

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

REGULAR MEETING OF BOARD OF DIRECTORS

April 14, 2022

4:00 P.M.

11301 E. Conejo Avenue, Kingsburg, CA 93631

THE BOARD OF DIRECTORS HAS RESUMED MEETINGS IN PERSON. PER PROVISIONS OF EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S OFFICE, THE MEETING WILL ALSO BE AVAILABLE REMOTELY FOR DIRECTORS AND MEMBERS OF THE PUBLIC.

The meeting will be open to the public. The meeting will also be available for public viewing and participation through Zoom.

Weblink: <https://us06web.zoom.us/j/84268659595?pwd=Z1psWUtwUXJzdnJiT1pTQXliK0dOdz09>

Telephone number: 1- 669- 900 -6833

Meeting ID: 842 6865 9595

Passcode: 337177

Public comment will be accepted in person, via Zoom and by email at akirk@skfcsd.org.

1. CALL TO ORDER AND ROLL CALL

DIRECTORS

Nathan Magsig

Sarah Guerra

Daniel Parra

Buddy Mendes, Vice Chair

Michelle Roman, Chairman

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager/ Secretary

Alicia Kirk, Executive Assistant to the G.M.

Tricia Miller, Administrative Services/HR Manager

Hilda Cantú Montoy, General Counsel

Craig Perry, Operations Supervisor

David Bacon, Information Systems Analyst

Luis Murillo, Total Compensation Systems, Inc.

MOMENT OF SILENCE FOR DIRECTOR DAVID CARDENAS

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 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 10, 2022. (p.5)
- B. Draft Minutes of the PAC Meeting March 23, 2022 (p.7)
- C. Approved Minutes of the PAC meeting April 21, 2021 (p.14)
- D. Warrant List Reports of March 2, 2022, March 16, 2022, and March 30, 2022. (p. 18)
- E. Cash Activity Report of March 31, 2022. (p.22)
- F. The Board will consider adoption of Resolution No. 2022-10 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. (p.23) *Staff Report Prepared By: Interim General Manager Cazares*

5. UNFINISHED BUSINESS

- A. None

6. NEW BUSINESS

- A. The Board will receive the Updated Actuarial Study of Retiree Health Liabilities Under GASB 74/75 as of June 30, 2021 measurement date, and (1) consider suspending payment contributions to the District's qualifying OPEB plan; California Employers' Retiree Benefit Trust (CERBT) as of July 1, 2021 in the Fiscal Year 2021-22 budget and (2) consider beginning to request disbursements from the CERBT. (p.27) *Staff Report Prepared By: Tricia Miller, HR/Administrative Services*

- B. The Board will Review the First Presentation of The Draft Capital Improvement Program for FY 2022-23 and Provide Direction to Staff. *(p.29) Staff Report Prepared By: Interim General Manager, Veronica Cazares*
- C. The Board will Review the Draft Budget for FY2022-23 and Provide Direction to Staff. *(p.30) Staff Report Prepared By: Interim General Manager, Veronica Cazares*
- D. The Board will consider Rejection of all Bids regarding Equipment Procurement of Collection System Camera *(p.32) Staff Report Prepared By: Veronica Cazares, Interim General Manager*
- E. The Board will consider approving the Fourth Amendment to the Consulting Services Agreement with MKN and Associates Relating to Construction Management and Inspection for District Lift Station Refurbishment D4 and authorize the Interim General Manager to execute the agreement. *(p.34) Staff Report Prepared By: Veronica Cazares, Interim General Manager.*

7. BOARD MEMBER COMMUNICATION/AGENDA ITEMS

8. GENERAL MANAGER REPORTS

- A. SKF held a PAC meeting on March 23, 2022.
- B. SKF applied for the State Water Resources Control Board California Water and Wastewater Arrearages Payment Program. We are requesting \$6,946.82 for eligible customers in arrears on their bills during the eligible period.
- C. 18th Avenue Pump Station update.
- D. Selma/SKF VROP Summer 2022 Internships

9. ADJOURNMENT

Motion to Adjourn

Next Regular Meeting: Thursday, May 12, 2022, at 4:00 p.m.

Next Ordinance: 2022-01

Next Resolution: 2022-11

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.

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

**MINUTES OF THE REGULAR BOARD MEETING OF BOARD
MEETING
MARCH 10, 2022**

CALL TO ORDER AND ROLL CALL

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

DIRECTORS

Nathan Magsig(P@4:09pm)Remotely
Sarah Guerra(P)
David Cárdenas(P)
Buddy Mendes, Vice Chair(P)
Michelle Roman, Chairwoman(P)

STAFF and CONSULTANTS

Veronica Cazares, Interim General Manager/Secretary
Alicia Kirk, Executive Assistant to the G.M.
Tricia Miller, Administrative Services/HR Manager
Hilda Cantú Montoy, General Counsel
Craig Perry, Plant Operations Supervisor
David Bacon, Information Systems Analyst

*Prior to the approval of the Agenda, the Item 9 (Closed Session) was removed, as matters are being resolved.

APPROVAL OF AGENDA

There being no comment from the public, a motion to approve the agenda of the Regular Board meeting of March 10, 2022, was made by Director Guerra and seconded by Director Mendes and approved by the following roll call vote:

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

NO:

ABSENT: Director Magsig

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 February 10, 2022. (p.5)
- B. Minutes of the Special Board Meeting February 17, 2022 (p.8)
- C. Warrant List Reports of February 2, 2022, February 16, 2022, and February 23, 2022. (p.12)
- D. Cash Activity Report of February 28, 2022. (p.16)
- E. The Board will consider adoption of Resolution No. 2022-08 Reauthorizing Remote Teleconference Public Meetings by the Board of Directors and subsidiary standing committees in Accordance with Assembly Bill 361. (p.17) *Staff Report Prepared By: Interim General Manager Cazares*

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 roll call vote:

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

NO:

ABSENT: Director Magsig

ABSTAIN:

Director Magsig joined viz Zoom at 4:09 p.m. Roll call votes were asked for as Director Magsig was attending remotely.

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. Resolution No. 2022-09, 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. (p.21) *Staff Report by Tricia Miller, HR/Administrative Services*

Due to the retirement of General Manager Ben Munoz, Jr., the District needed to update the County of Fresno Auditor-Controller/Treasurer-Tax Collector Special District/Organization Data Sheet and Westamerica Bank Personal Information Sheet for check signatures and release authorization. The Board had approved Resolution No. 2019-07, 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 in March 2019. However, the District needs to update the names of the signatories for the Westamerica Bank Document.

There being no comment from the public, a motion to approve Resolution 2022-09, 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 was made by Director Cárdenas, and seconded by Director Guerra, and approved by the following vote:

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

NO:

ABSENT:

ABSTAIN:

- B. The Board will consider approving the Agreement for Compensation to County of Tulare for Collection of Special Assessment; and authorize Interim General Manager Cazares to execute the Agreements. (p.24) Staff Report Prepared by Tricia Miller, HR/Administrative Services

An Agreement for Compensation to Tulare County for Collection of Special Assessments between the District and the Tulare County Board of Supervisors needed to be approved by the Board. This is the first step in allowing the District to add direct sewer service charges to the tax roll. A Resolution will need to be brought annually to the Board approving placement of the charges on the tax roll for collection.

There being no comment from the public, a motion to approve the Agreement for Compensation to County of Tulare for Collection of Special Assessment and authorize Interim General Manager Cazares to execute the agreements was made by:

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

NO:

ABSENT:

ABSTAIN:

- C. The Board will consider the acceptance of the Groundwater Monitor Wells – 2022 Project Change Order No. 1, and filing of the Notice of Completion (p.32) Staff Report Prepared by Veronica Cazares, Interim General Manager

Contract Change Order Number 1 is in the amount of \$22,250.00 for the installation of the downgradient well. The downgradient well was not included in the original scope of work for this project. However, it was deemed necessary to include as part of this project because the

downgradient well was part of the approved workplan from the Central Valley Regional Water Quality Control Board.

There being no comment from the public, a motion to accept the Ground Monitor Wells 2022 Project Change Order 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:

BOARD MEMBER COMMUNICATION/AGENDA ITEMS

Director Cárdenas requested to take a tour of the District Plant, as many changes have come about in the recent years. It was suggested that a scheduling possibility could be prior to the 4:00 pm April 14, 2022, board meeting, as the board members will be here. Per the Brown Act, only two board members would be allowed to take the tour at one time.

GENERAL MANAGER REPORTS

Form 700's filing deadline is April 1, 2022

SKF to hold Sixth Annual Chamber Mixer on March 16, 2022, at 5:00 p.m.

Chairwoman's Barbeque to be held at SKF on May 25, 2022, at 11:30a.m.

Veronica let the Board know that a PAC Meeting has been scheduled for March 23rd at 2:30 p.m.

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 Cárdenas, and approved by a unanimous voice vote at 5:30 pm.

Respectfully submitted,

Approved,

Veronica Cazares Interim General Manager/
Secretary of the Board

Michelle Roman
Chairwoman of the Board

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

**March 23, 2022
2:30 p.m.**

CALL TO ORDER AND ROLL CALL

The Policy Advisory Committee (PAC) meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 2:38 p.m. by Chairman Alex Henderson.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Fernando Santillan, Selma City Manager (P)
Paul Nerland, Fresno County Administrative
Officer(A)
Veronica Cazares, Interim General Manager/Secretary(P)

STAFF and CONSULTANTS

Alicia Kirk, Executive Assistant to the G.M.
Craig Perry, Operations Supervisor
Tricia Miller, Admin. Services/HR Manager

RE-ORGANIZATION

A. **Nominations and Election of Chairperson**

There being no comments from the public or further nominations for chair, a motion to appoint Fernando Santillan as Chairman was made by Member Quan, seconded by Member Henderson, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

B. **Nominations and Election of Vice Chairperson**

There being no comments from the public or further nominations for vice chair, a motion to appoint Wilma Quan as Vice Chairperson was made by Member Henderson, seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

There being no comment from the public, or further nominations a motion to appoint Veronica Cazares as Secretary was made by Member Henderson, and seconded by Member Quan and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

APPROVAL OF AGENDA

There being no comments from the public, a motion to approve the agenda of the PAC meeting of March 23, 2022, was made by Member Quan, and seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

The Consent Calendar consisted of the minutes of the April 21, 2021, Policy Advisory Committee meeting.

There being no comments from the public, a motion to approve the Consent Calendar of the PAC meeting of April 21, 2021, was made by Member Cazares and seconded by Member Santillan, and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan
NO:
ABSENT: Member Nerland
ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Committee will review the FY 2022-23 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2022-23

Capital Improvement Program. (p.7) Staff Report prepared by Veronica Cazares, Interim General Manager/Secretary

Interim General Manager Cazares presented the draft FY 2022-23 Capital Improvement Program (CIP) to PAC. Staff recommended that PAC endorse the acceptance of the FY 2022-23 Capital Improvement Program to S-K-F CSD Board of Directors. District Staff implemented the first comprehensive Capital Improvement Program (CIP) in 2010. The Ten-Year CIP is a plan for capital expenditures over a ten-year period. The CIP identifies capital improvement needs and allocates available dollars. CIP infrastructure includes such items as the collection system, wastewater treatment plant, disposal facilities and lift stations.

The District's funding sources include sewer service charges, capacity charges, and plan check and inspection fees. These revenues are projected annually, taking into account current and potential development activity and rate adjustments.

Capital improvements are major construction projects requiring an expenditure of public funds over and above routine annual operating expenses. They are investments that will last into the future. Expenditures occur for the purchase, construction, or replacement of the District's infrastructure with a useful life of at least five years.

Kingsburg expressed that they would prefer communication meetings between SKF Engineering and Kingsburg Public Works, and Planning Department.

Selma expressed it is helpful to know capacity expansion in form B of the Capital Improvement Plan.

It was asked and answered that in approximately seven weeks parts will be arriving and work will continue on the 18th Avenue pump station in Kingsburg.

In regard to Selma, it was asked and answered that maintenance costs will come from the Operations and Maintenance fund. In regard to the force main for the Clarkson/McCall pump station, the upgrade funds will come from the Selma, as this is City owned facility.

In the interest of all three Cities, it was expressed that communication is the key.

There being no comment from the public, a motion to recommend acceptance of the CIP from the PAC to the Board was made by Member Henderson, and seconded by Member Quan and approved by the following vote:

AYE: Members Henderson, Cazares, Quan, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

- B. The Committee will review the draft FY 2022-23 Budget and consider recommending acceptance by the S-K-F CSD Board of Directors of the Fiscal Year 2022-23 Budget. (p.8) Staff Report prepared by Tricia Miller, Administrative Services/HR Manager

Interim General Manager Cazares and Administrative Services/HR Manager Miller presented the draft Fiscal Year 2022-23 Budget to PAC. Staff recommended that PAC endorse the acceptance of the Fiscal Year 2022-23 Budget to the S-K-F CSD Board of Directors. The budget includes the rate increases approved by the Board on July 11, 2019. For FY 2022-23, the rates will increase from \$498.93 to \$515.95 per year for Selma, from \$466.93 to \$481.95 per year for Kingsburg and from \$482.93 to \$497.95 per year for Fowler for each equivalent single-family residence (ESFR).

It was asked and answered that SKF's current MOU expires on June 30, 2022.

It was asked when the last Impact Fee study was done, and it was answered in 2008. It was said that these amounts should be both defensible and adequate.

It was asked if the SKF ponds could be connected with flood water, but the permit does not allow for discharge into ponds except for treated effluent from the wastewater treatment plant.

There being no comment from the public, a motion to recommend acceptance of the Draft Budget from the PAC to the Board was made by Member Henderson and seconded by Member Quan and approved by the following vote

AYE: Members Henderson, Cazares, Quan, Chairman Santillan

NO:

ABSENT: Member Nerland

ABSTAIN:

- C. The Committee Will Consider Setting a Standing Date for Quarterly Meetings.

PAC Meetings were set for the Third Thursday of the quarter at 10:00 a.m. at the District.

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

None

ADJOURNMENT

There being no further business to come before the Committee, Chairman Santillan declared the meeting adjourned at 3:21 p.m.

Respectfully submitted,

Approved,

Veronica Cazares Interim General Manager/
Secretary of the Committee

Fernando Santillan/Chairman of
the Committee

DRAFT

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

MINUTES OF THE POLICY ADVISORY COMMITTEE MEETING

**April 21, 2021
1:30 p.m.**

CALL TO ORDER AND ROLL CALL

The Policy Advisory Committee (PAC) meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 1:32 p.m. by Chairman Alex Henderson via teleconference.

MEMBERS

Alex Henderson, Kingsburg City Manager (P)
Wilma Quan, Fowler City Manager (P)
Teresa Gallavan, Selma City Manager (P)
Jean Rousseau, Fresno County Administrative Officer(A)
Ben Muñoz, Jr. General Manager/Secretary(P)

STAFF and CONSULTANTS

Alicia Kirk, Executive Assistant to the G.M.
Veronica Cazares, District Engineer
Scott Aguiar, Operations Supervisor
Tricia Miller, Admin. Services/HR Manager

RE-ORGANIZATION

A. Nominations and Election of Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Alex Henderson as Chairman was made by Member Muñoz, seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson
NO:
ABSENT: Member Rousseau
ABSTAIN:

B. Nominations and Election of Vice Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Wilma Quan as Vice Chairperson was made by Member Gallavan, seconded by Member Muñoz, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, Chairman Henderson
NO:
ABSENT: Member Rousseau

ABSTAIN:

APPROVAL OF AGENDA

There being no comments from the public, a motion to approve the agenda of the PAC meeting of April 21, 2021, was made by Member Muñoz, and seconded by Member Gallavan, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

PUBLIC FORUM

None

CONSENT CALENDAR

The Consent Calendar consisted of the of the minutes of the April 21, 2020, Policy Advisory Committee meeting.

There being no comments from the public, a motion to approve the Consent Calendar of the PAC meeting of April 21, 2021, was made by Member Muñoz, and seconded by Member Henderson, and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

UNFINISHED BUSINESS

None

NEW BUSINESS

- A. The Committee will review the FY 2021-22 Capital Improvement Program and consider recommending acceptance by the S-K-F CSD Board of Directors of the FY 2021-22 Capital Improvement Program. (p.9) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Capital Improvement Projects, a separate

meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

Coordination of projects between the cities' and SKF were touched on, as well as continuing to maintain communication between the city's and SKF. Point of contacts were given to the District Engineer for each city so that all are kept in the loop. It was said that we are in the third year of the five- year rate increase previously approved by the Board. The hope is to maintain sustainability so as not to incur another Prop 218. One minor change came from Selma's CIP, which was a placeholder in 2023, and moved to 2022. It was said the amount allocated would remain the same. Selma was appreciative of the changes made to accommodate them. PAC was appreciative of the time SKF has dedicated to their cities.

There being no comment from the public, a motion to recommend acceptance of the CIP from the PAC to the Board was made by Member Gallavan, and seconded by Member Henderson and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

- B. The Committee will review the Cash Flow Analysis and will consider recommending to the S-K-F CSD Board of Directors acceptance of the Cash Flow Analysis. (p.10) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Cash Flow Analysis, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz let the PAC know that all three items on the Agenda are interrelated. Cash flow maintains the sustainability. It was said that the minor change from Selma mentioned in item A still puts SKF well within the target range in this analysis. There were no questions from the cities on this item.

There being no comment from the public, a motion to recommend acceptance of the Cash flow Analysis from the PAC to the Board was made by Member Muñoz, and seconded by Member Gallavan and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN:

- C. The Committee will review the draft FY 2021-22 Budget and consider recommending acceptance by the S-K-F CSD Board of Directors of the Fiscal Year 2021-22 Budget. (p.11) Staff Report prepared by Ben Muñoz, Jr., General Manager

Per the prior joint meeting with PAC and Board it was decided that before PAC could make a recommendation to the Board on acceptance of the Draft Budget, a separate meeting with each city and SKF staff would need to be held. The meeting with Kingsburg was held in person at the District on 4-13-2021, Selma on 4-15-2021, and Fowler on 4-19-2021.

General Manager Muñoz reviewed the Draft Budget with the PAC. Projects for the three city's and where funds would be allocated were discussed. It was said that all targets are being met and the District is well within the Reserves. Selma's Refurbishment and Replacement funding was referenced as they have a project that they would like moved to FY 2022, where previously it was scheduled for FY 2023. There were no further questions from the three cities.

There being no comment from the public, a motion to recommend acceptance of the Draft Budget from the PAC to the Board was made by Member Gallavan, and seconded by Director Henderson and approved by the following vote:

AYE: Members Quan, Gallavan, Muñoz, and Chairman Henderson

NO:

ABSENT: Member Rousseau

ABSTAIN

COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS

None

GENERAL MANAGER REPORTS

None

ADJOURNMENT

There being no further business to come before the Committee, Chairman Henderson declared the meeting adjourned at 1:52 p.m.

Respectfully submitted,


Veronica Cazares Interim General Manager/
Secretary of the Committee

Approved.


Alex Henderson/Chairman of
the Committee

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY
FOR THE MONTH ENDED MARCH 31, 2022

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	3/2/2022	\$	141,339.57
WARRANT LIST ENDING	3/16/2022	\$	199,504.48
WARRANT LIST ENDING	3/30/2022	\$	290,616.04

SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	<hr/>	631,460.09
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SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	2/27/2022	\$	65,010.22
TOTAL SALARIES ENDING	3/4/2022	\$	54,640.46
TOTAL SALARIES ENDING	3/13/2022	\$	60,648.50
TOTAL SALARIES ENDING	3/27/2022	\$	62,172.71

SUBTOTAL SALARIES		\$	<hr/>	242,471.89
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TOTAL PERS (EMPLOYERS PORTION)	2/27/2022		9,196.22
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	2/27/2022		-
TOTAL HEALTH INSURANCE EXPENDITURES	2/27/2022		11,333.09
TOTAL PERS (EMPLOYERS PORTION)	3/4/2022		366.36
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	3/4/2022		
TOTAL HEALTH INSURANCE EXPENDITURES	3/4/2022		
TOTAL PERS (EMPLOYERS PORTION)	3/13/2022		8,471.94
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	3/13/2022		-
TOTAL HEALTH INSURANCE EXPENDITURES	3/13/2022		11,333.09
TOTAL PERS (EMPLOYERS PORTION)	3/27/2022		8,480.56
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	3/27/2022		-
TOTAL HEALTH INSURANCE EXPENDITURES	3/27/2022		11,333.09

SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES		\$	<hr/>	40,700.70
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GRAND TOTAL		\$	<hr/> <hr/>	914,632.68
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**SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT
March 02, 2022
WARRANT LIST**

ALERT O LITE, INC.	EQUIPMENT REPAIRS AND MAINTENANCE	638.40
ALVARO VILLA	SAFETY FOOTWEAR REIMBURSEMENT	175.00
ANDERSON & BALLOU INC.	SEWER LATERAL REPAIRS: SELMA	9,500.00
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,124.18
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	145.65
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	145.65
AT&T/CALNET 3	COMMUNICATIONS	193.22
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,122.95
CALIFORNIA WATER SERVICE	WATER UTILITIES	12.34
CALPERS HEALTH	HEALTH INSURANCE	41,771.32
CASH	PETTY CASH REIMBURSEMENT: TRAVEL & TRAINING, BOOKS & PUB., EMPLOYEE RECOGNITION, OFFICE SUPPLIES, SAFETY TRAINING	293.28
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	990.00
CWEA	MEMBERSHIPS	192.00
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	49.04
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	145.65
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	153.53
ERNEST C MENDES	DIRECTOR'S FEE	127.63
EVANTEC CORPORATION	LABORATORY SUPPLIES	294.23
FISHER SCIENTIFIC	LABORATORY SUPPLIES	341.80
GAR BENNETT LLC	BUILDING & GROUNDS MAINTENANCE	62.25
GARY HELM	RETIREE HEALTH REIMBURSEMENT	145.65
GRAINGER	BUILDING & GROUNDS MAINTENANCE	50.02
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE	124.57
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	145.65
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	145.65
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	145.65
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	418.87
JOSEPH BARELA	CERTIFICATION FEE REIMBURSEMENT	180.00
LAURA VOSS	WILDLIFE SUPPORT REIMBURSEMENT	80.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	145.65
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	232.94
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MKN	SEWER REHAB PROJECTS & CCTV	8,916.45
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT REPAIRS AND MAINTENANCE	6,292.90
NAPA AUTO PARTS	EQUIPMENT REPAIRS AND MAINTENANCE	828.14
NELSON'S ACE HARDWARE	EQUIPMENT REPAIRS AND MAINTENANCE, BLDNG & GROUNDS MAINT.	62.91
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	436.96
O'REILLY AUTO PARTS	AUTO/EQUIPMENT REPAIRS & MAINTENANCE	39.20
PBM SUPPLY & MFG. INC	EQUIPMENT MAINTENANCE, 1000 GALLON WATER TANK TRAILER	10,422.67
PG&E	ELECTRIC UTILITIES	23,030.50
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
RANDY CABALLERO	SAFETY FOOTWEAR REIMBURSEMENT	175.00
RAYMOND MIKE ALANIZ	CERTIFICATION FEE REIMBURSEMENT	91.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	145.65
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	145.65
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	145.65
SARAH GUERRA	DIRECTOR'S FEE	127.63
SHAPE INC	EQUIPMENT REPAIRS & MAINTENANCE	26,725.16
STAPLES CREDIT PLAN	OFFICE SUPPLIES	422.67
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	153.53
SYNCB/AMAZON	INFORMATION SYSTEMS	69.73
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIRS AND MAINTENANCE	2,877.27
THOMAS & ASSOCIATES	EQUIPMENT REPAIRS AND MAINTENANCE	500.00
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	250.50

MAS 200 Total Checks

\$141,339.57

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

**March 16, 2022
WARRANT LIST**

*CARDENAS, DAVID	DIRECTOR'S FEE	127.63
AMERICAN EXPRESS	TRAVEL & TRAINING, COMMUNICATIONS, PROFESSIONAL SERVICES: MGNT&HUM RELATIONS	1,918.66
APGN INC.	EQUIPMENT MAINTENANCE	33,589.25
AQUA SIERRA CONTROLS INC.	EQUIPMENT MAINTENANCE	2,171.30
ARAMARK	UNIFORMS,MATS,MOPS,TOWELS	1,231.14
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	71.70
BSK ASSOCIATES	EXTERNAL LAB SERVICES	553.00
CALPERS	RETIREMENT	36,740.08
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS EXPENSE	5,502.23
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER/DISPENSER RENTAL	201.40
COMCAST	COMMUNICATIONS	109.95
CWEA	MEMBERSHIPS	384.00
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SERVICES: MED & SAFETY	350.00
ELIDIO SILVA	EQUIPMENT MAINTENANCE	544.47
ENDUSTRA FILTER MANUFACTURERS	EQUIPMENT MAINTENANCE	9,678.56
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FRESNO COUNTY ASSESSOR	BOOKS & PUBLICATIONS	3.00
GOLDEN BELL PRODUCTS	EQUIPMENT MAINTENANCE	211.41
GRAINGER	MAINTENANCE BUILDING & GROUNDS	1,161.91
HACH CO.	INFORMATION SYSTEMS EXPENSE	1,056.49
HARRINGTON INDUSTRIAL PLASTICS LLC	EQUIPMENT MAINTENANCE	811.52
HCL MACHINE WORKS	EQUIPMENT MAINTENANCE	4,711.89
HOME DEPOT CREDIT SERVICES	EQUIPMENT MAINTENANCE, OFFICE SUPPLIES	271.00
J'S COMMUNICATIONS, INC	COMMUNICATIONS	1,296.00
KENNETH D. SCHMIDT	PROFESSIONAL SERVICES: ENGINEERING	5,799.16
KINGSBURG, CITY OF	WATER UTILITIES	64.50
LIBERTY COMPOSTING, INC	BIOSOLIDS TIPPING FEES	8,845.78
MAINTENANCE SUPERINTENDENTS ASSOCIATION	MEMBERSHIPS	50.00
MICHELLE ROMAN	DIRECTOR'S FEE	255.26
MID VALLEY DISPOSAL	WASTE UTILITIES	1,017.54
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES: LEGAL	3,684.50
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	AUTO MAINTENANCE, EQUIPMENT MAINT.	632.57
NATHAN MAGSIG	DIRECTOR'S FEE	255.26
NELAC INSTITUTE	MEMBERSHIPS	75.00
NELSON'S ACE HARDWARE	BUILDING & GROUNDS MAINT., AUTO MAINT.	402.39
O'REILLY AUTO PARTS	AUTO MAINTENANCE	70.53
PBM SUPPLY & MFG. INC	BUILDING & GROUNDS MAINTENANCE	45.90
PG&E	ELECTRIC UTILITIES	891.44
SANGER FENCE CO.	EQUIPMENT MAINTENANCE	3,797.00
SARAH GUERRA	DIRECTOR'S FEE	255.26
SCOUT SPECIALTIES INC.	BUILDING & GROUNDS MAINTENANCE	69.07
SILVAS OIL CO. INC.	FUEL	2,824.19
STREAMLINE	INFORMATION SYSTEMS EXPENSE	400.00
SW CONSTRUCTION INC.	DIST LIFT STATION REFURBISHMENT D4	60,832.11
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	658.33
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	3,601.04
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	1,067.44

MAS 200 Total Checks

\$199,504.48

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

**March 30, 2022
WARRANT LIST**

A&E INDUSTRIAL CLEANING EQUIP	EQUIPMENT MAINTENANCE	172.17
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	1,119.42
ANDERSON & BALLOU INC.	REPAIRS & MAINTENANCE, SELMA/KINGSBURG	61,200.00
ARAMARK	UNIFORMS, MATS, MOPS, TOWELS	1,237.40
AT&T/CALNET 3	COMMUNICATIONS	168.04
BANKS & CO.	FUEL TANK TESTING	847.54
BOOT BARN HOLDINGS INC.	SAFETY SUPPLIES	336.07
BSK ASSOCIATES	EXTERNAL LAB SERVICES	355.50
CALIFORNIA WATER SERVICE	WATER UTILITIES	48.35
CALPERS HEALTH	HEALTH INSURANCE	40,592.82
CWEA CSJ SECTION	TRAVEL & TRAINING	280.00
DOPUDJA & WELLS CONSULTING INC.	PROFESSIONAL SERVICES: ENGINEERING & TECH	3,000.00
ENGIE SERVICES U.S. INC.	SOLAR MEASUREMENT/VERIFICATION & MAINT.	98,414.73
HD FACILITIES MAINTENANCE	MAINTENANCE BUILDING & GROUNDS	777.05
HOME DEPOT CREDIT SERVICES	SMALL TOOLS, MAINTENANCE BLDG & GROUNDS	111.30
KINGS INDUSTRIAL OCC. MED. CTR, INC.	PROFESSIONAL SERVICES: MED & SAFETY	95.00
KINGSBURG, CITY OF	PHARMA KIOSK OUTREACH	150.00
LIEBERT CASSIDY WHITMORE	PROFESSIONAL SERVICES: MGMNT & HUM REL.	234.00
MONTOY LAW CORPORATION	PROFESSIONAL SERVICES: LEGAL	7,347.00
NAPA AUTO PARTS	AUTO/EQUIPMENT MAINTENANCE	782.62
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE, BLDG & GROUNDS	42.74
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	423.16
PG&E	ELECTRIC UTILITIES	6,570.97
POLYDYNE, INC	CHEMICALS	11,181.37
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
QUADIENT LEASING USA, INC.	RENT & LEASE EQUIPMENT	717.42
ROCKWELL ENGINEERING CO.	ENGINE PUMP SKIDMOUNT	43,738.16
SILVAS OIL CO. INC.	FUEL	4,253.38
STAPLES CREDIT PLAN	OFFICE SUPPLIES	618.78
SYNCB/AMAZON	INFORMATION SYSTEMS, COMMUNICATIONS	558.23
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	1,178.00
THE GAS CO	GAS UTILITIES	769.52
TRANSWESTERN INS ADMIN	DENTAL/VISION INSURANCE	3,195.30
TRICIA D. MILLER	EMPLOYEE RECOGNITION: WELLNESS PROGRAM	40.00

MAS 200 Total Checks

\$290,616.04

SKF COUNTY SANITATION DISTRICT
CASH ACTIVITY REPORT
Month: MARCH
Fiscal Year: 2021-22

Cash Account Description	End of Month Cash Balance as of June 30, 2021	End of Month Cash Balance 3/31/2022
Cash in Treasury: Operations & Maintenance	\$ 4,849,753.43	\$ 4,211,863.62
Cash in Bank: Operations & Maintenance	\$ 29,164.97	\$ 64,355.19
Cash in Bank: Payroll	\$ 202.85	\$ 203.27
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,879,821.25	\$ 4,277,122.08
Cash in County Treasury:Expansion	\$ 3,355,773.82	\$ 4,690,809.38
Cash in County Treasury: R&R	\$ 2,916,929.82	\$ 2,414,724.83
Cash in County Treasury:Selma	\$ 2,086,379.20	\$ 1,751,878.32
Cash in County Treasury: Selma SWRCB Reserve	\$ -	\$ 263,843.57
Total Selma	\$ 2,086,379.20	\$ 2,015,721.89
Cash in County Treasury:Kingsburg	\$ 2,948,693.41	\$ 3,021,103.00
Cash in County Treasury:Fowler	\$ 1,614,363.12	\$ 1,609,879.03
Total Cash Balance	\$ 17,801,960.62	\$ 18,029,360.21

RESOLUTION NO. 2022-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA KINGSBURG FOWLER COUNTY SANITATION DISTRICT REAUTHORIZING REMOTE TELECONFERENCE MEETINGS BY THE BOARD OF DIRECTORS AND STANDING COMMITTEES OF THE DISTRICT IN ACCORDANCE WITH ASSEMBLY BILL 361

WHEREAS, COVID-19 (also known as the “Coronavirus Disease”) is a respiratory disease which was first detected in China and has now spread across the globe, with multiple confirmed cases in California, including the Selma Kingsburg Fowler County Sanitation District; and

WHEREAS, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency based on the threat caused by COVID-19, and the President of the United States issued a Proclamation Declaring a National Emergency Concerning COVID-19 beginning March 1, 2020; and

WHEREAS, in response to COVID-19, the Governor of the State of California issued a Proclamation of a State of Emergency in response to COVID-19 on March 4, 2020; and

WHEREAS, the Cities of Selma, Kingsburg, and Fowler and the County of Fresno adopted a proclamation of a local emergency related to the COVID-19 virus; and

WHEREAS, the District is committed to preserving and fostering public access, transparency, observation, and participation in meetings of the Board of Directors and Standing Committees; and

WHEREAS, all meetings of the Board of Directors and standing committees are open and public as required by the Ralph M. Brown Act, Government Code sections 54950 – 54963, so that any member of the public may attend, observe, and participate in a meaningful way; and

WHEREAS, Government Section 54953 (b) (3) of the Brown Act allows a local legislative body to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body, as long as the following requirements are met:

1. Each teleconference location from which a member is participating is noticed on the agenda;
2. Each teleconference location is accessible to the public;
3. Members of the public must be able to address the body at each teleconference location;
4. At least one member of the legislative body must be physically present at the location specified in the meeting agenda; and
5. During teleconference meetings, at least a quorum of the members of the local body must participate from locations within the local body’s territorial jurisdiction; and

WHEREAS, the Brown Act, as amended by AB 361 (2021), at Government Code section 54953(e) *et seq.*, allows for remote observation and participation in meetings by members of a legislative body and members of the public without compliance with the requirements of Government Code section 54953(b)(3), subject to certain conditions; and

WHEREAS, the initial required condition is a declaration of a state of emergency by the Governor pursuant to the California Emergency Services Act at Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state and within the boundaries of the District caused by conditions as described in Government Code section 8558; and

WHEREAS, the Governor's Proclamation of a State of Emergency includes area within the jurisdictional boundaries of the District; and

WHEREAS, Government Code Section 54953(e)(3)(A-B) added by AB 361 provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when Board of Directors has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exist:

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of Board of Directors and the members of the Standing Committees to meet safely in person; and
2. The State of California and the County of Fresno continue to recommend measures to promote social distancing.

WHEREAS, Government Code Section 54953(e) *et seq.* further requires that state or local officials have imposed or recommended measures to promote social distancing or the legislative body finds that meeting in person would present an imminent risk to the health or safety of attendees; and

WHEREAS, such conditions now exist in the District in that (i) State and Local officials recommend social distancing measures and (ii) emergency conditions evidenced by COVID-19 and its variants create ongoing COVID-19 cases, hospitalizations, and deaths and meeting in person would present imminent risk to health or safety of attendees; and

WHEREAS, the Board of Directors affirms that it will allow for observation and participation by Directors as well as Standing Committee Members and the public via teleconferencing as authorized under AB 361 in an effort to protect the constitutional and statutory rights of all attendees; and

WHEREAS, on October 14, 2021, the Board adopted Resolution No. 2021-08 Authorizing Remote Teleconference Meetings by the Board of Directors and all Boards, Commissions, and Standing Committees of the City in Accordance With Assembly Bill 361; and

WHEREAS, Government Code Section 54953(e)(3) requires that the Board review the

need and make findings for continuing the teleconferencing as authorized by AB 361 at least once every thirty days until the Governor terminates the state of emergency; and

WHEREAS, on March 10, 2022, the Board approved a Reauthorizing Resolution for an additional thirty days; and

WHEREAS, the Board wishes to reaffirm the need and findings necessary for continuing the teleconferencing as authorized by AB 361.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SELMA KINGSBURG FOWLER COUNTY SANITATION DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. The Board of Directors finds that the state of emergency conditions related to COVID-19 as set forth of Proclamations of Emergency by the Governor, County of Fresno, and Cities of Selma, Kingsburg, and Fowler are on-going.

Section 3. The Board of Directors further finds that state and county official recommend social distancing conditions causing imminent risk to attendees as described above exist.

Section 4. The Board of Directors hereby recognize and affirm that the Cities of Selma, Kingsburg, and Fowler and the County of Fresno have adopted a proclamation of a local emergency related to the COVID-19 virus regarding the existence and conditions of a state of emergency as proclaimed by the Governor.

Section 5. The Board of Directors finds that the state of emergency as a result of COVID-19 continues to directly impact the ability of members of the Board of Directors and the members of standing committees to meet safely in person and such fact creates an imminent health risk to such members.

Section 6. The Board of Directors and Standing Committees of District are authorized to conduct their meetings without compliance with Government Code section 54953(b)(3), and to instead comply with the remote meeting requirements as authorized by Government Code section 54953(e) *et seq.*

Section 7. The General Manager is authorized and directed to take all actions reasonably necessary to carry out the intent and purpose of this Resolution, including, conducting open and public meetings remotely in accordance with Government Code section 54953(e) *et seq.*, and other applicable provisions of the Brown Act, for all Board of Directors meetings, and all Boards, Commissions, and standing committee meetings of the City.

Section 8. This Resolution shall take effect immediately upon its adoption and shall be effective for thirty days.

* * * * *

Approved and adopted this 14th day of April 2022.

Chairwoman
Michelle Roman

ATTEST

Veronica Cazares Interim General Manager/ Secretary to Board

MEMORANDUM

(April 14, 2022)

To: SKFCSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Memo Prepared: March 31, 2022
Prepared by: Tricia Miller, Administrative Services/Human Resources Manager
SUBJECT: SKFCSD Actuarial Study of Retiree Health Liabilities with a measurement date of June 30, 2021

Agenda Item: 6-A
Action: Motion

DIRECTORS' SUMMARY

An Actuarial Study of Retiree Health Liabilities with a measurement date of June 30, 2021 has been prepared and certified by Total Compensation Systems, Inc. The study reflects our California Employers' Retiree Benefit Trust (CERBT) was overfunded by \$236,412 based on the measurement date of June 31, 2021, and additional contributions to the trust fund are not needed at this time.

Total Compensation will give a presentation to the Board.

STAFF RECOMMENDATION

Interim General Manager Cazares recommends that the Board direct staff to (1) suspend payment contributions to the District's qualifying OPEB plan; California Employers' Retiree Benefit Trust (CERBT) as of July 1, 2021 in the Fiscal Year 2021-22 budget and (2) consider beginning to request disbursements from the CERBT until the next required updated actuarial study is brought back to the Board.

ACTION

Motion to (1) suspend payment contributions to the District's qualifying OPEB plan; the CERBT as of July 1, 2021 in the Fiscal Year 2021-22 budget and (2) consider beginning to request disbursements from the CERBT until the next required updated actuarial study is brought back to the Board.

BACKGROUND

Board members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

Accounting principles provide that the cost of retiree benefits should be "accrued" over employees' working lifetime. For this reason, the Governmental Accounting Standards Board (GASB) issued in June of 2015 Accounting Standards 74 and 75 for retiree health benefits. These standards apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees), whether they pay directly or indirectly (via an "implicit rate subsidy").

In March 2014, the District received the first actuarial report. At the time, great concern was held by the Board regarding the size of the unfunded liability. The Board and Management Staff considered this matter in various meetings. The Board ultimately determined that "pay as you go" would be in better interest of the District and ratepayers rather than continuing to grow the unfunded liability.

At the October 29, 2015 Board meeting, the Board motioned to direct staff to start paying the Annual Required Contribution of \$145,335 for Fiscal Years 2015-16 and 2016-17.

At the May 10, 2018 Board meeting, the Board Approved the payment of \$105,104 of the accrued liability as budgeted in FY 2017-18; and funding of Annual Required Contribution in succeeding years.

We estimate the "pay-as-you-go" cost of providing retiree health benefits in the year beginning July 1, 2021 to be \$72,191 (see page 11). The "pay-as-you-go" cost is the cost of benefits for current retirees.

The Total OPEB Liability (TOL) as of the June 30, 2021 Measurement date is \$1,276,278. The Fiduciary Net Position (FNP) of the CERBT is \$1,512,690. This leaves a Net Liability (NOL) of (\$236,412).

MEMORANDUM

(April 14, 2022)

To: S-K-F CSD Board of Directors

Agenda Item: 6-B

From: Veronica Cazares Interim General Manager

Action: Motion

Date Prepared: April 4, 2022

SUBJECT: Fiscal Year 2022-23 Capital Improvement Program – First Presentation

DIRECTORS' SUMMARY

Interim General Manager Cazares will present the draft Capital Improvement Program (CIP) to the Board.

The Fiscal Year 2022-23 CIP will be taken up at the May 12, 2022, regular Board meeting for further review, public comment and adoption.

ACTION

Provide Direction to Staff.

BACKGROUND

Board members may bring their copies with them or refer to the digital copy sent separately from the agenda packet. **Hard copies will be available at the Board Meeting.**

Capital improvements are major construction projects requiring an expenditure of public funds over and above routine annual operating expenses. Expenditures occur for the purchase, construction, or replacement of the District's infrastructure with a useful life of at least five years. CIP infrastructure includes such items as the collection system, wastewater treatment plant, disposal facilities and lift stations. The District's funding sources include sewer service charges, capacity charges, and plan check and inspection fees. These revenues are projected annually, taking into account current and potential development activity and rate adjustments.

The CIP is a plan that identifies capital improvement needs and allocates available dollars over a ten-year period. Development of the ten-year CIP includes opportunities for input from the CIP Committee, District department heads, cities, and the Board of Directors to help ensure that the projects meet the District's needs.

MEMORANDUM

(April 14, 2022)

To: S-K-F CSD Board of Directors
From: Veronica Cazares, Interim General Manager
Date Prepared: March 18, 2022
SUBJECT: Fiscal Year 2022-23 Draft Budget First Presentation (Version 4-14-22)

Agenda Item: 6-C
Action: Motion

BUDGET MESSAGE

Enclosed is the draft budget for fiscal year (FY) 2022-23, version 4-14-22. The budget proposes to increase the rate from \$498.93 to \$515.95 per year for Selma, from \$466.93 to \$481.95 per year for Kingsburg and from \$482.93 to \$497.95 per year for Fowler for each equivalent single family residence (ESFR), which was approved by the Board on July 11, 2019. The sewer rate increases are necessary due to increased costs of repair, refurbishment & replacement of facilities & equipment; services & supplies; salaries & benefits; labor costs; and a reduction in usage of the plant by industrial dischargers. The per year increases are shown below.

ESFR Annual Unit Cost Breakdown is as follows:

Operation and Maintenance Service Charge	\$359.83 per year
District Refurbishment and Replacement	<u>\$84.12 per year</u>
Sub-Total	\$443.95 per year
Selma Refurbishment and Replacement	\$72.00 per year
Kingsburg Refurbishment and Replacement	\$38.00 per year
Fowler Refurbishment and Replacement	\$54.00 per year
Selma Total Annual Sewer Service Charge	\$515.95 per year
Kingsburg Total Annual Sewer Service Charge	\$481.95 per year
Fowler Total Annual Sewer Service Charge	\$497.95 per year

All users pay the same rates per gallon of wastewater, per pound of suspended solids (SS) and per pound of biochemical oxygen demand (BOD), whether the users are industrial, commercial, institutional, multi-residential or single family residence.

Staff recommends an annual budget transfer for FY 2022-23 of \$2,840,922 from the O&M fund to the R&R fund and \$231,602 from District Expansion fund to the R&R fund.

REVIEW OF BUDGET PAGES

In table format, pages 3 to 9 summarize the activities of each of the District functions. Summaries 1 through 6 itemize the beginning balance, revenues, expenditures, transfers and ending balance. All functions are summarized on page 3.

The District pump stations are approximately 50 years old and require refurbishment and expansion. The treatment plant is over 50 years old and requires various refurbishments. Some projects may carry through to subsequent fiscal years.

Cities' Collection Systems Capital R&R reserves are carried in the sub-function accounting for each city for emergency or miscellaneous repairs to the cities' sewer systems and for refurbishment and replacement of aging equipment and facilities.

The cash reserve in the O&M function ends the year at \$3,949,256, which is within the O&M reserve policy of 50% of annual O&M expenses at the end of the year.

The staffing level will be at 32 full-time employees. The Organizational Chart on page 10 shows the lines of responsibility and reporting.

Services and Supplies Expenditures on page 15 shows divisional detail for services & supplies expenditures. The Pretreatment Program Cost Allocation on page 16 shows resources allocated to the federal pretreatment program.

The District's Chart of Accounts on pages 19 to 24 shows in detail the types of expenditures that are budgeted under each account number.

Table 10 of the current Capital Improvement Program is on page 25 and shows the repair and maintenance project schedule from the O&M fund.

BACKGROUND

The proposed increase in sewer rates for the District's Capital Refurbishment & Replacement fund and General Operation & Maintenance fund and are necessary due to increased costs of repair; refurbishment and replacement of aging equipment and facilities; services and supplies; salaries and benefits; labor costs; and a reduction in usage of the plant by industrial dischargers.

The proposed increases for the Cities' R&R sewer rates are necessary due to increased cost of repair, refurbishment and replacement of aging equipment and facilities in the collection system, and are substantiated in the Capital Improvement Program, Sewer System Management Plan assessments and District's 2016 Collection System Master Plan update.

MEMORANDUM

(April 14, 2022)

To: S-K-F CSD Board of Directors
From: Interim General Manager, Veronica Cazares
Date Memo Prepared: April 6, 2022
SUBJECT: Notice of Intent to Reject Equipment Procurement, Collection System Camera

Agenda Item: 6-D
Action: Motion

DIRECTORS' SUMMARY

The District issued a Request for Bids regarding a Collection System Camera. The bids for this project were received on March 31, 2022. A review reflects that there were inconsistencies in the bids to ensure the correct equipment was being supplied to the District. It was determined that the inconsistencies were based on the District lack of clarity in the bid specifications regarding the description of "camera system" and criteria.

Staff wishes to initiate a new bid process with a clear description of the camera system and criteria.

The bids received are as follows:

ITC	\$113,436.19
HAAKER	\$130,099.72
WECO	\$98,401.19

STAFF RECOMMENDATION

Interim General Manager Cazares recommends that the Board reject all three bids and authorize staff to initiate a new bid process with clear description and criteria so that there is a level playing field for all bidders.

ACTION


Motion to reject all three bids and direct staff to rebid.

Attachments: 1) Form B, Collection System Camera

FORM C

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT REPAIR AND MAINTENANCE PROJECT REQUEST

1. Project Title: Collection System Camara											
2. Project Cost: \$ 110,000											
3. Purpose of Project: (x) Add a new item to the program () Delete an item in a year already a part of the program () Modify a project already in the adopted program											
4. Priority: 2											
5. Location: Collection System											
6. Description: Camera to CCTV sewer mains.											



7. Justification & Useful Life: The camera is to be used for emergencies. There is at least a 2-7 day lead time from local vendor(s). The District staff will be able to efficiently determine the problem and plan for correction within maintained sewer mains. Useful Life 8-10 years											
8. Costs:	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total
Planning/Design	0	0	0	0	0	0	0	0	0	0	0
Land Acquisition	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0
Equipment	110,000	0	0	0	0	0	0	0	0	0	110,000
Total	110,000	0	0	0	0	0	0	0	0	0	110,000

9. Funding:	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	Total
O&M	0	0	0	0	0	0	0	0	0	0	0
R&R	0	0	0	0	0	0	0	0	0	0	0
Expansion	110,000	0	0	0	0	0	0	0	0	0	110,000
Selma R&R	0	0	0	0	0	0	0	0	0	0	0
Kingsburg R&R	0	0	0	0	0	0	0	0	0	0	0
Fowler R&R	0	0	0	0	0	0	0	0	0	0	0
Debt	0	0	0	0	0	0	0	0	0	0	0
Total	110,000	0	0	0	0	0	0	0	0	0	\$ 110,000

10. Comments:	Submitted By: V.Cazares Signature: _____ Date: 02/20/20 Approved By: _____
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MEMORANDUM

(April 14, 2022)

To: S-K-F CSD Board of Directors

From: Interim General Manager, Veronica Cazares

Date Memo Prepared: April 6, 2022

SUBJECT: Fourth Amendment to the Consulting Services Agreement with MKN and Associates
Relating to Construction Management and Inspection for District Lift Station Refurbishment D4

Agenda Item: 6-E

Action: Motion

DIRECTOR'S SUMMARY

The proposed Fourth Amendment to the current on-call consulting services agreement with MKN and Associates is related to a proposed increase in cost for construction management services specifically for construction management services for District Lift Station Refurbishment D4. Staff recommends amending the Agreement: (i) to allow for the cost increase for construction management services for the District Lift Station Refurbishment D4 in the amount of \$57,800 and (ii) to extend the Agreement through fiscal year 2023. This will bring the total cost for the Agreement including all amendments to \$153,842.20. The cost increase is to be funded from District R&R, 8155-203-02, District Expansion 8071-203-01.

The cost increase is for increased fulltime observation of the RFP18A PG&E metering section replacement. Fulltime observation of the startup and qualification testing

- Periodic field visits during the remainder of the project construction
 - Existing lift station demolition
 - Existing lift station cleaning
 - Conversion of existing lift station to emergency overflow
 - Final site improvements (i.e. landscaping and concrete drive installation)
 - Punchlist completion
- Submittal processing
- Additional pay application review
- Change order support documentation review additional observation.

The construction is taking longer than anticipated, including delays and coordination with PG&E.

STAFF RECOMMENDATION

Interim General Manager Cazares recommends that the Board approve the Fourth Amendment to the Consulting Services Agreement with MKN and Associates to extend the Agreement to June 30, 2023, and to increase the contract amount by \$74,000 for a total cost of \$227,842.20 and authorize the Interim General Manager to execute the Fourth Amendment to Agreement.

ACTION

Motion to approve the Fourth Amendment to the Consulting Services Agreement with MKN and Associates to extend the Agreement to June 30, 2023, and to increase the contract amount by \$74,000 for a total contract cost of \$227,842.20 and to authorize the General Manager to execute the Third Amendment to Agreement for on call consulting services.

BACKGROUND

On June 26, 2020 the District and MKN and Associates entered into a Consulting Services Agreement for on call consulting services. On August 13, 2020, the District and MKN and Associates entered into a First Amendment to the Consulting Services Agreement which include the following projects: (i) Construction Management and Inspection for District Lift Station Refurbishment D4; (ii) Sewer Improvement Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2nd/Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley (iii) North St. PS Panel Replacement.

The Second Amendment to the Agreement increased the cost by \$20,337.22. The construction management and inspection of the District Lift Station Refurbishment D4 was approved at the February 11, 2021 Board meeting. The cost increase is for increase observation of the contractor’s construction is taking longer than anticipated. The increase in observation hours will be increased from 10 to 12 hours per week.

The Third Amendment was for an increase in cost for construction management services specifically for construction management services for District Lift Station Refurbishment D4. The cost increase is for additional observation. The construction is taking longer than anticipated, including delays and coordination with PG&E.

Previously approved projects and amounts:

	Design and Construction Support	Construction Management/Inspection	Fund
Construction Management and Inspection for District Lift Station Refurbishment D4		\$153,842.20	District R&R, 8155-203-02, District Expansion 8071-203-01
Sewer Improvement Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2 nd /Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley	\$126,982	\$30,513*	City of Selma R/R 8022-305-03 and 8023-305-03, City of Kingsburg R&R 8019-305-04, City of Fowler R&R 8012-305-05.
North St. PS Panel Replacement	\$14,405		District R&R 8164-203-02
Total not to exceed cost	\$217,092		

Attachments: Fourth Amendment to consulting services agreement between the SKFCSD and MKN and Associates

April 7, 2022

Ms. Veronica Cazares

Transmitted Electronically

Subject: Fourth Amendment to the SKFCSD/MKN Contract

Dear Ms Cazares:

The purpose of the Fourth amendment is to extend the Construction Management services for the SKFCSD 18th Avenue D-4 lift station replacement project. The additional effort from MKN is a direct result of unforeseen events that have delayed the project completion and the additional work associated with RFP18A. Below is a bullet pointed list of anticipated scope necessary to complete the project.

- Increased fulltime observation of the RFP18A PG&E metering section replacement
- Fulltime observation of the startup and qualification testing
- Periodic field visits during the remainder of the project construction
 - Existing lift station demolition
 - Existing lift station cleaning
 - Conversion of existing lift station to emergency overflow
 - Final site improvements (i.e. landscaping and concrete drive installation)
 - Punchlist completion
- Submittal processing
- Additional pay application review
- Change order support documentation review

MKN and SKF staff feel the appropriate amount for the addendum is \$74,000 to be bill as a not to exceed on a time and material basis. Any amounts not billed will be change ordered out of the contract at the end of construction.

If you have further questions or comments please contact either Kevin Norgaard (1.559.708.8401).

Sincerely,

Kevin L Norgaard, PE
Senior Engineer II

**FOURTH AMENDMENT TO
CONSULTING SERVICES AGREEMENT BETWEEN
SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT AND
MKN AND ASSOCIATES**

This Fourth Amendment to Consulting Services Agreement Between Selma-Kingsburg-Fowler County Sanitation District (“Third Amendment”) is effective as of _____ by and between Selma-Kingsburg-Fowler County Sanitation District, (hereinafter called “District”) and MKN and Associates (hereinafter called “Consulting Engineer”). District and Consulting Engineer are each a “Party” and collectively the “Parties.

Whereas, the District and Consulting Engineer entered into a Consulting Services Agreement effective June 26, 2020 (the “Agreement”); and

Whereas, the Scope of Services provides for on call general engineering services; and

Whereas, on August 13, 2020, the District and Consulting Engineer entered into a First Amendment to the Consulting Services Agreement which include the following projects: (i) Construction Management and Inspection for District Lift Station Refurbishment D4; (ii) Sewer Improvement Willow/Thompson & Floral and Chandler, Tucker/E. Front & 2nd/Center in Selma, Tulare Street Alley in Kingsburg, East Fresno Street Alley (iii) North St. PS Panel Replacement; and

Whereas, on February 11, 2021, the District and Consulting Engineer entered into a Second Amendment to the Consulting Services Agreement increasing the amount of the Agreement to \$96,042.22; and;

Whereas, on August 19, 2021 the District and Consulting Engineer entered into a Third Amendment to the Consulting Services Agreement increasing the amount of the Agreement to \$57,800; and;

Whereas, the Parties desire to further amend the Agreement to reflect a cost increase for the Construction Management and Inspection for District Lift Station Refurbishment D4; and

Whereas, the cost increase is for additional hours of observation, fulltime observation of the RFP18A, PG&E metering section replacement, startup and qualification testing, periodic field visits during the remainder of the project construction; and

Whereas, the District and Consulting Engineer agree that the Agreement should be extended through June 30, 2023 to finalize the projects mentioned in this amendment; and

Whereas, the cost increase is \$74,000 for a total cost of \$227,842.20.

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

1. The foregoing recitals are expressly made a part of this Agreement.

2. The Agreement is amended to include the increased cost of \$74,000 and Exhibit A of the Agreement is hereby amended to include the scope of work as shown therein by new Exhibit A which is attached hereto and incorporated herein by reference.
3. Except as amended by this Fourth Amendment, the Agreement, as amended by the First, Second, Third Amendment remains unchanged and in full force and effect.

IN WITNESS THEREOF, the Parties hereto amend the Agreement as follows:

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

MKN and Associates

By:

Veronica Cazares, Interim General
Manager

General Manager

Date: _____

By:

Title

Date: _____

Any Applicable Professional License:

Number: _____

Name: _____

Date of Issue: _____

FORM B

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT CAPITAL IMPROVEMENT PROJECT REQUEST

1. Project Title:	District Lift Station Refurbishment -D4 (18th St)
2. Project Cost:	\$ 1,985,000
3. Purpose of Project:	<input type="checkbox"/> Add a new item to the program <input type="checkbox"/> Delete an item in a year already a part of the program <input checked="" type="checkbox"/> Modify a project already in the adopted program
4. Priority:	5
5. Location:	18th St, Kingsburg (D4)
6. Description:	General replacement of lift stations, including discharge piping, wet well lids, install check valves at all stations including valve box and lid, increase pump horsepower at lift stations, add vents and hooks, replace guides, evaluate liner to wet well and replace accordingly, replace conduit for power cables, paint buildings and metal surfaces, replace doors, and MCCs, and add HVAC system.



7. Justification & Useful Life:											
There is no record of refurbishment or replacement of the 18th Street Lift Station (D4)											
Useful life: 15 years											

8. Costs:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	Total
Planning/Design	96,990	7,238	137,522	0	0	0	0	0	0	0	241,750
Land Acquisition	0	0	0	0	0	0	0	0	0	0	0
Construction	0	255,086	1,488,164	0	0	0	0	0	0	0	1,743,250
Equipment	0	0	0	0	0	0	0	0	0	0	0
Total	96,990	262,324	1,625,686	0	0	0	0	0	0	0	\$ 1,985,000

9. Funding:	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	Total
O&M	0	0	0	0	0	0	0	0	0	0	0
R&R	58,194	157,394	975,412	0	0	0	0	0	0	0	1,191,000
Expansion	38,797	104,930	650,273	0	0	0	0	0	0	0	794,000
Selma R&R	0	0	0	0	0	0	0	0	0	0	0
Kingsburg R&R	0	0	0	0	0	0	0	0	0	0	0
Fowler R&R	0	0	0	0	0	0	0	0	0	0	0
Debt	0	0	0	0	0	0	0	0	0	0	0
Total	96,991	262,324	1,625,685	0	0	0	0	0	0	0	\$ 1,985,000

10. Comments: Engineering: contracted out	Submitted By: V.Cazares
	Signature: _____
	Date: 3/10/2016 REV 3/7/18
	Approved By: _____