

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

REGULAR MEETING OF BOARD OF DIRECTORS

September 9, 2021

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

THE BOARD OF DIRECTORS HAS RESUMED MEETINGS IN PERSON. PER PROVISIONS OF EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S OFFICE, THE MEETING WILL ALSO BE AVAILABLE REMOTELY FOR DIRECTORS AND MEMBERS OF THE PUBLIC.

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Passcode 285 851 935# at the prompt. They may also attend in person. Comments may also be submitted by email prior to the meeting at akirk@skfcsd.org
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

Thank you for taking all precautions to prevent the spreading of the COVID-19 virus.

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

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

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
Scott Aguiar, Operations Supervisor
David Bacon, Information Systems Analyst

2. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

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3. PUBLIC FORUM

At this time, any member of the public may address the Board regarding any item not on the agenda, over which the Board has jurisdiction. No action or discussion will be taken on any item not on the agenda, except to briefly respond to statements or questions by the public. Members of the public shall limit their remarks to three minutes.

4. 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 Regular Board Meeting August 19, 2021. *(p.4)*
- B. Warrant List Reports of August 4, 2021, August 18, 2021, and August 27, 2021. *(p.8)*
- C. Cash Activity Report of August 31, 2021. *(p.12)*

5. UNFINISHED BUSINESS

- A. None.

6. NEW BUSINESS

- A. The Board will consider the approval of the Secondary Clarifier and Mixed Liquor Line Improvements Project Change Order No. 2 and Notice of Completion *(p.13) Staff Report Prepared By: Veronica Cazares, District Engineer.*
- B. The Board will consider approving the Request from Montoy Law Corporation for Adjustment in rates and approval of Second Amendment to Legal Services Agreement. *(p.15) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.*

7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

- A. Board members may suggest future agenda items or may give reports.

8. GENERAL MANAGER REPORTS

- A. Update on the Selma-Kingsburg-Fowler CSD Website

9. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, October 14, 2021 at 4:00 p.m.

Next Ordinance: 2021-01

Next Resolution: 2021-08

NOTICE OF AVAILABILITY OF AGENDA MATERIALS: Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District Office located at 11301 E. Conejo Ave., Kingsburg, CA 93631 during normal business hours of 8:00 a.m. – 4:30 p.m., Mondays through Fridays. Such writings or documents will also be made available on the District website at www.skfcsd.org.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Alicia Kirk at (559) 897-6500 ext. 213. Notification of at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD
MEETING
AUGUST 19, 2021**

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 3:01 p.m. by Chairwoman Roman.

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.
Hilda Cantú Montoy, General Counsel
Tricia Miller, Administrative Services/HR Manager
David Bacon, Information Systems Analyst

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of August 19, 2021 was made by Director Mendes, and seconded by Director Cárdenas, and approved by the following vote:

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

NO:

ABSENT:

ABSTAIN:

PUBLIC FORUM

None

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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 Regular Board Meeting July 8, 2021. (p.4)
- B. Warrant List Reports of July 8, 2021 and July 21, 2021. (p.8)
- C. Cash Activity Report of July 31, 2021. (p.11)

There being no comment from the public, a motion to approve the consent calendar was made by Director Cárdenas, seconded by Director Guerra, 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 consider approval of a professional services agreement with Sampson, Sampson, & Patterson, LLP for auditing services for fiscal year ending June 30, 2021 for \$22,500, for fiscal year ending June 30, 2022 for \$22,750; and for fiscal year ending June 30, 2023 for \$23,000 and authorize the General Manager to execute the agreement. (p.12)
Staff Report Prepared By: Tricia Miller, Administrative Services/HR Manager

In July 2021, staff solicited competitive proposals from qualified accounting firms to provide auditing services for the District. Two proposals were received by the deadline of July 23, 2021, Sampson, Sampson & Patterson, LLP and Price Paige & Company Accountancy Corporation. Sampson, Sampson & Patterson, LLP submitted a fee proposal with a total of \$68,250 over the three-year term and Price Paige & Company submitted a fee proposal of \$92,720 over the three-year term. Both proposals include the Annual Report to the State Controller's Office.

There being no comment from the public, a motion to approve a professional services agreement with Sampson, Sampson, & Patterson, LLP for auditing services for fiscal year ending June 30, 2021 for \$22,500, for fiscal year ending June 30, 2022 for \$22,750; and for fiscal year ending June 30, 2023 for \$23,000 and authorize the General Manager to execute the agreement was made by Director Mendes, and seconded by Director Magsig, and approved by the following vote:

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

- B. The Board will consider approving the Third Amendment to the Consulting Services Agreement with MKN and Associates Relating to Construction Management and Inspection for District Lift Station Refurbishment D4 and authorize the General Manager to execute the agreement. (p.13) Staff Report Prepared By: Veronica Cazares, District Engineer.

The proposed Third Amendment extension is recommended because the District completed two projects in coordination with member city paving projects in FY 2020-2021 that were not part of the budget, sewer installation inspection of several developments, and construction of the District Lift Station Project. The cost increase is for additional observation. The construction is taking longer than anticipated, including delays and coordination with PG&E.

There being no comment from the public, a motion to approve the Third Amendment to the Consulting Services Agreement with MKN and Associates Relating to Construction Management and Inspection for District Lift Station Refurbishment D4 and authorize the General Manager to execute the agreement was made by Director Magsig and seconded by Director Mendes, and approved by the following vote:

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

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

The City of Fowler has begun their Farmers Market on Wednesday nights at Panzak Park from 5pm to 9pm. There will be vendors and live music.

The City of Selma has begun their Concerts in the Park, held at Lincoln Park. There is food from 5pm to 7pm and there will be live music from 7pm to 9pm.

Director Cárdenas and Chairwoman Roman attended the 2021 Annual CASA Conference. They both thanked the Board for the ability to attend. They both emphasized there was much to learn and many great ideas from Public Outreach to Waste Water Operations came from their attendance.

GENERAL MANAGER REPORTS

None

CLOSED SESSION

- A. Conference with Legal Counsel – Anticipated Litigation pursuant to Government Code Section 54956.9(d)(2) SW Construction Inc. v. Selma-Kingsburg-Fowler County Sanitation District

Closed Session began at 3:20 pm.

Reconvene Open Session at 3:30 pm. General Counsel said there was nothing to report at this time.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Magsig, and seconded by Director Mendes, and approved by a unanimous voice vote at 3:30 p.m.

Respectfully submitted,

Approved,

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

Michelle Roman
Chairwoman of the Board

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED AUGUST 31, 2021

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	8/4/2021	\$	536,731.97
WARRANT LIST ENDING	8/18/2021	\$	280,345.88
WARRANT LIST ENDING	8/27/2021	\$	370,330.26

SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	<u>1,187,408.11</u>
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SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	8/1/2021	\$	72,708.00
TOTAL SALARIES ENDING	8/15/2021	\$	68,291.00

SUBTOTAL SALARIES		\$	<u>140,999.00</u>
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TOTAL PERS (EMPLOYERS PORTION)	8/1/2021		9,046.52
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	8/1/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	8/1/2021		16,285.28
TOTAL PERS (EMPLOYERS PORTION)	8/15/2021		8,758.61
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	8/15/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	8/15/2021		16,285.28

SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES		\$	<u>50,375.69</u>
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GRAND TOTAL		\$	<u><u>1,378,782.80</u></u>
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**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT**

**August 04, 2021
WARRANT LIST**

AMERICAN EXPRESS	TRAVEL & TRAINING	3,232.29
ANDERSON & BALLOU INC.	SEWER MAIN REPAIR, LIFT STATION REPAIR	20,000.00
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	974.92
ARMANDO BLANCAS	RETIREE HEALTH RIEIMBURSEMENT	168.56
ARNOLD, STEPHEN	RETIREE HEALTH RIEIMBURSEMENT	168.56
ARTHUR T. POPEJOY	LABORATORY SUPPLIES	5,082.75
AT&T/CALNET 3	COMMUNICATIONS	200.58
BILL NELSON GEN.ENG. CONST.INC	SEWER IMPROVEMENT WRIGHT/MCCALL	16,637.80
BSK ASSOCIATES	CLARIFIER & MLSS LINE PROJECT	2,157.74
CALIFORNIA WATER SERVICE	WATER UTILITIES	12.41
CALPERS	RETIREMENT	36,740.08
CASH	PETTY CASH REIMBURSEMENT	216.15
CWEA	MEMBERSHIP	192.00
DAVID MICHEL	RETIREE HEALTH RIEIMBURSEMENT	168.56
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SERVICES - MED & SAFETY	700.00
DONNA STUCKY	RETIREE HEALTH RIEIMBURSEMENT	181.48
DOPUDJA & WELLS CONSULTING INC.	PROFESSIONAL SERVICES - ENGINEERING	7,600.00
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	97.50
EMMETT'S EXCAVATION INC.	ADAMS AVE SEWER IMPROVEMENTS	30,912.63
FAMILY HEALTHCARE NETWORK	PROFESSIONAL SERVICES - MED & SAFETY	145.01
FISHER SCIENTIFIC	LABORATORY SUPPLIES	1,811.99
GAR BENNETT LLC	MAINTENANCE EQUIPMENT	19.60
GARY HELM	RETIREE HEALTH RIEIMBURSEMENT	168.56
HACH CO.	INFORMATION SYSTEMS	2,629.83
HERWIT ENGINEERING	CLARIFIER & MLSS LINE PROJECT	26,381.50
HOME DEPOT CREDIT SERVICES	SMALL TOOLS	85.66
JAIME RUIZ	RETIREE HEALTH RIEIMBURSEMENT	168.56
JAMES HORNE	RETIREE HEALTH RIEIMBURSEMENT	168.56
JIM OLINGER	RETIREE HEALTH RIEIMBURSEMENT	168.56
JIMMY GARCIA	RETIREE HEALTH RIEIMBURSEMENT	424.87
LUCERO, JULIAN	RETIREE HEALTH RIEIMBURSEMENT	168.56
MICHAEL FONG	RETIREE HEALTH RIEIMBURSEMENT	206.97
MID VALLEY DISPOSAL	WASTE UTILITIES	3,413.23
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES - LEGAL	700.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
MORGANS VILLAGE FLOORING	EQUIPMENT MAINTENANCE	103.12
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	107.98
NELSON'S ACE HARDWARE	BUILDING & GROUNDS, EQUIPMENT MAINT.	100.37
PG&E	ELECTRIC UTILITIES	32,807.52
POLYDYNE, INC	CHEMICALS	20,768.39
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	153.02
PRE-EMPLOYMENT INVESTIGATIONS	PROFESSIONAL SERVICES - MGT & HUM REL	47.00
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
ROBERT CURRIE	RETIREE HEALTH RIEIMBURSEMENT	168.56
SAGE SOFTWARE INC	INFORMATION SYSTEMS	1,887.50
SALLY RODRIGUEZ	RETIREE HEALTH RIEIMBURSEMENT	168.56
SARA J. STAUNTON	RETIREE HEALTH RIEIMBURSEMENT	168.56
STAPLES CREDIT PLAN	OFFICE SUPPLIES, INFO SYSTEMS	664.98
STEVE JENSEN	RETIREE HEALTH RIEIMBURSEMENT	181.48
SYNCB/AMAZON	EMPLOYEE RECOGNITION PROGRAM	192.55
THE SENTINEL	NOTICE OF PUBLIC HEARING AD	238.07
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,027.80
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
W.M. LYLES CO.	CLARIFIER & MLSS LINE PROJECT	314,850.05

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MAS 200 Total Checks

\$536,731.97

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

August 18, 2021

WARRANT LIST

ALERT O LITE, INC.	EQUIPMENT MAINTENANCE	238.72
ALL-PHASE/MEDALLION SUPPLY	EQUIPMENT MAINTENANCE	2,470.38
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT MAINTENANCE	289.21
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	964.00
BPS SUPPLY GROUP	EQUIPMENT MAINTENANCE	96.98
BSK ASSOCIATES	EXTERNAL LAB SERVICES	2,465.50
BUCKLES-SMITH ELECTRIC CO.	INFORMATION SYSTEMS	12,134.62
CALIFORNIA WATER SERVICE	WATER UTILITIES	35.92
CALPERS	GASB 68 REPORTING	1,050.00
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	2,043.71
COMCAST	COMMUNICATIONS	109.95
CROMER MATERIAL HANDLING/GRAY LIFT	EQUIPMENT MAINTENANCE	640.00
CWEA	MEMBERSHIPS	192.00
FAMILY HEALTHCARE NETWORK	PROFESSIONAL SERVICES - MED & SAFETY	250.02
FRESNO COUNTY ASSESSOR	BOOKS & PUBLICATIONS	66.00
GAR BENNETT LLC	BUILDING & GROUNDS MAINTENANCE	382.81
GISELA ROSALES	EQUIPMENT MAINTENANCE	1,665.00
GOLDEN BELL PRODUCTS INC.	MAINTENANCE - NUISANCE ABATEMENT	30,000.00
GRAINGER	BUILDING & GROUNDS MAINTENANCE	406.37
HERWIT ENGINEERING	MLSS/CLARIFIER PROJECT	1,924.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	93.54
KINGSBURG, CITY OF	WATER UTILITIES	64.50
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES - MGT & HUMAN RELATIONS	192.00
MKN	SEWER REHAB PROJECTS, CCTV	89,241.58
MORGAN BROTHERS INC	PEST CONTROL	149.00
MUNIQUP LLC	EQUIPMENT MAINTENANCE	2,924.41
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	450.83
NELSON'S POWER CENTER	BUILDING & GROUNDS MAINTENANCE	162.31
NELSON'S ACE HARDWARE	BUILDING & GROUNDS MAINTENANCE	308.17
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	381.76
O'REILLY AUTO PARTS	AUTO MAINTENANCE	16.34
PG&E	ELECTRIC UTILITIES	7,414.95
PRE-EMPLOYMENT INVESTIGATIONS	PROFESSIONAL SERVICES - MGT & HUMAN RELATIONS	119.00
ROBERT V JENSEN, INC.	EQUIPMENT MAINTENANCE	408.74
ROCKWELL ENGINEERING CO.	EQUIPMENT MAINTENANCE	21,788.00
SAGE SOFTWARE INC	INFORMATION SYSTEMS	1,389.00
SANGER FENCE CO.	BUILDING & GROUNDS MAINTENANCE	3,497.00
SILVAS OIL CO. INC.	FUEL	3,889.98
SW CONSTRUCTION INC.	D4 LIFT STATION IMPROVEMENT PROJECT	78,874.52
SYNCB/AMAZON	INFORMATION SYSTEMS	112.31
TELETRAC NAVMAN US LTD.	COMMUNICATIONS	1,076.39
THE GAS CO	GAS UTILITIES	54.25
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	658.33
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	533.15
UNDERGROUND SERVICE ALERT	MEMBERSHIPS	3,969.16
VERIZON WIRELESS	COMMUNICATIONS	1,070.01
VIDEO INSPECTION SPECIALISTS	MISC REPAIRS: KINGSBURG SIMPSON ST. REHAB	3,527.00
ZEE MEDICAL SERVICE	SAFETY SUPPLIES	554.46

MAS 200 Total Checks

\$280,345.88

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

August 27, 2021

WARRANT LIST

*CARDENAS, DAVID	DIRECTOR'S FEE. CASA CONF EXPENSE REIMB.	1,056.59
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	18,262.51
AQUA SIERRA CONTROLS INC.	EQUIPMENT MAINTENANCE	161.05
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,028.06
ASSOCIATED COMPRESSOR EQUIP LLC	EQUIPMENT MAINTENANCE	161.04
AT&T/CALNET 3	COMMUNICATIONS	198.10
BOOT BARN HOLDINGS INC.	SAFETY FOOTWEAR	414.88
BSK ASSOCIATES	EXTERNAL LAB SERVICES	655.50
CALIFORNIA INDUSTRIAL RUBBER	MAINTENANCE BUIDLING & GROUNDS	1,026.47
CALIFORNIA WATER SERVICE	WATER UTILITIES	12.29
CALPERS HEALTH	HEALTH INSURANCE	36,084.00
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	1,773.00
CITY NATIONAL BANK	SOLAR INSTALLMENT INTEREST PAYMENT	216,240.00
CWEA	MEMBERSHIPS	192.00
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FAMILY HEALTHCARE NETWORK	PROFESSIONAL SERVICES - MED & SAFETY	145.01
GISELA ROSALES	EQUIPMENT MAINTENANCE	75.00
HD FACILITIES MAINTENANCE	MAINTENANCE - NUISANCE ABATEMENT	103.17
HERITAGE-CRYSTAL CLEAN INC.	EQUIPMENT MAINTENANCE	35.00
HOME DEPOT CREDIT SERVICES	SAFETY SUPPLY, BUILDING & GROUNDS MAINT.	292.73
J.G. TUCKER & SON INC.	EQUIPMENT MAINTENANCE	1,663.25
LAURA VOSS	CERTIFICATION FEE REIMBURSEMENT	91.00
MEDALLION SUPPLY INC.	EQUIPMENT MAINTENANCE	777.59
MICHELLE ROMAN	DIRECTOR'S FEE. CASA CONF EXPENSE REIMB.	612.95
MID VALLEY DISPOSAL	WASTE UTILITIES	1,454.79
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES - LEGAL	100.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	434.77
NATHAN MAGSIG	DIRETOR'S FEE	127.63
NELSON'S ACE HARDWARE	BUILDING & GROUNDS MAINTENANCE	10.83
PAPE KENWORTH	EQUIPMENT MAINTENANCE	871.55
PETERS ENGINEERING GROUP	ADAMS AVE. SEWER IMPROVEMENTS	17,980.00
PG&E	ELECTRIC UTILITIES	24,407.13
PROCLEAN SUPPLY	OFFICE SUPPLIES, BLDG & GROUNDS MAINT.	1,491.91
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
RANDY CABALLERO	WELLNESS PROGRAM REIMBURSEMENT	40.00
ROBERT V JENSEN, INC.	LUBRICANTS	530.58
SAGE SOFTWARE INC	INFORMATION SYSTEMS	7,437.00
SARAH GUERRA	DIRECTOR'S FEE	127.63
SIEMENS INDUSTRY INC.	EQUIPMENT MAINTENANCE	2,963.91
SILVAS OIL CO. INC.	FUEL	3,917.53
STAPLES CREDIT PLAN	OFFICE SUPPLIES	210.56
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	4,949.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,014.88
VIDEO INSPECTION SPECIALISTS	EQUIPMENT MAINTENANCE	1,075.00
W.M. LYLES CO.	MLSS, CLARIFIER, RAS REFURBISHMENT	19,936.74

MAS 200 Total Checks

\$370,330.26

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SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: AUGUST
 Fiscal Year: 2021-22

Cash Account Description	End of Month Cash Balance as of June 30, 2021	End of Month Cash Balance 8/31/2021
***Cash in Treasury: Operations & Maintenance	\$ 4,849,753.43	\$ 3,977,785.34
Cash in Bank: Operations & Maintenance	\$ 29,164.97	\$ 64,090.83
Cash in Bank: Payroll	\$ 202.85	\$ 68,833.20
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,879,821.25	\$ 4,111,409.37
***Cash in County Treasury:Expansion	\$ 3,355,773.82	\$ 3,635,693.05
***Cash in County Treasury: R&R	\$ 2,916,929.82	\$ 2,515,801.54
***Cash in County Treasury:Selma	\$ 2,086,379.20	\$ 2,041,015.92
***Cash in County Treasury:Kingsburg	\$ 2,948,693.41	\$ 2,920,627.92
***Cash in County Treasury:Fowler	\$ 1,614,363.12	\$ 1,569,964.03
Total Cash Balance	\$ 17,801,960.62	\$ 16,794,511.83

*** PENDING COUNTYING REPORTS @ 09/01/2021

MEMORANDUM

(September 9, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Prepared: August 30, 2021
Staff Report Prepared By: Veronica Cazares, District Engineer

Agenda Item: 6-A
Action: Motion

SUBJECT: Secondary Clarifier and ML Line Improvements; Change Order Number 2
and Notice of Completion

DIRECTORS' SUMMARY

On August 8, 2019, the Board awarded a contract to WM Lyles, Co, CA for the construction of the Secondary Clarifier and ML Line Improvements for a total cost of \$7,612,670. The project is funded from FY 2018-19, 2019-20, 2020-21 District R&R Budget account #8152-203-02, #8158-203-02 and District Expansion Budget account #8070-203-01, #8075-203-01.

Contract change order number 1 was for Owner requested changes and unforeseen conditions, including labor to install District purchased diffusers at Aeration Basin No. 3, relocation and capping of pipes discovered during the underground construction, removal of asbestos piping in accordance with appropriate handling and disposal, modifications to process water piping, RAS Lines, coatings, removal of grout in Clarifiers 3 and 4, and relocation of an electrical duct bank. Contract change order number 1 was in the amount of \$195,817.00 and was approved by the Board at the June 24, 2021 Board meeting.

The proposed contract change order number 2 is for painting of existing hose racks/bibs, demolition of clarifier drain line valve riser, installation of bollards at scum pit, handrail on clarifier stairs, check valves at RAS pump station air release valves, additional asphalt areas. The change order number 2 amount is \$19,263.00 and the total contract amount including contract change order number 1 will be \$7,827,750.00

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board approve WM Lyles, Co construction contract change order number 2 for an additive amount of \$19,263.00 and authorize the General Manager to file the notice of completion. The total contract amount including contract change order number 1 and 2 will be \$7,827,750.00.

ACTION

Motion to approve WM Lyles, Co construction contract change order number 2 for an additive amount of \$19,263.00 and authorize the General Manager to file the notice of completion. The total contract amount including contract change order number 1 and 2 will be \$7,827,750.00.

BACKGROUND

The project consists of demolition of the mechanisms in the secondary clarifiers, structures, equipment, and piping and installation of new clarifier mechanisms. Construction of new splitter box structure,

pipng, valves and mechanical work. Construction of the mixed liquor suspended solids line to replace existing line.

The construction project cost is broken down as follows:

Item	Cost
Construction Original Contract	\$7,612,670.00
Construction Contract Change Order No. 1	\$195,817.00
Construction Contract Change Order No. 2	\$19,263.00
Total Construction Project	\$7,827,750.00

MEMORANDUM
(September 9, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Prepared: September 1, 2021
Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

Agenda Item: 6-B
Action: Motion

SUBJECT: Second Amendment to Legal Services Agreement.

DIRECTORS' SUMMARY

Attached is the request letter dated September 1, 2021 and the Amendment No. 2 to Legal Services Agreement conforming to Montoy Law Corporation request for submittal to the Board of Directors.

STAFF COMMENT

General Counsel Montoy has been thorough, timely, and ethical in her work for the District to date.

ACTION

Motion to approve the Request from Montoy Law Corporation for Adjustment in rates and approval of Second Amendment to Legal Services Agreement.

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MONTOY LAW
CORPORATION

HILDA CANTÚ MONTOY

September 1, 2021

Selma-Kingsburg-Fowler County Sanitation District
Attn: Ben Munoz, General Manager
P.O. Box 158
Kingsburg, CA 93631

Re: Second Amendment to Legal Services Agreement

Dear Ben:

This letter serves as my formal request for an amendment to my Legal Services Agreement. As you know, I have represented SKF since 2007. Initially, I served as General Counsel while at the Dowling, Aaron & Keeler firm. In 2009, I opened my own firm and SKF opted to come with me. Since 2016, my hourly rates have been set at \$200 for advisory services and \$235 for litigation and hourly paralegal rates have been set at \$90.

At this time, I am requesting an increase as follows: (i) advisory services hourly rate to \$235; (ii) litigation hourly rate to \$285; and (iii) paralegal hourly rates to \$100. I believe the request is merited based on my level of expertise and ability to provide full-scale legal services to SKF in a responsive and efficient manner.

Attached is an Amendment No. 2 to Legal Services Agreement conforming to this request for submittal to the Board of Directors.

Thank you for your consideration.



Hilda Cantú Montoy

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**AMENDMENT NO. 2
LEGAL SERVICES AGREEMENT BETWEEN
SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
AND MONTOY LAW CORPORATION**

This Amendment No. 2 to Legal Services Agreement is made and entered into effective the 1st day of October 2021, by and between the Selma-Kingsburg-Fowler County Sanitation District (hereinafter referred to as "DISTRICT") and Montoy Law Corporation (hereinafter referred to as "FIRM").

RECITALS

A. The DISTRICT and Hilda Cantú Montoy, Attorney at Law entered a Legal Services Agreement ("AGREEMENT") effective May 23, 2009, to have Ms. Montoy represent the District as General Counsel and to provide legal services to the District as required.

B. In 2012, Ms. Montoy's firm was incorporated as Montoy Law Corporation.

C. FIRM has requested an amendment to the Legal Services Agreement to increase compensation.

D. DISTRICT desires to have Montoy Law Corporation continue to provide legal services under the Agreement.

AGREEMENT

In consideration of the above recitals, which recitals are a part of the Amendment No. 2 to Legal Services Agreement, the parties mutually agree as follows:

Section 1. Section 3 of the Agreement is amended to read as follows:

"3. Compensation. DISTRICT shall compensate FIRM for legal services at hourly rates as follows: \$235.00 per hour for attorneys for advisory services; \$285.00 per hour for attorneys for administrative proceedings and litigation services; and \$100.00 for paralegals. DISTRICT shall reimburse FIRM for reasonable and necessary out-of-pocket expenses directly related to the legal services such as courier charges, overnight mailing, and extraordinary printing and reproduction expenses. It is understood that FIRM shall not be reimbursed for any secretarial or clerical services, or normal office operating expenses, with the exception of those charges and expenses stated in the immediately preceding sentence. FIRM will not bill DISTRICT for any mileage within Fresno County.

Section 2. Except as expressly modified in this Amendment No. 2, the terms and conditions of the Legal Services Agreement and the rights, duties, and obligations of the parties thereunder are unchanged and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 2 to Legal Services Agreement as set forth below.

SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

Ben Munoz, General Manager

Date: _____

MONTOY LAW CORPORATION

Hilda Cantú Montoy, President

Date: _____