



REGULAR BOARD MEETING AGENDA
BOARD OF DIRECTORS MEETING
MALAGA COUNTY WATER DISTRICT
3580 SOUTH FRANK STREET
FRESNO, CALIFORNIA 93725
Tuesday, April 14, 2020 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.

Special Notice: Pursuant to the Executive Order of the Governor of California this meeting will be accessible via teleconference. All members of the public are encouraged to participate in this meeting by calling 1-952-222-1750, Conference ID: 633-1248. All staff and board members are also encouraged to attend via teleconference. Those who do attend the meeting in person will be asked to follow the safety guidelines set forth by the California Department of Health and the Fresno County Department of Public Health as directed by District Employees. Notice is further given that this meeting be conducted entirely via teleconference. In the event that the meeting is conducted entirely via teleconference, then notice will be posted at the District office and on the District web page.

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. Old Business:

- a. **Resolution 4-14-2020.** Consideration and Necessary action on Resolution 4-14-2020 extending stay at home orders until May 4, 2020 and ratifying emergency actions/orders of the General Manager and issuing/authorizing additional orders.

Recommended Action: Approve Resolution 4-14-2020 as is or as amended by the Board.

Motion by: _____; **Second by:** _____

5. New Business: none for this meeting.

6. Staff Reports. Minutes of the daily staff phone meetings during social-distancing period where daily operations and/or department schedules are discussed. For information.

7. Recreation Reports: Included under "Staff Reports".

8. Engineer Reports:

- a. District Engineer Report. None for this meeting.
- b. CDBG Engineer Report: None for this meeting.

9. General Manager’s Report:

- a. Discuss vendors for Fiesta Day and band contract: Grupo Sabor, DJ
- b. District spending.
- c. Water shut-off policy for businesses.

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. 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 March 24, 2020.
- b. Financial Statements and Accounts Payable Reports.

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

Motion by: _____; **Second by:** _____

16. Closed Session:

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 agenda for the Regular Meeting of the Board of Directors of April 14, 2020 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 04/10/2020.

Norma Melendez

Norma Melendez, District Clerk

item 4.a.

RESOLUTION NO. 4-14-2020

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MALAGA COUNTY WATER DISTRICT RATIFYING EMERGENCY ACTIONS/ORDERS OF THE GENERAL MANAGER AND ISSUING/AUTHORIZING ADDITIONAL ORDERS

WHEREAS, the Malaga County Water District provides essential water, sewer, solid waste collection and disposal and food distribution services to the community; and

WHEREAS, the Covid-19 virus has resulted in the issuance of local, state, and federal emergency orders and safety/preventative guidelines; and

WHEREAS, the District has responded to the challenge by issuing orders to ensure the continuation of essential services and protect the health and safety of the community and District employees.

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

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

2. That the Board of Directors hereby ratifies the orders/guidelines issued by the General Manager in response to the changing and challenging circumstances and issues the orders:

a. The District Office will be closed to the public until May 4, 2020.

b. Customers who need assistance can call the District and arrange for an appointment which if necessary, will be conducted following social distancing guidelines.

c. The Community Center and Park will be closed to the public until May 4, 2020.

d. Food Distribution and Food Commodities will continue via drive up or walk up service as follows:

1. Food Commodities and Food Distribution (Food-For-Share) will continue on the third Wednesday of the month from 12:00pm to 1:30p.m. inside the Malaga Park. No parking allowed inside the park.

e. Employees in the water and sewer departments will perform any and all necessary duties to ensure that the District continues to provide safe drinking water to the public and continues to process wastewater in a safe and environmentally responsible manner while avoiding any unnecessary contact with the public and other employees by exercising appropriate social distancing and safety equipment.

f. Solid waste collection services will continue normally.

g. Any employees who can work from home shall work from home.

h. The District shall stagger on site work schedules whenever possible to reduce contact and maintain social distancing.

i. The District will, whenever possible, alter work schedules so that employees can care for family or others and shall allow the use of PTO when requested by employees whenever possible. Employees are encouraged to apply for Family Leave if necessary.

j. Any employees who are sent home from work who cannot work from home, including high risk employees, will continue to be compensated until further notice as follows:

1. Full time employees will continue to be paid at their regular rate on their regular paydays.
2. Part time employees shall be compensated based on the average hours worked over the prior eight weeks on regular paydays.

3. The Board of Directors hereby authorizes the General Manager, modify or extend existing orders or issue new orders as conditions change as necessary to protect the health and safety of the public and employees and ensure the continued delivery of essential services. Any such orders shall be ratified by the Board as soon as practicable.

* * * * *

Passed and adopted by the Board of Directors of the Malaga County Water District at their meeting held on this 14th day of April, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Charles Garabedian, President of the
Malaga County Water District

ATTEST:

Jennifer Ahl, Secretary to the Board
of Directors of the Malaga County Water District



item 6

MALAGA COUNTY WATER DISTRICT

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BOARD OF DIRECTORS

CHARLES E. GARABEDIAN JR. PRESIDENT SALVADOR CERRILLO VICE-PRESIDENT IRMA CASTANEDA DIRECTOR FRANK CERRILLO JR. DIRECTOR CARLOS TOVAR JR. DIRECTOR

JENNIFER AHL- GENERAL MANAGER

Tuesday, March 31, 2020
Daily Staff Teleconference
Start Time: 10:02A.M.
End Time: 10:14 A.M.

Staff Present: Moises Ortiz, Romana Campos, Sylvester Perez, Laurie Cortez,
Jody Swacker, Maria Lopez.

District Office Report by Laurie Cortez

Working on billing.
Residential report has a few costumers with a very high usage,
will be sending a list to Moises to double check meters.

Pretreatment Report by Jody Swacker

Nothing to report

Wastewater Treatment Facility Report by Sylvester Perez

CIA will be at WWTF testing controller for the generator.

Recreation Report by Romana Campos

Food for share has been canceled until April 15, 2020
Called people that have rented the center for the month of April to let them know
that events must be cancel or rescheduled.

Operations Manager Report by Moises Ortiz

Compressor at well#6 has been replaced.
Will be emailing duties for the next 2 weeks

General Managers Report by Jennifer Ahl

End of Meeting Comments



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JENNIFER AHL- GENERAL MANAGER

Wednesday, April 1, 2020
Daily Staff Teleconference
Start Time: 10:00A.M.
End Time: 10:11A.M.

Staff Present: Laurie Cortez, Jody Swacker, Sylvester Perez, Norma Melendez, Jennifer Ahl, Moises Ortiz, Romana Campos.

District Office Report by Laurie Cortez

- Finished billing at 6:30p.m.
- Noticed that people are coming more to the office when the big gate is open.
- Roof guy did not stay long—no scope of work was dropped off.

Pretreatment Report by Jody Swacker

- Will be going to sample truck washes.

Wastewater Treatment Facility Report by Sylvester Perez

- Nothing to report.

Recreation Report by Romana Campos

- Will schedule April 14 to prepare for food share/commodities.
- Renters are requesting refund—prepping for that.

Operations Manager Report by Moises Ortiz

- Everything is running well. Will start working longer this week to clean the wells.

General Manager Report by Jennifer Ahl

- Will meet with Michael Slater to learn how to use google meetings for the next board meeting.
- Will pick up flyers from Michael Kiefer
- Starting to get ready for the next board meeting.

End of Meeting Comments

item 6-- schedules

Recreation Center Schedule

March 30 – April 15 2020

Monday 3/30- Check all areas of center/park-exterior walk and pool maintenance	Tuesday 3/31 Check all areas of center/park-exterior walk and pool maintenance	Wednesday 4/1 Check all areas of center-exterior walk and pool maintenance	Thursday 4/2 Check all areas of center-exterior walk and pool maintenance	Friday 4/3 Check all areas of center/park-exterior walk and pool maintenance	Saturday 4/4 Check all areas of center/park-exterior walk and pool maintenance	Sunday 4/5 Check all areas of center/park exterior walk and pool maintenance
Frankie- 10am	Lizz-10am	Romana 10am	Lupe 10am	Lizz 10 am	Frankie 10am	Albert 10am
Monday 4/6 Check all areas of center/park-exterior walk and pool maintenance	Tuesday 4/7 Check all areas of center/park-exterior walk and pool maintenance	Wednesday 4/8 Check all areas of center/park-exterior walk and pool maintenance	Thursday 4/9 Check all areas of center/park-exterior walk and pool maintenance	Friday 4/10 Check all areas of center/park-exterior walk and pool maintenance	Saturday 4/11 Check all areas of center/park-exterior walk and pool maintenance	Sunday 4/12 Check all areas of center/park-exterior walk and pool maintenance
Frankie 10am	Romana 11am	Lizz 10am	Lupe 10am	Albert 10am/Romana 1pm	Frankie 10am	Albert 10am
Monday 4/13 Check all areas of center/park-exterior walk and pool maintenance	Tuesday 4/14 Check all areas of center/park-exterior walk and pool maintenance	Wednesday 4/15 Check all areas of center/park-exterior walk and pool maintenance	Thursday 4/16 -pending	Friday 4/17 pending	Saturday 4/18 pending	Sunday 4/19 pending
Frankie 10am	All Staff-food bagging 9:30am-6:30pm	All Staff -Food Distribution 8am-5pm	Pending/regular or Lupe 10am	Lizz10am	Romana 10am	Albert 10am

APRIL 2020

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
		30	Moises on call	31	Moises on call	1	Moises on call	2	Moises on call	3	Moises on call	4	Moises on call
5	Moises on call	6	Moises on call	7	Moises on call	8	Moises on call	9	Moises on call	10	Moises on call	11	Moises on call
12	Moises on call	13	Gabino on call	14	Gabino on call	15	Gabino on call	16	Gabino on call	17	Gabino on call	18	Gabino on call
19	Gabino on call	20	Gabino on call	21	Gabino on call	22	Gabino on call	23	Gabino on call	24	Gabino on call	25	Gabino on call
26	Gabino on call	27	Moises on call	28	Moises on call	29	Moises on call	30	Moises on call				

Mon Date	Tue Date	Wed Date	Thur Date	Fri Date
7 Moises 7am daily checks of wells and production. USAs and backflow compliance	7 Moises 7am daily checks of wells and production. USAs and backflow compliance	7 Moises 7am daily checks of wells and production. USAs and backflow compliance	7 Moises 7am daily checks of wells and production. USAs and backflow compliance	7 Moises 7am daily checks of wells and production. USAs and backflow compliance
8	8 Well 6 compressor replaced 3/31/20	8 Take Monthly Bac-T samples 4/1/20	8 Weed abatement for all well sites	8 Weed abatement
9	9	9 Check residential high usage accounts	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
1	1	1	1	1
2 Gabino 2pm. Daily checks of wells and USAs.	2 Gabino 2pm. Daily checks of wells and USAs.	2 Gabino 2pm. Daily checks of wells and USAs.	2 Gabino 2pm. Daily checks of wells and USAs.	2 Gabino 2pm. Daily checks of wells and USAs.

"APRIL 2020"

STAND BY	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		
0700-1530	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
1 Perez				4	4	3				3				3		8	8				8	8	8	8	8				8	8	8	8
2 Siverling		3						3							3	8	8	4	4		8	8	8	8	8				8	8	8	8
3 Alvarez			3						3		4	4				8	8				8	8	8	8	8				8	8	8	8
4 Coleman	3	3	3			3	3	3	3	3			3	3	8	8	8				8	8	8	8	8				8	8	8	8
5 Woods	3						3						3			8	8				8	8	8	8	8				8	8	8	8
6 Swacker																8	8				8	8	8	8	8				8	8	8	8

Shelter in Place Order due to COVID-19

COVID-19 SCHEDULE

MONDAY

Full Lab

Start 24HR Sampler 8:30

1HR Waste to WAS --TO DIGESTER

Inspect the perimeter and ponds

Readings and inspect the plant 8:30AM-9AM

Spay down the mix liquor channel and Final

Spray down DAFT

Log everything you've done in the LOG BOOK!!!

TUESDAY

D.O's 7am-9am

Weekly Samples to Moore Twining

Monthly Samples to Moore Twining (1st week of the month)

1HR Waste to WAS --TO DIGESTER

Inspect the perimeter and ponds

Readings and inspect the plant 8:30AM-9AM

Spay down the mix liquor channel and Final

Spray down DAFT

Maintenance Work Orders

Log everything you've done in the LOG BOOK!!!

WEDNESDAY

Full Lab

1HR Waste to WAS --TO DIGESTER

Inspect the perimeter and ponds

Readings and inspect the plant 8:30AM-9AM

Waste to the drying bed

Perform digester transfer

Spay down the mix liquor channel and Final

Log everything you've done in the LOG BOOK!!!

THURSDAY

1HR Waste to WAS --TO DIGESTER

Inspect the perimeter and ponds

Readings and inspect the plant 8:30AM-9AM

Spay down the mix liquor channel and Final

Spray down DAFT

Maintenance Work Orders

Log everything you've done in the LOG BOOK!!!

FRIDAY

Full Lab

1HR Waste to WAS --TO DIGESTER

Inspect the perimeter and ponds

Readings and inspect the plant 8:30AM-9AM

Spay down the mix liquor channel and Final

Log everything you've done in the LOG BOOK!!!

SATURDAY/SUNDAY (WEEKEND DUTIES)

1HR Waste to WAS --TO DIGESTER

Inspect the perimeter and ponds

WEEKEND Lab

Readings and inspect the plant 8:30AM-9AM

Spay down the mix liquor channel and Final

Log everything you've done in the LOG BOOK!!!

APRIL/MAY 2020

SUBJECT OFFICE SCHEDULE PERIOD _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
WEEK	30	31	1	2	3	4/5
NOTES						
WEEK	6 Misc. Office Wrk Laurie 12-4	7 Misc. Office Wrk Maria 1-6	8 Payroll Laurie 12-5	9 Misc. Office Wrk Jen Open	10 Misc. Office Wrk Maria 1-6	11/12 Misc. Office Wrk Jen Open
NOTES						
WEEK	13 Misc. Office Wrk Laurie 12-5	14 Misc. Office Wrk Maria 1-6	15 Misc. Office Wrk Laurie 12-5	16 Misc. Office Wrk Maria 1-6	17 Misc. Office Wrk Jen ?	18/19 Misc. Office Wrk Jen ?
NOTES						
WEEK	20 Misc. Office Wrk Laurie 12-5	21 Misc. Office Wrk Maria 1-6	22 Payroll Laurie 12-5	23 Misc. Office Wrk Maria 1-6	24 Misc. Office Wrk Jen ?	25/26 Misc. Office Wrk Jen ?
NOTES						
WEEK	27 Misc. Office Wrk Laurie 12-5	28 Misc. Office Wrk Maria 1-6	29 EOM Billing Laurie 12-5	30 EOM Billing Laurie 1-7 Maria 1-7	1 Misc. Office Wrk Jen ?	2/3 Misc. Office Wrk Jen ?
NOTES						
WEEK						
NOTES						



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JENNIFER AHL- GENERAL MANAGER

Thursday, April 2, 2020

Daily Staff Teleconference

Start Time: 10:00A.M.

End Time: 10:22A.M.

Staff Present: Sylvester Perez, Laurie Cortez, Romana Campos, Norma Melendez, Jody Swacker, Jennifer Ahl

District Office Report by Laurie Cortez

- Shredding company to come on Friday 4/3/2020, to shred documents in bin.
- Maria's baby got sick and will be unable to come to the office today. Request to change her office day from Thursday to Friday. GM approved.
- New England will be servicing the a/c on Monday 4/6/2020 after 1:00P.M.
- There are issues with auto-pay—payments did not process on the due date. Laurie sent e-mail to invoice cloud to resolve the issue. Two customer complaints about this matter.

Pretreatment Report by Jody Swacker

- Sampling for truck washes.

Wastewater Treatment Facility Report by Sylvester Perez

- None for this meeting.

Recreation Report by Romana Campos

- Kids jumped the fence at the park to use field. Romana asked them to leave. Kids were hesitant to leave at first, but eventually left.
- Alarm installation: Turner's will be at the recreation center on Tuesday 4/7 to install alarm system.
- Jamba juice account is closed. Funds raised: over \$400.00.

Operations Manager Report by Moises Ortiz

- Not present at today's meeting.
- Nothing new to report.

General Manager Report by Jennifer Ahl

- Working on policies and procedures manual.
- Looking into insurance coverage due to COVID 19.
- Policies and Procedures need to be put in place once everyone comes back from work-from-home. Potentially implement new guidelines, i.e: amount of people present, cleaning guidelines, etc.
- Bathrooms: still has not received keys from Claude. May need to change the locks if key is not given by Claude.
- Gave recommendation to Pretreatment Inspector to sample truck wash businesses once a week instead of once a month. Will bill truck washes for the weekly sampling.
- Employee evaluations: may need to finish off evaluations via web.

End of Meeting Comments



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JENNIFER AHL- GENERAL MANAGER

Friday, April 3, 2020
Daily Staff Teleconference
Start Time: 10:00A.M.
End Time: 10:27A.M.

Staff Present: Moises Ortiz, Jennifer Ahl, Romana Campos, Laurie Cortez, Sylvester Perez, Jody Swacker and Norma Melendez

District Office Report by Laurie Cortez

- Pena Disposal is supposed to be coming to the office today to shred documents from the shredding bin. They are not giving a time when they will be there. Due to Maria's baby sick, she will not be coming into the office today. Need to coordinate with disposal company to assist them at the time they arrive at the office.
- May need to make an extra key for Moises in the case he needs to go to the office when office staff is unavailable.

Pretreatment Report by Jody Swacker

- Nothing to report.

Wastewater Treatment Facility Report by Sylvester Perez

- Nothing to report.

Recreation Report by Romana Campos

- Nothing to report.

Operations Manager Report by Moises Ortiz

- Will need to check residents water meter—meter is leaking.

General Manager Report by Jennifer Ahl

- Will be at the office today.

Head Department leads started a conversation about mental health. It was decided that it would be a good topic to mention at the full staff meeting of Monday, April 6, 2020.

End of Meeting Comments



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JENNIFER AHL- GENERAL MANAGER

Monday, April 6, 2020

Full Staff Meeting: Teleconference

Start Time: 10:00A.M.

End Time: 10:53A.M.

Staff Present: Jesse Alvarez, Laurie Cortez, Romana Campos, Lupe Rios, Frankie Roman, Moises Ortiz, Albert Armenta, Julio Miranda, Jody Swacker, Lizz Tovar, Maria Lopez, Sylvester Perez, Gabino Gomez, Jennifer Ahl and Burt Siverling.

District Office Report by Laurie Cortez

- Maria: doing well. Baby is doing better too; fever is now gone.
- Laurie: Daughter is quarantined due to 2 of her workplace staff members testing positive for COVID19.

Pretreatment Report by Jody Swacker

- Will be resampling truck wash's this Thursday.

Wastewater Treatment Facility Report by Sylvester Perez

- No power in lift station #5. Has called PG&E to help restore power. PG&E will be calling the District Office to set something up.
- Staff at the WWTF is doing well. Trying to stay home and spend time with the family and do things around the house.

Recreation Report by Romana Campos

- Has not heard from Claude Saiz regarding the keys to the bathroom. Will have to go to Home Depot and purchase locks to remove the current ones it has installed.
- Food commodities and Food Share are scheduled for next week, April 15.
- Albert had the weekend. Frankie is working today, and Romana will be at the park tomorrow. Lupe on Thursday and Lizz on Friday.
- Recreation and maintenance staff are doing well, just trying to stay busy by staying home.

Operations Manager Report by Moises Ortiz

- Noticed work being done at the District Office's roof today. Spoke to all and he should have a scope of work soon. It looks like the roof could be done by next week.

General Manager Report by Jennifer Ahl

- Board meeting may be all over the phone. No office presence.
- Scheduled full staff meeting for next Monday, 4/13/2020.

After department reports, staff moved forward with the safety topic of the day, "Emergency Planning". It is important to understand and learn procedures for evacuations, spill clean-ups, earthquakes and other natural disasters. Emergency planning for the workplace and for at home purposes.

End of Meeting



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JENNIFER AHL- GENERAL MANAGER

Tuesday, April 07, 2020

Daily Staff Teleconference

Start Time: 2:30P.M.

End Time: 2:54P.M.

Staff Present: Sylvester Perez, Laurie Cortez, Jody Swacker, Romana Campos, Moises Ortiz, Norma Melendez and Jennifer Ahl.

District Office Report by Laurie Cortez

- Suggested those that are not enrolled in direct deposit to consider enrolling.

Pretreatment Report by Jody Swacker

- Received a call from Inland Star letting him know that their pond is full and would like to pump some water out. Jody suggested that they call Flood Control District to see what they can do about it. He let them know that water that needs to be pumped out of that pond cannot go into MCWD system.

Wastewater Treatment Facility Report by Sylvester Perez

- Liftstation #1 back in service. Power has been restored.
- Barscreen was not operating properly. Had someone check it out and is working fine now.
- Steve is back to work.

Recreation Report by Romana Campos

- Currently at the recreation center—in the process of installing the alarm system with Turners.
- Has asked Frankie and Albert to maintain the grass on the days they are at the park so the park.

Operations Manager Report by Moises Ortiz

- Will be receiving park gate key from Julio.

General Manager Report by Jennifer Ahl

- Had a phone meeting with President Garabedian, Jr. and Vice President Cerrillo regarding shelter-in-place extension. Staff will be returning to work May 4, 2020, unless there are new developments in the Fresno County.
- They would like a fence or something put up on the concrete wall next to the District Office to prevent children walking and climbing on it.
- Will be meeting President Garabedian on Thursday, 4/09/2020 at the park to take a look at the bathrooms and begin a damages bill.

End of Meeting



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JENNIFER AHL- GENERAL MANAGER

Wednesday, April 8, 2020

Daily Staff Teleconference

Start Time: 10:00A.M.

End Time: 10:34A.M.

Staff Present: Laurie Cortez, Jody Swacker, Sylvester Perez, Romana Campos, Moises Ortiz, Jennifer Ahl, Norma Melendez

District Office Report by Laurie Cortez

- Will be going to the office and work on payroll, board meeting financial reports, close the month of March and make a deposit to the bank.
- Need to add Jennifer to the retirement plan as an authorized person.

Pretreatment Report by Jody Swacker

- Nothing to report.

Wastewater Treatment Facility Report by Sylvester Perez

- Nothing to report

Recreation Report by Romana Campos

- Alarm system installation is complete. Recreation staff and maintenance have received the alarm code.
- Talked about Fiesta Day—waiting to finalize contract with Grupo Sabor. Letters to former vendors will be going out soon.

Operations Manager Report by Moises Ortiz

- Nothing to report.

General Manager Report by Jennifer Ahl

- will be doing videophone employee reviews so she can turn in to the board a report.
- Discussion of some agenda items.

End of Meeting Comments



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JENNIFER AHL- GENERAL MANAGER

Thursday, April 9, 2020

Daily Staff Teleconference

Start Time: 1:30P.M.

End Time: 1:51pm

Staff Present: Laurie Cotez, Jody Swacker, Sylvester Perez, Norma Melendez, Moises Ortiz, Jennifer Ahl

District Office Report by Laurie Cortez

- Suggested an update to the extension notice that will go out to the community. Should not give an exact date due to the ever-changing updates on behalf of the county and the state.
- Cintas informed her that the sanitary stations are delayed due to the high demand.
- Has ordered reusable masks for the staff.

Pretreatment Report by Jody Swacker

- Nothing to report.

Wastewater Treatment Facility Report by Sylvester Perez

- Nothing to report.

Recreation Report by Romana Campos

- Not available today.

Operations Manager Report by Moises Ortiz

- Spoke to Jorge regarding gazebo updates.

General Manager Report by Jennifer Ahl

- Valley Air Pollution Control District has approved grant for long distance vehicle. Flex can be used at the park and can be used by any staff member that will need to travel for work/meeting purposes.
- Maintenance vehicles have not been approved for grant. May need to seek a different grant to fund these vehicles.
- Official letter will be sent to Claude regarding unfinished bathroom project.

End of Meeting



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

JENNIFER AHL- GENERAL MANAGER

Friday, April 10, 2020
Daily Staff Teleconference
Start Time: 10:15A.M.
End Time: 11:12A.M.

Staff Present: Jody Swacker, Sylvester Perez, Norma Melendez, Moises Ortiiz, Romana Campos, Laurie Cortez, Jennifer Ahl.

District Office Report by Laurie Cortez

- For the month of March and April, late fees will be waived for residential and business accounts.
- Next week: Getting financial reports ready for the board meeting and will make another deposit.
- Maria will start being included in the daily morning meetings.

Pretreatment Report by Jody Swacker

- Two truck wash businesses have closed due to the lack of business.
- All other truck washes will continue to get tested on a weekly basis.
- Will start working on the pretreatment report which is due at the end of April.

Wastewater Treatment Facility Report by Sylvester Perez

- Everything running well. Nothing to report.

Recreation Report by Romana Campos

- Next week: will be at the park on Tuesday to prepare for Wednesday's food commodities/ food share.
- Will be able to provide 1 bag of sanitary products for each department. Staff can pick up at their earliest convenience.
- Alarm glitch. Alarm company will be at the center to fix this issue on Tuesday or Wednesday.

Operations Manager Report by Moises Ortiz

- Park bathrooms: bathrooms are not up to standard. Ramps do not look like they are in compliance. Gas & Electrical along the same ditch as sewer.
- Picnic shelter quotes: will be receiving quote from Jorge, Charlie will get a quote from Al Saiz and Sal will get a quote from someone he knows.

General Manager Report by Jennifer Ahl

- Met with Michael Slater and Michael Taylor and discussed:
 - Parnagian Annexation and Aseemi Group annexation.
 - WWTF preapplication for USDA funding for operational improvements.
 - New discharge requirements.
 - Local Limits Study: administrative guidelines updates.
 - Pretreatment: High EC's → increase violation fees.
 - Municipal Service Review almost done.

End of Meeting Comments



REGULAR BOARD MEETING MINUTES

**BOARD OF DIRECTORS MEETING
MALAGA COUNTY WATER DISTRICT
3580 SOUTH FRANK STREET
FRESNO, CALIFORNIA 93725
Tuesday, March 24, 2020 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.

Special Notice: Pursuant to the Executive Order of the Governor of California this meeting will be accessible via teleconference. All members of the public are encouraged to participate in this meeting by calling 1-952-222-1750, Conference ID: 633-1248. All staff and board members are also encouraged to attend via teleconference. Those who do attend the meeting in person will be asked to follow the safety guidelines set forth by the California Department of Health and the Fresno County Department of Public Health as directed by District Employees. Notice is further given that this meeting be conducted entirely via teleconference. In the event that the meeting is conducted entirely via teleconference, then notice will be posted at the District office and on the District web page.

1. **Call to Order: 6:02pm**

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: Jennifer Ahl, 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. **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 March 11, 2020.

b. Minutes of the Special Board Meeting of March 16, 2020.

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

Motion by Vice President Cerrillo; Second by Director Tovar, Jr. and by a 5-0 vote to approve the Consent Agenda as presented.

5. **Old Business:**

- a. **Resolution 3-24-2020A.** The General Manager and staff have prepared the Districts bi-annual water supply report for presentation to the board.

Recommended action: to hold the public hearing on the report and to approve the Bi-annual Water Supply Report and Resolution 3-24-2020A.

Public comment opened: 6:05pm
No public comment made.
Public comment closed: 6:05pm

Motion by Vice President Cerrillo; Second by Director Cerrillo, Jr. and by a 5-0 vote to approve Bi-annual Water Supply report and Resolution 3-24-2020A.

6. New Business:

- a. **Resolution 3-24-2020.** Consideration and Necessary action on Resolution 3-24-2020 ratifying emergency actions/orders of the General Manager and issuing/authorizing additional orders.

Recommended Action: Approve Resolution 3-24-2020 as is or as amended by the Board.

Motion by Vice President Cerrillo; Second by Director Castaneda and by a 5-0 vote to approve Resolution 3-24-2020 as presented.

- b. **Security System.** Recreation Center Director, Romana Campos, received two quotes for a security system at the recreation center. The first quote comes from Turner Security Systems, Inc. for \$135.00 quarterly (\$45.00 per month) for a term of 2 years. The second quote comes from Matson Alarm for \$405.00 payable at the time of signing the contract and \$47.50 per month for a term of 3 years, renewals will be for a term of 2 years. Staff will move forward with Turner Security Systems due to their fast response time and better price.

For information.

Remove Automatic renewal.

Motion by Vice President Cerrillo; Second by Director Tovar, Jr. and by a 5-0 vote to approve quote from Turner Security Systems, Inc and to authorize the General Manager to sign agreement.

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

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

Item tabled for next board meeting.

7. **Staff Reports.** Minutes of the daily staff phone meetings during social-distancing period where daily operations and/or department schedules are discussed. For information.

8. **Recreation Reports:** included under "Staff Reports".

9. **Engineer Reports:**

a. District Engineer Report. **None for this meeting.**

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

10. General Manager's Report:

- a. Recreation inventory of projects and materials will be conducted during down time at the recreation center.
- b. Mandatory department head meetings conducted daily at 10:00am via teleconference during COVID-19 SOP's. Minutes taken by District Clerk.
- c. Letter sent out to all residents informing of COVID-19 emergency practices to assure no interruption of water, office hours and park notifications.

No board member questions regarding gm report.

11. President's Report: none for this meeting

12. Vice President's Report: none for this meeting

13. Director's Reports:

Director Cerrillo, Jr. send prayers to all the families and staff during this time. We will get through this!

Director Castaneda and her daughters volunteered at food commodities last week.

14. Legal Counsel Report: none for this meeting

15. Communications:

- a. Written Communications: **none for this meeting.**
- b. Public Comment: **none for this meeting.**

16. Closed Session: none for this meeting.

17. Adjournment: 6:10

Motion by Vice President Cerrillo; Second by Director Cerrillo, Jr. and by a 5-0 vote to adjourn the meeting at 6:10p.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 March 24, 2020 was posted for public view on the front window of the MCWD office at 3580 S. Frank Street, Fresno Ca 93725, on 04/15/2020.

Norma Melendez

Norma Melendez, District Clerk