

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

REGULAR MEETING OF BOARD OF DIRECTORS

MARCH 9, 2023

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig
Juan Mejia
Vince Palomar
Scott Robertson, Vice Chair
Buddy Mendes, Chairman

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Craig Perry, Chief Plant Operator
David Bacon, Information Systems Analyst

2. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

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 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. SUBJECT: Minutes of February 9, 2023, Regular Board Meeting (*p.1*)

RECOMMENDATION: Board approve minutes as presented.

B. SUBJECT: Warrant List Reports of February 1, 2023 and February 15, 2023 *(p.6)*

RECOMMENDATION: Board approve warrants as presented.

C. SUBJECT: Cash Activity Report of February 28, 2023 *(p.9)*

RECOMMENDATION: Board approve cash activity report as presented.

D. SUBJECT: Resolution No. 2023-06, A Resolution of The Board of Directors of The Selma-Kingsburg-Fowler County Sanitation District Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money and Directing Staff to Update All Necessary County and Westamerica Bank Documents *(p.11)*

RECOMMENDATION: Board adopt Resolution 2023-06 Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money and Directing Staff to Update All Necessary County and Westamerica Bank Documents.

E. SUBJECT: Resolution 2023-07, A Resolution of Recognition and Commendation to District Employees for Earning the 2022 CWEA “Plant of the Year Medium” Award *(p.14)*

RECOMMENDATION: Board adopt Resolution 2023-07 A Resolution of Recognition and Commendation to District Employees for Earning the 2022 CWEA “Plant of the Year Medium” Award.

F. SUBJECT: Resolution No. 2023-08, a Resolution of Recognition and Commendation to District Employees for Earning the 2022 CWEA “Community Engagement & Outreach Project of the Year, Small Budget” Award *(p.15)*

RECOMMENDATION: Board adopt Resolution2023-08, a Resolution of Recognition and Commendation to District Employees for Earning the 2022 CWEA “Community Engagement & Outreach Project of the Year, Small Budget” Award.

5. NEW BUSINESS

A. SUBJECT:
General Manager Employment At-Will Employment Agreement *(p.16)*

RECOMMENDATION:
That the Board of Directors consider and determine whether to approve General Manager At-Will Employment Agreement With Veronica Cazares.

B. SUBJECT:
Job Description for General Manager position (p.23)

RECOMMENDATION:
That the Board of Directors consider and determine whether to approve job description for General Manager Position.

C. SUBJECT:
Declaring certain assets as surplus and ordering their disposition (p.28)

RECOMMENDATION:
That the Board of Directors adopt Resolution No. 2023-07, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District declaring certain Gross Polluting Equipment and Vehicles as surplus and ordering their disposition.

6. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

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

7. GENERAL MANAGER REPORTS

A. All Form 700s filed with the Clerk to the Board's office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2022 by Friday, April 3, 2023.

B. Chairman's BBQ has been scheduled for March 29, 2023, at 11:30 a.m. in the District Board Room.

C. The Annual Mixer has been scheduled for March 15, 2023, at 5:00 p.m. in the District Board Room.

D. A Policy Advisory Committee Meeting (PAC) has been scheduled for March 22, 2023, at 10:00 a.m.

9. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, April 13, 2023, at 4:00 p.m.

Next Ordinance: 2023-01

Next Resolution: 2023-09

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.

ADA COMPLIANCE AND REASONABLE ACCOMMODATIONS POLICY. The District has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend the Board of Directors meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, the Board is happy to assist you. Please contact the District Office at (559)897-6500 Extension 213 so such aids or services can be arranged. Requests may also be made by email to the Executive Assistant to the General Manager at: akirk@skfcsd.org or can be sent by US Mail to: Alicia Kirk, PO BOX 158, Kingsburg, CA 93631. Accommodations should be requested as early as possible as additional time may be required in order to provide the requested accommodation; 72 hours in advance is suggested.

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD
MEETING
FEBRUARY 9, 2023**

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:01 p.m. by Vice Chairman Mendes.

DIRECTORS

Nathan Magsig (P)
Sarah Guerra (P)
Juan Mejia (P)
Brandon Pursell (P)
Buddy Mendes, Vice Chair (P)

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager
Alicia Kirk, Executive Assistant to the G.M.
Hilda Cantú Montoy, General Counsel
Craig Perry, Chief Plant Operator
David Bacon, Information Systems Analyst
Konor Meeks, Telstar Instruments

BOARD REORGANIZATION

A. Nominations and Election of Chairperson

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

AYE: Directors Magsig, Robertson, Mejia, Pursell, Vice Chair Mendes
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 Scott Robertson as Vice-Chairman was made by Director Pursell, seconded by Director Magsig, and approved by a unanimous voice vote:

AYE: Directors Magsig, Robertson, Mejia, Pursell, Chairman Mendes
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 February 9, 2023, was made by Director Pursell and seconded by Director Robertson and approved by the following voice vote:

AYE: Directors Magsig, Robertson, Mejia, Pursell, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

Items placed on the consent calendar are 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 January 12, 2023, Regular Board Meeting (*p.1*)
- B. Warrant List Reports of January 5, 2023, and January 18, 2023 and January 27, 2023 (*p.7*)
- C. Cash Activity Report of January 31, 2023 (*p.10*)
- D. Adoption of Resolution No. 2023-06 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361 (*p.12*)

General Counsel Montoy asked for Item D to be pulled for this matter: In response to the pandemic, the California Legislature previously passed AB 361 to streamline the requirements for teleconference/virtual meetings under the Brown Act during times of local emergency. AB 2449 will replace AB 361. General Counsel Montoy will provide more information if the Board so desires. General Counsel Montoy asked that Item D be withdrawn from the agenda.

There being no comment from the public, a motion to approve the consent calendar was made by Director Robertson and seconded by Director Mejia and approved by a unanimous voice vote:

AYE: Directors Magsig, Robertson, Mejia, Pursell, Chairman Mendes
NO:
ABSENT:
ABSTAIN:

NEW BUSINESS

A. Subject:

Request for Proposals- Wastewater Treatment Plant Operations SCADA Software Upgrade. (p.16)

Recommendation:

That the Board of Directors accept the proposal from Telstar Instruments Inc. in the not to exceed amount of \$139,135 and authorize the Interim General Manager to execute the necessary agreements.

RFPs went out and Telstar's was the most responsive bid. The District Plant is currently being ran on temporary hardware and is prone to failures, therefore a software upgrade is needed. This upgraded software from Telstar, will include the ability to control the plant remotely while maintaining District network security. Remote access to plant conditions will significantly reduce the risk of future sanitary sewer overflow events and the risks involved with operations staff physically responding to the WWTP during off hours. The balance of the project funding will be achieved by postponing the SMART Covers (\$25,000) and Seepex pump refurbishment (\$45,000).

There being no comment from the public, a motion to accept the proposal from Telstar Instruments Inc, in the not to exceed amount of \$139,135 and authorize the Interim General Manager to execute the necessary agreements was made by Director Pursell, and seconded by Director Robertson and approved by a unanimous voice vote:

AYE: Directors Magsig, Robertson, Mejia, Pursell, Chairman Mendes

NO:

ABSENT:

ABSTAIN:

B. Subject:

Coordination of Design and Installation of New Barbara Pump Station Wetwell Access and Valve Vault Access Hatch with City of Selma Street Improvement Project and Inclusion of costs in FY 2022-23 Budget (p.18)

Recommendation:

That the Board of Directors (1) authorize staff to coordinate with the City of Selma's Competitive Bid Process for the Barbara Street Project to allow for the design and replacement of Barbara Pump Station Wetwell Access and Valve Vault Access Hatch; (2) authorize reimbursement to the City of Selma in the estimated amount of \$117,500 for design and installation services; and (3) authorize including the costs of this project in the FY 2022-23 Budget.

The City of Selma will be reconstructing Barbara Street from Wright Street to McCall Avenue and from McCall Avenue to Mulberry Street. The City of Selma will engage in a competitive bid process for the Barbara Street Project which will commence in the next few weeks. It was

said that the estimate for replacement and design services for this work is \$117,500. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project. Staff will bring back to the Board for approval the final cost of the work if the estimate is exceeded. Under this recommendation, the District would be utilizing a purchasing practice commonly referred to as “piggyback” purchasing. So long as the City engages in a competitive bid process, it is permissible for the District to coordinate with the City of Selma to get the work done. SKF Engineering Department is already being proactive in coordinating with Selma’s Engineering Department.

There being no comment from the public, a motion to approve Coordination of Design and Installation of New Barbara Pump Station Wetwell Access and Valve Vault Access Hatch with City of Selma Street Improvement Project and Inclusion of costs in FY 2022-23 Budget was made by Director Mejia, and seconded by Director Pursell and approved by a unanimous voice vote:

AYE: Directors Magsig, Robertson, Mejia, Pursell, Chairman Mendes

NO:

ABSENT:

ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

None

INTERIM GENERAL MANAGER REPORTS

A. All Form 700s filed with the Clerk to the Board’s office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2022 by Friday, April 3, 2023.

This item is informational only

B. CWEA Annual Awards and Installation of Officers Banquet was held on Friday, February 3rd, 2023, at The Painted Table in Fresno. The District received the Plant of the Year and Public Outreach award.

This item is informational only

C. Annual Chamber Mixer will be held on Wednesday, March 15, 2023, at 5:30 pm here in the District Board room.

Board Members are invited to attend.

D. Suggestion of scheduling Chairperson’s Barbeque for 2023.

The Chairman's Barbeque has been scheduled for Wednesday, March 29th in the District Board Room.

CLOSED SESSION

- A. Public Employee Appointment pursuant to Government Code Section 54957
Title: General Manager
- B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6
District Designated Representatives: Vice Chair Mendes and General Counsel Montoy
Unrepresented Employees: General Manager Candidates

Closed Session began at 4:18 p.m.

RECONVENNE OPEN SESSION

Open Session began at 4:39. General Counsel Montoy reported out that the Board of Directors met in Closed Session and all members were present. The Board directed General Counsel Montoy to finalize the at will employment agreement with one of the candidates and this item will be on the March 9, 2023, Agenda.

ADJOURNMENT

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned on a motion made by Director Magsig, and seconded by Director Robertson, and approved by a unanimous voice vote at 4:40 p.m.

Respectfully submitted,

Approved,

Veronica Cazares, Interim
General Manager

Buddy Mendes, Chairman of
of the Board

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

February 01, 2023

WARRANT LIST

ALERT O LITE, INC.	SAFETY SUPPLIES	88.69
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	149.19
ANDERSON & BALLOU INC.	REPAIRS & MAINTENANCE	9,500.00
APPLIED INDUSTRIAL TECH CA-LLC	REPAIRS & MAINTENANCE	469.58
AQUA SIERRA CONTROLS INC.	INFORMATION SYSTEMS	410.00
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,899.52
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	148.68
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	148.68
AT&T/CALNET 3	COMMUNICATIONS	72.30
BRANDON ARDEN PURSELL JR.	DIRECTOR'S FEE	127.63
BSK ASSOCIATES	EXTERNAL LAB SERVICES	166.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	55.22
CALPERS HEALTH	HEALTH INSURANCE	39,547.42
CARDINAL TREE SERVICE	TREE PRUNING	7,500.00
DATCO	PROF.SERVICES - MED & SAFETY	263.25
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	148.68
FISHER SCIENTIFIC	LABORATORY SUPPLIES	69.71
FOWLER, CITY OF	FRANCHISE FEES	105,770.75
GARY HELM	RETIREE HEALTH REIMBURSEMENT	148.68
HOME DEPOT CREDIT SERVICES	PEST CONTROL,BUILD & GROUNDS MAINT.	233.08
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	148.68
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	148.68
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	148.68
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	416.87
JUAN MEJIA	DIRECTOR'S FEE	127.63
KINGSBURG, CITY OF	FRANCHISE FEES	188,110.52
LIEBERT CASSIDY WHITMORE	PROF.SERVICES- MGT & HUM REL.	2,365.50
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	148.68
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	269.02
MONTOY LAW CORPORATION	PROFESSIONAL LEGAL SERVICES	3,833.00
MORGANS VILLAGE FLOORING	BUILDING & GROUNDS MAINTENANCE	33.74
NAPA AUTO PARTS	REPAIRS & MAINTENANCE	193.43
NELSON'S ACE HARDWARE	SMALL TOOLS, REPAIRS & MAINT.	165.29
O'REILLY AUTO PARTS	AUTO MAINTENANCE	30.50
PG&E	ELECTRIC UTILITIES	29,830.62
POLYDYNE, INC	CHEMICALS	26,217.52
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
RICE LAKE WEIGHING SYSTEMS INC.	LABORATORY SUPPLIES	133.70
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	148.68
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	148.68
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	148.68
SELMA, CITY OF	FRANCHISE FEES	179,298.47
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	132.25
THE GAS CO	GAS UTILITIES	1,010.99
TOTAL COMPENSATION SYSTEMS	OPEB VALUATION	1,800.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,111.06

MAS 200 Total Checks

\$603,097.93

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

February 15, 2023

WARRANT LIST

ALVARO VILLA	CERTIFICATION, SAFETY SHOES, COURSE REIMBURSEMENT	449.57
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	4,714.04
AMERICAN EXPRESS	TRAVEL & TRAINING, VEHICLE SAFETY EQUIPMENT, AUTO MAINTENANCE, EMPLOYEE RECOGNITION, W2/1099 PROCESSING	15,146.43
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,268.14
ARMANDO BARAJAS	AUTO MAINTENANCE	80.00
ARTHUR T. POPEJOY	LABORATORY MICROSCOPE MAINT.	225.00
BECS PACIFIC LTD	EQUIPMENT MAINTENANCE	350.00
BRANDON ARDEN PURSELL JR.	DIRECTOR'S FEE	127.63
BSK ASSOCIATES	EXTERNAL LAB SERVICES	3,909.00
CALPERS	RETIREMENT	42,057.33
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	12,320.14
CELAN TV RECYCLERS	E-WASTE RECYCLING	1,182.90
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	214.80
CITY NATIONAL BANK	SOLAR LOAN PAYMENT	659,892.50
COMCAST	COMMUNICATIONS	109.95
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	98.08
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES-MED & SAFETY	350.00
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS	48.75
EMPLOYMENT DEVT DEPT	UNEMPLOYMENT INSURANCE	311.00
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FISHER SCIENTIFIC	LABORATORY SUPPLIES	318.23
FRANK A. OLSEN COMPANY	EQUIPMENT MAINTENANCE	413.35
FRESNO COUNTY ASSESSOR	BOOKS & PUBLICATIONS	3.00
GISELA ROSALES	EQUIPMENT MAINTENANCE	75.00
HD FACILITIES MAINTENANCE	BUILDING & GROUNDS MAINTENANCE	94.88
HERNANDEZ, FRANK	TRAVEL & TRAINING REIMBURSEMENT	306.64
ISAGUIRRE, RICARDO	CERTIFICATION REIMBURSEMENT	95.00
JUAN MEJIA	DIRECTOR'S FEE	127.63
LAURA VOSS	CERTIFICATION REIMBURSEMENT	105.00
MARTIN ALEXANDER DIAZ	MILEAGE REIMBURSEMENT	8.25
MID VALLEY DISPOSAL	WASTE UTILITIES	2,243.84
MKN	D-4 STATION IMPROVEMENTS	3,045.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	183.00
MORGANS VILLAGE FLOORING	BUILDING & GROUNDS MAINTENANCE	106.08
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT MAINTENANCE	2,327.93
NAPA AUTO PARTS	AUTO/EQUIPMENT MAINTENANCE	633.35
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S ACE HARDWARE	AUTO/BLDG&GROUNDS MAINTENANCE	150.60
O'REILLY AUTO PARTS	EQUIPMENT MAINTENANCE	17.43
PG&E	ELECTRIC UTILITIES	791.30
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	190.82
ROBERT V JENSEN, INC.	LUBRICANTS	186.91
SAMPSON SAMPSON & PARTNERS LLC	PROFESSIONAL SERVICES: AUDIT	1,000.00
SCOTT ROBERTSON	DIRECTOR'S FEE	7 127.63

SCOUT SPECIALTIES INC.	EQUIPMENT MAINTENANCE	67.56
SILVAS OIL CO. INC.	FUEL	4,362.36
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	422.48
STEAM CLEANERS, INC	BUILDING & GROUNDS MAINTENANCE	2,226.43
STREAMLINE	INFORMATION SYSTEMS	400.00
T&M HAZARDOUS WASTE MANAGEMENT	HAZARDOUS WASTE DISPOSAL	797.00
TELETRAC NAVMAN US LTD.	COMMUNICATIONS	1,345.48
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	2,828.86
THE COUNTY OF FRESNO	PROF.SERVICES-ACCOUNTING	1,430.59
THE GAS CO	GAS UTILITIES	1,468.16
THOMAS & ASSOCIATES	EQUIPMENT MAINTENANCE	600.00
T-MOBILE USA INC.	COMMUNICATIONS	700.90
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,123.95
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	514.95
VIDEO INSPECTION SPECIALISTS	EQUIPMENT MAINTENANCE	435.00
MAS 200 Total Checks		\$775,135.10

SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: FEBRUARY
 Fiscal Year: 2022-23

Cash Account Description	End of Month Cash Balance as of June 30, 2022	End of Month Cash Balance 2/28/2023
**Cash in Treasury: Operations & Maintenance	\$ 3,741,651.06	\$ 3,945,651.11
Cash in Bank: Operations & Maintenance	\$ 26,389.33	\$ 45,350.48
Cash in Bank: Payroll	\$ 203.30	\$ 203.43
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 3,768,943.69	\$ 3,991,905.02
**Cash in County Treasury:Expansion	\$ 4,783,224.81	\$ 5,462,832.97
**Cash in County Treasury: R&R	\$ 5,476,484.62	\$ 4,996,449.08
**Cash in County Treasury:Selma	\$ 1,997,552.53	\$ 2,018,468.02
**Cash in County Treasury: Selma SWRCB Reserve	\$ 263,843.57	\$ 264,947.56
Total Selma	\$ 2,261,396.10	\$ 2,283,415.58
**Cash in County Treasury:Kingsburg	\$ 3,131,019.54	\$ 3,285,344.86
**Cash in County Treasury:Fowler	\$ 1,670,783.38	\$ 1,820,340.73
Total Cash Balance	\$ 21,091,852.14	\$ 21,840,288.24

** PENDING COUNTY REPORTS @ 3/1/2023

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED FEBRUARY 28, 2023

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	2/1/2023	\$	603,097.93
WARRANT LIST ENDING	2/15/2023	\$	775,135.10

TOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	<u>1,378,233.03</u>
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SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	1/29/2023	\$	96,331.75
EMPLOYER CONTRIBUTIONS (PERS)	1/29/2023	\$	8,899.10
EMPLOYER TAXES	1/29/2023	\$	1,260.71
HEALTH INSURANCE	1/29/2023	\$	<u>14,495.31</u>
		\$	120,986.87

TOTAL SALARIES PERIOD ENDING:

SALARIES	2/12/2023	\$	95,963.18
EMPLOYER CONTRIBUTIONS (PERS)	2/12/2023	\$	8,882.85
EMPLOYER TAXES	2/12/2023	\$	1,257.69
HEALTH INSURANCE	2/12/2023	\$	<u>14,495.31</u>
		\$	120,599.03

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES		\$	<u>241,585.90</u>
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		\$	<u><u>1,619,818.93</u></u>
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MEMORANDUM

(March 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Staff Report Prepared By: Tricia Miller, Administration Services/HR Manager
Date Prepared: February 10, 2023

Agenda Item: 4-D
Action: Resolution No. 2023-06

SUBJECT: Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2023-06, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money and Directing Staff to Update All Necessary County and Westamerica Bank Documents.

EXECUTIVE SUMMARY

Special Districts that have their Funds on deposit with County of Fresno are required to update the County of Fresno Auditor-Controller/Treasurer-Tax Collector Special District/Organization Data Sheet for check signatures and release authorization.

Westamerica Bank requires checking account holders to have on their file an updated Personal Information Sheet for check signatures and release authorization. The completed forms must be submitted to County of Fresno Auditor-Controller/Treasurer-Tax Collector office and Westamerica Bank.

Due to the new Board of Directors, the District needs to update the attached County of Fresno Auditor-Controller/Treasurer-Tax Collector Special District/Organization Data Sheet and Westamerica Bank Personal Information Sheet for check signatures and release authorization. The Board had approved Resolution No. 2022-09, A Resolution of The Board of Directors of The Selma-Kingsburg-Fowler County Sanitation District Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money and Directing Staff to Update All Necessary County and Westamerica Bank Documents in March 2022. However, the District needs to update the names of the signatories for the Westamerica Bank Document.

Attachments: (1) Resolution No. 2023-06

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RESOLUTION 2023-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT AUTHORIZING PERSONS IN SPECIFIED POSITIONS TO ACT AS DISTRICT SIGNATORIES FOR CHECKS, WARRANTS, OR OTHER ORDERS FOR THE PAYMENT OF MONEY AND DIRECTING STAFF TO UPDATE ALL NECESSARY COUNTY AND WESTAMERICA BANK DOCUMENTS.

WHEREAS, the County Auditor-Controller/Treasure-Tax Collector and Westamerica Bank require documentation of authorized signatories and signatures; and

WHEREAS, the District has new Board members; and

WHEREAS, the District determines that it is necessary for the efficient administration of the fiscal affairs of the District that this resolution be passed and adopted.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

Section 1. Each bank doing business with the District is hereby authorized to honor checks, warrants, or other orders for the payment of money drawn in the name of the District on all its accounts when bearing at least two of the following signatures:

- (a) Board Chairman Buddy Mendes
- (b) Board Vice-Chairman Scott Robertson
- (c) Administrative Services/Human Resources Manager Tricia Miller
- (d) Interim General Manager Veronica Cazares

Section 2. Directs staff to cause the completion and submission of necessary documents regarding Section 1 as required by the County Auditor Controller/Treasurer-Tax Collector and Westamerica Bank.

Section 3. This resolution shall become effective immediately upon its passage and adoption. All previous resolutions and approvals authorizing the honoring of signatures of District officials other than those set forth in this resolution are hereby rescinded.

CERTIFICATION

The foregoing resolution was adopted on March 9, 2023, on a motion duly made, seconded, and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR PALOMAR

VICE CHAIR ROBERTSON

CHAIRMAN MENDES

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

Veronica Cazares, Interim General Manager/
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RESOLUTION NO. 2023-07

A RESOLUTION OF RECOGNITION AND COMMENDATION TO DISTRICT EMPLOYEES
FOR EARNING THE 2022 CWEA
“PLANT OF THE YEAR MEDIUM” AWARD

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that;

WHEREAS, the District was presented with the 2022 California Water Environment Association Central San Joaquin Section “Plant of the Year Medium” Award; and

WHEREAS, many District employees played vital roles in operating and maintaining the wastewater treatment plant and collection system in such an excellent manner; and

WHEREAS, the pride, professionalism and dedication of District employees exemplify the highest standards of public service; and

WHEREAS, the citizens of the cities of Selma, Kingsburg, and Fowler and the County of Fresno recognize and appreciate the contribution that District employees have made to their public health, environment, and quality of life.

NOW, THEREFORE, the Board of Directors hereby recognizes and commends District employees for their outstanding efforts and accomplishments in caring for the public works facilities with which they have been entrusted.

The foregoing resolution was adopted on March 9, 2023 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR PALOMAR

VICE CHAIR ROBERTSON

CHAIRMAN MENDES

WHEREUPON, the Chaiman declared the foregoing resolution adopted, and SO ORDERED.

Veronica Cazares, Interim General Manager/
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RESOLUTION NO. 2023-08

A RESOLUTION OF RECOGNITION AND COMMENDATION TO
DISTRICT EMPLOYEES FOR EARNING THE 2022 CWEA
“COMMUNITY ENGAGEMENT & OUTREACH PROJECT
OF THE YEAR, SMALL BUDGET” AWARD

RESOLVED, by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that;

WHEREAS, the District was presented with the 2022 California Water Environment Association Central San Joaquin Section “Community Engagement & Outreach of the Year, Small Budget” Award; and

WHEREAS, the pride, professionalism and dedication of District employees exemplify the highest standards of public service; and

WHEREAS, the citizens of the cities of Selma, Kingsburg, and Fowler and the County of Fresno recognize and appreciate the contribution that District employees have made to their public health, environment, and quality of life.

NOW, THEREFORE, the Board of Directors hereby recognizes and commends District employees for their outstanding efforts and accomplishments in caring for the public works facilities with which they have been entrusted.

The foregoing resolution was adopted on March 9, 2023 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR PALOMAR

VICE CHAIR ROBERTSON

CHAIRMAN MENDES

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

Veronica Cazares, Interim General Manager/
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

MEMORANDUM

(March 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Hilda Cantu Montoy, General Counsel
Date: March 1, 2023

Agenda Item: 5-A
Action: Motion

SUBJECT: General Manager At-Will Employment Agreement.

RECOMMENDATION

That the Board of Directors consider and determine whether to approve General Manager At-Will Employment Agreement With Veronica Cazares.

EXECUTIVE SUMMARY

The Board appointed Veronica Cazares as Interim General Manager after the retirement of Ben Munoz and she has served in that capacity since March 5, 2022. The Board hired a recruitment firm, CPS HR Consulting, to conduct the recruitment for a permanent General Manager. A board ad hoc committee comprised of former directors Roman, and Guerra worked closely with the firm throughout the recruitment process.

The Board reviewed various applications for General Manager submitted through the recruitment process and interviewed five candidates. After this process, the Board negotiated with Veronica Cazares for the permanent position. The proposed at-will employment agreement for the General Manager position is with Veronica Cazares.

General Contract Provisions.

The proposed Agreement is an At-Will Agreement for a two-year term commencing March 1, 2023. It includes terms regarding her duties and responsibilities, performance evaluations, conflicts of interest, termination, three months' severance pay, professional development, and standard contract language. The compensation and benefits terms are described below under Brown Act language.

Brown Act Language.

The Brown Act requires that prior to taking final action, the Board as the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken. See Government Code §54953 (c)(3). A summary of the Agreement is described below per the text that is required to be read out loud by the Chairman or other designated Director at the Board meeting.

Following Announcement to be read by Board Chairperson per Brown Act –

The proposed General Manager Employment Agreement with Veronica C. Cazares is as follows:

- Salary: \$170,000 annually
- Retirement Benefits: Continued enrollment in CalPERS Classic Tier 1 Plan; District to pay 100% employer contribution and employee to pay 100% employee contribution.
- Health Benefits: Employee shall receive health insurance benefits as per Section 7.3 of the District's Personnel Rules and Regulation.
- Vacation: 20 plus years with District --200 hours Annual Accrual
- Sick Leave: Accrual at the rate of 8 hours per month of service capped at 1,000 hours.
- Holiday: The District currently recognizes the following holidays and Employee shall be entitled to 8 hours of holiday leave time for each such holiday: New Year's Day, Martin Luther King, Jr.'s Birthday, third Monday in February, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving; Christmas; and one floating holiday
- Bereavement Leave: up to a maximum of 40 working hours for death in the immediate family
- Administrative Leave: up to 32 hours per year which may be cashed out or take as leave but not carried over to following year.
- Use of District car

ACTION

Approval of the At-Will Employment Agreement requires a motion approved by 3 members of the Board.

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
GENERAL MANAGER AT-WILL EMPLOYMENT AGREEMENT

This General Manager At-Will Employment Agreement (“Agreement”) is made and entered by and between the Selma-Kingsburg-Fowler County Sanitation District (“District”) and Veronica C. Cazares (“Employee”).

RECITALS

WHEREAS, the former General Manager for District retired effective March 4, 2022; and

WHEREAS, the District has engaged in a recruitment process to hire a permanent General Manager; and

WHEREAS, Veronica C. Cazares has served as District Engineer for the District since April, 2002; and

WHEREAS, Veronica C. Cazares has served as Interim General Manager for the District since March 5, 2022, and possesses the skills and knowledge necessary to perform the duties of General Manager; and

WHEREAS, Selma-Kingsburg-Fowler County Sanitation Board of Directors desires to employ Veronica Cazares as General Manager for Selma-Kingsburg-Fowler County Sanitation District; and

WHEREAS, Veronica Cazares desires to be employed as General Manager for Selma-Kingsburg-Fowler County Sanitation District.

NOW, THEREFORE, incorporating the foregoing recitals herein, District and Employee mutually agree as follows:

AGREEMENT

1. Appointment.

The Selma-Kingsburg-Fowler County Sanitation Board of Directors (“Board of Directors”) hereby appoints Veronica Cazares to the position of General Manager in and for the District. Veronica Cazares hereby accepts such appointment under the terms and conditions of this Agreement.

2. At-Will Status.

Employee is an at-will employee who shall at all times serve at the pleasure of the Board of Directors. Accordingly, the Board of Directors may terminate Employee’s employment under

this Agreement at any time, with or without cause. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of Employer to suspend or terminate the services of Employee at any time. Nothing in this Agreement is intended to and this Agreement does not confer upon Employee any right to any property interest in continued employment as General Manager or any due process right to a hearing before or after any decision by District to terminate the Employment Agreement.

This Agreement may be terminated voluntarily by Employee. In that event, Employee is requested, but not required, to provide 30 days' courtesy notice in the event of a voluntary resignation.

3. Term of Agreement.

Employee's first day of employment shall be for a two-year term commencing March 1, 2023 and shall be for a two-year term unless terminated earlier under Section 4 of this Agreement. The first day of employment shall be the effective date of this Agreement.

4. Termination and Severance Pay.

In the event Employee is terminated by the Board of Directors before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform her duties under this Agreement, then in that event only, Employer agrees to pay Employee a lump sum cash payment equal to three months' salary and benefits.

In the event Employee is terminated for cause or for conviction, then, in that event, Employer shall have no obligation to pay the aggregate severance sum designated in the above paragraph.

5. Duties and Responsibilities.

Employee shall serve the District and perform the functions and duties of the position of General Manager as specified under the laws of the State of California, the Ordinances and Resolutions of the District, the job description for the position and any other legally permissible and proper duties and functions as the Board of Directors may from time to time assign.

6. Hours of Work.

Employee is exempt from the provisions of the Fair Labor and Standards Act, as amended. Employee is expected to work a minimum 40 hour work week and understands that more than 40 hours may be required in a given week to fulfill the obligations of her position.

7. Performance Evaluation.

The Board of Directors will evaluate the performance of the Employee on an ongoing basis and will at least once annually on the employment anniversary date established by this Agreement, complete a performance review.

8. Compensation and Benefits.

A. Salary. Employee shall be paid an annual salary of \$170,000 payable pursuant to the District's established payroll cycle. Partial months of service will be paid on a pro-rata basis.

B. Benefits. Under this Agreement Employee will receive the benefits set forth below and any particular benefits required by state or federal law.

1) Retirement Benefits: The District participates in the CalPERS retirement system. Employee will have continued enrollment in CalPERS Classic Tier 1 Plan; Employer to pay 100% employer contribution and Employee to pay 100% employee contribution.

2) Health Benefits: Employee shall receive health insurance benefits in accordance with Section 7.3 of the District's Personnel Rules and Regulations.

3) Vacation: Employee shall earn vacation leave calculated at following rates based upon the length of her employment with the District which is as follows:

- 20 plus years with District: 200 hours Annual Accrual

4) Sick Leave: Employee shall earn sick leave at the rate of 8 hours per month of service capped at 1,000 hours.

5) Holidays: Employee shall be entitled to 8 hours of holiday leave time for each such holiday: New Year's Day, Martin Luther King, Jr.'s Birthday, Third Monday in February, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving; Christmas; and one floating holiday.

6) Bereavement Leave: Employee shall be entitled to bereavement leave up to a maximum of five working days for death in the immediate family.

7) Cell Phone. Employee shall be issued a District paid cell phone. The cell phone shall be returned to District on Employee's last date of service to District.

8) Car. Employee shall have the use of District car.

9) Administrative Leave. Employee may use Administrative Leave as time off or may cash out up to thirty-two (32) hours of Administrative leave per year. Administrative Leave not taken or compensated during the year in which it is credited shall not be added to any such leave granted in a following year, nor shall it be carried over.

9. Conflict of Interest.

Employee shall not engage in any business or transaction or have a financial or other personal

interest or association, direct or indirect, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest include an interest arising from blood or marriage relationships or close business, personal, or political associations.

Employee shall also be subject to the conflict of interest provisions of the California Government Code and the District's Conflict of Interest Code.

Employee is responsible for filing a Statement of Economic Interest at the time of appointment and at the time of separation from the position as required by the Fair Political Practices Commission (FPPC).

10. Entire Agreement.

This Agreement contains the entire agreement by and between the District and Employee and fully supersedes any and all resolutions and policies of the District with respect to employer-employee matters and any prior agreements or understandings, written or oral, with respect to each matter addressed in this Agreement. No other agreements, oral or written, shall be deemed to exist or bind any of the parties hereto.

The provisions of the District Personnel Rules and Regulations in effect on date of this Agreement, shall be applicable to Employee only where not in conflict with this Agreement; provided, however, District Personnel Policies and Procedures shall not be considered part of this Agreement, and the Board of Directors reserves the right, in its sole discretion, to unilaterally change the applicability of the terms of the Personnel Rules and Regulations without notice to Employee. Employee agrees that she shall not rely on the District Personnel Rules and Regulations as a term or condition of employment with the District.

An amendment or modification of this Agreement shall be effective only if in writing, approved as required by law, and signed by District and Employee. An amendment or modification shall be designated as "Amendment No. '___' to Agreement for Employment of General Manager."

11. Employee's Independent Review.

Employee acknowledges that she has had the opportunity and has conducted an independent review of the financial, tax, and legal effects of this Agreement. Employee has not relied upon any representation of District, its officers, agents, or employees other than those expressly set forth in this Agreement. The Parties agree that any ambiguity in this Agreement shall not be construed or interpreted against, or in favor of, either party.

12. Professional Development.

The District understands that it is to the benefit of the District and Employee to represent the District at various conferences such as CASA and for such other official meetings, education, and/or travel as are necessary for Employee to carry out her professional responsibilities.

Employee shall be reimbursed for **actual and necessary expenses** in accordance with District's Expense and Reimbursement Policy. This provision shall be subject to unilateral change by the District pursuant to budget requirements or operational needs.

13. Miscellaneous.

A. Severability. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

B. Governing Law and Venue. This Agreement shall be governed by the laws of the State of California and venue shall be in Fresno County.

C. Ambiguities. This Agreement may be executed in counterparts containing original signatures.

This Agreement shall be effective only when and if approved by the Board of Directors.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written below.

DISTRICT

EMPLOYEE

Buddy Mendes, Chairman

Veronica C. Cazares

Date: _____

Date: _____

MEMORANDUM

(March 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Hilda Cantu Montoy, General Counsel
Date: March 1, 2023

Agenda Item: 5-B
Action: Motion

SUBJECT: Job Description for General Manager position.

RECOMMENDATION

That the Board of Directors consider and determine whether to approve job description for General Manager Position

EXECUTIVE SUMMARY

During the recruitment process for the new General Manager position, it was learned that the District does not have a job description for that position. The task of creating a job description was made part of the recruitment firm's responsibilities. The recruitment firm had significant input from former directors Roman and Guerra who were on the Ad Hoc Committee.

Attached is a proposed job description for the Board's consideration and approval.

ALTERNATIVES

The Board may:

1. Adopt the Resolution Approving the job description for General Manager; or
2. Provide alternative direction to staff.

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

<u>Job Title</u>	<u>GENERAL MANAGER</u>
FLSA Status	Exempt, 100% FTE, At Will
Pay Range:	\$155,000 to \$175,000
Effective Date:	
Revision History:	None

SUMMARY:

Under the general supervision of the Board of Directors, the General Manager oversees the day-to-day operations of the District and exercises direct supervision of staff. The incumbent provides varied, complex and confidential management and administrative services for the District. The incumbent supervises all administrative, operational, and engineering employees and contractors of the District. Incumbent coordinates activities with the Board of Directors, departments, member cities, outside agencies, organizations, and the public.

REPRESENTATIVE DUTIES:

An employee may be assigned the duties of the classification. These examples do not necessarily list all of the duties that may be assigned.

1. Direct, manage and administer the administrative, fiscal, operational, engineering and personnel functions of the District.
2. Ensure that District operations are in conformance with applicable statutes, regulations, and policies.
3. In accordance with Board direction, manage the development and implementation of the District-wide goals, objectives and priorities.
4. Advise the Board of Directors on all District related matters, specifically those with significant policy, legal, regulatory, or political impact.
5. Select, train, evaluate, and monitor the performance of subordinate staff and develop and implement succession planning tools and objectives.
6. Oversee the District's labor and employee/employer relations, policies, and procedures.
7. Draft and recommend rules, regulations, fees, and charges for adoption by the Board including specifications and requirements controlling the construction, repair, maintenance, and operations of collection and sewage system.
8. Administer and implement policies and programs, as approved by the Board of Directors, including the direction and supervision of administrative and management personnel concerning the administration, engineering, construction, operation, safety, and maintenance of the District.
9. Prepare complex administrative and financial reports and recommendations by the Board of Directors.
10. Oversee the preparation of the District's annual budget, monitor the authorized expenditures of the District, and direct the general financial planning policies approved by the Board of Directors.
11. Evaluate the effectiveness of established District-wide programs/services and develop and implement new programs as mandated by law or community needs.

12. Direct and coordinate the work of subordinate managers to ensure the appropriate and effective integration of District services.
13. Represent the District before local, state, and federal agencies, technical groups, community organizations, political bodies, committees, and the public.
14. Monitor and analyze legislation and regulations that may impact District operations.
15. Actively participate in various wastewater/water industry organizations to advocate District interests and objectives.
16. Participate in various conferences/training to maintain awareness of new trends and developments in the wastewater industry.
17. Confer with private individuals, firms, organizations, and local, State, and federal agencies in the implementation and coordination of programs, projects, and various District activities.

KNOWLEDGE/ABILITIES:

This section describes the qualities and abilities that a successful employee of this job title possesses.

Knowledge of:

- Working with or for a public agency governing board.
- Supervision and management principles.
- Construction operations, construction standards and public project management.
- Applicable personnel regulations.
- Wastewater chemistry.
- Sewer operations and maintenance.
- Engineering principles and practices.
- Public sector finance.
- Public record management.
- Legal liabilities associated with sanitary districts.
- Overseeing contractors and vendors.
- Public relations/marketing for public agencies.
- Establishing and maintaining effective interagency relations.
- Office procedures, methods, and equipment.

Skills and/or Ability to:

- Work effectively and cooperatively with the Board of Directors.
- Develop District-wide goals and objectives for presentation to Board of Directors.
- Plan, organize, and manage activities to accomplish the goals of the District.
- Manage, monitor, and collaborate with staff.
- Communicate clearly and concisely, both orally and in writing.
- Make effective written, graphic, and oral presentations of complex and highly technical information.
- Prepare clear and concise administrative and financial reports.
- Make organizationally sound recommendations based upon an analysis of complete information and data.
- Forecast issues and effectively address current priorities.

- Establish and maintain effective working relationships with representatives from other local, state, and federal agencies including regulators, and the community.
- Foster harmonious relations with unions and employee groups.
- Interpret applicable local, state, and federal laws as they relate to District operations.
- Research issues related to assigned areas of responsibility.
- Sit at desk and in meetings for long periods of time on a continuous basis. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone, and write or use a keyboard to communicate through written means.
- Operate office equipment, including computers and supporting word processing, spreadsheet, and database applications.
- Maintain confidentiality of work performed.
- Perform work independently and within an environment of competing priorities.

QUALIFICATION GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities as listed below is qualifying.

EDUCATION:

- Bachelor’s Degree preferably in engineering, water resources management, public administration, or business with a focus on public agency management.
- Master’s Degree highly desirable.

EXPERIENCE:

- Five years of progressively responsible professional and complex management experience managing staff of 20 or more.
- Working knowledge of maintenance management systems.
- Knowledge of intent and foundation of local, state, and federal regulations and laws governing the management, construction, operation, safety and maintenance of a sanitary district or major sewer system.
- Management experience with another wastewater district, water/sewer utility, or city/county wastewater department desired.
- Understanding of engineering as it relates to wastewater collection desired.
- Relevant technical knowledge and experience (such as engineering background) desired.

LICENSE and/or CERTIFICATE

- Possession of a valid and appropriate California driver’s license.

ADDITIONAL REQUIRMENTS:

- Must reside within a 30-mile radius of the District.

WORK ENVIRONMENT:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position requires prolonged sitting and occasional standing, walking, reaching, twisting, and turning in the performance of daily activities. The position also requires grasping, pushing, pulling, lifting and/or carrying light amounts of weight, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal services.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: _____

Originated:

General Manager

MEMORANDUM

(March 9, 2023, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Memo Prepared: February 28, 2023

Agenda Item: 5-C

Action: Motion

SUBJECT:

Declaring certain assets as surplus and ordering their disposition.

RECOMMENDATION

That the Board of Directors adopt Resolution No. 2023-08, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District declaring certain Gross Polluting Equipment and Vehicles as surplus and ordering their disposition.

EXECUTIVE SUMMARY

All the assets proposed for disposition consist of Gross Polluting Equipment and Vehicles.

Resolution No. 2023-08, A Resolution Revising the Purchasing and Surplus Asset Disposition Policy provides for disposition of gross polluting equipment and vehicles assets as follows:

Gross Polluting Equipment and Vehicles – Gross polluting equipment or a gross polluting vehicle (defined as unable to pass smog check, over 10 years old, or over 100,000 miles), which has a market value of \$5,000 or less, may be disposed of by offering it to any company or agency which pays for gross polluting vehicles or disposes of them at no cost to the District. An annual report identifying gross polluting vehicles or equipment, regardless of value, shall be presented to the Board.

All the assets proposed for disposition under this request consist of Gross Polluting Equipment and Vehicles. A list is provided in Exhibit A to proposed Resolution 2023-08.

Attachment: Resolution 2023-08, Exhibit A

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

RESOLUTION NO. 2023-08

A RESOLUTION OF THE SELMA-KINGSBURG-FOWLER COUNTY
SANITATION DISTRICT DECLARING CERTAIN GROSS POLLUTING EQUIPMENT AND
VEHICLES AS SURPLUS AND ORDERING THEIR DISPOSITION

WHEREAS, certain District assets as listed in the attached Exhibit “A” are of no use to the District because they are unserviceable, deteriorated, or obsolete; and

WHEREAS, such assets are Gross Polluting Equipment or Vehicles; and

WHEREAS, such assets waste storage space, create clutter and reduce efficient working conditions; and

WHEREAS,

WHEREAS, SKF Resolution No. 2010-08, provides that Gross Polluting Equipment and Vehicles may be disposed of as follows:

Gross Polluting Equipment and Vehicles – Gross polluting equipment or a gross polluting vehicle (defined as unable to pass smog check, over 10 years old, or over 100,000 miles), which has a market value of \$5,000 or less, may be disposed of by offering it to any company or agency which pays for gross polluting vehicles or disposes of them at no cost to the District. An annual report identifying gross polluting vehicles or equipment, regardless of value, shall be presented to the Board.

NOW, THEREFORE, the Board of Directors hereby declares those certain assets listed in Exhibit “A” which is incorporated by reference to be surplus and orders their disposition as herein described.

CERTIFICATION

The foregoing resolution was adopted on March 9, 2023, on a motion duly made, seconded, and approved as follows:

DIRECTOR MAGSIG

DIRECTOR MEJIA

DIRECTOR PALOMAR

VICE CHAIR ROBERTSON

CHAIRMAN MENDES

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

Veronica Cazares, Interim General Manager/
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

Attachment: Exhibit A

EXHIBIT A

VEH No	ASSIGN-MENT	YEAR	ENG	MAKE / MODEL	VEHICLE ID NUMBER	LICENSE
V-13	Collections Department	2006	Gas	Ford F-150 Super Duty	1FDNF20556EB73113	1195985
V-16	Collections Department	2012	Gas	GMC Sierra 2500 HD	1GD01ZCG3CF157691	1354655
V-24	Collections Department	2001	Diesel	International Vac-Con	1HTGGAXTX1H397173	1078181
V-27	Engineers Department	2002	Gas	Ford F-150 Pick up	1FTRF17W22NB50140	1123036
E-34	Operations Department	2007	Electric	Recon Club Golf Cart	PQ0705723139	N/A