

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD  
MEETING**

**JUNE 10, 2021**

**CALL TO ORDER AND ROLL CALL**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:03 p.m. by Chairwoman Roman.

**DIRECTORS**

Nathan Magsig (P)  
Sarah Guerra (P)  
David Cárdenas (P)@4:08  
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.  
Hilda Cantú Montoy, General Counsel  
David Bacon, Information Systems Analyst

**APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of May 13, 2021 was made by Director Magsig, and seconded by Director Mendes, and approved by the following vote:

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

NO:

ABSENT: Director Cárdenas

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 Regular Board Meeting May 13, 2021. (p.4)
- B. Warrant List Reports of May 12, 2021 and May 26, 2021. (p.9)
- C. Cash Activity Report of May 31, 2021. (p.12)
- D. The Board will Consider approving Scott Aguiar and Veronica Cazares Out-of-State training request for the Tri State Seminar in Las Vegas, NV. (p.13) *Staff Report Prepared by Scott Aguiar, Chief Plant Operator*

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

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

NO:

ABSENT: Director Cárdenas

ABSTAIN:

**PUBLIC HEARINGS**

- A. The Board will conduct the public hearing, receive staff report and public comments, and will consider adopting Resolution No. 2021-06, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2021-22. (p.14) Staff Report Prepared by Ben Muñoz, Jr., General Manager/ Secretary.

There were no protest letters sent to the District, or protest comments by email or on the phone from the public.

There being no comment from the public, a motion to approve Resolution No. 2021-06, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2021-22, 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:

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

- A. The Board will consider authorizing an 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.18) Staff Report Prepared by Ben Muñoz, Jr., General Manager/ Secretary.

It was said this is the second transfer, the first was approved when the Board approved the Fiscal Year 2021-22 Budget. The rate structure was attached to the board packet for reference.

There being no comment from the public, a motion to approve authorizing an 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 Magsig and approved by the following vote:

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

NO:

ABSENT:

ABSTAIN:

- B. The Board will consider the approval of the Adams Avenue Sewer Improvements Project Change Order No. 1 and Notice of Completion. (p.20) Staff Report Prepared by Veronica Cazares, District Engineer.

Contract Change Order 1 is in a deductive amount of \$45,273.40. The change order includes amending the completion date from April 1, 2021 to May 7, 2021. Staff recommended that the Board approve Contract Change Order No. 1 in a deductive amount of \$45,273.40, for a total construction project cost of \$401,804.60, accept the project as complete, and authorize the filing of the Notice of Completion.

There being no comment from the public, a motion to approve the Adams Avenue Sewer Improvements Project Change Order No. 1 and Notice of Completion was made by Director Magsig 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 the approval of the Logan/McCall and Floral/Chestnut Sewer Project Change Order No. 1 and Notice of Completion. (p.22) Staff Report Prepared by Veronica Cazares, District Engineer.

Contract Change Order 1 is in the amount of \$10,200.99. The Contract Change Order No. 1 is for extra work for standby time for unmarked water service, additional parts for service lateral tie-in, re-coat sewer manhole grade rings after City paving project and installation of 4" sewer service lateral cleanout & boxes.

There being no comment from the public a motion to approve the Logan/McCall and Floral/Chestnut Sewer Project Change Order No. 1 and Notice of Completion was made by Director Mendes and seconded by director Guerra and approved by the following vote:

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

- D. The Board will consider adopting Resolution 2021-07, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation Writing Off Uncollectible Accounts Receivable Accounts. (p.24) Staff Report Prepared by Tricia Miller, Administrative Services/HR Manager

There are two outstanding debts for which the District has deemed these accounts uncollectible. We have made communications with respective parties to settle the accounts but there is no response. To avoid overstating the monies that the District expects to collect, it is proposed that the District write off such debts from the books.

General Manager Muñoz mentioned that some options had been discussed and ideas will be put together with staff and will bring details to the Board.

There being no comment from the public, a motion to adopt Resolution 2021-07, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation Writing Off Uncollectible Accounts Receivable Accounts 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:

**BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

- A. Chairwoman Roman suggested discussing the November 2021 Board meeting, as it falls on Veterans Day this year. This gives the Members ample time to look at their calendars. This item will be brought back at a future meeting.
  
- B. Chairwoman Roman suggested discussing the August 12, 2021 Board meeting, as it falls on 2021 CASA 66th Annual Conference this year. The August 12, 2021, Board meeting will need to be rescheduled. This item will be rescheduled for another date in August. Alicia will email the Board with some date options.


**GENERAL MANAGER REPORTS**

General Manager Muñoz reminded the Board that the upcoming CASA conference is in August. It was said that two Board members are attending. Reservations and accommodations have been made.

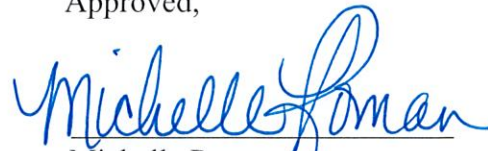
**ADJOURNMENT**

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 Guerra, and approved by a unanimous voice vote at 4:28 p.m.

Respectfully submitted,

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

Approved,

  
Michelle Roman  
Chairwoman of the Board