



REGULAR BOARD MEETING AGENDA
BOARD OF DIRECTORS MEETING
MALAGA COUNTY WATER DISTRICT
3580 SOUTH FRANK STREET
FRESNO, CALIFORNIA 93725
Wednesday, March 11, 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.
- ❖ 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. Old Business:

- a. **Bi-annual Water Supply Report.** The General Manager and staff have prepared the Districts bi-annual water supply report for presentation to the board.

Recommended action: to set a public hearing on the report for March 24, 2020 and authorize the General Manager to publish notice of the public hearing as required by water code section 31144.75.

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

- b. **District Office Roof Repairs.** Albert Saiz Construction & Roofing submitted a proposal for the repairs of the District office roof. The proposal amount of \$28,650.00 will repair the work requested per Clark Pest Control Report recommendations. No other proposals were received.

Recommended action: to approve Albert Saiz Construction & Roofing proposal of \$28,650.00 as presented.

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

- c. **Census 2020.** Self-response period begins March 12, 2020 until the end of April. The Recreation Center will host the Census 2020 kick-off on March 12, 2020 at 6:00p.m.

For information.

5. New Business:

- a. **WWTF Switch.** The Automatic Transfer Switch Controller needs to be replaced for the generator. Staff at the WWTF did a routine emergency practice and found the unit will not switch over. Three quotes have been submitted. The first quote is from Telstar Instruments in the amount of \$16,432.00, second quote from Lighthouse Electric in the amount of \$8,260.00 and the third quote from Central Industrial Automation in the amount of \$7,426.00. All quotes include parts and labor.

Recommended action: to approve quote from Central Industrial Automation in the amount of \$7,426.00 and for legal counsel to prepare a Scope of Work Agreement between MCWD and CIA.

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

- b. **WWTF Blower #3 repairs.** The inside mechanism for blower #3 will need repairs. The scope of work is to metal spray the shafts to bring back to the proper diameter as they have had heavy wear and tear. Rotors need to be balanced to prevent any vibration while running and the bearing bores in the end plates also need to be sleeved to prevent any misalignment of the rotors. Staff has received a quote from Michael Pitcher of Associate Compressors and Equipment for \$1,825.00, which includes scope of work and repairs. There is a need for the 2 aerobic digesters and 1 redundancy for the aeration basin.

For information.

- c. **Volunteer Opportunity.** The daughter of staff member Burt Siverling is completing the wastewater certification program at a local community college. She requests to volunteer in the District and shadow Operators to learn the basics and equipment of the plant operations.

For discussion and potential action.

6. Recreation Reports: To be submitted at the meeting.

7. Engineer Reports:

- a. District Engineer Report.
- b. CDBG Engineer Report:

8. General Manager's Report:

- a. Pond 8 percolation update.
- b. Gate at pond 3.
- c. New computer at WWTF

9. President's Report:

10. Vice President's Report:

11. Director's Reports:

12. Legal Counsel Report:

13. Communications:

- a. Written Communications:
- b. Public Comment:
 - 1. Maria Flores requesting donations for the Fowler High School Grad Night.

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

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

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

15. Closed Session:

- a. Personnel: Employee Evaluations; All Positions (Government Code Section 54957(b).)

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 March 10, 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 03/06/2020.

Norma Melendez

Norma Melendez, District Clerk

PROPOSAL

item 4.b.

ALBERT SAIZ CONSTRUCTION & ROOFING
Complete Roofing Service
6737 N. Price Avenue Fresno, CA 93710
Fax: (559) 298-8856 Cell: (559) 681-8838
License # 267277

Proposal Submitted To:
Malaga County Water District

Home Phone:
559-4857353

Date Submitted:
February 11, 2020

Street:
3580S Frank Street

City:
Fresno

Zip:
93725

We Hereby submit specification and estimates for:

The following is a description of work requested on the above property per: Clark Pest Control Report

Section 4A

1. Remove water stained Sheathing and replace with new sheathing

Section 4B

1. Repair weathered Fascia and wood trim front portion of building gable ends. (Gable tile must be removed to repair this area)
2. On completion of repairs gable tiles will be reinstalled.

Section 3A

1. Repair/Remove all Fungus and /or Dry rot on Decorative beams at the exterior on entrance of office.
2. Recommend installing Metal caps on all (3) Decorative beams to prevent further and future damage to Beams

Section 2B and 3B

1. Remove all Fungus and / or Dry rot in these areas
2. Remove (3) to (4) courses of tile in these area to be able to perform the repairs needed.
3. Remove all damaged fascia boards, sheathing, foam insulation and felt paper.
4. Install new fascia boards, sheathing, foam insulation and felt paper.
5. After repairs are completed, all tile will reinstall , any broken tile will be replaced with new tile.

Primer and Paint

1. All areas that were repaired will be Primed and Painted to match existing color.
2. All debris will be removed from job site.

WE PROPOSE hereby to furnish material and labor—complete in accordance with above specifications, for the sum of

TWENTY EIGHT THOUSAND SIX HUNDRED FIFTY AND NO/100 ----- Dollars (\$28,650.00)

Payment to be made as follows:

PAYMENT DUE UPON COMPLETION OF ALL WORK

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to Standard practices. Any alteration or deviation from above specifications involving extra costs will be executed Only Upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents Or delays beyond our control. Owner to carry fire, and other insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature:



ACCEPTANCE OF PROPOSAL —The above prices, specification and conditions Are satisfactory and are hereby accepted. You are authorized to do the work As specified. Payment will be made as outlined above.

Date of Acceptance:

Signature:

item 4.c.

DO YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE UPCOMING CENSUS?

Please join us at the
**Malaga Community Center
Senior Meeting Room**

To kick off the Census 2020 and
ask any questions!

**3582 S. Winery Ave, 93725
Thursday, March 12, 2020
6:00p.m. to 7:30p.m.**

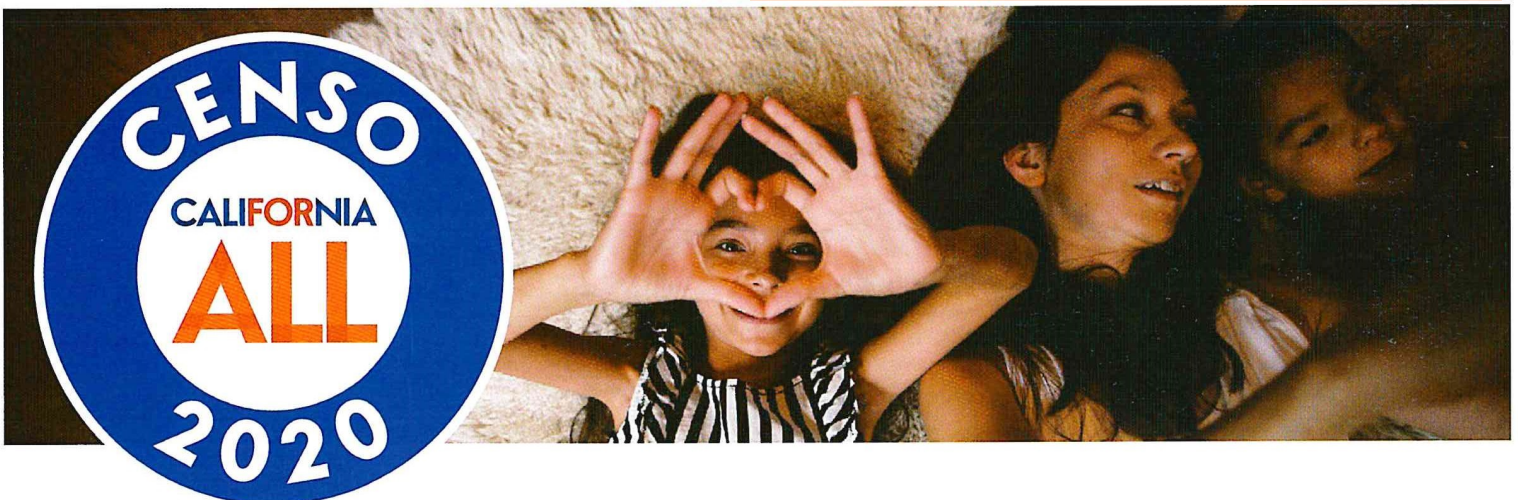
For more information please
call the District Office at (559)
485-7353

TIENE PREGUNTAS O DUDAS SOBRE EL CENSO 2020?

Venga a convivir con nosotros
para empezar la temporada
del Censo y para poder con-
testar sus preguntas!

**Centro Comunitario
Cuarto de los Seniors
3582 S. Winery Ave, Málaga
Jueves, 12 Marzo, 2020
6:00p.m. a las 7:30p.m.**

Para mas información favor de
llamar a la Oficina del Distrito
al (559) 485-7353



Confidential and Proprietary

item 5.a.



**Central
Industrial
Automation**

PO Box 7997
Fresno, CA 93747
(559) 647-2046
www.ciaautomation.com

Quotation #:	200301S	Date:	3/1/2020
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Attention To:	Project Description/Comments:
Sylvesteer Malaga Water Company 3749 S. Maple Ave Fresno, CA 93725 (559) 653-7513	Automatic transfer switch controller replacement

Description	
Remove and replace existing automatic transfer switch controller unit.	
Total	\$7,426.00

All labor is quoted at standard rate and does not include any overtime or doubletime.

This quote is not an invoice and is only valid for 30 days.

50% down with purchase order, monthly progressive payments billed up to 90%, 10% net 30 days.

1.5% service charge per month after 30 days of invoice.

Thank you for requesting this quote and giving us with the opportunity to work on this project.

item 5.a.



3585 E. Date Avenue
Fresno, CA 93725
Office (559) 498-3017
Fax (559) 498-0292
www.lighthouseelec.com
Lic# 871256
PWC# 1000024650

FIXED PRICE QUOTATION

FIXED PRICE QUOTATION # L6609A
2/26/2020


Bill:	Malaga County Water District 3580 S. Frank Ave Fresno, CA 93725	Ship:	Malaga County Water District 3580 S. Frank Ave Fresno, CA 93725
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Qty	Description	Unit Cost	Amount
	Remove and replace the (E) ASCO ATS control panel (CP). Provide start up and testing of the (N) CP The replacement CP is based of (E) serial number 860186002.		\$8,260
	*Installation and testing has been budgeted to 1 day on site. Any time beyond that would result in additional cost		
	*The controller is obsolete and has limited stock available and is non-returnable.		
Payment Terms: 50% at acceptance (Net 5) 50% at completion of scope items (Net 30)		Lump-sum Total	
			\$8,260

Conditions:

- This is a lump-sum fixed price quotation that includes any applicable sales tax.
- This offer shall expire 30 days from the date of the proposal. The cost of tariffs may increase the estimated amount. LEI is not responsible for the increased cost directly affect by said tariffs.
- The items will be ready for pickup or shipment 4-6 weeks from the approval of credit terms or initial payment. This is only an estimate and can be impacted by backlogs and product availability.
- Any standby time due to equipment malfunction, project scheduling, equipment or materials provided by others, etc. will be in addition to this quotation.
- All work will be performed M-F, 7 am-3: 30 pm.
- The buyer requested overtime will be an additional cost.
- The existing system is expected to be correct and operable. Troubleshooting of the existing system will be in addition to this proposal.
- Any additional hardware or services will be in addition to this proposal. This includes, but is not limited to control or communication to any other devices not listed here.
- If a formal contract is required, its conditions must not deviate from this proposal without LEI's written permission.

This quotation constitutes an offer to sell which expressly limits acceptance to the Standard Terms and Conditions which are by reference incorporated into this agreement as though fully set forth herein. Subject to approval of Buyer's credit worthiness and return of this Agreement with Buyer's signature and Purchase Order number.

Buyer: Malaga County Water District 3580 S. Frank Ave Fresno, CA 93725	By: _____ Date: _____ PO#: _____	Seller: Lighthouse Electrical Inc. 3585 E. Date Ave. Fresno, CA 93725	 By: _____ Date: 2/26/2020
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item 5.a.

Contractor License #422364
Contractor DIR #1000000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

January 10, 2020

Malaga CWD
3580 S. Frank Ave.
Fresno, CA 93725
Sent via Email: bsilverling@malagacwd.org

Attn: Burt Silverling
Subject: Malaga / ATS Controller Upgrade
Reference: SR 20-36156

Drawings: N/A
Specifications: N/A

Dear Burt,

Telstar Instruments ("Telstar") is pleased to provide a quote for the referenced project to the above identified purchaser ("Customer"). ATS Controller Upgrade.

By accepting this proposal from Telstar you agree to treat this as confidential information.

SCOPE OF SUPPLY / SERVICES

1. Provide new Group 5 controller.
2. Isolate and remove existing controller.
3. Install new ASCO Group 5 controller on existing door and terminate connections from controller to the existing switch.
4. Set up new controller on customer supplied settings. Operate and test transfer switch to ensure proper operation.
5. Provide on site operator training.

Material\$8,318.00

Labor\$8,114.00

Lump Sum Price / for this Scope\$16,432.00

Shipping and Handling for Telstar Supplied Materials IS INCLUDED

Sales Tax IS INCLUDED

This quotation is based on Customer's representation that this IS a prevailing wage project.

1717 Solano Way, Unit 34, **Concord**, CA 94520 Phone 925-671-2888, Fax 925-671-9507
4017 Vista Park Court, **Sacramento**, CA 95834 Phone 916-646-1999, Fax 916-646-1096
202 South Douty Street, **Hanford**, CA 93230 Phone 559-584-7116, Fax 559-584-8028
Page 1 of 3



Contractor License #422364
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar Instruments for such delay.

Cancellation: In the event of cancellation by Customer, Customer agrees to fully reimburse and compensate Telstar for all costs associated with this Quotation or subsequent order, including but not limited to engineering, labor, materials, quote and estimating time, and product return fees, plus a ten percent (10%) markup to compensate for disruption in scheduling, planned production, indirect costs and profit. Payment for cancellation shall be due within ten (10) days from the date of submission of charges by Telstar.

Entire Agreement: This Quotation constitutes the entire agreement between Telstar and Customer. There are no agreements, understandings, restrictions, warranties, or representations between Telstar and Customer other than those set forth herein or herein provided. This Quotation may only be amended, changed or revised by a written amendment signed by an authorized representative of Telstar. No oral or implied agreements shall be of any force or affect.

Precedence: In the event Telstar is issued an authorization for work, Purchase Order, Contract or similar Agreement with conflicting Terms and Conditions than those set forth herein, these Terms and Conditions will shall take precedence and shall supersede any and all other conflicting Terms and Conditions.

Submittals: In the event Telstar receives a Notice to Proceed or a written statement to proceed with submittals, Telstar will be entitled to compensation based on percent of completion of submittal cost to Customer. Telstar will prepare only one set of submittals, and any resubmittals shall be subject to an additional charge for engineering time and other costs in preparing re-submittals.

Prevailing Wages: Telstar relies upon Customer's representations as to whether this Project requires payment of prevailing wages. Customer agrees to defend, indemnify and hold Telstar harmless from and against any and all claims, actions and demands, including but not limited to payment of legal fees, fines, back pay, and any penalties or interest, associated with Customer's inaccurate representation of whether prevailing wages are required to be paid.

Bonding: Cost of Bonding is not included. Contact Telstar for a quote if bonding is required.

We look forward to working with you on this project. If you have any questions, please contact me at the phone number below.

Sincerely,

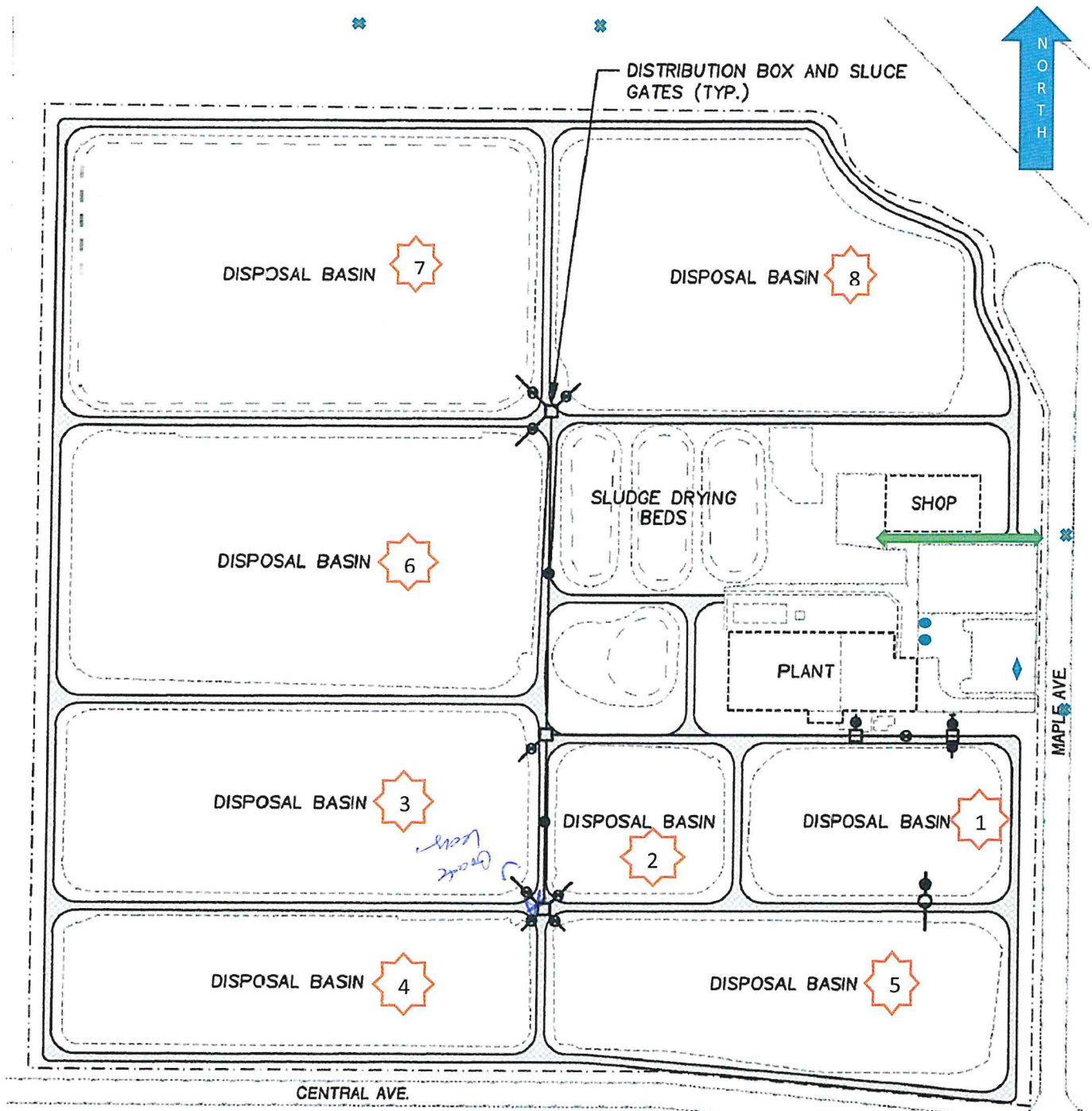
Felipe Martinez
Electrical Engineer/ IC&E Specialist
Telstar Instruments
(559) 584-7116

item 8.a.

		POND 8	Full			Average	Days OOS	"/Day	evap.	perc.	Minimum
02/05/20		out of service									1.5
02/14/20	11	4	8	10.5	10.5	8.8	9	0.98	0.86	0.12	13.5
02/21/20	7.35	18	12.2	15.2	18	14.15	7	2.02	0.79	1.23	10.5
02/28/20	14.75	23.75	20.5	19	23.75	20.35	7	2.91	0.82	2.09	10.5
03/06/20	29	17	29	28	28	26.2	7	3.74			10.5
Total						69.5"	30	2.31			45"

item 8.b.

MALAGA COUNTY WATER DISTRICT
Waste Water Treatment Facility 3749 S. Maple, Fresno, CA 93725



Man Hole



Map not to scale

Updated 07-06-17



Entrance / Exit



Fire Hydrants (South unit Out of Service)



Water Shut Off



REGULAR BOARD MEETING MINUTES
BOARD OF DIRECTORS MEETING
MALAGA COUNTY WATER DISTRICT
3580 SOUTH FRANK STREET
FRESNO, CALIFORNIA 93725
Monday, February 24, 2020 at 6:00PM

item 14.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: 6:00pm

- 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: Jennifer Ahl, 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. 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 11, 2020.
- b. Minutes of the Workshop held on February 13, 2020.

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

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

5. Old Business:

- a. **Electric Vehicle Grant.** Grant retrieval of new vehicle from Central Valley Air Board. Guidance from the Board is needed to change vehicles from \$20,000 golf carts to the provided list of valley air approved hybrid cars.

Recommended action: to assist in the selection from the provided list of Valley Air approved hybrid cars or to keep as is.

The Board will need more information; therefore, the General Manager will prepare a list with prices to present at the next board meeting.

6. New Business:

- a. Introduction of Debbie Skelton of California Rural Water Association to discuss the upcoming SWPP analysis and invite a board member and industrial user to join the steering committee.

For discussion and potential action.

Discussion was held. The Board will notify the General Manager if they decide to join the steering committee.

- b. **Town Hall Meeting.** The General Manager will conduct a town hall meeting inviting Rio Bravo to discuss with the community what they do.

For discussion and potential action.

Representatives from Rio Bravo were present and confirmed they are willing to discuss about what they do during the town hall meeting. The GM will decide on the best date available to host the town hall meeting.

- c. **CDBG 19451.** The District has been awarded \$250,000 in CDBG funds through Fresno County for the Malaga Fire Hydrant Improvements. An Agreement is required with the County to secure the funds. The District has pledged \$106,000 in matching funds.

Recommended action: To approve the Agreement with Fresno County and authorizing the General Manager to sign the Agreement and submit reimbursement requests to the County.

Motion by Vice President Cerrillo; Second by Director Tovar, Jr. and by a 5-0 vote to approve the Agreement with Fresno County and authorize the GM to sign the Agreement and submit reimbursement requests to the County.

- d. **HR Consultant RFP.** The General Manager is requesting authorization to hire an HR consultant to be the District's official HR consultant to review the Districts policies to ensure compliance with all applicable laws. A Request for Proposals will be mailed and/or posted on the newspaper.

Recommended action: to authorize the General Manager to move forward with the posting of the Request for Proposals to hire an HR Consultant for the District.

Legal Counsel advised to move Item to closed session due to personnel. Board agreed.

- e. **Auditor/Treasurer RFP.** The General Manager is requesting authorization to send out Request for Proposals for the hiring of a certified accountant for the District to review the Districts accounting and auditing systems to ensure compliance with water code section 30582 and applicable accounting standards and regulations and prepare a report with any recommended maintenance or adjustments.

Recommended action: to authorize the General Manager to post Request for Proposal to hire a certified accountant for the District.

Motion by Vice President Cerrillo; Second by Director Cerrillo, Jr. and by a 5-0 vote to authorize the General Manager to post Request for Proposal to hire a certified accountant for the District.

- f. **Bi-annual Water Supply Report.** The General Manager and staff have prepared the Districts bi-annual water supply report for presentation to the board.

Recommended action: to set a public hearing on the report for March 10, 2020 and authorize the General Manager to publish notice of the public hearing as required by water code section 31144.75.

Discussion was held. Item tabled for the next board meeting of March 10, 2020.

- g. **Resolution No. 2-24-2020.** A Resolution to approve an agreement with Fishman-Larson-Callister for independent HR investigations.

Recommended action: to approve Resolution No. 2-24-2020 to approve agreement with Fishman-Larson-Callister for independent HR investigations.

Motion by Vice President Cerrillo; Second by Director Tovar, Jr. and by a 5-0 vote to approve Resolution No. 2-24-2020 and to approve agreement with Fishman-Larson-Callister for independent HR investigations.

- 7. **Recreation Reports:** None for this meeting.

Director Castaneda reported the Recreation Committee will be hosting Family Bingo Night on March 4 and that there was a good turn out to the first Movie Night hosted at the Recreation Center.

- 8. **Engineer Reports:**

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

- b. CDBG Engineer Report:

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

- a. Update of the completion of bathrooms.
- b. CVRWQCB update on board meeting 2/20 for adoption of approval of discharge orders.
- c. 2020 Rural Communities Water Managers Leadership Institute.

- 10. **President's Report:**

President Garabedian, Jr. reported his attendance to the Central Valley Water Awareness meeting. On Friday, 2/28 he will be having a meeting at FID regarding the District's water allocation. Finally, he received good news from Peter Sanchez from Fresno Metropolitan Flood Control District. A \$100,000 grant has been approved to put in a pond in the Malaga CWD. A 15-day waiting period is expected until funds become available.

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

Vice President Cerrillo wanted to remind the Board of Directors about Hope Now for Youth Banquet that will be held on 2/27. He is also thankful that the automated system is gone. Finally, there are still revisions to be made for the soccer contract with Adam's League and Pascual Ortiz.

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

13. Legal Counsel Report: For Closed Session.

14. Communications:

a. Written Communications:

1. **CSDA Opposing AB 2093.** Letter to sign opposing AB 2093 which would require many agencies to purchase additional servers to store massive amounts of data contained in the e-mails.

b. Public Comment:

15. Closed Session: 6:53pm

- a. Personnel: Employee Evaluations; All Positions (Government Code Section 54957(b).)
No reportable action.
- b. Potential litigation: Significant exposure to litigation; one case (Government Code Section 54956.9(d)(2).)
No reportable action.
- c. Potential litigation: Significant exposure to litigation; one case (Government Code Section 54956.9(d)(2).)
No reportable action.

16. Adjournment:

Motion by President Garabedian, Jr., Second by Director Castaneda and by a 5-0 vote to adjourn the meeting at 7:48pm.

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 24, 2020 was posted for public view on the front window of the MCWD office at 3580 S. Frank Street, Fresno Ca 93725, on 03/12/2020.

Norma Melendez

Norma Melendez, District Clerk