

Del Rey Community Services District

**Minutes of the
Board of Directors
Regular Board Meeting
May 21, 2020
7:00p.m.**

President Reyna called the Regular Board Meeting to Order at 7:01p.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, Joaquin Nunez, Daniel Ramirez
***Diaz joined the meeting at 7:05pm.

Directors absent: Stephanie Garza.

A2 The Board leads in the Pledge of Allegiance.

Diaz joined the May 21, 2020 Regular Board Meeting at 7:05p.m.

A3 Approval of Agenda: Reyna made a motion to move item E12 up to become item E1. Diaz second the motion. All in favor; four ayes: Reyna, Diaz, Nunez, Ramirez. All absent; one absent; Garza. 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 April 16, 2020 Regular Board Meeting Minutes. Nunez made a motion to approve the minutes of the April 16, 2020 Regular Board Meeting Minutes. Ramirez second the motion. All in favor; four ayes: Nunez, Ramirez, Diaz, Reyna. All absent; one absent: Garza. Motion passed.

D. CONSENT CALENDAR:

D1 Approve payments for vendors for West America Bank – April 2020, a total amount of \$94,824.98.

D2 Approve payments for vendors for West America Bank – May 18, 2020, a total amount of \$39,498.45.

Diaz made a motion to approve payments for vendors for West America Bank for April 2020, a total amount of \$94,824.98 and a motion to approve payments for vendors for West America Bank for May 18, 2020 for a total amount of \$39,498.45. Ramirez second the motion. All in favor; four ayes: Diaz, Ramirez, Reyna, Nunez. All absent; one absent: Garza. Motion passed.

E. PUBLIC HEARINGS (DISCUSSION AND ACTION ITEMS):

E12 Resolution Awarding Solid Waste Hauling Contract to Industrial Waste & Salvage & Authorizing District Manager to Sign & Execute Agreement. LC Saghatelian gives an overview and comparison of the two proposals received – one from Industrial Waste and Salvage (IWS) and the other from Waste Management Services (WMS). She states that IWS was the low bid and included additional services. Diaz states that he did not receive any of the proposals. Discussion. Keith Hester, general manager with IWS joins the conversation and answers questions by the Board. The Board thanks IWS. Discussion. Reyna opens this item to the public for comments. Paul Dictos states that the Caglia family is one of the most respected families in the Central Valley. LC Chaffin states that it is incredibly unusual to have a Solid Waste Hauling Service to provide this level of services and this is one of the best levels of service he has seen. Richard Caglia with IWS wants to thank the Board very much and they appreciate working with Del Rey. Discussion. Nunez made a motion to award Solid Waste Hauling Contract to Industrial Waste &

Salvage and authorizing District Manager to sign and execute the agreement. Ramirez second the motion. All in favor; three ayes: Nunez, Ramirez, Reyna. All abstained; one abstained: Diaz. All absent; one absent: Garza. Motion passed.

- E1 A Resolution of the Board of Directors of the Del Rey Community Services District adopting the annual budget for Fiscal Year 2020-2021. DM Arias states that he would like to table this item as he will not have it ready until the June Regular Board Meeting. Reyna states that he would like a better breakdown on the budget – in regard to Hall Rentals, Salaries, Benefits, Training, Office Equipment, Office Supplies, Mileage, General Maintenance, Auto Repairs. Paul Dictos suggests that two Board Members to sit with DM Arias to work on the budget. Discussion. Reyna and Ramirez agree to form a budget committee.

LC Saghatelian asks to move item E5 up. The Board agrees.

- E5 Discussion and approval to adopt a Resolution to authorizing District Manager to sign and file a financial Assistance Application to the State Water Resources Control Board for the Planning and Design of Improvements to the District's Wastewater Treatment Facility and Sewer Collection System. Alfonso Manrique states that they have the authorizing Resolution in front of them to sign and file the application to the State Water Resources Control Board for the Planning and Design of Improvements to the District's Wastewater Treatment Facility and Sewer Collection System. Discussion. Reyna open this item to the public for comments. No comments. Nunez made a motion to approve and adopt a Resolution to authorizing District Manager to sign and file a financial Assistance Application to the State Water Resources Control Board for the Planning and Design of Improvements to the District's Wastewater Treatment Facility and Sewer Collection System. Diaz second the motion. All in favor; four ayes: Nunez, Diaz, Reyna, Ramirez. All absent; one absent: Garza. Motion passed.

- E2 Discussion on making the Maintenance Fund a restricted Account. Discussion. Reyna opens this item up to the public for comments. Reyna states that they can move this to the next meeting so that they can move on. No comments.

- E3 Discussion of the Sequoia Pumping income being placed in the general fund. Reyna states that he would like to put this money that they are receiving from Sequoia Pumping for dumping water into our ponds and use that money to pay down the sewer bond and pay off that debt. Ramirez states that he would like to keep the money in the general account and use that money to help our employees to do their job properly and invest in proper equipment and vehicles. Discussion. Reyna opens this item to the public for comments. Mark Reitz states that if they are successful in the TCP grant, they will have \$5,000,000.00 to keep from the settlement. Paul Dictos states that there is no such thing as a "General account", it is called an "Enterprise Fund".

- E4 Discussion and Action on Measures to mitigate the impacts of the COVID-19 (Coronavirus) Pandemic. LC Saghatelian states that California is still affected. She then states that as of today at 3:24pm, Del Rey has 8 confirmed cases of COVID-19. Reyna states that this is affecting the elderly and we have quite a bit of elderly here in Del Rey. DM Arias states that the office closure is working so far – and people are understanding and cooperating and would like to continue with the office closure. Reyna states that he thinks that is the smart thing to do and Dm Arias will address this as needed. Discussion. Reyna opens this item to the public for comments. No comments.

- E6 Discussion and Approval of Opening a Temporary Leave Replacement – Full Time Office Administrative Position. DM Arias states that he would like to hire someone at leave one month before the employee leave. LC Saghatelian states that they are not here to talk about the employees maternity leave, they are here to talk about hiring a replacement and starting that person with enough time so that Elyssa Melkonian can work with that person before the leave. Reyna states that he thinks that is a good idea, but the numbers do not look very promising. Ramirez states that they should put it out there to get people to see who would be interested. Reyna states that financially they are not doing very well. Diaz states that before they even create this part time thing, they have to see what they have got – so he would like to see what is in the budget. Discussion. Paul Dictos suggests a replacement from an employment agency. Reyna states that they should save the money when employee Melkonian is on leave because she will be on disability. LC Chaffin states that this is not about Employee Melkonian, that is not the topic. Discussion. DM Arias states that they need someone there in that position. LC Saghatelian suggests having DM Arias to look into what their options are in regard to hiring a temp and take a look at what is out there, what the options are and report back at the June meeting. Reyna states

- that is fine. Discussion. LC Saghatelian states that they will get the Board some dates when they get closer to having a temp available.
- E7 Discussion and Approval of all Board Meeting Paperwork to be Submitted by no later than 5:00p.m. the Business day before the date the Agenda must be Posted. Reyna states that he put this on the agenda because sometimes he gets paperwork right before the meeting and he does not think that should be happening. Reyna states that he has a responsibility to review paperwork with enough time before the Board Meetings. Discussion. Reyna states that the Brown Act states that they should be given the information 72 hours before. Nunez states that they need to see all paperwork prior to the meeting. Diaz states that he agrees with that so that they can make informed decisions. Discussion. Reyna opens this item to the public for comments. No Comments. LC Saghatelian states that they do try to get everything to the Board with enough time to review, and she states that this is driven by State Law and sometimes they have to call a Special Meeting so that they can get something approved that they need to get it approved and she does not think that this is just not as realistic as possible, but they do try. Discussion. Reyna pulls this item.
- E8 Discussion and Approval of No Longer Holding Special Board Meeting the Same Day as Regular Board Meetings. Reyna pulls this item.
- E9 Request that Board Member Ramirez Attend Board Meetings or Resign. Reyna pulls this item.
- E10 Discussion and Action of Approving an expense of about \$15,000.00 to replace AERATRON System at the Emergency Pond. DM Arias states that they have problems with the emergency pond and had issues with the aeration. He states that he received an estimate of \$12,500.00 to replace. Reyna asks if this is the only estimate that he received. DM Arias states yes. Reyna asks DM to get one or two more estimates for this. Discussion. Diaz asks Reitz if there is anyway that he, Reitz, can help with this. Reitz states that yes, he can talk to DM Arias about this next week. He states that Alfonso Manrique is an expert and he is sure that he would be happy to help out with that. Reyna states that they have to be careful on who they assign with this, because people do not work for free and that is why they should go out to bid. Discussion. Reyna opens this item up to the public for comments. No comments. Diaz made a motion to have Reitz and DM Arias get together and figure something out. Ramirez second the motion. All in favor; four ayes: Diaz, Ramirez, Reyna, Nunez. All absent; one absent: Garza. Motion passed.
- E11 Discussion and Action to Award Well 4 and Well 5 Rehabilitation and New Pumps project to Maggiora Bros Drilling in the amount of \$291,398. Reitz states that they opened the bid for this contract on April 30, 2020 and the low bidder was Maggiora Brothers at \$291,398.00 and their references are good. Discussion. Ramirez made a motion to award well 4 and well5 rehabilitation and new pump projects to Maggiora Bros Drilling in the amount \$291,398.00. Nunez second the motion. All in favor; Ramirez, Nunez, Diaz, Reyna. All absent; one absent: Garza. Motion passed.
- E13 Resolution Approving 3rd Amended Employment Agreement for District Manager (Confirming 2020 compensation). LC Saghatelian states that on April 16, 2020 the Board approved the 2nd amendment to the employment agreement, however, there was some language in the 2016 agreement that was not applicable in this agreement, so this is where they wanted to confirm the salary, no bonus, and one year instead of three. Discussion. Reyna opens this item to the public for comments. No comments. Ramirez made a motion to approve the 3rd Amended Employment Agreement for District Manager (Confirming 2020 compensation). Nunez second the motion. All in favor; four ayes: Ramirez, Nunez, Diaz, Reyna. All absent; one absent: Garza. Motion passed.
- E14 A Resolution authorizing the County Auditor – Controller of Fresno to Levy a Special Assessment on the 2020-2021 Tax Roll for Street Lighting Improvement. DM Arias states that they do this every year for the assessment on the Street Lighting. Reyna asks how much the increase is. LC Saghatelian states that it was \$36.00 per parcel and is now going to \$43.20. She states that these rates were approved according to the study that was taken. Discussion. Reyna opens this item to the public for comments. No comments. Ramirez made a motion to approve resolution authorizing the County Auditor – Controller of Fresno to levy a Special Assessment on the 2020-2021 tax roll for street lighting improvement. Nunez second the motion. All in favor; four ayes: Ramirez, Nunez, Diaz, Reyna. All absent; one absent: Garza. Motion passed.

F. DIRECTOR COMMUNICATIONS / AGENDA ITEMS:

Reyna states that he got on the website for the parts for the slide and will get the District that information.

G. DISTRICT ADMINISTRATOR REPORTS:

G-1 Report of District Engineer (Report by AECOM). Mark Reitz with AECOM states that the only item that he has is that low bidder of wells 4 and 5 rehabilitation and new pumps was Maggiora Brothers Drilling. Discussion.

G-2 Report of District Manager (Report by Carlos Arias). DM Arias gives an update on the Morro property being donated to the District – Dr. Sidhu is very busy but will get back to us when everything clears. He states that they have had some vandalism complaints. He then states that they will be closed for Memorial Day.

G-4 Report of District Accountant (Report by Paul Dictos). Paul Dictos gives a presentation on the Financial Report for the 10-month period ending April 30, 2020.

G-3 Report of District Counsel (Report by Tommi Saghatelian). LC Saghatelian states that in the past month they have worked with Reitz on the Wells 4 and 5 bids and a lot of work with the Solid Waste Hauling RFP's. She then states that they worked on Resolutions that they have approved today. She then states that they will give them the phone number for the closed session call.

H. PUBLIC COMMENTS:

No comments.

The Board ended open session at 9:50p.m.

I. CLOSED SESSION:

II. II. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Pursuant to Government Code §54957(b)(1).)
Position: District Counsel

A separate call-in number was provided to Board members for closed session.

The Board went into the May 21, 20220 closed session at 9:53p.m.
Closed session ended at 10:15p.m.
No reportable action.

J. ADJOURNMENT:

With no further business the meeting was adjourned at 10:16p.m.

Respectfully Submitted,

Elyssa Melkonian

Elyssa Melkonian
Del Rey Community Services District