

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

REGULAR MEETING OF BOARD OF DIRECTORS

January 14, 2021

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

**THE REGULAR BOARD OF DIRECTORS MEETING OF JANUARY 14, 2021,
WILL BE CONDUCTED BY TELECONFERENCE PER PROVISIONS OF
EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S
OFFICE**

The teleconference meeting ensures that the District meets Executive Orders N-25-20 and N-29-20 and the Brown Act and minimizes the spread of the COVID-19 virus. Members of the Board of Directors and staff intend to participate in the meeting by telephone.

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Conference ID Number 978 351 162# at the prompt. Comments may also be submitted by email prior to the meeting at akirk@skfcsd.org
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

Thank you for taking all precautions to prevent the spreading of the COVID-19 virus.

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig
Sarah Guerra
David Cárdenas
Buddy Mendes, Vice Chair
Michelle Roman, Chairwoman

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

2. BOARD REORGANIZATION

- A. Nominations and Election of Chairperson (p.4)
- B. Nominations and Election of Vice-Chairperson (p.4)

3. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

4. PUBLIC FORUM

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 taken on any item not on the agenda, except to briefly respond to statements or questions by the public. Members of the public shall limit their remarks to three minutes.

5. 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 December 15, 2020. *(p.5)*
- B. Warrant List Reports of December 9, 2020 and December 23, 2020. *(p.9)*
- C. Cash Activity Report of December 31, 2020. *(p.14)*
- D. Resolution No. 2021-01, a Resolution of Recognition and Commendation to Mike Alaniz, Environmental Tech as 2020 Employee of the Year. *(p.15)*
- E. Resolution No. 2021-02, a Resolution of Recognition and Commendation to Karen Steinhauer, Laboratory Supervisor for Forty Years of Dedicated Service. *(p.16)*
- F. Resolution No. 2021-03, a Resolution of Recognition and Commendation to Paul Lopez, Operator III for Twenty-Five Years of Dedicated Service. *(p.17)*
- G. FY 2021-22 Employee Recognition Program. *(p.18)*

6. UNFINISHED BUSINESS

None

7. NEW BUSINESS

- A. The Board will receive the Draft Fiscal Year 2019-20 Audit Report Presentation and will consider approving the independent auditor's report for fiscal year ending June 30, 2020. *(p.20) Staff Report prepared by Tricia Miller, Administration Services/HR Manager.*
- B. The Board will receive the Fiscal Year 2020-21 Budget Preparation Schedule and provide direction to staff. *(p.21) Staff Report prepared by Ben Muñoz, Jr., General Manager/Secretary.*

- C. The Board will consider accepting the proposal from Gateway Engineers of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Wright/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account # 8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements. *(p.27) Staff Report prepared by Veronica Cazares, District Engineer*

8. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

- A. Board members may suggest future agenda items or may give reports.

9. GENERAL MANAGER REPORTS

- A. The 2021 CASA Winter Conference - January 27-28, 2021 will be a virtual event. Directors must notify Alicia Kirk, Executive Assistant to the General Manager of their intention to attend the virtual event.
- B. The Board will provide direction to schedule the General Manager's Performance Evaluation at next regular meeting of February 11, 2021 or at another date and time.

10. ADJOURNMENT

Motion to Adjourn
Next Regular Meeting: Thursday, February 11, 2021 at 4:00 p.m.
Next Ordinance: 2021-01
Next Resolution: 2021-04

NOTICE OF AVAILABILITY OF AGENDA MATERIALS: Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda will be made available for public inspection at the District Office located at 11301 E. Conejo Ave., Kingsburg, CA 93631 during normal business hours of 8:00 a.m. – 4:30 p.m., Mondays through Fridays. Such writings or documents will also be made available on the District website at www.skfcsd.org.

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Alicia Kirk at (559) 897-6500 ext. 213. Notification of at least 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to the meeting.

MEMORANDUM

(January 14, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 6, 2021
Staff Report prepared by Ben Muñoz, Jr., General Manager
Subject: Board Reorganization

Agenda Item: 2-A&B
Action: Motions

DIRECTORS' SUMMARY

Chairwoman Roman asked for Board reorganization to be placed on the January 14, 2021 agenda.

Based on the foregoing, the Board may call for:

(2-A) Nominations for Chairperson

(2-B) Nominations for Vice-Chairperson

BACKGROUND

Consistent with past practice, the Board Chairperson has requested that this month's agenda include the annual reorganization for selection of a Board Chairperson and Vice Chairperson.

ACTION

The Board may vote on nominees for Chairperson and for Vice-Chairperson.

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

MINUTES OF THE SPECIAL MEETING OF BOARD MEETING

December 15, 2020

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 3:03 p.m. by Chairwoman Roman via teleconference. This is a special meeting, due to technical difficulties, the regular Board Meeting of December 10, 2020 was cancelled.

DIRECTORS

Nathan Magsig (P)
Sarah Guerra (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
David Bacon, Information Systems Analyst

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Special Board meeting of December 15, 2020 was made by Director Mendes and seconded by Director Magsig, and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT:
ABSTAIN:

PUBLIC FORUM

None

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 the Regular Board Meeting October 8, 2020 (p.4)
- B. Warrant List Reports of October 14, 2020 and October 28, 2020. (p.8)
- C. Cash Activity Report of October 31, 2020. (p.12)
- D. Warrant List Reports of November 10, 2020 and November 24, 2020. (p.13)
- E. Cash Activity Report of November 30, 2020. (p.17)

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

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT:
ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

A. The Board will consider the award of a contract on the Adams Avenue Project and take the following action: (p.18) Staff Report prepared by Veronica Cazares, District Engineer

1. Making a finding that the discrepancies in the bid package from Emmet's Excavation, Inc. (bid form and bid bond) are minor irregularities, waive the minor irregularities, and award the contract to Emmet's Excavation, Inc. for a total cost of \$447,078, a contingency in the amount of \$25,000 for a total cost of \$472,078.00, and authorize General Manager Muñoz to execute the necessary agreements.

Sealed bids were received for the Adams Avenue Project at 2:00 PM on November 24, 2020. Staff recommends accepting the bid from Emmett's Excavation, Inc. of Clovis CA for a total cost of \$447,078.00. Bids were more competitive than the prior October one. It was said the discrepancy of the signature witness was resolved by General Counsel and District Engineer Veronica. It was said there were no bid protest letters. Regarding bids received, it was asked if the contingency should be at least 10 percent? It was answered that at this time 5% or \$25,000 is

sufficient, and that if need be, staff can go back to the Board and revisit should we run into utility issues.

There being no comment from the public, a motion to approve the award of contract on the Adams Avenue project and take the following action was made by Director Cárdenas and seconded by Director Mendes and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT:
ABSTAIN:

- B. The Board will consider authorizing a semi-annual budget transfer of \$1,028,326 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$59,597 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2020-21. (p.20) Staff Report prepared by Ben Muñoz, Jr., General Manager/ Secretary

Annually, the Board needs to take action to authorize the accounting transfer of money from the Operations & Maintenance (O&M) account to the Refurbishment & Replacement (R&R) account which was \$2,056,652; and the District Expansion account to the Refurbishment & Replacement (R&R) account which was \$119,194. However, a semi-annual O&M and R&R transfer will be required to maintain appropriate cash flow. These amounts had been pre-approved by the Board upon the annual budget adopted, however General Manager Muñoz would like to keep the Board informed.

There being no comment from the public, a motion to approve authorizing a semi-annual budget transfer of \$1,028,326 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$59,597 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2020-21 was made by Director Mendes, and seconded by Director Mendes and seconded by Director Cárdenas and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman
NO:
ABSENT:
ABSTAIN:

- C. The Board will consider adopting Resolution No. 2020-17, A Resolution Adopting the Amended Section 125 Premium Only Plan for Calendar Year 2021. (p.22) Staff Report prepared by Tricia Miller, Administration Services/HR Manager.

The District has had a Section 125 Premium Only Plan since April 15, 2001. The POP was set up as an easy and cost-effective way to enhance employee benefits and decrease employer liability. It is written in the current MOU. Without a POP, an employee's pay is taxed and then insurance premiums are deducted from after-tax dollars. With a POP, an employee pays for premiums with pre-tax dollars, i.e., insurance premiums are taken out of the employee's pay before taxes. As a result, an employee's taxable income is less. When taxable income is less, federal and state income taxes are reduced and that means more take-home pay for the employee. Employers also save on the matching Medicare taxes.

There being no comment from the public, a motion to adopt Resolution 2020-17, a Resolution Adopting the Amended Section 125 Premium Only Plan for Calendar Year 2021 was made by Director Magsig, and seconded by Director Mendes and approved by the following vote:

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes, Chairwoman Roman

NO:

ABSENT:

ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Director Cárdenas welcomed new director Sarah Guerra from Selma.

GENERAL MANAGER REPORTS

The 2021 Winter CASA Conference will be virtual and held on January 27-28, 2021. Chairwoman Roman will attend. Also, Alicia will resend the Board members an email with regards to the sizes they prefer for the jackets and shirts discussed previously.

ADJOURNMENT

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Mendes, and seconded by Director Magsig, and approved by a unanimous voice vote at 3:27 p.m.

Respectfully submitted,

Approved,

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

Michelle Roman
Chairwoman of the Board

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SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED DECEMBER 31, 2020

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	12/9/2020	\$	460,885.94
WARRANT LIST ENDING	12/23/2020	\$	239,456.86
SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 700,342.80

SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	12/6/2020	\$	66,483.71
TOTAL SALARIES ENDING	12/20/2020	\$	65,752.13
SUBTOTAL SALARIES			\$ 132,235.84

TOTAL PERS (EMPLOYERS PORTION)	12/6/2020		8,951.47
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	12/6/2020		-
TOTAL HEALTH INSURANCE EXPENDITURES	12/6/2020		14,259.42
TOTAL PERS (EMPLOYERS PORTION)	12/20/2020		8,965.93
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	12/20/2020		-
TOTAL HEALTH INSURANCE EXPENDITURES	12/20/2020		14,259.42

SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES		\$	46,436.24
GRAND TOTAL			\$ 879,014.88

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

December 09, 2020

WARRANT LIST

ALLIED WEED CONTROL	SPECIAL SERVICES - AERIAL & GROUND	7,300.00
AMERICAN EXPRESS	SAFETY AWARDS, PRINTING, JOB ADS, SAFETY SUPPLIES, EMPLOYEE RECOGNITION	2,895.36
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWLES	1,048.99
ANDERSON & BALLOU INC.	SEWER LATER REPAIRS	9,500.00
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	188.03
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	188.03
BOOT BARN HOLDINGS INC.	SAFETY SHOES	151.31
BOOTH MACHINERY LLC	EQUIPMENT MAINTENANCE	1,073.37
BSK ASSOCIATES	EXTERNAL LAB SERVICES	423.00
CALIFORNIA CAD SOLUTIONS INC	GIS SERVICES	10,665.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	18.22
CALPERS	RETIREMENT	44,562.26
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	188.03
DKF SOLUTIONS GROUP, LLC	SAFETY OFFICER SUBSCRIPTION	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	200.43
ECS HOUSE INDUSTRIES, INC.	BRUSH AERATORS AND EQUIPMENT MAINT.	69,853.72
EPIC INTERNATIONAL, INC.	EQUIPMENT MAINTENANCE	3,319.86
EXPRESS SERVICES, INC.	EXTRA HELP	1,123.04
FISHER SCIENTIFIC	LABORATORY SUPPLIES	488.74
GARY HELM	RETIREE HEALTH REIMBURSEMENT	188.03
GISELA ROSALES	AUTO MAINTENANCE	20.00
HD FACILITIES MAINTENANCE	EQUIPMENT MAINTENANCE	543.72
HOME DEPOT CREDIT SERVICES	SAFETY AWARDS	2,083.28
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	188.03
JAIRO POLANIA	RETIREE HEALTH REIMBURSEMENT	188.03
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	188.03
JENSEN, STEVE	RETIREE HEALTH REIMBURSEMENT	200.43
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	188.03
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	428.87
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT MAINTENANCE	535.00
KINGSBURG, CITY OF	PERMITS	1,000.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	188.03
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	212.39
MID VALLEY DISPOSAL	WASTE UTILITIES	876.33
MORGAN BROTHERS INC	PEST CONTROL	149.00
N&S TRACTOR	EQUIPMENT MAINTENANCE	608.59
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	398.31
NELSON'S ACE HARDWARE	SAFETY SUPPLIES, BLDG & GOUNDS MAINT.	129.22
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	376.94
PG&E	ELECTRIC UTILITIES	39,449.65
R&S ERECTION TRI COUNTY INC.	EQUIPMENT MAINTENANCE	777.50
RANDY CABALLERO	CERTIFICATION REIMBURSEMENT	91.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	188.03
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	188.03
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	188.03

SILVAS OIL CO. INC.	FUEL	1,680.66
STAPLES CREDIT PLAN	OFFICE SUPPLIES	51.38
SUNSET COMMUNICATIONS	COMMUNICATIONS	60.00
SW CONSTRUCTION INC.	LIFT STATION REFURBISHMENT D-4	83,303.17
SYNCB/AMAZON	COMMUNICATIONS, INFORMATION SYSTEMS	598.94
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	4,012.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	234.90
W.M. LYLES CO.	MLSS LINE REFURB/CLARIFIER PROJECT	167,503.00
WATER ENVIRONMENT FEDERATION	MEMBERSHIPS	332.00
MAS 200 Total Checks		\$460,885.94

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

December 23, 2020

WARRANT LIST

*CARDENAS, DAVID	DIRECTOR'S FEES	127.63
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWELS	981.58
ANDERSON & BALLOU INC.	EQUIPMENT REPAIR & MAINTENANCE	7,500.00
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT REPAIR & MAINTENANCE	5,197.82
AT&T/CALNET 3	COMMUNICATIONS	202.54
BOOT BARN HOLDINGS INC.	SAFETY SHOES	161.07
BSK ASSOCIATES	EXTERNAL LAB SERVICES	706.00
CALIFORNIA CAD SOLUTIONS INC	PROFESSIONAL SERVICES: ENGINEERING	5,100.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	31.30
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	1,586.32
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WTER	71.60
COMCAST	COMMUNICATIONS	109.95
ERNEST C MENDES	DIRECTOR'S FEES	127.63
EXPRESS SERVICES, INC.	EXTRA HELP	1,797.46
FERGUSON WATERWORKS	EQUIPMENT REPAIR & MAINTENANCE	2,080.21
FRESNO PIPE & SUPPLY INC.	MAINTENANCE BUILDING & GROUNDS	386.63
GAR BENNETT LLC	EQUIPMENT REPAIR & MAINTENANCE	52.93
GISELA ROSALES	EQUIPMENT REPAIR & MAINTENANCE	40.00
GRAINGER	SAFETY SUPPLIES	32.29
HERWIT ENGINEERING	MLSS/CLARIFIER PROJECT	21,842.50
HOME DEPOT CREDIT SERVICES	OFFICE SUPPLIES,SMALL TOOLS,EQUIPMENT MAINTENANCE,BLDG & GROUNDS MAINTENANCE	326.58
J.G. TUCKER & SON INC.	EQUIPMENT REPAIR & MAINTENANCE	8,695.14
KENNETH D. SCHMIDT	PROFESSIONAL SERVICES: ENGINEERING	213.08
KINGSBURG, CITY OF	WATER UTILITIES	64.50
LIBERTY COMPOSTING, INC	TIPPING FEES BIOSOLIDS	17,657.29
MICHELLE ROMAN	DIRECTOR'S FEES	127.63
MID VALLEY DISPOSAL	WASTE UTILITIES	470.50
MKN	LIFT STATION REFURBISHMENT, NORTH PANEL REPLACEMENT	8,031.81
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES: LEGAL	20.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
N&S TRACTOR	EQUIPMENT REPAIR & MAINTENANCE	2,390.58
NAPA AUTO PARTS	EQUIPMENT REPAIR & MAINTENANCE	1,156.62
NATHAN MAGSIG	DIRECTOR'S FEES	127.63
NELSON'S ACE HARDWARE	EQUIPMENT REPAIR & MAINTENANCE	256.41
O'REILLY AUTO PARTS	EQUIPMENT REPAIR & MAINTENANCE	30.48
PAPE KENWORTH	EQUIPMENT REPAIR & MAINTENANCE	3,655.14
PG&E	ELECTRIC UTILITIES	6,127.46
POLYDYNE, INC	CHEMICALS	35,059.50
RANDY CABALLERO	WELLNESS PROGRAM REIMBURSEMENT	40.00
RGW EQUIPMENT SALES, LLC	EQUIPMENT REPAIR & MAINTENANCE	780.00
SAMPSON SAMPSON & PARTNERS LLC	PROFESSIONAL SERVICES: ACCOUNTING	7,000.00
SELMA, CITY OF	OUTREACH: PHARMA KIOSK	150.00
SHAPE INC	EQUIPMENT REPAIR & MAINTENANCE	23,849.37
SILVAS OIL CO. INC.	FUEL	1,260.47

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SUPERIOR POOL PRODUCTS, LLC	CHEMICALS	1,540.57
SWRCB ACCOUNTING OFFICE	PERMITS	46,718.00
SYNCB/AMAZON	OFFICE SUPPLIES, COMMUNICATIONS	66.31
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIR & MAINTENANCE	19,497.01
THE FRESNO BEE	ADAMS AVE SEWER PROJECT	1,705.20
THE GAS CO	GAS UTILITIES	494.70
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	642.45
TOTAL COMPENSATION SYSTEMS	PROFESSIONAL SERVICES: ACCOUNTING	855.00
TRANSWESTERN INS ADMIN	DENTAL/VISION INSURANCE	632.32
UNWIRED BROADBAND, INC.	COMMUNICATIONS	499.99
VERIZON WIRELESS	COMMUNICATIONS	998.66
MAS 200 Total Checks		\$239,456.86

SKF COUNTY SANITATION DISTRICT
 CASH ACTIVITY REPORT
 Month: DECEMBER
 Fiscal Year: 2020-21

Cash Account Description	End of Month Cash Balance as of June 30, 2020	End of Month Cash Balance 12/31/2020
Cash in Treasury: Operations & Maintenance	\$ 4,048,898.43	\$ 5,454,486.43
Cash in Bank: Operations & Maintenance	\$ 31,680.36	\$ 30,465.55
Cash in Bank: Payroll	\$ 202.55	\$ 202.65
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,081,481.34	\$ 5,485,854.63
Cash in County Treasury:Expansion	\$ 3,712,400.22	\$ 3,696,023.31
Cash in County Treasury: R&R	\$ 4,369,877.16	\$ 2,043,686.42
Cash in County Treasury:Selma	\$ 2,303,566.35	\$ 2,262,244.15
Cash in County Treasury:Kingsburg	\$ 2,833,908.08	\$ 2,862,089.62
Cash in County Treasury:Fowler	\$ 1,827,390.75	\$ 1,907,237.71
Total Cash Balance	\$ 19,128,623.90	\$ 18,257,135.84

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2021-01**

A RESOLUTION OF RECOGNITION AND COMMENDATION TO

MIKE ALANIZ

AS 2020 EMPLOYEE OF THE YEAR

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

WHEREAS, Mike Alaniz 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 2020 Employee of the Year.

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

The foregoing resolution was adopted on January 14, 2021 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR CÁRDENAS

DIRECTOR GUERRA

VICE CHAIRMAN MENDES

CHAIRWOMAN ROMAN

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

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2021-02**

**A RESOLUTION OF RECOGNITION AND COMMENDATION TO
KAREN STEINHAUER
FOR FORTY YEARS OF DEDICATED SERVICE**

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

WHEREAS, Karen Steinhauer has been employed by the Selma-Kingsburg-Fowler County Sanitation District since May 5, 1980; and

WHEREAS, she has been a conscientious and dedicated public employee over the years; and

WHEREAS, she has diligently performed her duties in the quality control of the public works facilities with which she has been entrusted.

NOW, THEREFORE, the Board of Directors hereby honors Karen Steinhauer for forty years of dedicated service.

The foregoing resolution was adopted on January 14, 2021 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR CÁRDENAS

DIRECTOR GUERRA

VICE CHAIRMAN MENDES

CHAIRWOMAN ROMAN

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

**SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
RESOLUTION NO. 2021-03**

**A RESOLUTION OF RECOGNITION AND COMMENDATION TO
PAUL LOPEZ
FOR TWENTY-FIVE YEARS OF DEDICATED SERVICE**

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

WHEREAS, Paul Lopez has been employed by the Selma-Kingsburg-Fowler County Sanitation District since February 27, 1995; and

WHEREAS, he has been a conscientious and dedicated public employee over the years; and

WHEREAS, he has diligently performed his duties in the quality control of the public works facilities with which he has been entrusted.

NOW, THEREFORE, the Board of Directors hereby honors Paul Lopez for twenty-five years of dedicated service.

The foregoing resolution was adopted on January 14, 2021 on a motion duly made, seconded and approved by unanimous voice vote:

DIRECTOR MAGSIG

DIRECTOR CÁRDENAS

DIRECTOR GUERRA

VICE CHAIRMAN MENDES

CHAIRWOMAN ROMAN

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 14, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 4, 2021
Staff Report prepared by Ben Muñoz, Jr., General Manager
Subject: Employee Recognition Program

Agenda Item: 5-G
Action: Motion

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. There is no increase to the projected FY 2021-22 annual costs, which is approximately \$10,800 out-of-pocket plus approximately \$8,900 in time off with pay.

ACTION

Motion.

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 after taxes 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 \$1,000 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 after taxes is presented. His or her 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. or Ms. Steady certificate and District jacket are presented. The cost is approximately \$300 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 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 who 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 \$5,500.

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.

Chairperson's BBQ – As the Chairperson of the Board may request, the District purchases hamburgers, buns, condiments and soda for occasional lunchtime barbecues hosted (cooked) by the Chairperson. All employees and Board members are invited. Attendees may bring a salad, dessert or side dish. The cost is approximately \$1,000 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 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.

Wellness Program – To promote employee health and reduce occupational injury, the District will reimburse employees for health and safety activities, equipment, and services. Employees can receive a yearly incentive for getting an annual physical, dental, and vision checkup by submitting a reimbursement form and proof of checkup. The reward will be for medical; or for dental; or gym membership, fitness equipment, and fitness-related event registration, i.e., walking, biking, and running events, to an amount not to exceed \$40.00 per employee per fiscal year. The program may be adjusted according to CSRMA rules. The cost, to be reimbursed by the District's insurer California Sanitation Risk Management Authority (CSRMA), is approximately \$1,200 per year.

MEMORANDUM

(January 14, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 4, 2021
Staff Report prepared by Tricia Miller, Administration Services/HR Manager

Agenda Item: 7-A
Action: Motion

SUBJECT: Fiscal Year 2019-20 Audit Report Presentation

DIRECTORS' SUMMARY

Allison Gregg, CPA, independent auditor from the firm Sampson, Sampson & Patterson, LLP, of Fresno, will present the Draft Fiscal Year 2019-20 Audit Report to the Board. Board approval is requested.

STAFF RECOMMENDATION

Staff recommends that the Board approve the independent auditor's report for fiscal year ending June 30, 2020.

ACTION

Motion to approve the independent auditor's report for fiscal year ending June 30, 2020.

BACKGROUND

The Board members may refer to the digital version sent separately with the agenda packet.

MEMORANDUM

(January 14, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 5, 2021
Staff Report prepared by Ben Muñoz, Jr., General Manager
SUBJECT: Fiscal Year 2021-22 Budget Preparation Schedule

Agenda Item: 7-B
Action: Informational

DIRECTORS' SUMMARY

Attached is the schedule that staff will be using to prepare the draft budget for Fiscal Year (FY) 2021-22. The fiscal year begins July 1, 2021. 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.

Presentation of the draft budget to the Board is scheduled for April 8, 2021.

Special budget workshops may need to be held in March and April in order to approve the budget and related resolutions and ordinances by May 13, 2021.

Attachment: Fiscal Year 2021-22 Budget Preparation Schedule Staff Memo dated 1-5-21.

MEMO

Date: January 5, 2021
To: Staff
From: Ben Muñoz, Jr.
Subject: FY 2021-22 Budget Preparation Schedule

PARTICIPANTS: BMJr = Ben Muñoz, Jr., General Manager
AK = Alicia Kirk, Executive Assistant to the General Manager
LRC = Labor Relations Consultant
DB = David Bacon, Information Systems Analyst
RG = Rafael Gonzales, Maintenance Supervisor
KS = Karen Steinhauer, Laboratory Supervisor
TM = Tricia Miller, Administrative Services/Human Resources Manager
SA = Scott Aguiar, Plant Operations Supervisor
SC = Serena Coates, Administrative Technician II
VC = Veronica Cazares, District Engineer
LS = Luis Salinas, Accountant
BOARD = Board of Directors
PAC = Policy Advisory Committee

	<u>ACTIVITY</u>	<u>PARTICIPANTS</u>	<u>DATE / TIME</u>
1)	Update of draft CIP and Repair & Maintenance Program (RMP).	Supervisors and staff	July 2020 thru January 2021
2)	Presentation of budget schedule.	BMJr to staff	1-8-21
3)	Submittal of draft of updates for CIP and RMP.	VC, SA, AK, KS, TM to BMJr	July 2020 thru January 2021
4)	Administrative staff to enter current year approved budgeted amounts into MAS 200.	TM and staff	1-1-21 through 1-22-21
5)	Dept. heads submit personnel request justifications for positions or changes in job description, reclassifications, salary ranges, or benefits.	SA, VC, RG, KS, TM	1-22-21

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| | The % for CalPERS pension, septic revenue, anticipated rent and ESFRs for misc. industries. | SC and LS to TM to BMJr | 1-22-21 |
| | 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 | 1-18-21 by noon |
| 6) | Review draft of updates for CIP and RMP. Development of draft capital and RMP budgets. | SA, VC, RG, KS, TM, BMJr | 1-2-21 through 1-25-21 |
| 7) | Mailing of letter to industries requesting projected loadings. | KS to BMJr | 1-29-21 |
| 8) | Presentation of electrical energy usage report (breakdown by flow, BOD and TSS). | SA to BMJr | 2-1-21 |
| 9) | Presentation of I25 Plan Contributions Report - departments not necessary, just union, non-rep and total through 7 months. | SC to TM to BMJr | 2-1-21 |
| 10) | Preparation of personnel services budget. | TM and BMJr | Week of 2-1-21 |
| 11) | Presentation of services and supplies draft seven-month budget vs. actual summary. | TM to staff and BMJr | Week of 2-1-21 |
| 12) | Review services and supplies draft seven-month budget vs. actual summary for coding of G/L account numbers. | TM and BMJr | Week of 2-1-21 |
| 13) | Preparation of departmental services and supplies budget requests including equipment purchases, especially if over \$8,000. KS give BMJr a list of industries which lab bills for fixed charge only. | VC, SA, RG, KS, TM and BMJr | Prepare week of 2-1-21; Submit 2-8-21 by noon |
| 14) | Submission of report 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 TM and BMJr | 2-13-21 by noon |
| 15) | Submission of report of ESFR distribution to residential & commercial. | SC and LS to TM to BMJr | 2-1-21 by noon |
| 16) | Submission of industrial loading projections. | KS to TM to BMJr | 2-13-21 by noon |
| 17) | Preparation of services and supplies budget. | TM and BMJr | Week of 2-8-21 |

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| 18) | 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. | TM and BMJr | Week of 1-11-21 |
| 19) | Development of septic hauler rates. | TM and BMJr | Week of 1-11-21 |
| 20) | Preparation of fiscal plan summaries, cash flow projections, policy statements, charts of accounts descriptions, and budget message. | TM and BMJr | Week of 1-11-21 |
| 21) | Preliminary preparations for Proposition 218 notices, if necessary . | TM and staff | Week of 1-25-21 |
| 22) | Final management review, editing, copying and assembly of draft budget. | TM, BMJr, AK and staff | Week of 1-25-21 |
| 23) | Meet with PAC review sewer service charge rates, draft CIP and Budget, if necessary . | BMJr and AK | Week of 1-25-21, and 2-8-21 |
| 24) | 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 March 25 th for a May 9 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 | 3-11-21 |
| 25) | Setting of dates 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 | 3-11-21 |
| 26) | Delivery of revenue program to industrial dischargers. | TM and BMJr to industrial users | Week of 3-8-21 |
| 27) | Revise draft District fiscal plan as needed | TM and BMJr | Week of 3-15-21 |
| 28) | Budget workshop for Board, as needed. | Board and staff | Mid to late March |
| 29) | Mailing of Proposition 218 notices, if necessary . | TM and Staff | Before 3-22-21 |
| 30) | If necessary . Public hearings for Resolution No. 2021-??, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Ratifying the Proposition 218 Process Relating to Increased Sewer Service Charges and | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 4-8-21 |

Authorizing the Adoption of an Ordinance
Imposing Increased Fees.

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|-----|--|--|-----------------------------|
| 31) | Public hearings for Consider First Reading of Ordinance No. 2021-??, An Ordinance Amending Ordinance No. 3, An Ordinance Providing for the Establishment of Sewer Service Charges for Services and Facilities Furnished by District's Sewage System, Collection Procedures, Penalties for Delinquency and Restriction on the Use of Funds Derived. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 4-8-21 |
| 32) | Public hearings for Consider First Reading of Ordinance No. 2021-??, An Ordinance Electing to Collect Sewer Service Charges for FY 2019-20 on the Fresno County Tax Roll. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 4-8-21 |
| 33) | Revise draft District fiscal plan as needed | TM and BMJr | Week of 4-12-21 |
| 34) | Budget workshop for Board, as needed. | Board and staff | Mid to late April |
| 35) | 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. | TM and BMJr | 4-14-21 |
| 36) | Consideration of industrial dischargers diversion allowances. | Board of Directors (as necessary every 5 years) | Due to be renewed 6-30-2025 |
| 37) | 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. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 5-13-21 |
| 38) | Public hearings for Consider Second Reading of Ordinance No. 2021-??, An Ordinance Amending Ordinance No. ____, An Ordinance Providing for the Establishment of Sewer Service Charges for Services and Facilities Furnished by District's Sewage System, Collection Procedures, Penalties for Delinquency and Restriction on the Use of Funds Derived. | Board of Directors
<u>(NEED FOUR AYE VOTES)</u> | 5-13-21 |
| 39) | Public hearings for Consider Second Reading of Ordinance No. 2021-??, An Ordinance Electing to | Board of Directors | 5-13-21 |

	Collect Sewer Service Charges for the FY 2019-20 on the Fresno County Tax Roll	<u>(NEED FOUR AYE VOTES)</u>	
40)	Public hearings for Resolution No. 2021-??, A Resolution Approving and Adopting the Budget for the FY 2017-18	Board of Directors	5-13-21
41)	Public hearings for Resolution No. 2021-??, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for the FY 2019-20.	Board of Directors	5-13-21
42)	Posting and publication of Notice of Adoption for the Service Charge Ordinance. Law requires that it be published once within 15 days of adoption.	TM and BMJr	5-14-21
43)	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.	TM and BMJr	Week of 5-17-21
44)	Filing of Budget with Fresno County auditor-controller and state agencies as necessary.	TM	Week of 5-17-21
45)	Updating of the Information Sheet.	VC and BMJr to DB	Week of 5-17-21

MEMORANDUM

(January 14, 2021)

To: S-K-F CSD Board of Directors
From: Ben Muñoz, Jr., General Manager
Date Memo Prepared: January 7, 2021
Staff Report Prepared By: Veronica Cazares, District Engineer

Agenda Item: 7-C
Action: Motion

SUBJECT: Budget Amendment – Selma, Sewer Improvement: Wright/McCall and Floral/Chestnut

DIRECTORS' SUMMARY

District Staff requested a proposal for design and construction support services for Sewer Improvement: Wright/McCall and Floral/Chestnut from Gateway Engineering and Surveying Inc. General Manager and staff recommend that the Board accept the proposal from Gateway Engineering and Surveying Inc. in the amount of \$38,038.00. The construction cost estimate is \$200,200.00 for a total project cost of \$238,238.00. The budget needs to be amended to add Account #8024-305-03 and add \$238,238.00 to the FY 2020/21 Budget. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project, lowering Selma's R&R fund reserves to \$1,366,103.00 at fiscal year-end.

STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board accept the proposal from Gateway Engineering and Surveying Inc. of Clovis, CA for engineering, construction support and administration for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account #8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements.

ACTION

Motion to accept the proposal from Gateway Engineering and Surveying Inc. of Clovis, CA for engineering, construction support and administration of the Sewer Improvement: Wright/McCall and Floral/Chestnut for a total cost of \$38,038.00; amend the FY 2020/21 Budget to add Account #8024-305-03 in the amount of \$238,238.00; and authorize General Manager Muñoz to execute the necessary agreements.

BACKGROUND

The Sewer Improvement: Wright/McCall and Floral/Chestnut will replace approximately 1,000 linear feet of deficient sewer main located in the alley between Wright/McCall and Floral/Chestnut. This is a joint City of Selma street improvement and SKF sewer project. The District is coordinating with the City of Selma to conduct the necessary bidding process and complete sewer improvements prior to the City's planned paving project. Scheduling for this project is crucial as the City of Selma has awarded the paving project to a contractor.

The Sewer Improvement: Wright/McCall and Floral/Chestnut Project is not included in the current Capital Improvement Program (CIP) and the approved Budget. The project is in the 10-year CIP however, it is programmed in FY 21-22. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project.

This project is to satisfy the District's agreement with the City of Selma to operate and maintain their collection system. This project will also satisfy the waste discharge requirements for the collection system and reduce the potential for sanitary sewer overflows.