

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

**MINUTES OF THE BOARD MEETING**

**October 9, 2008**

The Special Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 2:18 p.m. by the Chairwoman, Judith G. Case.

**DIRECTORS' ROLL CALL**

Leland Bergstrom (present)  
David Cárdenas (present)  
Dennis Lujan (present)  
Bob Waterston (present)  
Judith Case, Chairwoman (present)

**STAFF AND CONSULTANTS PRESENT**

Ben Muñoz, Jr., Interim General Manager/Secretary  
Mike Fong, Chief Accountant  
Hilda Cantú Montoy, General Counsel  
Robert Whitley, Consultant District Engineer  
Dave Bacon, Information Systems Analyst  
Veronica Cazares, Supervising Engineer  
Scott Aguiar, Plant Operations Supervisor

**OTHERS PRESENT**

David Weisser, City of Fowler  
Norman Krebbs, Kingsburg Resident

**CONSIDERATION OF MINUTES**

There being no comments from the public, a motion to approve the minutes of the Board Meeting of September 11, 2008, was made by Director Cárdenas, seconded by Vice Chair Bergstrom, and approved by the following vote. With a change to the September 11, 2008 minutes to remove Kingsburg Solutions and replace it with Kenetech Energy Solutions.

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

**CONSENT CALENDAR**

Director Lujan requested that consent item C-2 (District Technical Advisory Committee (DTAC) Report) be pulled from the consent calendar for separate discussion.

Director Lujan asked if City of Selma had assigned a committee member to DTAC. Interim General Manager Muñoz replied, "Yes, they did assign a committee member." Director Lujan said, good that is all I needed to know.

There being no comments from the public, a motion to approve the three consent calendar items and the staff recommendations as described below, was made by Director Waterston, seconded by Director Cárdenas, and approved by the following vote:

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

### Consultant District Engineer Activity Report

The following presents a summary of the activities that I have been engaged with on behalf of the District.

#### **6.3 Improvement Project**

**Bottleneck No. 1-Secondary Clarifier Capacity-** Presented the final report and recommendations to the Board of Directors on April 10, 2008.

**Bottleneck No. 2A-Pond No. 6- Construction of Pond No. 6 remains as the critical path action item.** The Fresno County amended Conditional Use Permit for Pond No. 6 & No. 7 and CEQA Initial Study are in public review. Met with RWQCB staff to discuss proposed project and potential impacts.

**Bottleneck No. 3-Solids Thickening (DAFT)-**Submitted draft report and waiting for comments from District staff.

**Bottleneck No. 4-Hydraulic Modifications-**Submitted 90% complete engineering drawings for a new effluent pump station and the renovated effluent pipeline that will provide for conveyance to all of the percolation ponds. Waiting for comments from District staff. Project on-hold pending construction of Pond No. 6.

**Bottleneck No. 4-Influent Pipeline Repair-**Provided technical consulting advice to District staff regarding project.

#### **Recycled Water Study**

Received copy of grant approval letter from the SWRCB and responding to various requests for documentation.

#### **General Inspection**

Walked and drove around treatment facilities and noted ongoing operations and conditions.  
Notified management staff of various observations needing general improvement.

**Technical Advisory Committee**

Participated in TAC meeting on September 15, 2008.

District Technical Advisory Committee (DTAC) Report

The Board received the minutes of the DTAC meeting of September 17, 2008. No action required.

Resolution No. 2008-05, Fixing the Employer's Contribution Under the  
Public Employees' Medical and Hospital Care Act

The labor contract requires maintenance of health and welfare benefits. Adoption of this resolution will fulfill that District obligation.

The District provides health & welfare benefits (medical & prescription) to employees through the California Public Employees Retirement System (CalPERS). CalPERS requires the District to specify a dollar amount of benefit contributed by the District. In the labor contract, the District negotiated that the dollar amount be based on a specific plan, even though other plans are also available to employees. That specific plan is Blue Shield Plan Code 542 which is also identified as CalPERS Code 304. The cost for calendar year 2009, for employee only, has risen from \$447.97 per month to \$471.18 per month, a 5.18% increase. This resolution authorizes the new amount.

The remaining costs of family health and welfare benefits are paid by employees through an IRS 125 premium-only-plan. Employees' salaries are adjusted to pay for their IRS 125 contribution according to the District formula for family coverage.

Staff recommends that the Board adopt Resolution No. 2008-05, Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act.

**PUBLIC COMMENTS (first call)**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Aerobic Digester #1 “Demo” Brush Aerator Pilot Study

Interim General Manager Muñoz reported that Staff acquired a demo House Manufacturing brush aerator for pilot testing in aerobic digester 1. The cost to the District was \$1,100 for freight only. The vendor representative JBI, El Dorado, CA is allowing the District to use the brush aerator free of charge for a minimum of 60 to 90 calendar days.

The brush aerator was placed in aerobic digester 1 (AD 1) to mix the dead zones. The objective of the brush aerator pilot study was to improve the mixing in (AD1), which in turn enhances DO, and biological treatment, and replace the existing Landia and Flgyt mixers as a supplement to the existing coarse bubble diffusers.

Currently, Landia and Flgyt mixers are used to mix the dead zones, but are unreliable, inefficient, and operation and maintenance costs are high. The existing Landia and Flgyt mixers require many man hours to install, remove, and repair. On average the District would spend \$15,500 on repair and replacement of the mixers.

In conclusion, the benefits of the brush aerator are that it improves the mixing in AD1, which in turn enhances DO and biological treatment, provides the basin with more consistent solids in the sludge and more efficient dewatering, ease of operations and maintenance, provides operational flexibility, is reliable, cost savings in chemical, power consumption (two 10hp brush aerators vs. six mixers at 5hp each, in AD 1 and AD2), and solids being hauled from the site. Part of the overall project is to place DO sensors and associated PLC and programming for automation of the blower air flow for AD1 and AD2.

The procurement and installation of the brush aerators would be an energy savings measure as well as an enhancement to the treatment process.

Installation and miscellaneous items will be done in-house with some electrical and programming work to be contracted out as an outside service. This project will be funded from the Operations and Maintenance Budget (Repair & Maintenance – District Forces and Outside Services).

The estimated project cost is:

<b>Brush Aerator Procurement</b>		<b>Resource</b>
Brush aerators	\$80,000	Solicit Bid
Electrical components	\$5,000	Outside Service
Automation	\$5,000	Outside Service
Contingency	\$10,000	
Installation	\$0	Maintenance
Total Project costs	<b>\$100,000</b>	

For a detailed report on the results of the pilot study as well as the maintenance issues, see the attached memorandums from Supervising Engineer Cazares to the Interim General Manager.

Staff recommends that the Board direct the Interim General Manager Muñoz to prepare a Request for Proposal to procure four (4) brush aerators and authorize staff to solicit sealed bids upon completion of the procurement documents.

Chairwoman, Case noted there is a 4 months payback on the Brush Aerators project and there is some big saving in energy.

Director Cárdenas asked is this phase 1 of two parts, Interim General Manager Muñoz replied yes, this is phase I and there is a phase II which will look at more efficient Blowers for AD1 and AD2, this would help shut down AD3 and AD4. It will be more efficient to operator the Brush Aerators which will cover the dead stops because they are only 10 hp each. Director Cárdenas also asked what is the life of the Brush Aerators. Interim General Manager Muñoz replied the estimated life is 15-20 years.

Director Lujan asked why the dead spots on the AD1 and is this old technology. Interim General Manager Muñoz replied the dead spots are due to poor design of the AD1 basin. Directors Lujan also asked are the Brush Aerators new or old technology? Interim General Manager Muñoz replied the Brush Aerators are proven technology, which has been used in Oxidation Ditch and they have been improved over the years.

Interim General Manager Muñoz reported that the idea of the use of the proven technology equipment was from operations, maintenance and engineering staff.

There being no further comments from the public, a motion to direct the Interim General Manager Muñoz to prepare a Request for Proposal to procure four (4) brush aerators and authorize staff to solicit sealed bids upon completion of the procurement documents, was made by unanimous voice vote, and approved by the following vote:

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

#### E-mail vs. Mailing Board and DTAC Packages Discussion

Interim General Manager Muñoz reported that a Toshiba Multifunctional Digital Systems e-STUDIO 523 (Copy Machine) has been leased. The new copy machine can copy, print, scan, e-file, fax, and e-mail. The Board will consider authorizing Admin Staff to E-mail the Board and DTAC Packages vs. mailing them.

The copy machine can create e-mail distribution groups, which enables Admin staff to scan the Board and DTAC packages and E-mail them in seconds. So Admin staff can e-mail the Board and DTAC packages in seconds vs. 6 to 8 hours that it takes to assemble and mail them.

Technology, Quality, Efficiency, and Environmental Friendly:

We have also gone to a paperless office. Everyone gets e-mail copies of the correspondence coming or going out. Save a Tree and a Stamp "Go Green", Going green saves postage, paper, time, and storage space.

The cost to assemble a package is about \$13.00 per package and \$5 per package to mail. The total cost is \$18.00 per package and we assemble 31 for the Board and 12 for DTAC.

43/packages/month x \$18.00 per package = \$774 per month, \$9,288 per year.

Options 1: E-mail the 31 Board and 12 DTAC packages and mail a hard copy to Board and DTAC members, which will cost an average of \$180 per month.

Options 2: E-mail the 31 Board and 12 DTAC packages and have hard copies available at the Board or DTAC meeting for Board members and staff, which will cost average \$130 per month.

The e-mail vs. mailing cost savings per year will be approximately \$7,000, plus the paperless office saving of \$1,800 per year. This is a total saving of \$8,800 per year.

Staff recommends that the Board authorize Admin Staff to E-mail the Board and DTAC Packages vs. mailing them with Option 1 or 2.

Chairwoman, Case asked if DTAC had been receiving the Board and DTAC Packages e-mails. David Weisser with City of Fowler replied yes, I have received the e-mails from SKF for the Board and DTAC Meetings. Chairwoman, Case also asked if the public can get copies of the Board package and correspondence. Interim General Manager Muñoz replied yes, we currently sent out 32 copies of the Board Packages and they can view on the S-K-F CSD web site.

Director Cárdenas asked what the cost for leasing the copy machine vs. capital cost. Interim General Manager Muñoz replied that the lease is less then the capital cost overall. The lease is about \$309 per month, which includes all parts, labor, toner, travel and supplies and it gets replaced ever 39 months with a new copy machine. The capital cost for new copy machine is about \$17,000 and the service charge is about same or more.

There being no further comments from the public, a motion to authorize Admin Staff to E-mail the Board and DTAC Packages vs. mailing them with Option 2, (to have hard copies available at the Board or DTAC meeting for Board members, staff and public), was made by Director Cárdenas, seconded by Director Waterston, and approved by the following vote:

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

**COMMUNICATIONS**

None.

**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 \$301,618.54, was made by Director Cárdenas, seconded by Director Waterston, and approved by the following vote:

AYE: Directors, Lujan, Cárdenas, Waterston, Bergstrom and Case

NO: None

ABSENT: None

ABSTAIN: None

**PUBLIC COMMENTS (second call)**

None.

**ADJOURNMENT**

There being no further business to come before the Board, Chairwoman Case declared the meeting adjourned on a motion duly made, seconded by, and approved by unanimous voice vote at 3:03 p.m.

Respectfully submitted,

Approved,

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

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Judith G. Case  
Chairwoman of the Board