

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT**

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD
MEETING
JANUARY 14, 2021**

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:05 p.m. by Chairwoman Roman via teleconference.

DIRECTORS

Nathan Magsig (P)
Sarah Guerra (P)
David Cárdenas (P)
Buddy Mendes, Vice Chair (P)
Michelle Roman, Chairwoman (P)

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager/Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Veronica Cazares, District Engineer
David Bacon, Information Systems Analyst

BOARD REORGANIZATION

A. Nominations and Election of Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Michelle Roman as Chairwoman was made by Vice-Chairman Mendes, seconded by Director Cárdenas, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice-Chairman Mendes, and Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

B. Nominations and Election of Vice-Chairperson

There being no comments from the public or further nominations for vice-chair, a motion to appoint Buddy Mendes as Vice-Chairman was made by Director Cárdenas, seconded by Director Magsig, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice-Chairman Mendes, and Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of January 14, 2021 was made by Director Magsig, and seconded by Director Guerra, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

Items placed on the consent calendar are considered routine in nature. They may be approved by one motion, second and majority vote. Any Board member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Minutes of the Regular Board Meeting October 8, 2020 *(p.4)*
- B. Warrant List Reports of October 14, 2020 and October 28, 2020. *(p.8)*
- C. Cash Activity Report of October 31, 2020. *(p.12)*
- D. Warrant List Reports of November 10, 2020 and November 24, 2020. *(p.13)*
- E. Cash Activity Report of November 30, 2020. *(p.17)*

There being no comment from the public, a motion to approve the consent calendar was made by Director Magsig, seconded by Director Cárdenas, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT:
ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Board will receive the Draft Fiscal Year 2019-20 Audit Report Presentation and will consider approving the independent auditor's report for fiscal year ending June 30, 2020. (p.20) Staff Report prepared by Tricia Miller, Administration Services/HR Manager.

Allison Gregg, CPA, independent auditor from the firm Sampson, Sampson & Patterson, LLP, of Fresno, presented the Draft Fiscal Year 2019-20 Audit Report to the Board. Staff recommends that the Board approve the independent auditor's report for fiscal year ending June 30, 2020. It was asked if any changes had been made subsequently to the stamped draft date of 12-8-2020, and it was answered that only a grammatical change had been made. It was asked and answered that on page 10, under Non-Operating Revenue Expenses is shown in the amount \$403,456.00 as the Interest Income.

There being no comment from the public, a motion to approve the Draft Fiscal Year 2019-20 Audit Report and consider approving the independent auditor's report for fiscal year ending June 30, 2020 was made by Director Cárdenas, seconded by Director Mendes, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT:
ABSTAIN:

- B. The Board will receive the Fiscal Year 2020-21 Budget Preparation Schedule and provide direction to staff. (p.21) Staff Report prepared by Ben Muñoz, Jr., General Manager/ Secretary.

There are many people, reports, calculations, notices, reviews, and approvals necessary to prepare the annual budget. They are itemized in the attached schedule. Presentation of the draft budget to the Board is scheduled for April 8, 2021. Special budget workshops may need to be held in March and April in order to approve the budget and related resolutions and ordinances by May 13, 2021.

- C. The Board will consider accepting the proposal from Gateway Engineers of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Wright/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account # 8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements. (p.27) Staff Report prepared by Veronica Cazares, District Engineer

The Sewer Improvement: Logan/McCall and Floral/Chestnut will replace approximately 1,000 linear feet of deficient sewer main located in the alley between Logan/McCall and Floral/Chestnut. This is a joint City of Selma street improvement and SKF sewer project. The District is coordinating with the City of Selma to conduct the necessary bidding process and complete sewer improvements prior to the City's planned paving project. Scheduling for this project is crucial as the City of Selma has awarded the paving project to a contractor. The Sewer Improvement: Logan/McCall and Floral/Chestnut Project is not included in the current Capital Improvement Program (CIP) and the approved Budget. The project is in the 10-year CIP however, it is programmed in FY 21-22. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project.

There being no comment from the public, a motion to accept proposal from Gateway Engineers of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Logan/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account # 8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements was made by Director Magsig, and seconded by Director Guerra, and approved by the following vote:

- AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
- NO:
- ABSENT:
- ABSTAIN:

BOARD MEMBER COMMUNICATIONS/AGENDA ITEMS

It was asked if there have been any battery issues with the solar, and it was answered that the system is operating well.

GENERAL MANAGER REPORTS


General Manager Muñoz reminded the Board that if they wish to attend the 2021 Virtual Winter CASA Conference to please let Alicia know by January 22, 2021.

A video conference will be scheduled for the General Manager’s evaluation with Chairwoman Roman and Director Cárdenas.

ADJOURNMENT


There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Mendes, and seconded by Director Magsig, and approved by a unanimous voice vote at 4:44 p.m.

Respectfully submitted,



Ben Muñoz, Jr. General Manager/
Secretary of the Board

Approved,



Michelle Roman
Chairwoman of the Board