

SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

SPECIAL BOARD MEETING OF

January 19, 2011

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, California

A. ROLL CALL

DIRECTORS

Henry Perea
David Cárdenas
David Karstetter
Michael Derr
Judith G. Case, Chairwoman

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager/ Secretary
Michael Fong, Chief Accountant
Hilda Cantú Montoy, General Counsel
Veronica Cazares, Supervising Engineer
David Bacon, Information Systems Analyst

B. CONSIDERATION OF MINUTES

B-1

The Board will consider approving the minutes of the Board Meetings of December 9, 2010 and December 21, 2010. (Action, Motion)

a) p.5

December 9, 2010, Regular Board Meeting

b) p.12

December 21, 2010, Special Board Meeting

C. BOARD REORGANIZATION

C

The Chairwoman will consider nominations for Board Chair and Vice-Chair. (Action, Motion)

p.13

Summary: Pursuant to Ordinance No. 112, the Board will consider reorganizing.

C-1

Nominations and Election of Chair

C-2

Nominations and Election of Vice-Chair

D. 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.

D-1
Pg.14

**Fiscal Year 2010-11 Budget Schedule
(Informational)**

Summary: The Board will receive the budget schedule which includes staff input, management analysis, DTAC input and public hearings.

D-2
p.20

**Employee Recognition Program
(Informational)**

Summary: The Board will receive a description of the management program to recognize employee performance and achievements, along with program cost information.

D-3
p.22

**Resolution No. 2011-01, a Resolution of
Recognition and Commendation to Wayne
Ceronsky as 2010 Employee of the Year.
(Action, Resolution No. 2011-01)**

Summary: The Board will honor the SKF Employee of the Year, Wayne Ceronsky, Operator I.

<u>D. CONSENT CALENDAR (cont'd.)</u>	D-4 p.23	<p>Resolution No. 2011-02, a Resolution Honoring Dennis Lujan for Two Years and Five Months of Service on the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District. (Action, Resolution No. 2011-02)</p> <p><u>Summary:</u> The Board will consider adoption of this resolution honoring Dennis Lujan for his service on the Board.</p>
<u>E. PUBLIC COMMENTS (1st Call)</u>	E-1	<p>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 undertaken on any item not on the agenda, except to briefly respond to statements or questions by the public.</p>
<u>F. UNFINISHED BUSINESS</u>	F-1	None
<u>G. NEW BUSINESS</u>	G-1	<p>Bill Boersma Request for Confirmation of Capacity Entitlement and Application of Capacity Charge for El Paisano Cheese and Former De Oaxaca Cheese Plant in Fowler (Action, Motion)</p>
	p.24	<p><u>Summary:</u> The Board will consider Mr. Boersma's request that the Board transfer the capacity entitlement of El Paisano Cheese and former Fowler De Oaxaca cheese plant to him as new operator of the facility and confirm that the previously-waived capacity charges apply to the new business operator.</p>

H. COMMUNICATIONS

H-1

**Communications
(Informational)**

Summary: Board members may suggest future agenda items or may give reports. Staff may suggest future agenda items or may present informational correspondence or verbal informational reports.

I. ALLOWANCE OF CLAIMS

I-1
p.26

**Acceptance of Warrant List Report
(Action, Motion)**

Summary: The Board will review the Cash Activity Report and will consider accepting the December 9, 2010 and December 22, 2010 Warrant List Reports, which shows the checks issued by staff to pay vendors' claims and District payroll since the last report to the Board.

J. PUBLIC COMMENTS (2nd Call)

J-1

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 undertaken on any item not on the agenda, except to briefly respond to statements or questions by the public.

K. CLOSED SESSION

K-1

**Conference With Labor Negotiators –
Government Code Section 54957.6**

Summary: The Board will meet with General Manager, Labor Relations Consultant and/or General Counsel regarding wages, hours and working conditions of employees represented by International Union of Operating Engineers Stationary Local #39 and non- represented employees.

L. ADJOURNMENT

L-1

(Action, Motion to Adjourn)

Next Ordinance: 120
Next Resolution: 2011-03

The next regular meeting is Thursday,
February 10, 2011 at 4:00 p.m.

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

MINUTES OF THE BOARD MEETING

December 9, 2010

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:05 p.m. by the Chairwoman Case.

DIRECTORS' ROLL CALL

David Cárdenas (present)
David Karstetter (present)
Dennis Lujan, Vice Chairman (present)
Henry Perea (present)
Judith G. Case, Chairwoman (present)

STAFF AND CONSULTANTS PRESENT

Ben Muñoz, Jr., General Manager/ Secretary
Michael Fong, Chief Accountant
Hilda Cantú Montoy, General Counsel
Veronica Cazares, Supervising Engineer
David Bacon, Information Systems Analyst
Scott Aguiar, Plant Operations Supv.
Gabriel Jimenez, Asst. Plant Ops. Supv.
Jimmy Garcia, Maintenance Supv.
Rafael Gonzales, Asst. Maintenance Supv.
Karen Steinhauer, Laboratory Director
Craig Strong, California Employers Association

OTHERS PRESENT

Kelly Okland, Pawsitive Connections, Inc.
Don Pauley, City of Kingsburg
David Weisser, City of Fowler
Pawsitive Connections, Inc. Advocates

CONSIDERATION OF MINUTES

There being no comments from the public, a motion to approve the minutes of the Board Meeting of November 10, 2010, was made by Director Perea, seconded by Director Lujan, and approved by the following vote:

AYE: Directors Karstetter, Cárdenas, Perea, Lujan and Case
NO: None
ABSENT: None
ABSTAIN: None

CONSENT CALENDAR

C-1- Ground Lease Renewals and House Rental Confirmations

General Manager Muñoz recommended that the Board confirm the continued rental amounts and authorize staff to execute extensions of the lease agreements through December 31, 2011, under the stated terms and conditions.

The following are the properties which the District leases out and rents out. All tenants have been current in their payments over the last year and have provided the required certificates of insurance naming the District as additional insured. The District last went out to bid on these properties in December, 2006.

1. Grimes – 10 acres of vines at 15309 Nelson Avenue for \$1,000 per year (\$100/acre/year).
2. Schnitzler – 53.52 acres vines at 11641 E Magnolia Ave for \$9,100 per year (\$170.03/acre/year).
3. Chavez – Residence at 15532 South Del Rey Avenue for \$420 per month.
4. Clutterham – Residence at 11641 East Magnolia Avenue for \$440 per month.
5. Zapata – Residence at 14720 South Del Rey Avenue for \$440 per month.

Director Cardenas asked if the rental homes were inspected by staff. Staff should inspect the paint, windows, and condition of the rental homes.

General Manager Muñoz said that the contracts remain the same and that the inspections would be scheduled. The tenant is responsible for the maintenance of the rental homes as per the contract.

Chairwoman Case asked when the leases end.

General Manager Muñoz said that the leases end in December.

There being no comments from the public, a motion to confirm the continued rental amounts and authorize staff to execute extensions of the lease agreements through December 31, 2011, under the stated terms and conditions, and that the inspection report be brought back to the Board, was made by Chairwoman Case, seconded by Director Perea, and approved by the following vote:

AYE:	Directors Karstetter, Cárdenas, Lujan, Perea and Case
NO:	None
ABSENT:	None
ABSTAIN:	None

PUBLIC COMMENTS (first call)

None.

UNFINISHED BUSINESS

E-1-Cost Savings Report

General Manager Muñoz reported to the Board the staff implemented cost-savings measures that have occurred over the past three (3) years. There have been significant changes in the planning and direction for the District.

As interim General Manager, Mr. Muñoz developed the Capital Improvement Program (CIP), re-evaluated the Board approved 6.3 MGD plan and May 2008 CIP. The 6.3 MGD plan didn't address capacity beyond 6.3 MGD.

The new CIP would insure sound fiscal and capital planning that would require effective leadership and would involve all District Departments, pay as you go, restore capacity lost to non-operational systems, restore reliability, efficiency, and save energy. General Manger Muñoz presented several spreadsheets that forecasted Operation and Maintenance expenditures and revenues, and Refurbishment and Replacement expenditures and revenues. The District's needs were met without borrowing. The District averted borrowing ten million dollars.

Through operational changes, Aeration Improvements Project, and repairs by staff there was an additional savings of one million dollars.

Chairwoman Case stated that several changes were made with staff that helped the District and one was the appointment of General Manager Muñoz.

6.3 MGD IMPROVEMENT PLAN VS CIP 2-17-2010

Project No.	Project Description	Conceptual Cost Estimate	Total Actual Cost /Completion of Project	Total Actual Savings
1	Secondary Clarifiers (Relieve Solids Settling Restriction)	\$250,000 including engineering	\$2,000 Clarifiers 1&2 were repaired by District staff.	\$248,000
2a	New Disposal Pond No. 6 (Additional Disposal Pond Capacity Phase 2)	\$2,162,000	\$1,835 Staff Operated rental	\$2,160,165

	Plus CEQA Review for All Projects		equipment. Deep rip ponds.	
2b	Deepen Disposal Pond No's 4 & 5 (Additional Disposal Pond Capacity Phase 1)	\$725,000	Same as 2a	\$725,000
3	Solids Thickening (Relieve Solids Thickening Restriction)	\$225,000	Project is still pending.	\$0
4	Effluent Disposal Pipe Design & Construction (Hydraulic Modifications Phase 1)	\$2,976,400	This was to get water to pond 6 which was not needed due to the Deep ripping of ponds	\$2,976,400
5	42" Influent Line Refurbishment	\$675,000	\$706,940 The 42 Line refurbishment was completed in April 2, 2009. In house design & inspection	(31,940)
		\$7,013,400-225,000 = 6,788,400	\$710,775	\$6,077,625

General Manager Muñoz presented to the Board Chart one and two that illustrates a 10 year forecast of the 6.3 MGD Improvement Plan vs. CIP 2-17-10 of the R&R and Expansion funds.

General Manager Muñoz said that District staff is working as a team and have proven to be successful. The outcomes have been realized over a three year period. He commended the staff.

Director Karstetter said that the Board has made good decisions and changes. The engineering firm was changed and the Board received additional information by General Manager Muñoz to do things in different ways. The Board made good decisions based on advice by General Manager Muñoz. One example is not borrowing money. Director Karstetter said that he appreciates the hard work the staff has been doing.

General Manager Muñoz said that this wasn't the first time that debt service was forecasted. The District was able to avoid borrowing.

Chairwoman Case said that the District has capable staff.

Director Cardenas commended the Board and staff for their hard work.

This was an informational report, no action was needed.

NEW BUSINESS

F-1-Pawsitive Connections, Inc. Presentation by Kelly Okland

Kelly Okland spoke to the Board in regards to leasing the Scarry property to place an animal shelter. Pawsitive Connections has achieved non-profit status and is not asking the District for any financial assistance. The plan is to establish a community center, healing center, animal shelter, and provide interaction between people and animals.

General Manager Muñoz, stated that on May 14, 2009, Lin Weller Faurie of Kingsburg spoke to the Board to propose that the District begin discussion of establishing a regional animal shelter on District property, specifically on the former Scarry property, utilizing the existing metal storage shed on Conejo Avenue. She has contacted other animal advocates in Selma and Fowler and they believe that such a shelter would be used by all three Cities because of its ease of access off the freeway.

At least five advocates from each City were present at the May 14, 2009, Board Meeting. Selma resident Jerry Sandhu spoke in favor of the regional animal shelter. He said that current conditions are hot and dirty. If there were hours that the shelter was open to the public, more people could view and adopt the animals. Louisa Bisel said that taking care of wild animals protects our own pets. Fowler Public Works Superintendent David Weisser spoke in support of the regional animal shelter. Selma resident Irene Prieto said that, in her opinion, the shelter must be a no-kill shelter. Ms. Faurie said that the group is working on becoming a non-profit corporation.

On May 14, 2009 the Board members voiced support of the idea of a regional animal shelter. Chairwoman Case advised that the group keep pursuing the non-profit corporation status and to keep the SKF Board informed. Kelly Okland, Director of Pawsitive Connections, Inc. has established a non-profit status.

General Manager Muñoz recommends that the Board approve Kelly Okland, Director of Pawsitive Connections, Inc. request to allow the General Manager, Staff and General Counsel to explore these ideas with Kelly Okland, Director of Pawsitive Connections, Inc. and these recommendations would come back to the Board for final approval.

Pawsitive Connection youth members made a presentation to the Board.

There being no comments from the public, a motion to allow General Manager, Staff and General Counsel to explore these ideas with Kelly Okland, Director of Pawsitive Connections, Inc. and these recommendations would come back to the Board for final approval, was made by Director Perea, seconded by Director Cárdenas, and approved by the following vote:

AYE:	Directors Karstetter, Lujan, Cárdenas, Perea and Case
NO:	None
ABSENT:	None
ABSTAIN:	None

COMMUNICATIONS

Jeff Singh requested to be placed on the agenda along with Lobbyist Dr. Sharma to discuss wastewater treatment.

General Manager Muñoz also announced the CASA Mid Year Conference – January 12-14, 2011. Directors who would like to attend should notify the General Manager.

General Manager Muñoz reported to the Board that Michael Derr had called today at 1:00 p.m. to inform the District that he was appointed by City of Selma Mayor, Ken Grey to the SKF Board. He also said he would like to attend the CASA Mid Year conference. He asked the Board to consider changing the January 13, 2011 Board Meeting a week before or to the following week.

General Manager Muñoz reported to the Board that the District won several awards from the California Water Environment Association, Central San Joaquin Section, they were: plant of the year, engineering achievement project, and young professional award, Veronica Cazares.

The awards dinner will be held in January.

Chairwoman Case requested a Board Reorganization at the next Board meeting.

ALLOWANCE OF CLAIMS

Director Perea asked if parts costs can be traced to vehicles.

General Manager Muñoz said that the District can track costs associated with vehicle repairs.

There being no comments from the public, a motion to accept the warrant list for November 9, 2010 and November 19, 2010 reports showing checks issued in the amount of \$256,141.98, was made by Director Perea, seconded by Director Cárdenas, and approved by the following vote:

AYE:	Directors Karstetter, Lujan, Cárdenas, Perea and Case
NO:	None
ABSENT:	None
ABSTAIN:	None

PUBLIC COMMENTS (second call)

None.

CLOSED SESSION

Chairwoman Case called for closed session I-1 at 5:27 p.m. for a conference with labor negotiators under Government Code Section 54957.6. The Board reconvened to open session at 6:15 p.m. Chairwoman Case stated that there was nothing to report in open session.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Case declared the meeting adjourned on a motion duly made by Director Perea, seconded by Director Cárdenas, and approved by unanimous voice vote at 6:18 p.m.

Respectfully submitted,

Approved,

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

Judith G. Case
Chairwoman of the Board

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

MINUTES OF THE BOARD MEETING

December 21, 2010

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

DIRECTORS' ROLL CALL

David Cárdenas (present)
David Karstetter (present)
Michael Derr (present)
Henry Perea (present)
Judith G. Case, Chairwoman (present)

STAFF AND CONSULTANTS PRESENT

Ben Muñoz, Jr., General Manager/ Secretary
Michael Fong, Chief Accountant
Hilda Cantú Montoy, General Counsel
Craig Strong, California Employers Association

PUBLIC COMMENTS

None.

CLOSED SESSION

Chairwoman Case called for a closed session C-1 at 4:03 p.m. for a conference with labor negotiators under Government Code Section 54957.6. The Board reconvened to open session at 5:05 p.m. Chairwoman Case stated that there was nothing to report in open session.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Case declared the meeting adjourned on a motion duly made by Director Perea, seconded by Director Lujan, and approved by unanimous voice vote at 5:06 p.m.

Respectfully submitted,

Approved,

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

Judith G. Case
Chairwoman of the Board

MEMORANDUM

(January 19, 2011)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 5, 2011
Subject: Board Reorganization

Agenda Item: C
Action: Motions

DIRECTORS' SUMMARY

Pursuant to Ordinance No. 112, a Board reorganization is required when two or more new members are seated on the Board within six months or when requested by the Chair. At the December 9, 2010, Board Meeting Chairwoman Case requested a Board Reorganization.

Chairwoman Case will call for nominations and elections of a Chair and Vice-Chair.

ACTION

Motions.

MEMORANDUM

(January 19, 2011)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr.; General Manager
Date Memo Prepared: January 5, 2011
SUBJECT: Budget Preparation Schedule

Agenda Item: D-1
Action: Informational

DIRECTORS' SUMMARY

Attached is the schedule that staff uses to prepare the draft budget for Fiscal Year (FY) 2011-12. The fiscal year begins July 1, 2011. Informational only.

ACTION

None.

BACKGROUND

There are many people, reports, calculations, notices, reviews and approvals necessary to prepare the annual budget. They are itemized in the attached schedule.

DTAC has been included in the development process and will be included in the review process.

Presentation of the draft budget to the Board is scheduled for March 10, 2011.

Special budget workshops may need to be held in March and April in order to approve the budget and related resolutions and ordinances on May 12, 2011.

MEMO

Date: 12-27-10
To: Staff
From: Ben Muñoz, Jr.
Subject: F. Y. 2011-12 Budget Preparation Schedule

PARTICIPANTS: BMJr = Ben Muñoz, Jr., General Manager
 LRC = Labor Relations Consultants
 DB = David Bacon, Information Systems Analyst
 DS = Donna Stucky, Administrative Technician II
 DTAC = District Technical Advisory Committee
 JG = Jimmy Garcia, Maintenance Supervisor
 KS = Karen Steinhauer, Laboratory Director
 MF = Mike Fong, Chief Accountant
 SA = Scott Aguiar, Plant Operations Supervisor
 SS = Sara Staunton, Administrative Technician II
 VC = Veronica Cazares, Supervising Engineer

	<u>ACTIVITY</u>	<u>PARTICIPANTS</u>	<u>DATE / TIME</u>
1)	Update of draft CIP and Repair & Maintenance Program (RMP).	Staff	July 2010 thru January 2011
2)	Presentation of budget schedule.	BMJr to staff	1-3-11
3)	Submittal of draft of updates for CIP and RMP.	Staff to BMJr	1-21-11
4)	Administrative staff to enter current year approved budgeted amounts into MAS 200.	MF and Staff	Weeks of 1-3-11 and 1-21-11
5)	Dept. heads submit personnel request justifications for positions or changes in job description, reclassifications, salary ranges, or benefits.	JG, SA, KS, VC, DB, MF	1-21-11
	The % for CalPERS Pension, septic revenue, anticipated rent and ESFR's for misc industries such as Cacciatore, FV&C, Quinn, USA and Selma RDA	SS to BMJr	1-21-11

 Individual non-represented employees (including Dept. Heads) may submit suggestions for changes in across-the-board salaries, benefits and personnel-related administrative policies and identify priority.

 Individual non-represented employees to BMJr

 1-21-11 by noon

- | | | | |
|-----|---|----------------------|---|
| 6) | Review of draft of updates for CIP and RMP.

Development of draft capital and RMP budgets. | BMJr and staff | Weeks 1-3-11
and 1-31-11 |
| 7) | Present to DTAC of draft CIP and RMP updates.

DTAC recommendation for CIP and RMP to be included in budget. | DTAC | 2-16-11 |
| 8) | Mailing of letter to industries requesting projected loadings (response deadline 2-11-11, submit report to Ben at noon, 2-16-11). | KS | 2-3-11 |
| 9) | Presentation of electrical energy usage report breakdown by flow, BOD and TSS. | SA to BMJr | 2-4-11 |
| 10) | Presentation of 125 Plan Contributions Report - departments not necessary, just union, non-rep and total through 7 months. | SS to BMJr | 2-4-11 |
| 11) | Preparation of personnel services budget. | BMJr | Week of 2-7-11 |
| 12) | Presentation of services and supplies draft seven-month budget vs. actual summary. | MF to staff and BMJr | 2-7-11
9:00 a.m. |
| 13) | Review services and supplies draft seven-month budget vs. actual summary for coding of G/L account numbers. | BMJr | Week of 2-7-11 |
| 14) | Preparation of departmental services and supplies budget requests including equipment purchases, especially if over \$8,000. KS give Ben a list of industries which lab bills for fixed charge only. | JG, SA, KS and BMJr | Prepare week of 2-7-11 Submit 2-11-11 by noon |
| 15) | Submission of report (February - January only) comparing baseline discharges to actual loadings, with excesses highlighted (used for determination of peak loadings-capital charges). Also, calculation of total industrial flow for excel spreadsheet called flow data – historical. | KS to BMJr | 2-11-11 by noon |

16)	Submission of report of ESFR distribution to residential & commercial.	SS to BMJr	2-11-11 by noon.
17)	Submission of industrial loading projections.	KS to BMJr	2-15-11 by noon.
18)	Preparation of services and supplies budget.	BMJr	Week of 2-14-11.
19)	Development of revenue program and determination of recommendation for sewer service charge rates for industrial, residential, commercial and institutional. Preparation of pretreatment program budget identification page.	BMJr, consult with MF	Week of 2-21-11
20)	Development of septic hauler rates.	BMJr	Week of 2-21-11
21)	Preparation of fiscal plan summaries, cash flow projections, policy statements, chart of accounts descriptions and budget message.	BMJr	Week of 2-21-11
22)	Preliminary preparations for Proposition 218 notices, if necessary .	Staff	Week of 2-28-11
23)	Final management review, editing, copying and assembly of draft budget.	BMJr and Staff	Week of 2-28-11
24)	Presentation and initial review of draft budget. E-mail draft budget to DTAC for review and will present to DTAC on 3-16-11.	BMJr to Board	3-10-11
25)	Ordering of the Proposition 218 notices to be mailed, if necessary (must have minimum of 45 days between mailing of notices and public hearing.) Proposition 218 notices must be <u>mailed</u> by the end of March for a May 12 th public hearing. Any rate changes must be <u>adopted</u> by the end of May to be effective July 1 st .	Board of Directors	3-10-11
26)	Delivery of revenue program to industrial dischargers.	BMJr to industrial users	Week of 3-14-11
27)	Revise draft District fiscal plan as needed	BMJr	Week of 3-14-11
28)	Present draft budget to DTAC.		3-16-11
29)	Budget Workshop for Board, as needed.	Board and staff	Mid-late March

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|-----|---|--|------------------------|
| 30) | Mailing of Proposition 218 notices, if necessary. | MF and Staff | March 31 st |
| 31) | Annual statewide California Water Environment Association Conference. | BMJr and staff | Mid-late April |
| 32) | Review of draft District fiscal plan. | Board of Directors | 4-14-11 |
| 33) | Setting of date and times for three public hearings: ordinance establishing service charge rate; ordinance electing to collect service charges on the tax roll; and budget resolution. | Board of Directors | 4-14-11 |
| 34) | Adoption of ordinance electing to collect service charges on tax roll; approval of ordinance summary for publication. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 4-14-11 |
| 35) | Revise draft District fiscal plan as needed | BMJr | Week of 4-18-11 |
| 36) | Budget Workshop for Board, as needed. | Board and staff | Mid-late April |
| 37) | Posting and publication of notice of adoption (Ord electing to collect). Posting and publication of notice of public hearings (service charge ordinance and resolution confirming election to collect) Law requires publication "once a week for two successive weeks, not more than 30 nor less than 10 days before the public hearing." | BMJr | 4-15-11 |
| 38) | Consideration of industrial dischargers diversion allowances. | Board of Directors (as necessary every 4 to 5 years) | Due to be renewed 2014 |
| 39) | Public hearings for ordinance establishing service charge rate (2/3 VOTE); resolution confirming ordinance electing to collect service charges on the tax roll (2/3 VOTE); and budget resolution. <i>(for FY 2010-11, General Counsel Montoy wants to revise resolution confirming tax roll, including citation of H&S code 5473.2)</i> | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 5-12-11 |
| 40) | Posting of notice of publication of Notice of Adoption for the Service Charge Ordinance. Law requires that it be published once within 15 days of adoption. | BMJr | 5-13-11 |

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|-----|---|-------------------|-----------------|
| 41) | Completion of the columns “approved” with the proper authorized amount (for certain vehicles and capital items over specified amount, the “approved” amount is zero). Replacement of front cover on all copies of Draft Budget, showing the date adopted and the Resolution Number. | BMJr | Week of 5-16-11 |
| 42) | Filing of Budget with Fresno County auditor-controller and State agencies as necessary. | MF | Week of 5-23-11 |
| 43) | Development of new rates for medical-dental employee share and COBRA. | SS and MF to BMJr | Week of 5-23-11 |
| 44) | Updating of the Information Sheet. | BMJr to DB | Week of 5-23-11 |
| 45) | Notifying staff of septic hauler rates. | BMJr to SS and MF | Week of 5-23-11 |

MEMORANDUM
(January 19, 2011)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 5, 2011
Subject: Employee Recognition Program

Agenda Item: D-2
Action: None

DIRECTORS' SUMMARY

Over the years, management has established an employee recognition program that promotes harmonious and productive working relationships among employees as well as between Board Members and employees. This program is at the discretion of management, under general authorization of the budget. The projected FY 2011-12 annual cost is approximately \$10,100 out-of-pocket plus approximately \$8,900 in time off with pay.

ACTION

None required.

BACKGROUND

Service Awards - Lapel pins and jackets are given for every 5 years of service. A lapel pin, jacket, plaque, a day off with pay, \$150 cash and a resolution from the Board are presented at 20 years of service, and every five years thereafter. Board member recognition may include jackets, pins, plaques and refreshments. The cost, including time off, is approximately \$900 per year.

Picnic - The District contributes \$40 per employee attending the annual picnic. The cost is approximately \$600 per year.

Winter Dinner - The District contributes \$75 per employee attending the winter dinner. The cost is approximately \$1,500 per year.

Employee of the Year - In addition to a reserved parking space and a jacket, a day off with pay and \$150 is presented. Their name and photo are placed on the rotating trophy plaque. The cost, including time off, is approximately \$350 per year.

Mr. (or Ms.) Steady Award - For employees who have no sick usage in excess of 8 hours for the year ending November 30th, a Mr. Steady certificate and District jacket are presented. The cost is approximately \$200 per year.

Employees' Activities Committee (EAC) - District support of the EAC includes time on duty to meet, plan, prepare and clean up from activities such as Chili Cook-Off and pot luck lunches. The snacks and

soda vending equipment, which the EAC stocks and from which the EAC profits, is purchased and maintained at District expense. The cost is approximately \$400 per year.

Efficiency Suggestions - When an employee has a suggestion that saves time or money in their own department, the General Manager may grant them time off with pay from one hour to one day. The time-off cost is approximately \$200 per year.

Safety - Employees that have no lost time due to on the job accidents for the year ending November 30th receive a hardhat sticker and a gift with an average value of \$150 during an annual safety awards presentation breakfast. Also, at monthly safety training meetings, the District supplies donuts or pastries. The cost is approximately \$5,200.

Pre-Holiday ½ Days Off – Depending on the workload, those who work on Christmas Eve and New Year’s Eve are allowed to leave at noon with the rest of the day off with pay to avoid traffic and to be with their families to prepare for the holidays. Employees on sick leave, vacation leave or other leave are not credited with a ½ day, they must use 8 hours of accrued leave. The time-off cost is approximately \$7,200 per year.

Chairman BBQ’s – As the Chairman of the Board may request, the District purchases hamburgers, buns, condiments and soda for occasional lunch-time barbecues hosted (cooked) by the Chairman. All employees and Board Members are invited. Attendees may bring a salad, dessert or side dish. The cost is approximately \$800 per year.

Condolence Flowers – For employees who are hospitalized unexpectedly and for the funeral of an employee’s spouse, mother, father, son or daughter, the District Board contributes \$50 toward a general collection to send a card and appropriate flowers or floral arrangement. The cost is approximately \$400 per year.

Retirement Luncheons – For retiring employees who so desire, a luncheon is held in their honor and they are presented with a plaque memorializing their years of service. Individual employees may present personal gifts. The employee’s family is invited to the luncheon along with Board members. The employee is given the remainder of the day off with pay. The cost is approximately \$600 per year.

RESOLUTION NO. 2011-01

A RESOLUTION OF RECOGNITION AND COMMENDATION TO

Wayne Ceronsky

AS 2010 EMPLOYEE OF THE YEAR

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

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

WHEREAS, Wayne Ceronsky has been nominated by his Department Supervisor and has been selected by the General Manager as a most outstanding example of employee dedication, cooperation, innovation, honesty and productivity; and

WHEREAS, he has been named as the Selma-Kingsburg-Fowler County Sanitation District 2010 Employee of the Year.

NOW, THEREFORE, the Board of Directors hereby honors Wayne Ceronsky for his exceptional service to the residents of the south Fresno County communities.

The foregoing resolution was adopted on January 19, 2011 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR CÁRDENAS

DIRECTOR KARSTETTER

DIRECTOR DERR

DIRECTOR PEREA

CHAIRWOMAN CASE

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

Ben Muñoz, Jr., General Manager
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

RESOLUTION NO. 2011-02

A RESOLUTION HONORING

DENNIS LUJAN

FOR TWO YEARS AND FIVE MONTHS OF SERVICE ON THE
BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY
SANITATION DISTRICT

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

WHEREAS, Dennis Lujan has served as a member of the Selma-Kingsburg-Fowler County Sanitation District Board of Directors from August 14, 2008 through December 9, 2010; and

WHEREAS, he has given wise management guidance, and has shown long-range thinking and excellent leadership over the years.

NOW, THEREFORE, the Board of Directors hereby honors Dennis Lujan for two years and five months of outstanding service.

The foregoing resolution was introduced and seconded simultaneously by all Directors and adopted by unanimous vote of those present on January 19, 2011.

DIRECTOR PEREA

DIRECTOR CÁRDENAS

DIRECTOR KARSTETTER

DIRECTOR DERR

CHAIRWOMAN CASE

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

Ben Muñoz, Jr., General Manager
Secretary of the Board of Directors
SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

MEMORANDUM

(January 19, 2011)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 5, 2011

Agenda Item: G-1
Action: Motion

SUBJECT: Bill Boersma Request for Confirmation of Capacity Entitlement and Application of Capacity Charge for El Paisano Cheese and Former De Oaxaca Plant in Fowler

DIRECTORS' SUMMARY

Mr. Bill Boersma will appear before the Board to request that the Board transfer the capacity entitlement of El Paisano Cheese and former De Oaxaca plant to him as new operator of the facility and confirm that the previously-waived capacity charges apply to the new business operator.

STAFF RECOMMENDATION

Staff advises that a consistent interpretation of District regulations is to determine that the capacity entitlement granted to APN 343-131-01 (128 N. 9th Street, Fowler) under connection permit I-010 remain with the property for the new tenant Bill Boersma, subject to compliance with the SKF CSD Sewer Use Ordinance and subject to additional District requirements.

ACTION

Motion to determine that the capacity entitlement granted to APN 343-131-01 (128 N. 9th Street, Fowler), under connection permit I-010 remain with the property for the new tenant Bill Boersma, subject to compliance with the SKF CSD Sewer Use Ordinance and subject to additional District requirements.

BACKGROUND

Mr. Boersma is interested in purchasing the equipment and leasing the property that was formerly used by El Paisano Cheese in Fowler. His intent would be to produce cheese in much the same fashion as El Paisano Cheese. He asked if the capacity entitlement held by El Paisano would be assumed by him and if the capacity charges that were waived for El Paisano and former De Oaxaca would remain waived for him.

The District's capacity charge of \$104,504.81 was waived by the Board of Directors on September 9, 2004. A capacity charge pays for capacity entitlement. The attached Connection Permit No. I-101 was issued September 20, 2004 to APN 343-131-01 (128 N. 9th Street, Fowler).

District Resolution No. 2008-08 indicates that if title is transferred to such a property, the capacity entitlement is transferred to the District which reassigns it to the property. In this case, title is not being transferred. The Board therefore may conclude that no new capacity charges are necessary.



SELMA - KINGSBURG - FOWLER
COUNTY SANITATION DISTRICT
A PUBLIC AGENCY

PERMIT NO. I-010
APN 343-131-01

Sewer Connection Permit - Industrial

PERMIT TO: CONNECT NEW SERVICE MODIFY EXISTING SERVICE SELMA KINGSBURG FOWLER

PART I: 128 N. 9th Street, Fowler, CA 93625

OWNER: De Oaxaca, Inc. ADDRESS: 339 W. 8th Street, Los Angeles, CA 90005

CONTACTS: Rigoberto Romero, Plant Manager PHONE: 323-216-0083
Fernando Lopez, President

CONNECTION ADDRESS: 128 N. 9th Street CITY: Fowler, CA 93625

PART II : TYPE OF INDUSTRY: Mixed Industrial/Commercial LIGHT HEAVY DRY WET

BASELINE DISCHARGE: Pursuant to Board action of September 9, 2004.

FLOW (Q): 45,000 GALLONS PER MONTH
ORGANIC (BOD): 2,250 POUNDS PER MONTH
SOLIDS (SS): 570 POUNDS PER MONTH

PART III: CONNECTION FEE CALCULATION

SKF Sewer Connection Fee

Q = \$4.75/gpd x 1,500 gpd = \$ 7,125.00

BOD = \$1,106.69/lb BOD/d x 75 lbs BOD/d = \$ 83,001.75

SS = \$756.74/lb SS/d x 19 lbs SS/d = \$ 14,378.06

GRAND TOTAL \$ 104,504.81

AMOUNT DUE \$ 0 (Fee waived per Board action 9-9-04)

City of Fowler sewer connection fee to be based on 6.6 ESFR's. Contact City hall for payment or waiver of fee.

COMMENTS: Baseline Discharge in Resolution No. 2004-02 (and as may be revised) is hereby established at 45,000 gallons per month, 2,250 pounds per month of BOD (at 6,000 ppm) and 570 pounds per month suspended solids (at 1,500 ppm) based on De Oaxaca, Incorporated's Application for Permit to Discharge Non-Residential Wastewater dated 8-17-04 and an estimate for suspended solids, since no data was provided to the District. A 1,500 gallon grease interceptor is required to be installed as a condition of this permit. Plans must have prior approval of the District. The discharge must have a pH between 6.0 and 9.0. Discharge of more than 10,000 gallons per day has an electrical conductivity limit of 1,650 umho/cm. This connection permit is contingent upon and subject to the terms and conditions stated in the Selma-Kingsburg-Fowler County Sanitation District Non-Residential User Permit.

CERTIFICATION: I CERTIFY THAT THE INFORMATION PROVIDED TO THE S-K-F- CSD FOR THE FEE CALCULATIONS PRESENTED ABOVE IS TRUE AND CORRECT AND REPRESENTS AN ACCURATE ASSESSMENT OF MY REQUIREMENTS AND INTENDED USE AND THAT SAID USE WILL BE IN COMPLIANCE WITH ALL DISTRICT ORDINANCES, RULES, AND REGULATIONS.

Rigoberto Romero Plant Mgr. Rigoberto Romero 9/20/04
(PRINT NAME) (TITLE) (SIGNATURE) (DATE)

FOR DISTRICT USE ONLY:

FEE PAYMENT RECEIVED

AMOUNT: \$ _____

PLANS RECEIVED BY _____

DATE _____

BANK SYMBOL _____

PERMIT CALCULATED BY D. Michel

DATE 9-20-04

CHECK No. _____

PERMIT ISSUED BY David Michel

DATE 9-20-04

25 FO126

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT COST SUMMARY
FOR THE MONTH OF DECEMBER 2010

EXPENSES:

WARRANT LIST ENDING DECEMBER 09, 2010	\$	194,463.99
WARRANT LIST ENDING DECEMBER 22, 2010		<u>201,916.94</u>

SUBTOTAL VENDOR EXPENSES	\$	<u>396,380.93</u>
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SALARIES, PERS AND HEALTH INSURANCE COSTS

TOTAL SALARIES ENDING DECEMBER 05, 2010	\$	51,280.49
TOTAL SALARIES ENDING DECEMBER 19, 2010		<u>56,036.43</u>

SUBTOTAL SALARIES	\$	<u>107,316.92</u>
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TOTAL PERS (EMPLOYERS PORTION) 12-05-10		10,833.69
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)		4,907.83
TOTAL HEALTH INSURANCE COSTS 12-05-10		13,281.75
TOTAL PERS (EMPLOYERS PORTION) 12-19-10		11,022.40
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)		4,993.32
TOTAL HEALTH INSURANCE COSTS 12-19-10		<u>13,281.75</u>

SUBTOTAL PERS AND HEALTH INSURANCE	\$	<u>58,320.74</u>
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SUBTOTAL SALARIES, PERS AND HEALTH INSURANCE COSTS	\$	<u>165,637.66</u>
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GRAND TOTAL	\$	<u><u>562,018.59</u></u>
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SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: December
 Fiscal Year: 2010-11

Cash Account Description	End of Month Cash Balance as of June 12/31/2009	End of Month Cash Balance General Ledger Trial Balance 12/31/2010
Cash in Treasury: Operations & Maintenance	3,635,725.69	\$ 3,860,500.14
Cash in Bank: Operations & Maintenance	66,754.28	\$ -
Cash in Bank: Payroll	297.71	\$ 298.30
Petty Cash	700.00	\$ 700.00
Clearing Account	0.00	\$ 196,552.11
Total Operations & Maintenance	3,703,477.68	\$ 4,058,050.55
Cash in County Treasury:Expansion	4,041,843.15	\$ 4,215,553.01
Cash in County Treasury:Repairs&Replacement	5,154,458.69	\$ 3,480,387.02
Cash in County Treasury:Selma	2,148,129.30	\$ 2,398,372.00
Cash in County Treasury:Kingsburg	2,015,203.58	2,162,206.79
Cash in County Treasury:Fowler	975,149.84	\$ 1,067,751.87
Total Cash and Changes in Cash	\$ 18,038,262.24	\$ 17,382,321.24

This report has not been reconciled and the month has not been closed.
 CAR 11-30-10.XLS

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

December 09, 2010

WARRANT LIST

ALL AMERICAN SEWER TOOLS	vac con nozzles	348.99
ALLIED ELECTRIC MOTOR INC.	copper wire	1,767.25
AMERIPRIDE	laundry service	2,297.23
APPLIED INDUSTRIAL TECH CA-LLC	parts for brush aerator	196.42
ASSOCIATED COMPRESSOR EQUIP IN	parts & service-shop & DAFair. Comp.	558.94
AT&T/CALNET 2	phone lines & services	574.06
CALIFORNIA INDUSTRIAL RUBBER	black neoprene sheets	225.28
CALIFORNIA WATER SERVICE CO	Front St. water	12.18
CALPERS HEALTH	health ins.	34,798.32
CENTRAL VALLEY CULLIGAN, INC.	bottles water O & M bldg.	106.67
CENTRAL VALLEY GOLF & UTILITY	golf cart capacitor, ammeter & labor	108.74
CERIDIAN	Cobra ins.	69.88
COUNTY TIRE & WHEEL - FRESNO	tires for V-15 & V-18	4,790.96
CSRMA/ ALLIANT INS SERV. INC	WC audit	2,635.00
CWEA CSJ SECTION	training	250.00
ECS HOUSE INDUSTRIES, INC.	bearings for brush aerators	2,354.73
FISHER SCIENTIFIC	lab supplies	213.52
FORKLIFT SPECIALTIES, INC.	service high pressure steam cleaner	539.31
GONZALES, RALPH	reimb. cert. fee	76.00
GORDON INDUSTRIAL	drill sets	81.03
HILDA CANTU MONTOY	legal services	420.00
HOME DEPOT CREDIT SERVICES	painting supplies and safety awards	2,000.46
INDUSTRIAL ELECTRICAL CO	install brush aerator control panels	3,574.25
JORGENSEN & CO	SCBA ann. Flow tests & cyl. Refills	343.79
KDS/WASTE CONNECTIONS INC.	dumpster fees	259.44
KIMBALL MIDWEST	silicone, air dusters	164.12
KINGSBURG 76, INC.	towing bill for V-22	50.75
KINGSBURG, CITY OF	plant & 18th St. water	308.86
KMART 4705	supplies & safety awards	425.64
MULLIGAN, JOSEPH	reimb. cert. fee	71.00
MUNICIPLE MAINT EQUIPMENT, INC	tanks, hose, guides for V-24 & V 14 vac con parts	5,218.13
NAPA AUTO PARTS	parts	300.20
NATIONAL SAFETY COUNCIL	annual memb. Renewal	325.00
NELSON'S ACE POWER CENTER	parts	38.24

NELSON'S HARDWARE	parts	263.68
NORTH AMERICAN BENEFITS CO	life ins.	382.66
PERSONNEL SOLUTIONS UNLIMITED	temp. lab help	831.30
PG&E	electricity, plant & pump stations	73,124.03
PRECISION SUPPLY, INC.	crawling insect spray	220.16
PROCLEAN SUPPLY	janitorial supplies	1,632.15
SAFETY CENTER, INC.	excavation site safety training	1,300.00
SEARS COMMERCIAL ONE	safety awards	1,251.83
SIEMENS WATER TECH. CORP.	upper screw bearing assy. For screwlift #3	3,298.32
SILVAS OIL CO. INC.	gasoline, diesel, grease	3,999.79
SJVAPCD	annual permit fees	434.00
SKF - EAC	reimb. For spring & winter activities	1,370.00
STAPLES	supplies	425.15
SUNBELT RENTALS	forklift rental for unloading blower #4	1,023.70
SWRCB FEES	annual permit fees	25,812.00
TELSTAR INSTRUMENTS, INC.	parts, labor & service calls	3,817.25
TRANSWESTERN INS ADMIN	dental & vision ins.	8,110.65
TURNUPSEED ELECTRIC, INC.	r& r for muffin monsters	223.13
VALLEY MEDICAL INSTRUMENT SERV	annual inspection fee	164.50
VALLEY PIPE & SUPPLY CO, INC.	elbows,pipe & fittings for grit system	753.49
VERIZON WIRELESS	wireless card	45.01
WECO SUPPLY INC.	cylinder rental	49.50
ZOOM IMAGING SOLUTIONS INC.	copy mach. maint., printer cartridges	427.30
MAS 200 Total Checks		\$194,463.99

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

December 21, 2010

WARRANT LIST

*CARDENAS, DAVID	director's fee	127.63
*CASE, JUDITH	director's fee	127.63
*HENRY R. PEREA	director's fee	127.63
*KARSTETTER, DAVID	director's fee	127.63
*LUJAN, DENNIS	director's fee	127.63
ALLIED ELECTRIC MOTOR INC.	muffin monster grinder	357.93
AMERIPRIDE	laundry service	517.00
APPL,INC.	lab testing	160.00
ASSOCIATED COMPRESSOR EQUIP IN	valve for headworks air comp.	21.16
AT&T/CALNET 2	phone lines	217.34
BENNETT & BENNETT IRRIGATION	pvc bolts set	36.68
BSK ASSOCIATES	lab testing	2,659.00
CALIF EMPLOYERS ASSOCIATION	excess hours & quart. Dues	1,419.42
CALPERS HEALTH	health ins.	39,989.63
CASA	annual memb. Renewal	12,000.00
FRESNO PIPE & SUPPLY INC.	mest strainers	52.11
J'S COMMUNICATIONS, INC	holster	9.86
JOHNSON TIRE SERVICE	flat repairs	24.00
KDS/WASTE CONNECTIONS INC.	dumpster fees	316.60
KIMBALL MIDWEST	various drill bits	273.00
KMART 4705	misc. supplies	89.77
LIBERTY COMPOSTING, INC	biololids removal	68,262.79
LOPEZ, PAUL	reimb. Safety shoes	136.21
METTLER-TOLEDO INC	annual balance & calibration	615.00
MOORE GRIDER & COMPANY	temp. help	2,272.50
NAPA AUTO PARTS	parts	217.96
NELSON'S HARDWARE	parts	305.34
NEXTEL/SPRINT	radios & services	633.08
OMEGA IND. SUPPLY INC.	kleen & shine	490.00
PERSONNEL SOLUTIONS UNLIMITED	temp. lab help	385.09
PG&E	electricity	4,544.34
RODRIGUEZ, ERNESTO	reimb. cert. renewal	71.00
THE KINGSBURG RECORDER	renewal	26.00
THE SELMA ENTERPRISE	renewal	26.00
TNT INDUSTRIAL CONT. INC.	WAS pump renewal & install fans	57,489.00
TOSHIBA FINANCIAL SERVICES	copy mach. lease	368.10

TRANSWESTERN INS ADMIN	dental & vision ins.	203.00
VALLEY LIGHTSOURCE INC.	lights for O & M bldg.	801.45
WEST COAST ROTOR INC.	parts for TWAS pumps	6,115.50
ZEE MEDICAL SERVICE	replenish 1st aid kits	73.01
ZOOM IMAGING SOLUTIONS INC.	copy mach. maint.	99.92
MAS 200 Total Checks		\$201,916.94