' base salary shall be paid as severance.

12. Notices. Any notices to be given hereunder by either PARTY to the other shall be in writing and may be transmitted by personal delivery or by mail, registered or certified, postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated as of date of mailing. Mailed notices shall be addressed to the PARTIES at the addresses appearing below, but each PARTY may change that address by written notice in accordance with this section:

To DISTRICT: Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, California 91763

To WILLIS:



- 13. Entire Agreement. This AGREEMENT contains the entire agreement between the PARTIES hereto, and supersedes any and all other agreements, either oral or in writing, between the PARTIES hereto with respect to the employment of WILLIS by DISTRICT, and contains all of the covenants and agreements between the PARTIES with respect to that employment in any manner whatsoever. Each PARTY to this Agreement acknowledges that no representation, inducements, promises, or agreements, orally or otherwise, have been made by any PARTY, or anyone acting on behalf of any PARTY, which are not embodied herein, and that no other agreement, statement, or promise not contained in this AGREEMENT shall be valid or binding on either PARTY. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied on by any PARTY hereto.

- 14. Waiver. The failure of either PARTY to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other PARTY shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

- 15. Assignment. This AGREEMENT is not assignable by either the DISTRICT or WILLIS.

IN WITNESS WHEREOF, the PARTIES, have executed this Agreement in Montclair, California, on the day and year first above written.

[SIGNATURE PAGE TO FOLLOW]

ELIZABETH J. WILLIS

**“DISTRICT”
CHINO BASIN WATER CONSERVATION DISTRICT**

Elizabeth J. Willis

Mark Ligtenberg,
President, Board of Directors

Approved as to Form:

Leland P. McElhaney, General Counsel

EXHIBITS:

- Exhibit A – Grounds for Termination for Cause

EXHIBIT "A"

GROUND FOR TERMINATION FOR CAUSE

1. Incompetency, such as failure to comply with the minimum standards for General Manager's position.
2. Neglect of duty, such as failure to timely perform the duties required of a General Manager's position.
3. Addiction to or habitual use of alcoholic beverages, narcotics, or any habit-forming drug which interferes with the performance of General Manager's duties.
4. Repeated absence without excuse.
5. Conviction of a felony or any crime or conduct involving moral turpitude.
6. Falsification of any DISTRICT report or record or of any report or record required to be or filed by General Manager.
7. Breach of General Manager's Employment Agreement.
8. Failure to perform the duties of a General Manager or chief executive officer as specified in the Chino Basin Water Conservation District's Articles and By-Laws, enabling legislation, rules and regulations, and policies and procedures; failure to perform the duties assigned to the General Manager from time to time by the Board of Directors of the Chino Basin Water Conservation District.