

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**June 10, 2021**

**4:00 P.M.**

**11301 E. Conejo Avenue, Kingsburg, CA 93631**

**THE BOARD OF DIRECTORS WILL RESUME MEETINGS IN PERSON ON JUNE 10, 2021. 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**

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Passcode 758 569 791# at the prompt. They may also attend in person. Comments may also be submitted by email prior to the meeting at [akirk@skfcsd.org](mailto:akirk@skfcsd.org)
- Every effort will be made to read email comments into the record, but repetitive comments may not be read due to time constraints.

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

**1. CALL TO ORDER AND ROLL CALL**

DIRECTORS

Nathan Magsig

Sarah Guerra

David Cárdenas

Buddy Mendes, Vice Chair

Michelle Roman, Chairwoman

STAFF and CONSULTANTS

Ben Muñoz, Jr., General Manager/ Secretary

Alicia Kirk, Executive Assistant to the G.M.

Tricia Miller, Administrative Services/HR Manager

Hilda Cantú Montoy, General Counsel

Veronica Cazares, District Engineer

Scott Aguiar, Operations Supervisor

David Bacon, Information Systems Analyst

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

### **5. PUBLIC HEARINGS**

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

### **6. UNFINISHED BUSINESS**

- A. None

### **7. NEW BUSINESS**

- A. The Board will consider authorizing an annual budget transfer of \$1,028,326 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$59,597 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2020-21. *(p.18) Staff Report Prepared by Ben Muñoz, Jr., General Manager/ Secretary.*
- B. The Board will consider the approval of the Adams Avenue Sewer Improvements Project Change Order No. 1 and Notice of Completion. *(p.20) Staff Report Prepared by Veronica Cazares, District Engineer.*

- C. The Board will consider the approval of the Logan/McCall and Floral/Chestnut Sewer Project Change Order No. 1 and Notice of Completion. *(p.22) Staff Report Prepared by Veronica Cazares, District Engineer.*
- D. The Board will consider adopting Resolution 2021-07, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation Writing Off Uncollectible Accounts Receivable Accounts. *(p.24) Staff Report Prepared by Tricia Miller, Administrative Services/HR Manager*

**8. BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

- A. Board members may suggest future agenda items or may give reports.
- B. Chairwoman Roman suggested discussing the November 2021 Board meeting, as it falls on Veterans Day this year. This gives the Members ample time to look at their calendars.
- C. Chairwoman Roman suggested discussing the August 12, 2021 Board meeting, as it falls on 2021 CASA 66th Annual Conference this year. The August 12, 2021, Board meeting will need to be rescheduled.

**9. GENERAL MANAGER REPORTS**

- A. 2021 CASA 66th Annual Conference – August 11-13, 2021 at Hilton San Diego Bayfront. Directors must notify Alicia Kirk, Executive Assistant to the General Manager, by June 25, 2021 of their intention to attend so reservations can be made.

**10. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, July 8, 2020 at 4:00 p.m.

Next Ordinance: 2021-01

Next Resolution: 2021-08

**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](http://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  
MAY 13, 2021**

**CALL TO ORDER AND ROLL CALL**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:06 p.m. by Vice Chairman Mendes via teleconference.

**DIRECTORS**

Nathan Magsig (P)  
Sarah Guerra (P)  
David Cárdenas (P)  
Buddy Mendes, Vice Chair (P)  
Michelle Roman, Chairwoman (P)  
@4:10 p.m.

**STAFF and CONSULTANTS**

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

**APPROVAL OF AGENDA**

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

AYE: Directors Magsig, Guerra, Cárdenas, Vice Chair Mendes  
NO:  
ABSENT: Chairwoman Roman  
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 Special Joint Board and PAC Meeting April 8, 2021. (p.4)

- B. Minutes of Regular Board Meeting April 8, 2021. (p.8)
- C. Warrant List Reports of April 14, 2021 and April 28, 2021. (p.11)
- D. Cash Activity Report of April 30, 2021. (p.15)
- E. Approved Minutes of Special PAC Meeting April 21, 2020 (p.16)
- F. Draft Minutes of Special PAC Meeting April 21, 2021 (p.21)

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

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

**PUBLIC HEARINGS**

- A. Public Hearing on Capital Improvement Program: The Board will conduct the public hearing, receive staff report and public comments, and will consider adopting Resolution No. 2021-04 which accepts the Capital Improvement Program for fiscal year 2021-22. (p.26) Staff Report prepared by Ben Muñoz, Jr., General Manager

On April 8, 2021 the S-K-F CSD Board of Directors and Policy Advisory Committee held teleconference joint meeting, where Staff presented the Draft Fiscal Year 2021-22 Capital Improvement Program and Budget Cash Flow Analysis. At that time, PAC Members could not endorse their recommendation for the acceptance to the Board of Directors for the Fiscal Year 2021-22 CIP, until SKF has met individually with each city (Selma, Kingsburg, and Fowler) to discuss their needs.

Selma requested to meet twice yearly with SKF in Spring and Fall. Engineer Cazares met with Fernando Santillan and Kira Noguera with City of Selma on 5-12-21 to review on going and up coming projects. They also received a Plant tour.

There being no comment from the public, a motion to adopt Resolution 2021-04, a resolution which accepts the Capital Improvement Program for fiscal year 2021-22 was made by Director Cárdenas, and seconded by Director Magsig, and approved by the following vote:

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

- B. Public Hearing on FY 2021-22 Budget: The Board will conduct the public hearing, receive staff report and public comments, and will consider adopting Resolution No. 2021-05 which establishes the budget for fiscal year 2021-22. (p.33) Staff Report prepared by Ben Muñoz, Jr., General Manager

On April 8, 2021 the S-K-F CSD Board of Directors and Policy Advisory Committee held a teleconference joint meeting, where Staff presented the Draft Fiscal Year 2021-22 Budget. At that time, PAC Members could not endorse their recommendation for the adoption to the Board of Directors for the Fiscal Year 2021-22 Budget, until SKF has met individually with each city (Selma, Kingsburg, and Fowler) to discuss their individual needs.

There being no comment from the public, a motion to adopt Resolution 2021-05, a resolution which establishes the budget for fiscal year 2021-22, was made by Director Magsig and seconded by Director Guerra, and approved by the following vote:

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

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

- A. The Board will consider approving SW Construction contract change order no. 1. for an additive amount of \$57,461.16 and approve additional contingency request of \$50,000. The total contract amount including contract change order No. 1 will be \$1,950,858.16 (p.36) Staff Report prepared by Veronica Cazares, District Engineer.

The proposed contract change order is for the purposes of authorizing expenditures beyond the contractual amount and to add 16 calendar days to the completion date. The completion date will be amended from May 18, 2021 to June 3, 2021. The change order amount is \$57,461.16 which is \$7,461.16 above the current contingency amount approved for this contract. The total contract amount including contract change order No. 1 will be \$1,950,858.16

Additional potholing was needed to locate unmarked lines. Some areas had no water and needed to be added for maintenance purposes. A force main was realigned due to a tying in point, as well as concrete finish work.

It was asked if the contingency amount of Fifty-Thousand dollars would be enough, or if more should be requested, and it was answered, that as the project stands, the contingency amount requested will be sufficient.

There being no comment from the public, a motion to approve the SW Construction contract change order no. 1. for an additive amount of \$57,461.16 and approve additional contingency request of \$50,000. The total contract amount including contract change order No. 1 will be \$1,950,858.16, was made by Director Magsig, and seconded by Director Cárdenas and approved by the following vote:

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

#### **BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

Chairwoman Roman mentioned that the Annual Kingsburg Swedish Festival kicks off tonight and will continue through the weekend.

#### **GENERAL MANAGER REPORTS**

SKF held a retirement barbeque for Jim Ramirez on May 12, 2021 at 11:30 a.m. Chairwoman Roman and Director Cárdenas were in attendance and presented Jim with a Plaque for his dedicated service.

It was asked if the Board would like to return to in person meetings and it was answered that yes, in June 2021, SKF will resume in person Board meetings.

SKF will participate in the annual Swedish Festival. The VacCon will be in the parade and an informational booth will be set up.

Not on the Agenda, but mentioned by General Manager Muñoz, CASA will be returning to in person conferences, beginning in August. Alicia will send an email to the Board members on who wish to attend.

**ADJOURNMENT**

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Mendes, and seconded by Director Magsig, and approved by a unanimous voice vote at 4:35 p.m.

Respectfully submitted,

Approved,

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

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Michelle Roman  
Chairwoman of the Board



SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT  
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY  
FOR THE MONTH ENDED MAY 31, 2021

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	5/12/2021	\$	544,144.68
WARRANT LIST ENDING	5/26/2021	\$	744,706.00

SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	1,288,850.68
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SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	5/9/2021	\$	63,218.17
TOTAL SALARIES ENDING	5/23/2021	\$	67,313.55

SUBTOTAL SALARIES		\$	130,531.72
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TOTAL PERS (EMPLOYERS PORTION)	5/9/2021		9,153.51
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	5/9/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	5/9/2021		16,622.63
TOTAL PERS (EMPLOYERS PORTION)	5/23/2021		8,954.59
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	5/23/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	5/23/2021		16,622.63

SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES		\$	51,353.35
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GRAND TOTAL		\$	1,470,735.75
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**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT**

May 12, 2021  
WARRANT LIST

4 CREEKS INC.	18TH AVE LIFT STATIO REFRUBISHMENT	1,338.94
AMERICAN EXPRESS	PRINTING FORMS,LAB SERVICES,EMPLOYEE RECOGNITION,TRAVEL & TRAINING, EQUIPMENT MAINTENANCE	3,493.43
AMERIPRIDE	UNIFORMS, MATS, MOPS, TOWELS	1,065.76
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT MAINTENANCE	1,948.77
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	168.56
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	168.56
BILL NELSON GEN.ENG. CONST.INC	SEWER IMPROVEMENT CHESTNUT/FLORAL,LOGAN/MCCALL	316,118.19
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	61.70
BSK ASSOCIATES	EXTERNAL LAB SERVICES	4,318.00
CALIFORNIA CAD SOLUTIONS INC	ASSET MANAGEMENT SOFTWARE	44,750.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	37.83
CALPERS	RETIREMENT	44,562.26
COMCAST	COMMUNICATIONS	109.95
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	168.56
DKF SOLUTIONS GROUP, LLC	SAFETY OFFICER SUBSCRIPTION	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	181.48
FRESNO COUNTY ASSESSOR	COUNTY MAPS	18.00
FRESNO LOCAL AGENCY FORMATION COMMISSION	PERMIT FEES	120.00
GARY HELM	RETIREE HEALTH REIMBURSEMENT	168.56
GISELA ROSALES	AUTO/EQUIPMENT MAINTENANCE	660.00
GRAINGER	EQUIPMENT MAINTENANCE	275.09
HERWIT ENGINEERING	MLSS/RAS/CLARIFIER PROJECT	21,659.00
ISAGUIRRE, RICARDO	CERTIFICATION REIMBURSEMENT	150.00
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	168.56
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	168.56
JAMESON HYDRO CRANE SERVICE	EQUIPMENT MAINTENANCE	1,625.00
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	168.56
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	424.87
KINGSBURG, CITY OF	WATER UTILITIES	64.50
LIEBERT CASSIDY WHITMORE	TRAVEL & TRAINING	100.00
LOPEZ, PAUL	CERTIFICATION REIMBURSEMENT	96.00
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	168.56
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	206.97
MID VALLEY DISPOSAL	WASTE UTILITIES	1,018.52
MKN	NORTH ST PUMP STATION PANEL REPLACEMENT, CCTV INSPECTION & REVIEW	3,085.50
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	172.00
MOTION INDUSTRIES INC	EQUIPMENT MAINTENANCE	2,634.22
NAPA AUTO PARTS	SMALL TOOLS, EQUIPMENT MAINTENANCE	226.80
NELSON'S POWER CENTER	BUILDING & GROUNDS MAINTENANCE	158.32
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE, SAFETY SUPPLIES, SMALL TOOLS	176.72
PG&E	ELECTRIC UTILITIES	780.31
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	90.66
PROCLEAN SUPPLY	BUILDING & GROUNDS MAINTENANCE, OFFICE SUPPLIES	3,004.52
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	168.56
RODRIGUEZ, ERNESTO	CERTIFICATION REIMBURSEMENT	91.00
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	168.56
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	168.56
SILVAS OIL CO. INC.	FUEL	1,853.10
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	181.48
SWANSON-FAHRNEY FORD SALES	EQUIPMENT MAINTENANCE	28.49
SYNCB/AMAZON	SAFETY SUPPLIES	51.84
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	3,029.75
THE SENTINEL	NOTICE OF PUBLIC HEARINGS	201.80
THE UPS STORE	POSTAGE	13.28
TOSHIBA FINANCIAL SERVICES	COPIER LEASES	642.44
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	855.74
UNWIRED BROADBAND, INC.	COMMUNICATIONS	749.99
VERIZON WIRELESS	COMMUNICATIONS	1,008.30
VIDEO INSPECTION SPECIALISTS	CLEANING/REPAIR SELMA SEWER LINE	5,900.00
W.M. LYLES CO.	MLSS/RAS/CLARIFIER PROJECT	72,600.00

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

May 27, 2021  
WARRANT LIST

*CARDENAS, DAVID	DIRECTOR'S FEE	127.63
ACCOUNTING SYSTEMS, INC.	INFORMATION SYSTEMS EXPENSE	3,500.00
AGUIAR, SCOTT	CERTIFICATION FEE REIMBURSEMENT	150.00
ALICIA KIRK	WELLNESS PROGRAM REIMBURSEMENT	40.00
AMERIPRIDE	UNIFORMS, MATS, MOPS, TOWELS	1,025.31
AT&T/CALNET 3	COMMUNICATIONS	204.92
CALIFORNIA WATER SERVICE	WATER UTILITIES	13.23
CALPERS HEALTH	HEALTH INSURANCE	36,805.99
CASH	PETTY CASH REIMBURSEMENT: SAFETY AWARDS, EMPLOYEE RECOGNITION, OFFICE SUPPLIES, POSTAGE, LAB SUPPLIES, PARKING FEES	583.16
DANIEL MURRIETA	EMPLOYEE RECOGNITION PROGRAM	124.18
DAVID D. SUMAYA	EQUIPMENT MAINTENANCE	403.86
DSD BUSINESS SYSTEMS	INFORMATION SYSTEMS EXPENSE	1,182.50
EMMETT'S EXCAVATION INC.	ADAMS AVE SEWER IMPROVEMENTS	370,891.97
ERNEST C MENDES	DIRECTOR'S FEE	127.63
GATEWAY ENGINEERING, INC.	SEWER IMPROVEMENTS WIGHTS/MCCALL	33,687.00
GISELA ROSALES	AUTO MAINTENANCE	20.00
GRAINGER	EQUIPMENT MAINTENANCE	421.75
HERITAGE-CRYSTAL CLEAN INC.	EQUIPMENT MAINTENANCE	262.50
HOME DEPOT CREDIT SERVICES	EQUIPMENT MAINTENANCE, BUILDING & GROUNDS	192.25
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT MAINTENANCE	240.00
KRAZAN & ASSOCIATES INC.	ADAMS AVE SEWER IMPROVEMENTS	5,155.00
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MORGAN BROTHERS INC	PEST CONTROL	149.00
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	327.94
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S POWER CENTER	BUILDING & GROUNDS MAINTENANCE	191.65
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE, BUILDING & GROUNDS	502.82
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	395.56
O'REILLY AUTO PARTS	AUTO MAINTENANCE	16.34
PG&E	ELECTRIC UTILITIES	29,404.00
PROCLEAN SUPPLY	CHEMICALS	185.13
QUADIENT FINANCE USA, INC.	POSTAGE	500.00
RENT-A-TOILET	RENTAL EQUIPMENT	200.00
SARAH GUERRA	DIRECTOR'S FEE	127.63
SERENA COATES	WELLNESS PROGRAM REIMBURSEMENT	40.00
SILVAS OIL CO. INC.	FUEL	2,274.15
SUNSET COMMUNICATIONS	COMMUNICATIONS	60.00
SW CONSTRUCTION INC.	D4 LIFT STATION IMPROVEMENT PROJECT	253,095.26
SYNCB/AMAZON	INFORMATION SYSTEMS EXPENSE	189.60
THE GAS CO	GAS UTILITIES	131.58
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	321.20
VIDEO INSPECTION SPECIALISTS	EQUIPMENT MAINTENANCE	1,180.00
<b>MAS 200 Total Checks</b>		<b>\$744,706.00</b>

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

Cash Account Description	End of Month Cash Balance as of June 30, 2020	End of Month Cash Balance 5/31/2021
Cash in Treasury: Operations & Maintenance	\$ 4,048,898.43	\$ 5,526,506.40
Cash in Bank: Operations & Maintenance	\$ 31,680.36	\$ 83,553.64
Cash in Bank: Payroll	\$ 202.55	\$ 202.83
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,081,481.34	\$ 5,610,962.87
Cash in County Treasury:Expansion	\$ 3,712,400.22	\$ 3,388,023.27
Cash in County Treasury: R&R	\$ 4,369,877.16	\$ 1,939,311.16
Cash in County Treasury:Selma	\$ 2,303,566.35	\$ 2,059,082.15
Cash in County Treasury:Kingsburg	\$ 2,833,908.08	\$ 2,962,820.31
Cash in County Treasury:Fowler	\$ 1,827,390.75	\$ 1,596,265.55
Total Cash Balance	\$ 19,128,623.90	\$ 17,556,465.31

## MEMORANDUM

(June 10, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Memo Prepared: May 25, 2021  
Staff Report Prepared by Scott Aguiar, Chief Plant Operator

Agenda Item: 4-D  
Action: Motion

SUBJECT: The Board will Consider approving Scott Aguiar's and Veronica Cazares out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

### DIRECTORS' SUMMARY

The Board will Consider approving Scott Aguiar's and Veronica Cazares out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

The total estimated expenses for both registration, airfare, meals and accommodation is \$1,876.00.

### STAFF RECOMMENDATION

General Manager Muñoz recommends that the Board approve Scott Aguiar's and Veronica Cazares out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

### ACTION

Motion to approve Scott Aguiar's and Veronica Cazares out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

### BACKGROUND

As per District's Personnel Rules and Regulations all training, and travel costs shall be approved by the General Manager, except out-of-state travel which must be approved by the Board of Directors.

On May 14, 2021 Scott Aguiar and Veronica Cazares requested to attend the Annual Tri-State Seminar. The Seminar is Sponsor by **AZ Water Association, California Water Environment Association** and the **Nevada Water Environment Association**. The seminar will be held at South Point Hotel & Casino and the training dates are August 9-12, 2021.

Since 1985, Tri-State Seminar LLC (TSS) has been providing affordable, high quality education to water and wastewater operators from the Western United States through this annual three-day seminar designed to provide professional development, continuing education, and technology transfer to support the vision and missions of three partner organizations: **AZ Water Association, California Water Environment Association** and the **Nevada Water Environment Association**.

**MEMORANDUM**

(June 13, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Prepared: May 27, 2021  
Staff Report Prepared by Ben Muñoz, Jr., General Manager

Agenda Item: 5-A  
Action: Resolution No. 2021-06

SUBJECT: Resolution No. 2021-06, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2021-2022

**DIRECTORS' SUMMARY**

Resolution No. 2021-06 needs to be adopted and filed with the County of Fresno in order to approve the list of parcels and the assessments to be collected on the tax roll.

**STAFF RECOMMENDATION**

General Manager Muñoz recommends that the Board adopt Resolution No. 2021-06, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2021-22.

**ACTION**

Motion to adopt Resolution No. 2021-06, A Resolution Overruling Protests and Confirming Report on Sewer Service Charges and Delinquent Sewer Service Charges for Selma-Kingsburg-Fowler County Sanitation District for Fiscal Year 2021-22.

Attachment: Resolution No. 2021-06

Recording requested by and when recorded mail to:

General Manager  
Selma-Kingsburg-Fowler  
County Sanitation District  
P. O. Box 158  
Kingsburg, CA 93631

Space above this line is for the Recorder's use.

**RESOLUTION NO. 2021-06**

A RESOLUTION OVERRULING PROTESTS AND CONFIRMING  
REPORT ON SEWER SERVICE CHARGES AND DELINQUENT  
SEWER SERVICE CHARGES FOR SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT FOR FISCAL YEAR 2021-2022

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT

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

WHEREAS, on July 11, 2019, the Board of Directors adopted Ordinance No. 2019-02, An Ordinance of the Board of Directors of Selma-Kingsburg-Fowler County Sanitation District Electing to Collect Sewer Service Charges and Delinquencies on the Tax Roll; and

WHEREAS, Ordinance No. 2019-02 also directed the preparation and filing of a Written Report containing a description of each parcel of real property receiving services and utilizing facilities from the District and containing the amount of service charge for each such parcel to be collected on the Tax Roll for each Fiscal Year; and

WHEREAS, said Written Report was prepared and filed with the Secretary of the District on July 11, 2019 and

WHEREAS, notice was given of the date and time of the hearing in the manner provided by law as it appears by the affidavits of publication on file with the Secretary of said District; and

WHEREAS, said matter came on regularly for hearing on July 11, 2019; and

WHEREAS, all written protests and other written communications were publicly read at said meeting and all persons desiring to be heard were duly heard.

NOW, THEREFORE, IT IS FOUND, DETERMINED AND ORDERED, AS FOLLOWS:

1. That the objections to and protests against said report were not made by the owners of a majority of the separate parcels of property described in the Written Report against which charges for services and facilities provided by the District were specified.
2. That all objections to and protests against said report have been heard by this Board and that said objections and protests by, and each of them is hereby, overruled.
3. That said Written Report be, and it is hereby, adopted in full without revision, change, reduction or modification of any charge specified therein, and that said charges shall be collected on the Tax Roll of the County of Fresno, in the manner provided by law.
4. That the Secretary of this District be, and he is hereby, directed to file with the County Auditor of the County of Fresno, in a timely manner as set by the County of Fresno, a copy of said report, upon which shall be endorsed over his signature a statement that the report has been finally adopted by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District.
5. The County Auditor of Fresno County shall, upon receipt of said report, enter the amounts of the charges against the respective lots of parcels as they appear on the assessment roll for the fiscal year 2021-2022.

\*\*\*\*\*



The foregoing Resolution No. 2021-06 was introduced by Director \_\_\_\_\_, who moved its adoption, seconded by Director \_\_\_\_\_, and adopted on roll call on the 10th day of June 2021 by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

WHEREUPON, the Chairwoman declared the foregoing Resolution No. 2021-06 adopted and SO ORDERED.

\_\_\_\_\_  
Ben Muñoz, Jr.,  
Secretary of the Board of Directors  
SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT

**MEMORANDUM**

(June 10, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Memo Prepared: May 27, 2021  
Staff Report Prepared by Ben Muñoz, Jr., General Manager/ Secretary

Agenda Item: 7-A  
Action: Motion

SUBJECT: Annual Budget Transfer to Refurbishment & Replacement Account

**DIRECTORS' SUMMARY**

Annually, the Board needs to take action to authorize the accounting transfer of money from the Operations & Maintenance (O&M) account to the Refurbishment & Replacement (R&R) account which was \$2,056,652; and the District Expansion account to the Refurbishment & Replacement (R&R) account which was \$119,194. On December 10, 2020, the Board approved a semi-annual O&M and R&R transfer which was required to maintain appropriate cash flow. Staff is recommending that an annual budget transfer of \$1,028,326 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$59,597 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2020-21.

The transfers were recommended by Raftelis Financial Consultants, Inc. in the District's 2017 Sewer Rate Study and were approved in the FY 2020-21 Budget to provide funding for treatment plant refurbishment & replacement projects.

**STAFF RECOMMENDATION**

General Manager Muñoz recommends that the Board direct Staff to do an annual budget transfer of \$1,028,326 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$59,597 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2020-21.

**ACTION**

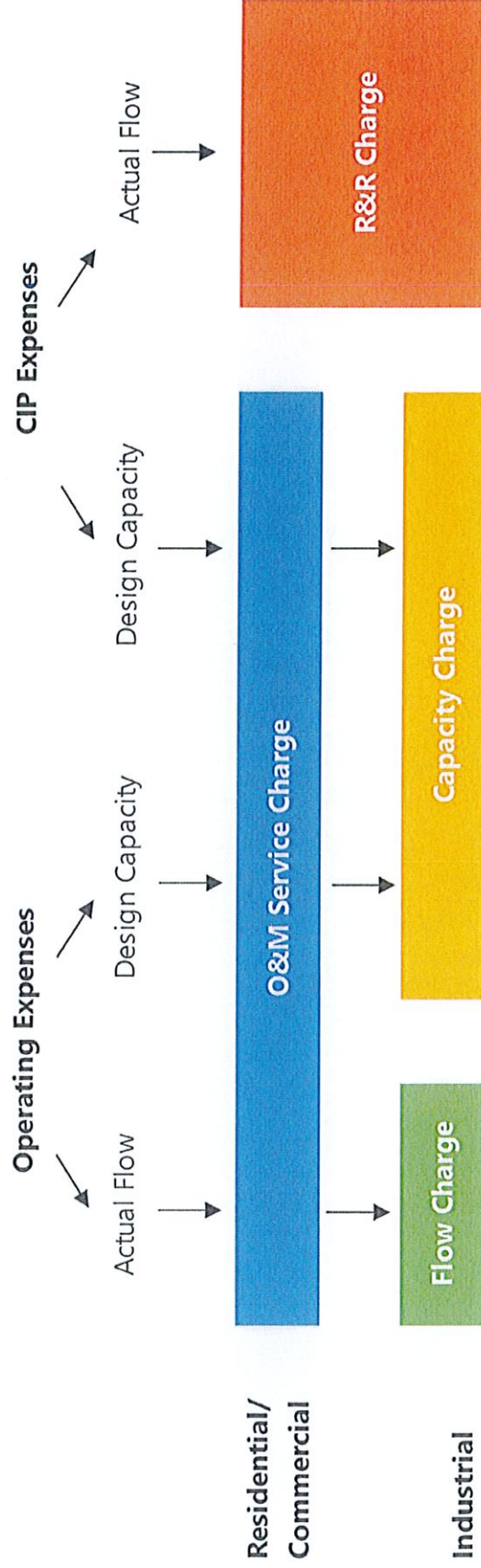
Motion to direct Staff to do an annual budget transfer of \$1,028,326 from the Operation & Maintenance account to the Refurbishment & Replacement account and transfer \$59,597 from the District Expansion account to the Refurbishment & Replacement account for Fiscal Year 2020-21.

**BACKGROUND**

Attachment: S-K-F CSD Annual R&R Transfer Diagram

# RATE STRUCTURE

Proposed rates follow the current rate structure



**MEMORANDUM**

(June 10, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Staff Report Prepared by Veronica Cazares, District Engineer  
Date Prepared: May 28, 2021  
**SUBJECT:** Adams Avenue Project Contract Change Order No. 1 and Notice of Completion

Agenda Item: 7-B  
Action: Motion

**DIRECTORS' SUMMARY**

The Board awarded the Adams Avenue Project at the December 10, 2020 Board meeting in the amount of \$447,078.00.00 to Emmet's Excavation, Inc.

Contract Change Order 1 is in a deductive amount of \$45,273.40. The change order includes amending the completion date from April 1, 2021 to May 7, 2021 (adding 36 calendar days); additive and deductive amounts (balancing); and extra work for the following:

	Bid Quantity	Actual	Additive/Deductive Amount
Mainline Existing Sewer Pipeline Abandonment	767	1,315	\$10,960.00
Trench Resurfacing	1,488	1,386	(\$5,191.80)
Install 4-Inch Sewer Service	5	10	\$19,750.00
Reconnect 4-Inch Sewer Service	12	1	(\$43,450.00)
Reconnect 6-Inch Sewer Service	4	3	(\$4,100.00)
Install 8-Inch SDR-26 PVC Sewer Pipe	1,145	939	(\$18,933.60)
Install End of Line Cleanout	3	5	\$3,800.00
Install Service Lateral Cleanout & Box	21	10	(\$15,400.00)
Aggregate base not placed			(\$7,500)
Additional potholing for unmarked utilities			\$8,035.44
Bypass and install of 12x6 wye			\$4,139.17
Standby Time			911.45
Import of suitable soil			\$1,705.94
<b>Total</b>			<b>(\$45,273.40)</b>

Staff recommends that the Board approve Contract Change Order No. 1 in a deductive amount of \$45,273.40, for a total construction project cost of \$401,804.60, accept the project as complete, and authorize the filing of the Notice of Completion,

The Board approved Peters Engineering for design services of this project in an amount of \$32,084.00. The District added construction staking to their services which was an additional cost of \$10,000 for a total of \$42,084.00. Staff will bring an amendment to the Board requesting approval of the cost adjustment for design services at the July Board meeting.

The Adams Avenue Project is complete as per plans and specifications. General Manager Muñoz and staff recommend acceptance.

**STAFF RECOMMENDATION**

General Manager Muñoz recommends that the Board approve Contract Change Order No. 1 for a deductive amount of \$45,273.40 for a total construction cost of \$401,804.60, accept the project as complete; and authorize the filing of the Notice of Completion.

**ACTION**

Motion to approve Contract Change Order No. 1 for a deductive amount of \$45,273.40 for a total construction cost of \$401,804.60; accept the project as complete; and authorize the filing of the Notice of Completion.

**BACKGROUND**

The Adams Avenue Sewer Improvement Project will replace approximately 1,300 linear feet of deficient sewer main located in Adams Avenue from N. 4<sup>th</sup> Street and Armstrong Avenue. This is a joint City of Fowler street improvement and SKF sewer project. The District is coordinating with the City of Fowler to conduct the necessary bidding process and complete sewer improvements prior to the City’s planned paving project. Scheduling is consistent with the City of Fowler street paving project.

The Adams Avenue Sewer Improvement Project is not included in the current Capital Improvement Program (CIP) and the approved Budget. At the time that the FY 2020-21 CIP and Budget were being drafted and slated for approval, this project was still in the planning stage and it was unknown what the schedule of the project would be. As a result, it was excluded from the CIP and Budget. This will affect only the Fowler Collection Systems Capital R&R fund by the cost of the project

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

The project is complete per plans and specifications. The final project costs are as follows:

<b>Construction Contract</b>	
Construction Original Contract	\$447,078.00
Construction Contract Change Order No. 1	(\$45,273.40)
Sub-Total	\$401,804.60
Design	\$42,084.00
Compaction testing	\$5,155.00
<b>Total Project Costs</b>	<b>\$449,043.60</b>

**MEMORANDUM**

(June 10, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Staff Report Prepared by Veronica Cazares, District Engineer  
Date Prepared: May 28, 2021

Agenda Item: 7-C  
Action: Motion

**SUBJECT:** Sewer Improvement Logan/McCall and Floral/Chestnut Contract Change Order No. 1 and Notice of Completion

**DIRECTORS' SUMMARY**

The Board awarded the Sewer Improvement project Logan/McCall and Floral/Chestnut at the March 11, 2021 Board meeting in the amount of \$322,555.00 to Bill Nelson General Engineering Construction, Inc. Fresno, Ca.

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

Staff recommends that the Board approve Contract Change Order No. 1 in the amount of \$10,200.99, for a total construction project cost of \$332,755.99, accept the project as complete, and authorize the filing of the Notice of Completion

The Sewer Improvement Logan/McCall and Floral/Chestnut is complete as per plans and specifications. General Manager Muñoz and staff recommend acceptance.

**STAFF RECOMMENDATION**

General Manager Muñoz recommends that the Board approve Contract Change Order No. 1 for an amount of \$10,200.99 for a total construction cost of \$322,755.99, accept the project as complete; and authorize the filing of the Notice of Completion.

**ACTION**

Motion to approve Contract Change Order No. 1 in the amount of \$10,200.99 for a total construction cost of \$332,755.99; accept the project as complete; and authorize the filing of the Notice of Completion.

**BACKGROUND**

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

The Sewer Improvement: Logan/McCall and Floral/Chestnut Project is not included in the current Capital Improvement Program (CIP) and the approved Budget. The project is in the 10-year CIP however, it is

programmed in FY 21-22. This will affect only the Selma Collection Systems Capital R&R fund by the cost of the project.

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

The project is complete per plans and specifications. The final project costs are as follows:

<b>Construction Contract</b>	
Construction Original Contract	\$322,555.00
Construction Contract Change Order No. 1	\$10,200.99
Sub-Total	\$332,755.99
Design	\$38,038.00
<b>Total Project Costs</b>	<b>\$370,793.99</b>

**MEMORANDUM**

(June 10, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Memo Prepared: May 27, 2021  
Staff Report Prepared by Tricia Miller, Administrative Services/HR Manager

Agenda Item: 7-D  
Action: Motion

SUBJECT: The Board will consider adopting Resolution 2021-07, A Resolution of the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation Writing Off Uncollectible Accounts Receivable Accounts.

**DIRECTORS' SUMMARY**

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

**STAFF RECOMMENDATION**

General Manager Muñoz recommends that the Board adopt Resolution 2021-07, Writing Off Uncollectible Accounts Receivable Accounts.

**ACTION**

Motion to adopt Resolution 2021-07, Writing Off Uncollectible Accounts Receivable Accounts.

**BACKGROUND**

The following Septic Hauler accounts receivable are from 2018-2019. The District has deemed these accounts uncollectible.

One Sanitation	\$174.18
Zamora Sanitation Service	\$515.65
<b>Total</b>	<b>\$689.83</b>

Staff recommends that the District write off these uncollectible Accounts Receivable accounts.

Attachment: Resolution No. 2021-07



**RESOLUTION NO. 2021-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT WRITING OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE ACCOUNTS**

WHEREAS, the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District (“District”) is the governing body of the District; and

WHEREAS, the District has diligently pursued the collection of outstanding accounts receivable from septic haulers; and

WHEREAS, the District has determined that these funds are uncollectible; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Selma-Kingsburg-Fowler County Sanitation District that the following septic hauler accounts receivable be written off:

One Sanitation	\$174.18
Zamora Sanitation Service	\$515.65
<b>Total</b>	<b>\$689.83</b>

**CERTIFICATION**

The foregoing Resolution No. 2021-07 was introduced by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and adopted on roll call on June 10, 2021 by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENCES: \_\_\_\_\_

WHEREUPON, the Chairman declared the foregoing Resolution No. 2021-07 adopted.

\_\_\_\_\_  
Ben Muñoz, Jr.,  
Secretary of the Board  
SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT