

SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT

REGULAR BOARD MEETING OF

November 10, 2010

3:00 P.M.

11301 E. Conejo Avenue, Kingsburg, California

A. ROLL CALL

DIRECTORS

Henry Perea  
David Cárdenas  
David Karstetter  
Dennis Lujan, Vice-Chair  
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  
Scott Aguiar, Plant Operations Supv.

B. CONSIDERATION OF MINUTES

B-1  
*p.4*

**The Board will consider approving the minutes of the Board Meeting of October 14, 2010.  
(Action, Motion)**

C. PUBLIC COMMENTS (1<sup>st</sup> Call)

C-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.**

D. UNFINISHED BUSINESS

D-1

None

E. NEW BUSINESS

E-1      **Harris Ranch Beef Company, Non-Residential  
Wastewater Application  
(Informational)**

*p.8*      Summary: The Board will receive an informational report regarding Harris Ranch Beef Company, Non-Residential Wastewater Application.

F. COMMUNICATIONS

F-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.

F-2      **CWEA – SKF CSD Aeration System  
Improvements Tour, Tuesday,  
November 9, 2010  
(Informational)**

G. ALLOWANCE OF CLAIMS

G-1      **Acceptance of Warrant List Report  
(Action, Motion)**  
*p.9*

Summary: The Board will review the Cash Activity Report and will consider accepting the September 10, 2010 and September 29, 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.

H. PUBLIC COMMENTS (2<sup>nd</sup> Call)

H-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.**

I. CLOSED SESSION

I-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.

J. ADJOURNMENT

J-1

**(Action, Motion to Adjourn)**

Next Ordinance: 120  
Next Resolution: 2010-11

The next regular meeting is Thursday,  
December 9, 2010 at 4:00 p.m.

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

**MINUTES OF THE BOARD MEETING**

**October 14, 2010**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:07 p.m. by the Chairwoman Case.

**DIRECTORS' ROLL CALL**

David Cárdenas (present)  
David Karstetter (present)  
Dennis Lujan, Vice Chairman (present)  
Henry Perea (arrived 4:32 p.m.)  
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  
Karen Steinhauer, Laboratory Director  
Scott Aguiar, Plant Operations Supv.  
Jimmy Garcia, Maintenance Supv.

**CONSIDERATION OF MINUTES**

There being no comments from the public, a motion to approve the minutes of the Board Meetings of September 2, 2010 and September 24, 2010, was made by Director Karstetter, seconded by Director Cárdenas, and approved by the following vote:

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

**PUBLIC COMMENTS (first call)**

None.

**UNFINISHED BUSINESS**

**D-1-California Consulting Presentation by Steve Samuelian**

General Manager Muñoz reported to the Board that the District had received a letter from California Consulting withdrawing their proposal for grant research and writing. He also said that this item has been on the agenda for three months.

There being no comments from the public, a motion that D-1-California Consulting Presentation by Steve Samuelian be moved to a future meeting, was made by Director Lujan, seconded by Director Cárdenas, and approved by the following vote:

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

**NEW BUSINESS**

None.

**COMMUNICATIONS**

General Manager Muñoz reported to the Board that the Fresno Business Journal published an article about the recently completed WWTP Aeration Improvements Project.

The Reporter, Ben Keller, did his own research stating in the article that the wastewater industry consume an estimated 21 billion kilowatt-hours every year. The local paper has been contacted but they have not gotten back to the District. The Business Journal also covers Kings and Tulare Counties. Chairwoman Case said that the District did a good job.

Director Cárdenas presented a second place trophy for the District's VacCon truck, which was entered in the annual fall festival in Fowler. He also said the staff did a good job and the truck looked sharp. Director Cárdenas thanked the District for its participation.

General Manager Muñoz thanked the staff and said that the staff enjoys volunteering for these types of events. These events help educate the community about the District's role in their lives.

Chairwoman Case said that is important that the community sees the service they are getting for the fees that are paid to the District.

Chairwoman Case reported to the Board that the Bureau of Reclamation is looking to get water to the west side farmers from tertiary treatment plants.

Director Karstetter said that the recycled water should first be used for the communities then look at other options.

General Manager Muñoz said that the staff is continually looking for opportunities for grants. The District has meet with Quad Knopf in regards to the corridor and CID for possible extraction wells.

### ALLOWANCE OF CLAIMS

Director Karstetter asked about the Andritz and KDS Waste Connections bill.

General Manager Muñoz said that the Andritz bill was to service the centrifuge. It was billed to the Operation & Maintenance account. Staff follows the purchasing policy.

The KDS Waste Connection bill was to dispose of the cleanings out of aeration basin 3.

Chairwoman Case requested a CalPERS spread sheet showing salaries, health costs for employees and health costs for retirees, to see the trend.

There being no comments from the public, a motion to accept the warrant list for September 10, 2010 and September 29, 2010 reports showing checks issued in the amount of \$668,556.25, was made by Director Karstetter, seconded by Director Cárdenas, and approved by the following vote:

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

### PUBLIC COMMENTS (second call)

Chairwoman Case asked the General Manager to schedule a BBQ for staff.

The next Board meeting was re-scheduled to November 10, 2010 at 3:00 PM.

CLOSED SESSION

Chairwoman Case called for closed session I-1 at 4:35 p.m. for a conference with labor negotiators under Government Code Section 54957.6. The Board reconvened to open session at 4:40 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 Lujan, seconded by Director Karstetter, and approved by unanimous voice vote at 4:41 p.m.

Respectfully submitted,

Approved,

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

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Judith G. Case  
Chairwoman of the Board

**MEMORANDUM**  
(November 10, 2010)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Prepared: November 4, 2010  
Subject: Harris Ranch Beef Company, Non-Residential Wastewater Application

Agenda Item: E-1  
Action: None.

**DIRECTORS' SUMMARY**

On October 19, 2010, Harris Ranch Beef Company submitted a Non-Residential Wastewater Application. The project engineer is Michael Oliver with Harris Ranch Beef Company at 16277 S. McCall Avenue, Selma California 93662.

**STAFF RECOMMENDATION**

None.

**BACKGROUND**

In February 4, 2010, Michael Oliver, Gary Becker, Michael T. Smith and Mike Casey with Harris Ranch Beef Company met with District Staff and indicated that they may be considering connecting to the District's Wastewater Treatment Plant. On October 14, 2010 Mr. Oliver called General Manager Muñoz indicating that they were still interested in connecting to the District's Wastewater Treatment Plant and he would be submitting the Non-Residential Wastewater Application. On October 19, 2010 the District received the Non-Residential Wastewater Application. Staff has reviewed the Non-Residential Wastewater Application and has responded to Mr. Oliver and will begin discussions on how to proceed with the connection process.

Harris Ranch Beef Company will be a significant user and will require 2,500 to 3,000 ESFR's of the Wastewater Treatment Plant capacity.

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

EXPENSES:

WARRANT LIST ENDING OCTOBER 11, 2010	\$	131,982.01
WARRANT LIST ENDING OCTOBER 27, 2010		<u>384,785.08</u>
 SUBTOTAL VENDOR EXPENSES	 \$	 <u>516,767.09</u>
 <u>SALARIES, PERS AND HEALTH INSURANCE COSTS</u>		
TOTAL SALARIES ENDING OCTOBER 10, 2010	\$	50,290.47
TOTAL SALARIES ENDING OCTOBER 24, 2010		<u>50,515.60</u>
 SUBTOTAL SALARIES	 \$	 <u>100,806.07</u>
 TOTAL PERS (EMPLOYERS PORTION) 10-10-10		 10,983.66
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)		4,962.18
TOTAL HEALTH INSURANCE COSTS 10-10-10		13,281.75
TOTAL PERS (EMPLOYERS PORTION) 10-24-10		10,664.78
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)		4,831.32
TOTAL HEALTH INSURANCE COSTS 10-24-10		<u>13,281.75</u>
 SUBTOTAL PERS AND HEALTH INSURANCE	 \$	 <u>58,005.44</u>
 SUBTOTAL SALARIES, PERS AND HEALTH INSURANCE COSTS	 \$	 <u>158,811.51</u>
  GRAND TOTAL	  \$	  <u><u>675,578.60</u></u>

SKF COUNTY SANITATION DISTRICT  
 CASH ACTIVITY REPORT  
 Month: October  
 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 10/30/2010
Cash in Treasury: Operations & Maintenance	3,635,725.69	\$ 2,798,498.03
Cash in Bank: Operations & Maintenance	66,754.28	\$ 4,147.90
Cash in Bank: Payroll	297.71	\$ 298.30
Petty Cash	700.00	\$ 700.00
Clearing Account	0.00	\$ -
Total Operations & Maintenance	3,703,477.68	\$ 2,803,644.23
Cash in County Treasury:Expansion	4,041,843.15	\$ 4,054,561.67
Cash in County Treasury:Repairs&Replacement	5,154,458.69	\$ 3,660,791.05
Cash in County Treasury:Selma	2,148,129.30	\$ 2,329,256.78
Cash in County Treasury:Kingsburg	2,015,203.58	\$ 2,114,662.26
Cash in County Treasury:Fowler	975,149.84	\$ 1,045,794.56
Total Cash and Changes in Cash	\$ 18,038,262.24	\$ 16,008,710.55

This report has not been reconciled and the month has not been closed.

SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT

October 11, 2010

WARRANT LIST

THE UPS STORE - #5835	Printing Services	1,542.34
*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
ABILITY ANSWERING SERVICE, INC	Annual Charges	1,475.00
ALL-PHASE/MEDALLION SUPPLY	Repairs/Maint.	1,766.63
AMERIPRIDE	Laundry Service	1,225.48
ANDRITZ SEPARATION, INC	Repairs/Maint.	887.87
BACON, DAVID	Employee reimbursement- Equipment	437.82
BSK & ASSOCIATES	Lab testing	406.00
CAZARES, VERONICA	Employee reimbursement-Training	207.32
CDW GOVERNMENT, INC.	Information Systems	2,640.98
CENTRAL VALLEY CULLIGAN, INC.	bottled water O&M building	106.67
CHEM QUIP, INC.	Chemicals	1,666.78
FRESNO PIPE & SUPPLY INC.	Building Maint.	72.90
GIBBS TRUCK CENTERS	Equipment Maint.	1,917.02
GROENIGER & CO.	Equipment Maint.	101.98
HILDA CANTU MONTOY	Legal fees	997.50
HOME DEPOT CREDIT SERVICES	Repairs/Maint.	516.04
KDS/WASTE CONNECTIONS INC.	Dumpster fees	11,070.66
KIMBALL MIDWEST	Equipment Maint.	809.34
KINGSBURG AUTO CARE	Auto maint.	453.82
KINGSBURG, CITY OF	Water usage	553.16
KMART 4705	Equipment Maint.	185.78
MICRO BUSINESS SYSTEMS	Annual accounting software maint.	3,197.33
NAPA AUTO PARTS	Parts	116.40
NELSON'S HARDWARE	Parts	31.81
OMEGA IND. SUPPLY INC.	Equipment Maint.	709.11
PERSONNEL SOLUTIONS UNLIMITED	Temp. lab help	702.94
PG&E	Electricity	88,547.64
PRECISION SUPPLY, INC.	Equipment Maint.	820.64
PROCLEAN SUPPLY	Building Maint.	416.60

PROGRESSIVE BUSINESS PUBLICA.	Books & Publications	299.00
PURCHASE POWER	Postage	500.00
QUALITY MACHINERY	Repairs/Maint.	1,040.60
ILVAS OIL CO. INC.	Grease	1,021.58
WANSON-FAHRNEY FORD SALES	Auto Maint.	3,049.89
ELSTAR INSTRUMENTS, INC.	Building maint.	879.00
HE SELMA ENTERPRISE	Newspaper Subscription	26.00
RANSWESTERN INS ADMIN	Dental/Vision Ins.	392.00
ERIZON WIRELESS	Wireless card	45.01
ILLAGE TIRE	Equipment Maint.	507.22
<b>IAS 200 Total Checks</b>		<b>\$131,982.01</b>

**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
October 27, 2010  
WARRANT LIST**

AT&T/CALNET 2	phone service	357.32
BACON, DAVID	employee reimbursement	260.00
BENNETT & BENNETT IRRIGATION	equipment maint.	156.15
BSK & ASSOCIATES	lab testing	64.00
CALIF EMPLOYERS ASSOCIATION	professional services	2,670.50
CALIFORNIA WATER SERVICE CO	water, Front st.	12.18
CALPERS HEALTH	health/dental/life insurance	34,932.04
CDW GOVERNMENT, INC.	information systems	1,422.24
CENTRAL VALLEY GOLF & UTILITY	equipment maint.	197.51
CERIDIAN	professional services	69.88
CHASE CARD SERVICES	travel/supplies	2,271.37
DATCO	professional services	218.40
ELECTRIC MOTOR SHOP, INC.	repairs/maint	11.99
G&R FEED	wildlife support/hen scratch	240.00
GRAY LIFT INC.	equipment maint.	107.57
GROENIGER & CO.	equipment maint.	50.07
HCL MACHINE WORKS	rental equip.	7,095.00
JACK'S REFRIGERATION INC.	repairs/maint.	412.00
JAMESON HYDRO CRANE SERVICE	repairs/maint.	840.00
KINGSBURG AUTO CARE	auto. Maint.	963.03
KMART 4705	supplies	157.16
MOORE GRIDER & COMPANY	professional services	1,788.75
NEXTEL/SPRINT	phone	675.46
NORTH AMERICAN BENEFITS CO	health/dental/life	382.66
PERSONNEL SOLUTIONS UNLIMITED	temp lab help	690.71
PG&E	electricity	89,480.70
PITNEY BOWES	office supplies	633.00
POLYDYNE, INC	chemicals	9,844.00
SILVAS OIL CO. INC.	grease	2,600.88
THE GAS CO	gas	38.37
TNT INDUSTRIAL CONT. INC.	aaeration improvements	219,912.20
TOSHIBA FINANCIAL SERVICES	copier	334.64
VALLEY SMALL BUS. SOLUTIONS	info systems repair	980.45
VAN CLEVE CONSTRUCTION CO. INC	selma misc. repairs & cont.	4,664.43

WECO SUPPLY INC.	equipment maint.	57.00
ZOOM IMAGING SOLUTIONS INC.	office equipment	193.42
<b>MAS 200 Total Checks</b>		<b>\$384,785.08</b>

**ACCOUNT SUMMARY**

**Account Number: 4246 3115 0190 0267**

Previous Balance	\$2,251.09
Payment, Credits	-\$2,251.09
Purchases	+\$2,271.37
<b>New Balance</b>	<b>\$2,271.37</b>

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Opening/Closing Date	09/11/10 - 10/10/10
Total Credit Line	\$35,000
Available Credit	\$32,728
Cash Access Line	\$7,000
Available for Cash	\$7,000

**PAYMENT INFORMATION**

New Balance	\$2,271.37
Payment Due Date	11/07/10
Minimum Payment Due	\$45.00

**Late Payment Warning:** If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.

**Minimum Payment Warning:** Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

**ACCOUNT ACTIVITY**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
10/01	Payment Thank You - Image Check DAVID E MICHEL TRANSACTIONS THIS CYCLE (CARD 0267) -\$2,251.09 INCLUDING PAYMENTS RECEIVED	-2,251.09
09/15	RODOLFOS SELMA CA <i>Negotiations Lunch Meeting CEA</i>	24.67
09/24	SAVEMART #654 KINGS KINGSBURG CA <i>General Snacks 7400x12100</i>	60.83
09/28	DRI*AUTODESK, INC. orderfind.com MN <i>AutoCAD 085102 7320-101-002</i>	185.87
	BEN MUNOZ JR TRANSACTIONS THIS CYCLE (CARD 4126) \$2,271.37	

2010 Totals Year-to-Date	
Total fees charged in 2010	\$42.90
Total interest charged in 2010	\$58.08

Year-to-date totals reflect all charges minus any refunds applied to your account on or after January 31, 2010.

**INTEREST CHARGES**

Your **Annual Percentage Rate (APR)** is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR) 30 Days In Cycle	Balance Subject To Interest Rate	Interest Charges	Accrued Interest Charges
Purchases	14.24% (v)	\$0.00	\$0.00	\$0.00
Cash Advances	19.24% (v)	\$0.00	\$0.00	\$0.00
Balance Transfer	14.24% (v)	\$0.00	\$0.00	\$0.00

(v) = Variable Rate

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

**IMPORTANT NEWS**

Save time on employee reimbursements. Improve expense tracking. Maintain control with individual spending limits. Call the number on the back of your card today to request additional employee cards and take full advantage of your Chase Business Card account.

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AP Expense by GL Account Report

Sorted by Account Number

All Invoices - Transaction Date Range: From: 10/1/2010 To: 11/19/2010

SKF County Sanitation District (CSD)

G/L Account

Vendor Number	Vendor Name	Invoice Number	Invoice Date	Source Journal	Transaction Date	Hold	Distribution Amount	Last Check Number
7320-101-00 Info Systems Expense								
CHASE	CHASE CARD SERVICES	10/2010	10/25/2010	AP-000070	10/27/2010	No	2,185.87	026033
Account 7320-101-00 Total:							<u>2,185.87</u>	
7400-101-00 Travel & Training								
CHASE	CHASE CARD SERVICES	10/2010	10/25/2010	AP-000070	10/27/2010	No	85.50	026033
Account 7400-101-00 Total:							<u>85.50</u>	
Report Totals:							<u><u>2,271.37</u></u>	

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