



## REGULAR BOARD MEETING MINUTES

BOARD OF DIRECTORS MEETING  
MALAGA COUNTY WATER DISTRICT  
3580 SOUTH FRANK AVENUE  
FRESNO, CALIFORNIA 93725  
Tuesday, March 12, 2024 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.*

### 1. Call to Order: 6:00PM

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 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: None for this meeting.**

### 5. New Business:

- a. **UPS Battery Replacement.** PC Solutions submitted a quote for the replacement of the battery in the District Office. The proposal aims to replace the beeping battery in the district office. When a battery emits a beeping sound, it indicates that it is no longer holding a charge and requires replacement. The UPS (Uninterruptible Power Supply) battery serves to provide battery backup and surge protection for network devices connected to it. In the event of a power outage, the UPS battery ensures that the connected devices do not immediately lose power. Instead, it senses the power loss and allows for a systematic shutdown to prevent damage from power surges, helping regulate power fluctuations within the building. It is highly recommended as a preventative measure to protect connected devices.

Recommended action: to proceed with the replacement of the UPS battery to ensure uninterrupted power supply and protection for connected devices.

**Motion by Director Castaneda; Second by Director Cerrillo, Jr. and by a 5-0 vote to proceed with the replacement of the UPS battery at the district office.**

- b. **Fiber Run.** As part of the pre-work for activating the Maintenance Building, a fiber certification was conducted on the existing fiber run to ensure optimal connectivity and avoid any potential issues. The current fiber run consists of 6 strands, and the results of the certification were provided. The question posed is whether to proceed with utilizing only the two working strands (3 & 4) or to replace the entire fiber run. If the two good connections fail, there will be no internet access in the Maintenance Building. This fiber connection currently runs from the Community Center to the Maintenance Building.

Recommended action: Discuss and decide whether to replace the entire fiber run or utilize the existing two working strands (3 & 4) or to replace the entire run.

**Item tabled for the next board meeting. After a brief discussion, the directors would like clarification whether all six strands were previously working and could the reason be for the strands to stop working.**

- c. **District Laptop.** PC Solutions submitted three quotes for the purchase of a district laptop for the Lead Water Operator, whose current office is out of service due to construction. Prices are as follows:

- HP Probook 450 G10 15.6" Notebook, \$1,069.95
- HP ProBook 470 G10 17.3" Notebook, \$1,215.64
- HP EliteBook 800 Series G10 16" Notebook, \$2,028.75

Quote includes charges for system configuration, hardware and professional services.

Recommended action: for review and potential action.

**Motion by Vice President Cerrillo; Second by Director Tovar, Jr. and by a 5- vote to approve HP Probook 450 G10 15.6" Notebook for the total price of \$1,520.28. Total price includes system configuration, carrying case, hardware and professional services.**

- d. **Minimum Sewer Charges.** An estimate of potential minimum sewer charges has been prepared for discussion with four significant dischargers. A memorandum is attached for review and comment from the Board.

**Recommended Action:** Authorize communications with the significant dischargers to receive feedback relative to their requests for sewer unit reservations.

**Motion by Director Cerrillo, Jr.; Second by Director Castaneda and by a 5-0 vote to authorize communications between the district and the significant dischargers.**

- e. **Resolution 03-12-2024.** A resolution authorizing signers related to the solar project and the CEC ECAA Loan Program. This resolution authorizes President Charles Garabedian, Jr. and Vice President Salvador Cerrillo to sign any and all documents related to the Loan and any other documents necessary to carry out the purpose of Resolution 04-12-2022A on behalf of the District effective December 16, 2023.

Recommended action: to approve Resolution 03-12-2024 as presented or amended.

**Motion by Director Castaneda; Second by Director Cerrillo, Jr. and by a 5-0 vote to approve Resolution 03-12-2024, authorizing President Charles Garabedian, Jr. and Vice President Salvador Cerrillo to sign any and all documents pertaining to the Loan and any other documents necessary.**

- f. **Red Caboose.** The Contreras family has expressed interest in renting the Red Caboose for the purpose of selling food. Their proposal involves utilizing the Caboose as a food sales outlet, presumably for their business venture. This agenda item serves to discuss and decide on the feasibility and terms of renting out the Red Caboose to the Contreras family for this purpose.

Recommended action: To discuss and decide on the rental agreement terms. Including duration, rental fees, usage restrictions and any other pertinent considerations, in order to accommodate the Contreras family's request to utilize the Red Caboose for food sales.

**The Contreras family proposed to be open 7 days a week from 9:00am to 8:00pm. President Garabedian, Jr. suggested to the family to promote their business to the industrial customers surrounding the area. Motion by Director Castaneda; Second by Director Tovar, Jr. and by a 5-0 vote to direct Vice President Cerrillo to come into an agreement with the Contreras family for the rental of the Red Caboose. A thorough inspection of the Red Caboose will be necessary in order to be compliant with Fresno County and for the safety of the tenants.**

**6. Incorporation Reports: None for this meeting.**

**7. Recreation Reports:**

**Director Castaneda reported that the Rec Bingo of 3/6/24 went well. The recreation committee is finalizing details for the Easter Program. 350 hot dogs and Easter baskets have been donated.**

**8. Engineer Reports:**

a. District Engineer Report.

- i. **Well 3A and Tank 1.** The project is funded with a Grant from DWR. Construction activities are proceeding. It is expected that completion of the project will be near the end of 2024. A bridge loan from RCAC is in place for interim financing of the construction activities.

**Recommended Action:** For information purposes.

- ii. **Well 5A and the Tank at the Well 5A site.** Bidders have been notified that bids were rejected. County of Fresno staff is proceeding with revising agreements so that the Well 5A project may be re-bid.

**Recommended Action:** For information purposes.

b. CDBG Engineer Report:

**9. General Manager's Report:**

a. Consideration and necessary action to give direction to the acting General Managers to solicit proposals for contract maintenance, service, and repair of the Districts pool. For discussion and action.

Recommended action: to direct the acting General Managers to solicit and evaluate proposals for contract maintenance, service, and repair of the District pool.

**Motion by Director Cerrillo, Jr.; Second by Director Tovar, Jr. and by a 5-0 vote to direct the acting General Managers to solicit and evaluate proposals for contract maintenance, service and repair of the District pool.**

b. Consideration and necessary action to give direction to the acting General Managers to solicit proposals for contract landscape service at various locations within the District. For discussion and action.

Recommended action: to direct the acting General Managers to solicit and evaluate proposals for landscape service at various locations within the District.

**Motion by Director Cerrillo, Jr.; Second by Director Castaneda and by a 5-0 vote to direct the acting General Managers to solicit and evaluate proposals for landscape service at various locations within the District.**

**10. President's Report:**

President Garabedian gave a brief report of the staff meeting held on 3/11/24. Leads in each department will learn how to do proper department evaluations with the help of the Legal team. During the staff meeting he suggested that all employees should be cross trained within the departments. Cross-training will be beneficial by minimizing disruption in the absence of key personnel. The President reminded each department that an inventory list is necessary and should be submitted to the board. Finally, President Garabedian, Jr. asked for guidance as an employee requested to take a course in Sacramento. Director Castaneda mentioned it would be best to cover the cost of the course, as policy permits. The district may need to compensate or provide the employee with additional accommodations such as a hotel stay, if needed.

**11. Vice President's Report:**

Vice President Cerrillo would like direction in regards to the gates at the office if they should be removed or re-painted. The board came to a consensus that the wrought iron gates should be painted. Additionally, the board agreed that the chain-link fence surrounding the vacant lot next to the district office should be removed.

**12. Director's Reports:**

Director Castaneda would like to ensure that the tables used for events at the center be power washed and disinfected after a rental. She also mentioned there will be a lot of rentals Easter weekend and suggests for staff to repair (if necessary) and clean all BBQ grills at each site and to ensure that all electric connections are functioning properly.

**13. Legal Counsel Report: Comments reserved for closed session.**

**14. Communications:**

a. Written Communications: **None for this meeting.**

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. 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 27, 2024.
- b. Financial Statement and Account Payable reports.

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

**President Garabedian, Jr. suggests having a separate meeting to help understand the financials layout. Motion by Director Cerrillo, Jr.; Second by Director Castaneda and by a 5-0 vote to approve the consent agenda as presented.**

**16. Closed Session: 7:54pm**

- a. Potential Litigation (Government Code Section 54956.9).
- b. Personnel (Government Code Section 54957 (b)(1).) Employee evaluation; All positions.

**17. Adjournment:**

**Board of Directors came out of closed session at the time of 8:57pm. No reportable action. Motion by Director Castaneda, Second by Director Tovar, Jr. and by a 5-0 vote to adjourn the meeting at 8:58pm.**

**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 March 12, 2024 was posted for public view on the front window of the MCWD office at 3580 S. Frank Street, Fresno Ca 93725, on 03/27/2024.

**Norma Melendez**, District Clerk