

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

**REGULAR MEETING OF BOARD OF DIRECTORS**

**March 11, 2021**

**4:00 P.M.**

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

**THE REGULAR BOARD OF DIRECTORS MEETING OF MARCH 11, 2021,  
WILL BE CONDUCTED BY TELECONFERENCE PER PROVISIONS OF  
EXECUTIVE ORDERS N-25-20 AND N-29-20 ISSUED BY THE GOVERNOR'S  
OFFICE**

The teleconference meeting ensures that the District meets Executive Orders N-25-20 and N-29-20 and the Brown Act and minimizes the spread of the COVID-19 virus. Members of the Board of Directors and staff intend to participate in the meeting by telephone.

- Members of the public may participate in the meeting remotely by calling 1-805-250-9182 and entering Conference ID Number 565 830 729# at the prompt. 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 of 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

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### **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 February 11, 2021. *(p.4)*
- B. Warrant List Reports of February 12, 2021 and February 26, 2021. *(p.9)*
- C. Cash Activity Report of February 28, 2021. *(p.13)*

### **5. UNFINISHED BUSINESS**

None

### **6. NEW BUSINESS**

- A. The Board will consider the award of a contract on the Sewer Improvement Project (Logan/McCall and Floral/Chestnut), Selma and take the following action: *(p.14) Staff Report Prepared By: Veronica Cazares, District Engineer*
  - 1. Making a finding that the discrepancies in the bid package from Bill Nelson General Engineering Construction, Inc. (bid guaranty bond) is a minor irregularity, waive the minor irregularity, and award the contract to Bill Nelson General Engineering Construction, Inc. for a total cost of \$322,555.00, a contingency in the amount of \$32,000 for a total cost of \$354,555.00, and authorize General Manager Muñoz to execute the necessary agreements.
- B. The Board will receive a report from General Manager on the (Informal Staff Draft-February 2021), Statewide Waste Discharge Requirements General Order WQ 202x-Xxxx-DW for Sanitary Sewer Systems received from State Water Resources Control Board and provide direction to staff. *(p.16) Staff Report Prepared By: Ben Muñoz, Jr., General Manager/ Secretary.*

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

- A. Board members may suggest future agenda items or may give reports.
- B. District's website update request by Chairwoman Roman.

**8. GENERAL MANAGER REPORTS**

- A. As of January 2020, all Form 700s filed with the Clerk to the Board's office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2020 by Tuesday, April 1, 2021.

**9. CLOSED SESSION**

- A. Public Employee Performance Evaluation pursuant to Government Code Section 54957  
Title: General Manager
- B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6  
  
Agency Designated Representatives: Chairwoman Roman and Director Cárdenas  
  
Unrepresented Employee: General Manager

**10. RECONVENE OPEN SESSION**

- A. Provide Report from Closed Session if required.
- B. Consider and Approve Salary and Benefits Adjustment for General Manager.

**11. ADJOURNMENT**

Motion to Adjourn

Next Regular Meeting: Thursday, April 8, 2021 at 4:00 p.m.

Next Ordinance: 2021-01

Next Resolution: 2021-04

**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  
FEBRUARY 11, 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 Chairwoman Roman via teleconference.

**DIRECTORS**

Nathan Magsig (P)  
Sarah Guerra (P)  
David Cárdenas (P)  
Buddy Mendes, Vice Chair (P)  
Michelle Roman, Chairwoman (P)

**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 February 11, 2021 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:

**PUBLIC FORUM**

None

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## 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 January 14, 2021. (p.4)
- B. Warrant List Reports of January 6, 2021, January 15, 2021, and January 29, 2021. (p.9)
- C. Cash Activity Report of January 31, 2020. (p.15)

There being no comment from the public, a motion to approve the consent calendar was made by Director Mendes, seconded by Director Magsig, 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 the Second Amendment to the Consulting Services Agreement with MKN and Associates; increasing the fee for Construction Management Services in the amount of \$20,337.22 for a total fee of \$96,042.22; and authorize the General Manager to execute the necessary agreements (p.16) Staff Report Prepared by Veronica Cazares, District Engineer

The proposed Second Amendment to the current on-call consulting services agreement with MKN and Associates is related to a proposed increase in cost for construction management services specifically for construction management services for District Lift Station Refurbishment D4. Staff recommends a cost increase for construction management services for the District Lift Station Refurbishment D4 in the amount of \$20,337.22. The previously approved fee was \$75,705.00. The total for this project will be \$96,042.22. The cost increase is to be funded from District R&R, 8155-203-02, District Expansion 8071-203-01. It was asked what the first amendment consisted of and it was answered that it accounted for items previously approved by the Board. It was also asked if there was a contingency and it was answered no, as this is for inspection and construction management only.

There being no comment from the public, a motion to approve the Second Amendment to the Consulting Services Agreement with MKN and Associates; increasing the fee for Construction Management Services in the amount of \$20,337.22 for a total fee of \$96,042.22; and authorize the General Manager to execute the necessary agreements 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:

- B. The Board will receive a report from General Manager on the four Notice to Comply Orders received from Central Valley Regional Water Quality Control Board (CVRWQCB) and provide direction to staff. (p.20) Staff Report Prepared by Ben Muñoz, Jr., General Manager/ Secretary.

Over the past 7 months the District has received four Notice to Comply Orders from the Central Valley Regional Water Quality Control Board (CVRWQCB). The four orders are 1) Nitrate Control Program, 2) Water Code Sections 13267 and 13383 Order WQ-2020-0015-DWQ for the Determination of the Presence of PER- and Polyfluoroalkyl (PFAS) Substances, 3) 5-01-255, Salt Control Program Notice to Comply (Permittees in Priority 1 Basins), 4) Groundwater Monitoring, Waste Discharge Requirements Order #5-01-255. All four orders have several time constraints and will impact the budget; however, order # 4 is the most critical one. This item is informational and for direction to staff

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

It was said that the SKF Website should give more information on what we do, and who we are. Ideas to be brought back to the March 2021 meeting.

### **GENERAL MANAGER REPORTS**

- A. As of January 2020, all Form 700s filed with the Clerk to the Board's office need to be submitted using the eDisclosure system. Board members, Alternates, General Counsel, and designated employees must submit Annual Statement of Economic Interest for calendar year 2020 by Tuesday, April 1, 2021.

This is an informational item.

- B. Hash Annexation-Fresno LAFCO meeting Wednesday, February 10, 2021. Potential development in Tulare County, Reed Project.

General Manager Muñoz let the Board know that LAFCO had approved this annexation at the February 10 meeting. Also, District Engineer Cazares let the Board know about a new potential development in Kingsburg, more information to come if progression were to continue.

- C. Central San Joaquin California Water Environment Association: The following SKF staff were installed as the 2021 officers on January 22, 2021 via a zoom meeting; Veronica Cazares, President, Jimmy Floyd, Vice President and Mike Alaniz, 1<sup>st</sup> Year Director. General Manager Muñoz also gave a presentation Covid-19 Pandemic Emergency Planning.

General Manager Muñoz congratulated the SKF staff that were sworn in as CWEA Officers. The Board also gave their congratulations. General Manager Muñoz mentioned that hopefully a tour of the completed SKF on-site Projects can be given mid-year provided we no longer have a pandemic.

### **CLOSED SESSION**

Closed Session began at 4:44 p.m.

- A. Public Employee Performance Evaluation pursuant to Government Code Section 54957  
Title: General Manager

- B. Conference with Labor Negotiators pursuant to Government Code Section 54957.6

Agency Designated Representatives: Chairwoman Roman and Director Cárdenas

Unrepresented Employee: General Manager

### **RECONVENE OPEN SESSION**

Open Session began at 5:23 p.m. General Counsel Hilda said there was nothing to report at this time. A meeting will be set up with Chairwoman Roman, Director Cárdenas and General Manager Muñoz on Closed Session Item A.

**ADJOURNMENT**

There being no further business to come before the Board, Chairwoman Roman declared the meeting adjourned on a motion made by Director Magsig, and seconded by Director Cárdenas, and approved by a unanimous voice vote at 5:23 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 FEBRUARY 28, 2021

SERVICE AND SUPPLIES EXPENDITURES:

WARRANT LIST ENDING	2/12/2021	\$	107,676.30
WARRANT LIST ENDING	2/26/2021	\$	1,108,016.83

SUBTOTAL SERVICE AND SUPPLIES EXPENDITURES		\$	<u>1,215,693.13</u>
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SALARIES, PERS AND HEALTH INSURANCE EXPENDITURES

TOTAL SALARIES ENDING	1/31/2021	\$	64,082.65
TOTAL SALARIES ENDING	2/14/2021	\$	63,900.04

SUBTOTAL SALARIES		\$	<u>127,982.69</u>
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TOTAL PERS (EMPLOYERS PORTION)	1/31/2021		8,960.68
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	1/31/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	1/31/2021		16,969.89
TOTAL PERS (EMPLOYERS PORTION)	2/14/2021		8,945.34
TOTAL PERS (EMPLOYEES PORTION PAID BY EMPLOYER)	2/14/2021		-
TOTAL HEALTH INSURANCE EXPENDITURES	2/14/2021		16,969.89

SUBTOTAL PERS AND HEALTH INSURANCE EXPENDITURES		\$	<u>51,845.80</u>
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GRAND TOTAL		\$	<u><u>1,395,521.62</u></u>
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**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
February 12, 2021  
WARRANT LIST**

ADVANCED MARKETING SOLUTION	SEWER IMPROVEMENT PROJECT SELMA	141.71
ALLIED ELECTRIC MOTOR INC.	EQUIPMENT MAINTENANCE	108.24
ALVARO VILLA	TUITION & BOOKS REIMBURSEMENT	162.53
AMERICAN EXPRESS	PROFESSIONAL ACCOUNTING SERVICES, TRAINING	340.14
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWELS	1,020.07
APPLIED INDUSTRIAL TECH CA-LLC	EQUIPMENT MAINTENANCE	243.97
ARMANDO BLANCAS	RETIREE HEALTH REIMBURSEMENT	168.56
ARNOLD, STEPHEN	RETIREE HEALTH REIMBURSEMENT	168.56
BOOTH MACHINERY LLC	EQUIPMENT MAINTENANCE	107.71
BSK ASSOCIATES	EXTERNAL LAB SERVICES	388.00
CALIFORNIA INDUSTRIAL RUBBER	EQUIPMENT MAINTENANCE	149.98
CALIFORNIA WATER SERVICE	WATER UTILITIES	39.11
CALPERS	RETIREMENT	44,562.26
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	1,220.00
CENTRAL VALLEY CULLIGAN, INC.	DRINKING WATER	101.90
COMCAST	COMMUNICATIONS	109.95
DANIEL VIVEROS	EQUIPMENT MAINTENANCE	375.00
DAVID MICHEL	RETIREE HEALTH REIMBURSEMENT	168.56
DKF SOLUTIONS GROUP, LLC	PROFESSIONAL SAFETY SERVICES	350.00
DONNA STUCKY	RETIREE HEALTH REIMBURSEMENT	181.48
DSD BUSINESS SYSTEMS	SOFTWARE SUPPORT	195.00
ELIDIO SILVA	AUTO MAINTENANCE	104.36
ERNEST PACKAGING SOLUTIONS	OFFICE SUPPLIES, BUILDING SUPPLIES, SAFETY SUPPLIES	1,747.34
EXPRESS SERVICES, INC.	EXTRA HELP	3,223.54
FISHER SCIENTIFIC	LABORATORY SUPPLIES	275.93
FRESNO COUNTY ASSESSOR	COUNTY MAPS	21.00
GARY HELM	RETIREE HEALTH REIMBURSEMENT	168.56
GOLDEN STATE MECHANICAL	BUILDING MAINTENANCE	1,833.98
HACH CO.	EQUIPMENT MAINTENANCE	1,102.98
HD FACILITIES MAINTENANCE	SAFETY SUPPLIES, EQUIPMENT MAINTENANCE	777.74
HOME DEPOT CREDIT SERVICES	EQUIPMENT AND BUILDING MAINTENANCE	426.18
JAIME RUIZ	RETIREE HEALTH REIMBURSEMENT	168.56
JAMES HORNE	RETIREE HEALTH REIMBURSEMENT	168.56
JERRY & KEITH'S INC.	EQUIPMENT MAINTENANCE	4,899.59
JIM OLINGER	RETIREE HEALTH REIMBURSEMENT	168.56
JIMMY GARCIA	RETIREE HEALTH REIMBURSEMENT	424.87
JOE SAUBERT INC.	EQUIPMENT MAINTENANCE	300.00
J'S COMMUNICATIONS, INC	COMMUNICATIONS	1,296.00
KENNIES INDOOR COMFORT SPECIAL	EQUIPMENT MAINTENANCE	875.00
KINGSBURG, CITY OF	OUTREACH PHARMA KIOSK, WATER UTILITIES	389.50
LUCERO, JULIAN	RETIREE HEALTH REIMBURSEMENT	168.56
MAINTENANCE SUPERINTENDENTS ASSOCIATION	MEMBERSHIPS	50.00
MICHAEL FONG	RETIREE HEALTH REIMBURSEMENT	206.97
MID VALLEY DISPOSAL	WASTE UTILITIES	1,018.92
MONTOY LAW CORPORATION	PROFESSIONAL LEGAL SERVICES	1,260.00
MOORE TWINING ASSOC. INC.	EXTERNAL LAB SERVICES	181.00
MOTION INDUSTRIES INC	EQUIPMENT MAINTENANCE	2,586.87
MUNICIPAL MAINT EQUIPMENT, INC	EQUIPMENT MAINTENANCE	606.89
MUNIQIP LLC	EQUIPMENT MAINTENANCE	4,067.25
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	578.93
NELSON'S ACE HARDWARE	EQUIPMENT MAINTENANCE, SAFETY SUPPLIES	196.22
PG&E	ELECTRIC UTILITIES	841.00
POLYDYNE, INC	CHEMICALS	9,561.68
POWER BUSINESS TECHNOLOGY LLC	OFFICE SUPPLIES	32.44
PROCLEAN SUPPLY	OFFICE SUPPLIES, BUILDING SUPPLIES	505.50
PROFESSIONAL PRINT & MAIL, INC	PRINTING FORMS	485.50
QUADIENT FINANCE USA, INC.	POSTAGE	500.00
QUINTANA, EVA M.	SEWER SERVICE CHARGE REFUND	584.59
RAMIREZ, JIM	CERTIFICATION REIMBURSEMENT	91.00
ROBERT CURRIE	RETIREE HEALTH REIMBURSEMENT	168.56

SALLY RODRIGUEZ  
 SAMPSON SAMPSON & PARTNERS LLC  
 SAM'S SHOE STORE  
 SAN JOAQUIN VALLEY CHAPTER ICC  
 SARA J. STAUNTON  
 SERENA COATES  
 SILVAS OIL CO. INC.  
 SOTO, ROBBIE  
 STEVE JENSEN  
 SYNCB/AMAZON  
 TELETRAC NAVMAN US LTD.  
 TELSTAR INSTRUMENTS, INC.  
 THE GAS CO  
 THE UPS STORE  
 THOMAS & ASSOCIATES  
 TOTAL COMPENSATION SYSTEMS  
 TRANSWESTERN INS ADMIN  
 UNWIRED BROADBAND, INC.  
 VERIZON WIRELESS

RETIREE HEALTH REIMBURSEMENT	168.56
PROFESSIONAL ACCOUNTING SERVICES	3,000.00
SAFETY SHOES	172.03
MEMBERSHIPS	75.00
RETIREE HEALTH REIMBURSEMENT	168.56
TUITION & BOOKS REIMBURSEMENT	254.35
FUEL	1,973.27
CERTIFICATION REIMBURSEMENT	91.00
RETIREE HEALTH REIMBURSEMENT	181.48
INFORMATION SYSTEMS	106.75
COMMUNICATIONS	1,076.39
EQUIPMENT MAINTENANCE	3,224.95
GAS UTILITIES	604.89
BINDING	18.52
EQUIPMENT MAINTENANCE	1,700.00
PROFESSIONAL ACCOUNTING SERVICES	855.00
DENTAL / VISION INSURANCE	191.12
COMMUNICATIONS	499.99
COMMUNICATIONS	947.58

**MAS 200 Total Checks**

**\$107,676.30**

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**SELMA-KINGSBURG-FOWLER  
COUNTY SANITATION DISTRICT  
February 26, 2021  
WARRANT LIST**

*CARDENAS, DAVID	DIRECTOR'S FEE	127.63
4 CREEKS INC.	LIFT STATION REFURBISHMENT D4	7,302.08
AMERIPRIDE	UNIFORMS,MATS,MOPS,TOWELS	1,030.31
AT&T/CALNET 3	COMMUNICATIONS	196.54
BECS PACIFIC LTD	EQUIPMENT MAINTENANCE	325.00
BOOT BARN HOLDINGS INC.	SAFETY SUPPLIES	258.69
BSK ASSOCIATES	EXTERNAL LAB SERVICES, MLSS/RAS/CLARIFIER PROJECT	4,674.02
CALIFORNIA INDUSTRIAL RUBBER	EQUIPMENT MAINTENANCE	85.34
CALIFORNIA WATER SERVICE	WATER UTILITIES	15.67
CALPERS - CERBT	OPEB CONTRIBUTION	105,104.00
CALPERS HEALTH	HEALTH INSURANCE	36,512.81
CARSON TRAILER INC.	EQUIPMENT MAINTENANCE	1,811.90
CDW GOVERNMENT, INC.	INFORMATION SYSTEMS	3,440.44
CITY NATIONAL BANK	SOLAR LOAN PRINCIPAL & INTEREST	662,332.50
CWEA	MEMBERSHIPS	384.00
DANIEL MURRIETA	OUTREACH	1,156.93
EPIC INTERNATIONAL, INC.	EQUIPMENT MAINTENANCE	708.46
ERNEST C MENDES	DIRECTOR'S FEE	127.63
ERNEST PACKAGING SOLUTIONS	BUILDING & GROUNDS MAINTENANCE	341.05
EXPRESS SERVICES, INC.	EXTRA HELP	713.04
FASTENAL	EQUIPMENT MAINTENANCE	48.98
GRAINGER	SAFETY SUPPLIES	68.53
HD FACILITIES MAINTENANCE	EQUIPMENT MAINTENANCE	168.23
HERWIT ENGINEERING	MLSS/RAS/CLARIFER PROJECT	17,825.00
HOME DEPOT CREDIT SERVICES	BUILDING & GROUNDS MAINTENANCE, EQUIP.MAINTENANCE	81.25
MICHELLE ROMAN	DIRECTOR'S FEE	127.63
MKN	SEWER REHAB PROJECT, D4 STATION IMPROVEMENTS, NORTH ST. PUMP STATION PANEL REPLACEMENT	39,586.45
MOBILE EQUIPMENT COMPANY	EQUIPMENT MAINTENANCE	6,267.89
MONTOY LAW CORPORATION	PROFESSIONAL LEGAL SERVICES	1,240.00
MORGAN BROTHERS INC	PEST CONTROL	149.00
N&S TRACTOR	EQUIPMENT MAINTENANCE	1,559.17
NAPA AUTO PARTS	EQUIPMENT MAINTENANCE	407.05
NATHAN MAGSIG	DIRECTOR'S FEE	127.63
NELSON'S POWER CENTER	BUILDING & GROUNDS MAINTENANCE	68.00
NELSON'S ACE HARDWARE	SMALL TOOLS, BUILDING & GROUNDS MAINTENANCE	129.39
OFFICE DEPOT INC.	OFFICE SUPPLIES	2.72
PETERS ENGINEERING GROUP	ADAMS AVE SEWER IMPROVEMENTS	24,104.00
PG&E	ELECTRICAL UTILITIES	30,224.38
POLYDYNE, INC	CHEMICALS	19,123.37
RAYMOND MIKE ALANIZ	CERTIFICATION REIMBURSEMENT	182.00
RENT-A-TOILET	RENTAL EQUIPMENT	200.00
SAN JOAQUIN VALLEY HOMES	PG&E PUMP STATION ELECTRICAL REIMBURSEMENT	283.65
SARAH GUERRA	DIRECTOR'S FEE	127.63
SHAPE INC	EQUIPMENT MAINTENANCE	2,314.50
SILVAS OIL CO. INC.	FUEL	2,428.36
SUNSET COMMUNICATIONS	COMMUNICATIONS	60.00
SYNCB/AMAZON	MAINTENANCE BUILDING & GROUNDS	362.77
TELSTAR INSTRUMENTS, INC.	EQUIPMENT MAINTENANCE	3,803.82
TOSHIBA FINANCIAL SERVICES	COPIER LEASE	642.44
TRANSWESTERN INS ADMIN	DENTAL / VISION INSURANCE	1,125.59
VIDEO INSPECTION SPECIALISTS	CCTV SEWER MAIN INSPECTION	960.00
W.M. LYLES CO.	MLSS/RAS/CLARIFER PROJECT	124,995.99
WATER ENVIRONMENT FEDERATION	MEMBERSHIPS	332.00
WEST YOST ASSOCIATES	PROFESSIONAL SERVICES: ENGINEERING & TECH	2,241.37

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**MAS 200 Total Checks**

**\$1,108,016.83**

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

Cash Account Description	End of Month Cash Balance as of June 30, 2020	End of Month Cash Balance 2/28/2021
Cash in Treasury: Operations & Maintenance	\$ 4,048,898.43	\$ 2,965,391.05
Cash in Bank: Operations & Maintenance	\$ 31,680.36	\$ 72,090.00
Cash in Bank: Payroll	\$ 202.55	\$ 202.75
Petty Cash	\$ 700.00	\$ 700.00
Total Operations & Maintenance	\$ 4,081,481.34	\$ 3,038,383.80
Cash in County Treasury:Expansion	\$ 3,712,400.22	\$ 3,644,441.90
Cash in County Treasury: R&R	\$ 4,369,877.16	\$ 2,723,346.48
Cash in County Treasury:Selma	\$ 2,303,566.35	\$ 2,242,075.73
Cash in County Treasury:Kingsburg	\$ 2,833,908.08	\$ 2,869,191.99
Cash in County Treasury:Fowler	\$ 1,827,390.75	\$ 1,889,254.05
Total Cash Balance	\$ 19,128,623.90	\$ 16,406,693.95

**MEMORANDUM**  
(March 11, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Memo Prepared: March 2, 2021  
Staff Report Prepared By: Veronica Cazares, District Engineer

Agenda Item: 6-A  
Action: Motion

SUBJECT: Bid Results and Minor Irregularity Sewer Improvement: Logan/McCall and  
Floral/Chestnut

**DIRECTORS' SUMMARY**

Sealed bids were received for the Sewer Improvement: Logan/McCall and Floral/Chestnut on February 17, 2021 at 2:00PM. Staff recommends accepting the bid from Bill Nelson General Engineering Construction, Inc, Fresno CA for a total cost of \$322,555.00.

**STAFF RECOMMENDATION**

General Manager Muñoz recommends that the Board: (1) expressly find that the discrepancies in the bid bond guaranty be waived as a minor irregularity and (2) award the contract to Bill Nelson General Engineering Construction, Inc, Fresno CA for a total cost of \$322,555.00 and a contingency amount of \$32,000.00 for a total of \$354,555.00, and authorize General Manager Muñoz to execute the necessary agreements.

**ACTION**

Motion that Board finds the discrepancies in the bid bond as a minor irregularity, waives the irregularity, and awards the contract to Bill Nelson General Engineering Construction, Inc for a total cost of \$322,555.00 and a contingency amount of \$32,000.00 for a total of \$354,555.00 and authorize General Manager Muñoz to execute the necessary agreements.

**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.

As to the discrepancies, staff requests that the Board find the irregularity as minor and waive it. Under public works construction law, the District may only award to the lowest responsive and responsible bidder. If the deviation in a bid is material, the District must reject the bid as nonresponsive. If the deviation is not material, the District has the option, but not the requirement, to waive the deviation and accept the bid. If the District were to want to do this, it must do so expressly as part of the action awarding the contract.

In reviewing bid irregularities, factors which courts have considered in determining responsiveness and whether irregularities may be waived include the following:

- (i) the irregularity must not affect the amount of the bid;
- (ii) the irregularity must not give a bidder an advantage over others (e.g. give the bidder an opportunity to avoid its obligation to perform by withdrawing its bid without forfeiting its bid security, i.e., for mistake under Public Contract Code Section 5103);
- (iii) the irregularity must not be a potential vehicle for favoritism;
- (iv) the irregularity must not influence potential bidders from bidding; or
- (v) the irregularity must not affect the ability to make bid comparisons.

The bid package for Bill Nelson Gen. Engineering Construction included the corporate principal's signature on the Bid form, Bidding Schedule, and Certification of Bidders Qualifications, as well as a Certificate as to Corporate Principal and a notarized acknowledgement regarding the Principal's signature for the Non-Collusion Affidavit.

The following are the bid results:

	<b>Total Base Bid</b>
Bill Nelson Gen. Eng. Construction (Fresno, CA)	\$322,555.00
Emmett's Excavation, Inc. (Clovis, CA)	\$326,036.00
Dawson-Mauldin (Selma, CA)	\$327,464.00

The engineer's estimate of most probable construction cost was \$237,405.00.

Bill Nelson Gen. Eng. Construction, Inc. license is a Class A and active with no complaints or actions noted.

## MEMORANDUM

(March 11, 2021)

To: S-K-F CSD Board of Directors  
From: Ben Muñoz, Jr., General Manager  
Date Memo Prepared: March 11, 2021  
Staff Report Prepared By: Ben Muñoz, Jr., General Manager

Agenda Item: 6-B  
Action: Informational

**SUBJECT:** The Board will receive a report from General Manager on the (Informal Staff Draft-February 2021), Statewide Waste Discharge Requirements General Order WQ 202x-Xxxx-DW for Sanitary Sewer Systems received from State Water Resources Control Board and provide direction to staff.

### DIRECTORS' SUMMARY

The Board will receive a report from General Manager on the (Informal Staff Draft-February 2021), Statewide Waste Discharge Requirements General Order WQ 202x-Xxxx-DW for Sanitary Sewer Systems received from State Water Resources Control Board and provide direction to staff.

### ACTION

The Board may provide direction to staff as deemed appropriate.

### BACKGROUND

On February 2021, the District received the (Informal Staff Draft-February 2021), Statewide Waste Discharge Requirements General Order WQ 202x-Xxxx-DW for Sanitary Sewer Systems received from State Water Resources Control Board. The Board members may refer to the digital copy sent separately from the agenda packet. The Draft Order provides as follows:

- Comply with specifications, provisions, and notification, monitoring and reporting requirements that implement the federal Clean Water Act, the California Water Code (Water Code), water quality control plans (including Regional Water Quality Control Board Basin Plans), and statewide water quality control policies;
- Comply with federal and state prohibitions of discharge of sewage to waters of the United States and other waters of the State;
- Prevent any spill from the sanitary sewer system in violation of this General Order.
- Proactively operate and maintain sewer systems to ensure system resiliency and prevention of spills;
- Eliminate discharges of sewage to waters of the State through effective implementation of a Sewer System Management Plan;
- Monitor, analyze, and track spills for ongoing system performance evaluation; and
- Immediately report any noncompliance with this General Order.

On May 2, 2006 the District received the first Statewide General Waste Discharge Requirements Order No. 2006-0003-DWQ for Sanitary Sewer Systems from State Water Resources Control Board. The District is currently under the 2006 Statewide Waste Discharge Requirements General Order.



All federal and state agencies, municipalities, counties, districts, and other public entities that own or operate sanitary sewer systems greater than one mile in length that collect and/or convey untreated or partially treated wastewater to a publicly owned treatment facility in the State of California are required to comply with the terms of this Order.