

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

MINUTES OF THE REGULAR MEETING OF BOARD MEETING

April 11, 2019

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:01 p.m. by Chairwoman Roman.

DIRECTORS

Nathan Magsig (P)
Jim Avalos (P)
David Cárdenas (P)
Buddy Mendes, Vice Chair (P)
Michelle Roman, Chairwoman (P)

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Veronica Cazares, District Engineer
Scott Aguiar, Operations Supervisor
David Bacon, Information Systems Analyst

APPROVAL OF AGENDA

Before approval, General Manager Muñoz noted that a copy of the corrected March minutes was given to the Board on the dais, as the previous ones had the Director's listed incorrectly. It was changed from Chairman Cárdenas to Chairwoman Roman.

There being no comments from the public, a motion to approve the agenda of the Board meeting of April 11, 2019 was made by Director Magsig, and seconded by Director Avalos, and approved by the following vote:

AYE: Directors Magsig, Avalos, Cárdenas, Vice Chair Mendes and Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

PUBLIC FORUM

None

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CONSENT CALENDAR

Items placed on the consent calendar are considered routine in nature. They may be approved by one motion, second and majority vote. Any Board member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Minutes of Regular Board Meeting March 14, 2019. (p.3)
- B. Warrant List Reports of March 6, 2019 and March 20, 2019. (p.8)
- A. Cash Activity Report of March 31, 2019. (p.11)
- B. Minutes of Special PAC Meeting November 14, 2018 (p.12)

It was mentioned that the Cash Activity Report and The Minutes of the Special PAC meeting should be listed as "C" and "D."

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

AYE: Directors Magsig, Avalos, Cárdenas, Vice Chair Mendes and Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Board will receive the annual laboratory department report from Laboratory Supervisor Karen Steinhauer.

Laboratory Supervisor Karen Steinhauer gave her annual report to the Board. Her power point presentation consisted of overview of her staff, new technology being used to make the Plant more efficient, how they monitor and sample, daily data checks, and monthly meter readings. She also reported that communication is the key in her department with staff, Operations, and the Industries that SKF serves. It was said that safety and protocols are taught and refreshed often. The Board thanked Karen for the information and for her many years of service to the District.

- B. The Board will receive the annual administrative department report from Administrative Services/HR Manager Tricia Miller.

Administration Services/Human Resources Manager Tricia Miller gave her annual report to the Board. Her power point presentation consisted of her staff, the technology updates that have

been made to the plant such as cameras, tablets, phones, and radios. Outdated PC's have been replaced and updated to Office 365. In addition to financial management, her department handles Risk management, Workers compensation, and Supervisor trainings. Tricia is working on a salary survey which was requested by the Union, and it was said negotiations are coming soon. She has updated some job descriptions, as well as working on PDQ's that were handed out to staff to explain their daily tasks and the importance of what they do. The Board thanked Tricia for the information and for doing a great job.

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

General Manager Muñoz let the Board know that a Special Joint Meeting with the Board and The Policy Advisory Committee (PAC) has been set for Tuesday, April 16th at 1:30 pm here in the District Board room.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Magsig, and seconded by Director Avalos, and approved by a unanimous voice vote at 4:45 p.m.

Respectfully submitted,

Approved,



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



Michelle Roman
Chairwoman of the Board