

**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
MINUTES OF THE BOARD MEETING**

**September 20, 2007**

The regular Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:06 p.m. by the Chairwoman, Judith Case.

**DIRECTORS' ROLL CALL**

Leland Bergstrom, Vice-Chairman (present)  
David Cárdenas (present)  
Don Tow (present)  
Bob Waterston (arrived 4:12 p.m.)  
Judith Case, Chairwoman (present)

**STAFF AND CONSULTANTS PRESENT**

David Michel, General Manager/ Board Sec.  
Ben Muñoz, Jr., Assistant Manager  
Veronica Cazares, Supervising Engineer  
David Bacon, Information Systems Analyst  
Gary Helm, Maintenance Supervisor  
Robert Whitley, District Engineer  
Craig Strong, California Employers' Association

**OTHERS PRESENT**

Shannon Koontz, PG&E  
David Weisser, City of Fowler  
Don Pauley, City of Kingsburg  
Ed Blanton, Kingsburg Resident  
Norman Krebbs, Kingsburg Resident

**CONSIDERATION OF MINUTES**

Kingsburg resident Ed Blanton commented that the August 9<sup>th</sup> minutes should reflect that he said that the Los Angeles County Sanitation District's study recommended that fine bubble system piping be replaced every 18-22 years because it becomes brittle. There being no further comments from the public, a motion to approve the minutes of the Board Meeting of August 9, 2007, was made by Director Tow, seconded by Director Cárdenas, and approved by the following vote:

AYE:	Directors Tow, Cárdenas, Bergstrom and Case
NO:	None
ABSENT:	Director Waterston
ABSTAIN:	None

## CONSENT CALENDAR

### Epoxy Coating Project 2007 – Authorization to Bid

All other items except this item were pulled from the consent calendar at the request of Director Tow.

In a written memo, General Manager Michel reported that plant structures and equipment need to be sandblasted, waterblasted and recoated on a regular basis in order to protect them from the corrosive effects of wastewater, gasses and weather.

Budget item 8059-204-02 calls for the following plant structures and pieces of equipment to be sandblasted to white metal or waterblasted and recoated with epoxy-type coatings: Clarifier #2 center ring and launder; DAF and gravity thickeners catwalks; Digesters #1 & #2 blowers and motors; and Aeration Basin No. 3 blowers & motors. This work needs to be contracted out because of insufficient staff. The budget estimate was \$200,000 although the current staff project estimate is \$175,000. Specifications have been prepared by staff. The bid opening would be October 9, 2007. Staff recommended that the Board authorize staff to solicit sealed bids for the Epoxy Coating Project 2007.

There being no comments from the public, a motion to authorize staff to solicit sealed bids for the Epoxy Coating Project 2007, was made by Director Cárdenas, seconded by Director Bergstrom, and approved by the following vote:

AYE:	Directors Cárdenas, Bergstrom, Tow, and Case
NO:	None
ABSENT:	Director Waterston
ABSTAIN:	None

### Whitley Burchett & Associates Fee Increase

In a written memo, General Manager Michel reported that, in a letter dated August 2, 2007 from Whitley Burchett & Associates (WBA) they proposed a revised schedule of fees for engineering services which increases rates approximately 17%. WBA's last fee increase was in September, 2005 which was an increase of approximately 5% over the February, 2004 rates. A rate comparison with local engineering firms was last done in 2004 and WBA's hourly rates were competitive.

Staff recommended that the Board approve the fee schedule as proposed by Whitley Burchett & Associates effective July 1, 2007.

Director Tow said that he does not have information as to what was spent last year and the District should go out for proposals in performing due diligence for the taxpayers. Chairwoman Case said proposals should be solicited. Director Cárdenas suggested approving the increase for one year because there are many ongoing projects. Director Bergstrom said that District should not delay ongoing projects. Kingsburg resident Ed Blanton said that his comments were contained in a letter dated 9-20-07 and he would like it attached to the minutes. District Engineer Whitley said that the

ongoing organizational review should be completed as directed by the Board prior to going out for proposals. Kingsburg resident Norman Krebs said that the time is overdue for going out for proposals.

There being no further comments from the public, a motion approving the proposed schedule of fees effective 10-1-07 through 9-30-08, with proposals to be sent out in six months, was made by Director Cárdenas, seconded by Director Bergstrom, and approved by the following vote (as clarified later in the meeting by Director Tow):

AYE:	Directors Cárdenas, Bergstrom, Waterston and Case
NO:	Director Tow
ABSENT:	None
ABSTAIN:	None

#### Minutes of Meetings of District Technical Advisory Committee

The 8-6-07 minutes were distributed. The 8-15-07 minutes were inadvertently left out of the agenda packet and will be distributed at the October Board Meeting. Director Tow commented that he would like to see fewer staff and consultants present and more description of the discussions. No action was taken as this was an informational item.

#### Electric Bill Components Report

In a written memo, Assistant Manager Muñoz, as requested by the Board, gave a breakdown of electrical bills, identifying the pump stations, potable water station, treatment plant and other sites that are billed monthly by PG&E.

Board members asked staff about continuing to pursue solar energy and methane-powered electrical generation. Shannon Kuntz from PG&E said that some programs may be available through PG&E. The consensus of the Board was that staff should invite Ms. Koontz and other interested companies to make brief presentations at a future Board Meeting.

#### Phone Bill Components Report

In a written memo, Assistant Manager Muñoz, as requested by the Board, gave a report regarding the various charges for cell phones, land lines, and other communications, as well as an explanation of how we choose the best plan for cell users, and respond to the question as to why we need the land lines.

The District has 26 Nextel units, which are combination cell phones/walkie-talkies. On February 2007 all cell phones were changed to the business essentials plan, which reduce the monthly billing by \$200.00 per month. Nextel's Business Essentials rate plans includes the amount of daytime minutes

needed 1000 minute plans at \$59.99 per unit per month and all other units are on the basic plan at \$25.00 per unit per month. The monthly cost for the 26 Nextel phones, services, repairs and replacements is approximately \$900.00 with a total cost of approximately \$10,800 per year.

There are 11 land lines that are used for daily business calls, sewer calls, SCADA, Hansen maintenance program, modem, security, e-mails and internet. The monthly cost for the phones, services, repairs and replacements is approximately \$935.00 with a total cost of approximately \$11,220 per year. (June 2007, land lines bills are attached).

Line Type	Bill Number	Vendor	Monthly Charges
District Main Line1	559-897-6500	AT&T	\$95.00*
District Line 2	559-897-6566	AT&T	\$0*
District Line 3	559-897-6567	AT&T	\$0*
District Line 4	559-897-6568	AT&T	\$0*
T1 Line-Internet	065-021-2015	AT&T	\$587.00
T1 Access Line	234-267-8261	AT&T	\$88.00
Admin Building Fax 1	559-897-1985	AT&T	\$45.00•
O&M Building Fax 2	559-897-3245	AT&T	\$0•
Modem 3	559-897-3615	AT&T	\$0•
DSL dbacon	559-897-4080	AT&T	\$60.00
SCADA Dial-out	559-897-7243	AT&T	\$15.00
SCADA Wireless			\$45.00
<b>Total</b>			<b>\$935.00</b>

\* The 4 Business Access Lines are billed together.

• The 3 Business Access Fax Lines are billed together.

David Bacon, Information Systems Analyst, assigned the user plans based on past usage to minimize cost. David Bacon monitors the Nextel and land line billing accounts usage each month.

In reviewing the usage and costs of the cell phones and land lines it was confirmed by staff that all cell phones and land lines are needed to conduct the District's daily business. In fact, the cell phones and land line have helped the District employees work more quickly, efficiently, and safely.

Director Tow questioned the need for a T-1 level internet connection instead of a DSL-level line. Information Systems Analyst David Bacon explained that there is no intermediate step between the two, and the District needs a T-1 level line in any case because of the large-memory engineering and technical data that the District transmits through the T-1 line.

No action was taken as this was an informational item.

**PUBLIC COMMENTS (first call)** None.

## UNFINISHED BUSINESS

### Status Report on Will-Serve Letters Issued

In a written memo, General Manager Michel distributed a report by Supervising Engineer Cazares showing the will-serve letters that are at least three years old and were issued to projects that have shown no activity. The report shows that there are 11 outstanding will-serve letters that are at least three years old which are still in the conceptual stage. The projects have shown no activity with the District, Cities or County since the will-serve letters were issued. The practice at the time was to issue the letters if requested by anyone.

The current policy for issuing will-serve letters requires that a City or County make the request. The letters have a time limit of 2 ½ years, or expiration of tentative map, whichever comes later.

Chairwoman Case stated that she had written a letter dated 9-17-07 to the City of Selma in response to their inquiry regarding withdrawal from the District.

Staff recommended that the Board direct staff to send letters to the 11 projects that are at least three years old which are still in the conceptual stage, give them 90 days to proceed to the next stage of planning and development and advise them that if they do not move forward, the will-serve letter is rescinded.

After some discussion, and there being no comments from the public, a motion directing staff to send the 90 day letter to the 11 projects that are at least three years old which are still in the conceptual stage, and to direct staff to send letters to all others on the list explaining the District's new policy, was made by Director Bergstrom, seconded by Director Cárdenas, and approved by the following vote:

AYE:	Directors Bergstrom, Cárdenas, Tow, Waterston and Case
NO:	None
ABSENT:	None
ABSTAIN:	None

### Fencing Installation – Bid Results

In a written memo, General Manager Michel reported that there were four bids received for this budgeted fencing project. Staff recommends awarding to the low bidder for \$33,525.00. Five neighbors wrote letters (distributed) requesting the fence. In July, the Board authorized staff to solicit sealed bids for the budgeted installation of new fencing for unfenced property. A six foot chain link fence is needed for the former Juarez property on SE corner of Conejo and Del Rey Avenues in order

to protect the District asset and reduce District liability. The budget estimate was \$35,000 and the staff bid estimate was \$39,000. The results were as follows:

Ace Fence Co.	(Fresno)	\$ 33,525.00
Valley Fence Co.	(Clovis)	\$ 36,284.00
Torres Fence Co.	(Fresno)	\$ 38,398.88
All Commercial Fence (Waterford)		\$ 40,458.96

Ace Fence Company performed similar work for the District in 2005 with no problems. Their license is active with no complaints or actions. See the attached memo from Supervising Engineer Cazares. The project budget request is as follows:

Contractor's Work	\$33,525.00
Contingency (3% manager's contingency)	1,005.75
Fenceline Clearing (staff to perform @ \$2,400)	0
Inspection (staff to perform @ \$500)	0
Project Management (staff to perform @ \$400)	0
Surveying (place property corners, line points, record)	3,651.00
<b>TOTAL BUDGET</b>	<b>\$38,181.75</b>

Staff recommended that the Board award the contract for Fence Project II- 2007 to Ace Fence Company of Fresno in the amount of \$33,525.00, authorize the General Manager to execute all necessary documents and amend the budget for item number 8049-203-01 from \$35,000 to \$38,181.75.

Chairwoman Case expressed disappointment that the trees had been allowed to die on several District properties on Del Rey Avenue. She said that if the land is used for agriculture, it will not need to be fenced. Kingsburg resident Norman Krebbs said to farm it, not fence it.

After some discussion, and there being no further comments from the public, a motion to table this item and to set the October 11<sup>th</sup> tour to begin at 2:00 p.m. so as to drive the perimeter properties, was made by Director Cárdenas, seconded by Director Bergstrom, and approved by the following vote:

AYE: Directors Cárdenas, Bergstrom, Tow, Waterston and Case  
 NO: None  
 ABSENT: None  
 ABSTAIN: None

6.3 MGD Improvement Plan – Revised Schedule

In a written memo, General Manager Michel reported that, in May, 2007, the Board approved the plan to increase the capacity of the treatment plant to 6.3 million gallons per day (MGD). The time estimate was 18 months to implement the plan. The County of Fresno has determined that a land use application and revised conditional use permit is required, which will add 3 months to the schedule. There are five projects in the plan as shown on the attached page.

District Engineer Whitley has revised the schedule for completion of the 6.3 MGD Improvement Plan (colored copy distributed). He has reported that the main change is caused by the County Planning determination that a CUP will be required for the intended use of Disposal Ponds. If the application is submitted immediately and assuming a 6 month period for Fresno County actions, the overall schedule is extended to 21 months, or to February, 2009. Of course, the CUP process is outside the control of SKF and it will be a public process, which means that the process could take longer. The critical path is still through the construction of Disposal Pond No. 6. All other projects can still be completed within the 21 month period. The County's CUP process is the next critical component.

The District still should be able to serve all users with the revised schedule, given the projected rates of growth. However, staff is moving forward diligently with the strategic planning process to provide for capacity beyond 6.3 MGD. DTAC and the Board will need to be involved in the next few months. Staff recommended that the Board approve the revised 6.3 MGD Improvement Plan schedule dated August 31, 2007, estimating completion in February, 2009.

After some discussion, and there being no comments from the public, a motion accepting the revised schedule, directing staff to continue work on the application process and directing staff to request a review of the prior use from the County, was made by Director Bergstrom, seconded by Director Waterston, and approved by the following vote:

AYE:	Directors Bergstrom, Waterston, Cárdenas, Tow and Case
NO:	None
ABSENT:	None
ABSTAIN:	None

#### Operational Audit Discussion

With regard to the July 2007 Wastewater Utility Assessment by EGI, Director Tow advised staff to be aware of other benchmarks as discussed on page 8, #4 so as to improve efficiency and keep down costs. He asked staff to find a way to reduce electrical costs described on page 9, #5d. He asked that staff get by with fewer vehicles if possible, as described on page 9, #5g.

#### **NEW BUSINESS**

None.

## **COMMUNICATIONS**

Director Cárdenas reported that the Fowler Fall Festival would be held Saturday, October 6<sup>th</sup>. He invited all Board Members and staff and requested that the District set up a public education booth and enter the Vac-Con truck in the parade. The consensus of the Board was to do so.

There was no report regarding the California Association of Sanitation Agencies (CASA) recent annual work conference held in San Diego, attended by Director Cárdenas.

## **ALLOWANCE OF CLAIMS**

There being no comments from the public, a motion to accept the warrant list report showing checks issued in the amount of \$509,316.60, was made by Director Bergstrom, seconded by Director Cárdenas, and approved by the following vote:

AYE:	Directors Bergstrom, Cárdenas, Tow, Waterston and Case
NO:	None
ABSENT:	None
ABSTAIN:	None

## **PUBLIC COMMENTS (second call)**

Kingsburg resident Norman Krebbs reported that he and Kingsburg resident Ed Blanton have written a letter to the Board protesting the \$105,000 check that was issued to the City of Fowler. He said that it should have been taken from franchise fees or the Fowler R&R fund and that it should not have been a loan.

## **CLOSED SESSION**

Chairwoman Case called for a closed session at approximately 6:50 p.m. to give instructions to General Manager, Assistant Manager and Labor Relations Consultant regarding wages, hours and working conditions of union and non-represented employees and to discuss the public employment of General Counsel pursuant to section 54957 of the California Government Code.

The Board reconvened to open session at 7:11 p.m. Chairwoman Case stated that there was nothing to report out of closed session.

**ADJOURNMENT**

There being no further business to come before the Board, Chairwoman Case declared the meeting adjourned to October 11, 2007, at 2:00 p.m. for a plant tour and at 4:00 p.m. for the regular agenda on a motion duly made, seconded and approved by unanimous voice vote at 7:12 p.m.

Respectfully submitted,

Approved,

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David Michel, General Manager/  
Secretary of the Board

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Judith G. Case  
Chairwoman of the Board