

Del Rey Community Services District

**Minutes of the
Board of Directors
Regular Board Meeting
April 16, 2020
7:00p.m.**

President Reyna called the Regular Board Meeting to Order at 7:02p.m.

Reyna made the following introductory remarks:

“At this time, for the safety of all concerned, the District office is closed to the public and we are conducting this meet by telephone conference. This Board of Directors of the Del Rey Community Services District meeting is being conducted for public safety in light of the COVID-19 coronavirus. Our District Manager is taking all necessary precautions to protect the community and the public from the spread of this disease. The District office is currently closed to the public. There is a drop box outside the door at the office. For additional information, please check our website at www.delreycsd.com. Any member of the public may still call in and join this meeting at any time. The Phone number for the call-in is 866-848-2216. The meeting number pin number is 519 317 8829.”

Directors present: Rumaldo Reyna, Leonel Diaz, Stephanie Garza, Joaquin Nunez.

Directors absent: Daniel Ramirez.

A2 The Board leads in the Pledge of Allegiance.

A3 Approval of Agenda: Garza made a motion to approve the agenda of the April 16, 2020 Regular Board Meeting. Nunez second the motion. All in favor; four ayes: Garza, Nunez, Diaz, Reyna. All absent; one absent: Ramirez. Motion passed.

B. Public Comment (limit of three minutes):

None Scheduled.

Unscheduled – Open to the public for discussion.

No comments.

C. APPROVAL OF MINUTES:

C1 Approve Minutes of the March 19, 2020 Special Board Meeting. Garza made a motion to approve the minutes of the March 19, 2020 Special Board Meeting. Nunez second the motion. All in favor; three ayes: Garza, Nunez, Reyna. All abstained; one abstained: Diaz. All absent; one absent: Ramirez. Motion passed.

C2 Approve Minutes of the March 19, 2020 Regular Board Meeting. Garza made a motion to approve the minutes of the March 19, 2020 Regular Board Meeting. Nunez second the motion. All in favor; three ayes: Garza, Nunez, Reyna. All abstained; one abstained: Diaz. All absent; one absent: Ramirez. Motion passed.

D. CONSENT CALENDAR:

D1 Approve payments for vendors for West America Bank – March 2020, a total amount of \$87,098.72. Discussion. Reyna opens this item to the public for comments. No comments. Nunez made a motion to approve payments for vendors for West America Bank for March 2020 for a total amount of \$87,098.72. Garza second the motion. All in favor; three ayes: Nunez, Garza, Reyna. All abstained; one abstained: Diaz. All absent; one absent: Ramirez. Motion passed.

D2 Approve payments for vendors for West America Bank – April 13, 2020, a total amount of \$18,100.64. Discussion. Reyna opens this item to the public for comments. No comments. Nunez made a motion to approve payments for vendors for West America Bank for April 13, 2020 for a total amount of \$18,100.64. Garza second the motion. All in favor; three ayes: Nunez, Garza, Reyna. All abstained; one abstained: Diaz. All absent; one absent: Ramirez. Motion passed.

E. PUBLIC HEARINGS (DISCUSSION AND ACTION ITEMS):

E1 Discussion and Adoption of Resolution Approving 2nd Amendment to District Manager Employment Agreement. LC Saghatelian states that the Board approved to increase the District Managers Salary on March 19, 2020 to \$71,994.00. Discussion. Reyna opens this item up to the public for comments. No comments. Garza made a motion to approve and adopt Resolution approving 2nd amendment to District Manager Employment Agreement. Nunez second the motion. All in favor; four ayes: Garza, Nunez, Diaz, Reyna. All absent; one absent: Ramirez. Motion passed.

- E2 Discussion and Adoption of Request for Proposal for Solid Waste Hauling Services. DM Arias states that with LC Saghatelian's help, they have a draft sample of the proposal for Solid Waste Hauling Services for their consideration. LC Saghatelian states that the timeline is a little bit tight – the proposal needs to be approved by June 1, 2020. She states that the proposal that they send out will be due May 11, 2020 and are asking for references, documents, and a questionnaire. She then states that this is for a five-year contract with a five-year renewal at the pleasure of the Board. Discussion. Reyna opens this item to the public for comments. No comments. Diaz made a motion to approve and adopt the request for proposal for solid waste hauling services. Garza second the motion. All in favor; four ayes: Diaz, Garza, Reyna, Nunez. All absent; one absent: Ramirez. Motion passed.
- E3 Discussion RE: Donating the Hall temporarily for the use of a Del Rey Youth Center. The Board agrees to table the item until after the COVID-19 pandemic has passed.
- E4 Discussion of the Sequoia Pumping Income being placed in the General Fund. Reyna states that he would like to table this item. The Board agrees to table this item.
- E5 Discussion and Adoption of Resolution Approving No Cost Technical Assistance & Professional Services Agreement with AM Consulting Engineers. LC Saghatelian states that AM Consulting Engineers made a proposal to the Board in February, that they would provide to the District at no cost to apply for State Funds under the State's Clean Water Revolving Fund and application to the State Water Resource Control Board. Alfonso Manrique with AM Consulting Engineers states that he read the resolution and is fine with it and is ready to move forward. Discussion. LC Saghatelian states for the record that the Board has no obligation to hire AM Consulting Engineers if and when they require engineers for this project. Reyna opens this item to the public for comments. No comments. Diaz made a motion to adopt a Resolution approving No Cost Technical Assistance and professional Services Agreement with AM Consulting Engineers. Garza second the motion. All in favor; four ayes: Diaz, Garza, Reyna, Nunez. All absent; one absent: Ramirez. Motion passed.
- E6 Discussion and Approve Resolution of AECOM 2019-2020 Supplemental Budget Increase. Reitz states that they approve a budget every fiscal year and they are pushing up against the budget that they approved back in July 2019. He states that they anticipate an amount of about \$15,000.00 to hold them over through the end of the year. He states that some of those additional works include the GSA – attending the meetings for the South Kings GSA, the additional work they put in for the FAAST grant application, the work they are going to be doing with LAFCO to extend the Boundaries to the District. Discussion. Reyna opens this item to the public for comments. Public member Rolando Sanchez states that he is just catching up but he has a statement when the public comments portion comes up. Diaz made a motion to approve Resolution of AECOM 2019-2020 supplemental Budget Increase of \$15,000.00. Garza second the motion. All in favor; four ayes: Diaz, Garza, Reyna, Nunez. All absent; one absent: Ramirez. Motion passed.
- E7 Discussion and Action on Measures to Mitigate the Impacts of the COVID-19 (Coronavirus) Pandemic. LC Saghatelian states that on March 19, 2020 – the Board approved a declaration and appointed DM Arias to take measures necessary to protect the public and staff of the Del Rey Community Services District of the COVID-19 pandemic. They want to make sure that they are tracking as much action on this as possible. She states that the District Office is closed to the public to avoid public contact. She states that staff has done a tremendous job on the District website which is www.delreycsd.com and the documents that they might need are on their for the public to access, they can also make a phone call to the office and also send emails to communicate. She then states that they have been advised that there is no water shut off's for residential water services – the District is trying to protect the public as much as possible while continuing essential services. Discussion. Reyna opens this item up to the public for comments. Public member Rolando Sanchez states that they have a lot of elderly and a lot of people affected by this and he would like to see the District reach out educate the community and with materials like face masks, gloves. Discussion. Office Staff Melkonian states that they can send out an informational flier in English and Spanish within the next few days.

F. DIRECTOR COMMUNICATIONS / AGENDA ITEMS:

Diaz states that the sewer plant does not look too good. Reyna states that he made some comments to DM Arias about the parks as well and that will hopefully get addressed. Reyna suggest to DM Arias to have a schedule for the guys to maintain the grounds. DM Arias states that it has been taken care of. Garza asks if we are going to distribute food next month – she states that they did not distribute the food this month. Discussion. DM Arias states that they could not provide gloves and masks at that time and could not expose the volunteers and community. Staff Member Melkonian states that it was not an easy decision or a decision that was made lightly,

but to protect our volunteers, staff and the public, we choose not to have it for April. She states that they were the 8th distribution to cancel, but they did provide the community with a list of 6 other local food distributions – which one of them was here in Del Rey and was a drive through. Nunez states that on Channel 21 has a lot of information regarding food distributions. Nunez states that the park looks beautiful, however, there is a lid from the water meter sticking out on the sidewalk just across from where the water pump is and it is a very dangerous area to walk. Discussion.

G. DISTRICT ADMINISTRATOR REPORTS:

G-1 Report of District Engineer (Report by AECOM). Reitz with AECOM gives his report. He report on the wellhead treatment for TCP and Water meters grant funding applications. He states that they have completed the final application for the State grant for the water meters and the TCP removal at the Wells 4, 5, and 7 project using the FAAST system and have uploaded to the State Division of drinking water for review and processing. He then states that they are assisting with compiling materials needed for the grant application that AM Consulting Engineers is working on for the District. Reitz then states that they have advertised for redevelopment of Wells 4 and 5 and installation of new well pumps. He states that bids will be opened on April 30th and the work performed this spring.

G-2 Report of District Manager (Report by Carlos Arias). DM Arias states that they had a pre-bid meeting this morning. He then states that the office is closed to the public until further notice.

G-3 Report of District Counsel (Report by Tommi Saghatelian). LC Saghatelian states that they have been working with staff – and they are working remotely and thanks everyone for working with her. She states that she prepared all resolutions reviewed tonight. They have been working with staff with the RFP for Solid Waste Process. She states that she can work with DM Arias regarding the sidewalk lifted at the Park, she would just need to know some more details.

G-4 Report of District Accountant. (Report by Paul Dictos). Paul Dictos gives a presentation on the Financial Report for the 9-month period ending March 31, 2020.

H. PUBLIC COMMENTS:

No Comments.

I. ADJOURNMENT:

Garza made a motion to adjourn the April 16, 2020 Regular Board Meeting. Diaz second the motion. All in favor; four ayes: Garza, Diaz, Reyna, Nunez. All absent; one absent: Ramirez. Motion passed.

With no further business the meeting was adjourned at 8:50p.m.

Respectfully Submitted,

Elyssa Melkonian

Elyssa Melkonian
Del Rey Community Services District