

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

MINUTES OF THE REGULAR BOARD MEETING OF DIRECTORS

APRIL 14, 2022

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:02 p.m. by Chairwoman Roman.

DIRECTORS

Nathan Magsig(P)
Sarah Guerra(P)
Daniel Parra(P)
Buddy Mendes, Vice Chair(P)
Michelle Roman, Chairwoman(P)

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, Plant Operations Supervisor
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 April 14, 2022, was made by Director Mendes and seconded by Director Magsig and approved by the following vote:

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

NO:

ABSENT:

ABSTAIN:

PUBLIC FORUM

SKF employee Paul Lopez spoke to the Board about wanting to form an Ad Hoc committee of the employees and Board Members to discuss matters of recruitment. On October 14, 2021, during a regular board meeting, previous General Manager, Ben Muñoz gave the board some information about the difficulty in retaining Operators at SKF. Paul read from the minutes of that meeting and asked if he and other employees could form this committee. General Counsel said that it could be done, and board members agreed that they could work with staff on this item. General Counsel said this could be put on a future agenda.

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 March 10, 2022. (p.5)
- B. Draft Minutes of the PAC Meeting March 23, 2022 (p.7)
- C. Approved Minutes of the PAC meeting April 21, 2021 (p.14)
- D. Warrant List Reports of March 2, 2022, March 16, 2022, and March 30, 2022. (p. 18)
- E. Cash Activity Report of March 31, 2022. (p.22)
- F. The Board will consider adoption of Resolution No. 2022-10 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. (p.23) *Staff Report Prepared By: Interim General Manager Cazares*

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

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

NO:

ABSENT:

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Board will receive the Updated Actuarial Study of Retiree Health Liabilities Under GASB 74/75 as of June 30, 2021, measurement date, and (1) consider suspending payment contributions to the District's qualifying OPEB plan; California Employers' Retiree Benefit Trust (CERBT) as of July 1, 2021, in the Fiscal Year 2021-22 budget and (2) consider beginning to request disbursements from the CERBT. (p.27) *Staff Report Prepared By: Tricia Miller, HR/Administrative Services*

An Actuarial Study of Retiree Health Liabilities with a measurement date of June 30, 2021, was given via power point prepared by Luis Murillo and certified by Total Compensation Systems, Inc. Interim General Manager Cazares recommended that the Board direct staff to suspend payment contributions to the District's qualifying OPEB plan; California Employers' Retiree Benefit Trust (CERBT) as of July 1, 2021, in the Fiscal Year 2021-22 budget. At present there is sufficient funding to cover employees without contributing to the fund. After discussion it was decided by the Board that that the District would continue to fund the Trust for the next two

years at \$105,104 annually, as the future can be uncertain and factors such as a recession could impact it monetarily. Therefore, the District is able to fund the trust. The District will continue to do so and build a reserve as protection for the employees and reassess this in the year 2024. As this was decided there was no need to discuss part two of this item.

There being no comment from the public, the motion to suspend payment contributions to the District's qualifying OPEB plan; California Employers' Retiree Benefit Trust (CERBT) as of July 1, 2021, in the Fiscal Year 2021-22 budget failed to pass and the District will continue to fund the plan on a vote made by Director Magsig, and seconded by Director Guerra and agreed upon by the following vote:

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

NO:

ABSENT:

ABSTAIN:

- B. The Board will Review the First Presentation of The Draft Capital Improvement Program for FY 2022-23 and Provide Direction to Staff. (p.29) *Staff Report Prepared By: Interim General Manager, Veronica Cazares*

Interim General Manager Cazares presented the draft Capital Improvement Program (CIP) to the Board. The CIP is a plan that identifies capital improvement needs and allocates available dollars over a ten-year period. Development of the ten-year CIP includes opportunities for input from the CIP Committee, District department heads, cities, and the Board of Directors to help ensure that the projects meet the District's needs. Currently, the District is within the amounts shown in this document. It was said some projects have been moved to different years to accommodate more crucial items and stay within the reserves. After meeting with the Policy Advisory Committee (PAC) in March 2022, Interim GM Cazares will be making a few additions and put them in the Final CIP for consideration of adoption at the May 2022 Board meeting.

- C. The Board will Review the Draft Budget for FY 2022-23 and Provide Direction to Staff. (p.30) *Staff Report Prepared By: Interim General Manager, Veronica Cazares*

The budget proposes to increase the rate from \$498.93 to \$515.95 per year for Selma, from \$466.93 to \$481.95 per year for Kingsburg and from \$482.93 to \$497.95 per year for Fowler for each equivalent single-family residence (ESFR), which was approved by the Board on July 11, 2019. The sewer rate increases are necessary due to increased costs of repair, refurbishment & replacement of facilities & equipment; services & supplies; salaries & benefits; labor costs; and a reduction in usage of the plant by industrial dischargers. The Budget is in line with year four of the rate increase. Revenues we are collecting are adequate for project funding. This will be brought to the May 2022 Board meeting for consideration of adoption.

D. The Board will consider Rejection of all Bids regarding Equipment Procurement of Collection System Camera (p.32) Staff Report Prepared By: Veronica Cazares, Interim General Manager

The District issued a Request for Bids regarding a Collection System Camera. The bids for this project were received on March 31, 2022. A review reflects that there were inconsistencies in the bids to ensure the correct equipment was being supplied to the District. It was determined that the inconsistencies were based on the District lack of clarity in the bid specifications regarding the description of “camera system” and criteria. Staff wishes to initiate a new bid process with a clear description of the camera system and criteria.

There being no comment from the public, a motion to reject all bids regarding Equipment Procurement of Collection System Camera was made by Director Guerra and seconded by Director Parra and approved by the following vote:

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

NO:

ABSENT:

ABSTAIN:

E. The Board will consider approving the Fourth 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 Interim General Manager to execute the agreement. (p.34) Staff Report Prepared By: Veronica Cazares, Interim General Manager.

The proposed Fourth Amendment to the current on-call consulting services agreement with MKN and Associates is related to a proposed increase in cost for construction management services specifically for construction management services for District Lift Station Refurbishment D4. Staff recommends amending the Agreement: (i) to allow for the cost increase for construction management services for the District Lift Station Refurbishment D4 in the amount of \$57,800 and (ii) to extend the Agreement through fiscal year 2023. This will bring the total cost for the Agreement including all amendments to \$153,842.20. The cost increase is to be funded from District R&R, 8155-203-02, District Expansion 8071-203-01. SKF has exhausted the budget with MKN, and so respectfully requested this of the Board.

There being no comment from the public, a motion to approve the Fourth 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 Interim General Manager to execute the agreement and with Staff recommendation was made by Director Magsig, seconded by Director Mendes and approved by the following vote:

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

NO:

ABSENT:
ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

We would like to welcome Daniel Parra from the City of Fowler to the SKF Board of Directors

GENERAL MANAGER REPORTS

- A. SKF held a PAC meeting on March 23, 2022 and set quarterly meetings for the rest of 2022.
- B. SKF applied for the State Water Resources Control Board California Water and Wastewater Arrearages Payment Program. We are requesting \$6,946.82 for eligible customers in arrears on their bills during the eligible period.
- C. 18th Avenue Pump Station update. Work will commence on or about April 25, 2022.
- D. Selma/SKF VROP Summer 2022 Internships. The MOU will be brought the May Board meeting.

Also, Public Works Week begins on May 15th, 2022, and ends on May 21st, 2022. Interim GM Veronica Cazares would like to have a lunch and tour of the District with the Public Works and City Managers of Selma, Kingsburg, and Fowler. Date TBD.

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 4:44 pm.

Respectfully submitted,



Veronica Cazares Interim General Manager/
Secretary of the Board

Approved,



Michelle Roman
Chairwoman of the Board