

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

REGULAR MEETING OF BOARD OF DIRECTORS

OCTOBER 15, 2026

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig
Laura North
Jim Avalos
Amarjeet Gill, Vice Chairwoman
Buddy Mendes, Chairman

STAFF and CONSULTANTS

Veronica Cazares, General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Vikkie Calderon, Administrative Services/HR Manager
Hilda Cantu-Montoy, General Counsel
Craig Perry, Chief Plant Operator
David Bacon, Information Systems Analyst

2. APPROVAL OF AGENDA

Additions, deletions, substitutions, and adoption of agenda

3. 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.

4. CONSENT CALENDAR

Items placed on the consent calendar are 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 September 10, 2026 Board Meeting *(p.1)*
- B. Warrant List Reports of September 9, 2026, and September 23, 2026. *(p.5)*
- C. Cash Activity Report of September 30, 2026. *(p.7)*
- D. Subject: Replacement of District owned Electrical Transformer *(p.9)*

Recommendation: That the Board rescind the purchase authorization for the new direct replacement 2,000KVA Electrical Transformer from Preferred Pump in the amount of \$101,280.55 and authorize staff to commence a new process for seeking price quotes.

5. NEW BUSINESS

A. Subject: Effluent Disposal Line RR Project (*p.10*)

Recommendation: That the Board approve Contract Change Order No. 3 in the amount of \$168,800 to Panico Excavation, Inc. Public Works Contract.

B. Subject: Consideration of Second Amendment with Herwit Engineers for Engineering Services. (*p.13*)

Recommendation: That the Board approve the Second Amendment to the Consulting Services Agreement with Herwit Engineers for an amount not to exceed \$138,000 and authorize the General Manager to execute the amendment.

C. Subject: Fleet Expansion- 1 Ton Service Truck (*p.18*)

Recommendation: That the Board approve the purchase of a new 1 Ton Service Truck from Fahrney Ford in the amount of \$64,750.56.

6. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

7. GENERAL MANAGER REPORTS

- A. Participated in Reagan Elementary Jr. Career and Safety Day (10/2/26)
- B. Fowler Fall Festival (10/3/26)
- C. Alternative Education Center (10/13/26)
- D. Fowler High Career Day (11/5/26)

8. CLOSED SESSION

- A. Conference with Real Property Negotiator pursuant to CA Government Code Section 54956.8
Property: No site address (APN# 38810217)
Agency Negotiator: Veronica Cazares
Parcel Owner: Otani Hideki; Otani Diane K ETAL

9. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, November 12, 2026, at 4:00 p.m.

Next Ordinance: 2026-02

Next Resolution: 2026-26

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

MINUTES OF THE BOARD MEETING OF DIRECTORS

SEPTEMBER 10, 2026

CALL TO ORDER AND ROLL CALL

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:01 pm. by Chairman Mendes

DIRECTORS

Nathan Magsig (A)
Vince Palomar (P)
Jim Avalos (P)
Amarjeet Gill, Vice Chairwoman(P)
Buddy Mendes, Chairman(P)

STAFF and CONSULTANTS

Veronica Cazares, General Manager/ Secretary
Alicia Kirk, Executive Assistant to the G.M.
Vikkie Calderon, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Craig Perry, Chief Plant Operator
David Bacon, Information Systems Analyst

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Board meeting of September 10, 2026, was made by Director Palomar and seconded by Director Avalos and approved by the following vote:

AYE: Directors Palomar, Avalos, Vice Chairwoman Gill, Chairman Mendes

NO:

ABSENT: Director Magsig

ABSTAIN:

CONSENT CALENDAR

Items placed on the consent calendar are 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 August 13, 2026, Board Meeting (p.1)
- B. Warrant List Reports of August 12, 2026, and August 26, 2026 (p.5)
- C. Cash Activity Report of August 31, 2026 (p.7)
- D. Subject: Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money. (p.9)

Recommendation: That the Board of Directors adopt Resolution No. 2026-23, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money and Directing Staff to Update All Necessary County and Westamerica Bank Documents.

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

AYE: Directors Palomar, Avalos, Vice Chairwoman Gill, Chairman Mendes

NO:

ABSENT: Director Magsig

ABSTAIN:

NEW BUSINESS

- A. Subject: Consider adoption of Records Management Retention Policy Pursuant to the Government Code Sections 60200 and 60201 (*p.12*)

Recommendation: That the Board adopt Resolution No. 2026-24 establishing a Records Management and Retention Policy pursuant to the Government Code Sections 60200 and 60201 and Repealing Resolution No. 2015-17

Previously, the District had adopted the Secretary of State for California's policy. This new policy focuses on the records that pertain to the District and makes the process more efficient.

There being no comment from the public, a motion to adopt Resolution No. 2026-24, establishing a Records Management and Retention Policy pursuant to the Government Code Sections 60200 and 60201 and Repealing Resolution No. 2015-17 was made by Director Gill and seconded by Director Palomar and approved by the following vote:

AYE: Directors Palomar, Avalos, Vice Chairwoman Gill, Chairman Mendes

NO:

ABSENT: Director Magsig

ABSTAIN:

- B. Subject: Consider Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards Update. (*p. 35*)

Recommendation: That the Board adopt Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards.

This document was previously adopted in 2001. Updating technical specifications, standard drawings, and materials were needed.

There being no comment from the public, a motion to adopt Resolution No. 2026-25, A Resolution Approving and Adopting The Selma-Kingsburg-Fowler County Sanitation District Collection System Construction Standards was made by Director Avalos, and seconded by Director Gill, and approved by the following vote:

AYE: Directors Palomar, Avalos, Vice Chairwoman Gill, Chairman Mendes

NO:

ABSENT: Director Magsig

ABSTAIN:

C. Subject: Consideration of rescheduling the SKFCSD October 8, 2026 Board Meeting
(p. 37)

Recommendation: Determine whether to reschedule the October 8, 2026 Regular Meeting to a mutually agreed upon date in October 2026.

The Board of Directors mutually agreed to move the October Board meeting from October 8th to October 15th, 2026.

There being no comment from the public a motion to approve moving the October Board meeting from the 8th to the 15th was made by Director Avalos, and seconded by Director Gill and approved by the following vote:

AYE: Directors Palomar, Avalos, Vice Chairwoman Gill, Chairman Mendes

NO:

ABSENT: Director Magsig

ABSTAIN:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Kingsburg Annual Crayfish Festival, Saturday, September 19th, will be held downtown.
Fowler Wednesday Nights in the Park at Panzak Park from 6-9 PM

GENERAL MANAGER REPORTS

Craig Perry, CPO attended the VROP recognition ceremony at a Selma Unified School District Board meeting on September 15th.
SKF will be participating in Junior Career Day at Reagan Elementary in Kingsburg

ADJOURNMENT

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned on a motion made by Director Gill and seconded by Director Avalos at 4:17pm.

Respectfully submitted,

Approved,

Veronica Cazares, General Manager

Buddy Mendes, Chaiman of
the Board

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT
September 09, 2026
WARRANT LIST**

ACCOUNTING SYSTEMS INC.	INFORMATION SYSTEMS	375.00
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS, OFFICE SUPPLIES	423.57
AMERICAN EXPRESS	TRAVEL & TRAINING, INFORMATION SYSTEMS, EMPLOYEE RECOGNITION, COMMUNICATIONS, AUTO MAINTENANCE	4,531.45
ANDERSON & BALLOU INC.	COLLECTIONS REPAIRS & MAINTENANCE	40,500.00
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT MAINTENANCE	377.86
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	319.29
BOOT BARN HOLDINGS INC.	SAFETY SUPPLIES	424.66
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,309.95
CALIFORNIA WATER SERVICE	WATER UTILITIES	19.29
CALPERS	RETIREMENT	62,415.50
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	4,854.41
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	217.00
CINTAS CORPORATION NO.2	LEASE / RENTAL EQUIPMENT	284.42
CIVICPLUS LLC	INFORMATION SYSTEMS	5,040.00
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	319.29
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES: MEDICAL & SAFETY	470.00
E.G. BABCOCK COMPANY	EQUIPMENT MAINTENANCE	120.98
GARTON TRACTOR INC.	EQUIPMENT MAINTENANCE	4,026.71
GARY HELM	RETIREE HEALTH REIMBURSEMENT	319.29
GOLDEN STATE MECHANICAL	MAINTENANCE BUILDING & GROUNDS	90.00
GRAINGER	EQUIPMENT MAINTENANCE	662.11
HAAKER EQUIPMENT COMPANY	EQUIPMENT MAINTENANCE	3,125.40
HD SUPPLY INC	SAFETY SUPPLIES, EQUIPMENT MAINTENANCE	3,113.45
HERWIT ENGINEERING	EFFLUENT DISPOSAL LINE R&R	20,582.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	126.62
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	319.29
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	319.29
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	319.29
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	405.87
KAMEYA AKEMI COLEMAN	SAFETY SUPPLY REIMBURSEMENT	225.00
KINGSBURG, CITY OF	WATER UTILITIES	372.49
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	319.29
MICHAEL COLEY	MAINTENANCE BUILDING & GROUNDS	800.00
MID VALLEY DISPOSAL	WASTE UTILITIES	1,999.84
MOMAR INC.	CHEMICALS	1,716.04
MONTOY LAW CORPORATION	PROF.SERVICES: LEGAL	440.00
NAPA AUTO PARTS	SMALL TOOLS, MAINT. BLDG & GROUNDS, EQUIPMENT MAINTENANCE	1,035.00
NELSON'S ACE HARDWARE	MAINT.BLDNG & GROUNDS, EQUIPMENT MAINTENANCE	186.17
OPTERRA ENERGY SERVICES	SOLAR & BATTERY MAINTENANCE	59,260.10
O'REILLY AUTO PARTS	AUTO MAINTNENACE	45.75
REXEL USA INC.	INFORMATION SYSTEMS	18,701.99
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	319.29
SAGE SOFTWARE INC	INFORMATION SYSTEMS	5,482.49
SALINAS, JOSE LUIS	TRAVEL & TRAINING REIMBURSEMENT	175.57
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	319.29
SAN JOAQUIN VALLEY AIR	PERMITS	152.00
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	319.29
SELMA, CITY OF	OUTREACH PHARMA KIOSK	184.88
SILVAS OIL CO. INC.	FUEL	4,675.47
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	201.53
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	194.83
STONEFLY INC.	INFORMATION SYSTEMS	4,893.75
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	1,420.00
THE SELMA BARN LLC	EQUIPMENT MAINTENANCE	55.27
T-MOBILE USA INC.	COMMUNICATIONS	1,521.81
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	313.10
UNWIRED BROADBAND, INC.	COMMUNICATIONS	814.98
V&N FIELD SERVICE INC	EQUIPMENT MAINTENANCE	2,692.69
VC3 INC.	INFORMATION SYSTEMS	5,490.24
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,344.05
WORKFORCE GO!	POSTAGE	83.83

MAS 200 Total Checks

\$271,168.02

**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT
September 23, 2026
WARRANT LIST**

ALICIA KIRK	TRAVEL & TRAINING REIMBURSEMENT	40.94
AMARJEET GILL	DIRECTOR'S FEE	127.63
ARIES INDUSTRIES INC.	EQUIPMENT REPAIRS & MAINTENANCE	3,968.38
AT&T MOBILITY	COMMUNICATIONS	104.64
BOOT BARN HOLDINGS INC.	SAFETY SUPPLIES	332.77
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,089.71
CALIFORNIA DEPARTMENT OF TAX & FEE ADMIN	DIESEL FUEL TAX	333.44
CALIFORNIA WATER SERVICE	WATER UTILITIES	58.09
CALPERS	PROF.SERVICES - ACCOUNTING	350.00
CALPERS HEALTH	HEALTH INSURANCE	52,251.47
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	4,664.76
CINTAS CORPORATION NO.2	SAFETY SUPPLIES	19.39
CWEA	MEMBERSHIPS	777.00
E.G. BABCOCK COMPANY	EQUIPMENT REPAIRS & MAINTENANCE	73.28
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FISHER SCIENTIFIC	LABORATORY SUPPLIES	267.81
HOME DEPOT CREDIT SERVICES	OFFICE SUPPLIES, BUILDING & GROUNDS MAINTENANCE	88.99
INTER. UNION OF OPER. ENG. #39	UNION DUES	606.91
JIMMIE AVALOS	DIRECTOR'S FEE	127.63
KINGSBURG, CITY OF	OUTREACH PHARMA KIOSK	184.88
MID VALLEY DISPOSAL	WASTE UTILITIES	778.10
NAPA AUTO PARTS	SMALL TOOLS, AUTO MAINTENANCE	1,144.30
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	425.22
PANICO EXCAVATION INC.	SKF EFFLUENT LINE R&R PROJECT	129,256.76
PG&E	ELECTRIC UTILITIES	12,429.64
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	13.77
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
PROFESSIONAL PRINT & MAIL, INC	OFFICE SUPPLIES	509.62
RAYMOND MIKE ALANIZ	CERTIFICATION FEE REIMBURSEMENT	118.00
RS AMERICAS INC.	EQUIPMENT REPAIRS & MAINTENANCE	464.06
SCOUT SPECIALTIES INC.	EQUIPMENT REPAIRS & MAINTENANCE	61.55
SHAR - CRAFT INC.	EQUIPMENT REPAIRS & MAINTENANCE	8,173.65
SUMMIT TECHNOLOGY AFFILIATE	OFFICE SUPPLIES	257.81
THE GAS CO	GAS UTILITIES	82.63
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	801.16
VALLEY SECURITY ALARM	ALARM SERVICE	798.00
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,397.88
VINCE PALOMAR	DIRECTOR'S FEE	127.63

MAS 200 Total Checks

\$222,495.13

SKF COUNTY SANITATION DISTRICT
CASH ACTIVITY REPORT
Month: SEPTEMBER
Fiscal Year: 2026-27

Cash Account Description	End of Month Cash Balance June 30, 2026	End of Month Cash Balance September 30, 2026
Cash in Treasury: Operations & Maintenance	\$ 5,779,434.59	\$ 5,406,301.60
Cash in Bank: Operations & Maintenance	\$ 170,759.07	\$ 98,387.21
Cash in Bank: Payroll	\$ 133,409.82	\$ 133,588.74
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 6,084,303.48	\$ 5,638,977.55
Cash in County Treasury:Expansion	\$ 8,292,966.48	\$ 8,907,537.05
Cash in County Treasury: R&R	\$ 13,894,648.29	\$ 13,738,737.01
Cash in County Treasury:Selma	\$ 1,591,525.19	\$ 1,519,287.16
Cash in County Treasury: Selma SWRCB Reserve	\$ 287,803.18	\$ 290,332.72
Total Selma	\$ 1,879,328.37	\$ 1,809,619.88
Cash in County Treasury:Kingsburg	\$ 3,328,501.31	\$ 3,329,237.44
Cash in County Treasury:Fowler	\$ 1,838,019.30	\$ 1,881,274.68
Total Cash Balance	\$ 35,317,767.23	\$ 35,305,383.61

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED SEPTEMBER 30, 2026

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	9/9/2026	\$	271,168.02
WARRANT LIST ENDING	9/23/2026	\$	222,495.13
TOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	<u>493,663.15</u>

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	9/6/2026	\$	113,818.65
EMPLOYER CONTRIBUTIONS (PERS)	9/6/2026	\$	11,040.74
EMPLOYER TAXES	9/6/2026	\$	1,487.72
HEALTH INSURANCE	9/6/2026	\$	<u>18,501.33</u>
		\$	144,848.44

TOTAL SALARIES PERIOD ENDING:

SALARIES	9/20/2026	\$	117,995.84
EMPLOYER CONTRIBUTIONS (PERS)	9/20/2026	\$	11,277.05
EMPLOYER TAXES	9/20/2026	\$	1,548.30
HEALTH INSURANCE	9/20/2026	\$	<u>18,501.33</u>
		\$	149,322.52

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES		\$	<u>294,170.96</u>
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GRAND TOTAL		\$	<u><u>787,834.11</u></u>
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MEMORANDUM
(October 15, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Memo Prepared: October 6, 2026

Agenda Item: 4-D
Action: Motion

SUBJECT

Replacement of District owned Electrical Transformer

RECOMMENDATION

That the Board rescind the purchase authorization for the new direct replacement 2,000KVA Electrical Transformer from Preferred Pump in the amount of \$101,280.55 and authorize staff to commence a new process for seeking price quotes.

EXECUTIVE SUMMARY

The District Board of Directors authorized the purchase of the 2,000KVA electrical transformer (Transformer) from Preferred Pump at the June 11, 2026, Board meeting. The authorized amount for the Transformer was \$101,280.55. Staff issued a purchase order. During the ordering process Preferred Pump requested payment in full prior to delivering the Transformer. Payment to vendors are processed after a good or service has been received by the District.

MEMORANDUM
(October 15, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Memo Prepared: October 6, 2026

Agenda Item: 5-A
Action: Motion

SUBJECT

Effluent Disposal Line RR Project

RECOMMENDATION

That the Board approve Contract Change Order No. 3 in the amount of \$168,800 to Panico Excavation, Inc. Public Works Contract.

EXECUTIVE SUMMARY

On May 14, 2026, the Board awarded a contract to Panico Excavation, Inc. for the refurbishment of the Effluent Disposal Line for a total cost of \$1,425,000. A \$150,000 project contingency was also approved at this meeting.

The project is funded by the District Refurbishment and Replacement GL # 81782030 for a total budget amount of \$2,202,861. Change Order Nos. 1 and 2 were approved by the Board at the August 2026 Board meeting.

Contract Change Order No. 3:

The bypass of the Effluent Disposal Line to the process water holding pond (PWHP) failed and collapsed the slope of the pond. This Change Order is for work to extend the bypass to Pond No. 1. Review of photos and videos after operation began do not indicate a clear failure mechanism for the side slope of the PHWP. The bypass is critical for the continuation of the project in terms of internal repairs to the Effluent Disposal Line, shipment of materials, and installation. The negotiated price for this contract change order is \$168,800.

The total project cost to date, including Change Order No. 3, is \$1,951,995.

Tabulation of Contract Change Orders (CCO)

	Original Contract Amount	\$1,425,000
CCO 1 (approved)	Additional CCTV	\$9,000
CCO 2 (approved)	Repair of additional 30" and 36"	\$349,195
CCO 3 (pending)	Extension of bypass	\$168,800
Total Project Cost		\$1,951,995

Attachments: Contract Change Order No. 3

Memo 2026-38

CHANGE ORDER NO. 3

PROJECT NAME: Effluent Disposal Line RR Project

CONTRACT DATE: May 18, 2026

CONTRACTOR: Panico Excavation, Inc.

CHANGE ORDER DATE: October 6, 2026

ORIGINAL COMPLETION DATE: December 7, 2026

REVISED PROJECT COMPLETION DATE (From Previous Change Orders): January 6, 2026

CONTRACT TIME EXTENSION (From This Change Order): 7 Days

REVISED PROJECT COMPLETION DATE (Including All Change Orders): January 13, 2027

ORIGINAL CONTRACT PRICE: \$1,425,000.00

REVISED CONTRACT PRICE (From Previous Change Orders): \$1,783,195.00

CONTRACT PRICE INCREASE (From This Change Order): \$168,800.00

REVISED CONTRACT PRICE (Including All Change Orders): \$1,951,995.00

CONTRACT PRICE DECREASE: NA

CHANGE ORDER INITIATED BY: Owner

EXTRA WORK: As described in PCO-05 – Extension of Bypass to Infiltration Pond No. 1.

OMITTED WORK: None.

REASON FOR CHANGE:

Contractor installed effluent bypass discharge on to rip rap at the Process Water Holding Pond (PWHP). While initial operation of the bypass looked sound, the discharge operation overnight washed out the side of the PWHP. This resulted in a collapse of the side slope and the undermining of a portion of the road adjacent to the PWHP. Bypass was immediately stopped the next morning. Review of photos and videos after operation began do not indicate a clear failure mechanism for the side slope of the PHWP. The delay in detecting the failure resulted in extensive damage to the side slope. The basin is now not safe to use for further discharge and the adjacent road cannot be used until it is repaired.

The CIPP liner has already been wetted out and is being shipped to the project site with equipment delivery to install in 2 weeks. After reviewing all options, it was determined the best course of action is to extend the bypass to Infiltration Pond No. 1 and to run the bypass to the bottom of the basin to prevent erosion of the side slope.

There is also a need to allow for truck access to the sludge drying beds in the next couple of weeks. Therefore, the portion of the bypass piping entering Pond No. 1 must be trenched/buried with traffic plates installed above it where it crosses the road.

ACCEPTED BY: _____
CONTRACTOR DATE

RECOMMENDED BY: _____
CONSTRUCTION MGR. DATE

ACCEPTED BY: _____
SKF GENERAL MANAGER DATE

DATE OF BOARD APPROVAL: _____

NOTE: This change order is subject to approval by SKF Board of Directors.

MEMORANDUM

(October 15, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Date Memo Prepared: October 7, 2026

Agenda Item: 5-B
Action: Motion

SUBJECT

Consideration of Second Amendment with Herwit Engineers for Engineering Services.

RECOMMENDATION

That the Board approve the Second Amendment to the Consulting Services Agreement with Herwit Engineers for an amount not to exceed \$138,000 and authorize the General Manager to execute the amendment.

EXECUTIVE SUMMARY

The proposed amendment will retain Herwit Engineers through December 31, 2027, to complete priority engineering work and transfer critical institutional knowledge before the firm closes. The extended term will allow Herwit Engineers to document key processes, and train new District staff.

The Board originally approved the agreement on September 12, 2022, following a request for proposals for in-plant, on-call general engineering services. The proposed amendment has a not-to-exceed amount of \$138,000. Funding will be from the Professional Services—Engineering and Technical account GL 7810-101-00.

- **Scope and Cost**
 - WWTP O&M Manual Update — \$67,500
 - Disposal Pond Capacity Update — \$8,000
 - Facilities Plan Project Management — \$62,500
 - Total — \$138,000**

**SECOND AMENDMENT TO
CONSULTING SERVICES AGREEMENT BETWEEN
SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT AND
HERWIT ENGINEERS**

This Second Amendment to Consulting Services Agreement Between Selma-Kingsburg-Fowler County Sanitation District (“Second Amendment”) is effective as of October 1, 2026 by and between Selma-Kingsburg-Fowler County Sanitation District, (hereinafter called “District”) and Herwit Engineers (hereinafter called “Consulting Engineer”). District and Consulting Engineer are each a “Party” and collectively the “Parties.”

Whereas, District and Consulting Engineer entered into a Consulting Services Agreement effective October 1, 2022 (the “Agreement”); and

Whereas, the Scope of Services provides on call engineering services for the wastewater treatment plant; and

Whereas, the Agreement expired on October 1, 2026; and

Whereas, the District desires to extend the Agreement to December 31, 2027; and

Whereas, the District and Consulting Engineer have negotiated a not to exceed fee of \$138,000.

Now, therefore, District and Consulting Engineer agree as follows;

1. Section 1 of the Agreement titled “Scope of Services” is amended to read as follows:

Exhibit A-1 which is attached hereto and incorporated by reference is added to the Agreement to reflect services under this First Amendment.

2. Section 3 of the Agreement titled “Compensation” is amended to read as follows:

Exhibit B-1 which is attached hereto and incorporated by reference is added to the Agreement to reflect a cost of \$138,000 including the fee schedule.

3. Except as amended by this Second Amendment, the Agreement remains unchanged and in full force and effect.

(Signatures On Next Page)

IN WITNESS THEREOF, the Parties hereto have executed this Agreement on the date first written above.

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

HERWIT ENGINEERS

By:

Veronica Cazares, PE
General Manager

By:

Title

Date:

Date:

Any Applicable Professional License:

Number:

Name:

Date of Issue:

Exhibit A-1

Disposal Pond Capacity Update

Prepare Annual Percolation Pond Report and train District Staff on calculation methodology for future report preparation by Staff.

Operations and Maintenance Manual Update

Update O&M Manual text and figures in pdf format. The interactive Online Manual (iOM) will not be updated as part of this project.

Project Management for Facilities Update

Perform project management function for District during preparation of Facility Management Plan by 3rd Party Engineering Firm selected by Owner.

EXHIBIT B-1

	Fee
Disposal Pond Capacity Update	\$ 8,000
Operations and Maintenance Manual Update	\$67,500
Project Management for Facilities Update	<u>\$62,500</u>
	\$138,000

MEMORANDUM

(October 15, 2026, Board Meeting)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, General Manager
Staff Report Prepared By: Craig Perry, Plant Operations Manager
Date Prepared: October 6, 2026

Agenda Item: 5-C
Action: Motion

SUBJECT

Fleet Expansion – 1 Ton Service Truck

RECOMMENDATION

That the Board approve the purchase of a new 1 Ton Service Truck from Fahrney Ford in the amount of \$64,750.56

EXECUTIVE SUMMARY

Due to changing equipment needs of the District, a 1-Ton Service Truck (Truck) is required to limit the risk of service interruptions. This Truck will be used for towing larger capacity generators to recently upgraded District lift stations and in plant towing/hauling needs. Multiple dealers were contacted. This Truck does not require aftermarket equipment and will be delivered in ready to use condition from Fahrney Ford. This Truck is in FY 27 budget, GL # 8084-203-01 in the amount \$125,000.

The District followed the request for quotes process per the Purchasing Ordinance. The quotes received are as follows:

Fahrney Ford (Selma CA)- \$64,750.56
Monarch Ford (Exeter CA)- \$71,517.29.00