

Del Rey Community Services District

**Minutes of the
Board of Directors
Regular Board Meeting
August 20, 2020
7:00p.m.**

President Diaz called the Regular Board Meeting to Order at 7:26p.m.

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

- A2 LC Chaffin leads in the Pledge of Allegiance.
A3 Approval of Agenda: Agenda approved by unanimous consent.

**B. Public Comment (limit of three minutes):
None Scheduled.
Unscheduled – Open to the public for discussion.**

No public present.

C. APPROVAL OF MINUTES:

C1 Approve Minutes of the July 16, 2020 Regular Board Meeting. Reyna made a motion to approve the minutes of the July 16, 2020 Regular Board Meeting. Garza second the motion. All in favor; four ayes: Reyna, Garza, Diaz, Ramirez. All absent; one absent: Nunez. Motion passed.

D. CONSENT CALENDAR:

D1 Approve payments for vendors for West America Bank – July 2020, a Total Amount of \$96,776.20. Garza made a motion to approve payments for vendors for West America Bank for July 2020, a total amount of \$96,776.20. Reyna second the motion. All in favor; four ayes: Garza, Reyna, Diaz, Ramirez. All absent; one absent: Nunez. Motion passed.

D2 Approve payments for vendors for West America Bank – August 14, 2020, a Total Amount of \$38,806.25. Ramirez made a motion to approve payments for vendors for West America Bank for August 14, 2020, a Total Amount of \$38,806.25. Garza second the motion. All in favor; four ayes: Ramirez, Garza, Diaz, Reyna. All absent; one absent: Nunez. Motion passed.

E. PUBLIC HEARINGS (DISCUSSION AND ACTION ITEMS):

E1 Review of the Human Resources Manual. Diaz states that he placed this item on the agenda so that they all can inform themselves on what each person does for the District and they need to know and understand that manual. Diaz states that he would like to set up a workshop or a Special Meeting with Dr. Mora – who helped design the manual to discuss this. Reyna states that he agrees. Discussion. LC Chaffin suggests direct staff to distribute the latest version of the Human Resource Manual for the Board to review over the next few weeks and at the next Regular Board Meeting, LC Chaffin can informally answer issues or questions that they may have, and even email the questions early – about a week before the meeting and then if they have any more significant issues or deep issues, they can get an Human Resources attorney on the phone or Dr. Mora – whoever is least expensive to answer those questions and concerns. Reyna made a motion to direct staff to distribute copies of the latest version of the Human Resources manual, the Board will review the manual over the next two weeks and then one week before the next Regular Board Meeting they will email either LC Chaffin or DM Arias their questions so that at the next Regular Board Meeting, District staff is prepared to answer those questions at the next Regular Board Meeting. Garza second the motion. All in favor; four ayes: Reyna, Garza, Diaz, Ramirez. All absent; one absent: Nunez. Motion passed.

E2 Discussion and Approval of Election of Board Officer per District By-Laws. DM Arias states that last month Diaz was elected president and now they are in need of a Vice-President. Discussion. Ramirez made a motion to nominate and elect Garza as Vice-President of the Board of Directors for the Del Rey Community Services District. Garza accepts the nomination. Diaz second the motion. All in favor; four ayes: Ramirez, Diaz, Reyna, Garza. All absent; one absent: Nunez. Motion passed.

E3 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 two months ago he submitted his budget to the Board. He states that the Board wanted to review it and it has been two months and he has not heard anything. Reyna states that there are items that he is wanting to discuss. Discussion. Ramirez states that it has been two months, and this should be resolved now. Discussion. Ramirez made a motion to adopt the budget for the 2020-2021 fiscal year. No second motion. Motion dies. Diaz made a motion to adopt a continuum Resolution of the 2019-2020 Budget. Reyna second the motion. All in favor; two ayes: Diaz, Reyna. All opposed: Ramirez. All

Abstained; one abstained: Garza. All abstained; one abstained: Nunez. Motion dies. Discussion. Garza asks when they are going to get together to discuss this budget. Diaz suggests setting a Special Meeting to discuss the budget only for August 27, 2020 at 6:30p.m. Discussion. Garza made a motion to Adopt a continuum Resolution of last year's budget, 2019-2020, until the end of September 2020 and set a Special Meeting for August 27, 2020 at 6:30p.m. Ramirez second the motion. All in favor; four ayes: Garza, Ramirez, Diaz, Reyna. All absent; one absent: one absent: Nunez. Motion passed.

F. DIRECTOR COMMUNICATIONS / AGENDA ITEMS:

No Reports.

G. DISTRICT ADMINISTRATOR REPORTS:

G-1 Report of District Engineer (Report by AECOM). Mark Reitz with AECOM states that a video of Well number 5 has shown that there is a significant hole in the casing. He states that the well was filled in with debris. He then states that AECOM is assistant the District in reviewing a small number of Industrial and Commercial meters and the incorrect readings that were used to bill some customers. He then states that we are in the process of contracting these customers to determine an equitable method of rectifying this over-billing situation. Discussion. Reitz then states that they are prepared and sent a letter to the State to explain why the District should be eligible for additional grant funding in addition to the settlement monies received for this purpose. He states that they sent a summary of the domestic and non-domestic water usage for years 2019 and 2018 as required by Division of Drinking Water. He states that they are in the process of setting up a phone call with the State grant representative to discuss the grant issue for Del Rey for the TCP treatment. Reitz then states that the existing temporary PVC pipe installed at the domestic Waste Water Treatment Plant treatment basin to provide air to the pond is leaking and we are preparing a design to fix this problem and to add an additional air hose and air diffuser to the pond. Reitz then states that he received a call from the Assistant Public Works Director for the County and asked about side walks in Del Rey and wanted to put in a grant application to put sidewalk along Morro and Jefferson and would help with the safety issues with not having sidewalks for a safe route to schools. Reitz states that about 5 years ago he put in an application for those same sidewalks and he is going to follow-up to see if they can get some money for this safe route to school's sidewalk project. He then states that they proposed a couple projects to recharge water to comply with the GSA requirements and water allocation for recharge from Consolidated Water District.

G-2 Report of District Manager (Report by Carlos Arias). DM Arias states that Nunez is not present because his father passed away. Arias then states that POM Wonderful grant is open until the end of this month and he is thinking about applying for the COVID relief grant. He then states that the temporary position has been hired and will start on August 31, 2020 and Elyssa Melkonian will begin her tentative leave of absence on September 28, 2020. Arias then states that they are having some vandalism issues here in Del Rey, the senior center, the electrical panel in the back of the office, the generator at well number 7. He states that he has been in contact with the Sherriff's Department and asking for more presence. Discussion.

G-3 Report of District Counsel (Report by Shannon Chaffin). LC Chaffin states that prior Legal Counsel, Tommi Saghatelian has just got a job with Westland's Water District but he has been kept up to speed and is able to jump right in and facilitate a smooth transition.

G-4 Report of District Accountant (Report by Paul Dictos). Paul Dictos gives a presentation on the Financial Report for the 1-month period ending July 31, 2020.

H. PUBLIC COMMENTS:

Reyna states that there was a shooting on July 24, 2020 and August 1, 2020 by the well. He states that there needs to be lighting at the wells and would like this placed on the next agenda.

The Board closed open session and went into closed session at 9:22p.m.

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

I. CLOSED SESSION:

II. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Government Code Section 54957(e) Title: District Manager.

No Reportable Action.

J. ADJOURNMENT:

With no further business the meeting was adjourned at 10:00p.m.

Respectfully Submitted,

Elyssa Melkonian

Elyssa Melkonian
Del Rey Community Services District