



**REGULAR BOARD MEETING MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**MALAGA COUNTY WATER DISTRICT**  
**3580 SOUTH FRANK AVENUE**  
**FRESNO, CALIFORNIA 93725**  
**Thursday, April 11, 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.  
**Not present at roll call: Director Tovar, Jr. Arrival at 6:20pm**  
**Also present: Neal Costanzo and Norma Melendez**

- 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. **District Policies and Procedures.** Consider directing the acting General Managers to review the district policies and procedures:

1. Direct acting General Managers to review and provide draft revisions to Policies relating to the Board of Directors and report back to the board with potential updates for further consideration by the Board.
2. Direct acting General Managers to assemble an Ad-Hoc committee with at least three employee representatives to review District policies and procedures relating to operations and personnel, and report back to the Board with any potential revisions to existing policies for further consideration by the Board.

Recommended Action: Direct the acting General Managers to proceed with review of District policies and procedures as set forth in paragraphs 1 and 2 above.

**Motion by Vice President Cerrillo; Second by Director Castaneda and by a 4-0 vote to approve the acting General Managers to proceed with review of the District policies and procedures as set forth in paragraphs 1 and 2. Ad-Hoc committee will also include the department heads.**

- b. **Resolution No. 04-09-2024.** A resolution to approve agreement with Rod's Lawn Service for landscaping services at Malaga Park.

Recommended action: to approve resolution as presented or amended.

**Resolution item number changed to 04-11-2024. Motion by Director Castaneda; Second by Director Cerrillo, Jr. and by a 4-0 vote to approve Resolution 04-11-2024 and agreement with Rod's Lawn Service.**

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

7. **Recreation Reports:**

**Director Castaneda reported that the recreation committee is requesting the purchase of a heavy duty, commercial style serving cart. She also announced to the board that the next rec bingo is scheduled for May 8 and the rec meeting in May has been changed to May 7. Mother's/Father's Day program is scheduled for May 18. The Senior Committee will be purchasing a 55" to raffle. The recreation committee will be promoting the 50/50 raffle and 2 gift cards worth \$50 each.**

8. **Engineer Reports:**

a. District Engineer Report.

i. **SPR 8257.** The district submitted a request to Trillium for an updated Operational Statement. For information only.

b. CDBG Engineer Report:

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

a. **Roof/swamp cooler repair at pool.** Vice-President Cerrillo approved having repairs made to the roof at the pool caused by the leaking swamp cooler as previously discussed with the Board in so that the repairs will be complete before the pool opens for the season. Consider adding the item to the agenda for the board to ratify the agreement to make the repairs.

**Vice President Cerrillo informed the board that these repairs are absolutely necessary and need to move forward with repairs. The board's consensus is to move forward with repairs before the opening of the pool.**

b. **SPR 8257- Trillium Development-** Michael Taylor requested an updated operational plan from the developer. That update was received after the posting of the agenda. The development is an automated natural gas filling station that will primarily be used by the government and large fleets with natural gas-powered vehicles which will require about 1/3 of the property. The developer indicated that the remainder of the parcel could be leased for truck parking. The developer further indicated that there will be no need for water or sewer at the property in conjunction with this use. The districts ordinance does not provide for compulsory water or sewer service unless the use of the property requires such service. The District currently does not have a water or sewer standby fee. Recommendation is to have the District engineer follow up with the developer to confirm that there will be no water or sewer necessary for the development and notify the developer if water is transported to or used on the property and/or wastewater is dumped on or discharged from the property, in any manner, it would subject the property owner to administrative citations and compulsory connection to the districts water and sewer system and suggest a minimal connection at this time. It is further recommended that the District begin the process of adopting stand-by fees for water and sewer service.

c. **Park Concessions.** Norma confirmed with the SDRMA that vendors are not covered by the District's insurance liability policy. Therefore, all vendors must apply for and receive

permission from the District, including listing the District as an also insured on their policy an providing a food safe certificate, in order to provide concession service at the park. The requirement for written permission from the District to provide concession services at the park is set forth in the District Ordinance Code.

**Other GM reports included:**

- **To seek services for a professional analysis of the pool's functionality.**
- **The President, Vice President and Accounts Clerk, Maria Lopez, had a meeting at Wells Fargo to open two temporary bank accounts to deposit RCAC funds.**

**10. President's Report:**

**President Garabedian, Jr. reported on the staff meeting of 4/4/24. Staff will be submitting job descriptions before scheduling staff evaluations. He also reported that he attended a meeting with Bartles and Wells along with the Vice President, Legal Counsel, and staff members, via Zoom, regarding the rate study.**

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

**Vice President Cerrillo announced that the Principal of Malaga Elementary selected the top 3 winners for scholarships. Contact will be made with Fowler HS to notify them of our selection. Check will be made available thereafter.**

**12. Director's Reports: None for this meeting.**

**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.*

**A community business member gave her concern in regards the potential increase of sewer units. Board members clarified that notice will be given to businesses ahead of time before the final decision is approved.**

**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.

- Minutes of the Regular Board Meeting of March 12, 2024.
- Minutes of the Regular Board Meeting of March 26, 2024.
- Financial Statements and Accounts Payable Report.

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

**Motion by Director Castaneda; Second by Director Cerrillo, Jr. and by a 4-0 vote to approve the consent agenda as presented.**

**16. Closed Session: 7:11pm**

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

**17. 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 minutes for the Regular Meeting of the Board of Directors of April 11, 2024 was posted for public view on the front window of the MCWD office at 3580 S. Frank Street, Fresno Ca 93725, on 04/24/2024.

*Norma Melendez*, District Clerk