

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**MARCH 12, 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 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)*

## **5. 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.

- 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.

- 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.

## **6. CLOSED SESSION**

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

## **7. RECONVIENNE OPEN SESSION**

Provide closed session report as needed.

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

## **9. GENERAL MANAGER REPORTS**

- A. Form 700's due April 1, 2026 with Netfile  
B. Chamber Mixer Wednesday, March 11, 2026 at 5pm at the District.  
C. Chairman's Barbeque Wednesday, March 25, 2026 at 11:30 am at the District.

## **10. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, April 9, 2026, at 4:00 p.m.

Next Ordinance: 2026-01  
Next Resolution: 2026-16

**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)

**ADA COMPLIANCE AND REASONABLE ACCOMMODATIONS POLICY.** The District has adopted a Reasonable Accommodations Policy that provides a procedure for receiving and resolving requests for accommodation to participate in this meeting. If you need assistance in order to attend the Board of Directors meeting, or if you require auxiliary aids or services, e.g., hearing aids or signing services to make a presentation to the Board, the Board is happy to assist

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

**MINUTES OF THE BOARD MEETING OF DIRECTORS**

**FEBRUARY 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 (P)  
Laura North (P)  
Jim Avalos (A)  
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

**CEREMONIAL MATTERS**

A. Resolution No. 2026-05, A Resolution honoring Vince Palomar for three years of service on the Board of Directors for Selma-Kingsburg-Fowler County Sanitation District.

Director Palomar was honored for his time served on the SKF Board of Directors

There being no comment from the public, a motion to approve Resolution No. 2026-05, A Resolution honoring Vince Palomar for three years of service on the Board of Directors for the Selma-Kingsburg-Fowler County Sanitation District was made by Director Magsig, seconded by Director Gill, and approved by the following vote:

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

NO:

ABSENT: Director Avalos

ABSTAIN:

**BOARD REORGANIZATION**

A. Nominations and Election of Chairperson

There being no comments from the public or further nominations for chair, a motion to appoint Buddy Mendes as Chairman was made by Director Magsig seconded by Director Gill, and approved by the following vote:

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

NO:

ABSENT: Director Avalos

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 Amarjeet Gill as Vice-Chairwoman was made by Director Magsig, seconded by Director North, and approved by a unanimous voice vote:

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

NO:

ABSENT: Director Avalos

ABSTAIN:

**APPROVAL OF AGENDA**

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

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

NO:

ABSENT: Director Avalos

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 January 8, 2026 Special Board Meeting. *(p.2)*
- B. Minutes of January 8, 2026 Board Meeting *(p.3)*
- C. Warrant List Reports of January 14, 2026 and January 28, 2026. *(p.6)*
- D. Cash Activity Report of January 31, 2026. *(p.9)*
- E. Resolution No. 2026-06, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District for Recognition and Commendation to District Employees for earning the 2025 CWEA “Plant of the Year” Award. *(p.10)*
- F. Resolution No. 2026-07, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District for Recognition and Commendation to District Employees for earing the 2025 CWEA “Collection System of the Year” Award. *(p.12)*
- G. Resolution No. 2026-08, A Resolution of the Selma-Kingsburg-Fowler County Sanitation District for Recognition and Commendation to District Employee Jeff Ransom for earning the CWEA “Collection System Person of the Year” Award. *(p.13)*
- H. Resolution No. 2026-09 A Resolution of the Selma-Kingsburg-Fowler County Sanitation District for Recognition and Commendation to Richard Westerling for earing the CWEA “Supervisor of the Year” Award. *(p.14)*

- I. Resolution No. 2026-10 A Resolution of the Selma-Kingsburg-Fowler County Sanitation District for Recognition and Commendation to District Employees for Earning the 2025 CWEA “Community Engagement & Outreach Project of the Year” Award. (p.15)

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

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

NO:

ABSENT: Director Avalos

ABSTAIN:

**NEW BUSINESS**

- A. Subject: Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money. (p.16)

Recommendation: That the Board of Directors adopt Resolution No. 2026-11, 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.

This is a housekeeping item that is necessary when there is a change to the Board of Directors. There being no comment from the public, a motion to approve Authorizing Persons in Specified Positions to Act as District Signatories For Checks, Warrants, or Other Orders For the Payment of Money was made by Director Magsig and seconded by Director Gill and approved by the following vote:

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

NO:

ABSENT: Director Avalos

ABSTAIN:

- B. Subject: The Board of Directors consider A Resolution of The Selma-Kingsburg-Fowler County Sanitation District adopting a Legislative Advocacy Procedures and Advocacy Priorities Policy. (p.19)

Recommendation: That the Board of Directors Approve Resolution 2026-12, A Resolution of The Selma-Kingsburg-Fowler County Sanitation District Board of Directors Adopting A Legislative Advocacy Procedures and Advocacy Priorities Policy.

This is to guide Staff in considering legislative and or regulatory proposals that would have an impact on the District and give the General Manager the flexibility to adopt positions on

legislation in a timely manner. If an item arises that is not included in this policy, it would come back to the Board for approval.

There being no comment from the public, a motion to adopt Resolution No. 2026-12, A Resolution of The Selma-Kingsburg-Fowler County Sanitation District Board of Directors Adopting A Legislative Advocacy Procedures and Advocacy Priorities Policy was made by Director Gill, and seconded by Director Magsig and approved by the following vote:

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

NO:

ABSENT: Director Avalos

ABSTAIN:

- C. Subject: Consideration of Amendment No. 3 to Consulting Services Agreement with MKN and Associates for the Sewer Improvements Between McCall/Wright & Stillman/Tulare/Merced. (p.26)

Recommendation: That the Board approve Amendment No. 3 to Agreement increasing the compensation amount by \$10,000 and authorize the General Manager to execute the necessary agreements.

This is for services related to RFI's, project closeout, final review of change orders, and final punch list items.

There being no comment from the public, a motion to approve Amendment No. 3 to Agreement increasing the compensation amount by \$10,000 and authorize the General Manager to execute the necessary agreements was made by Director Gill and seconded by Director Magsig, and approved by the following vote:

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

NO:

ABSENT: Director Avalos

ABSTAIN:

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

Fowler will be having their groundbreaking for the Fowler Home Improvement Association on Friday, February 13<sup>th</sup> at 9:00am

### **GENERAL MANAGER REPORTS**

- A. The Annual Chamber Mixer will be held on Wednesday March 11, 2026 at 5:30 pm in the District Board room.
- B. Suggestions for scheduling Chairman's Barbeque for 2026

Informational Items

**CLOSED SESSION**

- A. Public Employee Performance Evaluation Conference with Labor Negotiators pursuant to Government Code Section 54957.6  
Title: General Manager

General Counsel Montoy added that “Labor Negotiators” should be removed from the title as this is for the General Manager Evaluation.

Closed Session began at 4:15 pm.

**RECONVENNE OPEN SESSION**

Open Session began at 4:20pm.

General Counsel Montoy reported out that Board members Mendes, Magsig, Gill, and North met in closed session. The evaluation was completed. An Ad Hoc Committee made up of the Chairman and Vice Chairwoman was established.

**ADJOURNMENT**

There being no further business to come before the Board, Chairman Mendes declared the meeting adjourned on a motion made by Director Magsig and seconded by Director Gill at 4:21 p.m.

Respectfully submitted,

Approved,

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Veronica Cazares, General Manager

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Buddy Mendes, Chaiman of  
the Board

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

**MINUTES OF THE MEETING OF  
POLICY ADVISORY COMMITTEE**

**February 25, 2026**

**10:00 a.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 10:00am.

**MEMBERS**

Alex Henderson, Kingsburg City Manager (P)  
Michael Reid, Fowler City Manager (P)  
Jason Rogers, Selma City Manager (P)  
Paul Nerland, Fresno County AO (A)  
Veronica Cazares, General Manager/Secretary (P)

**STAFF AND CONSULTANTS**

Alicia Kirk, Executive Assistant to the GM  
Craig Perry, Chief Plant Operator  
Tricia Miller, Admin Services/HR Manager

**PAC REORGANIZATION**

**A. Nominations and Election of Chairperson**

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

AYE: Members Henderson, Cazares, Vice Chairman Rogers, Chairman Reid  
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 Jason Rogers as Vice-Chairman was made by Vice Chairman Rogers, seconded by Member Cazares, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chairman Rogers, Chairman Reid  
NO:  
ABSENT: Member Nerland  
ABSTAIN:

**C. Committee to consider electing Veronica Cazares to continue serving as Secretary of the Policy Advisory Committee.**

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

AYE: Members Henderson, Cazares, Vice Chairman Rogers, Chairman Reid

NO:

ABSENT: Member Nerland

ABSTAIN:

### **APPROVAL OF AGENDA**

There being no comment from the public, a motion to approve the agenda of the PAC meeting of February 25, 2026, was made by Member Henderson, and seconded by Vice Chairman Rogers, and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chairman Rogers, Chairman Reid

NO:

ABSENT: Member Nerland

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 PAC member or member of the public may request removal of any item from the consent calendar for independent consideration.

- A. Subject: Minutes of March 19, 2025, Policy Advisory Committee meeting, *(p.1)*

Recommendation: PAC approve minutes as presented.

There being no comment from the public, a motion to approve the PAC minutes of March 19, 2025, was made by Member Henderson and seconded by Member Cazares and approved by the following vote:

AYE: Members Henderson, Cazares, Vice Chairman Rogers, Chairman Reid

NO:

ABSENT: Member Nerland

ABSTAIN:

## **NEW BUSINESS**

A. Subject: Receive a report from Dave Peters, PE (Secretary, South Kings Groundwater Sustainability Agency) on potential South Kings Groundwater Sustainability Agency (SKGSA) project at SKF facility.

Recommendation: That the PAC discuss, review, and provide input on potential SKGSA project using the stormwater ponds located south of Kamm Avenue for groundwater recharge.

SKGSA has identified potential for developing approximately 40 of SKF's ponding basins for a groundwater recharge project. Under the existing agreement between the City of Selma and SKF, these basins are designated for stormwater disposal. SKGSA would assume all costs associated with construction improvements and commit to ongoing annual maintenance. The Committee discussed possible agreement terms of 10 or 20 years. SKGSA would be responsible for all reporting requirements, including the installation and use of flow meters, and the project must not impact the Wastewater Treatment Plant Wastewater Discharge Requirements. General Manager/Secretary Cazares noted that the project must provide a clear benefit to the District. The Committee acknowledged that the proposed recharge effort would support the groundwater supply in Kingsburg, thereby enhancing reliability for the Wastewater Treatment Plant. Member Henderson recommended involving SKF General Counsel Hilda Montoy in drafting an agreement for future PAC review.

## **COMMITTEE MEMBER COMMUNICATION/AGENDA ITEMS**

PAC would like to set up future meetings.

## **GENERAL MANAGER REPORTS**

The first presentation to the SKF Board of Directors on the FY 2026-27 CIP and Budget will be scheduled soon. PAC suggested that SKF meet with each City individually along with their respective Public Works Directors, City Engineers, and City Planners prior to that for review and input.

## **ADJOURNMENT**

There being no further business to come before the Committee, Chairman Reid declared the meeting adjourned on a motion made by Vice Chairman Rogers and seconded by Member Henderson at 10:28 am

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Veronica Cazares, General Manager/  
Secretary

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Michael Reid,  
Chairman of the Committee

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

**February 11, 2026**

**WARRANT LIST**

ACCOUNTING SYSTEMS INC.	INFORMATION SYSTEMS	375.00
AMERICAN EXPRESS	TRAVEL & TRAINING, AUTO MAINTENANCE, FUEL, MEMBERSHIPS, PROF.SERVICES ACCOUNTING COLLECTIONS REPAIRS & MAINTENANCE	4,039.36 21,300.00
ANDERSON & BALLOU INC.	EQUIPMENT MAINTENANCE	10,985.48
APPLIED INDUSTRIAL TECH CA-LLC	RETIREE HEALTH REIMBURSEMENT	319.29
ARNOLD, STEPHEN	SAFETY SHOES	331.19
BOOT BARN HOLDINGS INC.	EXTERNAL LAB SERVICES	12,093.12
BSK ASSOCIATES	PROF.SERVICES - ENGINEERING & TECH	7,525.00
CALIFORNIA CAD SOLUTIONS INC	WATER UTILITIES	20.93
CALIFORNIA WATER SERVICE	RETIREMENT	55,321.42
CALPERS	DRINKING WATER,	396.88
CENTRAL VALLEY CULLIGAN, INC.	SAFETY SUPPLIES, AED LEASE	445.59
CINTAS CORPORATION NO.2	FYE2025 FRANCHISE FEES	133,971.19
CITY OF FOWLER	RETIREE HEALTH REIMBURSEMENT	319.29
DAVID MICHEL	EQUIPMENT MAINTENANCE	815.00
DAVIS ENGINEERING COMPANY	PROF.SERVICES - MED & SAFETY	470.00
DKF SOLUTIONS GROUP, LLC	REGISTRATION CARD REPLACEMENT	28.00
DMV	KINGSBURG MANHOLE R&M	12,969.85
DON BERRY CONSTRUCTION, INC.	PROF.SERVICES - ENGINEERING & TECH	8,820.00
DOPUDJA & WELLS CONSULTING INC.	EQUIPMENT MAINTENANCE	128.53
ELECTRIC MOTOR SHOP, INC.	LABORATORY SUPPLIES	985.97
FISHER SCIENTIFIC	EQUIPMENT MAINTENANCE	32.40
FRESNO OXYGEN/BARNES WELDING	RETIREE HEALTH REIMBURSEMENT	319.29
GARY HELM	AUTO MAINTENANCE	85.00
GISELA ROSALES	SAFETY SUPPLIES	364.58
GRAINGER	EQUIPMENT MAINTENANCE	27,901.74
HAAKER EQUIPMENT COMPANY	BUILDING REPAIRS & MAINTENANCE, SMALL TOOLS	417.17
HOME DEPOT CREDIT SERVICES	RETIREE HEALTH REIMBURSEMENT	319.29
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 CHAMBER OF COMMERCE	MEMBERSHIPS	500.00
KINGSBURG, CITY OF	FYE2025 FRANCHISE FEES, WATER UTILITIES, OUTREACH PHARMA KIOSK RETIREE HEALTH REIMBURSEMENT	194,091.77 319.29
LUCERO, JULIAN	PROF.SERVICES - LEGAL	2,557.50
MONTOY LAW CORPORATION	EXTERNAL LAB SERVICES	170.00
MOORE TWINING ASSOC. INC.	AUTO MAINTENANCE	606.28
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	111.99
NELSON'S ACE HARDWARE	ELECTRIC UTILITIES	34,552.58
PG&E	CHEMICALS	29,918.81
POLYDYNE, INC	OFFICE SUPPLIES	15.95
POWER BUSINESS TECHNOLOGY LLC	PROF.SERVICES - ENGINEERING & TECH	13,715.00
PRECISION CIVIL ENGINEERING INC.	RENT & LEASE EQUIPMENT	6,048.36
QUINN RENTAL SERVICES	RETIREE HEALTH REIMBURSEMENT	319.29
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	319.29
SALLY RODRIGUEZ	RETIREE HEALTH REIMBURSEMENT	319.29
SARA J. STAUNTON	RETIREE HEALTH REIMBURSEMENT	319.29

SEFAC USA INC.	EQUIPMENT MAINTENANCE	844.01
SELMA, CITY OF	FYE2025 FRANCHISE FEES	211,833.70
SERENA COATES	TRAVEL & TRAINING REIMBURSEMENT	222.56
SILVAS OIL CO. INC.	FUEL	4,089.55
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES, OFFICE EQUIPMENT	367.67
STEINHAEUER, KAREN	CERTIFICATION FEE REIMBURSEMENT	347.00
STEVE JENSEN	RETIREE HEALTH REIMBURSEMENT	194.83
TECHNICAL SAFETY SERVICES, INC	LAB FUME HOOD TEST/CALIBRATION	635.43
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	5,490.54
T-MOBILE USA INC.	COMMUNICATIONS	1,157.80
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	779.66
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	2,306.51
UNWIRED BROADBAND, INC.	COMMUNICATIONS	814.98
VESTIS	UNIFORMS,MATS,MOPS,TOWELS	1,142.30
VIDEO INSPECTION SPECIALISTS	EQUIPMENT MAINTENANCE	1,450.00
WORKFORCE GO!	INFORMATION SYSTEMS	200.30
<b>MAS 200 Total Checks</b>		<b>\$817,587.25</b>

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

**February 25, 2026**

**WARRANT LIST**

ALVARO VILLA	CERTIFICATION FEE REIMBURSEMENT	114.00
AMARJEET GILL	DIRECTOR'S FEE	127.63
AMAZON CAPITAL SERVICES	INFORMATION SYSTEMS	288.32
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT MAINTENANCE	1,798.36
AT&T MOBILITY	COMMUNICATIONS	102.00
AT&T/CALNET 3	COMMUNICATIONS	152.07
BILL'S AUTO OF KINGSBURG, INC.	AUTO MAINTENANCE	351.70
BSK ASSOCIATES	EXTERNAL LAB SERVICES	3,140.35
CALIFORNIA CAD SOLUTIONS INC	PROF.SERVICES - ENGINEERING & TECH	4,025.00
CALIFORNIA WATER SERVICE	WATER UTILITIES	53.20
CASH	PETTY CASH REIMBURSEMENTS: TRAVEL & TRAINING, EMPLOYEE RECOGNITION, SAFETY MEETING SUPPLY, POSTAGE, OFFICE SUPPLY INFORMATION SYSTEMS	220.19 4,619.91
CDW GOVERNMENT, INC.	SOLAR LOAN PAYMENT	659,192.50
CITY NATIONAL BANK	MEMBERSHIPS	502.00
CWEA	TRAVEL & TRAINING	650.00
CWEA CSJ SECTION	OFFICE SUPPLIES	114.39
DANIEL MURRIETA	EQUIPMENT MAINTENANCE	20,553.49
DUPERON CORP.	EQUIPMENT MAINTENANCE	915.15
ELECTRIC MOTOR SHOP, INC.	DIRECTOR'S FEE	127.63
ERNEST C MENDES	EQUIPMENT MAINTENANCE	356.21
FERGUSON	PROF.SERVICES - ACCOUNTING & FINANCE	2,295.00
FOSTER & FOSTER CONSULTING ACTUARIES INC.	EQUIPMENT MAINTENANCE	21.26
HOME DEPOT CREDIT SERVICES	UNION DUES	645.70
INTER. UNION OF OPER. ENG. #39	PROF.SERVICES - MED & SAFETY	161.00
KINGS INDUSTRIAL OCC. MED. CTR, INC.	OUTREACH PHARMA KIOSK	184.88
KINGSBURG, CITY OF	TRAVEL & TRAINING REIMBURSEMENT	97.51
KRAMER, MATTHEW	DIRECTOR'S FEE	127.63
LAURA NORTH	PROF.SERVICES - MGT & HUMAN RELATIONS	242.50
LIEBERT CASSIDY WHITMORE	AUTO MAINTENANCE	130.00
LINDER EQUIPMENT CO.	WASTE UTILITIES	2,109.10
MID VALLEY DISPOSAL	SELMA SEWER REPLACEMENT PROJECTS, SKF COLLECTION SYSTEM PROJECTS	14,311.25
MKN	PEST CONTROL	155.00
MORGAN BROTHERS INC	EQUIPMENT MAINTENANCE, AUTO MAINTENANCE	166.35
NAPA AUTO PARTS	DIRECTOR'S FEE	127.63
NATHAN MAGSIG	EQUIPMENT MAINTENANCE, BLDG & GROUNDS MAINT	356.69
NELSON'S ACE HARDWARE	LIFE INSURANCE	397.62
NORTH AMERICAN BENEFITS CO	EQUIPMENT MAINTENANCE	11,983.71
PAPE KENWORTH	ELECTRIC UTILITIES	50,321.89
PG&E	PROF.SERVICES - ENGINEERING	20,355.00
PRECISION CIVIL ENGINEERING INC.	COMMUNICATIONS	60.00
PROFESSIONAL COMMUNICATIONS NETWORK	RENTAL EQUIPMENT	6,048.36
QUINN RENTAL SERVICES	EQUIPMENT MAINTENANCE	15,510.00
R&S ERECTION TRI COUNTY INC.	EQUIPMENT MAINTENANCE	1,202.42
REXEL USA INC.	TRAVEL & TRAINING REIMBURSEMENT	66.01
ROBERT RODRIGUEZ	SAFETY SUPPLIES REIMBURSEMENT	205.85
RODRIGUEZ, ERNESTO	PROF.SERVICES - ACCOUNTING	2,700.00
SAMPSON & SAMPSON LLP	BUILDING & GROUNDS MAINTENANCE	90.05
SCOUT SPECIALTIES INC.	OUTREACH PHARMA KIOSK	369.76
SELMA, CITY OF	TUITION REIMBURSEMENT	4,030.00
SERENA COATES	GAS UTILITIES	904.85
THE GAS CO	DENTAL & VISION INSURANCE	342.90
TRANSWESTERN INS ADMIN	HEALTH INSURANCE	950.99
UNITEDHEALTHCARE	UNIFORMS, MATS, MOPS, TOWELS	1,142.30
VESTIS		

VIDEO INSPECTION SPECIALISTS

EQUIPMENT MAINTENANCE

390.00

**MAS 200 Total Checks**

**\$835,607.31**

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

Cash Account Description	End of Month Cash Balance June 30, 2025	End of Month Cash Balance February 28, 2026
Cash in Treasury: Operations & Maintenance	\$ 6,545,183.41	\$ 6,388,544.83
Cash in Bank: Operations & Maintenance	\$ 26,443.55	\$ 26,060.44
Cash in Bank: Payroll	\$ 120,095.25	\$ 120,738.40
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 6,692,422.21	\$ 6,536,043.67
Cash in County Treasury:Expansion	\$ 7,043,800.09	\$ 7,522,834.98
Cash in County Treasury: R&R	\$ 9,990,670.15	\$ 9,793,452.76
Cash in County Treasury:Selma	\$ 1,621,733.37	\$ 1,211,435.23
Cash in County Treasury: Selma SWRCB Reserve	\$ 279,019.26	\$ 282,897.33
Total Selma	\$ 1,900,752.63	\$ 1,494,332.56
Cash in County Treasury:Kingsburg	\$ 3,568,662.77	\$ 3,112,679.31
Cash in County Treasury:Fowler	\$ 2,106,767.76	\$ 1,710,564.73
Total Cash Balance	\$ 31,303,075.61	\$ 30,169,908.01

SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT  
WARRANT LIST & SALARY AND FRINGE BENEFIT EXPENDITURE SUMMARY  
FOR THE MONTH ENDED FEBRUARY 28, 2026

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	2/11/2026	\$	817,587.25
WARRANT LIST ENDING	2/25/2026	\$	835,607.31
			1,653,194.56
TOTAL SERVICE AND SUPPLIES EXPENDITURES			\$ 1,653,194.56

SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES PERIOD ENDING:

SALARIES	2/8/2026	\$	102,255.53
EMPLOYER CONTRIBUTIONS (PERS)	2/8/2026	\$	10,060.52
EMPLOYER TAXES	2/8/2026	\$	1,326.97
HEALTH INSURANCE	2/8/2026	\$	17,739.96
			131,382.98

TOTAL SALARIES PERIOD ENDING:

SALARIES	2/22/2026	\$	107,410.67
EMPLOYER CONTRIBUTIONS (PERS)	2/22/2026	\$	10,692.71
EMPLOYER TAXES	2/22/2026	\$	1,403.63
HEALTH INSURANCE	2/22/2026	\$	17,739.96
			137,246.97

TOTAL SALARIES, PERS, TAXES, & HEALTH INSURANCE EXPENDITURES			\$ 268,629.94
--------------------------------------------------------------	--	--	---------------

		\$	1,921,824.50
			1,921,824.50

**MEMORANDUM**

(March 12, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Craig Perry, Chief Plant Operator  
Date Memo Prepared: March 4, 2026

Agenda Item: 5-A  
Action: Resolution No. 2026-13

**SUBJECT**

Declaring certain assets as surplus and ordering their disposition.

**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.

**EXECUTIVE SUMMARY**

All the assets proposed for disposition consist of Gross Polluting Equipment and Vehicles.

Resolution No. 2026-13, A Resolution Revising the Purchasing and Surplus Asset Disposition Policy provides for disposition of gross polluting equipment and vehicles assets as follows:

Gross Polluting Equipment and Vehicles – Gross polluting equipment or a gross polluting vehicle (defined as unable to pass smog check, over 10 years old, or over 100,000 miles), which has a market value of \$5,000 or less, may be disposed of by offering it to any company or agency which pays for gross polluting vehicles or disposes of them at no cost to the District. An annual report identifying gross polluting vehicles or equipment, regardless of value, shall be presented to the Board.

All the assets proposed for disposition under this request consist of Gross Polluting Equipment and Vehicles. A list is provided in Exhibit A for the proposed Resolution No. 2026-13.

Attachment: Resolution 2026-13, Exhibit A

**RESOLUTION 2026-13**

**A RESOLUTION OF THE SELMA-KINGSBURG-FOWLER COUNTY  
SANITATIONDISTRICT DECLARING CERTAIN GROSS POLLUTING  
EQUIPMENT AND VEHICLES AS SURPLUS AND ORDERING THEIR  
DISPOSITION**

**WHEREAS**, certain District assets as listed in the attached Exhibit “A” are of no use to the District because they are unserviceable, deteriorated, or obsolete; and

**WHEREAS**, such assets are Gross Polluting Equipment or Vehicles; and

**WHEREAS**, such assets waste storage space, create clutter and reduce efficient working conditions; and

**WHEREAS**, SKF Resolution No. 2010-08, provides that Gross Polluting Equipment and Vehicles may be disposed of as follows:

Gross Polluting Equipment and Vehicles – Gross polluting equipment or a gross polluting vehicle (defined as unable to pass smog check, over 10 years old, or over 100,000 miles), which has a market value of \$5,000 or less, may be disposed of by offering it to any company or agency which pays for gross polluting vehicles or disposes of them at no cost to the District. An annual report identifying gross polluting vehicles or equipment, regardless of value, shall be presented to the Board.

**NOW, THEREFORE**, the Board of Directors resolves as follows:

1. The foregoing recitals are true and correct and incorporated by reference.
2. The Board declares the Gross Polluting Equipment and Vehicles listed in Exhibit “A” which is incorporated by reference as surplus.
3. The Board orders disposition in accordance with Resolution No. 2010-08.
4. This resolution is effective upon adoption.

*(certification on following page)*

**CERTIFICATION**

The foregoing resolution was adopted on March 12, 2026, on a motion duly made, seconded, and approved as follows:

DIRECTOR MAGSIG	_____
DIRECTOR NORTH	_____
DIRECTOR AVALOS	_____
VICE CHAIRWOMAN GILL	_____
CHAIRMAN MENDES	_____

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

\_\_\_\_\_  
Veronica Cazares, General Manager/  
Secretary of the Board of Directors  
SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT

Attachment: Exhibit A

**“EXHIBIT A”**

<b>VEH. NO</b>	<b>ASSIGNMENT</b>	<b>YEAR</b>	<b>ENG</b>	<b>MAKE /MODEL</b>	<b>VEHICLE ID NUMBER</b>	<b>LICENSE</b>
V-01	Administration Department	2014	Gas	Ford Taurus SEL Sedan	<b>1FAHP2E81EG157856</b>	1231210
V-02	Operations Department	2005	Gas	GMC C1500 Sierra SLE 1/2 Ton Pickup	<b>1GTEC14T55Z150440</b>	1089547
V-22	Ops/Maint Department	1999	Gas	Chevy C2500 w/service bed	<b>1GCGC24U2XE153703</b>	416172
V-06	Collections Department	2004	Gas	Ford F-150	<b>1FTRX12534KB71482</b>	1070329

## MEMORANDUM

(March 12, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Tricia Miller, Administrative Services/HR Manager  
Date Memo Prepared: March 4, 2026

Agenda Item: 5-B  
Action: Resolution No. 2026-14

### **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.

### **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.

### **EXECUTIVE SUMMARY**

Staff recommend reclassifying two currently vacant positions—District Engineer and Utility Worker—to better align the District’s staffing structure with operational needs and current labor market realities.

The District Engineer position has remained vacant for an extended period, despite multiple recruitment efforts. The current classification requires a licensed Civil Engineer (PE), a qualification that significantly constrains the applicant pool and drives a higher salary range. To improve recruitment viability while still meeting the District’s operational needs, staff recommends reclassifying the position to Supervising Engineer, a classification that requires an Engineer-in-Training (EIT) rather than a full professional engineering license. This results in several benefits:

- **Expands Recruitment Pool:** Many qualified engineering candidates hold an EIT but lack a PE, making it substantially easier to attract applicants.
- **Reduced Salary Range:** The Supervising Engineer classification appropriately aligns compensation with the adjusted qualifications and responsibilities.
- **Maintains Engineering Oversight:** The General Manager is a licensed Civil Engineer and can provide stamp authority when required, ensuring continued compliance with engineering standards.
- **Better Alignment with Operational Needs:** The Supervising Engineer role focuses on project oversight, planning, and coordination—core functions where the District has the greatest need.

This reclassification allows the District to secure technical engineering capacity at a sustainable cost while maintaining operational and regulatory compliance.

The District also faces increasing administrative and compliance demands. State and federal HR, payroll, and reporting requirements continue to grow in complexity, and our current staffing structure does not provide sufficient capacity to manage these obligations effectively. Reclassifying the vacant Utility Worker position to Administrative Analyst will support critical functions including:

- Administration of benefits, protected leave programs, and HR compliance
- Payroll processing, timekeeping systems, and staff support for payroll software
- Budget monitoring, policy development, and records management
- Support for risk management and technology systems
- Customer service and interdepartmental coordination

This position provides the broad administrative and analytical support necessary to maintain reliable operations and ensure compliance with regulatory requirements.

#### Overall Fiscal Considerations:

While the Administrative Analyst classification introduces an increased monthly salary obligation, the reduction associated with the Supervising Engineer classification partially offsets this cost. The combined impact reflects a strategic realignment of District staffing to meet operational, regulatory, and technical needs more effectively. All adjustments are proposed within the existing budget framework, and no additional budget appropriations are required at this time.

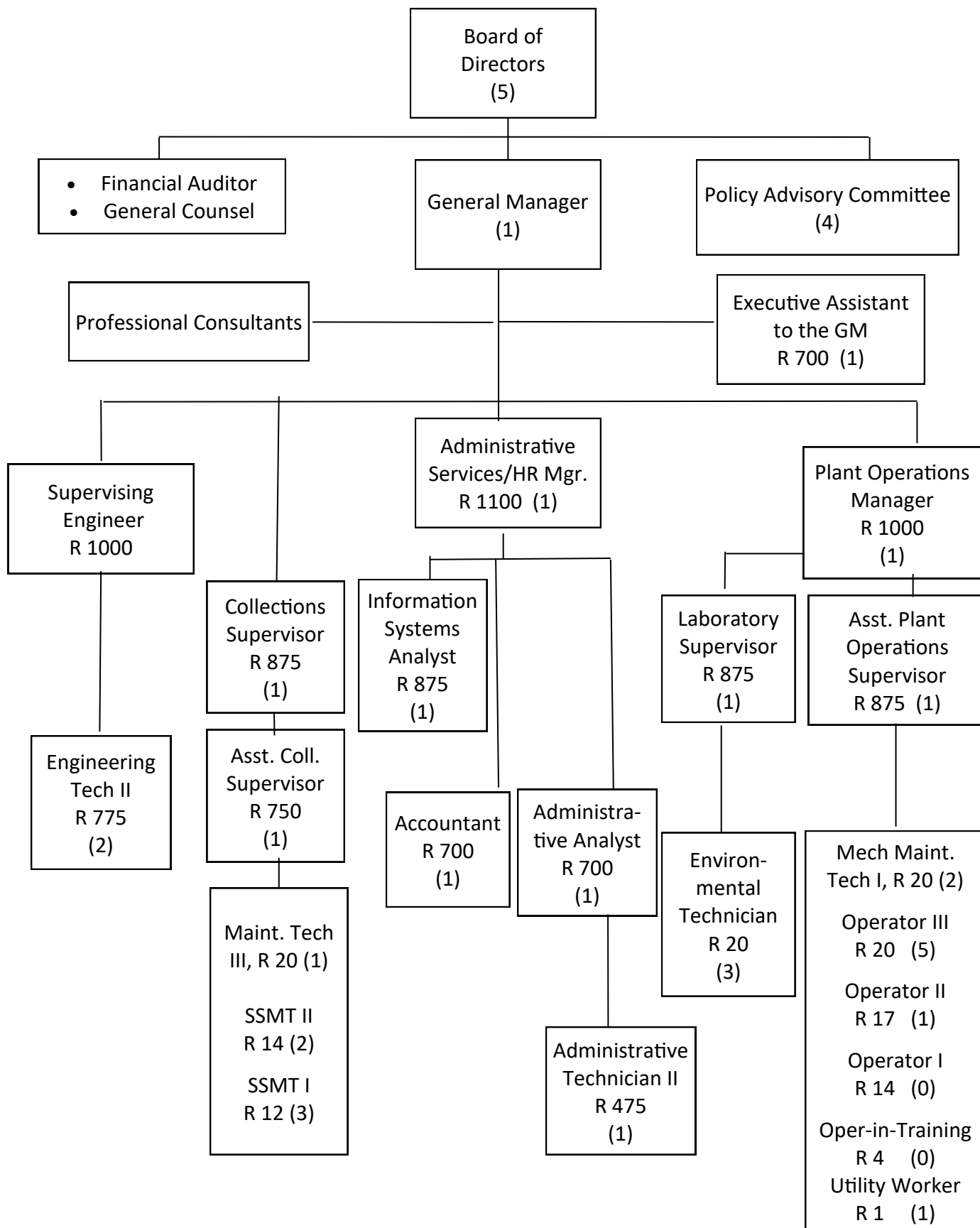
Attachment A to this report reflects the new Organizational Chart.  
Attachment B is proposed Resolution 2026-14 including Exhibit A (Job Descriptions) and Exhibit B (Updated Salary Schedule).



## ORGANIZATIONAL CHART

FY 2025-26 Updated 3-12-26

R = Salary Range; ( ) = No. of Authorized Positions; Total Number of Authorized Positions = 33



**RESOLUTION 2026-14**

A RESOLUTION OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT APPROVING THE DELETION OF ONE UTILITY WORKER POSITION AND THE DISTRICT ENGINEER POSITION, THE ADDITION OF ONE SUPERVISING ENGINEER AND ONE ADMINISTRATIVE ANALYST POSITION, APPROVING THE JOB DESCRIPTIONS, AND UPDATING THE DISTRICT SALARY SCHEDULE.

**WHEREAS**, the District has two vacancies of positions vital for the administration, operation, and management of the District; and

**WHEREAS**, the District Engineer position has remained open for three years despite numerous recruitments; and

**WHEREAS**, there are vacancies, a reorganization is often required to leverage the abilities and capabilities of the remaining staff, as well as projecting optimal scenarios for those positions yet to be filled; and

**WHEREAS**, District staff has put forth a reorganization proposal that would increase the number of trained and experienced employees to serve the District; and

**WHEREAS**, pursuant to CalPERS and CCR 570.5 guidelines, the District must approve and adopt adjustments made to the salary schedule including when the District creates a position.

**NOW, THEREFORE**, the Board of Directors hereby declares The following titles and number of positions for each title are hereby authorized:

1. The foregoing recitals are true and correct and are incorporated by reference.
2. The Board approves the elimination of the vacant District Engineer and vacant Utility Worker positions.
3. The District approves the creation of the Supervising Engineer and Administrative Analyst positions.
4. The District approves (i) the job descriptions for the Supervising Engineer and Administrative Analyst positions as set forth in **Exhibit A** which is attached hereto and incorporated by reference, (ii) the updated District Salary Schedules for the two positions which is attached as **Exhibit B** and incorporated by reference
5. This resolution is effective upon adoption.

**CERTIFICATION**

The foregoing resolution was adopted on March 12, 2026, on a motion duly made, seconded, and approved as follows:

DIRECTOR MAGSIG	_____
DIRECTOR NORTH	_____
DIRECTOR AVALOS	_____
VICE CHAIRWOMAN GILL	_____
CHAIRMAN MENDES	_____

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

\_\_\_\_\_  
Veronica Cazares, General Manager/  
Secretary of the Board of Directors  
SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT

Attachment A: Job Descriptions  
Attachment B: Non-Represented Salary Schedule

## SELMA –KINGSBURG-FOWLER COUNTY SANITATION DISTRICT



<b><u>Job Title</u></b>	<b><u>SUPERVISING ENGINEER</u></b>
FLSA Status:	Exempt, 100% FTE, At Will
Pay Range:	1000
Effective Date:	03-12-26
Revision History:	07-01-04

### **SUMMARY:**

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Under general direction of the General Manager, the Supervising Engineer manages the District's engineering functions, including planning, organizing directing, and evaluating engineering activities, capital projects, and technical support to operations and collections. The incumbent Manages the District's Capital Improvement Program, Collections System Master Plan, and various engineering and asset management projects and programs from evaluation through design and construction. The incumbent supervises the Engineering Technicians and coordinates activities with other District officials, departments, outside agencies, organizations, and the public.

### **REPRESENTATIVE DUTIES:**

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An employee may be assigned the duties of the classification. These examples do not necessarily list all the duties which may be assigned.

1. Manage, assign, direct, and evaluate the work of engineering staff and technical personnel.
2. Provide coaching, performance feedback, and recommendations related to hiring, promotions, disciplinary actions, and other personnel decisions.
3. Establish work plans, priorities, and schedules for engineering functions and Capital Improvement Program (CIP) activities.
4. Develop and maintain departmental procedures, methods, and best practices.
5. Plan, develop, and manage the District's multi-year Capital Improvement Program.
6. Oversee the design, bidding, construction, and closeout of capital projects.
7. Prepare engineering designs, specifications, cost estimates, and technical reports.
8. Monitor project performance, schedules, budgets, and contractor compliance. Manages the design and construction of capital improvement projects and other District projects.
9. Perform and review engineering analyses, modeling, calculations, and evaluations for the collection system and treatment facilities.

10. Review developer and consultant plans for compliance with District standards and long-range plans. Review sewer improvement plans associated with development, review floor and plumbing plans, and approve sewer improvement plans for development.
11. Prepares effective technical, statistical, written and narrative reports, and correspondence; ensures proper maintenance of records. Provides QA/QC review of documents prepared for or by other departments.
12. Serves as project manager and/or construction manager for technical studies and capital improvement projects from planning to completion of construction including preparation of cost estimates.
13. Conduct inspections of construction, repairs, and facility upgrades.
14. Ensure assigned projects comply with CEQA and other regulatory requirements.
15. Prepare or oversee engineering components of permit applications, technical studies, and regulatory submittals.
16. Prepare annual engineering and CIP budget recommendations; manage approved budgets.
17. Administer contracts, consultant agreements, bid documents, and procurement processes.
18. Maintain accurate engineering records, drawings, GIS data, and project documentation.
19. Prepare comprehensive correspondence, reports, presentations, and Board materials.
20. Represent the District in meetings with developers, contractors, regulators, and partner agencies.
21. Communicate professionally with the public, staff, and external stakeholders.
22. Maintain a safe and organized work environment.
23. Perform statistical analyses and modeling as required.
24. Operate engineering software including AutoCAD, DASH GIS, WEMS, SCADA interfaces, hydraulic modeling tools, and Microsoft Office applications.
25. Perform other duties as assigned.

## **KNOWLEDGE/ABILITIES:**

This section describes the qualities and abilities that a successful employee of this job title possesses.

### **Knowledge of:**

- Principles and practices of civil, structural, mechanical, sanitary engineering relating to the preparation and evaluation of plans and specifications for public and/or private construction. .
- Construction methods, materials, and applicable safety standards.
- Local, state, and federal regulations, codes, and requirements pertinent to the assignment area.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Skills and/or Abilities to:**

- Plan, assign, supervise and evaluate the work of others.
- Execute complex engineering computations, and prepare estimates, designs, plans, and specifications. Compile data, maintain records and files, and participate in the preparation of clear and concise reports.
- Prepare clear and concise administrative and financial reports.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships.
- Ability to make presentations to the public.
- Research issues within assigned responsibility.
- Operate office equipment, computers, and engineering software.

## **QUALIFICATION GUIDELINES:**

Any combination of education and experience that would provide the required knowledge, skills and abilities listed below is qualifying.

### **EDUCATION:**

- Bachelor's degree from an accredited college in Civil, Mechanical, Environmental, or Sanitary Engineering or closely related field.

### **EXPERIENCE:**

- Minimum of three years of experience in water, wastewater, or public works.
- Supervisory experience is desirable.

### **LICENSE and/or CERTIFICATE**

- Possess and maintain a valid California Class C driver's license.
- Possess and maintain a valid Engineer-in-Training (EIT) Certificate in the State of California. Failure to maintain this registration may result in loss of employment.

**ADDITIONAL REQUIREMENTS:**

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- Must successfully complete a thorough background screening.

**WORK ENVIRONMENT:**

---

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a standard office setting and use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the phone. Requires grasping, repetitive hand movement, and fine coordination in preparing reports and data, using a computer keyboard or calculator, and operating standard office equipment. Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities.

Mobility to walk long distances, traverse uneven, hilly terrain, climb ladders, and stairs. Requires the agility to inspect temporary, unfinished, construction sites and access points, which may include entry into confining spaces. Requires the ability to operate a motor vehicle to visit various development and meeting sites. Wear appropriate personal protective equipment in the manner intended. Exerting more than 100 pounds of force occasionally, and/or more than 50 pounds of force frequently, and/or more than 20 pounds of force is required.

Physical tolerance to working outside and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, rough terrains, vibration, mechanical and or electrical hazards, and hazardous physical substances and fumes.

**DISCLAIMER:**

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The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Originated: 07-01-04



8. Performs and oversees complex administrative and office support functions, including records management, correspondence, document preparation, filing systems, data entry, and report production.
9. Supports billing, fee collection, purchasing, inventory tracking, and processing of payments, deposits, and disbursements.
10. Operates and maintains computer systems, software applications, and databases to support administrative and reporting functions.
11. Assists in training, mentoring, and providing functional guidance to administrative and accounting staff; develops and updates desk guides, workflows, and training materials.
12. Serves as a technical resource for staff by answering questions, clarifying procedures, and assisting with issue resolution.
13. Supports implementation of new procedures, systems, and regulatory requirements across departments.
14. Assists with human resources, employee benefits, retirement, and workers' compensation functions.
15. Provides information to the public, agencies, and internal staff regarding District programs, policies, fees, billing, and procedures.
16. Performs customer service functions by answering employee and/or customer requests and questions.
17. Builds and maintain positive working relationships with District leadership, staff, member cities, community organizations, and state/local agencies.
18. Performs other related duties as assigned.

### **KNOWLEDGE/ABILITIES:**

This section describes the qualities and abilities that a successful employee of this job title possesses.

#### Knowledge of:

- Principles and practices of public administration and municipal operations.
- Budgeting, accounting, and financial record-keeping.
- Administrative analysis, research methods, and report writing.
- Applicable laws, regulations, policies, and procedures.
- Office practices, records management, and computer applications.
- Principles of training, guidance, and effective work coordination.

#### Skills and/or Abilities to:

- Research, analyze, and prepare clear and concise reports.
- Interpret regulations and apply them to administrative practices.
- Train and assist staff in administrative procedures and systems.
- Operate computer software, databases, and office technology.
- Organize work, manage multiple priorities, and meet deadlines.
- Analyze administrative and operational problems and recommend solutions.
- Assist, guide, and train staff with varying levels of experience.
- Communicate effectively in written and oral form.
- Maintain confidentiality and exercise sound judgment.
- Work independently and collaboratively in a professional environment.

### **QUALIFICATION GUIDELINES:**

---

Any combination of education and experience that would provide the required knowledge, skills and abilities listed below is qualifying.

#### **EDUCATION:**

- Bachelor's Degree from an accredited college or university in business administration, public administration, industrial relations, or related field.
- Substitution: applicable experience may be substituted for the required education on a year for year basis.

#### **EXPERIENCE:**

- Three (3) years of professional experience performing analytical duties in administration, management, human resources/personnel, finance, or related field, preferably in a public agency environment.

#### **LICENSE and/or CERTIFICATE**

- Possession of a valid California Driver's License is required.

### **ADDITIONAL REQUIREMENTS:**

---

- Must successfully complete a thorough background screening.

### **WORK ENVIRONMENT:**

---

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Position requires prolonged sitting and occasional standing, walking, reaching, twisting, and turning in the performance of daily activities. The position also requires grasping, pushing, pulling lifting, and/or carrying light amounts of weight, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

**DISCLAIMER:**

---

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Approved: \_\_\_\_\_  
Veronica Cazares  
General Manager

Originated: 03-12-26

S-K-F CSD NON-REPRESENTED EMPLOYEES SALARY SCHEDULE EFFECTIVE 3/12/2026							
RANGE	CLASSIFICATION	A	B	C	D	E	Y
475	ADMINISTRATIVE TECHNICIAN II	5,043.62	5,295.80	5,560.59	5,838.62	6,130.55	6,437.08
500							
525							
550							
575							
600							
625							
650							
675							
700	ENGINEERING TECHNICIAN I or EXEC ASSIST TO THE GM or ACCOUNTANT or ADMINISTRATIVE ANALYST	6,298.79	6,613.72	6,944.41	7,291.63	7,656.21	8,039.02
725							
750	ASST COLLECTIONS SUPERVISOR or ENGINEERING TECHNICIAN II	6,617.66	6,948.54	7,295.97	7,660.77	8,043.81	8,446.00
775							
800							
825							
850							
875	*COLLECTIONS SUPV or *LAB SUPV or *ASST. PLANT OPERATIONS SUPV or INFO SYST ANALYST	7,487.28	7,861.64	8,254.72	8,667.46	9,100.83	9,555.87
900							
925							
950							
975							
1000	*PLANT OPERATIONS MANAGER or *SUPERVISING ENGINEER	8,471.17	8,894.72	9,339.46	9,806.43	10,296.75	10,811.59
1025							
1050							
1075							
1100	*ADMINISTRATIVE SERVICES/HUMAN RESOURCES MANAGER	9,350.58	9,818.11	10,309.02	10,824.47	11,365.69	11,933.98
1125							
1150							
1175							
1200							
	*GENERAL MANAGER						14,733.33
NOTES: 1) *Classification exempt from overtime and compensation time.							
2) Overtime compensation is at the rate of 1.5 times annual salary divided by 2080.							
3) Private vehicle used on District business is compensated at Federal IRS standard mileage rate.							
4) Employee is eligible for step "Y" two years after attainment of step "E."							
5) Amounts shown are monthly dollar amounts.							
6) Employees are eligible for an additional maximum of 9.0% certification compensation.							

**MEMORANDUM**

(March 12, 2026, Board Meeting)

To: S-K-F CSD Board of Directors  
From: Tricia Miller, Administrative Services/HR Manager  
Date Memo Prepared: March 4, 2026

Agenda Item: 5-C  
Action: Resolution No. 2026-15

**SUBJECT**

Updating of Position Authorization Resolution

**RECOMMENDATION**

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

**EXECUTIVE SUMMARY**

The District periodically reviews and updates its authorized staffing structure to ensure alignment with operational needs, service delivery expectations, and organizational efficiency. As part of the March 12, 2026, Board meeting, the agenda includes a reorganization item proposing the addition of new positions and the deletion or modification of existing classifications. Adoption of those changes will necessitate an update to the District’s Position Authorization Resolution, which serves as the formal governing document establishing all approved job titles and the total number of authorized positions within the District.

If the Board approves the reorganization item, Resolution No. 2026-15 will update the Position Authorization Resolution to reflect the revised staffing structure, rescind the previously approved resolution, and ensure the District’s authorized positions are accurately documented for budget, compliance, and administrative purposes. Should the reorganization item not be approved, this companion resolution item will be withdrawn.

Attachment: Resolution 2026-15

**RESOLUTION 2026-15**

RESOLUTION OF THE SELMA-KINGSBURG-FOWLER COUNTY SANITATION DISTRICT BOARD OF DIRECTORS APPROVING UPDATED POSITION AUTHORIZATION RESOLUTION (AUTHORIZING NUMBER OF EMPLOYEE POSITIONS AND TITLES) AND RESCINDING PRIOR RESOLUTIONS

**WHEREAS**, a change in the number of employee positions and titles may only be made by District resolution; and

**WHEREAS**, current resolution provides for the number of employee positions and titles; and

**WHEREAS**, the Board has approved Resolution No. 2026-14 adding and deleting personnel positions and related actions; and

**WHEREAS**, based on the adoption of Resolution No. 2026-14, there is a need to amend the District’s Position Authorization Resolution by deleting the District Engineer position and one vacant Utility Worker position and adding a Supervising Engineer position and Administrative Analyst position.

**NOW, THEREFORE**, the Board of Directors resolves as follows:

**Section 1.** The foregoing recitals are true and correct and are incorporated by reference.

**Section 2.** The following titles and number of positions for each title are hereby authorized:

Permanent Full-Time

General Manager	(1)
Administrative Services/Human Resources Manager	(1)
Executive Assistant to the General Manager	(1)
Administrative Analyst	(1)
Accountant	(1)
Administrative Technician II	(1)
Information System Analyst	(1)
Supervising Engineer	(1)
Engineering Technician I/II	(2)
Plant Operations Manager	(1)
Assistant Plant Operations Supervisor	(1)
Operator I/II/III/OIT	(6)
Mechanical Maintenance Technician	(2)
Utility Worker	(1)

Laboratory Supervisor	(1)
Environmental Technician	(3)
Collections Supervisor	(1)
Assistant Collections Supervisor	(1)
Maintenance Technician III	(1)
Sewerage System Maintenance Technician I/II	(6)

**Section 3.** Prior Position Authorizing Resolutions are hereby rescinded.

This resolution is effective upon adoption.

**CERTIFICATION**

The foregoing resolution was adopted on March 12, 2026, on a motion duly made, seconded, and approved as follows:

DIRECTOR MAGSIG	_____
DIRECTOR NORTH	_____
DIRECTOR AVALOS	_____
VICE CHAIRWOMAN GILL	_____
CHAIRMAN MENDES	_____

WHEREUPON, the Chairman declared the foregoing resolution adopted, and SO ORDERED.

\_\_\_\_\_  
 Veronica Cazares, General Manager/  
 Secretary of the Board of Directors  
 SELMA-KINGSBURG-FOWLER  
 COUNTY SANITATION DISTRICT