



**REGULAR BOARD MEETING AGENDA**  
**BOARD OF DIRECTORS MEETING**  
**MALAGA COUNTY WATER DISTRICT**  
**3580 SOUTH FRANK STREET**  
**FRESNO, CALIFORNIA 93725**  
**Tuesday, February 23, 2021 at 6:00PM**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a District Board Meeting, please contact the District Office at 559-485-7353 at least 48 hours prior to the meeting, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.

- ❖ Please submit all written correspondence for the Board of Directors by 12:00 pm the Friday prior to the meeting. Please deliver or mail to the District Clerk.
- ❖ Public comments are limited to three (3) minutes or less per individual per item, with a fifteen (15) minute maximum per group per item and will be heard during the communication portion of the agenda.

**1. Call to Order:**

**2. Roll Call:** President Charles Garabedian, Jr.; Vice President Salvador Cerrillo; Director Irma Castaneda; Director Frank Cerrillo, Jr.; Director Carlos Tovar, Jr.

**3. Certification:** Certification was made that the Board Meeting Agenda was posted 72 hours in advance of the meeting.

**4. Consent Agenda.** The items listed below in the Consent Agenda are routine in nature and are usually approved by a single vote. Prior to any action by the Board of Directors, any Board member may remove an item from the consent agenda for further discussion. Items removed from the Consent Agenda may be heard immediately following approval of the Consent Agenda or set aside for discussion and action after Regular Business.

a. Minutes of the Regular Board Meeting of February 9, 2021.

Recommended action: To approve the Consent Agenda as presented or amended.

**Motion by:** \_\_\_\_\_; **Second by:** \_\_\_\_\_

**5. Old Business:**

a. **MCWD Organizational Chart.** A follow up from the last meeting. An update on the organizational chart.

Recommended action: to approve MCWD organizational chart as presented or amended.

**Motion by:** \_\_\_\_\_; **Second by:** \_\_\_\_\_

b. **Resolution No. 2-23-2021.** A resolution to amend the District's policy manual by amending policy no. 2020 relating to paid time off. As presented at the last board meeting, a revised paid time off accrual chart is provided, which includes California Law sick time hours and monthly accrual.

Recommended action: to approve Resolution No. 2-23-2021 as presented or amended.

**Motion by:** \_\_\_\_\_; **Second by:** \_\_\_\_\_

- c. **Resolution No. 2-23-2021A.** A resolution to adopt an amended salary schedule.

**Recommended action: to approve resolution 2-23-2021A as presented or Amended.**

**Motion by:** \_\_\_\_\_; **Second by:** \_\_\_\_\_

**6. New Business:**

- a. **CV SALTS Notice to Comply letter.** The RWQCB is requiring a determination by the District as to how it intends to comply with new CV SALTS requirements associated with Nitrate reduction at the WWTP. It is recommended that the District proceed with improvements at the WWTP to reduce effluent Nitrate to below 10 mg/l. A draft response will be routed to the District for review next week for consideration.

Alternatives are to construct improvements to reduce effluent Nitrate, or to Join a Management Zone with other permittees. Information is being gathered to potentially join the Kings Water Alliance Management Zone prior to the nitrate reduction improvements being completed.

The existing Waste Discharge Requirements also mandate a workplan to achieve Nitrate reduction. The deadline for said submittal is February 22, 2021.

The District has submitted CDBG applications for improvements at the WWTP, however, if the grant is not received, it is recommended that the District obtain loan funding to construct the improvements as soon as possible.

Recommended Action: Authorize the submittal of the Nitrate reduction workplan to the RWQCB.

**Motion by:** \_\_\_\_\_; **Second by:** \_\_\_\_\_

- b. **CV SALTS Notice to Comply letter.** the RWQCB is requiring a determination by the District as to how it intends to comply with a salt control program. The alternatives are to construct facilities to generate an effluent of less than 700 micromhos/cm or to provide support for a Prioritization and Optimization Study (P&O Study). It is not feasible for the WWTP to meet the strict effluent discharge limit; therefore, it will be recommended that the District pursue the participation with the P&O Study. A specific recommendation, with the expected annual charges will be provided next week for consideration.

Recommended Action: Authorize the preparation of the Notice of Intent for salt limits through participation with the P&O Study. The annual cost to the District will be \$1,125.

**Motion by:** \_\_\_\_\_; **Second by:** \_\_\_\_\_

**7. Recreation Reports:** none for this meeting.

## 8. Engineer Reports:

### a. District Engineer Report.

- i. The design of Well 3A is 90% complete. The plans have been routed to District staff for review. The work is funded through a Grant obtained through an IRWM Project through Tulare County.

The 100% plans and specifications will be completed in the next few weeks. The District will then be in a position to consider CEQA documents in March 2021. The recommended action is to determine a Categorical Exemption for the project.

Subsequent actions will involve finalizing a means to fund the construction of the new well.

Recommended Action: Board's Pleasure

- ii. **Wastewater Treatment Plant Ponds.** Design of the removal of the embankment between Ponds 1 and 2 is proceeding. The design would be complete in February and submitted to the RWQCB for authorization to construct.

Recommended Action: Board's Pleasure

- iii. **Amendment Application No. 3815.** District Engineer, Michael Taylor, submitted comments concerning the application.

### b. CDBG Engineer Report: *None for this meeting.*

## 9. General Manager's Report:

- a. Bathroom Update
- b. WWTF
- c. Utility Worker
- d. Prop 68
- e. SJVAPCD Electric Vehicle Grant
- f. Vendors at District property on Muscat and Chestnut

## 10. President's Report:

## 11. Vice President's Report:

## 12. Director's Reports:

## 13. Legal Counsel Report:

## 14. Communications:

- a. Written Communications:
- b. Public Comment: *The Public may address the Malaga County Water District Board on item(s) of interest within the jurisdiction of the Board, not appearing on the agenda. The Board will listen to comments presented; however, in compliance with the Brown Act, the Board cannot take action on items that are not on the agenda. The public should address the Board on agenda items at the time they are addressed by the Board. All speakers are requested to*

*wait until recognized by the Board President. All Comments will be limited to three **(3)** minutes or less per individual/group per item per meeting, with a fifteen **(15)** minutes maximum.*

**15. Closed Session:** none for this meeting.

**16. Adjournment:**

**Motion by:** \_\_\_\_\_, **Second by:** \_\_\_\_\_

**Certification of Posting**

I, Norma Melendez, District Clerk of the Malaga County Water District, do hereby certify that the foregoing agenda for the Regular Meeting of the Board of Directors of February 23, 2021 was posted for public view on the front window of the MCWD office at 3580 S. Frank Street, Fresno Ca 93725, at 5:00P.M. On 02/19/2021.

**Norma Melendez**

Norma Melendez, District Clerk



**REGULAR BOARD MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**MALAGA COUNTY WATER DISTRICT**  
**3580 SOUTH FRANK STREET**  
**FRESNO, CALIFORNIA 93725**  
**Tuesday, February 9, 2021 at 6:00PM**

**item 4.a.**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a District Board Meeting, please contact the District Office at 559-485-7353 at least 48 hours prior to the meeting, to ensure that reasonable arrangements can be made to provide accessibility to the meeting.

- ❖ Please submit all written correspondence for the Board of Directors by 12:00 pm the Friday prior to the meeting. Please deliver or mail to the District Clerk.
- ❖ Public comments are limited to three (3) minutes or less per individual per item, with a fifteen (15) minute maximum per group per item and will be heard during the communication portion of the agenda.

**1. Call to Order: 6:00p.m.**

- 2. Roll Call:** President Charles Garabedian, Jr.; Vice President Salvador Cerrillo; Director Irma Castaneda; Director Frank Cerrillo, Jr.; Director Carlos Tovar, Jr.

**All present.**

**Also Present: Norma Melendez, Moises Ortiz and Michael Slater.**

- 3. Certification:** Certification was made that the Board Meeting Agenda was posted 72 hours in advance of the meeting.

**4. Old Business:**

- a. **MCWD Organizational Chart.** Updated organizational chart.

Recommended action: to approve MCWD organizational chart as presented or amended.

**Suggestions were presented. Item tabled for the next board meeting of February 23.**

**5. New Business:**

- a. **PTO.** The General Manager revised the District's paid time off accrual chart. This chart includes California Law sick time hours, and monthly accrual.

Recommended action: Review District Employee PTO chart and give direction to the General Manager.

**Suggestions were presented. Item tabled for the next board meeting of February 23.**

**6. Recreation Reports:**

- a. Proposition 68. **Application deadline is March 15, 2021.**
- b. Bathroom update. **The GM will be gathering quotes for bathroom partitions.**
- c. A/C covers. **Covers for the recreation a/c are being made.**

- d. Installation of fire sprinkler monitoring control panel at Recreation Center.

## 7. Engineer Reports:

- a. **District Engineer Report.** Michael Taylor submitted a memorandum with topics and updates for water, wastewater, and developments. Board's pleasure.

**President Garabedian, Jr. commented on the need for a 4<sup>th</sup> well in the District.**

- b. **CDBG Engineer Report:** None for this meeting.

## 8. General Manager's Report:

- a. NKGSA Board Seat. **The GM won a board seat at the NKGSA as interested party.**

**Motion by Vice President Cerrillo, Second by Director Castaneda and a 5-0 vote to designated Moises Ortiz as the District's representative for the Advisory Committee and Charles Garabedian, Jr. and Salvador Cerrillo as alternates.**

- b. Residential Billing: Mock bill. **Staff will be instructed to discontinue the printing of the mock billing until further notice.**
- c. Delinquent accounts.
- d. Pretreatment citations. **The District has collected \$2,100 in citations which will go to the Pretreatment Program.**
- e. Wastewater flyer

## 9. President's Report:

**President Garabedian, Jr. reported on new legislature that would only allow 50 gallons per person by 2030. Currently, the laws establish a standard of 55 gallons per person per day until January 2025.**

## 10. Vice President's Report:

**Vice President Cerrillo reported on the death of a family member due to COVID-19. He is hopeful that this virus will be over soon, and the park will be able to open on the scheduled date of July 1<sup>st</sup>.**

## 11. Director's Reports:

**Director Castaneda reported the possibility of continuing with recreation committee meetings starting in May.**

## 12. Legal Counsel Report: None for this meeting.

## 13. Communications:

- a. Written Communications:

1. **Flood Line.** The Fresno Metropolitan Flood Control District's newsletter is now available digitally. Just go to [www.fresnofloodcontrol.org/flood-line-newsletter](http://www.fresnofloodcontrol.org/flood-line-newsletter) to sign up.
2. **Letter of Support.** CSDA is calling on special districts to send letters of support for H.R. 535 and S. 91, the Special Districts Provide Essential Services Act, and share with them the pandemic's impacts on operations, services and staff.

**Board of Directors unanimously voted on signing letter.**

b. Public Comment: *The Public may address the Malaga County Water District Board on item(s) of interest within the jurisdiction of the Board, not appearing on the agenda. The Board will listen to comments presented; however, in compliance with the Brown Act, the Board cannot take action on items that are not on the agenda. The public should address the Board on agenda items at the time they are addressed by the Board. All speakers are requested to wait until recognized by the Board President. All Comments will be limited to three **(3)** minutes or less per individual/group per item per meeting, with a fifteen **(15)** minutes maximum.*

**14. Consent Agenda.** The items listed below in the Consent Agenda are routine in nature and are usually approved by a single vote. Prior to any action by the Board of Directors, any Board member may remove an item from the consent agenda for further discussion. Items removed from the Consent Agenda may be heard immediately following approval of the Consent Agenda or set aside for discussion and action after Regular Business.

- a. Minutes of the Regular Board Meeting of January 26, 2021 and Special Board Meeting of February 2, 2021.
- b. Accounts Payable and Financial Reports.

Recommended action: To approve the Consent Agenda as presented or amended.

**Motion by Vice President Cerrillo; Second by Director Cerrillo, Jr. and by a 5-0 vote to approve the consent agenda as presented.**

**15. Closed Session: None for this meeting.**

**16. Adjournment:**

**Motion by Vice President Cerrillo, Second by Director Cerrillo, Jr. and by a 5-0 vote to adjourn the meeting at 7:47p.m.**

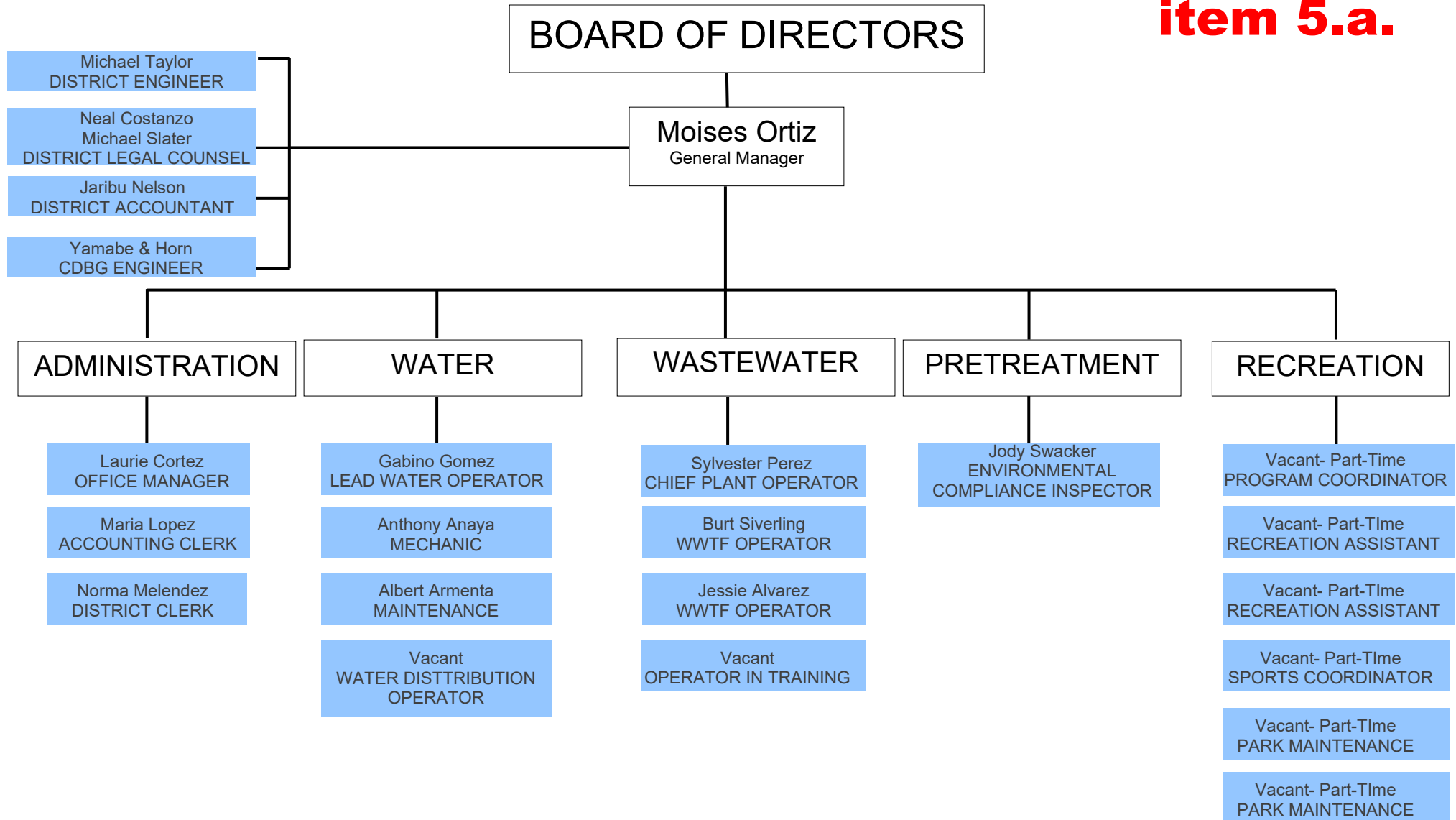
#### **Certification of Posting.**

I, Norma Melendez, District Clerk of the Malaga County Water District, do hereby certify that the foregoing minutes for the Regular Meeting of the Board of Directors of February 09, 2021 was posted for public view on the front window of the MCWD office at 3580 S. Frank Street, Fresno Ca 93725, on 02/24/2021.

**Norma Melendez**

Norma Melendez, District Clerk

**item 5.a.**





**RESOLUTION NO. 2-23-2021**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MALAGA  
COUNTY WATER DISTRICT AMENDING THE DISTRICT POLICY MANUAL  
BY AMENDING POLICY NO. 2020 RELATING TO PAID TIME OFF**

**WHEREAS**, the Board of Directors has reviewed the Districts current Paid Time Off policy and has determined that it is need of updating and clarification to avoid misinterpretation of the policy; and

**WHEREAS**, the Board of Directors of the District hereby determines that it is in the best interest of the District to update and clarify the Districts Paid Time Off policy as attached to this Resolution as Attachment A.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE MALAGA COUNTY WATER DISTRICT AS FOLLOWS:**

1. That the foregoing recitals and findings are true and correct and are incorporated herein by this reference herein as fully set forth at this point.

2. That the Malaga County Water District Policy Manual Section No. 2020 is hereby amended, effective March 1, 2021, to read as attached hereto and incorporated herein by this reference as attachment A.

\* \* \* \* \*

Passed and adopted by the Board of Directors of the Malaga County Water District at their meeting held on this 23<sup>rd</sup> day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

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Charles Garabedian, Jr., President  
Malaga County Water District

ATTEST:

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Moises Ortiz, General Manager-  
Secretary of the Board of Directors  
Malaga County Water District

## item 5.b.

**Malaga County Water  
District PTO ACCRUAL  
REVISED 2/19/2021**

<b>Years of Service</b>	<b>Vacation Hours</b>	<b>Sick</b>	<b>Total Sick</b>	<b>Monthly Accrual</b>
<b>0-1</b>	<b>40</b>	<b>6 per month</b>	<b>72</b>	<b>0</b>
<b>2-5</b>	<b>80</b>	<b>6 per month</b>	<b>72</b>	<b>6.66666667</b>
<b>6-10</b>	<b>120</b>	<b>6 per month</b>	<b>72</b>	<b>10</b>
<b>11-19</b>	<b>160</b>	<b>6 per month</b>	<b>72</b>	<b>13.33333333</b>
<b>20+</b>	<b>200</b>	<b>6 per month</b>	<b>72</b>	<b>16.66666667</b>

**\*California Law 1 hour per 30 hours worked.**

## 2020 Paid Time Off

2020.10 Application. This policy shall apply to all Full-time employees. From and after March 1, 2021, Paid Time Off shall be accrued according to the following schedule:

### 2020.20 Accrual.

- A. At the completion of the first year of continuous employment with the District, full-time employees shall receive forty (40) hours of Paid Time Off (“PTO”).
- B. During the second through fifth years of continuous employment with the District, full-time employees shall accrue PTO each year at the rate of eighty (80) hours per year (6.667 hours/month); to a maximum of two hundred (200) hours as set forth in Section 2020.30.
- C. During the sixth through tenth years of continuous employment with the District, full-time employees shall accrue PTO each year at the rate of one hundred twenty (120) hours per year (10 hours/month); to a maximum accrual of two hundred (200) hours as set forth in Section 2020.30.
- D. During the eleventh through nineteenth years of continuous employment with the District, full-time employees shall accrue PTO each year at the rate of one hundred sixty (160) hours per year (13.333 hours/month); to a maximum accrual of two hundred (200) hours as set forth in Section 2020.30.
- E. From and after the twentieth year of continuous employment with the District, full-time employees shall accrue PTO each year at the rate of one hundred sixty (200) hours per year (16.667 hours/month); to a maximum accrual of two hundred (200) hours as set forth in Section 2020.30.
- F. Employees shall not accrue PTO while on leave for any reason.
- G. Part-time, Probational, Seasonal and Temporary employees are not entitled to and shall not accrue PTO.

### 2020.30 Accumulation of Paid Time Off.

- A. Accrual. PTO shall accrue as set forth above in §2020.20. The forty (40) hours of PTO set forth in § 2020.20(A) shall be available all at once to an employee upon the completion of one year of continuous employment with the District. All other PTO time (§2020.20(B)-(E).) shall accrue, on a prorated bases, and appear on employees’ regular pay stubs.
- B. Maximum Accrual. Total hours of accrued PTO shall not exceed two hundred (200) hours. At the end of each calendar year, employees who have accrued PTO in excess of two hundred (200) hours shall be paid the amount in excess of two hundred (200) hours at their current regular hourly rate.

## 2.04.040 Use of Paid Time Off

A. Employees may take their accrued PTO all at once, or gradually, as approved by the General Manager.

B. Employees may only use PTO that they have accrued.

C. Paid Time Off is provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation or to otherwise improve employee morale. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity, contentment of the employee and positive work environment. As such, pay in lieu of time off from work shall not be permitted if avoidable. Employees will be encouraged to take vacations and if necessary, the General Manager or his or her designee may direct an employee to take a vacation and use Paid Time Off to avoid accruals in excess of the maximum.

D. Donation of PTO. In the event that an employee or an employee's family member suffers a catastrophic event or injury that is expected to incapacitate the employee and create a financial hardship because the employee has exhausted all of his/her/their Sick Time and PTO, a full-time employee may donate any portion of their accrued PTO to the employee by making a request that their time be donated to the employee to the General Manager or his or her Designee in on a form prepared by the District. Donated PTO will be paid to the Recipient employee at the hourly rate of the Donating Employee or the Recipient Employee, whichever is lower. Donor and/or Donee will be responsible for paying all taxes associated with a donation.

E. The District will not require an employee to take PTO in lieu of Sick Leave or leave of absence during periods of illness unless required by the FMLA, CFLA, or other law or regulation. However, the employee may elect to take vacation time in case of extended illness where Sick Leave has been fully used accrued PTO hours may be used as permitted or required or at the request of the employee for time off due to disability, pregnancy disability, or the Family and Medical Leave Act or the California Family Rights Act.

F. If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2.04.050 Pay Out at Termination. At termination of employment for any reason, the District shall compensate the employee for his/her/their accumulated PTO at his/her/their straight time rate of pay at the time of termination.

**RESOLUTION NO. 2-23-2021A**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MALAGA COUNTY WATER DISTRICT  
ADOPTING AN AMENDED SARARY SCHEDULE**

**WHEREAS**, the Board of Directors has adopted and amends, from time to time a District salary schedule; and

**WHEREAS**, the Board of Directors desires to amend the existing salary schedule as attached hereto and incorporated herein by this reference as Attachment A.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE MALAGA COUNTY WATER DISTRICT AS FOLLOWS:**

1. That the foregoing recitals and findings are true and correct and are incorporated herein by this reference herein as fully set forth at this point.

2. The District salary schedule as amended as attached hereto and incorporated herein by this reference as Attachment A is hereby approved by the Board of Directors.

\* \* \* \* \*

Passed and adopted by the Board of Directors of the Malaga County Water District at their meeting held on this 23<sup>rd</sup> day of February 2021, by the following vote:

AYES:

NOES:

ABSENT:

---

Charles Garabedian, Jr., President  
Malaga County Water District

ATTEST:

---

Moises Ortiz, General Manager-  
Secretary of the Board of Directors  
Malaga County Water District

# item 5.c.

## MCWD Salary Schedule 5 Tier Step Increases

#	Position	FT/PT	Annual	Pay Period	Hourly	Step 1	Step 2	Step 3	Step 4	Step 5	
2	Office Manager	FT	\$ 71,801.60	2,761.60	34.52	28.11	29.59	31.15	32.79	34.52	LC
3	District Clerk	FT	\$ 46,321.60	1,781.60	22.27	19.08	20.09	21.15	22.27	23.38	NM
4	Accounting Clerk	FT	\$ 38,916.80	1,496.80	18.71	19.25	20.21	21.22	22.28	23.40	ML
5	ECI, G-3-4	FT/PT				27.93	29.32	30.78	32.32	33.94	
6	ECI; G-2	FT				23.23	\$ 24.86	26.60	28.46	30.45	
7	ECI, G-1	FT/PT	\$ 46,716.80	1,796.80	22.46	20.02	21.02	22.07	23.17	24.33	JS
8	WWTF CPO, G-4-5	FT/PT	\$ 69,534.40	2,674.40	33.43	32.88	34.52	36.25	38.06	39.96	SP
9	WWTF , G-3/5	FT/PT	\$ 71,593.60	2,753.60	34.42	29.52	31.07	32.70	34.42	36.14	BS
10	WWTF G-2	FT	\$ -	-		24.84	26.15	27.53	28.98	30.50	
11	WWTF Operator; G-1	FT	\$ 53,331.20	2,051.20	25.64	20.62	21.70	22.84	24.04	25.30	JA
12	WWTF Operator, OIT	PT		-		15.91					
13	Mechanic	FT/PT	\$62,400.00	2,400.00	30.00	30.00	31.50	33.08	34.73	36.47	AA
14	Lead Water Operator, D-3	FT/PT				30.66	32.19	33.80	35.49	37.26	
15	Water Operator, D-2	FT/PT	\$ 48,547.20	1,867.20	23.34	23.34	24.51	25.74	27.03	28.38	GG
16	Water Operator, D-1	FT/PT				19.10	20.06	21.06	22.11	23.21	
17	Water Operator, OIT	PT				15.91					
	Total		\$ 509,163.20								

\*This is a 5% merit increase

\*COLA not included

2020 COLA 3.12%

	GM					Step1	<b>MO</b>
FT	\$	105,000.48	\$	4,038.48	\$	50.48	\$ 50.48

<u>Position</u>	United Healthcare	Dental/Vision	Dearborn
General Manager	3,131.03	156.01	26
Office Manager	2,520.14	156.01	26.00
District Clerk	1,335.40	156.01	26.00
Accounting Clerk	2,038.84	156.01	26.00
ECI, G-1	1,127.49	53.92	26.00
WWTF CPO, G-4-5	1,175.57	53.92	26.00
WWTF CPO/DOIC, G-3/5	2,539.49	156.01	26.00
WWTF Operator, G-2	-		
WWTF Operator; G-1	2,242.87	156.01	26.00
WWTF Operator, OIT			
Lead Water Operator, D-3			
Water Operator, D-2	1,700.19	156.01	26.00
Mechanic	2,930.69	156.01	26.00

		-
20,741.71	1,199.91	234.00

22,175.62

## item 5.c.

\*Merit Raise Criteria for all MCWD staff

- **Knowledge of work**..... Knowledge of work/position
- **Quantity of work**..... Ability to produce results
- **Quality of work**..... Accuracy, neatness/dependability to produce work standards
- **Timeliness**..... Completes assignments on time
- **Ability to learn new duties**..... Ability to adapt to new demands and procedures
- **Judgement& common sense**..... Makes decisions and actions that are sound
- **Cooperation**..... Willing to work with others to complete objectives
- **Communications**..... Relevance & clarity of written and oral expression
- **Initiative**..... Ability to originate, develop or create new ideas
- **Problem solving**..... Identification & evaluation of alternate solutions & selection of most appropriate course of action
- **Attendance**..... Shows ability to be at work at scheduled time
- **Punctuality** ..... Shows daily ability to be at work at scheduled time
- **Customer Service**..... Ability to resolve customer complaints in a courteous and professional demeanor.
- **Education**..... Employee educates his/herself for the betterment of their position.
- **Certifications**..... Employee maintains, upgrades, or becomes dual certified in water, wastewater and pretreatment.



## item 8.a.iii.

2505 Alluvial Avenue  
Clovis, CA 93611-9166  
Tel: (559) 326-1100  
Fax: (559) 326-1090  
[www.provostandpritchard.com](http://www.provostandpritchard.com)

February 16, 2021

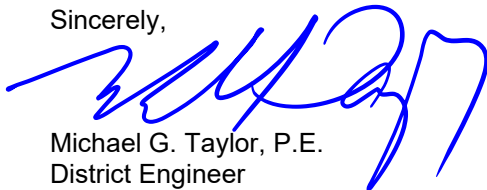
Mr. Ejaz Ahmad, Planner  
County of Fresno  
Department of Public Works and Planning  
Development Services Division  
2220 Tulare Street, Sixth Floor  
Fresno, CA 93721

RE: Amendment Application (AA) No. 3815  
Initial Study (IS) Application No. 7071  
Lakhvir Sidhu  
APN 316-180-20, 316-180-13  
Malaga County Water District

On behalf of Malaga County Water District, the following are comments concerning the subject application:

1. The request to rezone the property was routed to various agencies in 2015. The property is beyond the limits of the Malaga County Water District. No responses were submitted in 2015. A response to the request to rezone was sent in 2018. It appears that the request to rezone has been updated.
2. The City of Fresno and the Malaga County Water District entered into a Memorandum of Understanding in 2016 regarding the potential for the Malaga County Water District to provide water service to properties on the north side of North Avenue between Maple Avenue and Minnewawa Avenue, if circumstances warrant. The site is within the area identified by the Memorandum of Understanding.
3. It is understood from the Operational Statement that water requirements are anticipated to be minimal. It is also understood from review of comments provided by the City of Fresno that the existing irrigation well may be required to be destroyed.
4. It remains my understanding that the Malaga County Water District does not have a comment regarding the proposed rezone.
5. If the proposed rezone and subsequent development proceed, it would be necessary for the owner and the City to determine if a request for water service from the Malaga County Water District would be appropriate. The Malaga County Water District would then respond to specific requests.

Sincerely,



Michael G. Taylor, P.E.  
District Engineer

cc: Malaga County Water District, Moises Ortiz



# MALAGA COUNTY WATER DISTRICT

3580 SOUTH FRANK STREET FRESNO, CALIFORNIA 93725

PHONE: 559-485-7353 FAX: 559-485-7319

## BOARD OF DIRECTORS

CHARLES E. GARABEDIAN JR.  
PRESIDENT

SALVADOR CERRILLO  
VICE-PRESIDENT

IRMA CASTANEDA  
DIRECTOR

FRANK CERRILLO JR.  
DIRECTOR

CARLOS TOVAR JR.  
DIRECTOR

MOISES ORTIZ  
GENERAL MANAGER

# item 9.c.

## Utility Worker

We are looking for a hardworking Utility Worker to perform general cleaning and maintenance duties at our premises. As a Utility Worker, you will be responsible for cleaning assigned areas inside and outside of the property, repairing maintenance tools, performing basic landscaping duties, and inspecting utility projects. Work on water, wastewater, and pretreatment projects under direct supervision from lead operators. You will also be required to obtain and maintain multiple certifications and comply with state health and safety regulations.

To ensure success as a Utility Worker, you should have extensive knowledge of cleaning and landscaping equipment, manual dexterity, and good physical strength. A top-class Utility Worker should be a jack-of-all-trades who is able to clean and landscape, fix lights, repair equipment, and maintain a safe working area.

### Utility Worker Responsibilities:

- Taking verbal and written instructions from Manager and Lead Operators.
- Cleaning assigned work areas inside and outside of the property.
- Performing basic landscaping duties including tree trimming, weeding, and watering of plants.
- Ordering and maintain cleaning supplies and maintenance equipment.
- Conducting basic repairs on landscaping and maintenance equipment.
- Replacing light fittings and broken globes.
- Ensuring the safe handling and storage of volatile cleaning liquids and gasoline.
- Ensuring that utility projects have been completed and signed off.
- Working on the water distribution system under supervision.
- Working at WWTF under supervision.
- Working with pretreatment operator.
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### Utility Worker Requirements:

- High school diploma or GED.
- Obtain a Wastewater grade 1 within 2 years of hire.
- Obtain Water Distribution grade 1 within 1 year of hire.
- Obtain an Environmental Compliance Inspector Grade 1 within 2 years of hire.
- Previous experience as a Utility Worker.
- Ability to read and interpret written work orders.
- Knowledge of mechanical landscaping equipment.
- Ability to stand, crouch, and kneel for extended periods.
- Experience working with dangerous cleaning chemicals.
- Knowledge of cleaning equipment and techniques.
- Basic mechanical and electrical knowledge.
- Ability to lift and manipulate heavy equipment.

The application is available at our website [www.malagacwd.org](http://www.malagacwd.org). Submit a completed application, along with a letter of introduction, resume, and credentials to Norma Melendez, District Clerk, [nmelendez@malagacwd.org](mailto:nmelendez@malagacwd.org), subject line "MCWD: Utility Worker". You may also deliver your application to 3580 S. Frank Street, Fresno, CA 93725.

District Office: 559-485-7353.

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G-78583-A1 No. 1

**Malaga County Water District**

**SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT**

**Public Benefit Grants Program**

**New Alternative Fuel Vehicle Purchase Component**

Application Number: G-78583

Vehicle Make: ZeroNox

Vehicle Model: Tuatara

Vehicle Model Year: 2020

Vehicle Type: Battery-Electric

Maximum Eligible Amount: \$19,996.97

## Certificate Of Completion

Envelope Id: 5DB7519F9D6E4684BA9F0CF22D951E80	Status: Sent
Subject: Public Benefit: G-78583-A1 Malaga County Water District Amendment No 1.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Valley Air District
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1990 E GETTYSBURG AVE
	FRESNO, CA 93726
	contracts@valleyair.org
	IP Address: 207.177.131.202

## Record Tracking

Status: Original	Holder: Valley Air District	Location: DocuSign
2/19/2021 7:29:19 AM	contracts@valleyair.org	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: SJVAPCD	Location: DocuSign

## Signer Events

Signer Events	Signature	Timestamp
Moises Ortiz mortiz@malagacwd.org Security Level: Email, Account Authentication (None)	 <p>Signature Adoption: Drawn on Device Using IP Address: 73.151.128.71 Signed using mobile</p>	<p>Sent: 2/19/2021 7:30:38 AM Viewed: 2/19/2021 7:50:35 AM Signed: 2/19/2021 7:51:22 AM</p>

**Electronic Record and Signature Disclosure:**  
Accepted: 2/19/2021 7:50:35 AM  
ID: a02f71f2-a628-44b4-b29a-00b264936573

Annette Ballatore co-counsel@valleyair.org District Counsel SJVAPCD Security Level: Email, Account Authentication (None)	Sent: 2/19/2021 7:51:23 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Jose Gonzalez  
finance-contracts@valleyair.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Mehri Barati  
finance-signatures@valleyair.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Sheraz Gill  
apcocontracts@valleyair.org  
Security Level: Email, Account Authentication (None)

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Misa Velasco / Lupe Reyes contracts@valleyair.org Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/19/2021 7:30:38 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		



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From time to time, SJVAPCD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact SJVAPCD:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [imtiazh.haq@valleyair.org](mailto:imtiazh.haq@valleyair.org)

#### **To advise SJVAPCD of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [imtiazh.haq@valleyair.org](mailto:imtiazh.haq@valleyair.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from SJVAPCD**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [imtiazh.haq@valleyair.org](mailto:imtiazh.haq@valleyair.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with SJVAPCD**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [imtiazh.haq@valleyair.org](mailto:imtiazh.haq@valleyair.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify SJVAPCD as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by SJVAPCD during the course of your relationship with SJVAPCD.