

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**APRIL 9, 2026**

**4:00 P.M.**

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

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

DIRECTORS

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

STAFF and CONSULTANTS

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

**2. APPROVAL OF AGENDA**

Additions, deletions, substitutions, and adoption of agenda

**3. PUBLIC FORUM**

At this time, any member of the public may address the Board regarding any item not on the agenda over which the Board has jurisdiction. No action or discussion will be taken on any item not on the agenda, except to briefly respond to statements or questions by the public. Members of the public shall limit their remarks to three minutes.

**4. CONSENT CALENDAR**

Items placed on the consent calendar are routine in nature. They may be approved by one motion, second, and majority vote. Any Board member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Minutes of Regular Board Meeting, March 12, 2026. *(p.1)*
- B. Warrant List Reports of March 11, 2026 and March 25, 2026. *(p.5)*
- C. Cash Activity Report of March 31, 2026. *(p.6)*
- D. Chief Plant Operator Craig Perry's out-of-State training request for the Tri-State Seminar in Las Vegas, NV. *(p.9)*
- E. Assistant Collections Supervisor Richard Westerling's out-of-state training request for the Tri-State Seminar in Las Vegas, NV. *(p.10)*

## **5. PUBLIC HEARINGS**

- A. Subject: Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3 (p.11)

Recommendation: Conduct Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts and Provide Direction to Staff.

## **6. NEW BUSINESS**

- A. Subject: SKFCSD Actuarial Study of Retiree Health Liabilities with a measurement date of June 30, 2025. (p.14)

Recommendation: That the Board receive the Actuarial Study and direct staff to continue to receive disbursements from California Employers' Retiree Benefit Trust (CERBT).

- B. Subject: First Presentation of The Draft Capital Improvement Program for FY 2026-27. (p.15)

Recommendation: That the Board review the First Presentation of The Draft Capital Improvement Program for FY 2026-27 and Provide Direction to Staff.

- C. Subject: First Presentation of the Draft FY 2026-27 Budget. (p.16)

Recommendation: That the Board review the Draft Budget for FY 2026-27 and Provide Direction to Staff.

- D. Subject: Amendment No. 2 to the At-Will Employment Agreement with Veronica C. Cazares. (p.17)

Recommendation: Recommendation: That the Board consider and determine whether to approve Amendment No. 2 to the General Manager At-Will Employment Agreement with Veronica C. Cazares

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

## **8. GENERAL MANAGER REPORTS**

- A. Valley ROP-MOU in May 2026  
B. PAC Meeting April 16, 2026 at 10:00am

## **9. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday May 14, 2026, at 4:00 p.m.

Next Ordinance: 2025-01

Next Resolution: 2026-16

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

**MINUTES OF THE BOARD MEETING OF DIRECTORS**

**MARCH 12, 2026**

**CALL TO ORDER AND ROLL CALL**

The Board Meeting of the Selma-Kingsburg-Fowler County Sanitation District was called to order at 4:00 pm. by Chairman Mendes

**DIRECTORS**

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

**STAFF AND CONSULTANTS**

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

**APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the Board meeting of March 12, 2026 was made by Director Avalos, seconded by Director Gill and approved by the following vote:

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

NO:

ABSENT: Director Magsig

ABSTAIN:

**CONSENT CALENDAR**

Items placed on the consent calendar are routine in nature. They may be approved by one motion, second, and majority vote. Any Board member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Minutes of February 12, 2026 Board Meeting *(p.1)*
- B. Draft Minutes of February 25, 2026 PAC Meeting *(p.6)*
- C. Warrant List Reports of February 11, 2026 and February 25, 2026. *(p.9)*
- D. Cash Activity Report of February 28, 2026. *(p.13)*

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

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

NO:  
ABSENT: Director Magsig  
ABSTAIN:

**NEW BUSINESS**

A. Subject: Declaring certain assets as surplus and ordering their disposition (*p.15*)

Recommendation: That the Board adopt Resolution No. 2026-13, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District declaring Certain Gross Polluting Vehicles as surplus and ordering their disposition.

Four district vehicles at present fall under the criteria of one of the following: unable to pass smog check, over 10 years old, or over 100,000 miles. The district wishes to surplus these vehicles.

There being no comment from the public, a motion to adopt Resolution No. 2026-13, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District declaring Certain Gross Polluting Vehicles as surplus and ordering their disposition was made by Director Avalos, and seconded by Director Gill and approved by the following vote:

AYE: Directors Avalos, North, Vice Chairwoman Gill, Chairman Mendes  
NO:  
ABSENT: Director Magsig  
ABSTAIN:

B. Subject: Deletion of District Engineer Position and One Utility Worker position, addition of Supervising Engineer and Administrative Analyst positions, and their job descriptions, and updating of District Salary Schedule. (*p.19*)

Recommendation: That the Board adopt Resolution No. 2026-14 approving the deletion of one Utility Worker position and the District Engineer Position, adding Supervising Engineer and Administrative Analyst Positions, Approving Job Descriptions for the positions and Updating of District Salary Schedule.

The District Engineer position has remained vacant for an extended period, despite multiple recruitment efforts. This reclassification allows the District to secure technical engineering capacity at a sustainable cost while maintaining operational and regulatory compliance.

Due to increasing administrative and compliance demands, the position of Administrative Analyst would provide sufficient capacity to manage fiscal obligations effectively.

There being no comment from the public, a motion to adopt Resolution No. 2026-14 approving the deletion of one Utility Worker position and the District Engineer Position, adding Supervising Engineer and Administrative Analyst Positions, Approving Job Descriptions for the positions and Updating of District Salary Schedule was made by Director Gill and seconded by Director Avalos and approved by the following vote:

AYE: Directors Avalos, North, Vice Chairwoman Gill, Chairman Mendes  
NO:  
ABSENT: Director Magsig  
ABSTAIN:

C. Subject: Updating of Position Authorization Resolution (*p.33*)

Recommendation: That the Board adopt Resolution No. 2026-15, Resolution approving updated Position Authorization Resolution and rescinding prior such resolutions.

Upon adoption of Resolution No. 2026-14 (Item B), it is necessary to update the Position Authorization Resolution to reflect the revised staffing structure.

There being no comment from the public, a motion to adopt Resolution No. 2026-15, A Resolution approving updated Position Authorization Resolution and rescinding prior such resolutions was made by Director Avalos and seconded by Director North and approved by the following vote:

AYE: Directors Avalos, North, Vice Chairwoman Gill, Chairman Mendes  
NO:  
ABSENT: Director Magsig  
ABSTAIN:

**CLOSED SESSION**

A. Conference with Labor Negotiators pursuant to Government Code Section 54957.6  
Title: Unrepresented Employee: General Manager

Closed Session began at 4:10pm

**RECONVIENNE OPEN SESSION**

Open Session began at 4:24 pm

General Counsel Montoy reported out that Directors Avalos, North, Gill and Mendes were in attendance. Director Magsig was absent. The Board gave direction to prepare a contract to be considered in open session, which would be an Amendment to the employment agreement of the General Manager. The Board also gave direction that a review be done concerning the potential creation of a 401 A or including adding employer contributions to the current 457 Plan.

**BOARD MEMBER COMMUNICATION/AGENDA ITEMS**

**GENERAL MANAGER REPORTS**

Form 700's due April 1, 2026 with Netfile

Chamber Mixer was on Wednesday, March 11, 2026 at 5pm at the District.  
Chairman's Barbeque Wednesday, March 25, 2026 at 11:30 am at the District.

SKF is the recipient of the CWEA Community Outreach and Engagement Award at the State Level. The District will be honored at an awards ceremony during the CWEA Annual Conference in April.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned on a motion made by Director Avalos and seconded by Director Gill at 4:27 p.m.

Respectfully submitted,

Approved,

\_\_\_\_\_  
Veronica Cazares, General Manager

\_\_\_\_\_  
Buddy Mendes, Chaiman of  
the Board

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

**March 11, 2026**

**WARRANT LIST**

ACCOUNTING SYSTEMS INC.	PROF.SERVICES - ACCCOUNTING	375.00
ALERT O LITE, INC.	SMALL TOOLS & EQUIPMENT, SAFETY SUPPLY	160.22
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	661.39
AMERICAN EXPRESS	TRAVEL & TRAINING, LANDSCAPE MAINTENANCE,	4,591.56
ANDERSON & BALLOU INC.	COLLECTIONS REPAIRS & MAINTENANCE	15,400.00
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	319.29
BADGER METER INC.	EQUIPMENT REPAIRS & MAINTENANCE	3,318.81
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	143.40
BSK ASSOCIATES	EXTERNAL LAB SERVICES	1,568.22
CALIFORNIA WATER SERVICE	WATER UTILITIES	21.28
CALPERS	HEALTH INSURANCE MARCH	48,282.57
CALPERS	RETIREMENT	55,321.42
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	184.40
CINTAS CORPORATION NO.2	RENT & LEASE EQUIPMENT	284.42
CWEA CSJ SECTION	TRAVEL & TRAINING	160.00
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	319.29
DKF SOLUTIONS GROUP, LLC	PROF.SERVICES - MED & SAFETY	470.00
DOPUDJA & WELLS CONSULTING INC.	PROF.SERVICES - ENGR & TECH	6,420.00
ELECTRIC MOTOR SHOP, INC.	EQUIPMENT REPAIRS & MAINTENANCE	10.30
FEDERAL EXPRESS	OVERNIGHT DELIVERY	10.91
FRESNO OXYGEN/BARNES WELDING	EQUIPMENT REPAIRS & MAINTENANCE	32.40
GARY HELM	RETIREE HEALTH REIMBURSEMENT	319.29
GISELA ROSALES	AUTO MAINTENANCE	25.00
GOLDEN STATE MECHANICAL	EQUIPMENT REPAIRS & MAINTENANCE	1,054.62
HD SUPPLY INC	EQUIPMENT REPAIRS & MAINTENANCE	184.68
HERWIT ENGINEERING	EFFLUENT DISPOSAL LINE R&R	8,810.00
HOME DEPOT CREDIT SERVICES	SMALL TOOLS & EQUIPMENT	99.96
JT2 TODD CO	SELMA REPAIRS: MCCALL/WRIGHT&STILLMAN/TUL	50,250.00
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	319.29
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	319.29
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	319.29
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	405.87
KINGSBURG, CITY OF	WATER UTILITIES	240.69
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	319.29
MID VALLEY DISPOSAL	WASTE UTILITIES	418.97
MORGAN BROTHERS INC	PEST CONTROL	155.00
NAPA AUTO PARTS	AUTO MAINTENANCE	285.32
NELSON'S ACE HARDWARE	EQUIPMENT REPAIRS & MAINTENANCE	37.66
PRECISION CIVIL ENGINEERING INC.	PROF.SERVICES - ENGR & TECH	12,367.50
RAYMOND MIKE ALANIZ	CERTIFICATION FEE REIMBURSEMENT	399.25
REXEL USA INC.	EQUIPMENT REPAIRS & MAINTENANCE	442.54
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	319.29
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	319.29
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	319.29
SCOUT SPECIALTIES INC.	EQUIPMENT REPAIRS & MAINTENANCE	96.37
SILVAS OIL CO. INC.	FUEL	3,311.96
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	423.35
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	194.83
TELSTAR INSTRUMENTS, INC.	EQUIPMENT REPAIRS & MAINTENANCE	5,326.00
T-MOBILE USA INC.	COMMUNICATIONS	1,177.07
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	801.16
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,509.56
UNWIRED BROADBAND, INC.	COMMUNICATIONS	814.98
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,154.01

**MAS 200 Total Checks**

**\$230,595.55**

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

**March 25, 2026**

**WARRANT LIST**

AMARJEET GILL	DIRECTOR'S FEE	127.63
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, INFORMATION SYSTEMS, SAFETY SUPPLIES	107.56
AT&T MOBILITY	COMMUNICATIONS	102.00
AT&T/CALNET 3	COMMUNICATIONS	70.08
BEST WEIGH SCALE COMPANY INC.	LABORATORY SUPPLIES	300.91
BSK ASSOCIATES	EXTERNAL LAB SERVICES	993.24
CALIFORNIA CAD SOLUTIONS INC	PROF.SERVICES - ENGR & TECH	3,062.50
CALIFORNIA WATER SERVICE	WATER UTILITIES	53.20
CALPERS HEALTH	HEALTH INSURANCE APRIL	45,808.10
CWEA	MEMBERSHIPS	502.00
CWEA CSJ SECTION	TRAVEL & TRAINING	40.00
ERNEST C MENDES	DIRECTOR'S FEE	127.63
FAHRNEY BUICK GMC	AUTO MAINTENANCE	1,354.53
FISHER SCIENTIFIC	LABORATORY SUPPLIES	484.04
GOLDEN STATE MECHANICAL	EQUIPMENT REPAIRS & MAINTENANCE	794.11
HOME DEPOT CREDIT SERVICES	EQUIPMENT MAINTENANCE, BLDG & GROUNDS	255.53
INTER. UNION OF OPER. ENG. #39	UNION DUES	645.70
JIMMIE AVALOS	DIRECTOR'S FEE	127.63
KAMEYA AKEMI COLEMAN	WELLNESS PROGRAM REIMBURSEMENT	40.00
KINGS INDUSTRIAL OCC. MED. CTR, INC.	PROF.SERVICES - MED & SAFETY	100.00
KINGSBURG, CITY OF	OUTREACH PHARMA KIOSK	184.88
LAURA NORTH	DIRECTOR'S FEE	127.63
MID VALLEY DISPOSAL	WASTE UTILITIES	150.00
MKN	SELMA REPAIRS: MCCALL/WRIGHT&STILLMAN /TUL/MERCED	2,746.25
MONTOY LAW CORPORATION	PROFESSIONAL LEGAL SERVICES	2,123.00
NAPA AUTO PARTS	AUTO MAINTENANCE	284.66
NELSON'S ACE HARDWARE	EQUIPMENT REPAIRS & MAINTENANCE, BLDG & GROUNDS MAINTENANCE	263.04
NORTH AMERICAN BENEFITS CO	LIFE INSURANCE	383.82
NWESTCO LLC	EQUIPMENT MAINTENANCE	1,240.03
O'REILLY AUTO PARTS	EQUIPMENT MAINTENANCE	238.96
PG&E	ELECTRIC UTILITIES	12,531.13
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	15.95
PROCLEAN SUPPLY	MAINT - BLDG & GROUNDS, OFFICE SUPPLIES	5,666.13
PROFESSIONAL COMMUNICATIONS NETWORK	COMMUNICATIONS	60.00
QUADIENT FINANCE USA, INC.	POSTAGE	500.00
QUADIENT LEASING USA, INC.	POSTAGE MACHINE LEASE	743.11
QUINN RENTAL SERVICES	RENT & LEASE EQUIPMENT	6,048.36
RAYMOND MIKE ALANIZ	TRAVEL & TRAINING	148.87
RICHARD WESTERLING	CERTIFICATION FEE REIMBURSEMENT	233.00
SCOUT SPECIALTIES INC.	EQUIPMENT MAINTENANCE	303.07
SILVAS OIL CO. INC.	FUEL	3,327.51
THE GAS CO	GAS UTILITIES	740.71
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	886.88
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,835.52
VALLEY SECURITY ALARM	ALARM SERVICE	798.00
VESTIS	UNIFORMS, MATS, MOPS, TOWELS	1,158.31
<b>MAS 200 Total Checks</b>		<b>\$97,835.21</b>

SKF COUNTY SANITATION DISTRICT  
 CASH ACTIVITY REPORT  
 Month: MARCH  
 Fiscal Year: 2025-26

Cash Account Description	End of Month Cash Balance June 30, 2025	End of Month Cash Balance March 31, 2026
*** Cash in Treasury: Operations & Maintenance	\$ 6,545,183.41	\$ 6,207,679.01
Cash in Bank: Operations & Maintenance	\$ 26,443.55	\$ 112,034.53
Cash in Bank: Payroll	\$ 120,095.25	\$ 123,401.44
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 6,692,422.21	\$ 6,443,814.98
*** Cash in County Treasury:Expansion	\$ 7,043,800.09	\$ 7,552,238.83
*** Cash in County Treasury: R&R	\$ 9,990,670.15	\$ 9,784,642.76
*** Cash in County Treasury:Selma	\$ 1,621,733.37	\$ 1,158,567.78
*** Cash in County Treasury: Selma SWRCB Reserve	\$ 279,019.26	\$ 282,897.33
Total Selma	\$ 1,900,752.63	\$ 1,441,465.11
*** Cash in County Treasury:Kingsburg	\$ 3,568,662.77	\$ 3,117,289.92
*** Cash in County Treasury:Fowler	\$ 2,106,767.76	\$ 1,722,041.17
<b>Total Cash Balance</b>	<b>\$ 31,303,075.61</b>	<b>\$ 30,061,492.77</b>

\*\*\* PENDING COUNTY REPORTS @ 3/31/2026

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT  
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY  
FOR THE MONTH ENDED MARCH 31, 2026

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	3/11/2026	\$	230,595.55
WARRANT LIST ENDING	3/25/2026	\$	97,835.21
			\$ 328,430.76

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	3/8/2026	\$	105,063.56
EMPLOYER CONTRIBUTIONS (PERS)	3/8/2026	\$	10,526.87
EMPLOYER TAXES	3/8/2026	\$	1,369.16
HEALTH INSURANCE	3/8/2026	\$	17,739.96
			\$ 134,699.55

TOTAL SALARIES PERIOD ENDING:

SALARIES	3/22/2026	\$	102,257.44
EMPLOYER CONTRIBUTIONS (PERS)	3/22/2026	\$	10,160.92
EMPLOYER TAXES	3/22/2026	\$	1,324.72
HEALTH INSURANCE	3/22/2026	\$	17,739.96
			\$ 131,483.04

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES		\$	266,182.58
			\$ 266,182.58

		\$	594,613.34
			\$ 594,613.34

## MEMORANDUM

(April 9, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 30, 2026

Agenda Item: 4-D  
Action: Motion

### **SUBJECT**

Chief Plant Operator Craig Perry's out-of-state training request for the Tri-State Seminar in Las Vegas, NV.

### **RECOMMENDATION**

That the Board approve Craig Perry's out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

### **EXECUTIVE SUMMARY**

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.

Craig Perry has requested to attend the Annual Tri-State Seminar. The Seminar is sponsored 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 2-7, 2026. The total estimated expenses for registration, mileage, meals and accommodation are \$1,473.00

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 Nevada Water Environment Association.

## **MEMORANDUM**

(April 9, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 30, 2026

Agenda Item: 4-E  
Action: Motion

### **SUBJECT**

Assistant Collections Supervisor Richard Westerling's out-of-state training request for the Tri-State Seminar in Las Vegas, NV.

### **RECOMMENDATION**

That the Board approve Richard Westerling's out-of-State training request for the Tri-State Seminar in Las Vegas, NV.

### **EXECUTIVE SUMMARY**

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.

Richard Westerling has requested to attend the Annual Tri-State Seminar. The Seminar is sponsored 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 2-7, 2026. The total estimated expenses for registration, mileage, meals and accommodation are \$1,473.00

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 Nevada Water Environment Association.

## MEMORANDUM

(April 9, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Prepared: March 4, 2026

Agenda Item: 5-A  
Action: Motion

### **SUBJECT**

Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3

### **RECOMMENDATION**

Conduct Public Hearing on Status of District's Personnel Vacancies, Recruitment, and Retention Efforts and Provide Direction to Staff.

### **EXECUTIVE SUMMARY**

This is the Public Hearing regarding the status of Personnel Vacancies, Recruitment, and Retention Efforts as Required by AB 2561 pursuant to Government Code Section 3502.3. See **Attachment A** attached hereto which summarizes the status for the period of January 2025 to December 2025.

### **BACKGROUND**

This is the second annual public hearing required under AB 2561 which went into effect on January 1, 2025. As noted above, Attachment A describes the vacancies per month and shows the number of vacancies at the end of calendar year 2025 as three.

The following provides a summary of the legal requirements under AB 2561 Public agencies are required to present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year.

1. Public Hearing: At least once each fiscal year, at a public hearing before the Board of Directors, the District shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the Board of Director's adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the Board of Director's adoption of the final budget for the District. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the District to make presentations during the public hearing concerning vacancies and recruitment and retention efforts. There is one (1) bargaining unit at the District. (Gov. Code § 3502.3(b).)

3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the District must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the Board of Directors as necessary.

**Attachment A:** 2025 Vacancy Summary Schedule

# 2025 Vacancy Information – General

Calendar Year 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
# of Vacancies Created	1	1	1	0	1	1	1	0	2	0	0	0
# of Vacancies Filled	0	0	1	0	2	0	1	1	1	1	0	0
# of Remaining Vacancies	3	4	4	4	3	4	4	3	4	3	3	3
# of Budgeted FTEs	32	32	32	32	32	32	33	33	33	33	33	33
% of Vacancies	9.4%	12.5%	12.5%	12.5%	9.4%	12.5%	12.1%	9.1%	12.1%	9.1%	9.1%	9.1%

\*

- Average % of Vacancies at the End of Each Month: 10.8%
- Highest % of Vacancies at the End of a Month: 12.5%
- Lowest % of Vacancies at the End of a Month: 9.1%

\* Vacancies as of 12/31/25  
 District Engineer  
 Utility Worker  
 Environmental Tech

Attachment A

**MEMORANDUM**  
(April 9, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
 From: Veronica Cazares, General Manager  
 Date Memo Prepared: March 20, 2026  
 Prepared by: Tricia Miller, Administrative Services/Human Resources Manager

Agenda Item: 6-A  
 Action: Motion

**SUBJECT:** SKFCSD Actuarial Study of Retiree Health Liabilities with a measurement date of June 30, 2025

**RECOMMENDATION:**

That the Board receive the Actuarial Study and direct staff to continue to receive disbursements from California Employers’ Retiree Benefit Trust (CERBT).

**EXECUTIVE SUMMARY:**

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.**

An OPEB Liability Actuarial Study performed with a measurement date of June 2025 was performed by Foster & Foster Actuaries and Consultants (Formerly Total Compensation Systems, Inc.). In this study it was reported that the District was 100% funded in meeting its Total OPEB Liability (TOL) with \$1,736,514 held in the CERBT fund through CalPERS and Fiduciary Net Position (FNP) being reported at \$1,859,112 resulting in a Net OPEB Liability (NOL) of (\$122,598).

Disbursements from the CERBT fund may only be used for reimbursements paid for OPEB expenses. It is recommended that the District continue OPEB expense reimbursements to be submitted to CalPERS for disbursement from the CERBT fund. This will ensure we get reimbursements while continuing to maintain fully funded status. We will continue to monitor and evaluate annually.

This report shows the NOL decreased from the previous year due to changes in assumptions.

The following table shows the reconciliation of the June 30, 2024 Net OPEB Liability (NOL) in the prior valuation to the June 30, 2025 NOL. A more detailed version of this table can be found on page 12.

	<i>TOL</i>	<i>FNP</i>	<i>NOL</i>
<b>Balance at June 30, 2024 Measurement Date</b>	<b>\$1,156,759</b>	<b>\$1,749,598</b>	<b>(\$592,839)</b>
Service Cost	\$22,370	\$0	\$22,370
Interest on TOL / Return on FNP	\$70,941	\$185,722	(\$114,781)
Employer Contributions	\$0	\$0	\$0
Benefit Payments	(\$75,660)	(\$75,660)	\$0
Administrative Expenses	\$0	(\$548)	\$548
Experience (Gains)/Losses	\$182,604	\$0	\$182,604
Changes in Assumptions	\$379,500	\$0	\$379,500
Other	\$0	\$0	\$0
Net Change	\$579,755	\$109,514	\$470,241
<b>Actual Balance at June 30, 2025 Measurement Date</b>	<b>\$1,736,514</b>	<b>\$1,859,112</b>	<b>(\$122,598)</b>

**MEMORANDUM**  
(April 9, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 26, 2026

Agenda Item: 6-B  
Action: Informational

**SUBJECT:**

First Presentation of The Draft Capital Improvement Program for FY 2026-27

**RECOMMENDATION:**

That the Board review the First Presentation of The Draft Capital Improvement Program for FY 2026-27 and Provide Direction to Staff.

**EXECUTIVE SUMMARY:**

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

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.**

District staff met with each Member City and a PAC meeting is scheduled for April 16, 2026.

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.

We note the proposed CIP has been built based on projections which include the sewer rate increases adopted in 2024.

**MEMORANDUM**  
(April 9, 2026, Board Meeting)

To: S-K-F Board of Directors  
From: Veronica Cazares, General Manager  
Date Memo Prepared: March 26, 2026

Agenda Item: 6-C  
Action: Informational

**SUBJECT:**

First Presentation of the Draft FY 2026-27 Budget

**RECOMMENDATION:**

That the Board review the Draft Budget for FY 2026-27 and Provide Direction to Staff.

**EXECUTIVE SUMMARY:**

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.**

District staff met with each Member City and a PAC meeting is scheduled for April 16, 2026.

The Proposed Budget includes the following:

1. The proposed budget has been built based on projections which include the Proposition 218 sewer service rate increases adopted in 2024. Therefore, it includes an increase in sewer rates. As noted in the Proposition 218 process in 2024, the increases are 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, which results in revenue decreases.
2. The proposed rates align and confirm the cost of service with the different customer classes of residential, commercial, and industrial.
3. The budget is a status quo budget.

**MEMORANDUM**  
(April 9, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Hilda Cantu Montoy, General Counsel  
Date Prepared: March 30, 2026

Agenda Item: 6-D  
Action: Motion

**SUBJECT**

Amendment No. 2 to At-Will Employment Agreement with Veronica C. Cazares.

**RECOMMENDATION**

That the Board consider and determine whether to approve Amendment No. 2 to the General Manager At-Will Employment Agreement with Veronica C. Cazares.

**EXECUTIVE SUMMARY**

The District and General Manager Cazares entered an At-Will Employment Agreement effective March 1, 2023. The Agreement was amended effective March 1, 2025. The parties wish to amend the Employment Agreement as set forth in the proposed Amendment No. 2 attached to this report and summarized below.

**BROWN ACT ANNOUNCEMENT:**

The Brown Act requires that prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive during the open meeting in which the final action is to be taken. See Government Code §54953 (c)(3) describing the process and Government Code §3511(d) defining local agency executive..

***Following Announcement is to be read by Board Chair or Other Designated Director –***

If approved, Employment Agreement No. 2 with Veronica C. Cazares for the position of General Manager amends the employment agreement as follows:

- Term of Contract: Extended by two years effective March 1, 2026.
- Compensation: Effective March 1, 2026, the compensation shall be \$183,872, and effective March 1, 2027, the compensation shall be \$191,227.
- Administrative Leave: Effective March 1, 2026, Administrative Leave is increased from 48 to 64 hours.

Attachment: Amendment No. 2

Memo 2026-15

**AMENDMENT NO. 2  
GENERAL MANAGER AT-WILL EMPLOYMENT AGREEMENT**

This Amendment No. 2 to General Manager At-Will Employment Agreement (“Amendment No. 2”) is made and entered by and between the Selma-Kingsburg-Fowler County Sanitation District (“District”) and Veronica C. Cazares (“Employee”).

**RECITALS**

WHEREAS, District and Employee entered an At-Will Employment Agreement (“Employment Agreement”) effective March 1, 2023; and

WHEREAS, District and Employee entered Amendment No. 1 to the Employment Agreement effective March 1, 2025; and

WHEREAS, District and Employee desire to continue the employment relationship and to make certain modifications to the Agreement.

**AGREEMENT**

NOW THEREFORE, in consideration of the foregoing recitals and the mutual promises and covenants herein contained, the parties agree as follows:

**Section 1.** Section 3 of the Employment Agreement “Term of Agreement” is amended by adding the following language:

Effective March 1, 2026, this Agreement is extended by two years.

**Section 2.** Subsection A of Section 8 of the Employment Agreement “Compensation and Benefits” is amended to read as follows:

A. Salary. Employee shall be paid an annual salary of \$183,872 effective March 1, 2026 and an annual salary of \$191,227 effective March 1, 2027. Payment shall be made pursuant to the District’s established payroll cycle. Partial months of service will be paid for on a pro-rata basis.

**Section 3.** Section 8 of the Employment Agreement “Compensation and Benefits” is amended by adding the following language to Subsection B (9) Administrative Leave to read as follows:

Effective March 1, 2026, Administrative Leave is increased to sixty four (64) hours.

**Section 4.** This Amendment No. 2 is effective March 1, 2026.

**Section 5.** Except as amended by this Amendment No. 2 to Agreement, all other terms in the Employment Agreement shall continue in full force and effect.

**IN WITNESS WHEREOF**, the parties have executed this Amendment No. 2 to Employment Agreement on the day and year written below.

**DISTRICT**

**EMPLOYEE**

\_\_\_\_\_  
Buddy Mendes, Chairman

\_\_\_\_\_  
Veronica C. Cazares

Date: \_\_\_\_\_

Date: \_\_\_\_\_